

COLLEGE ASSOCIATION GUIDELINES

Fall 2011 - Spring 2012

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Budgeting Procedures

Funding shall take place on an annual basis. The USG or GSA offices will notify each club of their allocation. This allotment of allocation can only be distributed by the government.

Clubs must submit a five page revised budget to their respective governments who will review the budget and the club will bring it to the College Association office to be placed on its biweekly agenda.

Clubs not submitting a budget will not be able to request funds.

Required Signatures

All funds for support of student budgets must be based on written documentation.

All requisition for disbursement forms (vouchers) must contain a signatures the president or treasurer.

If, for any reason, a club president or treasurer changes, a new signature profile for that club must be submitted to Student Activities Office to be approved.

Only currently registered students may sign budgets, vouchers or any other forms on behalf of a student organization.

The College Association review the voucher to make certain that the proper documentation is provided and that there are sufficient funds allocated to this particular line item to cover the specific request.

Student activity fee funds are to be used exclusively for the direct benefit of students enrolled at Hunter College. Under no circumstances can student activity fee money or money generated from it or college facilities be used for personal use or gain.

All budgets must be submitted on an annual basis. No budget will be reviewed by the College Association unless submitted to the College Association Office at least ten working days prior to the College Association meeting.

All budget forms are available on the College Association Website – www.hunter.cuny.edu/college-association

Please also review the College Association website for all College Association related information, including policies, meeting times, minutes, etc.

NEW AND USEFUL BUDGET INFORMATION

1. In order to access funds and complete the chartering process, all groups must do the following:

- Submit a budget to the student government or Media Board (publications only).
- The president and treasurer of each student organization must attend a MANDATORY workshop. (The schedule is on pg. 3 of the Student Organization & Media Chartering Handbook.)
- Submit the revised Budget Request Form to the College Association Office (room TH214) to reflect the amount allocated by the student government or Media Board.
- Funds cannot be accessed until the College Association has officially approved the budget.
- It is the responsibility of each club or organization to check with the College Association Office to find out if your organization's budget was approved.

2. As indicated in #4 on the Budget Request Form, all clubs are now required to have at least four (4) activities per year, including at least one (1) per semester related to the club purpose.

3. A maximum of 25% of the total club budget can be spent on all costs associated with social events unrelated to club purpose.

4. Students who spend their own money for a club-related event prior to budget approval will not be reimbursed unless the new Request For Reimbursement Form, which can be downloaded from the College Association website (<http://studentweb.hunter.cuny.edu/clubs/HCCA/>), is approved prior to expenditure.

5. Bidding is required for any purchases over \$250. Student organizations must contact the College Association (room 214TH), who will assist, prior to making such a purchase.

6. Any purchase of property, materials, clothing, etc., remain the property of the student club and may not be retained by any individual.

7. Only organizational dues, and not individual membership dues, can be paid from student activity fees.

If you have any questions about the budget or purchasing process, please view the College Association Office website at <http://studentweb.hunter.cuny.edu/clubs/HCCA/> or contact them at hcca214@hunter.cuny.edu, phone at 212-772-4510 or stop by this office (room 214TH).

Note: the College Association will only accept the budget form after the student organization's president and treasurer have attended one of the MANDATORY workshops.

BUDGET REQUEST FORM*

Organization Name: _____

Budget Period: _____

1. Officers' Names

Print Name, President

Print Name, Treasurer

Signature, President

Signature, President

Hunter Email Address

Hunter Email Address

Address

Address

Telephone #

Telephone #

2. Size of Membership _____ Years in existence _____ Frequency of Meetings _____

3. Formal Purpose of the Organization (**Purpose must be listed. "See Constitution" is not acceptable.**)

4. **Student Organizations Only:** Indicate what activities will be held related to the organizations purpose (All student organizations are required to have at least four (4) activities per year including one (1) per semester related to the student organization's purpose). *Budgets will not be approved unless these activities are listed. Any requests for exception must be submitted in writing to and approved by the College Association Office and attached to this form. A minimum of 25% of the total budget must be spent on these four (4) student organization events.*

