

Brooklyn College Division of Student Affairs

# Student Event Planning and Implementation Handbook

February 2014



## PURPOSE OF THIS RESOURCE

Congratulations on deciding to become engaged in Brooklyn College campus life! This co-curricular resource<sup>1</sup> 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 four main sections as follows:**

- Pages 5-15     Tips for running (or starting) a successful club
- Pages 17-37    Everything you need to know for successful event planning and implementation
- Pages 39-53    Guidelines, Policies and Resources
- Pages 55-65    Related Documents

*Please refer any comments to: Moraima Cunningham  
Director of Student Engagement and Judicial Affairs  
at [mcunningham@brooklyn.cuny.edu](mailto:mcunningham@brooklyn.cuny.edu)*

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<sup>1</sup> The guidelines 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](mailto: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** 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.

### Mission Statement – The Division of Student Affairs, Brooklyn College:

The Mission of the Division of Student Affairs is to guide each student to enhanced personal and academic success in a college setting. The Division serves as an example of civil involvement, collaboration and team spirit.

**Vision:** A diverse campus community of caring and engaged students of all backgrounds, civilly working together across all areas of the college, and committed to academic success, personal achievement, career advancement, and actively concerned and responsible for self and others.

**Strategy:** The Division will facilitate a process where we:

- Connect students, experientially, to the campus community through programs addressing their needs and interests;
- Foster knowledge of others;
- Develop skills in communication, collaboration and cultural and empathetic understanding;
- Become civically engaged;
- Build positive personal and group social interaction in an urban, commuter campus with a diverse student body.

The Division will encourage campus involvement in all student focused events and programs by developing networks of interest with administrative offices as well as faculty, staff, alumni, and students representing the academic majors and academic class status.

## SECTION 1

# Tips for running (or starting) a successful club

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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 maintaining records/information of the Brooklyn College Association (BCA). 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 10 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.

#### **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 \$1,250.00 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 BCA approval is required. The average processing time is six weeks. To confirm receipt of goods all purchases are received in CD. The CD office contacts the student organization as soon as the order is received to confirm receipt of goods. Equipment remains as inventory of the student organization and CD must be notified of any transfer of equipment.

#### **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 GOVERNANCE

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 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 various student activities such as student newspapers and Student Center events among many others. Please contact CD for the list of the latest fees as approved by the Board of Trustees.

### **GENERAL RULES REGARDING STUDENT ACTIVITY FEES**

The following information and requirements are being provided to expedite expenditure of your organization's student activity funds. These rules apply to all chartered student organizations as mandated by the Board of Trustees of the City University of New York.

- 1) Paperwork will not be processed until the officers are trained, the club is registered for the year, the budget allocation is approved, and the club/organization has no debts outstanding.
- 2) Processing time is approximately a week from the point when the payment request is properly completed, NOT from the time it is submitted.
- 3) All forms submitted must be completed in ink.
- 4) All payments for food must have a flyer or program accompanied with the paperwork. If a flyer or program is unavailable, the group must indicate justification in writing.
- 5) Vendors **MUST** be paid with a student organization check, not a personal check. You cannot do business with a vendor who will not accept a BC check.
- 6) There must be an explanation of expenditures on your payment requests. For example, to buy film: charge line 13, "film supplies; explanation: to take pictures of club meeting held on 9/28".
- 7) Any information specific to the payment being made should be indicated on the payment request; i.e. invoice number of bill, date of function, pay period, volume of publication, etc.

- 8) Deposits for organization functions must be made by check from the club account; not from an individual.
- 9) All receipts MUST have the name of the business from which the purchases were made. Generic receipts are not acceptable. Receipts must have the vendor's name or stamp.
- 10) President's and/or treasurer's initials are required on original invoices certifying receipt of goods and/or services.
- 11) For reimbursement, you must make sure that your bills total the reimbursement requested. Please circle items that apply on the cash register receipts and underline the total requested.
- 12) Reimbursement is not guaranteed unless proper documentation and receipts are submitted.

## **CONTRACTS—STUDENT CLUBS AND ORGANIZATIONS**

**Contract:** Must be completed and signed by the contracted individual, signed by the student group and lastly signed by the designated college official prior to services being rendered.



Do **not** sign or verbally agree to any contract before written approval from your Liaison  
Do **not** sign or verbally agree to any contract before confirming that budget is available

Contracts are processed for payment **after services** are rendered.

- a. The Guest Speaker/Lecturer/Performer must complete the personal information section of the contract and sign it.
- b. The student organization president and treasurer must also sign the contract and include the amount that the contracted person will be paid.
- c. The designated college official will sign after all above has been completed.

**Payment Request:** Must be completed and signed by the contracted individual

- a. The completed contract must be attached to the payment request form that will not be processed unless signed by the president and treasurer of the club as well as the college official.

**W 9 form:** Must be completed and signed by the contracted individual and accompany the contract.

**In addition the student group must include:**

- a. A copy of the bio/resume/credentials of the Guest Speaker/Lecturer/Performer that was submitted to the liaison prior to the event
- b. The official flyer/invitation/announcement of the event or facebook page.

**Contract checklist of items<sup>2</sup>:**

**Submit documents for processing only if all of the following is completed:**

- Completed payment request
- Completed contract
- Signed and dated W9 (**Must be original forms**)
- Bio/resume/credentials
- Official flyer/announcement of event

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<sup>2</sup> Pre-written contracts for speakers/performers are available through your liaison.



## **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 the Office of Programming, Assessment and Training in 314 Student Center.

## **BCA Timeline in Relation to Travel**

Trip Approvals must be brought to the BCA Budget Committee, and, if recommended, to be reviewed by the BCA Board.

To efficiently and fairly serve students, a Student Club Liaison will review all requests and aid in preparing the requests as action items for the BCA Budget Committee to be placed on the agenda. Incomplete paperwork cannot be considered either by the Board or the Budget Committee.

This is the timeline for requesting permission:

### **At Least Two (2) Weeks Prior to the BCA Budget Committee Meeting (see CD for meeting dates)**

- 1) Prepare and review your draft proposal with your Liaison.
- 2) After review, add any additional information as recommended by your Liaison and prepare for presentation at the BCA Budget Committee Meeting.

### **At Least One (1) Week Prior to the BCA Budget Committee Meeting**

- 1) Proposal must be finalized and submitted to your Liaison for review and signature.
- 2) Liaison will forward finalized proposal to the Coordinator of Central Depository for a final review of the budget to ensure that appropriate funding is available

### **2 Business Days Prior to the Budget Committee Meeting**

- 1) Central Depository will submit reviewed proposal to BCA Budget Committee in preparation for the budget meeting.
- 2) Representatives from the host club/organization and respective liaisons should be present

**Reminder:** Each travel opportunity is unique and should be discussed with your Club Liaison as international and domestic travel must also be approved by senior college officials.

Keep in mind that there are many requirements for travel proposals including how to advertise and funding. Your Liaison will provide guidance as you prepare your proposal.

## 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, completed, and returned to CD. All elected officers, including the President and the Treasurer, must attend an Executive Training and Event Planning and Implementation session, as they are vital parts of the registration process.

### 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**<sup>3</sup>, 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**<sup>4</sup> and present the petition for charter and constitution to the respective Student Government President (S.G.S., C.L.A.S., or G.S.O.) on the third floor of the Student Center. 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.

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<sup>3</sup> Petition for Charter can be picked up in Student Activities Central, 302 Student Center

<sup>4</sup> Sample constitution can be picked up in Student Activities Central.

## GREEK LIFE

Brooklyn College is host to an active community of Greek Lettered Organizations (GLO) which are another avenue through which students can become connected to the campus and take an active role in Student Life. These registered fraternities and sororities each have different histories and missions while taking an active role in many campus-wide and community events.

Greek Life is governed by the Greek Council, made up of representatives from each registered GLO. The Greek Council is overseen by CLAS Student Government. Students interested in starting a GLO must draft a Constitution and present it to CLAS Student Government in order to become chartered.

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

Enrolled Brooklyn College students that are executive officers must **attend an Executive Training and Event Planning and Implementation session**. 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, in the Student Center, CD, student newspapers, and on BCNN. You may be asked to attend additional Executive Training sessions regarding event management, conflict resolution, intercultural exchange and diversity 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. For more information please contact your Liaison (list of assigned Liaisons is available in CD).

