

COLUMBIA UNIVERSITY
SCHOOL OF INTERNATIONAL AND PUBLIC
AFFAIRS



STUDENT GROUP HANDBOOK
2009

Updated Spring 2009

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I. INTRODUCTION

To all Student Group Representatives:

This handbook has been prepared to assist student group representatives in the conduct of their activities. The handbook contains general information and specific policies and procedures for the successful operation of your group that have been developed and refined over the years. This handbook should communicate to you what is expected of your group and membership and what you can expect from the Office of Student Affairs (OSA) and the SIPA Administration. Your voluntary contribution of time and effort is appreciated by this Office and by the many students who will benefit from your programs and activities. We are willing to assist you in any way possible and want to encourage you to contact us for any questions or assistance. We look forward to working with your group in order to provide worthwhile programming for the SIPA community and the University at large.

Student Affairs Office

II. STARTING A NEW GROUP

There are dozens of existing student groups at SIPA. Every year, students carry on the activities of existing groups and create new ones. Some of the groups last a long time and become stronger and well-known in the SIPA community because of the quality of the activities they sponsor while other groups have a very short life for a variety of reasons. In order to ensure the creation of purposeful, robust, long lasting groups, the following criteria must be present in the formation of all new groups: All new student groups must meet the following criteria. (***Please note that meeting the criteria does not guarantee approval of a student group application***)

1. ***A minimum of ten (10) members. It is not practical to have one or two students start a group.***
2. A clear and coherent mission statement (minimum one paragraph) which will describe the group and its goals. The mission should not duplicate that of any existing student group. Any student group should aim to enhance the well-being, academic and professional interests of the SIPA community.
3. A list of names and contact information of students who will be serving as officers in your group.
All groups must have a President, Vice-President and Treasurer (student groups which have co-presidents are not obligated to appoint a Vice-President). There can be no more than two people serving as co-presidents for a group.
4. A tentative plan of activities for the year: conferences, talks, workshops, film showings, etc. These activities should be attainable, as well as useful and interesting to the SIPA community.
5. A list of possible sources of funding for the group.
6. A defined election and transition process that the group wishes to adopt.
N.B. All transitional elections must take place at a time that will allow for the installation of new officers by the beginning of the Spring Semester. If a change of board is not in place by the deadline provided by Student Affairs the group will become inactive and will not be able to reapply for student group status until the next spring semester
7. All student members must be SIPA students
8. All group officers must be able to serve the **full calendar year**. Students slated to graduate prior the end of the calendar year cannot be appointed to a position in the group.
9. Student groups can be representative of a world regional area but cannot be country specific.
10. Student groups cannot pursue a partisan political or religious agenda.
11. Student groups cannot duplicate the function of any other recognized student group.

III. STUDENT GROUP REGISTRATION

NEW STUDENT GROUPS

If your prospective student group meets all of the requirements above your next step will be to apply for registration as an official SIPA student group. The registration form must be submitted electronically at: http://sipa.columbia.edu/resources_services/student_life/student_organizations.html

Student Group applications are subject to a two-step approval process.

The Student group application form is received by OSA. If the application meets the basic student group criteria it is forwarded to SIPASA for review. Student Group applications will then be subject to review and a vote by the SIPASA board. Proposed student group leaders will be contacted by SIPASA to inform them of the group's status.

Note: All new student groups will be subject to review after their first semester of existence. SIPASA and OSA can revoke a new groups status for violation of the student group guidelines for good standing) or because the group is found not to contribute to the academic and social environment at SIPA

EXISTING STUDENT GROUPS

Existing student groups must renew their registration annually; by submitting the online student group application indicating a "renewal of status". If there is intent to change the mission or the name of the student group you will need to meet with the student group advisor before submitting an application to renew your group's status.

Until the Student group has been registered, the Business Office will not be able to process any reimbursements or payments for any purpose. This also applies to existing groups who have not renewed their registration. Groups cannot use space at SIPA or elsewhere on campus without registering.

IV. GOOD STANDING

To remain in good standing, a student group must:

1. Have a minimum of ten (10), members who share a common interest and collectively pursue their activities in a collegial and professional manner. A membership list will be required when renewing student group status
2. Renew their registration annually by holding transitional elections in a timely manner that will allow for installation of the new officer board by the beginning of Spring term. New officer names should then be submitted to OSA by the given deadline. ***NB: All officers must be able to serve the full term spanning the calendar year, January to December.***
3. Attend officer training/ information sessions in the Spring
4. Hold at least one event per semester that contributes to the academic or social environment at SIPA.

5. Attend mandatory SIPASA Student Life committee meetings.
6. Not engage in commercial activity with non-Columbia University affiliates.
7. Not use the group or the SIPA name to promote a partisan political or religious agenda
8. Be open to all members of the SIPA community, regardless of race, ethnicity, religion, sexual orientation, gender and age.
9. Not duplicate the function of any other recognized student group.
10. Have its members assume personal financial responsibility for damage caused by the members of the group to any SIPA space or any other University or off-campus facility.
11. Accept all rules mandated by University policy and local, state, and federal law.
12. Not deviate from the guidelines and goals set forth in their Mission Statement
13. Not violate any of policies set forth in this student group handbook or in the “Academic and Professional Code of Conduct”.

The status of any student group may be revoked at the discretion of the Student Affairs Office and SIPASA.

V. STUDENT GROUP BUDGET

SIPASA, the SIPA Student Association, is the umbrella group for all student groups and it distributes and oversees student groups funding. SIPASA conducts a funding application process each semester to allocate money to Student Groups. Only registered groups may apply for funding. SIPASA is not obligated to fund new groups, but may consider their applications. The Student Affairs Office will periodically notify student groups of other funding opportunities via a e-mail.

