John Jay College Office of Student Life

How to Start a Student Organization

“Let OSL Help You Find Your Way”

The City University of New York, John Jay College of Criminal Justice, Office of Student Life, 524 West 59th Street, New York, NY 10019
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DIVISION OF STUDENT AFFAIRS
Berenecea Johnson Eanes, Ph.D.
Vice President for Student Affairs

Wayne Edwards, Ph.D.
Dean of Students

OFFICE OF STUDENT LIFE
524 West 59th Street Room L2.71.00
New York, NY 10019
212 237-8698 – Office
212-237-8691 – Fax
studentlife@jjay.cuny.edu

OFFICE HOURS
Monday – Thursday 9am – 7pm
Friday 9am – 5pm

OFFICE OF STUDENT LIFE STAFF
Mr. Jerrell Robinson
Director of Student Life
jrobinson@jjay.cuny.edu

Ms. Makeda Jordan
Associate Director of Student Life
mjordan@jjay.cuny.edu

Ms. Katherine Outlaw
Student Life Coordinator
koutlaw@jjay.cuny.edu

Mr. Marlon Daniels
Student Life Coordinator
mdaniels@jjay.cuny.edu

Mr. John Leebens
Student Life Coordinator
jleebens@jjay.cuny.edu

Ms. Michelle Young
Assistant to the Director
myoung@jjay.cuny.edu
Dear Student Leaders:

Each year John Jay College is supported by new student leaders developing student organizations to provide the college community with academic, social, cultural, political, visual and performing arts, media, religious, athletic, and community service information and events. These organizations not only add to the robust atmosphere of the college, but also engage students in the out-of-class educational experiences that will shape their path toward success as they prepare for the global world.

This Student Organization Certification Guide is designed to inform students of the necessary procedures that have been set in place in order to function as a recognized student organization. It is also designed to provide students with a draft of how to establish a constitution. There are several required forms contained in this packet to make the certification process as simple and efficient as possible.

We hope that you will find the information contained herein useful. The Office of Student Life is here to assist you in any way possible and we look forward to working with you throughout the academic year. Please do not hesitate to seek us out. We can be reached at 212-237-8698. We wish you much success in both your academic and co-curricular endeavors.

A Student Organization must have four Executive Officers elected by the membership of that organization. Those four positions are President, Vice-President, Secretary and Treasurer.

A Student Organization must be registered and your club/organization’s information must be filed with the Office of Student Life at the beginning of each academic semester.

A Student Organization must have at least three meetings each semester with a minimum of fifteen (15) registered John Jay students at each meeting. The Charter of the Student Government requires minutes be kept of all meetings and that the faculty advisor, Judicial Board, or OSL designee must sign to attesting to their accuracy. Copies of the minutes must be signed and submitted to the Office of Student Life, Room 1521N. Faculty advisors should be advised of the Student Organization’s meeting schedule at the beginning of the semester.

Other requirements may be established for clubs above the minimum requirements in the Student Government Charter.

These requirements typically come in the form of guidelines that are provided on an annual basis by the Budget Committee of the Student Council, the Committee on Essential Services, and the Committee on Clubs.

For assistance on getting your student Organization started please make an appointment with Ms. Makeda Jordan, the Associate Director of Student life at mjordan@jjay.cuny.edu, Room L2.71.00
MANDATORY STUDENT LIFE TRAINING SESSIONS
WHAT IS A STUDENT ORGANIZATION?
A student organization is defined as a group of currently enrolled John Jay College students who unite to promote a common interest. If an organization wishes to receive funding from Student Activity (SA) Fees, 100% of its membership must be students. In addition, Student Activity fee money cannot be used to fund programs or trips designed for students not currently enrolled at the college. (In accordance with the Student Government Constitution, John Jay College recognizes the vital contributions that student organizations make to the quality of life on campus; however, recognition as a John Jay student organization is not to be interpreted as an endorsement, approval, or a reflection of the mission, purpose, and/or activities of John Jay College or its affiliates.)

WHY START A STUDENT ORGANIZATION?
The Office of Student Life encourages students to start organizations to design and implement programs, events, and activities which support, enrich and amplify the mission of John Jay College. Involvement in these types of organizations presents students with the opportunity to broaden their learning, improve leadership and interpersonal skills and develop a commitment to service. Student participation in such organizations attracts new students to our campus and helps them to become active participants in the John Jay community.

All student organizations at John Jay College must be certified by the Student Government Judicial Board or officially recognized by the Office of Student Life each semester.

The benefits and privileges afforded to recognized student organizations include:
- The use of John Jay College facilities and services
- The right to use John Jay College name in conjunction with the name of your student organization
- Inclusion of events in monthly calendars, upon approval by the Office of Student Life
- Participation in the John Jay College student organization Fair
- The opportunity to request meeting and event space on campus
- The use of a student organization room to conduct business for event planning, meetings, etc. (pending availability)
- The exclusive use of centralized mailbox located in the Office of Student Life
- The right to request funding from Student Government
HOW TO START A STUDENT ORGANIZATION

In order to form a new student organization, there are certain steps that must be taken and documents that must be completed and submitted for certification. Certification is official recognition by the Judicial Board of the Student Government that the criteria for a student organization have been met. The prerequisites for certification are summarized below.

- **A student organization must be open to all students and have at least fifteen members who are currently enrolled at the College.** Organizations are required to submit a membership roster at the time they apply for certification. This information will be verified by the Office of Student Life with the cooperation of the Vice President of Enrollment Management.

- **A student organization must have at least four Executive Officers with a GPA of at least 2.50, elected by the membership of that organization.** In most cases, the four executive officers are the President, Vice-President, Treasurer and Secretary. A Student Organization Registration Form along with the official, signed election meeting minutes must be filed with the Office of Student Life at the beginning of the academic year. All officers will be required to complete the Student Organization Registration Form, which will be submitted for certification.

- **A student organization must have a Mission Statement.** The Mission Statement should spell out the overall goal, provide a sense of direction, and guide the actions of the organization and its decision-making. It provides "the framework or context within which the organization's mission is formulated."

