

# 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

2

## 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 Tonge](#), Desk Assistant Supervisor; Ext 2487

## Faculty Student Association (FSA)

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

# CRITERIA FOR STUDENT ORGANIZATIONS

3

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
- Keep your Engage page up-to-date



# Executive Boards

4

- **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

# Engage

5

- What is Engage?
  - 1 stop shop for all Student Organization needs
    - ✦ Information is only viewable with a @downstate.edu login
    - ✦ Keep track of members for your club
    - ✦ Submit All Forms
      - Club Registration, Room Request, Payment, Food/Soda Order and more!
    - ✦ Advertise Events
      - Each event has a QR code for attendance
        - When posting an event clubs choose between three options:
          - Campus Only –if co-sponsoring with a Council and in a big location
          - Member Only – all normal club events
          - Invitation Only – e-board meetings, events with specific attendees
    - ✦ Post photos from your events

# REGISTRATION FORM

6

- New Registration Form
  - **Advisor must sign the form**
  - 2<sup>nd</sup> page is optional if you have more than 4 executive board positions
  - Please submit the registration form on Engage
    - ✦ Update registration form on engage **every time** there is a change of officers
  - It is the Outgoing Board's last responsibility to make sure this form is submitted
    - ✦ Transfer leadership on engage as well
  - 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: \_\_\_\_\_

# RESERVING SPACE ON CAMPUS

7


- All Room Reservations are to be submitted through Engage
  - [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 (Main & Recover)
    - ✦ Basketball Court
    - ✦ Squash Court
    - ✦ Patio
    - ✦ Three Conference Rooms
  - [Reservable spaces in the BSB/HSEB/PHAB buildings](#)
    - ✦ Certain conditions may require a Facilities Use Application
    - ✦ Carrells are not for Student Organization Events (Academic Only)
  - [Master Calendar of Events](#)



# Room Reservation

8

- **Must type and submit on Engage**
  - PLEASE SUBMIT 2-3 WEEKS AHEAD OF TIME!!!
  - 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 we secure space on campus please re-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**
  - Work with [Adam](#) for SC Room set-ups.
  - Work with [Jacqueline](#) for PHAB/Atrium Room set-ups



**DOWNSTATE**  
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 | Start Time - End Time | Clean-up Time | # of people | Food (Y/N) | Room Pref. |
|------|-----------|-----------------------|---------------|-------------|------------|------------|
|      |           |                       |               |             |            |            |
|      |           |                       |               |             |            |            |
|      |           |                       |               |             |            |            |
|      |           |                       |               |             |            |            |
|      |           |                       |               |             |            |            |

MEDIA REQUEST: \_\_\_\_\_

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*Classroom Services Use Only*

Event # \_\_\_\_\_ Rec'd \_\_\_\_\_ Input \_\_\_\_\_ Confirmed \_\_\_\_\_ (R/S)

Event # \_\_\_\_\_ Rec'd \_\_\_\_\_ Input \_\_\_\_\_ Confirmed \_\_\_\_\_ (A/V)

prep time and clean-up time will not appear on confirmation  
room 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](mailto:Adam.Burgman@downstate.edu)

# PRIVILEGES

9

- Registration entitles groups access to:
  - The ability to request and receive funding
  - Reserve space on campus for meetings/events
    - ✦ Including:
      - Zoom Meetings
      - Off-Campus Events
  - Kahoot access
  - Event planning assistance
  - Ordering food and drinks
  - Printing/posting flyers and faxing documents
  - Access to Engage to track members and advertise events



# Required Statements for Flyers and Publicity

- 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](mailto:StudentCenter@downstate.edu). If your organization has a dedicated email, you can include it alongside the Student Center email (e.g., [StudentCenter@downstate.edu](mailto:StudentCenter@downstate.edu) and [yourclub@downstate.edu](mailto: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:
  - 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
  - The SC will print 10 copies of your flyer and share it with Res-Life
    - ✦ You will be given a stapler and index card and the 10 approved locations to hang up flyers
    - ✦ Please staple all 4 corners to keep the bulletin boards looking presentable
  - Do not use tape
  - Do not cover up flyers that are already posted

# Flyer Posting

11

- Receive 10 copies in color upon request
  - Student Center (3 Flyers):
    - ✦ Bulletin Board by the Locker Room
    - ✦ Under the glass counter at the Information Desk
    - ✦ Glass Case by the SC main entrance (Key #224)
  - HSEB (4 Flyers):
    - ✦ 5<sup>th</sup> and 6<sup>th</sup> floor – when leaving the elevator both hallways
  - BSB (2 Flyers):
    - ✦ One Bulletin Board by the Vending Machine
    - ✦ Bulletin closest to the calendar by Admissions/Bursar
  - PHAB Hall (1 Flyer):
    - ✦ 2<sup>nd</sup> floor (by the elevator)
- Upon Request, I can share your flyer with the Nursing, SOHP, and Res-Hall Departments for them to hang up

# Event Summary Form

12



**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 1<sup>st</sup> to May 31<sup>st</sup>**
  - 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**
  - Submit on engage 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

13

- 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 1<sup>st</sup> to May 31<sup>st</sup>
  - Submit on engage 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



## 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

14

- Please fill out the form on Engage
  - 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 textbooks
- 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!

15

- Bring your organization to campus/virtual events to promote team-building etc.
- If you have an event idea and need help executing it, we can help you!!!
- Use the Student Center for meetings, programs, fitness, and relaxation
- Help us to know you!  
Stop by and say hello



# Questions

16

