

# FSC | OFFICE OF STUDENT ACTIVITIES

## SPRING 2026 NEWSLETTER



### HOW DOES MY ORGANIZATION GAIN & MAINTAIN ACTIVE STATUS?:

- Registration Form
- Minimum of four officers who have completed all trainings
  - Must have a President, Vice President, Secretary, and Treasurer before adding any co positions
- Have a check-in meeting with your OSA Program Advisor
- Attend Involvement Fair
- One meeting or event during the month of February, March, and April
  - Must be booked on RamCentral

## RAMCENTRAL PORTAL RE-REGISTRATION

Registration can only be completed by the club's President or Primary Contact

During the registration period – click on your club's icon and go to Manage Home.

Look for this button:

RE-REGISTER THIS ORGANIZATION

The form is going to gather:

- Officer contact information and what training (if any) has already been completed, and which officer is going to be your Event Coordinator

- Club Description, Profile Picture, Social Media accounts and your Constitution.

-Re-registration form and required trainings must be completed by Friday, March 6<sup>th</sup> at 12noon.

### Registration Instructions

The registration process can be continued at any time by resuming it from your [Submissions](#).

The registration process takes roughly 10 minutes to complete.

#### What You Need Before Beginning:

- 1). The contact information of your Officers: RAM ID Number, FSC Email Address, Phone Number AND what trainings your Officers have completed, if any.
- 2). You will need to assign an Event Coordinator. This is not an additional position you need to fill, but rather an additional responsibility assigned to one of the existing officers. This must be one of the "Core 4" officers (President, Vice President, Treasurer, or Secretary).
- 3). 1-2 sentences describing the club for the Directory page, your Mission/Purpose for the Description area on your club's homepage and any social media pages you want to link.
- 4). The club's Constitution and/or By-Laws.

Optional - If you have a faculty advisor, we recommend you complete the [Advisor Agreement Form](#).

Questions? Contact us at [StudentActivities@farmingdale.edu](mailto:StudentActivities@farmingdale.edu) or 934-420-2103.

Once everything is completed, don't forget to hit the SUBMIT button!

NEXT

# TRAINING REQUIREMENTS BY OFFICER:

EACH TRAINING IS LINKED- CLICK TITLE TO ACCESS  
MAKE SURE YOU ARE LOGGED INTO RAMCENTRAL

## REQUIREMENTS BY POSITION

### PRESIDENT AND TREASURER

- [Executive Board Acknowledgement Form](#)
- [Executive Board Orientation](#)
- Title VI – Harassment and Discrimination Awareness
- [Title IX – Sexual Assault Prevention and Response](#)
- [SGA Financial Bylaws Training](#)

### VICE PRESIDENT AND SECRETARY

- [Executive Board Acknowledgement Form](#)
- [Executive Board Orientation](#)
- Title VI – Harassment and Discrimination Awareness
- [Title IX – Sexual Assault Prevention and Response](#)

### EVENT COORDINATOR TRAINING

Event Coordinator must be assigned to one of the Core 4 Officers

- President and Event Coordinator must complete [Event Planning Training](#)

## TRAINING FORMATS

### Executive Board Orientation:

- First time officers: In-person
- Returning officers **may** complete a refresher [via RamCentral Form](#).

### SGA Financial Bylaws Training:

- First time presidents/treasurers: In-person
- Returning officers **MUST** complete refresher [via RamCentral Form](#).

### Title VI – Harassment and Discrimination Awareness:

- Online training required.
- You will be added to a Brightspace course titled “Title VI Training for Student Activities Office”

### Title IX – Sexual Assault Prevention and Response:

- In-person required.

### Event Planning Training:

- First time Event Coordinators: In-person
- Returning officers may complete a refresher [via RamCentral Form](#).

You cannot book meetings/events or access your budget until your organization earns their ‘Active Status’ for the semester.

‘Active Status’ is earned when all officers are fully compliant with all required trainings.

