



## Campus Life Club Procedures and Reminders



Please note all necessary club forms can be found in the Student Affairs Office, PS 330, or online

### **Membership**

- All student clubs **must** be registered with CollegiateLink, online at <https://life.molloy.edu/>
- For instructions on how to register or questions about the site, please contact Eryn at [ehornung@molloy.edu](mailto:ehornung@molloy.edu)

### **Event Advertisement**

- The Office of Student Affairs will only send out campus-wide emails for service-related club events or fundraisers
- Club table days (bake sales, gear sales, sign-ups) will be advertised via [life.molloy.edu](http://life.molloy.edu), e-boards and weekly upcoming event emails only (This Week at Molloy).
- Eboards must be submitted at least two weeks prior to event date
  - Email PPT slide to Dayna White at [dwhite2@molloy.edu](mailto:dwhite2@molloy.edu)
- Club event information must be emailed to PR, [jminasi@lions.molloy.edu](mailto:jminasi@lions.molloy.edu) or [espencer@lions.molloy.edu](mailto:espencer@lions.molloy.edu), **by the 20<sup>th</sup> of each month** in order to be included on Stall Talk
  - Information included in the weekly upcoming event emails is taken primarily from this source
- All social media ad/poster/banner requests must be submitted at least three weeks prior to event
  - A MolloyLife PR Request Form must be completed and returned to the MolloyLife Media Office (PS380) or emailed to [molloylifemedia@lions.molloy.edu](mailto:molloylifemedia@lions.molloy.edu) with any designs/images attached
  - All PPT, PDF files and JPEG files must be proofed by Janine or Eryn prior to submitting the job to Frankie/Destinee
  - Posters/banners will only be printed for campus-wide club events

### **Events**

- All room reservation requests including the Public Square Club Room and Conference Room must be submitted at least two weeks prior to event date – please complete **Room Reservation Request Form** for all requests
- Club table days must be requested two weeks in advance of event date
- Club Event Planning Sheet must be submitted for all campus-wide events at least two weeks prior to event
- Cash boxes can be picked up in PS 330 and must be signed out and returned within 24-48 hours of event
- Student Affairs must be made aware of any off-campus events/excursions/conferences at least 2 weeks prior; Club Presidents must complete a Travel Roster and all participating club members must submit a signed Liability Waiver and Travel Policy Agreement

## Purchases

- Club purchases/services over \$500 must be discussed with Janine or Eryn and approved prior to purchase
- Giveaway/apparel orders must be proofed by Janine or Eryn before ordering

## Check Requests / Reimbursements

- A Molloy Student Association Check Request Form must be completed for all payments/reimbursements and signatures of **BOTH** the Treasurer and President/Advisor are required
- If requesting payment for a product or service performed by an individual not previously paid by Molloy, a W-9 Form must also be submitted
- **Original** receipts or invoices must be submitted along with Check Request Form – **no copies!**
- If purchase was made using a debit or credit card, a bank statement must be provided along with original receipt in order to process payment
- **FORMS & RECEIPTS MUST BE SUBMITTED WITHIN FIVE DAYS OF EVENT OR EXPENDITURE**
  - If debit or credit card was used for purchase, an extension may be granted to allow for purchase to be reflected on bank statement – this extension is not to exceed 30 days

## Use of Petty Cash/Amex Orders

- **Please be advised that only the Club Treasurer and/or President may request petty cash**
- A maximum of \$100 may be borrowed for club expenditures (please see Janine or Eryn for exceptions)
- Original receipts must be returned within 24-48 hours of purchase