



## In this edition of ClubHub...

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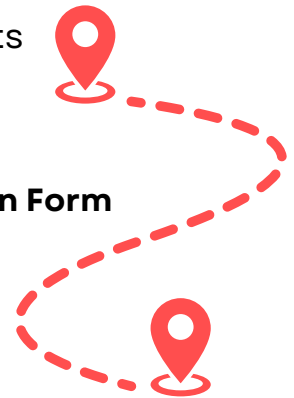
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## Club Travel Form Order

Attention prospective travelers! Tommy from the travel team here to remind you of some important components of the travel approval process! This is the ideal order for form completion after travel meeting:

- 1. Advisor Pre-approval Form**
- 2. Travel Authorization Form**
  - a. Travel Roster
  - b. OSE Budget
- 3. Student Driver Approval Form (w/ Risk Management if driving IC Vehicles)**
- 4. Travel Credit Card Request Form**



**NEW SOLICITATION OPPORTUNITY**

The Outdoor Display Cases are now available for Student Organizations to reserve!

## New Solicitation Opportunity: Outdoor Display Cases

There's a new solicitation opportunity in town! Student Organizations and Departments can now reserve the Outdoor Display cases that are on the Academic Quad outside of Campus Center. Take advantage of it today by checking out our website [here!](#)

You can also email [solicitation@ithaca.edu](mailto:solicitation@ithaca.edu) with any questions.

# Contract Process Reminder

Now is a great time to start planning out your contracts for the year! A contract is needed any time your Student Organization is donating/paying money OR receiving donations/payments. Per Ithaca College policy, students are not allowed to create, negotiate, or sign any contracts or agreements.

**The first step of the process is to meet with Sarah Boniche**, Associate Director for Student involvement in the Office of Student Engagement (OSE). Email [ose@ithaca.edu](mailto:ose@ithaca.edu), call 607-274-3222, or stop in to OSE or the Student Activities Center (SAC). to make appointments with Sarah. Come prepared to your meeting with the details about your event and the contact information of the person you are paying/who is paying you. This includes their full legal name, email address, phone number, and home or business address.

## A note on SGC Funding for a contract:

SGC Appropriations Committee will only fund a request to pay a vendor/venue IF one of the following items are provided to them for supporting documentation:

- A PDF copy of your contract, created by the Associate Director
- An email specifically stating you have permission to continue with funding without a contract from the Associate Director (only given in rare circumstances)

Further information on the contract process can be found in the Student Organization Handbook!



## Apply For One-Time Weekly Event Grant From OSE !

Have an event coming up and need funds? The Campus Center Weekly Programming Team is offering one-time weekend event grants up to \$500!

Your event must be held in IC Square, and it must be open to the Ithaca College Community. Scan the QR code found below to request a grant, or email [ose@ithaca.edu](mailto:ose@ithaca.edu) with any questions.

A green poster with yellow text and gold coin graphics. The text reads: "APPLY FOR A ONE-TIME WEEKLY EVENT GRANT FROM OSE !", "UP TO \$300 FOR THURSDAY/FRIDAY EVENTS", "UP TO \$500 FOR SATURDAY EVENTS", and "EVENTS MUST BE HELD IN IC SQUARE". A QR code is centered on the poster.

APPLY FOR A ONE-TIME  
WEEKLY EVENT GRANT FROM  
OSE !

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EVENTS MUST BE HELD IN IC SQUARE

# Conference and Event Services (CES) Alternative Food Policy

Conference and Event Services, also known as CES, would like to share their "Alternatives to Catering Policy".

This policy provides guidelines for catering and can be found in the Student Organization Handbook. A main takeaway is that outside catering is NOT allowed in any Dining Halls or Emerson Suites.

Please contact [ces@ithaca.edu](mailto:ces@ithaca.edu) if you have any questions regarding this policy.

## New Student Organization Shoutout

This edition's New Student Organization shoutout is for **La Asociación Mexicana!**

The mission of La Asociación Mexicana is to empower and support Mexican students and their allies.

They seek to promote cultural awareness through community engagement and service, provide exposure to Mexican culture and cultivate the Ithaca Latinx community. They also seek to raise awareness and advocate for Mexican migrants by hosting fundraisers and collaborating with other organizations in the area.



## Tote Bag Giveaway Winners



Congratulations to **Women In Communications!**

By reading all of Club Hub and entering our raffle you have won custom tote bags for your E-Board members.

Make sure you tune in to the next edition of Club Hub for a chance to enter your org into our next raffle for a chance to win some cool prizes.

That's all for this week's edition. Tune into our next edition on November 17th for more student org news!