

**Columbia University
P&S Club
Leader Manual**

Spring 2017

Part I – P&S Club Overview

P&S Club Leadership	2
--------------------------------	----------

Part II – Policies & Procedures

P&S Club Policies and Procedures	3-4
<i>Official Club Recognition/Registration</i>	3
<i>Club Leader Responsibilities</i>	4
College & University Policies and Procedures	5
Budget and Finances	6-10
<i>P&S Club Funding and Allocations</i>	6
<i>Outside Revenue- Including Grants and Fundraising</i>	6-7
<i>Spending Policies- Including food, gifts, and conference travel</i>	8
<i>Methods of Payment</i>	9
Event Planning	10-12
<i>Event Planning Guide</i>	10
<i>Reserving Space on Campus</i>	11
<i>Alcohol at Events</i>	12
<i>Campus Resources</i>	12

Part III- Website

Club Leader Resources	
<i>Forms</i>	
<i>Club Leader Manual</i>	
<i>Room Reservations</i>	
<i>Mailing Lists and Listservs</i>	
Event Planning	
<i>Calendar of Events</i>	
<i>List of Club & Organization Leaders</i>	
<i>Approved Vendors List</i>	
<i>Advertising</i>	

P&S Club Useful Terminology

FAB = Faculty Advisory Board
 Cabinet = P&S Club Representatives from all classes
 SIG = Specialty Interest Group

TBE = Travel & Business Expense Report
 Pcard = Purchasing Card/P&S Club credit card

Part I – P&S Club Overview

P&S Club Leadership

Student Activities and P&S Club Office

Director of Student Activities and P&S Club:

Will act as the overall advisor to all recognized P&S Club student organizations. The role of the Director shall be purely advisory, except in the case where assistance is requested or a specific situation has developed that requires attention. If necessary, the Director can bring such situations to the attention of the Deans of Medical Education. In overseeing the clubs, all finances for recognized student clubs are maintained by the Director including class funds and major P&S Club events and activities. The Director has final authorization on approving large-scale events, allocation of funds, application for additional funding (including grants, fundraising, etc...) use of vendors, alcohol and other places mentioned in this manual.

P&S Club Program Coordinator:

Will act as an advisor to all recognized P&S Club student organizations in regards to event and budget planning. The Coordinator is responsible for deposits and reimbursements, also assisting in the reconciliation of individual student club's and overall P&S Club finances. Additionally, the Program Coordinator assists the Director in planning and implementing Club Leader Training, New Student Orientation, P&S Club Fair & Revisit Fair, Leonides, and Super Night.

Faculty Advisory Board

The Faculty Advisory Board (FAB) is a group of P&S faculty who are invited to serve in a guiding role to the P&S Club. It is comprised of a Chair, Vice Chair, and several general board members. The group meets 3 times a year to review the events, activities, and finances of the P&S Club. They provide advice and support to the student leaders of the student clubs and organizations. They also assist in connecting current students to P&S other faculty, alumni, and organizations, which may have an interest in the events and activities of our students. These board members are frequently P&S alumni, staff, and faculty with a vested interest in the success and positive experiences of current and future P&S students. During the October and January meetings, they evaluate presentations of new club proposals and make the final decision on the recognition of the group as a registered club. Their opinions and leadership assist the students in shaping their experience here at P&S.

P&S Club Cabinet

The P&S Club Cabinet is comprised of two representatives from each medical class year (eight in total) who are elected by their associated class year. They meet regularly with the P&S Club Director and are responsible for assist in the managing of all P&S activities. Additionally, they assist the Director in planning and implementing annual events such as New Student Orientation, P&S Club Fair & Revisit Fair, Leonides, and Super Night. They also oversee the preliminary evaluations for new club proposals, reactivation proposals, and grant final recognition status to Specialty Interest Group proposals.

