# Contact Information

## Gallatin Contacts

| Gallatin Office of Student Life | 212-998-9165 | 719 Broadway, 5th floor |
| Gallatin Student Council | 212-998-7356 | 715 Broadway, Room 516 |
| Jigna Bhagat, Student Life Coordinator  
*Club Life Director & Adviser* | 212-992-9823 | jigna.bhagat@nyu.edu |
| Dave Neely, Graduate Assistant  
*Club Adviser* | 212-998-9168 | dsn217@nyu.edu |
| Moses Davis, Graduate Assistant  
*Club Adviser* | 212-998-9168 | mkd226@nyu.edu |

## All-University Contacts

| Office of Student Life | 212-998-4959 | Kimmel Center for University Life |
| Office of Student Activities | 212-998-4700 | Kimmel Center for University Life |
| Kimmel Operations | 212-998-4900 | Kimmel Center for University Life |
| OASIS | 212-998-4343 | Kimmel Center for University Life |
| Office of Lesbian, Gay, Bisexual & Transgender Student Services | 212-998-4424 | Kimmel Center for University Life |
| Center for Health Promotion | 212-443-1234 | 726 Broadway, 3rd Floor |
| Office of Drug & Alcohol Education | 212-443-1220 | 726 Broadway, 3rd Floor |
| Center for Music Performance | 212-992-6874 | 194 Mercer Street, 4th Floor |
| Office of Community Service | 212-998-2329 | 25 West 4th Street, 3rd Floor |
| Commuter Student Services | 212-998-4206 | Kimmel Center for University Life |
| Office of Career Services | 212-998-4730 | 719 Broadway, 3rd Floor |

Forms, Resources, Calendar & More, Online at
[http://www.nyu.edu/gallatin/studentlife/clublife/clubadministration.html](http://www.nyu.edu/gallatin/studentlife/clublife/clubadministration.html)
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3. club directory .......... 21
if you want to start a club, the first decision to make is whether it will be a gallatin club or an all-square club. this section explains the two distinct types of clubs at NYU, and walks you through the process of starting your own club in gallatin.

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1a. gallatin vs. all-square clubs

Clubs at New York University are divided into two categories: School/Departmental and All-Square Clubs. The most significant difference between clubs within these two categories is the recognition, membership and funding processes. All Gallatin clubs fall into the “School/Departmental” category. The differences between the two club types are as follows:

**gallatin clubs must meet the following designations:**

1. Gallatin students must comprise 75% or more of the membership
2. A Gallatin faculty member or administrator must act as adviser
3. Formal recognition must be gained from the Gallatin Student Council and Gallatin’s Office of Student Life.

Once a Gallatin club has been granted club status through GSC, it is eligible to receive funding from GSC. Clubs requesting funding must have a representative on GSC, who must attend all General Meetings of the Council. For more information on starting a new Gallatin club, stop by Gallatin’s Student Life Office.

**all square clubs must meet the following designations:**

1. Membership must be open to students from all schools at NYU.
2. Club activities must be open to the NYU community at large.
3. No more than 75% of members can be from any 1 school/college of NYU.

Registration and funding for All-Square Clubs are through the office of Student Activities, Kimmel Center for University Life: 212-998-4700.
1b. club life structure
The structure of club life within Gallatin is illustrated below.

1c. gallatin student council (GSC)
The Gallatin Student Council (GSC) is the representative student government of Gallatin and serves as a liaison between students and the faculty and administration within Gallatin. The Student Council provides a wide range of services and activities, both academic and extracurricular. The Council also authorizes funding to student organizations whose members are exclusively from Gallatin.
1d. starting a new gallatin club

step 1 check existing club directory.
Before you start a new club from the ground up, make sure there isn’t already one at Gallatin that serves the same purpose: review Section 3 in this publication (p 22), to make sure that your club doesn’t duplicate an existing student organization.

