
New Club and Organization Training

SPRING 2018



Overview

Introductions

Club Rights, Responsibilities & Resources

Policies and Procedures

FIT Link - Program and Activity Form

FIT Link - Event Form

Important Dates

Important Resources & Links

Hello
my name is

Name
Club or Organization

Director of Student Organizations

**MARTY
SULLIVAN II**

Office Hours:
Monday 4PM to 5PM
Wednesday 12PM to 1PM

What I do:

Finance Meetings:

- Providing another perspective for the clubs and organizations.
- Advocating for student Budget Requests.
- Tracking budgets to reflect attendance and participation.

Meetings with the Program Coordinator:

- Touching base with what clubs and organizations are planning.
- Assisting during the planning process.

Board of Directors Meetings:

- Sharing the agendas of clubs and organizations with the members of FIT SGA

Club and Organization Newsletter

Club and Organization Fair

Attending Club and Organization Events

New Club and Organization Process

Club Awards and Recognition

Program Coordinator - Marissa Stephani

Contact Information:

Office: Dubinsky A708

Hours: 10am-6pm

Phone Number: (212)-217-4133

Email: Marissa_Stephani@fitnyc.edu

Meetings: Email with Availability

Department of Student Life Points of Contact



From Left To Right

Deborah - Community Service / SVCS / Flea Markets

Marissa - Clubs / FIT Link / Elections & Transition

Michelle - FIT SGA Advisor

Catlin - Organizations / Advisors / Policy

Hermes - The Center

Shanda - Emails & Key Access List

Denise - FITSGA Programming Committee Advisor, FIT SGA Senate

Chenise - Budgets / Finances / Reimbursements

Club Rights, Responsibilities, and Resources

Clubs and Organizations Have the Right to...

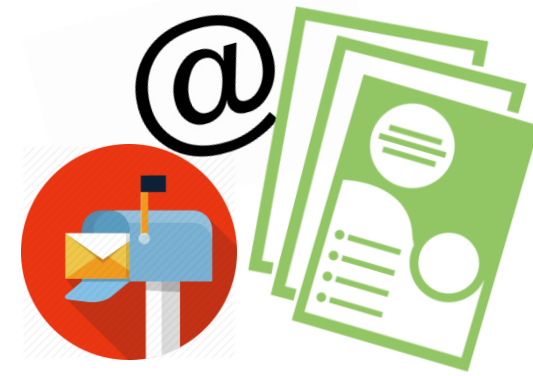
- Request campus space for approved meetings, programs, and activities
 - Assignment and usage of a campus space for meetings
 - Spaces may change year-year based on availability
 - Additional meeting requests for separate E-board meetings are a privilege and are not guaranteed.
- Requests approval to host a Program or Activity ON or OFF Campus
- Use designated campus posting areas & bulletin boards for approved materials

Clubs and Organizations Have the Right to...

- **Solicit membership on campus using your FIT Club or Organization Name**
- **Be Included in Official listings and publications of the institution**
- **Use FIT's name in association with your programs and activities**
- **Expertise and service from a faculty/staff advisor, chosen by the club or organization and approved by the Department of Student Life**
- **Eligibility to be funded by the Student Activity Fee.**

Clubs and Organizations have the opportunity to

- Fall, Spring, and Orientation Club and Organizational Fairs
- Participate in shared governance through SGA Student Senate
- Organizational profile on FIT LINK
- FIT affiliated email address
- A mailbox for all correspondence in the Department of Student life (A713)
- Use of Storage in the Department of Student Life (A713)
- Flyer Printing and Distribution



Club and Organization Responsibilities

Officers and advisors of students Clubs and Organizations are expected to ensure their clubs or organization operates in accordance with all policies and procedures of the Department of Student Life, the FIT Student Government Association and the Fashion Institute of Technology.

Club and Organization Responsibilities

Expected to attend all trainings and meetings set forth by the Department of Student Life

Designate a Student Senate Representative and attend Student Senate (Once a Month)

Fulfill the Community Service Requirements (1 per semester)

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Submit a Program and Activity Submission form for all functions outside of a regular meeting

Submit an Event Form to publicize functions and activities and approve flyers

Community Service Requirements

- Required one Community Service Project per semester
- Minimum of **4 (four)** participants per club or organization
- Each project needs to be submitted and approved by the Program and Activity request before completed. Once completed, the club or organization **MUST** hand in a confirmation to Student Life
- If your club or organization completes two within the fall, then you reach your requirement for the entire academic year
- DEADLINE to Participate and Turn in Confirmation: **Friday April 13th, 2018**
- **Resources:** <http://www.fitnyc.edu/student-clubs/svcs.php>

Failure to Complete: 25% of overall budget will be deducted & loss of the right to request additional funds.

