

New York University – Office of Student Activities

2003-2004

A Guide for

School Clubs

Registering with the NYU

Office of Student Activities

*Deadline for Registering School Clubs with OSA
for the 2003-2004 Academic Year is
October 1.*

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**Included in this document is
an OSA Registration Form
for School Clubs**

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A GUIDE FOR SCHOOL CLUBS REGISTERING WITH THE NYU OFFICE OF STUDENT ACTIVITIES

What is the NYU Office of Student Activities? The NYU Office of Student Activities (OSA) is a central administration office in the Student Affairs Division of NYU and the Office of Student Life. The primary mission of OSA is to advise All-Square clubs and help student leaders develop strong leadership skills. OSA also provides certain services for school clubs that compliment the support and resources they receive from their school and their student government.

What is an All-Square club? The University defines All-Square clubs as student organizations granted All-Square status by the Student Activities Board (SAB), a committee of the University Committee on Student Life (UCSL) and the Student Senators Council (SSC). To qualify as an All-Square club, a student organization must have a membership that is open to all students in the University and includes students from several schools and colleges of the University. All-Square clubs receive funding from the All-Square Student Budget Allocation Committee (ASSBAC) of the UCSL. They are governed by SAB, ASSBAC, OSA, and University policies and procedures.

What is a school club? The University defines school clubs as student organizations affiliated with a particular school or academic department and whose principle mission is related and/or directed to the students of that school/college or department. School clubs generally have membership that is limited wholly or in part to students enrolled in a particular school or academic department, or to undergraduates or graduate students.

Who grants school clubs official University recognition? Who funds school clubs? School clubs receive funding and other support from sources in the school where they have been granted their official recognition. In most cases, official recognition and funding for school clubs is the responsibility of the student government in the school where the club members are enrolled. (e.g. The Tisch Student Council recognizes and funds The Tisch Talent Guild.) Representatives of academic departments or other administrative offices in the school may be authorized by the school's Dean to recognize a school club.

Who governs school clubs? School clubs are governed by policies and procedures set by the appropriate governing bodies in the school where they have been granted their official recognition. In most cases the student government in the school would establish and administer the policies and procedures. School clubs are also subject to University policies as well as city, state and federal laws. When school clubs use University facilities and services provided by administrative offices outside of their school (e.g., Kimmel Center, Coles Sports Center, etc.) they are also subject to the policies and procedures set by those offices.

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Can school clubs register with the Office of Student Activities? Yes. School clubs that have been granted official recognition by a school or academic department can register with the Office of Student Activities.

What privileges are granted to school clubs registered with OSA? School clubs that have successfully registered with OSA are eligible to:

- reserve spaces in the Kimmel Center for University Life,
- co-sponsor programs with All-Square Clubs,
- apply for a club web page and a club alias with NYU ITS,
- distribute club publications in locations on-campus designated for club publications,
- receive a listing on the OSA web page with links to your club web page and club alias,
- apply for street fair permits and sound permits,
- post club fliers in locations on-campus designated for club postings,
- reserve a table at the annual OSA fall club fair.

*** Posting Policy:** Please note that clubs are advised to only post on bulletin boards clearly designated for club postings on campus and to observe any instructions or restrictions posted in the area. Do not post over or remove other's fliers. Only post one flier per board for each event you are advertising. Include your club name, school affiliation and "NYU" on the posting.

**** Restrictions:** School clubs may not use the OSA Club Resource Center services or publication center on the 7th floor of Kimmel. They may not make long distance phone calls, send or receive faxes, or use copy service at OSA. School clubs should seek these services in their own schools where they are funded.

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NYU SCHOOL CLUB REGISTRATION FORM for 2003/2004

Instructions: If you are the current officer of a school club at New York University and would like to register your club with the NYU Office of Student Activities (Division of Student Affairs – Central Administration) for next year, please provide the following information:

1. Club Name:
2. Club's Mission Statement:
3. School Affiliation: (i.e. CAS, Wagner, etc.)
- 3a. Academic Department Affiliation (if applicable): (i.e. Biology, Economics, Film, etc.)
4. Primary Focus: (undergrad, graduate or both)
5. Type of Club: (select one from list below)

Academic	Arts, Performance, Media
Community Service	Computers and Technology
Cultural	Debate & Speech
Fraternity/ Sorority	LGBT
Political	Professional
Publication	Recreational
Religious & Spiritual	Student Council/Government
Student Service	Other (list)

6. Club's Mailing Address:
- 6a. Club's Web Address:
- 6b. Club's Email Address:
7. Club President's Name:
8. Club President's NYU Net ID #:
9. Club President's Email Address:
10. Club Advisor's Name:
11. Club Advisor's Phone Number:
12. Club Advisor's Email Address:
13. Club Advisor's Mailing Address:

If applicable....

14. Club Web Master's Name:
15. Club Web Master's NYU Net ID #:
16. Club Web Master's Email Address:

Please forward the completed form to bob.butler@nyu.edu and include in the subject line "School Club Registration 03/04". Email a copy of the form to yourself and keep it as confirmation that registration form was sent. Deadline for school club registration with OSA is October 1.

Thank you.

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What is the procedure for a school club to reserve space in the Kimmel Center for University Life? The school club must be fully registered with OSA.

How to reserve space in the Kimmel Center.

STEP #1. Student officers of the school club should Contact Richard Tom, Assistant Events Scheduler, Kimmel Center Operations, 6th floor, richard.tom@nyu.edu 998-4926 to reserve space(s).

STEP #2. Student officers of the school club should schedule an appointment with Kimmel Operations Event Coordinators, 6th Floor, Kimmel Center, 212-998-4900 to discuss their needs at least two weeks prior to a program. If this is a conference or other major event, please meet at least 60 days in advance to begin planning. For national conferences, please begin planning during the academic year prior to the conference.