SEAS UNDERGRADUATE STUDENT ORGANIZATIONS GUIDELINES

Student organizations are a very important part of the college experience. They encourage teamwork and leadership, improve organizational skills and creativity, and cultivate professional interests. The SEAS Dean’s Office provides oversight and limited funding for cross-disciplinary (non-professional-society) student organizations. All organizations must be registered with Yale Undergraduate Organization Committee to be considered for SEAS support and funding.

A. Funding Proposal Student Guide
B. Ordering Procedures
C. Domestic and International Travel
D. Risk Assessment
E. CEID Guidelines
F. Important Contacts and Resources
G. Appendix: Funding Proposal Examples
A. Funding Proposals

All SEAS Student Organizations must submit (by September 29, 2017) a Funding Proposal for your SEAS Student Organization. You may be creative, personalize your proposal, modify/adapt titles, order of sections, add sections based on the nature of your group; however please be sure the specified content is clearly provided your proposal. Example proposals are provided as hardcopy during the organizational meetings (September 19 & 20).

The following sections must be included in your Funding Proposal:

1. **ABOUT THE TEAM** - Tell us who you are, including
   - Purpose of the organization
   - History
   - Member names/majors
   - Contact Information (email and phone number for leadership)
   - Confirmation that the organization is registered as a Yale Undergraduate Organization

2. **LEADERSHIP** - Identify the team leadership and state the responsibilities of these positions. i.e.: Secretary: John Smith ’17: takes notes on meetings, follows up on emails, and makes sure tasks are noted in an organized manner and are completed.

3. **FACULTY ADVISOR(S)** - Please list your advisor(s) name, contact information and their role within your organization.

4. **PROJECTS** - Outline your projects, activities, competitions, plans and goals for the organization. Include a project timeline for your proposed ideas for the academic year.

5. **BUDGET** – Propose a budget that includes travel, supplies and other needs. Use a table to indicate the cost of each activity. Identify the expected requested funds:
   - SEAS requested budget
   - Non-SEAS requested budget

6. **OTHER RELEVANT INFORMATION** (pertaining to the organization, project and budget).

**Helpful Links:**
http://seas.yale.edu/undergraduate-study/student-activities
http://studentorgs.yalecollege.yale.edu/

*Examples of SEAS Student Organization Funding Proposals are distributed at this meeting.*
# B. Ordering Instructions and Procedures

These are guidelines to make purchases for your organization.

1. Approval of your project budget by Dean Wilczynski is required before using any funds.
2. Prior to getting started (purchasing/ordering), email Ms. Gosia Madrzyk to set up an appointment to review guidelines and procedures.
3. All purchases funded by SEAS must be done through the Business Office via Ms. Madrzyk. Ms. Madrzyk can help with travel purchases deals and discounts.
4. Packing slips for all received orders need to be hand delivered to Ms. Madrzyk. Indicate the team name on the packing slip and leave it in the tray under her monitor. This must be done prior to leaving the Dean’s office with your items.
5. Your organization must maintain a budget (designate a team treasurer) and that budget must be reconciled at the start of each semester (or more frequently if deemed necessary) with Ms. Madrzyk.
6. One person on the team must be designated to collect all the orders from the team members and compose a spreadsheet* of the designated orders, which should be emailed to Ms. Madrzyk. You may have several orders from different suppliers in the same spreadsheet. Please submit all orders on a single spreadsheet for that day.
7. Out-of-pocket purchases are strongly discouraged and reimbursement is not guaranteed. Please email Ms. Madrzyk as soon as you can regarding any possible out-of-pocket purchases that you may request reimbursement for.
8. When receiving donations from sponsors their written permission is required to use their logo on team shirts. Tee shirts (long sleeve or short sleeve) must be budgeted in proposal.

