

# **SUNY College of Optometry Clubs and Organizations Student Handbook Draft**

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# Introduction

Dear Students,

Clubs and organizations are the backbone of SUNY Optometry's student life and community. As a student leader of a club or organization, you bring dynamism, energy, opportunities, and inspiration to the College community. One of the College's strategic goals is to build a vibrant community. We can only fully realize this important strategic goal through the clubs and organizations you lead and the engagement of your members.

At SUNY Optometry we have service, professional, special interest, and cultural organizations that fulfill very specific needs of the College community. I encourage you to be reflective about the specific need that your club fulfills and seek innovative and creative ways to materialize them. The possibilities are immense and I encourage you and your members to think big.

As an iconic New Yorker once said, "With great power comes great responsibility." Being a leader gives you an incredible platform to shape the future of student life at the College, make significant contributions to your profession and inspire others along the way. There are also policies and procedures that need to be followed to ensure good governance. The purpose of this handbook is to share with you valuable information to guide you and your members.

Experience is one of the most powerful sources of knowledge. I am positive that as a student leader you will gain experiences that will serve you well for the rest of your career. Cherish this moment and use it strategically to build your career capital.

Thank you for all you do and will do as a student leader for our College, for the communities we serve, and for the profession of optometry!

Sincerely,

Gui Albieri

## Benefits of Joining Student Organizations

There are many advantages to joining a club and organization. Below are some of them:

- Learn more about the optometric profession, where it is heading, and paths to take that lead to a successful and fulfilling career.
- Give back to your community by organizing events and participating in service projects such as vision screenings in underserved communities, mission trips, etc.
- Meet and network with students and doctors with similar goals and interests.
- Learn about the various specialties in optometry and hear from doctors working in these fields.
- Develop professional skills such as leadership, budgeting, event planning, and organizational skills.

## Organization Responsibilities

Clubs and organizations have responsibilities to fulfill in order to remain in good standing with the College. Members of organizations must abide to the College's Code of Conduct as well as the responsibilities outlined here. Failure to abide and meet these responsibilities may jeopardize the registration status of your organization. Clubs and Organizations must:

- Follow guidelines set in this Student Organization Handbook.
- Request approval for on- and off-campus events.
- Complete any necessary paperwork in a timely manner.
- Keep a log of activities (type of event, number of attendees, hours of service, what worked, what can be improved in the future).
- Keep a log of finances.
- Exercise good judgment when incurring expenses for activities/events.
- Ensure smooth transitions in leadership.
- Abide by the SUNY College of Optometry Code of Conduct: <http://www.sunyopt.edu/handbook>
- Follow emergency protocols.

All registered clubs and organizations must meet minimum activity requirements to continue to be recognized and receive funding. Activity approval forms must be submitted for all activities. The activities requirement needed to remain in good standing are:

- Club events/activities: hold at least one event and two meetings per semester.
- Attend the yearly leadership retreat organized by Student Council.
- Attend one Leadership Forum per semester organized by the Office of Student Affairs.

## Emergency Protocols

- Student organization advisors and board members are required to report any incident violating the SUNY Optometry Code of Conduct, criminal acts, injury, or any other incident.
- All incidents must be reported to the club advisor as well as the Vice President of Student Affairs.
- In the event of an emergency, call campus security at 5555 or 911.

## Application and Registration to be a Student Organization

To become an approved Student Organization, prospective clubs must:

- Submit a completed New Club Request application form (Appendix 2) signed and approved by both the Student Council President and the Vice President for Student Affairs. In order for a new organization to receive funding it must be in place by June 1. Clubs approved after June 1 will not be eligible for the Student Council budgeting process.
- Meet a need or niche in the student or College community.
- Have one president and one treasurer at the time of registration.
- Identify at least 5 students who are interested in becoming members.
- Identify at least one faculty/staff advisor.

Once an organization is registered, it must meet minimum activity requirements to continue to be recognized by the College. See *Organization Responsibilities* section.

## Club Elections

Candidates for executive board positions must be full-time, matriculated students enrolled in the professional or graduate program. Candidates must be in good academic standing. Placement on academic probation or disciplinary status for any reason, carrying a cumulative GPA of less than 2.0.

