



Student Organization Handbook:
Policies and Procedures

2010-2011



Cornell University
School of Hotel Administration

CORNELL HOTEL SOCIETY, COLLEGIATE CHAPTER

**STUDENT ORGANIZATION HANDBOOK:
POLICIES AND PROCEDURES
2010-2011**

FOR STUDENT ORGANIZATIONS OF
THE SCHOOL OF HOTEL ADMINISTRATION

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OVERVIEW

The policies and procedures contained in this handbook are intended to provide guidance to the officers and members of the sixteen student organizations within Cornell University's School of Hotel Administration (SHA) and to assist officers and members of future organizations in their efforts to build these new organizations. It is the responsibility of all officers and members to become familiar with the policies of each category and their respective subsection.

Officers seeking clarification of a policy or procedure should address his/her concern to the Associate Dean for Business Affairs (ADBA), the Director of Student Services (DSS) or the Cornell Hotel Society, Collegiate Chapter (CHS, CC), President. Members questioning or challenging a particular policy or procedure should bring it to the attention of their student organization president, the CHS, CC President and the DSS in writing.

PLEASE NOTE: Every club has to register annually with the Student Activity Organization (SAO). Neither budgets nor room reservations can be made available until a club is officially listed on the SAO website as "approved." Please advise new presidents in the spring of this policy.

Reviewed and approved by:

Lisa Shaffer
Director of Student Services

Arielle Chernin
President, Cornell Hotel Society, Collegiate Chapter 2010-11

SECTION I: STRUCTURE

CORNELL HOTEL SOCIETY, COLLEGIATE CHAPTER

PURPOSE

The Cornell Hotel Society, Collegiate Chapter (CHS, CC) is the umbrella organization over all the student organizations of Cornell University's School of Hotel Administration (SHA). It is dedicated to supporting Hotel School students and their special interests through the promotion of student organizations and alumni affairs. The CHS, CC holds regular meetings of student organization leaders, creates school-wide community service events, leads regional representation of alumni chapters and is responsible for overseeing the distribution of student organization budget funds. Membership in the Collegiate Chapter exceeds 900 students; all students of the Hotel School, graduate and undergraduate, gain membership upon matriculation.

The goals of the CHS, CC are:

1. To serve as the support of the undergraduate and graduate student bodies by representing student concerns and issues;
2. To advise all Hotel School student organizations and to define and maintain their purpose, thus avoiding overlap and conflict among student organizations;
3. To increase awareness of and promote the Cornell Hotel Society (worldwide) and its duties and activities; and
4. To promote the value of networking between students and alumni and to strengthen the cohesion among the student body.

The CHS, CC leadership is composed of six elected students: President and the Directors of Student Affairs, Alumni Affairs, Finance, Communications and Marketing. All members of the School of Hotel Administration community—students, faculty, staff and alumni—are welcome to attend the weekly CHS, CC board meetings. For information about the date and time of the weekly board meetings, please contact the CHS, CC President. Student organization leaders are required to attend or send a representative to the Club Presidents' meetings held by the CHS, CC President. The Dean, Associate Deans, the Director of Student Services, other staff, and student organization advisors are invited and encouraged to attend these meetings.

By the authority and direction of the senior management of the SHA, the CHS, CC is appointed to oversee the financial and administrative activities of all student organizations recognized by the Hotel School. The recognized SHA student organizations (as of August 2010) include:

1. Cornell Hotel Society, Collegiate Chapter [CHS, CC]
2. Hotel Ambassadors [HBass]
3. Club Managers Association of America [CMAA]
4. Cornell University Spa Association [CUSpa]
5. Dinner Club [Dinner Club]
6. Hospitality Finance Society [HFS]
7. Hospitality Law Society [HLS]
8. Real Estate Club of Cornell [RECC]
9. Hospitality Financial and Technology Professionals [HFTP]
10. Hospitality Sales & Marketing Association International [HSMAI]
11. Hospitality Students International [HSI]
12. The 85th Annual Hotel Ezra Cornell [HEC]
13. Hotelie Entrepreneurs [HE]
14. Hotelies Serving Society [HS2]
15. National Society for Minorities in Hospitality [NSMH]
16. Student Committee for Continuous Improvement [SCCI]
17. Ye Hosts Honorary Society [Ye Hosts]

BUDGET ALLOCATION PROCESS

The CHS, CC is responsible for the review of budget proposals and the allocation of the SHA money to all of the SHA student organizations except Hotel Ezra Cornell, Hotel Graduate Student Organization and CHS, CC; the budget proposals of these three organizations are reviewed and approved directly by the ADBA.

The allocation of funds is described in detail in Section II, *Financial Operations*.

MONITORING EXPENDITURES AGAINST APPROVED BUDGETS

Each organization is responsible for operating within the funds allocated to them through the budget process outlined in Section II, *Financial Operations*. Student organization presidents and treasurers may receive access to Web Financials or monthly statements from the Accounts Manager and may arrange to meet with the ADBA, DSS, Director of Business Services or CHS, CC Director of Finance to discuss their budgetary spending at any time.

The ADBA, DSS, Assistant Controller or CHS, CC President may audit the accounts of any student organization at any time.

STUDENT ORGANIZATIONS

PROCEDURE FOR SUBMITTING NEW PROPOSALS

The student or student group wishing to form an organization or undertake a proposed project must follow the guidelines outlined below in order to ensure an expedient evaluation. All parties involved will endeavor to provide timely information in order to have a final decision in a timely manner. Any questions should be directed to the DSS, the Student Organization Student Services Representative, or the CHS, CC President.

- A. The student or student group must develop a written “proposal” discussing the following:
 - 1) Purpose or need of the project
 - 2) Financing needs and fiscal responsibility
 - 3) Student support and continuity
 - 4) Faculty support and advising
 - 5) Benefits to the SHA from the project

- B. This proposal is submitted to:
 - 1) The CHS, CC President, G75
 - 2) Office of Student Services, 180 Statler Hall

- C. The proposal is reviewed by the above parties, and, if recommended, the above parties will present it to the DSS for review and approval. A formal meeting or presentation may be required at the discretion of the CHS, CC President. If the proposal is not recommended for submittal to the DSS, the student group will have ONE opportunity to revise and re-submit their proposal.

- D. If the proposal requires funding beyond the appropriate organization’s budget, or has an impact on current School policy, the DSS will present the proposal to the appropriate associate dean or SHA Dean for review and approval. This may necessitate a formal presentation by the student or student group who submitted the original presentation.

All proposals for new organizations that will begin operating in the subsequent academic year must be submitted **one week after the culmination of HEC Weekend**. This deadline will ensure ample time for a proposal to be reviewed and, if approved, for the new organization to be allocated a budget for the following year.

CHARTER

Before a newly formed student organization is granted approval for operation within the SHA, a charter describing its purpose (i.e., mission statement), organizational structure (i.e., officers),

planned activities, projected sources of funds and budget expenditures must be submitted to the CHS, CC President for review. After the organization is discussed by the CHS, CC, the above information will be submitted to the DSS, with any comments, and the DSS will submit it to the appropriate associate dean or SHA Dean for final approval.

MISSION STATEMENTS

All student organizations must include a mission statement within their charter. The statement should be a clear description about the organization's purpose and its philosophy. It should be the driving force for the organization to achieve its goals through the academic year and it must be reviewed by the CHS, CC, DSS and ADBA each year. An updated charter must also be submitted to the CHS, CC with the organization's budget proposal each spring.

MEMBERSHIP

Membership in any student organization must be open to all Cornell students regardless of color, creed, sex, national origin, major, or college of enrollment. Requirements for membership must be clearly communicated to all members, current or potential. Exceptions, such as the Ye Hosts Honorary Society which is limited to students in the SHA, shall specifically state the reason for the membership restrictions in their charter. The Dean of the SHA shall have the authority to determine if such restrictions are acceptable. Requirements for membership may include, but are not limited to, attendance at meetings and events and payment of dues.

OFFICERS AND ELECTIONS

All student organizations must elect its **officers before the Monday immediately prior to HEC weekend**. If the officers are not elected by this time, the organization may be penalized by deducting their funding for the next academic year. HEC is the only organization exempt from this rule. Incoming and outgoing student organization officers are encouraged to work together to ensure continuity for the organization.

Nomination procedures and any necessary debates among the candidates are at the discretion of each student organization. The names of officers selected must be submitted to the CHS, CC President and the DSS within **twenty-four hours** of the official announcement of the new officers.

Each organization must determine who is eligible to vote in its elections. All ballots must be counted by a neutral party(ies) and are subject to review by the CHS, CC. All election results must be posted by **noon** following the Election Day and all candidates, winners or losers, must be notified prior to the posting of election results.

