INTRODUCTION

Welcome to Farmingdale State College (FSC)! The Office of Student Activities (OSA) is dedicated to enhancing the student experience by promoting career, social, and personal development. We collaborate closely with student organizations to offer vibrant, engaging, and educational events on campus.

OSA oversees between 45 and 70 student organizations, encompassing academic, cultural/religious, fraternities and sororities, performing arts, recreational, social awareness, and special interest groups. By joining these organizations, students gain access to valuable networking opportunities, confirm their career paths, embrace leadership roles, develop new skills, refine existing talents, and forge lifelong friendships.

At FSC, the Office of Student Activities is instrumental in enriching campus life. Our team of seven dedicated professionals manages a broad array of student-centered initiatives, including Student Government Association (SGA), Student Engagement Programming, Fraternity and Sorority Life, Student Organizations, and Quintyne Hall. Together, we are committed to fostering a vibrant and inclusive environment where students can excel both academically and socially.

OSA serves as the hub for all student organization events, meetings, and off-campus trips. This handbook is designed to be a valuable resource and reference guide, particularly for Executive Board (E-Board) officers of student organizations.

We look forward to meeting and working with you.

The Office of Student Activities
Quintyne Hall-Room 111
Telephone: 934 -420-2103
E-mail: studentactivities@farmingdale.edu
Instagram: @farmingdalestudentactivities
Hours of Operation: 8:30am to 5:30pm

Staff Directory

OSA is comprised of 7 Professional Staff Members. Each staff member has specific responsibilities within the office. Please see below for contact information.

NAME	TITLE	EMAIL
Amanda K. Cataldo	Assistant Director of Student Activities	cataldak@farmingdale.edu
Caitlyn Urban	Coordinator of Programming and Organizations	urbance@farmingdale.edu
Debra Ciancio	SGA Accountant	ciancida@farmingdale.edu
Lukas Miedreich	Director of Student Activities	Miedrelh@farmingdale.edu
nicholas Hawley	Coordinator of Student Activities	hawleynl@farmingdale.edu
Tre Riggins	Coordinator of Office Operations	rigginc@farmingdale.edu
William Finnegan	Coordinator of Fraternity/Sorority Life & Operations	finnegwe@farmingdale.edu

Each semester, there are anywhere from 45-75 active student organizations. For purposes of clarity, 'organization', 'club', and 'association' can be used interchangeably. For student organizations to be active (advertise, meet, host events, and access funding), they must first be recognized and registered with the Office of Student Activities (OSA).

The Office of Student Activities works with student organizations to provide opportunities for engagement outside of your classroom walls. There are several ways to get involved, from attending events/activities to being an Executive Board Officer to being a founder of a brand-new organization. You choose the level of involvement you wish to have, and it can change from semester to semester.

The most current list of active organizations can be found in RamCentral. RamCentral is an online social network that the OSA uses to manage all student organizations. Everything from communication to advertising to scheduling and documentation is done through this system. FSC students will use this system to find student organizations to join, events to attend, and important announcements. Every FSC student is able to access RamCentral by signing in with their FSC credentials. It is an authenticated system, meaning that only individuals with FSC credentials can access the full site.

Any student that would like assistance in logging in to RamCentral can contact the OSA staff – we will gladly walk you through the sign-in process and show you how to search for organizations and events.

NEW STUDENT ORGANIZATION PROPOSAL AND RECOGNITION

If a student has interest in a particular topic/activity that isn't covered by one of the existing organizations, they may submit a proposal to start a new organization. Before submitting an official proposal, it is recommended that the interested students meet with the OSA staff to discuss their idea. Proposals are accepted each semester following the schedule below:

For a fall semester start, proposal forms can be submitted from April 1 to May 1.

For a spring semester start, proposal forms can be submitted from November 1 to December 1.

To complete a proposal, a new organization must have at least 10 students willing to start the organization, a proposed Executive Board (president, vice president, treasurer, and secretary), and a proposed constitution. Once submitted, the OSA staff will review the proposal and look at several factors to determine an organization's viability. These factors include, but are not limited to:

- Do we already have an organization that meets the same goals/mission?
- Is this organization feasible for our campus? Is there space for this organization to conduct business? Can this organization's goals/mission be met within the parameters available?
- Is the proposed activity legal according to school, state, and SUNY (State University of New York) guidelines?
- Is the proposal complete? Are all required segments provided?

Many organizations, especially groups related to an academic discipline, work with a faculty/staff advisor (Primary Advisor). The OSA does not require student organizations to have a faculty/staff advisor, but you can have one if you wish. A faculty/staff advisor could be any professional employee of the college who is passionate or knowledgeable about your organization's subject and/or are willing to work with you on this endeavor.

Once the OSA staff reviews the proposal, works out any corrective details with the submitter, and verifies eligibility of the proposed Executive Board officers, the organization will be approved (earn recognition) and can start the steps to earning their active status.

Once an organization has earned recognition, its Executive Board officers can start completing any required training sessions, and the president must update the organization's RamCentral portal. The organization will also be assigned a Program Advisor – one of the OSA staff members – to assist them in running their organization, planning events, and completing financial expenditures. All forms related to this process, as well as submission instructions, are available in RamCentral. Any communication during this process will also take place through RamCentral.

Only recognized student organizations can advertise on campus, submit reservation requests, host meetings and events, and receive funding from Student Government Association. (Please note: Student Government Association has guidelines on funding eligibility and allowability – please see the related section in this document for details.)

For details on officer training and deadlines, please see *Student Organization Re-Registration.*

STUDENT ORGANIZATION RE-REGISTRATION

Each semester, organizations that are already recognized, and have been active within the last three semesters, will go through the 'Re-Registration' process. The president/primary contact of the organization will be the only officer with access to complete this step. This is done at the start of the fall and spring semesters.

To complete this process, the organization president/primary contact will:

- Enter the names and contact information for all executive board officers
- Indicate if the organization will have a faculty/staff advisor and/or if this person has changed from the previous semester
- Upload the most current constitution
- Submit the form in RamCentral

All executive board officers must be in good standing (academic and disciplinary) with the college. The OSA staff will verify officer eligibility and will notify any student who does not meet the requirements. Due to FERPA and privacy laws, the OSA staff is unable to disclose any ineligible officers by name to the president/primary contact, but we are able to share that *one of the proposed officers* is ineligible. If this is the case, the president/primary contact will communicate with the rest of the executive board and a new officer must be chosen. Once all officers are verified as eligible, the organization will be approved for the upcoming semester.

Once an organization receives registration approval, the officers must complete any necessary training sessions and complete required tasks before the organization can start to meet, plan events, or access funding. Required documents and training sessions could include:

- Executive Board Acknowledgement Form
- Executive Board Orientation
- Event Coordinator Training
- Sexual Assault Prevention and Response
- Search and RSVP on RamCentral
- SGA (Student Government Association) Financial Tutorial

The deadlines to complete the registration process are as follows:

Fall semester – Friday of the 6th week of the semester

Spring semester – Friday of the 6th week of the semester

If a student organization has been dormant/inactive for more than three (3) consecutive semesters, the organization will have to go through the Recognition Process again. (Please refer to the "New Student Organization Proposal and Recognition" Section of this document.)

