



BUFFALO STATE
The State University of New York

Student Club and Organization Relationship Statement

Student Life

Campbell Student Union, Suite 400

(716) 878-4631

<http://studentlife.buffalostate.edu/>

Buffalo State College Club and Organization Relationship Statement

Buffalo State College recognizes that clubs and organizations are an important part of the college experience. These powerful learning experiences shape the individual identities of Buffalo State students and of the collective Buffalo State community.

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CHAPTER 1: RECOGNITION & REGISTRATION

Club Categories

The Student Life Office has designed the following club categories to better advertise and search clubs and organizations.

Academic: base their mission and events around academic interests and events.

Advocacy: support a cause and are advocates to the organization.

Civic Engagement: conduct community service outreach programs/events for local, national, and international communities.

Cultural: celebrate and/or educate about a specific cultural community.

Fraternity/Sorority: single gender social organizations founded on a common purpose.

Governing Body: oversee a distinct population of students on campus.

Graduate: membership is geared for graduate students and the graduate majors.

Honor Society: affiliated with a departmental, national, or international honor society.

Performance: performs on/off campus. Performances can be theatrical, vocal, dance, athletic, spoken word and more.

Pre-Professional: designed for a specific occupation. Can also be affiliated with local, national, and international professional organizations.

Residential: based out of the residence halls.

Recreational Hobbies: groups that offer activities that encourage relaxation.

Media: offer participation in many forms of media such as: radio, newspaper, magazines, journalism, and on-line publishing.

Spiritual: celebrate/educate about beliefs and values.

Sports Clubs: fill the void between intramural sports activities and intercollegiate athletics. A sport club may be oriented toward competition, instructional, or recreational purposes

Subject: Student Organization Affiliation Policy Policy Number: VIII: 11:01 Date: February 2017

Registration of Student Organizations

To ensure the educational integrity of co-curricular activities on campus, the College has established registration procedures for student organizations. Student Organizations include clubs, organizations, fraternities, sororities, and honorary societies. The Office of Student Life is responsible for oversight of the registration process for student organizations and all student organizations must complete the registration process in order to be recognized as an approved student organization.

Recognition of Student Organizations

Recognition procedures are not the same as registration procedures. Recognition procedures of certain organizations are outlined by the appropriate support department and/or student government. Any student organization seeking recognition by the appropriate support department and/or student government must first receive registration approval by the Student Life Office. The Student Life Office is responsible for this oversight.

Violation of the Registration Policy

Students are prohibited from affiliating with any purported student organization or group that is not currently registered with the College or has had its College registration withdrawn. For purposes of this policy, affiliation includes but is not limited to joining; recruitment/rushing; engaging in new member initiation/intake/pledging; accepting an offer of membership; residing in facilities that are owned, rented, or controlled by the group; or being involved in any activity that would normally be associated with being a member of the group.

Student organizations found responsible for violating college policy may lose their registration at the discretion of the President or designee of the College. Students found responsible for violating this policy are subject to conduct referral to the College Judicial System, which may result in disciplinary action up to and including suspension or dismissal.

Why Should I Register My Club or Organization?

Student clubs and organizations are encouraged to register with the Student Life Office each year for a variety of reasons. Those reasons are highlighted here.

↳ Space on Campus

Registered clubs and organizations are eligible to reserve space in the Campbell Student Union, Butler Library, Academic Buildings, Recreation Fields, and the Houston Gym and Sports Arena.

↳ Block Booking and Pre-scheduling

Every May, registered clubs and organizations on campus can pre-book their upcoming fall semester's meetings. Registered clubs and organizations can also pre-schedule all major events one semester in advance. This allows incoming executive board members to properly plan well in advance, including during the summer months.

↳ Candidates for funding

Whether you are an undergraduate or graduate group, you are only eligible to receive funding for your group's events if you are a registered group.

↳ Faculty Advisor

All registered clubs and organizations must have a fulltime Buffalo State employee serve as their advisor. Your advisor could have a strong interest in the mission, or could be a past member of the organization. Your advisor will assist with goal setting, program ideas, conflict resolution, and group growth.

↳ Program Advisor

Your Program Advisor is assigned to work with your club/organization to plan events, reserve space for events, meetings, etc. Your program advisor will also assist with club registration and recognition, advise members of clubs/organizations on club matters, leadership opportunities, and much more. Your Program Advisor must be a full-time faculty or staff member.

↳ Opportunity to be featured in campus publications

Registered groups can appear in the Record and monthly newsletters. Events can be advertised on the [Student Life website](#) and [Student Life tumblr](#), and other media outlets.

↳ Co-sponsorship opportunities

When holding large events, there is an option to ask other registered clubs and organizations if they are interested in assisting. The Student Life Office can provide a list of other registered organizations.

Step 1: Meet with the Assistant Director of Student Life (to review Club Mission and Student need for the club on campus) please call 716-878-4631 to schedule an appointment with Kristen via the Secretary of Student Life (Reggie).

Step 2: Submit Required Information via email

Approval of your organization will take place after all of the requirements are met and your paperwork is reviewed by the Student Life Office. In an attachment (word document) please submit the following information to the Assistant Director of Student Life at: catalakj@buffalostate.edu

- a current copy of the organization's constitution and by-laws
- The name of at least one campus Advisor who is a full time faculty member, administrator or full time staff member employed by the College.
- Provide at least 10 BSC students as members (include Banner IDs and emails). Organizations with less than ten (10) members will be given a "grace period" of one (1) semester to meet the standard membership requirement. Please include a full executive board
 - President
 - Vice President

- Secretary
 - Treasurer
 - Organization Representative (only if you are seeking USG funding)
- Develop a logo (If you don't have access to a graphic designer, please contact RITE Graphics for assistance: Kaylene Waite, Senior Graphic & Web Designer).

Step 3: Meet with the Assistant Director of Student Life to review submitted paperwork and review next steps

- If your organization is approved, you will receive a letter confirming registration. You will then have to upload your documents onto Bengal Connect.

↳ Step 4: Submit for Approval

Once all the information has been submitted to the online registration system, you will "Submit for Approval". After this step, you will simply wait to find out if your club's mission statement is approved or denied. This decision will come after a brief review period after the New Club Proposal deadline. Clubs will be notified of this decision via email.

IF YOUR CLUB IS APPROVED

↳ Step 5: New Club Workshop

Once your club or organization is approved, you will be required to complete the New Club Workshop. After all Executive Board members (President, Vice President, Secretary and Treasurer) have complete the workshop, your constitution will be handed in for review. Information on creating a constitution for your club or organization will be included in the workshop.

↳ Step 6: Official Recognition

Once your constitution is approved your registration will be approved on Bengal Connect. This means your club page will become active. A Bengal Connect tutorial will be included in the New Club Workshop.

