

# FALL 2024 NEWSLETTER

## WHAT DOES MY CLUB NEED TO BE ACTIVE?



1. Registration Form
2. Minimum of four officers who have completed all trainings
  - a. Must have a President, Vice President, Secretary, and Treasurer before adding any co positions.
3. All officers accepted the Terms and Conditions on RamCentral
4. Have a check-in meeting with your OSA Program Advisor
5. Attend Involvement Fair
6. One general membership meeting a month for September, October, and November (*Booked on RamCentral*)

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.

### 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](mailto: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

**PRESIDENT**

- EXECUTIVE BOARD ACKNOWLEDGEMENT FORM
- EXECUTIVE BOARD TRAINING
- SEXUAL ASSAULT PREVENTION TRAINING
- SGA FINANCIAL TRAINING

**VICE PRESIDENT**

- EXECUTIVE BOARD ACKNOWLEDGEMENT FORM
- EXECUTIVE BOARD TRAINING
- SEXUAL ASSAULT PREVENTION TRAINING

**TREASURER**

- EXECUTIVE BOARD ACKNOWLEDGEMENT FORM
- EXECUTIVE BOARD TRAINING
- SEXUAL ASSAULT PREVENTION TRAINING
- SGA FINANCIAL TRAINING

**SECRETARY**

- EXECUTIVE BOARD ACKNOWLEDGEMENT FORM
- EXECUTIVE BOARD TRAINING
- SEXUAL ASSAULT PREVENTION TRAINING

**EVENT COORDINATOR TRAINING:**

- ONE OFFICER MUST BE DESIGNATED AS THE EVENT COORDINATOR.
- THIS PERSON MUST COMPLETE AN ADDITIONAL TRAINING.
  - OFFERED LIVE EITHER IN-PERSON OR VIRTUALLY
- [CLICK HERE TO VIEW & RSVP FOR A SESSION](#)

**Executive Board Acknowledgement, Executive Board Training, Sexual Assault Prevention Training & Event Coordinator Training only needs to be completed once during your time as a student.**

**SGA Financial Training needs to be completed yearly:**

- **New for Fall 2024:**
  - *Either the President OR Treasurer needs to complete a live session.*
- **Click here to view & RSVP for a live session**

**You cannot book meetings/events until Executive Board Acknowledgement & Executive Board Training is complete and Sexual Assault Prevention Training is completed or you have RSVP for a session.**

**You cannot book meetings/events until your organization's Event Coordinator completes their training.**

**You cannot access your club's budget or request funding from SGA until your club has earned their active status.**

**TRAINING FORMATS**

**Executive Board Training:**  
Online form OR In-Person

**Event Coordinator Training:**  
Live session:  
either in person or virtually

**SGA Finance Training:**  
Either President or Treasurer needs to complete in person training.  
*The other one can do the online tutorial*

**Sexual Assault Prevention Training:**  
Can only be completed in-person

# Student Organization Training Schedule

	DATE	TIME	LOCATION
<b>Executive Board Training</b>	Thursday, August 8 <sup>th</sup>	11:30am-12:30pm	Quintyne Hall 100
	Tuesday, August 27 <sup>th</sup>	10:45am-11:45am	Quintyne Hall 109
	Thursday, August 29 <sup>th</sup>	10:45am-11:45am	Quintyne Hall 109
	Tuesday, September 10 <sup>th</sup>	10:45am-11:45am	Quintyne Hall 109
	Friday, September 27 <sup>th</sup>	2:00pm-3:00pm	Quintyne Hall 109

	DATE	TIME	LOCATION
<b>Event Coordinator Training</b>	Thursday, August 8 <sup>th</sup>	1:30-2:30pm	Quintyne Hall 100
	Wednesday, August 28 <sup>th</sup>	12:00pm-1:30pm	VIRTUAL
	Thursday, September 5 <sup>th</sup>	10:45am-12:15pm	Quintyne Hall 109
	Tuesday, September 17 <sup>th</sup>	10:45am-12:15pm	Quintyne Hall 109
	Monday, September 23 <sup>rd</sup>	3:00pm-4:30pm	Quintyne Hall 109
	Thursday, September 26 <sup>th</sup>	10:45am-12:15pm	VIRTUAL