If, during the term an executive board member fails to maintain the standards outlined here, a resignation of office shall be

promptly submitted to the Vice-President for Student Affairs.

Election procedures:

- Club elections take place after class and student council elections.
- Club presidents cannot hold executive positions in other clubs.
- Vice presidents may hold other executive positions in other clubs except for the president position.
- Each club will be responsible for their own applications, voting, and election process.
- Officers of organizations should be in good academic standing (at least 2.0 GPA) and not on disciplinary probation.

## Officers Expectations and Responsibilities

Elected officers are responsible for fulfilling the duties of their respective clubs and of the requirements outlined in this handbook. Elected officers positions' expectations and responsibilities are highlighted below.

### President Expectations and Responsibilities

The president is a key position as it is the position responsible for ensuring that:

- Serve as liaison between organization and student council president regarding club activity.
- Follow guidelines set in this Student Organization Handbook.
- Abide by SUNY College of Optometry's Code of Conduct.
- Ensure all organization requirements and responsibilities are met.
- Notify organization advisor and student council president if there is a change in club leadership.

### Treasurer Expectations and Responsibilities

The office of club treasurer is important because the treasurer is in control of the club's money, its collection, and disbursement. The treasurer is responsible for keeping accurate books that will enable him/her to give a full financial report whenever requested. The treasurer will:

- Serve as liaison between organization and student council president regarding financial activity.
- Accurately record all financial activity.
- Ensure the club operates within its yearly budget.
- Complete any necessary paperwork within a timely manner.
- Follow guidelines set in this Student Organization Handbook.
- Abide by SUNY College of Optometry's Code of Conduct.

Other recommended Executive Board positions include: secretary, event planning, marketing, and historian.

### Advisor Expectations and Responsibilities

Each student club and organization is required to have at least one College faculty or staff member serving as an advisor. The role of the advisor(s) is to:

- Provide support, guidance, and any necessary supervision to club members.
- Ensure that the organization and its members abide by all College policies, regulations, and guidelines as they relate to the organization's activities and events.
- Provide continuity from year to year and aid in the transition to new officers.

If any club or organization is having difficulty finding an advisor, the Office of Student Affairs may be able to assist in finding someone interested in advising the organization.

## Membership

Approved student organizations are free to establish rules and procedures for the qualifications and election of the organization's officers, provided that:

- All members are currently enrolled students, faculty, or staff at the College.
- Such rules and procedures are in compliance with the College's Non-Discrimination Policy or applicable state and federal regulations.
- Rules for general membership and voting membership (if different) are clearly defined in the organization's constitution and bylaws and are duly adopted.

Some clubs or organizations may have certain requirements or qualifications for membership. For example, honor societies may have certain grade point average requirements in order for an individual to qualify to become a member.

# Events

SUNY Optometry permits expression of a full range of ideas and viewpoints. Organization advisors, officers and members are responsible for ensuring that any event, program or activity is properly approved and conducted in accordance with College policies and procedures. The College assumes no liability for individual actions that occur during an event, program or activity sponsored by a student club or organization.

All events, programs, and activities (hereafter simply referred to as events) must be sponsored by a recognized club or organization, and generally fall into three categories:

- A regular or special meeting of the organization.
- An on-campus event directly sponsored by the organization, or an on-campus event sponsored by the organization in conjunction with a College event (such as the Dining with Doctors).
- An off-campus event sponsored by an organization.

## Event Requirements and Room Reservations

All organization events must:

1. Obtain the appropriate approval.
2. Have a designated and reserved location.
3. Obtain approval for any advertising.

Procedure for approval of events, room reservation, and approval for advertising:

- All events must be approved by the Office of Student Affairs.
- An Event Approval/Room Request Form must be submitted to the Office of Student Affairs with at least 2-weeks notice.
- An event must be approved before proceeding with advertisement of the same.
- Any student member, officer or advisor may complete and submit the Event Approval Form.