PROGRAM ADVISOR:

Once a student organization receives recognition (proposal is approved), they will be assigned a *Program Advisor*. A *Program Advisor* is one of the OSA professional staff members that will act as a

liaison. They will help assist and guide the student organization in event planning, purchasing, catering orders, and general organization management.

STUDENT ORGANIZATION MAINTENANCE

For a student organization to maintain an active status, they must meet the following requirements:

- The Primary Contact must submit the RamCentral portal registration.
- All officers must complete the necessary training sessions by the advertised deadline.
- The organization must maintain at least 10 active members.
- There must be at least one advertised general member meeting per month. The meeting must be scheduled and advertised via RamCentral.
- The organization must abide by their constitution and the policies/procedures of Student Government Association, Office of Student Activities, and Farmingdale State College.

Organizations are allowed to have up to eight officer positions, which may include roles such as Co-Presidents, Co-Vice Presidents, or other positions like Community Service Chair, Social Media Chair, DEI Chair, etc. Please note that all officers must complete the required trainings set forth by both OSA and SGA.

Additionally, due to SGA regulations and to maintain financial internal controls, a student may serve as President or Treasurer of only one student organization.

COMMUNICATING WITH STUDENT ORGANIZATIONS

All student organizations will have a portal on RamCentral and a mailbox in OSA (Quintyne Hall-Room 111). It is expected that Executive Board Officers will check RamCentral at least once a day and the organization's mailbox in OSA at least once per week.

VIDEO BULLETIN BOARDS

Video Bulletin Boards (VBBs) are strategically placed throughout the campus and are available for use by student organizations. These TV screens are designed to promote your club's events and meetings to the campus community.

To submit an advertisement for display on the VBBs, please email your flyer to Student Activities in PowerPoint format, saved as a .jpg file and in 16:9 landscape orientation. Be sure to include the event date in your email.

FLYERS

The Office of Student Activities (OSA) will provide printing services for student organizations, including 15 color copies and 30 black-and-white copies of any event flyer or general promotion. To utilize this service, please email a digital copy or deliver a physical copy of the flyer to the Office of Student Activities. Upon approval, each copy will be stamped with the OSA seal, and you will be authorized to post them on bulletin boards across campus.

Please refrain from submitting multiple copies of the flyer; OSA will handle all printing. Note that OSA's printing services are exclusively for student organization materials and do not extend to personal academic work. Only flyers connected to your organization's mission will be approved. Any flyers that violate the FSC Student Code of Conduct will not be approved.

Approved Bulletin Board locations:

Quintyne Hall (5), Campus Center (9), Gleeson (10), Thompson (11), School of Business (1), Orchard Hall (4), Laffin (8), Library (11), Nold (1), Hale (3), Knapp (2), Lupton (5)

A complete map can be found in the OSA RamCentral portal under documents.

Flyers may only be posted on bulletin boards. You cannot tape to walls, glass, doors, etc.

For flyers intended for display in the Residence Halls, you must obtain the Residence Life stamp. You must drop the flyers off with Residence Life. They will stamp the flyers & distribute them in the halls.

EMAIL CREATION

Student organizations are eligible to obtain an official @farmingdale.edu email address. To initiate this process, please email your Program Advisor with your desired username. Your Program Advisor will then coordinate with IT (Information Technology) to submit the request.

Once the email account is created, you will receive the username and a temporary password. It is essential to reset the password immediately upon receipt.

Please be aware that student organization email accounts are accessible only on campus and are not functional off-campus currently. Addiitonally, only 1 person can access the email account.

LOGO & APPAREL APPROVAL

When creating a new logo or modifying an existing one, please submit your proposed design to your Program Advisor. They will collaborate with the Marketing and Communications team to either approve, deny, or recommend modifications to the logo.

For ordering merchandise, promotional items, or apparel, you may use your approved organization logo or any of the approved FSC logos available on the Marketing & Communications website.

If you need help identifying a vendor, please contact your Program Advisor for recommendations.

LOSS OF ACTIVE STATUS

The Recognition Review Process examines the recognition statuses of student organizations struggling to stay active or those who may have been involved in OSA Policies and Procedures violations.

A student organization can lose its recognition for violation of: OSA policies and procedures outlined in this manual; FSC Student Code of Conduct; federal, state, and local law as they relate to the business of student organizations; and any other college policies outlined in the college web site and college catalog.

If a student organization is in danger of losing its recognition, the program advisor will notify the Director of Student Activities and the e-board officers of the potential violations. The Director of Student Activities will determine whether the circumstance should be referred to the Dean of Students Office or handled by the Recognition Review Process.

Once the program advisor informs the Director of Student Activities/designee of the potential violations of policy and procedures, the recognition review process will start. Following is the review process.

- The program advisor must send in writing to the Director of Student Activities/designee, who will investigate and, if warranted, proceed with the review process against the student organization in question.
- Interim Suspension: In certain circumstances the Director of Student Activities/designee shall impose a temporary measure to immediately remove the student organization's ability to function on campus. This will be imposed to ensure the safety and well-being of members of the College community, College property, or to ensure the students' physical or emotional safety and well-being. Student organizations that are on "interim suspension" status will lose access to RamCentral and the ability to conduct business until the review process is complete.

- Director of Student Activities/designee will notify the E-board Officer of a meeting date via RamCentral.

- Postponement Policy: A student organization may request a maximum of two postponements of a review for legitimate or extenuating circumstances. All requests must be in written form via RamCentral addressed to the Director of Student Activities/designee with a minimum of 24 hours in advance of the scheduled meeting date. Request for a postponement of a Monday meeting must be received by 4:00pm on Friday.
- OSA reserves the right to postpone a meeting for legitimate reasons at any time. Reasonable attempts will be made to notify the e-board members of the student organization via RamCentral.
- Failure to attend a scheduled meeting with no notification will result in a decision with no input from the e-board of the student organization in question. These meetings have no right of appeal.
    - All reviews will be conducted using a Review Board (conducted by a board of four or five individuals) or an Administrative Review (conducted by an OSA staff member) determined by the Director of Student Activities/designee.
    - The Program Advisor and E-Board Officers will be given opportunities to present their information.
    - Review Board or an Administrative Review will communicate the outcome in writing to the Director of Student Activities/Designee. The outcome can be one of the four sanctions:
- Reprimand - a written statement expressing disapproval of conduct. A record of disciplinary reprimand will be maintained by OSA.
- Restitution- a written direction to replace, repair or make specific compensation for property of the College, another person, SGA, or College related property. A record of a direction to make restitution shall be maintained in OSA
- Probation-during the probationary period, a student organization will be given terms to abide by during the probationary period. Any violation of the terms will result in suspension.
- Suspension- during the suspension period, the student organization is stripped of all privileges allotted to a college-recognized club. At the end of the suspension period, the organization must reapply for recognition.

