INTRODUCTION ........................................................................................................................................3

SIPA STUDENT ORGANIZATIONS OVERVIEW ........................................................................4
  A. Benefits and Privileges (4)
  B. Responsibilities (4)

STUDENT ORGANIZATION POLICIES AND PROCEDURES ................................................................5 - 12
  A. Columbia University Statements and Policies ........................................................................5 - 6
    a. Alcohol Statement (5)
    b. Drug Statement (5)
    c. Hazing Statement (6)
    d. University Event Management Policies (6)
    e. Disability Access Statement (6)
  B. Recognition Requirements and Membership Eligibility ...................................................... 7
    a. Annual Registration Requirement (7)
    b. Adviser Requirement (7)
    c. Membership Eligibility (7)
    d. Officer Eligibility (7)
  C. Event Policies ......................................................................................................................... 7 - 10
    a. Event Registration Requirement (7)
    b. Special Events/High Profile Guests & Speakers (8)
    c. Public Safety/Security (8)
    d. Internal Sponsorships (8)
    e. External Speakers and Sponsorships (8)
    f. Events with Alcohol (9)
    g. Events Involving Alumni (10)
    h. Vendor Authorization Forms (10)
  D. Other SIPA Policies ................................................................................................................. 10 - 12
    a. Advertising and Publicity Guidelines (10)
    b. Tabling Guidelines (11)
    c. Use of University Name (11)
    d. Use of School Name (11)
    e. Logos and Banners (12)
    f. Student Organization Websites (12)
    g. Student Organization Travel (12)
STUDENT ORGANIZATION FINANCES ................................................................. 13 - 17
A. SIPASA Funding Allocations ............................................................... 13
B. Business Office Guidelines ............................................................... 13 - 16
   a. Contracts and Agreements (13)
   b. Types of Payments (14)
   c. Processing Payments (15)
   d. Transferring Funds (15)
   e. Making Donations and Contributions (16)
   f. Receiving Gifts and Awards (16)

SPACE, FACILITY SERVICES, AND AV REQUESTS ..................................... 18 - 20
A. Reserving Rooms and Venues in the IAB ............................................. 18 - 19
   a. Kellogg Center (18)
   b. 6th Floor Café (18)
   c. Classroom Space (18)
   d. Institute or Department Conference Rooms (19)
B. Reserving Other Campus Venues ......................................................... 19 - 20
   a. Lerner Hall (19)
   b. Faculty House (19)
   c. Low Memorial Library (19)
   d. Other Venues (20)
C. AV Services (SIPA and CUIT) ............................................................ 20

EVENT PLANNING CHECKLIST........................................................................ 21 - 22
INTRODUCTION

One of the integral functions of the Office of Student Affairs at SIPA is supporting and facilitating co-curricular activities and opportunities. SIPA students have exciting lives beyond the classroom. The resources on this page will acquaint you with extracurricular activities and services that will enhance your life on campus. A vibrant array of student groups organize programming on a variety of issues in international and public affairs, along with social events and community service.

The Office of Student Affairs has developed the SIPA Student Organization Handbook to:

- Help student organization leaders successfully organize and manage their organizations.
- Provide guidance for planning and facilitating programs and events.
- Inform organization leaders of SIPA and Columbia University Policies and Procedures.

Office of Student Affairs Mission Statement

Serving the largest and most diverse student population of International and Public Affairs schools, the Office of Student Affairs at SIPA provides programs and services that enhance the student experience in and out of the classroom. We do this through our orientation of new students, academic advising and registration services, student life programming, degree certification and graduation exercises. From admission through graduation, we are committed to guiding our students through any academic or personal challenges relating to their tenure at SIPA.
A. Benefits and Privileges

The following are some of the benefits and privileges extended to SIPA student organizations upon its official recognition. Registered student organizations can:

1. Reserve space and facilities on campus (both at SIPA and beyond).
2. Be listed on the SIPA Student Organization website and have a website connected to the SIPA website.
3. Advertise events in approved posting areas in the IAB.
4. Reserve A/V equipment through SIPA IT.
5. Use SIPA as part of the organizations name.
6. Apply for and receive funding from SIPASA.
7. Participate in the Student Group Fairs.
8. Receive help, advice, and assistant from the staff in the Office of Student Affairs.