Room reservation:

- In order to reserve meeting space, clubs must do the following:
  - Fill out the Room Reservation Form, located on the 11th floor in the Student Affairs Office and can also be found in the section entitled "Documents" (Appendix 4) This form requires signatures from the following:
    - The Registrar, location: 11th floor
      - Check with the registrar first to ensure that the room is available and that there are no other events taking place that day.
    - Frank Orhek (put in position/title), location: 3M
      - Provide Frank with any necessary requests for tables/chairs/etc...
    - Student Council President
      - Any flyers or advertisements must be approved before being displayed
    - Vice President of Student Affairs or their co-signer, location: 11th floor
      - This is the last signature to be received
    - Leave the form with Sarah Didier, located in the 11th floor student Affairs Office.
      - The form will not be returned, but kept on file within Student Affairs. Unless you hear otherwise, once left for the Vice President of Student Affairs signature, the event has been approved.

## Off-Campus Activities

Clubs that hold activities off campus such as, but not limited to, vision screenings, must supply the following forms:

- Assumption of Risk Waiver
- Off Campus activity form
- Both documents can be found in the section entitled "documents" (appendixes 3 and 5)

## Advertising Events

- Clubs and organizations are encouraged to advertise on SUNY Optometry's shared on-line Event Calendar. To post an event on the on-line Event Calendar, contact the President of the Student Council.
- All materials to be posted or distributed must be approved by the Office of Student Affairs (Contact Vito Cavallaro).
- Unauthorized flyers/announcements will be promptly removed and discarded.
- Announcements and flyers must be posted on assigned posting areas in student areas only; material posted on clinical floors, elevators, or other non-assigned areas will be removed and discarded.
- Organizations that post information improperly or without approval may be refused future posting privileges.
- The hand-to-hand distribution of materials is permitted only when such activity does not disrupt or interfere with the educational, administrative, or operational activities of the College, the maintenance of campus property, or the free flow of traffic and persons. Reasonable efforts shall be made by the sponsoring club to prevent and pick up litter as a result of the

- group's hand-to-hand distribution of promotional materials.
- Chalking is not permitted anywhere on campus.

### General Posting Requirements

- Posted material shall not include references to the sale or consumption of alcohol or other drugs.
- Posted material shall not promote or condone behavior that violates college policies or local, state or federal law.
- Materials that infringe on the copyrighted or trademarked works of others are prohibited. Copyrighted and trademarked works may include, but are not limited to: logos, digital images, photographs, paintings, movies, videos, and written works.
- Access to posting space on college bulletin boards, and General-purpose/Open bulletin boards is available on a first come first served basis.
- Posted materials shall be made of paper or similar medium as appropriate for posting on a bulletin board. The preferred size is 8.5" by 11" or smaller. Posted materials shall not exceed 17" by 22".
- No more than one copy of any given posted material shall be affixed to any college bulletin board, or General-purpose/Open bulletin board.
- The posting of materials shall be performed by the sponsoring club. Likewise, the sponsor shall also be responsible for the prompt removal (within 24 hours) and proper disposal of all posted materials upon the conclusion of an event, program, or service.
- Anyone posting materials in violation of this policy, may be subject to disciplinary or legal action, as appropriate.

### Planning a Successful Event

A successful event 1) has clear goals (i.e., increase awareness, fund raising, educational experience, etc), 2) is well planned, 3) is attended by the right audience, and 4) meets its goals.

#### 1. Setting clear goals

Start with a clear goal in mind. What is the organization trying to accomplish - educate its members, raise money, increase membership? After coming up with one or two goals for an event, brainstorm which activities would facilitate the accomplishment of said goals. It is important to start with the goal and then determine which activities will help you achieve it.

Important questions to consider:

- What is the club/organization's goal?
- What is the goal(s) for this particular event?
- How will we achieve this goal(s)? What activities will we plan to achieve the goal(s)? (be creative!)
- Is the event goal in alignment with the goals and purpose of the organization?
- How are you going to measure success?

#### 2. Planning:

Advanced planning is crucial for success. Start early. As soon as budgets are approved, organizations should begin planning events for the year ahead. Important factors to consider are:

- How many events are you planning in a semester/year?
- Who is your target audience?
- What are the most appropriate times and dates for your target audience (keep in mind major College events, holidays, breaks, clinical assignments, and religious observances)?
- Where will meetings/events take place? Due to limited space, it is recommended that rooms be booked well in advance.
- Who are potential guest speakers?
- What is the budget available for each event?
- Event Workers/Coordination - Who will be responsible for what and when?
- Budget - Is the projected response worthy of the expense of the promotion? Is the promotion budget realistic?