Student organizations are encouraged to use table space in the atrium for elections. Doing so increases visibility for the organization and allows new students to see the opportunities available to them. See section on *Space Utilization* for information on how to reserve space.

Election posters must identify the individual responsible for the information and the **last date when they should remain posted**. Signs may be posted on any glass cases or bulletin boards not reserved for other use and any glass surfaces which do not block vision at doorways. Posting of notices is prohibited on painted surfaces and in stairwells or within 10 feet of exits (this is prohibited by fire codes). Please go to <http://statlerwire.sha.cornell.edu/policies/poster.html> for additional details.

FACULTY ADVISORS

Advisors are chosen and appointed by the Associate Dean for Academic Affairs (ADAA) to provide guidance, support and stability within an organization and to assist the organization in achieving its goals. Suggestions and input from the officers of student organizations will be solicited by the DSS for consideration in appointment of advisors. The depth of advisor involvement is determined by each organization. Furthermore, student organizations are encouraged to seek the resources of the DSS, who acts as a liaison between students, faculty and the SHA administration.

DUES, UNIVERSITY FUNDING AND OTHER FINANCIAL SOURCES

The SHA student organizations are permitted to charge their members appropriate dues and/or fees during the course of the academic year.

One of the sources of funding to student organizations through the University is made available by the Student Assemblies Finance Commission (SAFC) and the Student Assemblies Funding Commission. All SHA student organizations are encouraged to request funding from these two sources. Information relative to their requirements, policies, application procedures, budget requests, hearings and limitations can be found in the Treasurer's Manual published by the SAFC. Copies of this manual may be obtained from the Campus Activities Center, Willard Straight Hall, or telephone (607) 255 – 3665, or <http://www.assembly.cornell.edu/SAFC/Home>. Each organization must register *every year* with the University to be eligible for funding from the SAFC. See the next section on *University Registration of Student Organizations* for more information.

Donations from alumni, corporate sponsors or other sources must be approved by and cleared by the SHA Director of Development. All gifts must be processed through the SHA Development office. See Section II, *Financial Operations - Fundraising*, for details.

The collection and disbursement of these funds must be recorded (general ledger form) and be available for inspection upon request by the student organization's members, the ADBA or the CHS, CC. For information on sponsors and sales as sources of funds, see Section II, *Financial Operations - Fundraising*.

UNIVERSITY REGISTRATION OF STUDENT ORGANIZATIONS

All SHA student organizations are required to register with the Student Activities Office (521 Willard Straight Hall) at the beginning of every Fall semester. Complete instructions with online submission forms are available at www.sao.cornell.edu/so/.

All SHA organizations (with the exception of HEC) are registered as “**independent organizations.**” The registration process is not complete until the organization’s by-laws and “Agreement for a Contracted Independent Organization” are submitted.

SHA (and University) funds are NOT available until an organization is registered. Registering ensures that the organization’s leadership is kept apprised of University events through email from the Student Life Union, and also provides automatic insurance for your organization.

SHA CLUB INITIATIVE 2010-2011

This initiative was planned, discussed, and developed by Brett Kelly and Rachelle Borja – ‘09-‘10 Student Dean’s Assistants, Sherin Khona and Edward Chang – ‘10-‘11 Student Dean’s Assistants, Arielle Chernin – ‘10-‘11 CHS, CC President, Adam Dennett – ‘10-‘11 Student Ambassador President

Purpose:

1. Decrease overlap of event dates and types
2. Increase collaboration among the clubs
3. Encourage multi-club sponsorship of events
4. Enhance flow of communication between SHA clubs, Dean’s Office, Career Services, Student Services, and the entire student body;
5. Centralize flow of event information to the student body
6. Facilitate connection between club presidents and the dean
7. Help students better build informal networks and leverage those networks for summer internships and fulltime jobs

Details:

1. Club presidents must register their events with the CHS Board and get approval before the event can occur.
 - a. This is done by filling out the Event Proposal Form and handing it into the CHS office at least three weeks before the proposed event date.
 - b. Events will either be approved or an alternative will be suggested/required
 - i. Ex. Co-sponsor the event with a certain club; Turn into an all SHA club event
2. Every club is required to host at least three events open to the entire student body
 - a. These events can be individually hosted or co-hosted with another club(s)
 - b. Events cannot include General Body Meetings

3. Club presidents are highly encouraged to attend other clubs events
4. Hotelie Ambassadors will bring their mentees to certain events
5. CHS will coordinate with Career Management in the Office of Student Services to discuss co-sponsored events and eliminate conflicts with scheduled events.
 - a. Molly deRoos, Associate Director of Career Services, will serve as the primary OSS contact at this time.

CORNELL HOTEL SCHOOL STAFF AND FACULTY

Below is a list of members of the SHA staff and faculty mentioned in this handbook:

<u>Position</u>	<u>Name</u>
Accounts Manager	Sara Capalongo (sc325)
Assistant Controller, Business Services	Danielle Pfaff (pkm58)
Associate Dean for Academic Affairs	Steve Carvell (sac20)
Associate Dean for Business Administration	Tim Durnford (tjd7)
Associate Dean for Business Administration Office Assistant	Diane Craig (dc93)
Dean	Michael Johnson (mdj27)
Director of Alumni Affairs	Christine Natsios (cdn24)
Director of Business Services	Tracy Cary (tlc47)
Director of Development	Meg Keilbach (mhb7)
Director of Statler Hotel Sales	Cynthia Wild (cw256)
Assistant Dean of Student Services	Lisa Shaffer (ls272)
Food & Beverage Director, Statler Hotel	Nicole Boosembark (ncb4)
Food Lab Coordinator	Robert White (rew5)
General Cashier, Business Services	Alice Kweiler (adk29)
General Manager, Statler Hotel	Richard Adie (ra99)
Manager of Custodial Services	Dan Disidoro (dtd8)
Manager of Instructional Technologies	Robert Miettunen (rm245)
President, Cornell Hotel Society, Collegiate Chapter 2009-10	Arielle Chernin (ahc88)
Purchasing Coordinator	Nicole Jefferson (nrj9)
Student Organization Student Services Representative; Undergraduate Advisor	Shawn Meyer (smm236)
Telecom Coordinator	Patricia Schimizzi (pas11)
Electronic Communications Manager	Joe Bodden (jtb229)
Room Reservations	Michelle Zirbel (sha_classrooms)

SECTION II: FINANCIAL OPERATIONS

BUDGETARY MATTERS

TIMING

When the newly-elected student organization treasurer is elected, it is his/her responsibility to begin preparation of the organization's budget request with the organization's outgoing president, outgoing treasurer, and newly-elected president before the budget process begins as outlined below.

PROCESS

The Cornell Hotel Society, Collegiate Chapter (CHS, CC) is responsible for the review of the budget proposals and the allocation of the School of Hotel Administration (SHA) money to all of the SHA student organizations except Hotel Ezra Cornell, Hotel Graduate Student Organization and the CHS, CC whose proposals are reviewed and approved directly by the ADBA.

The President of the CHS, CC will hold a meeting of student organization leaders, outgoing and incoming, within the two weeks following HEC weekend. Beginning in the 2000-01 academic year, the budget allocation process was changed. The Budget Council was disbanded and the allocation was done directly through individual meetings between CHS, CC and each organization. In the 2005-06 academic year, the budgeting forms were updated and the Blackboard website Drop box was used. Starting in the 2007-08 academic year, each club was asked to submit an annual report detailing the organization's activities throughout the year. At the first meeting, the CHS, CC President will outline the budget allocation process, which is explained below:

Monday immediately prior to HEC weekend: *Officer Elections* – The next year's president and treasurer must be elected by this date.

First Thursday after HEC: *First Meeting for Budget Allocation* – During the meeting, the CHS, CC President will explain the process and present the necessary budgeting forms that need to be completed by every organization. These budgeting forms will be posted on the CHS, CC Blackboard website.

Second Friday (one week and one day later) after HEC, by noon: *Annual Reports and Budgets Due* – All student organization annual reports and budget proposals to be uploaded on the CHS, CC Blackboard website Drop box. The CHS, CC President and Director of Finance start reviewing each budget.

Second Saturday (one day later) after HEC: *Budget Allocation Appointments (30 minute time slots suggested)* – The CHS, CC Executive Board meets with each organization's outgoing and

incoming president and treasurer separately to discuss budget allocation for their particular organization. The objective of each appointment is to review each budget, discuss the organization's outlook for the coming academic year and determine line item priorities. Organization presidents and treasurers should be prepared to explain their use of funding by line item (bring copies of their budgeting forms). The organization presidents and treasurers should be prepared to take a picture. These pictures will be sent to the Dean, associate deans and assistants. The allocation of the SHA money to SHA student organizations will be done at the conclusion of all the budget allocation appointments. No final decision will be made at individual appointments, rather the allocations will be decided upon once all the SHA student organizations budgets have been reviewed. If an organization misses their meeting, it is at the discretion of the CHS, CC President to reschedule.