IF YOUR CLUB IS NOT APPROVED

↳ Step 7: Appeal

Clubs whose mission appears to duplicate that of an already existing club will not be approved. If you feel that your club or organization should not have been denied, you have a period of one week in which you can appeal this decision (dates will vary by year, but will be clearly advertised on Bengal Connect). To appeal the denial of your club or organization create a new mission statement, clarifying how your mission is different than that of other clubs and organizations already in existence. This mission statement, along with a formal letter of appeal, should be emailed to the Assistant Director of Student Life no later than 5pm on the last day for appeals.

Requirements of "New" Organizations

Students are encouraged to form new Student Organizations. In order to register a new organization, you must complete the following requirements:

- Schedule an appointment with the Assistant Director of Student Life to review the requirements (716) 878-4631
- Complete and email the appropriate registration forms to the Assistant Director of Student Life, these include a current copy of the organization's constitution and by-laws. Need a [Sample Constitution](#) to review?
- Have at least one campus Advisor who is a full time faculty member, administrator or full time staff member employed by the College (Grad Students are ineligible).
- Provide at least 10 BSC students as members (include name, Banner IDs, and emails). Organizations with less than ten (10) members will be given a "grace period" of one (1) semester to meet the standard membership requirement.
- Approval of your organization will take place after all of the requirements are met and your paperwork is reviewed by the Student Life Office.
- Develop a logo (If you don't have access to a graphic designer, please contact RITE Graphics for assistance: [Kaylene Waite, Senior Graphic & Web Designer](#)).

How do I Re-Register an Existing Club?

Every spring semester, the Student Life Office asks existing clubs and organizations to register their new executive board members and their faculty/staff advisors for the upcoming year. Additionally all new Executive Board members and all advisors must completed specific, mandatory training modules prior to the club becoming active for the new academic year.

↳ Step 1: Determine A New Executive Board

Your club or organization's constitution should dictate how and when new Executive Board members are selected. Be sure to follow the regulations laid out in the constitution.

↳ Step 2: Re-Register Your Organization

To re-register your club visit [Bengal Connect](#) and under your club name a "Register This Organization" button will be appear (this will only appear when registration is active). Follow the steps to re-register your organization for the upcoming academic year.

↳ Step 3: Accept New Roles and Complete Trainings

New club officers and faculty/staff advisors will receive an email asking them to accept their role for the upcoming academic year. Officers and advisors will also need to complete trainings pertinent to their role in the group.

↳ Step 4: Set Up Bengal Connect Page

Once all officers and advisors have completed step 3, the group's Bengal Connect page will become live. Officers can now begin to set up the page and use it to its fullest potential.

Club and Organization Approval Definitions

Registered/Approved: A group that has submitted all the proper paperwork and the executive board meets the College requirements.

Pending: A group seeking recognition but is missing paperwork.

Inactive: A group that has not been on campus for one academic year.

Defunct: A group that has not been active on campus for over one academic year. Once a group is defunct, in order to gain approval status, they must complete the new club workshop.

CHAPTER 2: ON CAMPUS EVENTS

Step One: Idea for the Event

One of the ways your club or organization may choose to be active on campus is to hold events on campus. These events could be open to only your group, or they could be open to the larger campus community. Whatever type of event you choose to have, the Student Life Office is available to help work toward the success of each of your events! Here are some basic steps in event planning that will help you begin the event planning process.

- ↪ Your club or organization comes up with an idea for an event! This event should relate to the mission of your club or organization.
- ↪ Choose one individual to serve as the event planner/main contact. Encourage all members to get involved on an event planning committee.
- ↪ Depending on the type of event, the paperwork you need to complete and the deadlines for that paperwork will vary. A Program Advisor from the Student Life Office will be assigned to work with you on this important part of event planning.

Student Activities Event Levels

Event levels are established by the Program Advisor and are based on several factors, including the perceived risk of the event. Below are some basic guidelines for determining event levels. *Please note: event levels may change during the planning process as details change. The Student Life Office reserves the right to postpone or cancel any event should any part of the planning process not be followed properly/fully.

- ↪ **Level One:** Meet with a Program Advisor at least 8 weeks in advance. Level one events represent the highest risk possible. These activities typically require ticketing, Events Management Staff, Campbell Student Union Staff, University Police and Student Life staff. These are typically indoor events with a headcount of 400 or more. Off campus trips are also level one activities.
 - Examples of level one events include celebrity comedy shows, concerts step shows, and parties
- ↪ **Level Two:** Meet with a Program Advisor at least 6 weeks in advance. Level two events represent high risk and require the presence of University Police as well as Student Life Professional Staff. These are typically outdoor events with a headcount of 400 or more, and/or an anticipated fundraising or cash collection of \$200 or more.
 - Examples of level two events include conferences, carnivals, political rallies, etc.
- ↪ **Level Three:** Meet with a Program Advisor at least 4 weeks in advance. These events require room capacity control through the Rockwell ticket office and events management. These events typically have a headcount above 201.
 - Examples of level three events include formal/semi-formal, poetry slam, and fashion shows.
- ↪ **Level Four:** Meet with a Program Advisor at least 3 weeks in advance. Level four events require special funding and room resources, and typically have a headcount of under 200. These events are non-ticketed.
 - Examples of level four events are game nights, networking events, panel discussions, workshops, and lectures.

- ↳ **Level Five:** Meeting with a Program Advisor is not required. Facility reservation must be placed and confirmed at least one week in advance. There is no staffing required for level five events, as these present the lowest level of risk.
 - Examples of level five events include meetings, literature tables, etc.

Event Preparation Checklist:

- Event Coordinator :
- Name of event(s):
- Dates of event(s):
- Rain date/location of event:
- Time of event:
- Event location:
- Event description:
 - WHO
 - WHAT
 - WHEN
 - WHERE
 - HOW:
- [Student Learning Outcome](#)/goal of event:
- Which [Strategic Direction/initiative](#) does this program relate to:
- Describe how this program relates to [CAS](#):
- Target audience:
- Event co-sponsor(s):
- Has the budget been approved? Attach a copy of the budget
- Attach a copy of the assessment you will provide to students/participants
- MARKETING/[Graphic Design](#)
- Contact [the Record](#)- its PRESS RELEASE time
- Instagram, SnapChat, & Facebook – Advertise
- Submit a [Student Life tumblr](#) event to [Sean](#)
- Have you filled out the appropriate room reservation form? [Union](#) or [Events Management](#)
- Has the reservation been confirmed: (attach a copy of the confirmation email)
- Have you provided a detailed set up plan to the reservation manager in an appropriate time frame?
- Which sound system are you using –will you need a sound technician or [Instructional Resources reservation](#)?
- Base line contracts/riders: READ them! Payments are 10-12 days after the performance- NO deposits (if any of this lingo is on the contract it must be crossed out and initialed (ONLY the director of procurement can sign contracts)
- Does your event require an electrician – Events Management can help you with this
- Has the contracted been mailed out/faxed to the performer
- Has the contracted been received by the student organization?
- Has the contracted been developed into a PO (6 weeks prior to the event)
- Has the PO been signed by the appropriate administrators
- Have you faxed/mailed a copy of the PO to the performer (of necessary)

