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USG Club Leader Survival Guide 2025-2026

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Overview

This guide is a central place where you can find information about anything related to your role as a club leader. Make sure to read carefully! If any mistakes or misinformation is found, please contact Selina at selina.zheng@hunterusg.org. Find the USG team's contact here. Don't know who to contact? Ask Selina and she can redirect you.

Budget

All chartered clubs are allocated $1,000 automatically for use during the academic year. Clubs cannot use this budget until the budget form is **submitted and approved** by the College Association Office. After approval, clubs can start to tap into the $1000 immediately.

All clubs must submit their preliminary $1000 budget to CA. You will have access to more funds once you use 75% of your $1000 budget. Please only request more once you've used 75% of your budget. The form to request more funds is here. Please attach your second budget form to the FCB google form. For any other budget inquiries, please contact the USG Finance Commissioner, Hasan Altaf at hasan.altaf@hunterusg.org and cc. USG Finance Manager, Lanping Deng at clubbudgets@hunterusg.org.

3Bs - Basic Budget Breakdown

All initial club budgets will be standard for this year. This means clubs only have to fill out the first page of the budget form. By default, all undergraduate clubs will receive a preliminary budget of $1,000. This will be allocated into two categories: Line 1 (Refreshments) and Line 4 (General Supplies and/or Decorations). Of this amount, $800 will be allocated for refreshments purchased from external vendors (not the cafeteria), and $200 will be allocated for general supplies and decorations. **Please use the cafeteria for your food purchases. <u>By using the cafeteria, you won't have to utilize your own club funds.</u>The cafeteria can provide halal, kosher, and vegetarian options. Additionally, they can provide foods from all cuisines (Pakistani, Italian, Bengali, Chinese, Mexican, Yemeni, etc). Clubs can use up to $15 per person in attendance.** Instructions on how to order via Cafeteria are on page 4.

If your FCB Hearing is approved to request additional funds, you would have to submit the budget form fully completed, in addition to the first page. FCB meetings will occur once you use a majority of your funds.

Submitting a Budget

Any undergraduate club listed as eligible on the Chartering list will receive a $1000 preliminary budget from USG. This can **NOT** be used until you submit your budget to CA and receive approval.

In order to be approved for spending your budget, you must fill out the first page here: itemized budget, consolidated funds form to CA, and submit your finalized budget form to the CA Budget Submission Form. **You must receive e-mail confirmation that your budget was approved by CA before using your budget.** The email confirmation will be sent to you separately.

Please refer to the College Association guidelines or contact the College Association Office for updates to budget and spending guidelines.

For any **changes to the preliminary budget allocations**, please submit a line transfer request for changes within a line and a budget modification request for changes from different lines. Please submit the requested changes to your budget to the CA Budget Submission Form

For instructions on filling out line transfers and budget modifications please refer to USG x Clubs google drive.

Note: No more than 20% of this entire budget can be spent on supplies. If you need to exceed that amount, you must first provide a written justification letter to the CA office detailing the need to spend more. This must be done 4-8 weeks in advance of your event.

Food Orders from Cafeteria: HC Campus Eats

Hunter's Cafeteria: Campus Eats offers catering services to the College, featuring a diverse selection of international cuisines. They will offer food accommodations of various dietary preferences, including halal, kosher, gluten-free, vegan, and vegetarian options. Please refer to the cafeteria catering menu provided by the CA office.

If you don't see what you need on the menu provided by the CA Office, please contact Ms. Nicole M. Hector at n_hector@hunter.cuny.edu, and she will do her best to assist you. **The maximum amount you can spend per person is $15.00.**

Before you are allowed to place your catering order, your Student Event Information Form (SEIF) must have been approved. Once your event is approved, you can place a food order through the CA Internal Catering Request form.

Please submit your food requests at least 7 business days prior to your event. You will need to upload your approved SEIF and flyer of the event.

After your event, you will need to send an attendance list to n_hector@hunter.cuny.edu.

