NYU SILVER
STUDENT GROUP HANDBOOK
2017 - 2018
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INTRODUCTION TO
THE OFFICE OF STUDENT AND ALUMNI AFFAIRS

The Office of Student and Alumni Affairs provides support and advising to NYU Silver student governments and groups. We are wholly committed to creating an environment where students are empowered to create social, academic, advocacy, and support groups. These groups are instrumental in creating a strong community at NYU Silver and, as such, they are encouraged to use the myriad resources available at NYU and NYU Silver to meet their goals.

This handbook contains policies and procedures, as well as helpful tips, to assist student groups in the planning and implementation of their activities. Student leaders should review the handbook thoroughly and direct any questions or concerns to NYU Silver Student Affairs.

CONTACT INFORMATION

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SOCIAL MEDIA
Student News and Events Site: blogs.nyu.edu/socialwork/student.affairs
Facebook: www.facebook.com/NYUSilver
Instagram: www.instagram.com/NYUSilver
Twitter: www.twitter.com/NYUSilver
Google Calendar: http://bit.ly/Ktp9vK All students have access to see student group meetings listed here

STUDENT GROUP RECOGNITION
In order to initiate the student group recognition process, a representative from your proposed group must fill out the Recognition Form. You will need the following information to complete the form:

- Organization Name
- Mission Statement
- Preferred Organization Email Address (silver.orgname@nyu.edu)
- The Name of Your Advisor
- Structure and Leadership, including names and NetIDs of the leaders

CREATING A MISSION STATEMENT
Each student organization must operate according to a mission statement. The office of Student Affairs must have the latest mission statements of all groups on file so if any changes are made please notify silver.studentaffairs@nyu.edu. It is important to note that University policies will supersede the constitution of the organization.

Your mission statement should answer the following questions:

- What are the opportunities or needs that the organization seeks to address?
- How will the organization meet those needs?
- What are the guiding principles or beliefs of the organization?

NON-DISCRIMINATION POLICY
Student organizations that receive University funding may not restrict membership because of race, ethnicity, religion, gender, sexual orientation, national origin, age, marital status, (dis)ability, GPA, or any other classification or identity.

BENEFITS AND PRIVILEGES OF RECOGNIZED NYU SILVER ORGANIZATIONS

- Use of designated university space for meetings and programs
- Can request startup funding in support of events serving the NYU Silver student body
- NYU Silver email alias to be connected/redirected to a general club email
- A recognized group may sponsor events and programs that are open to the NYU Silver community
- Advisement and support for leadership development
- Networking opportunities with other students, faculty, and administrators
- Opportunity to make a difference and build community within NYU Silver
- Collaborate with other NYU Silver student groups on events and programs
- Access to calendar of events, NYU Silver blogs, and campus wide promotion
- Use of available resources including mailboxes and office materials

**RESTRICTIONS TO RECOGNITION**
Student groups which meet any of the following criteria are not eligible for official recognition:
- Groups engaging in activities the University deems as posing personal health or safety risks to participants.
- Groups requiring additional insurance.
- Groups requiring paid facilitators.
- Groups requiring the University to provide special uniforms or equipment.
- Groups requiring specialized practice/rehearsal spaces or other specialized facilities beyond the availability and scope of what NYU Silver / NYU can provide.
- Groups providing services more appropriately provided by University offices or government agencies.
- Groups incorporated as for-profit business or non-profit organizations.
- Groups with a mission or purpose that conflicts with the mission, purpose and values of the University.

**WITHDRAWAL OF RECOGNITION AND SANCTIONING STUDENT ORGANIZATIONS**
If NYU Silver procedures are violated, student organization sanctions include but are not limited to: written warning; suspension of the organization recognition; and withdrawal of organization recognition. Individuals may also be sanctioned by NYU Silver for their role in violating policy.

**UNIVERSITY RECOGNITION**
*Center for Student Life*
Student groups can register with Center for Student Life (Kimmel Center, Suite 704C) and get a number of additional resources for managing events and members. These benefits include reserving space at Kimmel for free, access to web space and listservs, use of the Student Catering menu, and more. Please note that groups must register with Center for Student Life each year to receive benefits.

