



Suite 350 Student Union Amherst, New York 14260
(716) 645-2950 fax: (716) 645-2112 www.sa.buffalo.edu

Student Association Senate Meeting

March 13, 2024 - 5:00 PM

Student Union room 378, University at Buffalo North Campus
Amherst, NY 14260

Present

Becky Paul Odionhin*, SA President; **Unnati Agarwal***, SA Treasurer; **Gavin Krauciunas***, Senate Chairperson; **Cole Fredericks**, SA Student Affairs Director; **Veronica Faltisco***, Academic Council Coordinator; **Joe McCusker***, Engineering Council Coordinator; **Jacob Murphy**, Hobby Council Coordinator; **Joan Liu***, International Council Coordinator; **Aidan Sumrall***, Special Interest Council Coordinator; **Laibah Ahmed**, Senator; **Amadou Dieng**, Senator; **Riya Gaikwad***, Senator; **Benjamin Lau**, Senator; **Dilasha Thapa***, Senator; **Jamel Usen***, Senator; **Kayla Yan**, Senator.

Asterisk (*) indicates member arrived late or left prior to adjournment.

Absent

Grace McDowell, SA Vice President; **Malik Thompson**, P.O.C. Council Coordinator; **Ashrith Rao**, Sports Council Coordinator; **Krithik Madisetty**, Senator; **Aryan Mudgal**, Senator; **Morgan Ross**, Senator.

Guests

Shawn Gerber, Club Baseball; **Annika Roos**, Women's Lacrosse; **Emma Winden**, Women's Lacrosse; **Taylor Allen**, Nursing Student Organization; **Alishba Khan**, Organization of Arab Students; **Fatima Mahdi**, Organization of Arab Students; **Joshua Korman**, SA Attorney; **Will Eaton**, SA Contract Assistant; **Sol Hauser**, UB Spectrum; **Nicholas Bausch**; **Jack Walsh**.

Call to Order

Gavin Krauciunas, Senate Chairperson, calls meeting to order at 5:07 PM.

Gavin Krauciunas, Senate Chairperson, proceeds to call the roll.

Becky Paul Odionhin	Present
Grace McDowell	Absent
Unnati Agarwal	Present
Gavin Krauciunas	Present

Cole Fredericks	Present
Veronica Faltisco	Present
Joe McCusker	Present
Jacob Murphy	Present
Joan Liu	Absent
Malik Thompson	Absent
Aidan Sumrall	Present
Ashrith Rao	Absent
Laibah Ahmed	Present
Amadou Dieng	Present
Riya Gaikwad	Present
Benjamin Lau	Present
Krithik Madisetty	Absent
Aryan Mudgal	Absent
Morgan Ross	Absent
Dilasha Thapa	Absent
Jamel Usen	Absent
Kayla Yan	Present

13 Present, 9 Absent

Finding a quorum is present, the Senate proceeds with the order of business.

Approval of Minutes

Gavin Krauciunas, Senate Chairperson, introduces February 28, 2024 Senate Meeting Minutes for consideration.

Motion to approve February 28, 2024 Senate Meeting Minutes by Benjamin Lau; second Jacob Murphy.

Without objection, motion passes with unanimous consent.

Result: February 28, 2024 Senate Meeting Minutes are approved.

Old Business

Gavin Krauciunas, Senate Chairperson, introduces Resolution - 2023-2024 - 1 (“Resolution to Pay Senate Chairperson”) for consideration.

Motion to deny Resolution - 2023-2024 - 1 by Becky Paul Odionhin; Unnati Agarwal.

Becky Paul Odionhin withdraws the motion to deny Resolution - 2023-2024 - 1.

Motion to enter a period of discussion regarding Resolution - 2023-2024 - 1 by Becky Paul Odionhin; second Unnati Agarwal

Without objection, motion passes with unanimous consent.

Result: The Senate enters a period of discussion regarding Resolution - 2023-2024 - 1.

Gavin Krauciunas, Senate Chairperson, leaves at 5:10 PM.

Becky Paul Odionhin, SA President, assumes the chair.

Becky Paul Odionhin, SA President, leaves at 5:11 PM.

Becky Paul Odionhin, SA President, enters at 5:11 PM and assumes the chair.

Motion to end the period of discussion by Unnati Agarwal; second Joe McCusker.

Without objection, motion passes with unanimous consent.

Result: The Senate ends the period of discussion.

Jamel Usen, Senator, enters at 5:12 PM.

Motion to deny Resolution - 2023-2024 - 1 by Unnati Agarwal; second Joe McCusker.

Becky Paul Odionhin	Yes
Unnati Agarwal	Yes
Cole Fredericks	Yes
Veronica Faltisco	Yes
Joe McCusker	Yes
Jacob Murphy	Yes
Aidan Sumrall	Abstain
Laibah Ahmed	Yes

Amadou Dieng	Yes
Riya Gaikwad	Yes
Benjamin Lau	No
Jamel Usen	Abstain
Kayla Yan	Yes

10 Yes, 1 No, 2 Abstain

Motion to deny Resolution - 2023-2024 - 1 passes 10-1-2.

Result: Resolution - 2023-2024 - 1 is denied.

Jamel Usen, Senator, leaves at 5:15 PM.

Jamel Usen, Senator, enters at 5:15 PM.

Gavin Krauciunas, Senate Chairperson, enters at 5:15 PM and assumes the chair.

Motion to consider resolutions under New Business next by Cole Fredericks;
second Unnati Agarwal.

Without objection, motion passes with unanimous consent.

Result: Resolutions under New Business will be considered next.

New Business

Motion to limit discussion on resolutions to five minutes per resolution by Joe McCusker; second Becky Paul Odionhin.

Without objection, motion passes with unanimous consent.

Result: Discussion on resolutions is limited to five minutes per resolution.

Gavin Krauciunas, Senate Chairperson, introduces Resolution 2023-2024 - 11 (“Resolution to Whistleblower Policy [sic]”) for consideration.

Joan Liu, International Council Coordinator, enters at 5:17 PM.

Motion to approve Resolution 2023-2024 - 11 by Unnati Agarwal; second Becky Paul Odionhin.

Becky Paul Odionhin	Yes
Unnati Agarwal	Yes
Gavin Krauciunas	Yes
Cole Fredericks	Yes

Veronica Faltisco	Yes
Joe McCusker	Yes
Jacob Murphy	Yes
Joan Liu	Yes
Aidan Sumrall	Yes
Laibah Ahmed	Yes
Amadou Dieng	Yes
Riya Gaikwad	Yes
Benjamin Lau	Yes
Jamel Usen	Yes
Kayla Yan	Yes

15 Yes, 0 No, 0 Abstain

Motion to approve Resolution 2023-2024 - 11 passes 15-0-0.

Result: Resolution 2023-2024 - 11 is approved.

Gavin Krauciunas, Senate Chairperson, introduces Resolution 2023-2024 - 12 (“Resolution to Amend Sexual Harassment Policy”) for consideration.

Motion to approve Resolution 2023-2024 - 12 by Unnati Agarwal; second Cole Fredericks.

Becky Paul Odionhin	Yes
Unnati Agarwal	Yes
Gavin Krauciunas	Yes
Cole Fredericks	Yes
Veronica Faltisco	Yes
Joe McCusker	Yes
Jacob Murphy	Yes
Joan Liu	Yes
Aidan Sumrall	Yes
Laibah Ahmed	Yes
Amadou Dieng	Yes

Riya Gaikwad	Yes
Benjamin Lau	Yes
Jamel Usen	Yes
Kayla Yan	Yes

15 Yes, 0 No, 0 Abstain

Motion to approve Resolution 2023-2024 - 12 passes 15-0-0.

Result: Resolution 2023-2024 - 12 is approved.

Gavin Krauciunas, Senate Chairperson, introduces Resolution 2023-2024 - 13 (“Resolution to Amend Annual Registration and Requirements for Recognition Policy and Club Constitution Policy”) for consideration.

Motion to approve Resolution 2023-2024 - 13 by Becky Paul Odionhin; second Aidan Sumrall.

Becky Paul Odionhin	Yes
Unnati Agarwal	Yes
Gavin Krauciunas	Yes
Cole Fredericks	Yes
Veronica Faltisco	Yes
Joe McCusker	Yes
Jacob Murphy	Yes
Joan Liu	Yes
Aidan Sumrall	Yes
Laibah Ahmed	Yes
Amadou Dieng	Yes
Riya Gaikwad	Yes
Benjamin Lau	Yes
Jamel Usen	Yes
Kayla Yan	Yes

15 Yes, 0 No, 0 Abstain

Motion to approve Resolution 2023-2024 - 13 passes 15-0-0.

Result: Resolution 2023-2024 - 13 is approved.

Gavin Krauciunas, Senate Chairperson, introduces Resolution 2023-2024 - 14 (“Resolution Regarding Black Student Union”) for consideration.

Motion to approve Resolution 2023-2024 - 14 by Becky Paul Odionhin; second Unnati Agarwal.

Becky Paul Odionhin	Yes
Unnati Agarwal	Yes
Gavin Krauciunas	Yes
Cole Fredericks	Yes
Veronica Faltisco	Yes
Joe McCusker	Yes
Jacob Murphy	Yes
Joan Liu	Yes
Aidan Sumrall	Yes
Laibah Ahmed	Yes
Amadou Dieng	Yes
Riya Gaikwad	Yes
Benjamin Lau	Yes
Jamel Usen	Yes
Kayla Yan	Yes

15 Yes, 0 No, 0 Abstain

Motion to approve Resolution 2023-2024 - 14 passes 15-0-0.

Result: Resolution 2023-2024 - 14 is approved.

Gavin Krauciunas, Senate Chairperson, introduces Resolution 2023-2024 - 15 (“Resolution Regarding Sikh Student Association”) for consideration.

Motion to approve Resolution 2023-2024 - 15 by Becky Paul Odionhin; second Kayla Yan.

Becky Paul Odionhin	Yes
Unnati Agarwal	Yes

Gavin Krauciunas	Yes
Cole Fredericks	Yes
Veronica Faltisco	Yes
Joe McCusker	Yes
Jacob Murphy	Yes
Joan Liu	Yes
Aidan Sumrall	Yes
Laibah Ahmed	Yes
Amadou Dieng	Yes
Riya Gaikwad	Yes
Benjamin Lau	Yes
Jamel Usen	Yes
Kayla Yan	Yes

15 Yes, 0 No, 0 Abstain

Motion to approve Resolution 2023-2024 - 15 passes 15-0-0.

Result: Resolution 2023-2024 - 15 is approved.

Gavin Krauciunas, Senate Chairperson, introduces Resolution 2023-2024 - 16 (“Resolution Regarding Filling Vacant Senate Seat”) for consideration.

Motion to table Resolution 2023-2024 - 16 until the following Senate meeting by Becky Paul Odionhin; second Unnati Agarwal.

Becky Paul Odionhin withdraws the motion to table Resolution 2023-2024 - 16.

Motion to enter five minute period of discussion regarding Resolution 2023-2024 - 16 by Unnati Agarwal; second Joe McCusker.

Without objection, motion passes with unanimous consent.

Result: The Senate enters a five minute period of discussion regarding Resolution 2023-2024 - 16.

Motion to provide Nicholas Bausch two minutes to present to the Senate by Cole Fredericks; second Joan Liu.

Without objection, motion passes with unanimous consent.

Result: Nicholas Bausch is provided two minutes to present to the Senate.

Motion to approve Resolution 2023-2024 - 16 by Unnati Agarwal; second Benjamin Lau.

Becky Paul Odionhin	Abstain
Unnati Agarwal	Yes
Gavin Krauciunas	Yes
Cole Fredericks	Yes
Veronica Faltisco	Abstain
Joe McCusker	Yes
Jacob Murphy	Yes
Joan Liu	Yes
Aidan Sumrall	Abstain
Laibah Ahmed	Yes
Amadou Dieng	Yes
Riya Gaikwad	Abstain
Benjamin Lau	Yes
Jamel Usen	Yes
Kayla Yan	Abstain

10 Yes, 0 No, 5 Abstain

Motion to approve Resolution 2023-2024 - 16 passes 10-0-5.

Result: Resolution 2023-2024 - 16 is approved.

Dilasha Thapa, Senator, enters at 5:39 PM.

Motion to hear all remaining Supplemental Funding Request presentations and question-and-answer periods before voting on requests, to limit Supplemental Funding Request presentation times to five minutes per request, and to limit Supplemental Funding Request question-and-answer to two minutes per request by Joe McCusker; second Kayla Yan.

Division - Gavin Krauciunas proceeds to call the roll.

Becky Paul Odionhin	Yes
Unnati Agarwal	No

Gavin Krauciunas	No
Cole Fredericks	No
Veronica Faltisco	No
Joe McCusker	No
Jacob Murphy	No
Joan Liu	No
Aidan Sumrall	No
Laibah Ahmed	Abstain
Amadou Dieng	Abstain
Riya Gaikwad	No
Benjamin Lau	Abstain
Dilasha Thapa	Abstain
Jamel Usen	Abstain
Kayla Yan	Yes

2 Yes, 9 No, 5 Abstain

The foregoing motion does not pass 2-9-5.

Result: The foregoing motion does not pass.

Motion to deny Powerful United Ladies Striving to Elevate (PULSE)
Supplemental Funding Request by Unnati Agarwal; second Veronica Faltisco.

Becky Paul Odionhin	Yes
Unnati Agarwal	Yes
Gavin Krauciunas	Yes
Cole Fredericks	Yes
Veronica Faltisco	Yes
Joe McCusker	Yes
Jacob Murphy	Yes
Joan Liu	Yes
Aidan Sumrall	Yes

Laibah Ahmed	Yes
Amadou Dieng	Yes
Riya Gaikwad	Yes
Benjamin Lau	Yes
Dilasha Thapa	Yes
Jamel Usen	Yes
Kayla Yan	Yes

16 Yes, 0 No, 0 Abstain

Motion to deny Powerful United Ladies Striving to Elevate (PULSE) Supplemental Funding Request passes 16-0-0.

Result: Powerful United Ladies Striving to Elevate (PULSE) Supplemental Funding Request is denied.

Motion to table American Society of Civil Engineers (ASCE) Supplemental Funding Request until the following Senate meeting by Cole Fredericks; second Becky Paul Odionhin.

Becky Paul Odionhin	Yes
Unnati Agarwal	Abstain
Gavin Krauciunas	Yes
Cole Fredericks	Yes
Veronica Faltisco	Yes
Joe McCusker	Abstain
Jacob Murphy	Yes
Joan Liu	Yes
Aidan Sumrall	Yes
Laibah Ahmed	Yes
Amadou Dieng	Yes
Riya Gaikwad	Yes
Benjamin Lau	Yes
Dilasha Thapa	Yes

Jamel Usen Yes

Kayla Yan Yes

14 Yes, 0 No, 2 Abstain

Motion to table American Society of Civil Engineers (ASCE) Supplemental Funding Request until the following Senate meeting passes 14-0-2.

Result: American Society of Civil Engineers (ASCE) Supplemental Funding Request is tabled until the following Senate meeting.

Motion to enter a two minute period of discussion regarding Gospel Choir Supplemental Funding Request by Unnati Agarwal; second Joe McCusker.

Without objection, motion passes with unanimous consent.

Result: The Senate enters a two minute period of discussion regarding Gospel Choir Supplemental Funding Request.

