

NUTS AND BOLTS



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SUNY Downstate Health Sciences University

This presentation is available online at [FSA Forms & Documents Webpage](#)

STUDENT LIFE/FSA OFFICE KEY CONTACTS

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Office of Student Life (OSL)

- [Schuyler Hooke](#), Director of Student Life; Ext 2484
- [Adam Burgman](#), Director of the Student Center and Student Activities; Ext 3293
- [Zainab “Zee” Akanni](#), Assistant Director of Student Activities; Ext 2485
- [Nicole Alleyne](#), Student Center Desk Supervisor; Ext 2487
- [Jacqueline Callender](#), Desk Assistant Supervisor; Ext 2487

Faculty Student Association (FSA)

- [Richard Bentley](#), FSA President; Ext 2186
- [Daniel Minnock](#), Staff Accountant; Ext 3187
- [email the FSA Business Office Team](#)

CRITERIA FOR STUDENT ORGANIZATIONS

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As a recognized organization you have already agreed to:

- Complement the university's mission and comply with all local, state and federal laws
- Have a clear purpose
- Involve activities that do not create undue risk or liability to the university
- Create a name that clearly represents the function of the student group
- **Can't have Downstate in front of the organization name**
- Have a stated mission and constitution on file with the Office of Student Life
- Complete four Event Summary Forms (no more than 1 a month)
- Complete one Community Service Form
- Student organizations must have at least (6) Downstate students as members in order to complete the registration: President, Vice President, Secretary, Treasurer (4), plus two members.
- Must have a non-Trainee Downstate faculty or staff advisor
- Manage budgets responsibly
- Must attend the Student Activities Fair
- Must have a Downstate.edu email account



Executive Boards

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- Must have the 4 main positions
 - President, Vice-President, Treasurer, Secretary
 - ✦ Vice-President can't be a graduating student
 - ✦ All four members of the executive board can't be from the same graduating year/class
 - ✦ Cannot have co-presidents
 - ✦ You cannot be on the e-board for more than 3 student organizations and only 1 student council
 - ✦ Must be a registered Downstate Student in good academic standing
 - Can have as many additional e-board positions as you wish
 - ✦ Fill out the page two of the registration form

REGISTRATION FORM

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- New Registration Form
 - **Advisor must sign the form**
 - 2nd page is optional if you have more than 4 executive board positions
 - 3rd page is for the names of your general members (minimum 6 members)
 - Update registration information with the OSL **every time** there is a change of officers (must be typed)
 - Please submit [Registration forms](#) through email to [Adam Burgman](#)
 - It is the Outgoing Board's last responsibility to make sure this form is submitted
 - Students can not reserve spaces, sign payment forms, send emails unless they are on the registration form



STUDENT ORGANIZATION REGISTRATION FORM June 1, 2023 to May 31st 2024

Name of organization: _____

Name and Signature of the Faculty Advisor: _____

Organization's Downstate Email Address (if applicable): _____

Organization registration expires every May 31st

In order to maintain/continue active registration organizations must re-register every year and submit a new form **anytime leadership changes**. If your organization fails to complete registration, your funds will be frozen and your organization will not receive any of the benefits granted to registered student organizations.

We do not recognize co-positions (1 person per position)

Vice-President cannot be a graduating students (unless your program is only 1 year)

The four main executive board positions should not be students from the same graduating year/academic program (unless your program is only 1 year)

Student Life is authorized to release your contact information to students and campus offices seeking information about your organization. Student Life will not release personal contact information when requested by person(s), groups, organizations, or other entities from outside the University. As executive officers of this organization, we agree to abide by Student Life policies and procedures for Downstate student organizations, Downstate policies and procedures, and the Chancellor's guidelines. We understand that violations of any rule or regulation may result in the suspension of the privileges of this organization. It is also understood that as a registered organization, this organization acts as a private affiliate and receives the privileges outlined in University policies and procedures. The University does not endorse the individual mission, goals, or purposes of any organization nor allows any organization to act on behalf of the University. Student Life is authorized to check the academic standing of organization officers. All organization officers are required to be in good academic standing.

