

**STUDENT ACTIVITIES  
and  
STUDENT GOVERNMENT  
PLANNING GUIDE  
And  
POLICY MANUAL  
For  
STUDENT ORGANIZATIONS**

Hofstra University  
Hempstead, New York

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## INTRODUCTION

This manual contains Hofstra University's policies and procedures that apply to all student clubs and organizations. The Office of Student Activities uses it in an effort to aid student organization officers and faculty advisers. We hope that you will find this compilation useful in your search for educational excellence and co-curricular involvement.

Material incorporated herein will be supplemented with additional statements of policy and procedure from time to time. As supplementary bulletins are issued, they will be distributed to the recipients of this manual who will be expected to keep their copies current.

The executive board of every student organization is charged with the responsibility of ensuring that its membership is aware of the contents of this manual and will use it when conducting organizational business. Failure to comply with the policies set forth can result in judicial charges and/or sanctions applied.

**YOU ARE ENCOURAGED TO UTILIZE THE INFORMATION AND CONTACT ANY MEMBER OF THE OFFICE OF STUDENT ACTIVITIES WITH QUESTIONS, CONCERNS OR CLARIFICATION.**

## OFFICE HOURS OF UNIVERSITY OFFICES

<u>Dean of Students Office, Student Center Room 243</u> 9 A.M. to 5 P.M. Monday through Friday	463-6913
<u>Hofstra Card Service, Student Center Room 104</u> 9 A.M. to 9 P.M., Monday through Thursday 9 A.M. to 5 P.M., Friday 11 A.M. to 3 P.M., Saturday Special extended hours will be posted the first two weeks of every semester	463-6942
<u>Office of Commuting Student Affairs, Student Center Room 221</u> 9 A.M. to 5 P.M., Monday through Friday	463-3469
<u>Office of Events Management, Student Center Room 112</u> 9 A.M. to 10 P.M., Monday through Thursday 9 A.M. to 7 P.M., Friday 9 A.M. to 5 P.M. Saturday and Sunday	463-6631
<u>Office of Student Activities, Student Center Room 260</u> 9 A.M. to 5 P.M., Monday and Friday 9 A.M. to 8 P.M., Tuesday, Wednesday, and Thursday	463-6914
<u>Public Safety Office and Hofstra Information Center</u> 24 hours a day <b>Emergency</b>	463-6606 <b>463-6789</b>
<u>Office of Recreation and Intramurals, Recreational Center</u> 6:30 A.M. to 10:50 P.M., Monday through Friday 11 A.M. to 10:50 P.M., Saturday and Sunday	463-6958
<u>Special Events Audio Visual Department, Student Center Bathysphere</u> 8 A.M. to 10 P.M., Monday through Friday	463-5113
<u>Student Accounts, Memorial Hall</u> 9 A.M. to 7 P.M., Monday through Friday	463-6828
<u>Student Information Desk, Student Center Room 104</u> 9 A.M. to 11 P.M., Monday through Friday 9 A.M. to 5 P.M., Saturday	463-6925

## STUDENT CENTER GENERAL POLICIES

Arrangements for refreshments at social function or meetings are to be made through Hofstra Dining Services only. Dining utensils, such as trays, serving bowls, etc., may be borrowed by submitting a current Hofstra Card to the Dining Manager.

Animals, with the exception of service animals, are not permitted in the Student Center.

### I. Advertising an Event

All posters and notices on the general bulletin boards on Hofstra's campus must be approved by the Office of Student Activities and must comply with University advertising regulations as stipulated through the guide.

Posters and flyers will be received for approval between 2:00-3:00 P.M. Monday through Friday in the Office of Student Activities, Room 260 Student Center. Off campus advertisements that are not affiliated with the University will not be approved. Off campus parties of any kind will not be approved.

All posters must be removed the day after the event is held.

See “publicizing via University Bulletin Boards” for further information.

### II. File Cabinets and Desks

File cabinets and desks may be obtained by recognized student organizations through the Facilities Office, Room 112 Student Center. Occasionally desks and cabinets may be obtained from Receiving and Stores, Plant Building.

### III. Mailboxes

All organizations mailboxes are located in the Office of Student Activities, Room 260 Student Center. Any recognized student organization may request a mailbox. Requests should be directed to the Office of Student Activities, Room 260 Student Center.

### IV. Office Space

Members of the organization to which the office are assigned are responsible for office cleanliness. This includes drawer space, supply cabinets, and bulletin boards. Office space is assigned by the Student Government Association.

Furniture may not be removed from any office without approval of the Office of Student Activities, Room 260 Student Center

Do not leave personal property in the offices. The University is not responsible for the personal property left in the offices. Trays and other food service items must be returned immediately.

### V. Work Orders

Work orders pertaining to student offices must be submitted to Office of Student Activities 10 days prior to the event.

## CLUBS AND ORGANIZATIONS

### **JURISDICTION OVER STUDENT ORGANIZATIONS AND ACTIVITIES**

The administration and faculty of Hofstra University delegate responsibility for student activities and organizations to appropriate divisions of the University, i.e., academic, athletic, military, or co-curricular. Every student organization must be recognized and its activities approved by one of these areas of jurisdiction.

The Office of Student Activities and the Student Government Association (SGA) have been delegated the authority to oversee the activities of student organizations which meet the following criteria:

1. The nature and purpose of that organization, as defined in its constitution, have been approved by the Student Government Association.
2. Membership in the organization is generally open to full-time undergraduate students of Hofstra University.
3. Graduate and part-time students may participate in student organizations provided that they submit payment to satisfy the full-time student activity fee.
4. The organization must have an advisor who is a member of the full-time faculty or administration of the University, unless otherwise authorized by the Office of Student Activities. Graduate Assistants cannot serve as club/organizations advisors.

An interest group wishing to become recognized as a Hofstra organization and eligible for the privileges granted to Hofstra organizations should consult with the appropriate area of the University. A member of the Student Activities staff or a SGA representative will be available to provide you with the information needed to start a club.

The Office of Student Activities with the approval of the Office of Dean of Students may create advisory committees or counsels for organizations under its jurisdiction, such as Publications Board, etc. Such bodies remain subsidiary to the Student Government Association. Policies, regulation, or privileges established by a body for its member groups are subject to the approval of the Student Government Association and/or the Office of Student Activities.



## **SGA & STUDENT ACTIVITIES CLUBS & ORGANIZATIONS RULES & REGULATIONS**

### **1. SGA-Constituted Clubs and Organizations, Fraternities and Sororities:**

- A. Every club and organization must have a constitution on file with the SGA Rules Committee and copies must be filed with one of the officers of the club or organization and with the Office of Student Activities. (Copies may be obtained from the Chairperson of the Rules Committee or the Office of Student Activities.)
- B. Each September all clubs and organizations must complete a Rules Committee information form listing officers, advisor, and number of members, and should include phone numbers and e-mail addresses. This must be completed at the time designated by the Rules Committee Chairperson. This information must also be on file with the Office of Student Activities.
- C. All clubs and organizations must have an advisor approved by the Office of Student Activities.
- D. All clubs and organizations must have at least 10 members. Members and officers of all clubs and organizations must be in good standing and must have remitted all appropriate fees.
- E. All amendments of the club or organizations constitution must be in accordance with that club or organization's constitution. Such amendments must be reported in writing within one academic week to the Rules committee Chairperson for approval.
- F. Any member on the Executive Board will need a 2.0 GPA to maintain his/her position.

**Note: Rosters are used to compile alumni databases for your clubs/organizations**

### **2. New or Reactivated Clubs Organizations**

- A. New or reactivated clubs and organizations must adhere to the same rules and regulations for all SGA-constituted clubs and organizations.
- B. All new clubs and organizations must be recognized by the Rules Committee and the SGA, each by a majority vote.
- C. Any concerns regarding a club or organization's constitutionality should be directed in writing to the Chairperson of the Rules Committee.
- D. Failure to comply with any rules and regulations of the Rules Committee and the SGA may result in suspension of the club's or organization's constitution or budget.

## **CLUB RECOGNITION PROCEDURE**

The steps below outline what is needed in order to have your club/organization recognized and funded by the Student Government Association:

1. Pick up and complete a blank club constitution in the SGA Office, Room 207, and Student Center.
2. Identify 10 interested members of your club. Have names, Hofstra identification numbers, telephone numbers, and class year information available.
3. Identify a faculty or staff member who is interested in becoming your club adviser.
4. Contact the SGA Rules Chairperson at X36960, Room 207, Student Center
5. Sign up for an appearance at the next Rules Committee meeting. Sign up in Room 207 in the Student Center. Be sure to bring seven (7) copies of your proposed constitution.
6. Prepare for the Rules Committee meeting. You will be asked to explain the purpose of your club, its goals, and ability to enhance the scope of the existing recognized clubs. You will also have to verify your ten (10) interested members. The Rules Committee will check to ensure that your new club does not conflict with any existing ones.
7. Once your group is approved by Rules then you must attend the next Senate meeting for final approval.
8. After you are approved by the Senate, then your club/organization must register in the Office of Student Activities.

## **CLUB AND ORGANIZATION MEMBERSHIPS**

This page outlines what is considered an official member of a Student Government funded club or organization on campus.

1. You must be a registered full time undergraduate student who has paid the full time undergraduate student activities fee.
2. You need to maintain 2.0 GPA in order to stay an active member of an organization or to hold an executive board position.
3. If you are a graduate/law student interested in becoming a member of a club/organization you need to pay the full time undergraduate student activities fee. (Fees are subject to the undergraduate bulletin).
4. Graduate/Law students who pay the undergraduate fee cannot hold an executive board position.

## **CLUB AND ORGANIZATION POLICIES**

Every student organization and club that is recognized by the Student Government Association should follow the below steps in order to have a smooth transition.

5. Every semester a roster packet needs to be filled out and returned to the Office of Student Activities. This will serve as an alumni database.
6. Meet with the Office of Student Activities twice a month to review any policy change or to ask any questions, or to refresh yourself about policies. Feel free to bring other executive board members. Schedule of available times will be available in the Office of Student Activities.
7. The first Friday of the month the following documents needs to be handed into the Office of Student Activities: Monthly minutes, fund-raisers for the month, any community service projects, upcoming events, and event evaluations.
8. Attend club affairs meetings.
9. Attend any scheduled retreats that the Student Government Association coordinates.

## **CLUB AND ORGANIZATION FUNDING**

### **REQUEST FOR FUNDING FORM**

Each club and organization has the option to submit budget proposals to the appropriations committee for funding. If funding is approved below describes how to request your funds

1. The treasurer of each club or organization is required to prepare the attached form whenever they plan to access money from their club's accounts or whenever they plan to request money from the SGA Contingency fund.
2. After completing the top half of the form, the request must be submitted to the SGA Bookkeeper ten (10) days in advance of the scheduled event to verify what money is actually available to your accounts.
3. If you are requesting SGA Contingency money, please submit this form and your "Proposal for Contingency Money" by noon the Friday before the Appropriations Meeting. Also, you must sign up for an Appropriations Appointment outside the SGA Office, Room 207 Student Center.
4. If you are requesting money from one of your existing accounts, please submit this form one week in advance of the scheduled event with any check requisitions or purchase orders attached.

## **CLUB AND ORGANIZATION ATRIUM POSTER PROCEDURES**

Any club or organization that is interested in hanging your Atrium poster outside the Office of Student Activities should follow these guidelines:

1. All posters must be approved by the Office of Student Activities. (Posters are approved between 10am-11pm & 2pm-3pm everyday)
2. Request your spot in the Atrium Poster book located on the front desk of the Office of Student Activities.
3. All clubs and organization can request up to two consecutive weeks on the Atrium sign location.
4. Any club that requests more than two consecutive weeks will be crossed off the sheet.
5. Any poster that is hung and not approved or hung and not designated a spot will be taken down and the group will lose hanging privileges for the upcoming week.
6. It is the responsibility of your group to take down your poster once the time on the Atrium has expired. Failure to take down your poster will result in a \$25.00 fine and your poster will be disregarded.
7. When hanging your poster please do not hang your poster over another poster.
8. Poster paper can be purchased in the Office of Student Activities. One ream allows you three posters.

**NOTE: spots 9,10,11,13,14,15,16,18,19, and 20 the banners cannot exceed 4 feet. All other spots cannot exceed 6 feet.**

**NOTE: Spots 8,9,13, and 17, are designated to offices.**

## ADVISORS' POLICY

Every student organization must have an advisor who is a full-time member of the faculty or an administrative officer of the University. Unless otherwise designated by the organization's constitution, selection of an advisor is left to the group. An organization that attempts to operate without an advisor is subject to suspension by the Office of Student Activities.

The advisor is a representative of the University who works with the Office of Student Activities on matters pertaining to the group for which he/she is the advisor. The advisor is expected to help the group understand University policies and regulations and act as a consultant available for guidance on the group's programs and activities. A detailed statement on the role of the advisor and the relationship between the advisor and the group is available in the Office of Student Activities. Student organization officers and advisors are urged to become thoroughly familiar with its contents.

For quick reference, the major points of the statement are summarized below:

1. The University requires only one advisor per organization, but an organization may choose more than one, if desired. The names of all advisors must be listed in the Office of Student Activities and notification of new advisors should be listed within three (3) days of appointment.
2. A group that is eligible to receive funding from the University should consult with the advisor when its annual budget is prepared. Any further involvement or consultation on financial matters is a question for the group and the advisor to decide.
3. An advisor should offer advice, suggestions, information, or consultation, on any actions or projects of a group. However, unless contrary to the University's policy, decisions should be made by the group.
4. Should a group violate University policy, responsibility for the success or failure of a group's programs or projects rests with the group, not the advisor.
5. Advisors should attend meetings on a regular basis. This requires that:
  - a. The group consults with an advisor sufficiently in advance so the mutually convenient dates may be scheduled
  - b. The group gives the advisor adequate notice of the date and place of every meeting and also notifies the advisor when a meeting is canceled.
6. Organization minutes should be sent to the advisor following every meeting.
7. It is a courtesy to invite an advisor and guest free to all of the group's social events. It is expected that the advisor will reply to invitations expediently. It is mandatory that an advisor be present at all off-campus and Hofstra USA events and any event with alcohol.
8. An organization should choose its advisor for an academic year and may invite the advisor to serve again at the conclusion of the first year if that is the group's wish. If either party decided not to serve again, they must give notification to the Office of Student Activities.
9. An introductory meeting at which a new advisor may meet the officers and be informed about the group's objectives and activities is helpful.
10. Regarding trips and conferences, all advisors or a pre-approved designee must attend all overnight conferences.

Groups seeking an advisor are encouraged to consult the Office of Student Activities for suggestions of individuals who may be available for such service. Also, every organization must notify the Office of Student Activities as soon as an advisor has been selected so that records may be kept current and contact between the advisor and the Office of Student Activities may be maintained. A group may not function until an approved advisor is authorized. At no time can a Graduate Student serve as the club advisor.



## USE OF UNIVERSITY TELEPHONES

Each organization wishing to place calls through the University switchboard must submit to the Office of Student Activities a list of those members authorized to place business calls for the group. This list must include social security numbers.

### TO PLACE A CALL:

- A. Interoffice:
  - 1. Wait for a dial tone and dial 3 plus the four-digit number listed in the University directory.
  
- B. Off Campus, Local:
  - 1. Wait for dial tone
  - 2. Dial "9" for outside line
  - 3. Dial number directly.
  
- C. Off Campus, Long Distance:
  - 1. Dial "0" for operator.
  - 2. Give operator your name, social security number, and club name.
  - 3. Give operator the number to be called and the name of the person/company calling.
  - 4. Only business calls may be made.
  
- D. Abusive Phone Calls:
  - 1. The SGA Appropriations Committee shall review the phone bill for each club and organization. Calls deemed abusive, i.e., over 10 minutes in length or at a cost over \$3, will be investigated and, when appropriate, charged to the individuals who placed the call. In all other cases, the group president or chairperson may be held liable for the call.

SPORTS CLUBS POLICY  
**Hofstra University**

The role of Sports Clubs is an integral part of the Student Life at Hofstra University. In order to ensure the safety and well being of each team member, staff, and officials, policies have been developed which must be followed. Please review the following policies carefully. Before your team can be officially recognized by the University, the Department of Recreation requires a signature from your club president and advisor which will indicate you have read and agree to abide by the following sport club policies:

1. Policy governing coaches/officials (Independent Contractor Agreement)
2. Policy governing advisors
3. Statement on travel (see Jurisdiction and Allocations regarding Sports Clubs)

\_\_\_\_\_  
Advisors Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Club President Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
President's E-Mail Address

Date Club Packet Received: \_\_\_\_\_

## **COACHING POLICY/OFFICIALS (REFEREE) POLICY**

- All coaches for Hofstra University sport clubs must submit a contact sheet (see attached).
- All coaches must complete an Independent Contract Agreement (see attached).
- Coaches cannot be an undergraduate student or an advisor to the clubs. Full-time graduate students at Hofstra University may serve as coaches.
- Game Officials/Referees must sign a single engagement form prior to the start of each game/competition or they are not authorized to serve in this role or entitled to receive payment. The coach is responsible for obtaining these single engagement forms and submitting these forms to the Department of Recreation on behalf of games officials.
- Coaches are responsible for providing contact information to all advisors before traveling for any event held off campus. For overnight trips, a copy of the itinerary and contact information must be submitted to the Department of Recreation 48 hours in advance of the trip.

## **JURISDICTION AND ALLOCATIONS REGARDING SPORTS CLUBS**

- I. A sport activity group (such as Equestrian Club, Rugby Club, and Hockey Club etc.) falls under student government jurisdiction and the guidance of the Department of Recreation.
- II. Students involved in a sports club or team activity must submit to a physical examination each year. Each individual must have a health form filed at the Hofstra University Health and Wellness Center in order to participate in any designated activity. All students participating in Sports Clubs or team activities must sign the “Notice, Acknowledgement Release Agreement” (attached).
- III. Eligibility for funds and responsibility for supervision are determined by the type of the activity, whether a student organization or a University sport.

If the group is an organization under student jurisdiction, ultimate responsibility for supervision rests with the Department of Recreation and the organization operates under a constitution approved by the appropriate student government groups, as do other student organizations within the co-curricular area.

Allocations for such an organization are made from the annual Student Government Association budget by means of usual budgeting procedures. Additional funds may be collected through membership dues if agreed upon by all members. The program and activities of the organizations are planned by the student organization under the Department of Recreation.

- IV. Off-campus activities may be sponsored by an organization under student jurisdiction only after a plan has been approved by the Department of Recreation. Otherwise, neither the University name nor the name of the student organization involved may be used in any way. In addition, University facilities may not be employed to publicize the event or promote attendance. Any proposed exceptions require the approval of the Dean of Students.

The requirements set forth in paragraph IV also applies to off-campus events sponsored by non-Hofstra organizations in which a Hofstra sports group under student jurisdiction may wish to participate.

- V. Statement on Travel: student members of Sports Clubs may make arrangements for group transportation if their club’s budget permits and if they have followed all contractual procedures as per the Department of Recreation.

## **SPORTS CLUB**

### **ADVISORS' POLICY**

Every Sports Club must have an advisor who is a full-time member of the faculty or an administrative office of the University. Graduate students may not serve as an advisor. Unless otherwise designated by the organization's constitution; selection of an advisor is left to the group. An organization that attempts to operate without an advisor is subject to suspension by the Department of Recreation.

The advisor is a representative of the University who works with the Department of Recreation on matters pertaining to the group for which he/she is the advisor. The advisor is expected to help the group understand University policies and regulations and act as a consultant available for guidance on the group's programs and activities. A detailed statement in the role of the advisor and relationship between the advisors and the group is available in the Department of Recreation. Student organizations' officers and advisors are urged to become thoroughly familiar with its contents.

