

# Club Handbook & Event Planning Guide



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## INTRODUCTION

Congratulations on deciding to become engaged in campus life at Brooklyn College!

Establishment of, and membership in, a student club/organization provides members several rights, opportunities, and benefits as well as the responsibility to uphold a number of expectations and standards.

The Division of Student Affairs (DOSA) provides each student with the necessary resources and support throughout their Brooklyn College career. We are focused on preparing students to begin their college experience successfully and aiding them in their degree completion and departure from our campus.

We encourage you to make the most out of your college experience and take full advantage of the many activities and resources the college has to offer. We are here to assist you and guide you towards achieving your personal and academic goals.

For more information, visit the Office of the Vice President for Student Affairs in 2113 Boylan Hall or e-mail us at [studentaffairs@brooklyn.cuny.edu](mailto:studentaffairs@brooklyn.cuny.edu).

## GLOSSARY OF ABBREVIATIONS

BCA	Brooklyn College Association
CD	Central Depository
DOSA	Division of Student Affairs
ERF	Event Request Form
GSO	Graduate Student Organization
SAIL	Student Activities, Involvement & Leadership
SAF	Student Activity Fee(s)
SC	Student Center
SEMT	Student Event Management Team
SET	Special Event Team
SG	Student Government
USG	Undergraduate Student Government

## STUDENT ORGANIZATIONS AT BROOKLYN COLLEGE

Brooklyn College is home to over 150 student organizations in the following categories:

- Academic and Professional
- Cultural and Identity Based
- Governance
- Graduate Students
- Greek Lettered Organizations
- Health and Wellness
- Performing Arts
- Political and Social Awareness
- Publications and Media
- Special Interest
- Spiritual and Faith Based

- Sports and Recreation
- Volunteer and Service

## RESOURCES

### STUDENT ACTIVITIES, INVOLVEMENT & LEADERSHIP

Student Activities, Involvement, & Leadership (SAIL) Center encompasses the following areas: Student Activities, Financial Services, Student Diversity Initiatives, Civic Engagement, the Food Pantry and Greek Life. Together they compose S.A.I.L.

As a combined effort the SAIL team works diligently to propel students forward toward a common goal: graduation.

### CENTRAL DEPOSITORY (CD)

The Central Depository Office is dedicated to supporting the many student organizations on campus by advising students on being fiscally responsible. Central Depository is responsible for the receipt, distribution, and accounting of all student activity fees and revenues generated by each organization.

### STUDENT GOVERNANCE

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

### STUDENT GOVERNMENTS AT BROOKLYN COLLEGE

There are two SG organizations at the college: the Undergraduate Student Government (USG) and the Graduate Student Organization (GSO). Each Brooklyn College student has a SG 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/organizations for their annual activities.

### 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 the SG Presidents. A list can be requested from the Vice President for Student Affairs.

### BULLDOG CONNECTION

The Bulldog Connection is an online tool that was developed based on the feedback of Brooklyn College students! It is a great way to learn more about campus life at Brooklyn College, be informed about upcoming events, and become a member of our student organizations.

## WHAT MAKES A SUCCESSFUL STUDENT ORGANIZATION?

### PLANNING AND GOALS

A plan for the year should be discussed at the beginning of the academic year with the advisor. Your club/organization goals for the year can include membership goals, service projects, or social activities. The club/organization President alone should not decide the goals. All members should work together to establish short-term (monthly) and long-term (annual) goals. Your annual programming should revolve around the established goals.

### CONTINUITY

There should 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.

### MEETINGS

The executive officers must be prepared and organized prior to each meeting, especially the first one of the year. You should provide a list of meeting dates in advance and prepare a printed agenda to distribute. You must have quorum at meetings when voting on decisions. Minutes recording the attendance, decisions, action steps and assignments discussed at the meeting should 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 and advisor. Ask for their input and combine it with your members' ideas. Meet early on and regularly with your advisor to review your plan for the year. The executive board should make recommendations to the group based on feedback from all members.

### MEMBERSHIP PARTICIPATION

Only currently enrolled and registered Brooklyn College students can be members of a student club/organization. Clearly define what the expectations are of members, such as attending meetings. Any additional requirements must be stated in the approved constitution. Be sure to introduce new members at each meeting. Take attendance at each meeting. All members should have the opportunity to speak and express their ideas.