- **A student organization must draft and submit a Constitution.** The constitution must provide for the governance of the student organization in a fair, open and democratic fashion. (Please refer to the Sample Constitution in the appendix when developing your organization's Constitution.)

- **A student organization must have at least one advisor who is a John Jay College faculty member, or a HEO staff member.** Your student advisor(s) must sign a Student Organization Advisor Agreement. This contract must be submitted along with the other supporting documentation for certification. The Office of Student Life is available to help you in connecting with potential faculty or staff advisors for your organization.

POLICY ON RECRUITMENT AND INITIATION PRACTICES AND HAZING

John Jay is a public college supported by funds appropriated by the Legislature of the State of New York. As a publicly supported institution, it espouses the principle of access to all student organizations by members of the student body.

In order for an organization to be officially recognized at John Jay, membership and participation in it must be available to all eligible students of the College. In addition, in order to be recognized each organization must agree not to discriminate on the basis of race, color, national or ethnic origin, religion, age, sex, sexual orientation, gender identity, marital status, disability, genetic predisposition or carrier status, alienage, citizenship, status as a victim of domestic violence, military or veteran status. Furthermore, the practices commonly referred to as pledging and rushing are not permitted. New York State law and University policy prohibit hazing, which includes but is not confined to any action or situation that 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. The same law provides that the governing document of every campus organization is deemed to prohibit the organization from engaging in hazing. This means that your organization's constitution is considered to contain a provision that prohibits hazing, even if that organization has not officially adopted such a provision. It is a violation of acceptable standards of conduct at John Jay College for any individual or organization to engage in the practice of hazing as defined above. Any such violation may result in disciplinary proceedings against the involved students and organization, and subject the students to the penalty of expulsion, suspension, restitution, probation, censure, warning, or admonition, and subject that organization to the penalty of rescission of its permission to operate in College facilities.
WHAT MAKES FOR A SUCCESSFUL STUDENT ORGANIZATION

- Goals should be established for each organization by the entire membership. These may be short-range goals which can be accomplished in a short period of time. There should also be long range goals toward which the year's efforts are directed. Groups that fail to have clear-cut goals frequently elicit little interest from members, and the activities have mediocre results.

- There must be continuity in the activities of the organization between meetings. This can be accomplished when officers and members sit down and outline their activities and meetings in advance. Between meetings there should be follow-up through committees, publicity stories in the newspaper, bulletin board notices, posters, etc. Keep your own members as well as others aware of your group.

- Well planned meetings are essential. Developing a printed agenda, with a copy for each member, is one of the best ways of planning. The best agendas are those which are prepared by the executive board, and the advisor at a meeting held at a scheduled time in advance of the regular meeting. The executive board should not make decisions for the group -- its purpose is to think through problems and ideas and to make recommendations to the group.

- Participation of all members contributes to a good organization. A variety of social, recreational, cultural and educational activities should be developed so that they present both a challenge to the initiative of each member as well as to elicit greater support. All members should have the opportunity to speak up and express ideas. Encourage those who do not ordinarily volunteer to speak up and express themselves. Appoint each member to a committee or give him/her some special responsibility at least once during the semester and more often if possible. Help each member feel important to the group and be sure the entire group has the opportunity to make decisions about plans and solutions to problems. There should be a majority decision on all issues which come before the group, however, the minority point of view should always be respected.

- Use your advisor and ask for his/her advice and combine it with your members' ideas.

- One of the most important meetings of each year is the first since it sets the tone of your group for the entire year. Therefore, the leadership should prepare and organize it. They should know what is going to be done, should insure that it be a friendly meeting, and should make certain that all members know what has been accomplished.

- Regularity of meeting times and place is essential.

- Critically evaluate your meetings.

- Cooperation with other organizations, both student and faculty, should be encouraged. Cooperation should assist your organization in more advantageously channeling its efforts, as well as fulfilling its objectives.

- The officers should encourage the membership to assume projects related to service on the campus and in the community.

- **REMEMBER** - a student's major commitment is to his academic work and the member should not use the organization as an excuse to avoid this commitment.
EXECUTIVE BOARD OFFICER DUTIES

The duties listed below are general duties of the four main officers of any organization. Each organization should have a supplemental list of specific duties which are designed to fit the special functions and interests of their group. Also, if additional officers or standing committee chairpersons are appointed, their duties should be outlined and given to them at the beginning of their term of office. All executive board duties should be included in your student organization’s constitution.

Duties of the President
As the leader of the organization, the President is responsible for the following:
1. Know the proper procedure for conducting a meeting.
2. Have knowledge of parliamentary procedure.
3. Prepare an agenda for each meeting.
4. Check the minutes of the preceding meeting to make certain that you have not forgotten important business that should be discussed again or finished.
5. Understand and follow your constitution and by-laws.
6. Set an example for your organization in fairness, courtesy, obedience to rules.
7. Represent your group, or see that a person is appointed to represent your group, at all campus meetings where representation is requested.
8. Carry out the group’s decisions and wishes even though you personally do not agree completely with the decisions reached.
9. Know the school policies and regulations and see that they are followed at all meetings and activities of your organization(s).
10. Keep your advisor informed of all meetings, make certain that he/she is invited to all meetings and be certain that he/she is consulted before making plans for special meetings and events.
11. Know the duties of the other officers and help them in carrying them out.
12. Each student organization should have a project or goal for the semester.
13. Call regular executive committee meetings.
14. Appoint committees to assist in getting things done, to help spread the burden of work among all members, and to give others an opportunity to participate. The president must keep in touch with committees and is usually an ex-officio member of all committees. They are responsible for seeing the completion of their assignments. A chair of every committee should always be indicated.

Duties of the Vice President
The Vice President assists the President in his/her duties and stands ready to take over the President's responsibilities when the president is unable to carry out these duties for any reason. Because of this, the vice president must:
1. Be familiar with all of the president’s duties.
2. Be ready to assist the president in any way possible.
3. Assume and carry out all duties that may be assigned to you by the constitution, the president, executive committee, or members.
4. Attend all executive committee meetings and meetings of the organization.
5. Know and understand your organization’s constitution and by-laws.
6. See that a calendar is prepared for the semester’s activities early in the semester.