For quick reference, the major points of the statement are summarized below:

1. The University requires only one advisor per organization, but an organization may choose more than one, if desired. The names of all advisors must be submitted in writing to the Department of Recreation and notification of new advisors should be submitted in writing within three (3) days of the appointment.
2. A group that is eligible to receive funds from the University should consult with the advisor when its annual budget is prepared. Any further involvement or consultation on financial matters is a question for the group and the advisor to decide.
3. An advisor should offer advice, suggestions, information, or consultation on any actions or projects of a group. However, unless contrary to the University policy, decisions should be made by the group.
4. Should a group violate University policy, responsibility for the success or failure of a group's program or projects rests with the group, not the advisor.
5. Advisors should attend meetings on a regular basis. This requires that:
  - a. The group consults with an advisor sufficiently in advance so the mutually convenient dates may be scheduled.
  - b. The group gives the advisor adequate notice of the date and place of every meeting and also notifies the advisor when a meeting is canceled.
6. Organization minutes should be sent to the advisor following every meeting.

7. It is a courtesy to invite an advisor and a guest free to all of the group's social events. It is mandatory that an advisor be present at all off-campus and Hofstra USA events.
8. An organization should choose its advisor for an academic year and may invite the advisor to serve again at the conclusion of the first year if that is the group's wish. If the advisor chooses not to serve as an advisor for the following year or the club chooses to select a new advisor for the following year, they must give written notification to the Department of Recreation.
9. An introduction meeting at which a new advisor may meet the officers and be informed about the group's objectives and activities is helpful.
10. Regarding trips and conferences, all advisors or a pre-approved designee (coaches) must attend all overnight conferences.
11. Advisors must immediately notify the Department of Recreation (516-463-4037) and Public Safety (516-463-6789) of any emergency situation that arises.
12. Advisors are expected to ensure all members of the organization are full-time, registered students in good standing with the University. If someone is not a registered full-time student the advisor must notify the Department of Recreation.
13. For purposes of participation in competitions, student registration information is often required. The advisor is responsible for having each member complete a FERPA release form stating the University can release information such as: class year, registration status, GPA, etc. to the Department of Recreation one week prior to the competition.

Groups seeking an advisor are encouraged to consult the Office of Student Activities for suggestions of individuals who may be available for such service. Also, every organization must notify the Department of Recreation in writing as soon as an advisor has been selected so that records may be kept current and contact between the advisor and the Department of Recreation may be maintained. A group may not function until an approved advisor is authorized.

4. Policy governing coaches/officials ( Independent Contractor Agreement)
5. Policy governing advisors
6. Statement on travel (see Jurisdiction and Allocations regarding Sports Clubs)

\_\_\_\_\_  
Advisors Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Club President Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**Sample Coaches Contact Sheet**

Coaches Name (print): \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Home telephone: \_\_\_\_\_

Cell telephone: \_\_\_\_\_

Hofstra University 700# \_\_\_\_\_  
(if applicable)

Please attach a copy of your current CPR/AED certification. If you do not have this certification you must do so before you begin performing your coaching responsibilities.

\_\_\_\_\_ I am certified (see attached).

\_\_\_\_\_ I am not currently certified.

\_\_\_\_\_  
Coaches Signature

\_\_\_\_\_  
Date

## SAMPLE AGREEMENT

**Independent Contractor Agreement**, made this \_\_\_\_\_ day of \_\_\_\_\_, between Hofstra University, an independent non-profit educational institution chartered by the New York State Department of Education having its principal place of business at 1000 Fulton Avenue, Hempstead, New York, 11549, hereinafter referred to as (“HOFSTRA”) and \_\_\_\_\_ an individual residing at \_\_\_\_\_ hereinafter referred to as (“Instructor”) reflects the full scope of the parties understanding.

### A. Scope of Services

INSTRUCTOR will provide the following services as an independent contractor in connection with the University’s \_\_\_\_\_ Club.

1. Provide individual and group lessons to club members.
2. Attend club competitions at various locations both on and outside of Long Island, New York. For events hosted by HOFSTRA, INSTRUCTOR shall be responsible for the coordination of the facility and other such related matters.

### B. Contract Term

The contract term will commence upon the signing of this agreement and terminate on one year, unless renewed by the parties in writing.

### C. Consideration

In exchange for the INSTRUCTOR’S services, HOFSTRA agrees to pay INSTRUCTOR in accordance with the following terms:

1. Payment shall not exceed \$ \_\_\_\_\_, and may be further reduced by the availability of funds. Payment shall be made at the end of each semester.
2. INSTRUCTOR is not entitled to any benefits that HOFSTRA provides to its employees and INSTRUCTOR hereby waives the right to participate in any such program. For all intents and purposes, INSTRUCTOR shall be treated as an independent contractor and not an employee of HOFSTRA.
3. INSTRUCTOR acknowledges and agrees that INSTRUCTOR shall be responsible for filing all tax returns, tax declarations, and tax schedules and for payment of all taxes required, when due, with respect to any and all compensation earned by INSTRUCTOR under this Agreement. HOFSTRA will not withhold any employment taxes from compensation it pays INSTRUCTOR. HOFSTRA will report the amount it pays INSTRUCTOR on IRS Forms 1099 to the extent required to do so under applicable Internal Revenue Code provisions and state or local law.



D. **Termination**

If at any time during the terms of this Agreement, HOFSTRA determines in its sole discretion, that the services provided are not in accordance with the with the Scope of Services as defined under section (A) of this agreement, HOFSTRA reserves the right to terminate this Agreement immediately and to withhold all pending payments.

E. **Hold Harmless**

INSTRUCTOR shall, and at its own cost and expense, defend, indemnify and hold HOFSTRA, its trustees, directors, officers, employees, servants, representatives and agents harmless from and against any and all claims, expense (including attorneys' fees, witness fees and all court costs), damage, and liability (including statutory liability), resulting from injury and/or death of any person or damage to or loss of any property caused by any negligent or wrongful act, error or omission or breach of contract by INSTRUCTOR, its employees, agents or invitees or guests. The foregoing indemnity shall include injury or death of any employee, agent invitee or guest of INSTRUCTOR and shall not be limited in any way by an amount or type of damages, compensation or benefits payable under any applicable Workers Compensation, Disability Benefits or other similar employee benefits acts. INSTRUCTOR agrees to waive its right of subrogation against HOFSTRA, its trustees, directors, officers, employees, servants, representatives and agents applicable to any claims brought against the owner by INSTRUCTOR'S employees, agents, invitees or guests.

F. **Governing Laws**

This Agreement is governed and construed under the laws of the State of New York and the venue for any action, claim or dispute arising hereunder shall be in Nassau County, New York.

G. **Entire Agreement**

The parties agree that this is the entire understanding of the parties concerning the services provided by INSTRUCTOR to HOFSTRA. This Agreement merges all prior representations, agreements, proposals and collateral understandings between the parties.

H. **Conflict of Interest**

INSTRUCTOR represents that no trustee, officer or employee of HOFSTRA, or any other person affiliated with HOFSTRA and having involvement with this Agreement, (1) is affiliated in any way with INSTRUCTOR; or (2) received, was promised, or will receive anything of value in connection with this Agreement or the performance thereof.

**In Witness whereof**, the parties have caused this Agreement to be executed by an officer being thereunto duly authorized, all as of the day and year first above written and intending to be legally bound hereto.

**HOFSTRA UNIVERSITY**

**INSTRUCTOR**

By: Catherine Hennessy  
Vice President for Financial Affairs  
and Treasurer

By: \_\_\_\_\_  
Title

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

**SAMPLE SPORTS CONTRACT**

NAME OF CLUB SPORT/GROUP: \_\_\_\_\_

**NOTICE TO ALL PARTICIPANTS**

Please be advised that you are participating in the above Club Sport/Group **at your own risk**. You are solely responsible for any and all expenses related to injuries and/or loss or damage of personal property incurred in connection with your participation and any travel associated with such participation. Further, you agree to hold Hofstra University, its trustees, directors, officers, employees, servants, representatives and agents harmless from and against any and all claims, losses, damages, expenses (including attorneys' fees, and all court and litigation costs) and liability (including statutory liability), resulting from injury and/or death of any person or damage to or loss of any property arising out of your participation.

**ACKNOWLEDGMENT AND RELEASE**

By signing this document I acknowledge that I am participating individually and at my own will.

I agree, beginning as of the date of execution of this Release, that photographs, whether still or action, videos, film and/or motion pictures (hereinafter "Pictures") and/or audio recordings ("Recordings") may be taken of me, individually or with others, by or on behalf of Hofstra University in connection with this club sport/group, and agree that all rights therein shall irrevocably, exclusively, unconditionally and perpetually belong to Hofstra University and that such rights are freely assignable by Hofstra University.

I further agree that, without any compensation or notification to or approval by me, the Pictures or Recordings may be used, reproduced or otherwise disseminated or published by or on behalf of Hofstra University directly or indirectly for any purpose, including but not limited to advertising and/or promotional purposes, in any manner, and at any time that Hofstra University desires.

For good and valuable consideration, receipt of which is hereby acknowledged, I hereby agree to release and discharge Hofstra University, its officers, representatives, employees, agents, licensees, successors and assigns from any and all claims, demands or causes of action that I may now have or may hereafter have for libel, defamation, invasion of privacy or right of publicity, infringement of copyright or violation of any other right arising out of or relating to any utilization of the Pictures or Recordings.

I hereby warrant that I am eighteen (18) years of age or older and competent to contract in my own name in so far as the above is concerned or that if I am under eighteen (18) years of age, my parent or legal guardian has reviewed and signed this Notice, Acknowledgment and Release.

I have read the foregoing before affixing my signature below, and warrant that I agree with and fully understand the contents thereof.

\_\_\_\_\_

Date Name

\_\_\_\_\_

\_\_\_\_\_

Address

\_\_\_\_\_

Witness Name

\_\_\_\_\_

\_\_\_\_\_

Address

I am the parent or legal guardian of the above Student and have read the foregoing Notice, Acknowledgment and Release and agree, for myself and for the Student, to be bound by its terms.

\_\_\_\_\_

Date Signature (Parent/Guardian)

\_\_\_\_\_

Print Name (Parent/Guardian)

\_\_\_\_\_

Address

\_\_\_\_\_

Witness Name

\_\_\_\_\_

## **Fraternities and Sororities**

### **FRATERNITY/SORORITY RECOGNITION POLICY**

#### **Interfraternity Council**

1. Any fraternity or group of men desiring to become, or affiliate with, a national or local fraternity, must abide by the establishment of the Fraternities Policy. They must make a formal presentation to the IFC Executive Board indicating their intentions and values, and may be put on as a probationary group.
2. The Executive Board will then return to the IFC Representatives and have an open discussion regarding the information brought forth.
3. The final decision will be with the Executive Board.
4. The IFC Executive Board shall act in an advisory capacity for probationary groups.

#### **Panhellenic Council**

1. Any sorority or group of women desiring to become, or affiliate with, a national or local sorority, must make a formal presentation to the Panhellenic Executive Board indicating their intentions and values, and may be put on campus as a probationary group.
2. The Executive Board will then return to the Panhellenic Council Representatives and have an open discussion regarding the information brought forth.
3. The final decision will be with the Executive Board.
4. The Panhellenic Council Executive Board shall act in an advisory capacity for probationary groups.

#### **African Latino Fraternal Sororal Alliance**

1. The group desiring to become, or affiliate with, a national or local fraternity or sorority, must make a formal presentation to the ALFSA Executive Board indicating their intentions and values, and may be put on campus as a probationary group.
2. The Executive Board will then return to the ALFSA Representatives and have an open discussion regarding the information brought forth.
3. The final decision will be with the Executive Board.
4. The ALFSA Executive Board shall act in an advisory capacity for probationary groups.

\*\*\* PLEASE SEE THE IFC, PANHELLENIC AND ALFSA CONSTITUTIONS FOR MORE DETAILED INFORMATION \*\*\*

**SAMPLE FRATERNITY/SORORITY NEW MEMBERSHIP PACKET  
FALL 2006**

Name of Fraternity/Sorority Membership Educator	Semester Yr.	President	
Cell Numbers		Phone and Cell Numbers	Phone and
or Address		Bldg/Rm. or Address	Bldg/Rm.

--	--	--	--

**\*\*\* This packet must be filed with the Office of Student Activities  
24 hours prior to commencing new membership activities!**

You will find the following documents enclosed:

Page	2	New Member Information Sheet
	3	New Member Roster
	4	New Member Medical Form
	5	New Membership Activities
	6-7	Fraternity/Sorority Statement (Signatures of all active members are required)
	8	New Member Statement (Signatures of all new members are required)
	9-11	Verification Forms
	12-14	University Guidelines for New Membership Activities
	15-19	Rules and Regulations of Hofstra University and New York State Law regarding Hazing

**Revised September 2006**

**SAMPLE NEW MEMBERSHIP INFORMATION SHEET**

Name of Organization: \_\_\_\_\_  
Filing Date: \_\_\_\_\_  
Current Number of Members: \_\_\_\_\_

MEMBERSHIP DATES:  
START \_\_\_\_\_ END \_\_\_\_\_

**TIME PERIOD: MUST NOT EXCEED SIX (6) WEEKS. ALL MEMBERSHIP ACTIVITIES MUST BE COMPLETED BY THE DATE POSTED BY STUDENT ACTIVITIES.....**

CONTACTS:

President:	Membership Educator:
Address:	Address:
Phone#	Phone#

Faculty Advisor:	National Advisor:
Phone#	Phone#

SEMESTER RUSH/INTAKE INFORMATION

Number of Rushees: \_\_\_\_\_  
Number of bids given: \_\_\_\_\_  
Number of bids accepted: \_\_\_\_\_

1st Rush _____	3rd Rush _____
2nd Rush _____	4th Rush _____

**SAMPLE NEW MEMBERSHIP ROSTER**

(Please attach additional sheets if necessary)

FULL NAME	HOME ADDRESS PHONE & CELL #s	CAMPUS ADDR PHONE & CELL #s	HOFSTRA ID # & CLASS STANDING	E-MAIL ADDRESS



**SAMPLE NEW MEMBERSHIP MEDICAL DISCLOSURE FORM**

NAME \_\_\_\_\_

ORGANIZATION \_\_\_\_\_

SCHOOL ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

I, \_\_\_\_\_ HUID# 700 \_\_\_\_\_ confirm that I am in sound mental and physical health and am able to pursue membership into \_\_\_\_\_ fraternity/sorority during the \_\_\_\_\_ semester of 20\_\_\_. I am aware that it is my choice to disclose any health condition that would impede on my progress as an inductee to either of the following:

Assistant Director of Student Activities (516) 463-3772  
University Health Center, Liberty Republic Hall (516) 463-6745  
Monday-Friday, 9 a.m.-8 p.m. and Saturday 10 a.m.-4 p.m.  
Chapter President  
New Member Educator

I also understand that this information will not be held against me as a condition of membership by the organization named above. I also verify that all medical records required by the University are current and on file with the Health Center. Finally, I understand that this form will be filed with the University Health Center.

Physician's Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone # \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Name: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

Address: \_\_\_\_\_

Phone#: \_\_\_\_\_

\_\_\_\_\_  
New Member Signature

\_\_\_\_\_  
Date

Cc: Health and Wellness Center  
Hofstra University

**SAMPLE NEW MEMBERSHIP ACTIVITIES**

This form must be submitted and discussed with representatives of the Office of Student Activities at least 24 hours prior to start of new membership activities. Please list all new membership activities including dates, activities, (must be specifically described) and approximate time, (i.e. AM / PM), and specific locations. **All events must occur on campus** with rooms scheduled through the Office of Events Management. The list of events must be comprehensive. New membership activities may be modified but the Office of Student Activities must be notified 24 hours prior to change in activity. Any deviation or change in this list will be viewed as a violation of the guidelines listed in this packet. All activities must be approved by your campus faculty advisor and/or National office. No organization’s alumni may participate in new member activities without the organization notifying the Office of Student Activities in advance of that activity. If alumni appear unexpectedly at a new member event, Dennis Camacho must be notified immediately.

In case of an emergency the following phone numbers are accessible 24 hours a day/7 days a week:

- |                |                                    |                                  |
|----------------|------------------------------------|----------------------------------|
| Dennis Camacho | Office: 9a.m.-5p.m.                | (516) 463-3772                   |
| Anita Ellis    | Office: 9a.m.-5p.m.<br>Cell Phone: | (516) 463-6912<br>(516) 946-2988 |
| Public Safety  | HIC:                               | (516) 463-6789                   |

In addition, indicate what is specifically required of new members on a daily basis. (i.e. dress, greetings)

DATE	ACTIVITY	TIME	LOCATION
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(Attach additional sheets if necessary)

Approved?            Yes                                    No            Other: \_\_\_\_\_

Signature: \_\_\_\_\_

**SAMPLE FRATERNITY/SORORITY STATEMENT**

Fraternity/Sorority Name: \_\_\_\_\_

President: \_\_\_\_\_

Membership Educator: \_\_\_\_\_

We have read and understand the fraternity/sorority new membership rules and regulations of Hofstra University and New York State Laws regarding hazing. Furthermore, we attest and affirm that under no conditions will we deviate in any way from the activities prescribed in this membership packet. To the contrary, violations will result in judicial action against the group and/or individual students within the group.

Print Name	Signature	Date
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____

Print Name

Signature

Date

13. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

14. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

15. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

16. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

17. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

18. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

19. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

20. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

21. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

22. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

23. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

24. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

25. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

26. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

27. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

28. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

29. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

30. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SAMPLE NEW MEMBERSHIP STATEMENT**

Fraternity/Sorority Name: \_\_\_\_\_

President: \_\_\_\_\_

Membership Educator: \_\_\_\_\_

We have read and understand the fraternity/sorority new membership rules and regulations of Hofstra University and New York State Laws regarding hazing. Furthermore, we attest and affirm that under no conditions will we deviate in any way from the activities prescribed in this membership packet. We also affirm that we will not allow anyone to violate or abuse our rights as individuals or as a group. Should any violation occur, we agree to contact Public Safety, the Office of Student Activities and/or the Dean of Students Office.

Print Name	Signature	Date
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____

**SAMPLE CHAPTER VERIFICATION FORM**

The new member activity program has been outlined and discussed with the Office of Student Activities at least 24 hours prior to the start of new member activities. I have met with representatives of the Office of Student Activities. Furthermore, I have read and shared all membership packet information with ALL members of my organization as well as the individuals selected as new members. My organization agrees to comply with all hazing guidelines, University regulations, and New York State Law. We understand that Hofstra University does not support any activity on campus, at any point during the rush, bid distribution or induction period that violates any guidelines in the new membership packet and/or the University Judicial Code. We also understand that our national headquarters and campus advisor must submit a signed verification form. Lastly, we also understand that if our national chapter status changes from this point forward, we must submit a formal written notice to the office of student activities at Hofstra University.

As President, Vice-President, and Membership Educator of \_\_\_\_\_ Organization, we accept any and all responsibility for our Chapter’s activities.

**PRESIDENT**

**VICE PRESIDENT**

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Signature/Date

\_\_\_\_\_  
Signature/Date

**MEMBERSHIP EDUCATOR**

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Signature/Date

**SAMPLE NATIONAL VERIFICATION FORM**

(Must be photocopied onto National letterhead and filled out completely)

The new member activity program has been outlined and discussed with the Office of Student Activities at least 24 hours prior to the start of new member activities. I have discussed the program with representatives of our chapter. Furthermore, I have read and shared all membership packet information with respective headquarter staff members of my organization. My organization agrees to comply with all hazing guidelines, University regulations, and New York state law. I understand that Hofstra University does not support any activity at any point during the recruitment process, bid distribution or induction period that violates any guidelines in the new membership packet and the University Judicial Code. I understand that the Chapter’s leadership and campus advisor must submit a signed verification form as well. Lastly, I also understand that if the chapter’s national status changes from this point forward, we must submit a formal written notice to the office of student activities at Hofstra University. As the designated national representative I have reviewed, am knowledgeable of and approve, as complying with the organization’s rules against hazing and the University’s hazing guidelines and regulations and New York State Law, all of the planned new membership activities.

