Managing the Maze

Production Notes
This Manual for TC Student Organization Leaders represents the collective efforts of many individuals. Suggestions and comments are welcome for future editions of this manual. Please address them to Yvonne Kent Destin, Office of Student Activities, Teachers College, Box 42, New York, NY 10027, or Email destin@exchange.tc.columbia.edu.

Non-Discriminatory Policy
Pursuant to Revenue Procedure 75-50 dated December 8, 1975, and Title IX of the Education Amendments of 1972 (“Title IX”) and part 86 of the Department of Health and Human Services, regulations promulgated to effectuate Title IX, and The Americans with Disabilities Act of 1990, Teachers College hereby gives notice of its nondiscriminatory policy as to students and employees:

Continuing its long-standing policy to support actively equality for all persons, Teachers College does not discriminate on the basis of race, color, religion, creed, sex, sexual orientation, national origin, ancestry, age, marital status, citizenship status, veteran status, disability or any other criterion specified by federal, state or local laws, in the administration of its admissions, employment and educational policies or scholarship, loan, athletic and other school-administered programs. Rather, Teachers College affirms that it admits students, and selects employees regardless of their race, color, religion, creed, sex, sexual orientation, national origin, ancestry, age, marital status, citizenship status, veteran status, disability or any other criterion specified by federal, state or local laws and thereafter accords them all the rights and privileges generally made available to students or employees at the school.
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Introduction to Student Organizations at TC
INTRODUCTION

So you’ve decided to become the leader of a student organization . . . Congratulations! As you already know, making your way through graduate school life can often feel like traveling through a maze of offices, requirements, and documentation. As a student leader, you are taking on the additional responsibility of running an organization. That alone can be a daunting task. Therefore, the Office of Student Activities has developed the Managing the Maze manual to help you navigate through the “3P’s” (policies, procedures, and paperwork) at TC so that you can run your organization effectively. The manual also includes tips for successful organization management and event planning.

In combination with this manual, we encourage you to avail yourself of the various resources of the Office of Student Activities. Student Activities, an office of Enrollment and Student Services, aims to enrich the overall educational experience for students by promoting campus-wide social, cultural, academic, and professional programs. Student Activities organizes weekly social activities and other events that allow students and faculty to interact beyond the classroom. Student Activities also certifies, funds, and advises student organizations at Teachers College. In addition, Student Activities publishes the Getting Started Guide, the Student Handbook, and other resource booklets. We encourage you to tap into the resources we have to offer and keep in touch with the office often.

We share your goal of making the 2004-2005 academic year a successful one for your organization. We hope that this manual facilitates that goal.

All the Best to You!

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Teachers College aims to promote greater community among students, faculty, and staff. It is committed to enhancing student learning, community integration, and positively affecting the areas of academic values, attitudes, and motivations. We intend to keep the discourse on higher education open to multiple perspectives. Involvement is often the key to student success at TC. Student organizations therefore play a key role in helping Teachers College fulfill its mission by developing activities that relate to education, profession, research, and community-service goals.

Building relationships and connections are central components in the life of graduate students. Participation in a graduate student organization enables students to develop a network of supportive peers who are able to assist them in their transition to TC. These peer groups also help students meet and learn from a greater diversity of backgrounds and traditions. Student organizations also help bridge the gap between the social and academic lives of students and promote an appreciation for diversity, as students are encouraged to express their views and life experiences. Thus, student involvement in graduate organizations enhances and provides a welcoming and supportive campus climate for all students.

Participating in student organizations' activities is an excellent opportunity for students to network, work collaboratively with one another, expand their sources of knowledge and intellectual gain, and undertake leadership roles that prepare them for future work. Learning is often processed after reflection from a variety of perspectives, and is influenced by collaborative exchanges.

Today's students are learners who assume multiple roles. Women, for example, may be students who are also mothers, daughters, spouses, partners, and professionals. Assuming such different roles in a satisfactory fashion is challenging. Moreover, sometimes the roles conflict due to time constraints and become a source of stress. Getting involved in student organizations may help students deal effectively with the stress associated with academic pressures. The feeling of being part of a community may help students deal successfully with the challenges faced by the college experience.
Why Certify
Managing the Maze

WHY CERTIFY?
The Advantages of Becoming a Certified Student Organization

You are reading this section because you have an idea for a student group at TC. You are wondering whether or not to certify as an official student organization with Student Activities. First, think about the advantages to being a certified student organization:

- Your organization will be given a webpage on the Student Activities website and you can create your own individual website linked to it.
- Your organization will be listed in the Student Handbook.
- Your organization will have access to apply for funds through sources such as Student Activities, the Office of the President - Diversity and Community, the Columbia University President and Provost Initiative Fund.
- As a student leader, you will have the support of Student Organization Interns, the Associate Director of Student Life as well as a Student Organization Mentor on event planning and organization management.
- Your organization will have access to book rooms at TC and the CU campus (e.g., Lerner Hall) and associated catering and audio-visual.

If the list above impressed you, you are now leaning toward certifying. Before you do, you need answer three key questions to help you determine whether to keep your group informal or whether to become a certified organization:

Does your idea fill an under-served niche for the TC student population? The mission of your group should have relevance to enough of a student population that it can gain momentum and grow. Official student organizations need at least 10 TC students as members to maintain their status. Take an unofficial poll in your department and/or your classes to test the waters and gain a sense of student interest. In addition, the purpose of your group should not duplicate any of the existing student organizations. You can take a look at the directory in the APPENDIX to review the missions of existing organizations.

Will you need funding for events and activities? If you just want to start a small discussion group or social group for which you won’t need funds to run activities, you probably don’t need to certify. There are informal groups and activities that are affiliated with departments that do not need to use resources outside those that the department can provide.

Are you willing to make at least a two-semester commitment to your new organization? Being a student leader takes time and energy. The certification process itself takes time and a great deal of thought and discussion to do it right. You will be involved with planning and implementing programs for your group, creating a website and marketing material, recruiting new members, attending required meetings with Student Activities, etc. Make sure you are not the only person willing to be the leader of your new organization - all the above men-
tioned responsibilities cannot be handled by one person alone. We recommend you have at least three students willing to become officers of the group before you certify. Please read the section on NOW THAT I AM CERTIFIED to review all the responsibilities you will be taking on if you certify.

If you answered yes to all of the above questions, you are ready to certify!
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How To Certify
HOW TO CERTIFY?
An Overview of the Certification Process

CERTIFICATION PERIOD
New organizations only:  
New and Current organizations:
September 7, 2004 - September 30, 2004  
March 21, 2005 - April 29, 2005

STEP 1: Assessment Interview (new orgs) or Yearly Review (current orgs)
Assessment Interview:  Once you have explored the questions of WHY CERTIFY, it’s time to make an appointment for an assessment interview with Student Activities. In this interview, Student Activities will assess with you your readiness to certify and will walk you through the process itself. We will help you to pre-identify challenges and opportunities for your new group to facilitate your planning process. Try to schedule this interview as early in the certification period as you can to allow yourself enough time for Step 2.

