

**STUDENT CLUB AND
ORGANIZATION MANUAL
2018-2019**



**DOMINICAN
COLLEGE**

OFFICE OF STUDENT ACTIVITIES

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Dear Club and Organization Members:

Congratulations! You have taken an important step in your college career. Being involved in your school community is just as important as excelling academically. Your experiences in campus activities will reward you in many ways and will allow you to acquire skills you will use throughout your career, no matter which field you choose.

Dominican College is host to over 25 clubs and organizations which serve as a fundamental part of campus life for the DC community. We are dedicated to providing you with opportunities that will enhance your college experience. Students that engage with the DC community through involvement in leadership development, athletic, co-curricular, and extra-curricular activities will gain skills ranging from social to professional that will benefit them in their years beyond Dominican College.

Your involvement here at DC is the first step in challenging yourself to be proactive in your community, engaging with your fellow students and focusing on a broader view of your personal development as an educated, well-rounded individual. Each club and organization will encounter a different set of opportunities and as a member you will work closely with your peers to meet each challenge. As a student leader you have a unique opportunity to make an impact on the DC community every day.

This manual was created to help you on your journey. In it, you will find all the processes and procedures you need to follow in order to start, re-activate, or maintain a club or organization at Dominican College. This manual can also be found online at www.dc.edu/student-activities/clubs-organizations.

If after reading this, you have any questions or concerns, please visit the Student Engagement Suite in Casey Hall to speak with Kathryn Strobel, Student Development Program Coordinator, or I. Kathryn will be your go-to resource and available to help student leaders with any issues or concerns for their club or organization.

Congratulations and all the best for a successful year!

Sincerely,

Rachel McGinty
Director of Student Activities

Student Activities Mission Statement

The mission of the Office of Student Activities is to complement Dominican College students' academic experience with co- and extra-curricular programs that promote personal growth, engagement in the campus community, and leadership development. The Office of Student Activities is dedicated to providing opportunities to meet the social, academic and cultural programming needs of both commuter and resident Dominican College students. This department plays a pivotal role in the overall quality of the student life experience.

Clubs and Organizations Overview

All student organizations of Dominican College are under the auspices of the Student Government Association. Clubs must adhere to all policies and procedures in the Student Club and Organization Manual, as well as the Dominican College Student Handbook and are required to attend the Club Leadership Retreat at the beginning of the Fall semester, Spring Leadership Conference in January, and Year-End Leadership Summit in May. In addition, **at least one** club officer for each club must attend monthly CORE Council Meetings, submit Mid-Year and Year-End Reports, an Annual Re-Charter Application and a Club Advisor Agreement must be submitted by the club's advisor.

Each student organization must have a full-time faculty/staff advisor. His/her general responsibilities are to advise the members, assist with creating and maintaining a budget and serve as a resource person. The advisor shall be present whenever the organization conducts a social affair, has an outside speaker or holds a meeting. A complete list of club advisor responsibilities can be found on the Club Advisor Agreement on the Student Clubs and Organizations website. A student organization may hold meetings at any time convenient for the membership and the advisor. Rooms for meetings must be reserved in advance through the appropriate outlets.

Clubs play a key role in students' experience here at DC. Each club is obligated to host at least one collaborative program with another club per semester. Club budgets will be distributed twice a year upon completion of this requirement. **Note: all club events should reflect the values and the purpose of the club and always be open to all students.**

All clubs must submit an Event Request Form three-four weeks in advance of each program that they plan to host. Approval must be received by facilities staff, the club's advisor, the Director of Student Activities, and, when needed, catering, the DC-1 Card office and IT services. Vouchers for cash advances for these events should also be submitted to the Director of Student Activities within 4 weeks in advance too.

Eligibility Requirements of Members and Advisor

- Members must be registered Dominican College students. Club Officers must maintain at least a 2.25 cumulative grade point average at Dominican College.
- Advisors must be full-time Dominican College faculty or staff members.

