FSC | OFFICE OF STUDENT ACTIVITIES

SPRING 2025 NEWSLETTER

HOW DOES MY ORGANIZATION GAIN & MAINTAIN ACTIVE STATUS?:

1. Registration Form
2. Minimum of four officers who have completed all trainings
   a. *Must have a President, Vice President, Secretary, and Treasurer before adding any co positions.*
3. All officers accepted the Terms and Conditions on RamCentral
4. Have a check-in meeting with your OSA Program Advisor
5. Attend Involvement Fair
6. One general membership meeting a month for February, March, and April (*Booked on RamCentral*)

RAMCENTRAL PORTAL RE-REGISTRATION

Registration can only be completed by the club's President or Primary Contact

During the registration period – click on your club's icon and go to Manage Home.

Look for this button: `RE-REGISTER THIS ORGANIZATION`

The form is going to gather:
- Officer contact information and what training (if any) has already been completed, and which officer is going to be your Event Coordinator

- Club Description, Profile Picture, Social Media accounts and your Constitution.

-Due Friday, March 7th by 12noon.

Registration Instructions

The registration process can be continued at any time by resuming it from your Submissions.

The registration process takes roughly 10 minutes to complete.

What You Need Before Beginning:

1). The contact information of your Officers: RAM ID Number, FSC Email Address, Phone Number AND what trainings your Officers have completed, if any.

2). You will need to assign an Event Coordinator. This is not an additional position you need to fill, but rather an additional responsibility assigned to one of the existing officers. This must be one of the "Core 4" officers (President, Vice President, Treasurer, or Secretary).

3). 1-2 sentences describing the club for the Directory page, your Mission/Purpose for the Description area on your club's homepage and any social media pages you want to link.

4). The club's Constitution and/or By-Laws.

Optional - If you have a faculty advisor, we recommend you complete the Advisor Agreement Form.

Questions? Contact us at StudentActivities@farmingdale.edu or 934-420-2103.

Once everything is completed, don't forget to hit the SUBMIT button!

`NEXT`

PRESIDENT
- EXECUTIVE BOARD ACKNOWLEDGEMENT FORM
- EXECUTIVE BOARD TRAINING
- SEXUAL ASSAULT PREVENTION TRAINING
- SGA FINANCIAL TRAINING

VICE PRESIDENT
- EXECUTIVE BOARD ACKNOWLEDGEMENT FORM
- EXECUTIVE BOARD TRAINING
- SEXUAL ASSAULT PREVENTION TRAINING

TREASURER
- EXECUTIVE BOARD ACKNOWLEDGEMENT FORM
- EXECUTIVE BOARD TRAINING
- SEXUAL ASSAULT PREVENTION TRAINING
- SGA FINANCIAL TRAINING

SECRETARY
- EXECUTIVE BOARD ACKNOWLEDGEMENT FORM
- EXECUTIVE BOARD TRAINING
- SEXUAL ASSAULT PREVENTION TRAINING

EVENT COORDINATOR TRAINING:
- ONE OFFICER MUST BE DESIGNATED AS THE EVENT COORDINATOR.
- THIS PERSON MUST COMPLETE AN ADDITIONAL TRAINING.
  - OFFERED LIVE EITHER IN-PERSON OR VIRTUALLY
- <u>CLICK HERE TO VIEW & RSVP FOR A SESSION</u>

TRAINING FORMATS

Executive Board Training:
Online form OR In-Person

Event Coordinator Training:
Live session:
either in person or virtually

SGA Finance Training:
First time Presidents and Treasurers need to complete an in-person session.

Returning officers: Online tutorial

Sexual Assault Prevention Training:
Can only be completed in-person

FREQUENCY OF TRAINING:

- **Executive Board Acknowledgement completed once per academic year unless you change your position.**

- **Executive Board Training & Sexual Assault Prevention Training needs to be completed once during your time as a student.**

- **Event Coordinator Training needs to be completed yearly**

- **SGA Financial Training needs to be completed yearly:**

You cannot book meetings/events or access your organization's budget until your organization earns Active Status for the semester.

Student Organization Training Schedule

Executive Board Training	DATE	TIME	LOCATION
	Friday, January 31st	2pm-3pm	Quintyne Hall 100
	Thursday, February 6th	10:45am-11:45am	Quintyne Hall 109
	Thursday, February 13th	10:45am-11:45am	Quintyne Hall 109
	Wednesday, February 26th	2pm-3pm	Quintyne Hall 109

Event Coordinator Training	DATE	TIME	LOCATION
	Wednesday, February 5th	2pm-3pm	Quintyne Hall 109
	Monday, February 10th	2pm-3pm	Quintyne Hall 109
	Tuesday, February 18th	10:45am-11:45am	Quintyne Hall 109

SGA Finance Training	DATE	TIME	LOCATION
	Friday, January 31st	3pm-3:20pm	Quintyne Hall 100
	Thursday, February 6th	11:45am-12:05pm	Quintyne Hall 109
	Thursday, February 13th	11:45am-12:05pm	Quintyne Hall 109
	Wednesday, February 26th	3pm-3:20pm	Quintyne Hall 109