Each registered student group that receives funding will be given an account number for the academic year. This account number will be solely for use by that particular student group for expenses incurred against available funds. Funds allocated to student groups are for use in the current semester only. Therefore, at the end of each semester all student group balances will be transferred back to SIPASA. However, if your group received money from other sources (i.e. President’s and Provost’s fund, Alice, etc.) for a specific event that will take place in the next semester, a memo stating this information should be submitted to the SIPA Business Manager so these funds are retained. If your group would like to roll-over any funds remaining at the end of the semester into the new semester/academic year, a detailed memo specifying the reason for the request must be submitted to the SIPASA president prior to the end of the semester. The group will be notified of the decision within a few weeks via e-mail.

All account and budget information will be handled by the Business Office. Natasha Gordon will distribute monthly statements to each active student group, detailing spending and balance information. Groups are encouraged to stop by room 1420 IAB on the first business day of every month to pick up monthly statements.

VI. BUSINESS POLICIES AND PROCEDURES

The SIPA Business Office is responsible for providing/monitoring account information, processing all financial transactions and distributing monthly breakdown reports. The office is located on the 14th floor, room 1420 IAB. The Business Manager, Stevie Robinson can be reached at 854-6301 or sr101@columbia.edu and Administrative Assistant, Natasha Gordon at 854 4116 or ng2037@columbia.edu. The office is open from 9:00 a.m. to 5:00 p.m. Monday to Friday. The main phone line is: 854-5406 and fax number is: 864 4847.

All financial transactions for Student Groups must be routed through the Business Office. Procedures for paying expenses vary, depending upon the type of expense involved. General instructions for the most common expense types follow.

1. PLEASE ALLOW 2-3 WEEKS FOR PROCESSING OF ALL PAYMENTS. CHECKS WILL BE MAILED DIRECTLY TO VENDOR/STUDENT, UNLESS CHECK PICK-UP SERVICE IS REQUESTED. The University also offers Direct Deposit to all vendors, students and staff. Please note that any payroll direct deposits do not apply to the Accounting system. You will need to complete and submit this form for any non-payroll related payments. The form can be found at https://www.ais.columbia.edu/apr/dirdep_applic/dirdep_start.php. **Be advised that the speed with which checks can be generated depends upon the workload of the Accounting staff. RUSH requests generally take 2-3 days and will be approved at the discretion of the Accounting Dept.**
2. ALL OUTSIDE VENDORS SHOULD SUBMIT INVOICES TO :
BUSINESS MANAGER
SCHOOL OF INTERNATIONAL & PUBLIC AFFAIRS
420 WEST 118TH STREET, ROOM 1420
NEW YORK, NY 10027
*** New Vendors must also submit a W-9 Form**
3. FILL OUT AN **EVENT PLANNING FORM** PRIOR TO ALL EVENTS THAT WILL GENERATE INVOICES, CHECK REQUESTS OR STUDENT REIMBURSEMENTS (please see Natasha Gordon for a form).
 - * Please attach a copy of the flyer or email used to advertise the event. This helps to track invoices and payments.
4. VENDOR ACCOUNTS/VOUCHER SYSTEM (see event planning form for list):
 - We have billable accounts with most of the vendors in the Columbia area and a few outside. If your vendor of choice is on the Event Planning Form, please see Natasha Gordon for a voucher form for that specific vendor. Either Natasha Gordon or Stevie Robinson will need to authorize the form before you can fax/hand deliver it to the vendor. For authorization, please submit the Event Planning form and flyer/memo/e-mail advertising event. If the vendor is not on our list, please see Natasha, if possible we will set up an account.
 - WE ENCOURAGE STUDENTS TO USE THE VENDORS ON OUR LIST TO AVOID ANY STUDENT SPENDING THEIR OWN FUNDS.

TYPES OF PAYMENTS:

Please check with the Business Office before contracting with vendors we do not have accounts with. They can advise you on the best way to make your arrangements and ensure that your vendor gets paid as quickly as possible. **A W-9 form <http://www.irs.gov/pub/irs-pdf/fw9.pdf> is required to pay individuals and new vendors, so please get this completed as soon as you decide on a vendor. You should also inform the vendor that the University is tax exempt. An exemption certificate will be provided upon request.**

INVOICES

Please alert Business Office staff if an invoice is being mailed or faxed so that we can look out for it.

CHECK REQUESTS

Generally, your need to request a check will be limited to three types of expenses:

- 1) Goods and services provided by vendors who require prepayment; and who do not invoice clients.
- 2) Reimbursement to individuals who are not affiliated with the University;
- 3) Lecturer fees payable to individuals who are not affiliated with the University.

The SIPA Business Office staff will complete check request forms. You must provide the following:

- 1) For prepaying goods and services: an invoice made out to Columbia University describing the goods or services to be provided and itemizing the price thereof;
- 2) Flyer of agenda (where appropriate)

Note: You must get the Federal Tax ID number, (W-9 Form) of the vendor so that request for payment can be submitted. The University will not pay any vendor without that information.

- 2) For reimbursement to individuals:
 - Name of individual to be reimbursed
 - Business purpose of the expense (e.g.: flight to conference, dinner with guest, etc.)
 - Original receipts showing payment of all expenses to be reimbursed and credit/ debit card statement if applicable
 - W-9 Certificate completed and signed by the vendor
 - Flyer or agenda where appropriate

Note that the University observes all INS and IRS regulations regarding payment to Nonresident Aliens. Certain visa types preclude payment of expenses, professional services, per diem or salary. Before you commit to paying any Nonresident Alien for any service whatsoever, find out what type of visa the payee holds and check with Business Office to find out whether and what type of payment can be made to the individual. You can also visit <http://www.columbia.edu/cu/isso/faculty/paymentchart.html> for this information.

