STUDENT LEADERSHIP TRAINING
Spring 2020 - Presenters

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SUNY Downstate Health Sciences University
This presentation is available online at FSA Forms & Documents Webpage
KEY CONTACTS

Division of Student Life
- **Meg O’Sullivan**, Assistant VP for Student Life; Ext 2487
- **Amy Urquhart**, Director, Student Center; Ext 2485
- **Adam Burgman**, Asst. Director, Student Activates; Ext 3293
- **Schuyler Hooke**, Student Center Administrator; Ext 2484
- **Nicole Alleyne**, Student Center Desk Supervisor; Ext 2487
- **Jacqueline Callender**, Desk Assistant Supervisor; Ext 2487
- **Justin Alger**, Director, Residential Life & Services; Ext 2798
- **Sherice Fields**, Asst. Director, Residential Life & Services; Ext 1468
- **Jennifer Hayes**, Staff Asst., Residential Life & Services; Ext 1466

Faculty Student Association
- **Rich Bentley**, FSA President; Ext 2186
- **Daniel Minnock**, Bookkeeper; 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
STUDENT ORGANIZATIONS
In order to be recognized as an Organization you must:

- 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.
- Have a separate President, Vice President, Secretary and Treasurer.
  - We do not recognize Co-Presidents
- Must have a Downstate faculty or staff advisor
- 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
- **To start a new organization, the new group must have a mission and purpose that is different than any other groups**
  - Contact Amy Urquhart for further details

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.
REGISTRATION/PRIVILEGES

• All organizations are required to annually renew their registration with the Student Center between April and May
  ○ Update Registration information with the Student Center every time there is a change of officers.

• Registration forms are available at the Student Center Information Desk, online Student Life website and in Amy’s office.

• Registration entitles groups access to:
  ○ The ability to request and receive funding
  ○ Hold meetings or events and reserve space on campus
  ○ Event planning assistance
  ○ Ordering food and drinks
  ○ Printing/posting flyers and faxing documents
  ○ Participation in the Student Activities Fair (Fall)
  ○ Use of the campus bookstore to help with apparel purchases
Food / Beverage ordered thru Student Center (Café 101, Lenny’s, Dagan)

- Must have available funds!
- Complete 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.
- If you are not using Café 101, use the FSA Payment Form, signed by your organization’s authorized signators (most often the Club treasurer PLUS Council treasurer) and attach the ORIGINAL receipts, advertisements and attendance records.
- 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.
- How much to order (consult professional staff).
EVENTS AND MEETINGS

- Reserve space in ADVANCE !!!
  - Remember Carrel's are not reservable space and should not be used for events or meetings.
- All room reservations must go to Amy Urquhart in the Student Center, 2-06.
- Advertise your event/meetings.
- 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
- See professional staff for assistance

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.
BUDGET INFORMATION

- Budgets are funded by student councils:
  - Graduate School Council
  - Med-School Council
  - Nursing Student Council
  - Res-Hall Council
  - Student Center Governing Board
  - School of Health Professionals
  - School of Public Health
  - 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 FSA Business Office.
BUDGET MEETING

- Annual Med/University Council Joint Planning Budget Meeting: 3/4/20; Save the Date!
  - Budgets are due to the Student Center information desk by Friday, February 28th
  - Organizations must be prepared to submit budget request form for the current year and following year activities.

- Other Councils typically plan their budgets in a similar timeframe.
Interim Budget Request Form

Date: ____________

Please check appropriate box:
☐ University Council Funding  ☐ Med Council Funding  ☐ Other: ________________

ORGANIZATION NAME: ____________________________

PRESIDENT: ____________________________

VICE PRESIDENT: ____________________________

BOX #: __________ TELEPHONE: ________________

TREASURER: ____________________________

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USE THE BACK OF THIS FORM IF MORE SPACE IS NEEDED. PLEASE WRITE LEGIBLY AND CLEARLY. ILLEGIBLE REQUESTS WILL BE REJECTED.
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.

- Councils must submit their budget for certification by 5/15/20
Every two years, all SUNY Downstate students are required to vote on a referendum to determine whether their student activity fee is to be mandatory. Student activity fees fund all social and recreational programs of the SUNY Downstate student councils.