Reimbursement

If you spend **$249.99 or less** per vendor, **you can pay cash/debit/credit card and ask for reimbursement**. Make sure your receipt is a proper receipt and must have the Store name, address, date, Itemized, and the method of payment. ***If you pay with Debit/Credit Card you will need the original debit/credit card statement showing your name, address, transaction, and payment amount***.**

For reimbursement you will need to submit: Check request, original receipts/invoice/email confirmation (if you buy online), credit card statement if you paid with credit card, Flyer, and event form.

Online purchase of $249.99 or less:

1. Need order confirmation email or statement from online company providing: Confirmation number/order number/item number, item description, email address, customer service information, and name of purchaser and method of payment.
2. If paid by debit/credit card, please provide an original debit/credit card statement showing ***name, address, transaction, and payment amount*** for online purchase.
3. If paid by check, please provide an original canceled check from the bank.
4. Original packing slip or invoice received from an online company indicating that merchandise has been **delivered to Hunter College.**
5. No second-hand or used items are to be purchased.
6. No online bidding.
7. CA reserves the right to request confirmation of item delivery from the club's president or treasurer.

SUBMISSION CHECKLIST

- check request
- original invoice/receipt
- original credit card statement if you paid with a credit card
- flyer
- event form (approved SEIF)
- Attendance sheet

Please scan all the paperwork together and save it as one pdf file (for each person) check request, original invoice/receipt, original credit card statement if you paid with credit card, event flyer, SEIF approval email, and attendance sheet.

Submit all the forms together here.

The check request must be signed where the authorized signature is. If it is payable to the president, the treasurer has to sign the check request. If it is payable to the treasurer, the president has to sign. If it is payable to any other club member , the president or treasure can sign the check request.

CA will not reimburse taxes or tips. Use this tax exempt form.

Additional CA Procedures

For more detailed information on CA budget procedures and paperwork, please refer to the College Association Handbook.

USG Co-Sponsorships

USG partners with select clubs throughout the year on events. Co-sponsorships are a great way to give your club exposure and increase the budget of an event. USG will provide support with paperwork, event volunteers, and advertising.

Some things to note regarding co sponsorships:

- The USG budget for co-sponsorships is limited. Each proposal will be assessed, but it is under USG discretion to accept/deny the request.
- Requests must be made **at least 8 weeks in advance**.
- Your proposed event must serve the **entire** student body and cater to all/a majority of students.
- Clubs will be responsible for most of the event planning.
- USG will split the costs with you.
- If USG agrees to cosponsor, we expect adherence to all college policies and regulations regarding event planning and execution. Any violations will result in suspension of the club from future co-sponsorships and/or additional consequences based on the circumstances.

Request a USG co-sponsorship here.

Events - General

In order to plan events effectively, club leaders must follow the step-by-step process listed below. Straying from the timeline may result in event delay/cancellation or delayed payments for vendors used. Please read through this guide carefully!

Some things to consider…

- All events must be reported to and approved by the Office of Student Activities through the Student Event Information Form(SEIF).
- All on-campus events must occur in reservable spaces.
- All space reservations must be confirmed **before** the submission of your SEIF.
- Submit your space reservation requests 2-3 weeks in advance; the earlier, the better!
- Club events in the library are prohibited. You may not reserve space in the Library for club events. This includes study spaces. Misuse of reservation privileges may result in club suspension.
- If your event repeats, request multiple dates in one reservation request.
- Dean's Hours are Tuesday and Wednesday from 2:30 pm-3:45 pm. Dean's hours are the best times to host daytime on-campus events!

Below is a general timeline you can use to make sure your event can occur on time!

1. Determine your preferred event time, location, and if you would like to use a portion of your budget allocation about a month in advance.
2. Request desired space 3-4 weeks in advance.
3. Create an event flyer prior to submitting the SEIF form.
4. Submit SEIF form at least 2-3 weeks prior to the event date.
5. Request supplies(if needed) from USG at least 1 week prior to the event date(supply availability varies, no request is 100% guaranteed).
6. Submit work orders(as needed) when your space reservation is confirmed, at least 1 week prior to your event.
7. Enjoy your event!
8. Submit the number of attendees to OSA.