Motion to enter a one minute question-and-answer period by Joe McCusker; second Unnati Agarwal.

Without objection, motion passes with unanimous consent.

Result: The Senate enters a one minute question-and-answer period.

Motion to approve Gospel Choir Supplemental Funding Request for \$1,019.92 (for Items 1, 3, and 4 in the Request) by Unnati Agarwal; second Joe McCusker.

Becky Paul Odionhin Yes

Unnati Agarwal Yes

Gavin Krauciunas Yes

Cole Fredericks Yes

Veronica Faltisco Yes

Joe McCusker Yes

Jacob Murphy Yes

Joan Liu Yes

Aidan Sumrall Yes

Laibah Ahmed Yes

Amadou Dieng Yes

Riya Gaikwad Yes

Benjamin Lau	Yes
Dilasha Thapa	Yes
Jamel Usen	Yes
Kayla Yan	Yes

16 Yes, 0 No, 0 Abstain

Motion to approve Gospel Choir Supplemental Funding Request for \$1,019.92 (for Items 1, 3, and 4 in the Request) passes 16-0-0.

Result: Gospel Choir Supplemental Funding Request is approved for \$1,019.92 (for Items 1, 3, and 4 in the Request).

Joan Liu, International Council Coordinator, leaves at 5:55 PM.

Motion to consider Nursing Student Organization Supplemental Funding Request next by Gavin Krauciunas; second Aidan Sumrall.

Without objection, motion passes with unanimous consent.

Result: Nursing Student Organization Supplemental Funding Request will be considered next.

Motion to limit all remaining Supplemental Funding Request presentations to three minutes each and question-and-answer periods to three minutes each by Cole Fredericks; second Joe McCusker.

Without objection, motion passes with unanimous consent.

Result: All remaining Supplemental Funding Request presentations are limited to three minutes each and all question-and-answer periods are limited to three minute each.

Jamel Usen, Senator, leaves at 5:56 PM.

Motion to hear all remaining Supplemental Funding Requests before voting on requests by Becky Paul Odionhin; second Aidan Sumrall.

Without objection, motion passes with unanimous consent.

Result: All remaining Supplemental Funding Requests will be heard before voting on requests.

Joan Liu, International Council Coordinator, enters at 5:57 PM.

Gavin Krauciunas, Senate Chairperson, introduces Nursing Student Organization Supplemental Funding Request for consideration.

Nursing Student Organization representative presents to the Senate.

The Senate automatically enters a question-and-answer period.

Jamel Usen, Senator, enters at 6:02 PM.

Gavin Krauciunas, Senate Chairperson, introduces Club Baseball Supplemental Funding Request for consideration.

Club Baseball representative presents to the Senate.

The Senate automatically enters a question-and-answer period.

Motion to enter a one minute period of discussion by Becky Paul Odionhin;
second Aidan Sumrall.

Without objection, motion passes with unanimous consent.

Result: The Senate enters a one minute period of discussion.

Motion to extend the period of discussion by two minutes by Benjamin Lau;
second Aidan Sumrall.

Without objection, motion passes with unanimous consent.

Result: The period of discussion is extended by two minutes.

Jamel Usen, Senator, leaves at 6:10 PM.

Motion to enter an untimed period of discussion by Aidan Sumrall; second
Unnati Agarwal.

Without objection, motion passes with unanimous consent.

Result: The Senate enters an untimed period of discussion.

Motion to end the period of discussion and proceed with the order of business
by Becky Paul Odionhin; second Aidan Sumrall.

Without objection, motion passes with unanimous consent.

***Result: The Senate ends the period of discussion and returns to the order of
business.***

Dilasha Thapa, Senator, leaves at 6:17 PM.

Motion to consider Women's Lacrosse Supplemental Funding Request next by
Becky Paul Odionhin; second Aidan Sumrall.

Without objection, motion passes with unanimous consent.

***Result: Women's Lacrosse Supplemental Funding Request will be considered
next.***

Gavin Krauciunas, Senate Chairperson, introduces Women's Lacrosse Supplemental Funding Request for consideration.

Women's Lacrosse representatives present to the Senate.

The Senate automatically enters a question-and-answer period.

Joe McCusker, Engineering Council Coordinator, leaves at 6:21 PM.

Motion to end the question-and-answer period by Becky Paul Odionhin; second Unnati Agarwal.

Becky Paul Odionhin withdraws the motion to end the question-and-answer period.

Joan Liu, International Council Coordinator, leaves at 6:22 PM.

Joan Liu, International Council Coordinator, enters at 6:25 PM.

Gavin Krauciunas, Senate Chairperson, introduces Organization of Arab Students Supplemental Funding Request for consideration.

Organization of Arab Students representatives present to the Senate.

Unnati Agarwal, SA Treasurer, leaves at 6:27 PM.

Dilasha Thapa, Senator, enters at 6:27 PM.

Unnati Agarwal, SA Treasurer, enters at 6:29 PM.

The Senate automatically enters a question-and-answer period.

Riya Gaikwad, Senator, leaves at 6:30 PM.

Motion to enter an untimed period of discussion by Unnati Agarwal; second Becky Paul Odionhin.

Without objection, motion passes with unanimous consent.

Result: The Senate enters an untimed period of discussion.

Motion to end the period of discussion by Becky Paul Odionhin; second Aidan Sumrall.

Without objection, motion passes with unanimous consent.

Result: The Senate ends the period of discussion.

Gavin Krauciunas, Senate Chairperson, introduces Eight Count Supplemental Funding Request for consideration.

Motion to table Eight Count Supplemental Funding Request until the following Senate meeting by Cole Fredericks; second Aidan Sumrall.

Division - Gavin Krauciunas proceeds to call the roll.

Becky Paul Odionhin	Abstain
Unnati Agarwal	No
Gavin Krauciunas	Yes
Cole Fredericks	Yes
Veronica Faltisco	Abstain
Jacob Murphy	Abstain
Joan Liu	Yes
Aidan Sumrall	Yes
Laibah Ahmed	Yes
Amadou Dieng	No
Benjamin Lau	Abstain
Dilasha Thapa	No
Kayla Yan	Yes

6 Yes, 3 No, 4 Abstain

Motion to table Eight Count Supplemental Funding Request until the following Senate meeting does not pass 6-3-4.

Result: Eight Count Supplemental Funding Request is not tabled until the following Senate meeting.

Dilasha Thapa, Senator, leaves at 6:44 PM.

Veronica Faltisco, Academic Council Coordinator, leaves at 6:45 PM.

Motion to table Eight Count Supplemental Funding Request until the following Senate meeting by Aidan Sumrall; second Jacob Murphy.

Without objection, motion passes with unanimous consent.

Result: Eight Count Supplemental Funding Request is tabled until the following Senate meeting.

Veronica Faltisco, Academic Council Coordinator, enters at 6:48 PM.

Aidan Sumrall, Special Interest Council Coordinator, leaves at 6:49 PM.

Aidan Sumrall, Special Interest Council Coordinator, enters at 6:50 PM.

The Senate automatically enters a period of discussion.

Joan Liu, International Council Coordinator, leaves at 7:01 PM.

Motion to:

Approve Women’s Lacrosse Supplemental Funding Request for \$1,192.00 (as requested);

Approve Organization of Arab Students Supplemental Funding Request for \$2,500.88 (for purposes stated in request but excluding venue);

Deny Nursing Student Organization Supplemental Funding Request; and

Deny Club Baseball Supplemental Funding Request, by Unnati Agarwal; second Becky Paul Odionhin.

Becky Paul Odionhin	Yes
Unnati Agarwal	Yes
Gavin Krauciunas	Yes
Cole Fredericks	Yes
Veronica Faltisco	Yes
Jacob Murphy	Yes
Aidan Sumrall	Yes
Laibah Ahmed	Yes
Amadou Dieng	Yes
Benjamin Lau	Yes
Kayla Yan	Yes

11 Yes, 0 No, 0 Abstain

Motion to take the actions previously stated regarding Supplemental Funding Requests passes 11-0-0.

Result: The actions previously stated regarding Supplemental Funding Requests are taken.

Adjournment

Motion to adjourn the Senate meeting by Aidan Sumrall; second Becky Paul Odionhin.

Without objection, motion passes with unanimous consent.

Result: Meeting is adjourned at 7:07 PM.



University at Buffalo Student Association Inc.

350 Student Union, Buffalo, NY 14260

www.sa.buffalo.edu

Resolution - 2023-2024 - 1

Subject: Resolution to Pay Senate Chairperson

The Senate/Board of Directors of University at Buffalo Student Association Inc. ("SA") hereby approves its Chairperson being paid \$120.00 per week as an employee of said corporation for such person's services as Chairperson.

The basis for board approval is as follows: the amount set forth above appropriately compensates any Chairperson for the work typically performed by and expected of the Chairperson, including but not limited to preparing for meetings of the board and coordinating meetings of the board.

This resolution shall pertain to the current Chairperson and any subsequent Chairperson(s). This resolution shall not change the term of a chair, or how a chair may be elected or removed.



University at Buffalo Student Association Inc.

350 Student Union, Buffalo, NY 14260

www.sa.buffalo.edu

Resolution - 2023-2024 - 11

Subject: Resolution to Whistleblower Policy

Submitted by: Becky Paul Odionhin President, Grace McDowell Vice President, Unnati Agarwal Treasurer

BE IT RESOLVED that the amended and restated Whistleblower Policy of University at Buffalo Student Association Inc. ("SA") attached hereto shall be the Whistleblower Policy of SA, amending and replacing the previous Whistleblower Policy effective immediately;

AND BE IT RESOLVED that Underlining used in the attached document is for convenience of reference here only, and such text will not be underlined in the amended SA policy; text struck through used in the attached document shall be removed from the relevant SA policy.



Whistleblower Policy

Policy Information

Date Established: May 2019

Date Last Updated:

Category: Student Association

NO DIRECTOR, OFFICER, **KEY PERSON**, EMPLOYEE OR VOLUNTEER OF A CORPORATION WHO IN GOOD FAITH REPORTS ANY ACTION OR SUSPECTED ACTION TAKEN BY OR WITHIN THE CORPORATION THAT IS ILLEGAL, FRAUDULENT OR IN VIOLATION OF ANY ADOPTED POLICY OF THE CORPORATION SHALL SUFFER INTIMIDATION, HARASSMENT, DISCRIMINATION OR OTHER RETALIATION OR, IN THE CASE OF EMPLOYEES, ADVERSE EMPLOYMENT CONSEQUENCE.

This Whistleblower Policy is not an employment contract, nor does it change the fact that any employee of the University at Buffalo Student Association Inc. (the "Corporation") is an employee at will.

Procedures for the Reporting of Violations or Suspected Violations of Laws or Corporate Policies:

1. Any violation or suspected violation of a law or corporate policy shall be reported (orally or in writing) to the Corporation's President and to the Corporation's Administrative Director at 350 Student Union, UB North Campus, Buffalo, NY 14260, (716) 645-2950.
2. If the President is the subject of such report, the report shall be made to the Chairperson of the Board of Directors instead of the President. If the Administrative Director is the subject of such report, the report shall be made to the Associate Administrative Director instead of the Administrative Director.
3. It is required that an employee, officer or director of the Corporation be designated to administer the Whistleblower Policy and to report to the Audit Committee or other committee of independent directors or, if there are no such committees, to the Board. The President of the Corporation is so designated to administer the Whistleblower Policy and to report to the appropriate body listed above. [Directors who are employees may not participate in any board or committee deliberations or voting relating to administration of the whistleblower policy.](#)
4. All reports received will be treated confidentially or anonymously, as applicable, to the extent reasonable and practicable under the circumstances, if and to the extent allowed for under law and State University of New York at Buffalo policy(ies).
- 4.5. [The person who is the subject of a whistleblower complaint shall not be present at or participate in board or committee deliberations or vote on the matter relating to such complaint, provided that nothing in this paragraph shall prohibit the board or committee from requesting that the person who is subject to the complaint present information as background or answer questions at a committee or board meeting prior to the commencement of deliberations or voting related thereto.](#)
- 5-6. The President (or Chairperson of the Board of Directors, if the report relates to the President) may delegate the responsibility to investigate the report to any other

individual(s), including person(s) who are not employed by the Corporation; provided, however, that such responsibility may not be delegated to any person(s) who is/are the subject of such report.

Policy Distribution

A copy of this Whistleblower Policy shall be distributed to all directors, officers, key persons, employees and volunteers who provide substantial services to the Corporation. Posting the policy on the Corporation's website or at the Corporation's offices in a conspicuous location accessible to employees and volunteers are among the methods the Corporation may use to satisfy the distribution requirement.



University at Buffalo Student Association Inc.

350 Student Union, Buffalo, NY 14260

www.sa.buffalo.edu

Resolution - 2023-2024 - 12

Subject: Resolution to Amend Sexual Harassment Policy

Submitted by: Becky Paul Odionhin President, Grace McDowell Vice President, Unnati Agarwal Treasurer

BE IT RESOLVED that the amended and restated Sexual Harassment Prevention Policy attached hereto shall be the Sexual Harassment Prevention Policy of SA, amending and replacing the previous Sexual Harassment Policy effective immediately.



Sexual Harassment Prevention Policy

Policy Information

Date Established:

Date Last Updated:

Category: Student Association

Purpose and Goals

University at Buffalo Student Association Inc. (“SA”) is committed to maintaining a workplace free from harassment and discrimination. Sexual harassment is a form of workplace discrimination that subjects an employee to inferior conditions of employment due to their gender, gender identity, gender expression (perceived or actual), and/or sexual orientation. Sexual harassment is often viewed simply as a form of gender-based discrimination, but SA recognizes that discrimination can be related to or affected by other identities beyond gender. Under the New York State Human Rights Law, it is illegal to discriminate based on sex, sexual orientation, gender identity or expression, age, race, creed, color, national origin, military status, disability, pre-disposing genetic characteristics, familial status, marital status, criminal history, or status as a victim of domestic violence. Our different identities impact our understanding of the world and how others perceive us. For example, an individual’s race, ability, or immigration status may impact their experience with gender discrimination in the workplace. While this policy is focused on sexual harassment and gender discrimination, the methods for reporting and investigating discrimination based on other protected identities are the same. The purpose of this policy is to teach employees to recognize discrimination, including discrimination due to an individual’s intersecting identities, and provide the tools to take action when it occurs. All employees, managers, and supervisors are required to work in a manner designed to prevent sexual harassment and discrimination in the workplace. This policy is one component of SA commitment to a discrimination-free work environment.

Goals of this Policy:

Sexual harassment and discrimination are against the law. After reading this policy, employees will understand their right to a workplace free from harassment. Employees will also learn what harassment and discrimination look like, what actions they can take to prevent and report harassment, and how they are protected from retaliation after taking action. The policy will also explain the investigation process into any claims of harassment. Employees are encouraged to report sexual harassment or discrimination by filing a complaint internally with SA. Employees can also file a complaint with a government agency or in court under federal, state, or local antidiscrimination laws. To file an employment complaint with the New York State Division of Human Rights, please visit <https://dhr.ny.gov/complaint>. To file a complaint with the United States Equal Employment Opportunity Commission, please visit <https://www.eeoc.gov/filing-charge-discrimination>.