**NATIONAL REPRESENTATIVE**

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Signature/Date

## **SAMPLE CAMPUS ADVISOR VERIFICATION FORM**

The new member activity program has been outlined and discussed with the Office of Student Activities at least 24 hours prior to the start of new member activities. I have met with representatives of the chapter. The organization agrees to comply with all hazing guidelines, University regulations, and New York state law. It is understood that Hofstra University does not support any activity, on campus, at any point during the rush, bid distribution or induction period that violates any guidelines in the new membership packet and the University Judicial Code. It is also understood that the Chapter's leadership and national headquarters must also submit a signed verification form. As the campus advisor, I have reviewed, am knowledgeable of and have approved all new membership activities.

### **CAMPUS ADVISOR**

---

Name (print)

---

Signature/Date



## **GUIDELINES FOR NEW MEMBERSHIP ACTIVITIES**

The following are guidelines that govern new membership programs at Hofstra University. There are minor and major guidelines. All new membership programs must be approved by the Office of Student Activities and by the National Office including approval of items to be worn and carried. The Office of Student Activities will verify the program with the National Office. A letter must be received on National Office letterhead approving all activity before new membership activities begin. Hofstra University policy supersedes national/local policy. However, the Office of Student Activities will consult with the National Office to make a decision about a membership intake program. For local groups the Office of Student Activities and the group's alumni representative will authorize the new member program. The Office of Student Activities reserves the right to approve, disapprove, or modify any of the new member policy guidelines and new member activities, at any time. The membership packet is due at least 24 hours prior to commencing activity. Failure to file this packet with the Office of Student Activities will result in immediate suspension of activities and a failure to comply citation will be issued. Any violations of this membership packet will result in a minimum sanction of \$200 fine to a maximum of revocation of the organization's charter. Letters will be sent to the national organization (where applicable) notifying them of the violation. Individual members of the group may also be charged independently and may be suspended from school if such action is warranted. Repeat violations of this packet can be referred for judicial action with the Office of the Dean of Students. Additional sanctions may also apply.

### **Minor guidelines**

1. New membership program **MUST** contain 15 hours of study time per week. (Studying may take place in any quiet area.)
2. New membership activities may not occur after 11 p.m. when classes are in session. During the week new member activities may only occur between the hours of 9 a.m.–11 p.m. and on Friday/Saturday intake may only occur between 10 a.m.-Midnight.
3. Free time not including library hours must be allowed daily from 5p.m.-8 p.m. or at least three hours per day if the new member has class.
4. Members of any fraternity or sorority may not be involved with new members from other colleges without written permission by their national office.
5. Hofstra students may not be involved with any new member process on other college campuses.
6. No new member activities are permitted in the residence halls.
7. New members involved in athletic teams, spirit support groups (Cheerleaders, Pep Band, Dance Team), clubs and/or organizations will be allotted free time for meetings, games and practices (excluding initiation ceremonies).
8. New member events may not conflict with IFSC, ALFSA, IFC or PANHEL new member activities.
9. Reverse new membership activities with organization members will not be permitted.
10. Absolutely no musters. (i.e., singing competitively outside of the Rathskellar)
11. Any requests or concerns must be put in writing and turned in to the Office of Student Activities for review.

### **Major guidelines**

12. This packet must be completed in its entirety 24 hours prior to starting new member activities.
13. Hazing, as defined both by New York state law and by Hofstra University policy, is strictly PROHIBITED. (See attached documents concerning the definition, liability and results of participating in hazing activities.)
14. New member activities, either mandatory or voluntary, which violate federal, state, or local laws and/or University policies, will be considered hazing. (i.e., sleep deprivation, consumption of items that are detrimental to a person's health, etc.)
15. All members of the organization and all new members must read the contents of this packet.
16. All members of the organization must attend and participate in all educational programs sponsored by the Office of Student Activities.
17. All new member activities and initiation must be completed by the deadline set by the Office of Student Activities. No holdovers will be permitted.
18. When members are initiated, a formal notice must be sent to the appropriate council(s) with the initiated member's names and the date the initiation took place. All rosters of new members must also be submitted to the Office of Student Activities within two days following the initiation.
19. No new member shall be under the influence of alcohol or drugs at any time during the new member period.
20. No member of the organization shall be under the influence of alcohol or drugs at any time during the new member program.
21. New members from other campuses are not permitted on Hofstra's campus without prior approval of the Office of Student Activities.
22. Students from other campuses may not intake Hofstra students on the campus of Hofstra University.
23. Fraternities or sororities from other colleges and universities may not conduct any new member activities of their new members on the campus of Hofstra University.
24. All new members must be in good academic standing, have an overall GPA of at least 2.0 and a registered full-time undergraduate student as defined by University policy. This will be verified by the University.
25. Individuals who are not listed as new members in the membership packet may not participate. Individuals who are on academic probation may not participate in new member programs. Members must maintain a minimum grade point average of 2.0. New College students must also meet their requirements for good academic standing. If participation occurs, the organization will be required to pay a sum of \$500 for each illegal new member on academic probation and/or additional sanctioning.
26. Honorary members must be approved by the Office of Student Activities. Approvals will be granted in extenuating circumstances only.
27. No line-ups, walking in line or cutting corners will be permitted on or off campus.
28. Pre- and post- new member activity and underground activity will not be permitted.
29. You may not tell a new member they have been initiated and subsequently inform them otherwise. (i.e. kangaroo courts)

30. No new member activities will be permitted during religious or school holidays, breaks, recesses or vacations unless approved by the Office of the Student Activities.
31. Any change or modification of initial new member activities must be submitted and approved by the Office of Student Activities 24 hours prior to the event.
32. Any type of branding or permanent tattooing as a condition of new membership is prohibited.
33. National headquarters must approve all new member attire and items to be carried in a written letter on national stationery to the Office of Student Activities. Local organizations will receive approval directly from the Office of Student Activities.
34. The new member period shall not exceed six weeks of formal or informal pledging, unless the Office of Student Activities has granted permission. Permission is only given under extenuating circumstances.
35. First semester freshmen are not permitted to become new members.
36. New members are not permitted to have their haircut as a condition of new membership.
37. During the Fall and Spring Semesters the Rathskellar is open from 10 a.m. until 2 p.m. The following guidelines apply for the Rathskellar :
  - Fraternities and sororities with approval from their national headquarters are allowed to sing, greet, and decorate
  - Decorating can only take place Wednesdays during Common Hour (from 11:15 a.m.-12:40 p.m.)
  - Singing is only being permitted in the Rathskellar Monday-Friday, 10 a.m.-11 a.m. and 1 p.m.-2 p.m.
  - Greetings can occur Monday-Friday, between 9a.m.-11a.m and 1p.m.-2p.m. only in the Rathskellar.
  - During any of the activities mentioned above there must be two members present assisting/participating with the new members.
  - No members will be allowed to harass, chase, or run after brothers/sisters of a given organization.
38. Dress code must be discussed in detail with the Office of Student Activities. Only fraternities and sororities with approval from their national headquarters will be permitted to have a dress code.
39. No new member books, bags or other items are allowed on the south side of campus. All items to be worn or carried must be approved by the OSA, Nationals or Alumni rep for Locals.
40. No new membership intake/pledging activity is permitted on the south side of campus.
41. Groups that are not recognized by the Office of Student Activities and their National Headquarters are not permitted to recruit/intake students from Hofstra University. Non-recognized groups that conduct underground formal/informal activity of any Hofstra student(s) will not be permitted to petition for recognition for a minimum of four years. Recognized groups that assist underground groups will jeopardize their charter.

## **RULES AND REGULATIONS OF HOFSTRA UNIVERSITY AND**

### **NEW YORK STATE LAW REGARDING HAZING**

#### **INTRODUCTION**

During the fraternity/sorority induction period, it is important to remember that hazing is prohibited by both New York state law and by University policy. It is important also that each fraternity/sorority review its own new membership program to eliminate any and all practices that constitute hazing. In this membership packet you will find both the New York state definition of hazing and the University's definition of hazing. Every member of your organization and every new member/initiate class **MUST** read these regulations and abide by them.

#### **DEFINITIONS**

#### **LIABILITY**

During the new member process, the group is responsible for the actions of its new member class. In the true meaning of brotherhood/sisterhood, your organization will bear all of the weight of any judicial or administrative mandate resulting from the actions of your new member class. All actions during the induction period are subject to review by the Office of Student Activities. Any group found responsible is subject to suspension of charter. Also, each member of the organization may be charged individually by the University, which could result in suspension of the officers of the group. In addition, civil (tort) proceedings and criminal proceedings may be filed against the group and each member of the group in a hazing case.

If you feel that an event, task or any other mandatory or voluntary action performed by new members may constitute hazing, request clarification from the Office of Student Activities. You will be told in a straightforward fashion if the action involved is hazing, and alternatives to this action can be discussed in confidence. Feel free to consult your national office (if applicable) concerning possible hazing violations. They will welcome your call and try to work with you in making your chapter a model for your brotherhood/sisterhood. Always consult your group advisor. He/she will know the policies and can help you. New membership activities are a time when new members learn about the group, its ideals and goals, and themselves. Ritual, not hazing, should be the binding force within your fraternity/sorority.

## **RULES/LAWS/REGULATIONS**

The State of New York has enacted a law which requires the University to file with the Board of Regents and the Commissioner of Education its rules and regulations relating to the subject of hazing.

NOW BE IT HEREBY RESOLVED that the following Rules and Regulations regarding Hazing are hereby adopted by the University and that the same be filed with the Regents and the Commissioner of Education and be disseminated by the University community.

Hofstra University recognizes that membership in a fraternity/sorority or other campus organization (hereinafter collectively referred to as an organization) can be a meaningful experience in conjunction with other aspects of the educational process. Unfortunately, however, membership or new membership in an organization is sometimes accompanied by a wrongful activity commonly known as hazing.

Hazing is both a violation of the Penal Law and other laws of the State of New York as well as the general regulations of the University. Accordingly, the University hereby reaffirms its policy that it will not condone hazing of any kind. Any student, faculty member, staff member, visitor, licensee, or invitee who engages in hazing may be ejected from the campus, and where appropriate, shall be subject to suspension, expulsion or other disciplinary action. Similarly, the University may take either or both of the following actions against any organization which authorizes hazing or those members (whether individually or in concert) engage in hazing: rescind permission for the organization or prohibit the organization from using the University's name in any manner.

### **DEFINITION**

Hazing has been defined as generally including, among other things:

- a. any action or situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization.
- b. any other act or series of acts which cause or are likely to cause mental or physical harm or danger.
- c. Mistreatment by playing stunts or practicing abusive, humiliating or abusive tricks that subject an individual to personal indignity, humiliation or ridicule.
- d. Harassment by enacting unnecessary, disagreeable or difficult work by banter, ridicule or criticism. Some examples of such activities include:
  - § abnormal or unusual dress holding the wearer to ridicule, e.g. extraordinary headgear, costumes, underwear, body painting.
  - § performing unusual or abnormal acts e.g., dancing on tables, standing at attention, standing on window sills, etc.
  - § excessive or unusual physical exercise, e.g., crawling, duckwalk, pushups, situps, skipping, hopping, squatting, etc.
  - § verbal harassment or abuse, e.g. yelling, making demeaning remarks, etc.

**Violations of any of the foregoing prohibitions shall be dealt with by the University as follows:**

1. In the case of any individual or group that is not a member of the University community: the authorization for such individual or group to remain on University property will immediately be revoked and if the individual or group thereafter refuses to leave the University property, necessary and appropriate action to prevent any such individual or group that engages in hazing from re-entering the University property.

2. In the case of a student: the student shall be requested to cease and desist from such prohibited conduct, and if she/he fails to do so, necessary and appropriate action will be taken to restrain and remove such student from University property. In addition, disciplinary proceedings shall be commenced, pursuant to Student and or an Organization's Rights and Responsibilities in Disciplinary Matters against student who engages in hazing. In accordance with those proceedings, the penalties of suspension, expulsion, or other disciplinary action may be imposed.

3. In the case of an organization: the organization shall be requested to cease and desist from such prohibited conduct, and if the organization fails to do so, necessary and appropriate action will be taken to eject such organizations from University property. In addition, charges shall be instituted, pursuant to Hofstra University's Fraternity/Sorority Judicial Policy. A hearing shall take place and to the extent applicable the foregoing procedures shall be followed. In addition to the penalties set forth in those procedures, the penalties of temporary or permanent rescission of use of the University's name in any manner by such organization may be imposed.

4. Whenever, in the opinion of the Office of Student Activities or designee, the conduct of an individual or organization poses an imminent threat to the physical or emotional safety of himself/herself or others or to property, the Office of Student Activities or designee may immediately suspend such individual or organization from the campus pending any appropriate hearing and final determination therein.

5. In addition to the foregoing, the University reaffirms the right to utilize and seek the aid of public authorities and such judicial, civil, and criminal process and proceedings as may, at the direction of the University be necessary and appropriate. Any penalty pursuant to the Penal Law or any other law to which a violator or organization may be subject.

6. The foregoing rules and regulations shall be deemed to be part of the by-laws of all organizations operating on the University's campus. Every organization shall annually review its by-laws with all individuals affiliated with such an organization.

## **LIABILITY RESULTING FROM HAZING ACTIVITIES**

The cases of student hazing deaths and the state statues on hazing point to the importance of educating staff and students regarding their legal responsibilities. The kinds and types of liability which might arise out of hazing are both civil and criminal and lend themselves to the kind of prosecution that criminal and civil (tort) cases involving students often follow.

The general principles of criminal and civil (tort) liability will not be discussed here. However, the doctrine of respondent superior deserves some attention.

It is the usual case that college fraternities and sororities are not incorporated. Hence, each member of the organization may be personally liable under the respondent superior doctrine for the contracts and the torts of any other organization member. Thus, when members of a new member class steal lumber for building a homecoming float, the officers of that chapter may be held civilly liable for the monetary damages suffered by the merchant. Conversely, when members of the organization murder a new member by protracted exercise, or by beating, or by inducing alcohol overdose, all members of that chapter may be found civilly liable for the wrongful death of the new member.

In the summer of 1980 the New York legislature passed a bill in an attempt to control hazing on college campuses. The purpose of the law was to provide the basis for colleges and universities to take disciplinary action against campus organizations and to heighten the awareness of the seriousness of hazing practices. Provisions of the law are required to be incorporated into the disciplinary policies of all colleges and universities throughout the state.

The legislation passed at the time amended the section of the Education law pertaining to the maintenance of public order and required adoption of rules and regulations to achieve that end. It was applicable to students, faculty, staff, visitors, licensees, and all organizations.

Two (2) types of sanctions were specified under the new law. Individual violators were subject to institutional discipline including the possibility of suspension or expulsion. In the case of organizations, permission to operate on campus could be rescinded. In either case, amending the Education Law limited jurisdiction to campus owned property. Thus, there was the question regarding what authority the institution could exercise off campus. In 1988 the legislature amended the Penal Law and created two separate classifications of hazing, giving authorities the right to prosecute offenders in a criminal setting. The hazing law reads as follows:

### **120.16 HAZING**

A person is guilty of hazing in the first degree when, in the course of another person's initiation into or affiliation with any organization, he/she intentionally or recklessly engages in conduct which creates a substantial risk of physical injury to such other person or a third person and thereby causes such injury. Hazing in the first degree is a Class A Misdemeanor.

120.17 A person is guilty of hazing in the second degree when, in the course of another person's initiation or affiliation with any organization, he/she intentionally or recklessly engages in conduct which creates a substantial risk of physical injury to such other person or a third person. Hazing in the second degree is a violation.

The New York legislature repeated the section of the code which included verbal harassment as a form of hazing, punishable as a misdemeanor. It should be noted, however, that based on New York case law, a person might still face civil liability for

harassing another person for a hazing ritual. Civil liability can result in the awarding of monetary damages.

This legislative change substantially strengthens anti-hazing laws for two (2) reasons. First, including it in the Penal Law makes hazing punishable in the civil courts as well as on campus, thereby extending jurisdiction. It also presents more of a threat to individual violators. In addition, off-campus law enforcement agencies are generally more capable of conducting a thorough and successful investigation.

Second, a class A misdemeanor is punishable in New York State by up to one (1) year in jail and/or a \$1,000 fine. This should serve as a deterrent to those who might be tempted to engage in hazing activities. There is little question that the new law has significantly strengthened the hand of the State in dealing with hazing. Hopefully, this strength will serve as an obstacle to further acts of senseless endangerment and ridicule on campuses throughout the State.

Updates taken from stophazing.org on 8/23/06

THE PEOPLE OF THE STATE OF NEW YORK, REPRESENTED IN SENATE AND  
ASSEMBLY, DO ENACT AS FOLLOWS:

Section 1. Section 120.16 of the penal law, as amended by chapter 86 of the laws of 1988, is amended to read as follows: S 120.16 Hazing in the first degree. A person is guilty of hazing in the first degree when, in the course of another person's initiation into or affiliation with any organization, he OR SHE intentionally or recklessly engages in conduct which creates a substantial risk of SERIOUS physical injury OR DEATH to such other person or a third person and thereby causes such SERIOUS injury OR DEATH TO SUCH PERSON OR TO A THIRD PERSON. Hazing in the first degree is a class {A misdemeanor} D FELONY. S2. Section 120.17 of the penal law, as added by chapter 86 of the laws of 1988, is amended to read as follows: S 120.17 Hazing in the second degree. A person is guilty of hazing in the second degree when, in the course of another person's initiation or affiliation with any organization, he OR SHE intentionally or recklessly engages in conduct which creates a substantial risk of physical injury to such other person or a third 18 person AND THEREBY CAUSES SUCH INJURY. Hazing in the second degree is a {violation} CLASS E FELONY. S3. The penal law is amended by adding a new section 120.18 to read as follows: S 120.18 HAZING IN THE THIRD DEGREE. EXPLANATION--Matter in ITALICS (underscored) is new; matter in brackets { } is old law to be omitted. LBD04463-01-5 S. 719 A PERSON IS GUILTY OF HAZING IN THE THIRD DEGREE WHEN, IN THE COURSE OF ANOTHER PERSON'S INITIATION OR AFFILIATION WITH ANY ORGANIZATION, HE OR SHE INTENTIONALLY OR RECKLESSLY ENGAGES IN CONDUCT WHICH CREATES A SUBSTANTIAL RISK OF PHYSICAL INJURY TO SUCH OTHER PERSON OR A THIRD PERSON. HAZING IN THE THIRD DEGREE IS A CLASS A MISDEMEANOR. S4. This act shall take effect on the first of November next succeeding the date on which it shall have become a law. SO DOC S 719



## **FINANCING UNIVERSITY AND STUDENT EVENTS**

### **HOW TO PAY FOR AN EVENT**

#### **Policies and Procedures for Accessing Student Government Association Funds.**

At the beginning of each academic year, the Student Government Association allocates money from the SGA budget for clubs to use for the year.

In order to access the Student Government Association's funds in your budget, students must come to the Student Activities Office, 260 Student Center, and meet with Pamela Orefice. It is recommended that each Club President and Treasurer make an appointment with Pamela Orefice (463-6924) to go over the various forms needed to access money. Every request for money must begin with the Hofstra University Student Government Association Funding Requisition Form (FRF). This form must be signed by the SGA Comptroller, SGA Financial Advisor and Director of Student Activities and the SGA Bookkeeper.

