

Brooklyn College Division of Student Affairs

Student Event Planning and Implementation Handbook

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PURPOSE OF THIS RESOURCE

Congratulations on deciding to become engaged in Brooklyn College campus life! This co-curricular resource¹ will guide you and the staff you will work with as you learn about and engage in club activities and planning of programs and events.

The information in this resource is divided into three main sections as follows:

- Pages 4-13 Everything you need to know for a successful club
- Pages 14-25 Everything you need to know for successful event planning and implementation
- Pages 26-41 Guidelines, Policies and Resources
- Pages 42-49 Related Policies and Procedures

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¹ The guideline put forth in this resource are subject to change as new regulations emerge (as per Board of Trustees, CUNY, etc.).

GENERAL INFORMATION

The Division of Student Affairs (D.O.S.A.) is committed to assisting you in clarifying your goals, maximizing your potential, and helping you enrich your educational experience at Brooklyn College both in and out of the classroom. For more information, visit the Office of the Vice President for Student Affairs in 2113 Boylan Hall or email studentaffairs@brooklyn.cuny.edu.

Student Activities Central (SAC), located in room 302 of the Student Center, recognizes the importance of supporting the activities of our students and providing you with proper advisement, program development and opportunities for personal and academic growth.

Central Depository (CD), located in SAC, is responsible for the receipt, distribution and accounting of all student activity fees and revenues generated by the activities funded through those fees. Central Depository, as well as all student organizations, must recognize and adhere to the bylaws and the fiscal rules and regulations of the Brooklyn College Fiscal Accountability Guidelines, and the City University of New York (CUNY) Fiscal Handbook for the Control and Accountability of Student Activity Fees.

Your Club/Organization Liaisons (2013-2014) will guide you through the planning and implementation of club activities. Each currently registered club will be assigned a Liaison on an annual basis and may be subject to change as per D.O.S.A./College priorities. Club listings and assigned Liaisons may be found in Central Depository.

COMMON HOURS:

Clubs and organizations are encouraged to host community-building activities and educational programs during common hours when most classes are not in session. The campus community also uses common hours to hold departmental and business meetings, sponsor lectures, or hold social events. Students who are not scheduled for classes may visit Student Activities Central for information regarding the actively registered clubs and campus activities*. DAY Common Hours are Tuesdays from 12:15–2:15 p.m. A flexible common hour is held on Thursdays at the same time. Classes may also be in session at that time.

SECTION 1

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CENTRAL DEPOSITORY

SERVICES PROVIDED FOR STUDENT CLUBS AND ORGANIZATIONS

Central Depository (CD) is responsible for performing a number of functions, including the filing of Brooklyn College Association (BCA) minutes. It is located in room 302 of the Student Center.

Club/Organization Registration:

All clubs/organizations must register with CD before any student activity fee money can be requested. Registration information and packets can be picked up, completed, and returned to CD. Additional information on renewing your club's registration is on page 8 of this handbook.

Budgets:

Student Government, referendum organizations, and all club/organization budgets are presented to the BCA for approval in the Spring semester. These budget approvals are for the coming fiscal year. Student Governments advertise dates for clubs/organizations to present budgets for review and then approved budgets are included in their overall budget for BCA approval.

Constitutions:

All clubs/organizations must have their constitutions or any amendments to their constitutions reviewed and approved by their respective Student Government. A copy must be dated, signed and filed in CD. Model constitutions are also available in CD for students who want to start a new club/organization. A current model is included on page 49.

Equipment:

Equipment is defined as any asset with a useful life of at least two years and a cost or value at time of receipt of \$100.00 or more. If you want to purchase an item with a price of up to \$1250.00 you need to complete a purchase order form. This form is used to obtain an invoice from the vendor and to let the vendor know that your organization can pay for the item. The processing time in CD is approximately three (3) business days.

If you want to purchase items valued MORE than \$1250.00 you must complete a purchase requisition. The average processing time is six weeks. All purchases are received in CD. The CD office contacts the student organization as soon as the order is received. Students must sign a log to confirm receipt of goods.

Checks:

Checks are cut regularly and mailed to vendors. Payment Orders must be submitted to CD ONLY. CASH ADVANCE AND TRIP ADVANCE CHECKS are returned to CD for pick up. Please review Brooklyn College's Fiscal Rules and Regulations for further information. A copy can be picked up in CD.

Mailroom:

The use of mailroom facilities is restricted to currently registered clubs/organizations. Intra-College mailings (10 or more pieces) must be sorted and the return address/sponsoring organization is required on the envelope. External mail will be facilitated by CD and requires budget approval.

STUDENT ACTIVITIES

Student leaders have an important role in creating and implementing policies that affect the College community. Your elected Student Governments serve as representatives of the students to the faculty and administration within the College. All students are encouraged to contact their respective Student Government representatives and get involved in campus student life.

STUDENT GOVERNMENTS (SG) AT BROOKLYN COLLEGE

There are three Student Government organizations at the college: the College of Liberal Arts and Sciences (CLAS, day students), the School of General Studies (SGS, registered as evening students) and the Graduate Students Organization (GSO). Each Brooklyn College student has a Student Government that represents their interests in reviewing, developing and modifying college policies.

Each SG is funded in part by the student fees that students pay each time they register for classes. Elections are held annually; any matriculated student who meets the qualifications may seek office. Meetings of the organizations are open to all students. These organizations also sponsor and fund student clubs for their annual activities. The CLAS Student Government is divided into three branches: Executive (President and Vice President), Legislative (29 representatives) and Judiciary (three judges).

Contact information for your SG can be found in CD.

STUDENT ACTIVITY FEES

This fee covers Student Government, the Student Center and such student activities as student newspapers and Student Center events among many others. CD will have the list of the latest fees as approved by the Board of Trustees.

BROOKLYN COLLEGE ASSOCIATION (BCA)

The Brooklyn College Association is responsible for the supervision and review of college student activity fee-supported budgets. The BCA meets once a month; its subcommittee, the Budget Committee, meets twice a month.

The BCA is composed of 13 members:

1. President of Brooklyn College or his or her designee as chairperson,
2. Three administrative members appointed by the President,
3. Three faculty members appointed by the President from a list of nominees elected by the Faculty Council,
4. Six students:
 - a. Three (3) Student Government Presidents,
 - b. Three (3) members of the CLAS Assembly, elected by the Student Governments.

Note: The Coordinator of Central Depository shall serve as an ex-officio member of BCA, with voice but no vote. Liaisons will attend the BCA Board and Budget Meetings. Meetings are open to the public as per Open Meeting Laws.

The Budget Committee is composed of the three Student Government Presidents and two other governing BCA members elected by the board. The following are reviewed by the Budget Committee and recommended to the BCA for approval:

1. Student Government-approved club budget modifications,
2. Referendum budget modifications,
3. Increases in salaries and stipends for student fee funded personnel,
4. Trips out of New York City,
5. Four kinds of budgetary requests made directly to the BCA (for review),
 - a. referenda budgets
 - b. budgets of allocating bodies (CLAS, GSO, SGS)
 - c. Central Depository budget
 - d. purchases over \$1250.00

BCA meetings are posted on the College calendar and in Student Activities Central/CD, 302 Student Center. For more information, contact the Coordinator of CD prior to any BCA meeting.

College Wide Committees

Students may serve on a variety of college wide and university wide committees, including Policy Council, Faculty Council, Advisory Committees, etc. Committee appointments go through Student Government Presidents. A list can be requested from Assistant Dean Vanessa Green in 314 Student Center.

GETTING STARTED:

RENEWING YOUR CLUB'S/ORGANIZATION'S REGISTRATION

All clubs/organizations must be registered with CD before any student activity fee money can be requested. Executive Officers must be currently enrolled students in good standing. Other requirements may apply depending on organization and position. Registration information and packets can be picked up, filled in, and returned to CD. All elected officers (especially the President and the treasurer) must attend Executive Training and Event Planning and Implementation program, which are vital parts of the registration process. Executive Training dates are advertised on the front desk in CD, on the college calendar, and in the student newspapers. Other dates are available in CD.

HOW TO START A CLUB/ORGANIZATION

There are several rules and regulations that need to be followed by any student interested in starting a new club/organization on the Brooklyn College campus. These guidelines should provide the necessary information in order to get started.

Visit Student Activities Central in room 302, Student Center, and review the list of clubs/organization already chartered. If the club/organization was previously chartered, you can obtain a copy of the chartered constitution. If there is no chartered constitution you will need to petition for charter.

To **petition for charter**², you must collect the signatures of at least 25 currently enrolled Brooklyn College students who are committed to becoming members and who will participate in the election for the executive board.

You must **develop a constitution**³ and present the petition for charter and constitution to the respective Student Government (S.G.S., C.L.A.S., or G.S.O.) President on the third floor of the Student Center. In addition if a CLAS club/organization wishes to be part of the Academic Club Association (A.C.A.), a written request may be made to A.C.A. located in room 307/8 Student Center. Three copies of the constitution must be presented to the Student Government for chartering. Student Government has the right to reject the constitution. A copy of the chartered constitution must also be filed with CD.

Your club's/organization's **election must be advertised** in the College Calendar, one of the student newspapers, Brooklyn College News Network (BCNN) or on the Student Club Web Page (visit Student Activities Central for more information) at least one week prior to the election date. The ad is free if it is placed in "The Calendar of Events" section of the newspaper. You must schedule a meeting with your Liaison to reserve a room for your election.

² Petition for Charter can be picked up Student Activities Central, 302 Student Center

³ Sample constitution can be picked up in Student Activities Central.

TRAINING FOR STUDENT LEADERS: EXECUTIVE TRAINING AND EVENT PLANNING AND IMPLEMENTATION

Enrolled Brooklyn College students that are executive officers must **attend Executive Training and Event Planning and Implementation program**. At Executive Training you will be introduced to the fiscal rules and regulations, procedures for requesting space for programs, and general student activity information. Executive Training sessions are advertised in the College Calendar, Student Center, CD, student newspapers, and on BCNN. You will be asked to attend additional Executive Training sessions during your academic career at Brooklyn College as new information may be introduced.

A **club/organization registration packet** that provides a recording sheet for attendance, minutes, membership, registration card and registration forms can be obtained in Student Activities Central. The completed registration packet must be submitted to the Registration and Communications Assistant in CD. After receiving Executive Training, the club/organization President and Treasurer must sign a signature card in front of a Student Activities Central staff member. The club's/organization's President may secure a mailbox with Student Activities Central. For more information please contact your Liaison (list of assigned Liaisons are available in CD).

Request a grant to **fund your new club** from the respective budget allocating bodies - C.L.A.S. Student Government, S.G.S. Student Government, Academic Club Association, or Graduate Student Organization. If your club/organization requires additional funding during the semester, a request for a grant may be submitted to your allocating body. CD can assist you with the preparation of your budget.

Club/organization budgets for the following year should be presented to the respective Student Government in the spring for review and approval. Student Government notifies clubs/organizations on when and where to submit their budget requests. Please contact your Student Government for more details. Members of the Academic Club Association may go to 307/8 Student Center.

Each student club/organization must be chartered by the respective Student Government. Please review the list of currently chartered clubs in CD as creating a new club will entail considerable involvement and activity. (There are approximately 260 clubs chartered at BC.) The duration between chartering and funding may vary considerably.