- 3) For Professional Services (lecture, meeting participant):
 - Name of individual to be paid for professional services
 - Description of the service for which payment is provided
 - W-9 Certificate completed and signed by the recipient
 - Flyer or agenda where appropriate

Nonresident Aliens holding certain types of visas are NOT eligible to receive payment for professional services.

EXPENSE REPORTS

For reimbursement of occasional cash/credit/ debit card purchases:

Travel and Business Expense Reports must be filled out by individuals associated with Columbia University (i.e. faculty, graduate students). The form's URL is:

(<http://www.finance.columbia.edu/procurement/ap/worksheets.html>)

In order to be reimbursed for payments made directly by the individual you will need to provide:

- 1) The name, home address and social security number of the person to be reimbursed;
- 2) The Business purpose of the expenses (Fliers, memo, etc.)
- 3) An original receipt and credit/ debit card statement showing proof of payment for each expense item

It is important to show all receipts for your expense report. Groups should tape the receipts to plain white 8 x 11 paper. It is important that all expense reports are signed and completed by the payee.

DO NOT pay by personal check - you cannot submit for reimbursement until you receive your canceled check and attach it--the original--to the expense form.

DO NOT pay for purchases and orders out of pocket. It is best to order directly from customary university suppliers with whom we have accounts. These vendors know the University is tax exempt and will not charge sales tax. We have heard repeatedly how someone was able to save a little bit of money by going to a different supplier, but that small bit of savings is not worth the delay and frustration that often ensues in the attempt to get reimbursed. We always advise that group members wishing to make purchases consult with the Business Office prior to, in order to figure out the best method.

INTERDEPARTMENTAL INVOICES

Interdepartmental invoices are automatically charged to the account given for goods or services provided by Columbia University. Some of these offices include, Audio Visual, Facilities, Columbia Catering, Faculty House and Printing Services. Please ask for estimates where possible to ensure your account has adequate funds to cover expenses. THESE OFFICES WILL CALL THE BUSINESS OFFICE TO VERIFY SUFFICIENT FUNDS AND WILL CANCEL ORDERS IF FUNDS ARE NOT AVAILABLE.

CASH/ CHECK DEPOSITS

Please submit all cash and checks to Stevie Robinson, in room 1420, with photocopies of all checks. A memo describing the source and purpose of the credit must accompany the cash/checks at the time of submission. The funds will then be deposited into the specified account and will be reflected on the account balance sheet.

VII. PREPARING EVENTS

All Student group lead events MUST be approved by the Student Affairs Office prior to the event. Please complete and submit the student group event request form at least a week prior to the event. The form is located at: http://sipa.columbia.edu/resources_services/student_life/student_organizations.html

Student-sponsored events may often involve finding (and sometimes paying for) space, arranging room setup and cleanup, ordering food and beverages, publicity, and possibly providing transportation, expense reimbursement or honoraria to guests. Included in the information provided below are specific tips and school guidelines for arranging events.

Registered student groups are entitled to hold events on campus, subject to the following guidelines. Failure to follow these guidelines or to conduct events in a responsible way will result in withdrawal of recognition for the student group.

FOOD AND DRINK SUPPLIES

See Event Planning Form for Vendor List. Vouchers are available in the Business Office on the 14th floor.

Note: The Controller's office will not pay invoices for deliveries to off-campus locations unless the department being charged has authorized the off-campus delivery via a letter signed by the Dean PRIOR TO the order being placed. Please see section VI for detailed ordering information.

SPONSORSHIP

All events held in SIPA must be sponsored by a recognized SIPA entity such as a program, concentration, institute, office, or recognized student group. The sponsoring body should be identified when booking rooms, arranging services and in any publicity associated with the event. It is important that SIPA staff be able to identify the organizers of an event in case of any questions or problems that arise in connection with the event. Student groups should consult and collaborate with relevant concentration and program directors, institute staff, etc. when bringing speakers to campus in order to insure maximum participation and recognition for events. Co-sponsoring with a concentration, program or institute will improve your chances of booking venues at SIPA such as the Kellogg Center and Altschul Auditorium.

SPACE

The following spaces are available for student groups use, listed in order of prioritization for student groups' use (i.e. Lerner Hall is exclusively for student groups, the Kellogg Center only occasionally so). All space rentals will require authorization from the Business Office prior to you making the reservation to verify funds.

Lerner Hall:

Lerner Hall provides free venues for recognized undergraduate and graduate student groups to hold meetings, receptions, conferences, exhibits, extra-curricular classes and parties. Lerner offers student groups the opportunity to pre-calendar events a semester in advance and also accepts space requests on an ongoing basis. Since the facility exists to accommodate student groups, it is generally easier and less expensive to stage events there than elsewhere on campus. There are no space use fees and very minimal costs for A/V usage and technical setups. Lerner Hall has a cinema with professional projection equipment and a party space with a DJ booth and wet bar. For more information and online Space Application Forms go to <http://www.columbia.edu/cu/lernerhall>. **Student groups will be charged for rental space if a student group holds an event that is co-sponsored by a non Columbia University group.**

Institute and Department Conference Rooms:

Many regional and research institutes and some departments have their own conference rooms that they may be willing to let student groups use for brown bags, speakers or meetings, particularly if the student group or event is relevant to their constituency. Institute and departmental conference rooms can be booked through their staff. You are responsible for setting up and cleaning the room after use. *If you leave a mess that facility staff has to clean up, your account will be charged for these services and your group may be barred from using the space in the future.*

IAB Classrooms (including Altschul Auditorium and Erooms):

IAB classrooms can be booked for meetings, speakers and other events. *No food or catered events are allowed in IAB classrooms.* Please fill out a Room Reservation Form found on the SIPA's web site:

(https://www1.columbia.edu/sec/cu/sipa/resources_services/faculty_curriculum/room_reservation.html).