- [Register here](#)
Please note: For the “advisor” information on the above forms, please write in Sonia Bhansali (sonia.bhansali@nyu.edu).

GROUP REQUIRED CHECK-INS
Student Group leaders will need to set up two 30 minute meetings a semester with Sonia Bhansali at sonia.bhansali@nyu.edu, between the timeframes listed below. Please note: For Fall 2017, you will schedule the meetings with Elizabeth Chon at elizabeth.chon@nyu.edu:

- Fall Meeting 1: September 5 - October 18
- Fall Meeting 2: October 18 - December 1
- Spring Meeting 1: January 22 - March 9
- Spring Meeting 2: March 12 - April 27

GROUP LEADERSHIP
Groups typically have one or two leaders, and sometimes may have four or more. It is advisable to continuously recruit new leaders throughout the year. Groups do not need a formal structure among their leadership positions, although it is helpful to have distinct roles. Many groups opt to just have co-leaders rather than use titles like president, vice president, etc. However it can be helpful to assign roles and tasks. For groups without these formal titles, it is still recommended that co-leaders agree to perform certain tasks and understand what’s expected. For example:

- **President**: Oversees overall operations for the group and makes primary decisions. Liaison with Student Affairs and NYU.
- **Vice President**: Assist the President with any decisions for the group and helps with internal communication. Also assists with running meetings, planning, marketing, and finding speakers or creating partnerships with other groups. Helps to order materials and/or food for events.
- **Treasurer**: Responsible for keeping track of the group budget and submitting budget tracking to the GSA and Student Affairs. Also responsible for tracking receipts and submitting
- **Secretary**: Responsible for sending out group meeting invites, creating meeting agendas and takes meeting minutes. Also sends out meeting reminders, tracks attendance at meetings and creates RSVPs for events.
- **Marketing**: Develops marketing materials (flyers, logo, cards, etc.) for group meetings and posts to social media. Creates and maintains group email, social media presence and website/blog

GROUP DOCUMENTS AND FILES
Groups typically have a dedicated Google Drive folder with shared files including a mission statement, organizational profile/history, as well as meeting agendas and minutes. All group should ensure that only leaders have access to these folders, and that they are transitioned to new leadership every year. These documents can be very helpful when new leaders come aboard so that they can easily familiarize themselves by reading meeting minutes.
Many groups currently use Google Groups in order to facilitate communications among all members. Google Groups can be accessed via groups.google.com while logged into NYU, and new groups can be created at any time. Please note that all student groups will eventually transition into NYU Engage will be the primary platform for communication and access to documents/files.

NYU Engage
Starting with the 2017-2018 year, students groups will be transitioning into NYU Engage, the University’s portal for student groups and clubs. NYU Engage creates an online community that helps streamline processes and drive engagement. It will help you connect and engage with the populations you serve, improve information sharing, minimize paper usage, track involvement, and allow you to generate reports on all data collected.

There are several requirements when utilizing the NYU Engage platform to ensure you are confident with the program. All student group leaders must attend a NYU Engage training to receive approval access to the group’s portal by emailing Elizabeth Chon, elizabeth.chon@nyu.edu and setting up a scheduled date/time for their leadership group. During the training, you will review critical components of NYU Engage features.

Connect to NYU Engage using your existing NYU ID and password at: https://orgsync.com/login/new-york-university.
Watch the training video here: https://youtu.be/_l53Z64qwHE
If you need any help with the platform, please e-mail silver.studentaffairs@nyu.edu.

TIPS FOR SUCCESSFUL MEETINGS
● Plan meetings in advance
  ○ Make sure group members can attend
  ○ Make sure you have a room to meet in
  ○ Make sure to advertise your meeting via bulletin board, the newsletter and social media
● Have an agenda and, if possible, distribute it to the group before the meeting
● Elect a meeting facilitator who can keep everyone on topic and on time
● Elect a note-taker and ask that person to distribute the meeting notes afterwards
● Discuss action steps and assign specific tasks to specific people
● Keep the atmosphere positive, inclusive, open, and creative
  ○ If you tend to talk a lot in meetings, challenge yourself to talk less and listen more
  ○ If you tend not to talk in meetings, challenge yourself to contribute to the
EVENT PLANNING
Plan your events at start of each semester in order to ensure space is available and communication is sent out to your members in advance. By September 30th, your first meeting or event should be scheduled. The more time you have, the more options are available to you. In addition, having more time makes it possible for attendees to work your events into their schedule.

