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When you chose to become involved in campus activities, you probably expected to encounter new challenges, meet new friends, and basically, have a really good time. We certainly want you to experience all those things, but there’s even more to gain.

Advantages of Membership

What you may not have expected are some added benefits that go hand in hand with effective student leadership. Through first hand experience in planning and implementing projects, you can expect to develop your problem solving skills, to enhance your managerial techniques and to improve your interpersonal communication. You will have the opportunity to incorporate classroom theory into real life experience which will benefit you, time and again, both personally and academically.

That’s the advantage of membership!

We want you to be as effective as possible! We want you to be as successful as you want to be. We also want you to be aware that with effectiveness and success comes process and structure. We believe that, given accurate information and systematic planning, you will find the process to be liberating, helping you achieve maximum results in attaining your organization’s goals. And, that’s the advantage of using this resource. Information. Policies. Procedures. Helpful hints. The nuts and bolts to help you achieve excellence. These resources can help you save time and avoid unnecessary headaches but only if you read it and use it!

One final thought: the Center for Student Development and Campus Activities exists to help you and your organization become successful and active members of the Pace Community. We can help you plan, advertise, and run your program from start to finish. So when you’re unsure of where to go or what to do, you may always turn to the Center for Student Development and Campus Activities. We want you to succeed!

The staff of the Activities Center are available to assist you and your organization. You can reach any staff member by calling (212) 346-1590 or sending e-mail to CampusActivities@pace.edu. While we invite you to drop in on us whenever you need help, we also encourage you to schedule appointments with members of the full time staff whenever possible so that you may receive our undivided attention.
Mission Statement

The fundamental purpose of the Center for Student Development and Campus Activities at Pace University's New York City campus is to promote learning. We are committed to the education and development of students into responsible, well-rounded and self-reliant individuals.

We will provide a balance of challenges and opportunities. We will recognize each student as an individual, expose all students to difference, and reveal their similarities in order to facilitate a deeper understanding of themselves and others. We will develop new educationally purposeful environments and social communities designed to engage our students in leadership development and to involve our students in campus life.

The Center for Student Development and Campus Activities will systematically assess its effectiveness through a continuous process of self-evaluation and staff development. We will strive to clarify our role based upon the needs of our students and other constituencies, and we will build authentic interdependencies within the university community.

To develop an environment of unity, enjoyment and personal growth at Pace University.

Activities Center

Located on the 8th floor of 41 Park Row, the Activities Center has a wealth of information and knowledge to aid clubs and organizations with programming, policies and procedures, advertising and promotions and judicial and financial matters.

The Activities Center serves as your base of operations. Financial transactions, duplicating, mail pickup and drop-off, event registration, office supply orders, and other general requests are processed here. In addition, student organization offices, and the Leadership Lounge are located on the 8th and 9th floors.

Campus Happenings

Published bi-weekly, Campus Happenings is your guide to many campus events and activities. Clubs are encouraged to submit articles and notice to help promote
their activities.

**Club Advisement**

Organizations can receive advisement when planning any major events or programs. Make an appointment with the Assistant Director of Campus Activities.

**Commuter Circle**

The goals of the Commuter Circle program are to provide commuter students with opportunities to meet and socialize, to be involved in campus life, and to make the Pace Experience more meaningful.

**Duplication Services**

The Activities Center can handle small copying requests at $.05 per copy. Each duly recognized organization has been allocated $150.00 (start-up fund) for the academic year to use for copy services or other administrative needs. A clean and neat original may be copied only on 8 1/2” x 11” white paper for a maximum of 75 copies per day. If more than 75 copies are needed, or if you request special services such as colored paper, stapling, collating, etc., your order will be forwarded to Document Services which is located on the first floor of One Pace Plaza.

**Event Planning**

Campus Activities is your key to a successful event! SDACA’s Staff Assistant will help guide you through the event planning process, including budget allocation, space registration, performer contract negotiations, catering, and other facilities requirements. *(see “Programming and Organizing Events”)*
Getting an E-mail Address for Your Organization

Your club email address gives members and potential recruits an easy to remember address to use when communicating with you and your organization. Your club email address works just like any email address. However, you may also configure your club address to automatically forward any messages to you or any designated representatives so that you can receive information promptly.

To request an e-mail address for your organization, send an e-mail message to activities_ny@pace.edu. In the e-mail message, you should provide the following:

1. Name of your organization
2. Name and contact information of your advisor
3. The email address name you would like (e.g., clubx@pace.edu)
4. The password you would like to use on the email account (you may later change this after your account is setup)
5. Your name, position and contact information

Getting Web Space for Your Organization

Only student organization web pages located on the Pace University servers may be published in the Student Organization Directory on the Pace website. Your organization may maintain a web page outside of the Pace servers, however, such web pages will not be published in any official university publications. You can easily request your web space by sending email to activities_ny@pace.edu.

1. Name of your club or organization
2. Name and contact information of your advisor
3. Your name, position and contact information
4. A brief description of your club of organization
Getting a Listserv for your organization

A listserv is an electronic mailing list. As an alternative to sending email to multiple addresses, a listserv gives you one address for all subscribers to use. You can easily request your listserv by sending the following information via email to activities_ny@pace.edu.

1. Name of your organization
2. Name and contact information of your advisor
3. Your name, position and contact information

There are a number of areas on campus that may be reserved for meetings and special events. Reservations should be made at least 4 in advance. We recommend making reservations 6 weeks in advance, especially if the public is being invited. A minimum of 8 is required to reserve the Pace Downtown Theater. Rooms are
reserved on a first come, first served basis by completing an event registration form at the Activities Center. For more information in planning your event, see (Programming and Organizing Events)

- **Art Gallery** (in the Student Union)
  
  Capacity: 50

  The Peter Fingesten Art Gallery is used to display the works of student, faculty and staff artists. It may also be reserved for receptions, meetings and small gatherings.

- **Classrooms**
  
  Capacity: Varies depending on classroom

  Classrooms may be reserved for meetings based on availability. No food service is available in the classrooms. Classrooms are not available during the first two weeks of each semester with the exception of common hours.

- **Faculty Dining Room**
  
  Capacity: lectures/meetings 130; luncheons/dinners 80; buffet/ luncheons 60

  Adjacent to the Cafeteria, 1st floor, Campus East, the Joseph J. Miranne Faculty Dining Room may be reserved for late afternoon and evening functions.

- **Gymnasium**
  
  Capacity: 1,100

  Located on C level of Campus West, the Gym may be used for large-scale events pending availability.

- **Lecture Halls**

  Lecture Hall North (capacity 139), Lecture Hall South (capacity 139), Lecture Hall West (capacity 89), W613 (capacity 82) and W614 (capacity 82).

  All five lecture halls are located on the 2nd and 6th floors, Campus West. They are used strictly for meetings and lectures when class schedules permit.

- **Meeting Rooms A & B (in the Student Union)**
  
  Capacity: 60 each
The meeting rooms are used for student organization meetings, parties and other gatherings.