We urge all students to VOTE FOR A MANDATORY STUDENT ACTIVITY FEE so these programs and activities may continue.

The link to the Ballots will be sent directly to your email account on Monday, March 30, 2020.
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 Amy Urquhart’s Office
- Keep a copy of your payment form and attached documentation
Avoid reimbursements whenever possible.

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

Funds must be available in the account.

Submit the form as soon as an expense occurs. Fiscal year ends 5/31/20. All payment forms for current fiscal year must be submitted to FSA Business Office by 5/15/20.
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: 718-270-3187
Fax: 718-270-3345
Mail Stop: 1219
Location: Student Center 364 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.
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).)

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 (ie: a $500 “lunch” may be appropriate for 15-20 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 the state obligation. Such payments must flow through a State IFR. 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 up front (prize at an event), must submit recipients 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 “meetings”. 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 Business Office (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
- Orientation
- Student Leadership Training
- Student Activities Fair
- Mini-Course Programs
- Intramural Basketball
- Thanksgiving Dinner
- Game/Craft Nights
- Coffee House
- Karaoke Night
- Tournaments
- Movies
- Spring Fling
- Massage on the Go
- Ice Cream Socials
- And more
GET INVOLVED WITH OUR PROGRAMS!

- Bring your organization to campus events to promote team building etc.
- If you are interested in co-sponsoring an event, speak to Adam Burgman.
- Use the Student Center! Meetings, programs, fitness, relaxation.
- Help us to know you! Stop by and say hello.
Title IX and NYS “Enough is Enough” Law requires the College to maintain a safe, supportive educational environment that is free from sexual harassment, domestic violence, dating violence or discrimination, based on a student’s protected class.

At SUNY Downstate, we promote and respect diversity. Understanding diversity and discrimination issues, helps keep our campus safe and allows our students to achieve academic and social growth.
Title IX & Education Law §129-b

- Title IX of the Education Amendments of 1972:
  - “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal Financial Assistance.”

- “Enough is Enough” NY Education Law § 129-b of 2015:
  - Prohibits sexual misconduct (i.e. sexual violence, assault, harassment, etc.) in educational institutions.
Scope of Title IX & NYS § 129-b

- Athletics (not applicable at Downstate)
  - Gender discrimination (including pregnancy), gender identity/gender stereotyping
  - Pregnant and/or Parenting Students
- Sexual harassment/sexual assault/sexual violence/stalking
- Course Access and Faculty Gender Equity in:
  - Science, Technology, Engineering, and Math (STEM)
What is Gender Discrimination?

- Prejudice or bias that is based on a person’s actual or perceived gender
- The idea that one gender is superior to another gender
- Treating someone as a sexual object based on their gender
- Paying one gender more than another gender for doing the same work
- Viewing a job as a “man’s job” or a ‘woman’s job’
Pregnant/Parenting Student’s Rights

- Title IX prohibits discrimination on the basis of gender—including pregnant and parenting students—in educational programs and activities.
  - Students may continue to participate in classes and extracurricular activities through their pregnancy. Schools may implement special instructional programs or classes for a pregnant student, but participation must be completely voluntary on the part of the student, and the programs and classes must be comparable to those offered to other students.
  - Professors must provide pregnant/parenting students with reasonable accommodations, that include but are not limited to, frequent restroom trips due to the pregnancy or permission to take a break to pump breast milk if the student is nursing.
  - The Professor must excuse absences due to pregnancy or childbirth for as long as the student’s doctor deems it medically necessary.
  - Professors should allow students to make up any work missed while students are out on parental leave. Students must be allowed to return to the same academic and extracurricular status as before her medical leave began.
What Is Sexual Harassment?

Sexual harassment is **unwelcome** conduct of a sexual nature that has the purpose/effect of adversely impacting one’s ability to participate in or benefit from an educational program.

This includes **unwelcome** sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature on or off campus.
What Is Sexual Violence/Assault?

