**STUDENT CLUB MANUAL – GABELLI GRAD – REVISED SEPTEMBER 25, 2019**

**STUDENT ADVISORY COUNCIL (SAC)**

* 6 positions – See **Appendix 1** for responsibilities
  + - 1. President
      2. VP Full-time Students
      3. VP Part-time Students
      4. VP International Students
      5. Social Chair
      6. Treasurer
* Every SAC member is a liaison for 3-4 clubs
  + Meet with club leadership at least once every semester
* President’s Council – Meeting between SAC & club presidents. 2 times every semester. Ideally, 2nd Friday of September and 1st Friday of November. For Spring – Last Friday of January and 2nd Friday of March. Room 460 (Deans Conference Room) @ 10am
* SAC class champion monthly meeting – meeting with all class champions to update about all club events & get feedback about program and student needs. Ideally, 2nd Friday of September and 1st Friday of November. For Spring – Last Friday of January and 2nd Friday of March. Room 460 (Deans Conference Room) @ noon
* SAC office located in Room 110.

**BOARD MEMBERS**

* Usually 6 board positions with detailed job descriptions (to be written down by President)
* Junior board not mandatory but recommended for smooth transitions
* Access – GradLink club pages, club social pages and website
* Responsibilities – Keeping GradLink, social pages and websites updated with all club related information

**NEW CLUB REQUESTS**

* Students who wish to form a new club must fill out a New club Request for, (**Appendix 8**), and submit to the Student Advisory Council and Office of Graduate Advising
* Approval is needed by a majority vote of Student Advisory Council members
* If approved, the new club must meet with Office of Graduate Advising to do the following:
  + Create page in GSB GradLink
  + Create club banner
  + Work with Marketing and Communications office in order to get on the Fordham website
  + Join a club training session

**BUDGET & MONEY**

* Boards need to submit budget 2 times a year – Fall & Spring (**check new** **GradLink Manual**). Ideal budget submission dates: 10 days before start of class for both Fall and Spring
* Submission to be done through Gradlink
* Approvals can take about a month so if there is immediate need, communicate to treasurer/Lonnie Kussin
* 3 forms of payments for club expenses
  + - * 1. Fordham Corporate Credit Card – For expenses that can be paid by a credit card, contact Office of Graduate Advising with request. All original receipts must be submitted to Office of Graduate Advising or SAC Treasurer. Physical handling of credit card can only be done by Lonnie, SAC Treasurer and Student Engagement GA
        2. Check creation – for payments over $4000 or vendors not accepting credit cards. Check creation takes 20 business days. In order for a check to be created, see **Appendix 2**
        3. Out-of-pocket expenses – situations where club leaders use their own money. Original receipt is needed. For reimbursement form, see **Appendix 2.** This needs to be submitted to Office of Graduate Advising. Since reimbursements can take over a month, we want to avoid this type of situation
        4. For vendors that need to be paid, an Independent Contractor Form must be signed by the vendor and a W-9 form must be filled out. See **Appendix 3** and **Appendix 4**. Forms must be submitted to the Office of Graduate Advising.
* Fordham University – Gabelli School of Business is a non-profit and thus is Tax exempt. Communicate this to all external vendors and for tax form please contact Office of Graduate Advising.

**PAYMENT LINK**

* <http://www.fordhamsac.com>
* Please allow 2 business days for link creation

**ROOM RESERVATION**

* <http://www.fordhamsac.com>
* Requests for rooms for events to be made through this form.
* Booking and confirmation takes at least five business days. Ensure you send in your request well in advance to avoid last-minute confusion.
* Requests for rooms for club meetings can be done individually on 25 live.