- Will the event take place on campus or off campus?
- How many people do you expect will attend the event? Is the event open to all NYU Silver students?
- Do you need space? How does the room need to be set up?
- Who will be your ADA accommodation contact person for this event?
- What is the budget for your event?
- Do you need food for the event? Other materials?
- How will you advertise the event? Who will handle marketing and promotion?
- Do you need an RSVP?
- Will you partner with another NYU group?
- Will you need facilitators, speakers, performers, etc. for your event? If so, do they require contracts, payments or a gift?

GUIDELINES FOR USING CAMPUS SPACE
Drugs, alcohol (unless approved), and smoking are not permitted in any building at NYU Silver and NYU. Misuse of any assigned space, including but not limited to destruction of property or use of illegal substances, may result in immediate loss of that room assignment, in addition to the possible loss of further assignment privileges for the club or organization.

For the most part, history has shown that student organizations take pride in the campus and respect University property. Occasionally, individuals from an organization jeopardize the privilege of access to space by acting irresponsibly. The Assistant Dean for Student and Alumni Affairs is available to assist with counseling individuals who put the organization’s access to space at risk.

Please be sure to clean up any mess created by your organization after your meeting or event. Furniture that is moved by your organization should be replaced, and garbage should be placed in the nearest receptacles.
ALCOHOL POLICY
No alcoholic beverages of any kind may be served on campus without the written permission of the Assistant Dean for Student and Alumni Affairs. Such permission may be granted only if attendance at the event is limited to individuals 21 years of age or older. At such events, the sponsoring organization will be required to legally prove all persons seeking admission to the event. In the event this policy is breached, the organization’s status will be in jeopardy.

ROOM RESERVATIONS

1 WASHINGTON SQUARE NORTH
At the beginning of the school year, all NYU Silver groups are invited to receive a brief training on an online room reservation system called EMS. Please contact Grace DeFino (grace.defino@nyu.edu) in order to schedule a training session for up to two of your group leaders.

*PLEASE NOTE: STUDENT GROUPS DO NOT HAVE ACCESSIBILITY TO BOOK SPACE AT 1 WASHINGTON SQUARE NORTH ON THE WEEKENDS*

If you do not have access to the EMS Room Reservation system, you can also book rooms through Student Affairs. To reserve a room at 1 Washington Square North for your event, email silver.studentaffairs@nyu.edu with your preferred date, time and room. It is a good idea to have a few backup dates and times in mind as well. All 1 Washington Square North classrooms are Smart Rooms, which means they have A/V resources already set up.

- Parlor (Room 101): 50-person capacity
- Room 112: 50-person capacity
- Rooms 206, 404: 10 - 15 person capacity
- Rooms G13, 207, 216, 324, 405: 20 - 30 person capacity
- Student Lounge: You cannot reserve the Student Lounge for an event, but it’s good to remember that the space is available for quick meetings.

KIMMEL CENTER
Student groups that are recognized by the Center for Student Life (Kimmel Center, 7th Floor) are able to reserve space in Kimmel for free. KimmelOneStop (https://kimmelonestop.nyu.edu/VirtualEms/Login.aspx) allows groups to view and reserve space in Kimmel online.

BRANCH CAMPUSES
If your group would like to meet at a branch campus, please contact the branch administrator:
TABLING REQUEST POLICY
Your organization may request the use of a table in either the lobby of 1 Washington Square North or the Student Lounge for promotional activities such as the distribution of literature, recruitment drives, fundraisers, petition signature drives, etc.