You may 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, 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. Additionally, clubs that are deemed academic in nature will be funded by ACA – clubs cannot receive funding from both ACA and CLAS.

Club/organization **budgets** for the following year will 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 a 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 SPACE<sup>5</sup>?**

*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 when club is not active. 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 outcomes to your Liaison. Forms are available from your Liaison for room requests and with the Student Center Director for any other requests (quad, etc.).

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<sup>5</sup> Note that each proposed 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.

## *CO-SPONSORSHIPS*

Co-Sponsorships should be clearly defined, be mutually beneficial and help the club/organization reach its goals. Consult with your Liaison prior to seeking co-sponsors or agreeing to co-sponsor.

***Remember - A college students' major commitment is to their 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 following<sup>6</sup>:

- 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 standards

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<sup>6</sup> Note a maximum of two time slots will be allotted for this purpose



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.

## HAZING

Brooklyn College has a zero tolerance policy for hazing. All Brooklyn College students — including students who are not members of a fraternity or sorority — found to be in violation of Brooklyn College and university rules, regulations and policies will be subject to disciplinary action, up to and including expulsion from Brooklyn College and/or criminal prosecution.

All members of the Brooklyn College community are responsible for ensuring that Brooklyn College remains free from hazing. Student organizations found to be engaged in hazing activity may have their charters permanently revoked.

The full Brooklyn College statement on Hazing can be found online at:

<http://www.brooklyn.cuny.edu/web/about/initiatives/policies/hazing.php>

# Everything you need to know for successful event planning and implementation

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## STUDENT EVENT PLANNING – EVENT TYPES AND PROCEDURES:

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

### ***SMALL EVENTS: CLUB MEETINGS AND SOCIAL ACTIVITIES (BC COMMUNITY ONLY-NOT OPEN TO THE PUBLIC):***

- 1) These include routine club membership organizational meetings or social activities.
- 2) Completed Event Request Forms should be submitted three (3) weeks prior to the event date<sup>7</sup>.

### ***LARGE, SPECIAL OR MAJOR EVENTS:***

- 1) Reservation requests must be submitted a minimum of four (4) weeks prior to the event date.
- 2) All necessary details must be 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 confirmation of event title and speakers/performers. Failure to provide completed information may result in the cancellation of the event.
- 3) Fees may be imposed if additional security and/or personnel are needed during the event.
- 4) **Major events** will require that the RSVP/Eventbrite system be utilized

### ***TABLING REQUESTS:***

- 1) Requests for tabling must be made three (3) weeks in advance.
- 2) Tabling can be used for the purposes of advertising events, distributing information and for bake sales.
- 3) Dates for tabling and locations are limited. While student clubs/organizations may submit 3 table space requests per semester, additional time slots may be considered if there are no competing requests.

### ***LATE NIGHT EVENTS:***

Requests for events whose scheduled ending time is after Student Center regular hours must be submitted a minimum of four (4) weeks prior to the event date.

### ***QUAD EVENTS:***

- 1) Requests for events on the Quad require five (5) to eight (8) weeks lead time as these events necessitate wide campus coordination and alternate rain date location will need to be scheduled.
- 2) Each club/organization may request permission for one central quad and one west quad event per semester.

### ***CONCERTS AND LARGE ENTERTAINMENT EVENTS:***

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

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<sup>7</sup> Liaisons, in the case of small events, have the ability to waive the deadline when appropriate.

**PROCEDURE TO DETERMINE IF A STUDENT CLUB HOSTED EVENT IS CLASSIFIED AS LARGE, SPECIAL OR MAJOR:**

In consultation with Student Center Director, Student Engagement Director, Liaison, Student Government Representative, Student Club Representatives, Central Depository Representative, VP for Student Affairs or designee and any other partners as appropriate a determination will be made considering the following established criteria:

***LARGE EVENT:***

If a student club hosted event is an activity intended for an audience outside of the Brooklyn College community, it will be classified as a large event.

***In addition, the “Large Event” will be reviewed against the following criteria to determine if it is major, special or both by the administrations Campus Event Screening Committee.***

***SPECIAL EVENT:***

If an outside speaker/performer has been invited to an event, it will be classified as special.

***MAJOR EVENT:***

If an event has the potential to generate significant media coverage, may present a unique security risk, and/or is likely to significantly impact daily campus activity it will be reviewed by the administrative campus event Screening Committee and will be classified as major. **Major events will require that the RSVP/Eventbrite system be utilized.**

**RSVP/Eventbrite** – Major events must use the Eventbrite/RSVP system while special and other events may be required to implement an RSVP system on a case by case basis, as determined by the college administration.<sup>8</sup>

**Campus Safety and Security** – Public Safety will determine the necessary safety and security needs for campus events designated as major/special events.<sup>9</sup>

**Communications** – All media must be referred to the Office of Communications and Marketing in accordance with the College’s Media Policy.<sup>10</sup>

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<sup>8</sup> The system is managed by Student Affairs and a Student Affairs staff member will administer the system prior to and during the event. The RSVP/Eventbrite system will reflect an emphasis on BC students and the number for the cohorts (BC and non BC) will be decided accordingly. In addition, Time, Place and Manner will be considered and may impact site/location of the proposed event. BC students may be offered priority and special admission on an event by event basis. A Student Center Official Guest List Form or another RSVP (other than Eventbrite) system may be utilized in special cases as determined by the College administration.

<sup>9</sup> Note that in the past parties and other large campus social events as well as those designated as major/special events have required the use of metal detectors upon entry to the event location. Bracelets to track the number of guests may be necessary when space is limited or other events are being held in the same location.

<sup>10</sup> The official announcement of a major event will be reviewed by the liaison at least two weeks prior to allowing public announcements on Facebook or any other social media as well as on flyers and other public venues posting event information for accuracy including time, location, etc. A disclaimer must appear on all major/special events indicating that a college recognized entity sponsoring or supporting the event does not imply endorsement of the views expressed at the event.

## ORGANIZATIONAL RESPONSIBILITY OF THE COLLEGE FOR STUDENT CLUB HOSTED EVENTS CLASSIFIED AS LARGE, SPECIAL OR MAJOR:

In consultation with the Student Event Team (SET) the VP for Student Affairs or designee will coordinate a meeting according to the following timeline:<sup>11</sup>

- A. **4 weeks prior** to the event to review all details and share any updates including RSVP/Eventbrite implementation; security, funding and or fundraising; media/communications, facilities/location and to discuss any additional costs and or budget issues.
- B. **3/2 weeks (two weeks at a minimum) prior...to event:**  
RSVP system will be set up 3 weeks prior to event
- C. **2 weeks prior ...to event:**  
Publicity/advertising must be finalized and all documents must be reviewed. All social media used and information distributed regarding the event title, speakers, or target audience must be consistent with information provided to liaison previously. Checklist of Responsibilities and Agreement between the Host/College will be approved and distributed. College statement on Diverse Viewpoints and Major Event Ground Rules will be made available to the host student club/organization.\*
- D. **3/1 day(s) prior (1 day at a minimum)...to event:**  
Final meeting- Review of all stated in C above and the RSVP/Eventbrite system in place.
- E. **3/1 day(s) or no more than 3 days after...the event:**  
Post Event-evaluation-SET or subset of SET including Liaison and Student Club Host representatives.

***\*Failure to adhere to all timelines, guidelines, procedures and policies may result in the cancellation of the event.***

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<sup>11</sup> SET will include representatives from Finance and Admin.-, SA-, Public Safety-, Communications-, Government Relations-, President's Office-, Club/Org-Liaison and two BC enrolled students club officers, and others as necessary.

## 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 four (4) 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 filed in 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 may not be held in the Student Center.
- **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 49.