- **Pace Downtown Theater**
  
  *Capacity:* 659 - regular seating, 747 - with folding chairs in orchestra pit

  Located on B and C levels, Campus East, the Pace Downtown Theater is the site of live performances and civic functions.

- **Spotlight Café**
  
  *Normal capacity:* 54, *Programming capacity:* 100

  Located on B-level, a food bar with programmable space is available to student organizations who wish to sponsor an event. Organizations may not charge admission at Spotlight events.

- **Capacity:** 320

  Located on B-level, Campus West, the Eddie Layton Student Union is used for special functions, such as the ethnic cultural festivals, cafe nights, films, awards dinners and luncheons. It also has a permanent film screen and track lighting. A portable stage is available upon request.

- **Table Space Locations**

  Table display areas may be reserved near the library, the main lobby, and the kiosk lobby for fundraisers and promotions.

- **Financial Assistance and Budgeting**

  Maintaining your organization finances can be a daunting task. The Activities Center can assist you with your bookkeeping needs, including contracts, purchase orders and reimbursements. We also offer guidance on holding fundraisers and other income-generating programs and events. (see *Money Matters*)
**Mail**

Duly recognized student organizations maintain mailboxes at the Activities Center. All student organizations must sign for their mail.

Outgoing mail may be dropped off at the Activities Center. Bring your mail in properly addressed envelopes with your organizations name on the envelope in case any pieces of mail are returned. Mailings will be limited to 100 pieces at one time. Mailings over 100 pieces must be approved by the Director, Assistant Directors, or Coordinator.

**New Club Development**

Designed to assist students who want to form a new club or student organization, the New Club Development program guides you through the administrative and programming processes of becoming part of the Pace Community.

**Office Keys and Hours**

Student organizations that receive office space must submit a key authorization list. Office keys are available for members designated to use the office by the organization’s executive board.

Keys may only be checked out from the Activities Center with a valid Pace ID. ID cards are left with the Activities Center until the key is returned. All keys must be returned 15 minutes before the Activities Center closes.

Student organizations with offices on the 8th and 9th floors of 41 Park Row may use their offices during the following times:

- **Monday - Thursday**: 9:00 a.m. to 6:00 p.m.
- **Friday**: 9:00 a.m. to 5:00 p.m.
- **Summer Hours**: 9:00 a.m. to 5:00 p.m.

Utilization of offices after hours until the building closes is permitted but requires advance notice in writing to Campus Activities, who will then notify the Security Office. For meetings held during evening hours, organizations are encouraged to reserve one of the Student Union meeting rooms.

**Office Space**

Student Organizations that contribute significantly to community development at Pace as evaluated through the Pace Rewards program may qualify for office space at the Activities Center. Office space is allocated at the end of the Spring semester for the forthcoming academic year.

Always keep your office locked when not attended. It is a violation of policy to
leave office doors unlocked.

**Office Space Continued...**

Do not leave any personal property in student organization offices. The University is not responsible for any personal property reported stolen or missing on campus.

**Organization Bulletin Boards**

Meeting notices and other information which is intended for members of a particular organization should be posted on the organization bulletin boards located on the first floor, Campus West, adjacent to the Financial Aid Office. Each organization is responsible for the material posted on its bulletin board, as well as the general upkeep of the board.

**Student Organizations**

Home to over 60 clubs and student organizations, the Activities Center provides duplicating services, telephone, mail and fax capabilities, campus-wide flyer postings, club office space, and facilities maintenance.

**Student Organization Conferences**

Every semester, Campus Activities sponsors a student organization conference for student leaders in order to explore new initiatives, share current and future programming schedules, and provide a forum where student leaders may address one another. Each organization’s executive board officers are required to attend the semesterly conferences.

**Telephone service**

Student organizations who maintain offices at 41 Park Row have telephones which members use to conduct business. These phones are restricted to inter-campus and local calls only.

To make long distance phone calls, organizations must obtain approval from Campus Activities. Toll calls will be charged to your organization’s account and may only be made during regular business hours.

*To engage students in the pursuit of personal and professional excellence.*

- **Leadership Lounge**

  Located on the 8th floor of 41Row, the Leadership Lounge is a resource room for student leaders and is an excellent environment for strategic organizational planning. The Lounge features a leadership library and desktop computer with Internet access.
• **Budget Allocation Workshops**

  Each semester, the Budget Allocation Council requests clubs, to submit budget allocation proposals for the following semester. To assist in the preparation of Student Activities Fee requests SDACA sponsors a hands-on workshop on effective proposal writing.

• **Collaborative Programming Campaign**

  The Campaign is a team of student leaders whose primary goals are to enhance the Pace Experience for all members of our community and to promote school spirit and a better sense of community and commonality. The group typically plans events for theme months and Pace traditions.

• **Emerging Leaders**

  The E-team is a group of new Pace students who work together through a semester-long series of workshops, group activities, and community service projects.

• **The Leadership Edge for Emerging Leaders**

  A leadership development series of in-service workshops, roundtable discussions, and group activities designed to encourage interactions between student leaders, groups and organizations.

• **The Leadership Forum**

  The Leadership Forum is comprised of select student leaders who meet to enhance their effectiveness, communication skills and understanding of leadership through hands on experience and group reflection.

• **Program Training**

  At least one representative from each student organization must attend Program Training each year. Sponsored by Campus Activities, Program Training provides student leaders with the nuts and bolts of effective event planning. Students learn the administrative processes required by the departments of Special Events, Buildings and Grounds, Food Service, and Security in order to implement successful programs. Students also receive suggestions on publicizing and promoting their organizations and events. Students who have gone through Program Training are the only members allowed to complete event registration forms.

• **Setter Series**
A six-week educational program offered in the Spring, this series incorporates the principles of Stephen Covey's *The 7 Habits of Highly Effective People* with traditional personal development training in an experiential workshop environment.

- **Treasurer Training**

Geared towards presidents and treasurers of student organizations, Treasurer Training provides students with the tools they need to successfully navigate the financial transaction processes at Pace University. Any member of a student organization may attend this training session. However, the student organization's executive board must designate one or two members or officers to be the official signatories for all the organizations' financial transactions. *Only those students who have gone through Treasurer Training and who have been officially designated as the official signatory by the student organization may sign off on financial transactions.*

- **Weekend Retreats**

In the spirit of personal and community growth, the Activities Center sponsors a Leadership Weekend in late Spring.

- **New Student Orientation**

The Fall, Spring and Summer Orientation programs feature student panels, workshops, and programs highlighting the Pace Experience. Organized by a committee of student leaders, New Student Orientation is the gateway to the Pace Community.

- **Pace Rewards**

A community development and incentive program, participating student organizations earn points towards awards and prizes by organizing unique community-wide events. *(See Pace Rewards)*

- **Student Development Transcript**

A program that highlights individuals' achievements at Pace, the Student Development Transcript is an official documentation of involvement in campus activities and is a valuable addition to resumes and/or graduate school applications.

