

# **STUDENT ORGANIZATION POLICIES MANUAL 2017-2018**

## **THE OFFICE OF UNDERGRADUATE STUDENT LIFE**

We prepare students holistically through leadership development, co-curricular programming, community engagement, and dialogue around inclusion and diversity. We strive to create a community of learners that think critically and act responsibly both within the Stevens community and beyond.

Specifically, we advise and provide organizational support to over 100 student organizations, facilitate programs through the Lore-El Center for Women's Leadership, Stevens LEADS, Safe Zone, and Diversity Programming, and oversee Greek Life at Stevens, which includes 18 social sororities and fraternities. Additionally, our office coordinates annual campus wide programs from Orientation and Techfest to Freshman Family Weekend and the Student Leader Awards Brunch.

For more information about policies and procedures that Stevens' students are expected to comply with, you may review the [2017-2018 Undergraduate Student Handbook](#). You may visit the office on the 10<sup>th</sup> Floor of the Howe Center, or call 201-216-5699.

## **THE STUDENT GOVERNMENT ASSOCIATION**

The mission of the Student Government Association of Stevens Institute of Technology is to be an advocate for the undergraduate student body, as well as to serve as a means of communication between the students and the faculty, administration and staff. The SGA of Stevens is committed to enhancing the student experience and quality of life on campus. The SGA charges itself with being a voice for the student body and will be responsive to the issues of students' rights and concerns at Stevens. The SGA promotes the image of the Institute and its student body. The Student Government Association selflessly serves the student body and leads with integrity and honor. The SGA provides students with an opportunity for leadership development and the promotion of their general welfare.

The Student Government Association of Stevens Institute of Technology is composed of an Executive Branch, called the Cabinet and a Legislative Branch, called the Senate. There are six members of the Cabinet - President, Vice President of Operations, Vice President of Student Interests, Vice President of Finance, Vice President of Academic Affairs, and Secretary. The Senate is made up of several representatives of each class year at Stevens - Freshman, Sophomore, Junior, Senior. The Cabinet is elected at the end of the Fall Semester. The Senate is elected at the end of the Spring Semester. Freshmen Senators are elected in the middle of the Fall Semester.

## STUDENT CODE OF CONDUCT

All individuals shall conduct themselves in a manner consistent with the mission of the university. Students are expected to demonstrate integrity by maintaining an ongoing dedication to honesty and responsibility, to demonstrate trustworthiness by acting in a reliable and dependable manner, and to show respect by treating others with civility and decency. Any student who fails to conduct themselves in such a manner violates this code and a disciplinary sanction may be imposed.

The student conduct process at Stevens is an educational process that ensures safety and respect in our community. All students are responsible for reading, understanding, and abiding by the policies listed above that comprise Student Code of Conduct. When an alleged violation of the Code occurs, the student conduct process is initiated to allow for an investigation of the alleged violation and an appropriate outcome. Through the student conduct process, the hearing officer(s) determines if a student is responsible or not responsible for violating the Student Code of Conduct. If a student or organization is found responsible, sanctions are imposed that reflect the severity of the violation, previous disciplinary action if any, and the impact on the greater Stevens community. For more information, please review the [Student Code of Conduct](#).

## RSO GOOD STANDING POLICY

All Recognized Student Organizations are responsible for maintaining a good standing with the institution in conjunction with rules and regulations as provided by the Office of Student Life and Student Government Association. Your organization must adhere to the following expectations as set forth by the Office of Undergraduate Student Life:

1. Maintain accurate membership and officer information in DuckLink each semester, which includes, but is not limited to:
  - a. Maintaining an updated Primary Contact, President, and Treasurer
  - b. Placing students who have graduated into an alumni account group within your organization's portal
2. Properly advertise all events in DuckLink at least (3) three days before the event
3. Complete all new officer nominations in DuckLink PRIOR to holding elections
  - a. All officers must be in good academic standing with the institution which includes:
  - b. An overall grade point average at or above 2.5
4. Completed at least 12 credits as a full-time, undergraduate student at Stevens
  - a. Cannot currently be on academic probation
5. Be responsible for proper use of the organization's purchasing card (p-card), which uploading all receipts in DuckLink within 72 hours of purchase(s) and ensuring the p-card remains in the Office Undergraduate of Student Life when not in use.
6. Follow all policies regarding the utilization of financial resources as per the Financial Procedures for Student Organizations manual.