step 2 get at least four committed members.
Make sure that you have at least four interested, matriculated Gallatin students with valid NYU ID cards who will make a commitment to the organization.

step 3 articulate club’s mission.
Discuss and articulate the purpose of the group in a written statement (the mission statement). You are now ready to register the club. Club Registration form is available online.

http://www.nyu.edu/gallatin/clublife/regclub.nyu

step 4 finalize and instate your executive board.
Finalize your executive board by filling out the Gallatin Club Officer Registration form (for each member holding a position, including chairs, reps, etc.) available online.

http://www.nyu.edu/gallatin/clublife/regofficer.nyu

Note: Officers of any organization must not be on academic probation according to the standards of Gallatin. Officers must maintain a minimum GPA of 2.5 or better. A person can hold no more than one executive position within one club at any one time. Additionally, officers of any Gallatin school club cannot hold position on the e-board of the Gallatin Student Council.
write a charter for your club.

You want your club to last after you’ve graduated and are long gone, so the charter is where you should set down your vision for the club: the format is flexible, but should include a club mission statement, specifications for how future Executive Boards will be selected, and other specifics that will help the club continue to grow from year to year.

The charter must be in compliance with the Gallatin Student Council’s constitution and signed by all four members of the club’s Executive Board and the Student Life Coordinator. A Charter template and sample is available online at http://www.nyu.edu/gallatin/studentlife/clublife/clubadministration.html

wait for confirmation that you are registered.

You will receive a confirmation that your club has been registered. (Please note: You must re-register your club every year.) This confirmation will confirm your registration with Gallatin AND the Office of Student Activities. This will give you the schoolwide privileges of a School/Departmental club, including the right to reserve non-Gallatin spaces on campus for your meetings and events.

make sure people can reach you.

Now that you’re a full-fledged Gallatin club, eligible for funding and authorized to start reserving space and holding events and meetings, make sure your would-be members can find out about you and get in touch with you. Remember that you have several resources to utilize:

- A mailbox in Gallatin.
- An e-mail address (see the Student Life Coordinator)
- A club website (see the GSC Webmaster)
1e. renewing an existing gallatin club

To renew an existing club log on to:

http://www.nyu.edu/gallatin/studentlife/clublife/clubadministration.html

Click on “Renew Club.”

Submit all provided renewal forms with complete summer and fall contact information for the new officers NO LATER THAN MAY 1ST.
1f. club leaders checklist

Once you’re registered as a new club, or reregistered as an existing club, you might want to hold on to this checklist of your e-board’s responsibilities; make sure to get these things done, and your year should go smoothly.

<table>
<thead>
<tr>
<th>BEFORE FALL SEMESTER BY POSTED DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registered Club</td>
</tr>
<tr>
<td>All members holding a position REGISTERED</td>
</tr>
<tr>
<td>Charter Reviewed &amp; Submitted</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FALL SEMESTER CHECKLIST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Proposal Completed and Submitted</td>
</tr>
<tr>
<td>Initial Advisement Meeting w/ Club Adviser</td>
</tr>
<tr>
<td>Midsemester Advisement Meeting w/ Club Adviser</td>
</tr>
<tr>
<td>End of Semester Evaluation Meeting w/ Club Adviser</td>
</tr>
<tr>
<td>Held Club’s General Meeting/Event (3 required per semester)</td>
</tr>
<tr>
<td>Attended GSC’s General Meeting (at least once a month)</td>
</tr>
<tr>
<td>End of Fall Semester: Membership Roster submitted to Jigna Bhagat</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>SPRING SEMESTER CHECKLIST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Advisement Meeting w/ Club Adviser</td>
</tr>
<tr>
<td>Midsemester Advisement Meeting w/ Club Adviser</td>
</tr>
<tr>
<td>End of Semester Evaluation Meeting w/ Club Adviser</td>
</tr>
<tr>
<td>Held Club’s General Meeting/Event (3 required per semester)</td>
</tr>
<tr>
<td>Attended GSC’s General Meeting (at least once a month)</td>
</tr>
<tr>
<td>End of Spring Semester: Membership Roster submitted to Jigna Bhagat</td>
</tr>
<tr>
<td>Held Elections &amp; Finalized New E-Board</td>
</tr>
<tr>
<td>New E-Board Registered before May 1st</td>
</tr>
<tr>
<td>Re-Register Club before May 1st</td>
</tr>
</tbody>
</table>
so you’ve got club status, an executive board, and big plans: now what? here you’ll find the resources and information to walk you through the logistics and administrative details: getting a budget, planning events, reserving spaces and more.