Current list of active clubs and organizations at Dominican College:

Anime and Gaming Club	Special Interest Group
Aquin Players Drama Society	Performance Group
Booklings	Special Interest Group
C.A.B	Charger Activities Board
Campus Ministry	Outreach/Special Interest Group
Caribbean Dance Crew	Cultural/Performance Group
Criminal Justice Club	Academic-Based Interest Group
DC Auto Club	Special Interest Group
DC Civil Discourse	Special Interest Group
DC Equal Access Club	Awareness/Special Interest Group
DC Dance Team	Performance Group
DC Strength	Special Interest Group
Debating Society	Debate Team
History Club	Academic-Based Interest Group
Habitat For Humanity	Outreach/Special Interest Group
Latin Dance Team	Cultural/Performance Group
Love Your Melon	Awareness/Special Interest Group
Peer Mentors	Freshman Mentoring Program
Photographer's Click	Special Interest Group
Pitches and Cream, Acappella	Performance Group
RADIO DC "The Voice"	Student Radio Station
Rotaract Club	Outreach/Special Interest Group
SAAC	Student Athlete Advisory Committee
SGA	Student Government Association
Student Nursing Association (SNADC)	Academic-Based Interest Group
Social Work Club	Academic-Based Interest Group
Student Occupational Therapy Association (SOTA)	Academic-Based Interest Group
Student Physical Therapy Association (SPTA)	Academic-Based Interest Group
Verbal Asylum	Special Interest Group

*This list is current as of fall 2018 and is updated each year.

Starting a New Club & Maintaining Active Club Status

Charters for a New Club/Organization

A New Club/ Organization Charter application must be completed and submitted to the Director of Student Activities for approval. This form can be found on the Student Club and Organization page on the DC website. There will be three deadlines for approval that must be met in order for a club to receive a budget for each academic year. Club budgets will be determined based on when the necessary paperwork is received by the Office of Student Activities. Each club will also need to have their advisor complete the online Club Advisor Agreement by the stated deadlines to ensure that the advisor is committed to working closely with the group to achieve their goals. Once all necessary paperwork is completed, club members will be invited to present at an SGA meeting for final approval.

The vote of the Director of Student Activities and the Student Government Association is based on two-thirds (2/3) of the majority. The Director of Student Activities and the Student Government Association will approve or reject to charter a club/organization within one month after the proposal is submitted and reviewed. The decision is binding and final for the semester in which the charter is submitted.

Club Charter Renewal

A Club Charter Renewal application must be completed and submitted to the Director of Student Activities for approval according to the same deadlines as the new club charter application. The form is the same as the one used for new clubs and can be found on the Student Clubs and Organizations page on the DC website. The paperwork must be submitted along with the club's Year-End Report at the end of the spring semester and the club's Advisor Agreement form to uphold club status and budget allocation for the following year.

Mid-Year and Year-End Reports

Clubs will need to track their activity each semester to submit to the Office of Student Activities for review. A mid-year report must be submitted at the end of the fall semester and should include details of all programs that took place in the fall semester. The year-end report will include information about events, programs and fundraisers that took place in the spring semester. Clubs must submit these reports of activity in order to continue as an active organization the following year. Clubs who do not submit both a mid-year and year-end report will not be eligible for club funding for the next academic year.

The mid-year and year-end reports must include details of all programs hosted by the club or organization, as well as specific information regarding the club's budget, including expenditures and fundraisers. This information is important for a club to track as it assists with planning for the next academic year. New officers can use the previous reports to plan their programs, make improvements and find ways to better utilize their budgets. The process of completing the reports should be conducted by the entire group. It should be an accurate reflection of the group's progress and achievements throughout the semester. It should also allow an opportunity for the group to review its mission statement and make any adjustments necessary based on your review of the year. The secretary should be the member who ultimately completes the forms that are sent out by the Director of Student Activities, after lengthy discussion with the club members and advisor.

Advisor Agreement

The last piece of paperwork needed to re-charter a club or organization is the Club Advisor Agreement. This form is also located on the Clubs and Organizations webpage. The club's advisor must complete the form by the stated deadlines. The form outlines all of the responsibilities of the advisor to the club.