According to SGA Policy, simple paperwork must be to Pamela Orefice 10 business days before you actually want the Purchase Order, Check Request, Short Order form or food request from Lackmann Food Services.

#### **Ways to Access Your Budget**

**Purchase Requests** are used to make purchases over \$300.00. PO's can be used to order t-shirts, plaques, trophies, office supplies, supplies germane to your club (i.e. hockey pants, rugby shirts, sporting equipment) rental of cars, busses and vans. Any purchase request over \$2,500.00 must be accompanied by three bids. Any request that requires a design on shirts, posters, etc. must be pre-approved by the Director of Student Activities.

**Check Requests** are used to pay performers, speakers, cash advances, registration fees, etc. Attached to all requisitions must be invoices, registration forms or contracts. Any check requests to pay for food, NY State hotels or taxable items, must request a tax exempt form be attached to the check. Additionally, a list of all those students attending either a dinner meeting or conference must be attached. The sheet must have the student's 700 number along with their signature. If this is not done, the university will not process the paperwork.

**Short Order Forms** replace a check requisition for items under \$300.00. Invoices, registration forms must also be attached.

**Budget Transfers** are used to pay for services between SGA and other on campus departments as well as between SGA clubs and organizations.

**Lackmann Food Service** is located in Room 128 Student Center next to the Plaza Rooms. When ordering food for any event, club meetings, concerts, e-board meetings, you must first go to the Lackmann Office and fill out a Catering Event Sheet. Lackmann will list your food order and the price and print out an invoice. Bring the invoice to Pamela Orefice, 260 Student Center, fill out and SGA FRF. Lackmann will email me the request

and I will give the approval by return email. Your invoice will be paid the day after you have received the food for your event. **ALL FOOD ORDERS MUST BE PLACED A MINIMUM OF 5 BUSINESS DAYS BEFORE YOUR EVENT.** Please be sure to advise Lackmann Food Services and Student Activities Office (Pamela Orefice) if you have to cancel your order. If you do not cancel your order, you will be charged.

### **Travel and Advance Request**

**Travel Advance** ~ this is money for transportation costs, such as air fare, transportation to/from airport, hotel and food expenses. Please include with your advance form any check requests with proper documentation (hotel invoice, reimbursement for airfare or cash advance). Upon return from your trip, your Travel Expense Report, receipts and any money left must be turned into Pamela Orefice. The travel expense report must be filled out completely and receipts must be taped on an 8 ½ x 11 sheet of paper along with a running tabulation (adding machine tape) of all expenses.

If you are requesting a reimbursement for a hotel stay, you must submit, along with your completely filled out check request, an itemized bill from the hotel showing the exact charges from your stay.

If you are requesting a reimbursement for any meals, a list of all those in attendance must accompany the check request.

**Cash Advance** ~ this money is generally used for clubs/organizations that need to pay for small items for their clubs or for specific needs, i.e. Masquerade for costumes and props for their shows, Rube Goldberg for parts for their design entry in the Rube Goldberg contest. Procedure for getting a cash advance is:

Check with your advisor to see if they would be willing to take out a cash advance in their name. Let them know that if you lose receipts or do not turn in all the money that they will be held responsible. If this is agreeable to them, please come into the office to get an SGA FRF, check request form and cash advance form. Bring it back to your advisor or person taking out the cash advance for your club. Fill out all the pertinent information making sure that it is done in the name of the advisor, his/her home address and 700# and amount that you will be needing. Bring all the papers back to the office for processing. As soon as the check is ready, you will be called for pickup. Please be advised that two weeks after your event, the receipts, receipts and any leftover money must be return to the office so it can be cleared. The same procedure of taping receipts on the paper and running tabulation must be done. No other cash advances will be given out until the previous one has been cleared.

Cash advances are not to be used for the following: alcohol, cash prizes, cash payments to DJ's or speakers, purchasing items that do not have a receipt with the name and address of the establishment where purchase was made. University money is not to be used for gifts for advisors, gifts for graduating students. If you wish to purchase gifts, they must be paid for from any income you have accumulated during the semester.

Any speaker that comes to our campus must sign a contract. Please do not use cash to pay for speakers that have been secured through academic departments and have not signed a contract. This expense will not be accepted.

Please remember to fill out all the forms in their entirety. Incomplete forms will result in delays. Always remember to put your budget number and the amounts requested on all forms.

### **Contracts and Contract Information**

There are seven different contracts that the University uses:

Single Engagement Contract

Single Engagement Contract - Photographer/Videographer

Single Engagement Contract - Band (Pyrotechnics)

Musician/Accompanist Single Engagement Contract

Guest Lecturer Single Engagement Contract

Artist's Contracts - supplied by the artist. Generally these contracts are over \$2500.00 and may require a rider attachment and possibly a Certificate of Liability Insurance. These contracts and riders will then be reviewed by the Legal Department. At the discretion of the Legal Department, contracts over \$2500.00 can be put on a single engagement contract.

Coaches' contracts can be obtained from Hofstra Recreation Center - Patty Reilly.

All of the above contracts must be into the office at least 24 business days before your event.

When you have received the completed artist's contract or are ready to begin the process for using the HU Single Engagement Contract or, come to the office and bring in the contract along with the completed Contract Information Sheet and completed check request form. Please make sure that the correct budget number is written clearly on the check request form as well as the social security and/or student 700#.

Contracts for catering halls. If you are planning a semi-formal, awards banquet or just a simple get together outside the University and are planning to use a catering hall or restaurant/bar, you must get the contract to our office at least 28 business days in advance of your event. The contract must be specific as to what you are ordering, i.e. price per person, what you are ordering, any additional fees for tips, lighting, dj, etc.

Please remember the following:

There is no open bar - "Cash Bar" must be prominently written in the contract.

Remember to put on your check request TAX EXEMPT FORM NEEDED.

A copy of the Statement on the Alcoholic Beverage (ABC) Act as it relates to Hofstra University must be accompanied with the contract along with the letter from the Alcohol Awareness Task Force.

### **Contracts for busses, limousines.**

Bring in your information for the bus and/or limousine to the office. A transportation rider will be issued. You must then fax or send it to the company. After we have a signed copy of the rider as well as the Certificate of Insurance for the company you can proceed to fill out a Purchase Request.

Educational Bus Company - 631-842-7373

Commodore (Coach Bus Company) - 800-633-5904

Pro Limousine and Town Car Service - 516-546-0299

# Sample Hofstra University Student Government Association Funding Requisition

## HOFSTRA UNIVERSITY STUDENT GOVERNMENT ASSOCIATION FUNDING REQUISITION

Organization: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Date Rec'd \_\_\_\_/\_\_\_\_/\_\_\_\_  
By SGA Bookkeeper

Authorized Person: \_\_\_\_\_ Phone # of Requisitioner: \_\_\_\_\_

Explanation for Request: \_\_\_\_\_

Amount Requests: \_\_\_\_\_ Payment Required by: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Location & Ticket Price \_\_\_\_\_

METHOD OF PAYMENT	
<input type="checkbox"/>	Purchase Request - attach Purchase Request & Quote. If quote is over \$2,500.00, three bids must accompany request.
<input type="checkbox"/>	Check Request - attach request along with invoice or single engagement, guest lecturer or musical accompaniment contract.
<input type="checkbox"/>	Budget Transfer - attach Hofstra University Budget Transfer Form
<input type="checkbox"/>	Short Order - for expenses less than \$300.00. Form obtained from SGA Bookkeeper - invoice needs to be attached.
APPROVALS	
SGA Bookkeeper: _____ <div style="display: flex; justify-content: space-between; width: 80%; margin-left: auto; margin-right: auto;"> <span>Pamela Orefice</span> <span>Date</span> </div>	
Comments: _____	
Remaining Balance: _____	
Student Activities Director: _____ <div style="display: flex; justify-content: space-between; width: 80%; margin-left: auto; margin-right: auto;"> <span>Anita Ellis</span> <span>Date</span> </div>	
SGA Comptroller: _____ <div style="display: flex; justify-content: space-between; width: 80%; margin-left: auto; margin-right: auto;"> <span>Signature</span> <span>Date</span> </div>	
<input type="checkbox"/>	Approved _____
<input type="checkbox"/>	Denied _____
<input type="checkbox"/>	Modified _____
Fines (if necessary) 1 <sup>st</sup> Offense 20% of request _____ 2 <sup>nd</sup> Offense 35% of request _____ 3 <sup>rd</sup> Offense Budget Frozen until reviewed by IRC Committee _____	

White Copy/Bookkeeper - Pink Copy/SGA Comptroller - Yellow Copy SGA Club

**Sample Hofstra University Purchase Request**

**Sample**  
 HOFSTRA UNIVERSITY PURCHASE REQUEST

PLEASE COMPLETE THIS FORM AND RETURN IT TO THE PURCHASING DEPARTMENT IN ROOM 201 PHILLIPS HALL FOR PROCESSING.

DATE:  
 BUDGET INFORMATION:

FUND: 19500 ORGANIZATION: 40120 ACCOUNT: 71002 PROGRAM: O1

DEPARTMENTAL AUTHORIZATION:  
 PRINT NAME: ANITA ELLIS SIGNATURE \_\_\_\_\_

DELIVERY INFORMATION:

NAME AND EXTENSION OF PERSON ORDERING: PAMELA M. OREFICE - 36924

DEPARTMENT/ROOM NUMBER/BUILDING: STUDENT ACTIVITIES/260/STUDENT CENTER

VENDOR INFORMATION:

NAME OF COMPANY:  
 ADDRESS:

CONTACT: TELEPHONE: FAX:

ITEM(S) TO BE ORDERED:

QUANTITY	ITEM (PLEASE INCLUDE MODEL NUMBER AND DESCRIPTION)	UNIT PRICE	TOTAL PRICE
	TOTAL		

REASON FOR USING THIS VENDOR: SOLE SOURCE \_\_\_\_\_ BIDS ATTACHED \_\_\_\_\_  
 OTHER (BE SPECIFIC) \_\_\_\_\_

PURCHASING DEPARTMENT APPROVAL \_\_\_\_\_ DATE \_\_\_\_/\_\_\_\_/\_\_\_\_  
 PURCHASE ORDER NUMBER P \_\_\_\_\_



Sample Hofstra University Check Register/Accounts Payable Voucher

HOFSTRA UNIVERSITY - CHECK REGISTER / ACCOUNTS PAYABLE VOUCHER													
Document #	Requested By	Date	Vendor / SS #	Approved By	**ALL BOXES MUST BE FILLED IN**								
Payable To:				a)		<p style="font-size: 2em; font-weight: bold; text-align: center; color: blue;">PAID</p> <div style="text-align: center;">  <p>HOFFSTRA UNIVERSITY</p> </div>							
Address:				b)									
Check One: OFF CAMPUS ON CAMPUS													
Phone #:													
NO REQUEST FOR REIMBURSEMENT WILL BE HONORED UNLESS SUPPORTING DOCUMENTATION IS PROVIDED													
Fund	Organization	Account	Progr	BC	Activ	Description	Amount						
						TOTALS							

HJ FORM 11 - Rev 0/93

Sample Hofstra University Musician/ Accompanist Single Engagement Form



Musician/Accompanist Single Engagement

Date of Agreement: \_\_\_\_\_

Hofstra University  
Department or Sponsor: \_\_\_\_\_

Artist(s)/Performer(s): \_\_\_\_\_

Check Payable to: \_\_\_\_\_  
(must be individual or full corporate name)

Address: \_\_\_\_\_

Social Security or  
Tax I.D. Number: \_\_\_\_\_

Booking Agent (if applicable) \_\_\_\_\_

Service to be provided: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Time / Duration of Event: \_\_\_\_\_

Number of Sets: \_\_\_\_\_ Length of Sets: \_\_\_\_\_

Location: \_\_\_\_\_

Compensation: \_\_\_\_\_

1. University shall pay the Contracting Party by University check promptly following the event.
2. Contracting Party on behalf of itself, its agents, and employees, agrees to indemnify and hold harmless University, its trustees, directors, employees, representatives, and agents from and against all claims, damages, losses and expenses including but not limited to attorney's fees, arising out of or resulting from the work herein performed, caused in whole or in part by a negligent act or omission of the Contracting Party, any subcontractor, or anyone directly employed by any of them, regardless of whether or not it is caused in part by a party indemnified hereunder.
3. University reserves the right to cancel this agreement if services are not rendered on a timely basis.
4. Riders and technical requirements may be attached to this contract and will become part of the contract when signed by the parties.

HOFSTRA UNIVERSITY

CONTRACTING PARTY

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: Catherine Hennessy  
Vice President for Financial

Name: \_\_\_\_\_

Title: Affairs and Treasurer

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



Sample Hofstra University Guest Lecturer Contract



Guest Lecturer Contract

Date of Agreement: \_\_\_\_\_
Hofstra University
Department or Sponsor: \_\_\_\_\_
Guest Lecturer(s): \_\_\_\_\_
Check Payable to: \_\_\_\_\_
(must be individual or full corporate name)
Address: \_\_\_\_\_
Social Security or
Tax I.D. Number: \_\_\_\_\_
Booking Agent (if applicable) \_\_\_\_\_
Service to be Provided: \_\_\_\_\_
Date of Event: \_\_\_\_\_
Time / Duration of Event: \_\_\_\_\_
Location: \_\_\_\_\_
Compensation: \_\_\_\_\_

- 1. University shall pay the Contracting Party by University check promptly following the event.
2. Contracting Party on behalf of itself, its agents, and employees, agrees to indemnify and hold harmless University, its trustees, directors, employees, representatives, and agents from and against all claims, damages, losses and expenses including but not limited to attorney's fees, arising out of or resulting from the work herein performed, caused in whole or in part by a negligent act or omission of the Contracting Party, any subcontractor, or anyone directly employed by any of them, regardless of whether or not it is caused in part by a party indemnified hereunder.
3. University reserves the right to cancel this agreement if the services are not rendered on a timely basis.
4. Riders and technical requirements may be attached to this contract and will become part of the contract when signed by the parties.

HOFSTRA UNIVERSITY

CONTRACTING PARTY

By: \_\_\_\_\_
Name: Catherine Hennessy
Vice President for Financial
Title: Affairs and Treasurer
Date: \_\_\_\_\_

By: \_\_\_\_\_
Name: \_\_\_\_\_
Title: \_\_\_\_\_
Date: \_\_\_\_\_



Sample Hofstra University Contract

Sample

HOFSTRA UNIVERSITY

CONTRACT INFORMATION FORM  
(to be attached to all proposed contracts)

1. VENDOR/CONTRACTOR INFORMATION:

Contractor Name<sup>1</sup>: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Taxpayer I.D. No.: \_\_\_\_\_

2. UNIVERSITY ORIGINATOR OF CONTRACT: (Person most familiar with details and responsible for implementation)

Name: \_\_\_\_\_

Title: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

3. BRIEF EXPLANATION OF CONTRACT (including benefit to University):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. HOW WAS VENDOR SELECTED? (explain prior work performed for University, relationship to University, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<sup>1</sup> Complete, accurate contractor name must appear on contract. If the vendor is a corporation, the contract must be signed by a corporate officer indicating he/she is an officer having authority to sign on behalf of the corporation.

5. COMMENCEMENT DATE (work may not commence until contract is executed and insurance certificate received and approved ): \_\_\_\_\_

6. TERM OF CONTRACT: \_\_\_\_\_

7. COST OF CONTRACT: \_\_\_\_\_

8. BUDGET APPROVAL:  
(indicate budget codes): \_\_\_\_\_

9. IS THE CONTRACT ON A STANDARD HOFSTRA UNIVERSITY FORM?

Yes \_\_\_\_\_ No \_\_\_\_\_

10. HAS THE STANDARD FORM OF CONTRACT BEEN ALTERED IN ANY WAY?

Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, indicate changes and approval for changes: \_\_\_\_\_

\_\_\_\_\_

11. ARE REQUIRED INSURANCE CERTIFICATES ATTACHED?

Yes \_\_\_\_\_ No \_\_\_\_\_

12. SHOULD SIGNED CONTRACT BE RETURNED TO DEPARTMENT, OR SENT TO VENDOR OR SOMEWHERE ELSE? (specify below)

\_\_\_\_\_

\_\_\_\_\_

13. ADDITIONAL COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PREPARED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

conadvform.wpd

Sample Travel and Advance Request



HOFSTRA UNIVERSITY

Travel and Advance Request

Send this form with approvals and check request to Accounts Payable, Philips Hall

Print Name	Date of Request	Hofstra ID Number
Department / Building	Telephone ext.	Position
Business Purpose of Travel or Advance		
Destination:		Dates of travel:

<b>Budget Information</b>			Amount of Advance Required:
Fund	Org	Account	

Approval(s) Print and sign name

Chair	Date
Dept. Supervisor/Provost	Date
Dean	Date

**for Cash Advances**

Recipient of advance must sign below, and by doing so agree to the following stipulations.

1. Original receipts are required for all expenses incurred in excess of \$25.00
2. Advance must be accounted for on a travel expense report, with the original receipts attached within 10 days of completion of event/trip.
3. Must immediately contact the controllers office if employment with the University is discontinued, and in such event, must fully account for the advance immediately.
4. Furthermore, if the advance is not accounted for in full within 20 days, I authorize the Payroll department of Hofstra University to deduct, from my paycheck, the advance which is not accounted for.
5. I am fully responsible for the advance's safekeeping.
6. I am fully aware that I must comply with all University policies regarding expense reimbursements.

Print name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Social Security Number \_\_\_\_\_

Do not write in space below

Date	Voucher No.	Paid to	Amount	Account	Comments

## **UNIVERSITY APPOINTED FINANCIAL ADVISORS**

1. For clubs deemed to have difficulty in balancing their SGA budgets, or in abiding by the SGA financial policies, the SGA advisor, in consultation with the SGA Executive Board, may appoint a University official to act as a Financial Adviser for that club.
2. The Financial Advisor will assume responsibility for ensuring that the appointed clubs budget does not become overspent.
3. The Financial Advisor must be consulted on all requested expenditures on behalf of the club.
4. The Financial advisor has the authority to reject any requested or proposed club expenditure. Any appeals of a rejected request should b directed to the SGA adviser.

## PURCHASING EQUIPMENT

1. "Permanent" basic equipment for use by the University (i.e., furniture in lounges, study halls, or recreation areas) will be provided by the University. These items should not be paid from funds allocated to the Student Government Association. Purchases and final selections will be made by the University administration, with the advice and suggestions of the SGA.
2. Basic furniture for student organization offices (desks and chairs) is included in the types of equipment supplied by the University budgets.
3. File cabinets, bookcases, and similar equipment of a somewhat less essential nature will be supplied, when possible, from University surplus equipment. When furnishings of this type are urgently needed and are not available from the University, they may be provided for by the Student Government Association.
4. Purchasing procedure is the same as for any other purchase. Exceptions to Provisions I and III may be made by prior authority of the Student Government Association and the Office of Student Activities.
5. Any purchase over \$1,000 must be approved by the Dean of Students.

## **PURCHASING SUPPLIES**

Availability of Supplies:

### **General Office Supplies**

Supplies, such as general office supplies, may be available from on-campus sources. Organizations which receive funds through the Student Government Association should:

1. Determine whether the items needed are available on campus. (See Office of Student Activities for Receiving and Stores Requisition Forms.)
2. If the items cannot be obtained from the University, determine whether they are available from the University Bookstore. Purchases from the Bookstore require a Purchase Requisition form.
3. If supplies needed are not available from on-campus sources, or if supplies are less expensive off campus, they should be ordered from an outside vendor through normal purchasing procedures. (See Financing University and Student Events.)