## FREQUENCY OF TRAINING

Executive Board Acknowledgement Form	Executive Board Orientation	Title VI – Harassment & Discrimination	Title IX – Sexual Assault & Prevention Response	SGA Financial Bylaws	Event Coordinator Training
Every semester	One time as an officer( one and done)	One time as an officer( one and done)	One time as an officer( one and done)	Every year you serve as President or Treasurer	One time as an event coordinator and/or President( one and done)

# Student Organization Training Schedule

<b>'One Stop Shop': Covers all trainings in one day</b>	<b>DATE</b>	<b>TIME</b>	<b>LOCATION</b>
	Tuesday, January 20th	11am-3:15pm	Quintyne Hall 100
	Friday, January 30th	11am-3:15pm	Quintyne Hall 100

<b>Executive Board Orientation</b>	<b>DATE</b>	<b>TIME</b>	<b>LOCATION</b>
	Monday, December 8th 2025	3:00 pm-4:00 pm	Quintyne Hall 109
	Monday, January 26th	1:45 pm-2:45 pm	Quintyne Hall 100
	Thursday, February 5th	11:00 am-12:00 pm	Quintyne Hall 100
	Wednesday, February 11th	12:15 pm-1:15 pm	Quintyne Hall 100
	Tuesday, February 17 <sup>th</sup>	11am-12pm	Quintyne Hall 100
	Tuesday, February 24th	12:15 pm-1:15 pm	Quintyne Hall 100
	Thursday, March 5th	11:00 am-12:00 pm	Quintyne Hall 100

<b>Event Coordinator Training</b>	<b>DATE</b>	<b>TIME</b>	<b>LOCATION</b>
	Wednesday, December 10th 2025	3:00 pm-4:00 pm	Quintyne Hall 109
	Wednesday, January 28th	12:15 pm-1:15 pm	Quintyne Hall 100
	Tuesday, February 3rd	3:15 pm-4:15 pm	Quintyne Hall 100
	Monday, February 9th	1:45 pm-2:45 pm	Quintyne Hall 100
	Thursday, February 19th	3:15 pm-4:15 pm	Quintyne Hall 100
	Tuesday, February 24th	11:00 am-12:00 pm	Quintyne Hall 100
	Wednesday, March 4th	12:30 pm-1:30 pm	Quintyne Hall 100

<b>Sexual Assault Prevention Training</b>	<b>DATE</b>	<b>TIME</b>	<b>LOCATION</b>
	Thursday, December 11th 2025	11:00 am-12:15 pm	Quintyne Hall 100
	Thursday, January 29th	11:00 am-12:15 pm	Quintyne Hall 100
	Wednesday, February 4th	1:45 pm-3:00 pm	Quintyne Hall 100
	Thursday, February 12th	11:00 am-12:15 pm	Quintyne Hall 100
	Monday, February 16th	3:00 pm-4:15pm	Quintyne Hall 100
	Thursday, February 26th	11:00 am-12:15 pm	Quintyne Hall 100
	Monday, March 2nd	4:30 pm – 5:45 pm	Quintyne Hall 100

<b>SGA Finance Training</b>	<b>DATE</b>	<b>TIME</b>	<b>LOCATION</b>
	Tuesday, December 9th 2025	11:00 am-12:00 pm	Quintyne Hall 109
	Tuesday, January 27th	3:15 pm-4:15 pm	Quintyne Hall 100
	Monday, February 2nd	11:00 am-12:00 pm	Quintyne Hall 100
	Friday, February 13th	12:15 pm-1:15 pm	Quintyne Hall 100
	Wednesday, February 18th	3:15 pm-4:15 pm	Quintyne Hall 100
	Wednesday, February 25th	4:30 pm – 5:30 pm	Quintyne Hall 100
	Wednesday, March 3rd	11:00 am-12:00 pm	Quintyne Hall 100

## FLYERS AND CAMPUS VBB

Flyers need to be approved by OSA either through email or in person and OSA will print them.

[Click here for approved locations to hang.](#)

Campus VBB (aka the screens in the CC): Can also be used to advertise!

Please send [Student Activities](#) a powerpoint slide in 16:9 JPG format.

If you tag  
@farmingdalestudentactivities  
on instagram, we will reshare!



## INVOLVEMENT FAIR

Tuesday, February 10th  
at 11am in the Campus  
Center Ballroom

All registered clubs are required to participate in Involvement Fair to maintain active status.

You will be provided with 1 table, 2 chairs, and a tablecloth.

OSA also has tri-fold boards available for organization use.

We highly encourage you to reuse your boards from previous semesters

## CLUB ACCOUNT NUMBERS

[See the list here for your Club's account number.](#)

Account Numbers do not change from year to year.

You will need your account number for EAF submissions.

# IMPORTANT DATES AND DEADLINES

Club Registration Opens	Monday, December 1 <sup>st</sup>
Expense Authorization Forms(EAF) Open	Tuesday, January 20th
SGA Grand Assembly	Thursday, January 29 <sup>th</sup> at 11am in the CC Ballroom
Club Registration Due & All Officers Complete Training	Friday, March 6 <sup>th</sup> at 12noon
Expense Authorization Forms(EAF) Close	Friday, April 24th
All Club Purchasing Must be completed	Tuesday, May 12th
Last Day for event set-ups including the Ballroom & Outdoor Events	Friday, May 15th <i>Subject to Events Management Approval</i>



# BOOKING EVENTS/MEETINGS

## Events:

Student organizations are eligible to book meetings & events once they earn Active Status

We highly recommend you book your meetings for the semester all at once or as a series, space goes quickly. Get it out of the way early! Space Requests are submitted by your club's Event Coordinator through your RamCentral Portal.

