

Dear Club Officers,

Since it is that time of year when so many clubs are bringing in new officers and preparing for Spring events, I wanted to make sure everyone has all the details they need about how to reach out to alumni and students. Please feel free to email me if you have any questions.

Also – some very exciting news – the University is in the process of updating the Alumni Database, so we will have a replacement for the 2004 directory by Fall 2010. The even better news is that, as alumni update their contact information for the director, it is immediately updated in the University’s database, so we are improving our alumni contact information bit by bit every day!

#### Alumni Attendees:

- I am always happy to include an article about a large or significant upcoming event in the alumni e-newsletter, which goes out every other month on the 15<sup>th</sup> of the month to about 6,000 alumni. Please see the Fall issue ([www.bnet.fordham.edu/enews/alumni/fall2009/spotlight.html](http://www.bnet.fordham.edu/enews/alumni/fall2009/spotlight.html)) for a piece about the FWIB conference or Spring for a piece about the BHMBAA gala ([www.bnet.fordham.edu/enews/alumni/spring2009/spotlight.html](http://www.bnet.fordham.edu/enews/alumni/spring2009/spotlight.html)).
- If you have a smaller event – I can post your event on the alumni events webpage, in the “Upcoming Events” portion of the newsletter ([www.bnet.fordham.edu/enews/alumni/fall2009/events.html](http://www.bnet.fordham.edu/enews/alumni/fall2009/events.html)) and on our alumni LinkedIn (about 1800 alumni) and Facebook pages (about 200 alumni).
- I send eblasts to our LinkedIn and Facebook groups as needed, but I need your text for those at least a week and a half prior to the event.

#### Alumni Speakers

- If you are looking for a speaker from a particular company – or a specific person – I can help you locate alumni via the University’s alumni database.
- A great place for you to start is in the “Kudo’s Corner” articles in the alumni e-newsletters ([www.bnet.fordham.edu/enews/alumni/fall2009/kudos.html](http://www.bnet.fordham.edu/enews/alumni/fall2009/kudos.html)). I highlight any alumni who have been discussed in the press or promoted recently.

#### Student Attendees:

- As most of you know, you can enter club events into the calendar yourselves. I pull events into the GSBinsider about a week in advance (so if the Insider comes out Dec 7, I include events through Dec 14<sup>th</sup> or 15<sup>th</sup>). If you have an event you’d like highlighted before that one week timeframe, please email me and I will make sure its in the Insider.
- If you would like your event highlighted on the LCD monitor on the 6<sup>th</sup> floor, email me brief details at least a week prior to your event. It can take up to 3 days to get an event on the monitor. We do not highlight purely social events (like happy hours) on the LCD. Your event must have a networking, education or career focus to be listed on the LCD.
- We can also do an e-blast to all students, administration and/or faculty if you give us at least a week and half notice on a major event.

Stephanie Cziczo  
Special Groups Liaison

## **SAC Contact Information**

The SAC office is on the 4<sup>th</sup> floor of 33 West 60<sup>th</sup> Street (the same place as Program Management and Career Services). The mailbox is on the wall outside the office to the left of the door.

## **Administrative Contact Information**

Conference Services (room reservations)	(212) 636-6020	Rich Waite
Residential Life (McMahon Hall in the evening)	(212) 636-7100	Amanda Wallace
Law School (to reserve the theater)	(212) 636-6944	David Keyless
Sodexo (and to reserve the cafeteria atrium)	(212) 636-6066	
Facilities and Security LC (for events on the patio)	(212) 636-6090	

## **Club Council**

The Chairpersons of the Club Council are the Vice President of Full-Time Students, Vice President of Part-Time Students, and Treasurer. The members of the Club Council are all students in leadership positions of a GBA student club. The purpose of the Club Council is to (1) coordinate the activities and events of SAC and the several student clubs, (2) facilitate communication between SAC and the student clubs, and among the several student clubs, (3) and provide a question and answer, feedback, and constructive criticism forum for the club leaders. Club events requirements are discussed further below.

### **Club Council Meetings**

The Club Council meets at minimum once per trimester, but can meet more often, up to once a month, at the discretion of SAC. The club President or Treasurer must attend these meetings and at least one additional club officer. Failure to attend these meetings could result in denial or rescission of your club budget at the discretion of the Finance Committee. At the meetings club leaders are required to report on their club's events. This is so club leaders will learn what makes an event successful or unsuccessful and eventually lead to only successful events.

## **Finance Committee**

The Chairperson of the Finance Committee is the SAC Treasurer. The other four members of the Committee are the Vice President of Full-Time Students, Vice President of Part-Time Students, the Dean of Students (Dean Mounty), and a faculty representative. The Finance Committee has a fiduciary responsibility to allocate SAC funds among SAC organized events, student club events and certain other expenses, in a manner that benefits current students, both full-time and part-time, that fairly represents all current students, and that is otherwise in accordance with the Finance Committee budget guidelines. The process for submitting student club budget requests is discussed below.

substituted for advance ticket sales or advance ticket sales can have the appearance of a fundraising drive at the discretion of the Finance Committee.

Clubs are not permitted to collect money for events unless pre-approved by the Finance Committee. If a club charges for an event it must have a way in which the money is collected by an independent individual/entity. This is to help ensure appropriate collection of money.

### **Food**

Historically 75% - 80% of student funds went towards food requests! In past few years it dropped to 35% - 40%. How was it done? Ordering less than anticipated. See the budget guidelines, below, for restrictions on food at events.