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

B. Responsibilities

To remain in **good standing**, a student organization 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.
2. Register annually with the Office of Student Affairs.
3. Have an advisor who is an academic or administrative member of the Columbia community.
4. Attend officer training/ information sessions.
5. Hold at least one (1) event per semester that contributes to the academic or social environment at SIPA.
6. Attend student organization meetings called by the Office of Student Affairs and/or SIPASA.
7. Refrain from engagement in commercial activity with non-Columbia University affiliates.
8. Be open to all members of the SIPA community, regardless of race, ethnicity, religion, sexual orientation, gender and age.
9. Forgo duplicating the function of any other recognized student organization.
10. Accept all rules mandated by University policy and local, state, and federal law.
11. Abide by the policies set forth in this handbook and the SIPA “Academic and Professional Code of Conduct.”
STUDENT ORGANIZATION POLICIES & PROCEDURES

A. Columbia University Statements and Policies

a. Alcohol Statement

Columbia University is committed to creating and maintaining an environment that is free. 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.

b. Drug Statement

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.

c. **Hazing Statement**
Columbia University prohibits any organization from engaging in action that recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purposes of initiation into or affiliation with any organization. Pursuant to Section 6450 of the Education Law of the State of New York, the above statement shall be deemed to be part of the bylaws of all organizations registered at SIPA. In addition, all students are expected to adhere to related regulations set forth by their respective inter/national, regional, or local organizations and university policies concerning practices commonly referred to as hazing. Following a proved allegation of hazing, the student organization may lose its recognition. Loss of recognition may begin immediately after a decision finding hazing is finalized. In New York State hazing is a Class A felony.

d. **University Event Management Policies**
University Event Management has policies that govern all University events. You can view these policies at: [http://uem.columbia.edu/policies-by-subject](http://uem.columbia.edu/policies-by-subject)

e. **Disability Access Statement**
Columbia University Policy requires that University programs be accessible to students with disabilities. All on and off-campus events must be held in a wheelchair accessible location, approved by the Office of Disability Services (ODS). The Event Registration Form includes the required information for ODS approval. If the venue needs to be reviewed, the Office of Student Affairs will forward the information to the appropriate ODS representative.

Further, all publications (flyers, email announcements, etc.) advertising events must include an accessibility statement as follows:

“Columbia University makes every effort to accommodate individuals with disabilities. If you require disability accommodations to attend this event, please contact the Office of Disability Services at 212-854-2388 or disability@columbia.edu at least 10 days in advance of the event.”

Publications should also include locations and instructions for using the accessible entrance, if applicable and information about any accommodations that are pre-arranged for all participants (e.g. ASL interpreters, large print materials, etc.). Additional information can be found in the Policy Statement on the Equal Opportunity and Affirmative Action website: [http://www.columbia.edu/cu/vpaa/eoaa/docs/disability.htm](http://www.columbia.edu/cu/vpaa/eoaa/docs/disability.htm)
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 organizations 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 organization.

B. Recognition Requirements and Membership Eligibility

a. Annual Registration Requirement
Student organizations must renew their registration annually with the Office of Student Affairs. The SIPA Business Office will not process any reimbursements or payments for any purpose until the student organization has completed the registration process. Additionally, student organizations will not be able to reserve space at SIPA or elsewhere on campus without completing the annual registration process. *This process was included in the budget request form process in spring 2015.*

b. Advisor Requirement
Each recognized student organization should have an advisor who is a member of the Columbia University faculty or staff. Advisors should assist the organization to function in accordance with its stated purposes, provide advice and counsel, assist in the development of leadership skills among members, and help prevent violations of university, school, community, or state regulations.

c. Membership Eligibility
All SIPA students are eligible for membership in SIPA student organizations in accordance with the standards, academic or otherwise, established by each organization.

d. Officer Eligibility
All student organization officers must be SIPA students in good academic standing (i.e. attaining at least a 3.0 cumulative GPA).

*Also see [good standing requirements](#)*

C. Event Guidelines and Policies

a. Event Registration Requirement
All public events (both on or off campus) sponsored by student organizations recognized by SIPA must be registered with the Office of Student Affairs at least ten (10) days prior to the event. [GO TO Event registration form.](#)

*Student organizations who fail to register their events may lose their status as an officially recognized student organization and the privileges associated with such status.*

In addition, student organizations hosting events must agree to the following terms:
- Observe all Columbia University rules and procedures, as well as all state and local government laws and regulations in planning and carrying out the event.
• Obtain necessary permissions to hold the event and, if applicable, follow both internal and external instructions and receive necessary authorizations.
• Fully cooperate with University Officials assigned to this event before, during, and after the event.
• Be responsible for full payments of any fees incurred as a result of hosting an event.

b. Special Events/High Profile Guests and Speakers
Special Events include those events that meet the following criteria:
• presence of press/media (invited or otherwise)
• advertised beyond Columbia's campus
• high attendance/capacity
• presence of alcohol
• potential for significant disruption
• security concerns on the part of the recognized student group, advisers, or guest