Club and Organization Policies and Procedures

Advertising and Posting Policy - Event Form

What

ANY and ALL attaching of information to any surface on the FIT Campus other than a Departmental Bulletin Board

Where

Virtually – FIT LINK & This Week @ FIT

Physically – Campus Bulletin Boards & Residence Halls

Flyers - 8.5x11 50 COPIES

Quarter Sheets

When

Submit the Event Form after your program or activity has been approved by the Program and Activity Form on FIT Link

2 Weeks Before your Program or Activity.

This Week @ FIT - Events submitted before 5pm on Thursdays

How

FIT LINK – Use the EVENT FORM

Student Life will then print the flyers and post on campus.

Clubs/Orgs have the option to pick up flyers and post on their own

Flyer Approval Guidelines

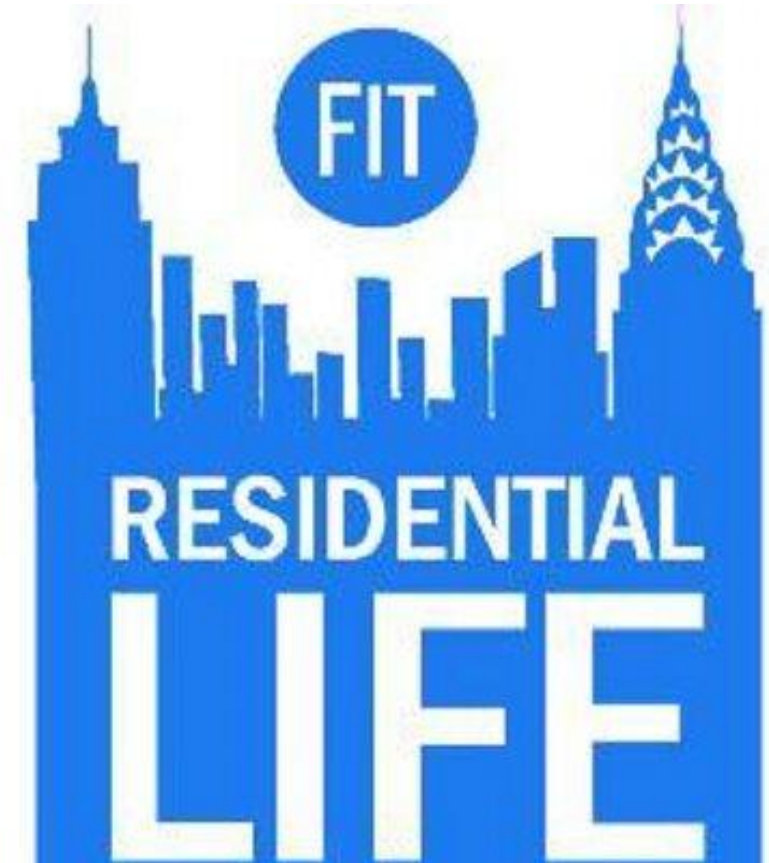
Clearly Include:

- Name of the Club or Organization
- Date
- Time
- Location
- No Solid Color Backgrounds
- Easy to Read Text
- Sponsorship by FIT SGA
- (if funded by FIT SGA)



Residence Hall Flyer Policy:

- Must be stamped with the Residence Life Stamp of Approval.
- Bring one copy to Residence Life
- Get it Stamped
- Bring Back to Student Life for Additional Copies
- Bring Copies Back to Residence Life



Tabling Policy

What: One Table with Two Chairs (CashBox Available)

Where: Dubinsky Lobby, Dubinsky 7th Floor
The Breezeway

When: Seven (7) Weeks in Advance

How: FIT-Link Program and Activity Form

Why: Promote your Club or Organization
Activities and Programs

Maximum of two (2) cancellations before losing tabling right
club or organization does not show up to their table – It will



our

Meeting Space / Space Misuse & Abuse

No Food in CLASSROOMS

Return SPACE to the CONDITION
you found it

Unused Meeting Rooms can be
forfeited

Space = Privilege



Catering / Food Safety / Bake Sales

Food Safety is critical

- Catering - provide via Aramark via Program/Activity Form
minor exceptions based on needs
- No Student Prepared Food
- Servers must wear gloves
- Items must be labeled
- No temperature sensitive items (unless catered)
- No eating or drinking while serving
- No appliances may be used during a bake sale



Speaker Policy (all NON-FIT speakers)

