

members of the University to obey the laws of the state and nation. The entire program of each meeting must fall within the scope and purposes stated in the organization's constitution.

IX. Publicity

Clubs may receive assistance with publicity from CASA Mass Communications Officer. Publicity, such as flyers, posters and newsletters, can be arranged through the Mass Communications Officer. Clubs will be charged for duplicating services. Clubs wishing to place an ad in the Meridian should submit their request to the publication. WHLC will provide public service announcements for clubs.

The following procedures apply when a club is planning an event and wants to publicize it through posters and flyers:

1. All flyers and posters must include the name of the sponsoring campus group.
2. Before signs are made, approval of the event must be secured from the Office of Campus Life and the place or facility requested must be confirmed.
3. The Director of Campus Life must approve all flyers and posters before they can be posted. The original must be brought to the Campus Life Office for an approval stamp and signature before duplication. Flyers or posters may not be placed on glass doors and windows, walls, light poles or trees. Flyers on places other than bulletin boards will be removed.
4. To post notices on departmental bulletin boards permission must be requested from the department.
5. Flyers and posters not authorized by the Office of Campus Life will be removed.

X. Funding

The Lehman College Association for Campus Activities determines the annual budget for CASA, which includes funds for clubs. The CASA Club Board establishes guidelines each semester for funding activities. The Board includes five representatives from CASA and is advised by the Director of Campus Life. Generally, the Club Board only funds special activities, which clubs sponsor on campus for the entire college community. The Club Board notifies clubs about the guidelines and gives deadline dates for submitting detailed budget requests at the beginning of each semester. Clubs have an opportunity to discuss their requests with the Club Board and are notified in writing of their specific allocation. The following section of this handbook outlines procedures concerning the use of funds.

XI. Money

During the year, clubs may become involved with the handling of funds. In this case, certain procedures must be followed.

All registered clubs have an account with the Office of Campus Life and the College Business Office, Shuster Hall, room 080. Clubs may deposit and withdraw funds to meet expenses. All club dues, monies raised at a fundraising event (food sale, cake sale, etc.) and money collected as an admission price or a donation must be deposited in this account. Money is to be brought to the Office of Campus Life, as per contract signed by the club, where the organization will be given a deposit receipt and the funds will be credited to your account.

Clubs that receive allocations of funds from CASA have to obtain from the Office of Campus Life the appropriate Advance or Withdrawal Forms. The designated CASA Officers and the Director of Campus Life must sign these forms before the Office of Campus Life can submit them to the Business Office.