

FACULTY/STAFF STUDENT ENGAGEMENT PROGRAM

The Division of Enrollment Management & Student Affairs is excited to present the **Faculty/Staff Student Engagement Program** sponsored by the Student Activities Association. The Division of Enrollment Management & Student Affairs is dedicated to supporting the mission of the College and academic success of our students. Research indicates that engagement with faculty, outside the classroom, is a strong and positive contributor to retention. These interactions, when intentional and purposeful, help to strengthen students' relationship to the College. With this spirit, the Faculty/Staff Student Engagement Program is comprised of the following initiative: **Faculty/Staff Student Engagement Fund**.

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FACULTY/STAFF STUDENT ENGAGEMENT PROGRAM PROCEDURES

Application Policy

- All members of the faculty (full-time or adjunct) and staff (full-time or part-time), may be sponsored or reimbursed for up to \$400 per event.
- Faculty and staff members may be awarded funding multiple times per semester. Only two faculty and staff members will be awarded funding for the same event
- All Applications must be submitted by the Faculty/Staff Student Engagement Program designated deadline. Failure to comply will result in a rejected application.
- Applications requesting a Speaker/Performer must apply three weeks prior to event date.
- All notifications regarding decisions for applications will be sent out within **three to five (3-5) business days after submission.**

Guest Speaker/Performer Policy

- All guest speakers/performers are required to sign a contract provided by the Student Activities Association, Inc. Business Office prior to the planned date of service. Faculty or staff are required to email fse@jjay.cuny.edu with their guest speaker/performer contact information (legal name, active email address & active phone number).
- All guest speakers/performers who fail to complete the required contract paperwork prior to the date of planned service will result in nonpayment.
- All guest speakers/performers must have a copy of valid social security card.
- All guest speakers/performers must have a copy of valid State I.D., or U.S. Passport, or Permanent Resident Card or Employment Authorization Document (Card) that contains a photograph (Form I-766).
- Faculty or staff approved for a guest speaker/performer must notify fse@jjay.cuny.edu whether the guest speaker/performer rendered services or not.
- Faculty or staff approved for a guest speaker/performer must submit reimbursement paperwork and comply with the reimbursement checklist.

Note: CUNY employees are not eligible to be contracted for professional services.

Catering Food Policy

- Faculty & Staff members have the opportunity to have food catered for student events. A catering request form must be submitted to fse@jjay.cuny.edu one (1) week prior to event date for approval. The catering request form and food menu is available for download at www.jjay.cuny.edu/fsse.
- Faculty & Staff members are required to provide **three (3) days advanced notice for any cancelations** to fse@jjay.cuny.edu. Failure to provide an advance cancellation notice may result in faculty or staff members incurring out of pocket expenses.

Reimbursement Policy

Faculty and staff cannot be advanced funds for approved activities and must submit reimbursement paperwork upon completion of activity. Faculty and staff approved for funding must review the reimbursement checklist before submitting any reimbursement paperwork.

FACULTY/STAFF STUDENT ENGAGEMENT PROGRAM REIMBURSEMENT CHECKLIST

Faculty and staff cannot be advanced funds for approved activities and must submit reimbursement paperwork upon completion of activity. The reimbursement checklist serves as an overview of documentation required for submission. Faculty or staff is encouraged to email their reimbursement paperwork to fse@jjay.cuny.edu.

Event Description Forms (available for download at www.jjay.cuny.edu/fsse).

Event Attendance Forms (available for download at www.jjay.cuny.edu/fsse).

Note: Not required for faculty or staff approved for a guest speaker/performer.

Receipts for cash/credit/debit/check payment.

If paid by credit/debit or check: a copy of the credit/bank card statement for the card/account you used to make the purchase (all other transactions should be blacked out, and your name AND address must be present on the statement. Only official statements will be accepted).

Flyer/brochure from the event/activity

Please note all reimbursement paperwork must be submitted by the Faculty/Staff Student Engagement Program designated deadline. Failure to comply will result in loss of funding.

Event Description Form

The Faculty/Staff Student Engagement Event Description form is required to be submitted as part of all reimbursement requests.

Name: _____

Department: _____

Email: _____ Phone Number: _____

Event Description

Event Name: _____

Event Date(s): _____

Event Cost: _____ Number of students in attendance: _____

Event Description:

Event Attendance Form

The event attendance form is required as part of all reimbursement requests. Please note that by placing student names on this form you are indicating that these students were present at the event. Only include John Jay College email addresses.

Event Name: _____

Event Date: _____

Professor Name: _____

#	Student Name	Email Address
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#	Student Name	Email Address
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