- Copies of check requests, direct pay requests, tax exempt stuff
- Have you sent your approved posters to the [copy center](#) to be printed yet?
- Food Service: Wegmans, [Chartwells](#), etc.: Who's delivering/picking up/supervising/do you need linens/ utensils?
- All receipts need to go to Reggie with a copy of the sign in sheet:
- Is UPD needed? Your Event Planning meeting should take place at least 2 weeks in advance (The administration at the event planning meeting will confirm) – Day of the event when UPD arrives be professional, introduce yourself as the event chair and introduce your executive board members to the Lieutenant overseeing the event.
- Call to confirm your performers/bus/cosponsors/presenters/volunteers two days prior
- Who is on staff for set up/break down
- Who are your volunteers
- Have you communicated the staffing plan with the executive board prior and via email
- SIGNAGE- Make sure people know your organization is putting this event on!
- Decorations: what's your vision- prepare a box at least 2 days in advance (don't forget tape, scissors, etc.)
- SIGN in sheets – don't forget
- Send thank yous!
- Debrief in the next staff meeting/supervisory 1:1 and analyze the assessment results
- File all of this information in the Share-Drive and if you have a hard copy save it in a file
- Update annual report files throughout the year so the data and information is fresh in your mind

Congrats on a successful program!

Step Two: Space Reservation

There are several steps that you need to follow to reserve space on campus for a club event.

- ↪ Decide which space would best meet your event's needs.
- ↪ For Reservations for the [Campbell Student Union](#) (Social Hall, Assembly Hall, Conference Room 412, Conference Room 415, Union Display Cases, the Campbell Student Union Lobby, Advertising Tables). For reservations [outside of the Campbell Student Union](#) (Academic Buildings, Quads, Butler Library, Sports Arena, etc.)
- ↪ Wait for a response from a staff member before getting too far into the planning process.
 - A staff member will typically respond to a request within 5 to 7 business days by providing a comment on your request or contacting you for more information. At busy times, such as during break periods, this may take longer.
 - Requests are responded to based on the date they are requested, not the date of the event. It is extremely important that groups understand this and leave enough time to adequately plan their event AFTER receiving their response.
 - Same day requests will not be approved
- ↪ If your space has been reserved you will receive email confirmation from either the Campbell Student Union staff or Events Management Staff.
 - Where your event is booked depends upon the size of your group, as well as the specific needs for your event (i.e. audio/visual/tables/chairs, etc.).

DENIAL OF REQUESTS

Requesting a space does not guarantee that your reservation will be approved. For this reason, it is very important that you wait to hear from a Program Advisor before you get too far into planning your event. Some reasons your request may be denied are as follows:

- ↪ Lack of available space - There may not be a space available for your event. This could be because of the size of your group or the date and/or time you are requesting. If this is the reason your request is denied you may want to consider making changes to your event to see if it can be accommodated.
- ↪ The risk is too high - If the event you are proposing involves too a high a risk, there is a chance that it may be denied. If this is the reason your event is denied, you could consider altering the event in some way to bring down the risk factor so that your event could retain its goal and intention.
- ↪ Violation of Policy – If the event you are proposing violated College Policy in some way, your event reservation will be denied. Again, you may want to consider changing pieces of the event so that you can still hold the event in a way that is in compliance with all College policies and procedures.

Step Three: Meet with a Program Advisor

- ↪ Once you receive your room confirmation, it is your responsibility to meet with a set up a meeting with a Student Life Program Advisor to review the details of your event. This meeting will ensure your program is a success! There are two ways you can set up this meeting
 - Contact the Student Life Office at 716-878-463 and ask to have a program planning meeting
 - Stop by the Student Life Office in the Campbell Student Union room 400 and see if an advisor is available to meet with you. The office is open and advisors are available Monday through Friday from 9:00am to 7:00pm
- ↪ At the meeting, the program advisor will walk you through an Event Checklist. To make this meeting as successful as possible, please come to the meeting prepared to discuss the following information:
 - Budget
 - Food
 - Resources
 - Ticketing
 - Contracts
 - Fundraising
 - Special Needs
 - Outside Performers
 -
- ! The Program Advisor will assign deadlines to complete the event planning. Failure to meet your assigned deadlines can result in the cancellation or postponement of your event.

Step Four: Follow Up

Once you have met with the Program Advisor you will be able to begin funding your program.

- ↪ If you are not a funded group you can start confirming any funding resources at this time.
 - Specific instructions on how to do this are discussed during USG Leadership Day during the fall semester
- ↪ If you are bringing outside performers to campus for your event, you may need to have a security check done for those performers.
 - The security check link can be found on Bengal Connect under Campus Links. Your program advisor will tell you if this is necessary
- ↪ The Student Life Office will work with you to follow up on any outstanding event items
- ! Don't forget that planning an event is more than just paperwork with the Program Advisor. Try to remember things like: themes, decorations, invitations, registrations, etc.

Step Five: Advertise Your Event

There are a variety of opportunities to advertise your events! Make sure that your club or organization name, the title of the event, date of event, and location are prominent on all advertising. For the posting policy, please refer to the Posting Policy in Chapter 3.

On Campus

Flyers, Posters, Handouts, Poster boards, USG Digital Board, Student Media Groups (the Record, BSC-TV, etc.)

Web Based

Bengal Connect, Student Life Tumblr, Campus Calendar, Facebook, Twitter, Instagram, Snap Chat, Your Club Website

Step Six: Hold Your Event

- ↪ Discuss responsibilities of each member well in advance of the event so everyone knows their role.
- ↪ Arrive early to ensure all details are correct, including room set up and audio/visual needs.
- ↪ Start on time! It's important to show your attendees that you care about their time. Any event that starts late must still end on time. Starting late may affect your club or organization's ability to plan future events on campus, and may cost more (UPD).
- ! Be prepared for anything that may come your way! Discuss all possible scenarios with your club and with your Program Advisor prior to the event.

Step Seven: Evaluation

The evaluation is a very important piece of the program. This will allow your group to reflect on the program, and will also provide the Student Life Office with information that is useful for future events.