a) Tentative name/type, date of event: _____ Total cost of event: \$ _____

b) Tentative name/type, date of event: _____ Total cost of event: \$ _____

c) Tentative name/type, date of event: _____ Total cost of event: \$ _____

d) Tentative name/type, date of event: _____ Total cost of event: \$ _____

5. Other Funding Sources: (Include anticipated sources such as AEB, fundraisers, etc. and amount anticipated from each.)

6. Departmental Connection/Department Advisor _____

7. Location of Organization _____ Phone # of Organization _____

I am familiar with the applicable City University Bylaws, policies, and regulations, and will be held responsible for all bills submitted for payment. I understand that students are not permitted to order any items or services for personal use or for which their organization has insufficient funds or did not receive prior College Association approval. I further understand that any student or former student who assumes such a financial obligation will be held **PERSONALLY RESPONSIBLE** for these expenses. I also understand that all bills must be accrued and submitted by **JUNE 1, 2011**. The College Association reserves the right to reject any budget that is not submitted to them by April 1, 2011.

SIGN

DATE

TITLE

Funds cannot be used unless and until the College Association has approved the budget. (See New and Useful Budget Information)

LINE BUDGETS FOR ORGANIZATION

NAME OF ORGANIZATION
Fall 2010 - Spring 2011
BUDGET PERIOD

LIST BELOW, UNDER EACH CATEGORY, AN ITEMIZATION OF EXPENDITURES AS TO EVENT, DATE, CONTRACTOR, ETC. WHEREVER APPLICABLE. All budget modifications and line transfers must be approved by the College Association with two exceptions:

- A) A maximum of 25% of total budget can be spent on all costs associated with Asocial events@ unrelated to club purpose.)
- B) Clubs are permitted to do a maximum of a 10% change of an original line item. Clubs which request to go over 10%, either at one time or cumulatively during the semester, must receive prior College Association approval.
- C) Budget modifications or line transfers up to 25% for programs, activities, purchases or services already approved can be authorized by a three person College Association subcommittee.

1. **CONTRACTUAL SERVICES** *: (Please note: At the end of some categories is the suggested maximum percentage of the budget that can be expended on that entry. Web design maximum is \$250 per year and web maintenance is \$100 per year. The College Association will not approve any funds for social overnight events or trips, unless funded by the profit from a fundraiser.

DESCRIPTION	AMOUNT
Itemize Contractual Costs for <u>Each Event</u> as Follows:(indicate type of event and anticipated month of event)	
- Space Rental and Room Set- up Fees	
- Refreshments Costs (25% of total budget)	
- Security Costs	
- Equipment Rental Costs	
Refreshments for Meetings (list number of meetings and refreshment costs for each meeting.) (20% of total budget)	

Rental of Water Cooler and Service (itemize rental costs and cost of water) (10% of total budget)	
Advertising and Promotion (campus media, outside media, giveaways, etc. Promotional giveaways must indicate number and price per unit.) (15% of total budget)	
Bus or Car Rental (list destination, number of students going and indicate how they were selected. Proof of insurance must be provided to the College Association Office before trip. See College Association Office for specific policies regarding bus or car rentals.)	
Membership Fees (<i>Organization fees only and list the organization(s). Individual membership fees will not be paid from student activity fees, but could be paid by the individual or through a fundraiser.</i>)	
Film/Video Rental (purpose and name of film or topic)	
Printing (indicate number of issues and copies per issue)	
Postage (items, quantity and purpose)	
Repairs and Maintenance (type of repair and model # of item to be repaired)	
Duplicating - purpose	
Telephone (only local service permitted and any exceptions would require appeal to the	

College Association.)	
Stationery/Letterhead	
Website Design Expenses. (list purpose of website. A disclaimer must indicate that the site is for a student organization, if applicable, and does not represent Hunter College. Free websites are available through the Office of Student Services.)	
Other	
TOTAL CONTRACTUAL SERVICES	

2. **EQUIPMENT** * (Note: Laptops and PDA=s cannot be purchased. Indicate location equipment will be stored and the name of the individual responsible for it. **No more than 50% of this entire budget can be spent on equipment.**)

DESCRIPTION	AMOUNT
Computer (name and model number). Standard approved PC model is available. See College Association office for details.	
Other electronic devices (make and model #)	
Furniture (type)	
Software (quantity and type)	
Other	

TOTAL EQUIPMENT	
------------------------	--

3. **PERSONNEL SERVICES** (All groups hiring "employees" must spend at least 75% of their employee payroll, exclusive of stipends, on students. The maximum hourly rate for employees is \$12 and the maximum number of hours per week is 30.)

