

Clubs & Organizations

Welcome

Hi everyone! We made it through first semester – how exciting! This month's newsletter is going to be essentially all about preparing for spring semester.

With that being said, I want to introduce Erick Slager. He is the new Vice President of Clubs and Organizations. He is another point person you can use for questions. Everyday club questions can be directed to him, any forms can be given to him, and he will be more than willing to help you all plan events!

Erick's email is:

Eslager909@mynccc.niagaracc.suny.edu



Also, I wanted to inform you all that Student Life has moved! The Office of Student Life is now located in G243! I will still be in G117D if you have any club questions or if you are looking to turn in any club forms but anything else Student Life related will now be in upstairs G Building!

Steps to Planning an Event

1. Brainstorm with your club! Come up with a fun idea that will appeal to the student body – whether that be for a bake sale or a club event!
2. Come to G117D or G243 and pick up the correct proposal form for your given event. After it's all filled out, return it to Meghan or Erick **AT THE VERY LEAST 10 BUSINESS DAYS BEFORE YOUR EVENT!**
3. After you find out if your event was approved by Senate and how much funding was allocated, you can begin to place work orders, reserve rooms, fill out any needed cash advance PO's for supplies, and talk to Dining Services about food and if that is something that is required!



Upcoming Events

Welcome Back Week

1/14/2019—1/18/2019

**Tuesday:
Service with a Slice**

**Wednesday:
Wolf Pack Wake Up**

**Thursday:
Dinnertime Live**

**Stayed tuned for more
awesome events coming
up Spring Semester! 😊**

- Once everything is all confirmed and organized, you will come to The Office of Student Life and fill out any required PO's and turn them back into us. These are **super important** because this is how vendors (like Dining Services) receive their payments. If no PO is filled out, no one gets paid.
- If you are having a fundraising event and money has been made, it is to **IMMEDIATELY** go to Shannon in College Association who will put it into your club account. **This step is CRUCIAL!!!**
- Lastly, ENJOY YOUR EVENT! You worked hard to put it together, have fun with it! 😊

** Keep in mind that you cannot hold club events or fundraisers without having Senate's approval. I'm hoping these steps clear up any confusion you might have when it comes to future planning! **

Dining Services Request Form

Something that Student Life is looking to begin implementing is having a request form for food from Dining Services. We're hoping that this will help with communication between dining services, our office, and all the clubs/orgs! Both Student Life and Dining Services will require a completed copy. You can find this form on our website, in our office, and in Dining Services office. Once you get the form filled out and it's been brought to Senate & approved, you will then bring it to Dining Services to let them know your needs. Once they've approved it Student Life gets the final copy.

Something else we have in our office is the club menu for dining services, if that is something your club would like to look at when picking out food, please feel free to stop by our office and grab one!!

Spring Funding

Student Senate President, Navaar, would like to have a ballpark idea of how much funding your clubs will be requesting for the Spring. I have attached the form to this email, we will also have copies in our office, if you could please fill one out and turn it in before we all head home for the semester that would be great!

If you have any questions, please feel free to shoot me or him an email.

Navaar's email is: npool@niagaracc.suny.edu

Club Announcements!

NFCI Student Club Comes Together For a Good Cause

The NFCI Student Club hosted a Canned Good Drive throughout November. The club was able to collect 200+ canned goods. The donations went to both the NCCC Student Food Pantry and the Niagara Falls Community Missions!

Thank you to all who took the time to donate!

Chef K & Sabrina Faso

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