



To: All Student Organizations

From: Julie Fleming, Assistant Director for Student Involvement

Date: August 16, 2011

Re: **Important** updates for fall—Forms, University Police Rates and more

Welcome back to another wonderful year!

As you get back into the swing of the academic year there are a number of updates that your organization needs to be aware of. Please read this fully and carefully!

1) University Police rates are changing. The following message is from Lt. Kieran Barrett, of University Police:

“As a result of fiscal constraints the Montclair State University Police Department can no longer sustain charging an average rate of all police officers for any event or situation where overtime assistance is requested. The University Police, as of July 1, 2011 (and as of your first invoice), will charge the actual rate of the officer(s) working the overtime assignment. In the interest of transparency you will know the rate within the invoice and in cases where there is advanced notice and when requested an estimate can be prepared. Officers are assigned as per contracts with the State of NJ, which means there is rotation based on the officers who voluntarily sign up for events; clients may not choose the officers assigned to their events. With proper advanced notice, we will work with you to ensure a cost effective plan is in place for you and your organization to minimize the impact this may create. Billing occurs once weekly, however we are available anytime for questions or concerns.

Payments by check in person or cash must now be made at the Student Accounts Office with a copy of the invoice who will transfer funds to the Police Department and give you proof of payment, the University Police Department will not accept in person payments.

In addition, if your event necessitates the use of a police cruiser for items like traffic control, pedestrian safety and/or transport you will be charged a flat \$50.00 rate for each vehicle used up to three vehicles per event. This rate is specifically for fleet maintenance and gas costs as vehicles must remain on. Again, with advanced notice, we will work with you and your organization to ensure you are well aware of these cases.

You may request an estimate of charges depending on the timeliness of this request. Please send any questions to msupolice@mail.montclair.edu.”

Forms are still due at least two weeks prior to the event. SGA sponsored organizations requesting funding through the SGA should submit forms 6 weeks in advance.

2) Many of the forms that are submitted to CSI are now **online**. All forms can be accessed through Montclair.edu/csi/studentorg.html. *It is recommended that you bookmark this site.* **The following forms will now be submitted online only:**

- a. University Police Request Form
- b. Red Hawk Nite Room Request Form
- c. Equipment Rental Request Form (Food machines)
- d. Weekend Party Lottery
- e. College of the Arts facilities request forms (form available online, to be printed and submitted to CSI)

Additional forms may be added. It is strongly suggested that you frequently visit the CSI website for important updates.

- 3) Additional dates for EMS (Event Management Software) training are posted at Montclair.edu/csi, under Student Organization Resources. If your organization has not attended an EMS training, it is important that you attend an upcoming session. Access to the system will not be granted without first having attended the training.
- 4) Important dates for the fall semester:

Monday, September 5, 2011—Move In Day

Monday, September 5, 2011—Labor Day

Tuesday, September 6, 2011—Red Hawk Day

Thursday, September 7, 2011—First Day of Classes

Saturday, October 29, 2011—Homecoming and Family Day

Thursday, November 17, 2011—Last Day to submit room requests for Fall '11 programs
(Requests must be submitted by 5:00pm)

Monday, November 21, 2011—First Day to submit room requests for Spring '12 programs

(Please note you will be given a new password to submit these requests. Requests will be accepted beginning at 9:00am.)

November 24-27, 2011—Thanksgiving Break

Thursday, December 15, 2011—Last Day of Classes

December 16-22—Examination Period

For additional updates, like us at [facebook.com/montclairstatecsi](https://www.facebook.com/montclairstatecsi) and follow us @MSUCSI. Announcements and updates are often provided through Facebook and Twitter.

As always, we are here to answer your questions. Please email csi@mail.montclair.edu with any questions or concerns you may have.

We look forward to another successful and productive year!