



DARE TO DO MORE

LaGuardia Community College Student Organization Training

Office of Campus Life
Spring 2018





Community College

Training goals

- Clarify YOUR leadership roles within organizations
- Understand the funding procedures & event planning for the 2018-2019 academic year
- Learn Campus Life's policies and procedures pertaining to clubs & organizations on campus
- Gain insight about best practices for organizational leadership

BENEFITS OF BEING A RECOGNIZED ORGANIZATION

- Mentorship
- Access to funds (Student Activity Fee funds) to support activities
- Access to meeting spaces. Clubs can meet once to twice a week in Campus Life designated spaces during **club hours on Wednesdays and/or Fridays from 2:15-4:25pm**
- Access to event spaces for events
- Networking
- Development and enhancement of leadership skills

CONSTITUTIONS

Each organization has their own constitution and bylaws.

Your constitution and bylaws tell the organization how they are supposed to be governed, who does what, and what they can and cannot do (links to your specific organization are shared).

Each student body (SGA, PTK, Clubs, SAC) will meet in the Fall to go over their own constitution in detail. Please become familiar with them.

OFFICERS' ROLES & RESPONSIBILITIES

STUDENT ORGANIZATIONS: SGA, SAC, CLUBS, PTK, MULTICULTURAL EXCHANGE

- President
- Vice president
- Treasurer
- Secretary
- Parliamentarian
- Governors
- SAC Representatives
- BMEC Mentor
- Crear Futuros Mentor
- PTK



NON TAX LEVY PROCUREMENT PROCESS

Procurement means acquiring goods and/or services from an outside source

It is our mission to:

- Acquire goods and services on a timely and economical basis
- Insure compliance with all University regulations during the procurement process
- Provide assistance, consultation, and advice regarding all procurement needs of your department



Office of Finance
and Business

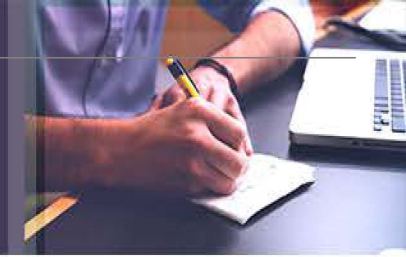
Objectives



After this training, you should be able to:

1. Know Purchasing Thresholds and Process
2. Complete a Purchase Requisition
3. Expedite Purchase on Promotional Items
4. Fill out Performance and Independent Contract Agreements
5. Develop a Professional and effective Scope of Work
6. Learn Payment Process
7. Be an Expert on Travel Transactions

Purchasing Assistance



Purchasing Provides Assistance with:

- ✓ Saving your department money
 - ✓ Sourcing assistance
 - ✓ Creating efficiencies
 - ✓ Upholding University Policies and Procedures
-

Purchase Requisition



- Purchases up to \$99,999 require a Request For Quote
 - ** Dept. Must provide at least one quote for all requests****
- Purchase valued at \$100,000 or more requires a formal bid process

How can you expedite the procurement process?

- Purchases up to \$500.00 – The department *may* submit 3 quotes to expedite the procurement process

Purchase Requisition



FIORIELLO H. LAGUARDIA COMMUNITY
31-10 THOMSON AVENUE, LONG ISLAND CITY, NY 11101

NON-TAX LEVY PURCHASE REQUISITION

Vendor Federal ID _____

DATE	ACCT. NO.

VENDOR		DELIVER TO	

This Is Not An Order

INVOICE TO

ITEM NO.	DESCRIPTION	QUANTITY	UNIT PRICE	COST
TOTAL FOR THIS REQUISITION				

E COST

TOTAL FOR THIS REQUISITION

COMMENTS					
Prior to placing this order, I have made efforts to obtain the lowest price for these goods within my delivery requirements, and I have found the above vendor to offer fair and reasonable conditions.					
PROGRAM DIRECTOR/REQUISITOR:	PHONE	DATE	FOR FURTHER INFORMATION CONTACT AND PHONE NO.	FISCAL APPROVAL	DATE