## 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 by the College administration.

The following guidelines will help you in managing **large, special or major club events**. Use a separate Event Planning and Management Worksheet provided on pages 34 - 37 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 4 weeks prior to event date, except for small<sup>12</sup> events which need 3 weeks prior)

- 1) **Meet with your Liaison to discuss goals, resources, logistics and assessment four (4) 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, posting guidelines for bulletin boards).
  - c. **Send a consistent message.** The essential information shared about your event should be the same from start to finish, including title, date, time and purpose.
- 3) **Notify vendors/performers of delivery procedures & make proper arrangements.**
  - a. **Food deliveries:** A list of caterers currently allowed to deliver food inside the Student Center and set-up in the scheduled room(s) is available from the Student Center Director or CD.

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<sup>12</sup> Liaisons, in the case of small events, have the ability to waive the deadline when appropriate.



- b. **Band or DJ equipment arrival & departure:** Bands/DJs must use the East Gate entrance for loading and unloading equipment.
- c. **Performers/Speakers:** The names of any non-Brooklyn College performers must be provided as part of your guest list for the event. Performers/speakers should provide a description of their performance/lecture and a list of any equipment they will bring with them. Additional requirements may be needed – consult with your Liaison.

**4) Guests (non-Brooklyn College)<sup>13</sup>:**

- a. **Guest List:** When a guest list is utilized 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).
- b. 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/performers. Provide to your Liaison, in advance, the speaker(s) name and the firm/organization with which she/he is associated.

**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.
- b. 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. Only Brooklyn College students, members of the host organization, may participate in implementation of the event. In addition, a DOSA staff member will be designated to attend and ensure success of the event including oversight for RSVP system in use.
- b. A senior college official will be the responsible authority for addressing any behavioral disruptions at major and special events.
- c. 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.
- d. If your event requires **additional security**, this checklist will be a required step that must be completed during the security meeting.

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<sup>13</sup> Eventbrite RSVP system will be used if designated as a Major event by the college. Major events will require DOSA staff to administer the RSVP system. Other events may require RSVP due to special circumstances as determined by college administration.

## **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.

## AVAILABLE FACILITIES ON CAMPUS FOR STUDENT EVENTS<sup>14</sup> 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 <sup>15</sup> Whitehead Breezeway	Informational/ Club Promotion / Member recruitment/ Approved Fundraising
West Quad Gym <sup>16</sup>	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 for additional information.

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 Tobacco Free policy.

### DISPLAY CASES IN THE STUDENT CENTER

Display cases are located within the Brooklyn College Student Center, Main Lobby. Requests must be approved at least four (4) weeks prior to requested date. 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.***

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<sup>14</sup> Note: Other Divisions of the College will request space. Time, place and manner will be utilized for final considerations and approval.

<sup>15</sup> See page 44 for the Tabling Policy

<sup>16</sup> Food items are not permitted in these areas

## OUTDOOR EVENTS AND ACTIVITIES

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.

**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 a club/organization hosted event must be reviewed and approved.
- 2) Each club/organization may request permission for one Central Quad event and one West Quad event per semester.
- 3) A representative of the Division of Student Affairs will monitor all approved events.
- 4) 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 at tables during 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.)

**Banner Space for a limited period** 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: College Entrance close to Hillel Place, Bedford Avenue Entrance, West Quad Entrance.

### **Tabling requests:**

- 1) Requests for tabling must be made three (3) weeks in advance for the purposes of advertising events, distributing information and for bake sales.
- 2) Dates for tabling and locations are limited. While student clubs/organizations may submit 3 table space requests per semester, additional time slots may be considered if there are no competing requests (see page 44 for tabling procedure).

## 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 all press requests and/or inquiries.

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 an event has the potential to generate significant media coverage or may present a unique security risk or if the event is likely to significantly impact daily campus activity.

### STEPS REQUIRED FOR REQUESTING USE OF RSVP SYSTEM FOR AN EVENT

- 1) Meeting with designated Liaison, DOSA staff and college administration to discuss use of RSVP system. Must be done a minimum of four (4) 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 advise you of this meeting.
- 4) Finalization of Space Reservation and event details at least two (2) weeks prior to the event. Attendance at any On-Site Meeting on the day of the event at least one (1) hour prior.
- 5) 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.
- 6) Access to an event using the RSVP system will be limited to those with documented reservations or printed tickets only. Procedures for walk-ins and waitlists, if appropriate, will be approved by DOSA.

### 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, DOSA staff 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.
  - c. Student volunteers may assist college staff as appropriate.

- 2) Ensure that members of the host organization adhere to campus posting guidelines.
- 3) Clarify the club's/organization's :
  - a. Goal, purpose and target audience
  - 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 Liaison must notify the Student Center Director 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 does not occur during normal business hours or for major events necessitating additional security staffing.
- 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. Note that a senior administrator will read the college statement on "Diverse Viewpoint".
- 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.

**Failure to adhere by the above may result in event cancellation.**

#### 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 as needed to ensure entrance processes are in place and implemented.
  - 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 planning 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 COLLEGE<sup>17</sup>

A student-led event is any event, taking place on or off campus that fits the following:

- Uses 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, no rental fee is charged for the use of space.

There are several components to a student led event; the following definitions apply:

### **HOST**

All student-led events must have a host. The host is the principal organizer of the event. Hosts must be CLAS, SGS, or GSO Brooklyn College student governments or a registered Brooklyn College student club.

The host must follow all Brooklyn College requirements and guidelines, and is responsible for:

- Planning, logistics, and promotion of the event.
- Submitting the event details, including an event budget to Student Affairs via the event request form as well as through the Brooklyn College online calendar.
- Event setup, teardown, ensuring that all budgeted and unforeseen event expenses are paid.
- Identifying 2 Brooklyn College enrolled student members of the organization who must be present for the planning and for the implementation and duration of the event.
- Identifying a co-sponsor in a timely fashion.

### **CO-SPONSOR**

Student groups can seek co-sponsorship for their events in order to advertise more broadly. Co-sponsorship does not imply agreement with or support of views expressed at a student led event.

Co-sponsors are:

- An administrative office, academic department, or program, student government or a registered student Brooklyn College organization.
- Able to help with promotion of the event, which can include material support.
- Required to follow all event guidelines.
- Responsible for establishing a main contact with the host group.

Co-sponsors **MUST** be listed on all marketing and promotional material along with the approved Brooklyn College Event Disclaimer.

### **EXTERNAL SUPPORTER**

Host groups may also seek external support for their event. External Supporters are not affiliated with Brooklyn College and may include:

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

Like Co-sponsors, External Supporters must follow all approved guidelines and can assist in the promotion and material support for the event. The office of Student Affairs must approve any proposed partnerships with External Supporters.

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<sup>17</sup> Draft policy to be discussed at future Policy Council meeting.



## BLACK OUT PERIODS AND MAJOR EVENTS DESIGNATED TIMES/DAYS:

### BLACK OUT PERIODS

Campus student club/organization hosted events are **not** held during the following periods

1. **Post Fall**-(mid December – mid February)
  - a) After the last day of fall classes through the second week of spring classes
  - b) Administrative Student Retreat/New Student Orientation are exceptions
  - c) Note that Graduate Student Organizations may hold events during finals as their class schedule is different from CLAS or SGS.
2. **Spring Recess**
  - a) No events during spring recess.
3. **Post Spring**-(mid May-mid June)
  - a) No student club/organization hosted event held until the fall when students enroll and budgets are in place.
  - b) The Student Center may host only social/cultural summer program after the last day of spring classes through the first week of summer classes (session 1)
4. **Pre Fall**-(mid August-mid September)
  - a) Last day of summer school-up until the second week of fall classes
  - b) Club meetings/elections or other small events may take place

### MAJOR EVENTS

Major student club hosted events may be submitted only once a month as time and resources are critical to coordinate the College's preparation for these events.

**Reminder:** For small events such as club elections, the liaison may adapt the timeline as appropriate.

## COSTS RELATED TO CLUB/ORGANIZATION LARGE, SPECIAL OR MAJOR EVENTS-SECURITY AND ADDITIONAL STAFFING:

### EVENTS OUTSIDE NORMAL STUDENT CENTER OPERATING HOURS:

1. Any club holding an event in the Student Center (SC), after the normal working hours requires additional security for reasons of safety of attendees and the building staff. Costs will be assessed by the Student Center Director upon consultation with Public Safety.
2. The decision to use metal detectors and other security measures will be made by Public Safety. The SC staff and the club/organization will be notified in writing of the decision and the costs.