Club Faculty Advisor

The Faculty Advisor helps guide the mission and content of the individual club/organization. Student organizations should keep both their advisors and the P&S Club office updated on the activities of the organization throughout the year. The advisor will have no legal responsibility for student organization debts, although debts incurred by organizations should always be a matter of concern to the advisor.

Part II – Policies & Procedures

Official Club Recognition/Registration

Once recognized as a club at P&S, the organization must follow the guidelines outlined below to remain an active and recognized club:

1. An organization's registration is valid for one year (July – June).
2. At least one Club Leader must attend/complete these mandatory tasks in order to maintain active status:
 - a. Participation in P&S Club Fairs, Fundraising efforts by the P&S Club, Training(s).
 - i. All Club Leaders are required to come to Club Leader Training.
 - b. Having listed active club officers (at least 1 must be a current MD fundamentals student).
 - c. Planning events, having meetings, having members, and carrying out your organization's mission.
 - i. Even if you are not spending P&S Club money we need to be aware of all activities.
 - ii. It is mandatory for your organization to plan and execute *at least* one event per semester in which at least half your membership should be in attendance.
 - d. Submit a membership list every fall and spring semester to the P&S Club google document as instructed by the P&S Club Director.
 - e. Develop and update Club Constitution ([see constitution guide for samples](#)).
 - f. Following the guidelines listed in this manual, as well as all university policies, state and federal laws.

****Note:** *Initial development and future changes to the constitution must be approved by P&S Club. At no time should anything in your constitution contradict or override P&S or University policies, federal and state laws.*

3. ***Failure to adhere to the requirements to maintain official club recognition/registration, will result in the following:***
 - a. ***Inactive Status:*** If a student club does not have any club leaders and/or an active membership body with events, or is subject to disciplinary action, it will be listed as inactive and will have their P&S Club assigned budget withdrawn for the next academic year (July – June). This can be temporary for a maximum duration of 4 semesters, as the club may become reactivated during this time, if there is interested leadership and plans for events. Follow up with the P&S Club Director at theclub@columbia.edu for more information and assistance.
 - b. ***Disaffiliated Status:*** If a club has been without leadership and/or active membership body with events for 4 semesters, it will be disaffiliated in the 5th semester. Reactivation will require a new club proposal to be approved by the Cabinet and Faculty Advisory Board.

Club Leader Responsibilities

The role of being a P&S 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 the Columbia and general 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 facilitate the process of 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.

The club leader term runs on the calendar year (January – December). By accepting the leadership role of a P&S Club organization, each officer agrees to abide by the following guidelines:

1. Mandatory attendance and participation in (all dates TBA by the P&S Club Director):
 - a. P&S Club Leader Trainings & Meetings
 - b. Fundraising efforts by the P&S Club
 - c. P&S Club Fair and Revisit Fair

2. Prompt submission of the following materials and response to all emails and requests by the P&S Club Office in a timely manner (all dates TBA):
 - a. New Club officers/executive board
 - b. Semester club membership lists
 - c. Updated Club Constitution
 - d. Online Registration of Club Events
 - e. Updates of documents and/or waivers as needed by your organization
 - f. Any documents and/or records as requested by the P&S Club

3. Events and Finances
 - a. It is **MANDATORY** to inform Director of all events hosted or co-sponsored by your organization and expenses incurred for each event. Failure to do so could result in reimbursements and/or payments to not be processed.
 - i. For larger events, you are responsible for meeting with the Director and/or Program Coordinator *at least* a month prior to ensure timely payments, date availability, and event approval.
 - b. All receipts & paperwork for reimbursements must be submitted to the P&S Club within 24 – 48 hours of the event.
 - c. Always use a tax-exempt form, as you will not be reimbursed sales tax on any purchases made on behalf of your organization.
 - d. Follow all legal and safety guidelines as determined by Columbia University and CUMC (refer to page 5).
 - e. Reserve rooms through the P&S Club for club/organization use and clean up after your events.
 - f. Make sure to properly advertise and promote your events to ensure maximum attendance and participation.
 - g. Serve as a liaison from your group to other clubs, departments, and outside entities.