Students will be notified by email as to the availability of the room requested and asked to do one of the following:

For Electronic Classrooms (403,410 and Altschul): In addition to booking the room, you should submit the AcIS online form at <http://www.columbia.edu/acis/classrooms/reservations.html>

For SIPA Electronic Classrooms (404, 405, 407, 411, 413, 418, 901, 902 and 1401 IAB and 253 in the IAB extension) please submit the SIPA **online AV request form** or the **Access to E-room w/o AV support** form. Both can be found at: <http://www.sipa.columbia.edu/av/> filling out these forms insures that the electronic

locks for the room will be open and that the AV staff is aware of your equipment needs. AV training for the SIPA electronic classroom is controlled by SIPA and is required to use the equipment in e-rooms.

Kellogg Center:

The Kellogg Center is to be used for events relating to academic or professional topics. Social events, unless school sponsored, can be held in Lerner Hall.

To reserve a room email Kellogg@columbia.edu. You will need to know approximately how large an audience you expect, time and date of event whether you will serve food and/or alcohol. Once a room request is received Micaela Lee Ordahl will verify your funding with the Business Office prior to issuing a reservation confirmation.

The Kellogg Center's Room 1501, or Dag Hammarskjold Lounge, holds 140 people (160 if necessary, but no more). This room is used for major events and will always require approval and sponsorship. The open area outside 1501 can be used for registration, meals and receptions. The smaller rooms, 1512 and 1510 hold 40 and 25 people. They are appropriate for brown bag discussions and panel presentations. Receptions may not be held in these smaller rooms.

Questions about how to order microphones can be directed to Micaela Lee Ordahl at Kellogg@columbia.edu. All other audio/visual aids should be ordered at the following address:
http://sipa.columbia.edu/resources_services/audio_visual/

Some events require security. This should be discussed with your sponsors and with Ms. Ordahl. She will help you arrange it.

Fees will be charged for the following services:

- Cleaning. This is a mandatory charge of \$220. Cleaning charges are higher for events that last the entire day.
- Room setup. This charge varies depending upon the extent of labor involved.
- Security guard. This is a mandatory 4-hour charge of \$50 per hour.

There is no space rental fee for student groups, but the services listed above are all performed by union members and the rates are non-negotiable.

The Kellogg Center is not a public area and may not be used as such. Nothing may be affixed to the walls or windows. The center provides easels and flipcharts. If your event demands special arrangements please tell the manager, Ms. Ordahl what you require.

PUBLICITY

The various media for publicizing events at SIPA are listed below. Student groups should use the web listing as their primary publicity outlet, and use additional services when appropriate. Utilizing these resources and observing the policies will help to standardize communication at the school and insure that all constituents distribute and receive information about events in a predictable and consistent way.

Official modes of communication for publicizing events include:

This Week at SIPA

A weekly listing of events including panels, speakers, exhibits, conferences, film screenings, etc. sponsored by the Dean's Office, Regional Institutes, Functional Concentrations, Centers, Programs and the Office of Career Services. It appears online on the SIPA web site under "News and Events" and is also distributed via e-mail to students, staff, faculty and friends of the school on Fridays, and via hard copy to staff, faculty and distribution points in the International Affairs Building.. Some student group events may be appropriate for listing in This Week at SIPA as well, particularly if the event is co-sponsored by an institute, program or concentration.

Submission Process:

Submit complete event information including date, place, names, sponsors, admission requirements (SIPA ID, CUID, tickets, etc.) using the online form at: http://www.sipa.columbia.edu/news_events/submit_event.html. **The submission deadline is 5:00 pm Wednesday the week prior to the event.**

Broadcast Mail for Student Groups

Student groups can also use broadcast mail as medium for promoting events. Broadcast mail should be sent to sipa_studentgroups@columbia.edu. The student group broadcast e-mail digest is sent to the student body daily. Messages sent for broadcast must meet the guidelines listed below.

How to Submit Broadcast Email Messages

- Compose your message (plain text only – no attachments please), spell check it and make sure it contains all the necessary information in the following format:

Event: <Event Title>

Date: <Day>, <Month> <Day>, <Year>

Time: HH:MMam-HH:MMpm

Location: <Building>, Room <Number>

Contact: <First Name> <Last Name> at <Full e-mail address>

<TEXT>

Your broadcast email should be ready for distribution when it is sent. ***Emails will not be edited for spelling and grammar or checked for correctness of dates, addresses, etc.*** Make sure your email includes a reply-to address if you are soliciting responses as the Student Affairs Office will not respond or forward mail.

Once your email is broadcast, corrections will not be sent, unless there is a legitimate change of venue or scheduling. It is essential that your email contain complete and correct information when it arrives for broadcast.

- Please give sufficient lead time for your email to be broadcast. All submissions must be received by 4:00pm on the day before to be sent out for the next day. **Your broadcast message should arrive at least 48 hours before the event** you are publicizing to ensure it will be posted in enough time for students to learn of your event and add it to their schedule. Notices of Monday events need to arrive by 4:00pm of the preceding Friday.

- Events that were not approved by OSA will not be included in the broadcast e-mail digest
- If you wish your message to be directed to a sub-group of the SIPA student directory, please indicate this at the beginning of the message (i.e. All MPA's, all 2nd years, first year MIA, etc.).
- Please designate one individual to send e-mails to the Student Group e-mail per event. Multiple e-mails on the same event should not be sent.
- There can be no mention of Alcohol, Happy Hours, or Open Bars. Acceptable terms are "social gathering," etc.
- There can be no submissions that express political or religious opinions.
- Events/Announcements will be posted a maximum of two times

Questions? Send an e-mail to sipa_studentgroups@columbia.edu if you have questions regarding broadcast email procedures and/or guidelines.