Organizations which do not receive funds from the Student Government Association may not obtain supplies from the University. They may, of course, purchase supplies through the University Bookstore.

### **Requisition Procedures for University Available Supplies**

1. Requests for office supplies must be completed in duplicate on the Stores Requisition form and accompanied with the **SGA Request for Funding** form.
2. Exact price and names of items, sizes, colors, and stock numbers must be indicated in the appropriate spaces (i.e., for items such as computer disks, indicate size and density). Consult the supplies catalog in the Office of Student Activities for items available and their stock numbers.
3. The treasurer of the organization must sign all copies of the form and submit it to the SGA bookkeeper for posting and required departmental signature, along with those of the SGA Comptroller and the SGA Advisor.
4. All supplies will be delivered to the Office of Student Activities. A minimum of five (5) business days is required for all requests.

## PRINTING AND DUPLICATING PROCEDURES

1. Photocopying and Similar Work: For student groups under SGA jurisdiction, duplicating and printing services of the Office of Student activities, Room 260, Student Center are available.
  - a. The original copy should be taken and received from the Office of Student activities.
  - b. There will be a charge for photocopies obtained from the Office of Student Activities. Please indicate your budget number when requesting photocopies.
  - c. Copying of only club material may be charged to the club's budget.
2. When a substantial quantity of material must be photocopied, student groups that receive an allocation from the Student Government Association may place a request with the University Printing Office located in Butler Annex or from an outside source. Before an order is placed with the Printing Office and SGA request for Funding Form must be completed and approved by the SGA bookkeeper, SGA comptroller and SGA adviser.

The University Printing Office offers service on a first-come, first serve basis and requires at least seven (7) days to prepare an order; for very large jobs or those requiring special stapling or anything beyond routine handling, more time may be needed. For this reason the Printing Office should be consulted in advance of placing an order.

Printing done by the University Printing Office must first be prepared and reviewed by the Office of Student Activities.

3. Printing to be processed by commercial sources: Student organizations which receive funds through the Student Government Association must use University-approved sources for any printed material they may require. All work must be brought to the Office of Student Activities for approval. All artwork must be approved. A Purchase Request accompanied by the SGA Request for Funding Form is necessary for all off-campus vendors (see Financing University and Student Events).
4. The Director of Student Activities must approve all artwork. The college has developed new logos for the university please be advised that all that artwork must abide by the style guides issued through publications.

## **SALE OF MERCHANDISE**

1. Policies have been established concerning income-generating projects for student organizations under the jurisdiction of the Office of Student Activities.
2. If an income-generating project involves the sale of merchandise, the type of merchandise to be sold must be specified on the Vendor Contract Form and approved by the Director of Student Activities.
3. Students as individuals may not sell merchandise or services on campus in any way use University facilities for private gain. Items sold in the University Bookstore, or which are in violation of the Living Factor, may not be sold.
4. There are provisions for student groups to display materials or sell income-generating items. Stop in to the Office of Student Activities (Room 260 in the Student Center) to reserve a table in the Atrium for such activity (see Student Use of Atrium Tables).



## SCHEDULING UNIVERSITY AND STUDENT EVENTS

All campus events must be scheduled through the Office of Events Management, Room 112 Student Center.

### **General Campus Events:**

1. Any University department, organization, or student organization may schedule any on-campus event (indoors or outdoors), meetings, concerts, shows, lectures, exhibitions, pep rallies, social functions, etc., in the following manner:
  - a. Registering for date and space required with the Director of Events Management (Room 112 Student Center) at least two (2) weeks in advance of the date.
  - b. Having funds to cover costs.
  - c. Obtaining University approval through the Office of Student Activities for the collection and disbursement of any funds accumulated through charges or collections in connection with the event and room permission. The disposition of funds to charitable organizations must be agreed upon before final approval may be given for any event. The University allows recognized student organizations to use University facilities for fund-raising events.

### **On-Campus Events:**

1. The following principles apply to the scheduling of events on campus:
2. Hofstra activities have preference over requests from outside groups, and the following priorities apply:
  - a. University-administered all-campus functions (registration, credit and required courses, ceremonies, conferences, etc.).
  - b. Functions sponsored by the Hofstra Cultural Center, University College for Continuing Education, and the Department of Athletics which do not fall in the category above.
  - c. Traditional student events.
  - d. Student-sponsored, all-University events.
  - e. Departmental conferences - open type.
  - f. Meetings and closed activities of academic clubs.
  - g. Meetings and closed activities of social clubs.
3. A group must secure a scheduling application before making any other arrangements. Scheduling applications must be completed and returned to the Office of Events Management fourteen (14) days prior to the event. Forms may be obtained from the Director of Events Management, Room 112 Student Center, between 9 A.M. and 5 P.M., Monday through Friday.
4. Student-sponsored events held at Hofstra are to be open to members of the University, their guests, and other college students. These events are not open to the general public. Student organizations must consult with and

receive approval from the Office of Student Activities.

5. Any group inviting a speaker from off campus must file the appropriate background material and contracts with the Office of Student Activities on the forms provided at least two (2) weeks in advance of the date of the event.

#### **Outdoor On-Campus Events:**

1. Facilities for outdoor events (pep rallies, barbecues, demonstrations, picketing, etc.) are available for events of campus wide interest. Such events must be scheduled with the Director of Events Management These events require approval from the Director of Public Safety.
2. On University property it is contrary to rules and unlawful to engage in any action that will impede the normal instructional and/or administrative process of the University or disrupt any normal University function. Therefore, outdoor activities may be scheduled only in areas and at hours that will neither interfere with nor disturb classes or the normal operation of any University offices. Any violation of this general principle will be looked upon as a grave breach of University regulations.

#### **Events in the Student Center:**

1. Student groups wishing to schedule meetings or other events in the Student Center should be aware that the building is open at the following times:
  - a. Events scheduled in the Student Center may not run beyond 11 P.M. Sunday through Thursday and midnight Friday and Saturday. Exceptions may be made if classes are not in session the following day.
2. Since there is a heavy demand for a limited number of meeting rooms, the following procedures for scheduling and maintaining the meeting rooms apply:
  - a. How to schedule a meeting room:
    - i. Make the request two weeks in advance of the event at the Office of Events Management, Room 112 Student Center. You will need to supply the time, date and type of event planned. You will also need to fill out the proper paperwork naming two (2) contact people. If the room requested is in the Student Center, the organization will be registered for the hours needed. If the room is elsewhere on campus and is available, after completion of the reservation form, the space will be reserved.
  - b. Organizations which schedule regular meetings will follow the same instructions in section (a). In addition, they will be asked to submit schedules of their dates at the end of each spring semester for the

- following year. Rooms are assigned on a first-come, first-served basis. Assignments are entered for the entire semester.
- c. Rooms are to be vacated at the time specified when scheduled.
3. How to cancel use of a meeting room:
    - a. Inform the Office of Events Management and the Office of Student Activities as far in advance as possible.
    - b. Failure of such notification of the cancellation will result in the following:
      - i. First offense - a warning.
      - ii. Second offense - a suspension of semester room permits. This means the organization will be required to schedule its meetings on a week-to-week basis.
      - iii. Third offense - suspension of meeting privileges for the semester.
  4. How to arrange for special events - lectures, teas, dances, etc.:
    - a. Complete a reservation form in the Office of Events Management.
    - b. Serving refreshments:
      - i. Serving alcoholic beverages - See Alcohol-Related Events in the Student Center. (T in Table of Contents)
      - ii. General room maintenance:
      - iii. At the end of the meeting, dispose of all papers, refuse, etc., and close the windows.
      - iv. Repeated abuse of the facilities will exclude the group from further scheduling of meeting rooms.

#### **Events in the Playhouse:**

1. Requests for programs in the Playhouse must be reviewed by the Office of Student Activities first. After review than the Director of the Playhouse will be contacted. The Director of the Playhouse who determines whether all union regulations and copyright laws are being observed.
2. Tickets and programs are not provided by the Playhouse. However, all tickets and program copy must have approval of the Director of the Playhouse.

#### **Student Organization Parties**

1. Any student organization wishing to use Hofstra USA for a weekend event must request the desired date from the Office of Student Activities.
2. All dates must be approved by the Programming Committee of the Student Government Association.
3. A representative from your organization must meet with the Student Activities representative and submit all necessary paperwork prior to the Tuesday before your event.

4. No parties or events may be scheduled during examination week and study/snow days without prior permission from the Office of Student Activities.
5. No organization may schedule any events during Fall Weekend, Freak Formal, or Spring Weekend without permission from the Office of Student Activities, Public Safety, and Entertainment Unlimited.
6. The music volume must be set at a level that will not interfere with the standard operating procedures of the University.

**7. STUDENT CENTER FACILITIES AVAILABLE FOR SCHEDULING**

1. Meetings and Special Events:

Room 141	Capacity - 50
Room 142	Capacity - 50
Room 143	Capacity - 50
Room 145	Capacity - 50
Room 218	Capacity - 15
Room 219	Capacity - 48

2. Banquets, Teas, Receptions, Parties, etc.:

Plaza Rooms	Capacity - 210
West	Capacity - 70
Plaza	Capacity - 70
East	Capacity - 70
All with tables and chairs.	

Multipurpose Room	Capacity - 415
East Wing	Capacity - 227
West Wing	Capacity - 188

3. Special Events:

Green House	Capacity - 120
Rathskellar	Capacity - 400
Multipurpose Room	Capacity - 415
Hofstra USA	Capacity - 750

## **Demonstrations and Picketing**

Hofstra University provides students with the resources to host demonstration and picketing on campus. Attached is the Long and Short Demonstration Form.

Long Demonstration Form: A demonstration or picketing that has been planned months ahead of the actual demonstration/picketing.

Short Term Form: For any plans to demonstrate and picket within the upcoming week.

## **Step Shows/ Performance Contests/ Fashion Shows/Gospel Shows**

Hofstra University allows student clubs and organizations to host contests to the outside community. In order to have a successful event follow the below steps:

1. When advertising to off campus acts, all contracts and monies need to be sent to the Office of Student Activities.
2. All groups must enter into a single engagement contract and all individual performers need to sign an Event Waiver (see attached).
3. Any performers that are minors must have the waivers signed prior to the event and they need parental permission.
4. In reference to DJs, Hair Stylists, Make-up Artists they must enter into a single engagement contract at least 10 days in advance of the event.
5. Prizes that are awarded can not at any time be cash prizes.
6. If you are using sound from an outside company, use all appropriate riders in the contract.

**Sample On-Campus Demonstration Form ( Long Time Planning)**

Today's Date: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Group Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Email address: \_\_\_\_\_

Date of Demonstration (please provide more than one date due to availability on campus):

Size of demonstration: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Room location: \_\_\_\_\_

Please provide a diagram of the set up for the demonstration:

Required Signatures (must be signed in order):

1. Requestor (must be an officer): \_\_\_\_\_

2. Dean of Students (Gina-Lyn Crance): \_\_\_\_\_

3. Public Safety: \_\_\_\_\_

Once this is signed then a room request can follow.

**Sample On-Campus Demonstration Form(Last Minute)**

Today's Date: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Group Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Room location: \_\_\_\_\_

Please provide a brief description of the demonstration:

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**Required Signatures**

4. Requestor (must be an officer): \_\_\_\_\_

5. Office of Student Activities: \_\_\_\_\_

<p>For Office Use Only:</p> <p>Call Public Safety and Events Management</p>
---

**Sample Performance Waiver**

**Hofstra Sample Waiver Form- Dance Night Friday May 10, 2006, 7:30pm Student Center Theater**

**NOTICE TO ALL PARTICIPANTS**

Please be advised that you are participating in the event sponsored by the Club Sport/Group described above **at your own risk**. You are solely responsible for any and all expenses related to injuries and/or loss or damage of personal property incurred in connection with your participation and any travel associated with such participation. Further, you agree to hold Hofstra University, its trustees, directors, officers, employees, servants, representatives and agents harmless from and against any and all claims, losses, damages, expenses (including attorneys' fees, and all court and litigation costs) and liability (including statutory liability), resulting from injury and/or death of any person or damage to or loss of any property arising out of your participation.

**ACKNOWLEDGMENT AND RELEASE**

By signing this document I acknowledge that I am participating individually and at my own will.

I agree, beginning as of the date of execution of this Release, that photographs, whether still or action, videos, film and/or motion pictures (hereinafter "Pictures") and/or audio recordings ("Recordings") may be taken of me, individually or with others, by or on behalf of Hofstra University in connection with this club sport/group, and agree that all rights therein shall irrevocably, exclusively, unconditionally and perpetually belong to Hofstra University and that such rights are freely assignable by Hofstra University.

I further agree that, without any compensation or notification to or approval by me, the Pictures or Recordings may be used, reproduced or otherwise disseminated or published by or on behalf of Hofstra University directly or indirectly for any purpose, including but not limited to advertising and/or promotional purposes, in any manner, and at any time that Hofstra University desires.

For good and valuable consideration, receipt of which is hereby acknowledged, I hereby agree to release and discharge Hofstra University, its officers, representatives, employees, agents, licensees, successors and assigns from any and all claims, demands or causes of action that I may now have or may hereafter have for libel, defamation, invasion of privacy or right of publicity, infringement of copyright or violation of any other right arising out of or relating to any utilization of the Pictures or Recordings.

I hereby warrant that I am eighteen (18) years of age or older and competent to contract in my own name in so far as the above is concerned or that if I am under eighteen (18) years of age, my parent or legal guardian has reviewed and signed this Notice, Acknowledgment and Release.

I have read the foregoing before affixing my signature below, and warrant that I agree with and fully understand the contents thereof.

Date: \_\_\_\_\_

\_\_\_\_\_ Name



\_\_\_\_\_  
\_\_\_\_\_  
Address

\_\_\_\_\_  
Witness Name  
\_\_\_\_\_  
\_\_\_\_\_  
Address

I am the parent or legal guardian of the above individual and have read the foregoing Notice, Acknowledgment and Release and agree, for myself and for the individual, to be bound by its terms.

Date: \_\_\_\_\_  
\_\_\_\_\_  
Signature (Parent/Guardian)  
\_\_\_\_\_  
Print Name (Parent/Guardian)  
\_\_\_\_\_  
Address

\_\_\_\_\_  
Witness Name  
\_\_\_\_\_

**Sample University Organization Contact Form**

University Organization Contact Form

To schedule a series of meetings, student organizations must complete this form, obtain the appropriate signatures, and return to The Office of Event Management. The names listed on this form are the ONLY group members allowed to schedule meeting rooms. A new form must be completed whenever contact information changes.

Organization: \_\_\_\_\_

1-Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

2- Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Signature: \_\_\_\_\_ / \_\_\_\_\_

Student Activities Office, signature and date:

\_\_\_\_\_

Hofstra University- Office of Event Management  
Room 112 Student Center  
(516) 463-6631

For Office Use: Sem: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

**Sample Monroe Lecture Hall Special Events Form**

MONROE LECTURE HALL  
SPECIAL EVENTS FORM

Date of Event	Prep Time	Doors Open	End Time	Today's Date

Name of Organization	Event Name	Type of Event	Budget Number

Person Requesting (print)	Address	Phone #

Do you require stage lighting? Y or N

Do you require that the Box Office be open? Y or N

Do you request that photos be allowed in the facility? Y or N

Do you require the use of the upstairs changing room? Y or N

Cost of tickets sold in advance \$ \_\_\_\_\_ Cost of tickets sold at the door \$ \_\_\_\_\_

Equipment needs (electrical, tables, chairs, etc.)

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**Required Signatures (Signatures must go in order)**

1. Requestor \_\_\_\_\_
2. Faculty Advisor \_\_\_\_\_
3. Theater Facilities Manager \_\_\_\_\_
4. Public Safety \_\_\_\_\_
5. Student Activities \_\_\_\_\_
6. Office of Event Management \_\_\_\_\_

Sample Student Organization Room Request Form  
Student Organization Room Request Form

Group Name: \_\_\_\_\_

Contact Name & Phone Number: \_\_\_\_\_

**Type of Event (please circle one)**

Weekly \_\_\_\_\_ Bi-Weekly \_\_\_\_\_ One time/special event \_\_\_\_\_

**For Weekly/Bi-Weekly meetings:**

Day of week: \_\_\_\_\_

Time: Common Hour \_\_\_\_\_ 6:30pm-8:30pm \_\_\_\_\_ 9:00pm-11:00pm \_\_\_\_\_

**For One-time/Special Events:**

Date: \_\_\_\_\_

**Type of event: (please check ALL that apply)**

Fashion Show \_\_\_\_\_ Talent Show \_\_\_\_\_ Breakfast/Lunch/Dinner \_\_\_\_\_ Special Presentation \_\_\_\_\_

Speaker \_\_\_\_\_ Speaker's Name \_\_\_\_\_

Other \_\_\_\_\_

Special location request\*: \_\_\_\_\_

*\*Note: A location request does NOT guarantee availability of a room*

**Other Information:**

Number of people attending \_\_\_\_\_

Will you have outside guests? Yes \_\_\_\_\_ No \_\_\_\_\_ Number of outside guests \_\_\_\_\_

Will you have any food at your event? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have dining services approval? Yes \_\_\_\_\_ No \_\_\_\_\_ (Please note that all food must be provided by Hofstra Dining Services x3-5395 unless other arrangements have been made with them)

General type of setup needed (circle one):

Row style    Classroom    Circle    Hollow Square    Theater

Other \_\_\_\_\_

**Student Activities Approval** \_\_\_\_\_

**Faculty Advisor** \_\_\_\_\_ / \_\_\_\_\_  
(print) (sign)

**Contact Person** \_\_\_\_\_ / \_\_\_\_\_  
(print) (sign)

**Public Safety\***

\* Public Safety approval needed for all events with off-campus guests, outdoor events, and all special events.

