Registered Student Organization (RSO) Handbook
Policies and Procedures

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MarymountManhattan

Dear Organization Members:

Congratulations! You have taken an important step in your college career. Being involved in your school community is as important as excelling academically. Your experiences in co-curricular and extra-curricular activities will reward you in many ways and will allow you to develop skills you will use throughout your career, no matter what field you choose.

To that end, the Office of Student Development & Activities has put together this handbook in order to help you on your journey. In it you will find tips and suggestions on everything from running efficient meetings to maximizing your marketing efforts. Your involvement here at MMC, is just the beginning of challenging yourself to be active in your community, engaging with your fellow students and focusing on a broader view of your personal development as a well-rounded individual.

If after reading this, you have any questions or concerns, please visit the Office of Student Development & Activities and speak with the Student Development & Activities staff. The staff is available to help student leaders with any issues or concerns for their club or organization.

Congratulations and all the best for a successful year,

Student Development & Activities

Kevin Croke, M.S. – Assistant Director

Student Development & Activities
Mission Statement

The Office of Student Development & Activities is dedicated to supporting the educational mission of Marymount Manhattan College by providing students with a sense of community through meaningful interaction outside the classroom. This allows students to connect with peers, faculty and staff members of the College throughout their experience. We are committed to helping students explore the opportunities available to them at the College and New York City through social, cultural, leadership and recreational experiences. Our mission is grounded on the premise that every student is a leader capable of making a difference within MMC and beyond.

What is a Registered Student Organization?

A Registered Student Organization is one that has met the requirements set forth by the Student Development and Activities office:

- Maintain a membership status that is open to all MMC students
- Established a full-time faculty or staff member as advisor
- Established an executive board of student officers with a minimum GPA of 2.5
- Cultivated a membership roster of at least 10 registered students of MMC
- Established an organizational mission that abides by MMC's mission and seeks to build community
- Established an organizational constitution that abides by institutional policies and guidelines and establishes fundamental practices of their organization

Purpose of Registered Student Organizations

What do you gain from joining an RSO?

Student organizations offer MMC students the opportunity to experience stronger campus affiliations, a sense of belonging with their peers, the opportunity to shepherd initiatives to successful completion, and further cultivation of crucial networking skills.

Students who take full advantage of this opportunity will not only benefit from progressive skill development, there is also a direct correlation to academic success and resilience for students who maintain a healthy balance of co-curricular involvement along with their academic coursework.

Privileges of an RSO

RSO's receive access to the following resources and privileges through the office of Student Development and Activities:

- Space reservation privileges and use of select college facilities
- Access to event planning and marketing resources located in the Student Organization Suite (Carson Hall, Room 302)
- Participation in leadership workshops to enhance leadership skills and immersion leadership retreats
- Advising by the Office of Student Development & Activities
- The opportunity to apply for funding through SGA
- A webpage on the MMC website
- An MMC email address specifically for the organization
- Use of the Organization computer in the Student Organization Suite
- Phone and fax services for club-related business
- Copies for RSO-related documents
- Utilize Student Organization Suite space for organization related business

Student Organization Policy

Recognition of a club or organization implies neither approval nor disapproval by the College of the stated aims, objectives, policies, and practices of the organization. No organization shall use the College name without the express authorization of the College except to identify the College affiliation.

Recognized student organizations are required to register annually with the College through the office of Student Development & Activities (SDA) to maintain their privileges of utilizing space and other resources offered by the College. The Student Government Association in conjunction with SDA staff oversees the process of new club & organization recognition. Students interested in applying for recognition of a new student group are shepherded through the process by the SDA staff. The privilege of forming a club is reserved for full-time, degree-seeking (matriculated) students. Part-time students may participate as associate members, attending all organization sponsored events and activities, but may not initiate, vote or hold office.

To obtain recognition, an organization may not discriminate on the basis of age, gender, gender expression, sexual orientation, religion, race, color, national or ethnic origin, disability, veteran, or marital status.

A student initiating an organization or holding an officer position with a Registered Student Organization must have a grade point average of at least **2.5** to be considered for recognition or to keep the club on the active organization list.