****Note:** Failure to comply with the above will affect your club's recognition status as outlined on the previous page.

College & University Policies and Procedures

As a P&S 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 P&S Student Affairs. 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. Any alleged violation will be reviewed and based on initial investigation and then forwarded to the P&S Senior Associate Dean for Student Affairs for review and possible sanctioning. The University assumes no responsibility or liability for activities conducted off campus.

Risk Management

Alcohol & Drug Policy: Please see the events section (page 13) for guidelines on alcohol at club events.

All student organizations will adhere to [Columbia University Alcohol & Drug policy located in the university publication FACETS](#), specifically note the section for policies at the Medical Center. Students are subject to all policies listed on FACETS (above) as well as on the [P&S website](#).

Hazing: [Hazing derived from the Essential Policies for the Columbia Community](#), (formerly FACETS). If you or someone you know has been hazed, you must report it to the Director of Student Activities and P&S Club.

Waivers: Some clubs may need to have signed waivers as part of their membership requirements. Please speak with the P&S Club Director to find out what waiver (if any) your club requires.

Budget and Finances

P&S Club Funding and Allocations

All financial activity for your group *MUST* be recorded by the P&S Club. (i.e. If your group collects dues to pay for certain expenses it must be deposited into the P&S Club account). You should never have any outside checking accounts for your organization – all funds should be within the Columbia University Finance System.

To help keep track of your club's funding needs, you should keep track of your budget in two ways:

Itemized budget 1: by event organized by date

Itemized budget 2: by category- food, supplies, travel, entertainment, etc.

1. Status of the P&S Club overall budget will effect funding distribution among all P&S Club organizations. The Director will oversee the allocation of budgets to student clubs and will inform student leaders over the summer of their annual allocation.
 - a. Plan your budget accordingly as it is from the July – June fiscal year, and not your club leader term (Jan- Dec, by calendar year)
 - b. Each Specialty Interest Group (SIG) is responsible for maintaining relationship with its corresponding department for professional & financial support
2. All recognized active student organizations (including SIGs) in good standing are eligible for student organization funding. The amount of funds allocated to each organization on an annual basis will depend on:
 - a. Previous year's expenses/revenue and projected expenses/revenue for the upcoming year
 - b. Plans for future events and activities
 - c. Amount of funding the club receives from outside sources (grants, dues, dept., etc...)
3. Any club/activity may request funding outside of their current P&S Club allotment for large-scale events.
 - a. The sponsoring groups need to submit an event proposal – including an estimated budget – to the P&S Club at least one month prior to the event.
 - b. Priority is given to events being co-sponsored by two or more clubs/organizations.
 - c. Additional funds are always subject to availability.

Outside Revenue

Any funds collected from outside sources carry over to your budget for the next academic year, unlike P&S Club funding and allocations. These additional sources of revenue are a great resource to fund ongoing events, initiatives, and projects as well as conference travel and special events. Please contact the P&S Club Director about what are the best options for your organization or for a specific event. All funds received must be deposited into your university financial account as overseen by the P&S Club.

1. Applying for funds and/or grants – The P&S Club Director must be aware of and approve all grants submitted. Prior approval from the P&S Club should be given before you submit any applications for grants.
2. This is a list of some on campus opportunities:
 - a. [President and Provost's Event Fund \(P&P Fund\)](#)
 - b. [CU Arts: Gatsby Student Arts Support Fund](#)
 - c. [Kraft Family Fund Intercultural & Interfaith Awareness Fund](#)
 - d. [The Steve Miller Fellowship in Medical Education](#)
 - e. AIMS- provide grants for alcohol free social programming, particularly over the weekend. They are trying to encourage student activities without serving alcohol. You can reach out to the AIMS office for more information: <http://www.cumc.columbia.edu/student-health/aims>.
 - f. For non-university grants you must speak to the P&S Club Director several months before the application deadline, as this may require going through RASCAL (Research Compliance and

Administrative System) <https://www.rascal.columbia.edu/> and SPA (Sponsored Projects Administration) <http://spa.columbia.edu/>. We must work with the Office of Development for private grants and the Office of Government and Community Affairs for public grants.