3. The club/organization is informed of the estimated costs for security immediately after their Event Request Form is submitted, but no later than one week (5 business days) from the submission of the request.
4. The amount of security, and additional staffing, if required, and the estimated cost of the same is presented to the club/organization and affirmed in writing with public safety at least 3 weeks prior to the event. The estimate is also provided in writing to Central Depository (CD).
5. CD encumbers the estimated amount from the club budget and informs the Liaison, the Student Center Director, and the Student Activities Associate Director that there are sufficient funds to cover the security costs from the club/organization budget. In the case of insufficient funds the event cannot proceed.
6. If the club event is held, CD will be informed by the Student Center Director of the number of hours and security staff who worked the event in writing. CD sends a request for the invoice in writing to Public Safety. CD then reconciles with Public Safety and the student club no later than 2 weeks following the event.
7. The SC may open on the weekends for special programming. Information regarding costs for full staffing and security will be provided by the Student Center Director.

**EVENTS DURING NORMAL STUDENT CENTER HOURS THAT REQUIRE ADDITIONAL RESOURCES:**

8. If an event (not designated as major) is to be held during normal Student Center operating hours the Student Center Director in consultation with security will assess the need for additional security and staff resources. If the assessment made by the Student Center Director finds that, due to limited personnel in the Student Center and the College's responsibility to ensure the safety of all, it is in the best interests of all to sponsor a public safety officer(s), funds will need to be encumbered to support the additional officer(s).

**"MAJOR" EVENTS (AS DEFINED IN THE EPI):**

9. In the case of an event designated as a major student hosted event by the administration's Event Screening Committee, a security assessment will be made by Public Safety and the estimated security costs of a particular student hosted event will be put in writing to be communicated to the student club by CD at the request of the Student Center Director.

The above procedures cited for notification, encumbering funds for additional security and staffing, and reconciling budgets will need to be followed. The host organization will be ultimately responsible for the additional security costs, but the College will attempt to assist with exorbitant costs whenever possible. If Public Safety determines that the metal detectors will be required, the host organization will be responsible for all associated costs up to \$400 per event. If there are concurrent events requiring metal detectors host organizations may share the costs with expenses capped at \$400.

# STUDENT WORKSHEET FOR EVENT PLANNING AND MANAGEMENT

Four (4) weeks before program- A partnership agreement with the host organization must be prepared, reviewed and signed by college designee and BC host organization.

<u>TASKS</u>	<u>PERSON RESPONSIBLE</u>	<u>DUE DATE</u>	<u>STATUS - NOTES</u>
<b>4 (to 8) WEEKS PRIOR TO THE EVENT: Initial Planning with your Liaison</b>			
First step - meet with your liaison to receive information and guidance to help you in planning and implementation of your events, including any changes in policies			
Develop 1-3 goals in line with your mission – Make sure they are Specific, Measurable, Achievable, Realistic, Timely			
Decide a. purpose of event and b. size of anticipated audience			
Choose two possible dates – (Check college calendar)			
Identify an Event Chair or point person and Co-Chair (must be currently enrolled BC students)			
Decide your target audience			
Select a Theme – Keep in mind target audience and goals			
Identify possible speakers – Check availability but do not confirm yet			
Create a tentative program, include location, vendors, performers, special guests, etc.			
Draft a flyer but do not begin advertising until you speak with your liaison			
Create a draft proposal outlining everything you will need			
Draft a budget – indicate any additional funding needed			
Develop a publicity and outreach plan			
Develop your assessment method (survey, attendance, etc.)			
Schedule a second meeting with your Liaison to discuss all of the above, including safety and security costs and other related policies. One additional BC enrolled student executive board member from your club must attend.			

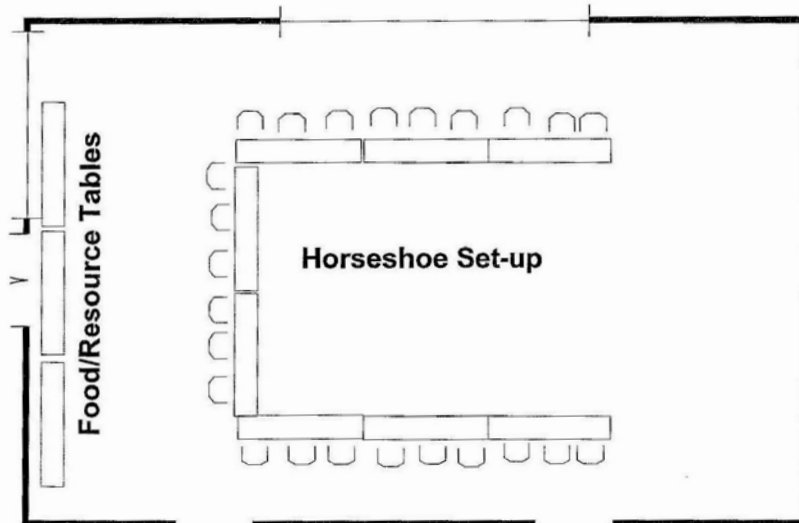
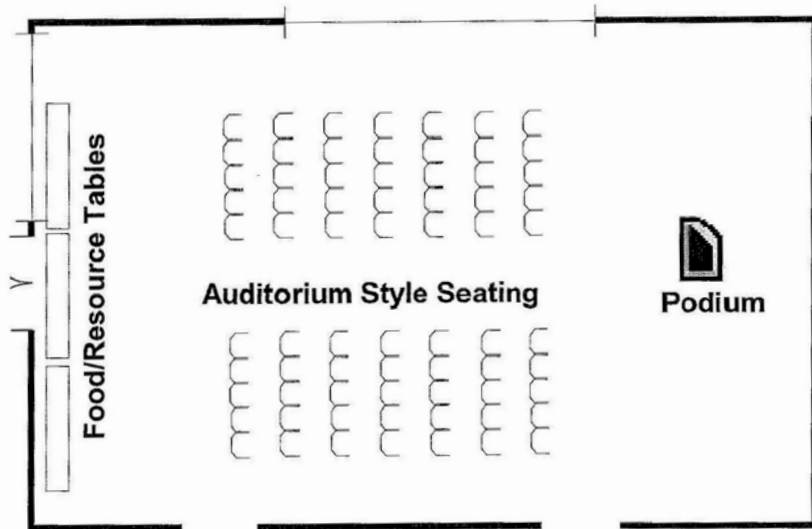
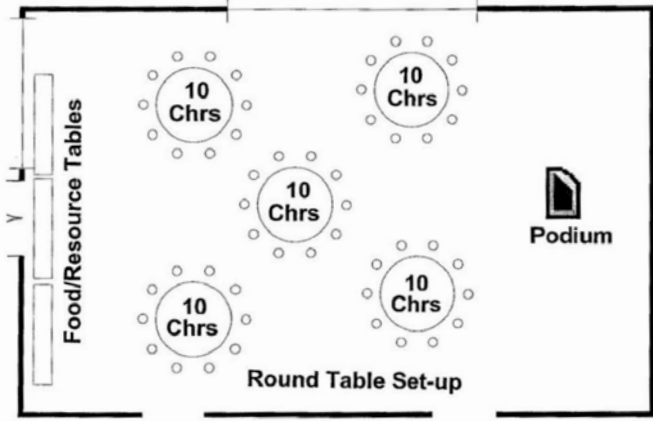
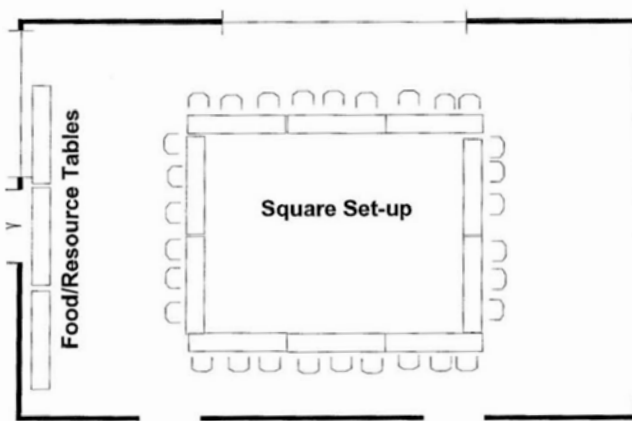
<u>TASKS</u>	<u>PERSON RESPONSIBLE</u>	<u>DUE DATE</u>	<u>STATUS - NOTES</u>
<b>3 WEEKS PRIOR TO THE EVENT: Confirming Plans</b>			
Obtain confirmation of event and room from Liaison			
Develop and send a "Save the Date" flyer/email.			
Submit request to Liaison to post on College Calendar.			
Finalize 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 to Liaison or CD			
Gather contracts, if applicable. Do <b>not</b> sign or verbally agree to any contract before written approval from your Liaison			
Submit fundraising letter from nonprofit organization, if applicable or write rationale for club fundraising.			
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 (must be approved). Consider special dietary needs.			
Discuss auction or raffle ideas, if applicable			
Send invite letters, if applicable			
Discuss Publicity, advertising ideas, posters, use of social media, etc.			
Discuss security needs and costs			
Discuss gift items if necessary and select vendors			
Discuss volunteers needed to assist with the event			
Develop list of individuals/ groups to be invited			
Set up RSVP/Eventbrite as applicable with Student Affairs staff. NOTE: RSVP system is administered by Student Affairs staff online and on the day of the event.			