Your organization must adhere to the following expectations as set forth by the Student Government Association:

1. Submit a timely semester budget request and follow Budgeting Policy and Guidelines
2. Organize and hold at least two general body meeting per semester
3. Follow all policies and regulations regarding operations as per the Constitution and Bylaws of both the organization and the Student Government Association
4. Have all changes to organization constitutions reviewed by the Constitution and Bylaws Committee
5. Attend all meetings deemed mandatory, which includes but is not limited to:
  - a. Bi-annual Leadership Conference
  - b. Monthly Subcommittee Meetings
6. Failure to comply with any of these expectations may result in immediate budgetary freezes or probationary status for your organization.
7. If your organization does not consistently meet with these requirements, your organization will be considered inactive until proper steps are taken as determined by the Office of Undergraduate Student Life and/or the Student Government Association.

## EVENT POLICIES AND PROCEDURES

Student organizations in good standing that would like to hold events on and off-campus may do so by adhering to the policies and procedures below.

Student organization representatives are required to submit [a Campus Incident Report](#) for any violations of Stevens' policies experienced during student organization sponsored events.

### ADVERTISING

1. RSOs may request up to 100 copies per approved event on DuckLink.
  - a. Students can bring their requested flyer to Student Life for approval.
  - b. Students will receive a slip to use at the Printing Center and can bring the approved flier and slip to receive requested copies.
2. Flyers must include the following: date, time, location, sponsoring student organization(s) and contact information (email alias preferred).
3. All flyers must be approved and stamped by Student Life.
4. Student organizations may also advertise in the Stevens Community Newsletter.
  - a. Events can be submitted to the [Stevens Community Newsletter Submission Form](#) on DuckLink.
5. Events that are advertised in a public format, which includes through social media and digital materials, must include the following clear guidelines:
  - a. No guests under the age of 18 (unless prior arrangements have been made)
  - b. Guests must present a valid college ID or state/federal issued ID
  - c. Parking is not available for guests (unless prior arrangements have been made)
  - d. Bags are not permitted

## **ALCOHOL**

Student organizations are not permitted to host on-campus events with alcohol with the exception of *approved* social fraternity and sorority mixers and socials (refer to the Greek Life handbook for more information). Off-campus events with alcohol *may* be permitted with the explicit permission of Student Life.

Stevens students are not permitted to attend student organization events if they are incapacitated from the use of alcohol or drugs or display drunken or disorderly behavior. Students are also not permitted to carry or consume alcohol at student organization events with the exception of *approved* events as previously noted. Failure to adhere to this policy will result in disciplinary procedures under the Student Code of Conduct.

## **MOVIE RIGHTS**

Student organizations who plan to show a movie, film, or otherwise copyrighted material, must secure a license beforehand. According to the Federal Copyright Act, copyrighted materials like movies can only be used for a public performance if they are properly licensed. The rental or purchase of a movie only carries the right within someone's home for private viewing, not for the general public. Student organizations can work directly with the Office of Undergraduate Student Life to secure licensing quotes or purchase these rights prior to scheduling any movie showing on campus.

What is a Public Performance?

- Movies or TV shows obtained through a brick-and-mortar or online store are licensed for your private use; they are not licensed for exhibition to the public.
- The concept of "public performance" is central to copyright. If creators and makers do not retain the ability to control how and when their works are publicly exhibited, then there is little incentive for them to continue creating top content.