My information below confirms my organization's agreement of the above statements

President: _____ School and Anticipated Grad Year: _____

Downstate Email Address: _____ Cell Phone #: _____

Gmail: _____

Vice President: _____ School and Anticipated Grad Year: _____

Downstate Email Address: _____ Cell Phone #: _____

Treasurer: _____ School and Anticipated Grad Year: _____

Downstate Email Address: _____ Cell Phone #: _____

Secretary: _____ School and Anticipated Grad Year: _____

Downstate Email Address: _____ Cell Phone #: _____

Is the organization affiliated with any non-SUNY Downstate entity? ☐ Y ☐ N

If yes, what entity and what is the relationship? _____

Approved-DMC Student Life By: _____ Date: _____

PRIVILEGES

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- Registration entitles groups access to:
 - The ability to request and receive funding
 - Hold meetings or events and reserve space on campus
 - ✦ Including Zoom Meetings
 - ✦ Off-Campus Events
 - Kahoot access
 - Event planning assistance
 - Ordering food and drinks
 - Printing/posting flyers and faxing documents
 - Help with apparel purchases



RESERVING SPACE ON CAMPUS

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- All Room Reservations must go to [Adam Burgman](#)
 - [Room/Zoom Request Form](#) - including off-campus events
 - Reserve space in ADVANCE!!!
 - ✦ Do not wait to the week of the event to reserve space
 - Reservable spaces in the Student Center:
 - ✦ Two Lounges
 - ✦ Basketball Court
 - ✦ Squash Court
 - ✦ Patio
 - ✦ Three Conference Rooms
 - [Reservable spaces in the BSB/HSEB/PHAB buildings](#)
 - ✦ Certain conditions may require a Facilities Use Application
 - [Master Calendar of Events](#)



Room Reservation

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- **Must type and email this form to Adam**
 - If recurring, list all dates on one sheet and note it is recurring
 - When reserving an event prioritize the dates you want in order
 - ✦ If your first date isn't available, you will be scheduled for the first available date listed
- **Zoom/Hybrid**
 - Room preference Zoom
 - ✦ If Hybrid, after you secure space on campus submit the zoom request
- **Off-Campus events must be approved**
 - Please fill out the [Off-Campus Event Request Form](#)
- **SC Lounges, Patio, PHAB A-D, and Auditorium/Atrium require a room set-up**
 - Upon space confirmation, we need a room set-up at least one week before your event.
- **Certain conditions may require a Facilities Use Application**
 - More Details to come


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HEALTH SCIENCES UNIVERSITY

Student Organization Room/Zoom Request Form

One activity per request form:

Name of Contact Person: _____ Today's Date: _____

Phone #: _____ Email: _____

Name of Student Organization: _____

Name/Description of Activity: _____

Please list in order the date/room you prefer Is this a recurring event? _____

Date	Prep Time ¹	Start Time – End Time	Clean-up Time ¹	# of people	Food (Y/N)	Room Pref ²

MEDIA REQUEST: _____

Classroom Services Use Only

Event # _____	Rec'd _____	Input _____	Confirmed _____ (RSO)
Event # _____	Rec'd _____	Input _____	Confirmed _____ (A/V)

¹prep time and clean-up time will not appear on confirmation
²room preferences will be honored whenever possible, however, there is no guarantee

Every effort will be extended to provide you with a room for the requested date and time. Curricular activities for scheduled classes and exams have first priority for room requests. All student organization room requests must be made through the Director of the Student Center, who will contact Classroom Services. Student Organizations are not to contact Classroom Services directly. You will be notified by the Director of the Student Center with a confirmation.

Submit this form to Adam Burgman at Adam.Burgman@downstate.edu

Meeting Minutes

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- **Submit meeting minutes to the OSL**
 - Not required, but we can add it to your google drive
- **Minutes should include**
 - Attendance
 - Date/Location
 - Topics discussed
 - Budgetary decision
 - Upcoming events



Changes to Listserv Access (Effective January 1, 2025)

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- As part of our institutional effort to reduce the amount of group emails sent to students, starting January 1, 2025, student organizations will no longer be permitted to use the Downstate student listservs to advertise events.
- OSL is taking the following steps to help with the transition:
 - We will increase advertisement for the **master calendar of events**
 - OSL has created a **weekly advertisement** showcasing all student organization events.
- As an Organization you can still:
 - Create flyers to post around campus
 - Email members who signed up for your organization
 - Use/create group chats
 - Use your social media platforms.
- OSL will also send a regular email (at least once a semester) and post on the website how students can reach out to individual student organizations to ask to be added to (or removed from) their member email lists.
- We are looking into a 3rd party platform specially designed for Student Organizations/events

