BARUCH OFFICER LEADERSHIP TRAINING

Office of Student Life
NVC 2-210
Hours: M-F 9:00 A.M. - 8:00 P.M
studentlife@baruch.cuny.edu
www.baruch.cuny.edu/StuLife
**BOLT GOALS**

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Baruch's Conduct Rules &amp; Policies</strong></td>
<td>Understand CUNY's Article XV, the Baruch College Code of Conduct, and all Anti-Hazing policies and guidelines.</td>
</tr>
<tr>
<td><strong>Student Life &amp; Student Gov't Policies</strong></td>
<td>Understand Office of Student Life, USG and GSA policies and procedures.</td>
</tr>
<tr>
<td><strong>Gain Financial Competency</strong></td>
<td>Gain financial competency for student organization budget management.</td>
</tr>
<tr>
<td><strong>Learn About Available Resources</strong></td>
<td>Learn more about MyBaruch, scheduling events, off-campus trips, and other resources available through Student Life and your advisor.</td>
</tr>
</tbody>
</table>
Office of Student Life Staff

Damali Smith
Director, Student Life

Savanna Ramsey
Assoc. Director, Student Life

Dinetta Curtis
Asst. Dir., Leadership Dev.

Crystal Tejada
Asst. Dir., Student Activities

Talia Gurstel
Asst. Dir., Student Activities

Traci Espinet
Technology Specialist

Chloe Spencer
Daytime Office Manager

Natalie Otero
Evening Office Manager

Reshma Jaigobin
Grad Asst./Activities Advisor

Custodial Assistants:
Roberto Aviles Jr., Andy Hutchinson, Kashawn Guadalupe Algenis Duran
COMMUNITY STANDARDS

CUNY Article XV & Baruch College Code of Conduct

Members of the Baruch College community are bounded by federal, state and municipal laws, as well as by the regulations enacted by the established college authorities designated by the President and Dean of Students. Institutional discipline is aimed at conduct that directly and significantly impairs the opportunities of members of the college community to attain their educational objectives.

The rules are intended to protect the health and safety of persons in the college community and to maintain and protect property.
BARUCH COLLEGE CODE OF CONDUCT: COMMON OFFENSES

Academic cheating or plagiarism

Lending a Baruch ID Card to anyone or failure to present it

Theft, willful destruction, or damage of property belonging to a member of the college community on college premises

Use or sale of unlawful drugs

Use of alcohol on campus at other than duly authorized social functions

Gambling

Cyber Bullying
BARUCH COLLEGE CODE OF CONDUCT: POSSIBLE SANCTIONS

Participation in any of the before mentioned offenses shall be subject to the following sanctions:

- Disciplinary Probation
- Restitution
- Suspension
- Expulsion/Ejection
- Complaint to Civil Authorities
- Further referral and review by the Dean of Students Office
CUNY ANTI-HAZING AGREEMENT

Hazing is defined as any method of initiation or pre-initiation into a student organization which causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace, resulting in physical or mental harm to any student.

NY Hazing Definition

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 physical injury to such other person or a third person and thereby causes such injury.

*OSL, Baruch and CUNY have ZERO TOLERANCE for hazing of any kind*
REPERCUSSIONS FROM HAZING

- Damaging the reputation of your organization
- Reporting to Dean of Students Office
- Removal of your organization from campus
- Expulsion
- Criminal charges in accordance with Federal and New York State Law

Unfortunate consequence of hazing: Death
YOUR ROLE AND RESPONSIBILITIES AS STUDENT LEADERS

Remember that you are representing your student organization, Baruch and CUNY in your actions

- Accountability for actions from all members of your organization
- When in doubt ask questions
- Reporting any cases of hazing or abuse
- Adhering to all Baruch and CUNY rules and regulations
- Adhering to all New York State laws
COMMUNITY STANDARDS

Resources available:

Available on the Office of Student Life website under Student Organization Resources:
(www.baruch.cuny.edu/studentaffairs/StudentLife/clubs/resources.htm)

- Baruch Code of Conduct (From the Student Handbook)
- CUNY Article XV
- Anti-Hazing Agreement and Guidelines
- Anonymous Hazing Incident Report

Regular Communication via email with

In Person

3rd floor of NV North Campus
BENEFITS OF BEING A REGISTERED STUDENT ORGANIZATION

- Student Organization Advisor
- Event Spaces
- Organization Budget (through USG or GSA)
- Weekly or Bi-Weekly Meeting Spaces
- Club Suite Space (by Application)
- Organization Lockers (by Application)
- Printing Account
BUDGETS OVERVIEW

Where does Student Org funding come from?