Sexual Harassment and Discrimination Prevention Policy:

1. SA’s policy applies to all employees, applicants for employment, and interns, whether paid or unpaid. The policy also applies to additional covered individuals. It applies to anyone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or anyone providing services in our workplace. These individuals include persons commonly referred to as independent contractors, gig workers, and temporary workers. Also included are persons providing equipment repair, cleaning services, or any other services through a contract with

SA. For the remainder of this policy, we will use the term “covered individual” to refer to these individuals who are not direct employees of the company.

2. Sexual harassment is unacceptable. Any employee or covered individual who engages in sexual harassment, discrimination, or retaliation will be subject to action, including appropriate discipline for employees. In New York, harassment does not need to be severe or pervasive to be illegal. Employees and covered individuals should not feel discouraged from reporting harassment because they do not believe it is bad enough, or conversely because they do not want to see a colleague fired over less severe behavior. Just as harassment can happen in different degrees, potential discipline for engaging in sexual harassment will depend on the degree of harassment and might include education and counseling. It may lead to suspension or termination when appropriate.
3. Retaliation is prohibited. Any employee or covered individual that reports an incident of sexual harassment or discrimination, provides information, or otherwise assists in any investigation of a sexual harassment or discrimination complaint is protected from retaliation. No one should fear reporting sexual harassment if they believe it has occurred. So long as a person reasonably believes that they have witnessed or experienced such behavior, they are protected from retaliation. Any employee of SA who retaliates against anyone involved in a sexual harassment or discrimination investigation will face disciplinary action, up to and including termination. All employees and covered individuals working in the workplace who believe they have been subject to such retaliation should inform a supervisor, manager, or the Associate Administrative Director. All employees and covered individuals who believe they have been a target of such retaliation may also seek relief from government agencies, as explained below in the section on Legal Protections.
4. Discrimination of any kind, including sexual harassment, is a violation of our policies, is unlawful, and may subject SA to liability for the harm experienced by targets of discrimination. Harassers may also be individually subject to liability and employers or supervisors who fail to report or act on harassment may be liable for aiding and abetting such behavior. Employees at every level who engage in harassment or discrimination, including managers and supervisors who engage in harassment or discrimination or who allow such behavior to continue, will be penalized for such misconduct.
5. SA will conduct a prompt and thorough investigation that is fair to all parties. An investigation will happen whenever management receives a complaint about discrimination or sexual harassment, or when it otherwise knows of possible discrimination or sexual harassment occurring. SA will keep the investigation confidential to the extent possible. If an investigation ends with the finding that discrimination or sexual harassment occurred, SA will act as required. In addition to any required discipline, SA will also take steps to ensure a safe work environment for the employee(s) who experienced the discrimination or harassment. All employees, including managers and supervisors, are required to cooperate with any internal investigation of discrimination or sexual harassment.
6. All employees and covered individuals are encouraged to report any harassment or behaviors that violate this policy. All employees will have access to a complaint form to report harassment and file complaints. Use of this form is not required. For anyone who would rather make a complaint verbally, or by email, these complaints will be treated with equal priority. An employee or covered individual who prefers not to report harassment to their manager or employer may instead report harassment to the New York State Division of Human Rights and/or the United States Equal Employment Opportunity Commission. Complaints may be made to both the employer and a government agency.

Managers and supervisors are **required** to report any complaint that they receive, or any harassment that they observe or become aware of, to the SA Associate Administrative Director.

7. This policy applies to all employees and covered individuals, such as contractors, subcontractors, vendors, consultants, or anyone providing services in the workplace, and all must follow and uphold this policy. This policy must be provided to all employees in person or digitally through email upon hiring and will be posted prominently in all work locations. For those offices operating remotely, in addition to sending the policy through email, it will also be available on the organization's shared network.

What Is Sexual Harassment?

Sexual harassment is a form of gender-based discrimination that is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, and the status of being transgender. Sexual harassment is not limited to sexual contact, touching, or expressions of a sexually suggestive nature. Sexual harassment includes all forms of gender discrimination including gender role stereotyping and treating employees differently because of their gender.

Understanding gender diversity is essential to recognizing sexual harassment because discrimination based on sex stereotypes, gender expression and perceived identity are all forms of sexual harassment. The gender spectrum is nuanced, but the three most common ways people identify are cisgender, transgender, and non-binary. A cisgender person is someone whose gender aligns with the sex they were assigned at birth. Generally, this gender will align with the binary of male or female. A transgender person is someone whose gender is different than the sex they were assigned at birth. A non-binary person does not identify exclusively as a man or a woman. They might identify as both, somewhere in between, or completely outside the gender binary. Some may identify as transgender, but not all do. Respecting an individual's gender identity is a necessary first step in establishing a safe workplace.

Sexual harassment is unlawful when it subjects an individual to inferior terms, conditions, or privileges of employment. Harassment does not need to be severe or pervasive to be illegal. It can be any harassing behavior that rises above petty slights or trivial inconveniences. Every instance of harassment is unique to those experiencing it, and there is no single boundary between petty slights and harassing behavior. However, the Human Rights Law specifies that whether harassing conduct is considered petty or trivial is to be viewed from the standpoint of a reasonable victim of discrimination with the same protected characteristics. Generally, any behavior in which an employee or covered individual is treated worse because of their gender (perceived or actual), sexual orientation, or gender expression is considered a violation of SA's policy. The intent of the behavior, for example, making a joke, does not neutralize a harassment claim. Not intending to harass is not a defense. The impact of the behavior on a person is what counts. Sexual harassment includes any unwelcome conduct which is either directed at an individual because of that individual's gender identity or expression (perceived or actual), or is of a sexual nature when:

- The purpose or effect of this behavior unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment. The impacted person does not need to be the intended target of the sexual harassment;
- Employment depends implicitly or explicitly on accepting such unwelcome behavior; or
- Decisions regarding an individual's employment are based on an individual's acceptance to or rejection of such behavior. Such decisions can include what shifts and how many hours an employee might work, project assignments, as well as salary and promotion decisions.

There are two main types of sexual harassment:

- Behaviors that contribute to a **hostile work environment** include, but are not limited to, words, signs, jokes, pranks, intimidation, or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex, gender identity, or gender expression. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory, or discriminatory statements which an employee finds offensive or objectionable, causes an employee discomfort or humiliation, or interferes with the employee's job performance.
- Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions, or privileges of employment. This is also called **quid pro quo** harassment.

Any employee or covered individual who feels harassed is encouraged to report the behavior so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be discrimination and is covered by this policy.

Examples of Sexual Harassment

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited. **This list is just a sample of behaviors and should not be considered exhaustive.** Any employee who believes they have experienced sexual harassment, even if it does not appear on this list, should feel encouraged to report it:

- Physical acts of a sexual nature, such as:
 - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body, or poking another employee's body; or
 - Rape, sexual battery, molestation, or attempts to commit these assaults, which may be considered criminal conduct outside the scope of this policy (please contact local law enforcement if you wish to pursue criminal charges).
- Unwanted sexual comments, advances, or propositions, such as:
 - Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion, or other job benefits;
 - This can include sexual advances/pressure placed on a service industry employee by customers or clients, especially those industries where hospitality and tips are essential to the customer/employee relationship;
 - Subtle or obvious pressure for unwelcome sexual activities; or
 - Repeated requests for dates or romantic gestures, including gift-giving.
- Sexually oriented gestures, noises, remarks or jokes, or questions and comments about a person's sexuality, sexual experience, or romantic history which create a hostile work environment. This is not limited to interactions in person. Remarks made over virtual platforms and in messaging apps when employees are working remotely can create a similarly hostile work environment.
- Sex stereotyping, which occurs when someone's conduct or personality traits are judged based on other people's ideas or perceptions about how individuals of a particular sex should act or look:
 - Remarks regarding an employee's gender expression, such as wearing a garment typically associated with a different gender identity; or
 - Asking employees to take on traditionally gendered roles, such as asking a woman to serve meeting refreshments when it is not part of, or appropriate to, her job duties.

- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
 - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials, or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace;
 - This also extends to the virtual or remote workspace and can include having such materials visible in the background of one's home during a virtual meeting.

- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity, or gender expression, such as:
 - Interfering with, destroying, or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
 - Sabotaging an individual's work;
 - Bullying, yelling, or name-calling;
 - Intentional misuse of an individual's preferred pronouns; or
 - Creating different expectations for individuals based on their perceived identities:
 - Dress codes that place more emphasis on women's attire;
 - Leaving parents/caregivers out of meetings.

Who Can be a Target of Sexual Harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. Harassment does not have to be between members of the opposite sex or gender. New York Law protects employees and all covered individuals described earlier in the policy. **Harassers can be anyone in the workplace.** A supervisor, a supervisee, or a coworker can all be harassers. Anyone else in the workplace can also be harassers including an independent contractor, contract worker, vendor, client, customer, patient, constituent, or visitor.

Sexual harassment does not happen in a vacuum and discrimination experienced by an employee can be impacted by biases and identities beyond an individual's gender. For example:

- Placing different demands or expectations on black women employees than white women employees can be both racial and gender discrimination;
- An individual's immigration status may lead to perceptions of vulnerability and increased concerns around illegal retaliation for reporting sexual harassment; or
- Past experiences as a survivor of domestic or sexual violence may lead an individual to feel re-traumatized by someone's behaviors in the workplace.

Individuals bring personal history with them to the workplace that might impact how they interact with certain behavior. It is especially important for all employees to be aware of how words or actions might impact someone with a different experience than their own in the interest of creating a safe and equitable workplace.

Where Can Sexual Harassment Occur?

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer or industry sponsored events or parties. Calls, texts, emails, and social media usage by employees or covered individuals can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices, or during non-work hours.

Sexual harassment can occur when employees are working remotely from home as well. Any behaviors outlined above that leave an employee feeling uncomfortable, humiliated, or unable to meet their job requirements constitute harassment even if the employee or covered individual is at home when the harassment occurs. Harassment can happen on virtual meeting platforms, in messaging apps, and after working hours between personal cell phones.

Retaliation

Retaliation is unlawful and is any action by an employer or supervisor that punishes an individual upon learning of a harassment claim, that seeks to discourage a worker or covered individual from making a formal complaint or supporting a sexual harassment or discrimination claim, or that punishes those who have come forward. These actions need not be job-related or occur in the workplace to constitute unlawful retaliation. For example, threats of physical violence outside of work hours or disparaging someone on social media would be covered as retaliation under this policy.

Examples of retaliation may include, but are not limited to:

- Demotion, termination, denying accommodations, reduced hours, or the assignment of less desirable shifts;
- Publicly releasing personnel files;
- Refusing to provide a reference or providing an unwarranted negative reference;
- Labeling an employee as “difficult” and excluding them from projects to avoid “drama”;
- Undermining an individual’s immigration status; or
- Reducing work responsibilities, passing over for a promotion, or moving an individual’s desk to a less desirable office location.

Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in “protected activity.” Protected activity occurs when a person has:

- Made a complaint of sexual harassment or discrimination, either internally or with any government agency;
- Testified or assisted in a proceeding involving sexual harassment or discrimination under the Human Rights Law or any other anti-discrimination law;
- Opposed sexual harassment or discrimination by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of suspected harassment;
- Reported that another employee has been sexually harassed or discriminated against; or
- Encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

Reporting Sexual Harassment

Everyone must work toward preventing sexual harassment, but leadership matters. Supervisors and managers have a special responsibility to make sure employees feel safe at work and that workplaces are free from harassment and discrimination. Any employee or covered individual is encouraged to report harassing or discriminatory behavior to a supervisor, manager or the Associate Administrative Director. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, manager, or the Associate Administrative Director.

Reports of sexual harassment may be made verbally or in writing. A written complaint form is attached to this policy if an employee would like to use it, but the complaint form is not required. Employees who are reporting sexual harassment on behalf of other employees may use the complaint form and should note that it is on another employee’s behalf. A verbal or otherwise written complaint (such as an email) on behalf of oneself or another employee is also acceptable.

Employees and covered individuals who believe they have been a target of sexual harassment may at any time seek assistance in additional available forums, as explained below in the section on [Legal Protections](#).

Supervisory Responsibilities

Supervisors and managers have a responsibility to prevent sexual harassment and discrimination. All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing or discriminatory behavior, or for any reason suspect that sexual harassment or discrimination is occurring, are required to report such suspected sexual harassment to the Associate Administrative Director. Managers and supervisors should not be passive and wait for an employee to make a claim of harassment. If they observe such behavior, they must act.

Supervisors and managers can be disciplined if they engage in sexually harassing or discriminatory behavior themselves. Supervisors and managers can also be disciplined for failing to report suspected sexual harassment or allowing sexual harassment to continue after they know about it.

Supervisors and managers will also be subject to discipline for engaging in any retaliation.

While supervisors and managers have a responsibility to report harassment and discrimination, supervisors and managers must be mindful of the impact that harassment and a subsequent investigation has on victims. Being identified as a possible victim of harassment and questioned about harassment and discrimination can be intimidating, uncomfortable and re-traumatizing for individuals. Supervisors and managers must accommodate the needs of individuals who have experienced harassment to ensure the workplace is safe, supportive, and free from retaliation for them during and after any investigation.

Bystander Intervention

Any employee witnessing harassment as a bystander is encouraged to report it. A supervisor or manager that is a bystander to harassment is **required** to report it. There are five standard methods of bystander intervention that can be used when anyone witnesses harassment or discrimination and wants to help.

1. A bystander can interrupt the harassment by engaging with the individual being harassed and distracting them from the harassing behavior;
2. A bystander who feels unsafe interrupting on their own can ask a third party to help intervene in the harassment;
3. A bystander can record or take notes on the harassment incident to benefit a future investigation;
4. A bystander might check in with the person who has been harassed after the incident, see how they are feeling and let them know the behavior was not ok; and
5. If a bystander feels safe, they can confront the harassers and name the behavior as inappropriate. When confronting harassment, physically assaulting an individual is never an appropriate response.

Though not exhaustive, and dependent on the circumstances, the guidelines above can serve as a brief guide of how to react when witnessing harassment in the workplace. Any employee witnessing harassment as a bystander is encouraged to report it. A supervisor or manager that is a bystander to harassment is required to report it.

Complaints and Investigations of Sexual Harassment

All complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form. An investigation of any complaint, information,

or knowledge of suspected sexual harassment will be prompt, thorough, and started and completed as soon as possible. The investigation will be kept confidential to the extent possible. All individuals involved, including those making a harassment claim, witnesses, and alleged harassers deserve a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. SA will take disciplinary action against anyone engaging in retaliation against employees who file complaints, support another's complaint, or participate in harassment investigations.

SA recognizes that participating in a harassment investigation can be uncomfortable and has the potential to retraumatize an employee. Those receiving claims and leading investigations will handle complaints and questions with sensitivity toward those participating.

