

CAS Catering for SA Organizations Contract

All catering events need one or more forms of approved payment prior to the event. CAS Grants, Purchase Orders from SA and or pre payments made to CAS are approved forms.

3 weeks prior to event:

- CAS Grant Application must be submitted for approval.
- Any organization that has defaulted on prior payments will not be eligible for CAS grants.

2 weeks prior to event:

- If you receive a budget from the Student Association, make sure you have enough funds in your budget for your event and request a purchase order (PO). If you have an active “non-funded” account with the Student Association and would like to use that account for this purchase, you will need to request a purchase order PRIOR to completing your order. All PO’s are due within 5 days of the event date to CAS. All other organizations that fall outside these two categories must provide a billing name and address.
- Catering contracts need a signature approval and returned via e-mail to catering@geneseo.edu or contracts can be returned to Erwin 105.
- Outside this time frame is subject to pre SA approval.

1 week prior to event:

- Completed Student Association PO needs to be e-mailed to catering@geneseo.edu (if amount exceeds CAS grant approval) or dropped off in Erwin 105, Impressions catering office
- Pick up and drop off locations and times confirmed for all catering

Grant Types:

- **Small Grant** – up to \$100 (single group event)
- **Large Grant** – up to \$500 (must be a college wide event)
- Recognized student organizations may be awarded on grant per semester and only one large grant per academic calendar

Qualifications:

- You must be a SUNY Geneseo registered Student Organization to apply. Non – recognized student organizations or outside groups are not eligible to apply.
- Applications must be submitted **15 business days** prior to the event.
- All PO’s due to catering 5 days prior to the event
- Cultural Dinner Events are available for organizations that are a member of ACES and have additional qualifications and time lines. The process for ACES Cultural Dinners must be started 6 weeks prior to the event. Please see Cultural Dinner Contract Link for more information by clicking on this link:

Requirements:

- Application includes a written statement that supplies details of the event, how the event benefits your organization and how CAS’s assistance will enhance the event.
- All events need to be held on campus and room/area needs to be coordinated through Campus Scheduling and Events (245.5500) prior to grant application submission. Any table or set up needs will need to be order through Scheduling and Events.
- All food for events is to be ordered from CAS through Impressions Catering, catering@geneseo.edu or 585.245.6259

Additional Large Grant Requirements:

- We will need to see your advertising/promotional copy showing both CAS and Impressions Catering as a sponsor of your event a minimum of 5 days prior to the event. Logos will be sent along with your application approval for your use. Advertising must include a minimum of:
A Facebook Event link (please make sure it is made public), Poster and a copy of What’s Up post.
- If your event is a fundraiser for your organization, please provide the amount of money you raised for your organization within 5 days after your event.