- Reservations for table space can be made by completing the online tabling request form.
- Requests must be submitted at least two weeks in advance of the tabling event
- Tables are allocated on a “first come, first served” basis
- When conducting fundraising events, a letter acknowledging the fundraiser from the benefiting organization must be sent to the Assistant Dean of Student and Alumni Affairs before the fundraiser
- To market an event, contact Student Affairs so that tabling events are posting in the Student Newsletter and on social media platforms
- It is the organization’s responsibility to schedule a member to be present at all times during any tabling activity
- Any cancellation of a tabling event must be communicated to the NYU Silver Student Affairs
- Student groups are responsible for clean up after their tabling event

ADVERTISING
It is important to advertise your group meetings and activities! Advertising helps students outside your immediate circle to get involved with your group and it keeps your group in compliance with the nondiscrimination policies. Flyers should be set to 8 ½ x 11 sheet of paper advertising the event, location, date, ADA contact person, and RSVP information if any. In order to arrange for any requested ADA accommodations, flyers must be approved and posted at least one week prior to the event date. Please keep the design simple and not too wordy.

ADA ACCOMMODATIONS
All student organization advertising MUST include the following accommodation statement on all flyers and other forms of publicity:

“For questions about accessibility or to request accommodations, please contact [name of student leader] at [nyu email address]. Requests should be made at least one week in advance of the event.”

If your organization is contacted with a request for accommodations, please contact the requester within 24 hours to gather a detailed understanding of the requested accommodations (large print materials, wheelchair accessible room, sign language interpreter, etc.) so that the person can fully participate in your event. Relay the information and request immediately to
Courtney O’Mealley (courtney.omealley@nyu.edu) along with contact information for the requester and the basic event details.

POSTERS & FLYERS
This is a simple and effective way of advertising your event.

- **Printing & Photocopying:** Student groups can request color printouts of flyers or have them printed on colored paper. Students will be allotted up to 40 color copies per flyer. Send your print request to Student Affairs (silver.studentaffairs@nyu.edu) for small runs of printing and copying and Grace DeFino will email you when the materials are ready for pickup in room 212 in the student affairs mailbox. NOTE: At least 3 days notice is required for printing requests.

- **Bulletin Boards:** There is one bulletin board on each floor of 1 Washington Square North beside the elevators, and there are several bulletin boards in the student lounge. You do not need prior approval to post information about upcoming events, but be sure to take your advertisements down after the events.

- **School Logo Use:** Any form of advertising for a student organization sponsored event using the NYU Silver name and/or logo must be approved by NYU Silver Student Affairs.
  - Use the following format when including Silver logo on your publicity: “sponsored by [insert student org name] at [insert logo: NYU Silver]”
  - Stand alone logos affiliated with Silver may only be used if your event is being co-sponsored by the Silver School of Social Work. For example, Common Day is co-sponsored by the GSA and the Silver School and may use stand alone logos. A regular GSA meeting would not be co-sponsored and would use “sponsored by GSA at [logo]”
  - You can find NYU Silver logos (and PowerPoint templates) at: http://socialwork.nyu.edu/faculty-and-staff/logos-and-templates.html

ONLINE ADVERTISING
Student Affairs eNewsletter & Blog
The Student Affairs eNewsletter is a biweekly email that goes out to the NYU Silver community, based on the content of the Student Affairs Blog. To advertise your event, you may email the following information to silver.studentaffairs@nyu.edu:

- Name of Program
- Date & Time
- Location
- Brief Description

All information regarding your event(s) must be submitted by the Monday before the newsletter is set to be sent to all students.
NYU Silver & Student Affairs Calendars
Student events can also be listed on the NYU Silver calendar and the Student Affairs Google Calendar. To add your events, please e-mail the following information to silver.studentaffairs@nyu.edu:

- Name of Program
- Date & Time
- Location
- Brief Description

Social Media
All digital flyers that student groups would like posted within the Silver building must have the following measurements: 19x20 by 10x80 JPG or PNG format. Please submit your flyers to silver.studentaffairs@nyu.edu and they will be posted on Facebook and other platforms.

FUNDING

FUNDING FOR STUDENT GOVERNMENTS
Student governments - the Undergraduate Student Government Association, the Graduate Student Association and the Doctoral Student Association - receive a set amount of funding for each academic year. These funds become available on the first day of the fall semester, and any unused portion will be absorbed by the University after May 31st the following Spring.

