



IMPORTANT CLUB AND ORGANIZATION UPDATES FOR 2026-2027

Events

- reserve your space: FUSE form (1)
- get event approval: through engagement platform once space is approved (2)
 - all SA club events ON CAMPUS

Money

- no more out of pocket spending (YAY)
- reimbursements only for travel

Fundraising

- through **Snap! Raise** only - SA will set up your fundraisers for you when you're ready
- no bake sales or charging \$ for any club event
- clubs cannot collect money to donate to a cause/beneficiary
 - direct donation sites only (through QR or websites)

Advisors

- clubs with allocations of more than \$5,000 are required to have a professional staff advisor from the college
 - (@newpaltz.edu email mandatory)
 - you'll have through the end of fall 26 semester to find an advisor, SA/CSE can help!





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NEW PALTZ STUDENT ASSOCIATION

SA Club & Organization Off-Campus Food Ordering Procedure Guide

Student Association Business Office (SABO)



APPROVED FOOD VENDORS ONLY

- Student organizations must purchase food through vendors on the Student Association's Approved Off-Campus Food Service Provider List.
- No reimbursements will be provided for food purchases made by students or club members.
- All food purchases must be processed through the Student Association Business Office.



FOOD ORDERING REQUIREMENTS

- Submit requests through the Engagement Platform a minimum of 14 days before your event.
- Include your event date, event time, and whether your order will be picked up or delivered.
- If you have already received a quote from an approved vendor, upload it with your request.
- If you do not have a quote, provide a detailed list of the menu items you would like to order so SABO can obtain pricing on your behalf.



APPROVED FOOD SERVICE PROVIDERS Fall 2026

Rino's Pizza

845 Halal

Dunkin' Donuts

New Paltz Indian Restaurant

K&L Bakery

Asian Fusion

THE FOOD ORDERING PROCESS

1

**SELECT AN
APPROVED FOOD
SERVICE PROVIDER**



Choose a vendor from the Student Association's Approved Off-Campus Food Service Provider List.

2

**COMPLETE THE
CATERING (OFF-
CAMPUS FOOD
PROVIDER) FORM**



Submit the Catering (Off-Campus Food Provider) Form as part of your Purchase Request through your organization's page in the Engagement Platform.

3

**SABO REVIEWS
YOUR REQUEST**



The Student Association Business Office reviews your request for budget availability, vendor availability, and completeness.

4

**VENDOR
AGREEMENT IS
OBTAINED**



SABO contacts the vendor, confirms pricing, and completes any necessary purchasing arrangements.

5

**ORDER
IS PLACED**



Once approved, SABO places the order directly with the vendor.

6

**FOOD IS PICKED UP
OR DELIVERED**



Food is picked up or delivered according to your request and the vendor's service.



CLUB OFFICER TIPS

- ✓ Plan ahead and submit requests early.
- ✓ Be as specific as possible when listing menu items.
- ✓ Notify SABO immediately if your event details change.
- ✓ Monitor your New Paltz email for updates or questions regarding your request.



FREQUENTLY ASKED QUESTIONS

Can I order from any restaurant?

No. Only vendors on the Student Association's Approved Off-Campus Food Service Provider List may be used.

Can I hire a vendor that is not on the approved list?

If you would like to use a licensed business that is not currently on the approved list, Submit a Catering (Off-Campus Food Provider) Form as part of your Purchase Request and provide the business information. SABO will contact the business to determine whether they can become an approved food service provider. Requests for new vendors must be submitted a minimum of 30 days before your event.

Can I purchase food myself and request reimbursement?

No. Food reimbursements are not permitted.

How early should I submit my request?

At least 14 days before your event.

Who places the order?

The Student Association Business Office.



IMPORTANT REMINDERS

- ✓ Food purchases must relate to an approved club budget or club-sponsored event.
- ✓ Vendor pricing is subject to change until an official quote is received.
- ✓ Large catering orders may require additional lead time.
- ✓ Questions regarding food purchases should be directed to the Student Association Business Office.

NEED HELP?