Purchase Requisition Line Descriptions



GOODS

ITEM NO.	DESCRIPTION	QUANTITY	UNIT PRICE	COST
KLT-4B	Handbook: Women & Breast	50	\$ 0.99	\$ 49.50
BC-175	Pocketpal: What Everyone should know about breast Cancer	50	\$ 0.59	\$ 29.50
NT-4623	BrcIt Assort Breast Cancer	2	\$ 49.50	\$ 99.00
GN-4200	Embroidered Butterfly Ribbon	2	\$ 8.99	\$ 17.98
KIM-10	Shower Card Breast	50	\$ 0.79	\$ 39.50
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
TOTAL FOR THIS REQUISITION				\$ 195.98

Purchase Requisition Line Descriptions



FOOD

ITEM NO.	DESCRIPTION	QUANTITY	UNIT PRICE	COST
	Food Order for DayOne Workshops Event on Wednesday, October 11th			\$ 0.00
	Mini Pin-wheel Wraps (for 20ppl)	20	\$ 8.00	\$ 160.00
	Green Salad (for 20ppl)			\$ 0.00
				\$ 0.00
	Assorted Cookies (for 15 ppl)	15	\$ 2.60	\$ 39.00
	Whole Fresh Fruits			\$ 0.00
	Soft drinks and water (for 35ppl)			\$ 0.00
	Drop off at 1:45pm - Clean up at 3:50pm in E-501			\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
TOTAL FOR THIS REQUISITION				\$ 199.00

Can I Request Food?



"Aren't you glad we had this meeting to resolve our conflict?"

➤ Catering purchases must be submitted **7 business days** prior to the event, and require the following items:

- Catering Form must be signed by MBJ if using an outside vendor, the vendor quote must be submitted
- Agenda or Flyer
- List of attendees

HOW TO EXPEDITE PURCHASE FOR PROMOTIONAL ITEMS



Select items
from the catalog

Attach all
required
documentation

Approval
Signature

Submit to
Business Office
at least 4 weeks
in advance

and

Provide details
description of
items

- Purchase Requisition
- Event Flyer
- List of Attendees

Note: You should use the NEW 2018 Promotional Products Catalog

Payment Process



PO Process:

- Department verifies shipment against packing slip and PO Dept. Copy
- Submit PO Receiving Copy Signed by Department Director or Requestor
- Invoice From Vendor (if any)
- Attendee List (if related to food)

NON- PO Process:

- Non-POs Should Submit Signed Payment Request Voucher
- Attach Support Documentation

Contracts



❖ WHICH CONTRACTS SHOULD I USE?

- ❑ There are only two contracts that should be used
 1. The Performance Service Agreements Contract (Foundation or Other Entities) is typically used to hire individuals or artistic companies that will give a performance such as music, dance, DJs, comedy, speech, etc.
 2. Independent Contractor Agreement is typically used with consultants and other contractors who will perform a service for the college.

All Contracts must be reviewed by Accounting prior to submission for Executive Director of Finance and Business Approval. Furthermore, all contracts must be fully executed prior to services being rendered.

Note: Full time faculty and staff cannot be an independent contractor.

These forms can be access from: <https://www.laguardia.edu/Business/Forms/>

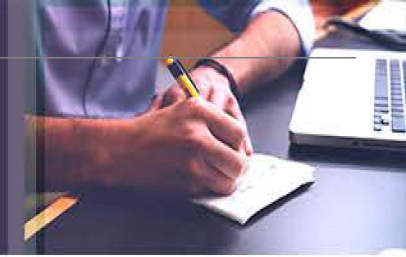
Contracts Checklist



30 days prior to Service the first 6 items on the checklist must be submitted

- Original contract by the performer
- W-9 attached and signed
- Scope of Work
- Resume or Bio
- Event Flyer
- Contract must be initialed by Department authorized signatory
- Contract executed by the Business Office, signed by Executive Director of Finance & Business
- Invoice submitted by vendor/performer after services rendered