9. Teams MAY NOT PURCHASE hoodies/zip-ups with SEAS funding.

* Sample Spreadsheet (at [http://seas.yale.edu/undergraduate-study/student-activities](http://seas.yale.edu/undergraduate-study/student-activities)):

<table>
<thead>
<tr>
<th>Product</th>
<th>Description + Purpose of order</th>
<th>Quantity</th>
<th>Price per Unit</th>
<th>Method of shipping</th>
<th>Estimated Cost of Shipping</th>
<th>Total Price</th>
<th>LINK to the item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trifold poster boards</td>
<td>Poster board for BDD EC bazaar display</td>
<td>1</td>
<td>12.98</td>
<td>Normal Shipping</td>
<td>9.00</td>
<td>21.98</td>
<td><a href="http://www.amazon.com/Pacon-37654-Spotlight-Corrugated-Presentation/dp/B001E677FA/ref=sr_1_1?ie=UTF8&amp;qid=1365450004&amp;sr=8-1&amp;keywords=trifold+poster+board">http://www.amazon.com/Pacon-37654-Spotlight-Corrugated-Presentation/dp/B001E677FA/ref=sr_1_1?ie=UTF8&amp;qid=1365450004&amp;sr=8-1&amp;keywords=trifold+poster+board</a></td>
</tr>
<tr>
<td>Arduino Uno USB Microcontroller Rev 3</td>
<td>Provide Materials for project teams to create more advanced prototypes and final products</td>
<td>10</td>
<td>26.95</td>
<td>Over night</td>
<td>35.00</td>
<td>304.50</td>
<td><a href="http://www.robotshop.com/arduino-uno-usb-microcontroller-rev-3-2.html">http://www.robotshop.com/arduino-uno-usb-microcontroller-rev-3-2.html</a></td>
</tr>
</tbody>
</table>
C. Domestic and International Travel

1. Each SEAS student organization must email the details of the travel and itinerary to Dean Wilczynski for approval, using the form on the following page. A meeting may be required.
2. Upon approval each SEAS student organization must make their travel arrangements through Ms. Madrzyk by sending her an email requesting an appointment well in advance of your proposed travel.
3. All students must register their travel on the Yale University Student Travel website.
4. All drivers must have taken the Yale Driver’s Awareness Course and hold a valid U.S. driver’s license in order to drive other Yale students in rental vehicles. All drivers of privately owned vehicles must have insurance coverage including minimum medical and liability as required by law.
5. **Long distance driving:** student drivers traveling over 100 miles must rotate drivers every two hours and have one other “Awake” individual in the front seat. No overnight driving is permitted.
6. **Bad weather:** In case of inclement weather advisories travel may be postponed or cancelled.
7. **15-passenger vans:** The University does NOT allow travel via 15-passanger vans due to a high incidence of rollover accidents.
8. Please see the Yale College website for additional Domestic Travel University rules and guidelines.

**Travel Check list:**
- Send itinerary with names and contact information (using the form on the following page) of all students traveling to Dean Wilczynski.
- Take the Driver Safety Awareness Course (by the end of SEPT) and send proof to Dean Wilczynski.
- Register your travel.
- Make sure you have all the necessary documents with you:
  - Your Yale Health Insurance Card
  - Car Rental Insurance
  - Certificate of Insurance
  - Emergency Contacts (Appendix E)
Itinerary for SEAS Student Organizations Travel

Date:

Destination:

Mode of Transportation:

Drivers:

Purpose of trip:

Project Leader and cell phone number:

Trip Leader and cell phone number:

Travelers Information

<table>
<thead>
<tr>
<th>Traveler’s Name</th>
<th>Contact Information</th>
<th>Emergency Contact</th>
</tr>
</thead>
</table>

Schedule:

i.e.

8:30 AM-9:00 AM: Depart from Yale and arrive at ‘X’ destination

9:00 AM-12:30 PM:

12:30-1:00 PM: Depart from ‘X’ destination and arrive at Yale
D. Risk Assessment

1. Please review the Office of Risk Management website and become familiar with the
   information. The Office of Risk Management is willing to help students and registered
   student organizations manage the risk associated with their activities. Your contact person
   for that office is Marjorie Lemmon at 432-6606 and marjorie.lemmon@yale.edu.
2. Depending on the nature of your project (rockets, rover, etc.) a risk assessment report and a
   meeting must be scheduled with Dean Wilczynski to discuss risks assessment and planning.
   Please follow EHS website link for guidance.