Organization Code of Conduct

Registered student organizations must abide by all College rules and regulations, including those listed in the *Griffin Guide*. Any violation of these rules may result in disciplinary action against the student organization and/or the individual students which may lead to suspension of the organization and further sanctions for each individual found responsible.

Annual Registration and Membership Roster

All clubs and organizations must submit their RSO registration form with the office of Student Development & Activities to be considered active. The RSO form can be turned in as early as February 1st; the deadline for submission is March 30th. Every RSO form must be filled out in its entirety in order to be considered and must be accompanied by a completed membership roster. Incomplete applications will not be accepted and failure to submit this paperwork in a timely fashion will result in your organization becoming inactive until such time as the forms are completed.

Inactive status shall result in the organization's loss of access to its SGA funding and other privileges normally granted to active clubs.

Registration Process Terms and Definitions

I. **Renewal-** All active organizations that intend to retain active status for the next academic year must submit the registration form for renewal **by March 30th.**
    i. RSO forms must include a list of new officers elected during the spring election process as well as a current list of the organizations members who will continue their involvement in the fall semester.
        1. Spring election should be completed no later than March 30th.
    ii. **Organizations that miss the renewal deadline will be placed on inactive status until the necessary forms are completed and submitted to Student Development and Activities**.

II. **Reactivation-** Organizations that have been inactive for more than one semester
    i. **In order to reactivate, an RSO must be in good disciplinary standing with the office of Student Development & Activities.**
    ii. Organizations may reactivate at any time during the school year.

III. **New Organization-**
    i. New Organization applications may be completed and submitted through the online form.
        1. Must include a mission statement, membership roster, and eligible officers.
    ii. Applications for new organizations will be reviewed and voted on by the Student Government Association.

IV. **Member Eligibility**
    i. Membership in all student organizations is open to currently enrolled degree seeking students at the College
    ii. Organizations that are funded through the Student Government Association and/or affiliated with the office of Student Development & Activities may not be selective.
    iii. Student organizations may not discriminate against a member or prospective member on the basis of race, color, religion, sex, sexual orientation, gender, gender expression, national origin, marital status, or disability except as specifically exempted by law. Selectivity based on this or any criteria can lead to loss of funding and/or suspension of RSO status
    iv. Faculty and Staff other than the primary advisor are eligible for associate member status
    v. Associate members can participate in the organization, but cannot vote or serve in the capacity of any organization position elected or otherwise
    vi. Organization funds cannot be used for Associate member or non-MMC student travel

      vii.   All affiliations by student organizations with national, state, or off-campus groups or persons must be indicated at the time of the initial request for recognition

      viii. Organizations that operate exclusively (honor societies, professional associations, etc.) may be recognized but may not use Student Activity Fee derived funds for exclusive programming.

V.   **Active Status**- All organizations must hold **at least one activity per semester,** attend all required training sessions, adhere to SDA deadlines (e.g. club renewal, officer election, etc.), and abide by the policies and procedures listed herein in order to remain active.

VI.   **Organization Officer Training –**

     i.   All new officers are strongly encouraged to attend RSO officer trainings scheduled at the beginning of the fall and spring semesters.

         1.   "New" is defined as having taken office within the last 12 months.

     ii.   Additional training sessions may be offered/requested throughout the semester to support the operation of student organizations; potential topics include: event planning, running a meeting, budgeting, etc.

     iii. Organizations may also request a special meeting with a representative of the Student Development & Activities office for focused training with their organization.

VII. **Advisement**- Each group **must have a faculty or staff advisor** that will act as a resource and guide for the organization.

     i.   Advisors must be fulltime staff or faculty who have been employed by MMC for 90 days or more.

     ii.   Clubs and Organizations are responsible for finding and securing an advisor for their organization.

     iii. New or existing groups who need help in obtaining a new advisor should speak to the Student Development & Activities staff as soon as possible.

     iv. A member of the Student Development & Activities staff will serve as a liaison to all clubs and organizations.

     v.   Advisors provide guidance and support to the organization on a variety of processes as well as aiding the group in remaining consistent with their mission

         1.   The Advisor is NOT:

            a. Just a signature for forms

            b. Responsible for submitting organizational paperwork on time

            c. An event planner for the club/organization. Programs are ultimately the responsibility of the student leader.

            d. In place to make decisions for the students.