#### 3. Attendance

Attracting the right audience is critical to the success of any event. After spending much time, energy, and money developing a great event, you want to ensure that it is well attended by those who have a genuine interest in being there.

Ensuring that an event is well attended is everyone's responsibility (not only the event planning/marketing chair). Strategies on how to successfully promote events are outlined below.

- The most effective recruiting tool is YOU and your club members. It is your passion for your club's mission and purpose that will attract people to meetings and events. Relationship building is at the core of attracting people to your events. Approach people on an individual basis and personally extend an invitation.
- Questions to Consider for Promoting Events

- Audience – What is the primary audience for the promotion and program? What response is anticipated?
- Location for the Event – Where are traffic patterns? What location is best suited to the focus/purpose of the event.
- Promotion Type – Flyers and posters? Ads? Web announcements? Events calendar? Other alternatives?
- Appeal – Is the promotional material designed to attract attention?
- Clarity of Information – Is the promotional material clear? How much information is necessary?
- Timing – When should promotional materials be distributed/posted? Should the distribution be staggered or all at once? (Factor in time for development and design of promotional materials).

#### 4. Meeting Goals:

Now that your event is over, it is time to measure if it has met its intended and unintended goals. Consider surveying attendees to better gauge their experiences. As much as possible, document the event, successes and failures included, so it can be passed on to future generations.

## Guest Speaker Policy

The College encourages student organizations to sponsor guest speakers who contribute to students' intellectual and professional development and growth. Speakers provide an opportunity for students to hear and discuss new and sometimes opposing viewpoints on a wide range of issues. However, providing a forum for speakers to share their messages does not imply the College's endorsement of the ideas, views and message expressed by the student organization sponsored speaker. Guest speakers must provide full disclosure at the beginning of each presentation or encounter with students clearly stating their professional affiliation.

1. Any funds for food should be provided to the vendor and not directly to the student or to an individual faculty member.
2. The advisor or the Office of Student Affairs must determine that the program has educational merit.
3. The club or organization organizing the event must not be subject to any implicit or explicit expectation of providing something in return for the guest lecture, i.e., a "quid pro quo".
4. Industry representatives who wish to provide information on their products may do so if invited by a faculty advisor and only in faculty-supervised, structured group settings that provide the opportunity for interaction and critical evaluation. Involvement of students in such meetings should occur only with direct and continuous supervision by the faculty member who issued the invitation.

## Food and Catering

All food and drinks must be ordered following the College Policy. When you order food, a club representative must be available to receive the food and tell the security/front desk ahead of time! If reimbursed through FSA funds, the Reimbursement Policy below must be followed.

### Events with Alcohol Served

#### STATE UNIVERSITY OF NEW YORK – COLLEGE OF OPTOMETRY ALCOHOLIC BEVERAGES ON STATE PROPERTY POLICIES AND PROCEDURES

To ensure the responsible use of alcoholic beverages on property owned or leased by SUNY College of Optometry ("University"), the University has established the following policies and procedures applicable to all members of the campus community, including students, faculty, staff, alumni and visitors. Violation of these policies and procedures will result in corrective measures that may include legal or disciplinary action, termination of use permits, persona non grata status and so forth.

The possession, sale, service and consumption of alcoholic beverages on any University site is regulated by federal, state and county law.

1. Alcohol may be purchased, possessed or consumed only by individuals who have attained the age of 21.
2. Unless a permit has been obtained from the State Liquor Authority, Division of Alcoholic Beverage Control ("SLA Permit") by the sponsoring individual or organization, the consumption of alcohol or possession of an open container of alcohol anywhere on campus is prohibited.
3. When alcohol is served, food, snacks and nonalcoholic beverages must be provided in sufficient variety, quantity and abundance commensurate with the availability of the alcoholic beverages.
4. Consumption of alcohol may not be the primary focus of any event. Promoting increased consumption by emphasizing free or reduced price alcoholic beverages is prohibited.
5. Marketing and/or advertisement of alcohol or alcohol-related activities on the campus or in official University publications is strictly prohibited. Campus events at which alcohol will be served may not emphasize the service of alcohol in marketing material. Student publications should not accept advertising that promotes the irresponsible use or consumption of alcoholic beverages (e.g., "beer bash", "kamikaze night", "drink specials", etc.). All publicity planned to be distributed for student-sponsored events involving the service of alcohol must be approved in advance by the Office of Student Activities.