E. CEID Guidelines

1. All new members must go through orientation to become CEID members in order to use
   the space and the tools.
2. Please follow the CEID Code of Conduct which can be found on the CEID website.
3. The front door should not be propped open. Only a CEID staff member can do so.
4. Lockers for clubs are available (if there is space) upon request. No food or objects that
   produce fumes or odors should be stored. Other than the lockers, there is no storage space
   in the CEID. If things are being left out in the studio, there is a high chance that it will
   disappear.
5. Club members are expected leave the space as clean or cleaner than when they found it.
6. Club leaders are responsible for their members' safety violations. Any misconduct of a
   member reflects on the club as a whole and the CEID staff has the right to revoke
   privileges.
7. Packages should not be shipped to the CEID.
8. In case of emergency, follow these steps:
   a. Call 911 and do what the operator tells you
   b. Get help from CEID staff
   c. Do your best to provide assistance while the emergency response team arrives
   d. Call the director (number can be found on the blue cards outside of the shops)
F. Important Contacts and Resources

<table>
<thead>
<tr>
<th>Resources</th>
<th>Contact</th>
<th>Email</th>
<th>Web</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yale College (Student Affairs)</td>
<td>Adriana Ortiz</td>
<td><a href="mailto:adriana.ortiz@yale.edu">adriana.ortiz@yale.edu</a></td>
<td><a href="http://studentorgs.yalecollege.yale.edu">http://studentorgs.yalecollege.yale.edu</a></td>
</tr>
<tr>
<td>SEAS Deputy Dean</td>
<td>Vincent Wilczynski</td>
<td><a href="mailto:vincent.wilczynski@yale.edu">vincent.wilczynski@yale.edu</a></td>
<td><a href="http://seas.yale.edu/undergraduate-study/student-activities">http://seas.yale.edu/undergraduate-study/student-activities</a></td>
</tr>
<tr>
<td>SEAS Business Office (ordering, purchasing &amp; account management)</td>
<td>Gosia Madryzk</td>
<td><a href="mailto:malgorzata.madrzyk@yale.edu">malgorzata.madrzyk@yale.edu</a></td>
<td><a href="http://seas.yale.edu/undergraduate-study/student-activities">http://seas.yale.edu/undergraduate-study/student-activities</a></td>
</tr>
<tr>
<td>SEAS Administrative Support (Mann Student Center reservations)</td>
<td>Bekka Blaha</td>
<td><a href="mailto:rebekka.blaha@yale.edu">rebekka.blaha@yale.edu</a></td>
<td><a href="http://seas.yale.edu/undergraduate-study/student-activities">http://seas.yale.edu/undergraduate-study/student-activities</a></td>
</tr>
<tr>
<td>Risk Management</td>
<td>Marjorie Lemmon</td>
<td><a href="mailto:marjorie.lemmon@yale.edu">marjorie.lemmon@yale.edu</a></td>
<td><a href="http://www.yale.edu/riskmanagement">http://www.yale.edu/riskmanagement</a></td>
</tr>
<tr>
<td>CEID</td>
<td>CEID Staff</td>
<td><a href="mailto:ceid@yale.edu">ceid@yale.edu</a></td>
<td><a href="http://ceid.yale.edu/">http://ceid.yale.edu/</a></td>
</tr>
</tbody>
</table>

**Emergency Contact:**
Vince Wilczynski – [Vincent.wilczynski@yale.edu](mailto:Vincent.wilczynski@yale.edu) (mobile: 860-304-5707 home: 860-434-9151)
G. Appendix: Funding Proposal Examples

(not published electronically, but distributed at organizational meeting)