- ↳ Expect an email from the program advisor within 3 business days of the completion of your event. This email will ask a variety of questions, including the attendance of the event. It is important that you respond with as much specific information as possible, as the department is always looking to improve.
 - If you would like to meet with the program advisor to debrief your program please make them aware of that via phone or email. Program advisors are happy to process your event with you and review the things that went well and things you may need to change in order for the event to be a success the next time you hold it.
- ↳ Complete the online evaluation sent to you from the facility your event in was held in.
 - Please provide both positive feedback, as well as constructive criticism

CHAPTER 3: EVENT POLICIES

Facilities Policies

Campbell Student Union Policies

ADVERTISING CAMPUS RELATED EVENTS

Advertisements and notices for college related on campus events are limited to a maximum size of 400 square inches (20x20) each by registered student organization or campus department sponsored event.

All advertisements must be dated. All undated or unapproved posters will be removed and discarded.

All advertisements are limited to ONE per pillar in the Student Union Lobby and ONE per bulletin board in the North and South corridors respectively. In order to have advertisements hung you must bring them to the Information Center by 3pm the day prior to when you want to advertise. All student organization postings will be approved by Student Life and will be hung by 10am the next day.

There may be one (1) oversized advertisement for campus events only, limited to 4ft. x 7 ft., hung in the Main Lobby of the Student Union. (A twin size bed sheet.)

- a. Only the Orange Ring can be used to display banners. There must be a minimum clearance of seven feet from the floor to the bottom of the sign.
- b. Banners advertising alcohol related events scheduled to take place Sunday - Thursday evening (while classes are scheduled), are not permitted.
- c. Oversized advertisements will be limited to seven days.

Alcohol related advertisements will:

- a. Imply responsible use of alcoholic beverages
- b. Give equal billing to alternative beverages and
- c. Indicate that proof of age is required.

If the event being advertised is to take place in the Student Union, all reservations for use of space in the Student Union must be finalized before posting.

POSTER / BANNER POLICY

Individuals and/or organizations wishing to post any type of advertisement must bring the materials to the Campbell Student Union Information Center by 3pm the business day before you want the posters to be hung. The student organization flyers will be approved by the Student Life office and hung by 10am the following day. PLEASE NOTE: DUE TO THE OVERWHELMING NUMBER OF FLYERS REQUIRING PILLAR SPACE, WE ARE CHANGING THE NUMBER OF FLYERS WE CAN POST FROM 9 FLYERS TO 5 FLYERS. All posting (with the exception of oversized) will be limited to bulletin boards and pillars only. Postings are not allowed on any wood, concrete, windows or painted surfaces. Violations shall result in the immediate removal of the advertisement and possible loss of future space.

PUBLICATIONS

Publications can only be distributed in the Student Union if they are contained in a box or rack. Publications that are not contained will be discarded.

COLLEGE GUIDELINES FOR ALCOHOLIC BEVERAGES

The college community is subject to state and local alcohol usage laws. Specifically, the laws of New York State prohibit anyone under the age of 21 from purchasing alcohol. Furthermore, it is against the law to serve an underage or intoxicated person. These guidelines are designed to recognize current law and to help the campus community apply the law as we plan and conduct programs. Each member of the campus community must take responsibility for obeying the law. Alcoholic beverages may be sold on campus only by licensed and insured vendors as provided in these guidelines. Open alcoholic beverage containers are prohibited in all outdoor and indoor areas of the campus except as provided below. Bringing alcoholic beverages to any event is prohibited. Residence hall students who are 21 or over may consume alcoholic beverages in their living areas. All other residence hall areas shall be alcohol free. Campus departments and sponsored campus/community groups may serve alcoholic beverages under the condition that at least one faculty or staff person shall supervise the event to insure compliance with the state and local laws and the college's alcohol guidelines. Whenever alcoholic beverages are served, non-alcoholic beverages and food must also be available. Alcoholic beverages may be served only in conjunction with the program. They shall not be used as the main attraction of the event.

Specific questions and comments regarding campus regulations and alcohol-related events should be addressed to the Associate Vice President for Student Affairs and Dean of Students at 716-878-4704.

OFF CAMPUS ADVERTISING

All off campus advertising will be limited to the one large bulletin board located in the North corridor of the Student Union inside the facility and one large bulletin board facing the Butler Library outside of the facility.

HELP WANTED, FOR SALE

These notices must be dated and may be posted for a two week period. All undated notices will be removed and discarded.

RIDES WANTED NOTICES

These notices must be dated and may be posted for a two week period. All undated notices will be removed and discarded. These notices are only to be posted on the large bulletin board in the South corridor of the Student Union or on the outside bulletin board facing Butler Library.

APARTMENT AND ROOMMATE WANTED NOTICES

These notices can be posted on the bulletin board in the North corridor of the Student Union or outside on the bulletin board facing Butler Library.

COMMERCIAL ACTIVITY IN THE BUFFALO STATE CAMPBELL STUDENT UNION

Revenue generating activities by outside interests within the Student Union Building are strictly prohibited under guidelines for commercial activities established by the College. However, under certain conditions bona fide student organizations of Buffalo State may sell commercial items and sponsor services for the exchange of revenue. Sponsored commercial activity will occur during a specific time each semester.

All revenues generated must be used for the betterment of the student organization. An individual may not receive personal gain.

All recognized groups, organizations desiring to sponsor commercial revenue generating activities in the Student Union must secure the approval of the Director of the Student Union who has been designated to act for the Vice President of Finance and Management in this capacity.

All such requests shall be made in writing and shall contain, but not limited to, the following items of information:

- a. nature, purpose, and duration of the activity
- b. identification of student organization sponsor and any and all others involved in a major way in the conduct of the activity, including name, title, address, telephone number.
- c. an estimate of expenses and projection of revenues
- d. cash control procedures to be employed
- e. identification of required or desired facilities

A representative of the student organization must be present at all times during the activity. The area of activity must be clearly identified with the sponsoring organizations name and purpose of the activity.

All net income shall be used for the support of programs and activities of the student organization. An individual of the sponsoring organization may not receive personal gain. All revenue generating activities must not only comply with the Commercial Guidelines, but must also follow any applicable United Students' Government regulations, federal, state or local laws related to business operations, and meet health and safety standards. All Commercial vendors must have a copy of their New York Tax Certificate on file with the Student Life Office. Additionally, this certificate must be on display at the vending location. Commercial vendors offering services must donate funds to the sponsoring student organization. Hair cutting, and memberships are examples of sponsored services. The first two weeks of each semester shall be a grace period for commercial vendors offering services without student organization sponsorship on a space available basis.

Credit card solicitations are prohibited on the Buffalo State campus. No credit card advertising, information, or applications may be offered at any time. No group, student or off campus, is allowed to approach any individual in the building to offer services, programs or attempt to sell any items or services as this is considered soliciting. All groups are to be stationed at a table at all times.