Bulletin Boards

Take advantage of bulletin boards throughout the building, especially those on the fourth, sixth and fourteenth floors and in the stairwells. The only allocated spaces for publicity in the IAB are the bulletin boards and the elevator banks on the 4th and 6th floors. Please do not tape flyers to painted, marble or wood surfaces or windows.

VIII. PHOTOCOPYING PRIVILIGES

Individual groups have University account numbers that are to be used at the 4th floor photocopy center. Before you will be allowed to make copies, you will need to obtain an authorization form from the Business Office verifying funds in your account. Please remember that these copying fees will be charged to your student group account, so budget your funds accordingly.

IX. PURCHASES/RENTAL OF FILMS AND EQUIPMENT

Most groups will not need purchase orders to receive goods or services. However should the need arise this will be handled on a case-by-case basis. Therefore, **please** always check first with the Business Office staff before arranging for the purchase or rental of goods and/or services to confirm that you are following University guidelines and to obtain authorization.

X. CONDUCT/USE OF COLUMBIA UNIVERSITY NAME

No student clubs or organizations may use the official title of the University, or any of its parts except in connection with legitimate University purposes. For example, neither the name of the University nor its letterhead may be used by any organization in sponsoring or recommending any commercial /entrepreneurial services or products. Columbia University stationary may not be used in connection with an outside organization that has been established by one or more club members.

Special Note: When dealing with administrators, vendors, and fellow students please remember that you represent not only your group but the SIPA and University community as well, and that appropriate, professional courtesy and behavior is expected of you at all times. Complaints about the conduct of student groups will be taken seriously. Violation of the SIPA Code of Academic and Professional Conduct in the course of student groups business can result in disciplinary action.

XI. UNIVERSITY ALCOHOL POLICY

Alcohol Statement of Policy

Columbia University is committed to creating and maintaining an environment that is free of alcohol abuse. The University complies with New York State law and other applicable regulations governing alcoholic beverages for those on the University's premises or participating in its activities. The University strongly supports education and treatment programs as the most effective means to help prevent and reduce alcohol abuse.

In addition, Columbia University is committed to providing an academic and social environment that supports individual freedom while promoting individual responsibility, health and safety, and community welfare. To that end:

- Columbia expects that those who wish to include alcohol as part of their activities will do so responsibly and lawfully. Responsible drinking includes making sound judgments about whether, when, and how much to drink, understanding the health issues related to the consumption of alcohol, and avoiding excessive or “binge” drinking or any other abuse of alcohol that negatively affects one’s academic, work, social, athletic or personal activities, and health.
- Persons planning events on campus should be mindful of the complexities introduced into planning an event with alcohol. Event management issues—the presentation of entertainment, provision of refreshments, management of the participants or audience, security, and other factors—require serious attention for any event, and all the more for an event at which alcohol is served. Event organizers must fully understand the University alcohol policy and applicable laws and manage their events accordingly. They also are expected to keep the safety and well-being of participants at the forefront of their planning and management of events. Staff members who advise students are expected to assist them in making responsible decisions about their events and to facilitate the enforcement of the University’s alcohol policy.
- Organizations may not plan events that promote or encourage the consumption of alcohol, nor may event planning be based upon the assumption of abusive or illegal alcohol consumption. Persons planning events should remember that the vast majority of events at Columbia take place without alcohol, that most members of the undergraduate community are not of legal drinking age, and that among those who are, many do not drink alcoholic beverages at all. Campus organizations that choose to plan events with alcoholic beverages are expected to maintain a reasonable balance in their programming between events with and those without the serving of alcoholic beverages.

Health Issues Related to Alcohol

The National Council on Alcoholism and Drug Dependence cites “alcohol-related problems or impairment in such areas as . . . liver disease, gastritis, anemia, neurological disorders . . . impairments in cognition, [and] changes in mood or behavior.” Alcohol consumption also presents serious health risks to pregnant women.

Additionally, alcohol abuse, including excessive or “binge” drinking, can seriously effect academic, athletic, and work performance while leading to behaviors that are destructive, violent, or asocial. In particular, recent studies have revealed a strong relationship between alcohol consumption and instances of wrongful or inappropriate sexual behaviors.

Mindful of these risks, Columbia University provides a variety of counseling, treatment, and educational programs to identify and help those who abuse alcohol. The programs are listed below.

Legal Requirements

New York State law provides that:

- Alcoholic beverages shall not be provided under any circumstances by any licensed server to any person under the age of 21 or to anyone who is disorderly, visibly intoxicated, or known to be a habitual drunkard.
- No person under 21 years of age may misrepresent her/his age for the purpose of obtaining alcoholic beverages, nor may a person assist another in such a misrepresentation.
- Proof of age must include presentation of a valid American or Canadian driver's license or nondriver identification card, a valid passport, or a valid identification card issued by the United States Armed Forces. No person under 21 years of age shall provide false or written evidence of age for the purpose of attempting to purchase alcoholic beverages.
- No person under the age of 21 may possess any alcoholic beverage with the intent to consume it.
- Actions or situations that involve forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization are prohibited.
- Alcoholic beverages may not be served where money changes hands (sale of drinks, admission charged, donations solicited, etc.) without the appropriate license or permit.
- Events that involve money changing hands require a Temporary Beer and Wine Permit issued by the New York State Alcoholic Beverage Control Board (see page 68). Hard liquor is not permitted at these events.
- In premises that hold a New York State Liquor License (Faculty House or Club, designated areas at Barnard, etc.), all individuals and groups must adhere to the provisions of the license. No unauthorized alcohol may be brought into such areas.
- In unlicensed premises, beer or wine may be sold or dispensed if a Temporary Beer and Wine Permit issued by the New York State Alcoholic Beverage Control Board is obtained (see page 68). Hard liquor is not permitted at these events.
- Appropriate posted warnings about the effects of alcohol during pregnancy must appear at all events where alcohol is served.