3. Membership dues, advertising, contributions, donations, etc.
 - a. We can only accept cash and checks (made out to Columbia University).
 - b. For departments wanting to give contributions, an internal transfer between departments can be completed. Please speak to the P&S Club Director to process this. The form can be found on the P&S Club Website under "Club Leader Resources."
 - c. All funds collected should be submitted to the P&S Club Director for deposit into university club accounts to then be accessible along with the rest of your P&S Club funds.

4. Co-sponsorship – this is helpful for recruiting more people to the event and gaining additional funding. Speak to the Director in regards to contributing money or splitting up costs between multiple clubs/organizations. Options for co-sponsors include:
 - a. Other recognized [P&S Clubs & Organizations](#)
 - b. [Mailman School of Public Health](#)
 - c. [Columbia Undergrad](#)
 - d. [Teachers College](#)
 - e. [Law School](#)
 - f. [Dental Medicine](#)
 - g. [Business School](#)
 - h. [Columbia Graduate School of Arts & Sciences](#)
 - i. [AIMS](#)
 - j. [Center for Student Wellness](#)
 - k. NYPH Departments

Fundraising & Sales

Limited on-campus fundraising or sales activities may be conducted by recognized organizations. P&S reserves the right to withhold approval of the sale of any product or service, and to terminate the fundraising activity or sale of products not submitted for advance approval.

1. All fundraising efforts, events, and activities on the part of student organizations must be approved by the P&S Club Director before ANY initiative can be executed.

2. Use of net proceeds from such sales will be limited to the support of:
 - a. Programs and services of a registered organization, university department, or unit
 - b. Charitable organizations - proposals must include an original letter from the charitable organization stating they're aware of & approve the fundraising endeavor on their behalf
 - c. Individuals whose sales activities are part of a defined academic program

3. Fundraising and sales proposals must include actual samples or detailed descriptions of all products and services to be offered for retail sale.

4. Be aware it is against University policy to have fundraisers at bars.

5. Clubs are not authorized to use any external kick starter/crowd-funding style systems to raise money – i.e. GoFundMe, IndieGoGo

6. Depending on the situation, we may recommend that the CUMC Office of Development or Gift Systems become involved with your fundraising effort.

Spending Policies

Prior to any purchase, the P&S Club Director or P&S Club Program Coordinator must approve the budget for your meetings, events, social programs, etc.... This is to ensure your club has the funds for the event and that money is spent in adherence to the spending guidelines of P&S and all of CUMC.

The following spending guidelines are in accordance with University policy regarding the amount of money spent on food and drinks per person for meetings, events, and special programs whether on or off campus. These guidelines are for all P&S Club organizations, special programs, class council, and campus events. This will help you spend your money more effectively throughout the year. Please see the following website for the official [University Finance Information](#). This site links to the [official purchasing website](#).

As deemed appropriate by the P&S Club:

1. Events:
 - a. Meetings & Socials (snacks, appetizers & non-alcoholic drinks) - \$3/person
 - b. Regular Events (lunch or dinner, inc. non-alcoholic drinks) - \$7-\$10/person
 - c. Special Events:
 - i. Transition Dinner - \$15-\$20/person (inc. all beverages)- restricted to board members/officers
 - ii. Semi-Formal Banquets, etc...- \$35-\$50/person (inc. all beverages)- must be for all members and requires approval of the P&S Club Director
2. For expenses totaling over \$1,000 you **MUST** speak to the Director before making the purchase, as it should be must be paid directly by the University and may require additional bids to be able move forward on the purchase.
3. Serving Alcohol: see Alcohol policy listed in event planning (pg 12).
 - a. Alcohol is not to be served or brought to any P&S Club event. Coffeehouse is the only club currently allowed to provide alcohol with a **mandatory Faculty Club bartender @ \$200/bartender**.