While the process may vary from case to case, investigations will be done in accordance with the following steps. Upon receipt of a complaint, the Associate Administrative Director with the SA President (unless such person is the subject of the complaint) and SA's attorney (upon request):

1. Will conduct a prompt review of the allegations, assess the appropriate scope of the investigation, and take any interim actions (for example, instructing the individual(s) about whom the complaint was made to refrain from communications with the individual(s) who reported the harassment), as appropriate. If complaint is verbal, request that the individual completes the complaint form in writing. If the person reporting prefers not to fill out the form, the Associate Administrative Director will prepare a complaint form or equivalent documentation based on the verbal reporting;
2. Will take steps to obtain, review, and preserve documents sufficient to assess the allegations, including documents, emails or phone records that may be relevant to the investigation. The Associate Administrative Director will consider and implement appropriate document request, review, and preservation measures, including for electronic communications;
3. Will seek to interview all parties involved, including any relevant witnesses;
4. Will create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
 - a. A list of all documents reviewed, along with a detailed summary of relevant documents;
 - b. A list of names of those interviewed, along with a detailed summary of their statements;
 - c. A timeline of events;
 - d. A summary of any prior relevant incidents disclosed in the investigation, reported or unreported; and
 - e. The basis for the decision and final resolution of the complaint, together with any corrective action(s).
5. Will keep the written documentation and associated documents in a secure and confidential location;
6. Will promptly notify the individual(s) who reported the harassment and the individual(s) about whom the complaint was made that the investigation has been completed and implement any corrective actions identified in the written document; and
7. Will inform the individual(s) who reported of the right to file a complaint or charge externally as outlined in the next section.

Any decision to terminate an employee's employment may only be made by the person(s) set forth in the Bylaws. The Associate Administrative Director may report all relevant information to such person(s) necessary to allow them to make informed decision(s), if termination, removal or suspension shall be considered.

If the Associate Administrative Director is the subject of the complaint, or is unable to perform the duties set forth in this Policy, the responsibilities of the Associate Administrative Director set forth in this Policy shall be performed by the Administrative Director.

Legal Protections and External Remedies

Sexual harassment is not only prohibited by SA, but it is also prohibited by state, federal, and, where applicable, local law.

The internal process outlined in the policy above is one way for employees to report sexual harassment. Employees and covered individuals may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may also seek the legal advice of an attorney.

New York State Division of Human Rights:

The New York State Human Rights Law (HRL), N.Y. Executive Law, art. 15, § 290 *et seq.*, applies to all employers in New York State and protects employees and covered individuals, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the New York State Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints of sexual harassment filed with DHR may be submitted any time **within three years** of the harassment. If an individual does not file a complaint with DHR, they can bring a lawsuit directly in state court under the Human Rights Law, **within three years** of the alleged sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to SA does not extend your time to file with DHR or in court. The three years are counted from the date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases receive a public hearing before an administrative law judge. If sexual harassment is found at the hearing, DHR has the power to award relief. Relief varies but it may include requiring your employer to take action to stop the harassment, or repair the damage caused by the harassment, including paying of monetary damages, punitive damages, attorney's fees, and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit: www.dhr.ny.gov.

Go to dhr.ny.gov/complaint for more information about filing a complaint with DHR. The website has a digital complaint process that can be completed on your computer or mobile device from start to finish. The website has a complaint form that can be downloaded, filled out, and mailed to DHR as well as a form that can be submitted online. The website also contains contact information for DHR's regional offices across New York State.

Call the DHR sexual harassment hotline at **1(800) HARASS3** for more information about filing a sexual harassment complaint. This hotline can also provide you with a referral to a volunteer

attorney experienced in sexual harassment matters who can provide you with limited free assistance and counsel over the phone.

The United States Equal Employment Opportunity Commission:

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act, 42 U.S.C. § 2000e *et seq.* An individual can file a complaint with the EEOC anytime within 300 days from the most recent incident of harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint and determine whether there is reasonable cause to believe that discrimination has occurred. If the EEOC determines that the law may have been violated, the EEOC will try to reach a voluntary settlement with the employer. If the EEOC cannot reach a settlement, the EEOC (or the Department of Justice in certain cases) will decide whether to file a lawsuit. The EEOC will issue a Notice of Right to Sue permitting workers to file a lawsuit in federal court if the EEOC closes the charge, is unable to determine if federal employment discrimination laws may have been violated, or believes that unlawful discrimination occurred by does not file a lawsuit.

Individuals may obtain relief in mediation, settlement or conciliation. In addition, federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a “Charge of Discrimination.” The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at www.eeoc.gov or via email at info@eeoc.gov.

If an individual filed an administrative complaint with the New York State Division of Human Rights, DHR will automatically file the complaint with the EEOC to preserve the right to proceed in federal court.

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment or discrimination with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 22 Reade Street, 1st Floor, New York, New York; call 311 or (212) 306-7450; or visit www.nyc.gov/html/cchr/html/home/home.shtml.

Contact the Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement, or coerced sex acts, the conduct may constitute a crime. Those wishing to pursue criminal charges are encouraged to contact their local police department.

University at Buffalo Resources

In addition to any complaint procedures to SA outlined under this Policy, you may also have the ability to file a complaint through the University at Buffalo Office of Equity, Diversity and Inclusion. The procedures for doing so are set forth in the University at Buffalo Discrimination and Harassment Policy. More information and the policy may be found at: <http://www.buffalo.edu/administrative-services/policy1/ub-policy-lib/discrimination-harassment.html>

Filing a complaint with SA does not prevent you from filing a complaint with the University at Buffalo Office of Equity, Diversity and Inclusion, and filing a complaint with the University at

Buffalo Office of Equity, Diversity and Inclusion does not prevent you from filing a complaint with SA.

Conclusion

The policy outlined above is aimed at providing employees at SA and covered individuals an understanding of their right to a discrimination and harassment free workplace. All employees should feel safe at work. Though the focus of this policy is on sexual harassment and gender discrimination, the New York State Human Rights law protects against discrimination in several protected classes including sex, sexual orientation, gender identity or expression, age, race, creed, color, national origin, military status, disability, pre-disposing genetic characteristics, familial status, marital status, criminal history, or domestic violence survivor status. The prevention policies outlined above should be considered applicable to all protected classes.

University at Buffalo Student Association Inc. (“SA”)

Complaint Form For Reporting Sexual Harassment

New York State Labor Law requires all employers to adopt a sexual harassment prevention policy that includes a complaint form to report alleged incidents of sexual harassment.

If you believe that you have been subjected to sexual harassment or gender discrimination, you are encouraged, but not required, to complete this form and submit it to the SA Associate Administrative Director. No employee will be retaliated against for filing a complaint.

If you are more comfortable reporting verbally or in another manner, your employer should complete this form, provide you with a copy, and follow its sexual harassment prevention policy by investigating the claims as outlined at the end of this form.

For additional resources, visit: ny.gov/programs/combating-sexual-harassment-workplace

COMPLAINANT INFORMATION

Name:

Work Address:

Work Phone:

Job Title:

Email:

Select Preferred Communication Method:

Email Phone In person

SUPERVISORY INFORMATION

Immediate Supervisor's Name:

Title:

Work Phone:

Work Address:

COMPLAINT INFORMATION

1. Your complaint of sexual harassment is made about:

Name:

Title:

Work Address:

Work Phone:

Relationship to you: Supervisor Supervisee Co-Worker Other (please specify)

2. Please describe what happened and include as many details as possible. You may use additional sheets of paper if necessary. If you have any relevant documents, please include them. .

3. Date(s) sexual harassment occurred:

Is the sexual harassment continuing? Yes No

4. If possible, please list the name and contact information of any witnesses or individuals who may have information related to your complaint:

The last question is optional, but may help the investigation.

5. Have you previously provided information (verbal or written) about related incidents? If yes, when and to whom did you provide information?

This is not required, but if you have retained legal counsel and would like us to work with them, please provide their contact information.

Signature: _____ Date: _____

Instructions for Employers

If you receive a complaint about alleged sexual harassment, follow your sexual harassment prevention policy.

An investigation involves:

- Speaking with the employee
- Speaking with the alleged harasser
- Interviewing witnesses
- Collecting and reviewing any related documents

While the process may vary from case to case, all allegations should be investigated promptly and resolved as quickly as possible. The investigation should be kept confidential to the extent possible.

Sexual harassment occurs on a spectrum and employers are encouraged to view all potential allegations with an open mind. Disciplinary action should meet the severity of the alleged actions.

Employers should document the findings of the investigation and basis for your decision along with any corrective actions taken. Notify the employee and the individual(s) against whom the report was made of the investigation's outcome and corrective actions taken. This may be done via email.



University at Buffalo Student Association Inc.

350 Student Union, Buffalo, NY 14260

www.sa.buffalo.edu

Resolution - 2023-2024 - 13

Subject: Resolution to Amend Annual Registration and Requirements for Recognition Policy and Club Constitution Policy

Submitted by: Becky Paul Odionhin President, Grace McDowell Vice President, Unnati Agarwal Treasurer

BE IT RESOLVED that the amended and restated Annual Registration and Requirements for Recognition Policy of University at Buffalo Student Association Inc. ("SA") attached hereto shall be the Annual Registration and Requirements for Recognition Policy of SA, amending and replacing the previous Annual Registration and Requirements for Recognition Policy effective immediately;

AND BE IT RESOLVED that Underlining used in the attached documents is for convenience of reference here only, and such text will not be underlined in the amended SA policy; text struck through used in the attached document shall be removed from the relevant SA policy.



Annual Registration and Requirements for Recognition Policy

Policy Information

Date Established: March 29, 2022

Date Last Updated: February 21, 2024

Category: Clubs

Club Requirements

Each club must complete a set of approved and neutrally based requirements to maintain recognition with the Student Association. The following will be the meeting and event requirements for each academic year:

1. Hold three (3) club meetings or events on campus
2. Must Maintain University Recognition approval throughout the Academic year.

Failure to complete the above stated meeting and event requirements by April 30th annually will result in the club being derecognized on May 1. Any club that loses their approval for University Recognition by the University shall also be considered derecognized by SA.

Annual Registration

Any club recognized by the Student Association will be required to complete a three-phase annual registration process. All officers of the club must complete phase one and two before they can have access to complete phase three. Failure to complete all steps in each phase will result in the club being derecognized according to the timeline listed below. The requirements that clubs must complete for their annual registration will be as follows:

1. Phase One:
 - a. Complete their club election ~~on UBLinked~~, following all requirements as detailed in their Club Constitution. Without limitation, club elections may take place using UBLinked.
 - b. Complete the University Wide Recognition Policy requirements annually, by the deadline set by the University.
2. Phase Two: Clubs must submit their Club E-Board information to SA through the SA website. The following information must be submitted for each E-Board Member (forms must be completed every year even if the same person holds the same position):
 - i. First and Last Name
 - ii. UB Email Address
 - iii. E-Board Position Held
 - iv. Person Number
3. Phase Three :
 - ~~a.~~ All Student Association Recognized Club Officers must complete Club Training regardless of format.
 - ~~2.a.~~ If the training is offered digitally the club officer will be considered as completed if:
 - ~~4.i.~~ The officer watches all videos and reviews any additional documents and resources.
 - ~~2.ji.~~ Complete any quizzes with an 80% correct score and 80% overall score.

- b. All Student Association Recognized Club Officers must attend Bystander Intervention Training.

Timeline for Registration

Phase one and Phase two of the registration process will open annually each April. Clubs will need to complete the stated steps of phase one and two to gain access to phase three and steps according to the timeline listed below. Failure to complete steps by the stated deadlines will result in the consequences listed.

Phase One:

1. Deadline 1: Clubs must complete their club elections by the date listed in the club's constitution.
2. Deadline 2: Complete University Wide recognition policy requirements by deadline set by the university. Failure to complete this step will result in your club being derecognized regardless of competition of other phases.

Phase Two:

3. Deadline 3: Clubs must complete the following forms to satisfy the requirement of reporting new officers to SA. These will be accepted on a rolling basis. All 4 officers of the club must complete this requirement (unless there is a vacancy) before they gain access to phase 2.
 - a. If the election is held and there are vacancies within the Eboard the club must submit a vacancy form on the SA website.
 - b. After elections are held the club must complete an officer update form on the SA website for each officer.
4. Deadline 4: To participate in Campus Fest clubs must complete phase one and phase two before July 15th.
5. Deadline 5: Phase Two must be completed by the Friday of the first week of the classes each fall semester. Failure to meet this deadline will result in the club being derecognized by SA on the following Monday regardless of competition of other phases.

Phase Three:

6. Deadline 6: Clubs who wish to have access to their budget before September 1st will need to complete phase two and phase three prior to August 1st annually. Failure to complete Phase Two and Three before the deadline will result in the club's budget remaining frozen until at least September 1st.
 - a. Clubs will not gain access to their budget until they complete phase two and phase three no matter the date.
7. Deadline 7: Phase Three must be completed by September 30, annually. Failure to complete Phase Three by the deadline will result in the club no longer being a recognized SA Club regardless of completion of other phases.



University at Buffalo Student Association Inc.

350 Student Union, Buffalo, NY 14260

www.sa.buffalo.edu

Resolution - 2023-2024 - 14

Subject: Resolution Regarding Black Student Union

The date of the relevant event shall be switched to May 3rd, 2024, for the Black Student Union club's Supplemental Funding Request that was approved on 1/31/24 for \$3,100.00.



University at Buffalo Student Association Inc.

350 Student Union, Buffalo, NY 14260

www.sa.buffalo.edu

Resolution - 2023-2024 - 15

Subject: Resolution Regarding Sikh Student Association

Be it resolved that the Sikh Student Association can utilize Supplemental Funding approved on 12/1/23 for decorations.



University at Buffalo Student Association Inc.

350 Student Union, Buffalo, NY 14260

www.sa.buffalo.edu

Resolution - 2023-2024 - 16

Subject: Resolution Regarding Filling Vacant Senate Seat

The SA Senate hereby approves Nicholas Baush to fill the vacant Senate seat for the remainder of the 2023-2024 term.

Nicholas Bausch shall assume the stated office upon (1) following the conclusion of the meeting where this is approved (2) turning in a completed Conflict of Interest Policy Annual Statement form to the SA Office, and (3) completing a University at Buffalo academic eligibility check.

Supplemental Funding Request

Powerful United Ladies Striving to Elevate (PULSE)

Submission IP: 24.169.25.133

Submission ID: 30965

Submission Date: 02-12-2024 13:37:36

Council: POC

Club Name: Powerful United Ladies Striving to Elevate (PULSE)

Requested Through: Senate Supplemental Funding - gavinkra@buffalo.edu

Requested by: Tania ramirez , Treasurer (taniaram@buffalo.edu)

Event Description:

Event Name: Pulse Royalty Pageant

Event Start date and time 04/01/2024 5:00 PM

Event End date and time 04/01/2024 10:00 PM

We would like to hold a P.U.L.S.E. Royalty Pageant, where 10 contestants (maximum) would compete to become one of our three organization pillars, and the headlining winner Ms. P.U.L.S.E., totaling 4 winners. The timeframe for the event would be 5 pm -10 pm, totaling 5 hours of the rental request. There would be approximately 3 rounds consisting of Professionalism (based on their resume background and community service as a woman of color), Talents (where they would demonstrate acts they consider to be talents - 5 min. maximum performance), and lastly Scenarios ("What would you do?" game where all contestants will be given same question/scenario but be blinded/"can't hear" the responses of the other contestants). We will have about 4 judges who will be deciding on the winners and we will have QR codes on the tables/chair handles for the audience to vote for contestants' winners as well.

Benefits of the event to UB undergraduates: The purpose of this event is to provide women of color with further representation of our mission statement and pillars, plus show appreciation for the contributions women of color at UB have made thus far.

Purpose of event: The purpose of this event would be to highlight and award successful WOC making a change for themselves as well as those around them, and creating a face for our club and what we stand for here at UB.

