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Dear Club Advisor:

The role of Advisor to the various student clubs and organizations of Genesee Community College is very important to the growth and continuity of these student groups. No other campus activity provides a better opportunity for faculty members to participate in the total education of our students and a rewarding satisfaction can be derived from serving in this role.

This guide has been developed to provide assistance and a ready reference to facilitate your role as Advisor and I hope that you will find it helpful.

The Student Activities Office is appreciative of the demands of time and effort required to properly fulfill this role and avails its staff, facilities, and resources to assist you in any way it can.

Best wishes for a fruitful and satisfying year.

Sincerely,

Cliff Scutella
Director of Student Activities
PHILOSOPHY

Genesee Community College provides a differing yet complementary aspect of the total learning process. As opposed to being a competitor of the curricular offerings, the co-curriculum, programs outside of the formal classroom, are sponsored by organized groups and the co-curriculum complements, extends and vitalizes the educational mission of the College.

It is through the co-curriculum that opportunities are provided the students to relate and integrate their classroom experience, thereby utilizing the total campus to facilitate their educational growth.
 ROLE

The role of the Advisor in assisting in the development of a meaningful activities program is characterized by a number of ingredients. Some of the personal traits which are helpful:

- Responsiveness and receptivity to student needs
- Ability to effectively utilize resources (staff, finances, faculty, etc.)
- Ability to serve as a catalyst, consultant, and stimulator of group interaction
- Provision of encouragement to groups and individual students
- Facilitation and support of group development
- Encouragement of student responsibility and a sense of self-worth
- Provision of counsel and advice in the decision making process
- Demonstration of a personal interest in the purpose and goals of the club
- Awareness of all procedures and regulations affecting the group, and assistance in assuring adherence
FUNCTIONS

The Advisor’s continuing leadership within a given club/organization has a positive impact upon the growth of that club. The manner in which the Advisor exercises his or her responsibility very often means the difference between mediocrity and success.

There are many styles of leadership which are available to a person in this position, and you must decide which style is appropriate for the nature of the club being advised. However, if the co-curriculum is to be a meaningful educational component of the student’s campus life, as we believe it should be, a leadership style which conveys “the Advisor should be seen and not heard” attitude is unacceptable and not conducive to the goals of the co-curriculum.

The functions performed by the Advisor must go beyond the role of a passive bystander and should be characterized by ongoing guidance and leadership to the student group. Some of those advisement functions which the Student Activities Office places importance upon are classified as follows:

CONTINUITY

This function serves to maintain the existence of the organization. Some of these functions include: historical perspective, interpreting institutional policies pertaining to the student club, arbitrating intra-group disputes, where necessary and other functions related to the perpetuation of the club.

GROUP GROWTH

This function focuses upon the operational effectiveness of the group and stimulates progress toward the goals of the club. This function is characterized by the Advisor constructively suggesting ways the group can better obtain its objectives and identifying techniques which can prove helpful in this process.

PROGRAM CONTENT

Program content is an essential ingredient in the functioning of a club and the Advisor can and should perform an educational function in assisting students in the planning and development of relevant and meaningful programs. This program content function should include new program ideas, practical application of classroom skills/theories, development of changing perspectives and directions for the group and other educational functions which you, as the Advisor, can provide based upon your experience and knowledge.

These functions are compatible and can be performed in a variety of ways for clubs/organizations at the various stages of their development. While these functions can be performed in a particular sequence, in all probability the functions are best applied as the growth stage of the group dictates.
RESPONSIBILITIES

The responsibilities outlined below constitute a form of “job description” for the Advisor.

A. **Resource/Consultative**

The Advisor’s capabilities can be most helpful as a resource for the group. This can be demonstrated through identifying available resources for the organization. It is expected that club officers will consult with the Advisor on a routine basis concerning upcoming activities in order that you are aware of such activities and can provide helpful advice where necessary.

B. **Continuity**

Continuity is an essential element in the growth of clubs/organizations on the campus. While the Student Activities Office offers a variety of leadership workshops which address this need, these efforts can be augmented in a helpful and effective manner by the Advisor. Not only can the Advisor serve as the group’s memory but you can also play an important role in the future of the organization.