Violation of these laws may subject the violator to legal penalties that range from confiscation of the beverage by a police officer to suspension of one's driver's license to fine or imprisonment. Moreover, within the University the illegal or wrongful possession, provision, or consumption of alcohol will lead to proceedings in accordance with the procedures of the respective school or administrative unit, which can include the requirement for the student to receive psychological or medical assessment and/or counseling and appropriate treatment. Disciplinary action may result in suspension or expulsion or the referral of violators for criminal prosecution. Employees should also note that they may not report to work or be at work while under the influence of alcohol.

University Policies

In addition to the provisions of New York State law as outlined above, the University requires adherence to the following policies at events where alcohol is served:

1. Alcohol may not be consumed outdoors on University property except at a registered and approved event.
2. Alcohol that is not specifically manufactured for human consumption may not be offered, served, or consumed in any form (e.g., diluted or undiluted, or as an ingredient in punches or other admixtures) under any circumstances.
3. The theme of all events where alcohol is served must be primarily social, cultural, or educational, and not the availability of alcohol. Language stating that double proof of age is required for consumption of alcoholic beverages must appear in all promotional material. No other mention or depiction of alcohol is permitted.
4. Ample quantities of food and appealing nonalcoholic beverages must be continuously provided and visibly displayed during the event.
5. There may be no games of chance, drinking games, contests, "happy hours," or other activities that induce, encourage, or result in the consumption of alcohol.

6. Games of chance are not permitted at events where alcohol is served.
7. Only one drink at a time may be dispensed to each person.
8. Kegs or other bulk containers of alcoholic beverages are permitted only in connection with registered and approved events, and all such containers must be closed or untapped at the conclusion of the event and removed from the premises as soon as is practicable. The possession, use, or storage of such containers is otherwise prohibited.
9. Those who serve alcohol and those who check proof of age for any event may not consume alcohol during that event. Prior to the event, the sponsoring organization must designate an additional non-drinking individual who will be present during the event to assist in its management.
10. Those who serve alcohol at any event University event must be at least 21 years of age.
11. Application for approval of events where alcohol is served must be made by an appropriately authorized representative of the sponsoring organization or group. This person must be at least 21 years of age.
12. All student events where alcohol is served require written approval by student organization advisers, student activities officers, or other recognizing body. The approving officer must meet with the organizer(s) of the event prior to approving same and discuss in detail the applicable provisions of this policy including: proctoring, health issues related to alcohol consumption, availability of food and alternative nonalcoholic beverages, event management, and any additional requirements relative to the location of the event or the policies and procedures of the recognizing office. Signature of approval will constitute an assertion of compliance with this provision.
13. The following types of student events where alcohol is served must be registered with the appropriate school's dean's office or student activities office at least two weeks prior to the event. Applications for such events must be approved by that office, which will also assist in the application for a Temporary Wine and Beer Permit when necessary:
 - a. events that occur outdoors on University property; or
 - b. events that are open to the University community; or
 - c. events that are funded with University funds, or use University resources, irrespective of whether the attendees are affiliates or non affiliates; or
 - d. events where attendance is expected to exceed 50 invited guests; or
 - e. events where money changes hands.
14. Student events where alcohol will be served may not be publicized until the event is approved by the appropriate recognized adviser of the organization.
15. Proctors are not required for events where attendance is restricted to those over 21, except at the discretion of the appropriate dean or student activities officer. Such events will be governed only by the preceding legal and University requirements.
16. Where there is reason to believe that attendees may include persons under 21, individuals must present double proof of age before being served alcoholic beverages. A valid Columbia Card may constitute the second proof of age. Such events require proctors as directed by the University.
17. Officers of student organizations are responsible for the implementation and enforcement of these policies. Officers are also responsible for educating their membership, guests, alumni, and incoming officers about these policies. Violations will result in disciplinary action against the responsible individuals and organization, up to and including loss of University recognition and loss of housing status.
18. Consumption of alcohol in residence halls is additionally limited by these requirements:
 - a. No student events involving alcohol can be permitted in Carman, John Jay, Hartley-Wallach, or Barnard's Sulzberger Hall.

b. Alcohol may not be consumed by any person in any part of a residence hall except in a residential room or at a registered and approved event.

c. While the individual student or host has primary responsibility for abiding by this policy and New York State law, members of the Residence Life staff will address individual consumption or possession violations in their respective buildings as follows:

- On the first violation, a verbal warning will be given and documented.
- On the second violation, a written warning will be given.
- On the third violation, the individual will be referred to the appropriate dean of students' office.
- If an individual is found with alcohol and is underage or is consuming it in a restricted area she/he will be directed to dispose of the alcohol and is expected to do so.
- In situations of multiple or serious violations of this policy, the individual may be referred immediately to the relevant dean of students.

19. Consumption of alcohol at events sponsored by a Greek-letter organization is governed additionally by these specific provisions, as well as by any additional requirements as directed by the Coordinator of Greek Affairs:

a. Alcohol is not permitted at any rush event.

b. Pledge fees may not be used to purchase alcoholic beverages.

University Alcohol Procedures

All University-sponsored events involving alcohol that take place either on or off campus must be authorized by their individual school. Application forms for such events must be submitted, including appropriate adviser approvals, to the appropriate deans or student activities officers. Those registering events with alcohol must be at least 21 years of age.

The deans and student activities officers of each school work with student leaders and their advisers to promote student responsibility and compliance with all University regulations and New York State and federal laws. Individual schools may also set more stringent restrictions on events involving alcohol, but all events must, at a minimum, comply with the policies outlined above.