Scope of Work



- ✓ Should describe the work to be performed by the contractor
 - ✓ Outline the objectives and accomplishments to be achieved
 - ✓ Include a time line for all deliverables
-

Scope of Work



How to Improve Scope of Work

EXHIBIT 1

SCOPE OF WORK

Grant writing for ... (Department Name) for 2017/2018. Assist... (Department name) in identifying and securing funding for a targeted, ranked list of top foundation donors and prospects including : (Donors names)

PAYMENT SCHEDULE

(Complete A, B, or C):

- A. Contract Fee for Services \$ 6,500.00
- B. Rate per hour / day for Services \$ _____ x hours / days _____ \$ _____ 0.00
- C. Corporation shall pay \$ _____ according to the following schedule:

DELIVERABLES	AMT. PAID
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Bad Example

EXHIBIT 1

SCOPE OF WORK

(Vendor name) will assist ... (department name) with grant writing from July 2017 to June 2018. On September 2017 (vendor name) will provide report to directors with possible grants identifying prospects. On December 2017 will write draft proposals and review with directors prior to submitting. March 2018 (vendor name) will provide report of all submitted grant applications. On June 2018 (vendor name) will submit final list of all approved grants

PAYMENT SCHEDULE

(Complete A, B, or C):

- A. Contract Fee for Services \$ _____
- B. Rate per hour / day for Services \$ _____ x hours / days _____ \$ _____
- C. Corporation shall pay \$ 12,000.00 according to the following schedule:

DELIVERABLES	AMT. PAID
September 2017	\$ 2,000.00
December 2017	\$ 3,000.00
March 2018	\$ 3,000.00
June 2018	\$ 4,000.00

Travel for Faculty and Staff



Travel must be submitted to the Business Office 30 days prior to travel date

➤ Faculty and Staff must complete the **Centralized Travel Form**
Requisition must be submitted with the following items:

- Conference/Registration Fees** –the traveler must provide all pertinent information to complete the process
- Transportation** - the traveler must provide an itinerary with the estimated cost
- Lodging** – the traveler must complete their reservation with their own card and include the reservation number, Purchasing will transfer all charges to the College Credit card
- Once the requisition is approved by the Business Office you will get an e-mail from accounting to make an appointment with Purchasing

Centralized Travel Form



LaGuardia Community College

Centralized Travel Form

Please fill out and submit to Room E-413

NAME OF TRAVELER: _____ DATE: _____ 

DEPARTMENT: _____ PHONE: _____

TRAVEL INFORMATION

TRAVEL VIA: AIR AMTRAK
If traveling via air, is an E-Ticket ok? Yes No

DATE OF DEPARTURE _____  PREFERRED TIME: _____ A.M. P.M.
DATE OF RETURN: _____  PREFERRED TIME: _____ A.M. P.M.

FROM: _____ TO: _____ Round-trip

Airport Preferences: Please choose one OTHER: _____

If not a round-trip, please explain:

CONFERENCE NAME: _____

HOTEL NAME: _____ Already Reserved

Room: Single Double Non-Smoking Smoking

CAR RENTAL: Yes No

PAYMENT INFORMATION

Account to be Charged:

Tax Levy _____ Research Foundation # _____ College Association _____

Ed Fund _____ Auxiliary _____ ECLC _____ Other _____

Vice President / Dean Authorization Signature _____

****REQUIRED****

****Dept Use Only****

Travel for Student Group



Travel must be submitted to the Business Office 30 days prior to travel date

- **For Domestic Trips**(within the 5 Boroughs) – In order to purchase admission tickets all that is required is the list of students attending.
- **For Overnight Trips outside the City** – Department must complete this section of the form
 - **CUNY OFF-CAMPUS STUDENT TRAVEL APPROVAL FORM** – this form covers transportation, hotel accommodation and registration fees if required

AND

- **CUNY Off-campus Activity Participation, Waiver, And Emergency Contact Form (Domestic Travel)** – All students, Faculty and Staff must complete this form.
- For Additional Information, You may refer to the CUNY Student Domestic Trip and Travel Guidelines.