C. **Counseling**

The Advisor can be an important personal link between the student and the College. A sincere interest in the individual student on the part of the Advisor is a role which is of vital importance.

D. **Policy Interpretation**

It is the responsibility of the Advisor to be knowledgeable about the college policies/procedures which govern the co-curricular program. It is also up to the advisors to assist students in interpreting those policies to the student officers and membership. If the Advisor has questions concerning such policies, the Student Activities Office should be consulted.

E. **Evaluation**

Upon the completion of each academic year, student officers and the Advisor are encouraged to evaluate the progress of the organization for the year and submit the results of that evaluation to the Student Activities Office.

F. **Supervision**
   1. **Financial Matters**
   a. **Budget Preparation**
During the first six weeks (February) of the Spring semester, club officers/Advisor receive budget request forms for the next budget year. The advisor can perform an important role in assisting the organization in developing a realistic budget. All budgets submitted to the Budget Committee must be accompanied by the Advisor’s signature. This signature indicates that the Advisor has reviewed the budget and is aware of the funds being requested.

b. **Approval Process**

During the month of March, budget meetings are conducted by the Student Government Association Budget Committee. The meetings provide an opportunity to review and clarify the funding requests. While it is the responsibility of the student officers to defend the budgetary request, Advisors are encouraged to participate, if necessary.

c. **Copies of Budget**

Copies of each club’s approved budget are available prior to the conclusion of the Spring Semester. In addition, Student Activities meets with the advisors to the clubs at the beginning of the Fall Semester to clarify any questions concerning the budget for the upcoming year. Additional copies of the budget are available upon request from the Student Activities Office.

d. **Contingency Funds**

In an effort to provide flexibility in programming and to respond to unanticipated expenses, club/organizations may request funds from the Club Contingency Account. Such requests should be made sufficiently in advance of the planned activity to provide time for review and approval of the proposed request. All requests for funds from this account must be approved by the Director of Student Activities.

e. **Claim Vouchers and Budget Policies**

A detailed procedure for requesting funds and the policies governing such allocations are included in this manual.

f. **Accounts**

Many chartered clubs have access to two different accounts, the activities fee account which was discussed previously and private club accounts. As
noted in the budget policies, all chartered clubs/organizations must maintain their club accounts with Genesee Community College Association, Inc. for deposits and withdrawals from their accounts. Questions related to these accounts should be directed to the Student Activities Office.

2. **Organization Meetings**
The Advisor should attend all regular and special meetings of the club in order to keep informed of activities and be available for consultation.

3. **Attendance at Club Activities**
While it is not expected that the Advisor attend all club activities, active participation at such activities is beneficial and a demonstration of continuing interest in the organization. In some specific instances it is required that an Advisor be in attendance at the activity. These situations normally involve travel.

4. **Academic Requirements**
An appropriate balance between a student’s involvement in the co-curriculum and their academic performance in the classroom is strongly supported and encouraged. All club officers must minimally meet the requirement of satisfactory progress as defined by the College. Many clubs have established standards above this minimal requirement. While the oversight of these requirements is maintained by the Student Activities Office, the Advisor can be most helpful in communicating this information to prospective candidates and current officers.

5. **Contractual Matters**
All matters related to activities requiring contracts of any nature (i.e. bands, speakers, etc.) should be referred to the Director of Student Activities for review and approval. Officers and Advisors are not permitted to initiate or authorize contracts to which Genesee Community College Association, Inc. or the College are a party.

6. **Trips, Conferences, Workshops**
All trips, conferences or workshops that require students and/or Advisors to leave campus require an approval from the Director of Student Activities. Copies of the forms necessary to be filed and procedures to be followed follow this page in the manual.
TRIP PROCEDURE

Student Government Association (SGA) budgets may contain provisions for trips. A trip is defined as a planned educational experience which is sponsored by the SGA and necessitates the students leaving the campus.

To implement a trip, Advisors will submit a Trip Request Form (attached) to the Director of Student Activities for approval at least two weeks in advance of the trip.

In general, trips which require students to be absent from classes should be limited to one per semester. Participation in trips should be limited to registered students unless prior permission has been received from the Advisor and the Director of Student Activities.