Yearly Review:  As a current organization, your certification process each year kicks off with the yearly review meeting with Student Activities. In this meeting, we will be assessing your use of funds thus far, the challenges and successes you have had throughout the year, and any issues you would like to bring to the table. We will also inform you of any changes to the certification process and/or other policies and procedures.

STEP 2: Complete the Certification Packet
The Certification Packet contains specific forms and requires you to provide particular information so that we can determine how to adequately fund your organization. You can review the Packet in the APPENDIX of this Manual. Here is a general overview of the components:

a) Organization Name and Mission Statement:  Create a name that reflects your group identity and purpose. Make sure that your name is easily identifiable and has a unique acronym (see APPENDIX for list of current organization names). Then craft a mission statement that identifies who you are and what you are contributing to the TC community. A mission statement in general states the what, why, and how of your organization:  What: defines the business of your organization; Why - states basic goals and guiding philosophies; and How - establishes a context for your strategies and actions. It should speak to potential members, explaining what their participation would involve. For example, here is the mission statement for the Program in Nutrition in the Department of Health and Behavioral Studies at TC:

Through current academic initiatives, research, and service activities, the Program in Nutrition focuses on facilitating change in individuals and communities, and on ways of modifying personal choice, community access, and the food system within which such choices are made to ensure healthy people in healthy and sustainable communities. To fulfill this mission, the Program in Nutrition: educates the next generation of nutrition and dietetics professionals to fulfill a variety of entry-level and leadership roles; generates new knowledge, policy and models for nutrition
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practice through research, scholarship and demonstration projects; and, contributes to the enrichment of the community and the profession by service to the field.

b) **Student Organization Leadership List**: Consider how you want to structure the leadership for your organization. Some groups like to have a formal structure outlining specific titles and responsibilities (e.g. president, vice president, treasurer, etc.). Other groups like to keep it more informal (e.g. a general planning committee). When defining your leadership, also consider the process for becoming a leader of your organization - do you want official elections or will it be on a voluntary basis. Your leadership structure sets the tone for general processes and procedures, so keep that in mind as you make your initial decisions.

c) **Mentor Consent Form**: We want each organization to have an advisory resource outside of Student Activities - normally this is a faculty member who is interested in the mission of your organization but it could also be an administrator at TC. You can look to this individual to share their professional expertise and experiences to help you achieve your mission. This informal relationship helps strengthen the ties between your organization and the TC community. Consider who you could ask to fulfill this role and have that individual complete the consent form. Please give your mentor a copy of this manual as well for his or her reference. Keep in mind that being a student organization mentor is not a condition of faculty or administration employment at Teachers College. Becoming a mentor is a voluntary, good-citizenship activity.

d) **Constitution**: The Constitution (and/or bylaws or standard operating procedures) form the basic framework of any organization. The constitution should include the organizational purpose, requirements for membership, officer duties and selection criteria, decision-making principles, and other general operating principles. Simplicity and flexibility are the keys. When writing or revising, keep in mind both the organization’s immediate needs and its future goals. Once the constitution is developed, it is important to review them regularly. The needs and goals of the organization will shift over time, and it is important that the constitution and bylaws reflect the current state of the organization. All student organizations must provide Student Activities with a copy of their organization’s constitution each year with the Certification Packet if you have had any changes. See the APPENDIX for an overview of how to write a constitution.

e) **Membership List**: Only currently registered TC students, faculty, and staff are considered members of TC student organizations. Other participants may be considered volunteers to the organization, but are not members. Membership in organizations must be open to all persons without regard to race, color, creed, religion, national or ethnic origin, gender, sexual orientation, age, marital status, citizenship, or disability. To be a certified student organization, you must have at least 10 current TC students on your membership list. Consider what the benefits to being a member are (e.g. receiving monthly email newsletters, generating ideas for events, free T-shirt, etc.) and whether or
not you want to charge a membership fee (see MONEY, MONEY section).

**f) Programming Proposal:** The Programming Proposal gives Student Activities a detailed look at your planned activities for the year. It consists of two parts: the Year at a Glance and the Individual Program List (see the Certification Packet in the APPENDIX for a detailed description of required components). We recommend that you develop a general theme or set of themes that could add cohesion to your vision for the academic year. We are looking for proposals that promote interaction and communication between various groups, programs, departments, schools, campuses. In addition, we require that organizations commit to at least two programs per year that are open to the entire college community, even if your group generally serves a very specific community. Think of what you want to accomplish, whom you want to involve, and when you want your events to take place. Take time to review your organization's capabilities, competencies, and resources - think about whether you can realistically organize ten different activities per semester or if you would be more effective in focusing your efforts on two or three activities. Think about quality versus quantity in programming.

**STEP 3: Review Certification/Funding Decision and Revise Your Programming Proposal**

After you submit your Certification Packet, the Associate Director and Student Organization Interns will carefully review your materials and make a determination for recognition and funding based on the merits of your Programming Proposal. Decisions will indicate one of the following statuses: CERTIFIED WITH FUNDING; PROBATION - RESTRICTED FUNDING; PROBATION - FUNDING PENDING; DENIED. Student Activities review each activity individually and fund each program individually on the basis of realistic budgets. Therefore, once you receive the funding decision, it is imperative that you review it thoroughly and revise your Programming Proposal according to what activities were funded and for how much. You have 2 weeks from the time Student Activities gives you the funding decision to send back a revised Programming Proposal. This will then be your final programming guide for the rest of the semester. If you are put on PROBATION status, Student Activities will indicate in the funding decision what steps you need to take to raise your status. Additional funding for activities not listed on this final Programming Proposal will be considered on a case by case basis. Student Activities reserves the right to not fund any activity you may hold that is not listed on the Programming Proposal.
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Now That We Are Certified
NOW THAT WE ARE CERTIFIED . . .
The Responsibilities and Requirements of Student Organizations

REQUIREMENTS OF CERTIFIED STUDENT ORGANIZATIONS

Now that you are leading a certified student organization, there are certain requirements to which you must adhere to remain in good standing with Student Activities:

- Read this MANUAL in its entirety and abide by the policies and procedures outlined within it.
- Complete and submit the Certification Packet each spring semester.
- Submit a Monthly Status Report for each month by the required deadline (see below).
- Adhere to all local, state, and federal laws and regulations, and the campus code of conduct.
- Send a leader to represent the organization to all the Required Events for each academic year (see below).
- Submit an Account Report Form for every activity that requires funds transactions (see MONEY, MONEY section).
- Submit a Fair Use Copyright Documentation Form for every event involving copyrighted film/video/dvd (see STRATEGIC EVENT PLANNING section).
- Use a Tax Exemption Form for all expenses incurred by the organization (see MONEY, MONEY section).
- Retain all hard-copy and/or electronic documentation and records for the organization (see SUSTAINING AND DEVELOPING YOUR ORGANIZATION section).

It is your responsibility as a student leader to operate your organization wisely, ethically, and according to university, college, and departmental goals, policies, and guidelines. We expect that you will consult with appropriate departments or university representatives when large, unusual, or potentially risky events are planned and obtain the necessary insurance coverage, when applicable, for all organizational activities.