The deans and student activities officers of Columbia's graduate and professional schools have responsibility for enforcing and implementing the University's alcohol policy within each school. Undergraduate student organizations are expected to work with their designated adviser to comply with the University's alcohol policy. Where appropriate, organization representatives must complete a formal training session for programming with alcohol.

Students may direct their questions about programming with alcohol to the dean of their school or the alcohol programming liaison for their school coordinator.

Temporary Beer and Wine Permit

Events that involve money include, but are not limited to, those with preadmission ticketing, sales of any kind, bar charges, and charity benefits. Events involving money require a Temporary Beer and Wine Permit from the New York State Alcoholic Beverage Control Board, which may be obtained, with appropriate documentation, from the appropriate dean's office or student activities office. Forms must be received at least 10 working days prior to the event.

When authorization is granted, an organizational representative will need to submit a Temporary Beer and Wine License application with the New York State Alcoholic Beverage Control Board and pay for a permit to be issued for the event specified. A copy of the license must be submitted to the appropriate dean's office or student activities office at least five working days prior to the event.

Outdoor Events with Alcohol

In accordance with New York State law, the consumption of alcohol in an outdoor space without appropriate authorization is prohibited. All outdoor events are subject to this policy and its attendant procedures. Outdoor space reservation authorization is also required for these events.

University Alcohol Proctors

University Event Management in Lerner Hall recruits, selects, trains, and supervises proctors who oversee University-sponsored events where alcohol is present. University Event Management staff assigns proctors from a central pool to cover specific events, authorizes pay for the proctors, maintains copies of their reports, and provides the appropriate individuals with information to follow up on disciplinary problems when necessary. The proctors, with the assistance of the event manager, are responsible for ensuring that the sponsors of the event accurately identify those of legal drinking age, appropriately handle the distribution of alcohol, and effectively monitor behavior at the event.

Undergraduate organizations that intend to have alcohol at any sponsored event, on or off campus, must submit a registration form for authorization to serve alcoholic beverages at University events. The registration form must be signed by the sponsoring group's advisor and submitted to University Event Management at least 10 days prior to the event.

Drugs

Columbia University recognizes the illegality and danger of drug abuse and, accordingly, strictly prohibits the possession, use, manufacture, or distribution of illicit drugs on University premises or as part of any University activity.

Columbia affiliates (students and employees) who violate the University's policies concerning illicit drugs will face discipline through their schools or administrative units, up to and including expulsion or termination of employment, and may also include the requirement of completing an appropriate rehabilitation program. Moreover, all students and employees should be aware that, in addition to University sanctions, they may be subject to criminal prosecution under federal and state laws that specify severe penalties, including fines and imprisonment, for drug-related criminal offenses. The seriousness of these crimes and the penalties imposed upon conviction usually depend upon the individual drug and amount involved in the crime. Attachment A (see below) provides information concerning sanctions under federal law.

New York State also provides sanctions for unlawful possession or distribution of illicit drugs. For example, in New York State, unlawful possession of four or more ounces of cocaine is a class A-1 felony, punishable by a minimum of 15–25 years and a maximum of life in prison. Where appropriate or necessary, the University will cooperate fully with law enforcement agencies and may refer students and employees for prosecution.

SIPA STUDENT GROUP EVENT REQUEST FORM

NB: FORM MUST BE SUBMITTED AT LEAST A WEEK BEFORE THE EVENT

Group Name: _____

Date of Event: ____/____/____
month/day/year

Start Time: _____ Δ AM Δ PM

End Time: _____ Δ AM Δ PM

Event Status: Δ SIPA Only Δ Open to all CU Δ Open to the Public

RSVP Required: Δ Yes Δ No

Type of Event: (Meeting, Party, Rehearsal, Other) *If posted online these options will be in a drop down box*

Event Title: _____

Event Description:

Event Location: _____

Expected number of attendees: _____

Event Coordinator(s):

Name	Email	Telephone
_____	_____	_____
_____	_____	_____

Event Co-Sponsors, (including non-Columbia Sponsors)

Contact information of Co-Sponsors:

Organization Name	Contact Person	Title	Email/Telephone
_____	_____	_____	_____
_____	_____	_____	_____

Special Requirements or Additional Information:

I/We hereby agree to the policies and procedures in the SIPA student group handbook and certify that all information on this form is complete and accurate.

_____	_____	_____
<i>Print Name</i>	<i>Signature</i>	<i>Date</i>
_____	_____	_____
<i>Print Name</i>	<i>Signature</i>	<i>Date</i>
_____	_____	_____
<i>Print Name</i>	<i>Signature</i>	<i>Date</i>

STUDENT GROUP REQUEST FOR FUNDING FROM SIPASA

[Semester]

DEADLINE: [Day, Date, and Time Due]

**PLEASE SUBMIT BOTH THE ONLINE APPLICATION AND
A PRINTED COPY OF APPLICATION TO THE SIPASA OFFICE.**

Checklist:

- Read the rules and guidelines first. Timely, complete, accurate applications have a better chance of receiving requested funds.
- Contact Stevie Robinson (sr101), Room 1420 IAB, to find out the balance on your account and the amount you spent last semester.
- Complete and submit the **Request for Funding Application** (hyperlink this text to actual form) online. **The deadline is [Day, Date, and Time].**
- After you have submitted your application online, **print the application and return it to the SIPASA office** during office hours by the deadline. You must return it in person and be checked off our list. Do not email the completed application.
- Please make sure to provide detailed information on how your group used their funds last semester and how your group plans to spend the funds it receives this semester.
- Submit documents used to advertise or describe your activities** with your printed application. Include other documents that you think explain your group.