Itemized list of how items are to be used:

Item 1:	Food catering	930.00
Item 2:	DJ	275.00
Item 3:	hairstylist	505.00
Item 4:	makeup artist	660.00
Item 5:	amazon	845.39
Total:		3,215.39

Current Budget Info:

Current Budget: 611

Current encumbrances for this event:

Encumbrance 1:	
Encumbrance 2:	
Encumbrance 3:	
Encumbrance 4:	
Encumbrance 5:	

Other money being requested or has been granted for this event (from other supplemental funding lines):

Other 1:	
Other 2:	
Other 3:	

Will there be ticket sales? - Yes

Other information that you want the reviewer(s) to know::

Club Name: Powerful United Ladies Striving to Elevate (PULSE)

Council: POC

Amount of money: _____

Event money is to be used for: Pulse Royalty Pageant

Date of event: 04/01/2024 5:00 PM

Chair of Senate: _____

Print name & date: _____

Meeting date that the Supplemental Funding request was voted on: _____

Final approval to be added to a Budget Adjustment

SA Treasurer signature: _____

Print name & date: _____

Money to be transferred to club as part of Budget Adjustment: _____



Joy, get a \$125 Amazon.com Gift Card upon approval for the Amazon Business Prime American Express Card. Terms apply.

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Savings: -\$125.00
Cost after savings: \$720.39

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3 Rolls Gold Table Runners, Glitter Gold Thin Mesh Table Runner, 11 Inch x 15 Ft Table Runner Dining Decorations for Party, Wedding, Baby Shower,...

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favoby 4000 Pcs Multi-Size Combination Wedding Table Scattering Crystal, Plastic Diamond Vase Rock Centerpiece for Vase Fillers Party Tables(Rose...

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Color: Rose Gold

Qty: 1 Delete Save for later Compare with similar items



Homememory Candle Holder, 2" Votive Candle Holders for Table Centerpiece, 24-Pack Glass Tealight Candle Holder for Engagement, Proposal, Weddin...

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10 Pack Round Plastic Tablecloth 84" White Disposable Table Covers Waterproof Circle Party Table Cloths for Round Tables and 10 Pack 12"x1...

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Disposable Chafing Dish Buffet Set, Food Warmers for Parties, Complete 33 Pcs of Chafing Servers with Covers, Catering Supplies with Full-Size Pans (...)

\$44.99

In Stock
Shipped from: MAXYGIFT
Gift options not available. Learn more
Size: Full Size

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LIVH 180pcs Pink Christmas Plastic Plates & Gold Plastic Dinnerware Set-Include 30 Dinner Plastic Plates,30 Pink Dessert Plates,30 Forks,30 Kn...

\$53.99

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Color: 180 Pink Good Dinnerware sets

Qty: 5 Delete Save for later Compare with similar items

Save 5% now with Subscribe & Save



ATLST Trophies Trophy School Sports Prizes Personal Achievement Trophy Beauty Pageant Trophy Creative Gift (Color : Gold, Size : 30 * 8cm)

\$48.76

Only 13 left in stock - order soon.
Shipped from: YANNINGBM
Gift options not available. Learn more

Size: 30*8cm
Color: Gold

Qty: 1 Delete Save for later



24 Pack 6" Plastic Gold Star Award Trophies for Party Decorations, Party Favors, School Award, Game Prize, Party Prize and Appreciation Gifts

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6 Set Sashes for Pageants Prom Queen Crown Blank Sashes Rhinestones Tiara Satin Sash for Wedding Prom Party Decorations DIY (White, Rose Go...

\$17.99

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Color: White, Rose Gold

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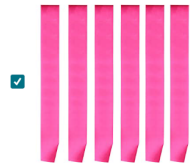


Blank Pink & White DIY Sash - Make Your own Special Event Sash - Baby Shower, Gender Reveal, Birthday, Parade, Pageant, Bachelorette Party, We...

\$3.49

In Stock
Shipped from: RhinestoneSash
Gift options not available. Learn more
Color: Qty 1 (Pink - White Border Sash)

Qty: 1 Delete Save for later Compare with similar items



I-MART Blank Satin Sash, Princess, Beauty Queen, Homecoming, Winner, Mayor, Make Your Own Pins, Party Plain Pageant Sashes (Pack of 6, Hot Pi...

\$7.99

In Stock
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Size: Pack of 6, Hot Pink

Qty: 1 Delete Save for later Compare with similar items



Dreamtop 16Pcs Sash Satin Sash White Blank Sash Blank Sashes to Decorate Sashes for Pageants Senior Sash 2023 White Sash for Beauty Pa...

\$13.59

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Letter Balloons 40 Inch Giant Jumbo Helium Foil Mylar for Party Decorations Gold E

\$6.99

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Color: Letter E
Size: 40 Inch Gold

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Letter Balloons 40 Inch Giant Jumbo Helium Foil Mylar for Party Decorations Gold L

\$6.99

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This is a gift Learn more
Color: Letter L
Size: 40" Gold

Qty: 1 Delete Save for later Compare with similar items



Letter Balloons 40 Inch Giant Jumbo Helium Foil Mylar for Party Decorations Gold U

\$6.99

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Size: 40" Gold

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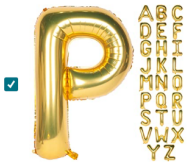
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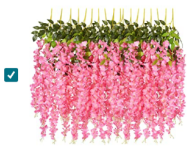


DearHouse 4Pcs 6.6Ft/Piece Artificial Flowers Silk Wisteria Garland Artificial Wisteria Vine Rattan Silk Hanging Flower for Home Garden Outdoor Cere...

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DearHouse 6 Pack Artificial Fake Wisteria Vine Ratta Hanging Garland Silk Flowers String Party Home Wedding Decor, 3.75 Feet/Piece,Pink

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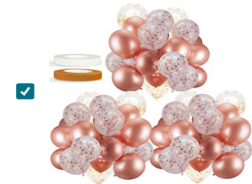
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Pauwer Artificial Flower Wall Panels 2 Pack of 16 x 24" Flower Wall Mat Silk Rose Flower Panels for Backdrop Wedding Wall Decorations (Champagne)

\$39.99

In Stock
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60 PACK Dandy Decor Rose Gold Balloons + Confetti Balloons w/ Ribbon | Rosegold Balloons for Parties | Bridal & Baby Shower Balloon Decorations...

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12 Pieces Gold Table Runner Metallic Thin...

4 stars

\$30.99

prime



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 ★★★★★ 4
 \$30.99
 prime

Hair Stylist



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INVOICE

The Kayy Experience
 Kayla Phillip

DATE: April 1, 2023
INVOICE # 1
BILL TO: University at Buffalo

1185 sweet home rd
 Buffalo, NY 14226
 (718) 581-8715
 kaylaphillip@gmail.com

Cost of hair services

DESCRIPTION	AMOUNT
Closure/frontal wig install Quantity: 8	\$440.00
Travel/event service fee	\$65

SUBTOTAL \$505.00
TAX RATE 0.00%
SALES TAX \$ -
OTHER \$ -

Make all checks payable to The Kayy Experience.
 If you have any questions concerning this invoice, Contact Name, Phone Number, Email



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 ★★★★★ 4
 \$30.99
 prime

DJ invoice



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 ★★★★★ 4
 \$30.99
 ✓ prime

INVOICE NO#009

N_FAZO
 Brooklyn, NY 11212
 nfazobusiness@gmail.com
 1/5/2023

Client Information

University At Buffalo
 Buffalo, NY 14261

Item	Description	Quantity	Event Date	Total per pick up
Fee For DJ Set	Charge Brining DJ set to the event Space	1	TBD	\$50.00
DJing	Charge for Djing	5 hours	TBD	\$225.00
Client Signature				\$275.00



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 4 stars
 \$30.99
 prime

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Price

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Price

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Island Mix Restaurant

883 Jefferson Ave Buffalo NY 14204
 716-247-1135
 ononhome@yahoo.com

INVOICE

INV33357

DATE

01/06/2023

DUE

On Receipt

BALANCE DUE

USD \$930.00

BILL TO

University at Buffalo

University of Buffalo Buffalo, NY 14261

DESCRIPTION	RATE	QTY	AMOUNT
Pan of Rice	\$60.00	3	\$180.00
Pan of Mac & Cheese	\$60.00	3	\$180.00
Pan of Fried Chicken	\$120.00	1	\$120.00
Pan of Jerk Chicken	\$120.00	1	\$120.00
Pan of Curry Chicken	\$120.00	1	\$120.00
Pan of Fish	\$210.00	1	\$210.00

SUBTOTAL	\$930.00
TAX (8.75%)	\$0.00
TOTAL	\$930.00
BALANCE DUE	USD \$930.00



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\$25
 You are getting FREE Overnight delivery on eligible items!

Subtotal (33 items): **\$845.39**

This order contains a gift

Proceed to checkout

Customers who shopped for 3 Rolls Gold Table Runners, Glitter Gold Thin Mesh... also shopped for:



12 Pieces Gold Table Runner Metallic Thin...
 ★★★★★ 4
 \$30.99
 prime

Makeup invoice



Joy, get a **\$125 Amazon.com Gift Card** upon approval for the **Amazon Business Prime American Express Card**. Terms apply.


Current Total: \$845.39
 Savings: - \$125.00
 Cost after savings: \$720.39


[Learn More](#)

prime try before you buy Your Try Before You Buy cart is empty. View your saved for later items

Shopping Cart

[Deselect all items](#)

<input checked="" type="checkbox"/>		3 Rolls Gold Table Runners, Glitter Gold Thin Mesh Table Runner, 11 Inch x 15 Ft Table Runner Dining Decorations for Party, Wedding, Baby Shower, ... In Stock ✓ prime Eligible for FREE Same-Day, Overnight or Tomorrow delivery & FREE Returns <input type="checkbox"/> This is a gift Learn more Qty: 1 Delete Save for later Compare with similar items	Price \$12.95
-------------------------------------	---	---	-------------------------

<input checked="" type="checkbox"/>		OUTUXED 1000pcs 0.4inch Clear Diamonds Crystals Acrylic Gems Wedding Table Scattering Gemstones Christmas Party Decorations Bridal Shower V... In Stock ✓ prime & FREE Returns <input type="checkbox"/> This is a gift Learn more	Price \$6.99
-------------------------------------	---	--	------------------------

\$25
 You are getting FREE Overnight delivery on eligible items!

Subtotal (33 items): \$845.39

This order contains a gift

[Proceed to checkout](#)

Customers who shopped for 3 Rolls Gold Table Runners, Glitter Gold Thin Mesh... also shopped for:

 12 Pieces Gold Table Runner Metallic Thin...
 ★★★★★ 4
 \$30.99
 ✓ prime

INVOICE

DolledByDebss

\$50 DEPOSIT IS REQUIRED TO SECURE APPOINTMENT

DATE: January 7, 2023

INVOICE # 1

Bill to: UB PULSE
 University at Buffalo , SUNY

Project or Service Description

DESCRIPTION	AMOUNT
Soff Glam x4	\$ 340.00
Natural Glam x4	\$ 260.00
Travel fee	\$ 60.00

SUBTOTAL \$ 660.00

TAX RATE 0.00%

Please make cash payments or check payments to Aderinsola Adeveve
 For deposit deposit: Chase Bank, Acct #: 758999976



Joy, get a \$125 Amazon.com Gift Card upon approval for the Amazon Business Prime American Express Card. Terms apply.

Current Total: \$845.39
Savings: -\$125.00
Cost after savings: \$720.39

Learn More

prime try before you buy Your Try Before You Buy cart is empty. View your saved for later items

Shopping Cart

Deselect all items

Price



3 Rolls Gold Table Runners, Glitter Gold Thin Mesh Table Runner, 11 Inch x 15 Ft Table Runner Dining Decorations for Party, Wedding, Baby Shower,...

\$12.95

In Stock
prime Eligible for FREE Same-Day, Overnight or Tomorrow delivery & FREE Returns
This is a gift Learn more

Qty: 1 Delete Save for later Compare with similar items



OUTUXED 1000pcs 0.4inch Clear Diamonds Crystals Acrylic Gems Wedding Table Scattering Gemstones Christmas Party Decorations Bridal Shower V...

\$6.99

In Stock
prime & FREE Returns
This is a gift Learn more

\$25
You are getting FREE Overnight delivery on eligible items!

Subtotal (33 items): \$845.39

This order contains a gift

Proceed to checkout

Customers who shopped for 3 Rolls Gold Table Runners, Glitter Gold Thin Mesh... also shopped for:



12 Pieces Gold Table Runner Metallic Thin...
4 stars
\$30.99
prime

Supplemental Funding Request

American Society of Civil Engineers (ASCE)

Submission IP: 65.215.8.2

Submission ID: 31129

Submission Date: 02-22-2024 20:04:07

Council: Engineering

Club Name: American Society of Civil Engineers (ASCE)

Requested Through: Senate Supplemental Funding - gavinkra@buffalo.edu

Requested by: Jesse Orozco, President (jesseoro@buffalo.edu)

Event Name: ASCE Regionals Competition

Event Description:

Event Start date and time 04/11/2024 12:00 AM

Our concrete canoe and steel bridge team will be competing in their annual regional competition at RPI. We are bringing 33 students and plan to rent 1 SA truck and 4 enterprise vans.

Event End date and time 04/14/2024 12:00 AM

Benefits of the event to UB undergraduates: Engineering student get to compete at a high level and see their year long project get put to the test at the competition.

Purpose of event: To find the winners of the regional competitions and get invited to nationals.

Itemized list of how items are to be used:

Item 1:	Van 1	264
Item 2:	Van 2	264
Item 3:	Van 3	264
Item 4:	Van 4	264
Item 5:		

Total: 1,056.00

Current Budget Info:

Current Budget: 8185

Current encumbrances for this event:

Encumbrance 1:	Chapter Registration	200
Encumbrance 2:	Student/advisor Registration	3500
Encumbrance 3:	Hotels	8000
Encumbrance 4:	Hotels	
Encumbrance 5:	Hotels	

Other money being requested or has been granted for this event (from other supplemental funding lines):

Other 1:	
Other 2:	
Other 3:	

Will there be ticket sales? - No

Other information that you want the reviewer(s) to know::

Note that the \$8,000 we have left in our account is going to be used for flights for our seismic design competition and gas money reimbursements for these vans/truck. Given the prices we found online, this should use up the \$8,000 remaining. That is \$7600 for flights and around \$500 for gas.