Mission Statement – A Guide to Writing Yours

Each club and organization is required to have a mission statement. A mission statement is the overarching purpose, or big picture, for your club/organization. Some guidelines in helping you write a missions statement are:

- 1) The best mission statements are three to four sentences long. If it is too short the mission statement will not include everything it needs to and if it is too long it will lose focus.
- 2) The mission statements should identify who the group is, what its function is and the group's core values, culture and philosophy. It should outline what the group's function is and what benefit it provides to the college community.

Role of Club Advisors (as stated in the Club Advisor Agreement):

- To attend all student organization meetings and events – both on and off-campus. (Official club meetings and activities must be scheduled at times that are mutually agreed upon by the club advisor(s) and club members.)
- Sign all vouchers for the club and ensure that: the club president also signs the form, the expenditure is appropriate within all existing policies and club approval, supporting evidence (original receipts or invoices) is attached, the club minutes reflect approval of the funds request.
- Assist club members in completing necessary paperwork (Event Request Forms, Club Charter Applications, Vouchers, Cash Advance Accounting Forms, etc.) and submitting the completed forms in a timely manner.
- To be sufficiently knowledgeable of the purpose and activities of the organization to advise the members of their actions and the possible consequences of irresponsible behavior.
- Advise students of and uphold policies and procedures of the Student Activities Office, the Office of Student Development and Dominican College.
- To accept responsibility for the planned actions of my club.
- Guide students in the budgeting process and become familiar with the organization's finances. Advisors, as well as designated student club officers are responsible for ensuring that funds are properly collected, deposited and accounted for. **No off campus accounts or cash are permitted.**
- Review student organization plans and provide insight, guidance and advice to help facilitate their success and serve as a resource for the student organization president and organization members.
- Help each officer of the organization to understand his or her duties.
- Serve as the official representative of the College and liaison with the Student Activities Office. To communicate with the Office of Student Activities when I need additional support in advising my club.
- Ensure the club designates a representative to attend the monthly CORE Council meetings.
- Attend weekly meeting with club president and/or executive board and assist them in the coordination and facilitation of organization business. Work closely with the club to ensure a cooperative relationship between the advisor and club members and also between club officers and club members.
- Help the organization evaluate each program/activity and the process to emphasize the learning experience.

- Ensure that all reasonable steps are taken to protect the safety and welfare of all club members during club meetings and activities.
- Help keep everything in perspective.
- Share insights at meetings, but avoid "ownership".
- See that the continuity of the organization is preserved through constitutions, minutes, and traditions. Ensure that past activities are adequately understood by succeeding officers and members.
- Help students to understand and apply democratic principles within the organization and in working with others.

Role of Club Officers

Duties of an Organization President

- Provide leadership to the student organization.
- Prepare an agenda for each meeting
- Facilitate all meetings of the organization and serve as official representative
- Be available to answer questions and offer guidance to your members
- Delegate responsibilities to organization members
- Ensure that responsibilities are followed through by designating deadlines and following up
- Attend your events
- Lead the student organization in establishing goals.
- Try to ensure that student organization members enjoy their experiences.
- Establish personal goals to improve individual leadership and team-building skills while building a stronger foundation for the organization
- Communicate ideas and information and appoint committees and task forces as needed
- Meet regularly with Advisor and keep him/her apprised of activities of organization
- Motivate and recognize the achievement of officers and members
- Understand, educate membership and ensure that organization adheres to campus and organizational regulations
- Mediate conflict within organization
- Provide a smooth transition to incoming club officers at the end of each academic year

HINT: Draw up an agenda for each meeting, inform the members prior to the meeting, and follow the written agenda. Meet with the other club officers and advisor regularly to keep everyone apprised of organization business

Duties of an Organization Vice President

- Manage and serve on all subcommittees
- Perform the duties of the president in his/her absence
- Oversee committee chairpersons
- Serve in partnership with the President, as a leadership team
- Manage all advertising and publicity for the organization, unless a separate position is designated to oversee this.
- Facilitate annual goals for the organization
- Pick up and sort mail in club mailbox in the Student Activities Lounge in Casey Hall

HINT: To create a functional leadership team, open and frequent communication with the president is necessary.