Duties of the Secretary
The Secretary provides the President with information of an official nature pertaining to the organization, and is the custodian of the organization’s permanent records. The Secretary must:
1. Keep official records in a complete and accurate manner. (Please refer to Sample Minutes in the Appendix as a guide for recording the minutes of your organization’s meetings.)
2. Read minutes and correspondence clearly and loudly enough that the group can hear them at meetings.
3. Be able to produce quickly the minutes of the preceding meetings and find items of information quickly.
4. Keep an accurate and up-to-date list of members, their addresses and telephone numbers, and record their attendance at each meeting.
5. Keep in the secretary's notebook a copy of the constitution and by-laws and have it available for easy reference during meetings.
6. Keep a copy of all reports presented to the organization by committees or officers.
7. Take motions down accurately and be prepared to read them back almost immediately.
8. Assume responsibility for all official organization correspondence/business and develop a facility for writing, using proper grammar and correct phrasing, and neatness in writing or typing. All correspondence should be signed by the secretary with her/his own name and title. *(The secretary is NOT responsible for performing clerical duties for individual officers and chairs of committees.)*

**Duties of the Treasurer**

The Treasurer is responsible for all funds of the organization. The Treasurer must:
1. Prepare a budget and have it approved by the executive committee and membership.
2. Make certain the organization expends money in keeping with the approved budget and within college policy and regulations.
3. Make a treasurer's report at each of the organization's business meetings listing receipts, expenditures, and balance on hand.
4. Work with the Office of Student Life to make sure that all invoices/bills are paid promptly.
5. Keep a record of all invoices and budget paperwork.
6. Have records available and in a condition for examination at any time.

**RESPONSIBILITY OF THE OFFICIALLY RECOGNIZED STUDENT ORGANIZATION**

In order to retain the privileges of a certified and recognized student organization at John Jay, the officers and members are responsible for adherence to all:
- Rules and regulations governing student behavior at John Jay
- Rules and regulations governing student organizations established by the John Jay Student Government and the Office of Student Life
- Rules and regulations governing fiscal expenditures established by the John Jay Student Activities Association
- Mission, goals, and objectives of their respective charters, constitutions, and founding documents

The officers and members of recognized organizations also have the responsibility for observing all federal, state, and local laws and statutes. Violations of such laws and statutes either on or off campus may be subject to College disciplinary action in addition to any criminal or civil proceedings. Organizations whose activities are in violation of any of the above rules and regulations will be subject to immediate review of their recognition status. The Office of Student Life reserves the right to withdraw official College recognition or take disciplinary measures based on the findings of specific violations.

**STUDENT ORGANIZATION ADVISORS**

**What is an Advisor?**

A student organization advisor is a faculty or staff member who provides support and guidance to officers and members of a student organization. The advisor not only serves as a representative of the group in an official capacity, but also as a student advocate. An advisor is one who gives ideas, shares insight, provides a different perspective and encourages organization members.

**Roles & Responsibilities**

An advisor must be an employee of John Jay College and either a member of the faculty or a HEO staff member. Advisors agree to serve in their capacity for a full academic year and must submit a signed Student Organization Advisor Contract to the Office of Student Life upon their agreement to serve with the student organization. Advisors should be familiar with College policies and procedures as detailed in the CUNY Bylaws, the PSC/CUNY contract and the Office of Student Life Compass Guide. Advisors should contact the Office of Student Life when questions and concerns arise regarding their student organization. Faculty and staff are
limited to advising no more than two organizations during the academic year. Exceptions may be granted by the Dean of Students, upon written request.

**Who Can Be An Advisor?**
Any faculty who is NOT on sabbatical or staff that is a HEO (Non-Teaching Instructional Staff) staff member at John Jay College may be invited to serve as a student organization advisor. All student organizations are required to have an advisor. The advisor must be a current John Jay College faculty or a HEO staff member. The Office of Student Life is available to help you in connecting with potential advisors for your organization. Advisors are extremely important in helping your organization keep on track. It is important to find an advisor that you have a close relationship with or one that has an active interest in the student organization you are starting. Ask faculty or staff members you are close with; odds are that if they cannot serve in the advisor role, they know of someone who can. For more information about selecting an advisor, please see the Office of Student Life.
OFFICE OF STUDENT LIFE CERTIFICATION REQUIREMENTS

1. Student Organization Certification Checklist
2. Constitution In Accordance With Guidelines
3. Student Organization Registration Form
4. Student Organization Membership Profile Form
5. Signed Student Organization Advisor Agreement
6. Proof of Activity: 1st Election meeting minutes voting in new executive board along with sign in sheet with Faculty or Judicial Board signature(s)
7. Office Of Student Life Key Authorization Form
8. Student Activities Association Signature Form (for budget)
9. Budget

TO BE CONSIDERED FOR CERTIFICATION ALL FORMS ON THE FOLLOWING PAGES OF THIS PACKET (PAGES 4-20) MUST BE SUBMITTED TOGETHER WITH YOUR SUPPORTING DOCUMENTS
STUDENT ORGANIZATION CERTIFICATION CHECKLIST

Items Submitted:

☐ Student Organization Certification Checklist _______Initials

☐ Constitution _______Initials

☐ Student Organization Registration Form _______Initials

☐ Student Organization Membership Profile Form _______Initials

☐ Signed Student Organization Advisor Agreement _______Initials

☐ All election meeting minutes voting in executive board members, along with sign in sheet with Faculty or Judicial Board signature(s) _______Initials

☐ Proof of Activity: (Existing Student Organizations)
   Three (3) meeting minutes along with sign in sheets including advisor or Judicial Board signatures. One must be your election meeting voting in new executive board. _______Initials

☐ Office of Student Life Key Authorization Form _______Initials

☐ Student Activities Association Signature Form (for budget) _______Initials

☐ Budget ☐ YES ☐ No funding requested for semester _______Initials

A copy of ALL student organization Certification information, once submitted to the Office of Student Life and email will be sent to the Judicial Board and your packet will be placed in the Judicial Board mailbox.