Club Name: American Society of Civil Engineers (ASCE)

Council: Engineering

Amount of money: _____

Event money is to be used for: ASCE Regionals Competition

Date of event: 04/11/2024 12:00 AM

Chair of Senate: _____

Print name & date: _____

Meeting date that the Supplemental Funding request was voted on: _____

Final approval to be added to a Budget Adjustment

SA Treasurer signature: _____

Print name & date: _____

Money to be transferred to club as part of Budget Adjustment: _____

Trip Information

Vehicle Type (*)

Passenger Van



Vehicle Size	Example of Vehicle	Cost Per Day	Required Age
Economy Car	Mitsubishi Mirage or Similar	\$43.00	18+
Compact Car	Nissan Versa or Similar	\$43.00	18+
Intermediate Car	Hyundai Elantra or Similar	\$45.00	18+
Standard Car	Kia Soul or Similar	\$45.00	18+
Full Size Car	Toyota Camry or Similar	\$47.00	18+
Passenger Van	Dodge Grand Caravan or Similar	\$66.00	21+

Supplemental Funding Request

Gospel Choir

Submission IP: 67.20.198.135

Submission ID: 31174

Submission Date: 02-26-2024 15:05:04

Council: **Special Interest**

Club Name: **Gospel Choir**

Requested Through: Senate Supplemental Funding - gavinkra@buffalo.edu

Requested by: Shiniah France, President (shiniahf@buffalo.edu)

Event Description:

Event Name: UBGC Heaven Gala

Event Start date and time 04/27/2024 7:00 PM

Event End date and time 04/27/2024 10:00 PM

UBGC will be hosting its first ever Heaven Gala. This event seeks to be more interactive and engaging with all attendees of this event. During this event, there will be live performances featuring music, dance, and spoken word. In addition to our own choir members performing through song and dance, we will also invite guest performances from other clubs on campus. Last but not least, we would also like to have a guest artist to come and perform at our Heaven Gala. This event will take place on Saturday, April 27, 2024, at 7pm in Harriman Hall on the UB South Campus.

Benefits of the event to UB undergraduates:

- Provides an inclusive environment and space on campus for members of the student body to worship and fellowship with others of the Christian community.
- Our event serves as a means of encouragement for students and to uplift them in times of hardship, especially as finals approach at the end of the semester.
- Provides a time for students and others outside of the UB community to have fun and take a break from exams, assignments, and other stressors.
- Establishes connections with the UB student body and other stakeholders (parents, churches, etc.) outside of the UB community.

Purpose of event:

The purpose of this event is to engage the student body of the UB campus and provide an inclusive environment and space on campus for members of the student body to worship and fellowship with others of the Christian community. We are hosting an event on campus for students to destress while also learning and building relationships with others. We also seek to establish connections with the UB student body and other stakeholders (parents, churches, etc.) outside of the UB community. We also want to encourage people as final exams and papers will be coming up at the end of the semester.

Itemized list of how items are to be used:

Item 1:	Catering for Dinner	500
Item 2:	Musicians and Guest Artist	1000
Item 3:	Selfie Booth	400
Item 4:	Decorations	119.92
Item 5:	Praise Dance Overlay	132.93
Total:		2,152.85

Current Budget Info:

Current Budget: 225.00

Current encumbrances for this event:

Encumbrance 1:	
Encumbrance 2:	
Encumbrance 3:	

Encumbrance 4:

Encumbrance 5:

Other money being requested or has been granted for this event (from other supplemental funding lines):

Other 1:

Other 2:

Other 3:

Will there be ticket sales? - No

Other information that you want the reviewer(s) to know::

Last semester, our E-Board members had to use money out of our own pocket in order to purchase items for our Fall 2023 Concert. UBGC has taken an active and intentional approach to building our presence on campus while ensuring that we are benefitting the larger UB community and its students. We have resumed our General Body Meetings (GBMs) in addition to having regular choir rehearsals in preparation for our Heaven Gala and Open Mic Night. Ultimately, we see to engage the students of the UB community and the wider local Buffalo area. However, we are requesting the funds in order to become bigger and better. Thank you so much for your consideration!

Club Name: Gospel Choir
Council: Special Interest

Amount of money: _____

Event money is to be used for: UBGC Heaven Gala

Date of event: 04/27/2024 7:00 PM

Chair of Senate: _____

Print name & date: _____

Meeting date that the Supplemental Funding request was voted on: _____

Final approval to be added to a Budget Adjustment

SA Treasurer signature: _____

Print name & date: _____

Money to be transferred to club as part of Budget Adjustment: _____



12 Pack Fake Vines for Room Decor Artificial Ivy Garland with Clip Green Flowers Hanging Plants Faux Greenery Leaves Bedroom Aesthetic Decor for Home Garden Wa...

\$6.99

In Stock

Eligible for **FREE Shipping & FREE Returns** ▾

This is a gift [Learn more](#)

Length Range: 84FT 12PCS Vines

Qty: 1 ▾

Delete

Save for later

Compare with similar items

Share



BEICHI Set of 24 Flameless LED Tea Lights Bulk, Electric Tealight Candles, Small Fake Candles Battery Operated, Warm White Flickering Mini Candles for Christmas, Valent...

\$9.99

In Stock

Eligible for **FREE Shipping & FREE Returns** ▾

This is a gift [Learn more](#)

Color: b- 24Pack Warm White

Qty: 1 ▾

Delete

Save for later

Compare with similar items

Share



Party Dimensions Orange Tablecloth Plastic for Round Tables 84 Inch (12 Pack) Premium Plastic Table Cloths for Parties Disposable for Events & Weddings, Indoors/...

\$19.99

In Stock

Eligible for **FREE Shipping & FREE Returns** ▾

This is a gift [Learn more](#)

Color: Orange

Size: 12 count - Round

Qty: 1 ▾

Delete

Save for later

Compare with similar items

Share



Avitorry 2PCS Baby Pink Cheesecloth Table Runner 10ft Gauze Cheese Cloth Table Runner Cheesecloth Table Runner Bulk for Wedding Bridal Baby Shower Birthday Par...

\$17.99

In Stock

Eligible for **FREE Shipping & FREE Returns** ▾

This is a gift [Learn more](#)

Color: Pink

Size: 10FT-2pcs

Qty: 1 ▾

Delete

Save for later

Compare with similar items

Share

Save 12% ▾
Clip Coupon



BYDOLL Table Cloth White 60x84 Inch Tablecloth for 6 Foot Rectangle Tables Outdoor Washable Wrinkle Free and Spillproof Polyester Tablecloth for Festival Camping Picni...

\$8.99

In Stock

Eligible for **FREE Shipping & FREE Returns** ▾

This is a gift [Learn more](#)

Size: 60x84 inch

Color: White

Qty: 1 ▾

Delete

Save for later

Compare with similar items

Share



Bezente Pastel Balloons Latex Party Balloons, 100 Pack 12 inch Round Helium Multicolor Macaron Balloons for Birthday Rainbow Party Baby Shower Wedding Deco...

\$8.99

In Stock

Eligible for **FREE Shipping & FREE Returns** ▾

This is a gift [Learn more](#)

Size: 12inch (Normal)

Color: A02 - Pastel

Qty: 1 ▾

Delete

Save for later

Compare with similar items

Share



White Balloons 100 Pack 12 Inch White Latex Party Balloons with 2 Rolls of Ribbon Pastel White Helium Balloons for Wedding Birthday Party Baby Shower Engagement...

\$6.99

In Stock

Eligible for **FREE Shipping & FREE Returns** ▾

This is a gift [Learn more](#)

Color: White Balloons

Qty: 1 ▾

Delete

Save for later

Compare with similar items

Share



Red Carpet Runner for Party - Extra-Thick Non-Slip Felt Rug Party Decorations - Wedding Ceremony Aisle Runner, Prom, Hollywood Oscars Grammy Event Runway Pr...

\$39.99

In Stock

Eligible for **FREE Shipping & FREE Returns** ▾

This is a gift [Learn more](#)

Qty: 1 ▾

Delete

Save for later

Compare with similar items

Share



JEATHA Women's Asymmetrical Color Block Lyrical Modern Contemporary Dance Costume Praise Tunic Overlay Red F Medium

\$18.99

In Stock

Shipped from: JEATHA

FREE Returns ▾

Gift options not available. [Learn more](#)

Size: Medium

Color: Red F

Qty: 7 ▾

Delete

Save for later

Compare with similar items

Share

Supplemental Funding Request

Nursing Student Organization

Submission IP: 38.95.250.183

Submission ID: 31365

Submission Date: 03-11-2024 13:37:21

Council: Academic

Club Name: Nursing Student Organization

Requested Through: Senate Supplemental Funding - gavinkra@buffalo.edu

Requested by: Taylor Allen, President (tmallen2@buffalo.edu)

Event Name:	UBSON Class of 2024 Pinning Ceremony	Event Description: A ceremony honoring the graduating UB School of Nursing Class of 2024. The pinning ceremony is a tradition in nursing that occurs at the end of a student's program and signifies the completion of this level of education and official initiation into the profession. Students will be pinned by a faculty member or guest of their choice. Brunch will be provided, speeches, pinning students, and emphasis on the Hippocratic oath of nursing will be stated. This event will take place at Samuels Grand Manor as it has in many years past. This is a time of celebration and honoring the graduating class. This event is ticketed and is open to the UBSON Class of 2024, their guests and the UBSON Faculty.
Event Start date and time	05/16/2024 9:00 AM	
Event End date and time	05/16/2024 1:00 PM	
Benefits of the event to UB undergraduates:	Family, guests, and faculty have the opportunity to support students in this culmination of our nursing education.	

Purpose of event: A formal event that signifies the crossing over of a nursing student from a student to a nursing professional. A nursing tradition that goes back 100 + years.

Itemized list of how items are to be used:

Item 1:	Current Budget is \$16270.86 . In order to pay for whole event with 475 guests need 16,913.42. Short 642.56. Requesting \$700 just in case	700
Item 2:		
Item 3:		
Item 4:		
Item 5:		
Total:		700.00

Current Budget Info:

Current Budget: 16270.86

Current encumbrances for this event:

Encumbrance 1:	Amount In order to pay for event including all guests (undergraduates and general admission tickets)	16270.86
Encumbrance 2:		
Encumbrance 3:		
Encumbrance 4:		
Encumbrance 5:		

Other money being requested or has been granted for this event (from other supplemental funding lines):

Other 1:

Other 2:

Other 3:

Will there be ticket sales? - Yes

Other information that you want the reviewer(s) to know::

For UB Nursing Undergraduates (the students being pinned) we are planning on using our budget to cover the cost of the undergraduate tickets. Samuels Grande Manor charges 35.42 for adults. 96 Undergraduates that RSVPed x 35.42 per person = \$3400.32 from NSO Budget

Club Name: Nursing Student Organization

Council: Academic

Amount of money: _____

Event money is to be used for: UBSON Class of 2024 Pinning Ceremony

Date of event: 05/16/2024 9:00 AM

Chair of Senate: _____

Print name & date: _____

Meeting date that the Supplemental Funding request was voted on: _____

Final approval to be added to a Budget Adjustment

SA Treasurer signature: _____

Print name & date: _____

Money to be transferred to club as part of Budget Adjustment: _____

Event Data Form

Club/Organization: Nursing Student Organization **Government:** SA
Event Name: UBSON Class of 2024 Pinning Ceromony **Event Start Date & Time:** 05/16/2024 at 9:30 AM
Revenue Account Line #: 002-1500-0103-000 (Academic)
Ticket Distro Method: E-Ticket

Patron Type	Qty	Face Value	Total Price	Box Office	Onsite	Online
UB Undergraduate	120	\$ 0.00	\$ 0			X
General Public - Adult	360	\$ 33.10	\$ 35.417		X	X
General Public - (5-12 y/o)	10	\$ 16.55	\$ 17.7085			X
General Public - (4 years old and less)	10	\$ 5.00	\$ 5.3500000000000005			X
		\$ 0.00	\$ 0			

Total Tickets: 500.00 **Total Capacity for Venue:** 500

<p>I. Tickets per UB ID: {MaxPerID:value}</p> <p>II. Sales Dates Start: 03/04/2024 at 12:00 AM End: 03/25/2024 at 11:45 PM</p> <p>III. Venue</p>	<p>IV. Classification: Event</p> <p>Event Description: A ceremony honoring the graduating UB School of Nursing Class of 2024. The pinning ceremony is a tradition in nursing that occurs at the end of a student's program and signifies the completion of this level of education and official initiation into the profession. Students will be pinned by a faculty member or guest of their choice. Brunch will be provided, speeches, pinning students, and emphasis on the Hippocratic oath of nursing will be stated. This event will take place at Samuels Grand Manor as it has in many years past. This is a time of celebration and honoring the</p>
---	--

Supplemental Funding Request

Club Baseball

Submission IP: 174.208.34.45

Submission ID: 31225

Submission Date: 02-29-2024 17:22:01

Council: Sports

Club Name: Club Baseball

Requested Through: Senate Supplemental Funding - gavinkra@buffalo.edu

Requested by: Jacob Brooks, Treasurer (brooks7@buffalo.edu)

Event Name: Cooperstown Invitational **Event Description:**

Event Start date and time 04/13/2024 2:00 PM

Event End date and time 04/14/2024 5:15 PM

The Club Baseball team is going to Cooperstown to play at Doubleday Field. Our games are at 10:30 am and then immediately after. Since the first game is so early and Cooperstown is about 3 and a half hours away, we are requesting funds so we can stay in a red roof inn.

Benefits of the event to UB undergraduates: The players on the team will be able to stay overnight and not have to wake up early to drive to Cooperstown the day of and also leave the day of the event.

Purpose of event: To have a place to stay overnight for our games, which take place the morning of April 14th.

Itemized list of how items are to be used:

Item 1:	Red Roof 6 rooms for 24 people	984.32
Item 2:	Extra in case costs go up	200
Item 3:		

Item 4:

Item 5:

Total:

1,184.32

Current Budget Info:

Current Budget: 841.07

Current encumbrances for this event:

Encumbrance 1:

Encumbrance 2:

Encumbrance 3:

Encumbrance 4:

Encumbrance 5:

Other money being requested or has been granted for this event (from other supplemental funding lines):

Other 1:

Other 2:

Other 3:

Will there be ticket sales? - No

Other information that you want the reviewer(s) to know::

The address for the Red Roof is 100 Marginal Rd Herkimer, NY 13350

Club Name: Club Baseball

Council: Sports

Amount of money: _____

Event money is to be used for: Cooperstown Invitational

Date of event: 04/13/2024 2:00 PM

Chair of Senate: _____

Print name & date: _____

Meeting date that the Supplemental Funding request was voted on: _____

Final approval to be added to a Budget Adjustment

SA Treasurer signature: _____

Print name & date: _____

Money to be transferred to club as part of Budget Adjustment: _____

RESERVATIONS

Call Us: 855-516-1090



RED ROOF INN & SUITES HERKIMER

Check In:	Sat, Apr 13, 2024
Check Out:	Sun, Apr 14, 2024
Rooms:	6
Adults:	24
Kids:	0

RATES FOR SUITE, 2 QUEEN BEDS (SMOKE FREE)

Sat, Apr 13	\$136.99
Subtotal for 6 Rooms:	\$821.94
<u>Tax Recovery Charges & Fees</u>	\$67.86
<u>Service Fee</u>	\$94.52
TOTAL:	\$984.32

Supplemental Funding Request

Women's Lacrosse

Submission IP: 38.95.246.72

Submission ID: 31257

Submission Date: 03-05-2024 09:13:41

Council: Sports

Club Name: Women's Lacrosse

Requested Through: Senate Supplemental Funding - gavinkra@buffalo.edu

Requested by: Emma Winden, President (emmawind@buffalo.edu)

Event Name: West Virginia University
Tournament Hotels

Event Description:

Event Start date and time 04/05/2024 9:00 AM

UB women's club lacrosse team will travel to West Virginia to play in a tournament against 3 games to meet our league requirements. We will be leaving on Friday 04/05, stay overnight in a hotel, play on 04/06 and return home that day.

Event End date and time 04/06/2024 6:00 PM

Benefits of the event to UB undergraduates:

This event allows our club to potentially win our league games in order to move on to regionals, and continue on to success with our team. This is one of our two travel tournaments this spring, and these tournaments allow our team to bond and create friendships.