- **ThinkForce**

As issues arise, Campus Activities sponsors a ThinkForce meeting for student leaders in order to explore new ideas, solve existing problems, and provide a forum where students may raise their concerns, including what students want
from campus life and how they want student activities to be coordinated. Student organizations are strongly encouraged to send representatives to these meetings so that critical issues may be explored effectively.

From personal development workshops to career-focused seminars, from intimate get-togethers to campus-wide dance parties, and from issue-oriented roundtable discussions to awareness programs, student organizations are central to campus life. Student organizations add vitality and excitement to the Pace Experience.

General Requirements

Student organizations must maintain official recognition by the University in order to be eligible for the services and funding extended through Campus Activities. All recognized student organizations are expected to operate within University Policies and Procedures.

To be officially recognized, a student organization must provide Campus Activities with:

1. A charter or constitution, pending approval by SGA or GSC; and
2. A completed fact sheet listing membership ** of at least 10 currently registered students with minimum C.Q.P.A.s of 2.0 (Officers must have a minimum 2.5 C.Q.P.A.); and
3. The contact information of its faculty/staff advisor.
4. Enrollment in the Leaders Listserve.

Organizations that are sanctioned by the Student Government Association must be primarily intended for undergraduate students. Graduate students may be members of SGA-sanctioned student organizations however, they may not hold office. The only exceptions to this policy are B.B.A./M.B.A students.

Recognized graduate student organizations must be sanctioned by Campus Activities. They are eligible for separate contingency funds.

** For Greek organizations membership may include current pledges.
Types of Organizations

There are two types of student organizations: *Pace Student Organizations* and *Affiliate Organizations*.

1.

Pace Student Organizations are organizations that have been chartered by Pace University after meeting all Pace criteria for Campus Activities recognition. Pace student organizations are:

A. Covered by Pace’s insurance and are eligible to receive legal counsel for advice and representation in legal disputes.
B. Eligible to receive up to 100% funding for Pace approved activities.
C. Eligible to receive all services offered by Campus Activities.
D. Required to have all contracts negotiated by a Campus Activities agent, reviewed and approved in advance by Pace University Counsel, and signed by an appropriate Pace officer.
E. Required to maintain all organization funds in Pace accounts that are administered by Campus Activities. Pace student organizations may not maintain off-campus financial accounts.
F. Required to comply with all of Pace’s policies, rules and procedures.

Affiliates are student organizations which are chartered independently of Pace, including fraternities, sororities and any other organizations whose membership is not open to all Pace students and/or has a charter, constitution or by-laws which provides that, upon dissolution, that organization’s assets shall be distributed to its members or an entity other than Pace.

Affiliates do not operate under Pace’s corporate umbrella and are only permitted to conduct activities on campus and receive services from Campus Activities if they comply with all of Pace’s policies, rules and procedures.

Affiliates are:

A. Not automatically covered by Pace’s insurance. Pace University is not liable for the actions of Affiliates and does not represent them in legal disputes. The members of an Affiliate are completely responsible for the actions of their organization. Affiliates are required to maintain liability insurance in order to protect their members.

*Note: Affiliates may not use Pace’s address to incorporate.*

B. Only eligible to receive funding from the Student Activities Fee for Pace
approved events which are open to all Pace students.

All Pace funds are paid directly by Pace to the providers of goods and services. All receipts from events which are funded in whole or in part with Pace allocations must be deposited into the sponsoring organization's agency account. Pace will deduct all amounts advanced by Pace, after which it will issue a check to the Affiliate for any excess over the amount of Pace's advances.

For example, if a fraternity receives $750 from the Student Activities Fee to sponsor a dance and receives $1,000 from the door receipts, the total $1,000 must be deposited into the fraternity's agency account. A total of $750 must be returned to the Student Activities Fee, but the fraternity may keep the $250 profit.

C. Eligible to receive the following services offered by Campus Activities.

(I) Use of office space, if available.

(II) Use of Pace's mailing address, except as an incorporation address.

(III) Use of mailbox, mailing service, posting service, and copier service on an expense reimbursement basis.

(IV) Use of Pace facilities for events, if available.

(V) Assignment of a Pace Agency Account.

D. Required to maintain all organization funds (except agency account funds) in the organization's own bank accounts.

E. Required to adhere to all Pace standards of conduct, policies, procedures and guidelines.

F. Affiliates must obtain prior Pace approval for all campus events. Affiliates do not require permission from Pace to hold off campus events. However, they must notify the Center for Student Development and Campus Activities in writing of all off-campus events prior to their occurrences. Such notice shall not mean or suggest Pace sponsorship or approval of the off-campus event. If such notice is not received, disciplinary action may result.

All advertising by Affiliates for off-campus events must carry the following disclaimer:

*Not a Pace University sponsored or approved event*

**Note:** The Greek Council is a Pace student organization and not an Affiliate.

**Annual Registration**

To remain an active student organization, each organization must:

1. Submit a fact sheet to Campus Activities with at least 10 active members annually (deadline will be announced during the Spring semester.)
2. Submit an annual report detailing the past year's activities.
3. Hold general meetings at least twice per month or eight times per semester.
4. Attend Program/Treasurer Training.
5. Enroll in the Leadership Listserve.

*Failure to comply with the above guidelines will result in inactive status.*

**Advisors**

An advisor is a faculty or staff member chosen by a student organization to provide knowledge, commitment, and support to the organization. Every student organization must have an advisor to be officially recognized and deemed active. An advisor should:

- Teach leadership and followership,
- Make recommendations, when appropriate,
- Provide continuity and history,
- Help orient new leaders,
- Serve as a resource person,
- Represent Pace University when dealing with, or on behalf of the organization.

Use your advisor. Talk about each other's expectations. Tell them your concerns. If you don't feel your advisor has the interest or time to advise, find someone who does. Advisors are important to the ultimate success of your organization! If you need assistance in finding an advisor, contact Campus Activities.

**Officers**

Officers are defined as all presidents, vice presidents, secretaries, treasurers and others as defined by a student organization charter or constitution. For the student media organizations, this includes all editorial and managerial positions. Any student holding an elected or appointed office is subject to the following policies:

1. A C.Q.P.A. of 2.5 or better must be maintained by an undergraduate student holding an office (3.2 or better for graduate students) or as stated in your organization's constitution. Students who fall below the minimum C.Q.P.A. will be asked to resign from their positions. All C.Q.P.A.s will be checked each semester.

2. Students who are elected or appointed to an office must be officially registered for the semesters during their term of office. No student is permitted to hold office in his/her first semester at Pace.
3. A full-time faculty/staff member of the University may not hold an elected or appointed position.

_During April of each year, student organizations are evaluated to determine their status in terms of activity or inactivity. Organizations deemed to be inactive may not access their accounts and may be denied other privileges._

To remain in good standing, organizations must complete elections, update their fact sheets and submit an annual report of their year’s activity. If you have further questions about the annual evaluation, please speak to one of the directors of Campus Activities.

**Transition Month**

April is Transition Month for student organizations. During this time, student organizations hold their election of officers, go through the Leadership Weekend Retreat, and celebrate Move-Up Day.

