NUTS AND BOLTS

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SUNY Downstate Health Sciences University
This presentation is available online at FSA Forms & Documents Webpage
Office of Student Life (OSL)

- Schuyler Hooke, Director of Student Life; Ext 2484
- Adam Burgman, Interim Student Center Director; 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
• 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
• Community Service Form
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
- Submit Meeting minutes
- 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

- **Must have the 4 main positions**
  - President, Vice-President, Treasurer, Secretary
    - Vice-President can’t be a graduating student
    - All four members on 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

- 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)
  - The 2024-2025 registration form will be emailed out in April and must be completed to renew your organization
  - Please submit Registration forms through email to Adam Burgman
• 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
    ▪ September 12th
  ○ Use of campus-wide emails & student organization email accounts
  ○ Use of the campus bookstore to help with apparel purchases
RESERVING SPACE ON CAMPUS

- 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 they will schedule the first available date you put down
- Zoom/Hybrid
  - Room preference Zoom
- SC Main Lounge, Patio and PHAB A-C require a room set-up
  - Upon space confirmation send us back the room set-up a week before your event, if you need help with it talk to Adam or Jackie
Meeting Requirement

- **Must have 1 general/executive board meeting**
  - July 1st to December 31st
  - January 1st to June 30th

- **Submit meeting minutes to the OSL**
  - No later than two weeks after your meeting date
  - Meetings can be in person or on zoom

- **Examples of what counts as a meeting**
  - Recruitment/introduction meeting
  - Event/community service planning
  - E-board Elections
  - And more
Meeting Minutes

- Minutes should include
  - Attendance
  - Date/Location
  - Topics discussed
  - Budgetary decision
  - Upcoming events
List-Serv Email Use

- 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 a Student Org event
    - Example - any political, charitable, religious information
- We do not need to approve reminders
• 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>

• Events can be in person, off-campus, or virtual as long as they are approved by the OSL
  ○ Events co-sponsored with the Student Center count

• 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

- Should be an event giving back to the 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 1st to December 31st
  - January 1st to June 30th
  - 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 have put together a guide with multiple projects from which you can choose
  - The Blood Drive count
  - Charity Drives count
CHARITY DRIVES

- 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 NOT permitted
- Must coordinate with the Student Center professional staff
GET INVOLVED WITH OUR PROGRAMS!

- 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

THANK YOU FOR LISTENING!

ANY QUESTIONS?