COMMUNICATION AND REQUIRED EVENTS WITH STUDENT ACTIVITIES

We encourage student leaders to maintain consistent communication with Student Activities throughout each semester. This can come in the form of email, phone, or in-person conversation. Particularly when there are changes to your leadership or organization in general, it is critical that you alert us to these issues when they happen. Student Activities uses email as the main vehicle for communication with student organization leaders. Therefore, it is imperative that you read every email that we send and advise us if your email address changes.

In addition, there are required events during the autumn and spring semester for which each student organization must send a representative:

a. Fall Organization Reception for new students (September)
b. Leadership Training Workshop (November)
c. Spring Organization Reception for new students (January)
d. Yearly Review Meetings (March)

Student Activities reserves the right to add Required Events on an as-needed basis.

MONTHLY STATUS REPORTS

Student organizations are required to submit Monthly Status Reports (see APPENDIX). These Status Reports ensure that: a) you are planning and implementing events consistent with the Programming Proposal you submitted in the certification packet; and b) that you are reimbursed for expenses incurred related to the events listed (see MONEY, MONEY section). Student Activities reserves the right to either deny your anticipated costs (if the office feels your organization may eventually go over budget) or to suggest ways to lower your costs. Once we receive your Monthly Status Report, Student Activities is able to, at your request, send you an Expense Account Status so that you can review what’s been processed for your organization for that month. Monthly Status Reports are due the first week of every month for the month prior (September is due the first week of October, and so on). Feel free, in these reports, to detail upcoming events and the planning process for those events. There is never such thing as too much information! The Monthly Status Report should therefore deal with the previous, as well as the upcoming month.

WEEKLY ANNOUNCEMENTS

If your organization would like to advertise an event or program using the Office of Student Activities and Programs’ (OSAP) weekly emailing to all students, you must first submit a description, exactly as you would like for it to appear (content-wise, we reserve the right to augment formatting), by the Wednesday of the week prior to the event. If we receive anything later than the said deadline, we reserve the right not to add your event to the list.

COLLEGE EVENT-RELATED POLICIES

Student Activities requires that each event and activity of your student organization comply with all college policies and guidelines.

Violation of Policies and Disciplinary Action

Student Activities requires that each event and activity of your student organization comply with all college policies and guidelines. Organizations alleged to be in violation of the student code of conduct will be referred to the Office of the Associate Dean. Information can be obtained in the Student Handbook.

Statement on Hazing

Teachers College prohibits any organization from engaging in any action that recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization. Pursuant to Section 6450 of the Education Law of the State of New York, the above statement shall be deemed to be part of the bylaws of all organizations registered at Teachers College.
Fundraising and Sales Activities

Occasionally, limited on-campus fundraising or sales activities may be conducted by university departments, registered organizations, and individuals involved in course-related entrepreneurial sales activities. Applicants who wish to engage in fundraising or retail sales activities are subject to the following conditions:

1. Use of net proceeds from such sales will be limited to the support of: (1) programs and services of a registered organization, university department, or unit; (2) charitable organizations shown to have approved the activity at the time the appropriate forms were submitted (proposals for fundraising must include an original letter from the charitable organization stating that they are aware of and approve the fund-raising endeavor on their behalf); or (3) individuals whose sales activities are part of a defined academic program.

2. Fundraising and sales proposals must include either actual samples or detailed descriptions of all products and services to be offered for retail sale. The university reserves the right to withhold approval of the sale of any product or service, and to terminate the fund-raising activity or sale of products not submitted for advance approval.

Open Fires

The use of barbecue grills and other outdoor portable cooking equipment do not require an open burning permit. Barbecue grills may only be used outside and away from structures and vehicles. The only open area available for barbeques is Russell Courtyard. For more information, contact Sage Dining at 678-3168 or at sagedining@exchange.tc.columbia.edu. Use of candles, flammable fluids, halogen lamps, and live holiday decorations in any Teachers College building or leased property is prohibited.

Statement of College Policy on Alcoholic Beverages

The sale[1], service[2], possession, and consumption of alcoholic beverages at Teachers College is governed by the New York State Alcoholic Beverages Control Law and other laws of the State of New York. Based on such laws, it is the policy of Teachers College that:

A. Persons under the age of 21 years are prohibited from possessing any alcoholic beverage at Teachers College, or within its housing system, or at any event sponsored by the College or by a College organization, whether the event is at the College or not.

B. The following rules applicable (i) to all events at which alcoholic beverages are served or sold at Teachers College and/or its housing systems; (ii) to all events, whether or not at Teachers College, which are sponsored by the College or by any College organization, department, or office; and (iii) to all Teachers College activities, whether they occur at the College or not.

1. No person shall be sold or served any alcohol beverage if:
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a. that person is, or appears to be, under the legal drinking age of 21;
b. that person is, or seems to be, intoxicated, or is known to the server or seller to be a problem drinker.

2. No person under the age of 21 years shall present any written evidence of his or her age that is false, fraudulent, or not actually his or her own in order to purchase or try to purchase any alcoholic beverage or to gain access to any event or activity at which any alcoholic beverage is being sold or served.

3. No alcoholic beverage shall be sold to any person unless:
   a. a license or permit sanctioning the sale of such alcoholic beverage has been obtained by the seller; and,
   b. the license or permit sanctioning such sale and any posters, signs, notices or other material or information required by applicable law or by the State Liquor Authority are prominently displayed at the site of such sales.

4. The individual, group, or groups sponsoring an event or activity at which any alcoholic beverage is to be sold or served (the “sponsor”) shall be responsible to make sure that all New York State laws and regulations and all Teachers College rules and regulations regarding the sale, service, possession, and consumption of alcoholic beverages are observed at such event or activity. This responsibility shall include, without being limited to, the following:
   a. Items A(B)(1), and (B)(3) of this Policy as stated above, including examining attendees evidence of age;
   b. As part of the request to use College facilities the sponsor should notify the Office of Room Assignments of any event at which alcoholic beverages are to be sold or served. Student groups sponsoring events at which alcoholic beverages are to be sold or served should notify the Office of Student Life prior to the event.
   c. The sponsor shall instruct the person or persons actually selling or serving alcoholic beverages not to sell or serve alcoholic beverages to any person who is or appears to be intoxicated, or whom such server or seller knows to be a problem drinker, or who is or appears to be under the legal drinking age.

   In addition, specific policies, procedures, and regulations governing particular facilities or populations will be developed by the persons or offices authorized to do so, in conjunction with the Associate Dean for Student Services. Violation of this Policy or of any of these specific policies, procedures, or regulations will be punished pursuant to applicable College disciplinary codes and policies. Sanctions which may be assessed against violators include, for students, suspension and expulsions, and for employees, discharge.