Student organizations are asked to complete their election processes by the first week of April. Updated fact sheets must be submitted to Campus Activities soon after the election results are announced.

The annual Leadership Weekend Retreat is held in mid-April. Newly elected student leaders are encouraged to use this opportunity to get to know their fellow student leaders, to review the previous academic years events, and to make plans for the next school year.

The end of April signals the end of the academic year. During this time, Move-Up Day is held. Outgoing officers officially pass on to their successors the helm of their organization. Club Advisors are likewise acknowledged for their dedication and support to student activities.

_Duly recognized student organizations and affiliates are expected to abide by University policies and procedures. Any organization found to be in violation of such policies will be subject to the disciplinary process. Please refer to the Undergraduate Student Handbook._

**Hazing**

Any action or situation involving physical or mental abuse such as harassment, intimidation or hazing (defined as subjecting a person to treatment intended to put him/her in a humiliating or disconcerting position), the forced consumption of liquor, drugs or other liquid or solid substance for the purpose of initiation into or affiliation with
any organization, or other conduct which recklessly or intentionally endangers or threatens the health, safety or welfare of any person on University owned or operated property or at University sponsored activities is expressly prohibited.

Alcohol Policies

Any student organization reserving University facilities will be held responsible for the University policies on alcohol contained in the Undergraduate Catalog, Student Handbook, and any of its supplements. In addition, student organizations must conform with the following Campus Activities policies on alcoholic beverages served at student functions.

- An organization reserving University space will be held responsible for the following:
- Only beer and/or wine may be served. All beer and wine orders are subject to approval by the Director or Assistant Director of Campus Activities.
- The use of grain alcohol is prohibited. Any student or organization found to have used grain alcohol will be subject to disciplinary action. Grain alcohol is pure alcohol (180 proof as defined by the Bureau of Alcohol, Tobacco and Fire Arms.) The sale of this type of alcohol is banned by the State of New York.
- **Bringing one's own supply of any beverage into an event is prohibited.**
- The University does not have a liquor license. A temporary beer and wine permit is required for any event held outside a licensed area where there is an admission charge. A permission letter from Campus Activities must be obtained at least ten (10) business days prior to the event and brought to the Alcohol Commission. The letter must be submitted with a certified check, Banker's check or draft or a money order payable to the State Liquor Authority in the amount of $25. The permit must be brought back to Campus Activities at least two (2) days prior to the event. Table cards stating 21 years of age or over to consume alcohol must be visible at all private parties.

A temporary beer and wine permit is not required for a private party. A party is considered to be private, if there is no charge at the door, no charge for alcoholic beverages, and if it falls within the following categories:
- Residence hall party.
- Organization or staff party for the benefit of its members.

The following disciplinary action may be prescribed for uncomplicated violations: social probation, residence hall probation and/or disciplinary probation. More serious or multiple violations may lead to suspension, dismissal or expulsion from the University.

It is strongly advised that student organizations, when serving alcohol at events, include the price of alcohol in the admission price. However, if a student organization wishes to sell beer or wine, by the glass, this is possible only after the following
guidelines are set:

1. All details concerning monies collected are arranged at least ten (10) working days in advance with Campus Activities.

2. Ticket tally sheets and tickets must be used. There will be no collection of monies at the bar area. Drink tickets will be sold at the door.

**All functions serving alcoholic beverages must also serve non-alcoholic beverages and have food available.**

Double proof of age is required of everyone attending a function where alcoholic beverages are served. The minimum age for entry to an event is seventeen (17), with twenty-one (21) the minimum age for drinking alcoholic beverages. Proof must consist of:

1. A Pace I.D. and a proof of age, or
2. Another College I.D. and proof of age, or
3. Two pieces of identification, one of which must contain proof of age, if a person is a guest of a Pace Student.

*For those people signed into the residence hall, the residence hall pass does not substitute for positive identification.*

The following forms of identification will be accepted as proof of age:

- Drivers license with photo
- Passport
- Military I.D.

The consumption of alcohol is prohibited in any University vehicle used to transport students to and from an event. Upon requesting the use of a University vehicle, the sponsoring organization must designate one individual to help enforce this policy. Disciplinary action will be taken by Campus Activities against any student(s) and the sponsoring organization(s) should this regulation be violated.

Activities Center team members will be on duty at all dances and major functions where alcoholic beverages are served. They will be stationed at the point of entry to proof ages, sign-in guests and attach Campus Activities wristbands on those attending who are twenty-one (21) years of age or older, and in the bar area as servers. Sponsoring organizations will be charged the expense of hiring staff to run events with alcohol. There will be no exceptions to this policy. The student organization will still maintain responsibility for the collection of revenue in conjunction with Campus Activities.
All Pace University students and organizations must abide by the following excerpts from the New York State Law:

No person shall sell, deliver, give away, or serve any alcoholic beverage to any intoxicated person.

Any person under 21 years of age who is found to have presented or offered false or fraudulent written identification of age for the purpose of purchasing or attempting to purchase an alcoholic beverage may be faced with probation for a period of not exceeding one year, and may, in addition receive a fine not exceeding $100.00.

Fraternity initiation rites which endanger physical or mental health or involve the forced consumption of alcohol or drugs is prohibited.

All organizations must also comply with the following regulations when serving alcohol:

1. The server will provide only one drink per person per trip at the point of dispensing the alcoholic beverages.

2. Food and non-alcoholic beverages must be available in order to dispense alcoholic beverages.

3. The dispensing and serving of all alcoholic beverages will be terminated at least one hour before the end of the event.

Informal events sponsored by student organizations and geared towards those under the age of 21, will be restricted from the serving of alcoholic beverages. Examples of informal events are rush parties, meetings, and membership drives. Any exceptions to this policy must be granted approval by the Dean for Students Office and the event must be directly supervised by Campus Activities. At events geared toward those over the age of 21, approval must first be obtained through the Dean for Students Office.

Contracts

The Standard Performance Contract, available from Campus Activities, will be used for all agreements with outside agencies such as bands, DJ’s, performers and speakers. Any contract, University or otherwise, must be negotiated and reviewed by Campus Activities prior to approval of events.

The Standard Performance Contract will be drawn up and returned to the organization whose responsibility it is to have all copies signed by the performer.
After all copies have been signed and returned to Campus Activities, the Contract will be signed by the Director of Campus Activities or referred to the Dean for Students by the Director. The organization receives one copy of the contract, one copy is given to the performer, and the original with one copy is kept by Campus Activities.

Students are not permitted to pay any performers, lecturers, agents, vendors, etc., with cash, personal check, or out-of-pocket funds. Contracts are always paid by Pace University check, never by cash. Payments or fees for services rendered paid in cash are not reimbursable and may subject organization to disciplinary action.

A check for the performer(s) or speaker(s) will be ready on the day it is required provided the Director or Dean countersigns the contract at least three weeks prior to the scheduled date of performance.

Contracts must be negotiated and typed by Campus Activities before receiving the artist's approval. No hand written contracts will be accepted.