Your signature indicates that you understand and agree with the terms below and that you MUST be certified by the Judicial Board in order for your organization to a recognized organization.

________________________________________________________________________

Student Organization Name

________________________________________________________________________

Officer Name (Print) Officer Signature

________________________________________________________________________

OSL Staff Signature Date
BASIC GUIDE FOR DRAFTING A CONSTITUTION

All articles must remain in the same order
Sections may be added to articles
Articles or sections may not be removed

Article I – Club Name (optional wording)
The name of this organization shall be [state the purpose and goals of the organization]

Article II - Purpose (optional wording)
Section 1. The purpose of this organization shall be [state the purpose and goals of the organization].

Section 2. A statement concerning the ways and means the organization will follow to reach and fulfill its desire, purpose and goals.

Section 3. A statement concerning the need for the establishment of such an organization at John Jay College.

Article III - Membership
(All words in articles from this point on must remain the same)

Section 1. All regular members must currently be registered students of John Jay College of Criminal Justice.

Section 2. No person shall be denied membership or office because of national origin, race, sex, physical disability, political or religious beliefs, or sexual preference.

Section 3. Any person desiring membership shall register with the secretary at any time prior to or at a general membership meeting.

Section 4. A member must attend 3 meetings a semester in order to be on the active member roster.

Section 5. Any person may withdraw from the organization by notifying the secretary.

Article IV - Officers

Duties and Responsibilities

Section 1. The officers shall be a President, a Vice-President, a Treasurer and a Secretary.

President- Responsible for implementing and carrying out all decisions and presides over general meetings. The President will oversee all records and fiscal matter and is empowered to sign check requests in the absence of the Treasurer.

Vice-President- Assists the President in performing her/his duties, and acts as President when the President is not available.

Treasurer- Maintains financial records and performs related duties, such as signing check requests and preparing budgets.

Secretary- Keeps minutes of meetings and carries out necessary correspondence and related duties as assigned, such as keeping a roster of active members.
Section 2.
The above four members constitute the Executive Committee of the club. The Executive Committee shall be answerable to the general membership of the club.

The Faculty Advisor will be appointed by the Executive Committee subject to approval by a quorum of all the active (voting) members.

The President shall be the chairperson and presiding officer of the Executive Committee. In the event the President cannot continue as a member of the Executive Committee, the Vice-President shall assume the office.

**Election Procedures**

Section 1. All officers must be elected by majority vote.

Section 2. Nomination shall be accepted from the floor at the meeting prior to the election.

Section 3. Elections shall be by majority vote of the active board members present whose names appear on the membership roster.

Section 4. Contested elections must be referred to the Judicial Board.

Section 5. Either a Judicial Board Member or a Faculty Advisor must be present at all elections.

**Term of Office**

Section 1. All officers of this organization can serve one academic year and may be elected for additional years to the same office.

**Eligibility**

Section 1. All candidates shall have been a member of the organization for at least one academic term. Undergraduate candidates must have a grade point average of at least 2.5 at the time of their election and during their time in office. Graduate candidates must have a grade point average of at least 3.0 at the time of their election and during their time in office.

**Article V- Impeachment of Members of the Executive Committee**

Section 1. Impeachment proceedings may be brought against a member of the Executive Committee for negligence in carrying out the duties of his or her office, serious misconduct, and misappropriation of funds.

Section 2. Proceedings for impeachments may be instituted by three-quarters (¾) of the executive committee or a petition signed by two-thirds (2/3) of the active members.

Section 3. A petition for the impeachment must be in writing, stating the reasons for impeachment and must be signed by two thirds (2/3) of the active members of the club. It must be forwarded to the Judicial Board who shall then notify, in writing, the person or persons being brought up against charges. The petition will be validated by the Office of the Dean for Admission and Registration or his designee.

Section 4. A hearing will be convened by the Judicial Board. The procedures for impeachment and removal from office of a club executive shall be carried out as established in Article IV, Section 1 through 4 of the Charter of the Student Government.
Article VI - Meetings

Section 1. There must be three meetings each semester.

Section 2. Special meetings of the organization may be held at any time upon the call of the Executive Committee or upon demand in writing, stating the object of the proposed meeting, by not less than 20 percent of the active members.

Section 3. A quorum will consist of half of all active members plus one.

Section 4. The Executive Committee will meet whenever it is deemed necessary by a majority (3) of its members.

Article VII - Amendments

Section 1. Amendments to this Constitution may be introduced from the floor and must be submitted in writing, at a general membership meeting.

Section 2. The entire active voting membership shall be notified in writing of the amendment, at least five (5) school days prior to the meeting which the amendment is to be considered.

______________________________  ______________________________
Candidate                              President’s Signature
______________________________  ______________________________
Candidate                              Faculty Advisor’s Signature

______________________________
Date
# STUDENT ORGANIZATION REGISTRATION FORM

**Note:** All student organizations are **REQUIRED** to have a president, vice-president, treasurer, and secretary.

Student Organization Name: __________________________________________________________

Statement of Purpose: ________________________________________________________________

<table>
<thead>
<tr>
<th>STUDENT ORGANIZATION REGISTRATION FORM</th>
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<tbody>
<tr>
<td><strong>PRESIDENT</strong></td>
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<tr>
<td>Name___________________________________</td>
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<td>City, State, Zip_______________________</td>
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<tr>
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| **VICE PRESIDENT**                     |
| Name___________________________________|
| Home Address___________________________|
| City, State, Zip_______________________|
| Date of Birth__________________________|
| Cell Phone #___________________________|
| John Jay E-mail_______________________|
| Signature______________________________|

| **TREASURER**                          |
| Name___________________________________|
| Home Address___________________________|
| City, State, Zip_______________________|
| Date of Birth__________________________|
| Cell Phone #___________________________|
| John Jay E-mail_______________________|
| Signature______________________________|

| **SECRETARY**                          |
| Name___________________________________|
| Home Address___________________________|
| City, State, Zip_______________________|
| Date of Birth__________________________|
| Cell Phone #___________________________|
| John Jay E-mail_______________________|
| Signature______________________________|
STUDENT ORGANIZATION MEMBERSHIP PROFILE FORM

NOTE: All student organizations are required to have at least 15 students as active members in order to be certified by the Judicial Board. Use back of form for additional names (Please print all information clearly).