All SGA sponsored trips that can be travelled via ground transportation should seek availability of SGA vans first. If unavailable or not feasible, then you should seek a rental vehicle. Students or advisors should not use their personal vehicles to transport others to and from SGA sponsored events without prior approval of the Director of Student Activities.

The SGA Conference account can be accessed for advance payments when travelling if those travelling cannot afford to pay out of pocket expenses. This must be approved two weeks in advance of departure with the Director of Student Activities. In addition, there is a debit card option available to the SGA to enable pre payment or deposits required for trips and conferences. Please review procedures in the Student Activities office.

Persons responsible for field trips are expected to provide the following information:

1. Time/location of all departure, destinations, and returns.
2. The name, address, and phone number of destination.
3. Emergency procedure to be followed in case of illness and/or failure to report at scheduled departure time.
4. The name, address, and phone number of all trip participants.
5. The name and phone number of a person to be contacted in an emergency situation from each participant.

The form with this information will be sent to the Director of Student Activities and Dean of Students prior to departure.
TRIP REQUEST FORM

Advisor: ______________________________ Date of Request: ____________

Trip/Conference: ______________________________________________________

Location: ____________________________________________________________________________________

Total Number Participating in Proposed Trip: _____________________________

Departure: Date: ___________ Time: ___________

Return: Date: ___________ Time: ___________

Alternate Dates: _______________________________________________________________________________________

Provision for Transportation: ____________________________________________________________________________

Purpose of Trip and its Relevance to SGA:
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

Submitted by: __________________________ Date: ______________
Advisor

Approved by: __________________________ Date: ______________
Director of Student Activities

A LIST OF THE STUDENTS PARTICIPATING IN THE TRIP AND EMERGENCY PHONE NUMBERS MUST BE ATTACHED
CLUB/ORGANIZATION CONFERENCE SUBMISSION FORM

Club/organization name: ________________________________

Advisor(s) name: ________________________________

Name of conference/event: ________________________________

Location: ________________________________

Date(s): ________________________________

Funds spent: ________________________________

Briefly describe the purpose of this conference/event:

Please describe, in some detail, how and why students benefited from this conference/event:

Do you plan to attend this conference again? Please justify your answer:
TIPS

Before the Meeting

1. Meet with the officers at least one day before the meeting to form an agenda. This allows time to gather any materials and information needed. In planning an agenda for a meeting, have the officers consider what has to be done and what should be done in light of their goals.
2. Discuss ideas with the officers on possible methods of running the meeting. Establish needed organizational procedures.

After the Meeting

1. Following the meeting, discuss with the officers any problems encountered during the meeting and offer suggestions for improvement.
2. Try to hold the officers accountable for follow-ups on any assignments made at the meeting, in a supportive manner.
3. The work of a committee is done between meetings, not in them. Meetings are for planning, reporting, and decision-making. Assist the group in spotting problems in this area. Exception: working meetings with material at hand to accomplish a portion of the task.

Group Building

1. It is important for group members to know each other well enough to be able to share thoughts freely.
2. Work with group leaders to develop and implement procedures for building group feeling and purpose.
3. Recruit new members.

Group Goal Setting

1. Early in the year raise questions about the group goals. What is the purpose? What do they want to accomplish?
2. Encourage the group to periodically evaluate its progress in relation to its goals.
3. Keep a record of goals and ask that they be reviewed periodically throughout the year.
4. This procedure should also be used with committees as well as with the entire group.
Parliamentary Procedures

1. Keep it simple in order to promote open discussion.
2. For all motions both sides should be discussed in order to know all the arguments. Someone may need to play the “devil’s advocate.”

Helping Club Officers

2. Secretary – Explain taking minutes,
   a. Information on minutes
      1. Include date and time of meeting.
      2. List of people present and absent from meeting (full names needed).
      3. State who presides over meeting.
      4. Include motions and who made them – State if they passed, failed, or were tabled or specify decisions reached.
      5. List topics that were discussed and announcements that were made.
      6. Reproduce minutes and post copies in appropriate locations. Make sure each representative and Student Activities, receives a copy prior to the next meeting.
      7. At the next meeting ask for corrections of the minutes.
3. Vice President – Assist in developing strong committee structures.
4. Treasurer – Help develop budget and work to insure that funds are not mishandled.
5. Individual committees – Attend meetings and advise as you do with the total group.
6. Assist committees or the total group in working its plans through channels.