A **committee** is a registered group that promotes a specific program or activity, which can last for one day, one week, or one month. **Although a committee contains some characteristics of a club, it is not a club**. After completion of the committee's event, student activity fees obtained for the event should be returned to the group (s) that funded the event or used to co-sponsor other **related** events; however non student activity fees can be transferred to other clubs/committees. Please note that a committee must also file its mission statement with CD and have a constitution on file with Student Government.

HELPFUL TIPS FOR EXECUTIVE OFFICERS

One of your most important jobs as an executive officer is to ensure your members are engaged. By doing so, you will retain them as well as foster teamwork and group morale. Here are some suggestions.

INTRODUCTIONS

Start by introducing yourself. Have each member introduce herself/himself, telling why she or he is interested in this group and giving a little background of her or his experience (if it's appropriate). Appoint a member or committee to meet, greet, and recruit new members.

NEW MEMBERS/ABSENT MEMBERS

Be sure to recognize new members at each meeting. Part of the purpose of knowing your club membership is to have follow-up when members are absent. Take attendance at each meeting. Have your membership point person or committee reach out to those who did not attend to say something like: "Sorry you missed our meeting; we discussed/worked on the following ... " If a member has missed several meetings, make a special effort to find out why.

GOALS AND PROGRAMMING

Your club/organization must have goals to accomplish during the year such as: membership goals, service projects, or social activities. The club/organization President alone should not decide what these goals should be. The President should encourage the group to form its own objectives after briefing members on what the club/organization has accomplished in the past.

Your annual programming should revolve around the established goals. Executive board, members and Liaison should meet to arrange programs for the entire academic year. A plan can be discussed early on and activities for the year will prove meaningful and will have a better chance of success.

Keep your membership motivated by registering for a table at Club Fair, volunteering on campus or in the community and participating in Civic Engagement activities.

NEED MEETING SPACE⁴?

WEB CLUB COMPLEX houses some of the currently registered clubs/organizations. The offices are small rooms for business meetings. Clubs/organizations not registered are informed that the space will be repaired and re-distributed if not currently in use. Keys for club/organization spaces on campus are returned at the end of the academic year and new locks are installed. See your Liaison for any additional information.

SPACE FOR MEETINGS ON CAMPUS: All registered clubs/organizations must present requests, including program goals and expected outcome to your Liaison. Forms are available from your Liaison for room requests and with the Student Center Director for any other requests (quad, etc.).

⁴ Note that each activity will be reviewed and discussed with the Division of Student Affairs, administration, Liaisons and other college officials as necessary.

WHAT MAKES FOR A SUCCESSFUL CLUB OR ORGANIZATION?

GOALS

Groups that fail to have clear goals frequently elicit little interest from members which can lead to mediocre activities. Work with the executive officers and your membership to establish short-term (monthly) and long-term (annual) goals. Discuss these goals with your Liaison at the start of each academic year. Remember that goals and decisions made by the group are more likely to be supported and carried out.

CONTINUITY

There must be continuity in the activities of the organization between meetings. This can be accomplished with careful planning before the fall semester starts. Between meetings there should be follow-up work for the members, for example event committees, posting notices, recruiting members, etc. Keep your own members and others engaged throughout the year.

MEETINGS

The executive officers must be prepared and organized prior to each meeting, especially the first one of the year. Provide a list of meeting dates in advance and prepare a printed agenda to distribute. Ensure you have quorum at meetings when voting on decisions. Minutes recording the attendance, decisions, action steps and assignments discussed at the meeting must be available and kept for documentation and assessment purposes. Consult with your Liaison for recommendations on storing your documents.

GUIDANCE AND ADVISEMENT

Executive officers should use all available resources including, your Liaison. Ask for his/her input and combine it with your members' ideas. Meet regularly with your Liaison to review goals and plans for the year. Your club's/organization's members are another great resource and can provide ideas to help achieve established goals. The executive board should make recommendations to the group based on feedback from all members.

MEMBERSHIP PARTICIPATION

Clearly define what the expectations are of club/organization members. Encourage your members to assume projects related to service on the campus and in the community. All members should have the opportunity to speak and express their ideas. Appoint each member to a committee or give them some special responsibility at least once during the semester. See that the entire group has the opportunity to make decisions about plans and help solve problems.

SPONSORSHIPS

Sponsorships should be clearly defined, be mutually beneficial and help the club/organization reach its goals. Consult with your Liaison prior to establishing a sponsorship.

Remember - A college student's major commitment is to his/her academic work. All members must be encouraged to balance their co-curricular life and their academics.

PRIVILEGES OF A REGISTERED STUDENT CLUB/ORGANIZATION

All student clubs/organizations must be registered in CD in order to obtain the following benefits and privileges. To assist continuing clubs/organizations in meeting the club registration deadline, a room in the Student Center can be reserved for a meeting to plan for the following⁵:

- 1) Meet your Liaison and obtain resource materials;
- 2) Plan to participate in Fall Club Fair;
- 3) Prepare to submit request for funds from Student Government;
- 4) Recruitment of students interested in joining your organization;
- 5) Plan for use of campus facilities for meetings and functions;
- 6) Prepare to participate in official College events, such as Orientation;
- 7) Obtain campus mailings from Student Activities Central;
- 8) Discuss creation of a student organization web page that is linked to the web page of Student Activities Central.

ADVISORS:

It is recommended that student organizations have a faculty or full time staff (not a member of DOSA) as a club/organization advisor. A graduate assistant should not be asked to serve as the official advisor for a student club/organization but may serve as a resource. Also, advisors should not advise more than one student club/organization. Advisors may:

- 1) Become familiar with the events and activities sponsored by the club/organization. When possible attend the student club's/organization's meetings.
- 2) Provide advice and counsel by sharing expertise, insights, and making recommendations when appropriate.
- 3) Provide academic orientation and guidance to club/organization student leaders.

A LIAISON:

Your D.O.S.A. club/organization Liaison will:

- 1) Assist the organization to function in accordance with its mission as stated in the club's/organization's constitution.
- 2) Help prevent any violations of student organization or college policies.

EXPECTATIONS AND STANDARDS FOR CLUBS AND ORGANIZATIONS

Establishment of, and membership in a student club/organization provides members a number of rights, opportunities, and benefits; however, there are a number of expectations and standards which the club/organization and its members must uphold. In addition to the expectations and

⁵ Note a maximum of two time slots will be allotted for this purpose

standards listed below, student clubs/organizations must abide by all student organization policies listed in the Student Handbook and Event Planning and Implementation (EPI) Handbook.

Expectations

- 1) Uphold the ideals and standards of the mission of Brooklyn College;
- 2) Maintain an active, worthwhile student-centered program;
- 3) Elect officers who meet organizational and college standards;
- 4) Manage financial matters ethically;
- 5) Recruit and use your advisor;
- 6) Meet and plan with your Liaison;
- 7) Keep your Liaison informed of all meetings, events, and business of the organization;
- 8) File updates on officers and advisor(s) with CD.

Standards

Student organizations at Brooklyn College exist to:

- 1) Provide opportunities for high academic achievement;
- 2) Provide opportunities for respectful discourse and civic events;
- 3) Provide opportunities for personal development through leadership positions, self-awareness programming, and regular social events;
- 4) Provide ways to serve others through community service and campus outreach projects;
- 5) Promote Brooklyn College through active participation in college events and positive relationships with other clubs/organizations;
- 6) Develop a clear definition of goals and ideals, and educate members on the group's identity;
- 7) Pass the torch – Prepare for transition and leave a positive legacy to the new generation of student leaders.

Everything you need to know for successful event planning and implementation

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STUDENT EVENT PLANNING:

The following are the various types of events generally held on campus. To determine the required procedure for each, discuss with your Liaison.

SMALL EVENTS: CLUB MEETINGS AND SOCIAL ACTIVITIES (BC COMMUNITY ONLY):

- 1) These include routine organizational meetings, use of display cases for artistic/historical exhibitions and table space activities for fund raising, recruitment and informationals.
- 2) Completed Event Request Forms should be submitted three (3) weeks prior to the event date.
- 3) These events are not open to the public.

LARGE EVENTS:

- 1) These events can be open to the general public and usually involve an outside group. They may also require additional planning and coordination.
- 2) Requests for reservations for large events must be submitted a minimum of five (5) weeks prior to the event date and finalized two (2) weeks prior to the event date. This includes obtaining all necessary permits and signatures of approval as required, as well as ordering food, determining security needs and equipment.
- 3) Registered student clubs/organizations will not be charged for room or equipment fees. Fees may be imposed if additional security and/or personnel are needed during the event.

MAJOR EVENTS:

- 1) A small or large event may be designated as a major event by college administration when the scheduled program and/or media interest indicates that the event is more likely to attract a significant number of attendees and/or media coverage or is likely to have a significant impact on daily campus activity.
- 2) Events in this category must utilize the college's RSVP system, will necessitate a security meeting, and a detailed Checklist of Responsibilities and Expectations to be submitted to the club/organization Liaison.
- 3) Major events must be submitted, in writing, a minimum of five (5) weeks prior to the event date (to the Liaison) and finalized two (2) weeks prior to the event date.

SPECIAL EVENTS:

A small, large or major event may be designated as a special event by the college administration when an outside speaker is expected that may have the potential of generating a non-BC audience or when it is of a spontaneous nature. Regulations and processes for these events will be determined by College officials in consultation with all appropriate parties.

LATE NIGHT EVENTS:

Requests for events whose scheduled ending time is after Student Center regular hours must be submitted⁷ a minimum of five (5) weeks prior to the event date.

CONCERTS AND LARGE ENTERTAINMENT EVENTS:

Requests for Concerts or Large Entertainment Events must be submitted⁶ a minimum of eight (8) weeks prior to the event date.

⁶ In each case, the submission is in writing to the Student Center Director and must be signed by your Liaison.

PLANNING WITH YOUR LIAISON: BEGIN WITH THE WELLNESS WHEEL



Programming at Brooklyn College follows a wellness model called the Six Dimensions of Wellness (developed by Dr. Bill Hettler, MD, Cofounder, National Wellness Institute). All six dimensions (shown in the graphic) are interconnected and affect one another.

This wellness model provides a template for a balanced and holistic approach to event planning on campus which will help you to actively engage fellow students as well as build a strong campus community.

Your Liaison will meet with you by appointment to help you plan your club events and answer any questions regarding paperwork/formalities. Every aspect of your prospective event (such as entertainment, refreshments, facilities, budget, etc.) will be discussed with you to help your event be a success.

TIPS AND TOOLS

- **Begin early: at least five (5) weeks ahead is required for most events!** Planning in advance and ironing out the details is the key to a successful event. With your executive board and club/organization members make a list of all aspects needed for your event and discuss with your Liaison. Make sure to follow-up on each aspect and confirm any room reservations, refreshment delivery, invited guests, speakers, and/or RSVPs, etc.
- **Be sure there are sufficient funds available for the event!** To avoid any problems or delays, submit budgets, line and program changes, and contracts as specified by Central Depository. All preparations for the event must be complete and all contracts, purchase requisitions, etc. must be submitted for approval to CD at least **2 weeks before the event**.
- **Timing of the event...**All events must be held during the academic year. Club/organization events are not held while classes are not in session. Please note that all student events are open to the entire Brooklyn College community and are subject to review, availability and appropriateness. During the adjusted summer/intercession schedule, club events/activities will not be held in the Student Center (pending future discussion).
- **Security...**Security for a College event, held on College premises, is under the control and supervision of Brooklyn College's Public Safety Department. The President of Brooklyn College, through his/her designee, the Director of Security, must approve any special security arrangements in advance. All major events require a safety assessment as a condition of approval to determine the number of public safety officers necessary. Any club/organization planning a major event must allocate sufficient financial resources to pay for the appropriate number of public safety officers.
- **Canceling an Event...** If you decide to cancel your club/organization meeting or event after you have scheduled a room, notify your Liaison immediately. As it pertains to the Student Center, failure to comply with this request will affect your club's/organization's standing and ability to reserve facilities/equipment in the future. Cancellations made less than 24 hours in advance may result in a fee of \$50.
- **Media Access...**See guidelines on page 33.