FIT is committed to free speech and expression, however

MUST complete a Performance Agreement *even if free*

Club or Organization Meetings w/ speakers = Program/Activity Form

FIT Reserves the right to reschedule, relocate or cancel a speaker *safety*

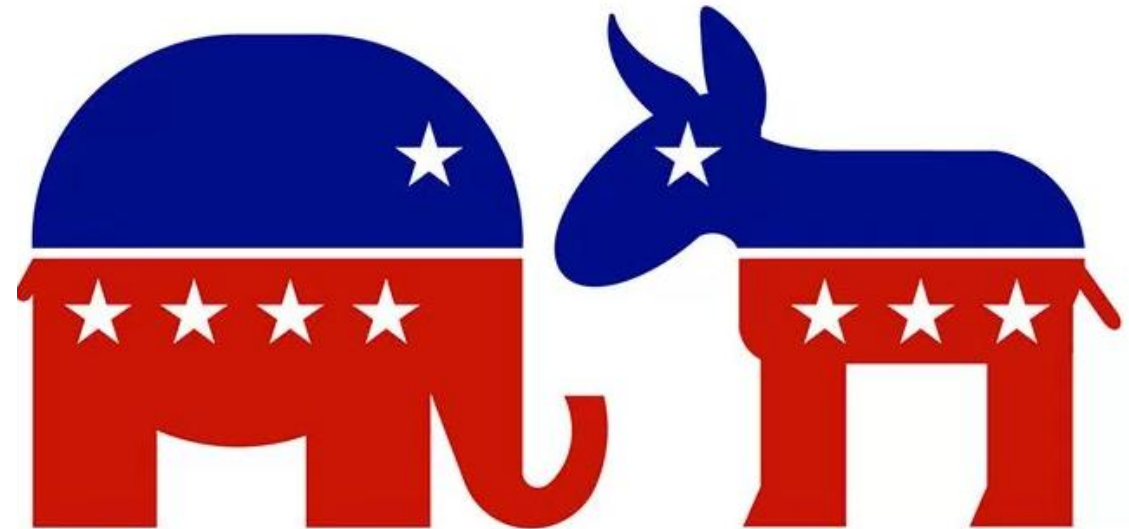
Political Activities via Clubs / Organizations

FIT is a 501(c) 3 and would like to remain one

No Direct Contributions

Equal Time Law

Best to Consult with Student Life



Demonstrations / Free Expression / Exhibitions

Marketplace of Ideas and Opinions

Encourage Dialogue via Diverse Viewpoints

Still Needs Approval - 2 Business Days

Connect with Student Life - Catlin



Film Licensing and Screenings

MUST secure the licenses to screen

Exceptions include:

- Kanopy
- Movies / Films You Produced
- Movies / Films in Public Domain



Social Media Policy (pending final approval)

PENDING - Clubs and Organizations do not speak for FIT

PENDING - ALL social media must include disclaimer

The views and opinions expressed via this account do not reflect or represent Fashion Institute of Technology.

Passwords & Logins must be recorded via FIT LINK

Program and Activity Planning

Program / Activity Request Form

All activity by a club or organization outside of a standard meeting must be approved via the Program/Activity Request Form. Including:

- On-Campus Activities
- Off-Campus Activities
- All Tabling
- Fundraisers
- Community Service

**Program and Activity Request
Form NOW LIVE**

[CLICK HERE](#) to access the Form or find it under CAMPUS LINKS.

