



STUDENT CLUB HANDBOOK

SCHOOL OF PROFESSIONAL
STUDIES

2017-2018

OFFICE OF STUDENT
AFFAIRS

2017-2018 Student Organization Handbook

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Introduction

One of the integral functions of the Office of Student Affairs at SPS is to support and facilitate co-curricular activities and opportunities. SPS students have exciting lives beyond the classroom and student clubs enrich the student experience. Student groups organize programming on a variety of topics, along with social events and community service. This handbook will administer resources and guidance to enhance the programming experience of your student club.

The Office of Student Affairs has developed this handbook to:

- Help student organization leaders successfully organize and manage their organizations.
- Administer guidance for planning and facilitating programs and events.
- Inform student club leaders of SPS & Columbia University policies and Procedures.



SPS Student Organizations Overview

A. Benefits and Privileges

The following are some of the benefits and privileges extended to SPS student organizations upon its official recognition. Registered student organizations can:

1. Reserve space and facilities on campus (both at SPS and beyond) through the University Events Management office.
2. Be listed on the SPS website.
3. Advertise events in approved posting areas in Lewisohn Hall.
4. Use SPS as part of the organizations name.
5. Apply for and receive funding from the Office of Student Affairs.
6. Participate in Student Club Fairs in the fall semester.
7. Receive advice and assistance on policy and operations from the staff in the Office of Student Affairs.

Note: The status of any student group may be revoked at the discretion of the Office of Student Affairs.

B. Responsibilities

To remain in *good standing*, a student organization must:

1. Have a minimum of ten (10), members who share a common interest and collectively pursue their activities in a collegial and professional manner.
2. Register annually with the Office of Student Affairs by submitting renewal information with via the Office of Student Affairs email address (sps-studentaffairs@mail.columbia.edu).
3. Have an advisor who is an academic or administrative member of the Columbia community.
4. Attend officer training/information sessions each academic year.
5. Hold at least 2 events per semester that contributes to the academic or social environment at SPS.
6. Attend student organization meetings called by the Office of Student Affairs and/or the SPSSA.
7. Refrain from engagement in commercial activity with non-Columbia University affiliates.
8. Be open to all members of the SPS community, regardless of race, ethnicity, nationality, religion, sexual orientation, gender and age.
9. Forego duplicating the function of other recognized student organizations.
10. Accept all rules mandated by University policy and local, state, and federal law.
11. Abide by the policies set forth in this handbook and other SPS policies as administered. Code of Conduct.”

Student Organization Policies & Procedures

A. Columbia University Statements and Policies

a. Alcohol Statement

Columbia University is committed to creating and maintaining an environment that is free. The University complies with New York State law and other applicable regulations governing alcoholic beverages for those on the University's premises or participating in its activities. The University strongly supports education and treatment programs as the most effective means to help prevent and reduce alcohol abuse.

In addition, Columbia University is committed to providing an academic and social environment that supports individual freedom while promoting individual responsibility, health and safety, and community welfare. To that end:

Columbia expects that those who wish to include alcohol as part of their activities will do so responsibly and lawfully. Responsible drinking includes making sound judgments about whether, when, and how much to drink, understanding the health issues related to the consumption of alcohol, and avoiding excessive or "binge" drinking or any other abuse of alcohol that negatively affects one's academic, work, social, athletic or personal activities, and health.

Persons planning events on campus should be mindful of the complexities introduced into planning an event with alcohol. Event management issues—the presentation of entertainment, provision of refreshments, management of the participants or audience, security, and other factors—require serious attention for any event, and all the more for an event at which alcohol is served. Event organizers must fully understand the University alcohol policy and applicable laws and manage their events accordingly. They also are expected to keep the safety and well-being of participants at the forefront of their planning and management of events. Staff members who advise students are expected to assist them in making responsible decisions about their events and to facilitate the enforcement of the University's alcohol policy.