**REMEMBER** - A COLLEGE STUDENT'S MAJOR COMMITMENT IS TO THEIR ACADEMIC WORK. ALL MEMBERS MUST BE ENCOURAGED TO BALANCE THEIR CO-CURRICULAR LIFE AND THEIR ACADEMICS.

## EXPECTATIONS AND STANDARDS FOR STUDENT ORGANIZATIONS

In addition to the expectations and standards listed below, all student clubs/organizations must abide by all current college and University policies listed in the Student Handbook. Club/Organization officers will be notified of non-compliance with college and University procedures. The club is expected to comply within 24 hours of electronic notification. Failure to comply may result in cancellation of current or future events.

### EXPECTATIONS

- 1) Meet and plan with your advisor;
- 2) Submit ERF's for all meetings, events, and business of the organization as appropriate;
- 3) Uphold the ideals of the mission of Brooklyn College;
- 4) Connect the Brooklyn College learning goals to the planning of your events;
- 5) Maintain an active Brooklyn College student-centered program;
- 6) Elect officers who meet organizational and college standards;
- 7) Manage financial matters ethically;
- 8) Recruit and utilize an advisor;
- 9) File updates on officers and advisors in the Bulldog Connection.

### STANDARDS

Student clubs/organizations at Brooklyn College exist to:

- 1) Provide opportunities for high academic achievement;
- 2) Provide opportunities for respectful discourse;
- 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.

## REGISTRATION REQUIREMENTS AND MEMBERSHIP ELIGIBILITY

### CLUB/ORGANIZATION REGISTRATION

All clubs/organizations must register in the Bulldog Connection before any Student Activity Fee (SAF) money can be disbursed. Registration information will be distributed and submitted electronically through the Bulldog Connection.

### CONSTITUTIONS

All clubs/organizations should review their constitution annually at a duly constituted meeting with the majority of the membership present. Any changes must follow Robert's Rules of Order and voted upon by the club membership. All constitutions or any amendments to a constitution must be reviewed and approved by their respective SG. A copy must be dated, signed and filed in Student Activities Involvement and Leadership (SAIL). Model constitutions are also available in CD for students who want to start a new club/organization.

All clubs/organizations must submit an up-to-date constitution year as part of the registration process.

## BENEFITS OF REGISTERING A STUDENT ORGANIZATION/STARTING A NEW STUDENT 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. The first step is to schedule an appointment with staff in SAIL to review the list of clubs/organizations already chartered. If the club/organization was previously chartered, you may request a copy of the chartered constitution. If there is no chartered constitution you will need to petition for a charter. To **petition for charter**, 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. The petition for charter form can be picked up in SAIL, room 302 Student Center.

You must **develop a constitution**. Sample constitutions are available in SAIL, room 302 Student Center. Then present the petition for charter and constitution to the respective SG President (USG or GSO) on the third floor of the Student Center (SC). SG has the right to accept or reject the constitution. A copy of the approved constitution must also be filed with CD.

## TRAINING FOR STUDENT LEADERS

The designated executive board members of registered student clubs/organizations must **attend all trainings required by their SG**. The training(s) are designed to provide the executive board members with important information related to key topics such as event planning, financial management, group development and general student activities information. The mandatory Title IX training will be provided separately by DOSA. Due to the responsibilities of these positions, student leaders are encouraged to hold such a position in one organization at a time. Additional training sessions regarding event management, conflict resolution, intercultural exchange and diversity may be offered by SAIL.

## RE-STARTING A STUDENT ORGANIZATION THAT WAS PREVIOUSLY REGISTERED

Visit SAIL to review the list of student clubs and organizations already chartered. If the organization that you would like to register was previously chartered, you can obtain a copy of the chartered constitution from the office. Elections must be held for executive board positions in accordance with the organization's constitution and results must be entered into the organization's portal on the Bulldog Connection as part of the registration process.

## EXECUTIVE BOARD ELECTIONS

All clubs/organizations must be registered annually at Brooklyn College. In order to become registered, the club/organization should hold elections during the Spring semester or according to the organization's constitution. In addition, executive officers must be currently enrolled Brooklyn College students. Other requirements may apply as stated in the governing constitution.



## FINANCIAL PLANNING

### BROOKLYN COLLEGE ASSOCIATION (BCA)

The Brooklyn College Association (BCA) is responsible for the administration and management of the College's Student Activity Fee (SAF). The BCA meets once a month, and the BCA's Budget Committee meets twice a month. The Budget Committee is responsible for reviewing requests prior to the BCA meeting and making recommendations to the BCA for approval. All requests should be submitted to the BCA Budget Committee first in order to be placed on the agenda for the following BCA Board meeting. The BCA meetings are posted in the Bulldog Connection.