The Student Event Information Form (SEIF)

The SEIF is required for **all** on-campus events. It is also required for meetings at which SAF (Student Activity Fee) money is spent.

The documents required for submitting a SEIF form are…

- Flyer
- Space reservation confirmation
- Biography for visitors (if applicable)
- College Association Contract (if applicable)
- 501c3 and letter of agreement for fundraiser (if applicable)

Event Approval Timeline

You should reserve space **4-5 weeks** in advance of your event (if not submitted far enough in advance, there is no guarantee that your request will be honored).

This timeline is an *estimate* of approval once you submit the SEIF with all required documents.

- Virtual Events w/ Guest Speaker(s): 2 weeks in advance
- Virtual Film Screening Event: 2 weeks in advance
- On-campus events: 2 weeks in advance
- Solicitation of Funds: 3 weeks in advance

Reminder: The SEIF can take 2 weeks to approve. If you submit exactly 2 weeks before your event, you will not have time to advertise. Try to submit earlier than 2 weeks to give yourself time!!

Reserving Space

Clubs can reserve USG or Central Reservations-managed spaces. Look at pictures of new rooms here. All USG reservable space CLOSE at 8PM.

  - TH 105 Suggested for: large events (30+ people)
  - TH 205 (Gameroom) Suggested for: large events (30+ people)
  - TH 208/9 Suggested for: medium sized events, club meetings (20-30 people)
  - TH 419 (faith-based clubs only)
  - TH 302 Suggested for: small events, club meetings (15-20 people)
  - TH 303 Suggested for: small events, club meetings (15-20 people)
  - TH 307 Suggested for: large events (30+ people)
  - TH 314 Suggested for: large events (40+ people)

- TH 318 Suggested for: large events (30+ people)
- TH 319 Suggested for: large events (30+ people)

All reservations must be made 3-4 WEEKS IN ADVANCE from the event itself.

Please review the instructions for Club reservations here.

- Log on the UNOFFICIAL calendar with your **club's email**
- Check the date you want to reserve a room and see if there are any overlaps with the room and time you want to book with another club.
- If there are conflicts, pick a different time, date or room.
- When not conflicts, copy and paste the room you want to reserve from the header and add your club's acronym in front of it.
- Change the font/size to *Centric Gothic 8.*
- AFTER submitting a commentary edit to the Unofficial Calendar, please submit a SRC Room Reservation Form
- **You may submit a maximum of ONLY 3 requests at the time. If you want to submit more, you must wait for the first 3 to be approved first before submitting additional requests.**
    - **If you submit more than 3 requests prior to the approvals, all your requests will be deleted and you will need to re-submit.**
- **Submitting a request on the unofficial calendar and the SRC Room Reservation form does NOT constitute approval for the room. You will receive a confirmation email separately.**
- **Receiving an email stating that your "suggestion" was accepted does NOT mean that your request is approved.**

The Interfaith Room (TH419) is only available for Faith-Based clubs.
****You CANNOT book a room for more than 4 hours (the reservation must include your setup and clean up)****
Clubs will NOT be allowed to monopolize one time slot and location on a weekly basis.

If your SEIF is not approved you MUST cancel your reservation immediately by emailing ahmad.waraich@hunterusg.org and cc. officeofvp@hunterusg.org. *Failure to do so may result in a temporary ban.**

Please refer to the OFFICIAL Calendar for confirmed reservations

- Information on Central Reservations-managed spaces can be found here.
- Submit a reservation request for a central reservations managed space here.**

Please allow at least six weeks for Central Reservations bookings as they must be approved by multiple departments at Hunter, including Public Safety.

Work Request

If you are reserving a space and need tables and chairs to be set up and cleaned up by facilities, you will need to submit a work order form and detail exactly what you want them to do. You may only submit a work order **after** your room reservation has been confirmed.

Work orders must be submitted at least 5 business days in advance to be approved in time!

Submit your work order request here.

- Make sure to specify set up and clean up times.
- Include a diagram of how you would like the room set
- A club officer must be present for set up and clean up an hour prior and an hour after the event. Failure to do so, will result in a possible suspension from reserving USG spaces.