<u>TASKS</u>	<u>PERSON RESPONSIBLE</u>	<u>DUE DATE</u>	<u>STATUS - NOTES</u>
<b>2 WEEKS PRIOR TO THE EVENT</b>			
Hold meeting with event stakeholders & 2 authorized club representatives, BC enrolled students.			
Discussion of final event logistics and set-up with club Liaison			
Discuss event RSVP process with student club Liaison and DOSA staff.			
Develop program script			
Develop decoration plan			
Place all orders still pending			
Reserve any special equipment			
Review all printed materials			
Hang stamped flyers on bulletin boards			
Post on BCNN			
Submit event to the campus papers for the free event listing page			
Finalize entertainment			
Assign a photographer			
Ensure club members know advertising and posting guidelines			
Finalize details with the caterer			
Finalize details with club/organization Liaison regarding event AV needs and room set-up			
Make phone calls and outreach, as needed			
Review the Checklist of Responsibilities and Host College Agreement with Liaison, if needed			
Participate in Student Event Team security meeting as applicable.			
Develop survey to identify the events effectiveness			
Finalize program and send to print if using an outside vendor			
Send out event reminders			
Keep track of how many people are planning to attend your event to make sure you can accommodate them			
Note which college staff member(s) will be assigned to the event and their roles.			
Develop a back-up plan for critical components of your program			

<u>TASKS</u>	<u>PERSON RESPONSIBLE</u>	<u>DUE DATE</u>	<u>STATUS - NOTES</u>
<b>1 WEEK PRIOR TO THE EVENT</b>			
Print handouts and surveys			
Print name tags			
Meet with participants			
Review RSVP list or Guest list			
Send reminders			
Have volunteers handout information around campus if needed			
<b>DAY OF EVENT: Arrive at least one hour prior to event</b>			
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 welcome signs for event			
Decorate room and prepare for guest arrival			
Assist in setting up registration table			
Photographer in place			
Distribute & collect surveys			
<b>AFTER EVENT</b>			
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			
<b>POST EVENT REVIEW</b>			
Discuss with all participants pros and cons of the event, changes for the future, if needed. Report any important related activity to Liaison.			

# BROOKLYN COLLEGE STUDENT CENTER SET-UP SAMPLES

The four sample set-ups pictured below will give you some ideas when planning your events. Make sure to discuss any other configurations with your Liaison



## 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
	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. There is a fee for table cloths.





Brooklyn College  
Division of Student Affairs

Feb 2014

# 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 and other small events (BC only) please fill out sections A, B and E only. For all other events please complete all sections.

## Section A

Reservation request must be made 4 weeks prior to the event date, unless event is for a club meeting or other small event. (Subject to scheduling and availability)

Date Request Submitted \_\_\_\_\_ Name of Host Organization/Club \_\_\_\_\_

Requestor Name \_\_\_\_\_ 2<sup>nd</sup> Requestor Name \_\_\_\_\_

Position \_\_\_\_\_ Position \_\_\_\_\_

Email \_\_\_\_\_ Email \_\_\_\_\_

Phone \_\_\_\_\_ Phone \_\_\_\_\_

## Section B

### Meeting or Event Space Details

Event/Meeting Title: \_\_\_\_\_

Preferred Date: \_\_\_\_\_ Alternate Date \_\_\_\_\_ **Time:** Start: \_\_\_\_\_ am/pm End: \_\_\_\_\_ am/pm

Refreshments?  Yes  No If yes (Complete section D) Setup Time: \_\_\_\_\_ am/pm Breakdown Time: \_\_\_\_\_ am/pm

# of BC attendees expected \_\_\_\_\_ #of Non-BC attendees expected \_\_\_\_\_

Proposed activity (choose one):  Social  Cultural  Educational  Recreational  Professional Development  Recruitment

Purpose of Activity: \_\_\_\_\_

Preferred Setup (refer to EPI, pg 61): \_\_\_\_\_

**Note: Additional information will be requested as needed.**  
**Before event is finalized, you will need to supply ALL supporting documents relating to events (i.e. advertising (electronic or other), flyers, postings, speaker bios, program, etc). Do not publicize an event, on or off line that has not been reviewed and approved by the Liaison.**

## Section C

### Events/Activities (Check all that apply)

Fundraising  Performance  Dinner  Film  Party/Dance  Fashion Show  Seminar/Workshop  Award Ceremony

Dance/Formal  Meeting  Speaker  Drive  Festival  Conference  Quad Activity  Tabling

Other: \_\_\_\_\_

### Targeted Audience (Check all that apply)

Brooklyn College Students \_\_\_\_\_

Brooklyn College Faculty/Staff \_\_\_\_\_

CUNY Community \_\_\_\_\_

General Community \_\_\_\_\_

### Projected #

Total: \_\_\_\_\_

Will funds be collected?  Yes  No

If you answered Yes, State Purpose of the funds: \_\_\_\_\_

### Advertisement: How do you plan to promote the event?

BC Calendar  Flyers  Email  Letter/Invitation  Facebook  Other Social Media \_\_\_\_\_

Other venues: \_\_\_\_\_

Copies of all final ad materials must be submitted 2 weeks prior to date of event for review. Note: Additional information will be requested.

**Section D**

**BUDGET DETAILS**

Do you have funds?  Yes  No

Event funded by:  Club Budget  Allocating Bodies (CLAS, SGS, GSO)  Fundraising  
 Other Sources (please list) \_\_\_\_\_

State estimated expenses:

Presenter/Performers \$ \_\_\_\_\_ Name(s) \_\_\_\_\_

Food \$ \_\_\_\_\_ Provided by \_\_\_\_\_

Decorations/Supplies \$ \_\_\_\_\_ Purchased from: \_\_\_\_\_

Publicity \$ \_\_\_\_\_ Method of advertising: \_\_\_\_\_

Estimated Total: \$ \_\_\_\_\_

**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 payments, including speaker bio, liability insurance for food, and contracts as appropriate.**

**AUTHORIZATION**

**Section E**

**CERTIFICATION:** 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 or designee. 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. I AGREE 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. I assume 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 organization 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 certification above, please complete the information as requested below.

I (we) 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 or meeting herein referred to.

**PLEASE PRINT**

Requestor #1 Full Name \_\_\_\_\_ Signature \_\_\_\_\_

Requestor #2 Full Name \_\_\_\_\_ Signature \_\_\_\_\_

Liaison: \_\_\_\_\_ Signature \_\_\_\_\_

**Section F**

**To be submitted to Event Screening Committee if event is large/major/special**

Send a Copy of Completed Form to:

Public Safety (4 weeks prior/ 3weeks if small) Date Sent: \_\_\_\_\_

**Please check one:**

Large  Major  Special

**S.A.C. Check List**

Certificate of Insurance Required\*  Yes  No

Performance Agreement Required\*\*  Yes  No

Security  Yes  No

Date Reviewed: \_\_\_\_\_ Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

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 (Christina Haney)

## SECTION 3

# Guidelines, Policies and Resources

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# THE STUDENT CENTER (SC) – RULES AND PROCEDURES FOR ACCESS<sup>18</sup>

## 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.
- 3) Must sign and complete Guest Registry. A BCSC Visitors Pass<sup>19</sup> (to be worn at all times in the SC) will be issued if the above procedures are satisfied. If resources permit, guest passes may be available at the SC main entrance.