**\*\*\*\*\* NOTES: All Requests For Rooms Should Be In 10 Days Prior the Event.\*\*\*\*\***

## Sample Game Room Reservation Form

### Contact Information:

Contact Person: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Email: \_\_\_\_\_ Position: \_\_\_\_\_

### Event Information:

Date: \_\_\_\_\_ Start/End time: \_\_\_\_\_  
Sponsoring Organization \_\_\_\_\_  
Title of Event \_\_\_\_\_ Budget # \_\_\_\_\_  
Brief Description \_\_\_\_\_

### Type of Event (please circle one)

Weekly                      Bi-Weekly                      One time/special event

### For Weekly/bi-Weekly Meetings:

Day of the Week: \_\_\_\_\_ Time: \_\_\_\_\_

### Set-Up Information

Anticipated Attendance \_\_\_\_\_ Set up Date/Time \_\_\_\_\_  
DJ; Yes/No                      Photos: Yes/No  
Food: Catering Yes/No                      Outside Food: Yes/No

### Equipment Requested:

Round Tables \_\_\_\_\_ Stage \_\_\_\_\_ Rent Furniture \_\_\_\_\_  
Chairs \_\_\_\_\_ Extra Stage \_\_\_\_\_ # of Mics \_\_\_\_\_  
Screen \_\_\_\_\_ Podium \_\_\_\_\_

### Required Signatures (must have signatures in the order shown)

1. Requestor (Club Officer): \_\_\_\_\_ Date: \_\_\_\_\_  
2. Faculty Advisor: \_\_\_\_\_ Date: \_\_\_\_\_  
3. Game room Graduate Assistant: \_\_\_\_\_ Date: \_\_\_\_\_  
4. Dennis Camacho: \_\_\_\_\_ Date: \_\_\_\_\_  
5. Director of Card Services: \_\_\_\_\_ Date: \_\_\_\_\_  
6. Anita Ellis: \_\_\_\_\_ Date: \_\_\_\_\_

\*All events must end by 11pm \* Game Room will remain open for general student body use

## **STUDENT-SPONSORED FORUMS AND PROCEDURES FOR EXTENDING INVITATIONS TO OUTSIDE SPEAKERS**

1. Policy: “Students should be accorded the right to assemble, to select speakers, and to discuss issues of their choice. When a student organization wishes to invite an outside speaker, it should give sufficient notice to the college administration. The latter may properly inform the group’s leaders of its views in the matter but should leave final decision to the group. Permission should not be withheld because the speaker is a controversial figure; however, the college should encourage students to hear all sides of controversial issues represented. It can be made clear to the public that an invitation to a speaker does not necessarily imply approval of the speaker’s views by either the student group or the college administration. Students should enjoy the same right as other citizens to hear different points of view and draw their own conclusions. At the same time, faculty members and college administrators may, if they wish, acquaint students with the nature of organizations and causes that seek to enlist student support.”\*
2. Procedures: Before a student organization may extend an invitation to an outside speaker, the following procedures must be followed:
  - i. A single engagement contract must be submitted to the Director of Student Activities at least two (2) weeks in advance of proposed date. Shorter notice may be acceptable under unusual circumstances.
  - ii. As required for any student event, possible dates and sites for appearance of an outside speaker must be explored with the Director of Event Management in advance of the proposed date.
  - iii. The required letter of acceptance on the speaker’s own letterhead may be waived at the discretion of the Director of Student Activities.
  - iv. The Office of Student Activities reserves the right to consult with a student organization regarding implications of a particular invitation. The Office of Student Activities may also wish to confer with appropriate faculty and administrative officials before an invitation is extended.
3. When the completed Speaker’s Contract has been submitted to the Office of Student Activities, final confirmation for use of the facility requested will be given.
4. If the student organization wishes to invite the public speaker to any event involving the use of the University’s name, the Public Relations Office and Public Safety must be consulted. Likewise, student organizations must acknowledge contracts with communications media (newspapers, radio) through the Office of Student Activities and Public Relations if the name of the University is in any way involved.
5. Student Organizations wishing to sponsor an outside vendor for purposes of fund-raising must submit a Vendor Contract at least ten (10) working days in advance of the proposed date to the Director of Student Account.
  - Excerpt from the statement on Academic Freedom and Civil Liberties of Students at Hofstra University, p. 5, III.C., adopted on May 14, 1963

**Hofstra University**

**Sample Single Engagement Contract**

Revised 6/1/2006

Date of Agreement: \_\_\_\_\_

Responsible Contracting Party (must be individual or full corporate name): \_\_\_\_\_

Hofstra University Department or Sponsor: \_\_\_\_\_

Artist(s)/Performer(s): \_\_\_\_\_

Check Payable to (Payee must be same as Contracting Party): \_\_\_\_\_

Address: \_\_\_\_\_

Social Security or Tax I.D. Number of Payee: \_\_\_\_\_ Payee Telephone: \_\_\_\_\_

Booking Agent (if applicable) \_\_\_\_\_

Service to be provided: \_\_\_\_\_

Date of Event : \_\_\_\_\_ Type of Event: \_\_\_\_\_

Location: \_\_\_\_\_

Amount: \_\_\_\_\_

Time of Engagement: \_\_\_\_\_

Number of Sets: \_\_\_\_\_ Length of Sets: \_\_\_\_\_

1. University shall pay the Contracting Party by University check promptly following the satisfactory performance/completion of the event.
2. Contracting Party on behalf of itself, its agents, and employees, agrees to indemnify and hold harmless University, its trustees, directors, employees, representatives, and agents from and against all claims, damages, losses and expenses including but not limited to attorney's fees, arising out of or resulting from the work herein performed, caused in whole or in part by a negligent act or omission of the Contracting Party, any subcontractor, or anyone directly employed by any of them, regardless of whether or not it is caused in part by a party indemnified hereunder.
3. If the Contracting Party or any artist, performer, friends, road crew, agents or anyone else associated with the Contracting Party, damages any Hofstra University property in any way, Hofstra University reserves the right to withhold payment and/or deduct an amount equivalent to the damages incurred.
4. It is understood that in the event that the Contracting Party cancels the appearance or fails to appear as required, then the Contracting Party is liable to indemnify and pay to the University any and all costs and expenses reasonably incurred by the University for sales, advertising and operation in the preparation and staging of the event. If the artist(s)/performer(s) fail(s) to appear at least forty-five (45) minutes prior to the time stated above for the commencement of the program, unless detained for reason beyond their control, then the University has the option to announce cancellation of the program and/or provide an alternative program without payment to the Contracting Party.
5. University reserves the right to cancel this event up to seven (7) days prior to the scheduled date.
6. Riders and technical requirements may be attached to this contract and will become part of the contract when signed by the parties

**.HOFSTRA UNIVERSITY**

By: \_\_\_\_\_

Print Name: Catherine Hennessy

Vice President for Financial

Title: Affairs and Treasurer

Date: \_\_\_\_\_

**CONTRACTING PARTY**

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date

## RESERVING AUDIOVISUAL, EQUIPMENT, SCREENS, PROJECTIONS, ETC. FOR University AND STUDENT EVENTS

### **For Events in the Playhouse:**

- a. The sound system in the Playhouse can be used based on available dates. See the Office of Student Activities for these dates. A representative of the group should discuss requirements with the Assistant Technical Director of the Playhouse, 30 days prior to the event.
- b. Arrange with the Director of Event Management in The Student Center Room 112 for the necessary checklists to be issued.

### **For Outdoor Events:**

- c. If amplification is essential, portable equipment will be supplied by Media Services on the north campus.
- d. See the Director of Event Management in the Student Center Room 202 to arrange for reservation of the equipment.
- e. The sponsoring group must notify the Office of Event Management if the event is canceled or the time or venue has changed. Failure to do so may result in loss of the privilege for the remainder of the year.
- f. No outdoor concert events. A D.J. can be hired with special permission from the Director of Student Activities, especially if it is needed for the south side of campus.

### **For Student Center Events:**

- g. Discuss requirements with the Office of Audio Visual Services Room 202 in the Student Center, which will issue the necessary checklists and paperwork for your event.
- h. If anything of an unusual nature is needed, make arrangements in person with the Office of Audio Visual Services located on the 2<sup>nd</sup> floor of the Student Center Room 201.
- i. Groups using the Multipurpose Room for guest artists (comedians, dancers, speakers, singers, etc.) should first check with the performer(s) to ascertain whether they provide their own public address equipment or whether amplification and/or equipment is required. Once a single engagement contracted is drafted all sound requirements must be approved through Audio Visual.
- j. The sponsoring group is responsible for the security of any equipment.

Screens and projectors are available to student organizations through Audio Visual Services. Arrangements for their use should be made through the Office of Event Management.

## **OUTDOOR ON-CAMPUS EVENTS**

Please complete the entire form (see following page) and obtain all signatures a minimum of fourteen (14) days prior to the event.

On University property it is contrary to rules and unlawful to engage in any action that will impede the normal instructional and/or administrative process of the University or disrupt



any normal University function. Therefore, outdoor activities may be scheduled only in areas and at hours that will neither interfere with nor disturb classes or the normal operation of any University offices. Any violation of this general principle will be looked upon as a breach of University regulations.

Facilities for outdoor events (pep rallies, barbecues, demonstrations and picketing) are available for events of campus-wide interest. Such events must be scheduled with the Director of Event Management. All of these events require approval from the areas indicated on the following page.

**Outdoor barbeques are subject to the following guidelines:**

1. On campus advertising only.
2. Fencing is required and must be coordinated with Physical Plant Department (x35303).
3. Ed Bracht, The Director of Public Safety (x36606) will determine the event's security needs,
4. Sports Facilities (x36670) will schedule the event and advise the group regarding the physical layout of the activity.
5. One Sani-Lav portable stall must be provided for every 100 students.
6. Stage sections, tables, and chairs (if needed) may be coordinated with the Office of Event Management (x36631).
7. Sports equipment (if needed) may be coordinated with the Recreation Department (x36958)

**OUTDOOR ON-CAMPUS EVENTS FORM**

Today's Date: \_\_\_\_\_

Part I. Contact Information

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Person Requesting

\_\_\_\_\_  
Date of Event

\_\_\_\_\_  
Address & Phone

\_\_\_\_\_  
Type of Event

\_\_\_\_\_  
Time of Event

Field Location: \_\_\_\_\_

Admission Charged: \_\_\_\_\_

Attendance (approx.) \_\_\_\_\_

If Yes, SGA- funded organizations  
must see Ticket Policy Chairperson

Part II: Set- up: **Please be specific: draw a diagram on the reserve side.**

\_\_\_\_\_ Budget Number  
\_\_\_\_\_ Number of Tables  
\_\_\_\_\_ Number of Sani-Lav (must provide one for every 100 people)  
\_\_\_\_\_ Number of Trash Receptacles  
\_\_\_\_\_ Number of Stage sections (4'x8')  
\_\_\_\_\_ Band Wagon (contact Town of Hempstead)  
\_\_\_\_\_ Number of Barbecue Grills  
\_\_\_\_\_ Other: \_\_\_\_\_  
\_\_\_\_\_

Part III: Food & Drinks

Will Food Be Served? Y or N

Will Food Be Sold? Y or N  
If yes, Price \_\_\_\_\_

\_\_\_\_\_ Hamburgers  
\_\_\_\_\_ Hot Dogs  
\_\_\_\_\_ Soda  
\_\_\_\_\_ Chips, Pretzels, etc  
\_\_\_\_\_ Other: \_\_\_\_\_  
\_\_\_\_\_

Will Alcohol be served? Y or N

Will Alcohol Be Served? Y or N  
If yes, Price \_\_\_\_\_

Number of Beer Kegs: \_\_\_\_\_ (Must be purchased through Hofstra

USA. A deposit of \$400 is required and may be applied to the purchase price. If the event is canceled, the money is forfeited.

Part IV: Required Signatures

6. Requestor (must be an officer): \_\_\_\_\_
7. Faculty Advisor: \_\_\_\_\_
8. Director of Student Activities: \_\_\_\_\_  
(Room 260, Student Center)
9. Director of Event Management: \_\_\_\_\_  
(Room 112, Student Center)
10. Director of Public Safety: \_\_\_\_\_  
(Hofstra Information Center)
11. Ticket Policy Chairperson: \_\_\_\_\_  
(SGA-funded clubs, Room 207  
Student Center)
12. Hofstra USA: \_\_\_\_\_
13. Plant Department: \_\_\_\_\_  
(Physical Plant Building)
14. Recreation Department: \_\_\_\_\_  
(Recreation Center)

## **Hofstra University Dining Service Food Policy and Procedures**

**PURPOSE:** To establish guidelines that assists all of the Hofstra University community when planning events requiring food service. In addition, the policy is intended to minimize the risk involved with the preparation of food, reduction of University liability and provide a wider range of consistent service to the community.

### **Catering**

**POLICY:** University departments and student organizations planning an event and /or meeting that require food for more than ten (10) people in attendance are prohibited from purchasing food from any off campus source.

**PROCEDURE:** Arrangements for all catering and student activities are to be made with the Hofstra University Catering Department in the Student Center, room 128; the phone number is 463-5395. Student organizations may select from the Catering Guide or the SGA Express Menu for their events. All groups are to provide a Hofstra University budget number.

### **Ethnic Food**

**POLICY:** The request to purchase ethnic or specialty food from an off campus source must have prior approval from the Director of Dining Services.

**PROCEDURE:** Any Hofstra University department or student organization that has received approval from the Director of Dining Services to purchase ethnic or specialty food from an off campus source must first meet with the Student Services Coordinator at Hofstra USA. The following information must be provided prior to the event:

- All student groups must have prior approval from the Student Activities office.
- A Hold Harmless agreement signed by the vendor.
- A copy of the vendor's insurance certificate.
- A valid New York State health permit.
- A list of items to be purchased.

### **Donations**

**POLICY:** Student organizations may solicit donated products that are not perishable. Donations of perishable food are prohibited - that is any food that is required to be maintained at safe hot or cold temperature. There is no limit on the value of donations.

**PROCEDURE:** All student organizations planning to solicit off campus donations must first meet with the Student Services Coordinator at Hofstra USA for approval. Each student organization that has been approved to accept a donation must provide the following:

- All student groups must have prior approval from the Student Activities office.
- A Hold Harmless agreement signed by the vendor.
- A copy of the vendor's insurance certificate.
- A valid New York State health permit.
- A receipt with the description and value of the donated items.

**Potluck Meals**

POLICY: Student organizations are permitted to have potluck meals for members on the official roster only. The event or meeting must not be open to the general student population.

PROCEDURE: All student organizations planning to have a potluck meal for members only must first meet with the Student Services Coordinator at Hofstra USA.

**Fundraisers**

POLICY: Baked products that are prepared at home to use for purposes of fundraising are permitted or Dining Services can provide any student organization planning a bake sale with all of the food products at cost. The complete order will be delivered and set up at the event.

PROCEDURE: All student organizations planning a bake sale or fundraiser must meet with the Student Services Coordinator at Hofstra USA and provide a budget number.

## HOFSTRA UNIVERSITY ALCOHOL POLICY

1. Consumption and/or possession of alcoholic beverages in areas other than those specified and approved by the University are not permitted. For a complete listing of these locations please refer to the University Judicial Code, the Residential Life Living Factor, and the Student Activities Policy and Procedures Manual.
2. Persons presenting false identification and/or proof of age shall be subject to disciplinary action.
3. Persons of legal drinking age are not permitted to purchase beverages for and/or to pass beverages not of legal drinking age.
4. Drinking games of any kind are not permitted in any area or at any function at which alcoholic beverages are being served.
5. The Alcoholic Beverage Control Act prevents the unlimited distribution of alcohol. The Office of Student Activities and/or the Dean of Students Office, reserves the right to evaluate the merits of an event to ensure that the sole focus of the event will not be interpreted as “drinking alcohol”. The goal of Student Activities is to develop programs and activities that are alcohol free. No activity funds may be used to purchase alcoholic beverages at traditional events such as Fall Weekend, spring Week, Greek Week, Freak Formal, Concerts, and hospitality.
6. At on-campus event, alcoholic beverages must be provided through “authorized” servers such as Hofstra Dining Services and at a price that could not reasonably be interpreted as providing unlimited drink specials. ***A faculty or staff adviser must be present.*** Persons 21 years of age or older will be permitted to purchase and/or consume alcohol. Provisions for compliance with New York state liquor laws (“bracelets”, hand stamps, IDS, special partitioning) must be approved before the event can be scheduled. Final decisions on monitoring and enforcement procedures to be employed will be the responsibility of the University and/or the designated vendor. In the event that student cooperation and compliance with monitoring and enforcement procedures fail to satisfy the University’s or the vendor’s responsibilities under New York state law, the University reserves the right to prohibit the sale and consumption of alcohol.
7. When events are held off campus using University funds, the University should exercise caution in approving such events until such time as the hosting site can ensure that only students 21 years of age or older will consume alcohol and that the sole purpose of the event cannot be interpreted as alcohol consumption. ***A faculty or staff adviser must be present.*** Contract to off-campus establishments will be sent via the Office of Student Activities through U.S. Mail along with a copy of a letter explaining their responsibility to monitor and enforce the legal drinking age. ***Note:*** Advisers should never accept the role of checking the identification of students for the purpose of identifying those students who are of legal drinking age; the off-campus hosting site is responsible for having authorized servers who are responsible for providing, handling and the serving of alcoholic beverages to those

students who are 21 years of age or older. The advisers' role is to ensure that this is occurring. Advisers should refer to the "Adviser Guideline and Responsibility" section of this manual for a complete description of their responsibilities.

8. When an alcoholic beverage is being served, an alternate beverage and foodstuffs must be available.
9. At regular social events at Hofstra USA i.e., "Monday Madness" "Coffee House", etc. alcohol may be permitted but only to those of legal age. If the University or the vendor determines that the size and/or age composition of the event may make it impossible to adequately enforce New York state liquor laws, the University reserves the right to prohibit consumption of alcohol.
10. The sale and/or consumption of alcohol in the Student Center I prohibited, except by special permission of the University.
11. No alcohol is permitted at Greek "rush" events.
12. Fraternal/Sorority pledging and/or rushing activities of any kind are not permitted in any area or at any function at which alcoholic beverages are being served.
13. Operation of a motor vehicle by a driver who is legally impaired or intoxicated (reckless driving) is also prohibited.

The responsibility for monitoring the alcohol policy must be shared by all students, staff, faculty, and advisers.

Violations of University policies or civil law concerning alcoholic beverages or situations evolving directly or indirectly from the sale, consumption, distribution, or transportation of alcoholic beverages will be dealt with within the framework of discipline developed by Hofstra University. In addition to sanctions imposed by the University, alcohol violations may be referred to the appropriate external authorities. Under local and state laws, such violations may result in penalties ranging from fines through suspension of a driver's license and possible imprisonment.

## **STATEMENT ON THE ALCOHOLIC BEVERAGE CONTROL (ABC) ACT AS IT RELATES TO HOFSTRA UNIVERSITY**

Amendments have been made to the Alcoholic Beverage Control Act in order to prevent unlimited drink offerings. As a proactive measure, Hofstra University has carefully considered the impact of this law and reviewed and revised its Alcohol policy as it pertains to student clubs and organizations on the campus. Therefore, for the purpose of Hofstra University's alcohol policy, and in relation to the ABC Act, alcohol consumption must not be interpreted as the sole function of any University event. No alcohol may be present at any Residential Life programming or Resident Student Association events.

If alcohol is to be served at an event on campus it must be provided through "authorized" servers such as Hofstra Dining Services and must include a price that could not reasonably be interpreted as providing unlimited drink specials (e.g. "Nickel Drafts", "Ladies Drink Free"). Places such as "Hofstra USA" can determine reasonableness of prices due to the fact that it may be deemed reasonable at certain events that due to overhead, or purpose of the function, prices may be lowered.

If student clubs/organizations hold off-campus events, enforcement of the ABC law rests with the off-campus site. However, if University funds are being used to assist in the sponsorship of an off-campus event, the University will take steps to ensure that the intention of the event cannot be interpreted as solely to consume alcohol. Example: The University would support a "formal", but a party at a local bar would not be supported. The role of University Advisors attending such events will be strictly enforced.

The determination of whether or not student club/organization's events sole focus is on consuming alcohol will rest with the Office of Student Activities and/or the Dean of Students Office.

Note: All SGA clubs and organizations, IFSC, AFSLA, and PanHel funding, whether through their initial budgets or fund raising activities, is considered a University account which falls under the discretion of the SGA advisors, etc. Fraternities and Sororities who have their own separate off-campus accounts do not fall under the same responsibility of the University. However, these organizations will still be encouraged to sponsor events where alcohol is not viewed to be the main focus of the event. Furthermore, these fraternities and sororities, in accordance with FIPG, will be encouraged to host events at establishments where authorized servers will be responsible for providing, handling, and the serving of alcohol to those people who are 21 years of age or older.



# HOFSTRA UNIVERSITY



To Whom It May Concern:

Thank you for hosting an event for Hofstra University students. Enclosed is your payment toward the event.

Hofstra University follows and enforces the regulations of the Alcoholic Beverage Control Act on campus. To this end we ask for your cooperation regarding the availability of alcohol to students. Students are aware that they must be 21 or older to consume alcohol and that alcohol is not expected to be the sole focus of this event. Please be advised that we expect your enforcement of this law.

Please have personnel on hand to verify age requirements of the students purchasing or consuming alcohol at your establishment. Although the advisor will be present at the event, it is not their role to verify age requirements.

We appreciate your commitment to responsible and legal drinking behaviors and thank you in advance for your cooperation.

Sincerely,  
The Alcohol Awareness Task Force  
Hofstra University

Enc.