Student Organization Name: ________________________________________________________________

( President)
Name: ____________________________________________
Email: __________________________________________
Signature: ________________________________________

(Vice-President)
Name: ____________________________________________
Email: __________________________________________
Signature: ________________________________________

(Treasurer)
Name: ____________________________________________
Email: __________________________________________
Signature: ________________________________________

(Secretary)
Name: ____________________________________________
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Signature: ________________________________________
STUDENT ORGANIZATION ADVISOR AGREEMENT

The following outline is adapted from Muhlenberg College

Student Organization Name____________________________________

Advisor Name: ___________________________  Academic Department: __________________

Office Phone: ___________________________  Office Location: _________________________

John Jay Email Address________________________________________

GUIDELINES

An advisor must be an employee of John Jay College and either a member of the faculty or a HEO staff member. Advisors agree to serve in their capacity for a full academic year and must submit a signed Student Organization Advisor Agreement to the Office of Student Life upon their agreement to serve with the student organization. Advisors should be familiar with college policies and procedures as detailed in the CUNY Bylaws, the PSC/CUNY contract and the Office of Student Life Compass. Advisors should contact the Office of Student Life when questions and concerns arise regarding their student organization. Faculty and staff are limited to advising no more than two organizations during the academic year. Exceptions may be granted by the Director of Student Life upon written request.

EXPECTATIONS

Advisors should . . .

- be familiar with the mission, goals, and purposes of the student organization he or she is advising (referring to the student organization’s constitution and/or the Compass could be helpful);
- attend student organization activities, conferences, competitions, retreats or other such activities as is practical;
- meet with the student organization as it plans its activities and budget, and hold regular meetings with student organization officers as necessary;
- meet once a semester with the Director of Student Life;
- provide continuity in a student organization’s program from year to year;
- assist the group in formulating long-range goals and in planning and initiating short-term projects;
- promote student awareness of, and adherence to, policies governing student groups;
- serve as a resource person for alternative solutions to problems confronting the group;
- make suggestions that will permit the officers to improve leadership skills; and
- attend advisor workshops offered by the Office of Student Life.

Advisors should expect the student organization’s officers to . . .

- keep them well-informed of all organization activities, meeting times, locations and agenda items;
- meet with them regularly;
- treat them with respect;
- make them feel welcome at all meetings and activities;
- inform them of any potential problems that may affect the organization or the College;
- be considerate of their professional obligations and to not leave important matters to the last minute;
- be the decision-makers and initiators of the student organization’s programming and policy; and
- use them as a sounding board for discussing plans and problems.

Advisors should expect the student organization’s officers to . . .

- keep them well-informed of all organization activities, meeting times, locations and agenda items;
- meet with them regularly;
- treat them with respect;
- make them feel welcome at all meetings and activities;
- inform them of any potential problems that may affect the organization or the College;
- be considerate of their professional obligations and to not leave important matters to the last minute;
- be the decision-makers and initiators of the student organization’s programming and policy; and
use them as a sounding board for discussing plans and problems.

A student organization must have an advisor present during all of their events. If their advisor cannot attend, the student organization must find another faculty member to be present during the event.

An advisor must accompany their group on all trips. Student organizations planning trips must obtain the signature of their advisor at least three weeks prior to the date of departure. If the advisor cannot go on the trip, the student organization must find another faculty/HEO staff member to accompany the group and obtain his/her signature. The executive officer of the student organization responsible for the trip must provide the advisor/chaperone with a list of the students going on the trip and is responsible for arranging a meeting of these students before the trip if required by the advisor. In the event that either the documentation is not provided to the advisor/chaperone and a requested pre-trip meeting is not held the advisor/chaperone should notify the Office of Student Life.

If at any time during a trip or off-campus activity the advisor has reason to believe that the safety of the students or the advisor is in jeopardy, the advisor has the right to take corrective action and if necessary cancel the activity or trip. In the event a student’s behavior on a trip violates CUNY and/or John Jay College rules and regulations, the advisor should write a memorandum about the incident and forward it to the Office of the Dean of Students and the Office of Student Life.

**Advisor Certification**

I hereby certify that I have received the Student Organization Advisor Handbook and have met with the officers of this student organization and am familiar with the student organization’s purpose. I will serve as their advisor for the current academic year. I am familiar with CUNY bylaws and the PSC/CUNY contract. I should contact the Office of Student Life when questions and concerns arise. I have read and understand the guidelines and expectations as explained above. I have retained a copy of this form for my own records.

______________________________
Faculty Advisor Signature

______________________________
Academic Year

______________________________
Date
SAMPLE MEETING MINUTES FORM

_____________________________________________ Date____________________
(Name of Organization)

Meeting called to order at ___________________ am/pm by _______________________
(Name of Chairperson)

Members Present: ____________________________________________________________
________________________________________________________________________

Motion to approve minutes made by: ___________________________ Sec
Seconded by ____________
Vote: For ___________ Against______________

Executive Board Reports:
________________________________________________________________________
________________________________________________________________________

Standing Committee Reports:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Old Business:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

New Business:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Announcements:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Motion to adjourn made by: _______________ Motion to adjourn seconded by _______________
Meeting adjourned at______________ AM/PM

Date of Next Meeting: ______________________

Minutes Prepared by Secretary [Name] [Date]
SAMPLE ELECTION MEETING MINUTES FORM

Student Organization Name

Minutes of meeting held on: ______________________________________________

Present:  ________________________________________________________________

_________________________________________________________________________

Meeting called to order at ____________________am/pm by ______________________

Name of President

Motion to open nominations for President made by ___________________________________
Seconded by ______________________________ Vote: For __________ Against______

Nominations for President: ______________________________________________________

Motion to close nominations made by _________________, seconded by _______________

Election for President

Candidate__________________________________________________ - # of votes

Candidate__________________________________________________ - # of votes

Candidate__________________________________________________ - # of votes

is elected President.

