

Juilliard

Office of Student Affairs

Room 100 | Extension 200

osa@juilliard.edu

Student Group Guidelines

The following guidelines are to be followed by every registered student organization in order to receive any Student Affairs funding and be in good standing.

1. Registered organizations must be open to any currently registered college division student at The Juilliard School. All meetings must be publicly announced and no student may be excluded from participating in a student organization.
2. Students assuming leadership positions in a student organization must be in good academic and disciplinary standing.
3. The official contact person (the individual student named on and submitting the registration form) will be responsible for maintaining regular correspondence with the Office of Student Affairs and ensuring that Juilliard and Student Affairs policies are followed and that the organization functions properly through the course of the academic year. This includes the facilitation of meetings, space reservation, and any events or projects that the organization undertakes.
4. Registered groups are responsible for the following:
 - a. adhering to school space reservation procedures rooms for meetings and events;
 - b. ensuring that the funds are used appropriately, strictly, and ethically for only student organization functions. Budget allocations are requested when the Organization fills out re-recognition form. Requests for additional funding throughout the academic year may be made depending on the nature of the program.
 - i. Requests may not be granted, you will receive your amount by the 2nd week in September.
 - ii. *Please be advised that any mismanagement of allocated funds may result in the immediate dismissal of the organization and/or disciplinary action of the group, group members, or group leader.
 - iii. All purchases should be preapproved by OSA.
5. All postings by any student organization must be approved by the Office of Student Affairs.
 - A. Fliers must be submitted to OSA for posting AT LEAST a week in advance. Fliers for the residence hall (12) will be passed onto Residence Life for posting.
 - B. Requests to post an announcement in the Student E-Blast, OSA Facebook page, or Electronic Bulletin Board must be sent to the Student Affairs Associate a week in advance of the event. (please be mindful that e-blast only gets distributed every other week)
 - C. Social media accounts using the Juilliard name must be approved by Juilliard PRIOR to the account being published.

- D. NOTE: Student organizations are not permitted to place mailings in all student mailboxes.
6. Supplies and/or materials that are borrowed by and/or purchased for a student organization are the direct responsibility of the group members. All items bought with school funds are owned by Office of Student Affairs. OSA should have an accurate list of reusable items at all times. Any lost or misplaced materials will result in a loss of privilege to use those items. The Office of Student Affairs can store a limited number of items during summer months.
 7. Student organizations may submit copy requests to the Office of Student Affairs at least 2 business days ahead of time. Any requests larger than 75 copies must be submitted at least 3 business days in advance.
 8. All registered student organizations will consult with the Assistant Director of Student Affairs for all major programs or events.
 9. All registered student organizations must present at least one public program that is open to the Juilliard community per academic year.
 10. At least two members of the student organization must participate in student organization training at the beginning of the fall and spring semesters.
 11. At least one member of the student organization must participate in the Juilliard Student Organization Fair at the beginning of the fall semester which takes place every fall (1st Wednesday of school at 1PM).
 12. No student organization is allowed to forcibly recruit or proselytize in any manner. Membership to all organizations is voluntary and there will be no penalties for terminating membership to a Juilliard student organization.
 13. All student organizations must have a full-time faculty or staff advisor. All advisors will be given guidelines and sign off on their acceptance of the guidelines.
 14. Student organizations may not recruit for any outside organization. Student organizations may collaborate with an outside organization but cannot be formally listed as a school chapter of an outside organization.
 15. The contact person for each student organization must check in with the Assistant Director of Student Affairs via google form at least once a month to report on progress, accomplishments or challenges of the organization. The student organization advisor must also be copied on this monthly responses.
 16. All mail to the student organization may be routed through the Office of Student Affairs.
 17. Each student organization may be allowed to store materials in the OSA office on a space availability basis – please speak to the Assistant Director of Student Affairs.

18. The official contact of each student organization should regularly check their Juilliard e-mail account for correspondence from Student Affairs.
19. If there are any changes in the membership roster this must be submitted to the Office of Student Affairs at the end of each semester.
20. All policies in the Juilliard Student Handbook shall be followed.
21. *Juilliard Waiver and Release of Liability* forms must be filled out by participants for any events or activities that may be considered high risk.
22. All outside guests or presenters must fill out a guest artist contract that must be handed in 48 hours before the event to the Office of Student Affairs.

All student organizations must abide by these guidelines and policies and any additions made by the Office of Student Affairs or Juilliard administration during the academic year. Failure to follow these guidelines may result in loss of funding and/or suspension or permanent dissolution of the organization.

Student Organization Name: _____

Date: _____

Leadership team:

Name (Printed)	Role	Signature