   Faculty, staff, and students should also be aware that, in addition to College sanctions, they may be subject to criminal penalties under certain circumstances for the possession, service, or sale of alcoholic beverages to a person under the age of 21 years. Where appropriate or necessary, the College will cooperate fully with the law.

\[1\]Sales of liquor include, without being limited to, cash bars, events to which admission tickets are sold or for which fees are charged, either by the event or for a period of time (e.g., entertainment charge or annual dues), entitling the purchaser access to an open bar, and parties at which alcoholic beverages are served and for which contributions or donations to offset the costs of the party are sought.

\[2\]To serve alcoholic beverages shall mean to give away, deliver, or otherwise provide alcoholic beverages to any person by any means other than by sale to such person.
Money, Money!
STUDENT ACTIVITIES FUNDING

As you know, funding is allocated based on the Programming Proposal that you submitted with your Certification Packet. While Student Activities will review ad hoc requests for additional funding, the office reserves the right to deny any requests for funding that are not part of this proposal. Funding amounts fluctuate from year to year and are not guaranteed. Once funding from Student Activities is allocated, your organization then has an official Expense Account with our office. Your Expense Account is open for use from September 1st through June 30th. All of your Account transactions MUST take place within that given period and be completed by June 30th. Student Activities uses the month of July to reconcile all student organization Expense Accounts to ensure accurate account balances for the fall, therefore these Accounts are frozen during that time. Request for use of funds over the summer will be reviewed on a case-by-case basis and is not guaranteed. Once you have an account, you can add to the funds the Student Activities has placed in the account through a variety of alternative funding sources (see below).

TC AND COLUMBIA GRANTS

The Teachers College President’s Grant for Diversity and Community Initiatives

The President’s Grant for Diversity and Community Initiatives (DCI) is available to all recognized TC organizations and members of the TC community. The Grant provides financial support to projects, programs and events that benefit the entire TC community with the goal of spreading new and innovative ideas. As such, the Grant promotes interactive, inter-group communication, as well as collaborative and educational activities with an emphasis in community and/or diversity. Organizations may apply for this funding in the beginning of autumn semester only. For more information or to obtain an application please stop by the Office of the President - Diversity and Community in 128 Main Hall, call 212-678-3391 or visit the website at http://www.tc.columbia.edu/ADMINISTRATION/diversity/grantfund.html.

The Columbia University President’s and Provost’s Student Initiative Fund

The President’s and Provost’s Student Initiative Fund is available to all recognized Columbia University student organizations. The Fund provides financial support to projects that benefit the University community through first-time initiatives that benefits the University community by fostering intergroup communication, collaboration, cultural diversity, and educational programming. A committee composed of student leaders from undergraduate, graduate and professional schools allocates fund grants. Organizations may apply for this funding in the beginning of both the autumn and spring terms. Please visit the website: www.columbia.edu/cu/lernerhall and click on “President’s and Provost’s Fund” for further information.

MEMBERSHIP DUES

Based on the mission and goals of your organization, you may consider charging a membership fee to secure additional funds. Precedents for membership dues range from
$5 to $40 - keep in mind however, that the more your charge, the more you need to offer potential members. Consider what exclusive services or support members will receive as opposed to non-members. Consider how you will differentiate between members and non-members at events (do members receive a card, a T-shirt, etc.). Charging memberships dues allows a group to have unrestricted funds, i.e., funds that are not allocated for a specific activity by an office or a grant. Therefore, they allow for greater flexibility in programming. Membership dues are particularly useful if you want to coordinate more social oriented programming which is not covered under other funding sources.

When asking for membership dues, you need to create an application form which captures relevant personal data from the member and outlines the “contract” between member and organization (e.g. what you expect of the member and what the organization will do for that member). Keep in mind that if your organization does not use the dues as indicated in your membership contract, your members have the right to request a refund or dues for that period. Please ask for the dues in check form, not cash. This is easier to track as the check is the official receipt for the transaction. All checks should be made out to “Teachers College.” Your organization name should be placed in the notes area of the check. Once you have drafted your membership application, please send a copy to Student Activities for review.

Keep in mind, however, that you must designate someone in the organization to receive the dues track membership. Student Activities is not responsible for keeping up-to-date membership records. We ask that you submit membership dues to Student Activities for deposit into your Expense Account en masse - i.e., do not submit individual checks if you expect more dues to come in the next few days. See “Deposits” section below for the exact procedures.

FUNDRAISING

To raise funds for a particular organizational activity or for a charitable organization relevant to your organization, you may want to consider fundraising activities. Fundraising can take a number of forms - an admission fee for a particular event, a bake sale, a raffle drawing, etc. When conducting fundraising activities, you must outline in writing (either in an email announcement to your membership, on the raffle ticket, or in the program for the event) exactly for what purpose the funds are being raised. Student Activities is available to help you craft an appropriate message to the community.

MANAGING YOUR EXPENSE ACCOUNT

Managing your Expense Account and the Account Report Form

While Student Activities keeps a record of your Expense Account activity, we also expect that the treasurer or other designated representative of your organization will maintain organized and accurate fiscal records. This is a part of the management responsibility that comes with running a student organization at Teachers College. Keep copies of all receipts, Account Report Forms, and put together a spreadsheet to track credits and debits from your organization’s account. Student Activities can help you set up a spreadsheet to help you track your account.
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For each transaction (see deposits and spending below), you must complete and submit to Student Activities an Account Report Form (ARF) and all related receipts and paperwork. This ensures that the funds are withdrawn or deposited to the appropriate subsection of your account (see funding sources outlined above). This also will enable your organization to track spending and revenues by activity type, which will help you better forecast needs for activities in the future. In addition, you only have to fill out one type of form - Student Organization Coordinator(s) will then complete the additional TC-required forms to process the transaction. You can use the ARF for a single transaction (e.g. you purchased a cheese platter for an event and need to be reimbursed) or for multiple transactions (e.g. you made posters and bought a video for a film screening). However, you must limit a particular ARF to one activity so that we can ensure a comparison between what the anticipated costs versus actual costs of an event were.

The ARF (see a copy of it in the APPENDIX) is an online form - it is meant to be filled out on your computer. You can download a blank copy from the website at: http://www.tc.edu/stlife/current.htm. To fill it out just Tab through the form and click on them to check off a box or input text into a field. When you are done, save the document on your hard drive or to a disk and name it accordingly so that you have an electronic record. Print it out, attach all original receipts and support documents and submit it in person to Student Activities.

The ARF is a comprehensive form composed of three sections:

1. **Personal Information:** This is the required information needed to track a transaction. If you need reimbursement for money that you laid out personally (see SPENDING FUNDS below), then you must provide your social security number and mailing address as well.

2. **Activity Information:** This is the required information needed to track anticipated costs for an activity versus the actual costs. The Activity Title/Description includes the name of the event (e.g. Career Panel Discussion) and a description of what you are submitted the form for (e.g. cost of copies of program or funds raised from $3 admission fee). The “Approved Budget Funds” asks you what was written in your final programming proposal for certification (e.g. the anticipated expenditures or revenues) for this particular activity. The “Actual Funds” asks you what money you actually spent (expenditures) or made (revenues) for the event. This is also where, like on a bank deposit or withdrawal slip, you indicate the total amount of money you need to receive or deposit. If there are multiple transactions (e.g., you are paying two separate vendors), attach supporting documents that indicate how much goes to each vendor (see SPENDING FUNDS below). The “Funding Source” asks you from which subset of your account you want us to withdrawal money.