The following 2 requirements must be guaranteed by the Vendor before proceeding with booking:

1.

For Beer & Wine & Hard Cider – vendor must provide a One Day Beer & Wine Permit – SUNY College of Optometry must be named

-OR-

Hard Alcohol – Vendor must provide Off-site Catering permit – SUNY College of Optometry must be named

2.

For either case, the vendor must provide a Certificate of Liability insurance clearly specifying alcohol in the terms. Both SUNY College of Optometry and the Faculty Student Association must be named on the insurance. (If OCNYS is paying, the Optometric Center of New York must be named instead of FSA).

## Managing Budgets

Managing club funds properly is a major responsibility of every member of the club's Executive Board. Keeping clean records, forecasting future expenses and staying within the limits of the club budget are essential practices for a healthy club. All members of the Executive Board should be familiar with the club's budget and with the process involved in managing a budget outlined in this section.

### Budget Requests

Clubs must submit budget request forms in April for allotments that will be dispersed for the following academic year. In order to receive money from Faculty and Student Association (FSA), clubs must provide/perform the following:

- An updated constitution with the signatures of the newly elected club's council and the current club's supervisor.
- Officer signature form that will be turned into the Bursar.
- Updated club profile on the SUNY website.
- Budget request form (see below for further details).

The following information must be provided by the club in the budget request for which can be found in the section entitled "Documents" (Appendix ?):

- Club Name.
- Number of Members.
- Number of service hours.
- Dues (if applicable).
- Amount allotted by FSA the previous academic year.
- Description of how and what the budget was used for.
- Total amount of funds raised by fundraising (if applicable).
- Budget request for the following academic year.
- Justification for amount of funds requested.
- Inclusion of meetings and events planned for the following year.

## Fund Raising

**Clubs and Organizations are strongly encouraged to raise funds during the academic year, as there is greater spending flexibility with money that is raised by the organization. Also, any money that is not spent during the year in which it is raised rolls over to the next fiscal year. However, advance planning is necessary to ensure the fundraiser follows the College's policies and procedures and is in accordance with local, state and federal tax laws.**

**Follow these procedures when planning a fundraiser:**

- 1. Clubs can only raise funds directly for their own activities and initiatives. Student organizations ARE NOT PERMITTED to raise cash donations for individuals, charitable organizations outside the College or collect donations for other College departments or initiatives.**
- 2. Use Appendix XX to complete the Fundraiser Request Form. Submit the form at least six weeks prior to the proposed start of the fundraiser.**
- 3. NEVER sign any fundraising agreement with a vendor! All contracts and agreements must be submitted to the Office of Student Affairs for approval and signatures before your fundraiser can be approved.**
- 4. Student organizations MUST NOT approach industry donors without consulting with the Office of Student Affairs.**

## Student Activity Fees

The College ensures student involvement in the decision-making process related to changes in student activity fees. Before amendments to the fee structure are proposed by the College's Business Office and Student Affairs Office, students will be consulted and provided an opportunity for discussion and question and answers. This may be done in a public forum, online, or any other appropriate method.

The approved budget will be awarded to the student council, which will then award the funds to each club and organization based on budget requests and the clubs activities.

The College's Business Office and Student Affairs Office will determine and approve a budget annually based on the collection of student activity fees. That budget will be awarded to the student council, which will then award the funds to each club and organization based on budget requests and the clubs activities.

## Reimbursements

All Reimbursement forms must be signed by club officers and approved by the Assistant Vice President for Student Affairs. They must be submitted in a timely manner for approval and then given to the College Bursar for payment.