SGA FINANCIAL POLICIES AND PROCEDURES

- **SGA (Student Government Association):** The SGA consists of 21 members, including 17 senators and 4 executive members. The SGA is responsible for allocating the Mandatory Student Activities Fee (MSAF), which supports campus clubs and programs.
- **MSAF (Mandatory Student Activities Fee):** This fee is collected as part of the tuition bill at all state-operated SUNY campuses. It is used to fund student activities and organizations.
- **EAF (Expense Authorization Form):** The EAF must be submitted prior to any purchase or reimbursement request. This form authorizes expenditures and ensures proper documentation.
- **REQ (Requisition):** A requisition is used for the settlement of online purchases or to request the processing of a check.
- **PEX (OSA Credit Card System):** The PEX system involves credit cards issued to Program Advisors for making purchases. Funds are loaded onto these cards to facilitate transactions.
- **Additional Funds Request:** If your student organization's budget is exhausted, you may submit a request for additional funds from the SGA.
- **Expense Account:** Funds/budget for the academic year allocated to your organization from SGA. This account is used to manage and track expenditures.
- T**rust and Agency (T/A) Account**- T/A accounts are set up when an organization wants to collect dues or to collect monies to off-set a purchase.

MSAF/Budget Process/ Budget policies from SUNY 3900 and 3901

Mandatory Student Activity Fee is allocated to various campus organizations to offer services, programs, and events. Groups that meet the qualifications as stated in the state guidelines receive funding.

Farmingdale Student Government Association, Inc. must adhere to the policies set forth in SUNY Policy 3900 & 3901

- **SUNY Policy 3900-** This procedure governs the administrative structure and fiscal and accounting guidelines related to mandatory student activity fees.
- **SUNY Policy 3901-** This policy governs the collection, use and disbursement of mandatory student activity fees.

Student Activity Fee

The Student Activity Fee is paid by every enrolled student to provide services, programs, and events on campus. Following is the schedule of fees:

Full-Time Students $100/Semester

Part-Time Students $8/credit

Allocation and Spending of Student Activity Fee

There are three (3) parties – SGA, Auxiliary Services Corporation-ASC, and the Campus - involved in the allocation and spending of student activity fee.

- The **Student Government Association (SGA)**, as the elected representatives of the student body, determines the budget allocations based on several criteria.

- Once SGA determines the allocations, the **campus designee (SGA Accountant, OSA Director, and SGA Treasurer)** approves the allocations.

- **Auxiliary Services Corporation (ASC)** located in Horton Hall, is responsible for the following: deposit of all receipts in designate accounts; maintain accounting records; cutting the checks; making sure the appropriate accounting procedures were followed; and facilitate the annual audit

Account Types

Each organization has an Expense Account. If a student organization is taking in cash, dues, or donations they will also have a Trust and Agency Account.

- **Expense Account-** Funds/budget for the academic year allocated to your organization from SGA.
- **Trust and Agency (T/A) Account-** T/A accounts are set up when an organization wants to collect dues or to collect monies to off-set a purchase.

The two accounts serve different purposes. Organizations will receive their account numbers upon being approved as a new organization. Account numbers do not change from year to year.

The major difference between an expense account and a T&A Account:

- If an organization does not spend all the money in an expense account during a given academic year, it does not carry over for the following academic year. So, if you don't use it, you lose it.
- The money in a trust and agency account carries over from year to year. Therefore, proceeds from a donation or dues should be deposited into a T&A Account.
- Student organizations can get their account balances at the Office of Student Activities. However, the organization treasurer should be maintaining a balance sheet as it is part of their duties so that a reconciliation can be performed once per semester.

Account Numbers

As mentioned above, your Account Number is created for you upon approval as a new student organization. A complete list of Account Numbers can be found in the SGA Portal.

SGA Assest List

As the SGA oversees organizational spending, all items purchased with student organization expense accounts are considered the property of the SGA. Items with a value exceeding $500 will be recorded on the SGA Asset Inventory List. Upon purchase, your OSA Program Advisor will enter the item's details into our system, including the serial number, model, purchase date, and cost.

Any item deemed "walkable" (such as laptops, microscopes, etc.) that is not stored with the OSA or in the OSA storage room will also be included in the SGA Asset Inventory List.

Financial Transactions

For a student organization to spend its budget to pay for an item or service, the appropriate paperwork must be completed. This section explains how to access and spend the budget.

All expenditures require an Expense Authorization Form (EAF) and a Cash Disbursement Requisition (REQ).

Expenditure Authorization Form (EAF) -*Submitted by the student organization's President or Treasurer*.

- Is a request to spend monies
- Approval is required to spend any money from the student organization's account
- EAF must be approved BEFORE any agreements can be made with a company; and BEFORE invoices/contracts are received; BEFORE any expenditure can take place.
- An EAF can take up to 10 business days to approve.

Cash Disbursement Requisition (REQ)- *Submitted by the student organization's Program Advisor.*

- It is a request for payment(check) or settlement of an online purchase.
- All documentation must be provided to your Program Advisor 10 business days prior or
- Program Advisor has completed a purchase and will submit all back-up.

Payment Requirements

To facilitate payment for vendor services, all vendors must submit the appropriate documentation. Below is a list of commonly required documents; however, some vendors may have additional documentation requirements. Program Advisors are available to assist with identifying any additional documents needed.

To ensure timely payment for a vendor on the day of an event, all required documentation must be submitted to the Office of Student Activities at least ten business days prior to the event. Vendors who provide documentation at least five business days before the event will be confirmed, but payment may be scheduled later. Please note that no documentation will be accepted for events occurring within one week, and vendors will not be permitted on campus without complete documentation.

Certificates of Insurance (COIs)

A Certificate of Insurance is a statement over coverage issued by a vendor stating the company agrees to insure all parties listed on a certificate. All vendors are required to provide separate certificates of insurance for all parties listed below. Eligible vendors will be able to provide this for you. If they are not able to provide these documents, they will not be approved as an eligible vendor.

Farmingdale State College 2350 Broadhollow Rd, Farmingdale, NY 11735	**Farmingdale State College Student Government Association Inc.** 2350 Broadhollow Rd., Farmingdale, NY 11735
Auxiliary Service Corporation Farmingdale State College 2350 Broadhollow Rd., Farmingdale, NY 11735	**State University of New York** State University Plaza 353 Broadway, Albany, NY 12246

W-9s

- A W-9 shows that a vendor is officially registered as a tax paying business. All vendors must produce this document to initiate payment processes.

Invoice

- All vendors must include an itemized invoice for services or provisions. It is critical that the name of the company being paid, and the address listed on the invoice match identically to the W-9, or payments cannot be processed.
- Documents that say "quote", "estimate", etc will not be accepted. It must say invoice.