HOW DO I EFFECTIVELY MANAGE MY EVENT? FOLLOW THE TIMELINE!

Each event will be assigned a staff member to act as the responsible authority to resolve any issues. The responsible authority for **small events** will be the Liaison or a designated Student Center staff member. The responsible authority for all other types of events will be decided as part of the planning process.

The following guidelines will help you in managing **large, major or special club events**. Use a separate Event Planning and Management Worksheet provided on pages 37- 40 for each event.

Note: Failure to provide required information or adhere to the stated timelines may result in the cancellation of your event.

Before The Event (Approval must be obtained at least 5 weeks prior to event date, except for small events)

- 1) **Meet with your Liaison to discuss goals, resources, logistics and assessment five (5) weeks prior to the preferred date.** You must be accompanied by at least one additional Brooklyn College currently enrolled student who is an executive board member.
 - a. **Goals...** Establish goals for your event in consultation with your Liaison and club members. Your goals must relate back to at least one of the dimensions in the wellness wheel.
 - b. **Resources...** Create a proposal indicating everything you will need to reach the event goals, including a detailed budget.
 - c. **Logistics...** Provide a projected program for your event with space needs, vendors, speakers, performers, and special guests (College President, Elected Officials, etc). If you delegate tasks to other club members, remember to follow up and make sure that all details are in order (e.g., room/equipment reservations, publicity, food orders, etc.)
 - d. **Assessment...** Indicate the method you will use to prove you achieved your goals. Examples include surveys, focus groups, attendance sheets or other feedback methods.
- 2) **Develop a communication and outreach plan.**
 - a. **Be creative and plan ahead!** Work with your Liaison and the Advisor (if appropriate) to announce and promote the event.
 - b. **Share guidelines with members.** Make sure that you and your membership are informed of all the guidelines and deadlines that apply to your event (e.g., security procedures, room rules, entry to the campus rules).
- 3) **Notify vendors/performers of delivery procedures & make proper arrangements.**
 - a. **Food deliveries:** Caterers currently allowed to deliver food inside the Student Center and set-up in the scheduled room are Metropolitan, Pratt & White and Basset.
 - b. **Band or DJ equipment arrival & departure:** Bands/DJs must use the East Gate entrance for loading and unloading equipment.
 - c. **Performers:** The names of any non-Brooklyn College performers must be provided as part of your guest list for the event. Performers should provide a description of their performance and a list of any props/equipment they will bring with them. Additional requirements may be needed – consult with your Liaison.

4) Guests (non-Brooklyn College):

- a. **Guest List:** You must submit a final list with the names, in alphabetical order by last name, directly to your Liaison at least three (3) business days before your event. This list should include the club's/organization's name, date, time, and location of your event typed and signed by two currently enrolled Brooklyn College executive board members (a sample is available at SAC). The Liaison will review, consult with appropriate college administrators, and if approved will forward the list to security for use during your event. Note: This procedure includes all guest speakers. Provide your Liaison in advance the speaker(s) name and the firm/organization for which s/he works.

5) Security meeting (if applicable):

- a. **Events requiring security:** If your event requires the use of College public safety officers, you and at least one additional currently enrolled Brooklyn College executive board member from your club/organization must attend a meeting with your Liaison, Public Safety, and other members of the college administration as appropriate to review the security procedures for your event. This meeting will occur at least **2 weeks** prior to your event. Your Liaison will schedule the meeting and notify you of the day and time.

6) Checklist of Responsibilities and Expectations:

- a. **Who is Responsible:** It is important to clearly articulate the lines of authority and responsibility for your event. The designated host club/organization is responsible for the event. In addition, a DOSA staff member will be designated to attend and ensure success of the event. A senior college official will be the responsible authority for addressing any behavioral disruptions at major and special events. This checklist will be prepared two weeks in advance in consultation with your Liaison and may require the input of Public Safety and other members of the college administration as appropriate.
- b. If your event requires **additional security**, this checklist will be a required step that must be completed during the security meeting.

On the day of the Event:

1) Arrive early!

- a. To ensure everything is in place, you and at least one other designated currently enrolled BC student from your club/organization should arrive 1 hour prior to the start of the event. Check in with your Liaison.
- b. Check the room, the set-up, the equipment, the decorations, the food, etc. If there is a problem, contact your Liaison for assistance.

2) Manage Your Time:

- a. Your event must start and end at the advertised time. Your participants will appreciate this and it will help all scheduled events run smoothly.
- b. Events in the Student Center scheduled to end 30 minutes prior to closing may not be extended. Unauthorized extensions may result in additional fees and loss of reservation privileges.

3) Cleanup Leave the room clean and in order. Damages to the room or property may result in additional fees.

After The Event

- 1) **Your Assessment!** Great leaders are constantly learning from their experiences.
 - a. Evaluating your event after it is over is the key to planning successful events in the future. Take time to think about your event: What went well? What would you do differently? What would you like to change for next time?
 - b. Prepare your assessment report to review at the next meeting with your Liaison.
- 2) **Pay your bills:**
 - a. Submit all remaining *Payment Request Vouchers* for your event (e.g., contracts, last-minute purchases) to CD on the first business day after the event. Failure to do so may result in penalties imposed on the executive board members responsible for the event.

ROOM, TABLE AND AV EQUIPMENT RESERVATIONS

Only student groups officially registered by Brooklyn College, and whose President and Treasurer have attended Executive Training, are eligible to request reservations for space, tabling or equipment.

Reservations must be submitted at least three (3) weeks and up to eight (8) weeks in advance of your event date. Please have an alternate date, time, and location in case your original choice is not available. Reservations are subject to change.

AVAILABLE FACILITIES ON CAMPUS FOR STUDENT EVENTS⁷ AND PROMOTION OF EVENTS:

Area	Type of Events
Student Center	Lecture, Workshops, Dinners, Receptions, Parties, Films, Conferences and Social Activities
Designated Classrooms	Restricted to general meetings, only during common hours IF Student Center is booked.
Tabling Activity ⁸ Whitehead Breezeway	Informational/ Club Promotion / Member recruitment/ Approved Fundraising
West Quad Gym ⁹	Sporting Events-Request must be forwarded to Student Center Director
Quads	Club Fairs, Health Fairs, Educational/Academic Programs may be held on the Central Quad if approved by Student Center Director and College Administration. Other events may be approved for West Quad. See Liaison.

Event space requests follow the same guidelines as an event in the Student Center AND require approval from Student Club Liaison and Vice President for Student Affairs. All event space adheres to the CUNY No Smoking policy.

DISPLAY CASES IN THE STUDENT CENTER

Display cases are located within the Brooklyn College Student Center, Main Lobby. Cases can be utilized for the following purposes:

- 1) Advertise currently registered club/organization
- 2) Advertise upcoming event once finalized and approved

Student clubs/organizations are not allowed to remove another clubs items within the display case. See your Liaison for access to display case to insert items. The same applies for removal of items after the timeframe has expired. The Brooklyn College Student Center is not responsible for any lost or damaged items. Do not display items that are important to you or have significant value.

Notify the Liaison of the designated currently enrolled BC student club members (at least 2) who are the point persons for the display case. Club/organization members must agree to designate set-up and breakdown dates. Changes in set-up and breakdown dates must be received by your Liaison at least 48 hours in advance. Within a given semester, clubs/organizations are allowed two (2) requests for usage of the display cases.

Failure to adhere to above noted policies/procedures will prohibit future display requests for one semester.

⁷ Note: Other Divisions of the College will request space. Time, place and manner will be utilized for final considerations and approval.

⁸ See page 28 for the Tabling Policy

⁹ Food items are not permitted in these areas

OUTDOOR EVENTS (QUADS, ETC.)

All outdoor events/activities are subject to change and/or cancellation due to inclement weather. Cancellations or relocations due to pending inclement weather conditions such as high winds, rain etc. will be made by the Student Center Director and the Vice President for Student Affairs or designee. The club/organization members will be notified immediately.

Once a decision is made to relocate or cancel an event, the decision cannot be reversed. An attempt to schedule an alternate date will be considered. To prevent last minute calls, please schedule alternate "rain" dates in your planning for the event. The Division of Student Affairs and its related departments will decide the time, place and manner for all club/organization events.

Banner Space may be requested by submitting a request to the Student Center Director at least five (5) weeks in advance of your event date. All banners are subject to restrictions on size and length of time the banner can stay in place. Current designated banner spaces are as follows:

- 1) College Entrance close to Hillel Place
- 2) Bedford Avenue Entrance
- 3) West Quad Entrance

Quad Events are subject to the above noted policy regarding inclement weather.

Following the submission of a plan to your Liaison, quad requests must be submitted at least **five (5) weeks** in advance to the Student Center Director. Each request will be reviewed on a case by case basis. Quad space is limited to the designated pavement area by either side of the College Library steps. Consideration will be given to the nature of request and number of requests.

Any Quad request will require a meeting with designated college administrators representing various departments to determine the feasibility of the same.

When requesting Quad space:

- 1) A maximum of 6 rectangular tables for Quad events.
- 2) All items needed to produce your Quad event must be reviewed and approved.
- 3) Each club/organization will be limited to one Central Quad event and one West Quad event per semester.
- 4) A representative of the Division of Student Affairs will monitor all approved events.
- 5) Use of music or amplification must be requested and approved in advance and limited to the West Quad.

The following items are not allowed to be used during tabling activities or Quad events

- 1) No glass items
- 2) Wood or plexiglass cannot be utilized for signs and posters. Signs and boards must be made of foam or cardboard. Foam board or cardboard cannot be more than 3ft high
- 3) No sprays or spray cans
- 4) Sheets on poles are not allowed. No sticks or poles.
- 5) No physical activities (West Quad may be reviewed for such activity –see SC Director.)

USE OF RSVP ONLINE SYSTEM: EVENTBRITE

In general, Campus events are offered primarily for the education of students, faculty, and staff of the university. Therefore the targeted proportion of non-campus versus campus attendees should be no greater than 50/50 for most events. Exceptions can be made depending upon unique circumstances, however, campus facilities and resources should support campus focused events and the Brooklyn College Community.

The host club/organization and their Liaison must classify the event as a BC community Only Event, a CUNY Community Only event, or a Guests Permitted event. These distinctions will be clearly outlined when the event is created in the RSVP system. The Office of Marketing and Communications will address Press requests.

When appropriate for major events, steps will be taken to assure the appropriate percentage of students, faculty and staff through the control of ticket distribution and access via venue entrances.

WHEN IS THE RSVP SYSTEM REQUIRED?