## **UNIVERSITY INSURANCE REQUIREMENTS WHEN OUTSIDE GROUPS OR ASSOCIATIONS UTILIZE CAMPUS FACILITIES**

Hofstra University has instituted the following policy to be followed when outside groups or organizations are permitted to use University facilities:

**For meetings, conferences, lectures, and classroom-like activities:**

1. The group will provide a Certificate of General Liability Insurance in the amount of \$1,000,000, naming Hofstra as an additional insured,

Or

2. The group will provide the University with a Hold Harmless Agreement and an insurance fee of \$150 per day for each day such activity takes place.

**For concerts, picnics, and athletic activities:**

1. The group will provide a Certificate of General Liability Insurance in the amount of \$1,000,000, naming Hofstra as additional insured,

Or

2. The group will provide the University with a Hold Harmless Agreement and an insurance fee of \$250 per day for each day the activity takes place. Rehearsal and practice time will be \$125 per day.

Note: Fireworks displays and gymnastic programs or contests are not permitted within University facilities.

## Memorandum

Date: April 28, 2003

To: Gina-Lyn Crance  
Dean of Students

From: James J. Spero *JJS*  
Assistant Vice President for Financial Affairs

Re: Insurance Requirements for Student Activities

I am writing to clarify the insurance requirements for the various Student Activities contracts processed each semester. While I do not believe there has been an issue with the insurance requirements for this past semester, I have been informed that questions were raised at the President's "Town Meeting" held recently.

Insurance is generally required if the performer or group is bringing equipment on campus, or is performing an act which could be dangerous. Included in this category are large bands with equipment, chiropractors providing adjustments, massage therapists performing massages, and rental of carnival type equipment (ie. dunk tanks, slides, etc.).

Insurance is not required for speakers or performers who bring only minimal or no equipment on campus, and who do not perform acts which could be dangerous. Included in this category are lecturers, speakers, comedians, magicians and small bands with minimal equipment.

If insurance is required, the standard coverage includes general liability in the amount of \$1,000,000 per occurrence (\$2,000,000 aggregate), and \$3,000,000 in excess liability coverage. The amounts and types of coverage may vary depending on the type and scope of event or performance. As an example, a chiropractor should also carry professional malpractice insurance. In addition, when insurance is required, the Finance Office must receive a certificate of insurance naming Hofstra University as an additional insured.

Please note that this memorandum is intended to give general guidance into the insurance requirements for typical events conducted by Student Activities events. The scope and type of event will ultimately determine the insurance requirements.

If you have any questions about the policy or about specific events, please do not hesitate to call.

cc: Dolores Fredrich  
Vice President for Legal Affairs and General Counsel

Catherine Hennessy  
Vice President for Financial Affairs and Treasurer

## **OPERATING POLICY FOR HOFSTRA USA**

### **Hours of Operation**

Sunday through Thursday	5:00 P.M. to 2:00 A.M.
Friday and Saturday	5:00 P.M. to 9:00 P.M.
Saturday and Sunday Brunch	12:00 P.M. to 4:00 P.M.
Friday and Saturday Parties	10:00 P.M. to 4:00 A.M.

The Manager of Hofstra USA, in consultation with the staff of Student Activities and the Tour Manager of Public Safety, reserves the right to close earlier than the published times in instances where there is a threat to the security of the building and/or the people present. The Manager of Hofstra USA reserves the right to close the bar early at events where no purchases have been made. Under no circumstances will Hofstra USA remain open after 4 A.M.

### **Admission**

“1 to 1” policy (Hofstra student plus one guest, ID required of student and guest; Hofstra student must sign guest in and will be responsible for guest’s actions). Special exceptions to this policy must be approved in advance by the Director of Student Activities, Director of Public Safety, and the Manager of Hofstra USA.

Everyone over the age of 21 must be banded prior to entering an event when the bar is open.

No bags or backpacks are allowed at parties.

### **Security**

The Office of Public Safety is ultimately responsible for security coverage at Hofstra USA. All security personnel are to be assigned and supervised by the Office of Public Safety.

### **Scheduling**

All events in Hofstra USA are to be coordinated through the offices of Hofstra USA and Student Activities. The Director of Student Activities and the SGA are responsible for the fair and equitable distribution of canceled dates so that all student organizations have an opportunity to bid for open dates. Student organizations must obtain University approval through the Director of Student Activities for the handling of any funds accumulated through charges or collections for the event. Hofstra USA is not available for private gain by off-campus individuals or groups.

### **Use of Facility for Student Groups**

Student organizations will be permitted to sponsor events in Hofstra USA provided that such events do not restrict the general Hofstra population from using the facility during the time that the event is held. In no case should the facility be restricted to any one segment of the Hofstra population or membership of an organization. There

are to be no closed parties. Hofstra USA should be accessible to all Hofstra students, with no admission charge to the facility on Sunday through Thursday evenings. Special permission may be granted to Hofstra Concerts for charging admission on Thursday and/or Sunday evenings to promote concert acts.

All matters concerning the scheduling of events in Hofstra USA are to be coordinated by the Director of Student Activities in conjunction with the SGA, student groups, the manager of Hofstra USA, and the Office of Public Safety.

Student organizations are not required to pay a rental fee for the use of Hofstra USA. If, however, the student organization requires equipment other than what USA currently has, rental equipment will be ordered. The charges for the rental must be paid by the sponsoring organization. The manager of Hofstra USA is not required to share food or beverage revenues with student organizations.

Student organizations do not pay setup expenses. All cleaning and breakdown of organization items must be performed immediately after the event. Cleanup shall be defined as work necessary to restore the activity area to its level of condition and cleanliness prior to the event. Failure to comply with this regulation will result in billing to the student organization responsible for the event.

Where subsequent additional security may be required for special events, the Office of Public Safety will absorb the cost.

Any monies collected by student groups must be deposited with the Office of Student Activities that same evening. The money will be available for pickup on the first business day that follows.

### **Priority for Scheduling**

Student organizations shall receive first priority for scheduling Hofstra USA. During intersession periods, priority for scheduling will be given to SummerFest and WinterFest activities.

Sample Hofstra USA Event Planning Form

HOFSTRA USA  
EVENT PLANNING FORM

Section A (Sponsoring Organization must fill out)

EVENT INFORMATION

Date \_\_\_\_\_ Start/End Time \_\_\_\_\_  
Location \_\_\_\_\_  
Sponsoring Organization \_\_\_\_\_  
Title of Event \_\_\_\_\_ Budget # \_\_\_\_\_  
Brief Description \_\_\_\_\_  
Cost of Tickets Sold In Advance \_\_\_\_\_ Cost of Tickets Sold At Door \_\_\_\_\_

CONTACT INFORMATION

Contact Person \_\_\_\_\_  
Phone \_\_\_\_\_ Cel \_\_\_\_\_  
Email \_\_\_\_\_ Position \_\_\_\_\_

Section B (Hofstra USA use only)

SET-UP INFORMATION

Anticipated Attendance \_\_\_\_\_ Set Up Date / Time \_\_\_\_\_  
DJ YES / NO Gazebo YES / NO Photos YES / NO Smoke/Fog Machine YES/NO

FOOD / BAR

Catering YES / NO Outside Food YES / NO Bar YES / NO

EQUIPMENT REQUESTED

Round Tables \_\_\_\_\_ Stage \_\_\_\_\_ # of Mics \_\_\_\_\_  
Chairs \_\_\_\_\_ Extra Stage \_\_\_\_\_ Screen \_\_\_\_\_  
6' Tables \_\_\_\_\_ Rent Furniture \_\_\_\_\_ Podium \_\_\_\_\_

\* HOFSTRA USA EVENTS REQUIRE THE ENFORCEMENT OF A ONE-TO-ONE GUEST POLICY  
WHEN ALCOHOL IS SOLD OR WHEN ANY OTHER VENUE (MPR, MONROE, ETC.) IS HOSTING  
A COLLEGE ID ONLY EVENT.

REQUIRED SIGNATURES

(Must get signatures in the order shown)

1. Requestor (Club Officer) \_\_\_\_\_ Date \_\_\_\_\_
2. Faculty Advisor \_\_\_\_\_ Date \_\_\_\_\_
3. Ticket Policy Chairperson \_\_\_\_\_ Date \_\_\_\_\_
4. Hofstra USA Manager \_\_\_\_\_ Date \_\_\_\_\_
5. Public Safety \_\_\_\_\_ Date \_\_\_\_\_
6. Student Activities \_\_\_\_\_ Date \_\_\_\_\_

## Procedures for an event at Hofstra USA

1. All signatures must be signed in order and return to the Office of Student Activities 10 day before the event.
2. When you meet with the USA manager you will review the following:
  1. What time your group will need to start setting up
  2. Your budget number for the room set up
  3. Any catering that might be necessary
3. You should make an appointment with public safety to review the following:
  1. One to one policy
  2. Guest list (if applicable)
  3. DJ, Band, or performers load in load out time
  4. Have your flyer completed at that time for proper approval.

Once you have met with Public Safety and the USA Manger you will need to review all conversations with the Office of Student Activities. Note: All contracts need to be submitted at this time and Public Safety should stamp your flyer before the final approval from Student Activities.

**If your event will have the USA bar open a sober representative will need to sign a contract and have a meeting with Student Activities. By signing the sober representative contract you are agreeing to be sober from the beginning to the end of the event. This is to ensure all money drops are accurate, if any decisions need to be made at the event you are able to make them, and that if Public Safety needs you to make any statements about the event you are sober to remember the evening's events.**

## **NIGHT DUTY ROLE WITH CLUBS AND ORGANIZATIONS**

The Office of Student Activities Assigns Staff members to attend events that include cash sales at the door and performance groups. We have established this staff to make sure that every event runs smooth and efficient. The role of the night duty staff is:

1. To make sure that all the guests adhere to the Hofstra policies. (One to one, behave like adults, do not interfere with the hard work your group did to make this event).
2. To be present for the money drop. Any cash that is received needs to be deposited into the Office of Student Activities safe that evening.
3. By depositing the money the responsibility is off the club/organization.
4. No DJ, performer, speaker can be paid with cash. By having a Night Duty representative present at your event he/she can explain that they will receive a check for their services (single-engagement contract)
5. Once the money is deposited in the safe the groups account will be credited and the funds will go to either paying for the event or any donations for a fund-raiser.
6. All Night Duty staff is required to contact the club/group with 48 hours of the event so they are aware of the policies.



## **HOFSTRA UNIVERSITY STUDENT ORGANIZATION RAFFLE POLICY**

Any student organization wishing to sponsor a raffle must register the raffle with the Office of Student Activities. The following must be followed:

1. The raffle must be registered in the Office of Student Activities one (1) week in advance.
2. 50/50 raffles are not permitted
3. All prizes may be bought or donated. They must have documentation (i.e., sales slips, etc.).
4. The record of winners must be returned to the Office of Student Activities forty-eight (48) hours following the drawing. Prizes must be awarded before this record is submitted.

Failure to follow these regulations will jeopardize a group's ability to sponsor a raffle in the future and may place the group and/or individuals in a situation requiring disciplinary action.

Please complete the following form to register your event, and return it to Room 260 Student Center.

## STUDENT USE OF ATRIUM TABLES

1. Recognized student groups may register for tables in the Atrium by adhering to the following guidelines:
  - a. The Office of Student Activities will invite all student organizations to a lottery at the end of each term to establish a system of priorities for the following term. Student groups may choose a maximum of three (3) dates per semester at the time of the lottery. During the semester clubs/organizations may request unlimited days except Wednesdays, clubs/organizations are allowed two (2) per semester.
  - b. After all groups have completed the process, student groups wishing to schedule additional table space may do so by contacting the Office of Student Activities directly. Dates will be distributed on a first-come, first-served basis and upon availability of tables. There are five (5) spaces available per day.
2. If the student group chooses to contact vendors to assist in its fund-raising efforts, the following requirements apply:
  - a. A Hofstra University Student Organization/Vendor Contract must be fully executed and submitted to the Director of Student Activities.
  - b. Representatives of the student group must be present during the sale of all items.
  - c. Student groups and vendors may not enter into any additional arrangements other than what is written and agreed to on the Hofstra University Student Organization/Vendor contract. Consideration may be submitted by the vendor only in the form of a 15 percent minimum gross percentage. No rentals, consignments, or other forms of payment will be permitted. To rent a table the charge is \$100.00 for a day.
3. When food is being sold or distributed, the vendor must submit a statement which indicates the vendor's willingness to accept liability for all health-related illness. Any group must speak with Lackman Food Services for approval. The group or department accepting the donation will also sign a "Hold Harmless" agreement. If the group cooks or bakes its own food, it must sign a "Hold Harmless" agreement.
4. Only one table may be used per day. All items to be sold must be displayed behind the table and within the parameters of the table. **No extra stands or tables are permitted.**
5. All articles being sold must be itemized and approved for sale.
6. Student groups (excluding fraternities and sororities) must deposit all monies with the Office of Student Activities (Student Center, Room 260) by 5 P.M. each day of the sale. **VIOLATIONS OF THIS POLICY MAY RESULT IN A LOSS OF TABLE SCHEDULING PRIVILEGES FOR THE STUDENT GROUP AND BANISHMENT FROM CAMPUS FOR THE VENDOR.**

## PROGRAMMING & PUBLICITY

### **RESOURCES FOR PROGRAMMING IDEAS**

Potentially everyone on campus, i.e. staff, faculty, and students, can be a resource for ideas and information. However, depending on the type of program, some sources may be more helpful than others.

### **WHAT TO DO**

1. Solicit suggestions. Ask for suggestions from sources that might be appropriate to assist you in your programming needs. Check with students, staff, and faculty. It is much faster and easier to call, but a personal visit may be more effective.
2. Reservations. Ensure that rooms and University space are available for your vent by submitting a tentative reservation form through the Office of Event Management.
3. Contact. When speaking to a person, be prepared; identify yourself and explain why you are calling. Briefly explain the type of program, who is sponsoring it, who it benefits, budget available and ideas that you are developing.
4. Confirmation. If the person is willing to help, follow up your conversation with a short note of thanks. In that note, reconfirm the time, location, date, and other pertinent information about the event. If a person is unable to help, you might ask for a referral to other sources. Thank you notes are appropriate and encouraged.
5. Special Confirmations. If the person is a central administrator (dean of Students, Provost, President, etc.) or is very prominent in the community, it is suggested that before contacting him/her, you clear your agenda through the Office of Student Activities. Their staff will offer advice on protocol involved because it undoubtedly will have some effect on internal or external relations.

### **WHOM TO ASK**

Office of Student Activities. The Student Activities staff is directly involved with programs (i.e. lectures, film, concerts.), on a day-to-day basis. They can discuss most of the possibilities and options available to programming groups. Feel free to contact any member of their professional office staff between the hours of 9 A.M. and 6 P.M., Monday through Thursday, and Friday from 9 A.M. to 5 P.M. in Room 260 of the Student Center

Faculty. Faculty members are excellent resources. If your idea for a topic involves a faculty member you already know, you may contact them directly. If not, a particular department chair may refer you to the most logical choice within their department. Department chairs have an interest in seeing that events related to their field of study can occur on campus.

Office of Recreation and Intramurals. The staff in this office is available to help plan programs in the areas of outdoor recreation, intramurals, and leisure time activities. The

recreation staff is always available to answer any questions that you may have. They can be reached at 463-6958. Other helpful contacts are:

Cultural Center	463-5669
Dean of Students Office	463-6913
International Students Office	463-6796
New Student Support Services	463-6320

Student Resources. The following student groups are involved in co-curricular activities on an ongoing basis. Their members are available to assist you in programming planning:

Entertainment Unlimited	463-6969
Hofstra Concerts	463-6967
Hofstra Student Government Association	463-6960

Media Contacts:

Font (literary magazine)	463-5129
HTV (television)	463-5204
Nexus (yearbook)	463-6961
Nonsense (humor publication)	463-6005
The Chronicle (student newspaper)	463-6965
The Pulse (School of Communication)	463-5424
University Relations	463-6818
WRHU (radio)	463-5667

## ADVERTISING MEDIA FOR UNIVERSITY & STUDENT EVENTS

### CHECKLIST OF CAMPUS MEDIA AVAILABLE FOR PUBLICITY OF ACTIVITIES AND EVENTS

*Hofstra Cultural Calendar*

Hofstra Events Line

*Hofstra Law Review*, Alumni Publication

*Hofstra Pride*, University Newsletter

Hofstra Television (Closed circuit)

*Hofstra Update*, Alumni Publication

It's happening at Hofstra (University Flyer)

Office of Student Activities:

- Atrium Marquee
- Campus Wide Voice Mail Alerts
- North Campus Front Gate Sign

*Resident Report*, Residential Life Office Newsletter

*The Chronicle* (student newspaper)

*The Flash*, (campus newsletter)

*The Pulse*, School of Communication

WRHU-FM (88.7 FM stereo)

Alumni Publications: If your event or activity is of interest to our alumni, you may want to advertise in one or both of the publications of the Alumni Relations Office.

*The Hofstra Law Review* has a magazine format and is circulated to Law School alumni four times a year.

*The Hofstra Update* is circulated three times a year (January, April, and September) to alumni. For more information regarding this publication contact the Alumni Relations Office at 463-6636.

**Atrium Marquee:** Supervised by the Office of Student Activities and available for campus events. The Marquee is located in the Student Center, above the entrance and above the unispan. If you are interested in advertising a meeting or event contact 463-6914 for more information.

**Conscience:** Published by students of the Hofstra School of Law periodically each academic year. Circulation is primarily in the Law School, although some copies are circulated on North Campus.

Address: School of Law 463-5922

**Hofstra Cultural Calendar:** Published each semester and circulated to all administrative and faculty offices on campus. This listing includes dramatic, musical, and scholarly events. Cultural Center 463-5669

Hofstra Events Line: A recorded calendar of events maintained as a service of radio Hofstra University (WRHU-FM). This recording is update weekly and can be reached 24 hours a day, 7 days a week, at 463-5533. To make your event part of the events line, call WRHU-FM at 463-5667.

Hofstra Pride: Circulated to all staff, faculty, and administration on campus and published monthly (expect July). Deadline is the 15<sup>th</sup> of the prior month.

**Address:** Ginny Greenberg, the Office of University Relations, Hofstra Hall 463-6818

Hofstra Television (HTV): This in-house station produces and broadcasts its public service announcements and programs on campus in certain locations. If you contact HTV with information regarding your event, it may be able to be broadcast as a commercial/public service announcement HTV broadcasts during the fall and spring semesters.

**Address:** Hofstra Television, Room 318, Dempster Hall 463-5204

It's Happening at Hofstra: Produced weekly during the academic year, this 8-1/2 x 14 single sheet is composed of several campus flyers reduced to fit on one form. Circulated to all campus offices, many display the flyer for all personnel to see. Send all copies of flyers or announcements to the Printing Office (Butler Annex).

Office of Student Activities: This office supervises student organizations and all student activities on campus. It is important to communicate with this office regarding your event, especially if students are involved or invited. The staff may also help you develop publicity strategies. Room 260, Student Center, 463-6914.

Residential Life Office: If you have an event that involves students, you should contact the Residential Life Office, room 244, Student Center. 463-6930.

Student Government Association: The SGA is the governing body for most student organizations on campus. It is comprised of senate and committee members who hold leadership positions in the SGA and in other organizations. Good communication with the SGA could be a key in creating excitement about your event among student leaders.

**Address:** Room 207, Student Center 463-6960

The Chronicle: Published by undergraduate students of Hofstra University every Thursday during the academic year as scheduled each semester. Circulation is on campus only.

