

FSC | OFFICE OF STUDENT ACTIVITIES

FALL 2025 NEWSLETTER



HOW DOES MY ORGANIZATION GAIN & MAINTAIN ACTIVE STATUS?:

- Registration Form
- Minimum of four officers who have completed all trainings
 - Must have a President, Vice President, Secretary, and Treasurer before adding any co positions
- Have a check-in meeting with your OSA Program Advisor
- Attend Involvement Fair
- One meeting or event during the month of September, October, and November
 - Must be booked on RamCentral

RAMCENTRAL PORTAL RE-REGISTRATION

Registration can only be completed by the club's President or Primary Contact

During the registration period – click on your club's icon and go to Manage Home.

Look for this button:

RE-REGISTER THIS ORGANIZATION

The form is going to gather:

- Officer contact information and what training (if any) has already been completed, and which officer is going to be your Event Coordinator

- Club Description, Profile Picture, Social Media accounts and your Constitution.

-Due Friday, October 3rd at 12pm

Registration Instructions

The registration process can be continued at any time by resuming it from your [Submissions](#).

The registration process takes roughly 10 minutes to complete.

What You Need Before Beginning:

- 1). The contact information of your Officers: RAM ID Number, FSC Email Address, Phone Number AND what trainings your Officers have completed, if any.
- 2). You will need to assign an Event Coordinator. This is not an additional position you need to fill, but rather an additional responsibility assigned to one of the existing officers. This must be one of the "Core 4" officers (President, Vice President, Treasurer, or Secretary).
- 3). 1-2 sentences describing the club for the Directory page, your Mission/Purpose for the Description area on your club's homepage and any social media pages you want to link.
- 4). The club's Constitution and/or By-Laws.

Optional - If you have a faculty advisor, we recommend you complete the [Advisor Agreement Form](#).

Questions? Contact us at StudentActivities@farmingdale.edu or 934-420-2103.

Once everything is completed, don't forget to hit the SUBMIT button!

NEXT

TRAINING REQUIREMENTS BY OFFICER:

EACH TRAINING IS LINKED- CLICK TITLE TO ACCESS
MAKE SURE YOU ARE LOGGED INTO RAMCENTRAL

REQUIREMENTS BY POSITION

PRESIDENT AND TREASURER

- [Executive Board Acknowledgement Form](#)
- [Executive Board Orientation](#)
- Title VI – Harassment and Discrimination Awareness
- [Title IX – Sexual Assault Prevention and Response](#)
- [SGA Financial Bylaws Training](#)

VICE PRESIDENT AND SECRETARY

- [Executive Board Acknowledgement Form](#)
- [Executive Board Orientation](#)
- Title VI – Harassment and Discrimination Awareness
- [Title IX – Sexual Assault Prevention and Response](#)

EVENT COORDINATOR

Assigned to one of the Core 4 Officers

- All position specific trainings outlined above
- [Event Coordinator Training](#)

TRAINING FORMATS

Executive Board Orientation:

- First time officers: Live Training (in person or virtual)
- Returning officers **may** complete a refresher [via RamCentral Form](#).

SGA Financial Bylaws Training:

- First time presidents/treasurers-Live Training required
- Returning officers **MUST** complete refresher [via RamCentral Form](#).

Title VI – Harassment and Discrimination Awareness:

- Online training required.

Title IX – Sexual Assault Prevention and Response :

- Live Training required.

Event Coordinator Training:

- First time Event Coordinators: Live Training (in person or virtual)
- Returning officers may complete a refresher [via RamCentral Form](#).

You cannot book meetings/events or access your budget until your organization earns their 'Active Status' for the semester.

'Active Status' is earned when all officers are fully compliant with all required trainings.