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To help ease the administrative work involved in running a club and holding events, each club has at least one adviser.

The Student Life Coordinator (Jigna Bhagat) serves as the primary adviser for all Gallatin clubs, acting as a facilitator and liaison for the needs of your club. Jigna is available to help your club plan and implement its specific goals, objectives and programs. Each club is expected to meet with Jigna at least three times per semester to discuss the club’s plans and progress; more information about these meetings can be found on page 14.

Your club may also wish to have a secondary adviser with specific knowledge or expertise that helps advance the interests of the club (e.g., a drama professor might be of particular use to a performance-based club). This area-specific adviser must be a member of the Gallatin faculty or administration.

By providing various support services, advisement and information, the adviser can be an instrumental resource in developing ideas and establishing direction for your organization. In particular, club leaders should look to the primary adviser for assistance in:

program planning

Advisers assist clubs in exploring new program ideas and the "how to" of club programming (i.e., executing the who, what, when, where, why and how of planning the event).

budget advisement

Advisers assist in the development and implementation of club budgets and proposals, as well as assist in the application process through the Gallatin Student Council, auditing of books, fundraising, and other financial responsibilities.

policy advisement

The adviser should be a resource to clubs regarding questions on Gallatin school policies, as well as those set by the Student Council and the University.

resources

Advisers assist with such things as reserving rooms, obtaining special needs equipment, catering, supplies, publicity, presenter resources, professional networking, setting goals, leadership workshops and much more as they arise.
2b. adviser consultations

Each club’s Executive Board must meet with their primary adviser (Jigna Bhagat) three times each semester. Please call to schedule a one hour meeting (between 10:00 AM and 4:00 PM) during each of the advisement days listed below. You should call at least three weeks in advance.

**fall semester**
- start of semester: last Friday in August
- mid-semester: second Friday in October
- end of semester: first Friday in December

**spring semester**
- start of semester: fourth Friday in January
2c. submitting a budget proposal

At the beginning of each academic year, the Gallatin Student Council allocates funding to all recognized student organizations at Gallatin. All clubs in good standing are eligible to receive funding.

To remain in good standing, clubs are expected to:

1. Have a representative at the GSC Meeting on the first Friday of each month.
2. Submit a budget proposal for the year by the posted deadline.
3. Be an active organization, and publicize all events.

Clubs do not receive “cash” but work from several processes which either involve individuals paying out of their own pockets and getting reimbursed by GSC or by planning ahead and arranging for a check or prepayment of services. Please refer to more specific budget information provided to your organization when your budget is actually approved.

At the beginning of each semester, you will be provided with the dates, times, and locations of all GSC meetings to which you are required to send a representative. If you wish to receive funds, you must submit a Budget Proposal form by the posted deadline.

