STUDENT LEADERSHIP TRAINING
Spring 2021 - Presenters

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718-270-2187

SUNY Downstate Health Sciences University
This presentation is available online at FSA Forms & Documents Webpage
Division of Student Life
- Schuyler Hooke, Interim Director, Student Life; Ext 2484
- Adam Burgman, Asst. Director, Student Activates; Ext 3293
- Nicole Alleyne, Student Center Desk Supervisor; Ext 2487
- Jacqueline Callender, Desk Assistant Supervisor; Ext 2487

Faculty Student Association
- Richard Bentley, FSA President; Ext 2186
- Daniel Minnock, Staff Accountant; Ext 3187
- eMail the FSA Business Office Team
• Student Life Website, forms tab
• Café 101 Catering Order Form
• FSA Payment Form
• Club/Org Registration Form
• Room Request
• Soda Order Form
• Council Meeting Attendance Sheet
• Club or Event Attendance Sheet
• Monthly Activity Report
• Service Learning Form
• Budget Request for Council Funding
• Annual Budget Request Form
CRITERIA FOR STUDENT ORGANIZATIONS

As a recognized as an Organization you have already agreed to:

- Complement the University's mission and comply with all local, state and federal laws
- Have a clear purpose
- Demonstrate sustainability for at least a two-year period
- 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
- Have a stated mission and constitution on file with the Student Center
- Submit Monthly Activity Reports
- Submit two Service Learning Forms, one for the fall and one for the spring
- Manage budgets responsibly

Please note: A student organization must have at least (6) Downstate students as members in order to complete the registration: President, Vice President, Secretary, Treasurer (4), plus two members. All executive officers (4) must sign-off on the registration form.

- Must have a Downstate faculty or staff advisor
- We do not recognize Co-Presidents
Organization Requirement

- **Monthly Activity Reports**
  - From August to May you are required to submit a monthly activity report to the Office of Student Life
    - You must submit [this form](#) by the 14th of the following month
    - If your organization has not done this, you will be ineligible to request funding

- **Service Learning**
  - No required Service Learning for the Spring of 2021

- **Please submit forms through email to** [Jacqueline Callender](mailto:jaacquli@callender.com)
All organizations are required to annually renew their registration between February 1st and May 15th

- Update registration information with the Student Life every time there is a change of officers
- Registration forms go to Adam.Burgman@downstate.edu

Registration entitles groups access to:

- The ability to request and receive funding
- Hold meetings or events and reserve space on campus and virtually
- Event planning assistance
- Ordering food and drinks
- Printing/posting flyers and faxing documents
- Participation in the Virtual Student Activities Fair
- Use of the campus bookstore to help with apparel purchases
STUDENT ORGANIZATION REGISTRATION FORM

REGISTRATION TYPE: [NEW][RENEWAL] Academic Year: 20____/20____

Organization registration expires at the end of every academic year. In order to maintain/continue active registration, Organizations must re-register every year and submit a new form anytime leadership changes. Each academic year, organizations must:

- Complete this form and submit it to 2-06 Student Center.
- Attend (in full) a Student Organization Leadership Orientation.
- Attend (in full) a Budget Session.

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.

Name of organization _____________________________

Approximate number of active members: _____________

Name and phone of the Faculty Advisor: _____________________________

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 signature below confirms my organization’s agreement of the above statements.

The following information (along with officer names/email addresses) will be posted in our Student Organization Directory:

President

(printed name) _____________________________

Class of (Year): _____________________________

Local Address: ______________________________

Cell: _____________________________

Signature: _____________________________

Vice President

(printed name) _____________________________

Class of (Year): _____________________________

Local Address: ______________________________

Cell: _____________________________

Signature: _____________________________

Secretary

(printed name) _____________________________

Class of (Year): _____________________________

Local Address: ______________________________

Cell: _____________________________

Signature: _____________________________

Treasurer

(printed name) _____________________________

Class of (Year): _____________________________

Local Address: ______________________________

Cell: _____________________________

Signature: _____________________________

What month are elections held: _____________________________

What month do newly elected officers take office?: _____________________________

Is the organization affiliated with any non-SUNY Downstate entity?: [ ] Y [ ] N

If Yes, what entity and what is the relationship:

Funding- Check all that apply:

[ ] University Council [ ] SoHP Council [ ] Grad Council [ ] Res Hall Council

[ ] Med Council [ ] Nursing Council [ ] MPH Council [ ] Other: _____________________________

Approved-DMC Student Life by: _____________________________ Date: _____________________________

Student Club Organization Registration Form ID 2019-11-05
EVENTS AND MEETINGS

- All Room and Zoom Reservations must go to Adam Burgman
  - Room Request Form
  - Student Organizations Events and Meetings Calendar
  - Reserve space in ADVANCE !!!
- Advertise your event/meetings
  - If using email send it BCC
- Meetings: Agendas, Minutes, FSA Attendance Sheets
All organizations are ENCOURAGED to fundraise! Deposit funds ASAP @ Bursar’s Office – include Acct # and FULL NAME of Council and Club

Bake sales are permitted ONLY when the food sold is purchased and sold in its ORIGINAL packaging (Home baked foods are PROHIBITED)

Tournaments, classes, and other forms of fundraising are acceptable, too

No Raffles!
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
Food / Beverage ordered thru Student Center (Café 101, Lenny’s, Dagan)

- Must have available funds!
- Submit food request forms to order food at least 1 week in advance
- **Café 101 Catering Form** – this expedites order & payment; eliminates need for a separate FSA Payment Form
- To order from one of our contracted vendors: Lenny’s or Dagan Kosher Pizza, please contact Nicole Allyene for assistance
- For all other food purchases, use the [FSA Payment Form](#) for reimbursements
- Student Center soda and paper supplies – must sign [Soda Order Form](#) and include account number
- Consider members who require Kosher, vegetarian, gluten-free or have other dietary restrictions
- Wondering how much to order? (Consult professional staff)
• Budgets are funded by student councils:
  - Graduate School Council
  - Med-School Council
  - Nursing Student Council
  - School of Health Professionals Council
  - School of Public Health Council
  - University Council

• Know your funding Council guidelines – each Council has different funding restrictions (i.e. prohibiting or limiting travel costs, specific types of expenses such as honorarium, etc.)

• If you have any questions, please ask your Council Treasurer or the FSA Business Office
Annual Med/University Council joint planning budget meeting: 2/24/21 thru zoom; Save the Date!
  - This will be the budget for June 2021 to May 2022
  - Student Organization budget requests are due by Wednesday, February 17th

Other Councils typically plan their budgets in a similar timeframe

Once your council approves all allocated funds, they submit their proposal the FSA office for certification by 5/14/21
Budget Request Form – June 1st 2021 to May 31st 2022

Please check all that apply:  ____ Med-Council Funding and/or  ____ University Council Funding

ORGANIZATION NAME: _________________________  PRESIDENT: _________________________  TREASURER: _________________________

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<tr>
<th>PAST AND SCHEDULED EVENTS: (Detail programs and expenses from the this year 2020-2021 (due to COVID use estimates of what you would have done or the previous 2019-2020 academic year)</th>
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<th>PROJECTED EVENTS FOR THE 2021-2022 YEAR (Anticipated cost of programs for the 2021-2022 academic year)</th>
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**Total:**

PLEASE TYPE ALL INFORMATION
FSA Webpage - SAF forms & Documents

SUNY Downstate Medical Center

Faculty Student Association

Student Activity Fee (SAF)

Related Documents for DMC’s Student Councils and Clubs

- Student Leadership Training Presentation: All Council and Club Officers need to know this material. Sessions are held in Fall and Spring. eMail Student Life for next presentation.

PDF format eForms - Always return to this page when initiating a new blank form to ensure using the most current updated form.

- SAF Most Frequently Used Forms:
- Constitutions / Bylaws:
- Clubs and Organizations:
- Financial Documents:
- Meeting Minutes:
- Other SAF Resources and Documents:

Forms Menu

- Business Office Forms
- Cafe 101 Catering Forms
- Student Activity Fee
- Trust and Agency Account
- FSA Board of Directors Forms
- For Vendors

FSA Business Office

Phone: 718-270-3107
Fax: 718-270-3345
Mail Stop: 1219
Location: Student Center, 304 Lenox Rd, Rm 2-09
Hours: M-F 9am to 5pm, except holidays
Email: FSA Business Office Team eMail

Web feedback welcomed. Didn't find what you needed, or a broken link? eMail us.
FSA001 Payment Form (link): Blank eForm is on FSA Forms webpage.