How to Form a Registered Student Organization

Below are some basic steps you should take in order to form and organize your group:

STEP 1: The interested party must find out if the organization is already in existence. If it exists or has existed in the past, there will be a constitution, membership records and other information that will ease the work. (*In order not to duplicate efforts, organizations with similar missions and goals will not be approved.*)

STEP 2: If the group has existed in the past, then an RSO form should be completed. The form can be obtained online from the office of Student Development & Activities.

STEP 3: In order to form a new group, you will need to complete a new **Application to form a new Registered Student Organization.** The form may be accessed online under the *'Forms & Policies'* section of the Clubs and Organizations page of the office of Student Development and Activities website. In order to complete the form, you will need:

- An Executive Board (Must be full-time, matriculated, in good standing, both disciplinarily and academically, with a 2.5 GPA minimum)
- A membership list of 10 matriculated (degree-seeking) students
- A mission statement/statement of purpose
- A constitution
- A fulltime faculty or staff advisor

STEP 4: Once you have completed the online form and submit it, it will be routed to your chosen advisor to confirm their participation and then on to the SDA staff who will review the information for completeness. *You may be required to meet with the staff in person if more information is required.*

STEP 5: The Student Development & Activities staff will submit completed forms for new student groups to the Student Government Association (SGA) for recognition. **SGA will notify the new-group applicant of the results within a week after review at the regular meeting of the Student Government Association.**

STEP 6: **Once recognition is granted both new and reactivated groups are then eligible to receive an organization budget from the Student Government Association.**

All forms available on the Club & Organization webpage.

Responsibilities of Organization Officers to Student Development & Activities

1. The President and Treasurer will maintain good communication with the SGA Treasurer and Student Development and Activities Staff
2. Insure that officers have received the proper training with the SDA office.
3. Officers will receive information throughout the year from SDA via the contact information (**e-mail**, phone number, etc.) supplied on the RSO form.
4. In addition to being acquainted with and trained to use this manual, the president and treasurer will be responsible for knowing the policies and procedures of MMC and educating the members of their organizations on such materials.

Expectations of Practices- What we expect you to do

1. THOROUGHLY read through official organization notifications from Student Development and Activities
2. Treat, with respect, care and consideration the Student Organization Suite.
3. Regard SDA staff space with respect and refrain from using the staff members' desk and work spaces
4. Maintain a respectful noise level in the SOS as it is an office space
5. Act responsibly as a representative of your organization and as an extension of the SDA
6. Remain focused on the mission of your organization and regularly assess your efforts to make certain your actions accurately represent the intended spirit your mission.
7. Respond in a timely fashion to correspondence from members of the Student Development & Activities staff.

The Role of a Student Group Advisor

Every recognized student organization at Marymount Manhattan College must have an active advisor. The advisor must be a Marymount Manhattan College faculty or staff member. The following describes the role of the advisor. Any questions regarding the position should be made to the office of Student Development & Activities. In order for a group to maintain their status as a recognized organization, they must continue to have an advisor at all times.

I. Advising
   o Assist group members in the development of a Mission Statement including goals for the organization.
   o Provide support and serve as a resource for the group throughout the entire academic year.
   o Advise group officers on the Marymount Manhattan College policies for recognized student groups.
   o Assist group in election of officers and support group through officer transitions.
   o Assist group members in the development of a yearly calendar of events.

II. Budgeting
   o Assist the group in the development of a budget.
   o Approve all budget requests prior to submission to the Student Government Association.

III. Involvement
   o Attend organizational events (a must if they don't occur during business hours) and periodic meetings.
   o Act as a liaison to the office of Student Development & Activities; assist group in membership development.
   o Sign off on all recognition, renewal, space, budget and cash requests.
   o Advisors may not: vote, hold office, or act in the capacity of a student officer for any purpose
   o Advisors involvement is subject to review by SDA and association with the organization/club may be dissolved if relationship is deemed to be no longer beneficial or congruent with the missions of both the club/organization or the Office of Student Development & Activities

Alcohol Policy

Alcohol is not permitted at any club or organization sponsored event, meeting, program, etc. Absolutely no club funds shall be used for the purchase of alcohol; including the SGA Allocation and the Club Exchange account (fundraised) funds.