Purpose of event:

The purpose of this event is to travel to play against other teams in our league to win and have a successful season.

Itemized list of how items are to be used:

Item 1:	6 Hotel rooms in Morgantown, West Virginia	1192.00
Item 2:		
Item 3:		

Item 4:

Item 5:

Total:

1,192.00

Current Budget Info:

Current Budget: 6376.71

Current encumbrances for this event:

Encumbrance 1:

Encumbrance 2:

Encumbrance 3:

Encumbrance 4:

Encumbrance 5:

Other money being requested or has been granted for this event (from other supplemental funding lines):

Other 1:

Other 2:

Other 3:

Will there be ticket sales? - No

Other information that you want the reviewer(s) to know::

Club Name: Women's Lacrosse

Council: Sports

Amount of money: _____

Event money is to be used for: West Virginia University Tournament Hotels

Date of event: 04/05/2024 9:00 AM

Chair of Senate: _____

Print name & date: _____

Meeting date that the Supplemental Funding request was voted on: _____

Final approval to be added to a Budget Adjustment

SA Treasurer signature: _____

Print name & date: _____

Money to be transferred to club as part of Budget Adjustment: _____



Boi Nghi Perrelli

To: Annika Roos



Mon 3/4/2024 4:24 PM

Hi,

please find below the hotel quote from our travel agent.

The Surestay Plus by Best Western is pricing at \$1,192, includes 6 rooms with a taxes.

Bonnie Perrelli

University at Buffalo Student Association, Inc.
Procurement Coordinator
350 Student Union
Amherst, NY 14260
(716) 645-2950

Thank you!

I think we should do it.

Thanks. I will take a look.

← Reply

→ Forward

Supplemental Funding Request

Organization of Arab Students

Submission IP: 38.95.254.105

Submission ID: 31239

Submission Date: 03-02-2024 20:49:33

Council: International

Club Name: Organization of Arab Students

Requested Through: Senate Supplemental Funding - gavinkra@buffalo.edu

Requested by: Alishba Khan, Vice President (alishbak@buffalo.edu)

Event Name: Layaleena

Event Description:

Layaleena is our biggest event of the year, showcasing the Arab way of celebration. We have a venue, decorate it with a theme, provide Arab food, refreshments, desserts etc. We show different kinds of Arab entertainment such as dabke groups, zaffa groups, tabla groups, bellydancers etc. and most importantly an open dancefloor for everyone to enjoy!

Event Start date and time 04/19/2024 5:00 PM

Event End date and time 04/19/2024 11:45 PM

Benefits of the event to UB undergraduates:

- Entertainment
- Free Food
- Photobooth
- Refreshments
- Opportunity to dress up and have a good time!

Purpose of event: Layaleena is a fake wedding event, It is a banquet style event that has all the Arab wedding staples. It is a celebration of culture and community. OAS undergrads, grads and alumni gather for this event that goes beyond our UB community to celebrate and connect generations of OAS.

Itemized list of how items are to be used:

Item 1:	Marquis de Lafayette - Venue	6397.30
Item 2:	Buffalo Fresh - Food	1724.00
Item 3:	Amazon Cart - Decoration	1681.18
Item 4:	Prestige Party Services - Photobooth	965.00
Item 5:		
Total:		10,767.48

Current Budget Info:

Current Budget: 6724.00

Current encumbrances for this event:

Encumbrance 1:	Marquis de Lafayette	5900.00
Encumbrance 2:		
Encumbrance 3:		
Encumbrance 4:		
Encumbrance 5:		

Other money being requested or has been granted for this event (from other supplemental funding lines):

Other 1:		
Other 2:		
Other 3:		

Will there be ticket sales? - Yes

Other information that you want the reviewer(s) to know::

This is a partial to the actual cost of Layaleena, we are still waiting on quotes and pricing from entertainment groups, performers, desserts, refreshments, etc.

Club Name: Organization of Arab Students

Council: International

Amount of money: _____

Event money is to be used for: Layaleena

Date of event: 04/19/2024 5:00 PM

Chair of Senate: _____

Print name & date: _____

Meeting date that the Supplemental Funding request was voted on: _____

Final approval to be added to a Budget Adjustment

SA Treasurer signature: _____

Print name & date: _____

Money to be transferred to club as part of Budget Adjustment: _____

Marquis de Lafayette

391 Washington Street
Buffalo, NY 14203



Client/Organization UB Organization of Arab Students	Telephone	Sales Rep Kristie Clancey	Email hakemsaeed1@gma	Event # E26793
Address		Booking Contact Abdalla, Sara	Site Contact ,	Guests 250 (Pln)
Party Name UB Organization of Arab Stud	Event Date 4/19/2024 (Fri)	Minimum Subtotal		Deposit Due

Thank you for choosing Classic Events Banquets and Catering. Marquis de Lafayette requires a non-refundable deposit to hold your event and/or meeting space. The deposit due for your event is stated above and will be applied to your final bill. In the unlikely case your event is canceled for any reason, your deposit is non-refundable and will not be returned. Payments for deposits can be made with cash, credit card, certified bank check or personal check. Credit card payments must not exceed \$2,500. Your minimum subtotal in food and beverage purchases is stated above and will incur an additional 23.5% event production fee and 8.75% NYS sales tax to secure your room. For smaller events, Marquis de Lafayette reserves the right to change your room if necessary.

Clients who are pre-approved for direct billing, have net 30-days for payment in full. A 5% interest rate will be applied to any invoice balance that is outstanding over 30-days. Contracts must have a credit card on file or prior arrangements must be made for approval.

Payments for your event are scheduled to be paid as follows: 90-Days prior to your event 30% of the minimum food and beverage subtotal shown above, plus the 23.5% event production fee and 8.75% NYS sales tax must be paid. 30-Days prior to the execution of your event, the full required minimum food and beverage subtotal shown above, plus the 23.5% event production fee and 8.75% NYS sales tax must be paid. 7-Days prior to the event, the guaranteed final headcount, a signed copy of the banquet event order, your floor plan diagram and the final balance is due. Marquis de Lafayette reserves the right to cancel any event prior to the event date unless the signed contract and final payment is made. Payments can be made with cash, credit card, certified bank check or personal check. Credit card payments must not exceed \$2,500 in total.

Guarantees for your event are due 7 business days prior to your event. You will be charged for the number of guests in attendance or the guarantee, whichever is greater. Marquis de Lafayette will prepare to serve five percent above the guaranteed numbers. You may increase your guests count after the 7-day guarantee, but you may not decrease it. All increases must be made no later than 3-days prior to the event.

Performance of this agreement is contingent upon the ability of Marquis de Lafayette to perform the same, and Marquis de Lafayette shall not be responsible for failure to perform due to, occasioned by, or contributed to by labor trouble, strikes or lock-outs, failure or refusal of employees to serve or work, Government acts or regulations, fires and other causes whether or not enumerated herein and whether or not similar to the forgoing beyond Marquis de Lafayette's control preventing interfering with performance. In such event, Marquis de Lafayette shall not have any liability or obligation other than the return of the deposit.

Pricing is effective as of the date of this contract. Menu prices quoted from this date are subject to proportionate increases to meet costs of goods and services at the time of the event, if necessary. If pricing does increase,

Marquis de Lafayette will agree to customize a menu to fit within your budget within reason. Marquis de Lafayette will guarantee pricing 30-days in advance of the event.

In the event that there is a cancellation by the client, the client will be responsible for the following cancellation fees: Functions canceled less than 90 days and more than 30 days, a cancellation fee of 30% of the total minimum food and beverage subtotal shown above, plus the 23.5% event production fee and 8.75% NYS sales tax is due. Functions canceled fewer than 30 days and more than 7 in advance of the scheduled date, a cancellation fee of a 50% of the total minimum food and beverage subtotal shown above, plus the 23.5% event production fee and 8.75% NYS sales tax is due. Functions canceled 7 days or less in advance, will be required to pay 75% of the total minimum food and beverage subtotal shown above, plus the 23.5% event production fee and 8.75% NYS sales tax is due.

Marquis de Lafayette reserves the right to inspect and control all functions. Liability for damages to the premises will be charged accordingly. Marquis de Lafayette is not responsible for lost, broken or stolen items that are brought in for your event. All items must be removed upon completion of your event.

The function shall begin promptly at the scheduled time and the function room shall be vacated promptly at the closing hour indicated. Should overtime wages, payments or other expenses be incurred by Marquis de Lafayette because failure to comply with the foregoing requirements, the client will reimburse Marquis de Lafayette therefore, immediately after the function promptly on demand.

In cases of questionable weather, final decisions for location of courtyard parties, indoors or outdoors, must and shall remain at the discretion of Marquis de Lafayette.

Alcohol consumption will be monitored during your event. NYS prohibits consumption of alcoholic beverages under the age of 21. We reserve the right to refuse the service of alcohol to any guest that appears to be intoxicated or over-served. Alcohol SHOTS of any kind are prohibited.

Confetti & Glitter are prohibited unless approved by management with a mandatory cleaning fee. Confetti & Glitter use that is not approved will incur a \$300 cleanup fee. Smoke machines are prohibited due to fire & safety concerns.

Please be advised that Marquis de Lafayette charges an Event Production Fee of 23.5% on food, beverage, other miscellaneous charges included in the subtotal of the event. The Event Production Fee is NOT a gratuity NOR is it purported to be a gratuity. This fee is NOT distributed to the banquet staff or any staff member providing service to our customers as a gratuity. The Event Production Fee is the charge for administration of your event and covers many costs associated with planning, food tasting, walk-through, logistics, insurance, and other administrative costs. Our banquet staff, including waiters, bartenders and all laborers, work for their wages which far exceed NYS minimum wage requirements; thus, gratuities are neither necessary nor expected. This 23.5% Event Production Fee and 8.75% New York State Sales tax will automatically be added to your invoice. A labor fee of \$15.00 per hour per server will be added to bills for events that require staffing levels that are disproportional to the total food and beverage sales ("Labor Fee"). The Labor Fee is NOT a gratuity NOR is it purported to be a gratuity. The Labor Fee is NOT distributed to the banquet staff or any staff member providing service to our customers as a gratuity. If your group is tax exempt, the proper certificate must be submitted with your signed contract.

All food and beverage consumed in any of the Marquis de Lafayette spaces must be served and prepared by Marquis de Lafayette. No food or beverage will be allowed to be brought in without permission from Marquis de Lafayette management. Any items brought in by you, guests or vendors, must be removed immediately after the event. If left until the next day, Marquis de Lafayette assumes no liability for left items.

Valet parking is offered at an additional fee to all of our guests. Marquis de Lafayette is not responsible for any damage to vehicles, or items missing or stolen from vehicles during the event.

We are looking forward to working with you to plan an event that will exceed your expectations. Please do not hesitate to call with any questions. We are happy to assist you in any way we can.

Thank you!

SITE LOCATION		
Site Name	Site Address	Banquet Room

BANQUET TIMES			
Description	Start	End	Banquet Room Setup Style
	5:00 pm	12:00 pm	Marquis & AAA

FOOD/SERVICE ITEMS			
Food/Service Items	Price	Qty	Total
Room Rental	\$2,500.00	1	\$2,500.00
Table Rental	\$12.00	30	\$360.00
chafer	\$7.00	10	\$70.00
Place setting	\$5.00	250	\$1,250.00
Labor fee TBD	\$1,000.00	1	\$1,000.00
Hakem Saeed			

Next Deposit	\$0.00	Paid	\$0.00	Pay Method	Card Number
Tax	\$0.00	Balance	\$6,397.30	Card Type	Expires
Event Produ	\$1,217.30			Card Holder	
Total Value	\$6,397.30			Signature	

Customer Signature

Date

Sales Representative Signature

Date

284 Ontario St
Buffalo, NY 14207
(716) 582-0510



QUOTE NO. 928

2/27/2024

BILL TO

University at Buffalo
Organization of Arab
Students
Student Union 350,
University at Buffalo
Buffalo, NY 14228

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
200	CHICKEN LEGS	\$2.49	\$498.00
400	FALAFEL	\$0.39	\$156.00
400	STUFFED GRAPE LEAVES	\$0.50	\$200.00
2	RICE	\$225.00	\$450.00
4	HUMMUS	\$50.00	\$200.00
4	SALAD	\$30.00	\$120.00
-	DRESSINGS	-	\$100.00
SUBTOTAL			\$1,724.00
SALES TAX			\$0.00
TOTAL			\$1,724.00



Prestige Party Services LLC
United States
prestigepartyservicesPPS@gmail.com
m
Phone: 7163801910

Price Quote: #0000009
Issued on: Mar 1, 2024
Expiry Date: Apr 20, 2024

Layaleena 2024 Rental Items

University At Buffalo Organization of Arab Students
saraabda@gmail.com

Product or Service	Price	Quantity	Line Total
<p>photobooth full day rental Full day rental of our photobooth. This includes: -Unlimited Digital Photos -Instant Sharing -Picture, Boomerang, GIF & Video Features -Customized Display Screen -Customized Print Screen -Setup & Break Down -Generic Digital Props</p>	<p>\$300.00</p>	<p>1</p>	<p>\$300.00</p>
<p>Red Carpet VIP Experience Roll out the red carpet for your guests and elevate their PhotoBooth experience with our exclusive Red Carpet VIP add-on! With a touch of glamour, our elegant red carpet and golden dividers adorned with luxurious red velvet ropes will make your event feel like a star-studded affair. Your guests are guaranteed to feel like VIPs</p>	<p>\$90.00</p>	<p>1</p>	<p>\$90.00</p>

Product or Service	Price	Quantity	Line Total
as they strike a pose and create unforgettable memories on this red carpet runway. Get ready for a night of glitz and glamour that will leave everyone feeling like Hollywood royalty! Includes extra crowd control poles			
Photobooth Prints Physical prints for photobooth session. Unlimited prints.	\$125.00	1	\$125.00
Physical Props Two tables of props for your photobooth rental tailored to event theme..	\$50.00	1	\$50.00
Flower Backdrop 8x8 ft white flower backdrop	\$350.00	1	\$350.00
Delivery Delivery and setup fee	\$50.00	1	\$50.00
	Subtotal		\$965.00
	Total Price:		\$965.00

Notes
Tax exempt.

Thank you for considering Prestige for your next event!

Legal Terms

Deposit and contract signing due as soon as possible to secure your booking. Remaining balance is due 30 days after your scheduled booking time. Please pay online. For check or cash payments please call (716)-380-1910.

3 Review items and shipping

Choose Amazon Day Delivery to get **6% back** on eligible items in this order using your **Prime Store Card** or **Amazon Prime Secured Card**.

Arriving Mar 6, 2024 If you order in the next 1 hour and 52 minutes ([Details](#))

Items shipped from Amazon.com



Anokhiart 32" Cotton Round Floor Pillow Cover Red Indian Mandala Pillow Cover Cushion Cover Ottoman Pouf Cover

\$12.90 ✓prime & FREE Returns ▾

Qty: 4 ▾

Sold by: Nilehari

Add gift options

Item arrives in packaging that shows what's inside. To hide it, choose **Ship in Amazon packaging**.