Do I need a license to show a movie for educational purposes?

- Student organizations will need to acquire licensing unless all of the following criteria are met:
  - A teacher or instructor is present, engaged in face-to-face teaching activities.
  - The institution must be an accredited, nonprofit educational institution.
  - The showing takes place in a classroom setting with only the enrolled students attending.
  - The movie is used as an essential part of the core, required curriculum being taught. (The instructor should be able to show how the use of the motion picture contributes to the overall required course study and syllabus.)
  - The movie being used is a legitimate copy, not taped from a legitimate copy or taped from TV.

How do I obtain a Public Performance License?

- Securing public performance license is easy and usually requires no more than a phone call. Fees are determined by such factors as the number of times a particular movie is going to be

shown, how large the audience will be and so forth. The major firms that handle these licenses include:

- Criterion Pictures [www.criterionpicusa.com](http://www.criterionpicusa.com) (800) 890-9494
- Motion Picture Licensing Corporation [www.mplc.com](http://www.mplc.com) (800) 462-8855
- Swank Motion Pictures, Inc. [www.swank.com](http://www.swank.com) (800) 876-5577

## **CAMPUS SPEAKER POLICY**

The university affirms open inquiry and free discussion as necessary provisions for students' freedom to learn. Recognized student organizations and athletic teams are able, within the bounds of university procedural requirements, to invite and hear speakers of their own choosing that is in alignment with the mission and purpose of the organization. With this freedom comes the responsibility to prepare adequately for the event so that it is conducted in a manner appropriate to the academic community. It should also be made clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or by the university.

Student organizations and athletics teams must work directly with the Office of Undergraduate Student Life to negotiate and contract with any speaker whose speaking fees are less than \$10,000. Student representatives may not negotiate contracts for speakers either directly or indirectly through an agency or booking agent. For speakers whose fees are in excess of \$10,000, a request must be made through the Office of Undergraduate Student Life prior to inviting a speaker to campus for a university sponsored event, with ultimate approval from the Vice President for Enrollment Management and Student Affairs. Speakers may be denied if it is determined there is a potential for a safety or security concern.

## **CATERING**

1. Catered food orders totaling less than \$250.00 do not need to be catered by Compass One.
2. Organizations must contact Compass One Catering Staff at least three (3) business days prior to the scheduled event.
3. The student organization's account number will be charged directly. If you do not know your account number, please contact the Financial Coordinator for Student Life.
4. If Compass One is unable to meet your catering needs or you wish to have another vendor cater your event, you must obtain a waiver from Compass One prior to submitting the Payment Request Form or the P-Card Increase Form. The waiver must be attached to the form in order to be processed.
5. Student organizations hosting events with catered food waived by Compass One in excess of \$250.00 must submit a Payment Request Form for payment by check or a P-Card Increase Form.

## **CHALKING**

The use of chalk to advertise approved student organization events is permissible on **exterior roadways and sidewalks** on Stevens' campus, except in the following areas:

1. The sidewalk and circular driveway in front of the Howe Center
2. Babbio Patio
3. Walker Patio

4. Any vertical surface, which includes but is not limited to, buildings, risers on stairs, wooden ramps, exterior signs, and bleachers.

## **GUESTS**

*A guest is defined as any person who is not a Stevens student, faculty or staff member*

All policies listed in the Student Code of Conduct require Stevens students to take full responsibility for their guests. Students are considered responsible for the behavior of guests at a university event, on university premises, or in university residence halls and leased properties

Stevens' students are permitted one (1) guest at student organization events unless they receive approval from Student Life to host additional guests. In the case of approved guests, they must be escorted into the event with the sponsoring Stevens' student OR they must sign-in to the event.

Sponsoring students will be held responsible for their guests' behavior(s).