Third Monday (two days later) after HEC: *Budget Recommendations Submitted* – Through the results of the meetings with each organization, the CHS, CC President and Director of Finance submit the recommendations of funds to the ADBA. The ADBA will receive the complete budget proposals submitted by student organizations, the recommendations resulting from the meetings and a request to receive approval of the recommendations by the ADBA by the **end of the business week**.

Third Friday (five days later) after HEC: *Budget Allocations Approved by the ADBA* – The ADBA will return the approved budget allocations for student organizations to the CHS, CC President.

Fourth Monday (three days later) after HEC: *Student Organizations Receive Final Budget Allocations* – The CHS, CC President will distribute to each student organization the recommendations resulting from the meetings submitted to the ADBA. The final amount of money approved by the ADBA and the Director of Business Services is then assigned to their organization for the upcoming year via email to the incoming president and treasurer. Budgets are typically available to new treasurers during the summer.

The above schedule is the recommended schedule for the budget allocation process. However, because HEC may take place at different times relative to the semester each year, the CHS, CC President may, at any time, adjust the schedule at the recommendation of any parties involved or as he/she sees appropriate.

STANDARD FORMAT

All budget proposals must be submitted by completing the standardized forms: *SHA Organization Budget Template* and *SHA Organization Budgeting Memo Template*. See Appendix A and B. These forms will be made available on the CHS, CC Blackboard website after the first meeting. These forms include protection, fields and formulas. The CHS, CC President and Director of Finance will be available to answer any questions and to review issues on a case-by-case basis. Failure to submit these forms as part of or as the whole of the organization's request will result in a **ten percent (10%) decrease** in the amount of funds recommended to the ADBA for allocation to the organization by the CHS, CC. Budget proposals should be primarily completed by the incoming president and treasurer with some assistance from the outgoing

president and treasurer, since the budget deals with activities to be completed in the upcoming academic year.

In addition to the aforementioned forms, the organization's most up-to-date by-laws must also be uploaded to the CHS, CC Blackboard website.

Several line items common to budget proposals have limits that the CHS, CC will not exceed when recommending allocations. These limits include:

- \$0 Charitable donations, No money will be allocated by the SHA to student organizations for charity. However, fundraising for this purpose is encouraged.
- \$50 Office Supplies, annually (limited to those organizations with offices)
- \$100 Communication, annually (does not include cell phone calls)
- \$200 Guest Speaker hotel charges, per year for 2 speakers @ \$100 per room
- \$200 Guest Speaker honorarium, per year, including contribution to travel expenses

If, after the budgets are reviewed and SHA funds are still available, the CHS, CC will place the money into a contingency account. Organization presidents may request money from the contingency account by contacting the CHS, CC President.

ANNUAL REPORTS

In addition to a budget proposal, each organization must also submit an Annual Report. The purpose of this memo is to explain to the Hotel School administration and budget allocation committee how active each organization has been throughout the academic year in using its funds that were allocated to the organization. The report should explain what activities were held in the fall and spring semesters and how much money was used for each event. A template of the report can be found in Appendix E.

The report is both necessary and useful for several reasons: (1) each organization is forced to review its operations for the academic year to identify successes and deficiencies, (2) each organization can better determine its budgetary needs for the upcoming academic year, (3) CHS, CC and the budget allocation committee can better allocate funds to the most active organizations.

All budget proposals must be submitted by completing the standardized forms. These forms will be made available on the CHS, CC Blackboard website after the first meeting. The CHS, CC President and Treasurer will be available to answer any questions. Failure to submit these forms as part of or as the whole of the organization's request will result in a **ten percent (10%) decrease** in the amount of funds recommended to the ADBA for allocation to the organization by the CHS, CC. Any questions or concerns should be directed to the CHS, CC President and Director of Finance, who will address issues on a case-by-case basis. The annual reports be completed primarily by the outgoing president and treasurer, who have monitored the year's activities, and should be used to assist the incoming president and treasurer in budgeting for the following year.

PENALTIES: QUESTIONS & CONCERNS

Penalties for late submissions of reports and proposals have been outlined above. However, different problems and issues may arise during the transition process. Any incoming president who has a question or concern regarding the policies outlined above should contact the CHS, CC President or Director of Finance immediately. All issues will be reviewed and resolved on a case-by-case basis. Also note, however, that once budgets have been allocated for the upcoming year, little can be done reallocate funds. Therefore, all concerns regarding the budgeting process should be addressed beforehand.

EXPENDITURES

UNIVERSITY ACCOUNT PROCEDURES

Expenditures from student organizations will be funded by dues, fundraising activity, the annual budget provided by the SHA, funds provided by the University and from other revenues.

Dues and fundraising activity income may be carried over from one budget year to the next; funds allocated to student organizations by the SHA will NOT be carried over. Organization treasurers should keep a well-organized spreadsheet with all account activity.

It is expected that all money collected from dues, fundraising, etc., will be deposited into your university account on the day it is received. The money should be deposited with the General Cashier in the Business Service Center.

Account statements, showing transactions and account balances will be provided to the student organization president and/or treasurer upon request, from the SHA Accounts Manager. It is expected that each organization will spend SHA funds similarly to the approved budget outline/breakdown that was provided to the president at the beginning of the academic year. Any significant variation from budget lines requires **advanced approval** from the CHS, CC President.

E-REQUISITIONS / ADVANCE APPROVAL PROCEDURES

All expenditures from funds in a student organization's SHA/University account(s) must be approved in advance of the actual purchase or commitment of funds, in accordance with established University Purchasing guidelines. A student organization cannot commit SHA funds without prior approval of the Associate Dean for Business Administration via the SHA's online purchasing approval system e-requisition (e-req). The online submission form is available at <http://statlerwire.sha.cornell.edu/howdoi/purchase.html>. Procedural questions should be directed to the CHS, CC Treasurer, ADBA office or the SHA Accounting office. If a student organization's treasurer is unfamiliar with submitting an e-req, he/she should contact the CHS,

CC Treasurer to set up a training session. Purchasing guidelines are addressed in detail in Section III, *Operating Procedures – Purchasing*.

Those organizations that wish to exceed their budget limit or revise their budget lines, must submit a written request to be reviewed and approved by the CHS, CC President. The CHS, CC will then gain approval by the ADBA.

CASH MANAGEMENT

CHECKING OR SAVINGS ACCOUNTS

All student organizations are expressly prohibited from maintaining checking or savings accounts.

FUNDRAISING

COORDINATION WITH THE SHA DEVELOPMENT OFFICE

Student organizations may wish to consider soliciting donations from corporate or individual sponsors. However, any organization planning to pursue funding in this way **MUST** coordinate their activities with the SHA Director of Development. This includes any requests to establish personal contacts and send letters from the Dean to invite visitors to campus.

In an effort to properly issue donor gift credit and officially acknowledge their support, all gifts offered to or received by student organizations resulting from fundraising activities must be reviewed and coordinated with the SHA Development Office. When any gifts of cash, services, equipment or products are received, the donation or the documentation of the gift must be immediately brought to the Development Office. The Development Office will process the gift into the Cornell University gift system and prepare an acknowledgement letter from the Dean of the Hotel School following university and IRS guidelines.

The Development Office will also provide a detailed explanation of distribution procedures for any funds donated to the SHA that are earmarked for student organizations.

A personal thank-you from the student officer or organization advisor is strongly recommended, if not required.

SALES AND SOLICITATION

STUDENT VENTURES

Student ventures are defined as arrangements by students or student groups for the purpose of making profit for a student or for student groups. Such ventures may be further divided into three categories:

Registered student group-sponsored ventures from which the profits return to the group as a whole

Philanthropic ventures sponsored by individual students or groups

Individual or group-sponsored ventures from which profits return to a student or group of students

SALES OF GOODS OR SERVICES

All sales on campus must be approved in advance, by completing the online UUP form <http://www.activities.cornell.edu/EventReg/>.

Please refer to Cornell University's Sales Activities on Campus Policy 4.3 for additional information: http://www.policy.cornell.edu/vol4_3.cfm

Each student entrepreneur must sign a **Commercial Endeavors Agreement** with the SHA through the ADBA. In addition, student entrepreneurs must agree to the following:

All enterprises must offer a service to the University and the SHA and must be consistent with state, local and University regulations, commonly accepted standards of decency and taste, and must not present any potential danger to the consumer or the Cornell community. CORNELL UNIVERSITY WILL NOT BE HELD LIABLE IN ANY WAY.