Student Association
Business Office (SUB 210)



sabo@newpaltz.edu



newpaltz.edu/
student-association



BEFORE YOU BEGIN

You'll need to submit a **Purchase Request** through the Engagement Platform and indicate that you would like to make a **"Non-Amazon Vendor Purchase."** You will then be prompted through a series of questions that will begin the process of purchasing goods from one of the Student Association's **APPROVED Off-Campus Vendors**.

Once your request is submitted, the Student Association Business Office (SABO) will review your request, coordinate with the vendor, prepare any required contracts or purchasing documents, and complete the purchasing process on your organization's behalf.

You will receive updates regarding your request through the Engagement Platform and your @newpaltz.edu email account.



Student club members are not authorized to enter into agreements or execute contracts with vendors or businesses. All purchases, contracts, and payment arrangements must be coordinated through the Student Association Business Office.



Requests for approved off-campus vendors should be submitted at least 30 days before your event or need-by date. This additional processing time allows SABO to coordinate with vendors, complete required paperwork, and ensure items are received on time.



Orders that include custom, personalized, embroidered, screen-printed, engraved, or otherwise made-to-order items may require additional lead time. Clubs are encouraged to submit these requests as early as possible.



APPROVED VENDOR DIRECTORY

Current Approved Vendors (Fall 2026)

- Cooley Brand
- African Imports
- 4imprint
- Hudson Valley Impressions



This list is subject to change. Contact SABO if you have questions regarding vendor eligibility.



VENDOR NOT LISTED?

If the vendor you wish to use is not listed in the Approved Vendor Directory, select "Other" and provide the business information.



SABO will contact the business to determine whether it is eligible to become an approved vendor.



Requests to add a new vendor require **more than the standard 30-day lead time** to allow sufficient time for vendor approval, completion of required paperwork, and establishment of a payment agreement with the Student Association.



VENDORS THAT CANNOT BE APPROVED

The Student Association does not approve purchases from online marketplace or resale websites, including:

- ❌ SHEIN
- ❌ BloomChic
- ❌ Etsy
- ❌ TEMU
- ❌ Non-licensed hand crafters or individual sellers



IMPORTANT REMINDERS

- ✓ All purchases must relate to an approved club budget or club-sponsored event.
- ✓ Vendor pricing is subject to change until an official quote is received.
- ✓ Large or complex orders may require additional lead time.
- ✓ Questions regarding vendor requests or purchases should be directed to the Student Association Business Office.





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NEW PALTZ STUDENT ASSOCIATION

SA CLUB & ORGANIZATION AMAZON ORDER FORM

Student Association Business Office (SABO)



14-DAY DEADLINE

Submit your Amazon Order Form **AT LEAST 14 DAYS (2 WEEKS)** before your event or need-by date. Late submissions may result in delays or items not arriving on time.



NO REIMBURSEMENTS

Students may not purchase Amazon items on behalf of a club and seek reimbursement. **All Amazon purchases must be made through this process.**



DELIVERED TO SABO

All orders will be shipped to the Student Association Office (SUB 210) for club pickup.

OVERVIEW

This form must be submitted as part of the purchase request process a **MINIMUM** of 2 weeks (14 days) ahead of the event. All Amazon purchases for SA registered clubs and organizations must be done through this process. No individual purchases/reimbursements are permitted.

SA will make ALL Amazon purchases and items will be delivered to the SA Office (SUB 210) for club pickup.

WHAT YOU'LL NEED TO SUBMIT

- A detailed list of items (can be an Amazon Wishlist link, if large order) that you will submit for the purchase request.



THE AMAZON ORDER PROCESS – STEP BY STEP



★ CLUB OFFICER TIPS

- ✓ Plan early! Start your order request as soon as you know what you need.
- ✓ Be specific! Include exact item names, links, sizes, colors, and quantities.
- ✓ Use a Wishlist for large orders. Make sure it is set to "Public" or "Shareable via Link."
- ✓ Check your budget. All purchases must relate to your approved club budget or a club-run event.
- ✓ Monitor your email for updates from SABO.
- ✓ Questions? Reach out early!

