

# Club Officer Meeting

Joint Activities Committee  
The Cooper Union

11 September 2018



## People to Know

- Christopher Watkins, *Student Banker* ([banker@cooper.edu](mailto:banker@cooper.edu))
- Sherry Wang, *Student Secretary* ([jac@cooper.edu](mailto:jac@cooper.edu))
- Eric Conley, *Administrative Manager* ([econley@cooper.edu](mailto:econley@cooper.edu))
- David Robbins, *Assistant Dean for Student Affairs* ([drobbins@cooper.edu](mailto:d Robbins@cooper.edu))

## Important Dates

- The Fall 2018 Funding Period covers events from **03 October 2018 to 05 February 2019**
- Fall 2018 funding requests are **due by 10PM on Wednesday, 26 September 2018**, *NO exceptions!*
- Appeals for additional funding will be held in **Room 503 (41CS) from 12PM to 2PM on Tuesday, 02 October 2018**

## Forming a Club

To form a club, simply visit the JAC website at <https://jac.cooper.edu/startclub> and complete the listed steps. Additionally, be sure to:

- Have a mission statement
- Get people interested! Have prospective members sign up at Fall Festival
- Maintain a membership of at least 10 people in order to request funds

## Requesting Funds

The Joint Activities Committee budgets \$75,000 in total funds each fiscal year for clubs at The Cooper Union. In order for clubs to utilize these funds, a funding request must be made through the JAC website:

1. Visit the JAC website and log in using webmail username and password
2. Go to Funding → Funding Request Form
3. Select a club from the drop-down menu
4. From the funding type drop-down menu, select either
  - Ongoing (*if the event recurs four times or more during the funding period*)
  - Event (*else, all other events*)
5. Complete the remaining fields including event name, event date, expected turnout, necessity of security services, event details, budget breakdown, and total budget (the funds necessary for the event); then, submit the request

## Requesting Funds (continued)

The funding request shall be reviewed by the Joint Activities Committee soon after the funding request period ends. A budgeted amount will be allocated for that particular request. If a club still needs more money than the allocated amount, at most two (2) representatives from that club may attend the appeals meeting, which will occur during club hours (12pm-2pm) on the Tuesday following the close of the corresponding funding request period.

*Note: Funds are not provided in advance. A club must apply for reimbursement after the event has occurred in order to receive allocated funds. See the "Getting Reimbursed" section below for details.*

## Getting Reimbursed

In order for a club to receive reimbursement for a given funding request, it must submit a reimbursement request through the JAC website:

1. Visit the JAC website and log in using webmail username and password
2. Go to Funding → Reimbursement Form
3. Select a club from the drop-down menu
4. Select a club event from the drop-down menu
5. Complete the remaining fields including the event report (general report of the event), turnout (# of attendees), receipt (digital copy of the receipt), payee (for whom the check shall be made), and amount to be reimbursed (must match receipt values); then, submit the request

Reimbursement must be requested **within two weeks** of the corresponding event or the funds shall be revoked. Also, the following documents are necessary for full reimbursement of the requested amount:

- For each unique payee, a **completed W9 form (or W8 form** if international student), which may be found on the JAC website; this must be submitted to Eric Conley in the Student Affairs Office
- **Receipts** must be submitted online via the reimbursement form

Assuming all necessary information has been provided, reimbursement requests will be forwarded to the Business Office before 5pm on Friday of each week. Checks can be picked up from the Student Affairs Office the following Thursday or Friday, depending on when the requests were processed by the Business Office.

## Funding Policies Review

- Roughly \$28,000 will be allocated overall for the Fall funding period
- Funding requests will not be approved unless sufficient details are provided!
- All clubs will be *automatically* reimbursed (do not request funds) for up to \$15 for Fall Festival expenses
- Visit <https://jac.cooper.edu/constitution> and <https://jac.cooper.edu/policy> for a complete account of all important rules

## Reserving an Event Location

To reserve a location for a club event, please visit <http://tinyurl.com/CU25Live>. If you have any questions regarding room reservation, e-mail Brenda Ferebee at [ferebe@cooper.edu](mailto:ferebe@cooper.edu).

*If you have any questions regarding the aforementioned material, or if your funding necessities require more intricate handling, please e-mail the Student Banker or the Student Secretary.*