The RSVP System will be utilized for any event that meets the following conditions:

- 1) When invitations will be extended beyond the Brooklyn College Community (regardless of number of attendees anticipated).
- 2) When non-CUNY speakers or performers are expected.
- 3) When an event audience is expected to number 75 or more and there are room size restrictions.

STEPS REQUIRED FOR REQUESTING USE OF RSVP SYSTEM FOR AN EVENT

- 1) Initial meeting with designated Liaison to determine if using RSVP system is warranted. Must be done a minimum of five (5) weeks prior to the event date.
- 2) Two currently enrolled executive officers must be designated to serve as SubUsers (view only access) of the RSVP system along with the Liaison or designated staff member.
- 3) Attendance at a Planning/Implementation Meeting at least three (3) weeks prior to event. Your Liaison will schedule this meeting and invite other areas as needed.
- 4) Finalization of Space Reservation and event details at least two (2) weeks prior to the event. Club/organization Officers are responsible for scheduling this meeting.
- 5) Attendance at any On-Site Meeting on the day of the event at least one hour prior.
- 6) RSVP system may be made available to Brooklyn College students and faculty/staff in advance of a general release to Non-Brooklyn College and/or non-CUNY individuals. Then remaining seats equaling no more than the number given to students and other campus personnel can be released more broadly.
- 7) Access to an event using the RSVP system will be limited to those with documented reservations or printed tickets only.

HOST STUDENT ORGANIZATION RESPONSIBILITIES:

- 1) Assign two currently enrolled BC executive officers of your club/organization to be responsible for the planning and implementation of the event and meeting with designated Liaison and others as needed.

- a. Both students must also be present for the duration of the event. They should be readily available and accessible in the event of a disturbance or other problem.
 - b. Both students will be present at planning meetings held with campus administration.
- 2) Ensure that members of the host organization adhere to any advertising guidelines. Any deviations from the guidelines must be pre-approved and authorized in writing by the Liaison.
 - 3) Clarify the club's/organization's :
 - a. Goal, purpose and target audience for the event
 - b. Type of space needed and amount of persons expected
 - c. Food/catering and audio-visual needs
 - d. Names of guests/speakers expected regardless if speaker is from BC or CUNY
 - e. Assessment to be utilized
 - 4) Utilize the Event Request Form.
 - a. Even if only one (1) guest speaker is scheduled to speak, this information must be communicated to the Liaison.
 - b. In the case of workshops, parties, major or special events, the SC Director by the Liaison must be notified so that a determination can be made as to whether additional security may be needed. For certain events, there may be an added cost to the host student club/organization such as in the case of a party request which usually do not occur during normal business hours.
 - 5) Ensure that designated students are trained to clearly state the ground rules and behavioral expectations at the beginning of the event, state the consequences for non-compliance, and accept full responsibility for outcomes of the event.
 - 6) Accept full responsibility for all security costs and related costs for services, damage to facilities and/or loss of equipment, as expressly approved by the university. Public Safety is responsible for notifying the host student organization of any discrepancies between actual and estimated security costs for the event.
 - 7) Notify Public Safety if an event is canceled at least 48 hours prior to the event. Failure to properly notify Public Safety of a cancellation within 48 hours of the event will result in a charge for three (3) hours for each contracted position assigned to the event. Any remaining money will be refunded to the sponsoring student organization.
 - 8) Participate in the post event assessment.

COLLEGE RESPONSIBILITIES:

- 1) Assign one designated senior staff representative (or her/his designee) to the event. Staff must be trained in event management and conflict resolution and be available to the students throughout the duration of the event.
 - a. He or she will be present at planning meetings held with designated club members.
 - b. He or she will be readily available and accessible in the event of a disturbance or other problem.
 - c. He or she will attempt to resolve any disturbances or problems to the satisfaction of all parties.
 - d. He or she will be the sole authority that can authorize the removal/ejection of an individual from the event – except in the case of an imminent safety threat.

- e. If an imminent safety threat arises during the course of an event, Public Safety has the authority to remove/eject an individual(s) as deemed appropriate.
- 2) Provide additional staff to assist in conducting the event in an orderly fashion.
 - a. Establish orderly lines for entry as needed.
 - b. Check IDs to assure that all event attendees have valid college ID (or NYS ID).
 - c. Check-in guests using the printed or electronic version of the RSVP list.
 - d. Collect tickets (if tickets were required).
 - e. Stamp hands (or distribute wrist bands) for re-admittance.
- 3) Ensure that training is provided to senior staff and Public Safety Officers.
- 4) Ensure that individuals assigned to an event are knowledgeable of the College rules and guidelines.
- 5) Provide training to student leaders on event and conflict management (this is part of a program at the start of each academic year), including organizational, procedural and preventative techniques.
- 6) Notify the host organization of any discrepancies between actual and estimated security costs for the event.
- 7) Participate in post event assessment.

STUDENT EVENT RISK MANAGEMENT

All student activities and programs have a risk. The risks may be minimal, moderate or carry a significantly high risk. Perceiving and preparing for the degree to which your event entails risk should be discussed with your Liaison.

Your Liaison in consultation, with colleagues and senior administrators will determine when the level of risk is high and will further advise.

Note: A host organization may be required to submit a certificate of liability insurance adding the College and the Brooklyn College Student Center as an additional insured party. Similarly, if additional staffing is needed for the production of an event such as Public Safety Officers, the host organization will be required to pay and or reimburse funding for staffing needs.

Risk management is defined as “the process of advising organizations of the potential and perceived risks involved in their activities.” It is also monitoring and **supervising** organization activities and taking corrective actions and proactive steps to minimize accidental injury and or loss. We must apply principles of risk management at every management level for the purpose of:

1. Identifying and evaluating risk;
2. avoiding or eliminating them where practical and;
3. minimizing, controlling or contractually transferring them to others where possible.

Colleges and Universities deal with many risks on their campuses. It is important for colleges and Universities to:

1. Know what the risks are.
2. Know how to manage risk.
3. Know how much risk you want to be responsible for. Try to manage as little risk as possible and transfer the risk.
4. Have a plan in place to manage risk.

STUDENT-LED EVENTS AT BROOKLYN COLLEGE¹⁰

A student-led event is any event taking place, on or off campus, which fits at least one of the following criteria:

- Invoking the name and/or logo of Brooklyn College;
- Hosted by a registered Brooklyn College student organization;
- Made possible by Brooklyn College funds;
- In the case of on-campus events, that no rental fee is charged for the use of space.

All student-led college events must have a **host**. A host of a student-led event must be:

- CLAS, SGS, or GSO Brooklyn College student governments, or
- A registered Brooklyn College student organization.

A student-led event host at Brooklyn College is **not**:

- An individual student, or any student group not recognized by the appropriate Brooklyn College student government;
- A faculty department or an individual member of the faculty or the staff.

“Fronting,” the process by which student groups lend their names to an event in order to allow an outside group the use of campus facilities, is prohibited under CLAS policy.

THE HOST

The student host group is the principal organizer and is responsible for:

- Logistical planning, promotion and execution of the event;
- Ensuring that all college requirements and guidelines are met;
- Providing the Division of Student Affairs with a budget for the event;
- All unforeseen expenses incurred during the event;
- Identifying a main and secondary contact person for the event, both of whom must be present at the event.

The student-led event host, for the purposes of Brooklyn College *Student Event Planning and Implementation Handbook*, will be considered the “host organization.”

Hosting a student-led event does not imply an endorsement of any views expressed at the event. The presentation of any particular view shared at a student-led event does not signify an endorsement from Brooklyn College or student government.

¹⁰ Each Brooklyn College student organization is assigned a Liaison who is a staff member of the Division of Student Affairs (DOSA). The Liaison provides orientation and direction with regard to guidelines, rules and regulations for the functioning of student groups on campus. A written agreement setting forth the particulars of the event shall be entered into by the Host and DOSA.

THE SPONSOR

The sponsor of a student-led event is:

- An administrative office, academic department, or program, student government, or registered student organization at Brooklyn College;
- Invited to assist in the logistical planning and execution of the event as outlined in the partnership agreement;
- Able to lend its name to the event; to assist in its promotion;
- Can provide material support to promote the event;
- Responsible for any expenses outlined in the Host/DOSA agreement;
- Responsible for establishing a main contact to be in communication with the host group.

The sponsor of a student-led event is **not**:

- An individual faculty member;
- A student or student group not recognized by the appropriate Brooklyn College student government.

Sponsorship of a student-led event does not imply an endorsement of any views expressed at the event, unless otherwise indicated.

THE SUPPORTER¹¹

The supporter of a student-led event is:

- An administrative office, academic department or program, student government, or registered student organization at Brooklyn College;
- Invited to lend its name to an event in order to encourage attendance;
- Able to assist in the promotion of the event as outlined in the Host/DOSA agreement.

The supporter is **not**:

- An individual faculty member;
- A student group not recognized by the appropriate Brooklyn College student government;
- Allowed to use college resources for the promotion of the event
- Allowed to assist in **any** logistical planning or execution of the event,
- A financial contributor to the event beyond the costs of its own promotion.

¹¹ "Supporter" is the preferred term that is used at Brooklyn College to describe the type of assistance provided in a manner that was previously described as a "co-sponsor," meaning the group lends its name only for the purpose of encouraging attendance at the event.

Support for a student-led event does not imply an endorsement of any views expressed at the event. The presentation of any particular view by shared at a student-led event does not signify an endorsement from Brooklyn College or student government.

THE EXTERNAL SUPPORTER

The external supporter is:

- Any organization not recognized as an entity, group or individual member of, and not affiliated with, Brooklyn College;
- Invited to assist in the publicity of the event, only for student-hosted events that are open to the public;
- Able to lend its name to a student-led event;
- Required to follow all guidelines set forth by Brooklyn College and CUNY, and must comply with the terms as outlined the Host/DOSA agreement;
- Required to establish a main contact with the host group.

The external supporter is **not**:

- A participant in the logistical planning or event execution;
- Responsible for any unforeseen expenses of the event.

Partnerships with external supporters on the part of the college host must be approved by the DOSA Liaison who oversees that particular student organization. Established criteria will be used to vet potential external supporters. Eligible external supporters include but are not limited to:

- Not-for-profit organizations recognized as such by the IRS;
- Administrative offices/faculty departments/recognized student organizations/academic center of other CUNY institutions;
- Administrative offices/faculty departments/recognized student organizations/academic centers of other academic institutions

Student organizations wishing to have for-profit organizations join events as external supporters must have an agreement in writing, approved by the Vice President for Student Affairs and the Office of Legal Services.

Regardless of the organization's standing, the Vice President for Student Affairs will have the right to void any support agreement on the part of a student organization with a non-Brooklyn College third party.

SECTION 3

Guidelines, Policies and Resources

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THE STUDENT CENTER (SC) – RULES AND PROCEDURES FOR ACCESS¹²

I. BROOKLYN COLLEGE COMMUNITY

- 1) All faculty, staff and students are required to present a valid Brooklyn College ID upon entering the SC.
- 2) Alumni are required to present their alumni ID card. A picture ID may be requested by Officer.

II. CUNY (NON-BROOKLYN COLLEGE):

CUNY (non-BC) faculty, staff and students are guests at the College and must adhere to the following procedures to gain entry into the SC:

- 1) Enter at the East Gate located on Campus Road & Amersfort Place.
- 2) Present an additional acceptable photo ID if requested by Security Officer on duty.
- 3) Sign and complete Guest Registry.