The presence of one of these criteria may not necessarily elevate the event to a Special Event status, however, these factors should be considered cumulatively. For a Special Event, space and service application must be completed and submitted no later than 15 business days before the requested date of the event, and the Event Review must be completed at least 10 business days before the date of the event. Special consideration will be made for events that fall within the 15-business-day requirement. Such consideration is made on a case-by-case basis. If the deadline specified by the facility/location that is being requested is more than 10 business days in advance of the proposed event, then that deadline will apply.

c. Public Safety/Security
In special situations, the Office of Student Affairs or the Dean’s Office may require that a public safety presence is necessary for a student organization event. A public safety officer is required at all on-campus events where alcohol is present. In all cases where a public safety officer(s) are deemed necessary, SIPA will cover the associated costs.

d. Internal Sponsorships
All student organization events held in SIPA must be sponsored by a recognized SIPA entity such as a program, concentration, institute, office, or recognized student organization. The sponsoring body should be identified when booking rooms, arranging services and in any publicity associated with the event.

e. External Speakers and Sponsorships
Many student organizations plan events that include speakers from outside of SIPA or the Columbia University community. Additionally, sometimes SIPA student organizations have events that are funded by non-University related sponsors. The following applies to these situations:

Events with Government Officials, High Profile, or Potentially Controversial Speakers
Any arrangements to have a government official, potentially controversial, or other high-profile speaker should be discussed in advance with Dean Bruce. Depending on the nature of the speaker, special security may be required that must be cleared by the Office of Public Safety.
Events Funded by Outside Sponsors
If an event is to be sponsored by groups or organizations outside of the Columbia community please provide a list of sponsors to Dean Bruce in the Office of Student Affairs including name of group/organization and the name of the representative you have been working with. We usually pass along the names of the groups/organization to University Advancement to assure there are no conflicts of interest.

Only officially recognized SIPA/Columbia student organizations may advertise functions or activities within the building. Occasionally, small notices may be posted if authorized by the Office of Student Affairs.

f. Events with Alcohol
All SIPA student organization events involving alcohol that take place either on or off campus must abide by the following:

✓ Events with alcohol must be approved by the Office of Student Affairs (submit event).
✓ Submit an Alcohol Registration Form for all events serving alcohol on campus. Allow 10 business days after submission UEM review, to assess event logistics and determine if Proctors are needed.
✓ If cash will be exchanged at the event, either in person or online, you must apply for a Temporary Beer and Wine Permit with the State Liquor Authority. SEE BELOW FOR DETAILS
✓ Work with UEM and Public Safety to ensure all necessary precautions are in place for a safe event.
✓ Follow the rules governing the serving of alcohol as outlined in UEM policy.
✓ Make sure at least one person in your group has gone through Alcohol Training. Make sure to review the full Alcohol Guidelines for Faculty and Staff Events and University Alcohol & Drug Policies as well as, local, state, and federal laws.

Follow the rules governing the serving of alcohol list below.

Guidelines for Serving of Alcohol at Student Organization Events
1. Only one drink at a time may be dispensed to each person.
2. Serving alcohol to a minor is a criminal offense and a violation of University regulations.
3. No visibly intoxicated person may be served alcohol.
4. Where there is reason to believe that an event may include attendees under 21, individuals must present proof of age before being served alcoholic beverages. Additionally, such events require proctors as directed by the University.

The Office of Student Affairs at SIPA has responsibility for enforcing and implementing the University’s alcohol policy for student organization events.

Temporary Beer and Wine Permit
New York State law governs the sale of beer and wine. Any event with alcohol at which money will be exchanged either in person or online, for the sale of drinks or any other purpose, is not legally allowed to serve alcohol without a NY State Temporary Beer and Wine Permit. The application process requires a minimum of 15 business days. Applications are available on the New York State Liquor Authority’s website: https://www.sla.ny.gov/system/files/special-event-permit-061011.pdf
Events that require a Temporary Beer and Wine Permit MUST be registered with the Office of Student Affairs at least ten (15) working days in advance. A copy of the license must be submitted to the Office of Student Affairs at least five (5) 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.