NOTE: Should you serve, advertise, provide, and/or encourage unauthorized alcohol at a P&S Club or registered student event, the club leader(s) must meet with the P&S Club Director, which may require a follow up with the Dean of Students. Additionally, event expenses will not be reimbursed.

You are expected to adhere to the above guidelines. Any club that does not will also run the risk of not being reimbursed/paid for expenses and/or freezing of club budget.

4. Gift Cards and Certificates are not allowed to be purchased.
5. Conference & Travel Guidelines: ([official University Travel policy](#))
 - a. Please speak to the P&S Club Office **at least** 1 month in advance to confirm budget and availability of funds.
 - b. Decide in advance how much you will allocate/person for transportation, hotel, and/or conference fees. Make sure to keep in mind conference travel during the remainder of the fiscal year, which may apply to this current budget.
 - c. Conference registration is recommended to be paid by the P&S Club purchasing card. However, if you are unable to do this with the Director, you can submit for reimbursement prior to travel.
 - d. Transportation (airfare, bus, train) - You must pay your own transportation upfront and then submit for reimbursement either before or after travel is completed.
 - e. Hotel charges cannot be reimbursed until after travel is completed (this includes hotel reservations made through online sites that charge you in advance). Upon your return, you can submit your paid bill and credit card statement with a reimbursement form.
 - f. All conference travel reimbursement *must* include a copy of the conference agenda (proof of date, location, and affiliated organization), associated receipts, and print outs of credit card statements as needed.

Methods of Payment

For most events, the University must pay the vendor directly. The P&S Club office should always be copied when working with a vendor. Always make sure your organization has enough funds to cover your spending, otherwise invoices and reimbursements will be denied. If receipts can NOT be found within 2 weeks of event, please contact the club director as soon as possible.

1. Tax Exempt Status- You *must* use tax exempt forms for any purchases made on behalf of the P&S Club as the university cannot reimburse sales tax on any purchases made for programs and events. It is your responsibility to provide vendors with tax exempt forms as needed (found under [Club Leader Resources](#))

2. Purchasing Card (Pcard)
 - a. Place orders in the P&S Club office and pay with the credit card/invoice
 - i. Food – on campus only – i.e. Kismat Indian Restaurant, Fresh Direct, other food vendors who accept credit card over the phone, Corporate Seamless Account, etc...
 - ii. Conference fees – registration only (see page 8 for more details)
 - iii. Electronics & Media – i.e. B&H Photo Video, etc...
 - iv. Online purchases – Amazon, Target, Walmart, Home Depot, etc...
 - v. Gifts – Columbia bookstore, online retailers
 - vi. Promotional Swag – t-shirts, bags, etc... sold by Columbia University approved vendors only (see the [Club Leader Resources](#) page for list)
 - b. As a club leader, you are authorized to sign for the order and include a 10% tip for delivery.
 - c. Return the itemized receipt within 24-48 hours after the event to the P&S Club Director and confirm the number of people in attendance. Please also bring or e-mail the flyer from your event.
 - d. The P-card cannot be used to purchase alcohol, rentals, or food for off- campus events.