Motion to open nominations for Vice President made by ______________________________
Seconded by ______________________________ Vote: For __________ Against____________

Nominations for Vice President: __________________________________________________

Motion to close nominations made by _________________, seconded by __________________

Election for Vice President

Candidate__________________________________________________ - # of votes

Candidate__________________________________________________ - # of votes

Candidate__________________________________________________ - # of votes

is elected Vice President.

Motion to open nominations for Treasurer made by __________________________________
Seconded by ______________________________ Vote: For __________ Against____________

Nominations for Treasurer: ______________________________________________________

Motion to close nominations made by _________________, seconded by __________________

Election for Treasurer

Candidate__________________________________________________ - # of votes

Candidate__________________________________________________ - # of votes

Candidate__________________________________________________ - # of votes

is elected Treasurer.

Motion to open nominations for Secretary made by ____________________________________
Seconded by ______________________________ Vote: For __________ Against __________

Nominations for Secretary: ____________________________
Motion to close nominations made by _________________, seconded by ________________

Election for Secretary
Candidate__________________________________________________-_____# of votes
Candidate__________________________________________________-_____# of votes
Candidate__________________________________________________-_____# of votes
__________________________________________________is elected Secretary.

Motion to adjourn by ________________________________, seconded by __________________

All in favor__________________ Opposed__________________ Abstentions_______________

Meeting adjourned at __________________________am/pm by _________________________

Minutes submitted by,

X ________________________________
   Print name of Recording Secretary

X ________________________________
   Sign name of Recording Secretary
STUDENT ORGANIZATION ROOM POLICIES, PROCEDURES AND GUIDELINES

The Office of Student Life is committed to providing a variety of opportunities for students to maximize their personal and professional growth through co-curricular involvement. Having a student organization room is a privilege at John Jay College; therefore we expect student organizations to follow certain guidelines to continue the growth of their organization.

OSL EXPECTATIONS
The Office of Student Life is committed to providing diverse opportunities for students to maximize your personal growth through co-curricular involvement. Having a student organization room is a privilege at John Jay College; therefore we expect student organizations to follow certain guidelines to continue the growth of their organization.

1. Attend the MANDATORY workshops, training and leadership retreats that the Office of Student Life provides for you and your organization throughout the academic year.
2. Check your student organization mailbox which is located in the Office of Student Life, in the New Building, Room L2.71.00.
3. Check your student organization email address daily; your student organization email address is (studentorganizationname@jjay.cuny.edu). If it is not checked; we will be notified by ITSS.
4. Provide the office with monthly calendar of your events (i.e. meetings, programs and or planning sessions); so that we can assist in promoting these events by including them in our office student organization calendar that will be posted throughout the John Jay community.
5. Keep GREAT communication with the Office of Student Life.

Student Organization Office Space
To be eligible for student office space, the student organization must be recognized by John Jay College and the Student Government Association. Rooms will be assigned by the Office of Student Life (based on availability) and the group must have all updated and current rosters and recognition documents on file in the Office of Student Life. Office assignments, although renewable, are not permanent. The Office of Student Life reserves the right to place more than one student organization in any given space, based on the demand. If multiple student organizations are assigned to the same space, adequate furniture and equipment will be provided in order for effective sharing. We expect student organizations to be courteous and respectful of those sharing space. Room space is assigned for a specific period of time, the academic year, which runs from the completion of the fall student organization registration period until the last day of spring semester examinations. Any student organization that loses its recognition status will not be eligible to maintain office space.

Members of the student groups may access the offices during normal operating hours of 7am-11pm. The office space is to be utilized for legitimate activities (meetings, gatherings and business of the student group). Sleeping, overnight stays, or any other activities for non-organizational purposes are absolutely prohibited and will result in removal of office space privileges. Executive officers should maintain regular office hours (10 hours per week) to conduct the business of the student organization and be available to answer questions from interested students.

Office Inspections
John Jay College and the board that governs it, reserves the right to inspect the office space for the purpose of maintenance, sanitation, and safety concerns. Walkthroughs will be conducted by Public Safety officers as well as our staff daily to ensure noise, safety and building protocols.

Temporary Closing of Office Space
During John Jay College breaks (Winter, Spring and Summer), when student groups will not be accessing student office space regularly, the following process should be completed in order to ensure a safe environment (groups will have access to offices during breaks pending access approval from the Office of Student Life and
according to building hours):
- Removal of all perishable property and any food items
- Unplug all electrical appliances
- Remove all trash
- Clean off all desks, chairs, cabinets, etc...
- Remove any paper from windows or doors
- Turn off all lights
- Shut and lock all doors

**Student Organization Room Keys**

Only the Executive Board of the organization (President, Vice President, Treasurer and Secretary) is eligible to receive student organization room keys upon completion of the compliance paperwork and Key Authorization Form signed by the Director of Student Life. Each executive member of the group will receive notification through their student organization email account to report to the Office of Public Safety, room 530T to pick up and sign for their key. Student organization room locks are changed every year, and student organizations must meet compliance requirements in order for the executives to receive new keys to their student organization room. The key must be returned by the end of the academic year (or as executive members change) to the Office of Public Safety. If the key is not returned, the Office of Student Life will charge the student with the cost of changing the locks and replacing the key ($25 replacement fee and $50 for a lock replacement). The President of the organization must provide the Office of Student Life an updated executive member list (President, Vice President, Treasurer and Secretary); only the names of these individuals listed will be eligible for a “key run” (a key run is when someone is locked out of their room and a Public Safety officer has to come and open it for them). Key runs will be done through the Office of Public Safety and can ONLY be signed by a HEO staff member in the Office of Student Life.

**Student Organization Email and Mailboxes**

Student organizations will receive their own mailbox in the Office of Student Life. Each student organization will also be assigned a student organization e-mail address for their business and membership use (please contact the Office of Student Life for passwords and access). It is IMPERATIVE that all student organization executive board members check their student and student organization email accounts at least three (3) times a week.

