

Columbia University
P&S Club
Leader Manual

SPRING 2018

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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, 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 other P&S 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 assisting in the managing of all P&S Club activities. Additionally, they assist the Director in planning and implementing annual events such as New Student Orientation, P&S Club Fair, Leonides, and Super Night. They also oversee the preliminary evaluations for new club and Specialty Interest Group proposals and reactivation 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 Registration

Each organization must complete the multi-part registration process and the listed requirements each semester as outlined below to remain an active and recognized organization. Registration is valid for one semester as noted.

1. **Fall Registration:** July 1 – December 31

- a. **June 1st:** [Submit all materials](#) listed under “Club Status: 3e” and remaining reimbursements
- b. **August 17th:** Sign up for your P&S Club Fall Review meeting. Your club leadership (main club leaders, financial officers, and those planning events/spending money) will meet with the Director and Program Coordinator to go over your budget and plans for the semester.
- c. **August 24th:** Register for P&S Club Fair via this link: [Fall Registration](#) (must have your review meeting already scheduled)
- d. **August 24th:** Attend Club Fair
PLEASE NOTE: If you do not sign up for a meeting and register your club you will not have a table for Club Fair and your club will be inactive for the Fall semester. Alternatively, should you register and not attend Club Fair and/or your meeting, your club will become inactive for the Fall semester or disaffiliated depending on your club’s current status.

2. **Spring Registration:** January 1 – June 30

- a. **October 15th:** Submit joint Club leader application or send out your own Club leader applications
- b. **November 1st:** Choose new leaders and inform P&S Club (at least 1 must be a current MD fundamental student)
- c. **November 21st:** Register and complete Club Leader Transition meeting and reimbursements
- d. **November 21st:** [Submit all materials](#) listed under “Club Status: 3e”
- e. **January 1st:** Register for P&S Club Leader Training (link to be provided by P&S Club Office)
- f. **January 11th:** Attend P&S Club Leader Training
PLEASE NOTE: If you do not submit paperwork and register your club than your organization will be inactive for the Spring semester. Alternatively, should you register and not attend Club Leader Training, your club will become inactive for the Spring semester or disaffiliated depending on your club’s current status.

Club Status

3. Requirements for Active Status

- a. At least 1 P&S Medical Club Leader in attendance at P&S Club Fair, Revisit Fair, and fundraising
- b. At least 1 P&S Medical Club Leader must participate in P&S Club Office led fundraising efforts
- c. **ALL** Club Leaders are required to come to Club Leader Training.
 - i. Should there be a conflict: The P&S Club office is notified about in advance the club will not be penalized as long as, at least 1 P&S MD Fundamentals CL attends the training in question.
- d. Having listed active club officers (at least 1 must be a current MD fundamental student).
- e. Each semester submits the following materials before Thanksgiving and Memorial Day:
 - i. Current list of club officers
 - ii. List of New Officers (at least 1 must be a current MD fundamental student)
 - iii. Club membership list (note 3h sustainability requirement)
 - iv. Documents and/or waivers as needed by your organization
 - v. All financial paperwork
PLEASE NOTE: It is your responsibility to contact the Director/Program coordinator before deadline if need an extension or your club will be subject to inactive/disaffiliation status.
- f. Online Registration of Club Events and/or meetings before they take place (note 3h)
- g. Follow your university approved mission, purpose and constitution:
 - i. Review annually and submit updates as needed to P&S Club Director for approval
PLEASE 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.

- h. Demonstrate sustainability
 - i. Maintaining at least 20 active members from the current MD fundamentals class
 - 1. Service Learning, Community Service, & Spiritual (CCF, MCJA, MSA) clubs are exempt.
 - ii. Plan and execute *at least* three events per semester in which at least half your membership should be in attendance.
 - i. Follow all university policies, local, state and federal laws.
 - j. Have an active Faculty Advisor that is in regular communication with the Club Leadership.
4. ***Failure to meet the requirements of Official Club Recognition and/or Club Status, will result in:***
- a. ***Inactive Status*** for a maximum of 2 semesters.
 - i. P&S Club assigned budget withdrawn for the next semester and any submitted reimbursements from that semester are forfeited.
 - ii. Reactivation: if there is interested leadership and plans for events during this time follow up with the P&S Club Office at theclub@columbia.edu for more information and assistance.
 - b. ***Disaffiliated Status*** in the 3rd semester. Reactivation will require a new club proposal, completion of preliminary semester, attend Training/Club Fair and be approved by the Faculty Advisory Board.
 - i. Specialty Interest Groups looking to reactivate must have a signed letter confirming funds and support from department as well as a letter from the Faculty Advisor.

