CLUB LEADER CONTRACT

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.

2018 Calendar Year

__________________________________________  __________________________
Print Name                                     Columbia UNI

__________________________________________  __________________________
Signature                                    Date

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

ADMIN USE ONLY
Attended Training □      Attended Make-up □
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 will Attend 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 Club Leadership of Spring training dates and who is required to attend.
      Initial: __________________

3. I have read the “Policies and Procedures” section of the manual to maintain recognition and active status.
   a. At least 1 P&S Medical 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.
   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 SPRING 2018: Friday, May 1, 2018 (approved events after 5/1/18 have until 6/1/18).
   c. All funds collected must be submitted to the P&S Club Office.
      i. NEVER reimburse and/or pay anyone with funds collected; these transactions must go through finance.
      ii. Grant applications must always be first submitted to and approved by the P&S Club office.
      iii. Fundraising must always be approved in advance by the P&S Club Office.
   d. 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 two events/general body meeting per semester in which at least half of your membership should be in attendance (At least 10 attendees must be current MD fundamentals class).
   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.
      Initial: __________________

I have read and understand all the above provisions and agree to abide by them for the entire duration of my role as Club Leader. 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.

_____________________________________________ Signature (must be a handwritten signature, not electronic) _____________ Date