#### BCA IS COMPOSED OF 13 MEMBERS:

1. President of Brooklyn College or his/her designee as chairperson;
2. Two (2) college administrators appointed by the college President;
3. Two (2) faculty members appointed by the college President from a list of nominees elected by the Faculty Council;
4. Six students:
  - a. Two (2) SG Presidents;
  - b. Four (4) student members elected by the SG;
5. Two (2) independent directors appointed by the college President.

**NOTE:** The Administrator of Central Depository shall attend meetings of the Association with voice, but no vote. Liaisons/Advisors are encouraged to attend the BCA Budget Committee meetings and the BCA Board meetings particularly when their respective clubs/organizations are scheduled to present on their pending activities. Meetings are open to the public as per Open Meeting Laws.

#### BCA BUDGET COMMITTEE IS COMPOSED OF 5 MEMBERS:

1. The three (3) SG Presidents;
2. Two (2) other governing BCA members elected by the board.

#### BCA BUDGET COMMITTEE REVIEWS THE FOLLOWING:

1. SG 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 (USG, GSO);
  - c. Association budget;
  - d. purchases over \$999.00.

### STUDENT ACTIVITY FEE (SAF)

This fee covers SG, the SC, Athletics and various other student programs.

#### GENERAL RULES REGARDING STUDENT ACTIVITY FEES

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

- 1) Paperwork will not be processed until the club is registered for the year, the budget allocation is approved, and the club/organization has no debts outstanding. Club treasurers should participate in training provided by CD to fully understand processes and procedures.
- 2) All forms submitted must be completed in ink or typed.
- 3) 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.
- 4) 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 Brooklyn College check.
- 5) 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".
- 6) Any information specific to the payment being made should be indicated on the payment request; i.e. invoice number on bill, date of function, pay period, volume of publication, etc.
- 7) 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.
- 8) President's and/or Treasurer's initials are required on original invoices certifying receipt of goods and/or services.
- 9) 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.
- 10) Reimbursement is not guaranteed without proper documentation and receipts attached.

## PROCUREMENT PROCESSES

CD will confirm that budget is available. Do **not** sign or verbally agree to any agreement before the event request is approved in the Bulldog Connection. **NOTE:** Students are not allowed to sign any document on behalf of Brooklyn College or a registered Brooklyn College student club or organization.

A *Performance Agreement* is a Personal Services Agreement that is designed for use by student clubs/organizations when engaging speakers, DJs, comedians and other performers who provide a service. These agreements are used for paid services.

Once it is determined that a *Performance Agreement* is needed, it will be the responsibility of the student club/organization to contact CD with the following information:

- a. The name of the person/company, the contact person's name and title (if different), mailing address, phone number, e-mail, and EIN/SS#;
- b. The complete agent contact information (if any);
- c. Description of performance with the date, time and location;
- d. Description of any fees (i.e. service fee, travel fee, etc.).

The *Performance Agreement* is sent to the performer with instructions to return originals to CD.

In addition to the *Performance Agreement*, the student club/organization will have provided the following information and signed documents two (2) weeks prior to the event date to CD:

- a. A copy of the bio/resume/credentials of the Guest Speaker/Lecturer/Performer.
- b. The official flyer/invitation/announcement of the event (online announcements as well).
- c. Completed payment request (signed by the club/organization President and Treasurer).

Payments are made by check. Checks are issued after services are rendered provided that all required paperwork was completed.

## STUDENT ORGANIZATION TRAVEL POLICIES AND PROCEDURES

All eligible travel requests must go to the BCA Board with a recommendation from the BCA Budget Committee that the request be placed on the agenda. Incomplete paperwork cannot be considered by the BCA Board or the BCA Budget Committee.

### AT LEAST TWO (2) WEEKS PRIOR TO THE BCA BUDGET COMMITTEE MEETING:

- 1) Prepare and review your draft proposal and timeline with your liaison.
- 2) After review, add any additional information as recommended by your liaison.

### AT LEAST ONE (1) WEEK PRIOR TO THE BCA BUDGET COMMITTEE MEETING:

- 1) Final Proposal must be submitted to your liaison for review and signature.
- 2) Liaison will forward recommended proposal to CD for a final review of the budget to ensure that appropriate funding is available.