## 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.

**\*\* Gate Access for guests is subject to change as per the Student Center Director.**

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<sup>18</sup> 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.

<sup>19</sup> **BCSC VISITOR PASS** is only valid for the BCSC. Visitor Pass must be worn and visible at all times.

# 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/Leafletting exchange

**Designated tabling location is Whitehead Breezeway.** Under special circumstance as determined by the Student Center Director, 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 4 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.<sup>20</sup>
- 4) Two enrolled BC students from the currently registered 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.

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<sup>20</sup> In the event that a request comes in for additional tabling activity time slots, the Student Center Director may consider waving the limit if there are no competing requests.

- 14) Campus property must be returned in the condition it was given. Damaged items will be charged to host student club/organization.

## 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 an officially recognized 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 club 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 the 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. In these cases the cash management discussion will happen prior to the fundraising.

**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)<sup>21</sup>:**

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.

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<sup>21</sup> 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 and metro cards CANNOT be purchased with Student Activity Funds.

If you have any further questions please contact your Liaison or Central Depository.

## TYPES OF FUNDRAISERS / CHARITABLE ACTIVITIES

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.

### *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 Club 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 (3) 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).

### *SELLING TICKETS FOR A CLUB EVENT*

- 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 complimentary 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 ticket sales.

- 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 complimentary, 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 or Club Liaison. In cases where an admission is paid the student organization is responsible for accurate and safe cash management procedures. Cash boxes and cans, if needed, can be acquired in Central Depository prior to the start of the event/activity.
- 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 six (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 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. See the Club Liaison or Central Depository prior to plan any off campus events.



## FOOD POLICY

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

**Meetings** are defined as a gathering of currently Brooklyn College students within the vicinity of the College and/or the Brooklyn College Student Center where BC students are invited. No outside guests are 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. An attendance sheet designating the members of the club/organization must be available and submitted following the meeting.

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

If reimbursement is anticipated for purchases for your club/organization meeting by **individual** club executive board member(s) or the vendor, consult your Liaison PRIOR to any food purchase! You're your Liaison and 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.

**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 hosted 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, 3<sup>rd</sup> 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.

**Failure to adhere to the above policies may result in cancellation of current activity or event.**

## 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](mailto:communications@brooklyn.cuny.edu).

# POSTING GUIDELINES FOR CAMPUS BULLETIN BOARDS

Bulletin Boards are located throughout the campus and can be used by clubs/organizations to publicize their events in accordance with the following guidelines. **Violations of the guidelines may result in event cancellation.**

- All postings must have an identifiable sponsor and contact number.
- All student club postings should be date stamped by their liaisons, prior to copying and posting to any of the bulletin boards.
- Departments do not require date stamps on flyers
- Commercial ads are allowed on the General Bulletin Boards only. They do not require a date stamp.
- Keep postings (no larger than 11" x 17") limited to available space.
- Avoid covering other printed materials.
- Do not place any postings on college walls, entrances, grounds, etc. These will be removed.

Note: If the Quads are the intended venues to be utilized for any campus activity, a request for the review must be submitted to Student Activities Central, 302 Student Center, 5 – 8 weeks prior to the event.

## GENERAL INFORMATION

- Posting on College walls, doors, and grounds are prohibited. Unauthorized posting in these areas will be removed.
- As staffing allows, posting will be removed within three days after an event has taken place, or, if not date specific, three weeks after the semester officially ends.
- Materials found to be obscene or defamatory will be removed. The decision to remove any material will be made by the Vice President for Student Affairs. Any student who disagrees with the Vice President's decision may request a meeting with the Vice President. The Vice President may provide him or her the reason for the decision in writing. The student may appeal the Vice President's decision to the President within two weeks of receiving the decision.
- In accordance with Article 129-A of the Education Law, there shall be no posting of flyers, posters or other forms of information on any College property for the purpose of advertising, marketing, or merchandising of credit cards. The College does not grant permission to credit card companies to advertise, market or merchandise credit cards on campus property.
- Title 1, Article 5, Section 213-b of the New York State Education Law provides in pertinent part that: "no person shall, for financial consideration, or promise of financial consideration, prepare, offer to prepare, cause to be prepared, sell or offer for sale to any person written material which seller knows, is informed, or has reason to believe is intended for submission as a dissertation, thesis, term paper, essay, report, or other written assignment by a student in a university, college, academy, school, or other educational institution to such institution or to a course, seminar, or degree program held by such institution."

## 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](mailto:adams@brooklyn.cuny.edu).

## MAJOR EVENT GROUND RULES

These ground rules should be used in any event where there will be a question and answer section to the program. Student Center staff can provide these rules on a large display board. Timers, and signs designating 30 seconds and Time Up are also available. Two Brooklyn College students or staff members should be designated to be the timekeeper and to display the signs. Training will be provided by Student Affairs staff.

### GROUND RULES

Please identify yourself before you begin your statements (name and affiliation).

Each audience participant will have up to two (2) minutes to make a statement or ask a question from the floor.

Please direct questions to a specific person(s), if possible (speaker).

Two to four (2-4) minutes will be allowed for a response from panelist.

When the 30 second sign goes up, ask your question or wrap up your response if you have not already done so.

A sign will go up when time is up. Due to time constraints we ask that all speakers end when sign goes up.

All decisions made by the facilitator should be respected.

Everyone is asked to respect other speakers and not interrupt while others are speaking.

Priority in speaking will be given to those participants who have not yet spoken.

### THE COLLEGE DIVERSE VIEWPOINTS STATEMENT\*:

Welcome to Brooklyn College and to today's student club hosted event. Brooklyn College believes that the diversity of our student body is a valuable asset and student led events can be a critical part of preparing our students for future leadership and career success.

Please note that all participants at any event on campus must be respectful of our diverse community and the viewpoints that are expressed. Disruptive behavior of any sort will not be tolerated.

We thank you in advance for your cooperation.

*\*To be read by a senior administrator prior to the start of a major student hosted event at Brooklyn College.*

### DISCLAIMER\*\*

Co-Sponsorship does not imply agreement with, or support of views expressed at a student hosted event.

*\*\*To appear on announcements of major student hosted events.*

Brooklyn College Student Center  
Division of Student Affairs

**CLUB ROOM KEY POLICY**

Name of Club \_\_\_\_\_ Club Room \_\_\_\_\_

#of Keys Issued \_\_\_\_\_ Date \_\_\_\_\_

**Review and initial each**

**CLUB ROOM POLICY**

I understand that as the duly enrolled and elected representative of my club, the occupancy of the assigned space is a privilege that I assume on behalf of the members of my organization. \_\_\_\_\_

A club room can be used for meetings but cannot be utilized to supplement or house events. \_\_\_\_\_

Loud music, loud disturbances or potentially disruptive activities are prohibited. \_\_\_\_\_

A club room is for the use of club members who are enrolled and registered students of Brooklyn College.

Smoking, consumption of alcoholic beverages, illegal substances in a club room is prohibited. Failure to adhere to this policy may result in judicial action or loss of room privilege. \_\_\_\_\_

All furniture and furnishings belonging to your organization must remain in the club room. \_\_\_\_\_

Requests for repairs, lock changes or damaged furniture must be brought to the attention of your Club Liaison. \_\_\_\_\_

**ACCESS**

As is consistent with existing practice, no student will be in a club room, college building, or within the College vicinity when the college is closed unless she/he is authorized by an official representative of the college. \_\_\_\_\_

Two executive club members will each receive a key (maximum of 2 keys will be distributed annually to the club leaders). \_\_\_\_\_

Keys will only be distributed to currently enrolled and elected executive members holding positions in registered student clubs/organizations. \_\_\_\_\_

**KEY POLICY**

Holding a key to a particular club office is a great responsibility. Please ensure that keys are not lost or misplaced.

