



Fall 2022

**CLUB  
INFORMATION  
SESSION**

# MEETING AGENDA

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- I. Club Registration and Renewal
- II. Club Funding
- III. Facility Reservation

*\*Subject to change*

# I. Club Registration and Renewal

To create a new club, the following documents must be submitted by the deadline.

(3 PM, September 14)

- ✓ Registration Application
- ✓ Club Constitution (Typed only)
- ✓ Semester Plan (incl. Club Office Application)
- ✓ General Membership Waiver (Full list / Google Form)

*\*Subject to change*

# I. Club Registration and Renewal

To maintain the club status in Fall 2022, Club Executives must apply for renewal by the deadline. (3 PM, September 14)

- ✓ Club's Information Update (Google Form)
- ✓ Semester Plan (incl. Club Office Application)
- ✓ General Membership Waiver (Full list / Google Form)

## II. Club Fund Reimbursement

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### Purpose

The purpose of club funding is to assist SUNY Korea student clubs and organizations in sponsoring programs and events beneficial to the entire student body and to support the educational activities of the club members.

Club Committee is responsible for allocating the club funds to each student club and organization upon request each semester.

## II. Club Fund Reimbursement

### Club Funding Amount

- 13 members in total: 200,000 KRW
- Above 25 members: 300,000 KRW
- Above 35 members: 400,000 KRW (max)
- The number of members will be decided based on the General Membership Waiver Form as of September 30.

### Additional Club Funding

- 100,000 KRW is available upon the application.

## II. Club Fund Reimbursement

### Club Fund Guidelines

1. You will have to be in official club status in order to receive club funding.
2. Your club must have a club bank account under the full Club name AND Treasurer's name. Funds will be deposited into the club bank account.
3. Your club must submit **ALL ORIGINAL RECEIPTS** for the particular event with the required forms by the deadline **(December 2, 2022 / 3 PM)**

# II. Club Fund Reimbursement

## Club Fund Guidelines

4. Clubs that exceed their allocation must use the club's self-generated funds to cover the difference.

5. Your club should ***not*** spend your club funds for the following purchases/expenses:

- × Purchases made with personal credit/debit card of non-executive club member
- × Alcoholic beverages
- × Gifts for advisory or participating members
- × Gift certificates/gift cards
- × Support of political programs, parties, individual political candidates, or direct lobbying efforts
- × Support or contributions to any private person, group, association, or business except for services and goods rendered (no donations)
- × Payment of faculty or staff of SUNY Korea
- × Payment of debts or expenditures from any previous fiscal year



*\*Subject to change*

## III. Facility Reservation

Upon the approval request, the registered clubs have privileges of using the University & IGC Facilities including:

- ✓ Classroom
- ✓ Meeting room
- ✓ Music/Dance room
- ✓ Yoga/Jujitsu room
- ✓ Gymnasium
- ✓ Dining Hall
- ✓ Auditorium
- ✓ Concert Hall
- ✓ Innovation Lab
- ✓ Small Theater
- ✓ ...and more!

*\*Subject to change*

# III. Facility Reservation

## Reservation Procedures

General Reservation	IGC Facility Reservation	Special Reservation
Submit Facility Reservation Form to Student Services Team ( <a href="mailto:student@sunykorea.ac.kr">student@sunykorea.ac.kr</a> ) at least 5 business days before use.	<ul style="list-style-type: none"><li>* GYM/Soccer Field/Dance Room: According to the assigned schedule after the 4 Univ. Meeting with IGC</li><li>* Music Room: Request through Google Form Reserve Resources at least 5 business days before use.</li></ul>	Submit Facility Reservation Form to Student Services Team ( <a href="mailto:student@sunykorea.ac.kr">student@sunykorea.ac.kr</a> ) at least <b>3 weeks</b> before use. <b><u>*Attach the detailed event plan.</u></b>
Classrooms, Innovation Lab, Meeting room, etc.	Music room, dance room, soccer field, GYM	Dining hall, Auditorium, Concert hall, Small Theater, etc.

# Important Dates and Events

- Club Name Update Request for General Membership Waiver Form (3 PM, September 2, [Google Form Link](#))
- New Club Registration / Club Renewal Deadline (3 PM, September 14, [Google Form Link](#))
- Club Executives Meeting (7 PM, September 20)
- Club Funding Reimbursement Deadline (3 PM, December 2, @A208, hard copies required)



## **REMEMBER**

Follow the established **TIMELINES**.

**ASK FOR ASSISTANCE** in advance

Do not wait until the last minute to process  
paperwork.



# THANK YOU 😊

More Questions?

Student Services Team

[student@sunykorea.ac.kr](mailto:student@sunykorea.ac.kr)

A208, 10AM – 5PM (Lunch Break: 12PM – 1 PM)

032-626-1198