Organizations may not plan events that promote or encourage the consumption of alcohol, nor may event planning be based upon the assumption of abusive or illegal alcohol consumption. Persons planning events should remember that the vast majority of events at Columbia take place without alcohol, that most members of the undergraduate community are not of legal drinking age and that among those who are, many do not drink alcoholic beverages at all. Campus organizations that choose to plan events with alcoholic beverages are expected to maintain a reasonable balance in their programming between events with and those without the serving of alcoholic beverages.

b. Drug Statement

Columbia University recognizes the illegality and danger of drug abuse and, accordingly, strictly prohibits the possession, use, manufacture, or distribution of illicit drugs on University premises or as part of any University activity.

Columbia affiliates (students and employees) who violate the University's policies concerning illicit drugs will face discipline through their schools or administrative units, up to and including expulsion or termination of employment, and may also include the requirement of completing an appropriate rehabilitation program. Moreover, all students and employees should be aware that, in addition to University sanctions, they may be subject to criminal prosecution under federal and state laws that specify severe penalties, including fines and imprisonment, for drug-related criminal offenses. The seriousness of these crimes and the penalties imposed upon conviction usually depend upon the individual drug and amount involved in the crime. Attachment A (see below) provides information concerning sanctions under federal law.

Attachment A: New York State also provides sanctions for unlawful possession or distribution of illicit drugs. For example, in New York State, unlawful possession of four or more ounces of cocaine is a class A-1 felony, punishable by a minimum of 15–25 years and a maximum of life in prison. Where appropriate or necessary, the University will cooperate fully with law enforcement agencies and may refer students and employees for prosecution.

c. Hazing Statement

Columbia University prohibits any organization from engaging in action that recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purposes of initiation into or affiliation with any organization. Pursuant to Section 6450 of the Education Law of the State of New York, the above statement shall be deemed to be part of the bylaws of all organizations registered at SPS. In addition, all students are expected to adhere to related regulations set forth by their respective inter/national, regional, or local organizations and university policies concerning practices commonly referred to as hazing. Following a proved allegation of hazing, the student organization may lose its recognition. Loss of recognition may begin immediately after a decision finding hazing is finalized. In New York State hazing is a Class-A felony.

d. University Event Management Policies

University Event Management has policies that govern all University events. You can view these policies at: <http://uem.columbia.edu/policies-by-subject>

e. Disability Access Statement

Columbia University Policy requires that University programs be accessible to students with disabilities. All on and off-campus events must be held in a wheelchair accessible location, approved by the Office of Disability Services (ODS). The Event Registration Form includes the required information for ODS approval. If the venue needs to be reviewed, the Office of Student Affairs will forward the information to the appropriate ODS representative.

Further, all publications (flyers, email announcements, etc.) advertising events must include an accessibility statement as follows:

“Columbia University makes every effort to accommodate individuals with disabilities. If you require disability accommodations to attend this event, please contact the Office of Disability Services at 212-854-2388 or disability@columbia.edu at least 10 days in advance of the event.”

Publications should also include locations and instructions for using the accessible entrance, if applicable and information about any accommodations that are pre-arranged for all participants (e.g. ASL interpreters, large print materials, etc.). Additional information can be found in the Policy Statement on the Equal Opportunity and Affirmative Action website: <http://eoaa.columbia.edu/>.

Student-sponsored events may often involve finding (and sometimes paying for) space, arranging room setup and cleanup, ordering food and beverages, publicity, and possibly providing transportation, expense reimbursement or honoraria to guests. Included in the information provided below are specific tips and school guidelines for arranging events. Registered student organizations are entitled to hold events on campus, subject to the following guidelines. Failure to follow these guidelines or to conduct events in a responsible way will result in withdrawal of recognition for the student organization.

B. Recognition Requirements and Membership Eligibility

a. Annual Registration Requirement

Student organizations must renew their registration annually with the Office of Student Affairs. The SPS Finance Office will not process any reimbursements or payments for any purpose until the student organization has completed the registration process and has completed annual leadership training. Additionally, student organizations will not be able to reserve space at SPS or elsewhere on campus without completing the annual registration process and leadership training.

b. Advisor Requirement

Each recognized student organization should have an advisor who is a member of the Columbia University faculty or staff. Advisors can assist the organization to function in accordance with its stated purposes and provide guidance and counsel to promote the growth and direction of the organization.