Note:

College Association Director and Business Office employees, as well as positions which require certification, licensing, coaching experience or advanced degrees are exempt from the above-mentioned requirements. Other exemptions must be approved by the College Association.

All individuals listed in "Personnel Services" must be named and their student/non-student status indicated on this budget form.

3. Undergraduate student "employees" must be registered for and maintain at least six credits (graduate students 3 credits) per semester to remain eligible for the position indicated.
4. Social security numbers must be provided to the Business Office for those listed under "Personnel". (Do not include social security numbers on this form.)
5. No club or full time faculty member can be paid for a club activity.
6. A detailed job description, rate of pay, number of hours and period of employment must be indicated for each employee and advisor.

DESCRIPTION	AMOUNT
Stipends (list purpose)	
Honoraria (list purpose and /or event)	
Performers, instructors, artists, DJ's etc. for parties & events. (indicate what, where, month of the event and the name and amount for each individual or group.)	
Bands and Performers (indicate what, where and month of the event)	
Training/Trainers (what, where and when is the event)	
Speakers for events	

Advisors@	(20% of total budget)	
Employees		
Other		
TOTAL PERSONNEL COSTS		

4. SUPPLIES * (Please note: No more than 20% of this entire budget can be spent on supplies.)

DESCRIPTION	AMOUNT
Cleaning/Office Supplies:	(15% of total budget)
paper	
toner	
staples	
pens	
markers	
paper towels	
odor absorber	
soap and sponges	
other	
General Supplies/Materials:	(20% of
total budget)	
Decorations:	
Plants	
Utensils	
Napkins	
other	
TOTAL SUPPLIES	

5. TRAVEL EXPENSE (Please note: At the end of *the registration/conference fees* category is the *maximum percentage* of the entire budget that can be expended on that entry. To exceed that maximum, an appeal must be made to the College Association Office and attached to this form. The College Association will not approve any funds for social overnight events or trips, unless funded by the profit from a fundraiser.)

DESCRIPTION	AMOUNT
Registration/Conference Fees (list conferences and indicate where, when, number of students, and how selected) <i>(50% of total budget)</i>	
Transportation Costs (indicate where, month, how many students, and how were they selected).	
Entry Fees/Tickets (for parks, movies, etc.) (where, when, number of students and how were they selected.)	
Meal Allowance for Travel (list purpose of trip, number of students, and how were they selected.)	
How much per trip?	
Other	
TOTAL TRAVEL EXPENSES	

GRAND TOTAL OF ALL LINES \$ _____

*Bidding is required for any purchases over \$250. Student organizations must contact the College Association Office prior to making such a purchase.

**CONSOLIDATED FUNDS
FALL AND SPRING**

TO: COLLEGE ASSOCIATION

DATE: _____

NAME OF ACCOUNT:

ACCOUNT NUMBER: _____

AUTHORIZED SIGNATURES: _____

DESCRIPTION	SUMMER Allocation	FALL/SPRING Allocation	PRIOR YEAR SURPLUS	TRANSFER FROM LINE	TRANSFER TO LINE	TRANSFER FROM ACCOUNT	TRANSFER INTO ACCOUNT	OTHER INCOME	TOTAL FUNDS
1. CONTRACTUAL SERVICE Advertising & Promotion, Film Rental, Insurance, Repairs & Maintenance, Rent, Printing, Postage, Stationer, Typesetting, Books, Telephone, Refreshments									
2. EQUIPMENT To qualify as Equipment, item must be at least \$100.00									
3. PERSONAL SERVICES (SALARIES) Honorariums, Performer, Bands, Lectures, Stipends, etc.									
4. SUPPLIES									
5. TRAVEL EXPENSES Trips, Hotels, Local Travel, Auto-Millage, etc.									
6. MISCELLANEOUS This category cannot be used by non-allocation bodies									
GRAND TOTAL									

NOTE: BIDDING IS REQUIRED FOR ANY PURCHASES OVER \$250.00. STUDENT ORGANIZATIONS MUST CONTACT THE COLLEGE ASSOCIATION OFFICE PRIOR TO MAKING SUCH A PURCHASE.