25 Live can be found on App page of my.fordham.edu.

* Rooms must be left in the same order & condition after the event
* Food is not permitted in classrooms in 140W
* Catering for all events needs to be through Aramark.
* In the event that you no longer need the room that was reserved for you, please contact Office of Graduate Advising.
* **\*\*If you no longer need a room, please let Office of Graduate Advising know right away so they can cancel it\*\***

**ROOM SET-UP**

* To request that your room be set-up a certain way, please use the my.fordham portal and under the “Student Tab,” click “Submit a Work Request” under “Facilities Management Work Requests.” Please be as detailed as possible

**EMAIL ADDRESSES**

* Each club is designated a Fordham email address for the school (i.e. [gsbfinance@fordham.edu](mailto:gsbfinance@fordham.edu))
* You can request access to the email at this link: [Club Email Delegation Request Form](https://docs.google.com/forms/d/e/1FAIpQLSezJp5zmCepn-FOKuqvWZq6pVxmsClJA7CK-1b5SQ2lAuq_0Q/viewform)

**SOCIAL MEDIA**

* Please submit information on the following form if you would like the Gabelli Communications team to consider your event for social media promotion - [Social Media Submission](https://docs.google.com/forms/d/e/1FAIpQLScVVX5VyigxmKBIMuSycCBQ5drY1zf_JBtXEw3L1Gg-yJDcHA/viewform?pli=1)

**PHOTOS**

* You are encouraged to take photos at all of your events
* Photos can be posted on social media or uploaded onto GSBGradlink photo section on your club page
* Photos can be sent to Social Chair for posting on Instagram

**SECURITY**

* For guests that any club may be welcoming for an event / panel /networking, inform security with the person’s full name, organization, time and location of the event at [securitylc@fordham.edu](mailto:securitylc@fordham.edu). Preferably, have a club leader/member at the door to welcome the guest.
* For any event where alcohol will be served on campus, club needs to arrange security guards.

**PARKING**

* School will not be able to provide parking for guests. Clubs may account for parking money in their club budgets. School can provide list of parking spots around the campus.
* There are discounts for parking garages around campus, including:

Regent Garage

45 West 61st Street

212-245-9594

* Front security desk must validate parking ticket in order to receive discount
* Other lots that provide discounts can be found here: <https://www.fordham.edu/info/20144/parking_facilities/283/lincoln_center>

**FOOD/ALCOHOL**

* All events that are hosted on campus need Aramark catering
* Aramark menu available here - https://fordham.campusdish.com/en/Catering
* Catering budget needs to be approved by SAC at the beginning of semester
* To confirm menu, send an email to contact Willie Walker (walker-willie@aramark.com) and place your order. Always loop in SAC Treasurer to confirm the event and budget and to approve the order. This needs to be done at least three days before the event.
* All hot food served on campus needs staff who need to be paid separately. Confirm that will Clare Colleen while confirming food order
* Only 2 venues at the Lincoln Center campus are exempt from Aramark catering. These are Constantino and Bateman halls in Law School.
* Food is now allowed in classrooms in business school building (140W 62nd). This is always informed to you in the room request confirmation you receive from school admin
* If your event is not being catered by Aramark, make sure you clean all the remaining food and trash from the venue
* All events with alcohol that are hosted on campus need Aramark catering, and Aramark must receive approval from the Graduate Advising Office to serve alcohol at the event.
* Bartenders should be reminded to ID each person ordering an alcoholic drink.
* Undergraduates are not allowed at graduate events where alcohol is being served, unless it is an annual conference and approved by the Graduate Advising Office and Office of Student Involvement, in which case wristbands will need to be handed out.
* Events with alcohol require a member of the Graduate Advising team to be present and oversee wristband distribution.
* Events with alcohol must be noted on the event submission in GradLink and approved by the Graduate Advising Office.
* Events with alcohol require security guards. Guards should be requested by email to Robert Dineen – dineen@fordham.edu and cc Lonnie Kussin and SAC Treasurer

**MEDIA SERVICES**

* For events that require microphones, laptops or any audio/visual aid, contact media services
* Requests must be made at least 48 hours prior to event – no exceptions
* Email: [gabelliIT@Fordham.edu](mailto:gabelliIT@Fordham.edu) (140W62nd St), [rimiranda@fordham.edu](mailto:rimiranda@fordham.edu) (Lowenstein building)

**CLUB BANNERS**

* Should be used at all club events located on campus
* Banners can be signed out from Office of Graduate Advising
* Banners need to be returned within 2 business days after the event

**CLUB OFFICES (Rooms 108 and Room 109)**

* All club officers are entitled to use club offices
* Keys are available at the front desk in Office of Academic Advising (Suite 126)
* Club Presidents are granted keys for 108 and 109
* Link to reserve room 108 and 109.
* Offices will be used on first come first serve basis

**POSTERS/PRINTING**

* Poster printing for events can be done in Office of Academic Advising. For bulk printing, club leaders may need to head to Duplication center and pick up form to be filled out and signed by Lonnie.