**Telephone, Voicemail and Network Access**

Each organization will be provided with a phone, a phone number, voicemail, computer and internet access. The systems are John Jay College-based systems; all equipment shall remain in the office at all times.

**Office Furniture/Equipment**

The organization will be provided with basic furniture and equipment. The organization is responsible for the furniture within the space at move-in as per the Office of Student Life Inventory Form. Any furniture present at move-in must be present at move-out. Furniture may not be removed due to lack of storage, and shall remain in the offices assigned. Moving furniture from other areas of John Jay College is strictly prohibited. For safety reasons, any additional furniture/equipment that the student organization would like to bring into the office must first be approved by the Office of Student Life. Equipment with open heat coils or heating elements is strictly prohibited.

**Office Conduct**

Student organizations shall not use their designated office space to conduct or support commercial activities or personal social events. Student organizations shall not participate in ANY action involving **physical or mental abuse, harassment, intimidation** of which threatens or endangers the health, well-being or safety of any person. Also there will be NO consumption or possession of **alcohol, drugs, or paraphernalia** in the space. Student organization members will NOT engage in any behavior that could be considered as **sexual, obscene, or abusive**. In conclusion, the possession of any **firearms, weapons or other dangerous instruments** are not allowed.
Solicitation and Visitation
Hosting outside visitors in your office space may be permitted as long as the activity is congruent with the intended purpose of the organization. Door-to-door solicitation by outside vendors is prohibited. Every guest/visitor is subject to College rules and regulations. Hosts of guests will duly be held responsible for the guests that they bring.

Office Care and Maintenance
The members of the organization will be held responsible for the cleanliness of the office space ensuring proper maintenance and safety of the space at all times. If furniture and/or other items in the office are damaged or require maintenance, notify the Office of Student Life for a work order to be issued. Notification should be done within a week of the first observation of the issue. If there is a facilities or technical issue within the office (i.e. light bulb out, electricity not working, computer issues, etc.) an email request for maintenance must be submitted to the Office of Student Life. Custodial staff will empty trash everyday as long as you place your garbage cans outside of your student organization room door. The custodial staff is not expected to clean your office space.

Decorations
Student organizations are permitted to decorate the office space to make it suitable to the needs of the organization and to encourage a positive environment for its members and guests. However, there can be no explicit, offensive or obscene language and/or pictures inside or outside the office space. Decorations and other items displayed within the space should not create a health, safety or sanitation hazard.

Food and Other Related Items
Having food within the office space is acceptable. Students are responsible for cleaning up after themselves, removing all food waste and returning food service items to FOOD SERVICES. Alcohol and smoking in the office area is STRICTLY prohibited and will result in sanctions according to the John Jay College/CUNY Student Code of Conduct.

The Office Student Life shall provide office space ONLY to recognized student organizations for the following purposes:

- To meet with their membership
- To plan and organize events
- For day to day activities related to the organization
- To post and maintain at least 10 office hours per week while classes are in session
- To maintain student organization correspondence to and from the Office of Student Life via email, voicemail, and mailboxes.

1. Failure of any student organization to abide by the student organization room policies, procedures and guidelines contract will result in the loss of office use privileges. The Office of Student Life has complete authority to REMOVE any student organization from any office at any time.

2. All office assignments are conditional upon the following principles:
   - The group must be certified and meet compliance
   - The group continues its active status
   - The assigned student organization offices are maintained in good order
   - The group must agree to share space with 1 or 2 other organizations
   - All rules and regulations of the College are followed by the group assigned to this space

3. Office assignments, although renewable, are not permanent.

4. Operating hours of John Jay College are 7:00am – 11:00pm

5. In order to resume occupancy of a student organization room, a completed Student Contract must be submitted and on file in the Office of Student Life.
6. Valuables (i.e., electronic equipment, books, cash, etc.) should not be left in student organization offices. Neither John Jay College nor the Office of Student Life will be responsible for the loss of personal property from student organization offices.

7. Student organizations are responsible for basic sanitation/cleaning of assigned space. It is the responsibility of the student organization to keep the student organization office neat and in good repair/condition as it was given.

8. The student organization shall be held financially responsible for damages to the facility and/or furnishings, beyond normal wear and tear.

9. Student organizations are required to vacate their assigned office space at the end of the academic year.

The Following Conduct is NOT ALLOWED!!

Ø Participating in any action involving physical or mental abuse, harassment, intimidation for which threatens or endangers the health, well-being or safety of any person.
Ø Using student organization designated office space to conduct or support commercial activities or personal social events.
Ø The consumption or possession of ANY alcohol, drugs, or paraphernalia.
Ø Engaging in ANY behavior that could be considered as sexual, obscene, or abusive; this also includes decorations (i.e. posters and hangings inside and outside of student organization room space).
Ø Possession of ANY firearm, weapon and/or other dangerous instruments.
Ø Office space may not be used for storage purposes.
OFFICE OF STUDENT LIFE KEY AUTHORIZATION FORM

☐ Fall__________  ☐ Spring__________

I understand that I will be allowed to carry this key with me at any time. I am only to use this key when I am acting under the capacity of an active executive of my recognized student organization. At no time will I use this key for any purpose other than to conduct office business. I agree not to loan, give possession, or misuse the key. If I lose this key or it is not returned at the end of my term as an executive, I understand that I will be charged for the replacement of the key (a cost of $25.00) and a lock change (a cost of $50.00) of the room, if necessary.

<table>
<thead>
<tr>
<th>Name (Please Print)</th>
<th>Date of Birth (Required)</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Student Organization Name</th>
<th>Position</th>
<th>Phone Number</th>
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<table>
<thead>
<tr>
<th>Room Number</th>
<th>Key Number</th>
<th>To Be Completed By OSL Staff</th>
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</thead>
<tbody>
<tr>
<td></td>
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<td>Date Issued</td>
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</tbody>
</table>

I authorize the above person to requisition the key listed above for their designated office space.

<table>
<thead>
<tr>
<th>Authorizing Official (Print)</th>
<th>Signature</th>
<th>Date</th>
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</table>

Your signature below indicates that you as an organization representative have hereby received, read and agree with the Student Organization Room Policies, Procedures and Guidelines administered by the Office of Student Life at John Jay College.

