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. Every SEAS Student Organization must be registered as a Yale College Undergraduate Organization to receive SEAS support and funding.

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A. 2020/2021 SEAS Groups – Activity & Meeting Information

During Academic Year 2020/2021, per Yale University COVID-19 policy, meetings and events “should take place virtually, unless there is a compelling reason to do otherwise.” Further, “In the interest of having a semester that includes in-person gatherings outside the academic program, the university will allow gatherings of ten (10) or fewer individuals without the advance approval of the relevant Dean, Head of College or Vice President, provided the conditions in this guidance for events requiring approval are observed.”

Following the guidance of Yale College, “Activities that cannot be conducted with appropriate social distancing, such as dramatic performances, undergraduate productions, singing groups, and some other musical groups will have to be re-imagined to take place online. Most other extra-curricular activities will continue, with appropriate social distancing.” Also, per Yale College guidance, “The university will limit the size of gatherings both indoors and out to accommodate social distancing and conform to density guidelines and state rules. Classrooms and other common spaces will have reduced capacity. All who are gathered in groups of any size must wear face coverings and stay six feet away from each other.”

Each SEAS Student Organization will need to determine operating plans for the year based on these two sets of guidance. In addition, all human-to-human interactions need to comply with Yale’s health and safety guidelines issued by Yale Office of Environmental Health and Safety.

Per EHS guidelines, all student work areas must be registered and approved by their office (through a process known as EHS Integrator). Locations can be submitted for review (by faculty & staff) using EHS Integrator. The CEID and SEAS Machine Shop are approved spaces for students to work in (under site-specific operational guidelines).

The academic year will certainly be a challenge for SEAS Student Organizations, but each group can indeed be successful during this period.

B. Funding Proposals

All SEAS Student Organizations must submit (by October 2, 2020) 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 21 & 22).

The following sections must be included in your Funding Proposal:

1. ABOUT THE TEAM - Tell us who you are, including
2. LEADERSHIP - Identify the team leadership and state the responsibilities of these positions. i.e.: Secretary: Handsome Dan, ’21: takes paw-print 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:
   o SEAS requested budget
   o Non-SEAS requested budget

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

Examples of SEAS Student Organization Funding Proposals are available on-line.

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

C. 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. Team purchases must be shipped directly to the members of your organization. They cannot be mailed to SEAS this term.
3. Prior to getting started (purchasing/ordering process), email Ms. Gosia Madrzyk (malgorzata.madrzyk@yale.edu) to set up a virtual appointment to review guidelines and procedures.
4. All purchases funded by SEAS must be done through the Business Office via Ms. Pamela DeFillipo (pamela.defilippo@yale.edu).
5. Packing slips for all received orders need to be scanned/photographed and then emailed to Ms. DeFillipo. Indicate the team name in the subject line of the email and a brief description of the order in the email’s text.

6. 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.

7. 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. DeFillipo. You may have several orders from different suppliers in the same spreadsheet. Please submit all orders on a single spreadsheet for that day.

8. Out-of-pocket purchases are not allowed during Academic Year 2020/2021.

9. Tee shirts (long sleeve or short sleeve) must be budgeted in proposal. Teams may not purchase hoodies/zip-ups with SEAS funding.

10. When receiving donations from sponsors their written permission is required to use their logo on team shirts.

* Sample Spreadsheet: https://seas.yale.edu/sites/default/files/imce/other/Sample%20for%20Order%20sheet%20example.xlsx

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D. Domestic and International Travel (not currently authorized for Academic Year 2020-2021)

1. SEAS Student Organization associated travel is not currently authorized for Academic Year 2020-2021. Should conditions change in 2021, Yale-affiliated travel will be reconsidered. The following notes are included for completeness should Yale-sponsored travel be supported in 2021.

2. 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.

3. Upon approval each SEAS student organization must make their travel arrangements through Ms. DeFillipo by sending her an email requesting an appointment well in advance of your proposed travel.

4. All students must register their travel on the Yale University Student Travel website.

5. 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.

6. 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.

7. In case of inclement weather advisories travel may be postponed or cancelled.

8. The University does NOT allow travel via 15-passanger vans due to a high incidence of rollover accidents.

9. 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
E. 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 (203-432-0140 / 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.

F. CEID Guidelines

1. CEID access during the fall is detailed at http://ceid.yale.edu/covid19.
2. All members must go through orientation or re-orientation to access the CEID and use the space and the tools.
3. Please follow the CEID Code of Conduct which can be found on the CEID website.
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)
## Important Contacts and Resources

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<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>Earle Lobo</td>
<td><a href="mailto:earle.lobo@yale.edu">earle.lobo@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></td>
</tr>
<tr>
<td>SEAS Business Office (account management)</td>
<td>Gosia Madryzk</td>
<td><a href="mailto:malgorzata.madrzyk@yale.edu">malgorzata.madrzyk@yale.edu</a></td>
<td></td>
</tr>
<tr>
<td>SEAS Business Office (ordering &amp; purchasing)</td>
<td>Pamela DeFillipo</td>
<td><a href="mailto:pamela.defilippo@yale.edu">pamela.defilippo@yale.edu</a></td>
<td></td>
</tr>
<tr>
<td>SEAS Administrative Support (Mann Student Center reservations)</td>
<td>Deirdre Eichner</td>
<td><a href="mailto:deirdre.eichner@yale.edu">deirdre.eichner@yale.edu</a></td>
<td></td>
</tr>
<tr>
<td>SEAS Communications</td>
<td>Steve Geringer Bill Weir</td>
<td><a href="mailto:steven.geringer@yale.edu">steven.geringer@yale.edu</a> <a href="mailto:william.weir@yale.edu">william.weir@yale.edu</a></td>
<td><a href="https://seas.yale.edu/news-events/news">https://seas.yale.edu/news-events/news</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>

SEAS Student Project Space adjoining the Mann Student Center (Student Managed) – Contact Andy Morcus (andrew.morcus@yale.edu) or Mike Carbone (michael.carbone@yale.edu) for access. Note – one person only is allowed in this room at one time.

SEAS News Site – Steve Geringer and Bill Weir are the points of contact manage all news, facebook, twitter, link to Yale Office of Public Affairs & Communications.