Failure to comply with the "Policies and Procedures for the Use of Space in The Student Union" may result in charges and/or denied use of space in the future.

EVENTS MANAGEMENT GUIDELINES

The Events Management Office is here to aid you with the processes that are necessary to hold an event or function on campus. Buffalo State acknowledges the significant value student organizations have in the educational process. Recognized student organizations play an important role in developing student leadership and providing a quality campus environment.

In order to exercise the privileges granted to recognized organizations, a student group must register with, and be recognized by, the [Student Life Office](#). An officer of the student organization may reserve and utilize campus space and exterior grounds by completing our online [WuFoo Event Request Form!](#)

RESERVATION PROCESS AT A GLANCE

All student organizations must register with the [Student Life Office](#) (Campbell Student Union Room 400) every fall. For Student Life policies and procedures on being recognized or becoming an organization, please reference the [Student Organization Handbook](#). Once the organization has been approved, Student Life sends **Events Management** a copy of the "Recognized Student Organization (RSO)" Registration Form.

All student organizations must complete a new RSO Registration Form every fall semester or as soon as there are any changes to the organization and/or its members. **Events Management** will maintain a copy of the form and **will not** authorize the student group's use of campus facilities without a current form on file.

Student clubs or organizations that are recognized or funded by the United Students Government must fill out a USG Activity Report before **Events Management** will proceed with a contract. Please visit the [USG](#) website to find more information about becoming recognized by the organization.

Only Officers of the club or organization are authorized to request campus facilities. They are to complete an [Online Student Event Request](#).

Completion of the Student Event - Request does not guarantee use of the space requested. Pending the nature of the event, a minimum of two weeks is required to generate contracts, staffing, signatures, etc. *It is recommended that as soon as an organization has identified an event or activity it will be hosting, that it completes a Student Event Application Form. The Student Event Request is reviewed by an events manager and, when applicable, a*

venue manager. **Events Management** will forward a copy of the application to the Performing Arts Center or Sports Complex when appropriate. A meeting may be required to discuss the event, logistics, costs, support services, etc.

A contract is generated from **Events Management**. All contracts require the signatures of one of the student organization's officers, its advisor, and the USG Business Manager (when applicable). It is the student's responsibility to obtain all signatures. Pending location, the advisor may be required to be at the event for its duration. Greek Organizations may be required to obtain an insurance rider from their National Chapter when liability is an issue.

For events that are using equipment from a vendor non-affiliated with the campus, **Events Management** will require a one million dollar insurance rider. It is the student organization's responsibility to provide **Events Management** with the company, contact name, and phone number.

It is important you do not publicize, advertise, make arrangements for a band, food, guest speakers, etc., until you have made contact with the Events Management Office and a reservation has been made and confirmed.

Procedures for Use of Butler Library 210 Program Center

- To reserve Butler Library Room 210 Program Center, contact the **Events Management or Student Events Management Office**. Use of Butler Library Room 210B is reserved independently from Room 210 Program Center. The room is locked when not in use. Keys must be obtained from the Events Management Office to gain access to the room.
- For scheduled weekday events, the key must be picked up from Events Management (Cleveland Hall 112) between 9 a.m. and 4:30 p.m. and returned by 9 a.m. on the next business day following your event. For scheduled early morning, evening and/or weekend programs, the key must be picked up by 3:30 p.m. on the day prior to your event and returned by 9 a.m. on the next business day. University Police will **not** open interior doors.
- Butler Library Room 210 is available during scheduled library hours only, i.e. the room must be cleaned and vacated by the library closing time. Special arrangements must be made in advance if there is a need for this room prior to the opening or past the closing times of the library. Fees may be incurred when building hours are exceeded. Please contact the (Student) Events Management Office for assistance.
- Butler Library Room 210 is equipped with tables, chairs, overhead projector, and a smart classroom console. In addition, there is a food service area that can be utilized during your program.
- A telephone line (analog only - local & toll free calls) can be made available for your use. However, long distance conference calls are able to call in. **You must provide your own telephone instrument**. Please contact (Student) Events Management at least 5 business days prior to your event so that the necessary arrangements can be made.
- (Student) Events Management does **not** have staff to assist in rearranging the furniture. If you move any furniture, please return it to its original position before you leave.
- Fire codes require that no more than 80 individuals are in the room during an event.

- Food service should be arranged with college approved caterers. If your group is hosting a catered program, someone from the group **MUST** meet the caterer at the loading dock entrance of Butler Library to escort the caterer to the appropriate room. Food must be consumed inside the room and may not be taken to other areas of the library. Storage of food, decorations, etc. cannot be provided. Arrangements for immediate food clean up must be made by the group, including removal of left-over food, cleaning of the tables and counters, and disposing of any trash. The room **MUST** be ready for the next group to enter.
- Arrangements for Audio Visual Equipment (Smart Equipment) is the responsibility of the users. A mandatory demonstration of the smart equipment must be received by each user in order to obtain access to the Smart Equipment Console. Keys must be obtained from the Events Management and Student Events Management Office to gain access to the equipment. Contact **Instructional Resources (x6670)** at least 7 days prior to the event to make arrangements for an equipment demonstration. Failure to comply with this demonstration will result in the user not being allowed access to the equipment.
- The room is equipped with white boards. **ONLY** dry-erase markers may be used on these boards.
- The College does **not** provide consumable items for events. It is the group's responsibility to provide all consumable items such as markers for the dry erase board, easel pads, etc.

The library staff is unable to assist with your specific needs. Please direct all inquiries pertaining to this room to Events Management at ext. 6114 or Student Events Management at ext. 3840.

Procedures for Use of Butler Library 210B Conference Room

- To reserve Butler Library Room 210B Conference Room, contact the **Events Management Office at ext. 6114 or Student Events Management at ext. 3840**. Use of Butler Library Room 210B is reserved independently from Room 210 Program Center. The room is locked when not in use. Keys must be obtained from the Events Management Office to gain access to the room.
- For scheduled weekday events, the key must be picked up from **Events Management** (Cleveland Hall 112) between 9 a.m. and 4:30 p.m. and returned by 9 a.m. on the next business day following your event. For scheduled early morning, evening and/or weekend programs, the key must be picked up by 3:30 p.m. on the day prior to your event and returned by 9 a.m. on the next business day. University Police will **not** open interior doors.
- Butler Library Room 210B is available during scheduled library hours only, i.e. the room must be cleaned and vacated by the library closing time. Special arrangements must be made in advance if there is a need for this room prior to the opening or past the closing times of the library. Fees may be incurred when building hours are exceeded. Contact the (Student) Events Management Office for assistance.
- Butler Library Room 210B is equipped with tables, chairs, and an overhead projector.
- A telephone line (analog only - local & toll free calls) can be made available for your use. However, long distance conference calls are able to call in. **You must provide your own telephone instrument**. Please contact (Student) Events Management at least 5 business days prior to your event so that the necessary arrangements can be made.