- Reimbursement forms are located on the 9th floor outside of the Bursar's office.
- This form can also be found in the section entitled "Documents" (Appendix 8).
- This document must be signed by both the Assistant Vice President for Student Affairs and the authorized club leader prior to being submitted to the Bursar's Office.
- Reimbursements are to be submitted to the Bursar, located on the 9th floor.
- Club Treasurers and the Executive Student Council Treasurer are responsible for reimbursements of their respective events.
- Leaders CANNOT sign a reimbursement for themselves.
- Another member of the executive council whose signature was submitted to the Bursar may sign for the reimbursement.

## Prohibited Purchases

FSA funds cannot be used to purchase the following items:

- Cash or gift card reimbursement of speakers.
- Alcoholic Beverages.
- Illegal substances or related items.
- Purchases not approved by Student Affairs or Student Council.

## Deposits

Each club is responsible for depositing its own money into their respective accounts.

- Deposit forms are located on the 9th floor outside of the Bursar's Office.
- This form can also be found in the section entitled "Documents" (Appendix 7).
- This document must be signed by both the Vice President of Student Affairs and the authorized club leader prior to being submitted to the Bursar's Office.

## Donations

Any donations need to be treated as “deposits” and thus fill out a deposit form. When a Club or Organization receives donated funds it must be clear that no service or benefit is received by the donor. No Quid Pro Quo Donations are allowed. If a club officer is uncertain they should contact their Club Advisor or the Student Affairs Office for guidance.

### Corporate Sponsorships

Fill out the Sponsorship Spreadsheet once you have a confirmed speaker and who they are sponsored by.

- We are doing this to ensure transparency when contacting industry representatives for donations or sponsorships. This will also allow industry representatives to budget their limited funds in order to support students and the College in an efficient manner.

## Equipment

Items and Equipment purchased through the FSA becomes the property of the FSA. The items will be used by future students and are not for personal use.

## Probation

Clubs that are inactive, or whose members violate the Student Code of Conduct and/or the policies in the Student Handbook, may be placed on Probation. All infractions and violations will be reviewed by the Vice President for Student Affairs, and decisions of probation will be made by the Vice President for Student Affairs on a case by case basis.

## Liability Waivers

Certain activities may require an Assumption of Risks and Release of Claims form (appendix 2) to be reviewed and signed by the students prior to beginning the activity. The Vice President for Student Affairs will determine when the form is needed and notify the students. It is then the clubs responsibility to get each member to sign the waiver form and submit it to the Student Affairs Office prior to the activity's commencement.

# DOCUMENTS

## Appendix 1: Department Contacts

### Student Affairs Personnel

<b>Name</b>	<b>Title</b>	<b>Extension</b>	<b>Room #</b>
Christian Alberto	Asst. Director for Admissions	x5673	1134
Guilherme Albieri, Ph.D.	VP for Student Affairs/Int’L Progs. & The Confucius Institute	x5508	1129
Vito Cavallaro	Asst. VP for Student Affrs. & Director of Financial Aid	x5507	1132
Jaqueline Martinez	College Registrar	x5509	1128
Quy Nguyen, O.D.	Director for the Career DEvelopment Ctr, Minority Enrichment, and the C-Step Prog	x5505	1125

# Appendix 2: New Club Request Form



## NEW CLUB REQUEST FORM

Name of New Club:

Purpose:

Why is this new club needed? (Please specify what will make your new club unique and different than the current clubs at SUNY-O).

Who will be members of this club?

Membership Fee?      Yes      No      If yes, how much? \$

Advisor:

Advisor's email:

Name of Club  
President:

President's email:

\*\*\* Attached to this form, please submit the club's Bylaws signed by both the Club President and Club Advisor and projected budget/meeting plan.

# Appendix 3: Assumption of Risks and Release of Claims



## ASSUMPTION OF RISKS AND RELEASE OF CLAIMS

In consideration of being permitted to participate in the program identified below by the State University of New York, State College of Optometry, I agree, on behalf of myself, my family, heirs and personal representatives, to assume all risks and responsibilities of my participation in the Program. I have been fully and completely apprised of the actual and potential risks inherited in this activity. These included the risk of property damage or loss, personal injury or death. By signing below, I am asserting that I am knowingly and voluntarily assuming such risk.