Sexual Assault Prevention Training	DATE	TIME	LOCATION
	Friday, January 31st	12pm-1:30pm	Quintyne Hall 100
	Tuesday, February 4th	10:45am-12:15pm	Quintyne Hall 100
	Wednesday, February 12th	3pm-4:30pm	Quintyne Hall 100
	Friday, February 14th	12pm-1:30pm	Quintyne Hall 100
	Thursday, February 20th	10:45am-12:15pm	Quintyne Hall 100
	Wednesday, February 26th	10:45am-12:15pm	Quintyne Hall 100
	Monday, March 3rd	3pm-4:15pm	Quintyne Hall 100
	Thursday, March 6th	10:45am-12:15pm	Quintyne Hall 100

FLYERS AND CAMPUS VBB

Flyers need to be approved by OSA either through email or in person and OSA will print them.

Click here for approved locations to hang

Campus VBB (aka the screens in the CC): Can also be used to advertise!

Please send Student Activities a powerpoint slide in 16:9 JPG format.

If you tag @farmingdalestudentactivities on instagram, we will reshare!

CLUB ACCOUNT NUMBERS

See the list here for your Club's account number.

You will need your account number for EAF submissions.

INVOLVEMENT FAIR

Save the Date!

Involvement Fair will be held on Tuesday, February 11th at 11am in the Campus Center Ballroom

All registered clubs are required to participate in Involvement Fair to maintain active status.

You will be provided with 1 table, 2 chairs, and a tablecloth.

OSA also has tri-fold boards available for organization use

IMPORTANT DATES AND DEADLINES

Club Registration Opens	December 1st
SGA Financial Tutorial goes live	January 13th
Expense Authorization Forms(EAF) Open	January 21st
SGA Grand Assembly	January 30th at 11am(CC Ballroom)
Club Registration Due & All Officers Complete Training	March 7th at 12noon
Expense Authorization Forms(EAF) Close	April 25th at 12noon
All Club Purchasing Must be completed	May 9th
Last Day for event set-ups including the Ballroom & Outdoor Events	May 13th

Events:
Student organizations are eligible to book meetings & events once they earn Active Status

We highly recommend you book your meetings for the semester all at once or as a series, space goes quickly. Get it out of the way early! Space Requests are submitted by your club's Event Coordinator through your RamCentral Portal.

Note on pending events:
If we need to change any event details you will get a note saying "denied" please do not worry- this only means that changes were made. All changes will be made in the comments section

"Request sent to Events Management" is simply an FYI to our Events Management Staff- no action is needed on your part.

Food Service:
Aramark is the only food provider allowed. For simple orders like pizza or sandwiches, the order must be placed no less than 5 business days in advance. All other orders must be placed 10 business days in advance.
- Orders will not be submitted without an approved EAF.
- *These timelines are not flexible.*

MEETING & EVENT SPACES

<12 ATTENDEES Executive Board Meetings	13-25 ATTENDEES General Meetings	26-50 ATTENDEES Large General Meetings & Small Events	51-100+ ATTENDEES Events
Campus Center Meeting Room A (Max 12)	**Quintyne Hall 109** (Max 22)	**Campus Center Ballroom B or C** (Min 30, Max 50) *EVENTS ONLY*	**Campus Center Ballroom A or B/C** (Max 90 Banquet) (Max 110 Lecture)
Campus Center Meeting Room B (Max 12)	**Gleeson Hall Hale Hall Lupton Hall School of Business & Thompson Hall Classrooms** (Max 25-30)	**Gleeson Hall L100, L102, L111** (Max 42-45)	**Campus Center Ballroom Whole Room** (Max 200 Banquet) (Max 280 Lecture)
Quintyne Hall 110 (Max 12)		**Lupton Hall T101 Quintyne Hall 100 School of Business 124 or 215** (Max 40)	**Gleeson Hall 102 or 104** (Max 110)
	Some rooms require departmental approval and/or do not allow food	**Amphitheater/ Quintyne Hall Patio**	**Whitman Hall 150** (Max 90)
			Amphitheater/ Quintyne Hall Patio

Please note some rooms might not be available due to on-going construction projects

SPACE REQUEST TIMELINES
(BUSINESS DAYS*)

5 DAYS
- MEETINGS
- INFORMATION SESSIONS
- INFORMATION TABLES

*Events that DO NOT require funding

15 DAYS
- CRAFT, DIY, MOVIE, TRIVIA, OR GAME NIGHTS
- GUEST SPEAKERS
- SPORTS & FITNESS
- COLLECTION DRIVES

20 DAYS
- OFF-CAMPUS TRIPS
- CONFERENCES
- OUTDOOR EVENTS

30 DAYS
- PARTIES OR BANQUETS
- PERFORMANCES OR LIVE SHOWS

Events with longer timelines will generally require the request of funds, online purchases or checks for vendors, sign-up periods, or space approvals from various campus partners

*Business days are Monday through Friday, excluding holidays (even if classes are in session)

Event Planning Checklist

Space :

Event Date and Time
Set-Up and Breakdown Time

Where ... and pick a back-up

Number of Attendees

Custodial Needs (Tables, Chairs)

A/V Needs (Computer, Mics)

Submit an Event Request
with a photo

Details :

Are you serving food? Create a Menu

What supplies do you need? What do you already have?