**SAF Councils and Clubs General Form Instructions** (MUST BE TYPED; type online then print. Chrome browsers require you to download form first, then type and “save as”, then print).

A. Insert the **Student Council** name that provides the club funding.

B. **Account to be Charged**: insert the complete Account # and Title of that acct # to which this expense is intended to be charged. Some clubs have only one expense account number, while larger clubs may have multiple expense accounts.

C. **Total Check Amount**: in dollars and cents.

D. **Check Payable To**: the Vendor or Person’s Full Name to whom the Check is paid to.

E. **Check box** either “Pick up completed check” or “Mail Check to”, inserting a COMPLETE mailing address.

F. **Purpose**: Must be detailed enough so that any 3rd party reading the form months or years later can clearly understand the justification and appropriateness. It must clearly explain what was purchased, why it was purchased, and WHERE WHEN it was purchased.

Payments directly to vendor with detailed vendor invoice or receipt are often self-explanatory, while a Reimbursement often needs additional explanation. Attach supporting documents:

- **Food/Catering**: When using SAF funds for food: A record of attendance is necessary. Small groups need individual names; very large groups can be described with a total of # of persons (e.g.: a $500 “lunch” may be appropriate for 5-10 people depending upon venue, but would certainly NOT be appropriate for 2 people). • Original detailed invoices paid. • Itemized restaurant receipts with credit card receipt/statement. • Copy of approved catering order form or contract (if applicable). • Event flyer or announcement sent.

- **Individual Services Payment**: Copy of the approved engagement/contract showing the advance agreed upon cost and services to be performed. • Distinguish Contractor payments with any applicable IRS form such as W-9. IRS Factors of the Common Law Test (20 Q’s form). May not pay salary, bonuses, or any form of remuneration directly to State employees working as part of their state obligation; such payments must flow through a State IRR. Account holders who plan to pay employees must discuss in advance with the FSA Business Office and receive advance approval for the appropriate process.

- **Travel related reimbursements**: Student Councils often have detailed parameters for travel related costs, and need council meeting minutes approving reimbursements. Indicate purpose of travel, and most economical means of travel shall be used, with supporting receipts.

- **Imprinted Clothing**: Coordinate all purchases through University Bookstore.

- **Gift Cards**: Any type must clearly justify a purpose as well as the recipient(s) of the said gift and/or gift cards. If recipient is not known in front (prizes at an event), must submit recipient immediately following the event.

- **Council Approval**: Some transactions and accounts, esp use of “Programs & Projects”, or “Spontaneous” accounts, or additional funding needed, require the Council’s approval by attaching official (signed) Council meeting minutes. Payments from acct titles similar to “programs and projects”, reserve funds, or funding transfers require supporting Council meeting minutes, showing Council approved “motions”. If your Council submitted final signed meeting minutes, they will be posted online at Student Council Meeting Minutes webpage (link). If the Student Council minutes are posted on that webpage, then you don’t need to attach a copy of the minutes. Instead, include words “Approved by (Council name) at their (date) meeting” in the Payment Form “purpose” section.

G. **Signatures**: Each Council /Club has slightly different authorized signature requirements. You need to know the signature requirements of the council providing funds to your club.

**Submitting**: Always save a copy of what you submit.

- The Student Center Director/Student Activities Office (Stu Ctr Rm 2-06) can assist in getting signatures. They will submit completed signed document to FSA, or

- If complete with all attachments and signatures, can be submitted directly @ FSA BusinessOffice (StuCtr Rm 2-09).

- If submitting via eMail MUST be from a Dowstate.edu eMail address of authorized signator.