Copyright Regulations

The Federal Copyright Act makes it unlawful to show a film in public without explicit permission of the film's copyright owner. Renting or purchasing films from a streaming source or elsewhere gives the consumer the right to view the film, but not in public. The Copyright Act defines "public" in this context as "any place where a substantial number of persons outside of a normal circle of a family and its social acquaintances is gathered."

Flyer/Poster Policy for Clubs and Organizations

The following is required for flyer approval:

1. The Organization must provide the front desk staff in the 8th floor Suite with an original copy of the flyer/poster.
2. The copy will be reviewed by a Student Affairs staff member; necessary changes must be made before final approval is granted
3. Students may use the copier located in the Student Organization Suite or the large copier located in Suite 807 on the 8th floor of Carson Hall to make copies of the flyer.
4. All flyers must be in good taste, according to college policies. Flyers should avoid offensive language and abide by community standards of inclusion.
5. All flyers **must have the organization's name, contact information, and Institutional Advancement approved MMC logo** prominently displayed.
6. Flyers can be posted only on approved bulletin boards throughout the college.
7. All flyers and posters **MUST BE REMOVED** from the boards by the next business day following the event.
8. For additional policies, please see the *Griffin Guide*, page 138.

Residence Hall Posting

Residents may post fliers and posters for club activities on bulletin boards and areas designated as resident posting areas. Residence Life staff will remove all postings placed in other areas, unless approval for additional postings has been granted by a residence director.

The resident posting area is located in the second floor lounge. Organizations do not need special permission or approval to post in this area. Organizations should give the flier to a club member who lives in the building so they may post it, or may request that residence life post the flier for them.

Organizations may not post on floor bulletin boards unless granted special permission - these areas are designated for in-hall residence life fliers and passive programming. Any unauthorized flier posted on the floors will be removed.

Hazing Policy

Hazing, which is defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation or admission into, affiliation with, or as a condition for continued membership in, a group or organization.

Student organizations may be held accountable for the acts of individual members. Organizations need to take reasonable steps to insure their members do not commit infractions of the College regulations. Organizations must show what internal steps have been taken when an infraction has occurred. Organizations are required to document by filing official meeting minutes and put on record with the Office of Student Development & Activities located in the Student Affairs Suite 807 of the Main Building.

Performance Event Policies: Production Process listed below must be followed.

    I.   **Purchasing Rights** – Clubs and Organizations wishing to purchase the performance rights to any material requiring such action must submit a request to the Assistant Director of Student Development & Activities with the following pieces of information included:
        a.   Title of the material in question
        b.   Dates of the intended performance
        c.   Location: Space must be reserved before rights can be purchased
        d.   Cost of Admission, if any
        e.   Name of Stage Manager for the production

II. Participation

a. Auditions must be open and accessible to all Marymount Manhattan College students
b. Admission to performances must be open to all members of the MMC community.
c. Membership in any Student Development & Activities recognized organization must be open to all Marymount Manhattan College students.
d. Participation in any and all productions must be approved by SDA staff for all students involved (actors, producers, directors, writers, etc.)

III. Casting/Crew/Directors & Producers

a. A list of all students involved in production must be submitted to the office of Student Development & Activities for final approval before any and all public announcements have been made.
b. List may be submitted separately according to production schedule (e.g. submitting proposed director, stage crew & production staff lists prior to cast lists) but still must adhere to the policy above.
c. SDA Staff will notify student organizations regarding approval status of all lists.

IV. Raised Funds

a. All monies generated from admission or sale of items related to performance must be deposited with the Student Development & Activities office in accordance with the Fundraising Policy.

Visual Identity Guidelines (for student groups)

What you must do
- o Use the official College logos (nameplate, and circle logos) *only* if you follow the College's style guidelines when using them. Please refer to the College's Branding Resources & Guidelines for terms of use.
- o Consult with Student Development & Activities staff if you wish to use alternate color, font or fabric when using the College's name on a T-shirt, flyer, or other merchandise.
- o All merchandise and collateral must be approved by Student Development & Activities staff.