Duplicating Center

Leon Lowenstein Building - Room SL-25

Tel: 212-636-6048

* FedEx Columbus Circle (240 Central Park South) is another option:

Account No: 0949660672

Account Name: FORDHAM

Discount should be 10-20%

* + Please email the FedEx team with your designs and ask them for an estimate. Ask them to share samples before printing if possible. It's on case to case basis - usa0763@fedex.com
* Name tags/Tent cards can also be printed for special events like conferences /networking nights hosted on campus. This needs to be coordinated with Office of Graduate Advising 5 days before the event
* 10 fliers of size 8.5x11 will be printed and stamped. Location, details and rules for flier posting on campus can be found in **Appendix 5**
* 3 fliers of size 11x17 will be printed and stamped. These will be posted by GAs in the advising office on the 3 totem poles located at the entrance of 140W 62nd Street, 2nd floor by middle staircase and 3rd floor hallway.
* Approvals of all posters will be done through Office of Graduate Advising
* Event fliers need to mention who can attend the event. i.e. “graduate students only” or “open to all students”
* Posters need to be taken down within 24-hours after the event
* Postings must be for events in a 30 day period, meaning the flier can list events in a 30 day period.
* We will not approve postings with events beyond 30 days.   We will stamp two weeks ahead of your event or the first event.
* All posting must be for events sponsored by University departments or student organizations.  The department or organization name must appear on the flier, no initials, please write out the full name.
* Your event must have a dated stamp from a Lincoln Center office.
* Postings can be approved for 2 weeks.
  + There are exceptions for the 2 week posting period: large events that require a ticket purchase such as Winterfest and President’s Ball.

***Grad Business Insider***

* *Grad Business Insider* emailgoes out every Monday at 6PM
* Events must be submitted to GradLink by the prior Thursday at noon in order to be included in the following week’s email
  + The date, location, and time must be included in the event submission or it won’t be included in the email

**MARKETING**

* See **Appendix 6**

**GRADLINK**

* **See Videos**

**EVENTS**

* See **Appendix 7**

**GIFTS**

* <http://www.fordhamsac.com>
* A set of whiskey or wine glasses with the Gabelli logo and Fordham leather notebooks are available as gift options
* Glasses come in a maroon bag
* Any additional gift items need to be purchased through club budgets

**APPENDIX 1: SAC Roles and Responsibilities**

**PRESIDENT**

* Public face of SAC
* Manages SAC team
* Works closely with Treasurer on SAC and club budgets
* Works closely with Social Chair for SAC sponsored events
* Responsible for improving overall student experience
* Acts as a liaison between students and administration, conveying concerns and feedback both ways
* Responsible for leading and working with Class Champions
* Hosts President Council meetings

**VP OF FULL-TIME STUDENTS**

* Maintains constant contact with all club officers
* Manages all communication between SAC and student clubs
* Manages logistics of Gradlink

**VP OF PART-TIME STUDENTS**

* Represents the interests of part-time students
* Responsible for part-time student engagement for the school

**VP OF INTERNATIONAL STUDENTS**

* Represents the interests of international students
* Manages & executes the Global Peer Advisor program

**SOCIAL CHAIR**

* Organizes and promotes SAC and student club events
* Appoints Annual Gala planning committee
* Manages Annual Gala planning
* Manages communication and social media for SAC

**TREASURER**

* Manages SAC budget
* Manages, consolidates, and approves all club budgets
* Manages reimbursement process for all student clubs

**APPENDIX 2: Check Form/Reimbursement Form**

**FORDHAM UNIVERSITY**

**Gabelli School of Business**

**Reimbursement/Check Request Form**

THIS FORM MUST BE ACCOMPANIED BY **ORIGINAL RECEIPTS** FOR ALL PURCHASES**.**

**CLUB NAME**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Submitted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Requestor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone no.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EVENT**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event Time: \_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_

Event Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REIMBURSEMENT**: □ **CHECK REQUEST**: □

**(Reimbursements less than $50 will be in cash, greater than $50 will be by check)**

Check Payable to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mail to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Itemization:

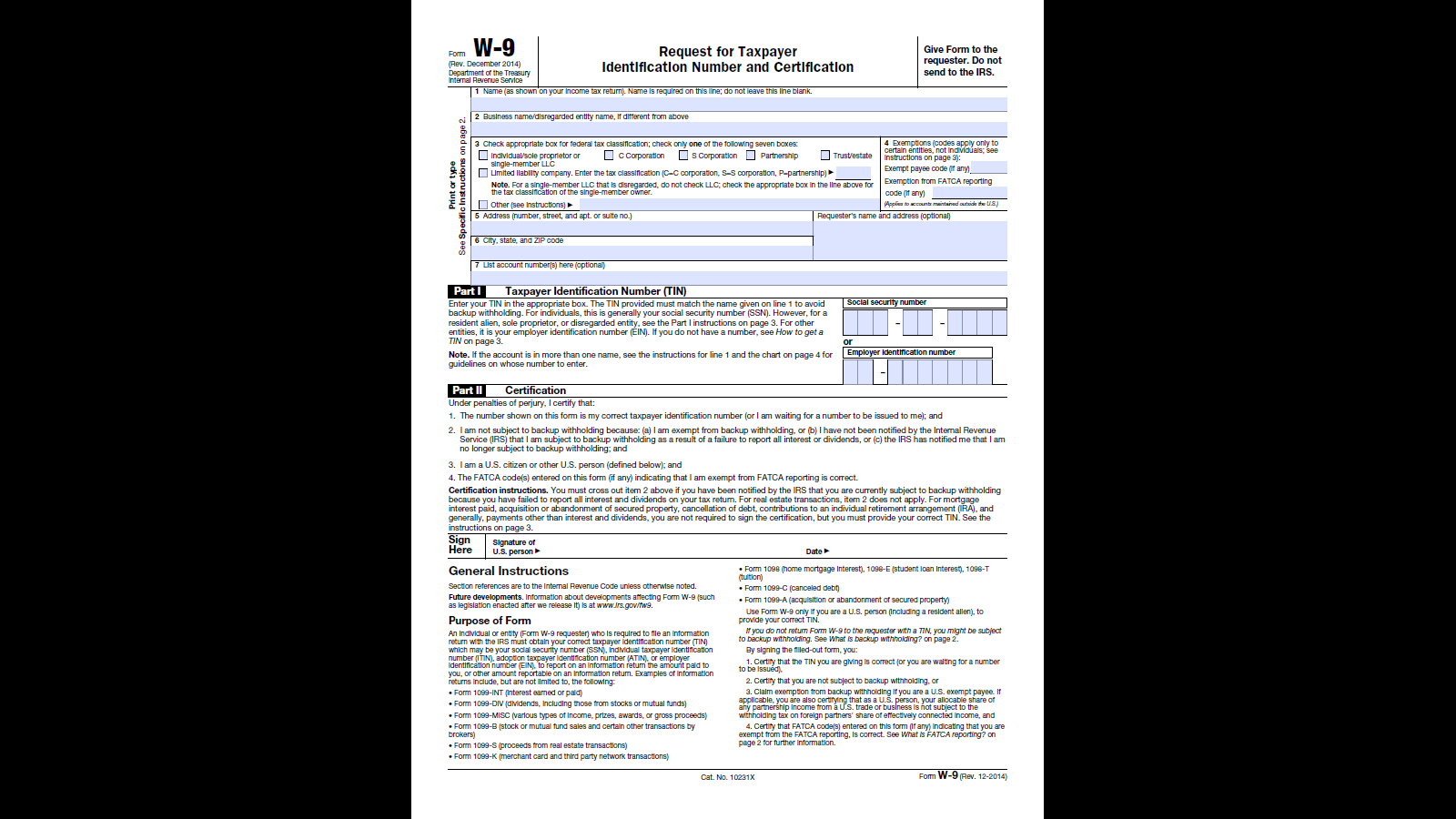
|  |  |  |  |
| --- | --- | --- | --- |
| **Quantity** | **Description** | **Cost (per unit)** | **TOTAL COST** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

SAC Treasurer’s Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Associate Dean of Academic Programs Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Amount Requested: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount Approved: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**APPENDIX 3: Independent Contractor Agreement**

**APPENDIX 4: W-9 Form**

**APPENDIX 5: Flier approval rules and policy**

Fordham University: Lincoln Center

Posting Policy

This is a campus wide initiative to maintain, in a neat and orderly fashion, current postings throughout all buildings on the Lincoln Center Campus.