Workers Comp:

- If a company has more than 3 employees, they need to provide workers comp.
- See more details at this link

EAF/REQ Approval Process

EAFs can take up to 10 business days to approve. After the EAF is submitted on RamCentral:

- The SGA Accountant will review all purchases to verify that sufficient funds are available in your account and to ensure compliance with SGA financial bylaws and SUNY policies 3900 and 3901.
- The SGA Treasurer will assess the purchase to confirm that it aligns with the organization's objectives and the college's mission.
- The Director of Student Activities will review the purchase to ensure that the event is either pending or approved in RamCentral, or that the purchase is for general items such as supplies, apparel, or promotional items.
- Any purchase over $5,000 will be sent to the college's Chief Financial Officer to approve.

After an EAF is approved:

You have two options for handling purchases:

- **Invoice and Documentation Submission for a check to be cut:** Provide an invoice and all relevant documentation to your OSA Program Advisor. They will coordinate with the SGA Accountant to issue a check. All required documentation must be submitted to your OSA Program Advisor at least 10 business days before the event date. Please refer to the attached one-page guide for detailed instructions.

OR

- **Online Purchase Coordination:** Work with your OSA Program Advisor to complete an online purchase. Note that it may take up to several business days for your Program Advisor's card to be funded. There are limits on the number of transactions allowed on the card at one time and restrictions when purchasing can be done due to month end, so proactive planning will help ensure all items arrive in time for your event.

- All online purchases will be delivered to Central Receiving and subsequently transferred to Quintyne Hall by Mail & Supply. This process typically takes an additional 1-2 business days after the delivery date for your Program Advisor to receive the package.
- Please account for this delay in your planning, as the college does not process deliveries on weekends or holidays.
- Packages will be labeled and placed on the bookshelf outside of Quintyne Hall 112

- Upon completion of the purchase, your OSA Program Advisor will submit the requisition (REQ) and any necessary documentation to the SGA Accountant.

Picking Up the Check:

To obtain a check on the day of an event, you must visit the Office of Student Activities between 10:00 AM and 4:00 PM. As previously indicated, all required documentation must be submitted to your OSA Program Advisor at least 10 business days prior to the event.

When picking up the check, you are required to present a photo ID. A photocopy of your ID will be made, and you will be asked to sign an acknowledgment of receipt for the check.

Mailing the Check:

If you do not need the check for the event, it will be mailed out from the Office of Student Activities. Any check over $1,000 will be sent certified mail.

Preferred Vendor List

The Office of Student Activities has worked to develop relationships with several common vendors that have come to campus for a variety of club and office events. While these are not the only vendors student clubs can use, these vendors have already submitted all required documentation and have been fully vetted and approved as vendors for our office. As club leadership works to plan elements of their events, it is important to check with Program Advisors who can access contact information for commonly needed vendors.

Tax exempt forms

The Office of Student Activities offers Tax Exempt Forms to student organizations. To request a Tax-Exempt Form, please provide your Program Advisor with a completed W-9 form. Your Program Advisor will coordinate with the SGA Accountant to obtain a Tax-Exempt Form specific to your organization's vendor. Please note that Tax Exempt Forms are unique to each vendor.

GENERAL STUDENT ORG INFORMATION

Fundraisers

Student organizations are not permitted to fundraise for their own benefit. If an organization wishes to raise money for a charitable cause, donations must be made directly from individuals to the charity.

For example, if Brad wishes to donate $5 to St. Jude's, he should do so directly through their website and then receive the cupcake as a thank-you. No cash can exchange hands.

Prizes

Student organizations can spend up to $500 annually on prizes or gifts. The value of any individual prize or gift must not exceed $50. Also, when multiple prizes or gifts are distributed, each student can receive only one prize or gift per event.

- Prizes or gifts may never be awarded in the form of cash.
- Funded organizations are not allowed to purchase gifts, equipment, or apparel for non-students, except plaques or certificates, which may be presented to invited guests.
- If you plan to award prizes at an event, your Program Advisor will provide you with a Prize Receipt Form. This completed form must be returned to the Office of Student Activities within 48 hours (about 2 days) following the event.

Amazon

Amazon is one of the most common places where event supplies and giveaways for student clubs. However, with the structure of Student Government Association funding, no online purchases will be permitted after the 24th of each month. It is important to have all EAFs in, and proper communication is done with Program Advisors to ensure purchases have ample time to be completed.

OSA has an Amazon Prime membership.

Bookstore

The Farmingdale Bookstore, located in the Campus Center, has a variety of items that can be used for giveaways! Notably, gift cards to local restaurants and stores can be a great option as there is no activation fee and there are no shipping concerns.

To obtain items from the bookstore, you must work with your program advisor to schedule a time to go shopping. They will provide an account number to the cashier and will be invoiced for club purchases.

Student Organization Storage:

The Quintyne Hall storage is a shared space for all clubs, and the Office of Student Activities. It is of the utmost importance to keep this area organized and well maintained. Clubs should work to store all items in a well labeled storage bin. If items are left on the floor or the space is not respected: clubs use of the space may be restricted.

Duct tape and a sharpie are in the storage room for student organizations to properly label their items. Items unclaimed by the first week of June will be disposed of.

Narcan/CPR

Narcan training is available at no cost to all student organizations. If your organization is interested in scheduling a Narcan training session, please contact the Health and Wellness Center by emailing Lauren Hillman or Nancy Smithwick.

The training is brief, typically taking only 15 minutes, and can be conveniently conducted during a general meeting.

CPR Training can be coordinated by Health and Wellness by contacting either Meghan Alcide or Nancy Smithwick.

The cost is $35 per person, payable to Health and Wellness via a credit card. You can coordinate with your Program Advisor to complete purchase.

Aramark

Aramark is the required vendor for all food orders. Student organizations are not permitted to work with Aramark directly.

To place an Aramark order, make sure you have your EAFs, and event requests approved and contact your program advisor.

Ordering Timelines:

- Sandwiches, cookies, pizza, etc- 5 business days
- All other orders- 10 business days

Menus:
- [Student Event Catering Menu](#)
- [Full Aramark Catering Menu](#)

Policy on Requesting Exemptions from Farmingdale Hospitality (Aramark)

To request an exemption from Farmingdale Hospitality (Aramark), please complete and submit the designated exemption form. Exemptions will only be granted under limited circumstances and must receive approval from the Director of Farmingdale Hospitality (Aramark).

Exemptions may be considered for:

- Religious dietary restrictions.
- Instances where Farmingdale Hospitality (Aramark) is unable to provide the request service.

Please ensure that all exemption requests are submitted at least 20 business days prior to your event.

[Application for Aramark Exemption](#)

Exemptions for religious reasons are reviewed on a case-by-case basis by Aramark.
Please contact your program advisor for more information about that process

EVENT PLANNING & MANAGEMENT PROCESS AND PROCEDURES

Student organizations, the type of events and how they are executed is up to the membership and officers elected by the student members.