Individual Club Leader Responsibilities

As a club leader, you are held to a higher standard and are expected to behave in such a manner. 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. 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. Read this manual in its entirety, sign, and submit Club Leader Contract.
2. 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
 - d. Transition training for incoming Club Leaders (registration via events link and send confirmation to theclub@columbia.edu upon completion).
3. Prompt submission of the materials listed in Registration, Club Status, and Club Leader Contract.
4. Finances
 - a. Only the Club Leader/Financial Officer is allowed to hand in reimbursements.
 - b. All receipts & paperwork for reimbursements must be submitted to the P&S Club within 24 – 48 hours of the event and no more than 90days after the purchase date.
 - c. Any reimbursements from a prior semester and/or fiscal year will not be accepted/processed.
 - d. Submit financial deposits on the first of each month. 12/1 & 6/1 being final deposits.

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 [supplemental 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
 - c. Clubs are not eligible for funding if their membership is less than 50% P&S MD *Fundamentals* students.
 - d. Service Learning, Community Service, and Spiritual (CCF, MCJA, MSA) clubs are not eligible for funding if their membership is less than 50% P&S MD students.

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. Collecting Funds: Membership dues, Ticket Sales, Fundraising, Advertising Sales, Merchandise Sales, Etc.
 - a. The Club Leader/Financial Officer is the only authorized individual to collect and submit funds
 - b. We can only accept cash and checks (made out to Columbia University).
 - c. Fill out and submit Deposit Form to the P&S Club Director for deposit into university club accounts. Funds will then be accessible along with the rest of your P&S Club funds.
 - d. NEVER reimburse and/or pay anyone with funds collected; these transactions must go through finance.
 - e. 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."
 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	g. Business School
b. Mailman School of Public Health	h. Columbia Graduate School of Arts & Sciences
c. Columbia Undergrad	i. AIMS
d. Teachers College	j. Center for Student Wellness
e. Law School	k. NYPH Departments
f. Dental Medicine	

Fundraising, Retail Sales, Event

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

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 (including bake sales and the like).
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. Clubs are not authorized to use any external kick starter/crowd-funding style systems to raise money – i.e. GoFundMe, IndieGoGo

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) - \$2-\$3/person
 - b. Regular Events (lunch or dinner, inc. non-alcoholic drinks) - \$4-\$8/person
 - c. Special Events:
 - i. Transition Dinner - \$12/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. Charging for event may be recommended.

2. For expenses totaling over \$1,000 you MUST speak to the Director before making the purchase, as it must be paid directly by the University and may require additional bids to be able move forward on the purchase.

3. Promotional Products, Equipment, Apparel
 - a. An authorized vendor must always be used regardless if using the Columbia name and/or logo (see the [Club Leader Resources](#) page for list)
 - b. All orders must be pre-approved by the P&S Club Director before contacting the vendor
 - c. Please be aware, there is a cap as to how much can be spent using your P&S Club Funds

PLEASE NOTE: Should you not adhere to the above and proceed with an order on your own, reimbursements will not be processed.

4. Serving Alcohol: see Alcohol policy listed in event planning (pg 13).
 - 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**.

PLEASE 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.

5. Gift Cards and Certificates are not allowed to be purchased.

6. Conference & Travel Guidelines: ([official University Travel policy](#))
 - a. Please speak to the P&S Club Office **at least** 2 months in advance to confirm 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 should be paid by the P&S Club purchasing card.
 - 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 Individual and Vendor 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. 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.
NOTE: Deadline Spring 2018: Monday, May 1, 2018 (approved events after 5/1/18 have until 6/1/18). Reimbursements cannot be processed once the fiscal year closes on 6/30/18.

2. 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](#))

3. 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.

4. 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.
NOTE: New vendors are not guaranteed approval.
 - 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.**
5. 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. Each person must 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 to your Club Leader/Financial Officer who will then submit it to the P&S Club office as noted above.
 - 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.

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. **GENERAL EVENT PLANNING PROCEDURE:** At least 1 week before your event:
 - a. Register the event: <http://tinyurl.com/psclub-weeklyupdate>
 - b. Request a room reservation: psclub_rooms@cumc.columbia.edu (see page 12 for more info)
 - c. Submit food order form with event advertisement: <http://psclub.columbia.edu/clubleader>
 - d. Finance Officer brings receipt & submits all reimbursement paperwork with-in 24-48hrs of event.