### AT LEAST 2 BUSINESS DAYS PRIOR TO THE BCA BUDGET COMMITTEE MEETING:

- 1) CD will submit reviewed and recommended proposal(s) to a member of the BCA Budget Committee in preparation for the meeting.
- 2) Representatives from the host club/organization e-board must be present at the meeting.

**Reminder:** Each travel opportunity is unique and should be discussed with your 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 and CD may provide guidance as you prepare your proposal.

## OFFICE AND CABINET POLICIES AND PROCEDURES

Club offices on campus are the responsibility of the DOSA on behalf of Brooklyn College. Offices and cabinets are assigned on an annual basis and are not guaranteed. Requests for club offices or cabinets must be made during the spring club registration period. The following designates the responsibility of the club/organization regarding the student club space and keys.

The current executive leadership of the student club will be held responsible for the maintenance of the student club office and the keys, and contents thereof. Non-adherence of this policy and procedure may result in disciplinary action and/or removal from the club office.

### POLICY

- 1) Club offices and cabinets are available for use only by currently registered students of Brooklyn College who are members of officially registered student clubs and organizations.
- 2) The club office can be used for committee meetings but cannot be utilized to supplement or house events or hold elections.
- 3) Loud music, loud disturbances or potentially disruptive behavior are prohibited and may be subject to disciplinary action.
- 4) No student will be in the club office when the college is closed unless otherwise authorized.
- 5) Smoking, consumption of alcoholic beverages and illegal substances is prohibited. Failure to adhere to this policy may result in disciplinary action and or loss of room privileges.
- 6) Prohibited behavior (e.g., sexual assault, hazing) are subject to disciplinary action.
- 7) Any damage to equipment/furniture or club space must be reported immediately to the liaison. An inquiry and/or security report will be made and subsequently, if violations have been found, a disciplinary complaint may follow.
- 8) Club office and surrounding areas must be kept clean and neat and absent of trash. Leaving food overnight is prohibited.

- 9) Damage or defacing of the walls, doors or furnishings is prohibited and subject to disciplinary action.
- 10) Open flames are prohibited inside or outside of a club office.
- 11) All exterior windows must be closed before leaving. No exterior windows should be left open overnight.
- 12) Posters, signs, or any paraphernalia may not be hung or taped on the walls without proper hanging materials. Please see CD staff for more information. All posted materials must follow college policy.
- 13) All furniture, equipment and furnishings belonging to the organization must remain in the club office space.

## PROCEDURE

- 1) Officially registered student clubs/organizations must submit the *Student Club and Organization Cabinet and Office Request Form* on an annual basis as part of the club spring registration process.
- 2) All requests will be reviewed by a committee.
- 3) Student clubs/organizations will be notified about the status of the request after the spring registration period has ended.

## KEYS

- 1) Keys will be made available to approved student clubs/organizations on the first day of classes in the Fall semester.
- 2) Keys will only be distributed to currently enrolled and elected executive members holding positions in registered student clubs/organizations at Brooklyn College.
- 3) Executive board members will receive a maximum of two keys per group.
- 4) Executive board members responsible for keys must not distribute those keys to any other persons.
- 5) If a key is lost, the group must notify their club liaison. **NOTE:** The cost of a new key or lock will be invoiced to the club. Student clubs/organizations who need access to their designated office space because they misplaced their keys must request permission from CD.
- 6) Requests for repairs or lock changes must be reported to the club liaison.
- 7) SAIL reserves the right to change the locks as necessary and/or upon the elected term of office ending. The current President and/or Treasurer will be notified via e-mail of any change.
- 8) All keys must be returned to CD, located in room 314 Student Center, by the last day of the Spring semester. Unreturned keys will result in a stop or hold being placed on the transcript of the President and Treasurer.

Students who sign a *Club Office Procedure and Policies Form* understand that as the duly enrolled and elected representative of their club, the occupancy of the assigned space is a privilege that they assume on behalf of the members of their organization.

They also understand that this is a temporary assignment subject to review by the college.

**Failure to adhere to the above procedures and policies may result in loss of club office privileges.**

For more detailed information about student policies and procedures, please refer to:

<http://www2.cuny.edu/about/administration/offices/ovsa/policies/>

**WEB occupants only:** The other areas of the building are the Atrium, the Testing Center, and the Film Department. Please be respectful and courteous to all. Use of the Conference Room may be scheduled at least two (2) weeks in advance for meetings only.