Locks will be changed at the discretion of Division of Student Affairs/Student Center upon the elected term of office ending for respective executive board members. Newly elected executive members for clubs will be notified via email of change or may see the Director of the Student Center for additional information.

The two keys must be returned to your respective liaison, the Student Center Director or the Student Activities Central office, room 302-Student Center no later than one week following commencement ceremonies in May/June. Unreturned keys will result in a stop or hold on requests for official college transcripts. \_\_\_\_\_

Copying of keys is prohibited without authorization of a college official. \_\_\_\_\_

Students may not “share” keys, particularly with others who are not enrolled students at Brooklyn College and registered members of their club. \_\_\_\_\_

Student club publications needing 24 hour access must complete the appropriate form for approval. The form can be obtained in room 2113 B, Division of Student Affairs. \_\_\_\_\_

Only Brooklyn College currently enrolled students may sign below:

E-board member signature \_\_\_\_\_

E-board member signature \_\_\_\_\_

SC Liaison \_\_\_\_\_



# 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).<sup>22</sup> The Student Center has the responsibility to dispense alcoholic beverages at all campus scheduled events and activities.

- a) 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.
- b) 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 enrolled students 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 BC community, this Student Center Alcoholic Disbursement Policy has been developed for all alcoholic beverage functions scheduled on the BC 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 supervisors<sup>23</sup>, 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 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.

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<sup>22</sup> 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).

<sup>23</sup> Student Center Beverage Service Supervisors: Student Center Director, Assistant Director/Student Center Operations, or Student Center Operations Coordinator

## **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 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.
- 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 Division<sup>24</sup>.

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<sup>24</sup> 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.

## SECTION 4

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# BROOKLYN COLLEGE

## SECURITY GUIDELINES FOR SPECIAL EVENTS

Following is a compilation of current policy and procedures in effect at Brooklyn College for security at special events. The purpose of this guideline is to give clear and concise instructions on the procedures and protocols to be followed for events on campus where a security concern exists. These guidelines are derived from existing Brooklyn College Special Events Security Guideline, and University established guidelines derived from recommendations of the University Director of Public Safety and the "Report to Mayor David Dinkins on the December 28, 1991 Tragedy at CCNY" prepared by Milton Mollen Deputy Mayor for Public Safety.

- 1] Brooklyn College Public Safety & Security is responsible for security at any event held on the Brooklyn College campus.
- 2] All applications for special events on the campus, where security and or safety is a concern, must be submitted for review to the Director of Public Safety & Security no later than thirty (30) days prior to the scheduled event.
- 3] The application form must be approved by the Office of the Vice President for Student Affairs and the Director of Public Safety & Security who will advise the Vice President for Student Affairs of any anticipated security problems. The event also must finally be approved by a high college official as designated by the President.
- 4] The Director of Public Safety & Security will conduct a security review of the proposed event and will supply to the applicants a list of security requirements to be met prior to the event taking place. Failure to meet all requirements will result in cancellation of the event. Applicants will be required to acknowledge receipt of the security requirements in writing.
- 5] Where events are being run by an authorized college club, the faculty advisor of the club must be present and remain at the event for the duration. Failure of the faculty advisor to be present or remain at the event can result in the event being canceled at that time.
- 6] The Director of Public Safety & Security will prepare a written plan for security at the planned event two weeks prior to the event. The plan will be formulated after consultation with the University Director of Public Safety, NYPD officials and any other security personnel to be utilized at the event. Copies of the written plan will be submitted to the University Director of Public Safety for review and approval by the University.
- 7] At any time prior to the event, should a safety concern arise which can not be addressed effectively, the Director of Public Safety & Security may cancel the event, including concerns which may arise during the event.
- 8] Overall responsibility and supervision of all security personnel at the event will fall under the direction of the college's Director of Public Safety & Security.
- 9] Upon completion of the event, a report will be prepared by the Director of Public Safety & Security and distributed to appropriate officials including the student club advisor. The report will summarize the event, its success and any recommendations for future improvements at similar events.

Prepared by:

Donald A. Wenz- Director, Public Safety & Security, Brooklyn College

April 10, 2002

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

Blank templates are available in CD and online.

# 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.

**Student Activities Central**  
***Brooklyn College – Division of Student Affairs***  
**Sample Constitution**

This model constitution is given to you as a guide to help you write or revise your constitution. Remember that this is a **MODEL** and therefore general and flexible. You should use it as a guide to fit the specific requirements of your group.

**ARTICLE I: NAME**

A. The name of this organization shall be \_\_\_\_\_

B. Purposes and goals of group:

C. Statement concerning the need for this organization on the Brooklyn College campus.

**NOTE:** This statement is essential for protecting the rights and privileges of organizations already established as well as those of the proposed organization. It will also be a prime factor in determining whether or not charter should be issued.

**Student Government will not allow the duplication of groups whose functions, purposes and goals heavily overlap those already chartered.**

**ARTICLE II: MEMBERSHIP**

A. Membership in this organization shall be open only to matriculated CLAS, SGS, and graduate students of Brooklyn College.

B. **Methods of attaining membership**

**Regular membership**

Any person desiring membership shall register with the secretary at any time prior to a general membership meeting. A copy of this must

**ARTICLE III: RIGHTS AND RESPONSIBILITIES OF MEMBERS**

A. **Members**

1. All members admitted before November 15 of the fall term may vote in elections of the Executive Committee to take office the following term (or by April 15 of the spring term).
2. All members, regardless of admission date, may vote on amendment proposals and all other votes held, except where restricted in Article III, Section A, 1
3. All members admitted after deadlines stated in Article 111, Section A, 1, shall assume those rights and responsibilities at the first regular meeting of the following term
4. Only members who meet voting requirements for Executive Committee elections may run for election to an office.

B. Any person may withdraw from the organization by notifying the secretary

**ARTICLE IV: OFFICERS**

A. **Eligibility**

Candidate should be a member of this organization for at least one academic term and meet additional requirements as outlined in Article III, Section A

B. **Election Procedure**

1. Election shall be held at the next to the last scheduled meeting of each year
2. Nominations shall be accepted from the floor and or from the executive committee

3. Elections may only be held when a quorum (2/3) of registered regular members are present. Election shall be a majority vote of that quorum
4. **Student Government shall be notified in writing by the last meeting of the academic term of the newly elected officials to take office the following term.**

**C. Duties and Responsibilities**

1. The officers of this organization shall be the President, Vice President, Treasurer, and Recording Secretary
  - a. The President shall preside at all meetings, and shall be the chairperson of the executive committee. The President will be held personally responsible for all debts incurred by this group. The President will be answerable to Student Government concerning any inquiry of the group
  - b. The Vice President shall substitute for the President when necessary, and shall be an ex-officio member of all committees
  - c. The Treasurer shall collect all fees, be personally responsible for all funds as authorized by the group, and submit a report of the financial status of the group at all business meetings
  - d. The Recording Secretary shall keep the minutes of the meetings of the organization, and report to the organization at each general meeting, as well as be responsible for correspondence between members

**ARTICLE V: IMPEACHMENT AND VACANCIES**

- A. An impeachable offense is one, which violates the rules set down in Article V, Section C and/or violates the precepts of the organization in Article I. Any registered regular member may call for the formation of an impeachment committee at any general membership meeting.
  1. An impeachment committee shall be formed on the basis of an election to be held when the motion is put to membership. The committee shall consist of five (5) members. The initiator of the impeachment preceding will be barred from becoming a member of this committee.
  2. The recommendations of this committee shall be released at either the next general meeting or a special general meeting called by the committee.
  3. The accused officer shall be notified in writing at least five (5) days before such a meeting is to be held, and a bill of particulars will accompany the notice.
  4. After the hearing, a majority vote of the membership is required for passage, at which time the bill will be presented to Student Court where the impeachment trial will be held.
  5. Conviction on impeachment charges does not mean mandatory expulsion from the club.
  6. Convicted persons are still responsible for debts incurred and completion of all responsibilities assumed prior to conviction, i.e. those persons responsible for funds at Central Depository are still responsible for debts incurred.
- B. **Vacancies**
  1. The vice-president shall assume duties of any vacant office until special election is held.
  2. If more than one office is vacant, they shall be filled by presidential appointment, until a special election is held.
  3. A special election shall be called at the meeting following the announcement of the vacancy or vacancies. The procedure for regular elections shall be followed.