The Office of Student Affairs will act as the advisor on all items related to student club policy, programming & organizing operations, and help prevent violations of university, school, community, or state regulations.

c. Membership Eligibility

All SPS students are eligible for membership in SPS student organizations in accordance with the standards, academic or otherwise, established by each organization.

d. Officer Eligibility

All student organization officers must be SPS students in good academic standing (i.e. attaining at least a 3.0 cumulative GPA).

C. Event Guidelines and Policies

a. Event Registration Requirement

All public, on campus events sponsored by student organizations recognized by SPS MUST be approved by the Office of Student Affairs via the UEM event registration system.

Student organizations who fail to register their events will not be reimbursed for costs incurred for these events.

In addition, student organizations hosting events must agree to the following terms:

- Observe all Columbia University rules and procedures, as well as all state and local government laws and regulations in planning and carrying out the event.
- Obtain necessary permissions to hold the event and, if applicable, follow both internal and external instructions and receive necessary authorizations.
- Fully cooperate with University Officials assigned to this event before, during, and after the event.
- Be responsible for full payments of any fees incurred as a result of hosting an event.

b. Special Events/High Profile Guests and Speakers

Special Events include those events that meet the following criteria:

- presence of press/media (invited or otherwise)
- advertised beyond Columbia's campus
- high attendance/capacity
- presence of alcohol
- potential for significant disruption
- security concerns on the part of the recognized student group, advisers, or guest

The presence of one of these criteria may not necessarily elevate the event to a Special Event status, however, these factors should be considered cumulatively. For a Special Event, space and service application must be completed and submitted no later than ten (10) business days before the requested date of the event, and the Event Review must be completed at least ten (10) business days before the date of the event. Special consideration will be made for events that fall within the 15-business-day requirement, which is made on a case-by-case basis. If the deadline specified by the facility/location that is being requested is more than 10 business days in advance of the proposed event, then that deadline will apply.

c. Public Safety/Security

In special situations, the Office of Student Affairs and the Director of Public Safety may require that a public safety presence is necessary for a student organization event. A public safety officer is required at all on-campus events where alcohol is present. In all cases where a public safety officer(s) are deemed necessary, costs will be incurred by the student organization.

d. Internal Sponsorships

All student organization seeking sponsorship from SPS must request sponsorship through completing and submitting a club request application. The sponsoring body (Office of Student Affairs) should be identified when the organization, once official, is booking rooms, arranging services and organizing publicity associated with events.

e. External Speakers and Sponsorships

Many student organizations plan events that include speakers from outside of SPS or the Columbia University community. Additionally, sometimes SPS student organizations have

events that are funded by non-University related sponsors. The following applies to these situations:

Events with Government Officials, High Profile, or Potentially Controversial Speakers

Any arrangements to have a government official, potentially controversial, or other high-profile speaker should be discussed in advance with Associate Dean of Student Affairs. Depending on the nature of the speaker, special security may be required that must be cleared by the Office of Public Safety.

Events Funded by Outside Sponsors

If an event is to be sponsored by groups or organizations outside of the Columbia community please provide a list of sponsors to Associate Dean of Student Affairs in the Office of Student Affairs including name of group/organization and the name of the representative you have been working with. We usually pass along the names of the groups/organization to University Advancement to assure there are no conflicts of interest.

Only officially recognized SPS/Columbia student organizations may advertise functions or activities within Lewisohn Hall and other Columbia spaces. Occasionally, small notices may be posted if authorized by the Office of Student Affairs.

f. Events with Alcohol

All SPS student organization events involving alcohol that take place either on or off campus must abide by the following:

- ✓ Events with alcohol must receive written approval from the Office of Student Affairs.
- ✓ Submit an [Alcohol Registration Form](#) for all events serving alcohol on campus. **Allow 10 business days after submission for UEM to review**, to assess event logistics and determine if Proctors are needed.
- ✓ If cash will be exchanged at the event, either in person or online, you must apply for a [Temporary Beer and Wine Permit](#) with the State Liquor Authority. [SEE BELOW FOR DETAILS.](#)
- ✓ Work with UEM and Public Safety to ensure all necessary precautions are in place for a safe event.
- ✓ Follow the rules governing the serving of alcohol as outlined in UEM policy.
- ✓ Make sure at least one person in your group has gone through [Alcohol Training](#)
- ✓ Make sure to review the full [Alcohol Guidelines for Faculty and Staff Events](#) and [University Alcohol & Drug Policies](#) as well as, local, state, and federal laws.