ME:jss C:\Documents and Settings\jamillah\My Documents\MyFiles\Handbook 2004\Consolidated Funds.wpd

Vouchers

The College Association will not process any vouchers unless the organization has a signature profile and a five-page budget on file. All club vouchers must be submitted to College Association office. Vouchers will be accepted in the C.A. office on Tuesdays from 1-5 and Wednesdays from 9:30 to 3pm.

All purchases must be budgeted and approved by the College Association prior to submitting a voucher to the College Association.

During the semester, some student organizations change one or more of their officers. If this should occur, the club must file a new Signature Profile/ Club Officers Registration Form with the Student Activities Commissioner.

No student club or organization is permitted to have an outside checking account. All financial transactions must be through the Business Office. Additionally, all student organizations will be expected to pay any legitimate outstanding bills and clear up any advances before new vouchers will be honored.

Hunter College Of The City University Of New York

Request For Check Form

Please Print Or Type Information Requested Bellow

Please Draw Check To:

Date: 8/28/07

Name/Description: Jane Doe

Street Address: _____

City/State/Zip: _____

Social Security No./Vendor No: _____

Please Note: Check will be mailed to payee by the Business Office unless otherwise instructed

Line 1

Refreshments

The goods, Services or expenses specified on this form
Have been satisfactorily received, rendered or properly incurred
And have not in whole or in parts been included in any previous
Certification for payment and now are approved for payment.

Authorized Signature

Authorized Signature

Department

Trini Club
Account Name

TNT001
Account Number

\$ 25.00
Amount of Check

Account Number

Amount
Dollars

Check Number

Account Number	Amount Dollars	Check Number

Initials

Date

Hand Check Drawn By
Approved for Hand Check
Accounting
Accounting Director

PAYMENTS:

The group requesting payment is responsible for the submission of the accurate name and address of the vendor.

No payment will be processed to the vendor unless the original invoice is attached to the voucher. The invoice must be itemized – in specific details; (Giving: - quantity, description, unit price of goods purchased and total amount charged).

It must be a formal, printed, numbered business invoice. If the invoice is not pre numbered, the name and telephone number of the salesperson completing the invoice must be on the invoice.

It must be indicated on the voucher from what line the payment is to be made. All payments will be mailed to vendor by the Business Office.

REIMBURSEMENTS:

All expenditures are tax exempt. Always use a Hunter College Tax Exempt Form when purchasing items. The Business Office will not reimburse you for money spent on taxes and tips.

When receipts are submitted for reimbursement of expenses or to account for outstanding advances they should be stapled onto a blank 8 ½ by 11 sheet of paper and attached to the voucher. Do Not Submit Loose Receipts Placed In Envelopes.

Only original receipts will be accepted for reimbursement. Receipts must be itemized and a flyer for the event must also be attached. **ALL CLUB FLYERS MUST BE STAMPED BY THE RESPECTIVE GOVERNMENT.**

All receipts must have on the name and address of the store where the purchase was made, the date of the purchase and the method of payment.

PAYMENTS BY CREDIT CARD:

Reimbursement for payment to credit card will be made directly to the credit card company. The following must be attached to the voucher: Original receipt or invoice, original credit card statement and a stamped flyer of the event.

Reimbursement for payment to individual requires the following: Original receipt or invoice, and a stamped flyer of the event.

Advances

There will no longer be “hand checks” and therefore all organizations should plan accordingly. Advances should be submitted two weeks prior to the event.

No advances will be permitted for student organizations unless their budget was approved by the College Association.

N.B. A student may request an advance for up to \$500. Please note that travel advances over \$500 require a quote from the vendor. Power of attorney is required if the individual requesting the advance is an employee of Hunter College.

There are Two Types of Advances:

1. Travel Advance

When requesting funds for travel this form must be submitted with your voucher. The name and social security number of the individual or individuals traveling must be written on the voucher. Documentation to support the request must be attached (e.g. brochure describing the conference and cost; copy of bus, train or plane ticket etc.

