

## **STUDENT LEADERSHIP TRAINING PROGRAMS POLICY**

Note: Payments are considered income and as such students are responsible for self-reporting the amount on their personal income tax depending on their particular tax circumstance.

1. What is a Student Leadership Training Program?

*A Student Leadership Training Program provides an opportunity for students to participate in workshops to enhance their leadership skills (i.e. LIDS, Trailblazers)*

2. How do I implement a Student Leadership Training Program?

**Add Program Cost to Budget**

*Total cost of the Leadership Training Program must be incorporated in your designated annual budget. The annual budget must be submitted to the Student Activities Association Board of Directors for review.*

**Program Description Memorandum**

*Memorandum should provide the following details:*

- *Purpose of the program*
- *Application process*
- *Selection requirements*
- *Roles and responsibilities for the students participating in the program*

**List of Students with Completed Screening Questionnaires**

*Students are required to complete and sign a Screening questionnaire (s) no less than two weeks prior to start of each semester.*

3. What documents are required to pay students?

**Single Pay Payment Option**

- *Check Request*
- *Memorandum for Program Description*
- *Timesheet*
- *CUNY Substitute W-9 with*
- *Copy of valid ID & Social Security Card*

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**FREQUENTLY ASKED QUESTIONS (FAQ)**

1. Are students who are not authorized to work in the US able to participate in the program?

*Students who are not authorized to work within the U.S. may participate in programs, but are ineligible to receive payment from the Student Activities Association, Inc. (SAA).*

2. What does valid identification mean?

*Identification that is not expired, issued by a state/federal agency with your legal name and signature. Valid forms of identifications must be valid for the duration of the program. i.e. Fall semester program IDs must but be valid until December 31st of the fall semester which student is participating in.*

For any additional questions please contact the SAABO at: [saabo@jjay.cuny.edu](mailto:saabo@jjay.cuny.edu)