EVENT PLANNING:

Brainstorming Your Events

The success and attendance of student driven events are directly affected by the planning and brainstorming that is done from the very start of the process. Therefore, below are some things to consider from the very beginning of the event planning process:

Your club's Mission Statement:
- Each club must submit a mission statement upon registration each semester. This should act as a guide and aim for each event planned. No matter what type of event being planned, they should work to further your mission statement and grow your organization.

Get Creative:
- With as many clubs, societies and departments planning student events on campus, it is easy for events to seem repetitive. However, there are several types of events to bring students together. Be creative to draw students to events, gain attention on campus, and have people ask when your next event is!

Collaborating with other Clubs:
- As event creativity increases, it may be helpful or advantageous to collaborate with one or multiple other clubs who share similar mission statements for events. This is a great way to drive additional students to events, assist with any budget needs, and increase what can occur at the event with the additional people assisting to put on the event.

Vendors:
- The Office of Student Activities has a strong relationship with a variety of vendors with different capabilities and is always welcoming new local business to partner with on campus. For vendors to be eligible and permitted on campus, several documents are required by the vendor that could be a timely process. For OSA to be able to pay the vendor (and do so on time), all documents must be collected in a timely fashion. Before moving forward with the event planning process, see the Vendor Policy to ensure all policies are followed, or meet with the club's Program Advisor.

Be thinking about funding from the start:
- From the very beginning of the planning process, funding must be kept in mind. Treasurers should be able to provide accurate running budget updates (SGA Accountant can also provide this information if needed). As elements are added to or removed from the event, continue to reflect on budget needs, capabilities, and required timelines.

Picking a Day & Location

As campus grows and changes, finding and booking rooms at Farmingdale can be challenging, especially later in the semester. Club Program Advisors can use FSC's event management software to check room availability on specific days. While events can be submitted directly to RamCentral, officers are encouraged to consult with Program Advisors to discuss availability before submission.

Different types of events have varying submission deadlines. Simpler events, like information tables, require less time for approval compared to larger events, such as craft nights or banquets. Submission deadlines are outlined below and are based on business days (Monday-Friday, 8 a.m. to 5 p.m.).

Space Request Timelines
(Business Days)

Meeting

Information Session

Information Tables
Add time if requesting funding

5 Days

15 Days

Craft, DIY, Movie, Trivia or Game Night

Guest Speaker

Sports & Fitness

Off-Campus Trips

Conferences

Outdoor Event

20 Days

30 Days

Party or Banquet

Performance or Live Show

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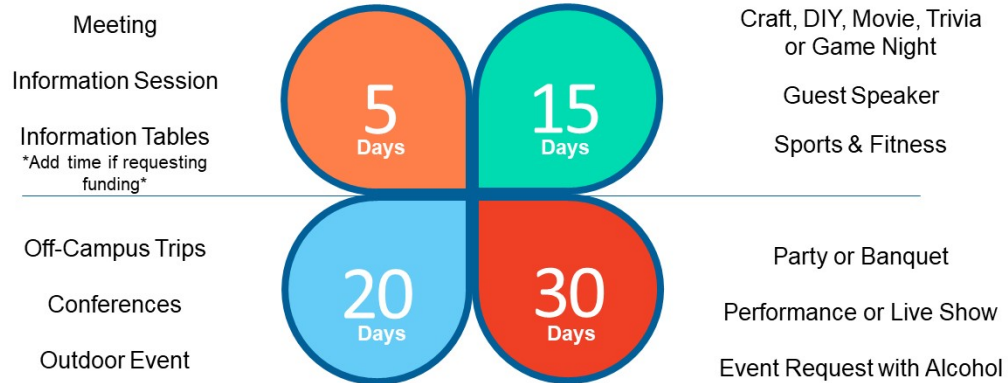
Events with longer timelines will generally require the request of funds, online purchases or checks for vendors, sign-up periods, or space approvals from various campus partners.

When choosing where to hold your events, the graphic below shows some programming location options. Be sure to reflect on the number of attendees for the event, as well as space for any activities that are being planned.

Meeting and Event Spaces

< 12 attendees
Executive Board Meetings

Campus Center
Meeting Room A
(Max 12)

Campus Center
Meeting Room B
(Max 15)

Quintyne Hall 108 or 110
(Max 12)

13-25 attendees
General Meetings

Quintyne Hall 109
(Max 22)

Gleeson Hall
Hale Hall
Lupton Hall
School of Business,
and Thompson Hall
Classrooms
(Max 25-30)

* Some rooms require
Departmental approval,
and/or do not allow food *

26-50 attendees
Larger General Meetings
& Smaller Events

Campus Center Ballroom
B or C
(Min 30 / Max 50)
Events Only

Gleeson Hall
L100, L102, L111

Lupton Hall T101
Quintyne Hall 100
Business 124 or 215
(Max 40)

Amphitheater/
Quintyne Patio

Sinclair Hall Pit*
(Max 50 Ban / Max 70 Lec)

51-100+ attendees
Events

Campus Center Ballroom
A or B/C
(Max 90 Banquet)
(Max 110 Lecture)

Campus Center Ballroom
Whole Room
(Max 200 Banquet)
(Max 280 Lecture)

Gleeson Hall 102 or 104
(Max 110)

Amphitheater/
Quintyne Patio

Whitman Hall 150
(Max 90)

Sinclair Hall Pit*
(Max 100 Standing)

Other things to consider:
 Space Restrictions:

1. Not all spaces can accommodate all events. For example, no arts & craft style events can be held in the Ballroom.
2. Consider Common Hour:
   a. While many students use this time to attend OSA events, this is a great option for events or meetings as there are less conflicts with classes.
3. Blackout Dates:
   a. At the end of each semester, there is a 1–2-week period where events will be limited. Due to custodial restrictions and facility staffing, there are limited setups and room availability. Please keep this in mind for any end of semester or holiday-based events!
4. Outdoor Events:
   a. If you are looking to plan an outdoor event, be sure to consider rain date/location options.
5. For annual, large-scale events consistently planned and executed properly, OSA may provide accommodations to ensure proper reservations and spaces can be held.

RAMCENTRAL & CREATING AN EVENT

Go to your club's portal by clicking on your club icon on the left bar of RamCentral, and go into the Events tool.

Only the Event Coordinator will have full access to this feature. All other officers have "view only" permissions.

- The Event Coordinator will see the blue box below. Click that to start your event request form.

+ CREATE EVENT

Step 1: Create the Event Info Page for students to see

- Basic Event Details This is what students will see when they find your event in the calendar. Write this section as if this is an advertisement. What do they need to know?
- Event Title (Include the Club's Name)
- Pick a Theme
- Collaborating with another student club (This will advertise the event on their portal too)
- You will become the owner of this event; the other club's Event Coordinator will not be able to manage or edit the event.