Duties of an Organization Treasurer

- Prepare and adhere to an approved budget
- Maintain accurate records
- Create all vouchers for needed services, products, etc. and submit to the Director of Student Activities
- Reconcile the budget at the end of the academic year
- Prepare accounting portion of the club's annual report and submit to the club's secretary
- Coordinate fundraising activities

HINT: Keep budget information current and receipts available to members upon request. Your duties include assisting organization officers in their activities on a sound business basis and ensuring the consistent accounting of records.

Duties of an Organization Secretary

- Record accurate minutes of all meetings
- Keep the organization's permanent records/archives
- Update all roster information (i.e. addresses, phone numbers, birthdays, etc.)
- Order organization supplies
- Maintain official membership record
- Attend all meetings
- Attend as many organization functions as possible
- Complete Annual Report to be submitted to the Director of Student Activities by the designated deadline each Spring semester

HINT: Read the minutes at the beginning of each meeting. Post or email to membership to assure that membership knows which items were completed at the last meeting, which items must be covered at the next meeting, and other miscellaneous tasks or agenda items.

POLICIES AND PROCEDURES

Obligations of a Club/Organization

In addition to pursuing its goals and fulfilling the needs of its membership, every organization shares the following responsibilities:

1. Respect the rights and traditions of other clubs and organizations.
2. Aim to improve the student life at Dominican College.
3. To abide by the rules set forth by the Office of Student Activities, the Student Government Association and Dominican College.
4. To maintain a membership of at least 5 full-time registered students.
5. One executive board member of each club is expected to attend the monthly CORE Council Meeting. These meetings usually take place on the first Tuesday of every month at 2:30 p.m. during the Common Hour.
6. All clubs are also expected to participate in the club fairs, one each semester for the entire College community.

7. Participate in all club/organization retreats planned by the Offices of Student Activities and Community Engagement and Leadership Development, including the Club Leadership Retreat at the beginning of the Fall semester, Spring Leadership Conference in January, and Year-End Leadership Summit in May.
Each club is obligated to host at least one collaborative program with another club per semester. Club budgets will be distributed twice a year upon completion of this requirement. **Note: all club events should reflect the values and the purpose of the club and always be open to all students.**

Code of Conduct

Registered student organizations must abide by all College rules and regulations, including those listed in the *DC Student Handbook and Planner*. Any violation of these rules may result in disciplinary action against the student organization and/or the individual students which may lead to suspension of the organization and further sanctions for each individual found responsible, including but not limited to a warning, removal of funding and of student organization status.

Core Values of Student Conduct at Dominican College

- *Integrity*: Dominican College students exemplify honesty, honor and a respect for the truth in all of their dealings.
- *Community*: Dominican College students build and enhance their community
- *Social Justice*: Dominican College students are just and equitable in their treatment of all members of the community and act to discourage and/or intervene to prevent unjust and inequitable behavior.
- *Respect*: Dominican College students show positive regard for each other, for property and for the community
- *Responsibility*: Dominican College students are given and accept a high level of responsibility to self, to others and to the community.

Anti-Hazing Policy

Dominican College has a long-standing commitment to promoting a safe and respectful environment for its community. The administration opposes and will not tolerate any form of hazing by any individuals, groups, teams, or registered student organizations.

Dominican College defines hazing to include any action or situation created by a student, faculty or staff member, visitor, licensee, invitee or organization, on or off the Dominican College campus, which (1) recklessly or intentionally harms, damages, or endangers the mental or physical health or safety of a person for the purpose of initiation or entrance into or affiliation with any organization or group operating within the College; or (2) creates an environment within the College Campus that is demonstrably embarrassing to a person and violates human dignity.

For additional information, please see the Student Handbook, Section 18.

Alcohol Policy

Alcohol is not permitted at any club or organization sponsored event, meeting, program, etc. Absolutely no club funds shall be used for the purchase of alcohol; including the SGA allocation and the funds obtained through the club's fundraising initiatives.

Copyright Regulations

The Federal Copyright Act makes it unlawful to show a film in public without explicit permission of the film's copyright owner. Renting or purchasing cassettes/DVDs at a local video store or elsewhere gives the consumer the right to view the film, but not in public. The Copyright Act defines "public" in this context as "any place where a substantial number of persons outside of a normal circle of a family and its social acquaintances is gathered."