Required Statements for Flyers and Publicity

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- All event publicity (flyers, emails, group chat posts or social media posts) must clearly include the following bolded statements:
 - **For accommodations or questions regarding an event, please email StudentCenter@downstate.edu.** If your organization has a dedicated email, you can include it alongside the Student Center email (e.g., StudentCenter@downstate.edu and yourclub@downstate.edu).
 - **Events sponsored by student clubs and organizations do not necessarily imply endorsement by SUNY Downstate Health Sciences University of the views, opinions, or activities of the speakers, presenters, or organizers.**
 - If your event is funded using student activity fee funding, you must also include: **Funded by the Mandatory Student Activities Fee.**
- To help advertise events, the Office of Student Life will:
 - Highlight the [master calendar](#) of events
 - Create and send a weekly listing of all student organization events for the following week.
 - ✦ Club leaders must complete the [Event Listing Submission Form](#) to have events promoted on the listing.
 - ✦ By noon on Thursday the week before your event
- Can ONLY post flyers on the bulletin boards
 - Do not use tape
 - Do not cover up flyers that are already posted
 - You can print flyers and borrow staplers at the SC Information Desk

Event Summary Form

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Event Summary Form

Student Organization Name: _____
Individual Submitting Report: _____
Student or Club Email: _____

Event Name: _____

Event Date: _____ Number of Participants: _____

1. Description of the event: _____

2. What was the goal of your event? _____

3. Did you work with another organization(s) or departments? If so, who and what was their role? _____

4. When did you start planning the event? _____

5. Did you achieve the goals of your event? _____

6. Were there any complications in planning/executing the event? _____

7. Would you recommend that your group repeats this activity? If so, what advice would you give to next year's group to improve the event? _____

- **Must have 4 events from June 1st to May 31st**
 - Can't have more than 1 event a month unless approved by the OSL a full month prior
 - ✦ (Example you want two events in March, you need approval in January)
- **An event is defined as program benefitting the Downstate community**
 - Movie night, guest lecturers, trivia, cultural events & more
 - It can be open to then entire campus or just your members
- **Events can be in person, off-campus, or virtual**
 - Events co-sponsored with the Student Center count
 - Off-Campus events need to be approved by the OSL
- **Event Summary Form**
 - Should be filled out and submitted to OSL no later than two weeks after the event
- **All payment forms associated with the event should also be submitted no later than two weeks after the event**

Community Service

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- Is defined as a service helping the non-Downstate community
- Fill out Room Request form to put it on the master calendar
- Minimum of 5 club members should participate
 - Not a 1 person event
- Must complete 1 community service project from June 1st to May 31st
 - Should be filled out and submitted to OSL no later than two weeks after the event (1 group per project)
- Having trouble coming up with a community service project?
 - We are working on [project guide](#)
 - The Blood Drive counts
 - Charity Drives count
 - Card Making DOES NOT Count



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Community Service Evaluation Form

Student Organization Name: _____
Individual Submitting Report: _____
Student or Club Email: _____

Activity Name: _____

Activity Date: _____ Number of Participants: _____

1. Description of the project and what were your goals?

2. How did you identify this as a community need?

3. Did you work with a partner organization? If so, who and include contact information?

4. Where did the Community Service take place? _____
5. Were any special skills needed? (Ex: taking blood pressure/administering flu shots)

6. How many people received your services or participated in your program? _____
7. Did you achieve the goal of your project?

8. Would you recommend that your organization repeats this activity? If so, what advice would you give to next year's group?

CHARITY DRIVES

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- Must coordinate with the Student Center professional staff
 - No more than a two week collection period
- Canned food drives are permitted – items must be non-perishable
 - [Food Pantry](#)
- Book drives are permitted – items cannot be text books
- Toy drives are permitted – items must be new and unwrapped
- Clothing drives are permitted – items must be new/clean. Please use gloves and trash bags when going through the collection bins

GET INVOLVED WITH OUR PROGRAMS!

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- Bring your organization to campus/virtual events to promote team-building etc.
- If you are interested in co-sponsoring an event, speak to Adam Burgman.
- Use the Student Center for meetings, programs, fitness, and relaxation
- Help us to know you!
Stop by and say hello



Questions

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