III. GUESTS ARRIVING FOR ADMINISTRATIVE PURPOSES:

- 1) Must enter at the East Gate located on Campus Road & Amersfort Place (If under age 18, see section V).
- 2) Must present acceptable photo ID. May be asked to present an additional acceptable photo ID if requested.
- 3) Must sign and complete Guest Registry. A Visitors Pass (to be worn at all times in the SC) will be issued if the above procedures are satisfied.

IV. GUESTS ARRIVING FOR STUDENT AND EXTERNAL EVENTS/MEETINGS:

- 1) Follow procedures 1 – 3 of Section III (If under age 18, see section V).
- 2) BC students or staff with a valid ID may sponsor one (1) guest for scheduled general meetings ONLY. The guest must show acceptable photo ID and sign guest registry to obtain a Visitors Pass. Sponsored guests are the responsibility of BC student/staff who signed in the visitor.
- 3) Must be listed on a RSVP list *if* the event/meeting is declared a special, major or high-profile event by SC Administration and/or Public Safety.

V. MINORS

- 1) Minors (under 18) are allowed within the SC with parental/guardian supervision only. They must remain with parent/guardian at all times. (Excludes B.C./CUNY students with valid IDs & under 18 years of age).
- 2) Related College departments/entities such as BCA, STAR and College Now students that are under the age of 18, are not allowed in the SC without authorization from the SC Director and/or Public Safety.

***ACCEPTABLE PICTURE ID** is a government issued photo ID. Other forms of picture ID may be acceptable as determined by the Administration of the BC Student Center or Dept. of Public Safety.

BCSC VISITOR PASS is only valid for the BCSC. Visitor Pass must be worn and visible at all times.

¹² In the case of major events, Brooklyn College Faculty, Staff and Students as well as CUNY and All Other Guests WILL NOT gain entry to specified event(s) without a prior RSVP. **Metal Detection** may be used at the discretion of Brooklyn College Office of Public Safety.

TABLING POLICIES

In order to provide an efficient and equitable process for our currently registered and enrolled student clubs/organizations at Brooklyn College, the following procedures have been established.

The primary functions of a tabling activity are:

- 1) Event Advertisement
- 2) Bake sales/Fundraising for club programming
- 3) Bake sales/Fundraising for only officially registered non-profit organizations
- 4) Informational/Leafleting exchange

Designated tabling location is Whitehead Breezeway. Under special circumstance as determined by the Student Center Director the tables may be requested for the following:

- 1) James Hall Lobby
- 2) New Ingersoll Hall Lobby
- 3) Whitehead Lobby

Tabling Procedures:

- 1) Request table space at least 3 to 5 weeks in advance of desired date with your Liaison
- 2) Tabling dates are reserved on a first come, first serve basis
- 3) Student clubs/organizations are limited to 3 table space requests per semester/per club.*
- 4) Two representatives from the currently registered student club/organization must be present during the entire tabling activity.
- 5) If fundraising, a legible sign with the name of the student club/organization and the organization for which funds are being raised must be displayed at the table. Additionally, a letter from the non-profit organization must be submitted to your Liaison and CD three (3) weeks prior to the event.
- 6) A copy of the table space approval form must be displayed at the table.
- 7) Food items being distributed and/or sold must be pre-packaged. Student Center staff may provide guidance regarding this procedure.
 - a. If utilizing home cooked baked goods, a sign must be posted notifying College community that food is home prepared.
- 8) No hot food items allowed.
- 9) Copies of any materials to be distributed must be submitted to the Liaison at least one (1) week in advance of the tabling event.
- 10) Only one (1) table may be used per day, per club/organization and will be provided by the College. The table size is six (6) feet.
- 11) Student clubs/organizations are not permitted to bring their own tables.
- 12) Students are not permitted to move tables from their designated locations.
- 13) Brooklyn College and the Division of Student Affairs are not responsible for lost, stolen, or damaged goods.
- 14) Campus property must be returned in the condition it was given. Damaged items will be charged to host student club/organization.

* In the event that a request comes in for additional tabling activity time slots, the Student Center Director may consider extending the time if there are no competing requests.

FUNDRAISING ACTIVITIES ON/OFF CAMPUS: WHAT YOU NEED TO KNOW

General Rule:

All revenues generated by student activities funded through college student activity fees shall be deposited in Central Depository. Fundraising is only for a registered student club/organization or a not-for-profit organization.

I. FUNDRAISING FOR YOUR STUDENT CLUB/ORGANIZATION:

- 1) Student clubs/organizations that wish to fundraise must provide the proper documentation to their campus Liaison and the Coordinator of Central Depository in Room 302, BC Student Center, in writing (e-mail acceptable) at **least three weeks** prior to the date of the event, stating clearly that all funds are being raised for the student organization and the purpose(s) for which the funds are being raised. Flyers and all advertisements must note the name of the organization for which the funds are being raised.
- 2) Once funds are collected deposits must be made immediately after event or within 48 business hours after the conclusion of the fundraiser into Central Depository club account. Cans/Cash boxes for donations, if needed, can be acquired in Central Depository.
- 3) **If your fundraiser occurs on a Friday night or on the weekend in the Student Center all funds collected must be placed in a signed sealed envelope and placed in a safe in the Student Center and must be deposited in Central Depository on the first business day thereafter.**

NOTE: STUDENT CLUBS/ORGANIZATIONS WILL NOT BE ALLOWED TO TAKE COLLECTED FUNDS AWAY FROM THE STUDENT CENTER.

II. FUNDRAISING FOR NOT-FOR-PROFIT ORGANIZATIONS (all rules set forth in Section I above apply. In addition, the following requirements must be met)*:

1. A written confirmation from the organization stating their ability to receive the donation must be presented prior to making arrangements.
2. This letter from the organization must include at least the name, address, telephone number, and Federal Tax ID of the organization and must be received **3 weeks prior** to the fundraiser.
3. Obtain a W9 form from the charitable organization. Attach the written confirmation and the W9 form to the payment request form for processing 3 weeks prior to fundraiser.

*If you wish to investigate a charitable organization you can visit the Better Business Bureau at <http://www.bbb.org>.

GIFTS AND AWARDS

1. No student activity fee money can be spent on contributions or gifts.
2. You may not give awards without a separate award line 19 in your budget that has money deposited in to it.
3. Awards are for exceptional service. Use certificates for participation or thanks.
4. Gift cards CANNOT be purchased with Student Activity Funds.

If you have any further questions please contact your Liaison or the Coordinator of Central Depository

TYPES OF FUNDRAISERS / CHARITABLE ACTIVITIES

BAKE SALES

- 1) Request a table from your Liaison at least three (3) weeks in advance.
- 2) The use of sternos is not permitted at the tables.

DRIVES (E.G., CLOTHING, FOOD, TOYS)

- 1) Provide the Liaison and the Coordinator of Central Depository a letter noting that the drive is for a particular charity and a letter from the charity, in writing (e-mail acceptable) at least three weeks prior to the date of the event, stating clearly the name of the organization for which items are being collected.
- 2) A written confirmation from the organization stating their willingness and ability to receive the items must be presented prior to making arrangements (3 weeks).
- 3) The confirmation letter from the organization must include at least the name, address, telephone number, and Fed Tax ID of the organization (3 weeks).
- 4) Flyers and all ads must note the name of the organization for which the items are being collected, the beginning and ending dates of the drive, and location must be clearly advertised. Consult Liaison if you have questions.

SELLING TICKETS FOR A CLUB EVENT – TBD (SECTION IV REVENUES / ARTICLE D. PG. 23)

- 1) Any student activity where admission is charged is a special event. Admission to vetted Special Events is by ticket only. The maximum number of tickets is limited to the occupancy capacity of the room. Following approval of your special event by the college/D.O.S.A., you must go to CD four (4) weeks in advance to get tickets printed for an event to which admission will be charged. Your organization must pay to have tickets charging admission printed. You must use unrestricted money to pay for them.
- 2) You may distribute complementary tickets along with the ones being sold, but a list of those individuals who are getting such tickets must be submitted to Central Depository at the

time of ticket reconciliation. The printing must be charged to line 606. Line 606 must be reimbursed from proceeds.

- 3) The tickets must be picked up from and returned to Central Depository. All tickets will be recorded with a beginning and ending ticket number in a ticket log. The number of tickets must not exceed the college's maximum legal capacity for the facilities being utilized. ALL INCOME FROM TICKET SALES MUST BE DEPOSITED IN CENTRAL DEPOSITORY.
- 4) The tickets, including complementary, and funds must equal the amount on the ticket receipt form.
- 5) An authorized signatory must sign for the tickets and be responsible for returning the tickets and the money. Ticket sales at the door are only permissible if a secured location away from the main access to the function is set up with prior agreement with the Student Center Planning Advisor.
- 6) At the conclusion of the sales, cash collected plus the remaining unsold tickets (if any) shall be safeguarded and returned to the college Central Depository along with a reconciliation of tickets to be accounted for, tickets sold and cash on hand. Account reconciliation must occur the first business day after each event.
- 7) Expenditures shall not be paid from cash collected.
- 8) Any event costing over \$1,250.00 must be approved at least 6 weeks in advance by the Budget Committee of the Brooklyn College Association, even if admission is not charged. The college must approve all advertisements pertaining to the event to ensure consistency with the stated purpose and conforms to the college's guidelines for such an event.
- 9) For sponsored events held off campus, there also must be proper accountability over the monies collected for the event.

FOOD POLICY

Purchases of food are defined within the context of events versus meetings. The policies are delineated below:

Events are defined as programs/activities planned and scheduled inside the vicinity of the College and/or the Brooklyn College Student Center in which members of the Brooklyn College community *other than* the registered, currently enrolled club members of the sponsoring organization are invited and expected to attend said program/activity and may include guests who are not affiliated with the college.

All club events, utilizing a caterer for their **Event** must obtain a certificate of liability insurance naming the College and the Brooklyn College Student Center as an additional insured.

A list of vendors with certificates of liability insurance on file with the college can be obtained from CD, 3rd floor, Student Center.

If an organization chooses to utilize a food vendor who is not on file, the organization must submit a certificate of liability insurance for said food vendor naming the College and the Brooklyn College Student Center as an additional insured two (2) weeks prior to scheduled event to their club Liaison. Failure to do so may result in cancellation of event.

Meetings are defined as a gathering of registered, currently enrolled students within the vicinity of the College and/or the Brooklyn College Student Center in which only members of the club will attend. Thus, no guests are invited or expected. Local food eateries such as the neighborhood pizza parlor, bodegas, Chinese restaurants, bagel shops etc. can be utilized to purchase food items for meetings without submitting a certificate of liability insurance.

Clubs/organizations who intend to have a general meeting must consult their Liaison at least one (1) week prior.

If reimbursement is needed for your club/organization meeting by **individual** executive board member(s) or the vendor, you must have consulted your Liaison prior to your food purchase. CD will guide you toward the necessary procedures and items such as W9 forms, purchase requisitions, original and itemized receipts, etc. needed to complete the process of reimbursement. You must allow for 2-3 weeks processing time to obtain reimbursement for an approved event and food purchase.

NOTE: Registered and currently enrolled members for meetings should not exceed more than 25 members.