This advance must be cleared within 7 working days of your return by submitting original receipts, train ticket stubs or boarding pass to the business office. If the entire advance is not used, the unused portion must be deposited back into the account at the Bursar’s Office using Deposit slip. A copy of the Deposit slip must be taken to the College Association Office (TH 214) and the Business Office (1601 E).

2. Advance of Expenses (Other Than Travel)

Whenever possible an estimated invoice should accompany a request for advance. The individual who is requesting the advance must fill out an advance form and submit a stamped flyer of the event.

This advance funds must be accounted for within (7) working days of the receipt of the check. Be sure to keep all receipts; hand them into the Business Office within seven days. Always retain copies of your receipts for your files.

TRAVEL ADVANCE REQUEST

Trini Club
CLUB OR ORGANIZATION

PURPOSE OF TRAVEL National Conference

DESTINATION Lansing Michigan

TRANSPORTATION TO BE USED Bus

DEPARTURE DATE: 8/29/07

DATE OF RETURN: 9/05/07

NAME & ADDRESS OF
TRANSPORTATION CO.

ESTIMATED COST OF TRIP

American Airlines

TRANSPORTATION COSTS \$500
PER DIEM ALLOWANCE \$50
MISC. EXPENSES \$100
TOTAL REQUESTED \$650

I UNDERSTAND AND THAT WITHIM 7 BUSINESS DAYS AFTER THE TRIP I SHALL SUBMIT TO THE BUSINESS OFFICE RECEIPTS COVERING ALL EXPENDITURES PAID FROM THIS ADVANCE AND TO PROMPTLY RETURN FOR DEPOSIT AND UNUSED FUND.

REQUESTED BY (SIGNATURE)

APPROVED BY
(AUTHORIZED SIGNATORY)

REQUESTOR'S SOCIAL SECURITY#

DATE

DATE

I CERTIFY THAT I RECEIVED \$ _____ AS A TRAVEL ADVANCE. I ALSO ACKNOWLEDGE THAT A STOP WILL BE PLACE ON MY RECORDS IF RECEIPTS ARE NOT RETURNED WITHIN 7 BUSINESS DAYS.

SIGNATURE

DATE

Revenues/Income

Revenues/ Income are subject to the same budget procedures as the student activity fees themselves.

Financial Reconciliation

For income producing events, all student organizations are required to obtain pre-numbered tickets, at least fourteen days in advance. It should be noted that tickets, which may be obtained from the College Association Office, are required for all events held in the Lecture Halls, Lounges and the Cafeteria. All tickets for events held in the Assembly Hall are obtained through Central Reservations (Room 711 West).

If student clubs do not deposit their revenue or give a proper accounting within seven school days of the event, a “freeze” will be placed on their account and on the individual student’s record until the aforementioned is submitted. Keep in mind that this is revenue that legally belongs to the student organization sponsoring the event.

Under no circumstances may money be paid to a student or group of students (or to any other person or group) directly from revenues generated by student activities or events funded through the student activity fee. It should be noted that all revenues must be deposited in the sponsoring group’s college account.

Purchase/Bidding

All purchases on behalf of student organizations must comply with New York State regulations. It should be noted that bids are required for all purchases over \$500. All questions regarding compliance with New York State bidding and purchasing regulations should be referred to the Hunter College Association Office. All student organizations are required to meet with Nicole Hector of the College Association Office before ordering equipment or contracting a printing service, etc.

Revenues

All revenues generated by the student activities funded through student activity fees shall be placed in a college central depository subject to the control of the allocating body. The application of such revenues to the account of the income generating organization shall require the specific authorization of the allocating body.

Media Board

Funding shall take place on an annual basis. The College Association shall notify the Board of monies available from student activity fees for media. This is to be done as soon as the amount is determined.

Each request for funding must indicate the following:

- a. Detailed budget for the year, including **estimated advertising revenue in letter form** or other sources of funds anticipated, and a statement of the extent of anticipated work produced (for instance, number of issues to be print.)
- b. Previous year's approved budget allocation and any emergency funds allocated.
- c. Report of previous year's spending and summary of year's activities, including number of issues published, with a detailed and documented breakdown of all expenditures.

