

# 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; Ext 3293
- [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](#)

# FORMS

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- [Student Life Website](#)
- [Café 101 Catering Order Form](#)
- [FSA Payment Form](#)
- [Organization Registration Form](#)
- [Room Request](#)
- [Soda Order Form](#)
- [Council Meeting Attendance Sheet](#)
- [Club or Event Attendance Sheet](#)
- [Community Service Form](#)
- [Event Summary Form](#)

# 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 SUNY Downstate in front of the organization name
- Have a stated mission and constitution on file with the Office of Student Life
- Manage budgets responsibly
- Complete two Event Summary Forms for each the Fall and Spring
- Complete one Community Service Form for each the Fall and Spring
- 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 Downstate faculty or staff advisor



# 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 new page two of the registration form

# REGISTRATION FORM

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- **New Registration Form**
  - Advisor must sign the form
  - 2<sup>nd</sup> page is optional if you have more than 4 executive board positions
  - 3<sup>rd</sup> 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 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
  - Kahoot access
  - Event planning assistance
  - Ordering food and drinks
  - Printing/posting flyers and faxing documents
  - Participation in the Student Activities Fair
  - Use of campus-wide emails & student organization email accounts
  - Use of the [campus bookstore](#) to help with apparel purchases



# RESERVING SPACE ON CAMPUS

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- All Room Reservations must go to [Adam Burgman](#)
  - [Room/Zoom Request Form](#)
  - Reserve space in **ADVANCE!!!**
    - ✦ Do not wait to the week of the event to reserve space
  - Reservable spaces in the Student Center:
    - ✦ Main Lounge
    - ✦ Basketball Court
    - ✦ Squash Court
    - ✦ Patio
    - ✦ Three Conference Rooms
  - [Reservable spaces in the BSB/HSEB/PHAB buildings](#)
  - [Master Calendar of Events](#)





# Room Reservation

- **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
- **SC Main Lounge, 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, if you need help with it talk to Adam or Jackie



**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 \_\_\_\_\_ (RSO)

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)

# 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



# List-Serv Email Use

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- To send out a campus wide email for your organization email Adam
  - Not the day of the event
- Email should have:
  - Clubs who is organizing/sponsoring the event
  - Time/Date/Location
  - Is an RSVP needed?
  - If SAF funding is being used should state:
    - ✦ Funded by the Student Activity Fee
- Email should be BCC copying the person who approved it
- Can't be used for:
  - Personal emails
    - ✦ Example - looking for a roommate
  - Sharing information not related to an Student Org event
    - ✦ Example - any political, charitable, religious information
- We do not need to approve reminders

# 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 2 events each given time periods:**
  - July 1<sup>st</sup> to December 31<sup>st</sup>
  - January 1<sup>st</sup> to June 30<sup>th</sup>
- **An event is defined as program benefitting the Downstate community**
  - Movie night, guest lecturers, trivia, cultural events & more
- **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
- Minimum 3 to 5 club members should participate
  - Not a 1 person event
- Must complete 1 community service project in the given time periods:
  - July 1<sup>st</sup> to December 31<sup>st</sup>
  - January 1<sup>st</sup> to June 30<sup>th</sup>
  - Should be filled out and submitted to OSL no later than two weeks after the event
- Having trouble coming up with a community service project?
  - We are working on [project guide](#)
  - The Blood Drive counts
  - Charity Drives 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?  
\_\_\_\_\_  
\_\_\_\_\_

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
- Canned food drives are permitted – items must be non-perishable and there must be an established time frame for the drive
  - [Food Pantry](#)
- Book drives are permitted – items cannot be text books and there must be an established time frame for the drive
- Toy drives are permitted – items must be new and unwrapped and there must be an established time frame for the drive
- 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