FREQUENCY OF TRAINING

Executive Board Acknowledgement Form	Executive Board Orientation	Title VI – Harassment & Discrimination	Title IX – Sexual Assault & Prevention Response	SGA Financial Bylaws	Event Coordinator Training
Every semester	One time as an officer(one and done)	One time as an officer(one and done)	One time as an officer(one and done)	Every year you serve as President or Treasurer	One time as an event coordinator(one and done)

Student Organization Training Schedule

'One Stop Shop': Covers all trainings in one day	DATE	TIME	LOCATION
	Thursday, August 7 th	10am-4pm	Quintyne Hall 100
	Thursday, August 21 st	10am-4pm	Quintyne Hall 100

Executive Board Orientation	DATE	TIME	LOCATION
	Friday, August 29 th	11:00 am–12:15 pm	Quintyne Hall 109
	Thursday, September 4 th	10:45 am–12:15 pm	Quintyne Hall 109
	Friday, September 12 th	2:00 pm–3:15 pm	Quintyne Hall 109
	Monday, September 15 th	5:00 pm–6:15 pm	Quintyne Hall 109
	Tuesday, September 16 th	10:45 am–12:15 pm	Quintyne Hall 109
	Thursday, October 2 nd	5:00 pm–6:15 pm	Quintyne Hall 109

Event Coordinator Training	DATE	TIME	LOCATION
	Friday, August 29 th	12:15 pm–1:30 pm	Quintyne Hall 109
	Friday, September 12 th	3:15 pm–4:30 pm	Quintyne Hall 109
	Wednesday, September 17 th	2:00 pm–3:15 pm	Quintyne Hall 109
	Tuesday, September 30 th	10:45 am–12:15 pm	Quintyne Hall 109

Sexual Assault Prevention Training	DATE	TIME	LOCATION
	Wednesday, August 27 th	2:00pm-3:15pm	Quintyne Hall 100
	Thursday, September 4 th	11am-12:15pm	Quintyne Hall 100
	Monday, September 8 th	1:00pm-2:15pm	Quintyne Hall 100
	Wednesday, September 10 th	6:00pm-7:15pm	Quintyne Hall 100
	Thursday, September 18 th	11:00am-12:15pm	Quintyne Hall 100
	Tuesday, September 30 th	11am-12:15pm	Quintyne Hall 100
	Friday, October 3 rd	11am-12:15pm	Quintyne Hall 100

SGA Finance Training	DATE	TIME	LOCATION
	Wednesday, September 3 rd	11:00am-11:45am	Quintyne Hall 109
	Monday, September 8 th	3:30pm-4:15pm	Quintyne Hall 109
	Thursday, September 11 th	2:00pm-2:45pm	Quintyne Hall 109
	Monday, September 15 th	6:30-7:15pm	Quintyne Hall 110
	Tuesday, September 16 th	11:00am-11:45am	Quintyne Hall 109
	Thursday, September 18 th	11:00am-11:45am	Quintyne Hall 109
	Thursday, October 2 nd	11:00am-11:45am	Quintyne Hall 109

FLYERS AND CAMPUS VBB

Flyers need to be approved by OSA either through email or in person and OSA will print them.

[Click here for approved locations to hang.](#)

Campus VBB (aka the screens in the CC): Can also be used to advertise!

Please send [Student Activities](#) a powerpoint slide in 16:9 JPG format.

If you tag
@farmingdalestudentactivities
on instagram, we will reshare!



INVOLVEMENT FAIR

Tuesday, September 9th
at 11am by
Business/Whitman.

All registered clubs are required to participate in Involvement Fair to maintain active status.

You will be provided with 1 table, 2 chairs, and a tablecloth.

OSA also has tri-fold boards available for organization use.

CLUB ACCOUNT NUMBERS

[See the list here for your Club's account number.](#)

Account Numbers do not change from year to year.

You will need your account number for EAF submissions.