All requests for payment forms (vouchers) must be signed by the Chair of the Media Board. In the absence of the Chair, the vice-chair or the Associate Dean of Students may sign.

Off-Campus Events

The College has a responsibility to protect the Safety of our students when the student organization or College name and student funds are being used for off-campus events. Therefore, any student organization wishing to hold an off-campus event must provide the Office of Student Services with the following before you enter into any agreement:

- 1) A copy of the facilities certificate of occupancy.
- 2) A letter from those in charge of the facility of the NYC Fire Department indicating that the facility is in full compliance with all fire codes.
- 3) If alcoholic beverages are to be served, a copy of the facility's liquor license must be submitted. If the facility does not have a license, a New York State temporary wine and beer permit needs to be obtained and a copy provided.
- 4) A letter from those in charge of the facility, which describes, in detail, the security they will provide for your function.
- 5) A Hunter College Student Event Information Form signed by the respective student government. A draft of a flyer publicizing this event must be attached.
- 6) All contacts, including the names of both parties, must be submitted.
- 7) A draft of a flyer publicizing thi event must be attached.
- 8) All contacts, including the names of bothe parties, must be submitted. The Hunter contract must be used and ca be obtained in the College Association Office, TH214

Once all the above items are submitted, Dean Escott will provide the student organization president with a financial reconciliation form. It should be noted that all money collected must be deposited in the organization's account and the reconciliation handled in the same way that it is done for all on-campus events.

Contracts

All contracts conform to those regulations as set forth by the College Association pursuant to Section V subdivision J of the Fiscal Handbook. The Hunter College Association has prepared a contract for this purpose, which is available upon request in the College Association Offices.

All contracts must be signed by the College Association prior to the event (7 days prior for contracts for \$200 and over and 4 days prior for contracts under \$200).

Contracts with Individuals: (Line 3)

These services cannot be advanced. The voucher must have a College Association Contract complete with the Name, Address, Social Security number and a Xerox copy of the Social Security Card attached. This contract must be signed by the person rendering the service and also by a signatory of that account. A flyer of the event must also be attached.

Contracts with Companies or Organization: (Line 1)

These services cannot be advanced. The voucher must have a College Association Contract complete with the Name, Address, and Tax I.D. number of the company. This contract must be signed by the person rendering the service and also by the signatory of that account. A flyer of the event must also be attached.

Foreign Speakers: (Line 3)

These vouchers must have a College Association Contract complete with the Name, Address, and a Xerox copy of the passport of the person rendering the services. A letter is required from the signatory of that account stating that the person is a foreigner. A letter is also required from the person rendering the service stating that they HAVE NOT worked in the US more than 90 days. A flyer of the event must also be attached.

Hunter College Personnel: (Line 3)

These vouchers must have a Services Rendered form complete with the Name, Address, Social Security number and a Xerox copy of the Social Security Card Attached. This Service rendered form must be signed by the person rendering the service and also by a signatory of that account. A flyer of the event must also be attached.

NO PERSON PROVIDING SERVICES MAY BE PAID IN CASH: A check payable to that person must be issued

CUNY By-Laws require that this agreement **must** be used whenever a student organization is contracting for payment of fees to a speaker or performer and other individuals rendering services.

The College Association of Hunter College Contract

AGREEMENT between _____
a student organization chartered by the Undergrad Student Government and _John Doe_____ in person, or by a representative who exhibits, in advance, properly set forth written authorization that he/she/it has written authority to enter into this specific agreement for the specific date and time stated below and at the specific terms set forth; and if signed by the agent, he/she/it guarantees performance under those terms and on date and time set forth below:

1. Date of performance or event: _08/29/07_____
2. Time-length of performance or of event: _____5hrs_____
3. Place of performance or event: _____TH105_____
4. Nature of performance or event (details-how many persons in orchestra or other event): ___Dj for welcome back party_____