Alcohol Training
Student groups who plan on serving alcohol at an event must have at least one group representative who is 21 years of age or older attend alcohol training. That individual must be present throughout the duration of the event and must abstain from consuming alcohol during the event. Pre-registration for the training is not required. For a schedule of alcohol training sessions, visit the University Event Management website.

g. Events Involving Alumni
If you are inviting SIPA alumni to participate in an event, please forward the names of those invited along with the event name, date, time, and location to the Office of Student Affairs. If you would like to invite alumni to your event as attendees, but require access to the alumni database to obtain contact information, you should contact the Director of Alumni Relations in the Office of Communication and External Relations.

h. Vendor Authorization Forms
Student organizations must complete and submit a Vendor Authorization Form before any event that will generate invoices, check requests, or student reimbursements. When submitting this form, please attach a copy of the flyer or e-mail advertising the event to help track invoices and payments. The Vendor Authorization Form may be submitted online at: http://www.sipa.columbia.edu/resources_services/business_office/index.html.

D. Other SIPA Guidelines and Policies
a. Advertising and Publicity Guidelines
All advertising and publicity for student organization events must meet the following guidelines:

- Posting on windows and doors is strictly prohibited and all publicity placed there, will be removed.
- Posters must be removed within 24 hours of the completion of the event.
- Activities that are open to members and non-members of the organization may be publicized through general advertising media. Notification of a meeting or event that is only open to organization members should be made internally (via email or other means.)

The following MUST be indicated on all materials to be posted:

- Full name of the sponsoring organization.
- Time, date, and location of the event.
- Entrance fees or costs to participate.

In terms of posting distribution of event information and posters, the following guidelines are to be followed:

**Bulletin Boards**
The space allocated for student organization advertising in the IAB are 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.

**SIPA and University Calendar**
Student organizations may choose to advertise their events on the SIPA and University calendar when they register the event with the Office of Student Affairs. The form includes a section that asks if you would like your event posted on Sundial. Events submitted to the calendar will be posted to SIPA’s Events Calendar and may be included on the University’s Event Calendar.

**b. Tabling Guidelines**
SIPA registered student organizations may host information tables on the 4th floor for the purpose of selling tickets to events, fundraising, and providing information about events. **All tabling activities MUST be registered with the Office of Student Affairs at least three (3) working days in advance via the form here:**


Individuals or organizations tabling without approval (whether registered or non-registered) will be required to discontinue tabling at the request of a SIPA or University official.

**c. Use of 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 organization will be taken seriously. Violation of the SIPA Code of Academic and Professional Conduct in the course of student organization business can result in disciplinary action.

**d. Use of School Name**
In the text of letters, advertisements, and other documents, please refer to SIPA as “the Columbia University School of International and Public Affairs” or “Columbia’s School of International and Public Affairs” the first time you refer to the School and SIPA thereafter. Please do not write “The School of International and Public Affairs at Columbia University”.

COLUMBIA | SIPA
2015 Student Organization Handbook
e. Logos and Banners
SIPA student organizations are allowed to have their own logos and/or banners. The student organization’s logo/banners can be used for the following purposes:
- To promote student group events within SIPA and throughout the CU campuses
- To promote SIPA student groups at conferences, workshops, career fairs, etc.

Student Organization Logo Approval Process

If your organization is creating a logo that includes the Columbia University or SIPA Logo you should provide a draft of the logo, along with an explanation of it’s proposed use, to the Office of Student Affairs and the Director of Special Events and Publication in the Office of External Relations and Communications

Below are examples of the SIPA Logo designs:

Please Note: You may not manipulate these logos or the Columbia University crown in any way.

f. Student Organization Web Updates
Student group website information will be updated early to mid-spring semester.

g. Student Organization Travel
Student organization who are planning a trip (either domestic or international) should complete the Student Organization Intent to Travel Form and submit it to the Office of Student Affairs at least two (2) months in advance of the date of travel. All travel plans will then be reviewed and approved by the Office of Student Affairs. Additionally, guidelines for student travel have been established by SIPA and the University and these guidelines must be followed.
A. SIPASA Funding Allocations
SIPASA, SIPA’s Student Association, is the umbrella group for all student organizations and it distributes and oversees student organization funding. SIPASA conducts a funding application process each semester to allocate money to student organizations. Only registered student organizations may apply for funding.

Each registered student organizations that receive funding will be given an account number for the academic year. This account number will be solely for use by those particular student organizations for expenses incurred against available funds. Funding provided to student organization from SIPASA are to be spent in the academic year in which the funding is allocated. At the end of each academic year all student organization 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.) or would like to roll over your balance to the next semester, a memo requesting that particular funds be retained should be submitted to the SIPA Business Office.

B. Business Office Guidelines
The Business Office is a unit of SIPA’s Office of General & Financial Administration, which serves as the liaison between the University’s Finance Division and SIPA’s students, faculty, staff and affiliated Institutes and Centers.