1. Guests must be escorted into the event with the sponsoring Stevens' student.
2. All non-Stevens students must present a valid college or state/federal issued ID to sign into the event.
3. Non-Stevens students under the age of 18 will not be permitted into student organization events without prior permission granted by Student Life or without a parent or legal guardian present.
4. All guests of performer(s) (DJ, band, etc.), must also present a valid ID and sign into the event; performer(s) are responsible for their guests.
5. Non-Stevens students are not permitted to attend events if they are under the influence of alcohol or drugs.
6. Non-Stevens students must behave in accordance with University policies and procedures.

## **ON-CAMPUS CONFERENCES**

Student organizations may organize on-campus conferences for Stevens or non-Stevens students with the explicit approval of Student Life. Approval by Student Life must be obtained by completing the [Interest Form to Host an On-Campus Conference](#) PRIOR to booking rooms through University Events and PRIOR to committing to host the conference. Student organizations will be required to communicate and work with a member of the Student Life staff for coordination and advisement throughout conference planning and implementation.

## **ON-CAMPUS EVENTS FOR MINORS**

On-campus events that entail educational outreach efforts for minors may be organized by student organizations with the explicit approval of Student Life. Approval by Student Life must be obtained PRIOR to booking rooms through University Events and PRIOR to engaging with external community members.

- Guests under the age 18 must be accompanied by either a parent or guardian or an identified group leader (ex. Girl/Boy Scout Troop Leader, Teacher, Coach, etc.).
- All guests under the age of 18 must complete a permission/waiver form prior to attendance.
  - Waiver forms can be obtained by Student Life

## **OFF-CAMPUS TRIPS AND TRAVEL**

Student organizations that receive approval from the SGA and/or Student Life to sponsor an off-campus trip, excluding conferences, must adhere to the following policies and procedures regardless of distance traveled or length of time.

1. Organization leadership must submit this as an event in DuckLink and provide all necessary information.
  - a. For those needing transportation (i.e. bus), the [bus request](#) form must be completed two (2) weeks prior to travel.
2. For off-campus travel funded by the SGA, students are required to pay a minimum of \$5.00 toward the trip.

Student organizations may be required to meet with Student Life for a pre-departure meeting based on the length of travel.

## **ON-CAMPUS EVENT TIMES**

Student organizations may hold approved events in on-campus facilities between the following hours:

### **Indoors Facilities:**

- Sunday - Thursday from 8:00am - midnight
- Friday - Saturday from 8:00am- 1:00am

### **Outdoor Facilities**

- 8:00am - 10:00pm

Student organizations who would like to host events outside of the hours indicated in this policy must receive prior approval from Student Life.

## **PRIZES**

Student organizations may provide prizes at events in accordance with SGA budgeting policies or if products, goods or services are donated. The following must be adhered to:

1. Student activity fees and other university resources are not permitted to be used to purchase:
  - a. Gift cards and gift certificates (regardless of value)
  - b. Gifts with a retail value in excess of fifty dollars (\$50.00)
2. Prizes must be purchased prior to the event in order to be distributed. Prize winners cannot self-select the items they wish to receive and thus will not be ordered for them by Student Life.
3. Weapons of any kind (knives, swords, paintball guns, firearms, etc.) are prohibited as prizes.
4. Prizes may only be given to Stevens Undergraduate students.
5. All prizes must be stored in Student Life, with the exception of small giveaways.
6. Student organizations are expected to supply Student Life with prizes and the names of prize recipients following the event.
7. Student organizations must notify winners to claim their prizes from Student Life.
8. All prizes unclaimed after two (2) weeks will be donated.

## **PUBLIC EVENTS**

Student organizations must get approval from Student Life to hold an event that is open, and advertised, to the public. A public event is one which allows individuals who are not guests of Stevens' students as indicated by the Guest Policy to attend a student organization event. Approval must be received prior to advertising.