To submit a “budget proposal” log on to:

http://www.nyu.edu/gallatin/studentlife/clublife/clubadministration.html

Click on “Submit Club Budget Proposal”
2d. budget information

Once you have received a budget from GSC, you will need to be aware of the following details regarding expenditures and reimbursements.

expenditures

If you adjust your activity spending (i.e. decrease the amount from one activity and increase the amount for another activity) you must provide a written explanation of the reallocation when you submit the Gallatin Student Council Funding Request form (details on page 17), which is available online at:

http://www.nyu.edu/gallatin/studentlife/clublife/clubadministration.html

advances

Advanced funding is available in the form of:

- A Request for Check (over $150)
- Fast Purchase Order (less than $300)
- A Purchase Order ($300 or more)

charge accounts

GSC has charge accounts with a handful of merchants. Purchases can be made through these accounts to obtain food and office supplies related to your programs or activities. Use of these charge accounts requires a signature of approval from both the GSC Treasurer and the Student Life Coordinator.

reimbursements

If you are not able to request funding in advance, you will have to incur the expense “out of pocket”. There are several options available for reimbursements for approved expenditures. For receipted expenditures under $150 (unlimited number of receipts totalling less than $150), there is a two to three-day turnaround. For receipted expenditures $150 or over, reimbursements are available by check with a 10 to 14 day turnaround.

AN ORIGINAL RECEIPT OR INVOICE IS REQUIRED FOR ANY REIMBURSEMENT

All expenditures from your approved budget must occur within the approved amount for each activity or event as outlined in your budget.
2e. requesting allocated funds

Even when you have been approved for funding from GSC, you still must file a Funding Request form in order for each transaction to take place.

The GSC Funding Request form is available online at

http://www.nyu.edu/gallatin/studentlife/clublife/clubadministration.html

The Funding Request form must be filled out with the following information:

- The name of your organization.
- Describe the event, the date, location, and times. Attach a copy of the flyer or other supporting information on the program.
- Person requesting funding. Name, social security number and mailing address are required. For additional payees, include the same information for each person on a separate sheet with supporting documentation.
- Payee (should be the same person as the person requesting funding) unless it is a vendor (e.g. caterer, etc.).
- Amount requested should be for each individual or vendor.
- Type of expenditure (consult with the GSC treasurer regarding the type of expenditure).

Return the Funding Request form to the GSC Treasurer’s mailbox, located in 715 Broadway, Room 516, or submit it to the GSC Treasurer directly. Include receipts, flyers and other supporting documentation.

By providing as much information as possible regarding your expenditures, you will ensure a rapid reimbursement.
2f. reserving event space

As with all parts of campus, space is at a premium and highly guarded. Because of the limited amount of space, you are advised to plan ahead and book space well in advance of your actual event. For assistance, please see the staff of the Operations office at the Kimmel Center for University Life (contact information on the next page) or your primary adviser, Jigna Bhagat.

If you know that you will be using a specific space on a regular basis (e.g., holding a club meeting in the same classroom each time you meet), you should submit your request to the Operations office at Kimmel the semester before, if possible. This will dramatically increase your chance of securing the desired space.

If you want to reserve event space off-campus...

Speak with Gallatin’s Student Life Office, and be certain to leave LOTS of time for all of the paperwork and financial arrangements to be taken care of.
2g. campus space resources

While Gallatin’s Office of Student Life is available to help you determine the best space for your needs, the following information about campus spaces is worth having around.

**all university spaces** *(Operations: 60 Washington Square South / x 84900)*

All spaces are based on availability and in most cases, do not cost anything to use. The Operations Office can provide your organization with invaluable assistance in planning functions from a small meeting, to a big multimedia production or conference.

**general academic spaces** *(Room Assignments: 7 E 12th St / x 84220)*

Each academic department at NYU is responsible for reserving its own classrooms, studios and theaters. The Classroom Scheduling Office can provide you with room availability, capacity and other room information. In most cases, there is no charge for using classrooms.

**cantor film center** *(Cantor Film Center: 36 E 8th St / x 84100)*

One of the best multimedia centers at New York University is the Cantor Film Center. It is available for screenings and other multimedia presentations. State of the art film, video, computer, and simul-cast projection are available in three of the Cantor theatres. There are rental, as well as technical production fees, for the use of this space.