- The Start Date and End Date must be the same date.
  - If this is a reoccurring event or meeting, each date must be entered on a separate line; see +ADD ANOTHER DATE. You can add up to 18 dates on a single request.

- If the Start and End Date do not match, it will show students that the event or activity is happening 24 hours a day.

- Event Visibility: Who do you want this event to be visible to?
    - The Public -this means anyone in the world who is able to find our RamCentral community can RSVP and see the event details.
    - Students & staff at RamCentral - current authenticated students; users who need to log in with their campus credentials.
    - Organization Members - just students who are members of your portal.
    - Invited users only - you invite specific individuals. Most used for E-Board or private meetings.

    - **Event Categories**
        - Select applicable categories to increase event visibility.
    - **Optional Perks**
        - Indicate if you are offering food, giveaways, or attendance credit via the drop-down menu. Multiple selections are allowed.
    - **RSVP Settings**
        - Use RSVP settings if there's limited seating or if attendee data collection is needed.
    - **RSVP Options**
        - **Who Can RSVP?**
            - **Anyone**: Open to all FSC students or specific members, based on Event Visibility settings.
            - **Only Invitees**: For invited users only, as selected on the previous page.
            - **No One**: No RSVP required.
            - **Limit RSVP Spots**:
                - Limit the number of available RSVP spots. Once filled, a Wait List is created.
                - If spots open up, students on the Wait List are added to the event. Displaying remaining spots publicly is recommended to highlight RSVP urgency.
    - **Allow Guests**:
        - Guests are non-FSC students. Selecting this option notifies the Office of Student Activities that you want non-FSC visitors to attend. Requirements and factors will be discussed during the event planning process.
    - **Organization Representation**
        - Use this option if you want attendees to indicate which club or organization they are representing, especially when collaborating with other student groups.
    - **Optional RSVP Questions**
        - Collect relevant data from attendees, such as how they heard about the event, their major, class standing, FSC email address, or specific topics for discussion.
    - **Post-Event Feedback**
        - Attendees can anonymously rate the event and answer follow-up questions. They will receive a link to the Event Rating page, which expires in 72 hours.
    - **Event Evaluation Questions**
        - Optional questions can be used to gather feedback on the event experience. We recommend enabling automatic follow-up after the event ends.

After setting up your Event Info Page, request the event space and any necessary equipment through the Office of Student Activities.

Step 2: Event Request Form

The Additional Event Information smart form will ask relevant questions based on the type of event your club is hosting and if you have specific needs to run that event or activity.

After you have completed all required fields for that event type, you can Review the Event Submission one last time before submitting the request for approval.

Make sure to click Submit at the end

- **Editing an Event**:
  - While your event request is "Pending" (Unapproved), you cannot make changes.
  - Use the "Discussion" area at the bottom of the Submission page to communicate updates or address issues. The Office of Student Activities will also use this area for follow-up questions.
  - If significant edits are needed, your Program Advisor may deny the form, allowing you to make necessary changes and re-submit.

- **Checking Request Status**:
  - Go to your Account tab > My Submissions > EVENTS tab, and filter by status.
  - **Started**: The request process is incomplete and not submitted.
  - **Unapproved**: Pending review; check for notes from the Office of Student Activities.
  - **Approved**: Confirm meeting location and details.

NOTE: If a Program Advisor needs to make changes to your event request, such as correcting the date, time, location, rsvp or event details - your version of the request will be denied only because the system overrides the updated version. This does not mean your request was denied, just your version of the event. Your event will still be Pending (processing).

Step 3: Managing Events:

Once an event request has been approved, it will be accessible through your club portal.

- Go to the Events tool.
- While in Manage Events, you can sort by Approved or Cancelled events and filter by Future, Past, or All events submitted by your club.
- Approved Event Action Options:
- To the right of each event are 3 stacked dots, called a Kabob. Click this to open up a quick access window:
- View Invitations and RSVPs: invite students, and track who is attending.
- View in Explore: how the event displays to students.

- Cancel Event: leave Closing Comments about rescheduling which will be forwarded to anyone who was invited and/or RSVP'd.
- Clicking on the Name of an approved event will bring you to the Event Details page:
- If you have enabled Post Event Feedback ratings or questions, you'll be able to view the data at the bottom of the page.
- From this tab, you can:
- invite members of your portal or send invites to FSC emails [MANAGE PARTICIPANTS > Invite People],
- see who has submitted an RSVP
- Contact Respondents (attendees)
- see how many spots remain.
- If you have enabled Optional RSVP Questions, you can click the attendees to gather their responses or data.
- This will let you update the Event Page and/or the Event Request Form.

Once you make changes to an Approved event, it will put the event request back into Pending [Unapproved] for the Office of Student Activities to review again. You will be required to leave a note of what changes you have made.

All events, regardless of type, will receive two confirmations.

- An event confirmation from the Office of Events Management, with all resources outlined
- A confirmation from RamCentral that your event has been approved.

ARAMARK & EVENT SUPPLIES

Once your EAFs are approved, contact your OSA Program Advisor to start the ordering process. Make sure to track all costs in your expense spreadsheet. It is up to each organization to keep track of their expenses and remaining budget.

Ordering Timelines- Please see above for more details regarding checks and credit card purchases.
Please follow the timelines below for all orders. **These timelines are <u>not</u> flexible.**
- Credit Card Transactions: You must notify your Program Advisor and provide all links no less than 5 business days before an order needs to be placed. As noted above, no online purchases may be made after the 24th of the month.

- Checks: All information needs to be provided to your Program Advisor no less than 10 business days before the check is needed

- Aramark Orders: For simple orders like pizza or sandwiches, the order must be placed by your program advisor no less than 5 business days in advance. All other orders require 10 or more business days. Custom menus may require additional time.

- Shipping: All packages are delivered to Central Receiving and are then taken over to Quintyne Hall by Mail & Supply. This means that it typically takes 1-2 business days after the delivery date for your program advisor to receive your package. Please be mindful of this delay when planning.

- Event Supplies: OSA has created an inventory of items available for rent. Please see section below on available items.
- A complete list is available at the end of this manual and under OSA's portal in documents.

MARKETING & SOCIAL MEDIA

Video Bulletin Boards: VBBs are in Quintyne Hall and the Campus Center Lobby. If you would like to put a flier up on a VBB, send your program advisor a 16:9 file and be sure to include how long you'd like the advertisement to be in the rotation.

Bulletin Boards: There is bulletin boards located in Quintyne Hall, Campus Center, & Whitman Hall for club use. All posters must receive an approval stamp from a member of the Office of Student Activities team before being displayed.

Printing: If you would like copies made of your flyer, please send it to studentactivities@farmingdale.edu. We can print 15 copies in color or 30 copies in black in white.

Social Media: Clubs are permitted to have social media accounts but must share the credentials with their program advisor.