	DATE	TIME	LOCATION
<b>SGA Finance Training</b>	Thursday, August 8 <sup>th</sup>	1:00pm-1:30pm	Quintyne Hall 100
	Tuesday, August 27 <sup>th</sup>	11:45am-12:15pm	Quintyne Hall 109
	Thursday, August 29 <sup>th</sup>	11:45am-12:15pm	Quintyne Hall 109
	Tuesday, September 10 <sup>th</sup>	11:45am-12:15pm	Quintyne Hall 109
	Friday, September 27 <sup>th</sup>	3:00pm-3:30pm	Quintyne Hall 109

	DATE	TIME	LOCATION
<b>Sexual Assault Prevention Training</b>	Thursday, August 8 <sup>th</sup>	10:00am-11:30am	Quintyne Hall 100
	Wednesday, August 21 <sup>st</sup>	11:00am-12:30pm	Quintyne Hall 100
	Thursday, August 29 <sup>th</sup>	10:50am-12:05pm	Quintyne Hall 100
	Thursday, September 5 <sup>th</sup>	10:50am-12:05pm	Quintyne Hall 100
	Wednesday, September 18 <sup>th</sup>	2:00pm-3:15pm	Quintyne Hall 100
	Friday, September 27 <sup>th</sup>	12:30pm-1:45pm	Quintyne Hall 100
	Wednesday, October 2 <sup>nd</sup>	2:00pm-3:15pm	Quintyne Hall 100

## FLYERS AND CAMPUS VBB

Flyers need to be approved by OSA either through email or in person.

[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.



## CLUB ACCOUNT NUMBERS

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

You will need your account number for EAF submissions.

## INVOLVEMENT FAIR

Save the Date!  
Involvement Fair will be held on Thursday, September 12th from 10:45am-12:15pm on the Campus Center Lawn

*Rain Date: September 17th*

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

# IMPORTANT DATES AND DEADLINES

Club Registration Opens	June 1st
SGA Financial Tutorial goes live	July 1st
Expense Authorization Forms(EAF) Open	August 1st
SGA Grand Assembly	September 5th at 11am( CC Ballroom)
Club Registration Due & All Officers Complete Training	October 4th at 12noon
Expense Authorization Forms(EAF) Close	November 15th at 12noon
All Club Purchasing Must be completed	December 6th
Last Day for event set-ups including the Ballroom & Outdoor Events	December 6th

# BOOKING EVENTS/MEETINGS

## Events:

Clubs are eligible to request space once their officers have completed the Executive Board Acknowledgement & Executive Board Training and have at least RSVP'd to a Sexual Assault Prevention Training session. Your Event Coordinator must complete the Event Coordinator Training as well.

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*

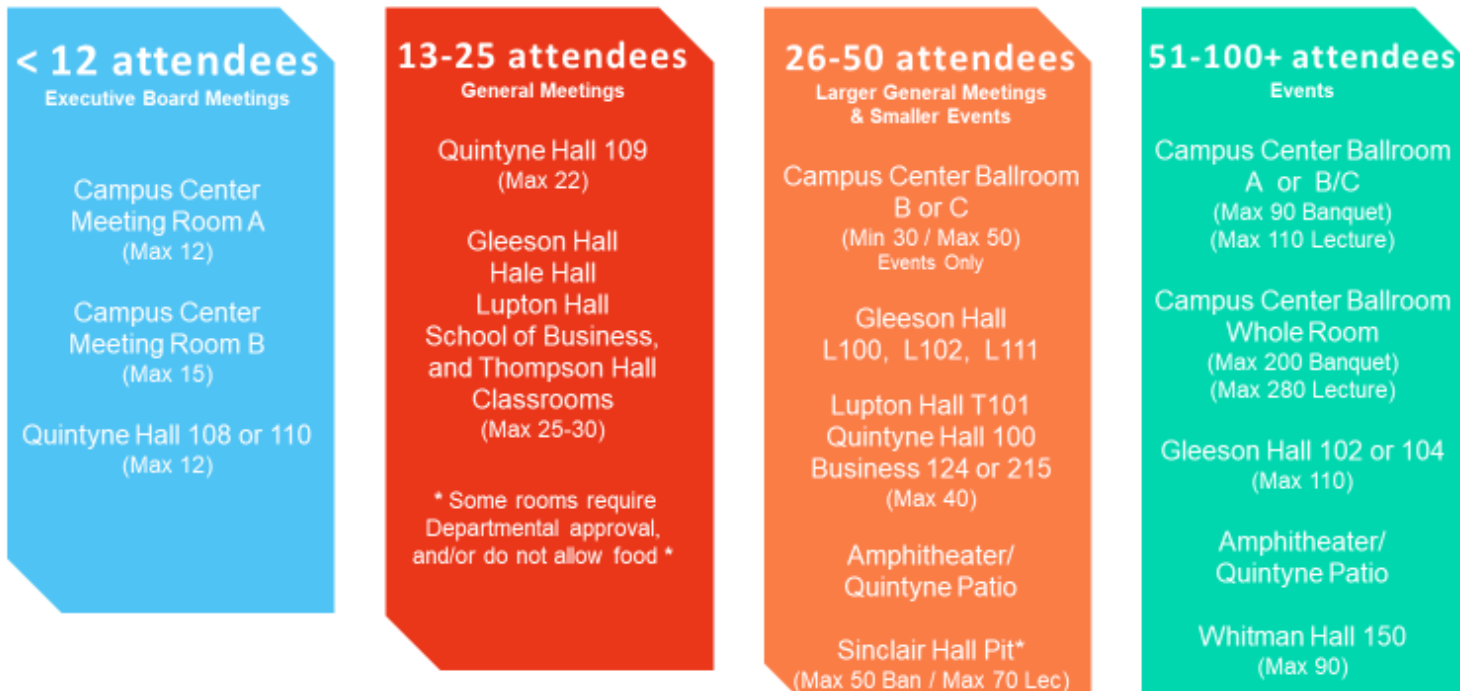
*"Request sent to Events Management" is simply an FYI to our Events Management Staff- no action is needed on your part.*