All contracted performers must possess a valid photo I.D. DJ's are permitted a maximum of three guests to help them load in and set up their equipment. Guests must also possess a valid photo I.D.

Performers may not be paid until after the performance.

All contracts must contain the performer's social security number or the agent's federal identification number.

**Students may not sign contracts.**

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**Outside Catering**

If a student organization is planning an event where food will be served, and the members are considering using a vendor other than Sodexo Marriott, they must meet with the Campus Activities Staff before any commitments are made with an outside caterer. Failure to discuss plans with Campus Activities may result in the event being canceled.

In considering caterers other than Sodexo Marriott, to protect the interest of those who will be consuming the caterer's products and to safeguard the interests of the University, it is essential that certain parameters are followed.

1. The quality of the products offered by the competing caterer must be equal to or better than those offered by Sodexo Marriott.

2. The caterer must provide evidence of specific insurance coverage no less than certain specified limits and agree to certain indemnification provisions, as follows:
   a. General Liability including product liability $1 million per occurrence or $2 million general aggregate.
   b. Automobile Liability Combined limit $2 million/$1 per occurrence.
c. Excess Liability $2 million.
d. Workers Compensation and Employer’s Liability.
e. Pace University is to be named as additionally insured on coverage a, b, and c.
f. The contractor agrees to defend, indemnify and hold harmless Pace University from and against any and all claims for loss or damage to property, or injury or death of person or persons, resulting from or arising in any manner as a result of the contractor’s performance or service.

3. Caterers must deliver to the University. Students are not permitted to pick up food from the establishment.

4. No student or student group is allowed to cook their own food for a catered event.

5. Exemptions to this policy may only be made by the Director of Campus Activities or the Dean for Students. Automatic exemption to this policy is soda and snacks not in excess of $150.

### Off Campus Events

Organizations wishing to sponsor events off campus must obtain approval from Campus Activities.

Bus transportation, if feasible and requested, should be provided at a nominal cost to the students who prefer not to drive to an off campus event.

If the event is geared towards students 21 years of age or older, permission to have an open bar must be obtained through the Director of Campus Activities. The sponsoring organization will assist the off campus site, if necessary, in the proofing process. No alcohol is to be available during the last half-hour of the event.

Events geared towards students under 21 years of age may not have alcoholic beverages available. The contract or agreement with the off campus site must clearly stipulate that no alcoholic beverages will be available during the event.

**Reminder:** All contracts and agreements must be approved through Campus Activities prior to the event.

### Trip Policy

Any organization planning a trip must register the event in Campus Activities. The organization must provide one ticket per 50 reservations for Campus Activities representatives. All special arrangements, such as complimentary tickets from a travel agency, must be approved by the Director of Campus Activities. Personal liability waivers are required.

### Posting

All materials to be posted must be approved by Campus Activities. For effective promotion, we suggest that the materials be submitted at least two weeks prior to the event. The Campus Activities Staff will stamp the posters "Approved." Any
materials not stamped or posted in illegal areas will be removed.

The Campus Activities Staff will post all signs within 48 hours. However, if copies of the flyer are required first, this will add an additional 24 hours to the posting time. Groups may post their own flyers, once stamped by Campus Activities, as long as they post only on Campus Activities boards.

Posting Continued...

Do not post on top of, move, or remove other posted materials on the bulletin boards.

When preparing materials to be posted, please follow these guidelines:

1. Materials must have the name of the sponsoring organization printed on them.

2. We will post materials as early as possible, but given the limited bulletin board space, dated materials within two weeks of the event will take priority over dated materials with more than two weeks lead-time.

3. Student organization bulletin boards are located on the first floor of Pace Plaza, along the wall of the Frankfort Street hallway. Departmental and specially designated bulletin boards are located at various locations in Pace Plaza and 41 Park Row. These bulletin boards are maintained solely by the individual department, group or student organization that is assigned a specific board.

4. No flyers, posters or other forms of publicity are permitted on or in walls, elevators, classrooms, restrooms, doors, and stairwells. Any of these items placed on surfaces other than bulletin boards will be taken down by staff working for Buildings and Grounds, Security or Campus Activities.

   **Posting on glass doors and revolving doors is a serious safety hazard and strictly forbidden. Violators will be subject to disciplinary action.**

5. The Spruce Street and Frankfort Street Corridors of the first level of Pace Plaza have become popular places to highlight same day event publicity. The taping of flyers to the metal pillars is permissible only on the day of the event. The department/organization which tapes up these flyers is requested to take them down after the event is over.

6. Departments/organizations may hand out flyers in the lobbies of Pace Plaza and 41 Park Row as long as the regular pedestrian traffic flow is not impeded.

All events and programs require a great deal of planning by both your organization and Campus Activities. Therefore, the deadline for event registrations and new financial transaction request is four (4) weeks prior to the first day of finals.
Program Planning

When planning an event on campus, whether it is a major or minor one, it is important to consider these fundamental steps:

- Designing the event
- Preparing a budget for the event
- Registering the event at the Activities Center
- Preparing the programming checklist
- Delegating, implementing, monitoring the task list
- Hosting the event
- Evaluating the event

Designing the Event

The first step in event planning is to determine the who, what, where, when, how and most importantly, why of the event. Usually, organizations will assign members to an event committee to determine the purpose of holding the event, where and when it will take place, what will be the components of the event and what needs to get done to make it a reality. Pre-planning can happen at anytime, but optimally occurs at least eight weeks prior to the event. The planning committee should consider what talent is needed, what decorations will set the right environment, how many people will be needed to run the event and how the event will be promoted to reach the appropriate target audience.

Preparing a Budget for the Event

Once the organization has a clear understanding of what is involved in the event, a budget needs to be prepared and funds secured. To secure funding, follow the guidelines listed under Money Matters. Members who attend Treasurer Training are taught how to secure funds necessary to host events.

Registering the Event at the Activities Center

Simultaneous to preparing the budget, the event needs to be registered at the Activities Center. Simply complete an Event Registration Form and submit it to the Coordinator of Programming Services. The form asks you for

- Description of your event
- Services that will be required such as food services and audio visual equipment
- Possible Dates - list at least 3 possible dates for your event in case your first choice is not available
• Possible Locations - consider which sites on campus will be appropriate for your event
• Set-up needs - will you need chairs, tables, stage, podium or other facility needs

The representative signing the Event Registration must be a member who has completed Program Training. Upon review, the Coordinator of Programming Services will determine whether or not your event is a major event which would require a production meeting or other follow-up procedures.

**Hint:** When you submit your Event Registration Form, be sure you retain the last copy signed by one of the Activities Center Team members. This is your verification that the request was received by the Activities Center.

**Types of Events**

The Activities Center classifies all student events into two categories: major events or minor events.

Major events include all events which:

• Invite the public to attend, or
• Charge admission, or
• Require a significant facility set-up with maintenance or food services.

Examples of major events include parties, dances, concerts, comedy shows, most talents shows, popular speakers.