? FREQUENTLY ASKED QUESTIONS

- Q:** How far in advance should I submit my form?
A: At least 14 days (2 weeks) before your event or need-by date.
- Q:** Can I buy the items myself and get reimbursed?
A: No. Individual purchases and reimbursements are not permitted.
- Q:** What if an item is unavailable?
A: You can choose to allow substitutions or request that SABO check with you first.
- Q:** Can I submit a large order?
A: Yes! Submit a single Amazon Wishlist link instead of listing each item.
- Q:** What if the total cost is higher than my estimate?
A: SABO allows a price variance up to 20% above the total listed value when using the webpage, as long as it stays within your club's budget and the original intent.

⚠ IMPORTANT REMINDERS

- ✓ All items must relate to your approved club budget, or be used for a club-run event.
- ✓ Submit your form at least 14 days prior to your event or need-by date.
- ✓ Incomplete forms or missing links may delay approval.
- ✓ Final purchase totals may vary slightly from estimates due to changes in price, availability, or substitutions.
- ✓ All purchases will be made through the Student Association Business Office.

NEED HELP?



Student Association
Business Office (SUB 210)



sabo@newpaltz.edu



newpaltz.edu/
student-association



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NEW PALTZ STUDENT ASSOCIATION

SA CLUB & ORGANIZATION PRINT SHOP PROCEDURES GUIDE

Your guide to ordering print materials on campus!



PRINT SHOP PROCEDURES



Any recognized club or organization can order materials through the Print Shop —
you just need to plan ahead!



WHAT YOU NEED

Have **ALL** of your project details **finalized** before requesting a quote:



Your **FINALIZED** design



Type of paper



Date materials are needed



Color or black-and-white printing



What you need printed – flyers, posters, booklets, etc.



Number of copies

HOW TO SUBMIT A PRINT JOB

1

REQUEST A QUOTE



SCAN TO REQUEST A PRINT SHOP QUOTE

Use the QR code to submit your finalized design and project specifications to the Print Shop for a quote.

2



RECEIVE YOUR QUOTE

You'll get an email through TeamDynamix letting you know your quote is ready.
Download and save the quote.

3



SUBMIT A PURCHASE REQUEST

In Campus Groups, complete a Purchase Request for the Print Shop.
When prompted to "upload your quote or invoice here," upload the quote you received from the Print Shop.

4



WAIT FOR APPROVAL

The club treasurer will receive an email through Campus Groups indicating whether the Purchase Request has been approved (yes or no).

Do not authorize the Print Shop to begin production until approval has been received.

Once approved, notify the Print Shop that the request was approved and they may move forward with your project.

5



PICK UP YOUR ORDER

Wait for notification from the Print Shop that your completed order is ready for pickup.

6



SA PAYS THE BILL

The Student Association will pay the Print Shop directly using the appropriate funds from your club/organization's budget.



IMPORTANT REMINDERS



Using the Print Shop requires planning and advanced notice. You cannot expect a same-day quote or for your project to be completed within a day or two. Please plan ahead.



Print Shop Location:

HAB 8

(behind the Mail Room)



NEED HELP?



STOP BY THE
STUDENT ASSOCIATION BUSINESS OFFICE
STUDENT UNION BUILDING (SUB 210)



Student Union Building (SUB 210)
1 Hawk Drive, New Paltz, NY 12561



sabo@newpaltz.edu



SUNY New Paltz
Student Association



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NEW PALTZ STUDENT ASSOCIATION

SA & CSE CLUB & ORGANIZATION EVENT PLANNING FAQ

Your guide to planning successful events on campus!



PLAN EARLY!

Successful events start with early planning. Begin by determining your proposed date, time, location, event details, and anticipated needs.

1. Request your space through the Digital FUSE form.
2. Then begin your Event Request and Purchase Request(s) through the Student Engagement Platform.

Early planning gives CSE and SABO time to help you coordinate a great event!

START EARLY! – THREE DEADLINES TO KNOW



30 BUSINESS DAYS

Large-Scale Events

Begin the process at least 30 business days before your event date.



15 BUSINESS DAYS

Digital FUSE Form

Submit the Digital FUSE Form at least 15 business days before your event.



10 BUSINESS DAYS

Student Engagement Platform Event Request

Your event must be uploaded to the Student Engagement Platform at least 10 business days before your event.