Budgets: Requesting, Accessing and Utilizing Funds

If a club completes the Charter Application for New or Renewing Clubs, submits their Mid-Year and Annual Reports for the previous academic year (if applicable), and their advisor has completed the Advisor Agreement by the established deadlines, it will be allocated a budget from the Student Government Association. These funds are to be used for programming and/or fundraising throughout each semester. Funds may not be used for any apparel for club members.

If a club/organization would like to make an expenditure, they must first contact the Director of Student Activities to discuss what they would like to purchase. If the purchase request is approved by the DOSA, they will then forward the request to the Purchasing Department of the College to acquire pricing and options from our approved vendors. The Purchasing Agent will then coordinate final order details with the club and the DOSA will assist in processing the Purchase Order and payment directly to the vendor.

The above is the preferred process for accessing club funds. However, the following are additional ways to utilize your budget:

1. **Payments to Vendors** – A payment voucher is a form to request that funds be paid directly to a person or business in check form. Back-up documentation must be attached to the payment voucher for processing. Original itemized sales receipts or invoices from the vendor are required; copies of receipts will not be accepted. All club members should save original receipts from all transactions. A Payment Voucher, with back-up documentation, must be signed by the club's advisor and submitted to the Director of Student Activities for any payments to vendors at least three weeks in advance of the date on which the check is needed. The Director of Student Activities will forward the voucher to accounts payable. Vouchers must be submitted in advance to ensure timely payment to vendors.
2. **Advances**- A request for an advance of funds prior to club events for event related purchases must be submitted to the Director of Student Activities three weeks in advance of the date needed. A voucher must be filled out following the guidelines above, signed by your club advisor and submitted to the Director of Student Activities. A maximum amount of two-thirds of the club's budget given by SGA may be requested at one time. The Director of Student Activities will submit the completed payment voucher to accounts payable. The check for the advanced funds will be made payable to the club's advisor who will need to cash the check for the club. The club must submit a Cash Advance Accounting Form along with all receipts for purchases that the advance was used for and/or any remaining cash from the advance to the Director of Student Activities within two business days of the event. Failure to account for the advanced funds within two business days will result in the rejection of all future requests for advancements to that club for the remaining school year.

3. **Out of Pocket Expenditures** – All out of pocket expenditures made by any club representative, faculty or staff advisor or student member, must be approved by the Director of Student Activities in advance of being incurred. Expenses will not be reimbursed without prior approval. A voucher with supporting documentation attached must be signed by the club advisor and submitted to the Director of Student Activities for any out of pocket expenses incurred by club representatives. The Director of Student Activities will forward the voucher to Accounts Payable for reimbursement and a check will be issued. This process will take at least two weeks for the check to be processed.
4. **Deposits** - Funds collected at club events must be accounted for and hand delivered to the Student Development Office in Rosary Hall for deposit into the club's account on or before the next business day. Cash must never be sent via inter-office mail. **Money raised through event admission fees or fundraising may not be carried over to the next academic year and must be utilized by the end of the school year.**
5. **Allowable Expenses:**
 - a. Hotel accommodations for approved club conferences;
 - b. Speaker/performer expense;
 - c. Film rentals;
 - d. Set up fees;
 - e. Catering services.
6. **Non-allowable Expenses:**
 - a. Alcoholic Beverages – strictly prohibited at on campus and off campus events;
 - b. Transportation – College Vans are available for club functions with certified drivers;
 - c. Stationery Supplies-available through Director of Student Activities;
 - d. Apparel.

Fundraising Activities

While encouraged, all student organization fund-raising activities must be approved by the Director of Student Activities. DC-1 readers can be reserved for fundraisers and all cash raised must be given to the Director of Student Activities to deposit into the club's account within one business day of the fundraiser. Fundraising activities must go through the same approval process as all programs three - four weeks in advance of the date of the event.