Students and student organizations are responsible for the collection of New York State sales use taxes on merchandise sold to individuals. Sales tax is an add-on to the price of the article; it is a violation of New York State sales use tax regulations to include it in the price and back it out of the sale.

The student organization must have sales receipts for the customer and the SHA Business Service Center. Ideally, some kind of point of sale device – like a cash register - is used for handling sales. The sales revenues and taxes collected and documentation must be turned in to the Accounts Manager in the accounting office as soon as possible for deposit.

Sales to Cornell University departments with valid departmental accounts are tax exempt.

The granting of the privilege to sell merchandise in specific locations does not carry with it University or SHA endorsement or guarantee. A sign to the effect that items for sale are offered by individuals or student organizations and not the SHA, must be displayed at all sales.

The student entrepreneur must apply for permission at the ADBA's office to sell articles at the Hotel School no later than **seventy-two hours** before the desired selling time. Every effort must be made to preclude the possibility of the same or similar articles being sold at the same time, in different or the same areas, unless an exception would better serve the interests of the Cornell community.

USE OF THE CORNELL NAME

Written permission must be obtained from the Student Activities Office, 521 Willard Straight Hall to use the Cornell name, logos, organization name, nicknames, etc., on T-shirts and other memorabilia, letterhead, invitations, banners etc. See the following website for merchandise guidelines: <http://www.cornell.edu/identity/merchandise.cfm>. The information for the *Application for Use of Cornell Names and Artwork* can be found at <http://sao.cornell.edu/SO/logo.pdf>. Producers of Cornell memorabilia and related products must be licensed by the Collegiate Licensing Company or authorized by Cornell University BEFORE commencing work. Items must be ordered through the University purchasing system with a purchase order. You CANNOT pay first, then ask for reimbursement. This policy applies to any name, even if it does not have the word "Cornell" in it.

GUIDELINES FOR OFF-CAMPUS VENDORS

The SHA does not permit any off-campus vendors to sell at Statler Hall. The Student Activities Office at Willard Straight Hall will provide an off-campus vendor with information regarding the University sales policy at University Union sites.

CANVASSING, PEDDLING AND SOLICITING

All canvassing, peddling or soliciting shall be prohibited on the grounds or in the buildings of the University. The Campus Activities Center may authorize subscriptions, membership and authorize sales by registered student organizations and campaigns for charitable purposes at such times and in such a manner as not to interfere with regular University business and functions.

Non-University and University student groups must obtain special permission to canvass, peddle or solicit faculty from the University Activities Office, Willard Straight Hall. After obtaining the appropriate permission, the group must notify the Public Safety Division. They will insure that the necessary University and city permits have been obtained. The intent of this provision is to allow some flexibility for groups to engage in non-monetary soliciting and/or canvassing, but to strictly prohibit sales by non-university and non-student University groups unless approved in advance in writing by the ADBA.

SECTION III: OPERATING PROCEDURES

PURCHASING

All requests begin with a SHA e-req; all purchases made without prior approval risk being disallowed. The e-req should be prepared by an officer, routed to the CHS president, routed to the Account Owner (currently Diane Craig). Account Owner will then forward the e-req to Business Services for processing. Access to and training for the school's electronic purchasing approval system will be provided by the CHS, CC Treasurer or the ADBA office assistant in 143 Statler.

CAMPUS COPY & SUPPLY CENTER SERVICES

Student organizations can use the Campus Copy & Supply Center's order form to charge copying to their account, by submitting an e-req and gaining approval PRIOR to submitting the needed copied items. Sufficient funds must be in the organization's account to cover the charges.

LOGOS/PRINTED ORGANIZATION NAME

Logo approval and purchase order is required (see section above on Use of the Cornell Name.)

OFFICE SUPPLIES

Supplies can also be ordered with next day delivery from Staples by submitting an e-req. See the CHS, CC Director of Finance, mailroom staff or ADBA office assistant for guidance. Sufficient funds must be in the organization's account to cover the charges. Office Supplies have a limit of \$50.

PARTIES AND RETREATS

Approval should be obtained in advance by submitting an e-req with a copy of the contract if required. The contract should be reviewed and signed by the Associate Dean for Business Administration – please allow adequate time for this process. Students do not have authority to sign contracts expending school funds. Payment will not be made in advance of the event. Catered events (where a vendor prepares, sets up, serves, or cleans up food) may not be paid via PCard. Caterers not in Eshop require a purchase order. Please allow up to two weeks for processing of the purchase order. Meals provided (on or off campus) by a caterer for a business event require an itemized invoice including caterer's name and address, date of service, location of event and list of food and beverages served. The caterer must also be approved as a university vendor for insurance purposes and IRS reporting. Check the listing of University – approved caterers at <http://www.ubsc.cornell.edu/caterers2.cfm>, or contact the ADBA office in Statler 143. A *Meals for Business Purposes* form must also be included for payment or reimbursement. See Appendix C for the form. An electronic form can be obtained from the CHS, CC Blackboard website.

Caution: Food for routine meetings is NOT allowed to be purchased with SHA funds. In cases where food has been budgeted and approved and reimbursement or payment is to be made, a *Meals for Business Purposes* form is required

WEGMANS

With an approved e-req, you can sign out the Wegmans card from the Purchasing Assistant in the Statler Purchasing office. The card must be signed out and returned with two receipts (detailed receipt and credit card receipt) during normal business hours (Monday-Thursday, 7:30 am to 4:00 pm and Friday, 7:30 am to 3:30pm), or after hours by contacting the Statler Hotel Manager on Duty (MOD). The MOD will NOT release the card unless prior arrangements have been made with the Purchasing Assistant via an approved e-req.

FORMS OF PAYMENT

PAYING FOR GOODS AND SERVICES

Statler Hall abides by Cornell's Policy closely for procurement and payment of any good or service. In order to ensure your request is allowed and will follow Policy, please submit an Electronic Requisition (E-req) for approval and instruction on the best procurement method for that particular item 1-2 weeks in advance. First step for purchasing goods or services should always be to reference the Preferred/Contract supplier link on our Supply Management website <http://www.dfa.cornell.edu/dfa/supply/buyinginfo/suppliers/preferred/supplierlist.cfm> or by contracting Statler Purchasing Office, 123 Statler Hall 4-2546 with any questions.

Please note that you are allowed to do leg work on orders prior to the requests coming to Statler Purchasing; however, this should result in a **quote only**. Any order that is placed by a student is **unauthorized**.

ACCOUNTS PAYABLE VOUCHER (CHECK)

An accounts payable voucher is processed by the SHA Business Service Center to pay for goods and services for a limited number of items that do not go through E Shop, PCard, or a purchase order upon receipt of an e-req. The University Controller's office at East Hill Plaza writes all checks. An original invoice including date of purchase, vendor name and address, description of goods or services, quantity, unit price and grand total is required. Per University Policy, payment requests will only be accepted for the following:

A) Eligible for Direct Payment (no contract required)

The payment types listed below do not require the review and approval of the Office for Supply Management Services, and are generally not available through e-SHOP. Payment by check (or other equivalent electronic payment method, such as ACH) may be requested by a business service center, without the issuance of a purchase order. Payments can be made at dollar levels greater than the formal bid limit of \$10,000. See University Policy 4.2, Transaction Authority and Payment Approval, for information on the necessary approvals based on dollar levels.

♦ **Note:** For information on requesting your payment by check, or equivalent electronic method, see the "Payment Request System", at the end of this section.

- **Advertising** – generally paid by procurement card when amount is under the formal bid limit; when pcard is not an option, the Pay Req system may be used to generate this payment.
- **Ambulance services** - generally paid by procurement card when amount is under the formal bid limit; when pcard is not an option, the Pay Req system may be used to generate this payment.
- **Award** - *something that is bestowed generally for excellence, whether or not based on an open competition.* Payments to employees must be processed through Payroll.
- **Dues for Memberships and Professional Organizations** - generally paid by procurement card when amount is under the formal bid limit; when pcard is not an option, the Pay Req system may be used to generate this payment.
- **Film rental** - generally paid by procurement card when amount is under the formal bid limit; when pcard is not an option, the Pay Req system may be used to generate this payment.
- **Freight Bills for Outbound Freight** - generally paid by procurement card when amount is under the formal bid limit; when pcard is not an option, the Pay Req system may be used to generate this payment.
- **Gift** – *something given as a present.* ♦Caution: See University Policy 3.14, Business Expenses, for additional information, particularly related to expenses that benefit faculty, staff or students. The IRS classifies almost all "gifts" to employees as taxable wages. Contact uco-tax@cornell.edu prior to making any gift to an employee.
- **Guest Lecturer Fee** - *agreed upon fee paid to guest speaker.* Payments to employees must be processed through Payroll.
- **Honoraria** – *a payment made in appreciation, primarily intended to confer distinction or to symbolize respect, which is not required by law, and is not a fee charged by the recipient.* Must be charged to a Federal Unallowable object code. Payments to employees will be processed through Payroll.