## EVENT PLANNING TIPS AND TOOLS

You should meet with your liaison by appointment, if necessary, regarding any policies or procedures for your events.

- ***Begin early: at least four (4) weeks ahead is recommended for most events!*** Planning in advance is the key to a successful event. With your executive board and club/organization members make a list of all aspects (room, refreshments, guests, speakers, guest lists, etc.) needed for your event.
- ***Be sure there are enough funds available for the event!*** To avoid any problems or delays, submit budgets, line and program changes, and *Performance Agreements* as specified by CD. All preparations for the event must be complete, and all agreements, purchase requisitions, etc. must be submitted to CD at least **two (2) weeks before the event**.
- ***Timing of the event...***All club/organization events must be held during the academic year while classes are in session, unless prior approval is granted through a request for an exception. Please note that all student events are open to the entire Brooklyn College community and are subject to review. Pay attention to the blackout periods.
- ***Security...***Security for a college event, held on college premises, is under the control and supervision of Brooklyn College's Campus and Community Safety (also known as Public Safety & Security) department. As the Brooklyn College President's designee, the Director of Public Safety & Security must approve any special security arrangements in advance. All events require a safety assessment as a condition of approval to determine the number of officers necessary, if needed. Any club/organization planning an event entailing a significant amount of Brooklyn College attendees and/or non-BC attendees, must allocate sufficient financial resources to pay for the appropriate number of officers that may be needed.
- ***Cancelling an Event...*** If you decide to cancel your club/organization event request, including tabling, after it has been approved, make sure to cancel the event request in Bulldog Connection and e-mail [semt@brooklyn.cuny.edu](mailto:semt@brooklyn.cuny.edu) at least 24 hours in advance. Failure to cancel or 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 \$50.00.



## REQUESTS FOR EVENTS<sup>1</sup>

The use and scheduling of college facilities, as it relates to student clubs and organizations, shall be under the control and supervision of the DOSA per [The City University of New York Policy Regarding Use of College Facilities](#). The DOSA has the authority to determine time, place and manner for all club/organization events. Space for activities and programs on campus is limited.

All student club-hosted events, regardless of location, must be submitted electronically using an *Event Request Form* (ERF) on Bulldog Connection. The ERF must be completed by an executive board member and approved by your club liaison and CD before receiving final approval by the Student Event Management Team (SEMT). Once submitted, the ERF can be tracked through the Bulldog Connection which is where all communication regarding the event will occur. An incomplete ERF cannot be processed.

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<sup>1</sup> Each proposed activity will be reviewed and discussed with the Student Event Management Team (SEMT) and other college officials as necessary.

## WHAT ARE THE EVENT TYPES?

### CLUB MEETINGS

1. The event is advertised only to BC club members and affiliated members with approval via a guest list.
2. Event requests should be submitted in the Bulldog Connection **one (1) week prior** to the event.

### BC ONLY EVENT

1. The event is advertised to the BC Community only.
2. Event requests should be submitted in the Bulldog Connection **three (3) weeks prior** to the event.

### BC/CUNY ONLY EVENT

1. The event is advertised to the BC Community and CUNY Community only.
2. Event requests should be submitted in the Bulldog Connection **three (3) weeks prior** to the event.

### BC/CUNY/INVITED GUESTS ONLY EVENT

1. The event is advertised to the BC Community, CUNY Community, and select invited guests only.
2. Non-BC/CUNY attendees are to be recorded on a guest list.
3. Event requests should be submitted in the Bulldog Connection **three (3) weeks prior** to the event.

### OPEN TO THE PUBLIC EVENT

1. The event is advertised to the BC Community and to the general public.
2. Event requires use of a designated RSVP system provided by Student Affairs and a Special Event Team (SET) meeting prior to the event.
3. Event requests should be submitted in the Bulldog Connection **four (4) weeks prior** to the event.