The key holder signature on this form indicates that the key holder agrees and understands the obligations and responsibilities associated with possessing college issued keys as stated above.

<table>
<thead>
<tr>
<th>Key holder Signature</th>
<th>Date</th>
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</table>
STUDENT ACTIVITIES ASSOCIATION SIGNATURE FORM

☐ Fall__________  ☐ Spring__________

________________________________________
Student Organization

________________________________________
Room Number

I am familiar with the applicable fiscal guidelines, rules of the John Jay College Association, Inc. with regard to the expenditure of student activity fees and agree to be held responsible for all payment requests submitted for payment.

________________________________________
President (Print)  Signature

________________________________________
Date of Birth  John Jay E-mail

________________________________________
Area Code + Phone #

________________________________________
Treasurer (Print)  Signature

________________________________________
Date of Birth  John Jay E-mail

________________________________________
Area Code + Phone #

________________________________________
Faculty Advisor (Print)  Signature

________________________________________
Department  John Jay E-mail

________________________________________
Area Code + Phone #

Return this form to: The Office of Student Life Room L2.71.00 ♦ (212) 237-8698 ♦ studentlife@jjay.cuny.edu
Budget Summary Form-Part 1
John Jay College of Criminal Justice
Student Activities Association

Note: This form must be attached to the Budget Data Entry Form- Part 2- Exhibit B

Name Of Budget Organization

Semester / Year

Date

PLEASE INDICATE WITH A CHECK MARK AND PROVIDE DATE

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
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<tbody>
<tr>
<td>1. Advertising and Promotion</td>
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<tr>
<td>2. Contractual Services</td>
<td>$</td>
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<tr>
<td>3. Equipment</td>
<td>$</td>
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<td>4. Films and Film Rental</td>
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<tr>
<td>5. Honoraria, Performers, Bands, etc.</td>
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<td>6. Insurance</td>
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<tr>
<td>7. Printing, Postage, Stationery</td>
<td>$</td>
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<tr>
<td>8. Rent</td>
<td>$</td>
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<tr>
<td>9. Repairs and Maintenance</td>
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<tr>
<td>10. Telephone</td>
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<td>11. Stipends</td>
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<td>12. Personnel Services</td>
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<td>13. Supplies</td>
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<td>14. Travel Expense</td>
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<tr>
<td>15. Refreshments</td>
<td>$</td>
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</table>

Total All Categories

The information above must be completed in full by the individuals specified. Incomplete information will result in delays. This form is official upon signature of all involved parties.

Budgets are due to the Assistant Secretary of the Association five business day prior to the Budget Committee and Board of Directors Meetings. Check requests are honored by the Business Office upon receipt of an approved budget.

Allegations related to fraud regarding the use of, or theft of funds of the Student Activities Association, Inc. (SAA) may result in charges being brought against the accused individual before the Faculty Student Judicial Committee of John Jay College. Further CUNY By Laws specifies that debts to the Student Activities Association are debts to the College. Any amount due to the SAA will result in a hold being placed on a student's transcript and/or diploma and the student being barred from registration until the debt due the Association is satisfied. Your signature above signifies that you understand the foregoing.

Approved 3/22/90; Revised 9/99- Replaces all previous editions

Student Activities Association, Inc. John Jay College of Criminal Justice
Approved 3/21/90; Revised 9/1/93, 7/1/95; 9/13/99; 1/15/06, 9/30/99

Approved 3/22/90; Revised 9/99- Replaces all previous editions

Student Activities Association, Inc. John Jay College of Criminal Justice
Approved 3/21/90; Revised 9/1/93, 7/1/95; 9/99; Revised 11/30/00

yellow(Student Financial Office); pink(Student Activities Office or Department Director); goldenrod(Student Council Treasurer)
# Budget Data Entry Form - Part 2

**Student Activities Association**

**Name of Budget Organization**

**Note:** This form must be attached to the Budget Summary Form - Part 1 - Exhibit A

<table>
<thead>
<tr>
<th>Category #</th>
<th>Line Item Descriptor</th>
<th>Detailed Line Item Description</th>
<th>($ Specify Fiscal Accountability Budget Category) (A line item is a specific description of an expense)</th>
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This form is required of all entities of the Student Activities Association. For budgets forwarded by the Student Council, Essential Services and Committee on Clubs appropriate Minutes are required before the budget is presented to the Association.

*white (Accounting Office); yellow (SD Budget Office); pink (Student Activities Office or Department Director); goldenrod (Student Council Treasurer);*
# Budget Change Form

**John Jay College of Criminal Justice**  
**Student Activities Association**

<table>
<thead>
<tr>
<th>Name Of Budget (Club name, etc)</th>
<th>Semester / Year</th>
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<tr>
<th>Type of Change (Line Item or Category)</th>
<th>Date of Budget Approval</th>
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<thead>
<tr>
<th>Print Club President or Treasurer Name</th>
<th>Total Budget Amount</th>
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List information exactly as it appears in the original budget (the description as approved by the Board of Directors of the Student Activities Association). **The total amount to be changed must be less than 10% of the total budget.**

<table>
<thead>
<tr>
<th>Cat #</th>
<th>Description as it appears in the budget</th>
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List new information as you would like it to appear in the budget. The totals for the changes above must equal the totals listed below.

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<tr>
<th>Cat #</th>
<th>Description as it appears in the budget</th>
<th>Amount</th>
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Club President or Treasurer Signature  
Date

Student Activities Office  
Date

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**Accounting Office Use Only**

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<thead>
<tr>
<th>Entity</th>
<th>Sub</th>
<th>Som</th>
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<tr>
<td>From</td>
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<td>To</td>
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<td>G/L</td>
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<td>G/L</td>
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<tr>
<td>G/L</td>
<td></td>
<td>G/L</td>
</tr>
</tbody>
</table>

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*white*(Accounting Office);  *yellow*(SD Budget Office);  *pink*(Student Council Treasurer);  *gold* (Student Activities Office or Department Director)