Requisitions Deadline for FY'18



**Monday, April 20th, 2018 is
the deadline to submit all
Purchase Requisitions**

For Additional Information



Accounting Office
Location: E-413

Phone: 718.482.5515

Visit our website:
<http://www.lagcc.cuny.edu/business-office/accounting>

Nancy Palma
Finance Controller
718.482.5541
nmartinez@lagcc.cuny.edu

Vanda Stevenson
Education Fund
718.482.5514
vandafl@lagcc.cuny.edu

Claudia Tapia
Adult & Continuing Ed. Programs
718.482.5513
ctapia@lagcc.cuny.edu

Damaris Herron
Foundation
718.482.5130
dherron@lagcc.cuny.edu

Moukailou Moumouni
College Assistant
718.482.5139
mmoumouni@lagcc.cuny.edu

Nancy Benegas
Tuition & Fees
718.730.7430
nbenegas@lagcc.cuny.edu

Nancy Hsiung
ECLC, Alumni Association
718.482.5516
nhsiung@lagcc.cuny.edu

Maritza Gutierrez
FHL Auxiliary
718.482.5515
mgutierrez@lagcc.cuny.edu

Adesine Murray
College Association
718.730.7729
amurray@lagcc.cuny.edu

Yesenia Santiago
College Assistant
718.482.5130
ysantiago@lagcc.cuny.edu



FUNDING FOR CO-CURRICULAR PROGRAMS & EVENTS

BUDGETS

- ❑ **Student Activity Fees** are the primary source of funding for SGA, SAC, Clubs, PTK
 - ❑ These areas are governed by their own boards with Campus Life's guidance