- Sexual violence/assault is any form of sexual contact that occurs without consent and/or through the use of force, threat of force, intimidation, or other coercion.
- Sexual violence includes:
  - Sexual assault – unwanted touching, grabbing, pinching, brushing up against another’s body, caressing, etc.
  - Dating, domestic and intimate partner violence
  - Stalking
  - Sexual assault can be committed when someone has not given or is unable to give consent, for example, due to intoxication
  - Sexual assault can be a form of sexual harassment
  - Sexual assault is a CRIME
Forms of Sexual Violence: Dating/Intimate Partner/Domestic Violence

- Dating/Intimate Partner/Domestic violence is a pattern of coercive behavior that can include physical, psychological, sexual, economic and emotional abuse.

- It can consist of actions or threats of actions that intimidate, humiliate, isolate, frighten, coerce, threaten, blame or hurt someone.

- It can also consist of a **single** incident of sexual assault.

- Rape or any sexual offense, whether on a date or not, or by someone you know or do not know, is the same criminal offense.
Stalking is a behavior directed at an individual that would cause a reasonable person to fear for his/her safety, or to suffer substantial emotional distress.

**Red Flags/Examples:**

- Showing up at an individual’s home or work unannounced or uninvited
- Sending unwanted letters, text messages, emails, voicemails (Facebook, Instagram, Snapchat, DMs, etc.)
- Leaving unwanted items, gifts or flowers
- Constantly calling an individual and hanging up
- Using social networking sites and technology to track an individual
- Spreading rumors about an individual
- Calling an individual’s family/friends, professor, or employer
- Damaging an individual’s home, car, or property

*Stalking is a CRIME*
Who are Victims of Sexual Harassment and/or Sexual Violence?

- **Anyone** – of any gender, identity, sexual orientation, physical or mental ability, religious affiliation, national-origin, race, class or educational level – can be a victim of sexual harassment and/or sexual assault.

- Sexual harassment and/or sexual violence can occur between members of the same sex/gender.
What is Affirmative Consent?

- Affirmative Consent is a knowing, voluntary and mutual decision among all parties to engage in sexual activity.
- Consent can be withdrawn at any time.
- Consent can be given by words or actions, as long as those words or actions create a clear permission regarding willingness to engage in the sexual activity.
Rules of Engagement

➢ Each person must clearly communicate his/her willingness and permission to engage in sexual activity.
➢ A person who is drunk or high may not be able to consent.
➢ Having sex with a person who is passed out, or slides in and out of consciousness, is rape.
➢ Failure to resist or say “no,” does not equal consent.
➢ Silence does not constitute consent.
➢ Past consent to sexual relations does not constitute consent to subsequent sexual activity.
➢ A person may consent to certain sexual acts and not others.
➢ A person’s appearance or dress does not communicate consent.
➢ A person under 17 years old cannot consent to sexual intercourse under New York law.
Conduct Outside the Workplace/School

- SUNY Downstate 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 educational setting.

- Examples:
  - Social interactions with students/employees
  - Off campus school related events
Students who are victims of or observe sexual harassment or violence while under the influence of drugs or alcohol **should report the incident and seek medical** help.

Victims or bystanders reporting incidents of sexual harassment or violence to SUNY Downstate officials or law enforcement, in good faith, will not be subject to SUNY Downstate’s code of conduct for violations of alcohol and/or drug use policies occurring at or near the time of the incident.

This policy does not protect students from discipline for other misconduct such as sexual assault, drug sales, causing or threatening physical harm, damaging property or hazing.

Similarly, NY’s Good Samaritan Law protects from arrest and prosecution individuals who call 911 when they witness or suffer from a medical emergency involving drugs or alcohol.
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
➢ Office of Student Affairs – (718) 270-2187
➢ University Police – (718) 270-2626

Off Campus

➢ Safe Horizon – (866) 689-HELP (4357)
➢ NYC Domestic & Sexual Violence Hotline – (800) 621-HOPE (4673)
A confidential resource is not required to report knowledge of incidents of sexual harassment, including sexual violence. Confidential resources include;

- Student Counseling Service
  - Dr. Stanley Tam, (718) 270-1408
- Student & Employee Health Service
  - Dr. Mona Pervil-Ulysse, (718) 270-1995
CONTACTS

AskODI@Downstate.edu

718-270-1738

Victoria A. Ajibade, Esq.
Assistant Vice President of Diversity & Inclusion

Brian J. Brennan, Jr.
Title IX Director / Deputy EEO Officer
Evaluations/Questions

- Please fill out the evaluation you received
- Questions?