3. **Transaction Type:** This is the required information needed to process the transaction. If it is a cash reimbursement directly to a student for under $100, it can be
processed either the same day or within 24 hours. If it is a reimbursement over $100, it must be processed through a check request, which takes 2-4 weeks. Hono-
rariums and vendor payments also occur through the check request process. If the transaction is a transfer to or from another organization or department (i.e., a co-sponsorship) this is where you indicate the amount.

**Depositing Funds**

Depositing funds is fairly straightforward if you are depositing revenue received from membership dues, fundraising activities, or co-sponsorship with another organization or academic department. Just complete the ARF and follow the guidelines above.

For funds received from a grant, the process is slightly more involved. The grant-issuing office actually transfers the money directly to our master Student Activities account, so there is no check issued to the student organization. In order to allocate the grant appropriately into your Expense Account, you need to complete the ARF as if it were a regular deposit and attach the following items to it:

1. a copy of your grant application
2. a copy of your grant reward letter or email
3. any supporting documentation as to how the grant is to be used

Once the grant-issuing office has transfer the funds AND we have received the above documentation, then the funds will be available for you to use.

**Spending Funds**

It is important to spending your funds according to the budget you outlined in the Programming Proposal in your certification packet. Student Activities reserves the right to deny any expenditure that exceeds your anticipated costs more than $30. Keep track of your anticipated costs versus your actual costs so you can get a sense of whether or not you did a good job budgeting. This will also help you in your planning for the following year.

In order to avoid student leaders laying out personal funds for activities and awaiting reimbursement, we have established direct billing relationships with the following vendors:

**Teachers College Bookstore**
Amsterdam (at 120th Street)
212-678-3920

If you can’t find what you are looking for in the Office of Student Activities (see STRATEGIC PROGRAM PLANNING section), the Bookstore is a great place to pick up office supplies or a thank you gift for a great speaker. To purchase items from the Bookstore, stop by Student Activities to pick up a Master Account Letter. This letter gives you permission to use our master account to purchase items. You will only be able to use the letter for items purchase on that specific date; therefore you will need a new letter for each subsequent purchase. Take the letter to the Bookstore, pick out your items, and let the cashier know you are making a purchase for the Office of Student Activities at TC. Complete the required form,
submit the letter, and the items are now yours. Make sure to get a receipt for the purchase, since you need to submit this along with an ARF to notify us that the funds have been used.

Teachers College Duplicating Center
34 Main Hall
212-678-3703
If you have larger or more complex copying requirements than Student Activities can provide (see STRATEGIC PROGRAM PLANNING section), then the Duplicating Center is the place to go. The Duplicating Center provides black/white and color copying and printing, binding, folding, inserting, and laminating services at a reasonable cost and also stocks a variety of papers. Prices start at 8 cents per copy per page (standard black and white) and decrease for multiple copies of the same page. To place an order, stop by Student Activities and pick up a Job Request Form. Take the form to Duplicating and complete it per the specifications of your order. Ask for an estimate of the cost of the job. When the job is complete, fill out an ARF to indicate the anticipated funds used. Duplicating will send the actual receipt directly to our office.

Sage Dining
Ground Floor, Grace Dodge
212-678-3168
www.tc.columbia.edu/administration/admnsrvs/catering.htm
Sage Dining has an extensive catering menu ranging from muffins and bagels to elaborate reception cuisine. They will try to work with you based on your budgetary concerns. To order from Sage, stop by Student Activities to pick up a Master Account Letter. Only student leaders who present the Master Account letter to Sage will be allowed to place an order. Once you have finalized your order, get a receipt for the anticipated charges from Sage, attach it to a completed ARF, and submit it to Student Activities.

Che Bella Pizza
1215 Amsterdam Avenue (btwn 119th +120th streets)
212-864-7300
www.chebellapizza.com
Che Bella is the place not only for a great pizza, but they offer Italian catering services as well. To order from Che Bella, stop by Student Activities to pick up a Master Account Letter. Only student leaders who present the Master Account letter to Che Bella will be allowed to place an order. Once you have ordered, get a receipt for the cost, attach it to a completed ARF, and submit it to Student Activities.

Morton Williams University Supermarket
2941 Broadway (between 116th + 115th streets)
212-666-4190
Morton Williams is a full-service supermarket - looking for cookies and soda for a movie screening, this is the place for you. To order from Morton Williams, stop by Student Activities to pick up a Master Account Letter. Only student leaders who present the
Master Account letter to Morton Williams will be to the allowed to place an order. Once you have ordered, get a receipt for the cost, attach it to a completed ARF, and submit it to Student Activities.

**Honorariums**

You may want to invite a special professor/lecturer to speak at an event. Professional speakers oftentimes charge a fee for engagements, called an honorarium. Even if a speaker does not charge a flat fee, he or she might ask to be reimbursed for travel expenses. If the speaker charges a flat fee honorarium, request that he or she send an invoice or confirmation letter with the following information in advance of the event:

- Speaker name
- Mailing Address
- Social Security Number or Tax ID (required for payment)
- Title, Date, Time of Event
- Honorarium amount
- Signature

Explain to speaker that from the time of receipt of this invoice letter, it will take 2-4 weeks for a check to be processed and mailed to them. When you receive the invoice letter, attach it to a completed ARF, and submit it to Student Activities.

If a speaker requests reimbursement for travel, this still falls under the heading of honorarium. Explain to the speaker that TC cannot pay for travel in advance. However, if they can estimate their travel costs to the nearest dollar, they can submit an invoice letter for an honorarium exactly like the one above and you can process it in the exact same way.

**Reimbursement**

Should you be unable to use the preferred vendors or the honorarium procedures outlined above for your activity expenses, please contact a Student Organization Intern for alternative strategies to laying out personal funds. If you have a vendor that can produce a billing invoice for services provided, Student Activities can work with you to process a check in 2-4 weeks to for payment through the ARF procedures outlined above. Laying out personal funds should be a last resort. If you must lay out personal funds, then here are the policies/procedures for reimbursements:

1. Funds are reimbursed after the event has been held should be submitted within one week after the event is held. Complete the Account Report Form, attach all original receipts, and submit it to Student Activities. Reimbursement requests submitted 30 days after the event WILL NOT be processed.

2. Reimbursements will be distributed ONLY for those activities listed on your Monthly Status Reports.
Managing the Maze

3. Since Teachers College is a tax-exempt organization, it is college policy to reimburse only pre-tax costs for events. Therefore, when you purchase any items, you must fill-out and submit a copy of the Tax-Exempt Form (see APPENDIX) to vendors you use to purchase event-related items. The form must be submitted at time of purchase for you not to incur taxes on items.

4. Reimbursements for less than $100 can be processed as “petty cash.” Your ARF will be processed either the same day or within 24 hours and then you can take the completed paperwork to Student Accounts (Monday through Thursday from 9:30am - 12:30pm) to receive your cash back.

