Student organizations at The New School serve primarily to give you and other students the opportunity to grow by pursuing your interests, socializing, and sharing ideas. Student organizations bring people together and can initiate new friendships. They can also provide a safe and secure environment in which you can find acceptance in a group. Programming (events) can provide relief from academic and social pressures and can enhance ideas learned in the classroom. The following Office of Student Development and Activities (OSDA) policies and procedures related to programs are important to successful programming. For complete policy information, please visit the Student Conduct and Community Standards office’s Other Policies page and the OSDA website.
Alcohol

In addition to the university’s Alcohol Policy, please take note of the following:

• For student organizations to have alcohol at an event, a proposal needs to be submitted to OSDA for review. However, it should be addressed to the Assistant Vice President for Student Equity and Access since this is the person who ultimately approves or denies an alcohol request.

• Part of the approval includes finding an alcohol and beverage supervisor, who is a full-time faculty or staff member at The New School who will:
  o Check IDs of attendees, along with other verified staff/faculty, to verify their ages
  o Generally make sure the event is under control

Audio/Visual Event Support

The Media Services department requires separate forms that must be signed by the student organization advisor or the on-site coordinator. All requests must be submitted at least seven business days in advance. Please click here for more information on Media Services’ policies.

Conferences and Large-Scale Events

An event can be categorized as large-scale at the discretion of OSDA staff. The expected attendance, whether the event is open to the public, cost, and number of room reservations are some of the elements under consideration. To ensure a smooth event for everyone involved we ask for:

1. An event one-sheet, run of show, and/or timeline to be provided along with the Program Registration Form

2. An email submitted to studentorgs@newschool.edu that lists the roles and responsibilities of members in your student organization or conference committee during planning and the day of event

Excursion Proposal Form

If your organization is planning to meet off campus, you’ll need to complete an Excursion Proposal Request Form at least:

• 1 week in advance for local trips within the NYC area
• 3 weeks in advance for trips within the United States
• 4-6 weeks in advance for international trips

Please note that you must also complete the form if your group plans to attend conferences or participate in volunteer outings. OSDA must be notified in the Excursion Proposal Request Form if you need our staff to execute payment for conference or travel expenses. New School space registration guidelines require any non-academic event to have an on-site coordinator available for the entire event (this must be a full-time
faculty/staff member). This information should be listed in the Program Registration Form.

Food Orders

1. **REQUESTS**: A Food Service Request Form must be submitted for all food runs, Bravo Pizza, and catering orders at least seven business days in advance.

2. **FOOD RUNS**: The University no longer has a “voucher account” with Food Emporium, so we will continue to provide food runs a maximum of three times per week, depending on staff availability. Please remember that all food requests must be submitted at least seven business days in advance of meetings and events (e.g., mixers, open mic nights, film screenings, etc.). Runs are restricted to the following vendors in the neighborhood: Whole Foods, Trader Joe’s, Garden of Eden, and CVS. Unfortunately, OSDA is not able to store food or event supplies. Please be sure to make arrangements in advance of your event or meeting.

3. **RECEIPTS**: Students are responsible for turning in all receipts related to food runs and catering to the OSDA office. Failing to do so may result in the organization being placed on probation, and in some cases, losing access to this service.

Honorariums

1. An honorarium is a gift, and as such, is not subject to the terms and conditions found in a contract. An honorarium will not be processed by OSDA if an honoree requires a formal agreement, terms, or conditions to be met by the university. If an honoree requires a formal agreement, you will need to submit a contract for review.

2. Tax information is required of all payees.

3. **Payees should be notified that checks are mailed to the address they provide on the required forms. Checks cannot be hand-delivered under any circumstances.**

On-Site Coordinators Are Needed When:

- Any event has over 40 attendees
- An outside speaker will be presenting
- The event occurs outside of regular office hours
- Deemed necessary by OSDA

New School space registration guidelines require any non-academic event to have an on-site coordinator available for the entire event. (This must be a full-time faculty/staff member.) This information should be listed on the Program Registration Form.

Partnerships and Collaborations

1. A partnership/collaboration must be noted in the Program Registration Form and the nature of the partnership clearly identified. You must name the partner and make it known to us that there is a planned partnership/collaboration.
2. Once this is established, you will need to have the Event Collaboration Agreement Request Form filled out, either by you or the person who is asking for the event. An agreement will be generated and forwarded to you so the partner can sign it. We will also ask for a certificate of insurance (COI) from the partner.

**Program Registration From**

*Program Registration Forms* must be resubmitted for *all weekly meetings and events* at least two weeks in advance. When submitting Program Registration Forms, *you must list all dates on which your organization plans to meet.* Simply stating weekly, biweekly, or monthly meetings on Monday from 6:00 p.m. to 8:00 p.m. will not be accepted, and you will have to resubmit your request.

**One-Time Program Registration Form:** Students planning a one-time program must complete the [One-Time Program Registration Form](#). Each request must include contact information for the student organization advisor or staff event coordinator.

**Publicity Policy**

All items to be posted must be in English, include the name and email of the sponsor or contact person, and be approved by OSDA. If the content is written in a language other than English, an accurate translation must be provided within the poster.

Submit copies of your flyer to OSDA for distribution on campus. One copy will be held on file for our records. Flyers must be submitted at least 10 business days in advance of the program/event date for OSDA to post. Students are also responsible for removing flyers, posters, etc. once the event has been held.

As a recognized student organization, you are allotted 1,200 free black-and-white copies per year to be made in the OSDA office. Non-New School or off-campus-related advertisements and posters are distributed at the discretion of OSDA staff.

OSDA will remove a posting when:
1. It has not been approved prior to posting
2. It is outdated

Advertisements or promotional materials for student-sponsored events should not encourage the irresponsible use of alcoholic beverages. The availability of alcoholic beverages should not be used in event flyers or other advertisements.

**Logos:** All flyers must have the OSDA logo. In order to obtain the OSDA logo, you must forward a digital copy of your flyer, and then we will place the logo on the flyer on your behalf. We will then print and distribute the flyers for your organization according to the flyer distribution schedule, which will be updated every semester to reflect staffing availability. You can find the New School logos on the Branding and Design [DIY Service page](#). From the drop-down menu, select “Get New School Logos.” **Keep in mind:** Use of the university’s name and/or logo is restricted to the express consent of the university and OSDA.
Flyer Basics: When creating flyers and posters, you must follow the guidelines put forth by Marketing and Communication for all print material. All departments and offices within The New School also must follow these guidelines. Adobe and Word poster templates can be found on the Branding and Design DIY Service page by selecting “Make a Poster” from the drop-down menu.

Print Credit: Your organization’s print credit resets each semester. Spring semester print credits for student organizations will be accessible after January 11, 2017. Your club’s print budget will be the same 200 color copies and 400 black-and-white copies in either 8.5x11 or 11x17 formats.

Your event must be confirmed before you begin promoting the event. Failing to do so may result in your organization being placed on probation and loss of recognition.

Reimbursements

All reimbursements must be pre-approved before an item or service is paid for out of pocket. Reimbursements for both student org reps and faculty advisors cannot be processed without prior approval by the director of OSDA. The university uses a cashless system, and with proper planning we can help make the necessary arrangements for your event or excursion.

All outstanding bills for items and services, including honorariums, must be paid first. Any remaining money will be used for an approved reimbursement.