A University staff member will be in attendance at all on-campus student organization sponsored events that have an attendance greater than 250, as well as off-campus student organization sponsored events when SGA funds are utilized. Under the discretion of Student Life, staffing may be required at events with fewer than 250 in attendance based on event type, liability concerns, or safety and security needs.

## **TICKETED EVENTS**

When events require a fee for entrance or tickets are sold in advance for both Stevens and non-Stevens students, tickets should be provided and guest lists must be maintained for entrance into the event.

Acceptable forms of payment include:

1. Checks made out to "Stevens Institute of Technology"
2. Cash
3. Duckbills
4. Approved online credit card payment vendors which include Brown Paper Tickets and Event Brite.

All income received from ticket sales must be brought to the Financial Coordinator in Student Life on the next business day for deposit. Arrangements may be made for daily collections with the Financial Coordinator.

## **TRANSPORTATION**

Students are not permitted to use personal vehicles to travel to off-campus sites for student organization events that are approved by the SGA and/or Student Life. Students will not be reimbursed for mileage, gas, or car rentals.

# **ADDITIONAL POLICIES AND PROCEDURES**

## **CONFERENCE ATTENDANCE**

Student organizations that receive approval from the SGA and/or Student Life to attend a regional, national, or international conference must adhere to the following conference policies and procedures.

1. Organization leadership must submit their conference as an event in DuckLink. Please provide all requested information (location, transportation, attendance at the time of submission).
2. All conference attendees must be enrolled and in good standing with the institution in order to attend a conference.
3. Once the event has been approved by Student Life, conference attendees can make appropriate arrangements for travel in alignment with their budget guidelines and allocations.
  - a. Per SGA guidelines, a maximum of \$100 per student for up to 20 students (maximum \$2000 per RSO, per semester may be requested for the purposes of attending a conference (or multiple conferences). This is to be used for registration, travel, and/or hotel expenses.
  - b. This maximum is not guaranteed and each student may only be funded for one conference per semester. Additionally if more than 20 students register to attend,

distribution of funds may be allocated at the discretion of the organization (though no student should receive in excess of \$100).

- a. Organizations that incur expenses without approval from Student Life or the SGA (i.e. airfare, hotel/lodging) will not have access to the organization p-card. Organizations will not receive reimbursement for charges.
  - b. Any unexpected costs related to the conference must be absorbed by all conference attendees and not by the student organization.
4. Three (3) weeks prior to the conference, organization leadership must schedule a pre-departure meeting with the Assistant Director of Student Life and Financial Coordinator.

## **CONTRACTS**

A properly executed contract is a formal and binding agreement between two or more parties/agencies (e.g. SGA and a comedian). It details the services to be provided by one party, in return for an agreed upon fee to be paid by the other party.

1. All contract negotiations involving a payment of over \$1,000 must be conducted by a member of the Office of Undergraduate Student Life.
2. A contract is required for all activities/events (e.g. band, performance artist, speaker, DJ etc.), for which money will be paid for a service will be received.
3. A signed contract is required to authorize payments.
4. All contracts must be processed for signature by the Financial Coordinator for Student Life.
5. Ethically, oral agreements and commitments should be honored, but oral agreements are not necessarily binding, and a written contract signed by all parties is essential to confirm the negotiated arrangements.
6. For assistance with contracts, you may contact the Financial Coordinator for Student Life.

## **DUCKBILL MACHINE**

Student organizations may request a duckbill machine online through the [Duckbill Machine Request Form](#).

1. Requests should be made at least one week in advance.
2. On the day of your event you may pick up the duckbill machine at the Office of Undergraduate Student Life. Pick up time is from 9:30 am to 4:30 pm, Monday through Friday.
3. It is the organization's responsibility to return the duckbill machine to Undergraduate Student Life by 10:00 am the next business day.
4. The funds will be transferred immediately to the account you have designated on the reservation form.
5. Failure to return the duckbill machine may result in an organization's inability to reserve a duckbill machine in the future.
6. Student organizations are responsible for any lost or damaged duckbill machines and/or accessories.

