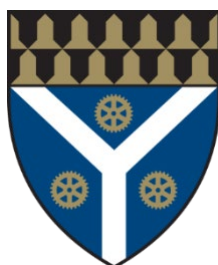


SEAS UNDERGRADUATE STUDENT ORGANIZATIONS GUIDELINES

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](#).



- A. Funding Proposal Student Guide**
- B. Ordering Procedures (& Storage)**
- C. Domestic and International Travel**
- D. Risk Assessment**
- E. CEID Guidelines**
- F. Important Contacts and Resources**

[Video of SEPT 12, 2023 SEAS Student Organization Info Session](#)

A. Funding Proposals

All SEAS Student Organizations must submit a Funding Proposal for your SEAS Student Organization by 5:00 PM on September 25, 2024. Proposals will be submitted to Isabel Pocock isabel.pocock@yale.edu and Danielle Natale danielle.natale@yale.edu. If your group is traveling before the September deadline, you must submit your proposal by 5:00 PM on July 1, 2024. Even if your group is not traveling, but would like to submit your proposal by the July deadline, feel free to do so. You can modify your proposal and resubmit it by the September deadline if changes or modifications are needed. 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 in your proposal. [Example proposals are provided online.](#)

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 '26: 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)** - 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. Do not forget to include taxes and fees when budgeting for trips as the total travel cost may exceed your initial estimate. Please keep in mind that airfare fluctuates daily. Try not to use a sale price in your budget that may not be available when your flights are booked. Use a table to indicate the cost of each activity. Identify the requested funds:
 - SEAS requested budget
 - Non-SEAS requested budget
6. **OTHER RELEVANT INFORMATION** (pertaining to the organization, projects and budget).
7. **CONFERENCES** - Please register for conferences as early as possible to secure the lowest price as most conferences offer early bird registration. Please contact

Ms. Pocock as she can complete the registration process for you if you have included this in your proposal. Please review Section C Item 6 for information regarding booking a hotel for your conference.

In addition to SEAS funding, Yale's Development Office launched a new student-led giving week, called YaleSOAR during which registered groups can create custom fundraising appeals to be shared with all alumni through the Yale Alumni Fund as well as with students' personal networks. In addition, each appeal will have a customized shareable link to promote among personal networks. [Information on Yale SOAR is program is posted online at this site.](#)

Additional Helpful Links:

[SEAS Student Organizations](#)

[Yale Connect link to Yale College student organizations \(1500 listed!\)](#)

[YaleSOAR](#)

B. Ordering Instructions and Procedures (and Storage)

These are guidelines to make purchases for your organization.

1. Approval of your project budget by Dean Wilczynski or his designee is required before using any funds.
2. Any funds needed prior to the submission/approval of your budget will require a proposal and meeting with Dean Wilczynski or his designee, prior to any monies being spent. Reimbursement is not guaranteed.
3. Prior to making any purchases, email Ms. Isabel Pocock to set up an appointment to review guidelines and procedures.
4. All purchases funded by SEAS **must** be done through the Business Office via Ms. Isabel Pocock. Ms. Pocock can help with travel purchases, deals, and discounts.
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. Pocock.
6. The Fiscal Year ends on June 30th. Any orders utilizing monies from your imminently ending budget must be placed no later than June 20th to ensure the appropriate funds are used. SEAS funding does not carry-over from year to year. Any monies received via donation or from YSEA will carry-over.
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. Pocock. You may have several orders from different suppliers in the same spreadsheet. Please submit all orders on a single spreadsheet for that day.
8. Please provide at least one week notice for catering and supply orders. This will allow for approval and timely processing. In case of an unavoidable emergency, please notify Ms. Pocock no later than 2:00 PM.
9. We are unable to order items from Etsy, eBay, Alibaba, or AliExpress due to university restrictions. Please do not attempt to order from these retailers.

