

# 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 Student Organization](#) to be considered for SEAS support and funding. A current list of registered groups is [available on-line](#).*



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## A. Funding Proposals

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All SEAS Student Organizations must submit (by September 30, 2021) 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 on-line](#) and reviewed during the organizational meetings

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 '25: 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, projects and budget).

### Helpful Links:

[SEAS Student Organizations](#)  
[Yale Connect link to Yale College student organizations](#)

*Examples of SEAS Student Organization Funding Proposals were reviewed (via the above link) at this organizational meeting (9/14 and 9/15 2021).*

## B. Ordering Instructions and Procedures (and Storage)

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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 process), 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. Pamela DeFillipo . Ms. DeFillipo can help with travel purchases deals and discounts.
4. Packing slips for all received orders need to be hand delivered to Ms. DeFillipo. 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. DeFillipo. 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. DeFillipo 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 \(posted here\)](#):

Team name:							
Date :							
Contact email:							
Product	*Description + Purpose of order	Quantity	Price per Unit	Method of shipping	Estimated Cost of Shipping	Total Price	LINK to the item
Trifold poster boards	Poster board for BDD EC bazaar display	1	12.98	Normal Shipping	9.00	21.98	<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>
Arduino Uno USB Microcontroller Rev 3	Provide Materials for project teams to create more advanced prototypes and final products	10	26.95	Over night	35.00	304.50	<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>

**Storage:** A small storage area is available next to the Mann Student Center. More info on the availability of that space following the SEPT flood will be provided once the room is repaired.

## C. Domestic and International Travel

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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. Note, we are not in travel mode yet!
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 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)

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## 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

Traveler's Name

Contact Information

Emergency Contact

**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

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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](mailto: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

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1. All [new members must go through orientation to become CEID members](#) to use the space and the tools. Prior members must be re-oriented (using the above link).
2. The front door should not be propped open. Only a CEID staff member can do so.
3. 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.
4. Club members are expected leave the space as clean or cleaner than when they found it.
5. 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.
6. Packages should not be shipped to the CEID.
7. 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

Resources	Contact	Email	Web
<b>Yale College</b> (Student Affairs)	Eilaf Elmileik	<a href="mailto:eilaf.elmileik@yale.edu">eilaf.elmileik@yale.edu</a>	<a href="https://studentorgs.yalecollege.yale.edu/">https://studentorgs.yalecollege.yale.edu/</a>
<b>SEAS Deputy Dean</b>	Vincent Wilczynski	<a href="mailto:vincent.wilczynski@yale.edu">vincent.wilczynski@yale.edu</a>	<a href="https://seas.yale.edu/undergraduate-study/student-activities">https://seas.yale.edu/undergraduate-study/student-activities</a>
<b>SEAS Business Office</b> (ordering, purchasing & account management)	Gosia Madryzk	<a href="mailto:malgorzata.madryzk@yale.edu">malgorzata.madryzk@yale.edu</a>	<a href="https://seas.yale.edu/undergraduate-study/student-activities">https://seas.yale.edu/undergraduate-study/student-activities</a>
	Pam DeFilippio	<a href="mailto:pamela.defilippo@yale.edu">pamela.defilippo@yale.edu</a>	
<b>SEAS Administrative Support</b> (Mann Student Center reservations)	Deirdre Eichner	<a href="mailto:deirdre.eichner@yale.edu">deirdre.eichner@yale.edu</a>	<a href="https://seas.yale.edu/undergraduate-study/student-activities">https://seas.yale.edu/undergraduate-study/student-activities</a>
<b>SEAS News</b>	Steve Geringer	<a href="mailto:steven.geringer@yale.edu">steven.geringer@yale.edu</a>	<a href="https://seas.yale.edu/news-events">https://seas.yale.edu/news-events</a> <a href="https://www.facebook.com/yaleseas">https://www.facebook.com/yaleseas</a> <a href="https://twitter.com/yaleSEAS">https://twitter.com/yaleSEAS</a>
	Bill Weir	<a href="mailto:william.weir@yale.edu">william.weir@yale.edu</a>	
<b>SEAS Go-Tos</b>	Andy Morcus	<a href="mailto:andrew.morcus@yale.edu">andrew.morcus@yale.edu</a>	
	Mike Carbone	<a href="mailto:michael.carbone@yale.edu">michael.carbone@yale.edu</a>	
<b>CEID</b>	CEID Staff	<a href="mailto:ceid@yale.edu">ceid@yale.edu</a>	<a href="http://ceid.yale.edu/">http://ceid.yale.edu/</a>
	Audrey Ryan	<a href="mailto:audrey.ryan@yale.edu">audrey.ryan@yale.edu</a>	
	Isaac Swift	<a href="mailto:isaac.swift@yale.edu">isaac.swift@yale.edu</a>	
<b>Risk Management</b>	Marjorie Lemmon	<a href="mailto:marjorie.lemmon@yale.edu">marjorie.lemmon@yale.edu</a>	<a href="https://ogc.yale.edu/erm/office-enterprise-risk-management">https://ogc.yale.edu/erm/office-enterprise-risk-management</a>

### **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**

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[\(on-line resources\)](#)