Follow the rules governing the serving of alcohol list below.

Guidelines for Serving of Alcohol at Student Organization Events

1. At least one (1) member of the organizing student organization must be present.
2. Only one drink at a time may be dispensed to each person.
3. Serving alcohol to a minor is a criminal offense and a violation of University regulations.

4. No visibly intoxicated person may be served alcohol.
5. Where there is reason to believe that an event may include attendees under 21, individuals must present proof of age before being served alcoholic beverages. Additionally, such events require proctors as directed by the University.

The Office of Student Affairs at SPS has responsibility for enforcing and implementing the University's alcohol policy for student organization events.

Temporary Beer and Wine Permit

New York State law governs the sale of beer and wine. **Any event with alcohol at which money will be exchanged either in person or online, for the sale of drinks or any other purpose, is not legally allowed to serve alcohol without a NY State Temporary Beer and Wine Permit.** The application process requires **a minimum of 15 business days.**

Applications are available on the New York State Liquor Authority's website:

<http://www.sla.ny.gov/node/1152/pdf>.

Events that require a Temporary Beer and Wine Permit MUST be registered with the Office of Student Affairs at least ten (10) working days in advance. A copy of the license must be submitted to the Office of Student Affairs at least five (5) working days prior to the event.

Outdoor Events with Alcohol

In accordance with New York State law, the consumption of alcohol in an outdoor space without appropriate authorization is prohibited. All outdoor events are subject to this policy and its attendant procedures. Outdoor space reservation authorization is also required for these events.

Alcohol Training

Student groups who plan on serving alcohol at an event must have at least one group representative who is 21 years of age or older attend alcohol training. That individual must be present throughout the duration of the event and must abstain from consuming alcohol during the event. Pre-registration for the training is not required. For a schedule of alcohol training sessions, visit the [University Event Management website](#).

g. Events Involving Alumni

If you are inviting SPS alumni to participate in an event, please forward the names of those invited along with the event name, date, time, and location to the Office of Student Affairs. If you would like to invite alumni to your event as attendees, but require access to the alumni database to obtain contact information, you should contact the Director of Alumni Relations in the Office Alumni & Institutional Development.

h. Vendor Authorization

1. If you have confirmed that a vendor you would like to work with is new to Columbia University,
2. you will need to secure a current W9 form from the vendor along with the appropriate finance contact person (name, email, and phone) for the company.
3. Submit a request to [SPS-Finance](#) to create a vendor profile. Please provide us with the vendor's W9 and contact information.
4. SPS Finance submits the request to Vendor Management.
5. Vendor is contacted by Vendor Management.

6. Vendor completes online questionnaire (Department can complete for non-vendor payee).
7. Vendor Management validates information.
8. Vendor Management follows up with vendor/payee to resolve any questions or missing information.
9. Vendor Management approves profile, enters profile into ARC.
10. Department requester is notified that profile is ready for use.

D. Other SPS Guidelines and Policies

a. Advertising and Publicity Guidelines

All advertising and publicity for student organization events must meet the following guidelines:

- Posting on windows and doors is strictly prohibited and all publicity placed there, will be removed.
- Posters must be removed within **24 hours** of the completion of the event.
- Activities that are open to members and non-members of the organization may be publicized through general advertising media. Notification of a meeting or event that is only open to organization members should be made internally (via email or other means.)

The following MUST be indicated on all materials to be posted:

- Full name of the sponsoring organization.
- Time, date, and location of the event.
- Entrance fees or costs to participate.

b. Tabling Guidelines

SPS registered student organizations may host information tables in Lerner Hall for the purpose of selling tickets to events, fundraising, and providing information about events.

All tabling activities MUST be registered with the Office of Student Affairs at least 72 hours in advance via email. Student clubs must register to host information tables with UEM within a timeframe suitable with UEM.

c. Use of University Name

No student clubs or organizations may use the official title of the University, or any of its parts except in connection with legitimate University purposes. For example, neither the name of the University nor its letterhead may be used by any organization in sponsoring or recommending any commercial /entrepreneurial services or products. Columbia University stationary may not be used in connection with an outside organization that has been established by one or more club members.