5. Reimbursements for more than $100 must be processed as Check Requests. Complete the ARF as outlined above and submit it to Student Activities. The reimbursement check will be sent to the mailing address you indicated in 2-4 weeks.

6. Due to college policies, Student Activities DOES NOT reimburse any costs associated with the purchase of alcohol.

7. ORIGINAL RECEIPTS must be submitted for all reimbursements or it will not be processed. Copies of receipts and all associated forms will be given to the student representative and will be kept in the organizations files in the Office of Student Activities.

8. It is the responsibility of the student organization representative/leader to notify Student Activities if reimbursement is not received within 4 weeks.

Unused Funds
These are the policies regarding unused funds at the end of the academic year (June 1st):

1. Funds allocated by Student Activities that are not used by June 1st will NOT roll-over to the next academic year. Each organization needs to reapply for funds through the certification process.

2. Funds received through membership dues or fundraising that are not used by June 1st WILL roll-over to the next academic year.

3. Funds from the P&P grant or the CCD grant that are not used by June 1st will NOT roll-over. These funds will be returned to the respective office. Should your organization have a justifiable reason to roll-over funds from these grants to the next academic year, you must contact the office that issued the grant to ask for special permission to roll-over funds. Student Activities must be notified in writing by the grant-issuing office by June 1st that the roll-over has been approved; otherwise, the funds will be returned.
Sustaining & Developing Your Organization
SUSTAINING AND DEVELOPING YOUR ORGANIZATION

ORGANIZATION DEVELOPMENT

Both new and long-established Teachers College student organizations should continuously monitor membership development and activity planning. Student Activities offers workshops for organizations and event planners as needed. Subject areas include event planning, risk management at events, contract negotiation, and leadership transition. We can also plan workshops based on your organization’s individual needs. Please call us at 678-3960 to arrange a workshop for your organization.

Recruiting Members

Recruiting members for your organization may require some work. We are including below a description of the average student at TC that may help you target potential members.

As of Spring 2004, there were over 5000 students at TC in nine departments. Two of these departments—Arts and Humanities and Organization and Leadership—were comprised of about 40% of the total TC student population. Nearly one-third of the students are working towards a doctorate degree. The average age of students at TC is 31 years; most of them attend classes on a part-time basis.

The following recruiting tips come from student leaders who have come before you - these tips have met with success but we encourage you to be creative in your recruitment efforts:

- Participate in the Student Organization Fair at the beginning of each semester. Have interested students sign-up for your mailing list.
- Schedule an informational meeting for interested students as a follow-up to the Fair.
- Advertise this meeting via e-mail, via flyers on designated Student Activities bulletin boards, and through word-of-mouth in your classes.
- Contact the secretary of your department—if applicable—to send an e-mail to students with information regarding your organization.

Developing your Website

Having a website online is a critical element to sustaining your organization. It can be used as a recruitment tool, a meeting minutes archive, and an event calendar, just to name a few of the potential functions. Make sure that during your recruitment, you find folks that would be interested in helping you develop/update your website. You may even want to have a Communications Officer or Information Technology Officer on your leadership team to ensure that the website is a priority for your organization.

Each student organization initially starts out with a standard webpage prepared by Student Activities that is linked to the list of certified organizations (http://
We encourage each student organization to develop its own website to be linked from the standard webpage. Student Activities has a technology intern that can help you brainstorm on ideas for your website. We also encourage you to work with Academic Computing representatives if you need further assistance. We hope that each organization will develop a personalized website which reflects in theme and content the uniqueness of the organization.

**Record Keeping**

Record-keeping is critical for any successful organization who strives to learn from its successes and mistakes. As a student leader, it is important that you debrief on your various events to figure out what went right and what (if anything) went wrong. Feedback from past leaders and participants is important so that you don’t have to recreate the wheel, so to speak, everytime you want to conduct business or do an event.

As a new student organization leader, you will receive a binder for you to keep your records in one place. These binders include this manual, relevant forms, and documentation from the prior year for review. Throughout the year, you should put copies of flyers, speaker invitations, Sage Dining orders, copies of all your Account Report Forms (ARF) or whatever else you feel is relevant to help your organization document and improve on your practices. We also encourage you to use the floppy disk included with the binder to put your copies of documents so that they can be re-used or enhanced each year.

**OFFICER TRANSITION**

Some student organizations hold their elections in Fall semester or at the end of Spring semester. We recommend that elections are held in the middle of Spring semester (March), and that the new officers take official control as of June 1st. Why?

1. It will give new students time to participate in your organization and learn about leadership opportunities that will be available in Spring semester.

2. It will give the new leaders the opportunity to work on the certification packet with the current leaders.

3. It will allow for enough transition time between leadership so that come the following fall, your organization is up and running.

In order to make the transition easier, former leaders are encouraged to share their experiences with the new leaders. Outgoing officers should:

1. Talk with the new leaders about leadership skills.

2. Share problems they have encountered during their leadership mandate and possible solutions for dealing with them.

3. Discuss the events that have worked and the ones that have not; share ideas for possible future events.
Managing the Maze

4. Encourage new leaders to develop a strong working relationship with the Student Organization Mentor.

5. Review the constitution of the organization and its mission statement with new leaders.

6. Remember that people have different leadership styles and ways of doing the same thing.
MANAGING THE MAZE

STRATEGIC PROGRAM PLANNING

ORGANIZING AN EVENT

Event planning is vital to all organizations. Providing activities for the Teachers College community affords social and educational opportunities and enhances the quality of interaction among community members.

Organizing events takes time and organizational skills. Student Activities can assist you in all aspects of the preparation, from brainstorming on room or equipment set-up, to promotion and food catering. The complexity of coordinating special events demands prompt planning so the earlier you inform Student Activities of your plans, the easier it will be to pull the event together. Communication with Student Activities is key in planning successful events.

WHAT RESOURCES ARE AVAILABLE TO US?

The Office of Student Activities can provide you with various office/event supplies in advance of your activity to help you avoid additional costs. You can make up to 25 black and white copies for free through our office as well as up to 3 black and white enlarged posters. Supplies that are available through our office include: pens, copy paper, easels, flipcharts, copies of TC or Columbia promotional material, etc. In addition, we have a CD player with speaker, a portable radio with cassette deck, and a digital camera available. Stop by Student Activities to see if we have the supplies you need for an activity or to request a piece of equipment.

A vast array of rooms, equipment, and other resources are available at TC to registered student organizations for reservation and use during activities. Through the Student Organizations website you can find links to list of rooms, computer and A/V resources (TVs, DVD Players, Video Cameras, etc.), and catering services.