**gallatin classroom space** *(Gallatin: 715 Broadway / x29823)*

The following spaces may be reserved in the Gallatin building by Gallatin Clubs at the days and times indicated.

- Room 512: Monday-Friday
- Room 518: Tues/Thurs, from 12:15-2:00 PM; Friday
- Room 519: Tues/Thurs, from 12:15-2:00 PM; Friday
2h. promoting events & meetings

So you’ve got your space booked, your food ordered, and your agenda set: now you just need to make sure that people know your event is taking place. There are several channels available to Gallatin clubs for promoting meetings and events. Besides posting fliers, there are a variety of free services available through Gallatin and other campus organizations to assist in promoting your group’s event. Information on these services is provided below.

**to post fliers outside of gallatin**

For posting outside of Gallatin, clubs should inquire at the Office of Student Activities, Kimmel Center for University Life, 7th Floor.

**to post fliers inside of gallatin**

To post fliers inside of Gallatin, please submit 10 copies to the Postings Mailbox on the 6th floor of 715 Broadway.

**to e-mail the entire gallatin student body**

Through campus e-mail accounts, information can be sent to all currently enrolled Gallatin students. Use the online “Promote Event: E-Mail Direct Request Form” at [http://www.nyu.edu/gallatin/studentlife/clublife/clubadministration.html](http://www.nyu.edu/gallatin/studentlife/clublife/clubadministration.html). (Direct E-Mail announcements require a one-week advance notice.)

**to put your event on gallatin’s calendar**

Posted on the Gallatin website, Gallatin’s main calendar, services the Gallatin community and is provided on the Internet. Use the online “Promote Event: Gallatin Online Calendar of Events Request Form” to submit your event details. (Items for the calendar require a one-week advance notice.)
established clubs
  gallatin student council
  gallatin arts festival
  gallatin film
  students of color alliance
  the gallatin review
  t-minus
  gallatin theater troupe
  gallatin athletic league
  gallatin graduate group (G³)

start-up clubs
  gallatone
  gallatin gay guys
  gallatin educators alliance
  gallatin design group
  dancers choreographers alliance
  people’s republic of go
established clubs

GALLATIN STUDENT COUNCIL
URL: students.gallatin.nyu.edu/gsc
The Gallatin Student Council (GSC) exists to represent and support the interests and concerns of Gallatin students, both within the school and the university at large. GSC works closely with teachers and administrators to ensure a student voice in the workings of the school. GSC also likes to have a lot of fun and bring the Gallatin community together to create a lot of chaos everywhere and anywhere (like at the annual All-University Games where we ritually put the other schools to shame).

GALLATIN ARTS FESTIVAL
URL: www.gallatinartsfestival.org
The largest event at Gallatin each year, GAF takes place in the spring, and showcases the best of Gallatin student work in the arts in a range of venues and performance spaces throughout NYC. Visual arts, music, multimedia, dance, theater, spoken word, and more collide in an annual celebration of the creative power of the mind.

GALLATIN FILM
URL: students.gallatin.nyu.edu/cinema
Gallatin Film is a club that exists to bring together students within Gallatin who have a mutual love for film of all calibers, from the arthouse flick to the summer blockbuster. Students in Gallatin Film may love watching movies, or just love ripping them apart in post-screening discussions over free pizza. All are welcome to attend.

T-MINUS
URL: students.gallatin.nyu.edu/pub
T-MINUS is an open forum for expression for the Gallatin community. Submissions of prose, cartoons, or other (preferably black and white) artwork can be submitted to Jessica Barclay Strobel or Megan Mullett.

STUDENTS OF COLOR ALLIANCE
URL: students.gallatin.nyu.edu/SOCA
The Students of Color Alliance was formed to serve as a support and networking group which would connect students of ALL colors from within Gallatin for social outings, intellectual activities and academic workshops which address common interests. SOCA now organizes events aimed at enhancing the Gallatin experience for students of color.