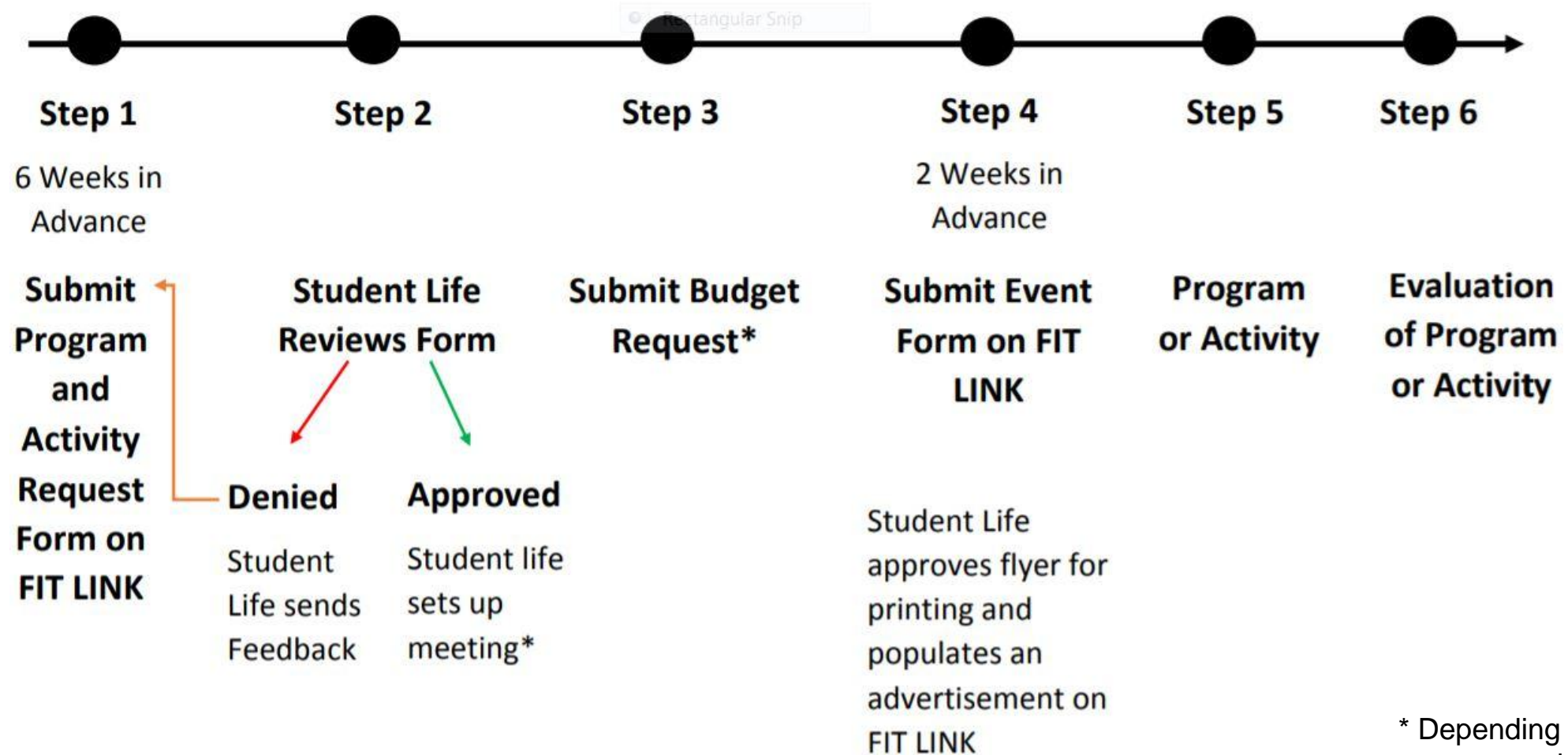
*Required for all club and organization functions outside of a regular meeting

*Due 6 weeks in advance

Program / Activity Request Form Details

- 2 Business Day Turnaround *peak times may vary*
- Approved / Denied / Approved w/ Meeting Request
- Reviewed by Marissa or Catlin
- Submission is **NOT *approval***
- MANDATORY - failing to submit = loss of rights
- Spring '18 = 6 Weeks Prior to Program/Activity

FIT Club and Organization Program and Activity Process



* Depending on
programmatic need

The Program and Activity Form

— HOW TO SUBMIT VIA FIT LINK —

When do you need to use the Program and Activity Form?

- Programs
 - Trips and Traveling
- Meetings with a special guest speaker, presenter, film screening
 - Going somewhere off-campus as a club or organization
 - Six weeks in advance
- ANY AND ALL CLUB AND ORGANIZATION FUNCTIONS OUTSIDE OF A REGULAR MEETING

The Event Form

— HOW TO SUBMIT VIA FIT —
LINK

When do you use the EVENT Form?

- After your Program or Activity has been approved
- At least TWO WEEKS before your program or activity
- Every and any time you host a program or activity as a club or organization

Important Dates

Check your club email daily to make sure that you are not missing helpful reminders and important information

2/6 SGA Senate

2/7 Initial Budget for 2018-2019 DUE

2/15 Spring Club Fair

3/6 SGA Senate

3/20 FIT SGA Present Initial budget ALlocations

4/10 Vote on Initial Budget Allocations

4/11 Last day to submit a budget request

4/10 SGA Senate

4/13 Last day to submit completed community service requirement

4/24 SGA Senate

4/26 Club Awards/Inaugural Dinner

5/4 Last Day For Programming

5/9 Last day to Submit requisitions

Important Links & Resources

FIT Link - [CLICK HERE](#)

FIT Link Tutorials & Help - [CLICK HERE](#)

FITSGA - [CLICK HERE](#)

Department of Student Life - [CLICK HERE](#)

Marissa Stephani - Clubs & FIT LINK
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Director of Student Organizations - Advocacy
Marty_Sullivan@fitnyc.edu

Catlin Wojtkowski - Organizations
Catlin_Wojtkowski@fitnyc.edu