Special Note: When dealing with administrators, vendors, and fellow students please remember that you represent not only your group but the SPS and University community as well, and that appropriate, professional courtesy and behavior is expected of you at all times. Complaints about the conduct of student organization will be taken seriously. Violation of the SPS Code of Academic and Professional Conduct in the course of student organization business can result in disciplinary action.

d. Use of School Name

In the text of letters, advertisements, and other documents, please refer to SPS as “the Columbia University School of Professional Studies” or “Columbia’s School of Professional

Studies” the first time you refer to the School and SPS thereafter. Please do not write “The School of Professional Studies at Columbia University.”

e. Logos and Banners

SPS student organizations are allowed to have their own logos and/or banners. The student organization’s logo/banners can be used for the following purposes:

- To promote student group events within SPS and throughout the CU campuses
- To promote SPS student groups at conferences, workshops, career fairs, etc.

Student Organization Logo Approval Process

If your organization is creating a logo that includes the Columbia University or SPS Logo you should provide a draft of the logo, along with an explanation of its proposed use, to the Office of Student Affairs for approval.

f. Student Organization Travel

Student clubs that are planning a trip (either domestic or international) should consult the Office of Student Affairs first regarding their travels. Registration of each student is required before travel at least one week before the date of travel.

Student Organization Finances

A. Student Club Funding Allocations

The Office of Student Affairs, is the umbrella group for all student organizations and it distributes and oversees student organization funding. Student Affairs conducts a funding application process each academic year to allocate money to student organizations. Only registered student organizations may apply for funding.

Each registered student organizations that receives funding will be given an account number for the academic year. This account number will be solely for use by those particular student organizations for expenses incurred against available funds. Funding provided to student organization from Student Affairs is to be spent in the academic year in which the funding is allocated. At the end of each academic year all student organization balances will be transferred back to the Office of Student Affairs. However, if your group received money from other sources (i.e. President’s and Provost’s fund, Alice, etc.) or would like to roll over your balance to the next semester, a memo requesting that particular funds be retained should be submitted to SPS Finance.

B. SPS Finance Guidelines

SPS Finance is a unit of SPS administration, which serves as the liaison between the University’s Finance Division and SPS’s students, faculty, staff and affiliated Institutes and Centers.

The office also serves as a primary financial resource for SPS’s **student organizations**. SPS Finance provide advice and guidance for funds allocated to the various student groups. In general, student groups’ allocations are determined by the Office of Student Affairs which is the umbrella group for all student groups distributes and oversees student groups funding.

a. Contracts and Agreements

Please Note: Students may never sign a contract on behalf of the University, which includes most

student organizations.

Students groups are encouraged to hold events at venues outside Columbia University. However, the following procedure must be followed when using an outside vendor that requires a signed contract or agreement. Once you have chosen an outside venue that requires a signed contract/agreement, you must forward the contract to SPS Business Manager for review.

If the contract/agreement is acceptable, you will receive approval to move forward. The minimum time required to process a request is one week. If the contract/agreement contains any indemnifying language, or other clauses that require review, it will go to Columbia's Purchasing Office or Office of General Counsel for review or revision. If a contract/agreement falls into this category, it will require 3 – 4 weeks processing time.

If any changes are required, the Purchasing Office or General Counsel will work with the vendor to make the changes and finalize the contract/agreement. The contract/agreement will be signed by the appropriate person and forwarded to the vendor.

b. Types of Payment

Upon receipt of a bill or invoice from a vendor or an individual providing a service, you should hand deliver it to the SPS Finance for processing, or alert SPS Finance if an invoice is being mailed or faxed. The SPS Finance staff will assist you in processing payment/s.

For Payment to a Vendor

You must provide the following to process payments to a vendor:

- An invoice to Columbia University describing the goods or services to be provided, and an itemized price list
- A flyer or agenda (when appropriate) describing the event
- The vendor's Federal Tax ID number (if not on file the [W-9 form](#) is required to pay individuals and new vendors, as well being placed into the Vendor Management System. The vendor should be informed that the University is tax-exempt and will provide an exemption certificate upon request. **The University will not pay a vendor without this information**).