What vendor(s) do you need to use?

Request Funding
for each expense

Make sure you've given yourself enough time to execute this event.

Finalize :

Order food and/or supplies with your Program Advisor

Invite students

Advertise
flyers, VBB, social media

Make sure you have help to run the event

After Requisitions are submitted, update your Budget spreadsheet.

2024-2025 BUDGETS:

New Clubs: $2,500   **Returning Clubs:** $5,000

Expense Authorization Forms open January 21st at 9am

Questions? Email FSCSGA@farmingdale.edu and CC ciancida@farmingdale.edu

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Question:
When do we get access to our budget(s)?

Answer: When your organization has achieved Active Status

- Registration Form
- Minimum of four officers who have completed all trainings
- Must have a President, Vice President, Secretary, and Treasurer before adding any co positions.
- All officers accepted the Terms and Conditions on RamCentral
- Have a check-in meeting with your OSA Program Advisor
- Attend Involvement Fair
- One general membership meeting a month for February, March, and April *(Booked on RamCentral)*

Reminder: Each purchase you want to complete needs an approved EAF which goes through an approval process to make sure it abides by the SGA Financial Bylaws.

When submitting an EAF / requesting to use funds, separate your purchases by the vendor you are going to use.

Clubs may not exceed the amount listed on a single EAF. Therefore, be sure to give yourself room for price changes, shipping & handling, and taxes. It is beneficial to use a range or increase your overall estimate by $50+.

Essential SGA Finance Policies

Apparel & Promo Items	Max of $25 per item/person including tax and shipping. $2,000 limit for the year. No customization allowed.
Off-Campus Trips	Max of $600 per student. $6,000 limit for the year. Funds only cover travel (economy class), hotel and tickets / fees. No meals.
Food for Meetings	$600 limit for the year. Food must be provided by Aramark who holds the campus contract for catering.
Prizes	Max of $50 value / gift card. No Cash Prizes. $500 limit for the year. 1 Prize per Person per Event. Prize Receipt Form must be completed.
SGA Funds cannot be used for/to	Fundraising, raffles, donations, or the purchase of items to be donated / for charity.
	Personal Gain : gifts, awards, personalized items and graduation / class regalia - cords, sashes, pins, rings.
	Pay any currently enrolled FSC student for **any** goods or services: Photography, Design, Graphic Design, DJ, Performances, Host / EMC, or Labor.

Program Advisor List (S25)

Click on the email icon to email your Program Advisor

Lukas

Lukas
AAAE – American Assoc of Airport Execs
IEEE – Institute for Elec and Elect Engineers
Fusion
Hellenic Society
MSA - Muslim Student Assoc
SHPE – Society for Hispanic Engineers
SGA - Student Government Assoc
SWIC – Supporting Women in Computing

Tre

AHP- Alpha Eta Rho
Accounting Society
Cru Club
SADHA – Student American Dental Hygienist Assoc
Student Investment Club
Horticulture Club
Machine Learning and AI Club

Amanda

BBSTC – Backstage Theatre Company
Cooks 'n' Crooks
CRJ – Criminal Justice Club
Dental Club
Disability Coalition Club
Farmingdale Pride
FURA – Farmingdale Undergrad Research Assoc.
Helping Hands Society
NAMI on Campus
Nepalese Student Assoc.
SVA – Student Veterans Assoc
American Sign Language Club*
Pakistan Student Association*
Best Buddies*
Pre-Physical Therapy Club*
Latino Pilots Association*
Italian-American Culture Club*

Will

Greek Council
Panhellenic Council
Alpha Phi Delta Fraternity (APD)
Alpha Sigma Phi Fraternity (ASP)
Kappa Sigma Fraternity (Kappa Sig)
Tau Kappa Epsilon Fraternity (TKE)
Delta Phi Epsilon Sorority (D Phi E)
Phi Sigma Sigma Sorority (Phi Sig Sig)
Sigma Delta Tau Sorority (SDT)

AIAA – American Assoc. Aeronautics & Astronautics
Cybersecurity Club
GDSC – Google Devel. Student Chapter
Psychology Club
RamNation Radio
Sport Management

Nick

ACC – Afro-Caribbean Club
ACDT – Afro-Caribbean Dance Team
APICS
ASCE Civil Engineering & Tech Society
NAACP
Health Promotion and Wellness Club
International Student Association
NSBE - National Society of Black Engineers
Pre-Health Professions Club
Pre-PA Club
Rambots
STS Club
The Dale News

Caitlyn

ACT – Architecture Construction Tech
Art & Design
Biology Club
Business Club
Book Club
Crochet Club
Gaming Club
LASO
MLSC – Med Lab Science Club
Music and Band Club
Women in Business