**Posting Approval Offices:**

* Office for Student Involvement (140W Room G33).
* Residential Life for all postings in McMahon and McKeon (McM 108).
* Jennifer McKeown for Gabelli events (140W Room 126).
* Martino Hall (Sarah Hunt Munez) for DAUR events (Martino 8th Floor).
* Judy Kelly for Arts & Sciences Faculty events (LL 821).
* Jonnie Torres for GSSS events (LL 726).
* Carolyn Velazquez for Grad Ed events (LL 1121).
* Law Administrators and Student Affairs for Law events

**Sign removal (once past posting date)**

* Residential Life for McMahon and McKeon.
* Student Involvement for 140W Garden Level
* Gabelli for 140W 3rd Floor Student Lounge
* Approvers at the Law School.
* Leslie, Vincent, and Sarah Hunt Munez in Martino.
* Lowenstein: VPLC

Campus Operations cleaners will check all posting areas at major breaks: Thanksgiving, Christmas, Spring Break, and Summer.

It is also the sponsoring groups responsibility to remove postings after events.

**Fun tack**

Fun tack is to be used on all surfaces on all floors everywhere on campus.   Signs with scotch tape will be returned to the sponsoring organization.

**Lowenstein individual floors:**

The maroon posting boards at the Plaza level and floors 4, 5, 8 and 9. Black boards on the 3rd. floor.  Floors 2 and 6 have large boards in the perpendicular corridor.  As well as the street level corridor from Lowenstein to McMahon and Lowenstein to 140 and Law.

* The 7th floor is managed by Graduate School for Social Services and only their postings are allowed on this floor.
* The 10th and 11th floors are managed by Grad Ed and only their postings are allowed on these floors.
* Be sure NEVER to post on painted walls, only posting boards.

**140W individual floors:**

Posting only allowed on clear acrylic posting boards on these floors

* 3rd Floor by the social lounge
* Garden Level – 3 clear colored posting boards.

**Posting Rules:**

* Postings must be for events in a 30 day period, meaning the flier can list events in a 30 day period.
* We will not approve postings with events beyond 30 days.   We will stamp two weeks ahead of your event or the first event.
* All posting must be for events sponsored by University departments or student organizations.  The department or organization name must appear on the flier, no initials, please write out the full name.
* Your event must have a dated stamp from a Lincoln Center office.
* Postings can be approved for 2 weeks.
  + There are exceptions for the 2 week posting period: large events that require a ticket purchase such as Winterfest and President’s Ball.

*Alcohol and parties should not be advertised on fliers.  The event should clearly be for graduate students, cocktail hours can be referred to as “hors d’oeuvres hours”; and a request to bring “state issued ID.”*

* Postings go on display panels ONLY, never the painted wall.
* Do not post in elevators, in the stairwells, above the escalators or within 3’ of the fire equipment (warden phone, emergency pull station).
* Do not post above or below the elevator call buttons.

**New “DAY OF EVENT” rules:**

On the day of the event, a 22” x 28” poster can be placed in the display pod at the Lowenstein entrance or the entrance to 140 depending on where the events is located.  Easels are discouraged, the display pod is preferred.

We ask that event organizers do not duplicate directional signs to restrooms and breakout rooms.

**Faculty advertisements** for future classes may be posted 1 month prior to registration and ONLY 1 per floor on Lowenstein floors Street Level, 4, 5, and 8.