RESERVING A ROOM

Room Assignments Office, part of the Office of the Registrar, is responsible for reserving rooms. They have a list of student organizations with the officers who are authorized to reserve a room. To reserve a room, please complete the Room Request Form online at http://www.tc.columbia.edu/administration/room-assignments/roomrequest.htm no later than one week before your event. The earlier you put in the request, the more likely are you to get the room you requested. While you are asked for your first and second choice, these cannot be guaranteed. In the field entitled “Organization or Department” you must input the official name of your student organization and in parentheses type “a TC certified student organization.” This way Room Assignments are alerted to review the list to ensure only authorized officers are making requests on behalf of your organization. Room Assignments send a confirmation to the email you indicated in the form within 5 business days of the original request. Please forward a copy of the confirmation to Student Activities for our records.
**FACILITIES**

Rooms will appear in their standard set-up unless special arrangements are needed (additional chairs or tables, refreshment tables, podiums). Should you need a special room set-up, please complete the additional forms linked from the room request webpage. We recommend that you speak with a Facilities representative in Main Hall Room 28 before you submit the special set-up form to find out what is possible in a particular area, since not all set-up requests are feasible. Student Organization Interns can help you think through set-up issues - feel free to stop by the office as you begin to plan these event logistics.

**AUDIO/VISUAL EQUIPMENT**

Many larger rooms come equipped with video/computer projection capabilities. On the room request form, just check off the box asking “if you need a room with computer networking capabilities.” Should an equipped room not be available, or if you need more extensive A/V equipment such as a microphone and sound systems, you must complete the “Request Equipment Form” online at http://mm.tc.columbia.edu/outsideform.htm. If your program requires special equipment that is not available through the Audio/Visual department, your organization needs to factor rental costs into the program budget.

**SECURITY MEASURES**

If an event revolves around a controversial topic or speaker, arrangements must be made for additional security measures with the Office of Safety and Security. The most important “security measure” is often a competent, impartial moderator. A number of professors are willing and able to assist effectively in this manner. Please discuss any concerns with Student Activities.

**FOOD AND CATERING**

Most student organizers of events opt to do what is considered “pot-luck,” whereby organizations prepare their own food to save on costs. However, if you need assistance catering an event, use one of the Preferred Vendors listed under “Spending Funds” in the MONEY, MONEY section of this Manual.

**PROMOTION**

Event planners often assume that the only promotional tools available are posters and banners. In reality, promotion can be the most creative and enjoyable part of the entire event. The purpose of promotion is to generate excitement and enthusiasm about the future event. We witness this every day with promotions of films, TV specials, and new products. Publicity gimmicks focus on the unique or absurd to create interest in the event. When promoting events on campus, you should be aware of the following facts:

1. **Your website** - Create a calendar of events or post special events on the front page of your website. This is the free and easy way to get the word out about your event.

2. **Poster -** There are strict guidelines for posterering on campus. Note that posters/fliers may not exceed 11” x 17” in size, and can only be posted on bulletin boards (DO NOT POST ON BARE WALLS). There are designated Student Activities bulletin boards and Classified Advertisement areas. Please use thumb tacks when posterering - DO
Managing the Maze

NOT USE TAPE OR STAPLES. Student Activities has an abundant supply of tacks for your use. Remember to include the crucial “who, what, where, when and why” information on the poster. In addition, so that the entire TC community can read your flyer, we require that each flyer is in English or Bilingual (i.e., having the Spanish announcement and English translation on the same flyer). Bulletin Boards are cleared each week on Friday, so keep that in mind when scheduling time to poster.

3. Banners – Please follow the guideline set for poster on campus. Banners should not exceed 52” (high) X 66” (wide) [approx. half of a twin bed sheet]. Banners may be displayed for up to week.

IF YOU NEED TO CANCEL AN EVENT

Unfortunately, the best laid plans don’t help when you must cancel an activity or event. A flight may be cancelled, a speaker might have a last minute conflict, a room might have water damage, a city-wide blackout might occur - just to name a few of the reasons for event cancellations at TC. If for some reason you need to cancel an event, please adhere to the following protocol:

1- Notify Student Activities asap in person, via phone or email and alert us as to the reason.

2- Email or call your membership and other relevant parties to notify them of the cancellation.

3- Call all vendors related to the event (caterer, A/V, etc) to let them know of the cancellation. Please keep in mind that some vendors require 24-72 hours notice of a cancellation to avoid fees - make sure to know what the vendor's policy is.

4- If you are using grant or departmental funds for the cancelled activity, contact the appropriate office to discuss how the funds can be re-allocated or postponed for future use.

5 If time permits, post flyers on the Student Activities bulletin boards announcing the cancellation and alert attendees of a pending rescheduling if applicable.

6- On the day of the event, post a sign on the door of the room where the event was to take place to alert attendees of the cancellation.

SAMPLE EVENT-PLANNING TIMELINE

Now that you have read through the above sections, we have provided a sample event-planning timeline to help give you the scope of what event planning is all about:

<table>
<thead>
<tr>
<th>TIME</th>
<th>TASK</th>
</tr>
</thead>
<tbody>
<tr>
<td>End of Spring semester</td>
<td><strong>Assess students’ needs and interests:</strong> What are the students’ interests? What needs are you trying to meet? Define who might attend the event.</td>
</tr>
</tbody>
</table>
Define your goals: What do you want to accomplish with the event?

Brainstorm ideas: Think of every type of event that might fulfill the goals. Then, review each idea and assess it for feasibility.

Assess resources: Know what you have to work with before planning. Faculty and staff members, students, and community groups are all resources.

Develop a budget: List all associated costs and allocate the available funds. You may have to contact various departments for cost estimates associated with their services. Make sure you can afford it!

Finalize your Programming Proposal and submit it with your Certification Packet: The Programming Proposal is your map to activity planning for the year. This will be your launching point for the specific logistics for each event.

**TIME**

4-6 weeks in advance of the event

**TASK**

Outline your measures for success: Outline what you want to get out of this particular event. How will you know if it’s successful? Put these in writing so that you can reflect on them post-event.

Develop a timeline: Make a list of everything that needs to be done to plan the event and when each task needs to be completed.

Split up the work: Designate tasks of officers and members.

Reserve the location and book any A/V and catering: Reserve your space as early as possible. Over 25 organizations, plus College departments, compete for limited campus space for events.

Arrange for proper security measures and permits as needed: Have this conversation early with Student Activities and the Director of Security if appropriate.

Make Contact: Identify, contact, and confirm all the persons necessary for a successful event. This includes performers, speakers, volunteers, and campus department representatives.
Managing the Maze

2-3 weeks in advance

**Advertise:** Define, prepare, and begin to think how you will attract participants to your program. Be sure that your publicity reaches your target audience—place your fliers in appropriate locations.

**Details:** Complete and confirm all details pertaining to the event (i.e. room reservation, A/V and equipment assignment, etc).

1-2 weeks in advance

**Final preparations:** Meet with members for final preparation and review. Increase publicity as the event draws near.

The Event

**Have Fun!!!**

Within 1 week of the event

**Evaluate:** We recommend that you incorporate an evaluation process for each event you carry out. This enables you to learn from your experiences and improve where needed. Put your kudos and ideas for improvement on paper so that you and future leaders can benefit from the experience.

**Submit Account Report Form (ARF):** Submit all original receipts as soon as possible to Student Activities (remember, you have only 30 days to submit receipts for reimbursements—see MONEY, MONEY section).