**Questions on filling out a payment form? eMail link**
BUDGET INFORMATION

• Clubs/ Orgs must have financial accounts only in the Faculty Student Association (FSA).
  ○ FSA Forms webpage under “financial Documents” (link) has Certified Budgets and most recent SAF $ Reports, also available upon request on recent account activity / balance.
  ○ If you don’t understand a report, ask for help! eMail or call FSABusinessOffice@downstate.edu

• The Clubs/Org’s Treasurer handles all financial business and payment forms. Supporting documentation such as an original receipt, attendance sheet, and copy of the advertisement must be attached to the payment form.
  • See Payment Form Instructions (link)

• The Treasurer must know the financial status of the organization and the account number when signing payment forms.
FSA PAYMENT PROCESS

- **FSA Payment Form** must be used. Exception: Café 101 Catering Form and the Soda Form is used in lieu of the payment form.
  - Obtain blank Payment Forms from the FSA forms webpage; assures most current form version.
  - Submit **typed Payment Form** (not hand written) with all necessary information including council name, account number/account title. Attach all supporting documentation, such as meeting minutes, event flyers, attendance.

- Obtain all authorized signatures
  - Often it is the organization’s Treasurer PLUS the Council’s Treasurer, but each Council has different signature requirements that you need to know.
    - The SC Staff will assist in getting the signature of the Council Treasurer, if needed, and will then submit completed documents to FSA Business Office.

- Submit original to **Adam Burgman**
- Keep a copy of your payment form and attached documentation
FSA PAYMENT PROCESS

- Avoid reimbursements whenever possible

- Plan in advance for the time needed to process a check. Checks are normally ready within 2 weeks of submission. Urgent rushes need to be discussed with the FSA Business Office staff
  - Common payment delays are with payment forms with unclear descriptions, missing supporting documentation or authorized signatures

- Funds must be available in the account

- Submit the form as soon as an expense occurs. Fiscal year ends 5/31/21

- All payment forms for current fiscal year must be submitted to the FSA Business Office by 5/21/21
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.
- When the Student Center re-opens use us for meetings, programs, fitness, and relaxation
- Help us to know you! Stop by and say hello
Programs
Equal Employment/Educational Opportunity Training

Office of Diversity and Inclusion
SUNY Downstate Health Sciences University
450 Clarkson Avenue
Brooklyn, NY 11203

Victoria A. Ajibade, Esq.
AVP of Diversity & Inclusion
Chief Diversity Officer

(718) 270-1738
AskODI@downstate.edu
The Office of Diversity & Inclusion

SUNY Downstate has an obligation to ensure that our employees/students/patients/visitors are protected from discrimination/unlawful harassment in the hospital, workplace and in the classroom

- Investigate complaints or incidents of discrimination, sexual harassment and Equal Employment/Educational Opportunity (EEO) related retaliation under Title VI, VII, IX, *NYS 129-b, ADA*, etc.
- Prepare and file affirmative action plans with external agencies
- Responds to compliance reviews of SUNY Downstate’s EEO programs from state and federal agencies
- Investigate/monitor issues related to disability rights and accommodations
- Conduct professional development, informational and corrective action trainings

*Title IX policies and procedures are subject to change upon the Final Rule going into effect.*
ODI’s Jurisdiction

- ODI may exercise jurisdiction to investigate complaints of sexual misconduct and/or discrimination if a party to the complaint is an employee/student/third party.

  - Vendors, visitors, patients, consultants, temp workers, and interns also have standing to file an EEO complaint with ODI.
Protected Classes

Actual or Perceived

- Race/Color
- Religion/Creed
- Ethnicity/National Origin
- Age
- Disability
- Sexual Orientation
- Sexual Harassment (includes Stalking, Domestic, Dating and Intimate Partner Violence)
- Gender (Pregnancy, Gender Identity)
- Predisposing Genetic Characteristic
- Status as Victim of DV/Sexual Offense or Stalking
- Military status
- Prior Record of Arrest or Conviction (except as permitted by law)
- Marital status
EEO Discrimination Complaints

**Tangible Employment/Educational Action**
Adverse action based on an individual’s protected class

- **Staff**
  - Hiring
  - Termination
  - Promotion
  - Training opportunities
  - Compensation
  - Work Assignments
  - Evaluations

- **Student**
  - Grading
  - Academic assignments
  - Seating assignments
  - Transfers
  - Academic assistance
  - Graduation
  - Discipline

**Hostile Work/Academic Environment**
Harassment/poor treatment based on an individual’s protected class

- **Staff/Student**
  - Derogatory comments
  - Jokes
  - Gestures
  - E-mails
  - Pictures/Photos
  - Cartoons/Caricatures
# EEO Sexual Harassment

## Quid Pro Quo

When submission to sexual demands is made implicitly or explicitly a term or condition of an individual’s employment or academic experience.

