# NSSR Student Spending Guidelines & Event Planning

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## 1. NSSR Student Association Overview

Student Departmental Associations, GFSS, Canon and the Student Fee Board will be informed of their fall semester income and estimated spring income at the end of the 4th week of the semester. Prior to this, carryover funds from previous semesters can be accessed. Student fees are allotted by the Dean's Office at the start of each semester. This allotment totals not less than 11.5% of the total University Fee billed each semester to all registered NSSR students (taken from FY2012 = $15.00 of the University Fee of $130.00). GFSS determines the allocation of these funds to the various student groups and groups receive notification of their income once the final headcount is determined by the school which is usually 4-5 weeks after the semester has begun.

Groups may not carryover more than $500 from one academic year to the next without special permission from Academic Affairs. Unspent funds in excess of $500 are transferred to the Fee Board for spring reimbursements.

**Graduate Faculty Student Senate (GFSS):** The GFSS is the representational student governance body for The New School for Social Research (NSSR). It is charged with representing student interests across departments, and it is the student liaison to the NSSR administration. The GFSS also oversees the Student Fee Board, which allocates funds to students who present at academic conferences and the NSSR student publication, *canon*. Students are appointed to the GFSS via departmental elections and then serve on various NSSR and university committees. While voting rights are only granted to departmental representatives, all NSSR students are invited to participate in the GFSS. GFSS members are often consulted by the NSSR administration on university issues affecting students. Academic Affairs distributes an all NSSR email list to GFSS at the start of each semester to publicize their activities to the student body.

**Student Departmental Associations:** Each academic department of NSSR has a student association. These organizations serve as a channel for student input into departmental or committee affairs. They organize colloquia and social events intended to enhance students' academic and personal experience at The New School for Social Research. Students are also encouraged to form their own associations around common interests. At the beginning of the semester, all student associations must elect a department **treasurer.** The treasurer will be sign off on all requests to access departmental funds. Once funds for the year have been publicized (after the 4th week in the semester), the treasurer should set up a meeting with Academic Affairs and submit a budget for the year to the office. This budget is not subject to review by the Office of Academic Affairs, but each department must have a plan for spending their money in the year that it is earned, with no more than $500 carried over from academic year to year. Please see sample budget attached.

**canon:** canon is a bi-annual publication edited by NSSR students with fiction and non-fiction contributions from NSSR students. There are work-study positions attached to canon and they are selected by current canon editors. The canon Editor is responsible for publishing 2 issues of canon per year, and could do a third, if funds are available. For specific canon information, see the canon Charter.

**Fee Board**: At the beginning of the semester, all student associations must elect a fee board representative, usually the same as the treasurer. The fee board is responsible for reviewing proposals from all departments for conference travel reimbursement. The fee board reviews proposals at the end of each academic year. The Office of Academic Affairs sends out the call for submissions at the fee board's request and collects and records all data from each proposal. The fee board is responsible for deciding upon guidelines for reimbursement.

Students can publicize their activities on the NSSR website at:
http://www.newschool.edu/nssr/subpage.aspx?id=14612

Student organizations should also send events and announcements to Academic Affairs for posting on the GRADFACts blog: http://blogs.newschool.edu/nssr-gradfacts/

## 2. Student Fee Spending Guidelines and Procedures

This guide should preemptively answer questions concerning the use of your student fee accounts. **Make sure an expense is allowable before you buy it.** If you ever have a question, ask Tsuya Yee **before** purchasing. All funds derived from the $15 divisional fee can be accessed through various means described below. This section contains descriptions of a variety of sample forms and guidelines that will help to facilitate this process. All forms will require an authorized signature, (Robert Kostrzewa). **Links to forms will appear at the end of this document.** Please submit completed forms with original receipts/invoices to Tsuya Yee, NSSR Academic Affairs and Scholarships, 6 East 16th Street, room 1007, 229-5712 ext. 3005 (YeeT@newschool.edu)

Wherever possible, we recommend student groups use university vendors for purchasing items. The most commonly used vendors for student groups are Chelsea Wines, Bravo Pizza, Chartwells Catering and Duplicating Services. Using these vendors allows us to pay the vendor directly and get items delivered to the school**. Students should allow at least one week for processing any order through a university vendor.**

1. **Catering Contracts:** Students can order food/beverages for their meetings or other special events through Chartwells. Email catering@newschool.edu, or fax number (212) 647-1868. You can browse their menu/prices: http://www.dineoncampus.com/thenewschool/show.cfm?cmd=catering

2. **Purchase Requisitions/University Vendor Forms:** The University has several accounts with outside vendors. Students can use this form (bravo pizza, etc.) to place outside orders. Please allow one week for these to be processed. See Tsuya Yee for more information. For Chelsea Wines orders, visit their website: http://www.chelseawinevault.com/ select the type of wine/alcohol you want and send the list and price per bottle and number of bottles requested to Tsuya Yee. Include delivery information in that email. Please note that we receive a 20% discount on wine from Chelsea.