Ship in Amazon packaging

Choose your Prime delivery option:

Tomorrow, Mar 1 - Wednesday, Mar 6

FREE Delivery

Wednesday, Mar 6

FREE Amazon Day Delivery

Fewer boxes, fewer trips. ▾

[Change delivery day](#)

Get **6% back** on eligible items using your **Prime Store Card** or **Amazon Prime Secured Card**. [Details](#)

Arriving Mar 5, 2024 If you order in the next 1 hour and 52 minutes ([Details](#))

Items shipped from Amazon.com



MOLFUF 8 Pcs Belly Dance Hip Scarf, Belly Dancing Skirt with 128 Gold Coins, Belly Dancer Belt Scarf Skirt for Women 8 Bright Colors

\$41.99 ✓prime & FREE Returns ▾

Qty: 2 ▾

Sold by: LittleFatBear

Add gift options

Item arrives in packaging that shows what's inside. To hide it, choose **Ship in Amazon packaging**.

Ship in Amazon packaging

Place your order

By placing your order, you agree to Amazon's [privacy notice](#) and [conditions of use](#).

Order Summary

Subtotal (30 items):	\$1,463.60
Shipping & handling:	\$119.98
Your Coupon Savings:	-\$30.00
Your Coupon Savings:	-\$2.00
Your Coupon Savings:	-\$1.50
Your Coupon Savings:	-\$1.04
Total before tax:	\$1,549.04
Estimated tax to be collected:*	\$132.14

Order total: \$1,681.18

Qualifying offers:

- Your Coupon Savings
- Your Coupon Savings
- Your Coupon Savings
- Your Coupon Savings

[How are shipping costs calculated?](#)

Prime shipping benefits have been applied to your order. ([Why aren't all my items eligible?](#))

Arriving Mar 3, 2024 If you order in the next 1 hour and 51 minutes [\(Details\)](#)

Items shipped from Amazon.com



**Anokhiart Lavender Purple Large 32\"/>
Round Pillow Cover Decorative
Mandala Pillow Sham Indian
Bohemian Poufs Cover Pom Pom
Pillow Cases**

\$9.99 ✓prime & FREE Returns ▾

Qty: 4 ▾

Sold by: Alofcart

Add gift options

Arriving Mar 2, 2024 If you order in the next 1 hour and 51 minutes [\(Details\)](#)

Items shipped from Amazon.com



**Anokhiart Blue 32\"/>
Mandala Barmeri
Large Floor Pillow Cover Cushion
Meditation Seating Ottoman Throw
Cover Hippie Decorative Bohemian
Pouf Cover (Navy Blue_)**

\$12.99 ✓prime & FREE Returns ▾

Qty: 4 ▾

Sold by: shubhlaxmifashion

[See order summary for discounts applied](#)

Add gift options



**Britimes Throw Pillow Covers
Geometric Kilim Home Decor Set of 4
Oriental Ikat Pillow Cases Decorative
18 x 18 Inches Cushion Couch Sofa
Pillowcases Colorful Red Tribal**

\$17.90 ✓prime & FREE Returns ▾

Qty: 1 ▾

Sold by: Britime

Add gift options

**Item arrives in packaging that shows
what's inside. To hide it, choose Ship in
Amazon packaging.**

Place your order

By placing your order, you agree to Amazon's [privacy notice](#) and [conditions of use](#).

Order Summary

Subtotal (30 items):	\$1,463.60
Shipping & handling:	\$119.98
Your Coupon Savings:	-\$30.00
Your Coupon Savings:	-\$2.00
Your Coupon Savings:	-\$1.50
Your Coupon Savings:	-\$1.04
Total before tax:	\$1,549.04
Estimated tax to be collected:*	\$132.14

Order total: \$1,681.18

Qualifying offers:

- Your Coupon Savings
- Your Coupon Savings
- Your Coupon Savings
- Your Coupon Savings

[How are shipping costs calculated?](#)

Prime shipping benefits have been applied to your order. [\(Why aren't all my items eligible?\)](#)



Third Eye Export 100% Cotton Mandala Pillow Covers Set of 5 Pcs Throw Pillows for Couch Decorative Pillow Covers 18x18 in. Boho Throw Pillows -Farmhouse Pillow Covers for Arabian Night Party

\$21.99 ✓prime & FREE Returns ▾

Qty: 1 ▾

Sold by: The Authentic Things

Add gift options

Item arrives in packaging that shows what's inside. To hide it, choose **Ship in Amazon packaging.**

Ship in Amazon packaging



8 Panels Navy Blue Backdrop Curtain for Parties Wrinkle Free Photo Curtains Backdrop Drapes Fabric Decoration for Wedding Birthday Party Baby Shower 40ft(W) x 10ft(H)

\$89.99 ✓prime & FREE Returns ▾

Qty: 2 ▾

Sold by: LEEGEEL

Add gift options



Pink Battery Operated 80 LED 33FT Globe String Lights Indoor Outdoor for Valentine's Day Decorations, Waterproof Hanging Lights with Remote, Globe Fairy Lights for Bedroom Room Birthday Party Wedding

~~\$19.99~~ **\$17.99** ✓prime & FREE Returns ▾

Qty: 1 ▾

Sold by: zixiaxu

\$2.00 discount applied ▾

Add gift options

Place your order

By placing your order, you agree to Amazon's [privacy notice](#) and [conditions of use](#).

Order Summary

Subtotal (30 items):	\$1,463.60
Shipping & handling:	\$119.98
Your Coupon Savings:	-\$30.00
Your Coupon Savings:	-\$2.00
Your Coupon Savings:	-\$1.50
Your Coupon Savings:	-\$1.04
Total before tax:	\$1,549.04
Estimated tax to be collected:*	\$132.14

Order total: \$1,681.18

Qualifying offers:

- Your Coupon Savings
- Your Coupon Savings
- Your Coupon Savings
- Your Coupon Savings

[How are shipping costs calculated?](#)

Prime shipping benefits have been applied to your order. ([Why aren't all my items eligible?](#))



LampLust Mini Moroccan Lantern Set: 6 Pack, Multicolor Stained Glass, LED Light, Antique Gold Accents, Eid & Ramadan Decorations, Moroccan or Muslim Wedding Decor, Table Centerpiece, Battery Operated

\$49.99 ✓prime & FREE Returns ▾

Qty: 1 ▾

Sold by: LAMPLUST

Add gift options

Arriving Mar 1, 2024 If you order in the next 1 hour and 51 minutes [\(Details\)](#)
Items shipped from Amazon.com



Sugargirl Gold Sequin Backdrop Curtain 4 Panels 2FTx8FT Glitter Gold Background Drapes Sparkle Photography Backdrop for Party Wedding Birthday Wall Decoration

\$33.80 ✓prime & FREE Returns ▾

Qty: 3 ▾

Sold by: Sugargirl

Add gift options



Fenghuangwu 2 Pack Curtain Tiebacks Handmade Decorative Curtain Holdbacks Rope with Tassel- Gold

\$9.99 ✓prime & FREE Returns ▾

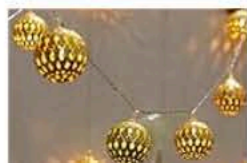
Qty: 1 ▾

Sold by: fenghuangwu

Add gift options

Item arrives in packaging that shows what's inside. To hide it, choose **Ship in Amazon packaging.**

Ship in Amazon packaging



Twinkle Star 40 LED Globe String Lights, Moroccan Christmas Party Hanging Lights Battery Operated

Place your order

By placing your order, you agree to Amazon's [privacy notice](#) and [conditions of use](#).

Order Summary

Subtotal (30 items):	\$1,463.60
Shipping & handling:	\$119.98
Your Coupon Savings:	-\$30.00
Your Coupon Savings:	-\$2.00
Your Coupon Savings:	-\$1.50
Your Coupon Savings:	-\$1.04
Total before tax:	\$1,549.04
Estimated tax to be collected:*	\$132.14

Order total: \$1,681.18

Qualifying offers:

- Your Coupon Savings
- Your Coupon Savings
- Your Coupon Savings
- Your Coupon Savings

[How are shipping costs calculated?](#)

Prime shipping benefits have been applied to your order. [\(Why aren't all my items eligible?\)](#)



Twinkle Star 40 LED Globe String Lights, Moroccan Christmas Party Hanging Lights Battery Operated Decor for Indoor, Home, Bedroom, Party, Wedding, Christmas Tree, Warm White (Gold)

\$12.99 ✓prime & FREE Returns ▾

Qty: 1 ▾

Sold by: Twinkle Star LLC

Add gift options

Arriving Mar 5, 2024 If you order in the next 2 hours and 51 minutes [\(Details\)](#)

Items shipped from Amazon.com



Unique Loom Sahand Collection Traditional Geometric Classic Red Area Rug (5' 0 x 8' 0)

\$107.92 ✓prime & FREE Returns ▾

Qty: 1 ▾

Sold by: Amazon.com Services, Inc

Gift options not available

Choose your Prime delivery option:

Tuesday, Mar 5 - Tuesday, Mar 12

FREE Delivery

Arriving Mar 6, 2024 If you order in the next 2 hours and 51 minutes [\(Details\)](#)

Items shipped from Amazon.com



SAFAVIEH Vintage Hamadan Collection Runner Rug - 2'3" x 22', Red & Multi, Oriental Traditional Persian Design, Non-Shedding & Easy Care, Ideal for High Traffic Areas in Living Room, Bedroom (VTH213A)

\$143.98 ✓prime & FREE Returns ▾

Qty: 1 ▾

Sold by: Amazon.com Services, Inc

Add gift options

Arriving Mar 10, 2024 - Mar 12, 2024

Items shipped from Amazon.com

Place your order

By placing your order, you agree to Amazon's [privacy notice](#) and [conditions of use](#).

Order Summary

Subtotal (30 items):	\$1,463.60
Shipping & handling:	\$119.98
Your Coupon Savings:	-\$30.00
Your Coupon Savings:	-\$2.00
Your Coupon Savings:	-\$1.50
Your Coupon Savings:	-\$1.04
Total before tax:	\$1,549.04
Estimated tax to be collected:*	\$132.14

Order total: \$1,681.18

Qualifying offers:

- Your Coupon Savings
- Your Coupon Savings
- Your Coupon Savings
- Your Coupon Savings

[How are shipping costs calculated?](#)

Prime shipping benefits have been applied to your order. [\(Why aren't all my items eligible?\)](#)

Arriving Mar 10, 2024 - Mar 12, 2024

Items shipped from Amazon.com



Round Mandala Floor Pillow Cover Seating Cushion Throw Cover Hippie Decorative Bohemian Ottoman Pouf Cover, Pom Pom Pillow Cases,Boho Indian 22 Inches (Red)

~~\$9.99~~ **\$8.49** & **FREE Returns** ▾

Qty: 1 ▾

Sold by: INDIAN CRAFT CASTLE

\$1.50 discount applied ▾

Add gift options

Item arrives in packaging that shows what's inside. To hide it, choose **Ship in Amazon packaging.**

Ship in Amazon packaging

Arriving Mar 8, 2024 - Mar 13, 2024

Items shipped from OUKAISI



10ft*49ft Telescopic Portable Pipe & Drape Backdrop Stand Kit Split Freely, Heavy Duty Wedding Party Studio Photography Background Support System Curtain Frame Stand Stainless Steel Trade Display

\$279.99

Qty: 2 ▾

Sold by: OUKAISI

[See order summary for discounts applied](#)

Not eligible for Amazon Prime ([Learn more](#))

Gift options not available

Choose a delivery option:

Friday, Mar 8 - Wednesday, Mar 13
\$119.98 - Delivery

Place your order

By placing your order, you agree to Amazon's [privacy notice](#) and [conditions of use](#).

Order Summary

Subtotal (30 items):	\$1,463.60
Shipping & handling:	\$119.98
Your Coupon Savings:	-\$30.00
Your Coupon Savings:	-\$2.00
Your Coupon Savings:	-\$1.50
Your Coupon Savings:	-\$1.04
Total before tax:	\$1,549.04
Estimated tax to be collected:*	\$132.14

Order total: \$1,681.18

Qualifying offers:

- Your Coupon Savings
- Your Coupon Savings
- Your Coupon Savings
- Your Coupon Savings

[How are shipping costs calculated?](#)

Prime shipping benefits have been applied to your order. ([Why aren't all my items eligible?](#))

Place your order

Order total: \$1,681.18

By placing your order, you agree to Amazon's [privacy notice](#) and [conditions of use](#).

Supplemental Funding Request

Eight Count

Submission IP: 38.95.249.76

Submission ID: 31312

Submission Date: 03-07-2024 17:11:08

Council: POC

Club Name: Eight Count

Requested Through: Senate Supplemental Funding - gavinkra@buffalo.edu

Requested by: Bobbi Cheves Cheves , Treasurer (bobbiche@buffalo.edu)

Event Name: The Masked Dancer

Event Description:

The Masked Dancer will be UB 8 Count's own spin off on the popular tv series with an identical title, "The Masked Dancer." This event will aim to bring together the dance community in a fun light through healthy competition of dancers on campus.

Event Start date and time 04/06/2024 5:00 PM

Event End date and time 04/06/2024 8:00 PM

Benefits of the event to UB undergraduates: This event will provide great entertainment to UB undergraduates. We got great feedback from our dance competition held on campus last year and would love to put on another great event for the student body.

Purpose of event: This dance competition will at the end of the week and the final event to honor our founder's week/day. This event is also to put on a show and give entertainment to the student body.

Itemized list of how items are to be used:

Item 1:	venue	2000
----------------	-------	------

Item 2:	
Item 3:	
Item 4:	
Item 5:	
Total:	2,000.00

Current Budget Info:

Current Budget: 2595.56

Current encumbrances for this event:

Encumbrance 1:	decorations	175
Encumbrance 2:	costume	700
Encumbrance 3:	DJ	600
Encumbrance 4:	DJ	250
Encumbrance 5:	DJ	

Other money being requested or has been granted for this event (from other supplemental funding lines):

Other 1:	supplemental funding for expenditures listed above	1725
Other 2:		
Other 3:		

Will there be ticket sales? - Yes

Other information that you want the reviewer(s) to know::

Due to SU theater being closed, there are no viable, free, on campus options to hold this event. The only on campus options to have this event at are way above our budget for the event and would not be possible to pay for without supplemental funding. We would only need the staging, if the venue money is not granted.

Club Name: Eight Count

Council: POC

Amount of money: _____

Event money is to be used for: The Masked Dancer

Date of event: 04/06/2024 5:00 PM

Chair of Senate: _____

Print name & date: _____

Meeting date that the Supplemental Funding request was voted on: _____

Final approval to be added to a Budget Adjustment

SA Treasurer signature: _____

Print name & date: _____

Money to be transferred to club as part of Budget Adjustment: _____

----- Forwarded message -----

From: **Philip Rehard** <rehard@buffalo.edu>

Date: Wed, Mar 6, 2024 at 11:39 AM

Subject: Hall quote

To: University at Buffalo Eight Count <ubeightcount@gmail.com>

Hi Karla,

I called SA, and they tell me that I need to supply a quote to you, which you need to submit to SA.

So, the basic rate for the use of Slee on April 6th is \$138/hour. You have indicated that you will need 13 hours in the hall, making the total quote \$1,794.

Let me know if this is approved by SA. I'll look forward to seeing you on Tuesday.

Phil

Philip E. Rehard

Concert Manager, University at Buffalo Department of Music

Associate Director of Community Relations, University at Buffalo

(716) 645-2921

rehard@buffalo.edu