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<th>Staff</th>
<th>Student</th>
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<td>Assignments</td>
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<td>Seating</td>
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## Hostile Work/Academic Environment

Conduct of a sexual nature that interferes with work / academic performance or creates an intimidating or hostile work / academic environment.*

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<td>Unwanted touching</td>
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<td>Displays of sexual materials</td>
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<td>➢ Pictures/emails/video</td>
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<td>Sexual jokes/Innuendos</td>
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<td>Sexually charged conversations</td>
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<td>➢ Graphic/sexually suggestive comments; discussions about sexual activity</td>
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<td>Repeated requests for dates</td>
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<td>• Personally or electronically</td>
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Conduct Outside the Workplace/School

- SUNY Downstate employees and students may still be held responsible for discrimination or sexual harassment, even if the conduct occurred off campus, if there is a sufficient nexus to the work/educational setting.*

- Examples:
  - Retirement/Holiday parties
  - Social interactions with students/employees
  - Off campus work/school related events
Who Can File a Complaint?

Complaints against SUNY Downstate staff members and students:

- Employees
- Students
- Vendors
- Visitors
- Patients
- Consultants and temporary workers
- Applicants for employment

Anonymous Complaints

A complainant may file anonymously but note that ODI needs sufficient information to pursue a legitimate investigative avenue.
Filing a Complaint

HOW TO REPORT

REPORT TO SUPERVISOR
- Orally
- In writing/Email (preferred)

REPORT TO ODI
- Mail/e-mail
- Call ODI directly (x1738)

REPORTING REQUIREMENTS

STUDENT COMPLAINTS
- All staff members are strongly encouraged to report any allegations from students.

STAFF COMPLAINTS
- All supervisors are mandated reporters*
- “Hesitant complainant”

* Under September 2018 UUP CBA, all faculty members are required to report any allegation of sexual misconduct/gender discrimination to a supervisor or ODI (preferred).
“Mandated Employees” are employees **REQUIRED** to report incidents of discrimination/sexual harassment or sexual violence to the ODI:* 

- Office of Diversity & Inclusion (all staff)
- Department of Human Resources (all staff)
- Office of Employee & Labor Relations (all staff)
- College President, VP & AVPs, and Deans
- Department Chairpersons/Executive Officers
- Office of University Police (all staff)
- Faculty or staff advisors to student groups
- Employees who are supervisors/managers
- Office of the Senior Managing Counsel (all staff)
Confidentiality and Mandatory Reporting

- **Only** certain employees can promise that an individual’s allegations of sexual misconduct/discrimination will be handled confidentially.
  - Student Counseling Services
  - Employee Health Services
  - Employee Assistance Program Staff
  - Campus Clergy/Chaplain

- All other staff are **strongly** encouraged to report.
Where can I File an Allegation?

If you experience or observe any form of discrimination, sexual harassment and/or sexual assault you should contact:

- Office of Diversity and Inclusion/Title IX Director – (718) 270-1738
- University Police – (718) 270-2626
- Human Resources – (718) 270-1191
- Office of Student Affairs – (718) 270-2187

Off Campus

- Safe Horizon – (866) 689-HELP (4357)
- NYC Domestic & Sexual Violence Hotline – (800) 621-HOPE (4673)
What is a Reasonable Accommodation?

- A Reasonable Accommodation is assistance with or changes to a position or workplace that will enable an employee to perform the essential functions of his/her job.
  - Requests for reasonable accommodation can be submitted for:
    - Disability
    - Pregnancy
    - Religion
    - Victims of Domestic Violence, Sexual Offenses, or Stalking

- Accommodations may consist of, but are not limited to:
  - Modifying the height of desks and equipment, installing computer screen magnifiers, or allowing a ten-hour/four-day workweek to allow an employee to receive weekly medical treatments
    - Following pregnancy or medical conditions related to childbirth: Bathroom breaks, assistance with manual labor, and periodic rest for those standing for long periods of time
    - Leave for religious observances, or wearing particular head coverings, certain hairstyles, or facial hair
    - Work schedule or location modifications, or absences to attend obtain court documentation or attend court proceedings
Questions

- Questions?