Promoting your Events

1. Clubs should strive to promote their events through every available resource. These include, but are not limited to:
   a. Flyers.
   b. Courier (student newspaper).
   c. WGCC (student radio station).
   d. TV monitors located around campus.
   e. Cliff Notes.
   f. Club Corner bulletin board in Student Union.
   g. Table Tents in Cafeteria and Student Union.
2. Club flyers/table tents should include the name of your event, date, times, location, sponsor, and a brief explanation of the event. These flyers/table tents can be posted on bulletin boards/displayed on tables around campus by the Student Activities office. These flyers/table tents need to be stamped by the Student Activities office and should be delivered to this office at least two weeks prior to event. The Student Activities office requires 10 flyers and/or 40 table tent flyers for distribution on campus. Should a club wish to promote at College Village, then an additional 10 flyers will be required.
African American Student Union  
*Stephanie H. Richardson x6627 (Humanities)*  
*Samson Olaode x6442 (Grant Services)*

Alpha Epsilon Gamma  
*Jennifer Newell x6219 (Student Services)*

Apple Core  
*Pam Swarts x6436 (Commercial Arts)*

Art Club  
*Moi Dugan x6287 (Ceramics)*

Business Forum  
*Rick Dudkowski x6390 (Business)*

CAB (Student Activities Council)  
*Cliff Scutella x6261 (Student Activities)*  
*Joanna Barefoot x6261 (Student Activities)*  
*Laura Keenan x6261 (Student Activities)*

CEO Club  
*Barb Shine x6319 (Business)*  
*Cheryl Corke x6323 (Business)*  
*Lauren Paisley x6147 (Business)*

Computer Club  
*Shawn Crest x6330 (Mathematics)*

Cougarettes  
*Jennifer Newell x6219 (Student Services)*

COURIER Newspaper  
*Kristine Dassinger x6233 (Humanities)*

Criminal Justice Club  
*Barry Garigen x6307 (Social Science)*  
*Karen Wicka x6217 (Social Science)*

CSU (Christian Students United)  
*Debbie Crossett x6517 (Student Activities)*

DAC (Dactylology Club)  
*Chip Green x7160 (Adjunct)*

DECA (Distributive Education Clubs of America)  
*Rick Dudkowski x6390 (Business)*
EARTH Club  
*Donna Rae Sutherland x6616 (Marketing)*  
*Mike Garrett x6844 (Graphics)*

Education Club  
*Christine Belongia x6278 (Humanities)*  
*Jodi Harvey x6520 (Humanities)*

Film Club  
*Barry Chow x6252 (Distance Learning)*

FORUM Players  
*Marianne Arena x 6439 (Performing Arts)*

Game Club  
*Mary Knappen x6382 (Math/Science)*

GCC Armed Forces Council  
*Cliff Scutella x6261 (Student Activities)*

GSA (Gay Student Alliance)  
*Candice Faulring x6357 (Social Sciences)*

ISO (International Student Organization)  
*Lauren Paisley x6147 (Business)*  
*Amy Cleveland x6409 (Advisement)*  
*Kathleen Klaiber x6255 (Humanities)*

Literary Club  
*Anita Whitehead x6231 (Library)*  
*Tom Kinsey x6522 (Library)*

Mathematics Club  
*Mary Knappen x6382 (Math/Science)*  
*Michelle Abdella x6396 (Math/Science)*

Native American Student Organization  
*Vici Campbell x7069(Student Services)*  
*Tracy Ford x6277 (Humanities)*

New Age Circle  
*Nichola J. Lerczak x6418 (Library)*

Nurses Club  
*Advisor: Patricia Kendall-Cargill x6368 (Nursing)*  
*Catherine Wall x6374 (Nursing)*