For Reimbursement to Individuals

You must provide the following to process payments to individuals:

- Name of individual
- Business purpose of the expense (e.g. flight, dinner, etc.)
- Original receipts showing payment of all expenses to be reimbursed and credit/debit card statement, if applicable
- W-9 form completed and signed by the individual, if not already on file, and placed within the Vendor Management System
- A flyer or agenda, where appropriate.

Please Note: The University observes all INS and IRS regulations regarding payment to nonresident aliens. Certain visa types preclude payment of expenses, professional services, per diem, or salary. Before committing payment to a nonresident alien, check his/her visa type and ask the Business Office if payment can be made. To learn more: <http://www.columbia.edu/cu/isso/faculty/paymentchart.html>.

For Professional Services (lecture, meeting participant, etc.)

You must provide the following to process payment for professional services:

- Name of the individual to be paid for professional services
- Description of the service for which payment is provided
- W-9 form completed and signed by the recipient, if not already on file, and placement within the Vendor Management System
- Flyer or agenda, when appropriate.

Please Note: Nonresident aliens holding certain types of visas are NOT eligible to receive payment for professional services. Please check with the individual about visa type and submit a copy along with your request for payment.

Check Requests

Under exceptional circumstances, it may be necessary to request a check as advance payment for goods or services, or in payment to individuals non-Columbia University personnel.

Under these exceptional circumstances, you may need to submit a check request to the Business Office staff. A check request is usually required under one of the following circumstances:

- If a vendor requires pre-payment and will not invoice for payment
- If reimbursement of payments advanced by individuals *unaffiliated with the University* is required
- If payment of lecturer fees to individuals unaffiliated with the University is required

*Check request forms are completed by SPS Finance staff.

c. Processing Payments

Allow 2-3 weeks for processing. The speed of check processing depends upon the workload of the accounting staff. Rush requests take 2-3 days and are approved at the discretion of the Accounts Payable Office.

Checks will be mailed directly to the vendor or student, unless the “check pick-up” option is requested.

Vendor Accounts/Voucher System

Please Note: You are encouraged to use vendors on the list to avoid spending your own funds.

SPS has billable accounts with many food and beverage vendors in the Columbia community. If your preferred vendor is on the Vendor Management System, the form may be submitted electronically, or printed and submitted to the SPS Finance. SPS Finance staff will authorize the form for faxing or for hand-delivery to the vendor.

If your vendor is not on SPS’ list, SPS Finance may be able to create an account. Contact the SPS Finance before contracting a vendor without an account at Columbia University, and we will advise you on making arrangements to ensure that the vendor is paid as quickly as possible.

Outside Vendors

Please Note: Outside vendors must also submit a W-9 Form.

Outside vendors should submit invoices directly to:

SPS Finance
Columbia University School of Professional Studies
303 Lewisohn Hall, 2970 Broadway
New York, NY 10027

d. Transferring Funds

For a group wishing to support another group's event or contribute to an activity, the preferred method of payment is a direct charge. The sponsoring student group must e-mail SPS Finance, providing:

- The name of the student group they are supporting;
- The amount being contributed; and,
- The name of a contact person from the group (*The contact person should be copied on the e-mail, so they can verify and authorize the transaction*).

SPS Finance will charge your account directly for expenditures, not to exceed the amount your organization has agreed to contribute (including purchasing supplies and materials, paying honoraria or invoices, and/or reimbursing out-of-pocket travel or other business-related expenses).

Please Note: The transfer of funds between University accounts via any indirect means is strongly discouraged. Accepted accounting practice mandates direct charging whenever possible so that the flow of revenue and expenses can be traced.

e. Making Donations and Contributions

Please Note: U.S. federal law does not permit contributions or donations to religious or political organizations

Columbia University is a not-for-profit, tax-exempt institution, categorized by the Internal Revenue Service as a 501(c) (3) organization. The IRS permits contributions from one 501(c) (3) to another 501(c) (3) in some circumstances, but not to other types of legal entities.

