

Cornell University  
Student Assembly

109 Day Hall  
Ithaca, NY 14853

t. 607.255.3715  
f. 607.255.2182  
e. sa@assembly.cornell.edu  
w. http://assembly.cornell.edu/SA

2014 - 2016 Undergraduate SAF Application Form

Checklist for Application

	Applicant	Office
<b>Preliminary Items Due 4pm, April 25, 2013</b>		
Eligibility Checklist (reverse side)	✓	
Dollar request per student per year	\$ 5.00	
Petition signatures (if new applicant)	N/A	
<b>Final Attachments Due 4pm, September 13, 2013</b>		
Constitution, Charter, Bylaws	_____	
Mission Statement (1 pages)	_____	
Group Profile (3 pages)	_____	
<ul style="list-style-type: none"> <li>● Officers</li> <li>● Number of Members</li> <li>● History</li> <li>● Activities, Programming, Events in Current Cycle</li> </ul>	_____	
Summary of request (2 pages)	_____	
10-13 Financial Statements	_____	
13-16 Projections	_____	
<b>Office Use Only</b>		
Received by:		
Date Received:	4/25/13	
Sigs Checked:		

**Applicant Organization/Program Name:** Senior Week Planning Committee

**Primary Contact**

**Secondary Contact**

Name: Kelly Wilcox

Name: Warren Wu

Address: 524 Willard Straight Hall

Address: 524 Willard Straight Hall

Phone: (860) 280-8653 Email: kew75

Phone: (626) 679-5628 Email: wlw44

A representative must certify that the documents provided in this application are accurate, represent best information available to the organization at this time, and are suitable for public distribution. The documents provided constitute the organization's application for undergraduate byline funding for the 2014-2015 and 2015-2016 fiscal years. The Student Assembly will review the applications in the fall semester of 2013. **Organizations may not submit preliminary applications after 4pm on Monday, April 25, 2013 or amend final submissions after 4pm, Friday, September 13, 2013.**

Representative: Kelly Wilcox Kelly E. Wilcox 4/25/2013  
(print name) (signature) (date)

## Student Assembly Byline Funding Eligibility Checklist

To be eligible for consideration for byline funding, the applicant must meet the following criteria:

Applicant Initials

Staff Use Only

**Required for All Applicants**

Directly and primarily serves/benefits the entire undergraduate Cornell community

CH KW

Allows all students equal access to services and/or participation

CH KW

Requests minimum of \$0.50 per student per year and number of cents requested is divisible by two

CH KW

**Required for Applicants Who Are Not Currently Receiving Byline Funding**

If applicant is not currently receiving byline funding, has collected petitions with 1,500 distinct signatures of registered Cornell undergraduate students

N/A

**May Be Waived By Student Assembly with Approval of University President**

Is registered with the Student Activities Office

CH KW

Is student-directed and student-led

CH KW

Has Cornell operating account with internally controlled funds

CH KW

Has a Cornell-employed advisor with oversight of Cornell funds

CH KW

Has received funding from a unit at Cornell university in each of the last two semesters

CH KW

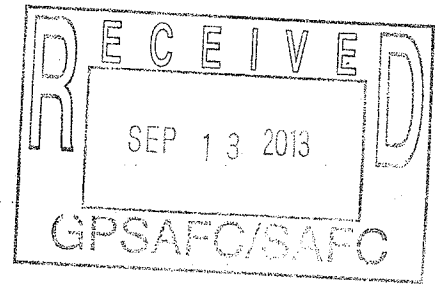
If applicant is a registered student organization, the following officers must sign below. The undersigned acknowledge that they have reviewed the application, and that the organization and its officers agree to all conditions explained on the reverse page of this application.

President: Kelly Wilcox Kelly Wilcox 4/25/13  
(name) (signature) (date)

Treasurer: Warren Wu Warren Wu 4/25/13  
(name) (signature) (date)

\* Advisor: CATHERINE HOLMES Catherine Holmes 4/25/13  
(name) (signature) (date)

\* Jennifer Davis (Senior Week Advisor) is on medical leave. Catherine Holmes is her supervisor



**Cornell Senior Week  
Byline Funding Application  
2014-2016**

# Summary of Request for Funding

Senior Week was one of the most looked forward to series of events for Cornellians. We intend to maintain a series of events that all Cornellians look forward to at the end of their four years at Cornell. Due to the high demand for programs and events just for seniors, we will fill that void by planning throughout the month of May and the entirety of Senior Days, the last few days before Commencement.

Given that our structure and timing of events will change, we seek to maintain our funding level at \$5.00 per student to allow us to creatively fill the void that the calendar changes have created in the senior week experience. We will continue to offer a wide variety of events in order to attract a diverse group of students to our events who have a broad range of interests.