- The (Student) Events Management Office does *not* have staff to assist in rearranging the furniture. If you move any furniture, please return it to its original position before you leave.
- Fire codes require that no more than 14 individuals are in the room during an event.
- Food service should be arranged with college approved caterers. If your group is hosting a catered program, someone from the group **MUST** meet the caterer at the loading dock entrance of Butler Library to escort the caterer to the appropriate room. Food must be consumed inside the room and may not be taken to other areas of the library. Storage of food, decorations, etc. cannot be provided. Arrangements for immediate food clean up must be made by the group, including removal of left-over food, cleaning of the tables and counters, and disposing of any trash. The room **MUST** be ready for the next group to enter.
- Arrangements for Audio Visual Equipment is the responsibility of the users. Contact **Instructional Resources (x4535)** at least 7 days prior to the event to make arrangements to borrow audio visual equipment.
- The room is equipped with white boards. **ONLY** dry-erase markers may be used on these boards. The College does not provide consumable items for events. It is the group's responsibility to provide all consumable items such as markers for the dry erase board, easel pads, etc.

The library staff is unable to assist with your specific needs. Please direct all inquiries pertaining to this room to Events Management at ext. 6114 or to Student Events Management at ext. 3840.

General Classroom Guidelines

- Storage of food, decorations, meeting supplies, etc. cannot be provided.
- Smoking is NOT permitted.
- Clean up is the responsibility of the sponsoring organization. Please leave tabletops clean.
- All refreshment leftovers and catering materials must be removed as soon as your event is completed. The room must be ready for the next group to enter.
- The (Student) Events Management Office does *not* have staff to assist in rearranging the furniture. If you move any furniture, please return it to its original position before you leave.

Smart Classroom Guidelines

- Any problems encountered with the Smart Equipment are to be directed to Classroom Support (x6670)
- Storage of decorations, meeting supplies, etc. cannot be provided.
- Smoking, eating or drinking are **NOT** permitted.
- Clean up is the responsibility of the sponsoring organization. Please leave desk tops clean.
- All materials must be removed as soon as your event is completed. The room must be ready for the next group to enter.
- Please close the windows and turn off the lights when you leave.
- The (Student) Events Management Office does *not* have staff to assist in rearranging the furniture. If you move any furniture, please return it to its original position before you leave.

- Under **NO** circumstances is furniture to be added or removed from this room!

Catering Policy

Buffalo State is concerned that all catering services provided on campus are carried out in a safe and healthy manner. Only caterers who have submitted the necessary requisite insurance and health department certifications to the Events Management Office may be utilized for campus events, meetings or functions. For information regarding Buffalo State Catering, follow this link <http://www.dineoncampus.com/bsc/show.cfm?cmd=catering>. Other caterers may be used after they submit the requisite insurance and health department certifications to Events Management.

When choosing and planning for food services at your event, please keep the following in mind:

- 1.) Payment for any food service must be approved before any arrangements are made.
- 2.) No kitchen facilities are available on campus. All food must be prepared off site.
- 3.) When using drop-off catering, be sure to ask if all the supplies will be included in the quoted price, such as: linens, paper products, flatware, dishes, etc.
- 4.) Clean up after food has been served is the responsibility of the event organizers.
- 5.) All areas must be cleaned before your departure and ready for use by the next group or organization. Additional fees will be incurred for clean up if necessary.

Equipment Policy

Events Management maintains a small inventory of the following equipment:

- Tables
- Chairs
- Easels
- Tall and Table Top Stanchions
- Tents

Requesting use of the above equipment is done while completing the [Online Student Event Request](#). If the student organization is using space in the Campbell Student Union, the equipment is requested by the student organization through the Student Life Office, 878-4631. Equipment is loaned on a first-come-first-served basis.

It is the student organization's responsibility to see that the equipment is set-up and broken down properly. Tables are stacked in sets of ten (10) with the legs folded and facing upwards. Chairs are stacked in piles of 50 with the Property of Events Management label facing upwards. All tables and chairs should be stacked on table and chair carts. Broken equipment should be set aside so they may be removed from inventory.

Instructional Resources (878-4535)

Student Organizations who need use of instructional resource equipment (i.e. extension cords, C.D. players, projectors, screens, etc.) are to contact [Instructional Resources](#) directly. They are required to complete an equipment request form that needs to be signed by a faculty or staff member of the college. Students must submit the signed request at least 48 hours prior to use

of the loaned equipment. Equipment loaned is based on availability. Upon picking up the equipment, students must show their Buffalo State student identification card.

Chartwells (Grill) (878-4128)

Arrangements for campus catering is done directly with Chartwells. Student organizations who request to borrow the caterer's grill must complete a *Grill Rental Agreement* form at least one week prior to the event. There is an \$80 non-refundable rental fee required. This rental fee includes charcoal and lighter fluid.

Other Options

If a Student Organization does not wish to utilize College equipment, use of services of outside vendors are welcome. However, these vendors must provide the **Events Management Office** with a valid and current insurance certificate in order to conduct business at Buffalo State.

USG Alcohol Policy

Events at places where alcohol is served

If your organization is planning on holding an event off campus at a venue where alcohol is present, there are a few extra steps that are necessary in order to have your event approved by the United Students Government.

Please remember, USG funds cannot be used to purchase alcohol under any circumstances!

To decide how to proceed in planning your event answer the question below and follow the appropriate steps. [[Download a PDF version of this page for reference.](#)]

Is your organization planning on serving alcohol at this event?

YES

Step 1: Fill out an event submission on Bengal Connect **one month** prior to the date of your event. Having all the paperwork approved takes much longer than a normal event.

Step 2: Come to the USG Business Office in Campbell Student Union 416 to pick up an **Alcohol Waiver Form** to complete.

Step 3: Fill out the Alcohol Waiver and submit to the USG Business Office.

Please Note: You will need a copy of the venue's liquor license, copy of the venue's insurance policy, and a plan for security. This is all explained further in the Alcohol Waiver.

Step 4: The waiver is sent to the following committees/departments for approval:

- USG Rules & Regulations Committee
- USG Executive Board
- USG Senate
- The Dean of Students

Please Note: The USG Treasurer will sign all contracts with the venue once your paperwork is approved.

Step 5: Once the Alcohol Waiver is approved, your purchase orders for the event will be approved. Make sure you allot your organization enough time to have all purchase orders approved prior to the event.