10. When requesting items from vendors such as Target, Walmart, or Instacart, please:
 - create an account.
 - add the items to your cart.
 - share the log in information with Ms. Pocock for payment and receipt access.
11. For catering requests, please utilize ezCater.com as they manage a variety of New Haven restaurants. Please use the same process as above.
12. All packages will be delivered to Ms. Isabel Pocock at 10 Hillhouse Ave, Room 222. Ms. Pocock will email the student who requested the order to coordinate pickup. Items can be picked up between 8:00 AM and 4:00 PM on weekdays when the University is open.
13. Out-of-pocket purchases are **strongly discouraged**, and reimbursement is **not guaranteed**. Please email Ms. Pocock within 45 days of the purchase to request reimbursement.
14. When receiving donations from sponsors, their written permission is required to use their logo on team shirts. T-shirts (long sleeve or short sleeve) must be budgeted in your proposal.
15. Teams **MAY NOT PURCHASE** hoodies, crewneck sweatshirts, or zip-ups with SEAS funding. All apparel order designs must be approved by Steven Geringer prior to the order being placed by Ms. Pocock.

[*Sample Spreadsheet \(posted here\):](#)

Team name:							Charging Instructions:
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 conference display	1	12.98	Normal Shipping	9.00	21.98	http://www.amazon.com/Pacon-37654-Spotlight-Corrugated-Presentation/dp/B001E677FA/ref=sr_1_1?ie=UTF8&qid=1365450004&sr=8-1&keywords=trifold+poster+board
Arduino Uno USB Microcontroller Rev 3	Provide Materials for project teams to create more advanced prototypes and final products	10	26.95	Overnight	35.00	304.50	http://www.robotshop.com/arduino-uno-usb-microcontroller_rev-3-2.html

Storage: A storage area for student group supplies is available next to the Mann Student Center on the first floor of Dunham Hall. Please contact Anthony Mancini (anthony.mancini@yale.edu) for access to this space. The space is managed collectively and organically by the SEAS Undergraduate Student Organizations, so please cooperate with each other to make the best use of this resource.

The Mann Student Center is managed by the SEAS Graduate Engineering Community Organization and can be reserved for SEAS student group use (at no charge) via [GECO's website](#).

C. Domestic and International Travel

1. Each SEAS student organization must email the details of their 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. Pocock by sending her an email requesting arrangements to be made.
3. All travel arrangements need to be made as soon as possible, but no later than 45 days before the travel will occur.
4. SEAS is exclusively booking hotels for safety reasons as they offer a more reliable option than Airbnb or VRBO style rentals.
5. When traveling for conferences, it is recommended that you utilize the conference sponsored hotels. They might be more expensive upfront, but most of them provide transportation services or are conveniently located near the conference.
6. 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 (this includes Zip Cars). All drivers of privately owned vehicles must have insurance coverage including minimum medical and liability as required by law.
7. **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.
8. **Bad weather:** In case of inclement weather advisories travel may be postponed or cancelled.
9. **15-passenger vans:** The University does NOT allow travel via 15-passanger vans due to a high incidence of rollover accidents.

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 of this document)

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

(All information should match your personal identification)

Traveler's Name	Contact Information (home address)	DOB	Emergency Contact
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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 203-432-0140 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 risk assessment and planning. It is likely that complicated projects will need to submit a Student Project/Activity Proposal and a Student Project Safety Plan and as described on the [EHS website](#) for guidance.

E. CEID Guidelines

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 cannot 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
Yale College (Student Affairs)	Eilaf Elmileik	student.organizations@yale.edu	https://studentorgs.yalecollege.yale.edu/
SEAS Deputy Dean	Vincent Wilczynski	vincent.wilczynski@yale.edu	https://seas.yale.edu/undergraduate-study/student-activities
SEAS Academics Support	Danielle Natale	danielle.natale@yale.edu	https://seas.yale.edu/undergraduate-study/student-activities
SEAS Business Office (ordering, purchasing & account management)	Isabel Pocock	isabel.pocock@yale.edu	https://seas.yale.edu/undergraduate-study/student-activities
SEAS News	Steve Geringer Bill Weir	steven.geringer@yale.edu william.weir@yale.edu	https://seas.yale.edu/news-events https://www.facebook.com/yaleseas https://twitter.com/yaleSEAS
SEAS Space	Didi Miranda Anthony Mancini	diane.miranda@yale.edu anthony.mancini@yale.edu	
CEID	CEID Staff: Troy Williams Gelobter	ceid@yale.edu	http://ceid.yale.edu/
Risk Management	Marjorie Lemmon	marjorie.lemmon@yale.edu	https://ogc.yale.edu/erm/office-enterprise-risk-management

Emergency Contact:

Vince Wilczynski – vincent.wilczynski@yale.edu (mobile: 860-304-5707 home: 860-434-9151)