3. Invoices/Purchase Orders – This is the University’s preferred method of payment.
 - a. Please check the [P&S Club vendor list](#) for our most commonly used vendors.
 - i. Food – on or off campus – i.e. Faculty Club, Famous Famiglia, Tung Thong Thai, X Caffe, El Malecon, Dinosaur Bar-B-Que
 - ii. Rentals & Contracted Services – i.e. speaker/panelist, DJ, equipment maintenance, photography, videography, transportation, etc. These also may require a certificate of liability insurance, Scope of Work Form, and/or Performance or Service Agreements. *Please communicate with the P&S Club in advance when planning to use one of these types of vendors.*
 - iii. If there is a vendor you would like to use that is not on [this](#) list, DO NOT start to do business with this vendor UNTIL you speak to the P&S Club Director. Failure to follow this procedure will lead to failure of payment and reimbursement. We require a W9 form to begin the process of adding the vendor into the University Vendor Maintenance Finance System.
 - b. Request an invoice from the vendor made out to Columbia University with a unique invoice number, invoice date, and total amount due (quote number will not suffice). Must include a contact email and phone number, so Columbia Vendor Maintenance can contact them with any questions. **Payment can take between 4-6 weeks.**
 - c. Plan in advance accordingly as your vendor may require payment upon delivery. This means you may need to hand in paperwork to the P&S Club at least 1-2 months in advance.
 - d. **DO NOT sign any contracts on behalf of your club as you are not authorized to sign contracts. Submit the contract to the P&S Club Director, so it can be reviewed by purchasing in advance.**

4. Individual Reimbursement - If you have to use your own funds, you can be reimbursed through the TBE form.
 - a. TBE Report/Reimbursement Form - on the P&S Club website under “[Club Leader Resources](#).”
 - i. Complete the Travel & Business Expense Form within 24-48 hours after the event. Use the sample posted under “[Club Leader Resources](#)” to fill the form out properly.

- ii. You must submit reimbursement paperwork **within 7 days** from the date of the event. Failure to do so will hold up the process and delay reimbursement. Please take note of any semester deadlines set by the P&S Club in order to process paperwork.
- iii. Once paperwork has been submitted, approved, and processed, a check for the reimbursement amount will be sent directly to the address listed on the form. The timeline can take up to **4-6 weeks** for entire process to occur. Please contact Director if payment hasn't been received after a month.
- iv. Put your invoice for rentals in early, as some vendors require pre-payment or a purchase order (always for services). These things take time, so you should submit at least a month prior to delivery.

Event Planning

The P&S Club Office is available for assistance in planning all club and organization events. Please make sure to communicate your upcoming events to prevent date conflicts. It is important for your club status to keep the P&S Club aware of what your club is doing throughout the year. Please register all your club's events through this link: <http://tinyurl.com/psclub-weeklyupdate>. This link is also available on the [Club Leader Resources](#) page.

In order to have an event on campus, a student organization must be a recognized by the P&S Club. 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. Club leaders are responsible and required to inform their advisor (P&S Club Director) regarding all meetings, programs and events.

1. ****MANDATORY**** For all large-scale events (50+ people) meet with the Director *at least* one month in advance to begin planning and budgeting accurately for your event and to ensure all the proper paperwork has been completed. The larger the event, the earlier you should begin planning.
2. For smaller events and meetings, meet with the Director at least the week before, as needed. This allows the event to be properly advertised, to order food, etc.
3. Speak to the P&S Club Director regarding policies for having outdoor/roof events on campus. The CUMC Office of Housing must approve these requests- see Reserving Space on Campus (page 11) for more details.
4. For events in Bard Hall or Vagelos Education Center (VEC), security should be aware of the number of people attending and, who is the responsible party at the event. If you plan to have an event in Bard with outside guests invited, additional security is required at a cost to your group. If you are having outside guests in VEC, you should coordinate with the P&S Club to provide VEC security with those names in advance, otherwise your guests will not be admitted into the building. Security will also require the names of any vendors that will be attending your event (this includes DJs, bands, etc.).
5. P&S Club has a storage closet in Bard Basement that can be used for keeping supplies. You are also able to use the P&S Club Office to make copies and prepare for your events. Speak to the Director about this and/or needing to store items in the office the day of the event. At the end of the event it is your responsibility to hold on to the items and bring them back to the storage closet in the basement as soon as possible.
6. If you'd like to advertise on the televisions in VEC, Hammer and Bard/Towers, it is free for student groups. You can find more information at this link: <http://www.cumc.columbia.edu/events/digital-signage>.
 - a. For VEC TVs: <http://ps.columbia.edu/education/honor-code-policies/vagelos-education-center-vec/vec-electronic-signage-policy>
 - b. For the Hammer TVs, you can email student_posting@columbia.edu.
 - c. For Bard/Towers, please email Tanya Kent James (tk2375@columbia.edu)
 - d. Please make sure to specify that you are an official student group through the P&S Club.