COLLEGE

Flyers and Publicity

- Events must be approved and club/organization must complete the Event Request Form before advertising any event. *This includes advertising on Facebook, Twitter, or other social networking sites.*
- All advertising materials must be approved/stamped by the Office of Student Engagement
 - Individuals and organizations can get their flyers stamped at the Student Engagement Office during office hours. Students should not bring more than one copy of a flyer for approval. Staff will manually stamp and sign the flyer making it ready for copying. Copies can be made in the Casey Hall Copy Room by club advisors.
 - If the Student Engagement staff are not available, please send an email to Kathryn or Rachel to coordinate a time that will work best to get your publicity approved.
- It is the club/organization's responsibility to remove flyers or other publicizing materials immediately following the event.
- Events can be advertised by the following methods:
 - Flyers
 - Digital Signboards
 - Table Tents
 - Granito Center Lobby or Casey Hall Table
 - Other ideas for advertising are encouraged but must be approved first.
- Marketing should include:
 - The club/organization's name and contact information prominently displayed
 - Event title, date, time and location
 - Sponsors/co-sponsors
 - Cost (if applicable)
 - Transportation details (if applicable)
 - Any other pertinent information.
- **Don't forget the "media"** – DC has several media options for publicizing your club's events and activities. The most obvious one is *Charged Up!* the e-newsletter that gets sent out every Monday. Email chargedup@dc.edu by 2 p.m. each Thursday in order to have your event details included in the following week's edition. Don't forget Radio DC; they're glad to announce student events on the air! Lastly, contact the Office of Student Activities to have your announcement posted on the digital signage located around campus.

Lobby Table

Clubs/Organizations can set up a table in the lobby of Casey Hall or the Granito Center to promote an activity. Proper authorization and paperwork must be completed at least two weeks prior to reserve the table.

Digital Signage

Student clubs & organizations may advertise their events, activities, and programs through the digital sign boards located throughout campus.

Please follow the following guidelines for posting on DC digital signage:

- Flyers must be submitted in Microsoft PowerPoint format as a Standard (4:3) slide.
- Email the PowerPoint slide to Kathryn.Strobel@dc.edu.
 - Please include your contact information & date flyer is to be removed in the body of your email.

Flyer/Posters

- Flyers **can be posted only** on approved bulletin boards throughout the college **after** they have been stamped.
- All flyers and posters **must** be removed from the boards by the next business day following the event.
- Please do not post flyers on doors, walls or windows around campus.
- We ask that you please post flyers neatly in the appropriate areas.
- Do not remove other flyers or cover flyers with your own. If there is no space on a bulletin board, choose another location to put your flyer.
- Failure to comply with the post procedure will result in further follow-up, and possible loss of flyer posting privileges.

Residence Hall Posting

Residents may post flyers and posters for club activities on bulletin boards and areas designated as resident posting areas. Residence Life staff will remove all postings placed in other areas, unless approval for additional postings has been granted by an Assistant Director of Residence Life in each building.

Organizations do not need special permission or approval to post in the residence halls, as long as their flyer has been stamped. Organizations should give the flyer to a club member who lives in the building so they may post it, or may request that residence life staff post the flyers for them.

Clubs and organizations may not post on floor bulletin boards unless granted special permission - these areas are designated for in-hall residence life flyers. Any unauthorized flyer posted on the floors will be removed.

Apparel

Budgets allocated from the Student Government Association **may not** be used to purchase any apparel for the members of the club/organization. All apparel must be purchased with funds provided by each member of the group or through fundraising initiatives. Performance groups may see the Director of Student Activities to discuss options for purchasing costumes/outfits for use in performances. All designs for apparel being purchased must be reviewed and approved by Student Development staff before an order is placed.

Visual Identity Guidelines

Student Clubs and Organizations may use the approved Dominican College logo on approved flyers/posters for events, programs and fundraisers. Student clubs and organizations **must** receive approval from the President's Cabinet of any logo created by and for the group before it may be placed on any flyer, promo item, etc. The Club Logo Guidelines can be found on the Clubs and Organizations Portal Page. All logo proposals must be submitted to the Director of Student Activities and may not be used until approval is received.

Media Coverage

If you wish to have any media coverage of your event, you **must** discuss this with the Director of Student Activities before contacting any newspapers, television networks, etc. All media requests must be handled through the office of Public Relations.