The office also serves as a primary financial resource for SIPA’s student organizations. We provide advice, guidance and oversight for funds allocated to the various student groups. In general, student groups’ allocations are determined by SIPASA, the SIPA Student Association, which is the umbrella group for all student groups and it distributes and oversees student groups funding.

a. Contracts and Agreements
Please Note: Students may never sign a contract on behalf of the University, which includes most student organizations.

Students groups are encouraged to hold events at venues outside Columbia University. However, the following procedure must be followed when using an outside vendor that requires a signed contract or agreement. Once you have chosen an outside venue that requires a signed contract/agreement, you must forward the contract to SIPA Business Manager for review.

If the contract/agreement is acceptable, you will receive approval to move forward. The minimum time required to process a request is one week. If the contract/agreement contains any indemnifying language, or other clauses that require review, it will go to Columbia’s Purchasing Office or Office of General Counsel for review or revision. If a contract/agreement falls into this category, it will require 3 – 4 weeks processing time. If any changes are required, the Purchasing Office or General Counsel will work with the vendor to make the changes and finalize the contract/agreement. The contract/agreement will be signed by the appropriate person and forwarded to the vendor.

b. Types of Payment
Upon receipt of a bill or invoice from a vendor or an individual providing a service, you should hand deliver it to the Business Office for processing, or alert the Business Office if an invoice is being mailed or faxed. The Business Office staff will assist you in processing payment/s.

For Payment to a Vendor
You must provide the following to process payments to a vendor:
• An invoice to Columbia University describing the goods or services to be provided, and an itemized price list
• A flyer or agenda (when appropriate) describing the event
• The vendor’s Federal Tax ID number (if not on file the W-9 form is required to pay individuals and new vendors, and the vendor should be informed that the University is tax-exempt and will provide an exemption certificate upon request. The University will not pay a vendor without this information).

For Reimbursement to Individuals
You must provide the following to process payments to individuals:
• Name of individual
• Business purpose of the expense (e.g. flight, dinner, etc.)
• Original receipts showing payment of all expenses to be reimbursed and credit/debit card statement, if applicable
• W-9 form completed and signed by the individual, if not already on file
• A flyer or agenda, where appropriate.

Please Note: 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 committing payment to a nonresident alien, check his/her visa type and ask the Business Office if payment can be made. To learn more: http://www.columbia.edu/cu/isso/faculty/paymentchart.html.

For Professional Services (lecture, meeting participant, etc.)
You must provide the following to process payment for professional services:
• Name of the individual to be paid for professional services
• Description of the service for which payment is provided
• W-9 form completed and signed by the recipient, if not already on file
• Flyer or agenda, when appropriate.

Please Note: Nonresident aliens holding certain types of visas are NOT eligible to receive payment for professional services. Please check with the individual about visa type and submit a copy along with your request for payment.

Check Requests
Under exceptional circumstances, it may be necessary to request a check as advance payment for goods or services, or in payment to individuals non-Columbia University personnel.

Under these exceptional circumstances, you may need to submit a check request to the Business Office staff. A check request is usually required under one of the following circumstances:
• If a vendor requires pre-payment and will not invoice for payment
• If reimbursement of payments advanced by individuals unaffiliated with the University is required
• If payment of lecturer fees to individuals unaffiliated with the University is required

*Check request forms are completed by Business Office staff.

c. **Processing Payments**
Allow 2-3 weeks for processing. The speed of check processing depends upon the workload of the accounting staff. Rush requests take 2-3 days and are approved at the discretion of the Accounts Payable Office.

Checks will be mailed directly to the vendor or student, unless the “check pick-up” option is requested.

**Vendor Accounts/Voucher System**
*Please Note:* You are encouraged to use vendors on the list to avoid spending your own funds.

SIPA has billable accounts with many food and beverage vendors in the Columbia community. If your preferred vendor is on the vendor authorization form, the form may be submitted electronically, or printed and submitted to the Business Office. The Business Office staff will authorize the form for faxing or for hand-delivery to the vendor.

If your vendor is not on SIPA’s list, the Business Office may be able to create an account. Contact the Business Office before contracting a vendor without an account at Columbia University, and we will advise you on making arrangements to ensure that the vendor is paid as quickly as possible.