NO

Step 1: Fill out an event submission on Bengal Connect two weeks prior to the date of your event.

Step 2: Inform your contact person at the venue that you will need a written letter to USG stating that no alcohol will be served to the students at this event.

Step 3: Ask the advisor of your organization to complete a letter on appropriate letterhead explaining they know of the event and understand fully that the students of the organization are not to be served alcohol.

Step 4: Bring all completed paperwork to the USG Business Office in Campbell Student Union 416.

Please Note: The USG Treasurer will sign all contracts with the venue once your paperwork is approved.

Step 5: Once the required paperwork is submitted, the purchase orders for the event will be approved. Make sure you allot your organization enough time to have all purchase orders approved prior to the event.

Risk Management for Student Activities

Risk Management is defined as "the process of advising organizations of the potential and perceived risks involved in their activities." It also includes monitoring organization activities and taking corrective actions and proactive steps to minimize accidental injury and/or loss. We must apply principles of risk management at every management level for the purpose of:

- ↳ identifying and evaluating risks
- ↳ avoiding or eliminating them where practical
- ↳ minimizing, controlling or contractually transferring them to others where possible

Groups should retain those risks that can be self-assumed from current funds without seriously affecting the financial condition of the organization, if this is the most economically practical means of meeting such obligations.

Colleges and Universities deal with many risks on their campuses. It is important for colleges and Universities to:

- ↳ Know what the risks are.
- ↳ Know how to manage risk.
- ↳ Know how much risk you want to be responsible for. Try to manage as little risk as possible and transfer the risk.
- ↳ Have a plan in place to manage risk.

Importance of Insurance

Insurance is very important. You must require proof of insurance from the other party/vendor. It is important to:

- ↳ Make sure that they can make good on their promise to pay damages and make you whole.
- ↳ If the other party has no assets or becomes insolvent, they will not have the means to honor their contract.
- ↳ Obtain Certificates of Insurance to prove that they have the required coverage.
- ↳ Understand Risk Management and related Buffalo State College policies.
- ↳ When listed “additional insured” it should always read: State of New York, the State University of New York and SUNY Buffalo State. This provides you with insurance coverage under their policy so you do not have to use your own insurance.

Preventive Techniques to Manage Risk

- ↳ Director of Judicial Affairs
- ↳ Human Resources
- ↳ Equity and Campus Diversity
- ↳ Student Accessibility Services
- ↳ Our ability to prevent and predict
- ↳ Security checks
- ↳ Security Policy

The University Police Department will make all final decisions regarding security plans for large, high profile events and parties held on campus. All ticketed events must contract USG, the Performing Arts Center, and Events Management.

Student Media Relationship Statement

- ↪ The student media such as student produced radio, newspapers, literary or opinion magazines or journals, video and film shall remain free of censorship and prior review of copy from College administration. Editor(s), manager(s) and director(s) are free to develop their own editorial policies.
- ↪ Editors, managers and directors of student media are protected from arbitrary suspension and removal from office because of student, faculty, administrative or public disapproval of editorial policy or content. Only for proper and stated causes are editors and managers subject to removal (see below), and then by orderly and prescribed procedures.
- ↪ All student media must explicitly state that the opinions therein expressed are not necessarily those of the College community.
- ↪ All student media are encouraged to adhere to a published code of ethics. Samples may be found on the Society of Professional Journalists website.
- ↪ The freedom given to student editors, managers and directors requires adherence to the ethics and laws of responsible journalism and reporting, e.g., the avoidance of libel, copyrights infringement, indecency, undocumented allegations, attacks on personal integrity, harassment, and slanderous innuendo.
- ↪ Charges of violation of the items noted above shall be dealt with through the usual College judicial and mediation process.

Media Policy Statement

Advisors who volunteer to advise student media clubs and organizations cannot be held liable or be fired from their College position for their advisory role to a publication. They are not responsible for editorial oversight. These protections apply for faculty advisors who are advising in the course of employment or volunteerism that is formally requested or acknowledged as such by the appropriate college representative.

Weather Related Policies

Rain Call Policy

A rain call for any outdoor event will be made by noon the day before the program. Rain calls for all events scheduled on Saturday or Sunday will be made by noon on Friday. All rain calls are final – events cannot return to their original location. If a decision is made to keep the event outdoors, the event may be cancelled depending on weather conditions. **Please note: Any event cancellations made after these deadlines could result in fees being charged to the sponsoring club or organization.**

Severe Weather Policy

In the event that the College cancels classes and events due to severe weather conditions, the Student Life Office will work to help you find space reschedule your event at a later date. Please note that while the Student Life Office will work to reschedule events, it may not always be possible due to time or space constraints.

CHAPTER 4: OFF CAMPUS EVENTS

Off campus trips are any event, service project, or trip that occurs off campus. Meetings for all off campus trips must take place with your Program Advisor **at least three weeks in advance** of your trip date.

Step One: Paperwork!

By filling out the proper paperwork, the Student Life Office is notified that you are interested in organizing an off campus event and will contact you to schedule a meeting to discuss the details of your event.

- ✎ Fill out the Event Request Form on your group's Bengal Connect page
- ✎ Wait for a response from a staff member from the Student Life Office to continue the planning process. (Please see Chapter 2: On Campus Events for specifics on the approval process)

Step Two: Meet with a Program Advisor

- ✎ The event coordinator will need to meet with a Program Advisor to review the details of the event and to complete an Event Checklist
- ✎ A trip roster will need to be completed
- ✎ All drivers must submit a copy of their driver's license and a copy of their car insurance if personal vehicles are being used. If using rental cars, the rental car insurance policy must be submitted
- ✎ For any USG funded clubs, USG vouchers must be submitted

Step Three: Signing up for the event

- ✎ If you are selling tickets, students will work with their Program Advisor and the Rockwell Box Office to coordinate ticket sales
- ✎ Each student attending the trip must provide their contact information, Banner ID number, signature and information for an emergency contact. The emergency contact should not be another trip attendee
- ! Only Buffalo State College students can attend off campus trips

Step Three: Day of the event

- ✎ If taking a bus, greet the bus driver and obtain their contact information and review the itinerary for the day
- ✎ Greet the students and verify their names and contact information

Step Four: Returning to Campus

- ✎ Meet the bus fifteen minutes early
- ✎ Check the students in as they return
- ✎ If a student is missing, contact them

Conduct on trips: Any off campus trip is a representation of Buffalo State College; therefore the behavior of the student reflects the image of the College and your club or organization. The

Student Conduct Code is applicable at these events. The club or organization is responsible for the action of its members and any liability with the actions of the members. All students are to be drug and alcohol free during the off campus trip.

Please contact University Police immediately and notify them of any incidents, injuries or illness that require hospitalization (716-878-6333).