## 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 and Event Spaces



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

## Event Planning Checklist



# 2024-2025 BUDGETS:

New Clubs: \$2,500  
 Returning Clubs: \$5,000

Expense Authorization Forms Open August 1st

Questions? Email [FSCSGA@farmingdale.edu](mailto:FSCSGA@farmingdale.edu) and [CC ciancida@farmingdale.edu](mailto:CC_ciancida@farmingdale.edu)

## Question:

When do we get access to our budget(s)?

## Answer:

- Your club must be:
  - Registered for the semester
  - Officers completed Executive Board Acknowledgement and Executive Board Training
  - Officers RSVP for Sexual Assault Prevention Training
  - Both President(s) and Treasurer(s) pass SGA Financial Tutorial.
  - Event Coordinator completes training



Reminder: Each expense 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.

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 Finance Policies

Apparel & Promo Items	Max of \$25 per item/person including tax and shipping. \$2,000 limit for the year. No customization allowed.
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	\$600 limit for the year. 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 <b>cannot</b> 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 <b>any</b> goods or services: Photography, Design, Graphic Design, DJ, Performances, Host / EMC, or Labor.

# Program Advisor List (F24)

Click on the email icon to email your Program Advisor

## Lukas



Lukas  
AAAE – American Assoc of Airport Execs  
IEEE – Institute for Elec and Elect Engineers  
Fusion  
Hellenic Society  
MSA - Muslim Student Assoc  
SHPE – Society for Hispanic Engineers  
SGA - Student Government Assoc  
SWIC – Supporting Women in Computing

## Tre



AHP- Alpha Eta Rho  
Accounting Society  
Cru Club  
SADHA – Student American Dental Hygienist Assoc  
Student Investment Club  
Horticulture Club  
Machine Learning and AI Club

## Amanda



BBSTC – Backstage Theatre Company  
Cooks ‘n’ Crooks  
CRJ – Criminal Justice Club  
Dental Club  
Disability Coalition Club  
Farmingdale Pride  
FURA – Farmingdale Undergrad Research Assoc.  
Helping Hands Society  
NAMI on Campus  
Nepalese Student Assoc.  
SVA – Student Veterans Assoc  
American Sign Language Club\*  
Pakistan Student Association\*  
Best Buddies\*  
Pre-Physical Therapy Club\*  
Latino Pilots Association\*  
Italian-American Culture 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)  
  
AIAA – American Assoc. Aeronautics & Astronautics  
Cybersecurity Club  
GDSC – Google Devel. Student Chapter  
Psychology Club  
RamNation Radio  
Sport Management

## Nick



ACC – Afro-Caribbean Club  
ACDT – Afro-Caribbean Dance Team  
APICS  
ASCE Civil Engineering & Tech Society  
NAACP  
Health Promotion and Wellness Club  
International Student Association  
NSBE - National Society of Black Engineers  
Pre-Health Professions Club  
Pre-PA Club  
Rambots  
STS Club  
The Dale News

## 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