## **SOLICITATION AND/OR PROMOTIONS**

Student organizations may not promote or aid in the solicitation of goods or products from a third-party vendor without permission from Student Life. This includes, but is not limited to, table-sitting, sponsorship at events, and the distribution of products on Stevens' campus.

## UNIVERSITY EVENTS AND FACILITIES

Student organizations have the benefit of reserving on-campus facilities through the Event Management System (EMS) and University Events. Student organizations must appoint one member access to reserve rooms through EMS by completing the [Virtual EMS User Form](#).

Student organizations that hold meetings and/or events in University-owned facilities must adhere to the following:

1. All furniture/rental requests and set-ups must be requested through University Events in advance of the event.
2. Furniture/rentals may not be removed from other locations for student organization events.
3. If furniture (tables, chairs, etc.) is moved within a space by a student organization, the room must be set-up the way it was found with all furniture in the correct place.
4. Student organizations will be held responsible for any damages to a facility, which includes but is not limited to, furnishings, AV equipment, and structural damage, as a result of a student organization event.
5. Student organization representatives are required to submit [Facilities Work Order](#) for any damages seen or incurred during student organization sponsored events.
6. For any inquiry into a room reservation, please contact [UnivEvents@stevens.edu](mailto:UnivEvents@stevens.edu)

## FINANCIAL POLICIES AND PROCEDURES

**In addition to providing advisement The Office of Undergraduate Student Life staff supports student organizations in the following ways:**

- Provide advisement and guidance on programming and event planning
- Ensure that the funding process is fair, open, and non-discriminatory in collaboration with the SGA
- Advertise, assist, coordinate, and advocate on behalf of your organization when needed
- Provide financial assistance, resources, and best practices related in budget management
- Assist with the following payment methods and financial resources:
  - Access to a university p-card
  - Utilization of Duckbill machines
  - Process online orders through preferred vendors or with vendors who accept check as a form of payment
  - Process disbursement vouchers and requisitions for third-party vendors for approved goods or services
  - Provide assistance and guidance regarding best practices for budget management
  - Provide training to treasurers on how to effectively use DuckLink for budget management

**Where does the money come from?**

Student Activities fees are charged to students each semester; the funds are then allocated by the Office of Undergraduate Student Life and the Student Government Association to facilitate programming and other related initiatives for the Stevens community.

**Unacceptable use of the Student Activity fee include:**

- All gift cards or gifts in excess of \$50.00
- Alcohol, tobacco and other drugs
- Individual membership and dues without proper reimbursement
- Donations
- Personal gain

## **P-CARD USAGE**

P-cards must be signed out with the Financial Coordinator. Students who sign out the p-card are responsible for all purchases made. Purchases must be consistent either with SGA allocated funds or have received prior approval. P-cards may be signed out for a maximum of three (3) business days, with the exception of conference travel when p-cards are due upon arrival back to campus.

**Monthly limits**

- One-time purchase is limited to \$250.00
- Monthly transactions cannot exceed \$1,000.00

**Useful Tips**

- Do not use your personal credit card
- Out-of-pocket expenses will not be reimbursed
- We are tax exempt for New Jersey - the ID is listed in the top right corner of the p-card
- If the merchant requires a tax ID form, plan ahead and secure a tax exempt form from the Financial Coordinator

## **USING THE P-CARD**

1. Pick up the P-Card from Student Life during normal business hours prior to purchases
  - a. You must be aware of the following in advance of the requested purchase
    - i. Name of vendor
    - ii. Items being purchased
    - iii. Approximate cost of the purchase
    - iv. Event and/or program associated with the purchase
2. Return the p-card to Student Life within three (3) business days
3. Do not save p-card information on any personal device for future use. This includes but not limited to taking pictures of the card, saving the card number, or passing it to other organization members.
4. Purchases made without checking out the p-card will not be accepted unless prior approval from Student Life.
5. Reoccurring membership fees/dues that are approved through SGA or Student Life must submit their monthly receipt to the Financial Coordinator.