- **Human Participant Fees (i.e. fees for research subjects, survey participants, etc.)** - payment to a participant in a study conducted by a Cornell faculty, staff or student (not considered a payment for services). These payments may be made to employees via Pay Req; payment through Payroll system is not required. See The Office of Research Integrity and Assurance at www.irb.cornell.edu/ for further details on conducting research involving human participants. See University Policy 3.21, Advances, for information on the use of a cash advance for these payments.
- **Magazines, Periodical Subscriptions** - generally paid by procurement card when amount is under the formal bid limit; when pcard is not an option, the Pay Req system may be used to generate this payment.
- **Mail services (Postage and Express mail)** - generally paid by procurement card when amount is under the formal bid limit; when pcard is not an option, the Pay Req system may be used to generate this payment.
- **Petty Cash Replenishment** – Submission of receipts to replenish the minimal amount of cash kept on hand by a unit to pay for small expenditure items (\$25 and under) where use of a pcard is impractical. See University Policy 3.21, Advances, for further details.
- **Postage meter rental** - generally paid by procurement card when amount is under the formal bid limit; when pcard is not an option, the Pay Req system may be used to generate this payment.
- **Post Doctoral Fellowship** - payments made to a Post Doc fellow, generally supported by NRSA or similar training grants. ♦Caution: Most payments to post-docs are classified as wages and will be paid through payroll. The unit cannot elect to make a payment to a post doc in this manner; the sponsor or external party supporting the post doc determines the treatment of the payment.
 - ♦ Note: For clarification purposes, please note the following methods of payment
 - Post Docs (other than those supported by training grants or external fellowships, as described above): Pay through payroll using the title "Post Doc Associate"
 - Graduate stipends for assistantships or payments for other services: Pay through payroll
 - Graduate scholarship/fellowship (where no services required): Process as financial aid through PeopleSoft Financial Aid application
 - Graduate students, other payments: Process as financial aid through PeopleSoft Financial Aid application
 - Undergraduate students: Process as financial aid through PeopleSoft Financial Aid application
 - Payments to post docs, graduate and undergraduate students not described above: Contact uco-tax@cornell.edu for instructions.
- **Prize** - something that is awarded in a contest or won by chance.
- **Public Utilities** – (NYSEG, etc.)
- **Refunds** - Return of monies previously paid to Cornell (i.e. overpayment of a parking ticket, conference cancellation, etc.)
- **Reimbursement** – Returning the cost of a business expense that was incurred personally ♦Note: The reimbursement method is to be utilized for travel and business meals, and not the procurement of goods and services.
- **Seminar and Convention Registration fee** - generally paid by procurement card when amount is under the formal bid limit; when pcard is not an option, the Pay Req system may be used to generate this payment.
- **Taxes**
- **Temporary employment agencies**

REIMBURSEMENTS

An *Expense Reimbursement Voucher* (reimbursement form) should only be for travel or business meals. Any reimbursement request that is not for travel or meals will not be honored. This can also be prevented by E-req pre approval prior to spending. See Appendix D for the reimbursement form. An electronic form can be obtained from the CHS, CC Blackboard website. Some guidelines to filling out this form are as follows:

- Your *Name* and *Address* MUST be filled in completely.
- Your *Social Security Number* MUST be entered. Please double check for accuracy.
- The *Unit Name* does not need to be filled out.
- Check the box marked *Campus Mail* only if the check is being mailed to a Cornell University campus address. Check the box marked *US Mail to home* only if the check is being mailed to your *Home Address* that you wrote on the form. Students may NOT check the box marked *Direct Deposit* since students are not entitled to be reimbursed via Direct Deposit.
- Fill in *Business Purpose of Trip/Expenditure* (conference, research, staff recruitment, etc.)
- *Location* information does not need to be filled out if not a travel expense.
- The University requires the **actual signature** of the person claiming reimbursement under *Payee Signature*.
 - Student organizations: Do not sign for the person claiming the expense.
 - If the reimbursement is submitted without the proper signature, it will be returned.
 - If it is a guest lecturer, search candidate or someone else who is not a regular faculty or staff member, have them sign the form before they leave campus.
- All receipts should be stapled to the reimbursement form.
 - All receipts must be originals. If for any reason the original is not available, you must supply a copy and give a written explanation why you do not have the original.

This form should be handed to the organization's treasurer. The treasurer should verify the information as well as complete the section regarding the *Account Number*. The treasurer will then either give the reimbursement form to the CHS, CC Treasurer or the SHA Accounts Manager.

Appropriate documentation includes **original receipt** containing the date of purchase, vendor name and address, description of goods and, any other required approval documents, and grand total of expenditures.

Proper supporting documentation for reimbursement of purchases of goods (if not available on Eshop) made via the World Wide Web, includes a confirmation email or web acknowledgement

and a packing slip or some other evidence that an actual purchase was made and goods were received (e.g., copy of a personal credit card statement). This includes airline tickets purchased on the Web.

The reimbursement method is for travel and business meals. It is **not** for the procurement of goods and services and will not be allowed.

Travel reimbursements are covered in the next section under *Travel*.

TRAVEL

SCHOOL SPONSORSHIP – TRAVEL

The SHA sponsored trips are intended for the benefit of all students. To protect the rights of student organization members, a trip summary outlining the purpose and benefits of the trip, the inclusive travel dates, the names of all student participants, and all expenditures incurred to support the travel must be submitted to the ADBA office prior to the trip, in the form of an e-req for travel. See Section II, *Financial Operations – Expenditures* for e-req information. **The e-req for travel requests should be routed first to the CHS, CC Director of Finance.** The CHS, CC Director of Finance will then forward the e-req to the next appropriate person. Please submit e-reqs for travel requests **at least one week** in advance of the travel date departure.

Note: This assumes that the organization has sufficient funds in their travel budget to support the request.

USE OF THE SCHOOL DISPLAY BOOTH

The SHA showcase booth is used to promote and advertise the school at various events throughout the year, including trade, hotel and restaurant shows, recruiting events and career days.

Use of the booth is on a reservation-required basis. It is required that possession of all components of the booth be taken rather than selected parts. Reservations should be made in advance with the SHA Alumni Affairs Office.

RISK MANAGEMENT AND LIABILITY

GUIDELINES

These guidelines are provided by the University Risk Management Office.

Student organizations are independent organizations. Each organization has its own management, conducts its own finances and decides in which activities to take part. Cornell

University does not assume responsibility for the formation, management or conduct of these organizations although the University offers assistance and numerous resources.

As independent organizations, student organizations are responsible for their own liabilities. A liability exists whenever there is a possibility that some other organization or person may sue for an alleged wrongdoing. Thus, student organizations may have to defend themselves and their actions in court regardless of whether they have actually committed a wrong.

RISK MANAGEMENT PROCESS

The following is an overview of the Risk Management Process and how an organization can protect itself. It is not meant to be all-inclusive. Organizations are urged to consult with University Risk Management, legal counsel and/or insurance brokers to assess and address the risks that they face as organizational entities. The ADBA will provide access to University Counsel on a consultation basis. Cornell's Risk Management staff will advise and assist student organizations in identifying and addressing risks.

The goal of risk management is to preserve and protect an individual's or organization's financial solvency and physical assets. Organizations have exposure to losses when they leave themselves unprotected. Typical exposures include: trips, use of labs and other facilities, and events such as banquets, receptions and parties.

AIRLINE TICKETS

After an approved eReq for travel, students should refer to the University's travel portal, <http://www.campustravel.com/university/cornell/> for guidance and to obtain travel agent assistance, discounts, etc. Due to IRS regulations, the University must always reimburse the traveler, so students are advised not to purchase tickets for other students, because the traveler, not the purchaser, will be reimbursed. **Always request a passenger receipt** from your travel agent, airlines or website. Electronic tickets purchased from the Web require boarding passes, or a credit card statement in addition to the email receipt for reimbursement.

An alternative option for organization-sponsored travel to a conference, etc. is to make arrangements for group travel through the Cornell Travel Office. To use this option, you must first coordinate with the ADBA office assistant in 143 Statler. Airline tickets can be charged directly to the organization's SHA account, provided there is budgeted funds, and the required paperwork is signed by the ADBA – an *Air Travel Requisition form* for each student traveler. See the ADBA office assistant for additional details.