FUNDING FOR BRANCH CAMPUSES
Student groups that represent the branch campuses are eligible to receive a programming budget from the Graduate Student Association. The treasurer of the branch campus group must request use of those funds before October of each year by emailing silver.gsa@nyu.edu and silver.studentaffairs@nyu.edu. The funding must be used by students for student programming and events.

FUNDING FOR STUDENT GROUPS
Officially recognized NYU Silver student groups are able to petition the following student governments for funding, based on the majority of the membership of the student group. Funding amounts and application procedures are at the discretion of the governments.

Majority MSW Student Membership: Graduate Student Association
Majority Undergraduate Membership: Undergraduate Student Government Association
Majority Ph.D. Student Membership: Doctoral Student Association

Student groups that have received funding will have access to their funds until May 31. Following that deadline, the remaining funding will be reabsorbed by the University.
NOTE: Student groups that have not been using their funds and do not have a proposed plan to use funds, will be at risk of their funds being reallocated to other groups during the Spring semester.

BUDGETING
All student groups are required to keep track of their expenditures and budgets. The easiest way to do this is to use the budget spreadsheet template to keep track of your budget for the year, the purchases you plan to make, and the purchases you have already made.

- Student Groups must submit a proposed budget by September 30th to Sonia Bhansali and Elizabeth Chon, which should include how you plan to use your funds for the year.
- Student Groups must provide an updated expenditure/budget (what you have spent/how much is left) with the Treasurer of their funding student government each month.
- Student Governments must share their budget with Student Affairs each semester. The budget will include the expenses of related student groups, as applicable.

CO-SPONSORSHIP
If a student group or government would like to hold a special event that requires additional funding, there are a variety of other potential sources. Groups can partner with other NYU Silver groups at any time. Additionally, groups can also partner with University clubs or groups as well. If your group would like to explore these options, please contact NYU Silver Student Affairs.

COMMUNICATING WITH OTHER GROUP LEADERS
All student group leaders are part of a Google Group so that it’s easier to communicate to all of NYU Silver’s groups. To send an email to all group leaders, use silverstudentleaders@nyu.edu. This group is updated regularly by Student Affairs throughout the year so please advise when there are any changes to group leadership.

FUNDRAISING
When conducting fundraising events, a letter acknowledging the fundraiser from the benefiting organization must be sent to the Assistant Dean of Student and Alumni Affairs prior to the fundraising event.

Please refer to this document for University fundraising guidelines, and this document for charitable donation protocols and procedures.
PURCHASES

Remember to plan ahead! The more time you have, the more options you will have for your events.

ELIGIBLE STUDENT GROUP PURCHASES

The purpose of funding for student groups is to assist in creating meaningful, effective programs for the community. That said, funding spent by student groups must be used for events with unrestricted participation, ex: meetings/events open to all Silver community members.

WHAT DO YOU NEED?

As you plan events and programs that your organization would like to hold, think about the types of supplies, food or other items that you'll need to make sure your event is a success. The more time you have before your event, the more options are available to you. When you know what you'll need, contact Student Affairs to make arrangements.

Here are some questions to ask as you plan:

● What supplies do I need? How much do I need?
● How much money do we have left in the budget?
● When do we need the supplies?
● Can we borrow any needed supplies from Student Affairs or a student government?
● Are the supplies/food available from a vendor with whom NYU has an account?

THINGS TO KEEP IN MIND WHEN PURCHASING

There are many vendors with whom NYU has agreements or accounts. If you make purchases with these vendors (through Student Affairs), no reimbursements will be necessary because NYU will pay them directly. When you know what supplies or food your group will need for a program, check with Student Affairs first to see if the supplies can be purchased without using your own money. Please also keep in mind; when ordering from Amazon and other sites that use third-party vendors, multiple packages within a single order may be shipped separately and can take several weeks to arrive. Consider ordering items from vendors that guarantee a delivery date to receive all packages in a timely manner.