The funding for a student organization's budget comes from the student activity fee.

How can I request a budget for my organization?

Undergraduate student organizations can request a budget by submitting their request form to the USG Chair of Finance at finance@usgbaruch.com.

Graduate student organizations can request a budget by submitting their request to the GSA Treasurer, Jacqueline Arisumi, at Jacqueline.arisumi@baruchmail.cuny.edu.
BUDGETS OVERVIEW

WHEN CAN I ACCESS MY ORGANIZATION'S BUDGET?

Student organization budgets are not accessible until the first day of classes for the Fall & Spring Semester.

Organizations will also not be allowed to access their budgets until they have completed the necessary registration steps to be classified as active.

Organization's cannot hold events until after they have received a budget.
READING YOUR ORGANIZATIONS BUDGET

BUDGETS = PROGRAMS & LINES

PROGRAMS ARE THE TYPES OF ACTIVITIES THAT YOUR CLUB WANTS TO DO DURING THE ACADEMIC YEAR.

EACH PROGRAM IS THEN BROKEN DOWN INTO SPECIFIC BUDGET LINES. THE COMMON BUDGET LINES ARE LISTED IN THE SAMPLE BELOW.

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Contractual SvS</th>
<th>Refreshments</th>
<th>Supplies</th>
<th>Equipment</th>
<th>Miscellaneous</th>
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<td></td>
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<td>$ 180.00</td>
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<td>$ 75.00</td>
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</table>
PAYMENT PAPERWORK

COMMON BUDGET LINES:

Contractual Services (Cont): Guest speakers, performers, bands, DJs, food servers, etc.

Refreshments (Ref): All catering/food purchases.

Supplies (Sup): Office supplies, paper products (plates, napkins, utensils), decorations, etc.

Equipment (Equip): Any tangible item with a useful life of at least one (1) year.

Miscellaneous (Misc): Prizes, speaker gifts, awards, transportation fees, hotel reservations, etc.

*For full details, please refer to The Informer, page 14.
PAYMENT FORMS

PAYMENT REQUEST VOUCHER FORM

Please type or write neatly!

This form can be downloaded on:

- MyBaruch
- Student Life Website
- USG Bearcat Website
PAYMENT REQUEST VOUCHER

Necessary for ALL Purchases

1. Make sure there is enough money available in the proper budget program & line of your club budget.

2. Complete voucher and make sure both president and treasurer sign.

3. Attach all supporting documents to the voucher: copy of flyer, original invoices/receipt(s), etc. If applicable, a pre-bill, approved contract, and/or off-campus trip proposal must be attached as well.

4. Submit Voucher to USG/GSA (submit a separate voucher form for each vendor)

5. The Student Services Accounting Unit will mail payment to the vendor (if voucher & attachments are complete/accurate)

*For detailed information, please see The Informer, pages 16-17.
NY State and NYC sales tax will not be reimbursed on any items!

See the Student Services Accounting Unit (NVC 2-185) for a Tax Exemption Certificate before you make a purchase. In order to pick up a certificate, you will need to know the name of the store and its address.

Reimbursements for purchases greater than $500 require approval from your Student Life Advisor prior to making the purchase.
PAYMENT FORMS

PURCHASE REQUISITION FORM

Please type or write neatly.

This form can be downloaded on:

- MyBaruch
- Student Life Website
- USG Bearcat Website
PURCHASE REQUISITION FORM

REQUIRED FOR PURCHASES OVER $250 & ALL CONTRACTS

1. Complete voucher and make sure both president and treasurer sign

2. Secure bids from vendors & fill out a Bid Form

3. Attach all supporting documents to the form and take to USG/GSA for processing

4. If using private account money and you are including a purchase requisition, please see us at the Office of Student Life.

*For detailed information, please see The Informer, pages 18-19.
PAYMENT PAPERWORK

BID FORM

Please type or write neatly.