**“Thank-Yous”:** Thank the speakers and other guests for their participation.
Student Organizations at Columbia University
We encourage all student organizations to reach out to organizations across the Columbia campus to share resources, funding, ideas, and experiences. There are wide variety of organizations across in each school - visit the school websites and other university offices for more information. You can review the general listing of Columbia University undergraduate groups that fall under the purview of SDA, SGB, and GSAC at http://www.columbia.edu/cu/groups.html.

Columbia College and the Fu Foundation School of Engineering and Applied Science
Student Development and Activities (SDA)
http://www.studentaffairs.columbia.edu/sda/
515 Alfred Lemer Hall
212-854-3611

Columbia University
The Student Governing Board at Columbia (SGB)
http://www.columbia.edu/cu/sgb/
202 Earl Hall Center
212-854-6242

Graduate School of Arts and Sciences
The Graduate Student Advisory Council (GSAC)
301 Philosophy Hall
http://www.columbia.edu/cu/gsac/
gsac@columbia.edu

For additional graduate and professional school student organizations at Columbia, please review the next few pages for a list of organizations by school. Should you want to reach out to a particular group, please use the contact information listed at the top of the page or go to their website.
STUDENT ORGANIZATIONS AT COLUMBIA

School of Business
MBA Student Life
111 Uris Hall
(212) 854-5563
http://www-1.gsb.columbia.edu/students/life/clubs/

Africana Association
Arab Student Business Association
Asian Business Association
Australian Business Association
BioTechnology Club
Black Business Student Association
Bottom Line
Central and Eastern European Business Club
Chess Club
Christian Business Fellowship
Class Committee
Cluster Q
Columbia Art Association
Columbia Dance Club
Columbia Entrepreneurs Organization
Columbia Finance Association
Columbia Investment Management Association
Columbia Joint Ventures Club
Columbia Political/World Affairs Assoc.
Columbia Restructuring Club
Columbia Texas Club
Columbia Women in Business
Committee on Volunteering and Philanthropy
Dual-Degree Student Association
Emerging Markets Club
Energy Club
Equity Research Club
European Society
Follies
French MBA Club
GBA Exec. Board
Global Social Venture Competition
Golf Club
Gourmet Club
Greater China Society
Harlem Tutorial Program of Columbia
Health Care Industry Association
Healthy Living Club
Hellenic Business Students Association
Hermes Society
Hispanic Business Association
Human Capital Management Association
I-Prep
Ice Hockey Club
INSITE
Integrity Board
Investment Banking Club
Islamic Finance and Economic Forum
Japan Business Association
Jewish Business Students Association
Junior Achievement at Columbia Business
Korean Business Students Association
Latin American Business Association
Luxury Goods Club
Management Consulting Association
Managers in International Development Initiative
Marketing Association of Columbia
Media Management Association
Micro-Brew Society
Military in Business Association
NOVA
Operations & General Management Association
Outdoor Adventure Club
Peer Advisor Team
Private Equity Club
Real Estate Association
Retail Club
Rugby Football Club
Running Club
Sailing Club
Sales and Trading Club
Scuba Diving Club
Silfen Lecture Series (SLS)
Ski Club
Small Business Consulting Program
Soccer Club
Social Enterprise Club
South Asia Business Association
Sports Business Association
Squash Club
Street Squash
Student Faculty Academic Affairs Committee
Technology Business Group
Tennis Club
Travel & Hospitality
University Senate
Volleyball Club
West Coast Society
Wine Society
Yearbook

The above list of student organizations is subject to change.
STUDENT ORGANIZATIONS AT COLUMBIA

The Law School
Dean of Students Office
5th floor, William & June Warren Hall
(212) 854-6955
http://www.law.columbia.edu/current_student/student_service/Student_Organizations.html

Alpine Society
American Civil Liberties Union
American Constitution Society
Amnesty International
Asian Pacific American Law Student Association
The Bahá’í Association
Black Law Students Association
Christian Legal Society
Civil Rights Law Society
Columbia Latin American Business Association
Columbia Law School News
Columbia Law School Yoga Club
Columbia Law School Young Democrats
Columbia Law Softball Club
Columbia Law Women’s Association
Columbia Legal Outreach
Columbia Real Estate Law Society
Columbia Society of International Law
Criminal Justice Action Network
Dean’s Cup
De Vinimus
Domestic Violence Project
Entertainment, Arts, and Sports Law Society
Environmental Law Society
Federalist Society
For Enacting a Human Drug Policy
Grand Cru
Harlem Tutorial
Jewish Law Students Association
J. Reuben Clark Law Society
Koleinu
Korean Culture and Law Society
Latino/a Law School Association
Law School Soccer Association
Law Revue
Moot Court
Muslim Law Students Association
National Lawyers Guild
Native American Law Students Association
Neighborhood Kids
NHK: Japanese Legal Studies Association
Outlaws
Older Wiser Law Students
Phi Alpha Delta
Public Interest Law Foundation
Restructuring Club
Qanun (Middle Eastern Law Students)
Right Thinking Law Students
Rightslink
Society for Chinese Law
Society for Immigrant and Refugee Rights
Society for Law, Science and Technology
Society for Law, Health, and Bioethics
South Asian Law Students Association
Student Senate
St. Thomas Moore Society
Student Speaker Series
Tenant’s Rights Project
Trial Team
Transfer and Visiting Student Organization
Unemployment Action Center
Youth Justice Association

The above list of student organizations is subject to change.
AIDS Action Network
Alliance for Community Enhancement
African Affairs Network
Amnesty International SIPA Chapter
Asia Pacific Affairs Council
Association for Students of African Descent
Balkans Dialogue Student Group
Canadian Club
China Forum (Zhongwen Luntan)
Communique
Conflict Resolution Journal
Conflict Resolution Working Group
Cultural Exchange Group
Democratic Student Initiative
Ecological Society of SIPA
EMPA Forum
Energy Group
Forum on Globalization
Humanitarian Affairs Working Group
International Macroeconomic Research Group
Journal of International Affairs
Korea Focus
LASA 2003

MPASA
Microfinance Working Group
Newly Independent States Students Association
Nihon Benkyo Kai - Japan Study (NBK)
peace SIPA
Quipasa
Returned International Volunteers of SIPA
Salaam/Shalom Working Group
SICHA
SIPA International Consulting Group
SIPA Responds
SIPA Ski Club
SIPA Soccer Club
SIPA Squash Club
SIPASA 2003
Social Policy Forum
South Asian Graduate Association at SIPA
Southeast Asia Students Initiative
Student council on Islamic World Affairs
Students Investigating Public/Private Partnership
Transatlantic Student Group
US-Arab Council
Women in Public and Int’l Affairs (WPIA)
Yoga at SIPA

The above list of student organizations is subject to change.
Appendix

Academic Calendar 2004-2005
Directory of TC Student Organizations 2004-2005
Certification Packet 2004-2005
How to Write A Constitution
Account Report Form
Fair Use Copyright Documentation
Tax Exemption
Sample Monthly Status Report