2 BUSINESS DAYS BEFORE EVENT

Events that have not received final approval will be denied and the space will be released.



WHAT YOU'LL NEED

- ✓ Proposed event date and time
- ✓ Requested campus location
- ✓ Event description
- ✓ Estimated attendance
- ✓ Anticipated budget
- ✓ Food or catering needs
- ✓ Equipment, technology, or setup needs
- ✓ Performers, speakers, or other vendors
- ✓ Purchases or supplies needed
- ✓ Any additional event-specific needs

HOSTING AN EVENT: STEP BY STEP



1 PLAN YOUR EVENT

Determine your event concept, proposed date and time, estimated attendance, budget, location, and anticipated needs.



2 REQUEST YOUR SPACE

Submit the Digital FUSE Form at least 15 business days before your event.

Large-scale events require at least 30 business days.



3 SUBMIT YOUR EVENT REQUEST

Once your space is reserved and you have a confirmation number, begin your Event Request. Upload your event to the Student Engagement Platform at least 10 business days before your event.



4 SUBMIT PURCHASE REQUESTS

If your event requires food, supplies, performers, services, or other purchases, submit the appropriate Purchase Request(s).



5 COMPLETE REQUIRED APPROVALS

CSE and SABO will coordinate applicable approvals, contracts, purchasing requirements, and other documentation. Depending on the event, approval from additional campus departments may also be required.



6 WATCH FOR UPDATES

Monitor the Student Engagement Platform and your @newpaltz.edu email. Respond promptly if CSE, SABO, or another campus department requests additional information.



7 HOST YOUR APPROVED EVENT!

Once your space, event, and necessary purchases have received final approval, you're ready to host your event.



EVENT LOCATION REQUIREMENTS

SA & CSE club and organization events and programs must be held on campus.

Clubs and organizations may NOT host events or programs in off-campus venues or use association money for off-campus programming unless permission is given from SA and CSE.

Examples of off-campus activities that may be approved include:

- Club sport competitions
- Performances or invitations held at other schools
- Club-sponsored field trips
- Conference attendance



Only off-campus activities that meet the above criteria will be approved. All approved off-campus activities require a travel roster to be submitted.



FREQUENTLY ASKED QUESTIONS

- Q:** I received a temporary confirmation hold #. Does this mean I can host my event?
- A:** No. A temporary confirmation hold number does not mean your event has been approved. You must still receive approval from the Center for Student Engagement.
- Q:** Can I submit one form for multiple events?
- A:** No. Please submit a separate request for each individual event.
- Q:** Where do I submit a request for recurring room reservations?
- A:** All recurring room reservations should be requested through the Digital FUSE Form.
- Q:** Can my club sign a contract with a performer/vendor?
- A:** No. Students and club leaders are not authorized to execute contracts or agreements with vendors. All contracts must be handled by the Student Association Business Office.
- Q:** What if my event plans change?
- A:** Contact CSE as soon as possible and update your Digital FUSE Form and Student Engagement Platform event request. Significant changes may require re-approval.



IMPORTANT REMINDERS – FUSE & EVENT APPROVAL

- ✓ Receiving a confirmation number from the Digital FUSE Form does not mean that your event has been approved.
- ✓ Your event may require approval from additional departments depending on the size and scope (University Police, Environmental Health and Safety, etc.). This may result in additional processing time.
- ✓ Events that are not approved 2 business days prior to the event will be denied and the space will be released.
- ✓ A separate request must be submitted for each individual event.
- ✓ All recurring room reservations must be requested through the Digital FUSE Form.
- ✓ Check your @newpaltz.edu email and Student Engagement Platform regularly for updates and requests for additional information.



MONEY, PURCHASING, VENDORS & CONTRACTS

Student Association Business Office (SABO)

✉ sabo@newpaltz.edu
📍 SUB 210



SPACE, FUSE & EVENT APPROVAL

Center for Student Engagement (CSE)

✉ cse@newpaltz.edu
📍 SUB 211

NEED HELP?



Student Union Building (SUB)
1 Hawk Drive, New Paltz, NY 12561



sabo@newpaltz.edu



cse@newpaltz.edu