5. Equipment: (to be supplied by whom) _____

6. Security services: (who is to pay for security) _____

7. Costs of advertising: (who is to pay) _____
8. Costs of travel, hotel, etc.: (who is to pay) _____
9. Amount of payment to be made: * _____
10. Method of payment in full:
 - a. At one time (date) _____09/05/07_____
 - b. If several payments (dates of each): _____
 - c. Time of Final Payment (date): _____
11. Neither party hereto shall have the right to cancel, except upon written agreement of the other. _____
12. **This agreement shall not be operative until an authorized person from The College Association of Hunter College has signed this agreement at the place indicated prior to the event (see Nicole Hector, Room 214TH)**
13. MISCELLANEOUS TERMS _____

PLEASE NOTE: HUNTER COLLEGE AND THE COLLEGE ASSOCIATION OF HUNTER COLLEGE, IN NO WAY, ACCEPTS RESPONSIBILITY OF THIS AGREEMENT FOR PERFORMANCE OR PAYMENT OF ANY SUMS DUE. THE PARTIES TO THIS AGREEMENT ARE THE SOLE GUARANTORS OF EITHER PAYMENT OR PERFORMANCE, AND WILL NOT LOOK TO THE COLLEGE ASSOCIATION OF HUNTER COLLEGE, HUNTER COLLEGE OR CITY UNIVERSITY OF NEW YORK FOR ANY PAYMENT.

Amount To Be Paid: \$500

Payable To (Please Print): Jon Doe

Social Security Number: 000-00-0000

Address: 157 somewhere street nowhere NY 12345

Phone Number: _____

CUNY Employee Status:

I am not an employee of CUNY

I am an employee of CUNY and:

My services were provided during y regular working hours.

My services were provided outside of my regular working hours.

INSURANCE - The contractor shall maintain the following insurance and provide proof of such coverage in advance of the performance

INSURANCE - The contractor shall maintain the following insurance and provide proof of such coverage in advance of the performance or services: _____

RIDERS - The contractor further agrees to be bound by any riders attached to this document as indicated and initialed.

Student Organization Representative / President

Student Organization Representative / Treasurer

Contractor or Authorized Representative / Title

Reviewed by College Association Representative/Title

*The maximum permissible fee for any performer or speaker shall be determined by the appropriate student government or student organization. Once the fee is authorized, The College Association representative will contact the Business Office to encumber the money expressly for this contractual obligation.

SECURITY - Security for a event, if held on college premises, shall be under the control and supervision of the College. There shall be no frisking or searches permitted, except by law enforcement officials. No private security personnel, such as bodyguards or escorts acting in a security capacity, with the exception of security guards contracted for by the College, shall perform any campus security or security related functions. The use of armed private security guards is prohibited. Any person or organization violating such an agreement may be denied future access to any CUNY campus or subject to applicable college sanctions. Law enforcement officers who are charged with the responsibility of providing crowd control or security to various dignitaries are excluded from this policy.

PAYMENT - In order for payment to be made there must be proper documentation that the event took place. Such documentation shall include:

- a. A statement that the event took place, signed by a person authorized by the College Association of Hunter College, who attended the event; or
- b. Other documentation, approved by the College Association of Hunter College, that shows that the event took place.

NON-DISCRIMINATION - The contractor agrees that in the performance of this agreement, it will not discriminate against any person or group of persons on the basis of age, sex, race, disability, religion, national origin, or sexual orientation, and that it will comply with all applicable laws and regulations of the United States and the State and City of New York with respect to its performance under this agreement.

CONFLICT OF INTEREST - The contractor represents that no monetary or other form of remuneration has been given, offered or promised to anyone in order to include the college organization to enter into this agreement, no remuneration shall be given, offered or promised to any agent, servant, employee, officer, director or student of the College, the City University of New York, The College Association of Hunter College, the City and the State of New York.

INDEMNIFICATION, HOLD HARMLESS - The contractor agrees to be responsible for any personal injury or property damage which is directly or indirectly attributable to contractor's performance under this agreement, or to the activities of the contractor's agents, servants, employees, volunteers, and subcontractors if any. The contractor agrees to indemnify and hold harmless Hunter College, The College Association of Hunter College, The City University of New York, the State of New York, and their respective directors, officers, agents, servants, employees, members, students, and invitee from any and all responsibility, costs or liability of any nature, kind and description, whatsoever, and from any claims or causes of action for personal injury, (including wrongful death) and property damage, directly or indirectly, arising from the performance of the contractor and its agents, servants, employees, volunteers, and subcontractors if any, under this agreement.