**Outside Vendors**
*Please Note:* Outside vendors must also submit a **W-9 Form**.

Outside vendors should submit invoices directly to:

SIPA *Business Office*
Columbia University School of International and Public Affairs
420 West 118th Street, Room 1420
New York, NY 10027

d. **Transferring Funds**
For a group wishing to support another group’s event or contribute to an activity, the preferred method of payment is a direct charge. The sponsoring student group must e-mail the Business Office, providing:

• The name of the student group they are supporting;
• The amount being contributed; and,
• The name of a contact person from the group (*The contact person should be copied on the e-mail, so they can verify and authorize the transaction*).
The Business Office will charge your account directly for expenditures, not to exceed the amount your organization has agreed to contribute (including purchasing supplies and materials, paying honoraria or invoices, and/or reimbursing out-of-pocket travel or other business-related expenses).

Please Note: The transfer of funds between University accounts via any indirect means is strongly discouraged. Accepted accounting practice mandates direct charging whenever possible so that the flow of revenue and expenses can be traced.

e. Making Donations and Contributions

Please Note: U.S. federal law does not permit contributions or donations to religious or political organizations

Columbia University is a not-for-profit, tax-exempt institution, categorized by the Internal Revenue Service as a 501(c) (3) organization. The IRS permits contributions from one 501(c) (3) to another 501(c) (3) in some circumstances, but not to other types of legal entities.

To process a donation from a SIPA student group to a not-for-profit organization, prior approval must be granted by SIPA’s Associate Dean for Administration and Finance. Students are encouraged to obtain as much information as possible from the organization to enable the approver to determine whether the contribution is appropriate. Proof of the organization’s 501(c) (3) status must be demonstrated, usually by providing a copy of the organization’s letter of determination from the IRS. At this time, the University does not permit donations to international organizations not registered in the United States.

Any contribution must be related to Columbia University’s mission. As a student organization, it is important to explain, via memo or e-mail, how the funds were raised and why the group decided to support the organization in question.

After the funds have been deposited in your account, submit the following materials to SIPA’s Business Manager in IAB Room 1420:

- A memo/e-mail stating
- The legal name and a brief description of the organization
- The amount you want to donate and how the funds were raised
- The account number(s) to be debited
- A copy of the organization’s 501(c)(3) letter
- Contact information for someone in the organization who can assist the SIPA Business Office in preparing a W-9 Form for the organization.

f. Receiving Gifts and Awards

Please Note: No SIPA faculty, staff or students can accept a donation or gift without authorization.

To accept a gift of donation, a memo must be submitted to SIPA’s Business Manager in IAB Room 1420. The memo should indicate that a prospective donor would like to make a gift to support your group, and should contain the following information:

- The amount of the gift; and,
• What activities the gift is intended to support.

If the gift is a donation “in kind” (meaning goods or services rather than cash) and the donor wants to receive a receipt for tax purposes, the Business Office will contact the SIPA Development Office for approval and guidance on how to proceed.

After review of the supporting documentation, the Business Office will advise whether Columbia can accept the gift. If the gift is accepted, the University will acknowledge the gift but the student group should also send a thank you letter to the donor confirming receipt of the gift.

SPACE, FACILITY SERVICES, AND AV REQUESTS

A. Reserving Rooms and Venues in the IAB
a. **Kellogg Center (IAB 15th Floor)**

The Kellogg Center is to be used for events relating to academic or professional topics. Social events, unless school sponsored, can be held in the 6th floor student lounge or Lerner Hall. Once a room request is received, Micaela Lee Ordahl will verify your funding with the SIPA Business Office prior to issuing a reservation confirmation.

To reserve space in the Kellogg Center send your request via email at Kellogg@Columbia.edu and include the following:

- Approximate size of audience
- Time of Event
- Date of Event
- Whether food or alcohol will be served
- Once the request is received, the SIPA Building Manager will confirm your reservation.

### Room Capacities

<table>
<thead>
<tr>
<th>Room</th>
<th>Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1501/Lobby</td>
<td>140 people</td>
</tr>
<tr>
<td>1510</td>
<td>25 people</td>
</tr>
<tr>
<td>1512</td>
<td>40 people</td>
</tr>
</tbody>
</table>

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**.

b. **6th Floor Café**

To reserve the 6th Floor Café in the International Affairs Building, please **email** Rachel Salia and Sarah Brovman.

c. **Classroom Space**

To reserve a classroom in the International Affairs Building, please complete the online reservation form on the following page: [https://sipa.columbia.edu/students/sipa-resources/room-reservations](https://sipa.columbia.edu/students/sipa-resources/room-reservations)

Please use this form to request a room for:

- One-time events (review session, make-up class, student group meeting)
- Recurring student group meetings
- This form should **not** be used to book rooms for courses or recitations. Please contact Andrew Johnson, asi2124@columbia.edu if you need assistance with course or recitation scheduling.

d. **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 organizations use for brown bags, speakers or meetings, particularly if the student organization or event is relevant to their
constituency. Institute and departmental conference rooms can be booked through their staff.

