The role of being a student club leader entails more than just leading an organization. Your activities and behavior as a club leader are not only viewed by other students, but also by Columbia University and the surrounding community. Your actions reflect back on the P&S Club when you associate yourself with the university. As a club leader, you are held to a higher standard and are expected to behave in a manner that reflects these standards. Your role is to help coordinate academic, philanthropic, and social activities while respecting the diverse interests of the campus community. We expect you to serve as a role model and make decisions related to your club that would be deemed appropriate by the P&S Club Director and the University as a whole.

As a student at Columbia University, you are responsible for being aware of all policies that affect both your individual behavior as well as your club/organization. This includes Columbia University policies (as dictated by New York State and Federal Laws), CUMC policies, and College of Physicians and Surgeons specific policies. The strictest of these policies shall supersede any others, as no policies can override University policies.

If your organization or individual behavior in relation to the P&S Club violates any of the policies listed, you may be subject to discipline from the P&S Club and/or your Dean of Students or Program Director. Such cases include, but are not limited to: hazing, discrimination, vandalism, theft, alcohol or substance abuse, dishonesty, or misappropriation of any funds. Violations may result in student organization privileges being revoked, including recognition & budget. Additionally, any alleged individual violations will be reviewed, investigated, and then forwarded to your associated Dean of Students/Program Director for review and possible disciplinary action. The University assumes no responsibility or liability for activities conducted off campus.

2017 Calendar Year

________________________________________  _______________
Print Name                                               Columbia UNI

________________________________________  _______________
Signature                                               Date

Circle your affiliation:  Medical  Nutrition  OT  PT  Dental  GSAS  Public Health  Nursing

ADMIN USE ONLY

Attended Meeting □  Attended CF□  Completed Online Form □
1. I have read and agree to adhere to the Columbia University P&S Club Leader Manual in its entirety. I understand this contract highlights some, but does not include all of my responsibilities as a Club Leader.
   a. Review for any changes as notified by the P&S Club office (changed information will be highlighted in manual).
      Initial: ______________

2. I understand I must attend all meetings & trainings as required by P&S Club, Columbia University, and/or Federal Law.
   a. Responsible for all information provided at training regardless if absent. If you cannot attend a training:
      i. I will inform and receive approval for absence from P&S Club Office.
      ii. I will schedule a make-up meeting with P&S Club Office if I did not personally attend.
   b. Schedule follow-up training if your club (plans to) hosts a large annual event, conference, or performance.
   c. Inform incoming Leadership of Spring training date and who is required to attend: January 11, 2018
      Initial: ______________

3. I have read the “Policies and Procedures” section of the manual to maintain recognition and active status.
   a. At least 1 Fundamentals MD Club Leader in attendance at P&S Club required events, trainings, and meetings.
      Initial: ______________

4. I have read the “Budgets and Finances” section of the manual to maintain recognition and active status.
   a. Those serving in Finance/Treasurer leadership roles must authorize all purchases whether paid by invoice, P-card, or a member of their organization. For each event this person(s) will:
      i. Collect, review, and submit all reimbursement paperwork with receipts and fliers, as well as invoices with associated fliers. Individual club members may not submit paperwork.
      ii. Include the Finance Cover Sheet listing each individual/vendor receiving reimbursement/payment.
      iii. Include Deposit Form when submitting funds from events, dues, sales, etc...
   b. Paperwork must be handed in within 7 days from the date of the event. Failure to do so will delay reimbursement and will not be processed once semester deadlines have passed or the fiscal year ends.
      i. Deadline Fall 2017: Wednesday, November 22, 2017 (approved events after 11/22/17 have until 12/15/17).
   c. Event/merchandise/food sales: All funds collected must be submitted to the P&S Club Office within 7 days.
   d. Membership Dues must be submitted by September 30, 2017 or your club will be suspended.
   e. NEVER reimburse and/or pay anyone with funds collected; these transactions must go through finance.
   f. Grant applications must always be first submitted to and approved by the P&S Club office.
   g. Fundraising (including bake sales and the like) must always be approved in advance by the P&S Club Office.
   h. P&S Club Office approval required when contracting, renting, or hiring services.
      Initial: ______________

5. I have read the “Event Planning” section of the manual to maintain recognition and active status:
   a. Plan and execute at least one event/general body meeting per semester in which at least half your membership should be in attendance (At least 10 attendees must be MD fundamental students).
   b. Events that must be approved by the P&S Club Office at least 6 weeks prior to event date:
      i. 50+ people
      ii. Hiring of Service Vendors – DJ, speakers, equipment rentals, contracted services, etc...
      iii. New event for your club
      iv. Spending $10+/person on catering (including all associated costs)
   c. Follow spending guidelines as outlined in Club Leader Manual.
   d. The P&S Club assumes NO responsibility or liability for activities conducted by student organizations off-campus, which are not officially sanctioned by the university. You should never use the Columbia University name to reserve any off campus events that are not sanctioned by the P&S Club.
   e. Follow Alcohol Policy as outlined in Club Leader Manual.
   f. Last day for Fall 2017 events: Wednesday, November 22, 2017 (Events after this date need approval from P&S Club).
      Initial: ______________

I have read and understand all the above provisions and agree to abide by them for the entire duration of all my roles as a Club Leader, including future leadership positions, for 2017. I do so with the knowledge that failure to comply will result in my club’s status being changed to inactive or disaffiliated, as detailed in the Columbia University P&S Club Leader Manual.

______________________________
Print Name

______________________________
Signature (must be a handwritten signature, not electronic)