Program/Event Planning

Procedures for Planning an Event

As a leader of a campus organization you will undoubtedly face the challenge of planning and implementing activities. Your events may range from a simple get-together for your membership to a major college-wide program. Whatever the size and scope of your activity, following the steps outlined below will ensure that you complete the essential phases of program development and presentation.

1. Assess Campus and Organizational Needs and Interests
2. Choose a Program
3. Notify your Advisor
4. Meet with the Office of Student Activities to schedule a date & time!
5. Reserve Your Spaces & Send in Your Maintenance, IT, etc. Requests
6. Plan and Budget for your Event
7. Complete Event Request Form (**This is the LAST Step**)

Once you have submitted your event request form, you can then move forward and get your flyer approved, submit vouchers for Cash Advances, etc. Any questions, please stop by Student Activities or email Rachel or Kathryn.

Clubs and/or their members will be held financially responsible for all audiovisual equipment, so they **must** return it in the same condition as they received it. The Hennessy Center has a simple sound system that may be used by clubs and organizations. This system consists of a set of speakers and microphones (good for simple amplified sound). All outside DJ's and performers must provide their own sound equipment or it must be rented by the club/organization.

Vendors

Sometimes your club may want to use a vendor for an event. A vendor is anyone who provides a service for money – persons who provide food, drinks, t-shirts, poster art, or even a DJ all qualify as vendors. All clubs and student organizations must notify the Office of Student Activities when an outside vendor is being used for a function. When choosing a food vendor, we strongly recommend working with Dominican College Dining by Chartwells, as their prices are reasonable and the convenience of working in-house is important. All catering requests must be made to the Director of Student Activities at least two weeks in advance of a program. They will then process the order in order to ensure payment.

NOTE: Clubs and organizations **may not** confirm use of or make a payment to any vendor, unless approval for use or reimbursement is specifically granted by the Director of Student Activities. This includes signing any contracts. Clubs and organizations must inform the Director of Student Activities when they are considering using a vendor, company, or store to provide services for an activity. All contracts need to be in the name of a designated College official. This policy applies to any club representative, including students and faculty and staff advisors.

Facilities on Campus for Use for Club/Organization Events and Programs

LOCATION	RESERVE WITH	CAPACITY
Granito Center – All seating areas	Michael Rogan	300 people seated
Granito Pavilion/Extension	Michael Rogan	150 people seated
Corless Commuter Lounge	Michael Rogan	25-30 people
Badami Room	Michael Rogan	30-35 people
Table in Lobby	Michael Rogan	
Hennessy Center -		
Hennessy Gym	Michael Rogan	800 people in stands; Plus up to 600 chairs
Holt Room	Michael Rogan	75-80 people
Table in Lobby	Michael Rogan	
Aerobics Studio	Michael Rogan	20-25 people
Auxiliary Gym	Michael Rogan	200-300 people
Student Lounges in Residence Halls		
Rosary Hall	Joseph Dratch	35-40 people
Hertel Hall	Debra Ferguson	35-40 people
Guzman Hall	Jonathan Delgado	25-30 people
Classrooms -		
Casey Hall*	room.reservation@dc.edu	30 people
Prusmack Hall*	room.reservation@dc.edu	30 people
Lawrence Room, Rosary Hall	Rachel McGinty will reserve	260 seated theater style; 180 seated at tables
Student Activities Lounge, Casey Hall	Rachel McGinty	20-30 people
Table in Casey Hall	Maureen Kean & Anne Reeves – email maintenance@dc.edu	
Palisades Room, Casey Hall*	Bernadette Burke	100 theatre style
Learning Commons, Rosary Hall	Ellie Horowitz	12 people in conference room
Fury Lecture Hall, Prusmack Center	room.reservation@dc.edu	124 seats
Quad	Facilities	
Soccer Field	Michael Rogan	
Softball Field	Michael Rogan	
Karl Walker Outdoor Basketball Court, Guzman Hall	Jonathan Delgado	CLOSES AT 10 p.m.
Outdoor Volleyball Court, Guzman	Jonathan Delgad	CLOSES AT 10 p.m.