- ❑ BMEC and Crear Futuros receive grant funding

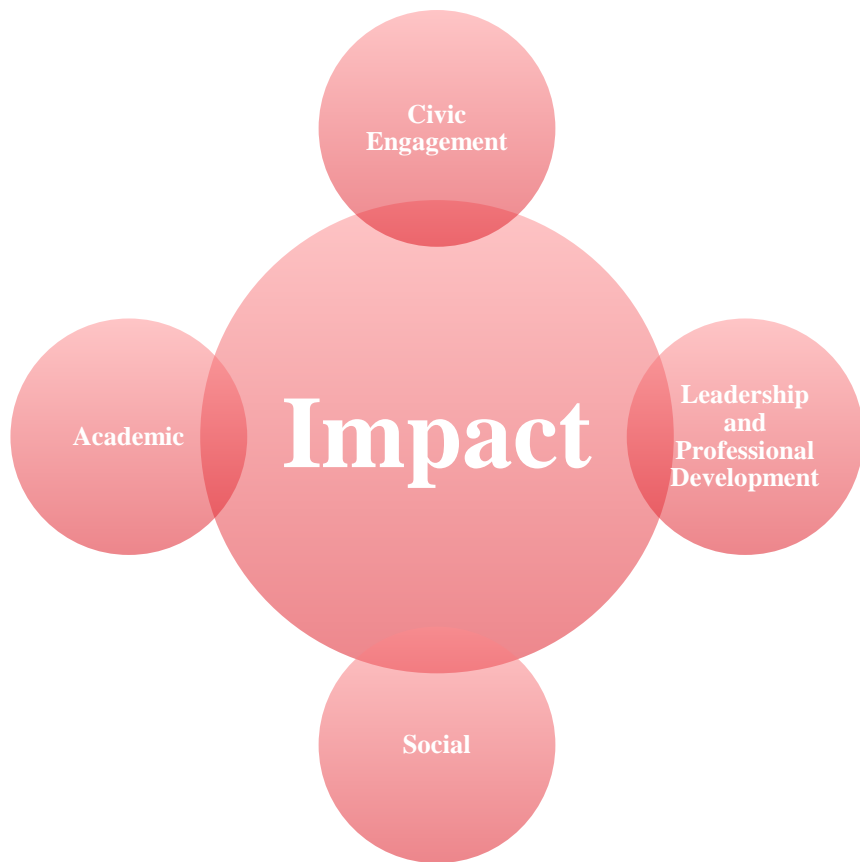


FUNDING FOR CO-CURRICULAR PROGRAMS & EVENTS

EVENT FUNDING REQUEST FORM

- Organizations need to submit **Event Funding Request Forms** to obtain and utilize funds
- Funding is approved or denied by the following student groups:
 - SAC** – Student Advisory Council (SAC) votes on Wednesdays
 - SGA** - reviewed and voted on at SGA meetings
 - PTK** - reviewed and voted on at PTK meetings
- Multicultural Exchange (ME) – Rachel Romain
 - BMEC**
 - Crear Futuros**

PLANNING & MANAGING EVENTS



This academic year, each club will sponsor at least four events which representing each of the following categories:

- Civic Engagement
- Leadership and Professional Development
- Social
- Academic

Think outside the box!



RESERVING EVENT SPACES

- ❑ Meet with Campus life staff to secure:
 - ❑ Rooms or tables
 - ❑ Equipment and media
- ❑ Notify Campus Life Office at least 48 hours prior to event (24 hours prior for tabling events) if the activity needs to be canceled

LGCC EVENT SPACES	
ROOM	CAPACITY
E-Lobby	68
Main Lobby	68
E-Atrium	198
Room E-111	74
Poolside Café	100
Room E-242	84
Room B-201	20
Mainstage Theater	742
Mainstage Lobby	198
Little Theater	199
Skylight Area	41
Cobblestone Courtyard	200