Office Technology Club  
*Jean Chenu x6324 (Business)*

Outdoor Adventure Club  
*Becky Green x6345 (Graphics)*  
*Elizabeth Downie x6338 Math/Science)*
Phi Theta Kappa (Honor Society)
Rafael Alicea-Maldonado x6391 (Math/Science)
Barb Smith x6136 (Finance & Operations)
Jane Weston x6379 (Math/Science)
Michelle Abdella x6396 (Math/Science)
Elise Banfield x6294 (Social Science)

Physical Education Club
Kathleen Gurak x6452 (Physical Education)
Becky Dziekan x6424 (Physical Education)

PTA (Physical Therapist Assistant Club)
Christopher D. Caputi x6408 (Physical Therapy)

Respect Campaign Committee
Ellen Brokaw 343-0163 (College Village)
Joanna Barefoot x6261 (Student Activities)

Respiratory Care Practitioners Club
Christopher Stercula x6632 (Respiratory Care)
Lori Woodruff x 6860 (Respiratory Care)

SGA (Student Government Association)
Cliff Scutella x6261 (Student Activities)
Joanna Barefoot x6261 (Student Activities)
Jennifer Newell x6219 (Student Services)
Nicole Schuth x6261 (Student Activities)

SHAG (Student Health Awareness Group)
Jeannie Burdick x6357 (Student Services)
Bobbie Noto x6219 (Wellness)
Susan Chiddy x6566 Student Support Services)

STAR (Student Telecounseling Admissions Rep)
Bonnie Marrocco x6563 (Enrollment Services)

Student Paralegal Association
Greg Dalton x6823 (Paralegal)

Student Survival Club
John McGowan x6383 (Career Center)
Ebony Ross x 6457 (Admissions)

Toastmasters Club
Jackie Di Bella x6266 (Humanities)
John McGowan x6383 (Career Center)

Tourism Club
Amy Slusser x 6332 (Business)

TV Club
Barry Chow x6252 (Distance Learning)

Veterinary Technicians Club
Katherine Seweryniak x6187 (Vet Tech)
1. Students desiring to form a student club or organization must make application for a charter to the Student Government Association through the Director of Student Activities. These minimum requirements must be met:
   a. Present a proposed constitution which includes statement of purpose and the plans for operation.
   b. Identify a faculty/staff member who has agreed to act as the Club’s Advisor.
   c. Present an outline of both past and future activities.

2. All student clubs and organizations which desire recognition must be chartered by the Student Government Association Senate. In order to become, and to remain, chartered the following regulations must be followed:
   a. A list of officers, faculty advisor and constitution must be maintained within the Student Activities Office, and be updated at the beginning of each academic year. A membership list would also be beneficial, but is not required. Each organization is responsible for keeping this information up-to-date.
   b. Any chartered club/organization which has been inactive for two or more semesters must, upon being reactivated, apply for a new charter. New club charters will not be granted for the same semester in which they have been revoked.
   c. Each chartered student organization shall be responsible for an annual review of the hazing regulations covering all individuals affiliated with the club. The review will be implemented at the beginning of the Fall Semester and upon completion, the President and club advisor shall sign and return to the Student Activities Office an affidavit which attests to this promulgation by no later than December 1.

3. Information to be included in a new Constitution is available in the Student Activities Office. Depending upon the nature of the club or organization, the scope of the Constitution will vary. The Constitution, as well as the other information required for chartering should be submitted to the Director of Student Activities. The information will be reviewed and submitted to the Senate for determination of charter.

4. Officers should be elected in the Spring of the year for the following year, where applicable, in order to provide some form of continuity for the organization.

5. All club and organization officers must minimally meet the requirement of satisfactory progress as required by the College. This requirement must be met at the time of candidacy and throughout the individual’s term of office.
Requirements above this minimum level may be established by the respective clubs.

6. In accord with Sections 6450 (1) of the Education Law, Genesee Community College prohibits “any action or situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization.” This regulation shall be deemed to be a part of the Constitution of all chartered clubs/organizations on campus. Violations of such regulations shall result in disciplinary action in accord with the GCC Code of Conduct.