RENTAL VEHICLES

The Cornell corporate contract is invalid for independent student organizations. Student organizations should search for the best rates, and keep the following in mind:

- Make sure each vehicle you rent has liability insurance.

- Make sure each vehicle you rent has collision coverage. If it does not, purchase the CDW (LDW). This coverage is normally provided in New York State.
- Do not rent 15-passenger vans. You will not be reimbursed.
- Consider chartering a bus or van that is a preferred vendor or with a professional driver. There are several companies in the area: Swarthout & Ferris, 257-2660; Ithaca Airline Limousine, 273-3030; Aim Charters, 257-0033; or CU Transit, 277-9388, x430.

USE OF PERSONAL VEHICLES

Student organizations should keep the following in mind:

- Make sure each vehicle you use has liability insurance.
- The owner is responsible for damage if using a personal vehicle.

Additional guidelines to follow when traveling by car (rental or personal vehicles):

- Two people should be awake in the vehicle at all times.
- All passengers should wear seat belts.
- Do not drink or use drugs and drive.
- Plan your trips to travel when you are freshest and when you have gotten lots of sleep.
- Your organization is free to set stricter standards if you choose. However, failure to follow at least these minimum standards may result in the Hotel School deciding to withhold funding and reimbursement from your organization.

TRAVEL REIMBURSEMENTS

Reimbursement for travel expenses on school-sponsored trips must be approved in advance via e-req. See *School Sponsorship – Travel* section above. An *Expense Reimbursement Voucher* (Appendix D) with original receipts is required to initiate a reimbursement check. This form should be completed **within 30 days** following your trip. See *Reimbursements* section above for guidelines. Submit completed form to the SHA Accounts Manager.

Note: The organization president should provide a copy of this section to each student before traveling, so they are aware of the receipt documentation requirements for reimbursement purposes.

See the *Reimbursement* section above for guidelines to filling out the reimbursement form. The following are some additional guidelines specifically for travel reimbursements.

- Complete section indicating where (city) left from and the date and where (city) traveled to and date returned.

- You MUST have documentation for any and all expenses claimed.
 - The airline ticket is the passenger receipt. If you do not have a passenger receipt (electronic ticket), you MUST include boarding passes and a copy of your credit card statement showing the charge.
 - If you use your own vehicle, save your gas receipts and claim the gas expense.
 - Original receipts for railroad, bus, subway, etc. must be kept and submitted with the reimbursement.
 - The hotel receipt is the original hotel folio.
 - The University will not reimburse for movies, minibar charges in the room (even if it soda and snacks you are purchasing), and incidentals purchased in the hotel gift shop.
 - If you order room service, once again, you must obtain an itemized receipt for the meal (see above).
 - Any meal over \$25.00 must have an itemized receipt, including name and location of where the meal took place and names of individuals if claiming meal expenses for others in your group. Summary credit card receipts or restaurant tear tabs are not acceptable. If the establishment could not or would not supply an itemized receipt, you must write on the receipt you were given that you were unable to obtain an itemized receipt. It is most important that you try to obtain the itemized receipt.

FOREIGN TRAVEL REIMBURSEMENTS

Foreign travel reimbursements require extra preparation, requiring two separate forms:

1. *Expense Reimbursement Voucher (Appendix D)*
2. *Foreign Currency Converter Rate Sheet – See below*

Follow these guidelines for foreign travel reimbursement:

- Cornell Accounting requests that foreign travel reimbursements also include a spreadsheet with detail of ALL receipts for both foreign and US currency. See SHA Accounts Manager for assistance.
- Use a foreign currency web converter to convert each receipt. The following websites may be used: <http://www.oanda.com/converter/classic> or <http://www.xe.net/currency/>. When finished converting all receipts, print out a copy of the converter rate sheet and attach to the voucher.

SPACE UTILIZATION

USE OF SCHOOL FACILITIES

CLASSROOMS

Students requiring the use of classrooms must secure permission from the Student Services Office.

FOOD LAB

To reserve the Food Lab, contact the Food Lab Coordinator two weeks in advance. A *Food Lab Agreement Form* is required, with signatures of the lead person and the organization's faculty advisor. The Food Lab Coordinator can provide this form.

STUDENT LOUNGE

Student organizations may use the student lounge for receptions or meetings only if the function is open to the entire student body. Contact the CHS, CC President to reserve the Student Lounge. The CHS, CC President will then contact the Manager of Custodial Services to reserve tables and/or chairs. The CHS, CC has jurisdiction over the Student Lounge.

WORLD / PARK ATRIUMS

Student organizations may use the atrium for receptions or meetings only if the function is open to the entire student body. Contact the Manager of Instructional Technologies to reserve the atrium, and then he/she will contact the Manager of Custodial Services to reserve tables and/or chairs.

AUDITORIUM

For evening, weekend, and summer events, the Classroom Technologies Manager should be contacted. For daytime events during the academic year, e-mail sha_classrooms@sha.cornell.edu.

DISPLAY CASES

Those student organizations with a display case must understand that the display will be:

- Tasteful and positive – See current displays for suggestions.
- Frequently updated

The CHS, CC President may reassign display cases if an organization does not abide by the above rules. Display case requests may be submitted to the CHS, CC President. Keys for display cases can be picked up from either Diane Craig or Barbara Lang.

POSTER POLICY

In an effort to protect our building from the damages caused by tape, tacks, staples, nails and gum used to attach paper notices to walls, doors and other fixtures, and to protect the building's occupants from hazards created by papers obscuring vision and littering the floors, a poster policy took effect on June 1, 1995. Please see Appendix E, for specifics.

USE OF HOTEL FACILITIES

All student organization projects having an impact on the day-to-day operations of the Statler Hotel must be approved in advance by the Hotel Manager or Director of Food & Beverage.

BOOKING EVENTS IN THE HOTEL

- Receptions and/or dinners are booked through the Hotel Sales Office.
- To reserve hotel kitchen space to prepare food, contact the Food & Beverage Director.
- Any correspondence, advertising or promotions that involve the Statler Hotel must be approved by the Director of Sales prior to distribution.

USE OF CAMPUS FACILITIES

Use of campus facilities for club-related activities and events must be coordinated and approved through the Campus Activities Office in Willard Straight Hall. The use of University Property form request is available online: <http://www.activities.cornell.edu/EventReg/>.

E-LISTS

Each organization should create at least two e-lists (list serves). One e-list should include only executive board members and the faculty advisor. The second e-list should include all members and the faculty advisor. The CHS, CC President will create a SHA Presidents' e-list.

To create a new e-list, go to the following website:

<http://www.cit.cornell.edu/computer/elist/lyris/admin-create.html>

To add a member/members, go to the following website:

<http://www.cit.cornell.edu/computer/elist/lyris/admin-add.html>

To delete a member / members, go to the following website:
<http://www.cit.cornell.edu/computer/elist/lyris/admin-delete.html>

To schedule a date to shutdown the e-lists, send an email message to listmgr@cornell.edu, stating the name of the list and the date the list is to be shut down.

WEBSITES

All SHA organizations can take advantage of the free space on the Registered Student Organization (RSO) Server offered by the Student Activities Office. Websites can be no larger than 20 MB and must adhere to the RSO guidelines which can be found at http://www.sao.cornell.edu/SO/rso_guidelines.pdf.

Websites must be well-maintained, tasteful, and frequently updated. Furthermore, all webspaces must be updated for the academic year by the time of the SHA Club Fair in the fall semester. Any websites that do not adhere to guidelines or are outdated will be taken down.

OTHER OPERATING NEEDS

PRESIDENTS' OFFICE ACCESS

All SHA organization presidents will have access to G73 in the Student Lounge. This office should only be used to store needed materials (i.e. succession plans, club fair materials). Executive board meetings should not take place in this office. If for any other reason this office is needed, please contact the CHS, CC President.

Office keys may be obtained from the ADBA office assistant with a deposit of \$10. This deposit will be returned when the key is returned at the end of the academic year. The ADBA office assistant will be given a list from the CHS, CC President of students with access.

TELEPHONE ACCESS

Access and use of the telephone for organization-related activities can be accomplished in the Alumni Affairs Office. For long distance communication, the president or treasurer of the organization must use their assigned access codes as designated by the SHA Telecom Coordinator.

Billing is provided each month. All officers who are issued access numbers are responsible for all calls made against their account and are not permitted to share access numbers.

OTHER SCHOOL SERVICES

Postage and faxes are billed to each organization on a monthly basis. Faxes require the use of the organization's long distance access code as designated by the SHA Telecom Coordinator.