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Student Assembly Byline Funding Eligibility Checklist	Error! Bookmark not defined.

## Mission Statement

The Mission of Senior Week (Senior Days) is to provide community/class building events that are safe, fun and engaging, allowing for seniors to enjoy Cornell, Ithaca and New York during their last month on the hill. A sense of unity and pride shall be fostered through a series of events and programming opportunities designed to appeal to the diverse nature of our campus community.

## Organization Profile

The first senior class council was established with Cornell's first graduating class. They were charged with doing senior week events and promoting our newest alumni. Ever since then a dedicated group of seniors worked tirelessly to promote Cornell and provide a celebration at the end of the senior year for graduates to enjoy. Although as a result of the academic calendar changes, Senior week has been reduced to Senior Days, it is still the mission of this group to provide graduating seniors with enriching and fun activities leading up to commencement weekend to celebrate their accomplishments at Cornell.

The leadership of the Senior Days Committee are co-chairs who apply in the Spring semester of their junior year. Depending on the year there can be 2-4 co-chairs for senior days. The committee is selected from applicants in the fall semester of senior year. Depending on the year the committee size has ranged from 25-45 members. Further, about 200+ students volunteer to run the programs during the week.

### 2011 Senior Week Chairpersons

Rosalind Usher, Diana Delli Santi, Mai-yin Picard

### 2012 Senior Week Chairpersons

Matthew Koren , Nicole Mormillo, Lisa Zhang

### 2013 Senior Week Chairpersons

Kelly Wilcox, Gabrielle Fernandez, Warren Wu

### 2014 Senior Days Chairpersons

Kesha Parchment, Sean Page, Emily Mayo

## Typical Events of Senior Week with Attendance Figures

- Darien Lake (4 trips)- 250
- Carnival - 3000
- Horse Racing - 50
- Dinner Cruise (5 trips) - 400
- Twilight Cruise (10 trips) - 1000
- Rafting (10 trips) - 500
- Spa Day (10 trips) - 35
- Seneca Winery Tour West 1 (5 trips) - 250
- Seneca Winery Tour West 2 (5 trips) - 250
- Seneca Winery Tour East 1 (5 trips) - 250
- Seneca Winery Tour East 2 (5 trips) -250
- Ruloff's Brunch (10 sessions) - 500
- Cayuga Winery Tour 1 (5 trips) - 250
- Cayuga Winery Tour 2 (5trips) -250
- Lunch Cruise (5 trips) - 300
- COE Ropes Course (5 sessions) - 100
- Meet and Greet, Wine and Cheese - 450
- Casino Night - 2000
- Laser Tag (3 sessions) - 60
- Comedy Night - 500
- Paintball (9 sessions) - 450
- Rockclimbing (3 sessions) - 20
- Midnight Breakfast - 300
- Turning Stone - 50
- Canoeing (12 sessions) - 250
- Cornell Night - 500
- Rave - 3000
- BBQ on the slope - 2000
- Movies in the Cinema - 150
- Winetasting Statler - 800
- Banfi's Brunches - 1000
- Tyro - 500
- Rappelling- 500
- Seniors Give Back!- 3 events - 300
- Habitat for Humanity - 150

## Addressing the Calendar Changes: Senior Days

The University has established a new set of dates for the end of the year celebrations for seniors. Below are some key factors that should be noted when considering the value our organization can bring to the senior student experience.

- We will continue to offer all the off-campus trips that we have in the past. Senior Week has consistently sent over 1000 people on off-campus trips each day of senior week.
- Senior Days will still include the wildly popular Rave and Dino BBQ.
- Other large scale events, such as Duff Ball, Senior Carnival, Casino Night, Comedy Night and a newly reinstated Cornell Night can still occur, but earlier in the month of May and the end of April.

# Financial Information

	2010-11	2011-12	2012-13
<b><u>Starting Balance</u></b>	\$ (4,598.41)	\$ 4,639.05	\$ (4,753.24)

## **Revenues**

Category	2010-11	2011-12	2012-13
SAF Funding (including true-up)	58528.5		66350 67744
Tickets	176704.4		224046.8 223345.12
Co-Sponsorships		\$	\$ 2,100.00
Fundraising	670.00		1,651.13 2100
Zincks	5000		7070 9007.36
refunds			1282.15 0
<b>Total Revenues:</b>	<b>235902.9</b>	<b>292047.93</b>	<b>304296.48</b>