CHAPTER 5: FUNDING

Organization Funding

All Undergraduate students at Buffalo State College pay a student activities fee each semester which funds the USG funded clubs and organizations. Similarly, Graduate Students pay a Graduate Student Activity fee which funds Graduate Clubs/Organizations on campus. To receive funding, groups must follow the process outlined by their respective governing body.

USG Recognized Groups- Applying for Funds

The USG Budget Committee considers budget requests from recognized student organizations only once a year. Any organization that has been officially recognized by USG for at least two full semesters is eligible to apply for a budget allocation. Unrecognized groups or those only recently recognized are not considered. Recognized organizations that don't currently have a budget and are applying for funds in the budget process are limited to a \$2,500 total budget request.

Application packets are distributed to the treasurers of eligible organizations at a treasurers meeting near the beginning of the spring semester. The allocations are made by the budget committee and approved by the USG Senate and the college. The budget takes effect on June 1, staying open until the following May 31.

How to Buy Goods & Services

If you are a treasurer or officer in a USG member organization most of your dealing with USG will involve Requisitions and Purchase Orders.

USG is tax-exempt in New York State - if your organization is purchasing locally or ordering a product or service from within New York State your organization would be eligible to have the tax waived on the purchase. All you have to do is request a **tax-exempt form** from the USG Business Office and inform your vendor of our tax-exempt status and fax them a copy of the form. Some vendors will ask you to mail it with your payment. In this case make sure when filling out your requisition that you write "Please send Tax Exempt Form," this lets the USG Business Office staff know to send the form with your payment.

USG Vendors List

USG maintains a list of vendors for many of the items and services that student groups typically purchase. The businesses on the list are ones that USG has worked with in the past. You are not required to use these vendors but consulting the list could make it easier for you to find what you need with minimum fuss over purchase orders.

Here is a PDF of the list to download or view: [USG Vendors List PDF](#)

Items with Imprints

Make sure when you are ordering a product and having your logo or text printed on it to **request a proof**. Requesting a proof is important because it gives you a chance to see how it will look, to spell check all words and to approve the design. When your product has been received by the USG Office we will notify your organization by placing a note in your mailbox to come pick up the boxes. Once you have received your order make sure to bring the packing slips from your delivery to the USG Business Office.

Contracts

If you are purchasing a service such as a DJ or performer you will need a **contract**. If the vendor does not have a contract that they use you can get a **USG Simple Contract** from the Business Office or [download a PDF of the Simple Contract](#).

Vehicle Rental and Group Travel

If your group plans to travel off campus or rent a car or bus, see the sections on this site concerning those topics. In particular pay attention to the [USG Travel Policy](#) which is required for any group-sponsored excursions off campus.

Get a Receipt!

USG is required by our auditors to have original **receipts** on file. Receipts must be turned in the following business day after the purchase. When purchasing prizes to give away at an event, remember your organization treasurer must fill out a [USG Prize & Gifts Form](#). This form must be completely filled out at your event and turned in to the USG Business Office.

Event Funding – Grants

There are grants available that could assist with funding for individual events. Each grant requires its own application.

Grant Allocation Committee Funding

The GAC is charged with soliciting and reviewing proposals for campus programs and activities, and for distributing those funds allocated to support them, with a goal of enriching the intellectual, social, and cultural needs of the Buffalo State community.

The committee will file an annual report to the president of the college and to the chair of the College Senate detailing the allocation of funds, and will include its recommendations.

<http://studentaffairs.buffalostate.edu/grant-allocation-committee-gac>

FSA Grant

Grants from this fund are awarded by the FSA board of directors to faculty, staff and students who propose programs that will promote and cultivate educational and extracurricular activities on the Buffalo State campus.

<http://fsa.buffalostate.edu/grants-fsa-founders-fund>

Equity and Campus Diversity Mini-grants

Consistent with the college's mission, mini-grants provide financial assistance for projects, workshops, and activities that have institutional impact—strengthening Buffalo State's inclusive excellence toward diversity as described by our mission statement, core values, and strategic plan. Applications must be submitted at least six weeks in advance of proposed events. The deadline for spring semester mini-grants is Friday, February 17, 2017.

Grant Usage

Program Grants can be used for a variety of projects, such as, but not limited to, the following: Guest speakers on a diversity or global topic in a discipline or curriculum.

Projects intended to infuse a diversity of ideas, perspectives and/or values into the curriculum. Projects that expand the inclusion of issues related to race, ethnicity, gender, persons with disabilities, national origin, religion, sexual orientation, gender identity or other areas related to diversity, in curricular and extracurricular offerings, programs and activities.

Exceptions

Program Grants cannot be used for the following:

- Food and beverages
- Salaries or stipends for Buffalo State employees
- Faculty/staff travel

All materials purchased by Equity and Campus Diversity Program Grants become property of Buffalo State (i.e. cd's, books, dvd's, instruments)

<http://equity.buffalostate.edu/equity-and-campus-diversity-program-grants>

Weekend Life Grant

The purpose of the Weekend Life Grant is to enhance the quality of Weekend Life at Buffalo State College. The grant supports events that take place Friday through Sunday. The Weekend Life Grant supports efforts that are new, creative, and foster a level of enthusiasm among the campus community. The application deadline is one month prior to the event date. For more information on the Weekend Life Grant, please email studentlife@buffalostate.edu.

CHAPTER 6: SUSPENSION OF PRIVILEGES

The ability to be part of a club or organization on the Buffalo State campus is a privilege and should be treated as such. If it is brought to the attention to the Student Life Office that your club or organization may be engaging in activities that violate the student code of conduct or New York State law, the following steps will be taken:

- ↳ Suspension of all group activities. Group activities include, but are not limited to:
 - Meetings
 - Programs
 - Performances
 - Advertising
 - Social Media Presence
 - Elections
- ↳ Investigation into alleged violation(s). Investigations may be completed by any, or a combination of, the following:
 - Student Life Staff
 - Residential Life Staff
 - Dean of Students Staff
 - University Police Officers
 - City of Buffalo Police Officers

Upon completion of the investigation a decision will be made that will determine when and if the group in question can resume functioning, as well as any sanctions rendered. All decisions will be given to the group's president in writing. Any appeal process will be clearly detailed in the sanction letter, along with deadlines for filing those sanctions.

CAMPUS RESOURCES

Student Life Office	CAMB 400	716-878-4631
Dean of Students Suite	CAMB 306	716-878-4618
Student Union Information Desk	CAMB Lobby	716-878-6511
Events Management	CLEV 112	716-878-6114
United Students Government Business Office	CAMB 416	716-878-6701
Sports Arena		716-878-6698
Performing Arts Center at Rockwell Hall	ROCK 210	716-878-3600