THE GALLATIN REVIEW
URL: students.gallatin.nyu.edu/review
Gallatin’s answer to the college literary magazine, the Gallatin Review publishes the poetry, prose and visual art of students and faculty. Its format is very open, and determined by a group of students who collaborate to design the layout and select submissions. Come discuss the work of fellow students, or just submit your own.

GALLATIN GRAD GROUP (G³)
URL: students.gallatin.nyu.edu/g3
As the sole organization exclusively for Gallatin graduate students, the mission of the Gallatin Graduate Group, G3, is to create spaces both virtual and real where students can come together as a community.

GALLATIN THEATER TROUPE
URL: students.gallatin.nyu.edu/theater
The Gallatin Theatre Troupe exists as a collective of students interested in writing, directing, managing, and acting in theatre. Last years accomplishments include a One-Act play festival and producing a show uptown Off-Off Broadway. Additionally, the GTT serves as a place to discuss theatre and attend several shows. The upcoming season will include two full-length productions and a new play reading series featuring Gallatin Students and Alumni.
GALLATIN ATHLETIC LEAGUE
URL: students.gallatin.nyu.edu/athletics

The Gallatin Athletic League was formed to allow a more physical, less cerebral outlet for the average Gallatin student. Experienced athletes are more than welcome, but students of all skill levels are encouraged to join in regular scheduled games of dodgeball, volleyball, basketball, foosball and more. The Gallatin Athletic League also assists GSC in forming team rosters for the Annual All-U Games competition.

start-up clubs

GALLATONE
URL: students.gallatin.nyu.edu/gallatone

Gallatone is a new student-run record label designed to release student music to the NYU student body and beyond. Gallatone thrives on the involvement of musicians, graphic designers, producers, engineers, web designers, photographers, the business minded, and many other students and their diverse interests. Use your talents to give Gallatone two feet to stand on. Or three.

GALLATIN GAY GUYS
URL: students.gallatin.nyu.edu/go

Attention all gay bois: finally, a club -just- for you. Presenting Gallatin Gay Guys - a club devoted totally to the gay male population at Gallatin. Want to find the hottest gay clubs and spots in NYC? Need help coming out or adjusting to gay life in the big city? Does the idea of making over an unsuspecting Gallatin student (“Queer Eye For The Gallatin Guy”) entice you? If so, then Gallatin Gay Guys got you covered - from top to bottom. Come and meet other guys, learn where to hang out and how to be hip, have a great time making likeminded friends that you may have never otherwise met, and find answers to the most pressing question of any Gallatin student... so what’s your concentration?

DANCERS CHOREOGRAPHERS ALLIANCE
URL: students.gallatin.nyu.edu/dancers

DCA works towards providing student choreographers with the opportunity to create their work on fellow student dancers. Through this, dancers have the chance to be a part of the creative process and showcase their abilities. DCA also allows other members of the performance community to participate in roles such as musicians, composers and artistic managers. The idea behind this project is to work through the process and not necessarily towards performance.

PEOPLE’S REPUBLIC OF GO
URL: students.gallatin.nyu.edu/republicgo

Do you love games? Do you want a fun, kinetic crash course in Eastern philosophy? Are you simply obsessed with Go, but can’t tear your lame roommates away from their Chess boards and Scrabble pieces? Congratulations, you have found a home in the People’s Republic of Go!

GALLATIN DESIGN GROUP
URL: students.gallatin.nyu.edu/design

A loose affiliation of Gallatin students interested in design who want to be notified about any design related classes, NYU and NYC events. Events include guest speakers and outings to exciting events (ie: the Whitney design Triennial).

GALLATIN’S EDUCATORS ALLIANCE
URL: students.gallatin.nyu.edu/educators

The Gallatin Educators’ Alliance will give Gallatin students with an interest in teaching and education issues a forum for discussion and a means to organize events and activities related to teaching and schools.