TOP OF THE SQUARE

Student groups may order food from NYU’s own catering service called Top of the Square. Keep in mind that food prices tend to be higher at Top of the Square, but it can be more convenient because items can be charged directly to the group’s budget account with no need for purchasing items, keeping receipts and getting reimbursed. If your meeting is at 1 Washington Square North, you may use any food vendor provided that you keep the receipt. If your meeting is at Kimmel, no outside food is allowed and all orders must go through Top of the Square. To see the menu selection from Top of the Square please visit https://topofthesquare.catertrax.com/ and check prices carefully.
APPROVED VENDORS
See the full list of NYU approved vendors at here.

Please Note:
If you are running into a problem regarding purchasing supplies or getting your reimbursement, please contact Student Affairs. We can help you find the best solution to the problem.

REIMBURSEMENTS
Groups that have been awarded funding by a student government may use that funding for approved purchases for meetings or events that are open to the NYU Silver community. Below are the options for members of student groups to be reimbursed for expenses related to official group-related needs.

PLEASE NOTE: NYU will not reimburse purchases of $1000 or more.

PETTY CASH: REIMBURSEMENTS UNDER $300
- Make your purchases and save your receipt(s)
- Bring your original receipts to NYU Silver Student Affairs (1 Washington Square North, Room 212)
- Please stop by the student affairs office to complete this reimbursement form.
- Submit all receipts and forms to Grace DeFino. You can also leave your form and receipts in the Dropbox on Grace’s desk. DO NOT leave receipts on Luisa’s desk with your personal information attached.
- Leave all information in the secured lockbox.
- Student Affairs will contact you in 2 - 5 business days to get your cash reimbursement from the Bursar

CHECKS: REIMBURSEMENTS OVER $300
- Make your purchases and save your receipt(s)
- Bring your original receipts to NYU Silver Student Affairs (1 Washington Square North, Room 212)
- Attach your receipts with this reimbursement form
- Fill out a W-9 Form (see below)
- NYU will mail you a check within 4 - 6 weeks

W-9 FORM
PLEASE NOTE: NYU requires that new payees submit a W-9 form for any check reimbursements.

The W-9 form can be filled out online and be submitted hard copy or via e-mail: http://www.irs.gov/pub/irs-pdf/fw9.pdf
LOOKING TOWARDS THE FUTURE
While the time and energy you invest in your group ensures its success now, there are steps you can take to support the group’s success after you graduate. As you plan for the year, please consider how you can support the growth of your organization in the future. This should include getting to know first year MSW students, for example, in order to see if they would like to transition to a leadership position.

TRANSITIONING LEADERSHIP
Look to the most involved members of your current group to carry on what you have started. Find those most passionate about the group’s mission and help facilitate their continuation of it by sharing with them your experiences as a leader, your insights into technical event planning and everyday tasks. By communicating and sharing your experiences, you may provide useful information that will ensure successful longevity of your student group.

- Identify continuing students early in the spring semester to begin the leadership transition
- Recruit new members during the beginning of the Fall and Spring semesters to help with continuity
- Share meeting, event, and planning notes with the incoming leadership
- Introduce incoming leaders to the Student Affairs office

STUDENT GROUP ELECTIONS
Student groups can choose to hold elections to determine new leadership. This can be very helpful in larger groups and for contested positions. NYU Silver Student Affairs can help you set up and advertise elections. You can hold elections easily using online surveys through services like Qualtrics or Google Forms (both available through NYU Home) or NYU Engage.

- Determine if you will hold elections early in the spring semester
- Be sure that all continuing group members are aware that they can run for office and what the procedures are
- Allow adequate time for campaigning and voting

Please note: Student governments are required to hold open elections per their constitutions.

AWARDS AND RECOGNITION
There are numerous opportunities for awards and recognition as a student group, both through NYU and in the larger global community. The list below reflects just some of the possibilities - keep them in mind as you progress through the year and plan different events and activities.

- NYU Silver Student Awards
- NYU President’s Service Awards
- NYU LGBTQ Center Moving Up Day Awards
- NYU Silver Diversity Grant Challenge
- NYU Nia Awards
- NYU International Student Leadership Award (OGS)
- Social work professional organizations’ student and programming awards