7. Clubs and organizations must contact the Director of Student Activities for approval before contracting with outside vendors for merchandise to sell for the purpose of fund raising. Approval will be based upon such factors as: the motivation of club members, the length of time of the projected sales, the quantity of the goods to be sold, the method of distribution and the process of record keeping and accountability.
BUDGET POLICIES

1. SUNY Fiscal and Accounting procedures for Mandatory Student Activity Fee Programs, as may be applicable to Genesee Community College, shall be followed.

2. All chartered clubs and organizations must maintain their club accounts with the Genesee Community College Association, Inc. in terms of deposits and withdrawals from their accounts.

3. Purchase requests for all Student Government Association funded expenditures should be encumbered and be received no later than June 30 in order to be charged against the budget year.

4. Funds have been budgeted to various clubs and organizations on a yearly basis. All unexpended Student Government Association funds from a club or organization account that has been inactive for the fall semester may be transferred at the end of the fall semester to the Club Contingency Account.

5. Specific areas of the Student Government Association budget must be approved by the respective advisor and the Director of Student Activities or his/her designee. All requests for changes to the budget must be made in writing to the Director of Student Activities or his/her designee.

6. All contractual agreements involving Student Activity fee funds must be signed by the Director of Student Activities or his/her designee.

7. All commitments involving Student Activity fee funds will not be honored unless a claim voucher has been filled out completely by the requestor and approved in advance of such purchases or commitments.

8. Reimbursement for approved purchases will not be honored unless the request is accompanied by receipts.

9. All revenue collected from Student Activity fee funded functions must accrue to the Student Government Association revenue account.

10. All funds remaining in personal club accounts of chartered student clubs or organizations shall accrue to the Student Activities revenue account, at such time as the club has been inactive for at least two consecutive semesters.
11. Student Activity fee monies may **not** be utilized for the purchase of food or beverage related items for community service projects.

12. Student Activity fee monies may **not** be used for the purchase of alcoholic beverages.

13. Funding for off-campus picnics, socials, or similar activities sponsored by chartered clubs or organizations may **not** be approved for alcohol related items. However, funds may be approved for food, non-alcoholic beverages, transportation, cabin rental, and other such related expenses, where financially possible.

14. Tickets for all events, financed either in part or full from Student Activity fee funds, must be printed with the Student Activities Department approval. Complete accountability of all expenses for such an event must be filed with the Director of Student Activities or his/her designee.

15. The revenue collected from the Forum Players sponsored plays and Fine Arts Committee sponsored events will be reallocated as follows: 100% to the Forum Players and Fine Arts.

16. Student Activity fee monies may be borrowed and used to raise private monies for clubs and organizations, except in SGA and SAC. The borrowed fee monies must be reimbursed to the appropriate SGA budget account prior to the deposit of any private monies in a personal account.

17. The maximum per diem rate for food for Student Government Association sponsored functions shall be **$40.00**.

18. The Student Government Association will **not** pay individual student membership dues for local, state, and national organizations.

19. In the case of travel by chartered clubs and organizations, the Student Government Association may fund registration fees, transportation, food, and lodging for students and advisors, where financially possible.

20. Clubs and organizations are restricted from requesting more funds for a trip or conference for which funds have already been allocated, unless the request reflects an inflationary increase in the initial cost. Also, in those instances where attendance at the event is based on proven successful competitive achievement, additional funds may be requested.
21. All clubs and organizations will be required to submit a conference report to SGA upon their return within 15 days. Failure to do so will result in the restriction of the club’s or organization’s funds, both private and SGA-allotted.

22. All clubs and organizations will be required to participate in the semi-annual Info Fairs and monthly Lunch Bunch. Failure to do so will result in the restriction of the club or organization’s funds, both private and SGA-allotted. If this occurs, clubs and organizations must contact SGA via the President and Vice President to get funds reinstated.
PROCEDURE FOR COMPLETING A CLAIM VOUCHER

1. Claimant/Merchant Name – name of business or person who needs to be paid/reimbursed.

2. Claimant # or vendor # - vendor numbers are available in SPAIDEN , if you have access. Otherwise leave blank. If for an individual (student or employee), their GCC id number should be used.

3. Mailing Address – Street name, town/city, state, zip code, phone number and salesperson if applicable.

4. Account number – if you do not know what your club account number is you may get it from the Student Activities Office. Please keep this number available for future use.