*Note:* You are responsible for setting up and cleaning the room after use. If you leave a mess that facilities staff has to clean up, your account will be charged for these services and your organization may be barred from using the space in the future.

**B. Reserving Other Campus Venues**

**a. Lerner Hall**

Lerner Hall is the Columbia University student center. Its primary purpose is to serve as space for student programming. Student Organizations have exclusive reservation rights for the building on weekdays after 5:00 p.m. and all day on weekends.

**Precalendar**ing for Fall 2015 events will be held Monday March 23, 2015 beginning at 12pm until April 10th ending at 5pm. During this period, recognized student groups will be able to request space in Lerner Hall for September 8 – December 14, 2015. Confirmations will be sent via email beginning May 20th.  

http://uem.columbia.edu/precalendar

Student groups will also be notified about Advanced Calendar with UEM:  

http://uem.columbia.edu/student/advance-calendaring

Fall 2015 event applications accepted through March 6th, 2015 by 5pm.

If you are a member of a recognized student organization with a UEM account, go to https://ems.cuit.columbia.edu/VirtualEMS/ and request space via the Reservations tab. If you do not yet have a UEM account, you must contact University Event Management via email at emsaccounts@columbia.edu.

**b. Faculty House**

Faculty House is a campus landmark and LEED Gold Certified building. It's modern and flexible event space serves the needs of the Columbia community, as well as guests local and global.

The building was originally designed by renowned architects, McKim, Mead and White, in 1923. In 2009, a comprehensive restoration was completed to completely retrofit the inside to reflect timeless design and support 21st-century technology. The Faculty House is good for hosting meetings, receptions, banquets, conferences, seminars, exhibits, graduations, and performances.

Visit Faculty House online to learn more about its spaces, services, or to make reservations at: http://facultyhouse.com

**c. Low Memorial Library**

Low Library is available to Columbia University affiliates only. Outside guests can only use Low Library with University sponsorship. Social events are not permitted in Low. UEM is the official catering provider to Low Library. Events using an external caterer will be subject to a $10 per person catering facilities surcharge and must comply with University procedures and guidelines outlined for external catering providers.
Recognized Student Organizations are permitted to have food delivered or purchase food and beverage products from a commercial outlet for small scale events. Although there is no cost to students for using Low Library venue space, there is a $100 administration fee for work provided to support events. This fee is waived if UEM provides catering.

d. Other Venues
The following is a link to other reservable spaces on Columbia’s campus: http://uem.columbia.edu/all-spaces. These spaces may be reserved through University Event Management.

C. SIPA AV Services
Electronic support at SIPA is limited to the International Affairs Building (IAB). SIPA Computing supports SIPA computer labs for SIPA courses. Audiovisual support is available to SIPA students, faculty, and administration in the SIPA electronic classrooms (e-rooms). Audiovisual support is also available for SIPA courses in non-electronic classrooms in the IAB. Video conferencing for small groups is available with prior arrangements for SIPA users only. Any personal laptop setups require prior testing with the equipment present in the room. Mac users must provide adapters to connect to the VGA cable for presentation.

All reservations must be made two (2) business days in advance for classroom support. Once we have your request you will be contacted by SIPA staff via e-mail to confirm arrangements. Please do not call the registrar's office about it. Audiovisual training for the SIPA e-room is controlled by SIPA and is required to use the equipment in e-rooms. For training and access to ePodiums/Smart Carts in the rooms listed above, please submit the training form to SIPA.

For CUIT electronic classrooms 403, 410, and 417 (Altschul Auditorium), please contact CUIT. Audiovisual use for non-course-related events is available for a fee. http://sipa.columbia.edu/resources_services/audio_visual/index.html
Use the following as a quick guide to event planning, and please review all contents above before planning an event.

STUDENT ORGANIZATION EVENT PLANNING CHECKLIST

BASIC EVENTS LOGISTICS

✓ **Set Date/Time:** Finding the right date and time for an event can be tricky given the high volume of events at SIPA. Consult the web calendar to look for conflicts with other groups or other big events.

✓ **Reserve Location:** When deciding on a location, first check availability of the space and make a tentative reservation as you secure other details of your event. Details on reserving different venues can be accessed at: [https://new.sipa.columbia.edu/students/sipa-resources/room-reservations](https://new.sipa.columbia.edu/students/sipa-resources/room-reservations). This should be done at least 4 weeks ahead of an event.