EVENT MANAGEMENT

DAY OF CONSIDERATIONS

- If you are in the Ballroom, please check in with the Campus Center Information Desk. If your event is in Quintyne Hall, please check in with the Building Manager.
- All other locations, please contact University Police to unlock your space.
- Keep track of how many guests attend your event
- If you are giving away any prizes, make sure that you have all winners complete a Prize Receipt Form
- In the case of an emergency, please contact University Police at 934-420-2111 and notify your Program Advisor

AFTER THE EVENT

o Make sure the space you are using is clean and in the same condition you found it
o Send event attendance to studentactivities@farmingdale.edu
o Make note of anything that can be improved for future events
  - Send any Prize Receipt Forms to your Program Advisor

OSA SUPPLIES AVAILABLE TO BORROW

The Office of Student Activities is committed to helping student clubs make the best of each event. There is a long list of event supplies that can be borrowed from the office. From tablecloths & centerpieces to backdrop stands, or balloon pumps: the office has supplies to make your events bigger and better! Additional information on the Club Borrowing System can be found in the Appendix, with a sample of the loan agreement.

CAMPUS CENTER TABLES/ BALLROOM EVENTS/ COLLECTON BINS

Campus Center Table Locations:

Table 1	Market Place entrance
Table 2	Across from the bookstore
Table 3	Across from the Information Desk
Table 4	Next to the ATM
Table 5	To the right of the bookstore
Table 6	To the right of table 5, closest to the door

- As a best practice, the first 3-4 weeks of a semester no single group should have more than 1 activity hour per week. No limitation on Mondays and Wednesday.
- Groups are limited to 4 hours at a time.
- We also allow groups who need multiple tables to set up in the Lobby Vestibule (sitting area); with a max of 4 tables and 8 chairs.
- Groups are asked to check-in at the Information Desk to confirm their reservation for the day, and the correct table they should use.

Groups must adhere to the following tabling guidelines:
- No music or amplified sound at the table. This has been a disturbance to Information Desk staff who were unable to answer the phone or communicate with visitors.
- Groups cannot hang anything on the wall, but they may utilize the bulletin board strip behind the table.
- Marketing items such as banners, Greek letters, and/or props cannot be wider than the table to not interfere with entrances/exits into the Market Place.
- Additional chairs and tables cannot be pulled over to increase a group's tabling area/space.
- Tables cannot be moved from their original and intended location.

Ballroom Reservations
- Student groups cannot reserve space more than 6 months in advance. Your student organization must be fully registered in order to reserve the Ballroom (or any space).
- There will be one set-up per day by the Custodial staff. The first group to submit a request for the Ballroom will dictate the room set-up for the day.

- If the Ballroom is already reserved before or after your event, you will need to use/reuse that room set-up as-is; no changes to can be accommodated, equipment cannot be re-arranged.
- No athletic, recreational, sporting or arts & crafts events are permitted in the Ballroom.
- No helium balloons are permitted.
- No Dancing (practices, line dancing, etc)
- New for the 2024-2025, there are no charges to use the Ballroom on the weekends.

Drives & Collection Bins
- Drives and collections bins for goods are permitted in the Campus Center Lobby, in front of the Bookstore's Buy-Back Window, and in Quintyne Hall.
- *If you want to put a collection bin in another location, please work with your OSA Program Advisor to get the space approved.*
- Bin must be clearly marked, including the organization's name and what items are accepted/what the collection is for.
- Drives and collections cannot exceed 30 days in any building across campus.
- The event contact is responsible for checking all bins daily/weekly to ensure they are not overflowing and will be required to take away excess donations.
- Bins must be removed in a timely manner after the collection is over.

SECURITY & GUEST POLICY

To ensure the safety and integrity of student events at FSC, the following guidelines regarding guest attendance are established:

Definition of a Guest: A guest is defined as anyone not a current FSC student and invited to attend an event by an FSC student. The guest's affiliation with other educational institutions is not a determining factor.

Guest Limit and Registration: Each FSC student can bring one guest to an event. Students who wish to bring a guest must complete a guest registration form, available on RamCentral when they RSVP for the event. The registration form requires the student's name and contact information, the guest's name, contact information, and their relationship to the student. By completing this form, the student assumes responsibility for their guest's conduct.

Accountability: Should a guest engage in any disruptive behavior or violate FSC policies, they will be prohibited from accessing campus and attending future events. The sponsoring student may be subject to the FSC Conduct Process.

Security Requirements: When guests are present at an event, the presence of University Police and/or CSS Security is mandatory. The appropriate level of security will be determined collaboratively by the

Office of Student Activities and University Police, in consultation with the sponsoring student organization.

These guidelines are in place to maintain a safe and enjoyable environment for all event participants.

Risk management involves understanding, analyzing and addressing risk to make sure organizations achieve their objectives. There is a certain amount of risk involved with all events. Risk management taking action to minimize threats like injuries, accidents, and loss of funds and assets.

When assessing the risk of an event, the following factors will be considered.

- Types of Events: Parties, concerts, and events serving alcohol tend to be considered high risk.
- Guest Policy-What percentage of capacity will be non-FSC students?
- Capacity-What is the capacity? How many attendees are expected?
- Past History-Has this event taken place in the past? If so, how did it go?
- Promotional Items/Advertisements: Must be approved by OSA before posting.

In some cases, student only events will require security as well. The above risk management criteria will determine security issues at student only events.

PARTIES/GALAS/CELEBRATIONS:

Student groups who choose to have parties will need to have a planning meeting with the Office of Student Activities and University Police

The meeting agenda, at a minimum, will include:

- Evaluation of Security Needs
- Ticket checking process
- Guest check-in process
- Levels of lighting (Lights on or off, which correlates to capacity)
- Capacity
- Set-up time
- Cleaning time
- The presence of University Police and a professional staff member from OSA.

Certain events will have a 1 page "event logistics plan" that will be mutually agreed upon between the student organization and the Office of Student Activities. Failure to adhere to the agreed upon event logistics plan will result in the student organization having to face a recognition review.

GUEST SPEAKERS

The Office of Student Activities and Farmingdale State College uphold the First Amendment rights of student organizations. When a student organization wishes to invite an outside guest speaker, approval from the Office of Student Activities is required.

While we do not impose restrictions on the content of the guest speaker's presentation, it must align with the mission and objectives of the student organization.

To arrange for a guest speaker, please adhere to the event request process. You will be asked to upload a resume; alternatively, a LinkedIn profile or employment profile webpage may be submitted.

FSC faculty and staff are exempt from submitting additional information.

Guest speaker profiles will be reviewed and forwarded to University Police for necessary security considerations.

Any guest speaker, performer, musician might need to fill out an *SGA Service Contract Agreement*. Your Program Advisor will determine if a contract is necessary.