## **Expenses**

Category	2010-11	2011-12	2012-13
Chair Selection and Training	432.97		737.47 559.96
Ticketed Events	165312.43		177013.58 181249.30
Carnival Night	6332.24		17730.26 20412.29
Volunteer Payments & food	15230.00		11580.47 12372.43
Casino Night	7623.35		9778.49 433.00
Senior BBQ	7982.43		16906.87 21424.09
Rave	8914.54		15134.85 21213.44
Midnight Breakfast	5999.86		1500.00 2900.00
Admin costs	3102.99		1153.60 1090.81
Wine Tasting (supplement)	0.00		3000.00 4500.00
Duff Ball (Donation)	0.00		21583.28 12133.27
Duff Ball (Expense)	0.00		17083.28 20571.48
Athletics	549.63		516.31 366.07
Habitat for Humanity	0.00		0.00 800.00
Yoga	0.00		100.00 100.00
Senior Give Back	0.00		100.00 100.00
Comedy Night	4685.00		6017.76 0.00
Murder Mystery	0.00		70.00 0.00
sw shirt fundraiser	500		1434 0
<b>Total Expenses:</b>	<b>226665.44</b>	<b>301440.22</b>	<b>300226.14</b>

<b><u>Ending Balance:</u></b>	\$ 4,639.05	\$ (4,753.24)	\$ (682.90)
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	2013-2014	2014-2015	2015-2016
<b><u>Starting Balance</u></b>	\$ (682.90)	\$ 717.10	\$ 617.10

**Revenues**

Category	2013-2014	2014-2015	2015-2016
SAF Funding (including true-up)	63000	63000	63000
Tickets	185000	185000	185000
Co-Sponsorships	\$ -		
Fundraising	1500	1500	1500
Zincks	5000	5000	5000
refunds	500	0	0
<b>Total Revenues:</b>	<b>255000</b>	<b>254500</b>	<b>254500</b>

**Expenses**

Category	2013-2014	2014-2015	2015-2016
Chair Selection and Training	600.00	600.00	600.00
Ticketed Events	140000.00	140000.00	140000.00
Carnival Night	0.00	0.00	0.00
Volunteer Payments & food	9000.00	9000.00	9000.00
Casino Night	0.00	0.00	0.00
Senior BBQ	25000.00	25000.00	25000.00
Rave	25000.00	25000.00	25000.00
Midnight Breakfast	0.00	0.00	0.00
Admin costs	1400.00	1400.00	1400.00
Wine Tasting (supplement)	17000.00	18000.00	18000.00
Duff Ball (Donation)	15000.00	15000.00	15000.00
Duff Ball (Expense)	20000.00	20000.00	20000.00
Athletics	0.00	0.00	0.00
Habitat for Humanity	600.00	600.00	600.00
Yoga	0.00	0.00	0.00
Senior Give Back	0.00	0.00	0.00
Comedy Night	0.00	0.00	0.00
Murder Mystery	0.00	0.00	0.00
sw shirt fundraiser	0	0	0
<b>Total Expenses:</b>	<b>253600</b>	<b>254600</b>	<b>254600</b>

<b><u>Ending Balance:</u></b>	\$ 717.10	\$ 617.10	\$ 517.10
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# Constitution

## APPENDIX A SENIOR CLASS COUNCIL CHAIRS AND COMMITTEES

### ARTICLE VI. ELIGIBILITY AND REQUIREMENTS

#### Eligibility

- Applicants must be a member of the Junior Class at time of selection & must be available on campus throughout the their Senior year in order to fulfill their duties.

#### Requirements

- All chairpersons are required to attend their respective Class Council meetings for the duration of their Junior year after the selection process.
- All chairpersons are required to attend their respective Class Council meetings and events the entirety of their Senior year.
- All committees are required to give an update of their respective committee's progress at Class Council meetings.
  - All chairpersons are required to submit any incurred expenses, with receipts, or revenues collected to the Vice President of Finance. This should be done within 24 hours of its occurrence.

