



# MISSION

The Division of Enrollment Management & Student Affairs is excited to present the **Faculty-Student Engagement Program** sponsored by the Student Activities Association. The Division of Enrollment Management & Student Affairs is dedicated to supporting the mission of the College and academic success of our students. Research indicates that engagement with faculty, outside the classroom, is a strong and positive contributor to retention. These interactions, when intentional and purposeful, help to strengthen students’ relationship to the College. With this spirit, the Faculty-Student Engagement Program is comprised of the following initiatives: **Faculty-Student Engagement Fund and Dine with your Professor.**

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## FACULTY-STUDENT ENGAGEMENT PROGRAM PROCEDURES

### Application Policy

- A faculty member may only be awarded funding (\$250.00 maximum) once per semester. A maximum of two faculty members will be awarded funding for the same event (each award with a maximum of \$250.00).
- Faculty members are not permitted to submit an application for the Faculty-Student Engagement Fund & Dine with your Professor within the same academic semester. All Applications must be submitted by the Faculty-Student Engagement Program designated deadline. Failure to comply will result in a rejected application.
- **All notifications regarding decisions for applications will be sent out within 3-5 business days after each designated application deadline.**

### Reimbursement Policy

Faculty cannot be advanced funds for approved activities and must submit reimbursement paperwork upon completion of activity. Faculty approved for funding must review the reimbursement checklist before submitting any reimbursement paperwork.

### Utilizing a Guest Speaker/Performer

- All guest speakers/performers are required to sign a contract provided by the Student Activities Association Business Office prior to the planned date of service. Faculty are required to email [fse@jjay.cuny.edu](mailto:fse@jjay.cuny.edu) with their guest speaker/performer contact information and availability to stop by L.66.03 NB to complete a contract. In addition, the guest speaker/performer must bring a valid social security card, valid state I.D. (I.D address must match current mailing address), and a signed [W-9 form](#). Failure to complete the required contract prior to the date of planned service will result in nonpayment. Faculty approved for a guest speaker/performer must also submit reimbursement paperwork and comply with the **reimbursement checklist**.

Note: Faculty are not eligible to be contracted for professional services.

### Ordering Food from MBJ

- Faculty planning to order from MBJ Food Services, must fill out the order form on the second page of the MBJ menu, and send to [fse@jjay.cuny.edu](mailto:fse@jjay.cuny.edu) **at least 2 weeks prior to the event**. Please note the MBJ menu is available for download at [www.jjay.cuny.edu/fse](http://www.jjay.cuny.edu/fse). Faculty approved for ordering food from MBJ Food Services must also submit reimbursement paperwork and comply with the **reimbursement checklist**.
- All cancelations for food orders must be sent in writing to [fse@jjay.cuny.edu](mailto:fse@jjay.cuny.edu) at least 48 hours prior to an event. Failure to provide proper notice of cancelation will result in loss of funding.

### Dine with your Professor

- Faculty approved for Dine with your Professor will receive a confirmation email from [fse@jjay.cuny.edu](mailto:fse@jjay.cuny.edu) with the date and time of their lunch reservation.

Faculty approved for Dine with your Professor must also submit reimbursement paperwork and comply with the reimbursement checklist. All cancellations/rescheduled reservations for Dine with your Professor must be sent in writing to [fse@jjay.cuny.edu](mailto:fse@jjay.cuny.edu) at least 48 hours prior to reservation date. Failure to provide proper notice of cancellation will result in loss of funding.

## FACULTY-STUDENT ENGAGEMENT PROGRAM REIMBURSEMENT CHECKLIST

Faculty cannot be advanced funds for approved activities and must submit reimbursement paperwork upon completion of activity. The reimbursement checklist serves as an overview of documentation required for submission. Faculty is encouraged to email their reimbursement paperwork to [fse@jjay.cuny.edu](mailto:fse@jjay.cuny.edu) and mail/drop off original receipts and bank statements to L.66.03 NB.

- All Faculty Student Engagement Event Description Forms (available for download at [www.jjay.cuny.edu/fse](http://www.jjay.cuny.edu/fse)) must be emailed to [fse@jjay.cuny.edu](mailto:fse@jjay.cuny.edu).
- All Student Attendance Forms (available for download at [www.jjay.cuny.edu/fse](http://www.jjay.cuny.edu/fse)) must be emailed to [fse@jjay.cuny.edu](mailto:fse@jjay.cuny.edu). Written or printed attendance forms will **not** be accepted.
- Original receipts for cash/credit/debit/check payment. (**Does not apply to Dine with your Professor applicants**)
- If paid by credit/debit or check: a copy of the credit/bank card statement for the card/account you used to make the purchase (all other transactions should be blacked out, and your name AND address must be present on the statement. Only official statements will be accepted). (**Does not apply to Dine with your Professor applicants**)
- Flyer/brochure from the event/activity
- Digital Photos (we would love to feature them on our website).

**Please note all reimbursement paperwork must be submitted by the Faculty-Student Engagement Program designated deadline. Failure to comply will result in loss of funding.**

If you have any questions or concerns, please email Jeffrey Aikens at [fse@jjay.cuny.edu](mailto:fse@jjay.cuny.edu).

## FACULTY-STUDENT ENGAGEMENT PROGRAM SUBMISSION SCHEDULE FALL 2018

*Please note: Disbursement of funds works on a cycle basis. Please make sure to submit your application within the deadline for the month that your event will take place.*

***Notifications will be sent out within 3-5 business days after each application deadline.***

If you have any questions or concerns, please email Jeffrey Aikens at [fse@jjay.cuny.edu](mailto:fse@jjay.cuny.edu).

APPLICATION DEADLINE	EVENT MONTH	REIMBURSEMENT PAPERWORK DEADLINES
September 21, 2018	October 2018	November 19, 2018
October 19, 2018	November – December 2018	December 17, 2018

**Faculty-Student Engagement Event Description Form**

*The Faculty-Student Engagement Event Description form is required to be submitted as part of all reimbursement requests.*

**Faculty Information**

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Event Description**

Event Name: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Event Cost: \_\_\_\_\_ Number of students in attendance: \_\_\_\_\_

Event Description:

Official Use Only

\_\_\_\_\_  
Vice President of Student Affairs Signature

\_\_\_\_\_  
Date

**Faculty-Student Engagement Event Attendance Form**

*The Faculty-Student Engagement Attendance form is required as part of all reimbursement requests. Please note that by placing student names on this form you are indicating that these students were present at the event. Only include John Jay College email addresses.*

**Event Name:** \_\_\_\_\_

**Event Date:** \_\_\_\_\_

**Professor Name:** \_\_\_\_\_

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