2. ****MANDATORY** LARGE EVENT PLANNING PROCEDURE** (50+ people)
 - a. *6 weeks prior to event:* Set up meeting with P&S Club Program Coordinator or P&S Club Director
 - b. Register the event: <http://tinyurl.com/psclub-weeklyupdate>
 - c. Request a room reservation: psclub_rooms@cumc.columbia.edu
 - d. Submit all invoices, contracts, and other paperwork as discussed with the P&S Club Office
 - e. *1 week prior to event:* Submit food order form with event advertisement
 - f. Finance Officer brings receipt & submits all reimbursement paperwork with-in 24-48hrs of event.

3. **SECURITY FOR VEC/BARD:** 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.).

4. **ADVERTISING** on the televisions in VEC, Hammer and Bard/Towers is free for student groups, and you must specify that you are an official student group through the P&S Club. You can find more information at this link: <http://www.cumc.columbia.edu/events/digital-signage>.
 - a. [For VEC TVs](#)
 - b. For the Hammer TVs, email student_posting@columbia.edu.
 - c. For Bard/Towers, please email Tanya Kent James (tk2375@columbia.edu)
 - d. The TVs in Black and P&S can be used, but there is a fee for their usage.

5. **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.

6. **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.

Before submitting any room reservation requests, you MUST register your event at this link

<http://tinyurl.com/psclub-weeklyupdate>. Requests will not be reserved until this first step is completed.

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 help.
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

Group leaders are encouraged to evaluate if spending money on alcohol is essential to the overall success and purpose of the event and mission of the group. If a group decides it is indeed necessary to provide alcohol at their event, you must submit your alcohol request at least two weeks in advance of the event to theplsclub@columbia.edu to schedule an appointment. The email should include the name of the “dry” student coordinator(s) for the event and a description of the event and the reason why alcohol needs to be served. There must be one “dry” student leader for every estimated 50 attendees.

In order to serve any alcohol at your club’s events, you MUST first meet with and then be approved by the P&S Club Director. Once approval is granted, the office will inform AIMS that you are authorized to attend SoHo training. Once completed you must then hire a bartender through Faculty Club (facultyclub@columbia.edu) to serve any alcohol authorized to be at the event- the cost is \$200 for a 5 hour minimum (includes set up/clean up). Please copy theplsclub@columbia.edu on the bartender request. Please note that, no club is guaranteed authorization to have alcohol at their student group sponsored university event.

Please review the alcohol policy in the Club Leader Manual prior to inquiring about serving alcohol at your event, including the [university’s alcohol policy](#) and the [supplemental guidelines for CUMC](#).

When alcohol is approved and served at student group sponsored events, the group must designate a SoHo trained student leader for every estimated 50 attendees at the event. The SoHo leader must ensure that:

- Alcohol is not mentioned in the advertising or marketing of the event. Terms such as “21 + event” “, “social hour”, etc. are acceptable.
- Photo IDs with birthdate must be checked for all students consuming alcohol. All authorized students over 21 must have their hand stamped with the P&S Club alcohol handstamp in order to either receive or purchase alcohol from the bartender or an alcohol ticket from authorized student leader at the event.
- Coordinate with the Faculty Club bartender in advance how IDs will be checked, limits of alcohol being served per person/tickets being distributed, etc. This should be discussed and determined with the P&S Club Director in advance of the event.
- “Dry” student leaders must not consume any alcohol during the event.
- Must ensure that moderation is exercised in the amount of alcohol purchased and served.
- Non-alcoholic beverages are made available throughout the event.
- An appropriate amount of food is served and/or made available throughout the event. This will be discussed with the P&S Club in advance in planning for the event.

NOTE: No group is allowed to distribute alcoholic beverages at student group sponsored university events without P&S Club approval. This includes not allowing students to bring their own external alcohol to university sponsored events, improperly advertise alcohol, and/or encourage alcohol consumption. Violation of this policy will result in the immediate suspension of group funds and programming on campus. Reinstatement as an active student group will be determined by the P&S Club Director, and may require follow up with the Senior Associate Dean for Student Affairs at the College of Physicians and Surgeons and/or AIMS Director, as well as the associate Dean or Program Director if the student is not a medical student.

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.

P&S Club

50 Haven Avenue, Bard Hall 106

212-304-7025

212-304-7289 (fax)

thepsclub@columbia.edu

<http://psclub.columbia.edu>

<http://facebook.com/thepsclub>

<http://www.twitter.com/thepsclub>

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 Office of Medical Education

104 Haven Avenue, Suite 1103

212-305-3806

<http://ps.columbia.edu/education/>