Minor events are small scale functions where:

• Attendance is restricted to members only, or
• There is a minimal facilities set-up.

Examples of minor events include meetings, bake sales, table hours.

The SDACA Staff Assistant will notify you about the classification of your event. A copy of the approved registration will be placed in your organization’s mailbox. Major events require a “production meeting” with the Assistant Director of Club Development to help you navigate through Pace policies and provide liaison information with the other offices involved. If your event is classified as a major event, you must schedule a production meeting at least 4 weeks prior to the event.
Getting Space for Your Event

Once you have registered your event, the SDACA Staff Assistant will notify you if any of the locations you’ve requested is approved. If it has not, contact the Coordinator directly so that alternative space can be arranged. After the location is approved, all requests for food service, maintenance set-up and services must be finalized ten working days prior to the event. Last minute changes may not be possible.

If for any reason you decide to cancel an event that is registered, please notify the Activities Center in writing at least five working days prior. Any expenses incurred for failure to report the cancellation timely will be the responsibility of the organization. A fine may also be imposed if an unreported cancellation negatively impacted Campus Activities.

Preparing the Programming Checklist and Implementing the Event

After you have received approval on a registered event, obtain a copy of the Programming Checklist from the Activities Center and use it to delegate, implement and monitor the tasks for a successful program.

Hosting the Event

On the day of your event, give your checklist one final review. Arrive early and make sure your space is set-up, your staff is in place and trouble shoot for last minute obstacles you may not have anticipated.

Hint: It is important to bring any documentation you have about the event with you to handle situations as they arrive. Make sure you have your approved event registration, space reservation form and performance contracts with you.

Evaluating the Event

The event process is not complete until you have tied up the loose ends after the event by filing an Event Evaluation Form with the Activities Center and have reconciled any financial expenses, box office deposits and other revenue. To maintain active status, Event Evaluations are due within two weeks after an event.

Things You Should Know

- Campus facilities are always in demand. The sooner your planning process begins, the more likely you will receive first preference for dates, times and locations.
- Academic scheduling will not accept requests for classrooms until two weeks into the semester.
- Events may not exceed five hours (excluding set-up and clean-up) without prior approval of the Activities Center.
• Students may not enter agreements on behalf of the university. Do not sign contracts. Do not make "verbal" agreements. You may be held personally accountable.

• Campus facilities may not be used or rented for private, non-Pace functions by students or student organizations.

• Student organizations sponsoring any event will be held responsible for any damages which occur as a result of the sponsored event. Any problems and/or damage should be reported to the Security Office immediately.

• Events subject to admission charges or the collection of monies from food sales require the completion of a cash report submitted to the Activities Center on the day following the event.

• Any assistance with a planned event needed by student organizations can be received by contacting the Activities Center, weekdays, between 9 a.m. and 5 p.m. Assistance needed between 5 a.m. and 12 p.m. weekdays or throughout the weekends can be received by contacting the Night Manager on duty.

All student events are subject to the policies and regulations set forth in this Student Organization Resource Manual and any of its supplements which may be distributed from time to time and the guidelines of the office of Special Events.

Food Service

Food and beverages on campus may be provided by Dinning Services.

To plan for a catered event, the procedure is as follows:

1. Make an appointment with the Catering Manager to discuss the final details and obtain a written estimate for the event.

2. Fill out the appropriate paperwork at Campus Activities.

3. Campus Activities will then confirm your order with Dinning Services.

Food Service Continued...

When planning food for your event, please consider:

• The type of event,

• The date, time and place,

• The number of people attending.

• The available budget (note: no food service will be provided unless the full cost is covered by existing funds and not by anticipated receipts.)

Make sure your orders are placed well in advance. Final numbers of people attending must be submitted four working days before the event. Remember that all functions not occurring during normal working hours will be subject to overtime wages. Overtime is considered to be after 5:00 p.m. on weekdays and all day on weekends.
Dances & Parties

Organizations receive notification of Dance Reservation Day in their mailboxes. All dances are held in the Eddie Layton Student Union unless special permission is granted by Campus Activities.

Once an organization has been given a dance date, they must meet with the Assistant Director at least four (4) weeks prior to the event to confirm arrangements.

Speakers

In addition to guest speakers, this category includes lectures, forums and seminars. The main purpose of this type of event is to share ideas and enhance the educational experience.

Biographical information must be submitted for contracted speakers with the Event Registration Form. Written approval may be required from the Dean for Students in order to confirm the event.

All speakers must be negotiated and contracted by Campus Activities.

Even the most spectacular, well-organized event can fail if nobody knows about it! Getting the word out is critical to success! As you begin preparing your publicity strategy and budget, ask Who, What, Where, When, and Why?:

- Why are you planning this event?
- Who is responsible for the program, event or series in planning stages?
- Who will be responsible for carrying out the publicity?
- To whom are you targeting the program?
- Is your information accurate and complete?

Worthwhile Ideas

Requests for the printing of posters by an outside agency to advertise an event must be made at Campus Activities at least four weeks before the posters are needed. These posters should only be used for large events such as cultural festivals, drama productions, important lectures, workshops, etc. Smaller events, such as meetings, should not require the use of posters unless you decide to make
your own posters.

Flyers may be printed by Document Services or outside vendors only for a large event, which calls for such printing. The printing costs involved will be deducted from the organization’s account. All publicity must be approved by Campus Activities. The Student Government Association monitors use of the University’s Poster Maker. Large posters may be obtained from the SGA at a nominal cost.

Paid Advertising

The Pace Press and the WPUB radio station will prepare professional ads at a nominal charge. Contact each media organization respectively for more information.

Radio

Off-Campus radio advertising is limited to radio stations which provide free P.S.A.’s (Public Service Advertisements.) All P.S.A. mailings must be done through Campus Activities.

Newspaper

No newspaper advertisements are permitted (except with student publications) without the written consent of the Director of Campus Activities and the Dean for Students.

Helium

Helium balloons are a great way to publicize your events, as well as decorate toward a festive mood. Helium usage is reserved through the Activities Center.

Complete the required paperwork at the Activities Center at least one week prior to the event.

Helium tanks are not allowed to be moved. Bring your balloons and ribbons to the Student Union to use the helium.

Other Nifty Ideas

Logos

Develop a logo for your organization and use it on all publicity. A logo is a trademark or symbol that is constantly associated with a product, or event.

Teasers

In the form of ads, posters, buttons, pins, or radio announcements, teasers may be used to start a publicity campaign.

Previews

Especially useful for a film series. Set up TV/Video in front of the library.

Button, Pens & Key Rings
To advertise upcoming events for your organization.

**T-shirts**
Buy inexpensive T-shirts and sell or wear them to advertise your organization or upcoming programs.

**Bookmarks**
Print up colorful bookmarks with advertising about an event or information about your organization.

**Table Tents**
Make use of tent cards in CAF 101, Spotlight Café, Student Union, and the residence halls.

**Display Area**
Use your student organization bulletin board, or other areas designated by Campus Activities.

**Wall signs**
Make creative wall signs for the Spotlight Cafe. All wall signs must be taken down within one week after the event.