This form can be downloaded on:

- MyBaruch
- Student Life Website
- USG Bearcat Website
BID FORM

REQUIRED FOR PURCHASES OVER $250.01

Bids are price quotes from vendors. They must be submitted with a Purchase Requisition Form.

- Three (3) bids from vendors from $250.01-$1,000
- Three (3) printed bids from vendors from $1,000.01-$2,500
- Five (5) printed bids from vendors from $2,500.01 plus

Must provide a brief explanation of your vendor choice. Your choice doesn't have to be the lowest bid.

*For future reference, please see The Informer, page 20.
PAYMENT PAPERWORK
ADDITIONAL FORMS YOU SHOULD KNOW

- **LINE CHANGE FORM**: Move money from one line to another line in the same program. ***Remember 10% rule!***
- **PROGRAM CHANGE**: Move money from one program to another program. ***Must stay in the same category, can move 100% of funds!***
- **PROGRAM NAME CHANGE**: Change the name of the program, while keeping funds in the same category. ***Can move funds, if necessary with other forms!***
- **CO-SPONSORSHIP FORM**: Requesting additional funds from student government for an existing or new program. ***Up to $500, subject to approval!***
- **APPEALS FORM**: Requesting additional funds from student government for an existing program or new program. ***$500 or more, subject to approval!***

*For future reference, please see The Informer, page 20.*
PAYMENT PAPERWORK

REIMBURSEMENT
1. Payment Request Voucher
2. Purchase Requisition, if single purchase over $250
3. Receipt or Invoice
4. Credit/Debit Card Statement (Must Include: full name, last four digits of card and the charge)
5. Copy of Credit/Debit Card (Showing only last 4 digits)
6. Bid Form, if over $250
7. Signed Memo (if necessary)
8. Event Flyer

**If you paid with cash, make sure the invoice states that the bill has been paid in full.**

PRE-BILL
1. Payment Request Voucher
2. Purchase Requisition, if over $250 or contract
3. Invoice
4. W-9 Form
5. Contract and/or off-campus trip approval, if necessary.
6. COI, if necessary
7. Bid Form, if over $250
8. Signed Memo (if necessary)
9. Event Flyer

**Must be submitted up to 6 weeks in advance for check to be processed in time.**

INVOICE
1. Payment Request Voucher
2. Purchase Requisition, if over $250 or contract
3. Invoice
4. W-9 Form
5. Contract, if necessary.
6. COI, if necessary
7. Bid Form, if over $250
8. Signed Memo, if necessary
9. Event Flyer

*For future reference, please see The Informer, page 20.*
**Budgets = Programs & Lines**

Programs are the types of activities that your club wants to do during the academic year. Each program is then broken down into specific budget lines.

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PAYMENT PAPERWORK

**CONTRACTS**

A written contract is needed for all personnel services (speakers, performers, DJs, technicians, etc.)

Anytime anyone performs a service they should be signing a contract.

You must fill out the contract request form on MyBaruch and work with your Student Life Advisor.

Types of Contracts:

- Performance Services Agreement
- Service Agreement
- Honorarium

*For detailed information, please see The Informer, pages 22-23.*
STUDENT SERVICES ACCOUNTING UNIT

Location: NVC 2-185

Services

Check Pick-up
Tax Exempt Forms
Raffle Ticket Registration
Ticket Sale Reconciliation
Private Accounts
RESERVING EVENT SPACES

Two types of event spaces

- General Event Spaces
- Large Scale Event Spaces

Approval Process

- Approved
- Denied

Cancellations/Room Changes:
Required to email your advisor at least 24 hours in advance!

*The Office of Student Life reserves the right to shift room assignments in order to better serve all Baruch students*
# RESERVING EVENT SPACES