*This indicates that these rooms must be reserved through your advisor.

DOMINICAN *College*

PAYMENT VOUCHER

DEPARTMENT Student Activities DATE

TO: ACCOUNTING OFFICE

MAKE PAYMENT TO

NAME & ADDRESS

SOCIAL SECURITY #
or
FEDERAL I.D. #

CHARGE TO BUDGET ACCOUNT NUMBER

AMOUNT REQUESTED BY

FOR:

(Attach Original Invoice(s) or Memo)

CLUB ADVISOR: _____

APPROVED BY: _____

<u>Accounting Office Use Only</u>	
VENDOR I.D.	_____
INVOICE #	_____
INVOICE DATE	_____
AMOUNT	\$0.00
DUE DATE	_____
DISCOUNT AM'T	_____
ACCOUNT #	_____

PLEASE NOTE - SPECIAL TERMS	
1.DUE DATE	_____
2.SPECIAL TERMS	_____
3.CHECK MUST ACCOMPANY ORDER	_____
4.CASH ADVANCE REIMBURSEMENT (LIMIT - \$40.00)	_____

Cash Advance Accounting Form

Cash Advance Received:	\$0.00			
Event Title:				
Club Budget Line:				
		Quantity		
Cash Returned	\$20.00		\$0.00	
	\$10.00		\$0.00	
	\$5.00		\$0.00	
	\$1.00		\$0.00	
	\$0.25		\$0.00	
	\$0.10		\$0.00	
	\$0.05		\$0.00	
	\$0.01		\$0.00	
Total			\$0.00	
Receipts		Receipt #1	\$0.00	
		Receipt #2	\$0.00	
		Receipt #3	\$0.00	
		Receipt #4	\$0.00	
		Receipt #5	\$0.00	
		Receipt #6	\$0.00	
Total			\$0.00	
TOTAL			\$0.00	

DOMINICAN

COLLEGE

Important Contacts

Student Development Contacts

Rachel McGinty, Director of Student Activities

Rachel.McGinty@dc.edu, (845) 848-4034

Melissa Grau, Director of Community Engagement and Leadership Development

Melissa.grau@dc.edu, (845) 848-4122

Kathryn Strobel, Student Development Program Coordinator

Kathryn.Strobel@dc.edu, (845) 848-4046

Christine Dilts, Assistant Dean for Student Development

Christine.dilts@dc.edu, (845) 848-5012

John Burke, Vice President for Student Development/Dean of Students

John.burke@dc.edu, (845) 848-4079

Margaret Kivlehan, Assistant to the Vice President for Student Development and Dean of Students

Margaret.kivlehan@dc.edu, (845) 848-4080

Additional Campus Contacts

Facilities – maintenance@dc.edu

Information Technology – itsupport@dc.edu (general inquiries)

DC-1 Office – Edgar Villamor, edgar.villamor@dc.edu

Audio/Visual Support – Tom Wells, tom.wells@dc.edu

Dominican College Dining by Chartwells – Joseph Vaina, catering@dc.edu

Public Safety and Security – John Lennon, john.lennon@dc.edu

Important Dates and Deadlines for 2018-2019

Student Leader Trainings: Student Leadership Retreat - Friday, August 31st

Spring Leadership Conference – Monday, January 14th

Year-End Leadership Summit – Week of April 29th – DATE TBD

Student Club Fairs: Charger Block Party – Thursday, September 6th

Spring Club Fair - TBD

CORE Council Meetings:

Tuesday, September 4th at 2:15 p.m.

Tuesday, October 2nd at 2:15 p.m.

Tuesday, February 5th at 2:15 p.m.

Tuesday, March 5th at 2:15 p.m.

Thursday, November 1st at 2:15 p.m.

Tuesday, December 4th at 2:15 p.m.

Thursday, April 4th at 2:15 p.m.

Last Days of Programming:

Fall Semester – Friday, November 30th

Spring Semester – Friday, April 26th

Semester Report Due Dates:

Fall Semester Report – Wednesday, December 5th

Spring Semester Report – Wednesday, May 1st