All student organization activities and events that require press coverage (radio, television or print – local, regional, or national) must be communicated in writing to the SHA Director of Communication. This communication must be made **no less than 14 days prior** to the scheduled event.

SCHOOL OF HOTEL ADMINISTRATION DRUG AND ALCOHOL POLICY

It is against University policy to:

- Provide alcohol to anyone under the age of 21 years
- Unlawfully possess alcohol
- Traffic in, manufacture, or otherwise dispense, use, possess, or sell any illegal drug

Violations of University policy and the Campus Code of Conduct can result in a fine, community service time, or even suspension or expulsion from the University. These violations become a permanent part of student records and may prevent students from obtaining admission to professional schools.

Each organization's officers should read the University Policy on Alcohol and other Drugs. The following website describes the alcohol policy:

http://www.policy.cornell.edu/CM_Images/Uploads/POL/vol4_8.pdf

Under no circumstances will alcohol be funded by SHA for undergraduate organization events, on or off campus.

APPENDICES

APPENDIX A: SHA ORGANIZATION BUDGET TEMPLATE

School of Hotel Administration Cornell University [ORGANIZATION]		
2010-11 Academic Year President: [NAME of 2010-2011 President] Treasurer: [NAME of 2010-2011 Treasurer] Advisor: [Name of Club Advisor]		
Revenues		
Outside Funds		\$-
SHA Contribution		\$-
Total Revenues		\$-
Expenses		
General	Requested	SHA Contribution
Printing/Photocopying	\$-	
Office Supplies	\$-	\$-
Total General Expenses	\$-	\$-
Fall Event/Activity		
	\$-	
	\$-	
	\$-	
	\$-	
	\$-	
	\$-	
	\$-	
Total Fall Event Expenses	\$-	\$-
Spring Event/Activity		
	\$-	
	\$-	
	\$-	
	\$-	
	\$-	
	\$-	
	\$-	
Total Spring Event Expenses	\$-	\$-
Total Expenses	\$-	\$-

APPENDIX B: SHA ORGANIZATION BUDGET MEMO TEMPLATE

[NAME OF ORGANIZATION] , [ACCOUNT #]

TO: CORNELL HOTEL SCHOOL, COLLEGIATE CHAPTER
BUDGET ALLOCATION COMMITTEE

FROM: PRESIDENT – "[NAME OF 2010-2011 PRESIDENT]"
TREASURER – "[NAME OF 2010-2011 TREASURER]"

SUBJECT: CHS, CC BUDGET PROPOSAL FOR 2010-2011 ACADEMIC YEAR

DATE: [DATE MEMO WAS HANDED IN]

The purpose of this memo is to clarify the 2010-11 budgeted revenues and expenses for the **[Name of Organization]** . We are requesting a total of **\$(Total requested amount)** to support the organizational expenses we will incur during the 2010-11 academic year. Each revenue and expense item of our budget will be explained in detail within this memo.

Revenues (\$[Total revenues]):

[Explanation of revenues]

General Expenses (\$[Total General Expenses]):

- Printing/Photocopying (\$[Expense Amount]): [Explanation]
- Office Supplies (\$[Expense Amount]): [Explanation]

Fall Event/Activity Expenses (\$[Total Fall Event/Activity Expenses]):

- [Explanation of expense]

Spring Event/Activity Expenses (\$[Total Spring Event/Activity Expenses]):

- [Explanation of expense]

2009-10 Executive Board

- [Positions: Names]

2010-11 Executive Board

- [Positions: Names]

APPENDIX C: BUSINESS MEALS FORM

**Cornell University
Meals Purchased for Business Purposes**

Please provide the following information, along with your original detailed receipt(s), as documentation of food & beverages purchased from a local vendor. For further details on receipt requirements for meals, please see University Policy 3.2.1, University Travel (Endowed Funded).

Business Purpose: _____

Attendees (each name, or name of group) _____

Meal Date & Location: _____

Merchant: _____

Check one box:

This is NOT a purchase from a caterer.

This IS a purchase from a caterer and this merchant appeared on Cornell's list of Approved Caterers on the purchase date.

Note: Contact the Department of Risk Management and Insurance at 277-1188 for the current list of Approved Caterers

Break out alcohol charges on the receipt and list charges as stated below:

Alcohol: \$ _____

Food: \$ _____

Gratuuity: \$ _____

Receipt Total: \$ _____

Attach original detailed receipt(s) to this form.

APPENDIX D: EXPENSE REIMBURSEMENT VOUCHER

		<h2 style="margin: 0;">CORNELL UNIVERSITY TRAVEL REIMBURSEMENT REQUEST</h2>				Date											
						July 13, 2006											
Payee's Last Name		Payee's First Name		Social Security Number		Unit Name											
Relationship to Cornell (check one please)						Please describe		Campus Address									
<input type="checkbox"/> Cornell Employee		<input type="checkbox"/> Cornell Student		<input type="checkbox"/> Other													
Home Address			City/Town		State/Province		Country		Zip/Postal Code								
Business Purpose of Trip/Expenditure (required)																	
<table style="width:100%; border: none;"> <tr> <td style="width: 25%;">LEFT FROM</td> <td style="width: 25%;">ON</td> <td style="width: 25%;">TO</td> <td style="width: 25%;">HOME ON</td> </tr> <tr> <td>(Location)</td> <td>(Date)</td> <td>(Location)</td> <td>(Date)</td> </tr> </table>										LEFT FROM	ON	TO	HOME ON	(Location)	(Date)	(Location)	(Date)
LEFT FROM	ON	TO	HOME ON														
(Location)	(Date)	(Location)	(Date)														
						TOTALS											
Lodging (Room costs only, enter meals, incidentals and miscellaneous below)																	
(Check one - method selected must apply to entire trip)																	
Meals <input type="checkbox"/> Per Diem Method OR <input type="checkbox"/> Receipt Method						\$ -		If using per diem, deduct 20% B, 20% L, 60% D for hosted business meals or meals otherwise provided									
Alcohol/Bar Costs (Business Meals & Receipt Method only)								Use Federal Unallowable Object Code									
Hosted Business Meals (Provide details on next page)								ITEMIZED Receipts Required									
Meals total						\$ -											
Transportation																	
Airfare (including travel agent/booking service fees)						\$ -											
Auto Rental & Gas																	
Tolls & Parking																	
Train, Bus, Taxi, Limo																	
Personal Auto _____ Miles @ \$ - IRS rate								Note: 2003 = 36 cents/mile, 2004 = 37.5 cents/mile									
Transportation total																	
Miscellaneous (please explain) _____																	
TOTAL EXPENSES																	
<p><i>You must be currently enrolled in AP Direct Deposit to select this payment method for this reimbursement. Sign up for AP Direct Deposit for future reimbursements.</i></p>						Less advances* _____		<input type="checkbox"/> Direct Deposit									
						Amount Due Payee _____		<input type="checkbox"/> Campus Mail (addr. above)									
						Amount Due Cornell _____		<input type="checkbox"/> US Mail to home									
						*Advance Acct. # _____		<input type="checkbox"/> Day Hall Pickup (name/ext)									
						- A -1310											
<p>NOTE: You may NOT code expenses to Endowed and Contract College accounts on the same voucher.</p>																	
							1099										
Bps	Account Number	Object	Project	DUO	Amount	Code	Amount										
	-																
	-																
	-																
	-																
Total (must equal Total Expenses above)					\$	-											
Payee Certification & Approvals																	
I certify that these charges are accurate and that I am not claiming reimbursement from another source.																	
Payee Signature		Date		Prepared by:		E-mail		Ext									
Signature Authority Approval		Date		Enter/Print Name		E-mail		Ext									

APPENDIX E: HOTEL SCHOOL POSTER POLICY

Students and Staff:

The Hotel School's POSTER POLICY is designed to protect the building from damages caused by tape, tacks, staples, nails, etc. used to attach the posters/notices to walls, doors and other fixtures, and to protect the building's occupants from hazards created by papers obscuring vision and littering the floors. Notices in violation of this policy **will be removed**. Thank you for your cooperation in adhering to this policy.