Advertising and Promotion

To advertise/promote events on…

Campus screens - events must be approved two weeks prior.

G-blast - event must be approved prior to the submission deadline.

OSA IG - event must be approved at least 3 business days.

HunterUSG's Instagram - Send a direct message to the account if you would like a repost of your club's advertisement on our story

SEIFs with missing, incomplete or non-compliant information will NOT be approved. Hosting events without approval may result in suspension.

Flyers

Flyers provide information to students about your event and are required for the approval of your event. The flyer must contain the club name, co-sponsors title(if applicable), day, date, time, and location. If the event is virtual, make sure to include virtual platform registration information. If applicable, the name of speakers, presenters, and/or performers' must be included.

Do not *post your flyer around campus until after you have received your SEIF approval.*

G-Blast

The G-Blast is a bi-weekly newsletter distributed by USG to the entire student body that advertises upcoming events and important information. If you would like your events to be in the G-Blast, you must submit your flyer through the Student Event Information Form (SEIF). You should aim to have your SEIF approved at least two weeks prior to the G-Blast date to be included. However, you are encouraged to submit the SEIF earlier so that there is ample time for approval and subsequent inclusion in the G-Blast.

If you would like to spread general information about your club or about opportunities for students, please email our External Affairs Commissioner at christopher.chawki@hunterusg.org with your flyer and any additional information you'd like to include at least one week prior to the G-Blast date.

Please be sure to submit your flyers in either PNG or JPEG format, do not send it in PDF format.

The G-Blast dates for Fall 2025 are TBD.

Tabling

Tables in the West and North 3rd floors are available for clubs to advertise and promote. Submit your tabling request here.

Please note that clubs who wish to solicit funds for a non-profit organization during tabling must submit their 501c3 and agreement letter first before your tabling request gets approved.

Please allow at least one week for tabling request processing and confirmation. For more information regarding tabling, please contact Latysha Mckenzie at lmckenz@hunter.cuny.edu or (212) 772-4908.

To check the status of the tables' time availability click the table number you are interested in here to visit the calendar of each table and the reserved times.

Cork Boards

Cork boards on the 3rd floor North Building and the 2nd floor of Thomas Hunter Hall are available to post flyers. Please use these spaces and refrain from posting on walls.

Clubs are no longer required to submit a request to post on Instagram, campus screens or g-blast. The OSA Social Media/Communications Assistant will post approved content provided the event is approved in a timely manner.

Supply Requests

USG is able to provide some supplies for use during events. Request supplies here!

Available supplies include…

- Plates
- Cups
- Napkins
- Utensils(forks, spoons, knives)
- Paper towels
- Tissues
- Cleaning supplies(broom, sanitizing wipes, cleaning spray)
- Decorative lights
- Folders
- Post-It Notes
- Plain white paper
- Construction Paper

- Glue
- Paint(small or large bottles)
- Paint Palettes
- Paint Brushes
- Crayons
- Colored Pencils
- Markers
- Board Games and Playing cards

Please note supply requests are honored based on availability and there is no guarantee that USG will be able to provide these supplies.

Snacks/Refreshments

Club leaders will be notified if snacks become available.

Audio and Visual(A/V) Rentals

- If you would like to borrow a microphone or any other equipment see this link for rules and regulations: Club Policies - Audio Visual Fall 2024.pdf
- To rent any equipment, email av_res@hunter.cuny.edu

Only the President or Treasurer of a club are allowed to reserve equipment from the Audio/Visual Department, please make sure only one of those 2 people make the request.

Food Service

- Clubs/organizations and governments do not need to serve packaged food items at events. However, the food must be from a food service vendor, restaurant, caterer, etc. Home-prepared food is prohibited. Food must be served using utensils. Servers should wear gloves and replace the gloves once they become contaminated.
- See Supply Requests section to request snacks and supplies.