IMPORTANT DATES AND DEADLINES

Club Registration Opens	Tuesday, May 13th
SGA Financial Tutorial goes live	Friday, August 1st
Expense Authorization Forms(EAF) Open	Friday, August 15th
SGA Grand Assembly	Tuesday, September 2nd
Club Registration Due & All Officers Complete Training	Friday, October 3rd
Expense Authorization Forms(EAF) Close	Friday, November 21 st
All Club Purchasing Must be completed	Friday, December 12th
Last Day for event set-ups including the Ballroom & Outdoor Events	Friday, December 19th <i>Subject to Events Management Approval</i>

BOOKING EVENTS/MEETINGS

Events:

Student organizations are eligible to book meetings & events once they earn Active Status

We highly recommend you book your meetings for the semester all at once or as a series, space goes quickly. Get it out of the way early! Space Requests are submitted by your club's Event Coordinator through your RamCentral Portal.

Note on pending events:

If we need to change any event details you will get a note saying "denied" please do not worry- this only means that changes were made. All changes will be made in the comments section

"Request sent to Events Management" is simply an FYI to our Events Management Staff- no action is needed on your part.

Food Service:

Aramark is the only food provider allowed. For simple orders like pizza or sandwiches, the order must be placed no less than 5 business days in advance. All other orders must be placed 10 business days in advance.

- Orders will not be submitted without an approved EAF.
- *These timelines are not flexible.*

MEETING & EVENT SPACES			
<12 ATTENDEES Executive Board Meetings	13-25 ATTENDEES General Meetings	26-50 ATTENDEES Large General Meetings & Small Events	51-100+ ATTENDEES Events
Campus Center Meeting Room A (Max 12)	Quintyne Hall 109 (Max 22)	Campus Center Ballroom B or C (Min 30, Max 50) *EVENTS ONLY*	Campus Center Ballroom A or B/C (Max 90 Banquet) (Max 110 Lecture)
Campus Center Meeting Room B (Max 12)	Gleeson Hall Haile Hall Lupton Hall School of Business & Classrooms (Max 25-30)	Gleeson Hall L100, L102, L111 (Max 42-45)	Campus Center Ballroom Whole Room (Max 200 Banquet) (Max 280 Lecture)
Quintyne Hall 110 (Max 12)	* Some rooms require departmental approval and/or do not allow food *	Lupton Hall T101 Quintyne Hall 100 School of Business 124 or 215 (Max 40)	Gleeson Hall 102 or 104 (Max 110)
		Amphitheater/ Quintyne Hall Patio	Whitman Hall 150 (Max 90)
			Amphitheater/ Quintyne Hall Patio

Please note some rooms might not be available due to on-going construction projects

SPACE REQUEST TIMELINES (BUSINESS DAYS*)



Events with longer timelines will generally require the request of funds, online purchases or checks for vendors, sign-up periods, or space approvals from various campus partners

**Business days are Monday through Friday, excluding holidays (even if classes are in session)*

EVENT PLANNING CHECKLIST

SPACE	DETAILS	FINALIZE
EVENT DATE & TIME Did you follow the Event Request Timelines? Did you include set up and break down time?	FUNDING Will you need supplies? food? Make sure to request funds for each expense	PLACING ORDERS Once your EAFs are approved, contact your OSA Program Advisor to order supplies/food
EVENT LOCATION You must also select a back-up location	FOOD Create a menu	ADVERTISING Spread the word using flyers, VBBs & Social Media
NUMBER OF ATTENDEES	TIMELINE Make sure you've given yourself enough time to execute the event	BUDGET TRACKING Make sure to update your budget spreadsheet with final costs to keep track of your available funding
CUSTODIAL NEEDS How many tables & chairs will you need?		
A/V Needs Will you need a laptop? Microphones?		
EVENT REQUEST Make sure to include a photo!		

2025-2026 BUDGETS:

New Clubs: \$2,500

Returning Clubs: \$5,000

Expense Authorization Forms open Friday, August 15th at 9am

Questions? Email FSCSGA@farmingdale.edu and CC ciancida@farmingdale.edu



- Registration Form
- Minimum of four officers who have completed all trainings
 - Must have a President, Vice President, Secretary, and Treasurer before adding any co positions
- Have a check-in meeting with your OSA Program Advisor
- Attend Involvement Fair
- One meeting or event during the month of September, October, and November
 - Must be booked on RamCentral

Reminder: Each purchase you want to complete needs an approved EAF which goes through an approval process to make sure it abides by the SGA Financial Bylaws.