What you can't do
- o Use the word Marymount independently of Manhattan and vice versa when referring to the College.
- o Create a logo or seal for your student club that incorporates the College's name in the design; you can, however, place the College's name near your logo or seal.
- o Use a low-res version of the official logos. Do not cut and paste the logo from the Web or anywhere else. You must use a high-resolution version of the logo, which will be provided by Student Development & Activities.

Process for approval
- o Contact the Assistant Director of Student Development & Activities, or the Dean of Students.

Web Pages

- o The Office of Student Development & Activities reserves the right to monitor content of student organizations' web pages and request removal of material which does not conform to College policy.
- o Organizations must adhere to the Marymount Manhattan College's Technology Policy.
- o Organization webpage will be linked from Student Development & Activities webpage.
- o Organization must maintain current and accurate information on their webpage or the page will be removed.

Fundraising

The following policy exists to provide registered organizations with the ability to fundraise during programs and events, which are open to the College community and conducted on property which is owned and/or controlled by Marymount Manhattan College. Failure to abide by the policy may result in the loss of fundraising privileges and/or college recognition.

Procedures for Fundraising

1. All fundraising events must be held on-campus or approved by Student Development and Activities.
2. If fundraising for a charity, the tax ID# must be received from the organization receiving the funds and must be submitted to the office of Student Development & Activities prior to the promotion of the fund raising event.
3. All funds raised must be deposited with SDA
4. If fundraising through a third-party vendor, it must be approved by SDA

Permitted Items - Items that may be offered for sale or re-sale by student organizations during authorized campus activities and programs are limited to the following:

1. Non-alcoholic beverages.
2. Properly prepared food items (which do not require refrigeration or heating) and commercially prepared food items.
3. Promotional items with the name and logo of the organization or event (i.e., tee shirts, posters, etc.).
4. Flowers, greeting cards, arts/crafts, and other items, which are consistent with the nature of the event and deemed appropriate by the Office of Student Development & Activities.
5. Items used for raffles.

Appropriate Fundraising Objectives

1. Fundraising for future programs.
2. Charitable or not-for profit donations:
    a. Recognized student organization raising money for charitable or non-for-profit organizations must obtain a receipt of contribution which is to be submitted to SDA
3. Dues for affiliate organizations:
    a. Recognized student organizations, which are affiliated with national organizations that require payment of dues as part of membership, may hold fundraising events to raise money for membership dues.

Prohibited Items: Merchandise and activities, which are <u>prohibited</u> include, but are not limited to, the following:

1. Sale of goods and services by a club or organization for individual profit.
2. Sale of food and beverage other than previously stipulated.
3. Re-sale of used clothing, furnishings, appliances, etc.
4. Alcoholic beverages
1. No recognized club or organization shall open an outside bank account in the name of the student organization.
2. No individual member of a recognized student organization shall hold onto student organization money, which includes petty cash.

Paid admissions to events/activities

Admission fees are permissible only to the extent that they are needed to support the legitimate activities of the organization concerned (see above). However, no one should be turned away because of inability to pay (this must be explicitly stated in any advertising or promotions for the event/activity in question).

Reasoning:
1. Student Activities fees fund club and organization budgets and therefore all students who pay into the Student Activities fee have already contributed.
2. Turning attendees away is also bad publicity for your organization and may result in generating a negative public image of your group which may impact the overall attendance at future events.

It is advisable to list admission pricing as "suggested" or "preferred". If an individual is unable to pay, ask that they wait patiently for paying guests to enter and be seated and then use your discretion with allowing their admission.

Cash Receipts

All revenue received by the student organization during events must be deposited with the SDA. Revenue will be deposited into the organization's fundraising account.

Fill out SDA deposit slip (*Appendix F*)

Submit cash and slip to SDA staff on 8th Floor, Carson Hall

Cash Receipts Log Sheet

A Cash Receipt Log Sheet is a helpful instrument for the organization. The log sheet records revenue collected from a specific event, such as tickets sold at a dance, fundraising, etc. It enables the individuals responsible for selling tickets to maintain clear records of the totals sold and ultimately permits the Treasurer to track all income for an event.