I have been apprised of, and fully understand, the fact that the College does not sponsor, supervise or exercise any control over the Program. To the maximum extent permitted by laws, I release and indemnify the State of New York, the State University of New York, the SUNY College of Optometry, and their officers, employees, agents and volunteers, from and against any present or future claims, loss or liability for injury to person or property which I may suffer, or for which I may be liable to any other person, during or as a result of my participation in the Program, including periods of travel.

Date:

Print Name:

Signature:

Program referred to:

Name of Organization:

Location of off-  
campus activity:

Date(s) of activity,  
including travel:

Description of Activity:

# Appendix 4: Fundraising/Room Reservation Form



## EVENT APPROVAL/ROOM RESERVATION FORM

Please submit this request at least 2 weeks prior to planned use with a copy of your flyer advertising this event.

Name of Organization and Person Responsible:

Area or Room # Requested:

What Will Be Served (Refreshments, Alcohol, etc.):

Special Requirements (Garbage pails, tables, chairs):

I agree to abide by the regulations concerning use of college facilities and will leave the assigned area in a clean and orderly condition. I have read and agree to abide by the University regulations governing the consumption of alcoholic beverages.

SIGNED:

Date:

Please Submit to the Office of Student Affairs

Office Use Only

Space Approved

Date:

Jacqueline Martinez  
College Registrar OR

David Bowers  
VP for Administration and Finance

Dr. Guilherme Albieri  
Vice President for  
Student Affairs OR  
Vito Cavallaro, AVP for  
Student Affairs

Date:

Frank Orhek  
Director of  
Public Safety

Date:

Special Requirements:

## FUNDRAISING/ROOM RESERVATION FORM

Organization Name:

Description Of Fundraiser:

Date of Activity:

Production Cost Paid  
Upfront:

Selling Price of  
Items:

Location:

Should You Need A Space To Hold Your Fundraiser (Like A Classroom) Please Fill Out The Room Reservation Section On The Back

Contact Person(s) Name:

Contact Person(s) Email:

Additional Details For Fundraiser:

Student  
Council  
President

Date:

Dr. Guilherme Albieri  
Vice President for  
Student Affairs OR  
Vito Cavallaro, AVP  
for Student Affairs

Date:



# Appendix 5: Off-Campus Activities Form



## OFF-CAMPUS ACTIVITIES

Name of Event and Date:

Hours of Event:

Name of Student Organization:

Specific location of Trip:

Dates/Time of Trip:

Affiliate group trip is connect with (if applicable):

Contact name, address or phone # or e-mail of leader of Affiliate group (if applicable):

Travel information (if applicable):

Contact information (phone or e-mail) at trip location (if applicable):

Where group will be staying (if available):

List of SUNY students and faculty going (Add a sheet if necessary) (Have each fill out the ASSUMPTION OF RISK FORM):

## Appendix 6: Waiver



### WAIVER

The Class of \_\_\_\_\_ Council of the SUNY College of Optometry will not allow anyone under 21 years of age to attend or be served alcohol at the (name of event)

on

I, \_\_\_\_\_, the Class of \_\_\_\_\_ President,

state that anyone who attempts to come to this event and is underage will be asked to leave, and will not be served alcohol.

Signature:

Date:

# Appendix 7: Deposit Form



## SUNY COLLEGE OF OPTOMETRY Faculty Student Association DEPOSIT FORM

To: Erin Angarola, College Bursar

From:

Date:

Please deposit the following into the Faculty Student Association bank account, as indicated below:

Sub-Total Cash \$                      Sub-Total Checks \$                      Total Deposit for: \$

(Name of Program, Fundraiser, Professional Society, etc.)