**Tickets**
Give free tickets. Attach them to potato chip bags or soda cans in vending machines. Check with food service.

**Sandwich Boards & Costumes**
Dress someone in a sandwich board or wild costume and walk around campus with advertisement of your event.

**Poster Maker**
The Student Government Association provides a poster-making service at a very nominal charge. Organizations are encouraged to prepare and bring their 8 ½” x 11” flyers to the SGA where they can enlarge it into bolder, eye-catching posters. Please refer to the SGA’s guidelines for procedures and costs.

*In order to complete financial transactions, a student organization must designate at least one member or officer as the official signatory for the organization. Only those members who have attended the Treasurer*
Training may receive such designation.

**Type of Accounts**

Student organizations may have four types of accounts: agency, operating, start-up accounts and off-campus accounts, but there are certain requirements of each

**Agency Accounts**

Each student organization has an agency account. These monies may be used for any responsible purpose deemed appropriate by the organization and Campus Activities. It is important to always deposit monies from dues, fundraisers, tickets sales, and other receipts into this account because these funds do not revert back to the University at any time. The agency account carries over from one fiscal year to the next and is an organization’s central account.

**Operating Account**

University Funded Organizations are issued operating accounts. These include the Student Government Association, Graduate Forum, Residence Hall Association, Pace Board, Pace Press, WPUB, Legend Yearbook and APHROS Magazine. These funds are allocated to certain organizations each year. Monies not used in these accounts at the end of the fiscal year revert to general University funds.

**Start-Up Accounts**

Recognizing the need for student organizations to have seed money to begin the academic year's activities, Campus Activities allocates $150 of start-up funds to each duly recognized student organization to cover the cost of copy charges and other administrative costs the organization deems necessary. Funds are restricted to essential services only.

**Off Campus Accounts**

Pace organizations may not have off campus accounts. Only Pace affiliates may have their own accounts off campus.

Everyone needs money, but no one seems to have enough. How can you raise enough funds to successfully achieve your organization's goals? Here’s the key to unlocking the University’s coffers.

**Fundraisers**

There are the standard tried and true methods such as bake sales, candy sales, T-shirt sales, auctions and raffles, in addition to other innovative and creative ideas. Make sure that any fundraiser you plan is consistent with University policies and procedures. Please use the guidelines below if you choose to conduct a raffle. Food sale fundraisers must be approved in advance to insure no conflicts with the University’s food service contract. It is important that you speak with a member of the Campus Activities staff if you are unsure of applicable policies. Don’t be shy! Ask!
Raffles

Raffles provide an excellent means of raising money. An organization desiring to conduct a raffle must first receive permission from Campus Activities where raffles are kept on file.

Only Pace organizations and Pace affiliates are eligible to hold raffles.

All proceeds from raffles must be deposited into the organization’s agency account. All proceeds from raffles and tickets must be returned to the organization three (3) working days prior to the raffle drawing date. The organization must meet with SDACA’s Staff Assistant no later than two (2) working days prior to the drawing date to account for all tickets. All unsold tickets, stubs and revenue must be deposited at the Activities Center before the drawing. If the raffle tickets are not properly accounted for, the raffle will be postponed or cancelled if deemed necessary by Campus Activities.

The treasurer of the organization is responsible for maintaining a record of all raffle tickets sold. A complete account must be handed in to the Activities Center. This will include the following:

- The amount of raffle tickets issued, sold and returned,
- The names of the individuals selling the raffles,
- The raffle ticket tally sheet, and
- The total amount of monies generated from the raffle sales.

Box Office Receipts

Charging admission to events is a great way to recoup some of the cost of sponsoring an event but seldom works as an effective fundraiser unless benefit tickets are sold (special seats at relatively high prices.)

If an admission is charged at events, printed tickets are necessary and organizations must use Campus Activities Ticket Tallies and Cash Reports to record all ticket sales.

Generic tickets are available at no charge. Computer tickets may be ordered though Campus Activities at a nominal charge. No tickets for admission may be printed off-campus unless special permission is obtained from Campus Activities.

All ticket sales are to be accounted for by returning stubs, unsold tickets and completed ticket tallies to Campus Activities within one week following the event.

Student Activities Fee

Student Organizations under SGA jurisdiction may submit budget requests for activities fee funding for their events and club activities to the student-run Budget Allocation Council presided by and monitored by the Student Government Association. Certain criteria applies to be eligible. Please refer to BAC guidelines in the appendix.

Transactions

Depositing Funds into Your Account

Whenever funds are collected by student organizations, they should be deposited
as soon as possible at the Activities Center. Funds collected before 5:00 p.m. may be brought directly to the Activities Center on the 8th floor of 41 Park Row. Funds collected at events after working hours require a night drop bag and should be deposited in the Safe Depository located next to the SARS office. Please make those arrangements during your production meeting.

**Accessing Funds from Your Account**

All financial transactions are generated by a Financial Transaction Requisition (FTR). Only members designated by the organization who have completed Treasurer Training may submit an FTR for payment voucher processing. Payment vouchers include:

**Accessing Funds Continued...**

- **Petty Cash Vouchers** – select this type of voucher for cash reimbursements up to $100. Allow 72 hours for processing.

- **Reimbursement** – select this type of voucher for reimbursements over $100. Allow 3 weeks for processing.

- **Purchase Requisitions** – select this type of voucher when ordering from vendors. Allow 3 weeks for processing.

- **Independent Contractor Payment** - select this type of voucher when paying for services such as performers and speakers.

- **Stockroom Requisitions** – select this type of voucher when order from Pace’s stockroom.

1. Only those members who have completed Treasurer Training are authorized to process any and all financial transactions.

2. No Pace organization is permitted to have an outside checking account.

3. Treasurers should be responsible for keeping accurate records of the organization’s financial records. Campus Activities will forward to each organization periodic reports and account balance. If discrepancies arise, the Campus Activities bookkeeper is available to clarify budget questions. The questions, however, must be based on the organization’s documented records.

4. No student(s) are permitted under any circumstances to personally make money from any event, project or fundraiser sponsored by a student organization. Any student found in violation of this policy will be subject to the disciplinary process. (Exceptions include SGA approved student D.J.’s.)

5. Reimbursements always require original receipts or invoices as documentation of purchases. Both must include the full name and address of the vendor.

6. Photocopies of receipts are not acceptable.
Credit card statements are not accepted as receipts. Please request itemized receipts of all purchases.

All reimbursements from restaurant receipts must be itemized by menu items. Verify that you can obtain an itemized bill before choosing a restaurant. Include the names of the parties served and describe the business transpired. Check stubs are unacceptable as receipts.

Organizations will not be reimbursed for alcoholic beverages without prior Campus Activities approval. Receipts that indicate the purchase of alcoholic beverages will not be reimbursed in part nor in full.

For reimbursement of food expenses, you must include a description of the business conducted and a listing of the members and/or guests in attendance on your financial transaction request form. Meals per person may not exceed $20 without prior approval of Campus Activities.