EVENT REGISTRATION

✓ **Complete Online Registration Form:** All student organization events must be registered with the Office of Student Affairs at least 10 business days prior to the date of the event. Registering your event is the final step in confirming your room reservation and includes the alcohol registration process (if your event will have alcohol). Additionally, when you register your event you will be given an opportunity to have your event added to the SIPA Web Calendar and SIPA Events Email. You can register your event online at: [http://fs9.formsite.com/duane24/form30/index.html](http://fs9.formsite.com/duane24/form30/index.html).

✓ **Complete Additional Forms/Documentation:** Depending on the nature of and logistics of your event, you may need to complete additional forms or attend event review meetings. Additionally, if you will be hosting an event on-campus in which you will sell tickets and alcohol will be present, you will need to complete a NY State Alcohol Permit Request Form. You can access the form at: [http://www.sla.ny.gov/system/files/special-event-permit-081512.pdf](http://www.sla.ny.gov/system/files/special-event-permit-081512.pdf). Note: Request for a temporary alcohol permit can take up to 2 weeks to be processed so you must plan accordingly.

FACILITIES AND SIPA IT

✓ **Order Tables, Chairs, and Other Supplies:** If you need tables, chairs, and special supplies for an event, they can be ordered through Facility Services via the Kellogg Center. Please email your requests to kellogg@columbia.edu.

✓ **Complete Online A/V Request Form (if applicable):** If your event will require A/V equipment, please complete the A/V request form online at: [https://new.sipa.columbia.edu/sipaav](https://new.sipa.columbia.edu/sipaav).

BUDGET AND FUNDING

✓ **Budget:** You should establish a budget for the event. If you intend to apply for funding, the funding source will most likely request to see a proposed budget for the event.
Funding: The primary funding for student organization events at SIPA is through the SIPASA student organization allocation process. There are other funding sources that are at times available outside of SIPASA. You may also find a department or institute that is willing to provide supplemental funding.

WORKING WITH VENDORS

NOTE: If your event requires any outside vendor, you must begin planning with them very early to ensure that they will be able to provide what you need and that the University will approve funding.

Approved Vendors: You can find a list of approved vendors on the SIPA Business Office website. Additionally, you can submit request for vouchers via the web. Once a voucher request has been reviewed and approved, the person requesting the voucher will via email with a link to download a pdf copy of the form.

Non-Approved Vendors: Please Note: If you will be using a non-approved vendor, you need to start the business office processes at least one (1) month in advance of the event. Processing payment for non-approved vendors will take longer as detailed paper work is required (see the SIPA Business Office website). Many non-approved vendors will ask that payment, in the form of a check, be provided on the day of the event. Additionally, most outside vendors will issue an invoice or contract. NO STUDENT MAY SIGN A CONTRACT ON BEHALF OF COLUMBIA UNIVERSITY. The contract will need to be reviewed by the SIPA Business Office and Columbia University Purchasing Department and will be signed and returned to the vendor once it is approved.

ADVERTISING

All advertising and publicity must meet the following guidelines:

- Posting on windows and doors is strictly prohibited and all publicity placed there, will be removed.
- Posters must be removed within 24 hours of the completion of the event.

The advertisement MUST also indicate 1.) the full name of the sponsoring organization, 2.) time, date and location of the event, and 3.) any entrance fees or cost to participate.

- Posters
- Social Media: If you would like your event posted to the SIPA website, SIPA Facebook page, or SIPA’s Twitter account, please indicate so when you register your event with the Office of Student Affairs.
- Web Calendar: If you want your event posted to the web calendar system, you may indicate so when you register your event with the Office of Student Affairs. NOTE: If you would like your event to be posted on the web calendar, you must provide complete information about the event on the registration form.
- SIPA Events Email: If you would like your event to be included in the weekly SIPA Events Email, you should indicate that you would like it placed on the web calendar. Events posted on the web calendar will be included in the weekly email.
- Tabling: If you intend to table to sell tickets or advertise your event, complete the tabling registration form online at: [http://fs9.formsite.com/duane24/form8/index.html](http://fs9.formsite.com/duane24/form8/index.html).
TWO WEEKS PRIOR TO THE EVENT

- Confirm with vendors
- Confirm date, time, and location
- Start advertising
- Confirm Business Office documentation is being processed

DAY OF THE EVENT

- Have a to-do list, event schedule, and contact list on hand
- Arrive early to make sure everything is set (be sure to test any A/V equipment, especially)
- Welcome guests and keep a head count
- Clean up the venue afterwards

POST EVENT

- Write thank you notes to all speakers and/or sponsors
- Process the event with organization members