## General Event Spaces

<table>
<thead>
<tr>
<th>Room #</th>
<th>Type</th>
<th>A/V Needs</th>
<th>Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>NVC 2-125</td>
<td>Event Space</td>
<td>A/V Request</td>
<td>65</td>
</tr>
<tr>
<td>NVC 3-215</td>
<td>Event Space</td>
<td>Smart Classroom</td>
<td>40</td>
</tr>
<tr>
<td>NVC 3-210</td>
<td>Meeting Space</td>
<td>Smart Classroom</td>
<td>29</td>
</tr>
<tr>
<td>NVC 2-110</td>
<td>Event Space</td>
<td>A/V Request</td>
<td>25</td>
</tr>
<tr>
<td>NVC 3-240</td>
<td>Conference Room</td>
<td>A/V Request</td>
<td>20</td>
</tr>
<tr>
<td>2nd Floor Lobby</td>
<td>Open Area</td>
<td>None</td>
<td>13 Tables</td>
</tr>
<tr>
<td>Classrooms</td>
<td>Only during Club Hours &amp; Friday Evenings</td>
<td>Smart Classroom</td>
<td>Varies</td>
</tr>
</tbody>
</table>

## Rolling Reservation Schedule

**RESERVATIONS OPEN ON:**
- August 19
- September 16
- October 14
- November 11

**RESERVE SPACE FOR PROGRAMS SCHEDULED:**
- August 27 - September 20
- September 23 - October 18
- October 21 - November 15
- November 18 - December 12
RESERVING EVENT SPACES

GENERAL EVENT SPACE RESERVATION SYSTEM

How to reserve an event space:
1. Visit Baruch Student Life main page
2. Scroll down and click on "Request an Event"
3. Complete the form

Please provide 2-3 days for your space request to be approved. You will receive a final confirmation email.

Please watch the detailed event submission instructions video at: www.tinyurl.com/baruchrooms
RESERVING EVENT SPACES

LARGE SCALE EVENT SPACES

All large-scale event proposals for the 2019-2020 academic year are due by August 11, 2019.

<table>
<thead>
<tr>
<th>ROOM #</th>
<th>CAPACITY</th>
<th>TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>NVC 1-107</td>
<td>225</td>
<td>Student Life</td>
</tr>
<tr>
<td>Library Building 750</td>
<td>170</td>
<td></td>
</tr>
<tr>
<td>NVC 14-220</td>
<td>250</td>
<td>Conference Services</td>
</tr>
<tr>
<td>Aux Gym</td>
<td>382</td>
<td>Athletics</td>
</tr>
<tr>
<td>Main Gym</td>
<td>838-1230</td>
<td></td>
</tr>
<tr>
<td>Dance Studio</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td>Engelman Hall</td>
<td>175</td>
<td>BPAC</td>
</tr>
<tr>
<td>Mason Hall</td>
<td>626 Lower 426 Balcony</td>
<td></td>
</tr>
</tbody>
</table>

Large Scale Event Proposal Process

Complete the Large Scale Event Proposal Form online (located on the Student Life website under Club Resources)

Be sure to include alternative dates and locations for your event.

Rank your event proposals by order of importance.

Penalties: Failure to notify Student Life of cancellations in large scale spaces at least 2 weeks prior to an event will result in denial of future requests.
Club Suite, Weekly Meeting Spaces & Guest Lists

**Club Suite**
Located on the third floor of the NVC building. Space is limited and is offered through a yearly application/lottery system. Only organizations that have been registered for one year can qualify for the space.

**Weekly Meeting Rooms**
Classrooms are provided on a weekly or bi-weekly basis for clubs to meet during club hours or Friday evenings. You can apply for a space while completing your MyBaruch registration. Space is granted on a first come, first serve basis.

**Guest Lists**
Guest lists are required to allow non-Baruch guests into the building. The form can be found on the OSL website and is due 48 hours before your event.
OFF-CAMPUS TRIPS

Clubs may hold off-campus events only with the approval from both Student Life & the Dean of Students Office.

Off-Campus Proposal Forms are required for all conferences or any other off-campus activities.

Prior to making any commitments, complete the Student Life Off-Campus Travel Proposal and meet with your Advisor.

If the off-campus trip is pre-approved by your advisor, you must then complete CUNY's Off-Campus Travel Approval Form. This approval form must be approved by the Director of Student Life and the Dean of Student's Office.