- e. The TVs in Black and P&S can be used, but there is a fee for their usage.
7. For events in Alumni: if you plan on using lighting, AV, sound, you *must* set up a meeting with Jonathan Kornberg (jk3220@columbia.edu) or a member of his team to discuss and get instruction on the proper usage of the AV equipment and moving the podium. You may need to hire a technician depending on the type of event you are having. This is the only way you can gain access to the key to unlock the sound booth and other things you might need to run your event. Jonathan is available for all questions.
 8. For events in VEC 201 and 401, you must set up a meeting with the SIM Center staff to discuss and get instruction on the proper usage of the AV equipment. If your event requires access to the booth in 201, you will need to hire a technician approved by the SIM Center. Email simcenter@columbia.edu for assistance. For other classroom spaces in VEC, contact CUMC IT Classroom Management through 305-HELP (4357) and select Option 5 or Shelp@columbia.edu for assistance.

Reserving Space on Campus

You must be a current recognized student group by the P&S Club to reserve space on campus, and can only reserve rooms for official P&S Club events free of charge. If you are having trouble reserving a room, speak to the Director.

1. VEC, Alumni Auditorium, Russ Berrie Conference Rooms, Hammer Health Science Center Classrooms: Please email psclub_rooms@cumc.columbia.edu AT LEAST a week in advance of the desired reservation with the following info: Club/Organization Name, Event Date/Time, desired location if you have one in mind, and # of people expected. Someone will respond within a reasonable amount of time, but please consider weekends and holidays in the response time.

If you're not using the space, please email psclub_rooms@cumc.columbia.edu immediately so we can cancel your reservation and allow someone else to use the space.

If you have questions about using any particular space on campus, please speak to the P&S Club Office.

2. Bard Hall – Lounge, Ballroom, Roof, Courtyard:
 - a. Must fill out room reservation request form with the CUMC Office of Housing Office in Bard Hall. You can speak to Amy Garcia in the Housing Office for questions.
 - b. As per Housing Policy, reserving space for outdoor events in Bard Hall/Towers is not available from October 1 through May 31. Speak to the P&S Club Director if you have any questions.
 - c. For use of the Bard Hall 1st Floor Lounge, please speak to the P&S Club Director first. Clubs such as Musicians' Guild and Coffeehouse have pre-authorization to reserve the space, but any other groups should speak to the Director before inquiring about its use. Use of the Bard Hall 1st Floor Lounge tends to be limited to special events and the Hudson View Room/Recovery Room is a study space.
3. Off-Campus Events: Speak to the P&S Club Director to discuss your plan before committing to a vendor.
 - a. The P&S Club rarely authorizes officially sanctioned events off campus at bars/restaurants/lounges. We recommend that you plan these events as individuals and do not use the university name in reserving any space.
 - b. Official P&S Club events with alcohol cannot take place in private residences. Private residence parties cannot use the Columbia University name, cannot use P&S Club money, and cannot be advertised through university means. Also, no money can be collected at these events to support P&S clubs, otherwise it becomes subject to Columbia policies and procedures. If money is collected in support of an outside charity, it should be handled personally and not with P&S Club.
 - c. If the P&S Club has authorized an off campus event, you should not sign any contracts on behalf of the University as you are not authorized to do so. Speak to the P&S Club Director in advance for assistance.