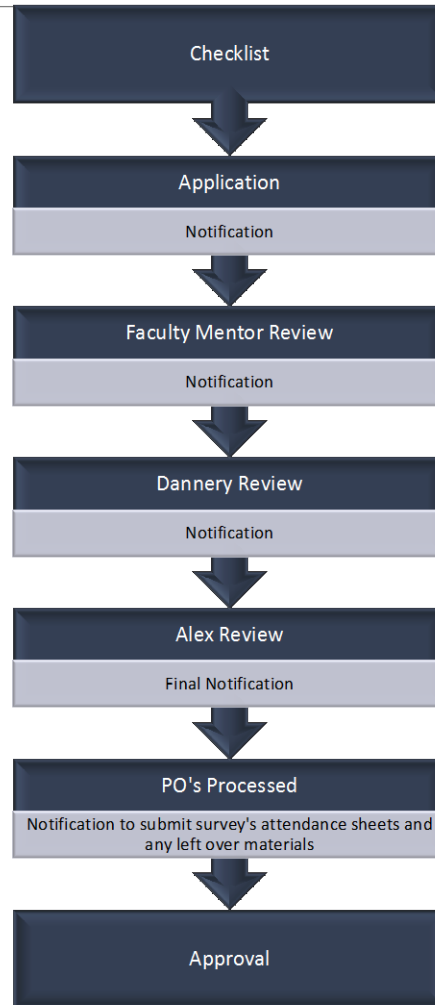


DARE TO DO MORE

Club Funding

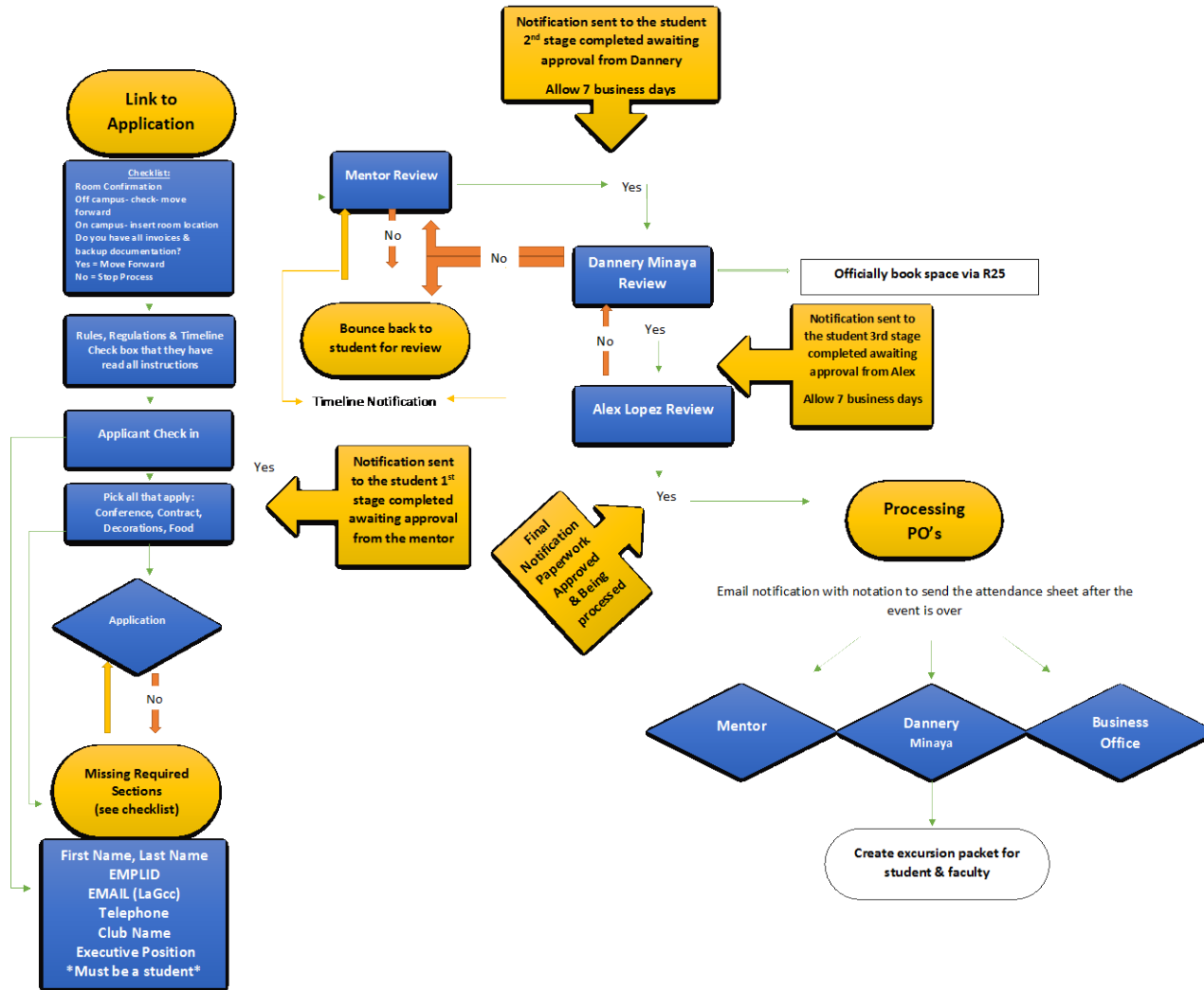
A new streamlined process for acquiring funding

FUNDING PROCESS MAP





FUNDING PROCESS MAP DETAILED





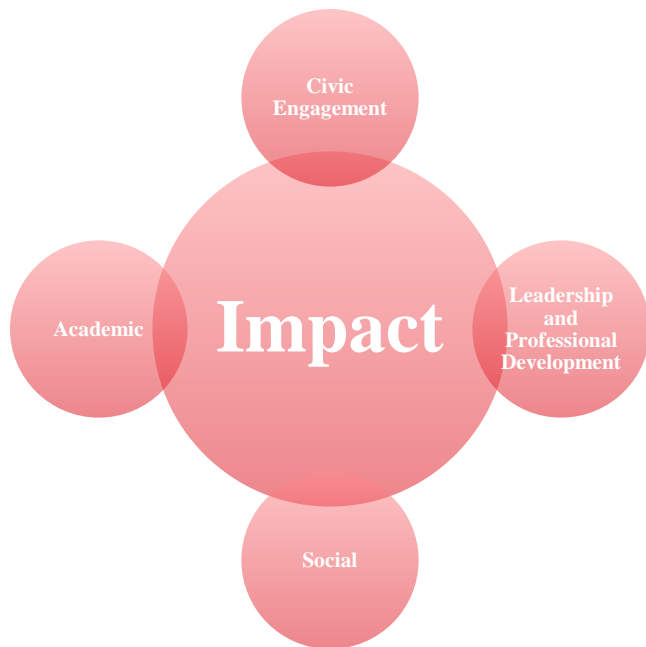
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ADVERTISING & MARKETING YOUR EVENTS