Capital Purchases (large scale assets such as computers and other physical property) are not reimbursable. You must procure these types of items through the university's purchase order system.

Invoices presented by vendors for payment will not be processed unless a purchase order was processed and approved first. DO NOT ORDER SUPPLIES WITHOUT A PURCHASE ORDER OR YOU WILL PAY OUT OF YOUR POCKET!

**PACE REWARDS** is an opportunity for your organization to become active members of the Pace Community. By giving Pace your very best efforts in programming, you strengthen our community and our school spirit. **PACE REWARDS** is also a rewarding endeavor. The more community-building programming you sponsor, the more points you earn. The more points you earn, the more incentives you are eligible to receive.
**Participation**

To participate in PACE REWARDS, your organization must be in *good standing* as outlined by the policies and procedures currently set by Campus Activities and the Student Government Association.

To remain in *good standing*, the following must be filed with Campus Activities by the end of each academic year (with updates filed as appropriate):

1. Your organization’s constitution and/or charter;
2. Your executive board members’ contact information;
3. A membership list of at least ten (10) currently enrolled Pace students;
4. Your faculty or staff advisor's current contact information and authorization.
5. Your organization’s annual report outlining your group’s activities.
6. Membership in the Leaders Listserv.

To receive points, your organization must file a PACE REWARDS form with the appropriate documentation attached as soon after the event as possible. It is the organization’s responsibility to apply for print allocations. Forms are available in Campus Activities.

**Benefits**

Awards, prizes, and special recognition are some of the benefits top point-earning organizations can receive. In the Spring, Pace Rewards point totals are also a factor in the allocation of club office space.

Prizes may include (but are not limited to) free duplicating services, pizza party for your organization, cash prizes, or gift certificates.

**Earning Points**

Your organization earns points when it meets the criteria for any or all of the following categories:

**Community Development (25 points)**

Programs and events that develop school spirit and that actively engage the Pace Community. *For example, Park Clean-Up Day, winter coat drive, university-wide community service project.*

**Collaborative Programming (20 points)**

Unique programs and events co-sponsored by at least three (3) student organizations. Programs must also address one or more of the following themes: Service, Citizenship, Globalism, Wellness, and Technology. *For example, voter registration drive, Black History Month, Alcohol Awareness Week.*

**Diversity Programming (20 points)**
Unique programs and events co-sponsored by at least two (2) student organizations whose mission statements are different from each other on the basis of the following areas: ethnicity, religion, sexual orientation, culture, disability, or professional focus. For example, The Impact of AIDS in Communities of Color workshop.

**Academic Support (10 points)**

Programs and events that are co-sponsored or supported by an academic department and/or actively involves faculty. For example, academic conferences at Pace, faculty-led workshops.

**Leadership Development (10 points)**

Programs and events that enhance leadership skills. For example, Campus Activities’ Program and/or Treasurer Training’s; Student Organization Conferences, active participation in the Fall and/or Spring New Student Orientation.

**Faculty Support (5 points)**

Programs and events attended by faculty and/or academic classes. For example, Secrets of the CPA Exam.

**Club Development (5 points)**

Programs and events that directly contribute to the growth of the club or organization, including membership retention and recruitment efforts, theme-oriented programming (no other co-sponsoring student organization), and professional or personal development workshops. For example, bi-weekly general meetings, membership drives, Diversity Weekend retreat and Activities Fair.

**Administrative (3 points)**

Administrative requirements of Campus Activities and the SGA. For example, timely submission of your club’s fact sheet.

**Special Programs (as announced)**

Periodically, Campus Activities will announce certain programs and events as eligible for the Pace Rewards program. Point allocations will be determined on a per event basis. For example, bulletin board contests.

**Move Up Day**

Each year in April, we celebrate the “passing of the gavel” from the current officers of our student organizations to the newly elected officers. In a symbolic ceremony, we recognize the achievement of the outgoing officers and congratulate and offer support to the incoming officers. Additionally, Move-Up Day gives student leaders the opportunity to recognize and show appreciation to
their faculty and staff advisors.

**Student Activities Awards Dinner**

At the conclusion of the academic year, the Center for Student Development and Campus Activities hosts the annual awards banquet honoring the excellence and achievement of our clubs and student leaders. A special evening of awards, friendship and fun, the event is often considered the culminating highlight to a year of hard work and accomplishment. Award recipients are nominated by their peers, advisors and/or through self-nomination. A committee of faculty, staff and students decide upon the categories listed below. Nomination forms are available the beginning of March.

*Dean Emanuel Heller Meritorious Service Award*

Is given to the student organization that demonstrates outstanding collective participation in University and community affairs.

*Edward J. Mortola Pacesetter Cup*

Is presented to the student who exemplifies outstanding leadership qualities as shown by his or her accomplishments in various student activities.

*J.S. Schiff Senior Achievement Awards*

Are presented to those graduating seniors who have consistently shown their dedication and commitment to the Pace Community as shown by their contributions to various activities throughout their tenure at Pace University.

*Andre Bostic Pacesetter Keys*

Are given to those students who have made significant contributions in the area of student activities.

*Philip Fulvi Advisor of the Year*

Is given to the staff/faculty member who has shown outstanding initiative and inspiration as an advisor to a recognized student organization.

*S.E.T.T.E.R.S. Letters (Students Empowered Toward Total Excellence, Responsibility and Service)*

Are presented to those student leaders who have fulfilled specific criteria to be recognized as official, lettered Pace student leaders. (self nomination only.)

*Best Co-Sponsorship of the Year*
Is awarded to the student organizations who have combined creativity, resources, and talents to create the best and most unique co-sponsored event benefiting the Pace Community.

**Outstanding Fraternity/Sorority of the Year**
Is given to the fraternity or sorority who has significantly enhanced Greek life at Pace University.

**Rookie Club of the Year**
Is awarded to the student organization whose efforts have made significant impact in club life during its first year of existence.

**Comeback Club of the Year**
Is awarded to the student organization whose efforts have far surpassed its achievements of the previous academic year.

**Outstanding Community Service**
Is awarded to the student organization whose collective community service efforts have significantly enhanced the Pace Community at large.

**Outstanding Program of the Year**
Is awarded to the student organization whose creative and unique program or event set the standard for quality programming at Pace University.

**Best Programming of the Year**
Is awarded to the student organization whose original and unparalleled programming efforts during the current academic year were consistently well-planned, well-received, and widely benefited the Pace Community.

**Awards Continued...**

**Best Theme Programming of the Year**
Is awarded to the student organizations whose collaborative efforts in sponsoring, organizing and publicizing the best theme week/month have significantly enriched the Pace Community.

**Best Publicity of the Year**
Is awarded to the student organization whose advertising and publicity efforts for its events were the most creative and unique.
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Vice President
Campus Involvement Leads to Student Success

Center for Student Development and Campus Activities

Campus Activities

Campus Activities Continued...

Campus Union & Campus Facilities

Campus Union & Campus Facilities Continued...

Continued...