**ARTICLE VI: COMMITTEES**

**A. Executive Committee**

1. The Executive Committee shall consist of the officers and chairperson of the standing committees of the organization
2. The Executive committee shall formulate the agenda and take emergency action upon the approval of a majority of the committee

**B. Standing Committees**

1. The Standing Committees shall be: (i.e. Athletic, Finance, Membership, Procedural, Social, etc.).

**ARTICLE VII: MEETING**

**A. This organization shall meet at least five times each academic semester**

1. A quorum shall consist of 2/3 majority of the regular membership.
2. A membership list **must** be filed with Center for Student Development and Leadership Programs upon registration.

**ARTICLE VIII: AMENDMENTS**

**A. Amendments to this constitution or to the by-laws shall be introduced from the floor and submitted to the secretary in writing at a regular business meeting.**

1. The entire membership shall be notified in writing at least five (5) days previous to the vote on a proposed amendment.
2. 2/3 vote of those voting shall be necessary for the passage of an amendment.
3. Amendments shall be approved by student government and filed in Center for Student Development and Leadership Programs.

**ARTICLE IX: RULES**

**A. The rules contained in Robert's Rules of Order revised shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with the constitution, by-laws, or special rules of order of this organization or with the constitution of Student Government**

**ARTICLE X: REGULATIONS**

**A. All regulations of the organization in conflict with laws or by-laws of Brooklyn College Student Government or the Board of Higher Education shall be considered null and void.**

\_\_\_\_\_  
Print Name (Club Officer)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature (Club Officer)

\_\_\_\_\_  
Print Name (Club Advisor)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature (Club Advisor)



# 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

*Provided by the Division of Student Affairs*

## ***July***

- First day of the Fiscal Year (FY) is July 1<sup>st</sup>
- First Business day FY is July 1<sup>st</sup>
- Resident Assistant Training begins in July
- Staff Event Planning and Implementation training for Liaisons is ongoing.

## ***August***

- Club registrations submitted for Fall
- Liaison assignments distributed
- Fall New Undergraduate Freshman Orientation
- Fall New Undergraduate Transfer Orientation and Masters (graduate students) Orientation
- First day of Undergraduate Classes
- Movie on the Quad (TBA)
- 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)
- Voter Registration Drives Begin
- September 11<sup>th</sup> – Day of Remembrance of 9/11/01
- Club Fair/Welcome Back Activities – Obtain 2013 CLASE Passport
- September 17<sup>th</sup> – Constitution Day

## ***October***

- CUNY Voter Awareness Month

## ***November***

- Mid-semester review of student eligibility for clubs/organizations by PAT
- Black Solidarity Day
- First Mondays
- National Election Day – Voter Empowerment
- November 11<sup>th</sup> - Veterans Day

## ***December***

- World Aids Day/Human Rights Awareness Week
- Make a Difference Annual Gala

### ***January***

- Building Unity Bus Trip
- Begin review of student eligibility for clubs/organizations by P.A.T. (Complete by 2/14)
- Spring 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 – First Mondays

### ***April***

- Mid-semester review of student eligibility for clubs/organizations by P.A.T.
- Unity Week (2<sup>nd</sup> week)
- Civic Breakfast
- Spring Break
- “Somos El Futuro” Model Senate
- Student Government Elections
- Commencement practice with student volunteers
- Make a Difference Annual Gala

### ***May***

- Athletics Dinner & Awards Ceremony
- May BC Volunteer Days
- CUNY Wellness Festival – TBA
- Visit to Vietnam Memorial, Washington DC
- Masters Commencement
- Baccalaureate Commencement

### ***June***

- CUNY New Leadership Challenge Conference
- Staff Appreciation Day

For exact dates, times and locations e-mail [studentaffairs@brooklyn.cuny.edu](mailto:studentaffairs@brooklyn.cuny.edu)

# IMPORTANT DATES FOR CLUBS AND ORGANIZATIONS

## Obtain exact dates in Central Depository

### *July*

- July – First day of the Fiscal Year (FY)

### *August*

- August – Liaison assignment list distributed
- August - Club Officers Executive Training and Event Planning and Implementation Begins (list of trainings available in SAC)
- Student Activities Workshop sessions begin for club officers (ongoing).

### *September*

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

### *October*

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

### *November*

- November Last day to submit completed Fall 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 – Begin club elections
- April– 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 – Registration process for next fall begins for student organizations and ends May.
- April – 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 – Club/student elections continues.
- May – Last day to submit purchase requisitions for equipment/furniture costing more than \$1,250 in total.
- May –Club/student elections completed.
- May – Last day to submit purchase requisitions for items with a total value up to \$1,250.
- May – Last day to request cash advances
- May – Last day to submit transfers (please consider remaining expenses)
- May – Last day to submit club registrations for next fall.
- May – All printed publications must be completed and received
- May – Last day to submit any outstanding cash advances

### *June*

- June – Last day to submit ALL invoices/payment requisitions for FY 2014
- June – 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 – Last day of the fiscal year.

## DEFINITIONS AND LINKS TO ADDITIONAL INFORMATION:

### **CAMPUS EVENT SCREENING COMMITTEE:**

Will meet once a week during the academic year and is comprised of representatives of the Office of Finance and Administration, Public Safety, Student Affairs, Office of the Provost, Communications and other offices as deemed appropriate.

### **BROOKLYN COLLEGE EVENT AGREEMENT:**

Program and logistics of large, special and major events will be documented in an agreement finalized no later than two weeks prior to the event and signed off by a college representative and a host club representative (two Brooklyn College currently enrolled students/elected officers). Copies of the agreement will be emailed to Central Depository, Public Safety and other offices as deemed necessary for implementation.

### **BROOKLYN COLLEGE CHECKLIST OF RESPONSIBILITIES FOR MAJOR EVENTS:**

The checklist to be finalized two weeks before the event will clearly articulate the lines of authority and responsibility for a major event. To be included in the checklist, but not limited to these items, will be the following: A senior college official will be designated as the College official responsible for oversight of a major event. DOSA staff will manage the RSVP system. Public Safety is responsible for metal detectors and other support as determined by the supervisor.

Two student host representatives, currently enrolled student officers, will be present throughout the planning and implementation of the event

### **BROOKLYN COLLEGE EVENT DISCLAIMER**

The following disclaimer must appear on all announcements of major student hosted events, including flyers and electronic postings (such as facebook).

“Co-sponsorship does not imply agreement with, or support of views expressed at a student-hosted event.”

### **LINKS TO RELATED DOCUMENTS AVAILABLE ON THE BC WEB SITE**

Students are expected to follow the Rules and Regulations for the Maintenance of Public Order Pursuant to Article 129A of the Education Law (The “Henderson Rules”) and all other college policies and procedures. The full text of Article 129A is available on the BC web site at:

<http://www.brooklyn.cuny.edu/web/about/initiatives/policies/order.php>.

Article XV of the CUNY Bylaws of the Board of Trustees provides guidance regarding Student Conduct and the Student Disciplinary process. Any student found in violation of Brooklyn College Policies may be subject to disciplinary action under this Article. The full text of Article XV can be found at:

[http://policy.cuny.edu/bylaws/article\\_xv/text/#Navigation\\_Location](http://policy.cuny.edu/bylaws/article_xv/text/#Navigation_Location)

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

(As of February 2014)

**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. **4 weeks prior** to the proposed event date – Proposal Review Meeting for Large, Special or Major Events. 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** -All aspects including security and/or RSVP system in place. 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 club officers currently enrolled) 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 of 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.<sup>25</sup>

\*\*

- 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.**

**Assessment will be conducted by Student Center, CD/Student Activities and maintained by Liaisons.**

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<sup>25</sup> See the following pages for: Quads (page 27), Tabling (page 44) and Display Cases (page 26).

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Prepared by:

Brooklyn College  
City University of New York  
Division of Student Affairs  
2900 Bedford Avenue

*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*