**Address:** Student Center, Room 203, Hofstra University 463-6965/6966.

**Advertising:** The deadline for an advertising contract is 5 P.M., four (4) school days prior to the issue. Advertising space may be reserved in advance but must meet the contractual deadline. Discounts exist for camera-ready artwork, student discount offers, payment in advance, on campus advertisers, and advertising in three or more consecutive issues.

Classified advertisements are also available at a set rate. To secure an ad, rate sheet, and dates of publication, or for information regarding advertising in *The Chronicle*, contact the advertising manager(s).

If you feel that your news may warrant a story in *The Chronicle*, contact the news editor(s).

The Portal: The Hofstra Portal is available to all students. Here you can access your bill, register for classes, add money to your Dutch debit account, learn about events on campus, join a club/organization chats, and much more. For groups interested in advertising your event on the portal email [diane.perillo@hofstra.edu](mailto:diane.perillo@hofstra.edu) for posting.

The Pulse: Published by students as a part of the academic requirements and curriculum of the School of Communication. This publication is circulated on campus several times during the academic year. For more information on how to advertise in *the Pulse*:

Address: *The Pulse* c/o School of Communication in Dempster Hall 463-5430/5424

WRHU Radio: A student-managed station broadcasting 365 days a year on 88.7 FM stereo. To solicit WRHU to produce an announcement regarding your event, contact the current Continuity Director at WRHU. In order for an event to be broadcast, it must be open to the public because WRHU broadcasts publicly.

Address: Room 020. Memorial Hall 463-5667

## **PROCEDURES FOR PROMOTING ON-CAMPUS CONCERTS**

The following guidelines must be followed when a student group is interested in promoting a concert. A concert may be defined as any act or group of individuals that maintains representation by a recognized talent agency, record company, or some other viable organization recognized in the entertainment industry.

\*\* There will be not outdoor concerts without the approval of the Office of Student Activities, Public Safety, and the Dean of Students.

1. The student organization must meet with the directors of Student Activities and Public Safety a minimum of six (6) weeks prior to the scheduled concert date.
2. The name(s) of the proposed group(s) must be submitted in writing at this meeting along with a list of a minimum of three (3) universities or college where the group has performed.
3. Other logistics may be discussed, including but not limited to type of music, costs, public safety arrangements, technical arrangements, hospitality, student group responsibilities (i.e., scheduling form, ticket sellers, assisting public safety, etc.)
4. The Director of Public Safety will make inquiries and determine whether the group satisfies Hofstra University's concerns for student welfare and safety. The inquiry will be complete no later than seven (7) calendar days following the initial meeting with the student group.
5. If it is determined that the concert act does not satisfy Hofstra University concerns, the student group will be notified immediately.
6. Student groups may submit additional names of other concert acts within one week of notification by the University canceling the previous request.
7. When the University validates a group an additional meeting will be convened to discuss the logistics of the event.



## UNIVERSITY PUBLICITY POLICY

### Preface:

This policy is a compilation of various policies concerning publicizing events at Hofstra University.

PLEASE BE ADVISED THAT THE FOLLOWING POLICIES ARE IN EFFECT AND FINES WILL BE IMPLEMENTED FOR INFRACTIONS.

### University Policies:

1. All banners, posters, and flyers announcing student-sponsored events must be approved by the Office of Student Activities, Room 260, Student Center. Please follow regulations to obtain approval:
  - a. Wording must be directed toward the specific date and the function concerned.
  - b. Advertisements must be neat in appearance, language should not be offensive to others., and must identify the sponsoring organization.
  - c. Advertisements must not display or encourage any stereotypes, prejudices, sexism, or falsities against any other organization or individual.
  - d. All advertisements must be submitted to the Office of Student Activities at least 24 hours before the desired posting date, but may not be posted more than two weeks in advance of the advertised event.
  - e. All advertisements posted or hung on campus that are larger than 14" x 22" MUST be printed on fire retardant materials. Proof of fire retardant is required for all materials. Fire retardant paper is available for purchase through the Office of Student Activities, Room 260, Student Center.
  - f. Spaces for posters to be hung in the Student Center Main Cafeteria are assigned by the Office of Student Activities.
  - g. Posters hung in the Main Cafeteria should not exceed 7'x4'. The Director of Student Activities must approve any posters larger than the dimensions previously described.
  - h. Posters hung in the Main Cafeteria may not remain hanging for any time period exceeding two weeks or they may be thrown away.
  - i. Posters and flyers may be hung on any of the corkboards in the Student Center.
  - j. When advertising events where alcohol consumption will occur, no mention will be given as to the price of alcoholic beverages or "shots". As in the past, alcohol should not be the focal point of the event or publicity regarding the event.
  - k. Flyers may be hung as advertisements underneath the Rathskellar boards as long as they abide by other publicizing regulations (i.e., they must be six feet apart.)
  - l. There will be no advertising of off-campus events on campus, nor will student be permitted to advertise for on-campus events at locations off campus.
2. Exceptions to the above policy may be made for special events, pending approval of the Director of Student Activities.

3. Student organizations wishing additional information regarding the posting of notices on University bulletin boards should inquire at the Office of Student Activities.
4. Posters, flyers or other advertisements MAY NOT be hung in either footbridge, on the Multipurpose Room divider, on the Atrium pillars, or any painted brick, glass, or metal surfaces.
5. Organizations may not post more than one flyer each on bulletin boards situated around Hofstra campus or one per six linear feet.
6. All violations of this policy will result in appropriate sanctions (minimum \$50 fine) against the group.

**Residential Life Policies:**

On resident floors, flyers and advertisements may be posted only in the designated areas outlined by each individual Resident Assistant. In areas of common usage, flyers and advertisements may be posted only on bulletin boards. University policies apply in the residence halls.

“Pamphlets, surveys, and any other forms of advertisements or promotions other than Residential Life publications must be posted only on the main lobby bulletin boards. No literature may be slipped under doors, placed in mailboxes, put on painted glass surfaces, or hung in elevators. No adhesive items such as decals or bumper stickers may be used. If other offices or outside organizations need board student distribution, the Director of Residential Life must be contacted for approval.

Building bulletin boards are available in each hall for posting club/organization notices. These are the only areas provided to post such signs. All signs/paper must be fire retardant.

Residential Life publications, newsletters, surveys, and programming advertisements may be put under doors or hung on bulletin boards on each floor.”\*

\* The above excerpt was taken from the Residential Life Living Factor Calendar.

## **OFF-CAMPUS PUBLICITY**

1. The University Relations Office is available to coordinate news coverage of University events by off-campus communications media.
2. Representatives of student organizations must respond to communications media, whether newspapers, radio, or other through the Office of Student Activities, Room 260, Student Center, and the University Relations Office, Hofstra Hall, if the name of the University is in any way involved.

## VAN USAGE

### General

1. VANS MUST NEVER LEAVE THE 5 BOROUGHES INCULDING LI (Suffolk, Nassau, Queens, Brooklyn, Staten Island, The Bronx, and Manhattan).
2. The Office of Student Activities has the right to void all requests for student government vans and ground the student government vans from being used if weather conditions do not permit.
3. **Only Hofstra University Student (s)** are to be transported, **guest speakers, etc. are NOT** allowed to be transported from any of the five boroughs (see number 1) to Hofstra University in the student government association vans.
4. All driver must have a valid drivers license **WITHOUT** points or outstanding violations
5. An advisor/coach must accompany a student group if the trip exceeds a fifty-mile radius from campus. An advisor/coach must also be present for trips in which the van(s) will be utilized more than twenty-four hours. The advisor must be a full time employee at Hofstra University, and its' subject to approval by the Office of Student Activities. The maximum round-trip mileage is 200 miles.
6. Organizations are responsible for themselves and the SGA van(s) in case of vehicle breakdown. One member should stay with the vehicle during a breakdown. SGA vans should not be left unattended during any breakdowns. Organizations will follow the Emergency Procedures Guidelines. All requesting groups must be prepared to furnish a credit card in the event of the need for emergency service. Organizations will be reimbursed emergency funds in most cases.
7. A scheduled van is not transferable. A group may not schedule a van for another group's use and may not relinquish their van to another group without approval from the Office of Student Activities. Such actions will result in penalties and suspension for future van utilization.
8. Van request forms must be completed properly and supporting materials provided before usage. A copy of a valid driver's license must be included for the person(s) operating the vehicle. Requestors will be responsible to return the van exactly how they received it.
9. Requests are granted on a first come, first served basis with consideration to the intended use of the van(s). As there is a tremendous demand for van use, vans must be reserved well in advance of intended use (**a minimum of 5 business days**). No same day requests will be honored.
10. Groups may use vans for University-related business only. For this reason, proper documentation is necessary. This excludes all personal and recreational activities, unless they are sponsored by a recognized student government club open to the general student population.
11. No reimbursements will be made for gasoline, tolls, parking, etc. Mechanical repairs will be reimbursed provided receipts are submitted to the Office of Student Activities. Remember to keep all doors locked at all times and remove all personal property when leaving the van. Hofstra University **WILL NOT** be responsible for lost or stolen articles in the van. **THE VAN IS THE DRIVER'S RESPONSIBILITY.**
12. When vans are returned, they should have the same amount of gas as when provided at initial sign out. Any and all tickets (parking, moving, other violations, etc.) are the driver's responsibility. If a ticket is received by an SGA FUNDED GROUP the driver will be given two weeks to submit payment. If delinquent, the group's budget will be frozen until payment is made. Additionally, disciplinary action will be taken for failure to comply.

## Sanctions and Penalties

All sanctions listed are minimum sanctions and may be altered at the discretion of the Office of Student Activities and/or advisor. The person who requested the van must pay all fines. The following may result in a loss of your deposit:

- Van not returned clean (i.e.: Dirty= \$25, excessive cleaning \$50/\$100 and/or a strike)
- ***Van not returned with the same amount of fuel as provided at the beginning of the trip (10% per gallon of stated gas price ie: 3.49\* 10%=\$3.84)***
- Mileage Log not returned upon conclusion of your trip
- Van not returned to parking booths west of the Student Center after use
- Inappropriate removal of van seat(s)

The following are stipulations that will result in a loss of your deposit, suspension from future van utilization, and additional sanctions at the discretion of The Office of Student Activities. Generally, there will be a three strike policy with the SGA vans. However, depending upon the severity of the violation, even the first time offenses may result in a loss of privileges or disciplinary actions through The Dean of Students Office. First strike is a warning, second one is probation from the vans for a week, and third strike will result in the organization not being able to use the SGA vans for one full school year from that date. Fines will also be assessed to the individual or organization if the van is given back dirty. If the van is given back with excess garbage there will be fines as-well-as suspension from use.

- Van used for reasons other than those indicated in Van Request Packet
- Possession of alcohol or drugs inside the van (Indefinite suspension of van usage privileges for the remainder of the organizations existence at Hofstra University and referral to Dean of Students)
- Keys not returned upon conclusion of your trip
- Van driven by an individual other than the individual on the driver information sheet (indefinite suspension of van usage privileges and possible judicial proceeding for failure to comply)
- Van driven over the allowable mileage
- External or internal damage to van

***Note: Any drug, alcohol, or van abuse will be subject to disciplinary actions***

## Key Distribution

Keys for the vans will be kept in the Office of Student Activities, room 260 Student Center. Registration and Insurance cards for the vans will be located in the storage compartments of each van.

### **Vans Scheduled for Monday- Thursday**

If you are scheduled to use a van Monday-Thursday, keys must be picked up in the Office of Student Activities, Room 260 Student Center, on the day of scheduled use between the hours of 9a.m. - 5p.m. only. ***If keys are being returned after 5 p.m. please use drop off window located next to the entrance of the Office of Student Activities.***

### **Van Scheduled for Friday-Sunday**

If you are scheduled to use a van on Friday-Sunday, keys must be picked up on Friday between 9 a.m. and 5 p.m. only. (Friday summer hours 9a.m. - 4p.m.) ***If keys are being returned after 5 p.m. on Friday or during a Holiday please use drop off window located next to the entrance of the Office of Student Activities***

**Van keys will not be issued after 5p.m. Monday-Friday- No Exceptions!!!**

**Key Drop Off**

Upon return of your scheduled trip, keys must be returned to the Office of Student Activities, room 260 Student Center. Drop the keys and mileage form by noon the next day in room 260 Student Center. This is the only acceptable place to return keys. ***Keys must be dropped off on weekends and holidays.***

Failure to return van keys prior to 12 p.m. on the day following completion of van use or loss of van keys will result in loss of the \$ 100 deposit. Loss of keys and replacement of lock will cost approximately \$300 (subject to change) and payment must be submitted before the group will be permitted future van use. (Where applicable, a budget transfer will be made)

**Cancellation**

Due to the large volume of requests, if you do not plan on using your scheduled van you must cancel your reservation at (516) 463-6914. Failure to do so could jeopardize the use of vans in the future and loss of \$100 deposit.

**Emergency Procedures**

In case of disablement, accident or general emergency, follow these guidelines:

1. Organize group in safe location away from traffic. If there is an accident, gather all information that you can and write it down (i.e. Witness license numbers, insurance information, police names, location of vehicles after impact, etc.) You **MUST** contact the police in the event of an accident, **NO MATTER** how minor.
2. Designate one person who will take responsibility for the van. Designee must have a valid drivers' license and a credit card. The van should **never be** left abandoned. The designee should be the driver in most cases, or the requestor. If the van is disabled the responsible member must be prepared to stay with the vehicle near the point of disablement for up to forty-eight hours or until the van can be repaired, or be prepared to return to pick up the van once it has been repaired.
3. If someone is injured, first contact the local police department @ 911, and then immediately contact Public Safety at (516) 463-6606. ***Ask Public Safety to contact the Office of Student Activities staff member who is on call and the Director of Student Activities.***
4. Contact the Office of Student Activities:  
From 9:00am – 5:00pm (516) 463-6914. Any other time after 5:00pm and before 9:00am (Cell number): Anita Ellis: (516) 610-6913. Be prepared to receive incoming calls. The Student Activities representative will help you coordinate towing, repairs, or even over night stays as necessary. Individuals will be reimbursed but organizations and departments may be held responsible for a portion of related emergency expenses.

Those groups, organizations, and departments that do get into and accident causing significant damage will be subject to sanctions and fiscal fines appointed by the Office of Student Activities. The driver must go to Phillips Hall room 100 to fill out an Insurance Accident Form. Failure to do so will result in additional penalties and suspension from future utilization.

**SAMPLE VAN REQUEST APPLICATION**

Name of Organization/Group: \_\_\_\_\_

Today's Date: \_\_\_\_\_ No. Of Passengers: \_\_\_\_\_

Destination: \_\_\_\_\_

Time van is needed: \_\_\_\_\_ to \_\_\_\_\_ Date van is needed: \_\_\_\_\_

Purpose for request: \_\_\_\_\_

Name of Requestor: \_\_\_\_\_

Position in Organization/Group: \_\_\_\_\_

Signature of Requestor: \_\_\_\_\_

Address of Requestor: \_\_\_\_\_

Contact Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Expected round trip mileage: \_\_\_\_\_ (cannot exceed 200 miles. Over 50 miles an advisor/coach must accompany group)

Name of Advisor: \_\_\_\_\_ Department: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Signature of Advisor: \_\_\_\_\_

Organization Category (Please check one)

\_\_\_\_\_ SGA funded publication- \$25 deposit

\_\_\_\_\_ Fraternity/Sorority- \$25 deposit

\_\_\_\_\_ SGA funded organization- \$25 deposit

\_\_\_\_\_ University Department- \$25 deposit

\_\_\_\_\_ Non-SGA Organization/Other- \$ 25 deposit and a \$25 fee.

Budget Number for Deposit: \_\_\_\_\_ Deposit on file: \_\_\_\_\_

Signature for utilization of Budget transfer: \_\_\_\_\_

Passenger List

List all passengers and emergency numbers. Changes in passenger list must be submitted in writing before usage of vans to the Office of Student Activities in 260 Student Center.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SAMPLE VAN REQUEST APPLICATION/DRIVER INFORMATION**

(Please fill one out for each driver)

Full Name: \_\_\_\_\_ Campus Extension: \_\_\_\_\_

Current Address: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Full Time Hofstra Employee: \_\_\_\_\_ No \_\_\_\_\_ Yes

Hofstra 700 Number: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

State Issued: \_\_\_\_\_ Is this your first time utilizing the SGA vans: \_\_\_\_\_

Is your license currently on file? \_\_\_\_\_

Has any of this information changed since last request? \_\_\_\_\_

If yes, you must resubmit your information otherwise this request will be denied.

A photocopy of your drivers' license must be submitted with this request. All licenses may be checked for prior violations. EACH driver must complete an additional Drive Information Sheet. All drivers MUST be either current students, faculty, or staff of Hofstra University. An advisor must be present if the van will be away from campus overnight. As advisor must also be present if the van is going to exceed a fifty-mile radius from campus. The van, once finished for use by the student group or organization, must be returned to the Student Center SGA van parking spaces. All required paperwork must be completed and submitted. The required deposit/fee must also be submitted. Policy violations from prior utilization will result in denial of request. Vans must be returned EXACTLY as your organization received them (which include correct gas volume). Misuse of vans or violations of van usage policy will result in a loss of your deposit, and possibly result in the further sanctions and suspension. I have read and thoroughly understand the policies and registration for the use of the Hofstra University Student Government Association vans contained in this packet. I also understand the ramifications if any of these policies or regulations are violated. I understand I must use the van during the indicated times designed to my organization/group only. I understand that I am responsible for all actions while driving the van, and that I must follow all state traffic regulations. I am also responsible for all actions while driving the van, and that I must follow all traffic regulations. I am also responsible for any traffic infractions, such as speeding tickets and parking violations, while the van is designated and signed out to myself for my organization's use. I understand that ANY misuse of the van could result in Hofstra University judicial action and loss of deposit. I have been provided with a copy of the Hofstra University SGA Van Usage Policies & Procedures, and I have read it fully and understand and agree to comply with it.

Driver Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Driver's License Found on file: \_\_\_\_\_

Deposit/Fee received: \_\_\_\_\_ Mileage utilized: \_\_\_\_\_

Deposit Returned: \_\_\_\_\_ Key Released: \_\_\_\_\_

Key Returned: \_\_\_\_\_ Key log signed out: \_\_\_\_\_

Adequate Gas: \_\_\_\_\_ Checked out by: \_\_\_\_\_

Checked in by: \_\_\_\_\_ Condition: \_\_\_\_\_



**SAMPLE MILAGE AND GAS LEVEL INFORMATION**

(Please fill out this section and return with the key to the van in the envelope provided.)

Organization/Group Name: \_\_\_\_\_

Date of Use: \_\_\_\_\_ Date Returned: \_\_\_\_\_

SGA Van #: \_\_\_\_\_ Van Key #: \_\_\_\_\_ Van Plate #: \_\_\_\_\_

Starting Mileage: \_\_\_\_\_ Ending Mileage: \_\_\_\_\_

Total Mileage Utilized (end- start): \_\_\_\_\_

Starting Gas Level

Ending Gas Level

E

1/2

F

E

1/2

F

(Please draw a needle to show the amount at start and end. Will be checked)

Please list any maintenance concerns: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

The van is only to be utilized during the time designated. Keys are to be returned no later than 12:00 P.M. the following day. Drop the key and this sheet in the envelope provided outside the Office of Student Activities (260 Student Center). When you return the van, make sure it is returned in the same condition you received it. It must be returned to the designated spot in the lot. Failure to turn in this sheet and/or the van keys will result in various sanctions and penalties. Have a safe trip!

I hereby understand the policies concerning this log, and this valid information to my best knowledge. I have returned the van exactly as I received it, and with the adequate amount of fuel.

\_\_\_\_\_  
Driver's Name

\_\_\_\_\_  
Driver's Signature

\_\_\_\_\_  
Date & time of key drop off