MOVIE NIGHT

To host a movie night, a student organization must adhere to one of the following procedures to ensure the event is conducted legally and in compliance with licensing requirements:

Obtain a Movie License: Contact a movie licensing company, such as SWANK or CRITERION, to acquire the necessary movie license. Your Program Advisor can assist with contacting the company and obtaining pricing information.

Use RAM Cinema: For screenings with an audience of fewer than 50 people, you may utilize RAM Cinema to show the movie.

For outdoor movie screenings, your Program Advisor can coordinate with a vendor to provide an inflatable screen and projector.

By following these guidelines, you ensure that your movie night is both compliant and successful.

OFF-CAMPUS TRIPS:

Any event held off-campus is classified as an off-campus trip. To initiate the process for planning an off-campus trip, you must create an event in your RamCentral Portal. Trips cannot exceed $6,000 for the year AND $600 per person.

The event form will require the following details:

- **Date and Time of Departure**
- **Date and Time of Return to Campus**
- **Destination**
- **Number of Attending Students**
- **Purpose of the Trip**
- **Mode of Transportation**
- **Overnight Stay:** If applicable, provide hotel information
- **Trip Coordinator Information:** Name, email address, and cell phone number
- ***Chaperone Information:** Name, email address, and cell phone number
- Providing these details will ensure the proper coordination and approval of your off-campus trip.

*Chaperones – At present, all off-campus trips necessitate the presence of a chaperone, who must be a current employee of Farmingdale State College.

If you believe a chaperone is not required for your trip, you may submit a Chaperone Exemption Form, available on RamCentral.

Please note that Chaperone Exemption Forms will not be considered for trips involving overnight stays or airfare. However, the following criteria will be considered to grant exceptions:

- How many students are going on the trip?
- How far is the trip destination?
- What is the purpose of the trip?
- What is the mode of transportation for the trip?

Modes of Transportation:

- **LIRR:** If you plan to use the Long Island Railroad (LIRR) for off-campus trips, your OSA Program Advisor can assist with purchasing LIRR tickets or Visa gift cards to cover the cost. Please consult with your Program Advisor to determine the best options.
- **Airfare:** For air travel, your OSA Program Advisor can book flights with any major airline. Please allow an additional 5 business days for booking, as additional information will be required.
- **Self-Driving:** This is the preferred method for local trips. No additional action is required.
- **Carpooling:** If students are carpooling, the vehicle driver must complete the Drivers Record Form (LENS FORM), available in the OSA portal on RamCentral. This form, along with a copy of the driver's license, insurance, and vehicle registration, must be submitted to University Police.

- **Rental Cars:** For rental cars, your OSA Program Advisor can coordinate with rental agencies such as Enterprise or Mavis. To rent a vehicle, you must submit a Drivers Record Form (LENS FORM), available in the OSA portal on RamCentral, along with a copy of the driver's license and insurance. This documentation will be forwarded to University Police.
- **Charter Buses:** If you wish to use a charter bus for your trip, please work with your OSA Program Advisor to arrange the booking. While we have a preferred coach bus vendor, we can book with any company provided that all necessary documentation is submitted as outlined above.

LENS Forms for rental cars and carpooling must be emailed to Kristin Bonge in University Police for approval.

The Student Government Association will not reimburse parking fines or traffic tickets. The SGA shall not pay for accident-related costs.

If you are planning an off-campus trip or any event that requires a liability waiver, this is how we would gather the needed information. This section would also be used if your event allows guests, as guest information would be needed as well. The OSA staff will add these waivers as the event is approved.

OUTDOOR EVENTS:

Tarp Requirement for Messy Events

For events involving messy activities like water balloons, car smashing, or whipped cream pies, you must provide a tarp to protect the patio and/or grass areas. The Office of Events Management will specify in your Event Confirmation if a tarp is required.

Speakers/Sound Policy

Amplified sound is only permitted during Activity Hour on Tuesdays and Thursdays from 10:50 a.m. to 12:05 p.m. Outside of these hours, music must be kept at a respectful volume. Please adhere to this policy.

Rain Location & Rain Date

Outdoor events will only be approved if a rain date or alternative location is identified.

Electric and Water Requirements

Determine if your event will require access to electricity or water.

Space Requirements

Consider how much space your event will need, especially if using large items like inflatables or midway games. Ensure there is enough room for these items, including clearance space.

Please allow 15 business days to plan outdoor events due to coordination of Facilities Management and work orders.

ALCOHOL AT STUDENT EVENTS

In exceptional circumstances, student organizations and campus events may be permitted to serve alcohol. To request approval for serving alcohol at an event, you must complete and submit the "Request to Serve Alcohol at Campus Event" form.

The form must be submitted at least 6 weeks prior to the event.

For a detailed review of the policy, please refer to the complete policy document linked here: Farmingdale State College Student Alcohol Policy

RIGHT TO ASSEMBLE

Farmingdale State College respects and supports students' efforts to exercise their rights to free speech and assembly. The college has designated the Office of Student Activities to provide the appropriate support for the successful implementation of these events. Following College procedure will ensure a safe and effective assembly activity

See full college policy here.

In order to start the process, please contact your OSA Program Advisor with at least 3 business days lead time to plan accordingly.

FORM/PROCESS	LINK	HOUSED/LOCATION
Account Numbers	Click Here	SGA Portal under documents
Additional Funds Request	Click Here	SGA Portal under forms
Approved Bulletin Board Locations	Click Here	OSA Portal under documents
Aramark Exemption Form	Click Here	OSA Portal under forms
Aramark Menu- Simple	Click Here	OSA Portal under documents
Aramark Menu-Full	Click Here	OSA Portal under documents
Bulletin Board Map	Click Here	OSA Portal under documents
Chaperone Exemption Form	Click Here	OSA Portal under forms
Drivers Records Form (LENS)	Click Here	OSA Portal under documents
Event Coordinator Training	Click Here	OSA Portal under forms
Event Logisitics Plan		OSA portal under documents
Executive Board Acknowledgment Form & Orientation	Click Here	OSA portal under forms
Expense Forms (EAF)	Click Here	SGA Portal under forms
Financial Tutorial	Click Here	SGA Portal under forms
FSC Alcohol Policy	Click here	FSC Website
FSC Right to Assemble Policy	Click Here	FSC Website
New Club Proposal- Fall	Click Here	OSA Portal under forms
New Club Proposal- Spring	Click Here	OSA Portal under forms
OSA Inventory Borrowing Form		With your Program Advisor
OSA Inventory List	Click Here	OSA portal under documents
Payment Requirements	Click Here	OSA portal under documents
Prize Receipt Form		With your Program Advisor
Ram Cinema	Click Here	FSC Website
Request to Serve Alcohol	Click here	FSC Website
Service Agreements		With your Program Advisor
Sexual Assault Prevention Training	Search Here	RSVP on RamCentral
SGA Collaboration and Funding Application	Click Here	
SUNY Policy 3900	Click Here	SUNY Website
SUNY Policy 3901	Click Here	SUNY Website