If you are planning an event for 50 people to attend not all 50 will attend. When 30 people show up many of those people will not be eating. So, please do not submit a food request for 30 people. This is usually a fact that most club leaders take time to learn.

One way to save money is to avoid using the on campus caterer, Sodexho, which can be pricey. Ordering pizza is usually a good option (John's Pizza 58th and Columbus 212-757-6436). Associated Supermarkets on 58th Street and 9th Ave has a very good deli department (speak to Julio the deli manager). Also avoid ordering too much side salads. Most side salads ordered go largely unfinished. And potato salads, garden salads, etc. are not easy to hand out to students outside the meeting so they often go wasted. Please cut down the amounts you order in proportion to the sandwiches or pizzas.

Note: Sodexho will clean up after an event. If you provide food from somewhere else, YOU MUST CLEAN UP after the event.

See the On Campus Catering section of this handbook for more information on Sodexho.

### **Event Promotion**

All student club events must be promoted to all students. Clubs MUST utilize the FB Direct calendar of events, FB Direct weekly e-mail, bulletin boards on the 6<sup>th</sup> floor (as regulated by the SAC VP of Full-Time students), and the club website.

Events will also be promoted on GBAsocialevents.com and the SAC calendar on the 6<sup>th</sup> floor. The SAC Social Chair will manage these.

For instruction on how to use FB Direct contact a member of SAC (FB Direct will soon be replaced when GBA launches its new website).

## **Budget Requests**

The SAC Treasurer will specify the Budget Request deadline for each trimester, but no later than the third week of the trimester. Please submit requests to the SAC office/mailbox located at 33 West 60<sup>th</sup> Street, on the 4<sup>th</sup> floor.

4. Fordham University policies forbid the payment of speaking fees. A token gift of appreciation may be given, however, not to exceed \$50 in value.
5. Food may be provided for the first and last club meetings of the year ONLY. No food will be paid for at general club meetings. No club meetings may be held at restaurants.
6. Advertising, publicity, duplication and postage come from a club's allocated budget.
7. Equipment or supplies purchased with SAC funds are the property of the Graduate School of Business.
8. Clubs are strictly prohibited from purchasing items of inventory for resale.
9. Individual clubs are prohibited from using SAC funds in a philanthropic nature, such as awarding scholarships or donating to charities.
10. No reimbursements will be made if the spending has not met finance committee approval.
11. Original receipts must accompany all reimbursement requests.
12. Expenses equal to or below \$50.00 will be reimbursed in CASH. Expenses above \$50.00 will be reimbursed in check through the U.S. mail.
13. The Associate Dean has final determination on reimbursements and can reject a reimbursement if there is the belief that the individual or club has not followed appropriate guidelines for the use of student funds.
14. All questions and or discrepancies regarding the budget and expenses must be directed to the SAC Treasurer.
15. The SAC budget is comprised of monies paid from both the full-time and part-time student body. It is SAC's responsibility to utilize the funds to maximize the educational and academic experiences of all students attending the Graduate School of Business Administration at all campus locations.

#### **Additional Finance Committee Guidelines**

Historically the Finance Committee has adhered to additional restrictions. Club events in the nature of a happy hour are prohibited. Having alumni at a happy hour-type networking event usually makes the event okay, but a list of the alumni who attend is required. Other than one general club meeting per trimester and alumni events, club events generally must be academic in nature. Club events should be in accordance with the club's mission and objectives. Budget requests should be completed meticulously; the Committee should not be left to guess what would be occurring at an event.

Student clubs are not entitled to a minimum budget, and equal apportionment of funds among the several clubs' budgets is not required. All clubs' events are reviewed on an event-by-event

If a vendor is an individual, not a company, and will be providing services as an independent contractor, he or she must complete a Form W-9 ([www.irs.gov](http://www.irs.gov)) and the club must have a Fordham University Independent Contractor Checklist completed.

New vendors always take longer to process check requests.

## **On Campus Catering**

Sodexo is the on campus food catering service. They will deliver your catering order to your room and then clean up afterwards. In order to use them you must submit a food order request form detailing what you want. Sodexo's catering menu is found at [www.fordhamcatering.com](http://www.fordhamcatering.com). The SAC Treasurer must have the GBA budget director approve the order before Sodexo will process it. The order needs to be placed at least 10 days in advance. Closer to the date of the event the attendance numbers can be adjusted if needed.

**If you decide to cancel or postpone an event you MUST inform the SAC Treasurer as well as Sodexo!** Otherwise, Sodexo will deliver the food at the time and date you requested, and your club will be billed for the event. This has occurred in the past and has cost the clubs money.

Please be advised that **ALL** food budget requests require **TEN DAYS** notice for proper submission. Proper notice of requests enables all necessary paperwork to be signed off in a timely fashion, allowing enough time to meet Sodexo's deadline for food orders.

Sodexo's requirements for food requests:

5 DAYS NOTICE IS REQUIRED FOR SMALL EVENTS (coffee, soda, cookies, etc)

7 DAYS NOTICE IS REQUIRED FOR LARGE EVENTS (dinners, cocktail parties, etc)

Please note that the money allocated for each event is a **MAXIMUM** amount. It includes all expenses such as food, drinks, promotions (posters, printings, photocopies), etc.

Also please be aware that many larger events require **additional fees** such as security guards, grill operators and bartenders. These all cost extra money above and beyond the per person charge.