## **P-CARD INCREASE**

- 1. Submit the [P-Card Increase Form](#) at least one (1) business day prior to purchase with the following information:**
  - a. Detailed list of goods/service being purchased with individual prices
  - b. Event information related to the respective purchase
  - c. Total amount needed per purchase and for the monthly allocation
- 2. Increase requests will not be granted for the following reasons:**
  - a. Requests that were not submitted at least one (1) business day in advance of the requested purchase
  - b. Waivers from Compass One Catering were not provided prior to the request for catered food orders
  - c. Requests include purchases a preferred vendors, which must be submitted through the Purchase Request Template. This includes vendors such as Staples, Amazon, or B&H as well as any vendor who accepts checks as a form of payment.

## **P-CARD RECONCILIATION**

- 1. Complete the Purchase Request Template within three (3) business days from time of purchase. This can be found in the Finance tab for all student organizations on their respective Org Site.**
  - a. Details must be provided regarding the specific event/program the purchases are associated with for accounting purposes.
  - b. All items purchased must be previously approved by and allocated for by the SGA (if funded through the SGA) prior to the purchase. There will be periodic audits of student organization accounts to ensure fiscal responsibility and the proper use of university funds.
  - c. Forms may be declined for the following reasons:
    - i. Failure to upload using the correct format (Vendor Amount)
    - ii. The receipt is not itemized outlining all goods purchased and their respective amounts
    - iii. The receipt does not align with a charge on the organization's account
  - d. Student organizations will be unable to access the p-card until the proper receipt is uploaded.
  - e. Organizations must submit an itemized receipt for all of their p-card purchases. If a vendor does not provide an itemized receipt (such as Gio's), it is the responsibility of the student organization leader using the p-card to specify the items and quantity purchased.

## **PAYMENTS**

### **PAYMENT REQUESTS**

Student organizations will use the **Purchase Request Template** as the primary means of accessing allocated funds. This can be found in the Finance tab for all student organizations on their respective Org Site. This form can be used for the following:

- Online orders through preferred vendors (Amazon, Staples, and B&H)

- Online orders through vendors who accept check as a form of payment
- Payment for goods or services provided by a contracted third-party

## **PURCHASE REQUESTS**

- 1. Complete your payment by using the Purchase Request Template and indicate payment type.**
  - a. Requests must be submitted at least 10 business days prior to the date the goods or services are needed.
  - b. Requests will not be processed without the event being approved and reflected in the in DuckLink.
  - c. All purchase requests must include a completed W9 form. Please also include a corresponding email, phone number or fax number in order for the vendor to be created in the system for new vendors.
    - If this is a new vendor, please allow two (2) business days for the vendor to be added to the system.
  - d. All requests must include the following:
    - For purchase requests that include a contract, please note that only fully executed contracts will be accepted, which includes only the signature of the Director of Procurement or designee, and the vendor’s signature.
    - For purchase requests that include an invoice, please note that:
      - The vendor must provide a detailed invoice that includes the business name, the business address, the date of service or goods rendered, and the total amount being paid.
      - All invoices must clearly be labeled within the document that it is an invoice. Quotes will not be accepted as an invoice.
      - If the person providing the service does not match the W9 submitted, there must a notation stating, “make checks payable to\_\_\_\_\_.”
      - If the vendor does not have a standard invoice template, please contact the Financial Coordinator for an approved university template.
- 2. Receive a notification through DuckLink regarding the status of your payment.** This notification will indicate if any items are missing and any remaining action items that need to be taken by the submitter.