Funding Rules for Student Groups

1. All student groups requesting funding must be registered with the Office of Student Affairs, 6th floor.
2. Applications for student group funding must be received by the deadline. Applications should be complete and accurate because **additional requests for funding during the semester will not be considered.**
3. Only ONE group may claim funding for the jointly sponsored event. Please coordinate with other student groups before submitting a request for funding for joint events. If it is unclear to SIPASA who is claiming the event, request for funding will be denied. Submit additional documentation if necessary.
4. Funding cannot be used for/ funding will be declined for:
 - a. Funding going directly to charity;
 - b. Any group that excludes people from membership based on discrimination, which includes religious, sexual orientation, gender and nationally based discrimination;
 - c. Events solely focused on eating or drinking;
 - d. Trips/events meant solely for entertainment purposes;
 - e. An individual's attendance at an event or conference if the event is not available to the entire student group.

Funding Guidelines and Recommendations for Student Groups

The following guidelines are designed to assist you in creating the budget for your student group. The amounts below are based on the average amount that student groups request for commonly held events. Additionally, we have identified the types of activities that we believe are consistent with SIPA's mission and we encourage students to request funding for these activities.

Funding decisions are based upon:

- How well the student group embodies the spirit of SIPA, which includes:
 - a) Enhancing a concentration or institute;
 - b) Furthering international and public affairs academic study;
 - c) Building community at SIPA;
 - d) Engaging the broader NYC community;
 - e) Enhancing health and well-being of the SIPA community.
- The number of active members
- Types and quality of events planned
- Previous history, including the number of successful events planned and how well the group is organized
- Funding amount will be reduced from the previous semester if all funding was not used, funding was used for illegitimate purpose, or funding money was not efficiently spent
- Detail provided in application. Groups that provide detailed descriptions of past and planned events are more likely to receive requested funding.

Group Collaboration:

SIPASA expressly encourages groups to leverage resources by working with other groups and academic concentrations to organize events and other activities. Likewise, SIPASA discourages requesting funds for duplicated efforts/events among student groups.

New student groups:

- New student groups registered in the previous semester will be allotted up to \$50. Additional funding will be based upon money left over after funding established student groups.

Typical amounts of funding for selected events:

- Brown Bag Lunches: \$25
- Film Series: \$50
- Speakers: \$50
- Career Panels: \$75

SIPASA/SIPA does not guarantee funding for any student group. While we make an effort to match funding received in previous semesters, this is not a guarantee of the same level of funding for the future. Our goal is to maximize the number of students and student groups that benefit from student activity funds.

REQUEST FOR FUNDING APPLICATION

INFORMATION ABOUT STUDENT GROUP:

Group Name:

Group Contacts:

Name	Title	Email
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1. Is this a new student group?
2. Number of members:
3. Mission/Purpose of Group:
4. Are you affiliated with another group on campus? If so who?
5. Goals for the coming semester:
6. Activities planned for coming semester:
7. Activities you hosted last semester:
8. How do you:
 - o Build community at SIPA?
 - o Further academic study at SIPA or enhance a concentration?

FUNDING:

1. Total amount received from SIPASA last semester:
2. Did you receive money from other sources last semester?
3. If yes, list source(s) and amount(s):
4. Total amount of money spent last semester:
5. Did your group use all of its SIPASA funds last semester?
 - a. If no, how much was unused?
 - b. Please explain why your group did not use all allocated funds:
6. Did your group use more funds than allocated last semester?
 - a. If yes, how much more?
 - b. Please explain why your group exceeded its allocated funds.
7. Amount of funds requested for this semester (do not include deficit/surplus from last semester):
8. Does your group plan to coordinate events with other groups?
9. If so, list group(s) and event(s):

Last semester's history:

How much did you receive from SIPASA last semester?

Event (Give detailed description)	Number Attending	SIPASA Funding	Other Funding	Revenue Generated	Total Cost
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
Total Spent					

Events Planned This Semester:

EVENT PLANNING FORM

EVENT TITLE: _____

DATE: _____

ROOM NUMBER: _____

ORGANIZATION: _____ ACCOUNT # _____

METHOD OF PAYMENT:

- Charge to Account Cash (If paying by cash, please submit all receipts on an Expense Report.)

VENDOR TO BE USED:

- | | |
|--|--|
| <input type="checkbox"/> Morton Williams Supermarket | <input type="checkbox"/> Subs Conscious |
| <input type="checkbox"/> Milano Market | <input type="checkbox"/> Café Swish |
| <input type="checkbox"/> Appletree Supermarket | <input type="checkbox"/> Havana Central |
| <input type="checkbox"/> Samad's Gourmet | <input type="checkbox"/> African Palava |
| <input type="checkbox"/> Hamilton Delicatessen | <input type="checkbox"/> Camille's |
| <input type="checkbox"/> Strokos | <input type="checkbox"/> Rack & Soul |
| <input type="checkbox"/> Famous Famiglia Pizzeria | <input type="checkbox"/> Radio Perfecto |
| <input type="checkbox"/> Che Bella Pizzeria | <input type="checkbox"/> Amsterdam Restaurant |
| <input type="checkbox"/> Columbia Cottage | <input type="checkbox"/> Cork & Bottle |
| <input type="checkbox"/> Empire Szechuan | <input type="checkbox"/> Martin Brothers Wine & Liquor |
| <input type="checkbox"/> Saigon Grill | <input type="checkbox"/> International Wine & Spirits |
| <input type="checkbox"/> OTHER _____ | |

NUMBER OF ATTENDEES: _____

CLEAN UP: Hired Volunteers

FLYERS/ E-MAIL INVITATION: Yes No

(Please attach flyer/ e-mail invitation)

****PLEASE RETURN THIS CHECK LIST PRIOR TO EACH EVENT ALONG WITH A FLYER**
TO NATASHA GORDON OR STEVIE ROBINSON IN ROOM 1420.**