Approval for off-campus events require thorough review. Make sure to submit your proposal at least 6 weeks before your intended event.
OFF-CAMPUS TRIPS

FACTORS TO CONSIDER

Availability of suitable Baruch facilities

Proximity of the location to Baruch

Day and time, ease of access (Transportation methods)

Expected number of attendees

Security coverage and Liability Insurance Coverage

Timeline of getting necessary approvals

Transportation and travel expenses with authorized off-campus programs are reimbursable if properly budgeted for, or if sufficient miscellaneous funds are available.
IMPORTANT POLICIES

- Decoration Do's and Don'ts! (see page 26 of The Informer)
- Alumni access & participation (see page 29 of The Informer)
- Raffles & Giveaways prizes cannot exceed $299 and you must make a copy of the winners' Baruch IDs (see page 30 of The Informer)
- Any events involving physical activity (dance instruction or dancing, soccer, etc.) require waivers. Please speak to your Activities Advisor at least 1 week prior to your event
- Purchase of equipment, supplies or materials items (see page 32 of The Informer)
- Signs, flyers, posters, and hanging of banners (see page 34 of The Informer)
- Film screenings (see page 35 of The Informer)
MyBaruch is Baruch's online student organization management system.

Each Baruch student organization must register via MyBaruch as part of the annual activation process.

All officers, members, and advisors of student organizations will need to establish a personal MyBaruch account.

Make sure you only use baruchmail email address.
ONCE YOU HAVE AN ACCOUNT AND BECOME AN ADMINISTRATOR FOR YOUR ORGANIZATION’S WEBSITE, YOU CAN THEN:

- Develop and update your page
- Archive an unlimited amount of documents, pictures and videos
- Maintain accurate member rosters and profile directories
- Edit event details and involvement opportunities on both organization-specific and campus-wide calendars
- Send out invites and track RSVPs to prepare for upcoming events
- Allow members to share events within their Facebook news feeds
- Survey members to collect feedback via polls and discussion boards
- Create a paperless interaction system by managing daily activities online
Find the forms you need on our Student Life page!

Office of Student Life

The Office of Student Life develops the co-curricular college experience of Baruch students through a rich array of educationally diverse programs, opportunities for leadership and civic engagement, club and organization development, and community building. Through its varied program opportunities, the Office contributes toward the physical, emotional, and spiritual development of students.

Find Important Forms, Documents, and News below!

Contact Information
One Bernard Baruch Way
Room 2-210
New York, NY 10010
USA
E: studentlife@baruch.cuny.edu
P: (212) 312-4550
F: (212) 312-4551

Additional Information

Club Suite Location:
NVC 2-210

Documents

- Greek-Letter Membership Roster Template.xlsx
- Program Name Change Form
- Program Change Form
- Line Change Form
- Large-Scale Event Proposal Form
- CUNY International Travel Guidelines
- CUNY Domestic Travel Guidelines
- Constitution Form
- Budget Appeals Form
- Club Fundraising Form (OLD)
BOLD WORKSHOPS & HERITAGE MONTH CELEBRATIONS

**BOLD WORKSHOPS**

Supplemental BOLT
October 3, 2019
12:30-2:30 pm
1-107

Officer Transition
April 2, 2020
12:30-2:30 pm
TBA

**HERITAGE MONTHS**

- Latinx Heritage Month (September);
- LGTBQ History Month (October);
- Black History Month (February);
- Women’s History Month (March);
- Asian Pacific American Heritage Month (April);
- Caribbean Week (May);
IMPORTANT DATES

Large-scale events deadline is August 11th

MyBaruch Re-Registration Deadline is September 6th

SPARC deadline September 22

Anti-Hazing Training deadline September 22
#BeBaruch

Use (and follow) this hashtag throughout the year to highlight your organization's events and your personal engagement story!
UPCOMING EVENTS

Club Suite Check-in  
August 20th-22nd

Convocation  
August 26th

Club Fair  
August 29th

Latinx Heritage Month  
All of September

LGBTQ History Month  
All of October
BEFORE YOU GO

COMPLETE THE OFFICER AGREEMENT FORM

COMPLETE A SIGNATURE CARD
(PRESIDENT AND TREASURER ONLY)

SWIPE OUT & SUBMIT YOUR OFFICER AGREEMENT FORM
IN CLOSING

THE INFORMER IS YOUR GO-TO GUIDE FOR ALL CLUB-RELATED ACTIVITIES ON CAMPUS

YOUR STUDENT ACTIVITIES ADVISOR IS ALWAYS HERE TO HELP!

WE WISH YOU A SUCCESSFUL FALL 2019 SEMESTER!
BOLT
BARUCH OFFICER LEADERSHIP TRAINING