Failure to adhere to the above policies or willful disregard and negligence of said procedure/policy will result in penalties. Sponsoring organization(s) will be held liable and may not be permitted to plan scheduled meetings or events for up to 2 years.

GUIDELINES FOR MEDIA ACCESS TO BROOKLYN COLLEGE EVENTS

The Office of Communications and Marketing serves as the college's primary liaison with members of the media. Our professional media relations team is responsible for disseminating public information; facilitating interviews with students, faculty, and staff; seeking positive coverage for the college's people, programs, and activities; and responding to requests from journalists. We make every effort to accommodate members of the media interested in attending campus events or otherwise covering the college.

As a general rule, the college welcomes members of the media to public events on our campus. Journalists who wish to attend an event at Brooklyn College should normally contact the Office of Communications and Marketing at least 24 hours in advance in order to facilitate their visit. The college reserves the right to place reasonable limitations on media access, which may include restricting cameras and recording devices, requiring New York press credentials, or coordinating a press pool.

As a campus community that embraces diversity, Brooklyn College does not discriminate against members of the media on the basis of age, gender, sexual orientation, religion, race, national or ethnic origin, citizenship, disability, veteran or marital status. Event organizers who wish to contact members of the external media in order to request coverage and/or invite journalists should coordinate in advance with the Office of Communications and Marketing. Such notification will enable the College to accommodate media coverage in the appropriate manner.

As members of the Brooklyn College community, student reporters from our campus based authorized student media outlets are not required to provide advanced notice or coordinate with the Office of Communications and Marketing. Such student reporters may attend any college event by following the standard registration instructions, if required. They may access any event by presenting a college-issued student press pass, which will be provided to each registered student media organization by the Division of Student Affairs.

Members of the media, including student journalists acting in their official capacity, may not be granted access to campus activities where confidentiality is required.

For information about media access at Brooklyn College, contact the Office of Communications and Marketing at (718) 951-5882 or communications@brooklyn.cuny.edu.



Brooklyn College
Division of Student Affairs

DRAFT
9/9/13

EVENT REQUEST FORM

(including Quad events and club meetings)

The City University of New York

A written confirmation will be sent to the sponsoring organization after the activity has been reviewed and approved by all parties, and processed. This confirmation will include any special requirements or fees set by the Division of Student Affairs, the Public Safety Office, and other associated College offices.

NO EVENTS/ACTIVITIES APPROVED UNTIL AN AUTHORIZED SIGNATURE IS PROVIDED ON THIS FORM.

For club meetings please fill out sections A, B and E only. For all other events please complete all sections.

Section A

Reservation request must be made 5 weeks prior to the event date, unless event is for a club meeting. (Subject to scheduling and availability)

Only B.C. entities*

Date Request Submitted _____ Name of Host Organization/Club _____

Sponsor Organization (providing material support) _____ Supporter (encourage attendance only _____
(for events only) & promotes events)

Name/Person Making Request _____ Brooklyn College E-mail _____ Contact Number _____

2nd Contact Name _____ Brooklyn College E-mail _____ Contact Number _____

Section B

Meeting/Event Space Details

Name of Event or Purpose of meeting _____ Date _____ Alternate Date _____

Time: Start _____ am/pm End _____ am/pm # of attendees expected _____

Setup Time: _____ am/pm Breakdown Time _____ am/pm Refreshments to be served _____ Yes _____ No
If yes (Complete section D)

Description of proposed activity _____

Preferred Set-up _____

Please provide statement of purpose for any event. This must be attached to the application. Remember to supply ALL supporting documents relating to events (i.e. advertising (electronic or other), flyers, postings, speaker bios, program, etc). Note policies and procedures associated with different spaces, i.e. Student Center, Quads, etc. apply. Do not publicize an event, on or off line that has not been reviewed and approved by the Liaison. Once approved by the Liaison, all club meetings and events must be posted on the college calendar.

Section C

Events Only (Check all that apply)

- Fundraising
- Performance
- Tabling
- Party/Dance
- Dinner
- Speaker
- Festival
- Seminar/Workshop
- Conference
- GLO
- DJ/Live Band
- Dance/Formal
- Meeting
- Award Ceremony
- Film
- Drive
- Fashion Show
- Art Exhibit
- Quad Activity
- Clip boarding
- Other: _____

Targeted Audience: Brooklyn College Students Only CUNY Faculty/Staff CUNY Community Other

Anticipated number of guests/participants: # of students _____ Other _____ Total: _____

Is this a ticketed event? _____ Is this an RSVP event? _____ Will funds be collected? _____

Do you intend to invite non-CUNY affiliates to this event? Yes No

Advertisement: How do you plan to promote the event?

- Website
- Facebook
- Twitter
- Flyers
- Email
- Letter/Invitation
- Other

(copies of all final ad materials must be attached)

* External Supporter: supports events by providing publicity (lends its name to student led event) for student hosted events open to the public. Must abide by all Brooklyn College guidelines, rules and regulations.

Section D**BUDGET DETAILS**

Event funded by:

 Club Budget
 Allocating Bodies (CLAS, SGS, GSO)
 Fundraising
 Other Sources (please list)

Estimated Expenses:

 Presenter/Performers \$ _____ Vendor Name(s) _____

 Food \$ _____ Vendor Name(s) _____

 Decorations/Supplies \$ _____ Vendor Name(s) _____

 Publicity \$ _____ Vendor Name(s) _____

 Estimated Total: \$ _____ Available Funds: Yes No

Please note that all food vendors must be listed on Central Depository's approved food vendors listing. In addition, ALL appropriate paperwork must be completed in order to process food vendor payments.

AUTHORIZATION**Section E**

CERTIFICATIONS I certify that no contracts have been entered into with third parties without the written approval of the Office of the Vice President for the Division of Student Affairs at Brooklyn College. All information in this application is true. I certify that I have received a copy of applicable college policies and regulations and will follow all policies and procedures as outlined. THE APPLICANT AGREES TO HOLD HARMLESS AND INDEMNIFY THE BOARD OF TRUSTEES OF THE CITY UNIVERSITY OF NEW YORK AS WELL AS BROOKLYN COLLEGE AND ANY OF THEIR OFFICERS OR EMPLOYEES FROM LIABILITY FOR ACCIDENT OR DAMAGE. The applicant assumes responsibility for any damage to college facilities. No outside vendors will be permitted at any event without the written approval of the Vice President. If any event is cancelled, deposits may NOT be returned to the organization. This reservation does not guarantee approval. I certify that I am authorized to enter in this agreement on behalf of the previously named applicant and to commit such funds as itemized by the College associated with the use of the previously named facility. I understand that if the event exceeds the hours contracted for, additional charges may be added. If you agree with the certifications above, please type your information as requested below.

I certify that I will comply with all College rules and procedures; I understand that failure to do so may result in the cancellation of the event.

 (Last Name, First Name)

 Signature

 DOB: MM/DD/YYYY

 SA Stamp, Liaison Name
Section F**OFFICE USE ONLY**

Send a Copy of Completed Form to:

 Public Safety

Date Sent: _____

S.A.C. Check List

 Certificate of Insurance Required*

 Yes

 No

 Performance Agreement Required**

 Yes

 No

 Security

 Yes

 No

*(*Certification of Insurance should be completed and submitted at least 48 hours prior to the event.)*
*(**Performance Agreement should be completed and submitted two (2) weeks prior to the event.)*

Date: _____

Approved Coordinator: _____

 Last Name, First Name

 Send a copy of this completed form (scan or hard copy) to: Att: Student Center Director (Mitzu Adams)
 Event Request Form

Questions may be referred to Associate Director of Student Activities Central (Christina Haney)

BROOKLYN COLLEGE STUDENT CENTER ROOM CAPACITY*

Floor	Space Designation	Auditorium	Stadium	Banquet	Horseshoe	Classroom	Fair	Semi-Circle
Second Floor	Bedford Lounge	175	140	150	60	100	18T	120
	Amersfort Lounge	100	80	70	35	70	14T	80
	Glenwood Lounge	100	80	70	36	70	14T	80
Fourth Floor	Jefferson-Williams Lounge	150	120	120	50	72	15T	100
	Maroney-Leddy Lounge	60	30	40	24	24	9T	40
	Alumni Lounge	150	120	120	36	72	15T	100
	Aviary	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Fifth Floor	State Lounge	50	50	50	32	24	8T	40
	Occidental Lounge	120	100	90	36	60	11T	100
	International Room	50	30	40	24	24	9T	40
	Harambee Lounge	20	N/A	N/A	12	12	4T	10
	Ward Room	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Grog Room	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Cosmic Room	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Sixth Floor	Maroon Room	80	60	70	36	48	14T	60
	Gold Room	250	225	150	70	180	26T	175
Penthouse	Zodiac	100	80	50	40	48	10T	80
	Solarium	100	80	50	30	32	10T	60
	Full Penthouse	200	150	120	70	100	20T	190

*Capacity will change based on the amount or type of additional set-up needs (such as AV, food tables, performance space, etc). Conference rooms hold 10-15 persons.

STUDENT WORKSHEET FOR EVENT PLANNING AND MANAGEMENT

Five (5) Weeks Before Program

<u>TASKS</u>	<u>PERSON RESPONSIBLE</u>	<u>DUE DATE</u>	<u>STATUS - NOTES</u>
5 (to 8) WEEKS PRIOR TO THE EVENT: Initial Planning with your Liaison			
Develop goals in line with your mission – Make sure they are Specific, Measurable, Achievable, Realistic, Timely			
Decide type of event and size of anticipated audience			
Choose two possible dates – Check college calendar for possible conflicts			
Identify an Event Chair and Co-Chair (must be currently enrolled BC students)			
Select a Theme – Keep in mind target audience and goals			
Identify Possible Speakers – Check availability but do not confirm yet			
Create a projected program, include space, vendors, performers, special guests, etc.			
Draft an invitation letter			
Decide who your target audience is			
Create a proposal outlining everything you will need			
Draft a budget – indicate any additional funding needed			
Develop a communication and outreach plan			
Develop your assessment method (survey, attendance, focus group, etc.)			
Schedule meeting with your Liaison to discuss all of the above. One additional executive board member from your club must attend			
Obtain confirmation of event and room from Liaison			

<u>TASKS</u>	<u>PERSON RESPONSIBLE</u>	<u>DUE DATE</u>	<u>STATUS - NOTES</u>
4 WEEKS PRIOR TO THE EVENT: Confirming Plans			
Develop and send a "Save the Date" flyer/email.			
Submit request to post on College Calendar.			
Finalize and send invitation for speakers, special guests, etc.			
Meet with Liaison and Central Depository to discuss budget amount and allocation for event			
Gather any paperwork that needs to be submitted			
Gather contracts, if applicable. Do not sign or verbally agree to any contract before written approval from your Liaison			
Request fundraising letter from nonprofit organization, if applicable			
Confirm with outside vendors for services/supplies and complete related paperwork			
Select entertainment and request description of service and list of props/equipment.			
Select caterer, suggested menu and confirm. Consider special dietary needs.			
Discuss auction or raffle ideas, if applicable			
Send invite letters, if applicable			
Discuss Publicity, advertising ideas, posters, etc.			
Discuss security needs, if applicable			
Discuss gift items if necessary and select vendors			
Discuss volunteers needed to help with the event			
Develop list of individuals/groups to be invited and indicate status			