4. Facilities Requirements: A facilities request needs to be submitted as early as possible to make sure the appropriate equipment will be available.
 - a. Classroom spaces: Most spaces have the basics- computer, podium, laptop connection, overhead projector, microphones. If you need anything beyond that please discuss this with the P&S Club Office and possibly speak to Jonathan Kornberg (jk3220@columbia.edu), especially for Alumni Auditorium. If you require additional chairs/tables or a porter for large day long events, this will be at an additional cost charged by CUMC Facilities.
 - b. Bard Hall spaces: Visit the CUMC Office of Housing Services to submit a room reservation form and a floor plan set-up sheet. Please speak to the P&S Club Director first before requesting to use the Bard Hall Lounge as there may be significant charges for set up/take down your club would be responsible for. Bard Hall does not provide AV and you would need to hire an external vendor in order to have that available for your event. Coffeehouse has sound equipment and microphones that may be available, but you must speak to them first. You can contact them at coffeehouse@columbia.edu.
 - c. You and your club are responsible for cleaning up after your own events. If you leave a mess, your club will be charged for cleanup.
 - d. Security: If there are a significant number of non-Columbia guests attending your event (especially in Bard), you may be required to hire additional security (at an additional cost to your organization). In VEC, you will be required to coordinate with the P&S Club Office in advance to provide building security with a list of non-Columbia guests.

Alcohol at Events

You MUST first be approved by the P&S Club Director. This authorization is not guaranteed, so do not You are not guaranteed this authorization, so don't assume you will be approved. The only club with automatic approval from the P&S Club is Coffeehouse.

1. Club Leaders must attend Social Host Alcohol Training with the [AIMS Office](#).
2. It is mandatory to hire a bartender through Faculty Club (facultyclub@columbia.edu) to serve at your on-campus event. The cost is \$200/bartender (for a minimum of 5 hours- including set up and clean up).
 - a. When emailing Faculty Club, you *must* always copy the P&S Club Director, as you will need your club's account number in order to pay for it.
3. The appropriate amount of alcohol/person to be served at the event is dictated by the P&S Club Director.
 - a. According to P&S Club and CUMC Policy, if you are supplying alcohol for an event, you are REQUIRED to provide a reasonable amount of food and non-alcoholic beverages to prevent attendees from becoming overly intoxicated, and also to provide options to those who do not consume alcohol.

NOTE: Should you serve unauthorized alcohol, advertise, provide, and/or encourage alcohol at a P&S Club event then the club leader(s) must meet with the P&S Club Director and may need to follow up with Dr. Mellman. Additionally, event expenses will not be reimbursed.

Campus Resources

[CU Arts](#) and [Ticket Information Center](#): To reach a larger audience at Columbia or to sell tickets online.

[Office of Government and Community Affairs](#): To involve the Washington Heights or NYC community.

[P&S Alumni Association](#): To connect with alumni for networking, speakers, etc.

[CUMC Information Technology](#): If you have any questions or issues regarding campus classroom AV needs, contact 305-Help or email: 5help@columbia.edu. This does not include Bard Hall, which requires an outside vendor and VEC 201 and 401 which are managed by the SIM Center simcenter@columbia.edu.

Campus Security and Crime Prevention
 Black Building, 1st floor, Room 109
 Non Emergency Phone: 212-305-8100
 Emergency Phone: 212-305-7979
 Bard Hall Security: 212-304-7018

Center for Student Wellness
50 Haven Avenue, 107 Bard Hall
212-304-5564
studentwellness@columbia.edu
<http://cumc.columbia.edu/students/wellness/>

CUMC Office of Housing Services
50 Haven Ave, 1st floor
212-305-4357
housing@cumc.columbia.edu
<http://cumc-housing.columbia.edu/>

P&S Club
50 Haven Avenue, Bard Hall 106
212-304-7025
212-304-7289 (fax)
theplsclub@columbia.edu
<http://psclub.columbia.edu>
<http://facebook.com/theplsclub>
<http://www.twitter.com/theplsclub>

P&S Office of Medical Education
104 Haven Avenue, Suite 1103
212-305-3806
<http://ps.columbia.edu/education/>