

SERVICE/MENTORSHIP 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 Service Program and a Mentorship Program?

Students participating in Service Programs provide a service for the College, whether directly or indirectly with the College's outside partners (i.e. JJ Sentinel, internships).

Students participating in Mentorship Programs provide guidance and support to enhance other students' professional, personal and/or academic life (i.e. UMI Peer Advocates, Q'nnnections, UMI Alumni)

2. How do I implement a Service Program and or a Mentorship 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 Complete Screening Questionnaires

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

3. What documents are required to pay students?

Payroll Payment Option

- *Memorandum for Program Description*
- *Resume*
- *W4*
- *I-9*
- *IT2104E (exempt for students)/(State withholding- dependent on state of residence)*
- *Personnel Action Form (PAF)*
- *Employee Emergency Notification Form*
- *Direct Deposit Form*
- *Document(s) that establish both identity and employment authorization*

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FREQUENTLY ASKED QUESTIONS (FAQ)

1. 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 but be valid until December 31st of the fall semester which student is participating in. Students are ineligible to receive payment for program participation without valid forms of identification. Please refer to pg.2 of the questionnaire for a full list of acceptable documents.

2. 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.

3. Are students with F1 status eligible to participate in the program?

Students with approved F1 status by the College's designee may participate up to 20 hours/week for on-campus employment. If students are already employed on campus in another department, they may participate but are ineligible to receive payment if hours are over the approved 20 hours per week.

4. What if students are ineligible to receive payment for program participation, can they still participate?

Students are eligible to participate but must provide a written affirmation that they are participating voluntarily and have no expectation of payment for their participation. This letter must be submitted to SAABO prior to participation. No Exceptions.

For any additional questions please contact the SAABO at: saabo@jjay.cuny.edu