<u>TASKS</u>	<u>PERSON RESPONSIBLE</u>	<u>DUE DATE</u>	<u>STATUS - NOTES</u>
3 WEEKS PRIOR TO THE EVENT			
Hold meeting with event stakeholders/2 authorized club representatives			
Submit fundraising letter			
First round of phone calls and outreach			
Discussion of event logistics and set-up with club Liaison			
Discuss event RSVP process with student club Liaison			
Develop program script			
Develop decoration plan			
Place all orders still pending			
Reserve any special equipment			
Review all printed materials			
Reminder on college calendar			
Hang flyers on bulletin boards			
Post on BCNN			
Inform campus papers			
Finalize entertainment			
Assign a photographer			
Ensure club members know advertising guidelines			
2 WEEKS PRIOR THE EVENT			
Finalize details with the caterer			
Finalize details with club/organization Liaison regarding event AV needs or room set-up			
Second round of phone calls and outreach, if needed			
Prepare checklist of responsibilities with Liaison, if needed			
Have security meeting (If applicable)			
Develop survey to identify the events effectiveness			
Finalize program			
Send out event reminder			

<u>TASKS</u>	<u>PERSON RESPONSIBLE</u>	<u>DUE DATE</u>	<u>STATUS - NOTES</u>
1 WEEK PRIOR TO THE EVENT			
Print handouts and surveys			
Print name tags			
Meet with Stakeholders			
Print RSVP list and submit to Liaison (at least 3 days prior to event)			
DAY OF EVENT: Arrive at least one hour prior to event			
Check in with Liaison at least one hour prior to event			
Gather all volunteers for event for final review			
Check Room, set-up, equipment, food, etc.			
Deliver or gather gift items			
Put up Signs, welcome signs for event			
Decorate room and prepare for guest arrival			
Set Up registration table			
Photographer in place			
Distribute & collect surveys			
AFTER EVENT			
Clean up and collect any decorations that can be reused			
Review surveys and write up a report/summary of results			
Committee member meeting. Did you meet your goal?			
Send Thank you letters			
Collect all receipts and invoices and submit to CD			
Deposit any collected funds in CD			
POST EVENT REVIEW			
Discuss with all stakeholders pros and cons of the event, changes for the future, if needed. Report any important related activity to Liaison.			

SECTION 4

Related Policies, Procedures and Documents

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ALCOHOLIC BEVERAGE SERVICE POLICIES AND PROCEDURES

Brooklyn College Student Services Corporation

Introduction:

The Brooklyn College Student Center holds a New York State Liquor License; the license is issued to the Brooklyn College Student Services Corporation (BCSSC).¹³ The Student Center has the responsibility to disperse alcoholic beverages at all campus scheduled events and activities.

- b) Brooklyn College community members are required to contact the Brooklyn College Student Center, (718) 951-5528, if they wish to request alcoholic beverage service at a scheduled event.
- c) Within five weekdays of receiving a request, a response will be provided based upon the requesting organization's compliance with the policies and procedures set-forth below under the headings: Student Center Alcoholic Beverage Disbursement Policy. For additional information on the policy, you may contact the Student Center Director at 718-951-5842.

Student Center Alcoholic Beverage Disbursement Policy:

Effective December 1985, New York State Law prohibited persons under the age of 21 from **purchasing** alcoholic beverages, and as of January 1990, persons under the age of 21 were prohibited from **possessing** any alcoholic beverage with the intent to **consume** the beverage. Since many students enrolled at Brooklyn College are under the age of 21, the possibility of illegal use and abuse of alcohol is greatly increased. Due to the obvious inherent risks associated with the purchase and consumption of alcoholic beverages within the Brooklyn College community, this Student Center Alcoholic Disbursement Policy has been developed for all alcoholic beverage functions scheduled on the Brooklyn College campus.

- a) All requests for beverage service MUST include a non-alcoholic beverage option; non-alcoholic beverages will be placed in the general program area that is open to all regardless of age.
- b) Food items, other than potato chips/pretzels, etc., must be provided by the sponsoring organization at all functions that have been authorized to serve alcoholic beverages.
- c) When alcoholic beverages are served at an event:
 - 1) Only persons over the age of 21 will be served alcohol.
 - 2) Alcohol must be served and supervised by trained Student Center personnel.
 - 3) Under close supervision by administrative supervisors¹⁴, Student Center personnel will check photo ID (usually a driver's license) for all individuals wanting to gain access to the alcoholic beverage serving area; special stamps or wrist bands will be

¹³ Names on the license representing BCSSC are: BC President; BC Dean of Student Affairs (BCSSC Vice President); BC Vice President Finance & Administration (BCSSC Treasurer); and BCSSC Director (BCSSC Secretary).

¹⁴ Student Center Beverage Service Supervisors: Student Center Director, Assistant Director/Student Center Operations, or Student Center Operations Coordinator

used so that the person can easily “come and go” from the area [e.g. bathroom, participate in scheduled activity, etc.].

- 4) To ensure that alcohol is not purchased by a person of legal statutory age and then given to a minor, alcoholic beverages will be disbursed and MUST be consumed in an “alcohol beverage area” that permits only persons over the age of 21; Student Center Staff will ensure that no one leaves this area with a drink.

Beverage Service Requests

a) Non-student Organizations

- 1) All non-student organization beverage service requests are made through the Student Center Administrative Office 718 951-5528, which is administered by the Assistant Director of Student Center Services.
- 2) Alcoholic beverage service requests MUST be made at least two (2) weeks prior to the scheduled event.
- 3) All alcoholic beverage functions will be held in the Student Center. Under special circumstances, the Student Center staff may provide service outside the Student Center (e.g. President’s Office, President’s Residence, Whitman Auditorium, Library Lily Pond Room, Georgian Room, etc.).
- 4) Prior to final approval, the proposed alcoholic beverage event will be discussed with the Vice President for Student Affairs.

b) Campus Student Organizations

- 1) Brooklyn College Association (and CUNY) policy **does not** permit the use of undergraduate student activity funds to be used to pay for alcoholic beverage service; however, graduate student activity funds **can be** used to cover expenses involved with alcoholic beverage service requests.
- 2) Prior to discussing the alcoholic beverage service request with the Student Center Director, the requesting student organization will be fully appraised of the *Student Center Disbursement Policy* by Student Activities Central personnel; student leadership of the respective organization will then decide if they want to serve alcoholic beverages at their event.

Final Procedures to Approve Alcoholic Beverage Service

- a) After thoroughly discussing the ramifications involved with serving alcoholic beverages at a function in the Student Center or at a campus event, the designated organization/office/department representative responsible for requesting alcoholic beverage service will discuss beverage service request options with the Assistant Director for Student Center Services or Director of the Student Center.
- b) When the Director is satisfied that all policies and procedures are in place to serve alcoholic beverages at a student organization function or at a campus event, including a discussion with the Office of Public Safety, the Vice President for Student Affairs is contacted to discuss the “plan of action and safeguards” that will be implemented by the Student Center administrative staff *before final approval is given*.
- c) When the Vice President for Student Affairs and Student Center Director mutually agree, final approval can be given to the organization/office/department to serve alcoholic beverages at the scheduled event.

Sanctions:

Violations of the CUNY Rules for the Maintenance of Public Order, pursuant to Article 129A, may subject student violators to disciplinary action pursuant to Article 15 of the University’s Bylaws and College employees to disciplinary action as determined by the College’s Human Resource Division¹⁵.

¹⁵ **Article 129A, Section 9** – Any action or situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization is prohibited; **Section 11** – The unlawful possession, use or distribution of alcohol by students or employees on University/college premises or as part of any University/College activities is prohibited. (Students violating this policy will be subject to sanctions ranging from admonishment to expulsion from the University system as per CUNY Bylaws, Article 15; College employees violating this policy will be referred to the College Human Resources Division for disciplinary review and action).

I as the “requestor” have read and understand the Brooklyn College Alcoholic Beverage Policy stated above and, on behalf of myself and my organization and/or department agree to abide to the terms stated therein.

Requestor’s Printed Name & Title

Requestor’s Signature

Organization/Department

Date

Requestor’s Email

Requestor’s Phone

For Office Use	
Student Center Staff:	_____
Event Location:	_____
Event Start Time:	_____ Event End Time: _____

DEMONSTRATIONS

Brooklyn College supports the right of individual students, faculty, staff and student clubs/organizations to demonstrate provided such activities do not disrupt normal activities or infringe upon the rights of others.

The College will not condone behavior that violates the freedom of speech, choice, assembly, or movement of other individuals or organizations. In short, responsible dissent carries with it sensitivity for the civil rights of others.

Accordingly, the College will take whatever steps it deems necessary to:

- 1) protect the right of any individual or group to demonstrate and publicly proclaim any view, however unpopular; and
- 2) protect the freedom of speech, assembly, and movement of any individual or group that is the object of the demonstration.

The following guidelines apply to all demonstrations and/or equivalent activity:

- 1) Requests for demonstrations should be submitted 5 weeks in advance but no less than 3 days in advance.
- 2) Persons may not block or otherwise interfere with the free flow of vehicular, bicycle, and pedestrian traffic.
- 3) Persons may not block or otherwise interfere with access to or from campus buildings.
- 4) Persons shall not obstruct, disrupt, interrupt or attempt to force the cancellation of any previously scheduled event or activity.
- 5) Persons shall not engage in harassing, physically abusive, threatening or intimidating conduct toward any person.
- 6) Persons shall comply with the directions issued by representatives of the university/college when performing his/her official duties.
- 7) Classes or other scheduled activities shall not be disrupted.
- 8) Use of public address systems and amplified sound will not be permitted without prior approval from the Vice President for Student Affairs/Student Center Director.
- 9) The safety and well-being of members of the campus community collectively and individually must be protected at all times. The College maintains the right to define the time, place and manner in which activities occur on campus.
- 10) College property must be protected at all times.
- 11) All included in a demonstration must be currently registered students at the college.
- 12) Persons engaging in activities on College grounds are subject to and expected to comply with all applicable university policies and procedures

13) Student organizations sponsoring or organizing demonstrations or equivalent activities will be held responsible for compliance with this policy. Student organization sponsorship in no way relieves participating individuals of responsibility for their conduct. Each individual participating in a demonstration or equivalent activities, whether sponsored or not, is accountable for compliance with the provisions of this policy as well as the Rules and Regulations for the Maintenance of Public Order. Violation of this policy may be grounds for disciplinary action against individuals and/or the sponsoring or participating student organizations and their officers.

CLIP-BOARDING AND LEAFLETING

Clip-boarding and leafleting may take place on campus so long as such activity is not disruptive or infringes upon the rights of others. Specifically, students engaging in these activities shall not harass, threaten or intimidate any member of the college community.

USE OF COLLEGE FACILITIES BY POLITICAL CANDIDATES

When a candidate for public office is invited to speak on campus in connection with his or her candidacy for office, all other recognized candidates should be provided the same or comparable opportunity to speak (Office of General Counsel, CUNY).

Brooklyn College has an “equal access to political candidate’s policy” which can be found on the BC website at <http://www.brooklyn.cuny.edu/web/about/initiatives/policies/political.php>.

Requests to sponsor an event in which a candidate for public office has been invited to speak, must be submitted to the respective club Liaison at least five (5) weeks prior to the event.

