

Policies and Procedures for SGA Affiliated Clubs

Advising

There are three umbrella offices that

Club Advisor
should be solidified and no Club Advisor should be advising more than three (3) clubs in any given year.

If students attend a dinner meeting or conference a list must be attached to the check request. The sheet must have the student's 700# along with their signature. If

If agreeable to them, they should fill out the SGA funding request form, check request (complete with Advisor Name/Home Address/700#, the amount that you will be needing, and Advisor's signature), and cash advance form.

Bring it back to your Program Advisor (OSLA, MISPO, Recreation & Intramural Sports). As soon as the check is ready, you will be called for pick up.

Two (2) business days after your event, receipts and any remaining money must be returned to OSLA so the cash advance can be reconciled.

The same procedure of taping receipts to an 8 ½x 11 sheet of paper along with a completed Cash Advance Tally Sheet applies when turning in your Cash Advance clearance.

Cash Advances are generally used for clubs/organizations that need to pay for small items throughout the semester and for specific needs of a club, i.e. props for Masquerade Musical Theatre or general supplies.

Cash Advances are not to be used for the following:

Alcohol

Cash prizes

Cash payments to DJ's or speakers

Purchasing of items that do not have a receipt with the name and address of the establishment where items were purchased

Gifts for Advisors or graduating students. If you wish to purchase gifts, they must be paid for from any income you have accumulated during the semester, not from SGA allocated funds.

CONTRACTS AND CONTRACT INFORMATION FORMS

There are **FIVE** different contracts that the University uses:

Single Engagement – Independent contractor

Single Engagement – Photographer/Videographer

Single Engagement – Musician/Accompanist

Single Engagement – Guest Lecturer

Artist's Contract – supplied by artist.

When ready to submit any of the above single engagement contracts, the packet must contain the following:

Completed SGA Funding Request Form (FRF)

Completed W 9 Form (1st page only)

Contract Approval Form

Contract Information Form

Completed Check Request If the check request has any missing information, it will be returned to you from completion.

Artist Contract: If an artist wants to use their contract, the same procedures apply as above. However, the university may ask them to sign our HU Rider and supply a Certificate of Liability Insurance.

Contracts for Catering Halls & Restaurants – if you are planning a semi formal, awards banquet or get together outside the University and plan to use a catering hall or restaurant, the contract should be in our office four (4) weeks before your event. The contract must be specific as to what you are ordering, i.e. price per person, what you are ordering, any additional fees for tips, lighting, dj's etc. Contracts must be in original form. When submitting your request the same procedures apply as above.

All contracts and riders will be reviewed by the Legal Department. If there is an issue with the contract, you will be contacted immediately to correct it.

For any and all events/programs, please note the following:

Open Bar is not permitted.

If alcohol is to be served "Cash Bar" must be prominently written in the contract.

Remember to put on your check request TAX EXEMPT FORM NEEDED.

A copy of the statement on the alcohol Beverage (ABC) Act as it relates to Hofstra University must be accompanied with the

Reserving Space

Please contact Lauren Purcaro in Event Management with any questions or to request the Scheduling Guidelines for Student Organizations. studenteventmanagement@hofstra.edu or 516.463.6925
All student organizations must go through Event Management to reserve space on campus in all venues except sports facilities, University Club and Adams Playhouse.

Contacts Organizations should designate two student contacts to reserve, change, and cancel space. A Student Contact Sheet must be filled out, signed by Programming Office and returned to Event Management. Form can be found at www.hofstra.edu/oemstudentcontactsheet or 112 Student Center.

Reserving Space

Collegiate Link

Collegiate Link is a database that chronicles all registered clubs and organizations active at Hofstra University, including SGA affiliated organizations, Non SGA affiliated organizations such as exclusive Honor Societies, Graduate clubs, fraternities and sororities, etc. Staff and students can access Collegiate Link by logging on to their portal, clicking the "My Apps" icon, and selecting Collegiate Link.

Active Clubs

To be deemed an active organization, each club must update their rosters, constitutions, and club information each year during the re registration period which will span the month of September

Collegiate Link asks each organization for:

- o A photo
- o Description of the organization
- o Roster information including Advisor and Executive Board
- o Constitution
- o Meeting Time information / Details
- o Misc. PR for the club including photos, web postings, etc.

Through Collegiate Link, clubs can:

- o Advertise events
- o Message entire club, and other clubs
- o Recruit members
- o Upload photos
- o View their SGA budgets (if applicable)
- o Get flyers approved

Only clubs active on Collegiate Link will be permitted to:

- o Reserve space on campus