Any individual responsible for selling items must:

o Immediately record all cash and checks received from the event or the ticket selling on a log sheet. Cash and individual checks must be entered as separate entities.
o Checks must be made out to Marymount Manhattan College.
o Never leave cash or checks unsecured. You must submit all revenues to the Office of Student Development & Activities. All coins must be converted to bills.
o The individual responsible for tallying the receipts must maintain a copy of the log sheet and give the original with all cash and checks to the Office of Student Development & Activities to be deposited.
o The Student Development & Activities staff will deposit the receipts and record the transaction in the organization's file.

Program/Event Planning

Procedures for Planning an Event

As a leader of a campus organization you will undoubtedly face the challenge of planning and implementing activities. Your events may range from a simple get-together for your membership to a major program. Whatever the size and scope of your activity, following the steps outlined below will ensure that you complete the essential phases of program development and presentation.

1. **Assess Campus and Organizational Needs and Interests**
   Through group discussions, informal or even formal surveys, and other means, find out what your target audience (e.g., the campus, your members) wants and how your organization can provide it. Basing your programs on facts about people's interests, rather than on intuition, hunches, traditions, or purely personal preferences, will greatly increase your chances for success in programming.

2. **Choose a Program**
   This is obvious enough, but in choosing a program, focus on its goals and how the program relates to your group's larger goals and purposes. (If it doesn't relate much, why do it?)

3. **Notify your Advisor**
   If your advisor does not regularly attend your organization's meetings, let him or her know that you are planning a special event and that you'd like him/her to attend. Give your advisor plenty of notice about the date of the event; throughout the planning process, you should continue to update your advisor on the status of the program. He or she may be able to offer assistance.

4. **Meet with the Office of Student Development & Activities**
   The Office of Student Development & Activities can assist your group in planning the event. Resources can be provided to ensure that all the proper policies and procedures are being followed. Also, additional ideas can be offered to assist with program planning.

5. **Plan and Budget for your Event**
   Identify resources available for the event, including: funding within your organization; possible co-sponsors (on- and off-campus); people who can help find speakers, entertainment, and supplies, and most likely locations for the event. Then, finalize the structure of the planning committee, and delegate responsibilities with clear communication and follow-up.

6. **Schedule Time(s) and Location(s)**
   Be sure to check the academic calendar in order to avoid holidays and scheduling conflicts with other groups or College programs. Programs and events **must be completed** by the **Programming Deadline**. The Programming Deadline is the last day in which student groups may host any activities on or off-campus. The dates will be set as *one week prior to the end of the semester* as defined by the Academic Calendar of the College.

   All space reservations must be made online at the SchoolDude event scheduling site for MMC, visit www.myschoolbuilding.com for more details.
   As you know, space at MMC is at a premium. Therefore, it is extremely important that you begin to look for a space for your event **AT LEAST** one month in advance. Pick the space that most fits the needs of your event.

7. **Make Arrangements for Special Services**
    Arrange set-up, technical, and security services as far in advance as possible. You may need to finalize specifics later, but begin making arrangements ***no later than two weeks in advance***. Audiovisual equipment must be requested on your SchoolDude reservation or checked out from the Shanahan Library Media Center.
    - Clubs may be held financially responsible for all audiovisual equipment, so THEY MUST RETURN IT IN THE SAME CONDITION.

    The SDA also has a simple sound system that may be used by clubs an organization. This system consists of a soundboard, speakers and microphones (good for simple amplified sound events). At least one week in advance! Please contact Briana Fitzpatrick to reserve.

8. **Vendors**
    Sometimes your club may want to use a vendor for an event. A vendor is anyone who provides a service for money – persons who provide food, drinks, t-shirts, poster art, or even a DJ all qualify as vendors.

    All clubs and student organizations must notify the Office of Student Development & Activities when an outside vendor is being used for a function. When choosing a food vendor, we strongly recommend working with Chartwells, as they offer the convenience of working in-house as well as setup and breakdown of food tables.

    NOTE: Clubs and organizations **MAY NOT** confirm use of or payment to a vendor. This includes signing off on contracts. **Clubs and organizations must inform the Student Development & Activities staff when they are considering using a vendor, company, or store to provide services for an activity. All contracts need to be in the name of the Student Development & Activities staff member or the College.**

9. **Alcohol service at events**
    In adherence with the college alcohol policy, Alcohol will not be permitted at any club or organization sponsored event on or off campus.