*Please note as of December 1<sup>st</sup> 2025 availability for the Spring 2026 semester in the ballroom for February and March is very limited.*

## Note on pending events:

*If we need to change any event details you will get a note saying "denied" please do not worry- this only means that changes were made. All changes will be made in the comments section. Please check the comments section regularly as this is the main line of communication for event planning.*

*"Request sent to Events Management" is simply an FYI to the event coordinator- no action is needed on your part.*

## Food Service:

Aramark is the only food provider allowed. For simple orders like pizza or sandwiches, the order must be placed no less than 5 business days in advance. All other orders must be placed 10 business days in advance.

- Orders will not be submitted without an approved EAF.
- *These timelines are not flexible.*

MEETING & EVENT SPACES			
<12 ATTENDEES <small>Executive Board Meetings</small>	13-25 ATTENDEES <small>General Meetings</small>	26-50 ATTENDEES <small>Large General Meetings &amp; Small Events</small>	51-100+ ATTENDEES <small>Events</small>
Campus Center Meeting Room A (Max 12)	Quintyne Hall 109 (Max 22)	Campus Center Ballroom B or C (Min 30, Max 50) <i>*EVENTS ONLY*</i>	Campus Center Ballroom A or B/C (Max 90 Banquet) (Max 110 Lecture)
Campus Center Meeting Room B (Max 12)	Gleeson Hall Haile Hall Lupton Hall School of Business & Classrooms (Max 25-30)	Gleeson Hall L100, L102, L111 (Max 42-45)	Campus Center Ballroom Whole Room (Max 200 Banquet) (Max 280 Lecture)
Quintyne Hall 110 (Max 12)	<i>* Some rooms require departmental approval and/or do not allow food *</i>	Lupton Hall T101 Quintyne Hall 100 School of Business 124 or 215 (Max 40)	Gleeson Hall 102 or 104 (Max 110)
		Amphitheater/ Quintyne Hall Patio	Whitman Hall 150 (Max 90)
			Amphitheater/ Quintyne Hall Patio

***Please note some rooms might not be available due to on-going construction projects***

# Featured OSA Events Spring 2026.



## Featured Events

Soul Food Cafe.....	Feb. 3
Involvement Fair.....	Feb. 10
Phenomenal Womyn.....	Mar. 24
Fountain Fest.....	Apr. 16
Earth Day.....	Apr. 21
Campus Life Awards.....	Apr. 28
AAPJ Reception.....	May. 5
RamChella.....	May 7
Lawn Party.....	May 11

We're sharing a list of major OSA events to help student organizations plan ahead. While student orgs are welcome to continue programming, we want to ensure you're aware of key campus events that may impact member attendance

## EVENT PLANNING CHECKLIST

### SPACE

**EVENT DATE & TIME**  
*Did you follow the Event Request Timelines?  
Did you include set up and break down time?*

**EVENT LOCATION**  
*You must also select a back-up location*

**NUMBER OF ATTENDEES**

**CUSTODIAL NEEDS**  
*How many tables & chairs will you need?*

**A/V Needs**  
*Will you need a laptop? Microphones?*

**EVENT REQUEST**  
*Make sure to include a photo!*

### DETAILS

**FUNDING**  
*Will you need supplies? food?  
Make sure to request funds for each expense*

**FOOD**  
*Create a menu*

**TIMELINE**  
*Make sure you've given yourself enough time to execute the event*

### FINALIZE

**PLACING ORDERS**  
*Once your EAFs are approved, contact your OSA Program Advisor to order supplies/food*

**ADVERTISING**  
*Spread the word using flyers, VBBs & Social Media*

**BUDGET TRACKING**  
*Make sure to update your budget spreadsheet with final costs to keep track of your available funding*

# 2025-2026 BUDGETS:

**New Clubs:** \$2,500

**Returning Clubs:** \$5,000

Expense Authorization Forms open **Tuesday, January 20th at 9am**

Questions? Email [FSCSGA@farmingdale.edu](mailto:FSCSGA@farmingdale.edu) and CC [ciancida@farmingdale.edu](mailto:ciancida@farmingdale.edu)



- Registration Form
- Minimum of four officers who have completed all trainings
  - Must have a President, Vice President, Secretary, and Treasurer before adding any co positions
- Have a check-in meeting with your OSA Program Advisor
- Attend Involvement Fair
- One meeting or event during the month of February, March, and April
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Reminder: Each purchase you want to complete needs an approved EAF which goes through an approval process to make sure it abides by the SGA Financial Bylaws.