5. Total – this column should reflect the total cost for that item. Also, should include shipping charges, discounts, or state tax (if outside New York State). Ex. Quantity x unit price = total amount.

6. Item Description – a brief description of the service or item purchased and the event purchased for, along with the total amount spent.

7. Invoice # - provide if applicable.

8. Requested by – the complete signature of the requestor and initialed by the club advisor.

9. Approved by – leave blank for the Director of Student Activities signature.

10. Date – the date requested.

11. Attach receipts and pertinent information (paper clip) to back of document.

10. Approved by – leave blank for the Director of Student Activities signature.

11. Date – the date requested.

12. P.O. Number – the purchase order number, if necessary.
The Student Activities office has a registry of Merchants available for fundraising activities. It is the club’s responsibility to contact the merchant and set the date for the fundraiser. We will allow only one merchant per day.

Upon setting a date(s) for your fundraiser, a Space Request form and Merchant Reservation form (available in the Student Activities office) must be filled out.

The Space Request form goes to Anne Feary of College Services and the Merchant Reservation form will go to the Student Activities office. There is a sign-up form in the front of the Merchant binder where a club will enter the information regarding their scheduled fundraiser.

The cost is currently $40 per table PER day with the fee being deposited to the account of the club sponsoring the merchant. If profits are to be split, the specifics need to be determined by the club and merchant prior to the fundraiser date.
Dear Merchant:

We are pleased that you are interested in displaying at Genesee Community College. Usually, merchants seem to do very well on our campus. All artisans and merchants must be sponsored by one of our student organizations.

Genesee Community College has about 4,000 students who attend our main campus. Our students range from the traditional student of 18-22 years, to many non-traditional adult students. We are trying to feature items that are not too high in price due to the position of the clientele, which will mainly be the college students.

Merchants will set up in the Forum unless specified otherwise. The cost for displaying at Genesee Community College is currently $40.00 per table. All payment must be made in advance, and payment must be made directly to the Business Office. Checks can be made out to GCCA. All funds will be deposited in the student organization’s account.

If you are sponsored by a student organization, you will be required to fill out a Merchant Reservation Request. You must return this request, with payment, at least one week prior to your scheduled visit. The Business Office will provide you with a receipted copy of the Reservation Request. You will keep a copy of this request, bring it with you on your scheduled visit, and display it as a means of identification and confirmation. Failure to do so may result in not allowing you to visit on that day.

I believe we have developed a fair and equitable process for all parties involved. If you have any questions or concerns, please feel free to contact me at your convenience.

If you are interested in being one of our approved merchants, would you kindly complete the enclosed Merchant Registration Form and return in envelope provided.

Sincerely,

Cliff Scutella
Director of Student Activities
MERCHANT REGISTRATION FORM

Business Name: ________________________________________________

Owner Name: ___________________________________________________

Address: ______________________________________________________

Phone: _________________________________________________________

E-Mail: _________________________________________________________

Description of merchandise: _______________________________________

Please indicate what type of set-up you require:

______  # of tables (6 feet long)

______  # of chairs

Do you require electricity?  yes  no

Will you be using a tent for outdoor events?  yes  no

• You must bring your own table coverings.

Return to:  Cliff Scutella
            Genesee Community College
            One College Road
            Batavia, NY  14020
MERCHANT RESERVATION FORM

CLUB NAME: ___________________________________________________________

REQUESTED BY: _______________________________________________________

CLUB ADVISOR: _______________________________________________________

CLUB ACCOUNT #: ____________________________________________________

MERCHANT NAME: _____________________________________________________

MERCHANDISE: _______________________________________________________

DATE OF EVENT: ______________________________________________________

TABLE LOCATION: _____________________________________________________

# OF TABLES: _________________________________________________________

AMOUNT DUE ($40.00/TABLE/DAY): _____________________________________

DATE PAID: ___________________________________________________________

Please return this form with payment to:

Genesee Community College
Business Office
One College Road
Batavia, NY 14020

MERCHANT SIGNATURE: ________________________________________________

White – Business Office    Yellow – Student Activities    Pink - Merchant