

Wednesday, November 23, 2022

This email is to notify student clubs about Spitzer policy concerning interfacing with organizations outside of The City College of New York.

Going forward, each student club is expected to abide by the following policies related to fundraising:

1. A club president is expected to submit fund-raising proposals to Dean Gutman and VP Mozeleski for review and approval, in advance of soliciting gifts.
2. After having been approved, pitches to donors need to be tendered jointly by Dean Gutman and a club president.
3. All gifts must be deposited with The Foundation for City College. Gifts may not be deposited to personal accounts.
4. A gift will be returned if it is solicited without having abided by these policies (1-3).

When interfacing with organizations outside The City College of New York for other events, such as mentoring, firm tours, site tours, and the like, student clubs are expected to abide by the following policy:

1. Notify the office of the Spitzer Dean (ssadeanspitzer@ccny.cuny.edu and nsmith4@ccny.cuny.edu) in writing no later than two weeks before the event.

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