COMPLIANCE WITH COLLEGE REGULATIONS - The contractor agrees to comply with all rules and regulations applicable to Hunter College, The College Association of Hunter College, The City University of New York and the State of New York.

ME:jss

June 17, 2004

C:\Documents and Settings\jamillah\My Documents\MyFiles\Handbook 2004\CONTRACT.wpd

CA Office – Room 214 Thomas Hunter Hall
Office Contact- phone: 212-772-4510 fax: 212-650-3785

Office Hours in the Fall -

Monday, 9:00am- 5:00

Tuesday, 9:00am- 5pm

Wednesday, 9:00am -5:00pm

Thursday, 9:00am – 5:00pm

Friday, 9am-4pm

General Policies of the College Association Office

Items left under the door will not receive priority.

The following are CA meeting dates for fiscal year 2008-2009 including dates on which materials are due:

CA Meeting Date	Date on which Materials are Due in CA Office
July 6	CANCELLED
July 20	July 7
August 3	July 27
August 17	August 10
August 31	August 24
September 14	September 7
September 28	September 21
October 12	October 5
October 26	October 19
November 9	November 2
November 16	November 9
November 30	November 16
December 14	December 7
December 28	December 21
January 11	January 4
January 25	January 18
February 8	February 1
February 22	February 15
February 29	February 22
March 14	March 7
March 28	March 21
April 4	March 28
April 18	April 11
May 2	April 25
May 16	May 9
May 30	May 23
June 13	June 6

The College Association office reserves the right to process only the first 100 vouchers and advances received. This may only be necessary during extremely busy time periods.

MANDATORY Workshops on Use of Fund and Facilities

Being elected an officer of a student organization brings with it a great opportunity to broaden your experiences, as well as your responsibilities. In order to assist you in the carrying out of your tasks, **mandatory** workshops will be held which must be attended by the president and treasurer of each student organization.

Both the President and Treasurer of each Student Organization must attend One of the following sessions

September 2012		
9/12/2011	1:00 pm – 2:00 pm	1130E
9/13/2011	3:00 pm – 4:00 pm	1130E
9/14/2011	11:00 am – 12:00 pm	1130E
9/15/2011	3:00 pm – 4:00 pm	1130E
9/20/2011	12:00 pm - 1:00 pm	1130E
9/21/2011	12:00 pm – 1:00 pm	1130E
9/26/2011	11:00 am – 12:00 pm	1130E
9/27/2011	3:00 pm – 4:00 pm	1130E
October 2011		
10/5/2011	11:00 am – 12:00 pm	1130E
10/6/2011	3:00 pm – 4:00 pm	1130E
10/12/2011	12:00 pm - 1:00 pm	1130E
10/13/2011	3:00 pm – 4:00 pm	1130E
10/19/2011	12:00 pm - 1:00 pm	1130E
10/26/2011	12:00 pm – 1:00 pm	1130E

November 2011		
11/9/2011	11:00 am – 12:00 pm	1130E

December 2011		
None		
January 2012		
None		
February 2012		
2/2/2012	2:00 pm - 3:00 pm	1130E
2/8/2012	12:00 pm - 1:00 pm	1130E

***E-Mail = email Ms. Hector-Hutchinson for place if needed @ “n_hector@cuny.edu”**

What I should check before submitting my Check Request

What must I check before Submitting my check

1. Dated
2. Fill out name and address
3. Remarks and approval part is filled out correctly including line #
4. Account name and number
5. Matching documents are attached
6. Signature on vouchers match signature on signature profile form at the present time
7. **Make sure the Items are budgeted**
8. All non-advance checks will be mailed

What must I check before submitting my receipts and Invoices?

1. Must be original
2. Name of store and address
3. Method of payment on receipts
4. Invoice number and date
5. Taxes and tips are not included

What must I check before submitting my flyer?

1. Flyer of event
2. Starting date
3. Time
4. Place of Event
5. Flyer must be stamped by the respective government