When submitting an EAF / requesting to use funds, separate your purchases by the vendor you are going to use. Your Program Advisor does not get notified that your EAF is approved. You need to follow up with your Program Advisor as soon as the EAF is approved!

Clubs may not exceed the amount listed on a single EAF. Therefore, be sure to give yourself room for price changes, shipping & handling, and taxes. It is beneficial to use a range or increase your overall estimate by \$50+.

## ESSENTIAL SGA POLICIES

**Student Organizations receive a total annual budget of \$5,000, and all category thresholds must be funded from within that \$5,000—not in addition to it.**

APPAREL & PROMO ITEMS	Max of \$25 per item/person including tax and shipping. \$2,000 limit for the year. No customization allowed. Approved apparel items include shirts, hoodies, and hats.
OFF-CAMPUS TRIPS	Max of \$600 per student. \$6,000 limit for the year. Funds only cover travel (economy class), hotel and tickets / fees. No meals.
FOOD FOR MEETINGS/EVENTS	\$1,000 limit for the year for meetings and events. Spending over this threshold must be approved by SGA finance committee. Food must be provided by Aramark who holds the campus contract for catering.
PRIZES	Max of \$50 value / gift card. No Cash Prizes. \$500 limit for the year. 1 Prize per Person per Event. Prize Receipt Form must be completed.
SGA FUNDS CANNOT BE USED FOR/TO	Fundraising, raffles, donations or the purchase of items to be donated / for charity.
	Personal Gain : gifts, awards, personalized items and graduation / class regalia - cords, sashes, pins, rings.
	Pay any currently enrolled FSC student for <b>any</b> goods or services: Photography, Design, Graphic Design, DJ, Performances, Host / EMC or Labor.



# Program Advisor List (S26)

Click on the email icon to email your Program Advisor

## Lukas



AAAE – American Assoc of Airport Execs  
Afghan Student Association  
Bangladeshi Student Association  
Farmingdale Fusion  
Farmingdale Bhangra  
Hellenic Society  
MSA - Muslim Student Assoc  
Nepalese Student Association  
Pakistani Student Association  
SGA - Student Government Assoc  
SWIC – Supporting Women in Computing  
SASA- South Asian Student Association

## Tre



AHP- Alpha Eta Rho  
CRJ – Criminal Justice Club  
Cru Club  
FURA – Farmingdale Undergrad Research Assoc.  
Horticulture Club  
Pre- Law Society  
SADHA – Student American Dental Hygienist Assoc  
SVA – Student Veterans Assoc

## Nick



ACC – Afro-Caribbean Club  
Afro-Caribbean Dance Team  
ASCE Civil Engineering & Tech Society  
BSTC – Backstage Theatre Company  
Dale News  
Farmingdale Pride  
FSC IEEE Student Branch  
Health, Nutrition, and Wellness  
International Student Association  
NAACP  
NSBE - National Society of Black Engineers  
Pre-Health Professions Club  
Pre-PA Club  
Pre-Physical Therapy Club  
Rambots  
The Stampede

## Caitlyn



ACT – Architecture Construction Tech  
Art & Design  
Biology Club  
Business Club  
Book Club  
Cooks' 'n' Crooks  
Crochet Club  
Gaming Club  
LASO  
MLSC – Med Lab Science Club  
Music and Band Club  
Photography: Through the Lens  
Stylus  
Women's Health and Wellness  
Women in Business

## Will



Greek Council  
Panhellenic Council  
Alpha Phi Delta Fraternity (APD)  
Alpha Sigma Phi Fraternity (ASP)  
Kappa Sigma Fraternity (Kappa Sig)  
Tau Kappa Epsilon Fraternity (TKE)  
Delta Phi Epsilon Sorority (D Phi E)  
Phi Sigma Sigma Sorority (Phi Sig Sig)  
Sigma Delta Tau Sorority (SDT)  
  
American Sign Language Club  
Artificial Intelligence Club  
CIAO- Cultural Italian American Org.  
Cybersecurity Club  
Disability Coalition Club  
GDSC – Google Devel. Student Chapter  
NAMI on Campus  
Psychology Club  
RamNation Radio  
SHPE – Society for Hispanic Engineers  
Sport Management Club