- Clubs also have the option to use the Cafeteria food service, which would be funded by USG OUTSIDE of the club budget. The limit is $15 per person in attendance, eg 20 people = 20 * $15 = $300 for the event. **Again, this money will not be coming from the club's budget but from USG.**

Visitors

- Visitors are no longer required to show proof of vaccination or a negative test to access campus.
- Please inform OSA via the SEIF form if you will have visitors.
- Non-CUNY visitors must be pre-registered - If non-CUNY guests are attending, a spreadsheet will be created for the event. You must add the names(First and Last name) of your non-CUNY guests to this spreadsheet at least 72 hours prior to the event.

Events with External Vendors

There will be <u>no CA contracts for external food purchases</u>, in other words, when purchasing food externally, <u>clubs can only spend $249.99 or less per vendor then apply for a check request reimbursement.</u>

CA will not reimburse taxes or tips. Use this tax exempt form.

Please refer to the College Association Handbook for access to reimbursement paperwork requirements.

CA contracts will only be applicable for equipment, presenters, and/or performers. Must receive prior approval from the College Association before the purchase.

- Presenters/performers and clubs must fill out a CA Contract.

- Club leaders *(not vendors)* must fill out a Purchase Order(PO) form and a Check Request form for a purchase of $250 or more for rendered services such as speakers, DJs, photographers, and videographers. Again, there will be NO contracts for food services.

    - **Any service rendered: speakers, DJs, photographers, and videographers will get an email from the purchasing department with an attached agreement form to sign and MUST be sent back.**

- **All contracts must be signed by the College Association prior to the event as a form of approval.**
    - Please submit the contracts 6-8 weeks prior for $250 and over and 4 weeks prior for contracts of under $249.99

- **The Check Request form, invoice from vendor, CA Contract, PO Form, SEIF approval, and purchase justification letter <u>must be submitted to the College Association for approval in ONE pdf, in this order, here</u>.**
    - You can find your account number here.

NO PERSON PROVIDING SERVICES MAY BE PAID IN CASH: A check payable to that person must be issued by the school
Student Activity fees CANNOT be used to pay foreign speakers/companies

Please refer to the College Association Handbook for more information about contracts/purchase order guidelines. If you have further questions, please contact the College Association at hcca214@hunter.cuny.edu or TH203 by appointment.

Invoice

- Must be dated the date of the event
- Must have a header with company name, address, phone number
- Must have an invoice number
- Must be itemized (each thing listed separately)
- NO TAX- we are a tax free institution- we can provide them our certificate if needed

- Delivery fee can be included
- 15% tip for delivery person should be listed on the invoice as ‘catering fee’ DO NOT list as ‘tip’

Off-Campus Events

Please refer to this link for the most up-to-date information on off-campus trips.
Plan an Event or Trip | Hunter College

Approval Procedure for Off-Campus Trips

Day Trips within the Five Boroughs

Two weeks before your trip:

- Complete the Off-Campus Trip Form.
- Attach Flyer or Itinerary to form
- Attach Spreadsheet for (Inside 5 Boroughs)* to form
- Within 5 Boroughs Spreadsheet – A completed spreadsheet with all eligible students should be uploaded onto the off-campus form.

High-Risk and Overnight Trips within the Five Boroughs

Four weeks before your overnight trip:

- Complete the Off-Campus Trip Form.
- Attach Flyer or Itinerary to form
- Attach Spreadsheet (Outside the 5 Boroughs)* to form
- Attach “Trip Authorization Form” to form
- Attach signed waivers*

- Outside 5 Boroughs Spreadsheet – A completed spreadsheet with all eligible students should be uploaded onto the off-campus form.
- Off-Campus Travel Approval Form
- Off-Campus Activity Participation Waiver
- All overnight trips with 5 or more students are required to have a chaperone.
- All students attending overnight trips must be SPARC Certified.

Day and Overnight Trips Outside the Five Boroughs:

Three weeks before your day trip: Four weeks before your overnight trip:

- Complete the Off-Campus Trip Form.
- Attach Flyer or Itinerary to form
- Attach Spreadsheet (Outside the 5 Boroughs)* to form
- Attach "Trip Authorization Form" to form
- Attach signed Waivers*
- Outside 5 Boroughs Spreadsheet – A completed spreadsheet with all eligible students should be uploaded onto the off-campus form.
- Off-Campus Travel Approval Form.
- Off-Campus Activity Participation Waiver.
- SPARC Training Instructions.