The Office of the Associate Dean for Business Administration, 143 Statler Hall, June 1, 2010

What May Be Posted

- Official school announcements
 - Student Services
 - Career Services
 - Class information
- Notices from student organizations
- Notices regarding school-sponsored activities
- Notices regarding other business announcements of general interest to Hotel School students

Posting Requirements

- All notices must identify the group or individuals responsible for the information
- All notices must show the last date when they should remain posted
- Notices without dates will be removed at the administration's discretion

Where Notices May Be Posted

- Bulletin boards or glass cases not reserved for other use (such as Dean's office, Career Services, Development, etc.)
- Any glass surface so long as the poster does not block vision at doorways

What is NOT Permitted

- Notices on painted surfaces such as:
 - Walls
 - Doors
 - Window frames
- Fire codes prohibit notices in stairwells or within 10 feet of exits
- Notices with vulgar or obscene language or images
- Notices that block vision on glass doors

Violations

- Notices violating any of the above rules will be removed
- Repair of all damages caused by improperly posted notices will be the financial responsibility of the individual(s) sponsoring the notice

APPENDIX F: ANNUAL REPORT TEMPLATE

[Name of Organization]

TO:
FROM:
SUBJECT:
DATE:

The purpose of this memo is to explain to the Hotel School administration and budget allocation committee how active **[Name of Organization]** has been throughout the 200#-200# academic year in using its funds that were allocated to the organization. We will explain below what activities we held in the fall and spring semesters and how much money was used for each event.

In addition, we will provide our evaluation for how sufficient we felt the funds that we were given were in light of the activities that we organized. And we will provide an evaluation on how successful we believe that our club has been in achieving its goals and mission this year.

Here is an overview of our organization's overall activity.

TOTAL NEW MEMBERS '0# - '0#	TOTAL MEMBERS '0# - '0#	TOTAL MEETINGS FALL '0#	TOTAL EVENTS FALL '0#	MONEY SPENT FALL '0#	TOTAL MEETINGS SPRING '0#	TOTAL EVENTS SPRING '0# (TO DATE)	MONEY SPENT SPRING '0# (TO DATE)

[Event Name #1]

[Please provide a description of the event here and provide specific details regarding your event (e.g. how many students attended, location of the event, etc.) Please also explain whether the event was successful or not in regards to attendance and logistics and whether your organization plans to have the event again next year.]

Total Amount Used for Event: \$[Total Amount Spent]

[Event Name #2]

[Please provide a description of the event here and provide specific details regarding your event (e.g. how many students attended, location of the event, etc.) Please also explain whether the event was successful or not in regards to attendance and logistics and whether your organization plans to have the event again next year.]

Total Amount Used for Event: \$[Total Amount Spent]

APPENDIX G: EVENTS PLANNING SUPPLEMENT

Knowing the other activities happening on campus helps you plan a successful event. Being informed not only allows you to avoid time conflicts but offers you an opportunity to perhaps use another event as a resource for your event!

Statler News for the Week

This electronic newsletter outlines the upcoming week's events and is e-mailed to ALL SCHOOL, ALL HOTEL, and ALL STUDENTS each Friday. Contact Susan Walter (sw478@cornell.edu) in room 189 for more information.

Events include:

- Guest speakers
- Class field trips
- Statler Hotel companies who may be hosting recruiting events, seminars, etc.
- Awards (received by students, faculty or staff)
- School and Hotel fundraising events
- School and Hotel social events
- School Club/Organization updates
- School and Hotel employment opportunities
- Departmental highlights/initiatives/successes

Finding a Room for Your Event – Hotel School or Statler Hotel

Hotel School: Contact Student Services by e-mailing sha_classrooms@sha.cornell.edu or come by room 180, and speak to Michelle Zirbel or Reid Palmer in Student Services. Please include the following:

- Club name and contact person
- Use of Room (lecture, meeting, activity)
- # of people
- Date and Time (includes any set-up and clean-up time required)
- Specify if food or beverage will be served. (The choice of rooms may be limited if food or beverage are served)

Statler Hotel: If you want to use any facility in the hotel, advance approval is required by the Hotel Manager or Director of Food & Beverage (or Director of Operations).

Hotel School Evening Prelim Schedule

To avoid conflicting with a hotel evening prelude, review the schedule as found at <http://registrar.sas.cornell.edu/Sched/prelims.html>

Recruiting Events on Campus

Head to CornellTRAK and see what recruiters are on campus during the time you are considering holding your event to either avoid conflicts, or to potentially, maximize a recruiting event with your event. <http://www.career.cornell.edu/cuTrak.html>

Other Events on Campus

Just so you know what other activities are happening on campus, check out the Cornell University Event web page. This does not include everything – people need to submit their events to the calendar, in order to be included. <http://www.cornell.edu/events/>

Also check the Cornell Chronicle web site, since they highlight the most prominent events with corresponding stories. The Chronicle is published every Thursday and distributed across campus and also available on line at www.news.cornell.edu

Promoting an Event

Statler News: Please send items for publication in the *Statler News* to Susan Walter (sw478@cornell.edu). All information must be complete and accurate for inclusion. Deadline for submission is Wednesday at 4:00 p.m. The *Statler News* is published every Friday during the academic year.

Cornell University Event web page – post your event via e-mail at the following address: <http://www.cornell.edu/events/add.cfm>

Cornell Chronicle - The Chronicle is published weekly, both in hard copy and on-line. If you want to submit your event in their calendar of events, their calendar deadline is 10 days (two Mondays) before publication. Items submitted for the calendar should include a contact name, e-mail address, web address (if any) and a phone number. If you send your announcement via e-mail, send it go chronicle@cornell.edu. <http://www.news.cornell.edu/pages/Events.shtml>

Poster Policy – Please refer to your Student Organization Handbook.

Outside of the Cornell Community: Any releases that go beyond the Cornell Community needs to be reviewed and approved by Cydney Peters, (chp4@cornell.edu) Director, Office of Communication Strategy, 239 Statler Hall.

Contact People for Events

Be sure to notify the following people once you've confirmed your event:

Susan Walter (sw478@cornell.edu) –Administrative Assistant to the Dean. Liz can post your event on the Statler News weekly e-mail. Deadline for submission is Wednesday at 4:00 pm for publication on that following Friday.

Arielle Chernin – President, CHS, CC (ahc88@cornell.edu)

Christine Natsios – Director of Alumni Affairs (cdn24@cornell.edu)

Lisa Shaffer – student services club representative (ls272@cornell.edu)

Coverage in Cornell Hotel School Magazine

Cydney Peters, Director, Office of Communication Strategy and editor of the magazine, will devote space in the magazine specifically for student organizations, as appropriate. Creating a consistent format is important; please follow the guidelines below. Please submit photos to the CHS, CC President by the announced deadlines; all club presidents will be informed of deadlines throughout the year.

Photo Submission Template – Fill out the following information for each photo

- Club name
- Date of photo
- Location of photo
- Event

- People in the photos (from left to right)
- 3-4 sentences about the club activities (50-60 words total)
- Name of photographer with contact info

Photo Tips

- Photos need to tell a story - think location, action shots, close ups
 1. Choose interesting locations that offer visual impact. Include branding when appropriate (via banners, signage)
 2. Good lighting (avoid sunlight behind subject; sunlight is behind the photographer)
 3. Get Action shots (avoid talking heads!)
- Technical
 1. Close up shots of people are best.
 2. Use the highest resolution that you can. Professional magazines require 300 dpi.
 3. **Subject Placement.** The placement of your subject in the frame denotes its relevance to the context. The center of the frame is the weakest place -- it's static, dull, and gives no value to the context. The more you move the subject away from the center, the more relevance you give to the context; so juggle until you get the right balance. (<http://www.photosecrets.com/tips.p6.composition.html>)
 4. **Create Proportion** - The beauty of an image is often in its proportions. A popular technique...is called the Rule of Thirds. Imagine the frame divided into thirds, both horizontally and vertically, like a Tic-Tac-Toe board. Now place your subject on one of the lines or intersections. (<http://www.photosecrets.com/tips.p03.html>)
- Remember
 1. If students are preparing food, students must wear hats and gloves or the photo can't be published (and sanitation guidelines are ignored!)
 2. Get the names of your subjects and the year they will graduate.
 3. Get permission to publish the photo from the people in the photo.

STATEMENT OF UNDERSTANDING

By signing this document as an Officer of one of the School of Hotel Administration's recognized Student Organizations, you are agreeing to the following statements.

- I acknowledge that I have received a copy of the Cornell Hotel Society Collegiate Chapter Student Handbook: Policies and Procedures for 2010-2011 and that I will follow all policies and procedures included in this manual.
- I understand that it is my responsibility to seek additional clarification or training from any of the resources outlined in the handbook.
- I understand that my Officer status or affiliation with a Student Organization is at risk, or I could be subject to potentially more severe discipline depending on the circumstances, if the policies and procedures are not followed.

Student name (please print)

Student signature

Date

Please return signed copies of this document to the ADBA Office Assistant, Diane Craig in Room 143 as soon as possible, so that access to the eReq system and WebFinancials can be provided to you.