10. **Publicity**
    Publicity is extremely important; it can make the difference between a well-attended program/event and a flop. You should start publicizing an event early and go through several "rounds" of publicity to make sure your publicity is seen. Start early, be creative, and be relentless in publicizing your event. **Please follow the guidelines for posting as stated in the *Griffin Guide*.**

11. **Conduct a Final Review of the Program**
    Make sure everything is set during the week preceding the event, review members' assignments for the day of the event, assign any work still needing to be done, and walk through the program step-by-step to try to anticipate any potential problems. Confirm with services and performers their arrival times and related information.

12. **Run the Event**
    Running the event should be the easiest step if you have planned well. On the day of the event, pick up checks if needed to pay performers or services before the Office of Student Development & Activities closes. Arrange for someone to meet the performers and anyone else providing a service for your event. Arrive early, and oversee the event from set-up through cleanup. It is your organization's responsibility to clean-up thoroughly after all events. If you do not, your group will not be allowed to have other events on campus.

13. **Evaluate and Follow up on the Program**
    Here is something that is not done enough. Evaluations can help your planning of future events, and thank-you notes are essential for those who deserve them. Finally, be sure to account fully for all of your expenditures and income.

Production Process for Student Group Performance Events

RSO's planning to produce a play or musical must follow the process below.

1. Contact Student Development and Activities to discuss plans for intended production, dates, locations, etc.
2. Reserve space through SchoolDude. If you need FAPA Division space, contact the Operations Director in the Division of Fine and Performing Arts office for space availability
3. Email SDA with the following information:
   Title of the material in question (Call publisher for a QUOTE on performance rights.)
   Dates/times of the intended performance/audition
   Location: Space must be "on hold" with FAPA/SchoolDude before rights can be requested
   Cost of admission, if any
   Name of Stage Manager for the production
4. If production requires performance rights, wait for notice of rights approval from SDA
   a. Please note the process for securing rights can be a lengthy one. Rights information must be submitted to SDA no later than the end of the previous semester. Requests for exceptions to this policy must be made in writing to SDA.
5. You will be notified by SDA if rights approval is granted, and then you will be able to hold auditions.

6. Submit a tentative cast list as well as a list of all students affiliated with the production and their position or responsibility to Student Development & Activities. **(Do not announce tentative cast list!)**
7. SDA will then contact the organization with any changes if necessary.
8. If the cast list is approved as submitted, you may proceed with announcements and rehearsals/performances.

(NOTE: The materials for musicals are rented and must be returned to the publisher. Mishandled, late, and/or unreturned materials are extremely expensive and are billed back to the student organization. Proper handling of said materials is the sole responsibility of the sponsoring student organization.)

Campus Facilities for Student Organizations

1. **Programmable Campus Space*** *(as taken from the Marymount Manhattan College Events Policy)*
   Events in Programmable Campus Spaces are subject to the approval process embedded in SchoolDude. No event is confirmed until an activation email is received by the requester.

   5.1 *Multi-Faith Room*
   > The Multi-Faith Room is located on the fourth floor of Carson Hall and is a multi-denominational space. Events in the MFR should be mindful of the purpose of the space. Small gatherings, worship, and quiet activities are appropriate in the MFR.

   5.2 *The Commons*
   > The Commons is located on the third floor of the Main Building - adjacent to The Lowerre Family Terrace and below the 4th Floor Café. The space is comprised of The Commons East and The Commons West. The Commons is a lounge area from 9am-5pm Monday through Friday. After 3:30pm, The Commons West is available for programming. After 8pm, the entire Commons is available for programming. Meetings, small performances and receptions are most appropriate for this space. A dance floor is available for performances and an eight-foot table is available for promotional use. Reserving The Commons East or The Commons West between the hours of 9am-5pm or on weekends requires the approval of the Coordinator of Promotional Sales and Event Operations <u>and</u> the Associate to the Executive Vice President.