<b>Source of funds (please check one)</b>		
Contributions (5810)	Membership dues (5850)	Cap & Gown (5880)
Program Fees (5820)	Fundraising (5860)	Yearbook (5890)
<b>Organization (please check one)</b>		
Class of	Graduate Class (FGRA)	SOAPP (FPPC)
AOSA (FAOS)	Gold Key (FGOL)	Student Council (FSTU)
APHA (FAPH)	CCOSA - Chinese (FCCO)	SVOSH (FSVO)
BSK (FBSK)	NJSOA - (FNJS)	EyeBall (FEYE)
COSA - California (FCOS)	CTSAO - Connecticut (FCTS)	NORA (FNOR)
COVD (FCOV)	Lion's Club (FLEO)	CLEAR (FLCA)
CSA / CAOS - Canadian (FCSA)	NOSA (FNOS)	Vision Walk (FWLK)
Residency (FRES)	NYSOA (FNYS)	ACE (FACE)
FCO (FFCO)	SAAO (FSAA)	Other

Authorized Signature  
of Organization/  
Class Officer

Date:

Dr. Guilherme Albieri  
Vice President for  
Student Affairs OR  
Vito Cavallaro, AVP  
for Student Affairs

Date:

# Appendix 8: Disbursement Request Form



## Faculty Student Association (FSA) DISBURSEMENT REQUEST FORM

To: Erin Angarola, College Bursar

From:

Date:

Please issue a check, payable from  
Faculty Student Association to:

In the amount  
of: \$

Purpose  
of check:

<b>Source of funds (please check one)</b>		
Contributions (5810)	Membership dues (5850)	Cap & Gown (5880)
Program Fees (5820)	Fundraising (5860)	Yearbook (5890)
<b>Organization (please check one)</b>		
Class of	Graduate Class (FGRA)	SOAPP (FPPC)
AOSA (FAOS)	Gold Key (FGOL)	Student Council (FSTU)
APHA (FAPH)	CCOSA - Chinese (FCCO)	SVOSH (FSVO)
BSK (FBSK)	NJSOA - (FNJS)	EyeBall (FEYE)
COSA - California (FCOS)	CTSAO - Connecticut (FCTS)	NORA (FNOR)
COVD (FCOV)	Lion's Club (FLEO)	CLEAR (FLCA)
CSA / CAOS - Canadian (FCSA)	NOSA (FNOS)	Vision Walk (FWLK)
Residency (FRES)	NYSOA (FNYS)	ACE (FACE)
FCO (FFCO)	SAAO (FSAA)	Other

Authorized Signature  
of Organization/  
Class Officer

Date:

Dr. Guilherme Albieri  
Vice President for  
Student Affairs OR  
Vito Cavallaro, AVP  
for Student Affairs

Date:

# Appendix 9: Certification of Compliance with Fair Labor Conditions



## CERTIFICATION OF COMPLIANCE WITH FAIR LABOR CONDITIONS

Request For Proposal(RFP): #

Date of RFP, IFB or Quote Request:

Invitation For Bid (IFB): #

Return To:

SUNY/ASC

Quotation: #

Department:

I certify that:

- The items of apparel\* or sports equipment\* to be manufactured or to be manufactured using university marks as described in RFP, IFB or Quotation were or will be done in compliance with all applicable labor and occupational safety laws including but limited to child labor laws, wage and hour laws and workplace safety laws.
- The name and address (if known) of each subcontractor utilized or to be utilized in the manufacture of such apparel\* are:
- The manufacturing plants (if known) involved and utilized or to be utilized in the production of the apparel\* or sports equipment are:

I affirm under penalty of law that the information provided in this certification is accurate and that no false information has been provided.

Signature of Bidder/Vendor Representative

Title (e.g., Owner, President)

Business Address:

### ACKNOWLEDGMENT

County of \_\_\_\_\_, State of \_\_\_\_\_

On \_\_\_\_\_, 20\_\_ before me came \_\_\_\_\_, personally known to me or proved to me by satisfactory evidence to be the individual whose name is subscribed in this document and s/he acknowledged to me that s/he executed it in her/his capacity as \_\_\_\_\_ of the Bidder/Vendor, and that by her/his signature on it s/he executed the document.

\_\_\_\_\_  
Notary Public

\*Apparel includes: uniforms (e.g., sports, gym, required school uniforms, staff uniforms); shoes (including but not limited to athletic shoes or sneakers); sweatshirts; caps; hats and other clothing whether or not imprinted with a school's name or logo; academic regalia; lab coats; textile or sports equipment (defined as equipment, such as, but not limited to balls, bats and other goods/equipment intended for use by those participating in sports and games).

\* Sports equipment shall mean equipment, such as, but not limited to, balls, bats and other goods intended for use by those participating in sports and games.