When submitting an EAF / requesting to use funds, separate your purchases by the vendor you are going to use. Your Program Advisor does not get notified that your EAF is approved. You need to follow up with your Program Advisor as soon as the EAF is approved!

Clubs may not exceed the amount listed on a single EAF. Therefore, be sure to give yourself room for price changes, shipping & handling, and taxes. It is beneficial to use a range or increase your overall estimate by \$50+.

ESSENTIAL SGA POLICIES

APPAREL & PROMO ITEMS	Max of \$25 per item/person including tax and shipping. \$2,000 limit for the year. No customization allowed. Approved apparel items include shirts, hoodies, and hats.
OFF-CAMPUS TRIPS	Max of \$600 per student. \$6,000 limit for the year. Funds only cover travel (economy class), hotel and tickets / fees. No meals.
FOOD FOR MEETINGS/EVENTS	\$1,000 limit for the year for meetings and events. Spending over this threshold must be approved by SGA finance committee. Food must be provided by Aramark who holds the campus contract for catering.
PRIZES	Max of \$50 value / gift card. No Cash Prizes. \$500 limit for the year. 1 Prize per Person per Event. Prize Receipt Form must be completed.
SGA FUNDS CANNOT BE USED FOR/TO	Fundraising, raffles, donations or the purchase of items to be donated / for charity.
	Personal Gain : gifts, awards, personalized items and graduation / class regalia - cords, sashes, pins, rings.
	Pay any currently enrolled FSC student for <u>any</u> goods or services: Photography, Design, Graphic Design, DJ, Performances, Host / EMC or Labor.

Program Advisor List (F25)

Click on the email icon to email your Program Advisor

Lukas



AAAE – American Assoc of Airport Execs
Cooks' 'n' Crooks
Farmingdale Fusion
Farmingdale Bhangra
FSC IEEE Student Branch
Hellenic Society
MSA - Muslim Student Assoc
SGA - Student Government Assoc
SWIC – Supporting Women in Computing
SASA- South Asian Student Association

Tre



AHP- Alpha Eta Rho
Accounting Society
Cru Club
FURA – Farmingdale Undergrad Research Assoc.
Horticulture Club
SADHA – Student American Dental Hygienist Assoc
Student Investment Club
SVA – Student Veterans Assoc

Amanda



American Sign Language Club
Bangladeshi Student Association
BSTC – Backstage Theatre Company
CRJ – Criminal Justice Club
Disability Coalition Club
Farmingdale Pride
Film Club
Pakistani Student Association
Pre- Law Society
SHPE – Society for Hispanic Engineers
Stylus
Women's Health and Wellness
Women Empowerment Club

Will



Greek Council
Panhellenic Council
Alpha Phi Delta Fraternity (APD)
Alpha Sigma Phi Fraternity (ASP)
Kappa Sigma Fraternity (Kappa Sig)
Tau Kappa Epsilon Fraternity (TKE)
Delta Phi Epsilon Sorority (D Phi E)
Phi Sigma Sigma Sorority (Phi Sig Sig)
Sigma Delta Tau Sorority (SDT)

Artificial Intelligence Club
CIAO- Cultural Italian American Org.
Cybersecurity Club
GDSC – Google Devel. Student Chapter
NAMI on Campus
Psychology Club
RamNation Radio
Sport Management

Nick



ACC – Afro-Caribbean Club
ASCE Civil Engineering & Tech Society
Best Buddies
Dale News
Health, Nutrition, and Wellness Club
International Student Association
NAACP
NSBE - National Society of Black Engineers
Pre-Health Professions Club
Pre-PA Club
Pre-Physical Therapy Club
Rambots

Caitlyn



ACT – Architecture Construction Tech
Art & Design
Biology Club
Business Club
Book Club
Crochet Club
Gaming Club
LASO
MLSC – Med Lab Science Club
Music and Band Club
Women in Business