3. **Expense Report and Reconciliation of Advance Form:** All reimbursements for out-of-pocket expenses related to student activities will be processed on this form. All original receipts* will have

to be attached to the form for proper repayment. You must also include a list of participants on the form, except for conferences. We understand that these will be expenses incurred by students, therefore, all efforts will be made to expedite repayment. All Expense Report Forms and receipts should be given to the Department Treasurer directly who will make sure it's properly filled out, sign off, and then send it to the Academic Affairs Office for approval. The Academic Affairs Office then sends it to Accounts Payable for processing. **You should receive your check in two weeks. If you are currently on payroll with the university and receive your paycheck though direct deposit, your reimbursement will be deposited directly into your bank account.**
*Receipts should be original and, in the case of food receipts, itemized. If original receipt is lost, you must attach a copy of proof of payment, such as your credit card bill or bank statement. **Photocopies of checks or hand-written receipts are NOT acceptable receipts.**

4. **Payroll Authorization:** This form can be used to pay New School students. Students receiving payment directly from the school should be notified up front that the payment will be taxed.

5. **Missing/Lost Check:** If a significant amount of time has gone by without receiving payment:
   - First contact Tsuya Yee. She will be able to determine if payment has been made, and if the payment has been cashed.
   - If payment **has** been made, and the check **has not** been cashed, the Faculty member needs to fill out a **Stop Payment Form**. For the "Document Number" on the form, ask Tsuya Yee to provide it.
   - Fax the completed form to **Payroll** at: **212-229-1313**
   - Accounts Payable will put a "stop" on the check and re-issue it.

**Payments for non-New School individuals:** Students may use their departmental student fees to pay individuals for independent or freelance services, or speaker honoraria and expenses. Students should never pay **an outside individual directly and expect to be reimbursed.** In order for the payment to be processed, the New School will need the individual to submit certain paperwork, depending on whether the individual is a U.S. citizen or non-U.S. citizen. Please be aware that **much more paperwork** is required in order to pay a non-U.S. citizen. See below for more information. It is best to notify the individual that processing this type of payment takes a little longer, and the sooner they submit their paperwork, the sooner we are able to process the payment. **Travel and Hotel:** You can purchase tickets and make hotel reservations with specific vendors. See here for more info: http://www.newschool.edu/admin/travel/

Forms needed to pay an individual U.S. citizen or permanent resident:
- Request for Independent Services Form (top portion filled out by Department, middle portion filled out by individual). The individual must include their Social Security Number, signature, and date. The Independent Services Form functions as a W-9, so no W-9 is needed.
- Either an Invoice from the individual for service rendered is needed, or back-up paperwork such as a Lecture Flyer, showing the individual's involvement in whatever service was rendered
- Check Disbursement Form: If the individual has any expenses that need to be reimbursed.

Forms needed to pay a non- U.S. citizen (in addition to the above):
- Foreign National Information Collection Form (a.k.a. FNICF: attached)
- W-8 Form
- Clear copy of the individual's passport photo page
- Clear copy of the individual's visa (photo in passport),

- Front and back copy of I-9 card (white card stapled in passport)
- 8233 form (if claiming tax exemptions)
- I-20 or DS2019 form (if individual is on a student visa: F1 or J1)

*These forms may be submitted to department treasurers for approval, and then to Tsuya Yee. Forms will NOT be processed unless they are completely filled out and all original receipts/invoices/signatures are attached.

If you are assisting an outside speaker with hotel arrangements, please consult our list of local hotels: http://www.newschool.edu/ofb/purchasing/subpage.aspx?id=55528

## 3. Event Planning

****The most important thing with event planning is to start early. Events that are set-up at the last minute rarely work out as planned and create undue stress to you the organizer and the staff who are trying to help you and complete your request.**

**Room Reservations**
Departmental Student Associations: To reserve rooms for weekly, recurring departmental student meetings or large scale events that are department sponsored, please go through your **department secretary.** Please give them at least 1-2 weeks' notice and suggest a few options for rooms by walking around and taking note of rooms you want. **Large events should begin the room scheduling process 2 months ahead of time.** A request should include the start/end time, date, number of people expected, and if any technology is needed. Please note that there is usually a freeze on room scheduling at the beginning of each semester while classrooms are still being assigned and at the end of the spring semester around commencement. You should provide the department secretary with a description of the event so they can post it to the events section of the NSSR website.
GFSS/canon/Fee Board: To reserve rooms, contact Academic Affairs at NSSRAcademicAffairs@newschool.edu. Follow instructions above.

**Room Set-up and Facilities Requests**
If you would like your room set-up in a particular way, including extra furniture, removal of furniture/equipment include that information in the room request to the department secretary or Kevin Shea.

**Requesting Audio/Visual Equipment**
If you need A/V such as wireless mics, projector, event recording, set that up with your department secretary or academic affairs 7-10 days prior to the event.

**University Alcohol Policy**
Events where students are present and where alcoholic beverages will be served are subject to approval by the Office of the Assistant Vice President for Student Affairs regardless of the age of the students. The Office of the Assistant Vice President for Student Affairs can be contacted at 212.229.5900 ext. 3657. In conformance with the university's policy, alcoholic beverages may be sold, distributed, served, or consumed only by individuals who have attained the minimum legal New York State purchase age of 21. Groups sponsoring events intended primarily for persons under the age of 21 are strongly encouraged to hold alcohol-free events.
See more at: http://www.newschool.edu/studentservices/rights/subpage.aspx?id=36621