Flyers and Posters

- Student clubs and organizations are not required to use the LaGuardia logo.
- If a student club or organization chooses to use the LaGuardia logo, then approval must be sought from Marketing & Communications.
- If a student club or organization chooses not to use the LaGuardia logo, then approval for posting can come from Campus Life

PLANNING FOR FALL 2018



Take the next 45 Minutes to Plan your first Fall 2018 Event

- Programs must fall under 1 or more of the following categories:
 - Civic Engagement – Any event that brings awareness to a social, political, or community issue
 - Leadership and Professional Development – Any event which educates or develops an individual's leadership or professional portfolio
 - Social – Any event which brings students together to foster community
 - Academic – Any event which expands or enhances students' academic pursuits

Civic Engagement, Leadership and Professional Development – Chris Singh
Social and Academic – Dannery Minaya

VISION

- What is your hope for the event?
 - Awareness
 - Connection
 - Call to Action
 - Pride
 - Fun
 - Club Vision
 - Other
- What do you want or need?
 - Food
 - Decorations
 - Music
 - DJ
 - Other
- Who will be responsible for what?
 - Assign next steps
- Invite others to join you
 - Who would be a great partner for the event?

OPERATION

- Select a few dates
- Think of the spaces needed
- What do you want or need?
- Who will be responsible for what?
 - Assign next steps
- Invite others to join you



Community College

SHARE YOUR EVENT

- Name of Event...
- Date...
- Goal...





BEST PRACTICES

EVENT DAY & POST-EVENT BEST PRACTICES

- ARRIVE EARLY:** No matter how well you plan an event, sometimes difficulties arise. Arrive early to check the room set up, the equipment, the decorations, the food, and so on well in advance of your event's start time. If issues arise, contact the Office of Campus Life for assistance
- PLAN ACCORDINGLY:** All events must end at the stated end time, whether or not they start on time. Event end times may not be extended.
- CLEAN-UP:** Post event, club members must remove decorations, help remove disposable items, and leave the room in as good a condition as they first found it.
- PAY YOUR BILLS:** Make sure to submit sign-in sheets and/or other necessary payment processing paper work to the specialist for clubs/orgs to ensure vendors and performers get paid in a timely manner
- EVALUATE:** Great leaders aim to constantly learn from their experiences. Evaluating your events after they're over is the key to planning successful events in the future. Take time to think about what went well, what you would do differently, and what you would like to remember for next time. We suggest you **review your events at club meetings and ask club members for their feedback. Take notes and refer to them next time you're planning events or pass your notes along to the next club leaders.** If you would like guidance assessing your events, speak to the CAMPUS Life Specialist for Clubs & Organizations

Other recommendations

- Communicate, Communicate, communicate!** with your team, your club mentor, and cl.
- keep accurate minutes of your meetings
- Create internal systems to keep records – budgets data, lists of event ideas or things that worked, research pertaining to your clubs, templates, membership data, etc.

CLOSING

- Complete the following**
 - Leadership Training Agreement Form

REMEMBER

- The **Clubs & Organizations Handout** is your go-to guide for all club-related activities on campus – Available online Fall2018
- Campus Life staff is only a phone call, email, or visit away if you need help!
- Campus Life is located in room M115
- Have a great summer!!!

WE WISH YOU A SUCCESSFUL FALL 2018 SEMESTER!
THANK YOU!