   5.3 *Conference Rooms*
   > **The Ann Miller Conference Room** is located on the Lower Level of the Nugent Building within the Center for Student Services. It is primarily used by the Center for Student Services.
   > **The 706 Suite Conference Room** is located on the seventh floor of the Main Building and is used primarily by the Ruth Smadbeck Center for Communication Sciences and Disorders.
   > **The President's Conference Room** is located on the third floor of the Main Building. Failure to cancel scheduled events in the President's Conference Room on more than two (2) occasions will result in loss of reservation privileges for this space for the remainder of the semester.
   > **Faculty Center Conference Room** is located in the Faculty Center Townhouse at 255 East 71st Street, on the 2nd floor

   5.4 *The Great Hall*
   > The Great Hall is located on the first floor of the Main Building. This space is comprised of the Great Hall East and the Great Hall West. The Great Hall is primarily classroom and rehearsal space. When not in classroom use it may be used for performances, large conferences and meetings, and large dinner events. The Great Hall can accommodate a maximum of 450 people or a 250 person seated reception.

   5.5 *The Hewitt Gallery of Art / Black and White*
   > The Hewitt Gallery of Art is located on the first floor of the Main Building. This space is comprised of the Black and White East and West rooms and the Esplanade. Any event held in this space must be mindful of the artwork. The Gallery is appropriate for promotional tables, greeting and check-in tables and small receptions. Use of the Black and White areas generally happen in conjunction with an event in the Great Hall or the Regina Peruggi Room.

5.6 *The Lowerre Family Terrace*

> The Lowerre Family Terrace is an outdoor space that connects Carson and Nugent Halls on the third floors and is adjacent to The Commons. The space is appropriate for receptions and gatherings. There are tables and chairs located on the Terrace. Additional tables and chairs relocated onto the Terrace are permitted for catering purposes only. Glass and smoking are prohibited on The Lowerre Family Terrace. Reserving this space requires the approval of the Coordinator of Promotional Sales and Event Operations <u>and</u> the Associate to the President for Operations.

5.7 *The Nugent Lounge*

> The Nugent Lounge is located on the first floor of Nugent Hall and is a student lounge. Student activities and promotional tables for student groups are most appropriate in this space.

5.8 *The Regina Peruggi Room*

> The Regina Peruggi Room is located on the second floor of the Main Building. This is the primary on-campus space for meetings, receptions, town halls and small dinner events. This space can accommodate a maximum of 72 people in a lecture style format.

5.9 *The Theresa Lang Theatre*

> The Theresa Lang Theatre is located on the first floor of the Nugent Building and is the College's primary performance space. The theatre also functions as a classroom and rehearsal space. When not in use, the theatre is available for large lectures, meetings and performances.

5.10 *Multi-Purpose Room- Faculty Center*

> The Multi-Purpose Room (MPR) is often used for classes but may also be used for meetings and programs based on availability.

Classrooms – Classroom space at Marymount Manhattan College is difficult to obtain. During the week, most classrooms are completely filled with academic classes. It is sometimes possible, however, to reserve a classroom for club meetings, rehearsals, or other small events. To do so, please contact Kevin Croke and he will facilitate obtaining a classroom space if there is one available.

Fine and Performing Arts Space: All spaces under the purview of the Division of Fine and Performing Arts can be reserved by contacting the <u>Operations Director of Fine & Performing Arts</u>. If students are interested in this space, they should check with the Operations Director of Fine & Performing Arts as far in advance as possible, preferably at the beginning of the semester. Students must strictly adhere to all the policies and procedures as established by the Division of Fine & Performing Arts and Marymount Manhattan College.

Residence Halls – Student Development & Activities does not have jurisdiction over any of the spaces in the residence halls. Reservation of such spaces is coordinated through the Office of Residence Life. If you have an interest in hosting an event in the residence halls, please contact the Residence Director of the hall in which you live.

Mission Statement

A mission statement is a declaration of organizational purpose. Mission statements vary in length, but they are typically short – no more than a page and often not more than a punchy slogan. They should be inspiring. The actual statement should grow out of discussions aimed at answering six questions:

1. Who are we?
2. In general, what are the basic social or political needs we exist to meet, or what are the basic social and political problems we exist to address?
3. In general, what do we do to recognize, anticipate, and respond to these needs or problems?
4. How should we respond to our key stakeholders?
5. What are our philosophy, values, and culture?
6. What makes us distinctive or unique?

If you have any further questions regarding a mission statement, please feel free to contact the Office of Student Development & Activities for assistance.

Student Affairs

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