## **AMAZON PURCHASES**

- Requests must be submitted at least 14 business days prior to the date the goods or services are needed. If this is not done, we cannot return packages that are not ordered within this timeframe.
- Within the attached spreadsheet on DuckLink, please be as detailed as possible regarding item, quantity, item number, and provide a weblink to ensure the correct items are ordered.
- When making the request, please identify vendors that have Amazon Prime or offer a relatively quick delivery time to ensure your package(s) arrive in time for your desired date.
- Packages are not guaranteed to arrive by your desired date.

If students have any questions regarding the status of their payment, please contact the Financial Coordinator at [bmelillo@stevens.edu](mailto:bmelillo@stevens.edu).

## **PROMOTIONAL ITEMS**

Student organizations looking to purchase promotional items can only do so if their funds have been approved and allocated by the SGA or separately fundraised for and deposited in their institutional account prior to purchasing the items. These items cannot be purchased on the p-card. Promotional items include water bottles, t-shirts, stickers, pins, pens, etc. We encourage student organizations to utilize one of our preferred vendors listed below to expedite the process of your respective order:

- Custom Ink
- Silver Screen Design
- 4Imprint
- Sticker Mule

## **INCOME**

### **DONATIONS, GIFTS, AND SPONSORSHIPS**

If your organization is aware of a donation that will be sent to Stevens directly, please contact the Financial Coordinator in order to ensure it is received by the Office of Development. If you have the donation in hand, meet with the Financial Coordinator to ensure the check is processed through the Office of Development and is deposited into the correct account. All funds received through donations will remain in the student organizations account until used. Student organizations cannot use donations or gift money to purchase gift cards in any monetary amount without specific instructions from the donor.

### **FUNDRAISING**

Fundraising is the process of soliciting money or other resources from individuals, companies or other outside entities. Any fundraising activity must be approved by the Office of Undergraduate Student Life and must be sponsored by a student organization or athletic team for a specific purpose or cause. Fundraisers should be treated as student organization or athletic team events. The sponsoring body is responsible for justification as to the need for fundraising. Proper documentation must be outlined with the date of the fundraiser, how money is raised and collected, and how and where the funds raised will be allocated. Student fundraising activities are not automatically tax-exempt as a result of the students' association with Stevens.

Student organizations and athletic teams cannot use third party payment options for fundraising purposes (i.e. Venmo, GoFundMe, personal banking accounts, etc.) and may only accept donations in the form of cash, check, or Duckbills. For fundraisers that require a Duckbill machine, please refer to the Duckbill Machine Request Policy. For fundraisers where checks and/or cash is accepted, please meet with The Financial Coordinator to complete a SSC Departmental Deposit Form and ensure you have the correct account numbers to deposit the funds.

### **TREASURY REPORTS**

Treasurers for each student organization must be completing a monthly treasury report in DuckLink to account for all purchases made in the account. Monthly reports are due on the last business day of each month to ensure all are expenses are accounted for. These reports will be reviewed by the

Financial Coordinator as well as the SGA to ensure organizations are maximizing their budget each semester. Failure to do so will result in budgetary restrictions as determined by Student Life and/or the SGA.

## **FINANCIAL SANCTIONS FOR STUDENT ORGANIZATIONS**

### **Late Notices**

Student organizations can receive a sanction from Student Life for one of the following reasons:

- Failure to return a p-card within three business days
- Failure to upload an itemized receipt
- Using the p-card for personal purchases
- Not abiding by the outlined policies

#### **1. Email Warning- First Notice**

- Once item is late an email notification is sent. The student has 24 hours to return the item and/or respond. All pending requests will be suspended until item is returned.

#### **1. Meeting with Financial Advisor- Second Notice**

- Meeting will determine steps to rectify the issue and review financial policies
- All pending requests will be suspended until item is returned.

#### **2. One Month of Fiscal Suspension- Third Notice**

- Student and/or organization will have all financial requests suspended for one month.

#### **3. Semester of Fiscal Suspension- Final Notice**

- Student and/or organization will have all financial requests suspended for one semester.