General Information

Please note:

- Hunter College does not permit international travel for student groups.
- High risk local trips will require waivers and emergency contact info.

- All students who will or may attend the trip must be on the list and sign waivers. This includes wait listed students.

"**Domestic travel**" is classified as any activity or event leaving CUNY property but within the 50 states of the United States including trips to museums, field trips, leadership retreats and conferences.

A "**sponsored trip**" is any event or activity that takes place off campus with the purpose of extending and supplementing learning opportunities in a way not possible within the usual College setting that is organized, supported, or financed by an office, department, division, or a student organization of the college and that is funded by student activity fees or monies that are in the control of the College, the University, or a University/College related entity, such as auxiliary enterprise corporations, a college association, or a student services corporation.

Sanction

Recognized student organizations and publications have a responsibility to obey rules, policies and laws set forth by your student government/media board and administration. Violation of rules, policies and laws put your organization/publication and students at risk. Failure to follow policy may result in sanctions and/or suspension. There are no exceptions to these rules. View Sanctions Guidelines.

Virtual Events

Zoom-Security-Protocol(1).pdf

Fundraising - General

New Business Office policies prohibit income-producing events or the collection of funds by student groups. This includes bake sales, admission fees, individual student fees and dues.*
Student clubs and organizations are permitted to solicit monetary donations for a non-profit organization. Your group must be chartered in order to solicit funds for a non-profit organization. International non-profits must have a US branch.
Student groups are permitted to:

- Advertise the approved non-profit organization's fundraising event/campaign.
- Direct students/supporters to an approved donation webpage/site.
- Link to an approved donation webpage/site.
- Create or host a fundraising page on an approved non-profit organization website.

Student groups are prohibited from the following:

- Collecting funds – Accepting payment in the form of cash, credit/debit cards, Venmo, CashApp, Square Cash, Dowlla, Paypal, Google wallet/pay, Apple pay, etc.
- Using crowdfunding platforms or subscription services to collect funds.
- Creating a website/page to collect funds.
- Fundraising for the club/organization.
- Receiving or retaining any portion of the funds raised.
- Using Student Activity Fee (SAF) money for fundraising, solicitation of funds events/campaigns.

If any club is found to be in violation of the aforementioned policies your privileges will be suspended. An investigation will be launched into your practices which may result in suspension and/or disciplinary actions.

Fraternities, sororities and other membership/due collecting organizations may not collect money from students for any reason. Members must pay membership fees/dues directly to the organization. Members must purchase their own apparel and paraphernalia. Clubs may pay organizational dues from their budget.

Fundraising Procedure

1. The club president or treasurer must complete an SEIF at least three weeks before the event/campaign.
2. Complete and attach an agreement form. The student group's president and treasurer and an authorized representative from the non-profit must sign the agreement form.
3. Attach the organization's 501c3. (A federal tax ID form, w9. or any other documentation is not sufficient.)

4. The student group's president and/or treasurer must report total funds raised if a special link and or webpage is created for the student group.

The SEIF agreement will be reviewed and approved by the Office of Student Activities. The solicitation activity and agreement are subject to the approval of the College Association.

Club Locker Room

TH320, located on the 3rd floor of the Thomas Hunter building, is the club storage room.

In order to access the room, please visit the USG office(TH201) during business hours(10am-5pm). USG office staff or officers will accompany you to and from the room.

To request a locker, please submit this form.

Any questions regarding this section should be directed to Christopher.chawki@hunterusg.org

Club x USG communications

It is crucial that clubs maintain effective communication with USG to ensure a smooth process with event planning, paperwork, etc.

Please have your executive officers in the USG x Clubs WhatsApp group chat, this is a place where direct questions and requests can be made with a member within USG.

USG x Clubs Whatsapp link: here

If your club has not filled out the Club Contact Info Form, please have one of your officers fill this out as this provides us with a directory on how we can contact your club, especially if there's any important announcements or inconveniences.

Club Contact Info form: here

Any questions regarding this matter should be directed to Christopher.chawki@hunterusg.org