### ARTICLE VII. SENIOR CHAIRPERSON RESPONSIBILITIES

#### Senior Week Chair(s)

- *Organize and coordinate a week-long program of approximately 85-100 activities to be held during the week prior to Commencement.*
  - *Also responsible for promoting and developing funds for Senior Week activities through Class Council funds and Zinck's support.*
- *Select, train, and oversee the Senior Week chairs/committee as a whole.*
- *Chair and facilitate all Senior Week meetings.*
- *Facilitate the inputting of all Cornell Card charges during Senior Week ticket sales.*
- *Put together all Chaperone folders for Senior Week events.*
- *Work with the director of Class Councils to create, maintaining and keeping within budget for each event, Senior Week overall, and all additional fiscal matters.*
- *Fundraise as needed to increase the overall Senior Week Budget*
- *The following responsibilities are to be divided among the Senior Week Chairpersons and/or delegated to Event Chairs:*
  - *Coordinate all publicity for Senior Week events and ticket sales*
  - *Organize buses and box lunches for each event as needed.*
  - *Designing and printing the Senior Week T-shirts*
  - *Coordinate online ticket sales/reservations for all Senior Week ticketed events.*
  - *Coordinate staffing of the Class Council Office during ticket sales.*
  - *Create tickets and other forms necessary for ticket sales, as well as coordinating and purchasing all supplies needed for ticket sales/distribution.*
  - *Train all individuals involved in ticket sales.*
- *Make all reservations for all of Willard Straight Hall for next year's Senior Week.*



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**Checklist for Application**

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<b>Preliminary Items Due 4pm, April 25, 2013</b>		
Eligibility Checklist (reverse side)	SENT	
Dollar request per student per year	\$ 5	
Petition signatures (if new applicants)	N/A	
<b>Final Attachments Due 4pm, September 13, 2013</b>		
Constitution, Charter, Bylaws	SENT	
Mission Statement (1 page)	SENT	
Group Profile (3 pages)	SENT	
<ul style="list-style-type: none"> <li>● Officers</li> <li>● Number of Members</li> <li>● History</li> <li>● Activities, Programming, Events in Current Cycle</li> </ul>		
Summary of request (2 pages)	SENT	
10-13 Financial Statements	SENT	
13-15 Projections	SENT	
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Received by:	_____	
Date Received:	_____	
Signs Checked:	_____	

**Applicant Organization/Program Name:** \_\_\_\_\_

**Primary Contact**

Name: Emily Mays  
Address: 114 Catherine St, Apt 5  
Ithaca, NY 14850  
Phone: 252-717-9810 Email: EM55

**Secondary Contact**

Name: Sean Poeye  
Address: 306 Eddy St.  
Ithaca, NY 14853  
Phone: 501-312-1873 Email: Sp655

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Representative: Emily Mays (print name) Emily Mays (signature) 9/13/13 (date)

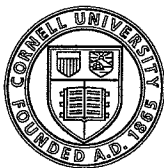
### Student Assembly Byline Funding Eligibility Checklist

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<b>Required for All Applicants</b>		
Directly and primarily serves/benefits the entire undergraduate Cornell community	<u>EGM</u>	_____
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Requests minimum of \$0.50 per student per year and number of cents requested is divisible by two	<u>EGM</u>	_____
<b>Required for Applicants Who Are Not Currently Receiving Byline Funding</b>		
If applicant is not currently receiving byline funding, has collected petitions with 1,500 distinct signatures of registered Cornell undergraduate students	<u>N/A</u>	_____
<b>May Be Waived By Student Assembly with Approval of University President</b>		
Is registered with the Student Activities Office	<u>EGM</u>	_____
Is student-directed and student-led	<u>EGM</u>	_____
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Has a Cornell-employed advisor with oversight of Cornell funds	<u>EGM</u>	_____
Has received funding from a unit at Cornell university in each of the last two semesters	<u>EGM</u>	_____

If applicant is a registered student organization, the following officers must sign below. The undersigned acknowledge that they have reviewed the application, and that the organization and its officers agree to all conditions explained on the reverse page of this application.

President:	<u>Emily Maye</u> <small>(name)</small>	<u>Emily Maye</u> <small>(signature)</small>	<u>01/13/13</u> <small>(date)</small>
Treasurer:	<u>Sean Pargo</u> <small>(name)</small>	<u>Sean Pargo</u> <small>(signature)</small>	<u>09/13/13</u> <small>(date)</small>
Advisor:	<u>Jennifer Davis</u> <small>(name)</small>	<u>Jennifer Davis</u> <small>(signature)</small>	<u>9/13/13</u> <small>(date)</small>



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**Applicant Organization/Program Name:** \_\_\_\_\_

**Primary Contact**

Name: Emily Mayo  
Address: 114 Catherine St, Apts  
Ithaca, NY 14850  
Phone: 252-717-5810 Email: em55

**Secondary Contact**

Name: Sean Page  
Address: 306 Early St.  
Ithaca, NY 14853  
Phone: 301-312-7373 Email: Sp655

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Representative: Emily Mayo (print name) Emily Mayo (signature) 9/13/13 (date)

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President:

Emily Mayo      Emily Mayo      9/13/13  
(name)                      (signature)                      (date)

Treasurer:

Sean Page      Sean Page      09/13/13  
(name)                      (signature)                      (date)

Advisor:

Jennifer Davis      Jennifer Davis      9/13/13  
(name)                      (signature)                      (date)