In accordance with CUNY policy, all other candidates running for the same position must be afforded a comparable opportunity to speak.

For more information, please contact the Student Center Director at 718-951-5528 or email adams@brooklyn.cuny.edu.

SAMPLE CONSTITUTION FORMAT

Name of Club/ Organization

Article I. Name

The name is placed in the body of the constitution, as well as in the title so that it may not be changed, except by formal amendment. State the official name of the organization. (Do not preface with “Brooklyn College.”)

Article II. Purpose

State the purpose or goals of the organization. It may be, by definition, academic, cultural, service-oriented, political, etc. The group should not duplicate the ideals of an existing student organization. If there are similarities, state the unique aspects that characterize the organization. State how the organization's purpose is consistent with the College mission.

Article III. Membership

State that the organization will not discriminate on the basis of race, creed, religion, color, age, sexual orientation, disability, veteran status, marital status or national origin. State the guidelines for membership and membership renewal, removal or voluntary discontinuance. Members must have the freedom to discontinue membership at any time. State any requirements for membership such as paying dues, academic progress, etc.

Article IV. Officers, Duties and Requirements

State the duties of the officers (call meetings, determine agendas, approve expenditures, etc.). State any requirements for officers—all club officers must have earned a minimum of six credits, including remedial courses, with a cumulative grade point average of 2.00. All college-wide organization officers must have earned a minimum of twelve credits with a cumulative grade point average of 2.00.

Article V. Meetings

State approximately how often club/organization meetings will be held. State who has the authority to call meetings. State what quorum is required at meetings. State that meetings will be run according to Robert’s Rules of Order (latest edition).

Article VI. Elections & Officer Replacement/Removal

State how officers will be elected, appointed, removed or replaced (a Liaison must be present at the election of any new club or club not registered in 2 or more prior years, elections must be supervised by the Faculty Advisor). State what justifies removal from office and be clear about the formal process for removal.

Article VII. Amendments/Revisions

State the procedures for amending/revising the constitution (posted notices of amendments for two weeks prior to vote, placing an amendment on the floor for two weeks, etc.)

This must appear at the end of the Constitution:

(Name of the organization) agrees to abide by the policies of Brooklyn College as well as all federal, state and local laws. Any changes to this constitution and/or by-laws will follow, in word and spirit, all Brooklyn College policies and all federal, state and local laws.

Every club/organization is expected to retain a copy of their constitution.

Blank templates are available in CD.

PETITION FOR STUDENT ORGANIZATION CHARTER

Student Activities Central - Brooklyn College - Division of Student Affairs

The undersigned are currently registered students in the **CLAS/SGS/GRADUATE** (circle one) Divisions, requesting that a student organization, hereafter known as _____, be considered for a charter from our respective Brooklyn College Student Government organization. Attaching our names to this petition signifies that we are committed to actively participate in this newly formed Brooklyn College student organization. Attach a statement of goals/purpose of the organization to this page.

Please print clearly: Name, CUNYFIRST EMPLID, and Phone/Email

1.	14.
2.	15.
3.	16.
4.	17.
5.	18.
6.	19.
7.	20.
8.	21.
9.	22.
10.	23.
11.	24.
12.	25.
13.	

Please check - Budget Organization Non Budget Entity

I, as the petitioner, do hereby assert that each student supporting this petition is genuine and valid; enrolled at Brooklyn College in the Division of the respective chartering Student Government organization [CLAS, SGS or GSO] are permitted to support this petition. If it is determined this contains illegitimate names, the entire petition will be null and void.

Date Submitted: _____ **By:** _____
Print Name Sign

IMPORTANT DATES AND EVENTS FOR STAFF/FACULTY & STUDENTS

2013-2014

Provided by the Division of Student Affairs

July

- First day of the 2013-2014 Fiscal Year (FY) is July 1st
- First Business day of the 2013-2014 FY is July 1st
- Resident Assistant Training begins July 23, 2013
- Staff Event Planning and Implementation training for Liaisons begin

August

- Club registrations submitted for Fall 2013
- Liaison assignments distributed
- August 21st – New Undergraduate Freshman Orientation
- August 22nd – New Undergraduate Transfer Orientation and Masters (graduate students) Orientation
- August 28th – First day of Undergraduate Classes
- August 28th – Movie on the Quad
- Athletics Program Begins
- Request recommendations for standing Committees on which students serve (Policy Council, Faculty Council, Advisory Committees, etc.)
- Staff Event Planning and Implementation training for Liaisons continues

September

- Begin review of student eligibility for clubs/organizations by Programming, Assessment and Training (PAT) Office (complete by 9/30)
- September 10th – Voter Registration Drives Begin
- September 11th – Day of Remembrance of 9/11/01
- September 17th – Club Fair/Welcome Back Activities – Obtain 2013 CLASE Passport
- September 17th – Constitution Day

October

- CUNY Voter Awareness Month

November

- Mid-semester review of student eligibility for clubs/organizations by PAT
- November 4th - Black Solidarity Day
- November 4th – First Mondays: African Culture Night
- November 5th – National Election Day – Voter Empowerment
- November 11th - Veterans Day

December

- December 3rd World Aids Day/Human Rights Awareness Week
- December 12th Make a Difference Awards Annual Gala

January

- January 14-17, 2014: Building Unity Bus Trip
- Begin review of student eligibility for clubs/organizations by P.A.T. (Complete by 2/14)
- January 23rd – New Undergraduate Freshman, Transfer, and Masters (graduate students) Orientation

February

- CUNY Emerging Student Leaders Conference
- Spring Officers Executive Training begins

March

- Student Leaders nominated for awards/recognition
- March 4th – First Mondays: Italian Culture Night

April

- Mid-semester review of student eligibility for clubs/organizations by P.A.T.
- April 7th – 11th Unity Week
- April 11th Civic Breakfast
- April 14th – 22nd Spring Break
- “Somos El Futuro” Model Senate
- April 28th – 30th Student Government Elections
- Commencement practice with student volunteers (100 student volunteers)

May

- Athletics Dinner & Awards Ceremony
- May 6th – 8th BC Volunteer Days
- CUNY Wellness Festival – TBA
- May 24th – 26th Visit to Vietnam Memorial, Washington DC
- May 28th Masters Commencement
- May 29th Baccalaureate Commencement

June

- CUNY New Leadership Challenge Conference
- Staff Appreciation Day

For exact dates, times and locations e-mail studentaffairs@brooklyn.cuny.edu

IMPORTANT DATES FOR CLUBS AND ORGANIZATIONS

Fiscal Year (FY) 2014

July

- July 1st – First day of the 2013-2014 Fiscal Year (FY)

August

- August 1st – Liaison assignment list distributed
- August 20th - Club Officers Executive Training Begins (list of trainings available in SAC)
- Required event planning and implementations training begins for club officers

September

- Registered Clubs/Organizations receive approved budget from the appropriate Student Government
- Club Fair

October

- October 1st Last day to submit completed Fall 2013 registration packets for **chartered** clubs/organizations.

November

- November 1st Last day to submit completed Fall 2013 charters and registration packets for **new** clubs/organizations and **committees**.

February - Review of Budgets and pre-planning begins for the next fiscal year

April

- April 1st – Begin club elections for 2014-15
- April 11th – Last day to submit purchase requisitions for printing/publishing for outside vendors costing more than \$1,250 in total (Note that this is not the last day to print).
- April 15th – Registration for fall 2014 begins for student organizations and ends May 15th.
- April 30th – Last day to submit purchase requisitions for printing/publishing for outside vendors costing less than \$1,250 in total (Note that this is not the last day to print).

May

- May 1st – Club/student elections continues.
- May 2nd – Last day to submit purchase requisitions for equipment/furniture costing more than \$1,250 in total.
- May 7th – Club/student elections completed.
- May 15th – Last day to submit purchase requisitions for items with a total value up to \$1,250.
- May 15th – Last day to request cash advances
- May 15th – Last day to submit transfers (please consider remaining expenses)
- May 15th – Last day to submit club registrations for fall 2014.
- May 15th – All printed publications must be completed and received
- May 23rd – Last day to submit any outstanding cash advances

June

- June 9th – Last day to submit ALL invoices/payment requisitions for FY 2014
- June 16th – Last day to receive items and services to be charged to FY 2014. Orders not received by this date will be canceled or charged to FY 2015.

June 30th – Last day of the 2013-2014 fiscal year.

Brooklyn College Student Events Planning and Implementation Timeline (Special, Major, Large Events)*

(As of September 16, 2013)

Timeline: All currently registered BC student organizations and clubs must designate two currently enrolled student officers to meet with an assigned Liaison at an appointed time to discuss goals, mission, programming and expected outcomes for each event or activity:**

1. **8 weeks prior** to the proposed event date for concerts/large entertainment events – Proposal review meeting.
2. **5 – 8 weeks prior** to the proposed event date for Quad events – Proposal review meeting.
3. **5 weeks prior** to the proposed event date – Proposal Review Meeting. Two currently enrolled Brooklyn College student club officers review initial proposal with liaison. Designated representatives must be present at subsequent meetings. Discussion will include if RSVP system & additional security is required.
4. **3 weeks prior** - Planning/Implementation Meeting with liaison and others as necessary if the event has been approved as per time, place and manner guidelines.
5. **2 weeks prior** – Review and Approval Meeting. All aspects including security and/or RSVP system. If all is in order, event goes forward.
6. **3 business days prior** - Final Guest List Review Meeting (if needed). Guest list must be submitted for review and approval.
7. **1 hour prior or earlier** – Onsite meeting with host club (2 designated student officers) and other college representatives including the club/organization liaison.

For definitions of Event Types see the EPI Handbook (Available in Central Depository)

Notes:

*

- A. **Concerts/large entertainment events and ticketed events -8 weeks prior** to proposed event. These events require contracts, various signatures, review and approval by Legal Affairs, etc.
- B. **Quad events – 5-8 weeks prior** to any proposed quad event. Follow the steps as specified in Event timeline. Specific requests will be considered as per Quad policy and procedures.
- C. **Fundraising – 3 weeks prior** to any student fundraising – letter & related required documents must have been filed with Central Depository with copy to liaison.
- D. **Small events/activities - 3 weeks prior.** These include meetings with less than 25 currently enrolled BC students and no non BC attendees, **TABLING Activities** (purpose of tabling is information, event recruitment and bake sales).
- E. Quads (Central or West) may be requested for major events – twice per semester (once for each quad).
Tabling 3 times a semester; display case 2 times a semester.¹⁶

**

- i. **Liaisons are assigned to each chartered and currently registered club by August 15 of the current year.**
- ii. **Clubs registered in the preceding year will complete registration no later than October 1 of the following year. (For 2013-2014 clubs will be allowed to register no later than February 15 of the current spring semester.)**
- iii. **New clubs seeking to be chartered must complete chartering and registration by November 1 of the current year.**
- iv. **Liaisons will review enrollment status of club officers and club activities on a bi- monthly basis and advise officers accordingly.**
- v. **Assessment will be conducted by Student Center, CD/Student Activities and maintained by Liaisons.**

¹⁶ Please see Student Event Planning and Implementation resource: Quads - page 21 & Tabling and Display Cases – page 28

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Sections of this handbook were adapted from "The Informer: Student Organization Handbook, 2012-2013" published by Baruch College and from the "Event Management Handbook", 2011 published by University of Maryland Event Management Handbook