**Posting sizes**:

* 8 1/2 x 11” fliers or maximum 11” x 17” posters.
* 22” x 28” posters are available in Lowenstein and 140W.
  + Lowenstein Street level display boards are for “day of” events and approved through the VP for Lincoln Center office.
  + Lowenstein Indoor Plaza display boards at the top of the escalator are for larger posters
    - Departments and graduate clubs must be approved through the VP for Lincoln Center.
    - Undergraduate clubs can post with the Office for Student Involvement stamp.

|  |  |  |  |
| --- | --- | --- | --- |
| **Building** | # of Approved **Fliers**  (8/12 x 11) | # of Approved **Posters**  (11 x 17) | **Locations** |
| Street Level | 5 | 3 | Posting allowed on maroon boards only on Street Level connecting Lowenstein, McMahon, 140W, & Law School |
| Lowenstein (LL) | 16 | 8 | 2 fliers or 1 poster on the following floors:   * Plaza Level – maroon boards only * 2 – boards only (hallway towards restrooms) * 3 – black boards only * 4 – maroon boards only * 5 – maroon boards only * 6 – boards only (hallway towards restrooms) * 8 – maroon boards only * 9 - maroon boards only   ---------------------------------------------Undergrad clubs cannot post on the following floors. All others who want to post on these floors must have the stamp for the grad school who oversees the floor.   * 7 – requires GSSS stamp * 10 & 11 – requires GSE stamp |
| 140 West 62nd  (140W) | 2 | 2 | 1 flier or 1 poster on the following floors:   * 3rd Floor Gabelli Student Lounge area – clear boards only * Garden Level - clear boards only |
| Total # of posting that can be approved | 21 | 12 |  |
|  |  |  |  |
| McMahon (MCM) | 20 | 20 | Drop off to Residential Life in MCM 108 for approval. RAs will post 1 flier or 1 poster on each of their floors |
| McKeon (MCK) | 24 | 24 | Drop off to Residential Life in MCM 108 for approval. RAs will post 2 fliers or 2 posters on each of their floors |

Undergraduate clubs cannot post on floors 7, 10, and 11 or in Lowenstein.

GSSS manages 7, Grad Ed. Manages 10 and 11.

Law posting areas are dedicated to certain groups.

Martino Hall has holders for 8 1/2 by 11” postings in each elevator.

**APPENDIX 6: Marketing Checklist**

* Event posted on Gradlink with location, date and time confirmed (make sure to click “Request inclusion on GSB events list to reach more people”)
* Poster creation and approval
* Message to all club members from GradLink
* Message to all Class Champions (or the programs that you think might be interested in your event). List can be found on shared SAC Google drive
* Message to all club leaders. List can be found on shared SAC Google Drive
* [Form](https://www.surveygizmo.com/s3/4534913/Slide-Flyer-Submission) for submitting request to have event promoted on flat screens
* [Form](https://docs.google.com/forms/d/e/1FAIpQLScVVX5VyigxmKBIMuSycCBQ5drY1zf_JBtXEw3L1Gg-yJDcHA/viewform?pli=1) for submitting request to promote on Gabelli social media
* Classroom visits either at the beginning or at the end of a class hour
* Message to assistant deans. Their email address and program details are available on shared SAC Google Drive
* Message to area chairs and other professors
* Marketing to undergrads can be done through Office for Student Involvement. They are located in Room G33 of 140W 62nd Street. Ph. no. 212-636-6250
* Advertise on SAC Facebook page and other club groups/pages
* Contact other schools in the area and invite related clubs (Columbia, NYU, Baruch, Pace, Rutgers, Hofstra, etc.)
* Advertise to undergraduates – inform Office of Student Involvement at Lincoln Center, reach out to undergraduate clubs which can be found on the Fordham website, and reach out to Lonnie Kussin to contact undergraduate assistant deans.

**APPENDIX 7: Event Checklist**

* Room confirmation
* Food confirmation
* Gifts for guests
* Marketing for event (see checklist)
* Guest names to security
* Media / IT setup
* Club banner for display
* Photographer/ video setup (if needed)

**APPENDIX 8: New Club Request**

**New Club Guidelines**

***In order for a proposal to be reviewed by SAC all of the below guidelines must be met.***

* Mission statement and charter
* Club name (new acronym)
* Summary of how the new club is different than other already existing clubs on campus and why it is unique
* What the new club will bring to the University that is not already being fulfilled
* Board - at least 3 members (president, vp, treasurer, social chair)
* Calendar of events that they want to plan for the year; for example a panel discussion; guest speaker (to be addressed in club budget)
* Select a Faculty Advisor from the Gabelli Administration
* Clubs must have a minimum of 10 members to receive funding

**Submissions can be sent to Student Advisory Council President and Office of Graduate Advising**