To process a donation from a SPS student group to a not-for-profit organization, prior approval must be granted by SPS's Associate Dean of Student Affairs. Students are encouraged to obtain as much information as possible from the organization to enable the approver to determine whether the contribution is appropriate. Proof of the organization's 501(c) (3) status must be demonstrated, usually by providing a copy of the organization's letter of determination from the IRS. At this time, the University does not permit donations to international organizations not registered in the United States.

Any contribution must be related to Columbia University's mission. As a student organization, it is important to explain, via memo or e-mail, how the funds were raised and why the group decided to support the organization in question.

After the funds have been deposited in your account, submit the following materials to SPS Finance:

- A memo/e-mail stating
- The legal name and a brief description of the organization
- The amount you want to donate and how the funds were raised

- The account number(s) to be debited
- A copy of the organization's 501(c)(3) letter
- Contact information for someone in the organization who can assist SPS Finance in preparing a W-9 Form for the organization, and setting up the vendor in the Vendor Management System.

f. Receiving Gifts and Awards

Please Note: No SPS faculty, staff or students can accept a donation or gift without authorization.

To accept a gift of donation, a memo must be submitted to SPS Finance in 303 Lewisohn Hall. The memo should indicate that a prospective donor would like to make a gift to support your group, and should contain the following information:

- The amount of the gift; and,
- What activities the gift is intended to support.

If the gift is a donation “in kind” (meaning goods or services rather than cash) and the donor wants to receive a receipt for tax purposes, SPS Finance will handle approval and guidance on how to precede.

After review of the supporting documentation, SPS Finance will advise whether Columbia can accept the gift. If the gift is accepted, the University will acknowledge the gift but the student group should also send a thank you letter to the donor confirming receipt of the gift.

Space & Facility Services

B. Reserving Campus Venues

a. Lerner Hall

Lerner Hall is the Columbia University student center. Its primary purpose is to serve as space for student programming. Student Organizations have exclusive reservation rights for the building on weekdays after 5:00 p.m. and all day on weekends.

Precalendaring for Fall 2017 events will be held in March. During this period, recognized student groups will be able to request space in Lerner Hall for September – December, 2017. Confirmations will be sent via email in May.

<http://uem.columbia.edu/precaldaring>

Student groups will also be notified about **Advanced Calendaring** with UEM:

<http://uem.columbia.edu/student/advance-caldaring>

If you are a member of a recognized student organization with a UEM account, go to <https://ems.cuit.columbia.edu/VirtualEMS/> and request space via the Reservations tab. If you do not yet have a UEM account, you must contact University Event Management via email at emsaccounts@columbia.edu.

b. Lewisohn Hall

Lewisohn currently houses both the School of General Studies and the School of Professional

Studies. Classroom space be reserved within the building through accessing the below link:
http://ce.columbia.edu/IS_RoomRequest

c. Faculty House

Faculty House is a campus landmark and LEED Gold Certified building. It's modern and flexible event space serves the needs of the Columbia community, as well as guests local and global.

The building was originally designed by renowned architects, McKim, Mead and White, in 1923. In 2009, a comprehensive restoration was completed to completely retrofit the inside to reflect timeless design and support 21st-century technology. The Faculty House is good for hosting meetings, receptions, banquets, conferences, seminars, exhibits, graduations, and performances.

Visit [Faculty House online](http://facultyhouse.com) to learn more about its spaces, services, or to make reservations at:
<http://facultyhouse.com>

d. Low Memorial Library

Low Library is available to Columbia University affiliates only. Outside guests can only use Low Library with University sponsorship. Social events are not permitted in Low. UEM is the official catering provider to Low Library. Events using an external caterer will be subject to a \$10 per person catering facilities surcharge and must comply with University procedures and guidelines outlined for [external catering providers](#).

Recognized Student Organizations are permitted to have food delivered or purchase food and beverage products from a commercial outlet for small scale events. Although there is no cost to students for using Low Library venue space, there is a \$100 administration fee for work provided to support events. This fee is waived if UEM provides catering.

e. Other Venues

The following is a link to other reservable spaces on Columbia's campus:
<http://uem.columbia.edu/all-spaces>. These spaces may be reserved through University Event Management.