## WHAT ARE THE EVENT CATEGORIES?

The event category is defined by the format of your event. Depending on which category is chosen on the ERF additional information will be requested before the ERF can be considered complete. You should select all the categories that apply to your event to avoid delays in the approval process. The designated categories are:

- |  |                                  |
|--|----------------------------------|
| 1) Athletics/Physical Activity (Recreation, Intramurals and Intercollegiate Athletics) | 8) Luncheon/Dinner               |
| 2) Awards Ceremony   | 9) Meeting/Informational/Seminar |
| 3) Conference  | 10) Party/Dance                  |
| 4) Fundraiser/Charitable Activity  | 11) Performance                  |
| 5) Fashion Show  | 12) Quad Activity                |
| 6) Film  | 13) Tabling                      |
| 7) Guest Speaker   | 14) Workshop                     |

For events that have more **complex components**, the ERF should be submitted a minimum of **four (4) weeks prior** as these components may require longer processing time frames. Fees may be imposed if additional security and/or personnel are needed during the event, which will be determined by the Public Safety & Security department. Examples of complex components include, but are not limited to, the following:

- |   |   |
|---|---|
| 1) paid speakers or performers                          | 5) significant media coverage is expected   |
| 2) external vendors                                     | 6) events that present a unique security risk   |
| 3) events scheduled to end after regular business hours | 7) event is likely to significantly impact daily campus activity                                  |
| 4) outdoor or off-campus locations                      | 8) proposed location needs special permission, such as athletic facilities or departmental spaces |

Please be aware that all **contracts** require review by CUNY. Therefore, it is recommended that the ERF is submitted a minimum of **eight (8) weeks prior** when a contract is required. Based on the level of complexity of the event a pre-event meeting may be required with the SET a minimum of **two (2) weeks prior** to the event.

## SAMPLE STUDENT WORKSHEET FOR EVENT PLANNING AND MANAGEMENT

This worksheet can be utilized as a guide to assist in planning events that are complex and detailed.

TASKS		PERSON RESPONSIBLE	DUE DATE
<b>4 (to 8) WEEKS PRIOR TO THE EVENT (Gather information for the Event Request)</b>			
	Decide the goal and purpose of your event.		
	Choose your target audience.		
	Consider possible dates and times and select two. (Check the college calendar for conflicts such as conversion days, scheduled closings, etc.).		
	Identify the preferred location for the event.		
	Check availability of speakers/performers; get bios or description of performance, and list of props/equipment. ( <b>Do not confirm</b> until the event is approved).		
	Decide on the preferred room set-up for the event.		
	Decide what type of food/refreshments you will have based on current budget.		
	Decide how you want to advertise the event.		
	Create a tentative program. (Include location, vendors, performers, special guests, etc.).		
	Draft a flyer, but do not distribute until the event is approved. You should have your draft flyer ready to upload.		
	Create a budget outlining cost for food, speakers/performers, supplies/decorations, and publicity. (Confirmation that funds are available is needed, before event is approved, by CD).		
	Develop your assessment method. (Survey, attendance, etc.).		
	Obtain fundraising letter from non-profit organization, if applicable, or write rationale for club fundraising.		
	If you need help, schedule a meeting with your advisor and/or liaison to discuss all of the above, including possible safety and security costs and other related policies.		
	Complete and submit an ERF in the Bulldog Connection. (Once your request is reviewed by your liaison, no changes should be made directly to the request).		
<b>3 WEEKS PRIOR TO EVENT DATE (Confirming plans)</b>			
	Obtain confirmation of event and room in the Bulldog Connection. You can now begin advertising your event.		
	Finalize and send invitations to confirm speakers, performers, special guests, etc.		
	Gather any paperwork that needs to be submitted to your liaison or CD.		
	Submit information for <i>Performance Agreements</i> , if applicable. Do <b>not</b> sign, or verbally agree, to any agreement without written approval from CD.		
	Confirm with outside vendors for services/supplies, and complete related paperwork.		
	Confirm food arrangements. Consider special dietary needs for your guests. If utilizing a caterer, check for certificate of liability with CD.		
	Discuss promotional items, if necessary, and place the order with CD.		
	Decide how many volunteers are needed to assist with the event.		



TASKS		PERSON RESPONSIBLE	DUE DATE
<b>2 WEEKS PRIOR TO THE EVENT</b>			
	Develop a script for the program.		
	Place all orders still pending.		
	Reserve any special equipment.		
	Review all printed materials.		
	Finalize details with the caterer, if applicable.		
	Finalize program and send to print if using an outside vendor.		
	Keep track of how many people are planning to attend your event.		
	Develop a back-up plan for critical components of your program.		
	If your event is Open to the Public, prepare to attend the required SET Meeting.		
<b>1 WEEK PRIOR TO THE EVENT</b>			
	Meet with volunteers.		
	Review RSVP list or Guest list.		
	Ensure Office of Communications is notified if any outside media is attending.		
	Send reminders to all participants.		
<b>DAY OF THE EVENT</b>			
	Check in with your liaison or assigned Student Affairs staff member at least one hour prior to event, if needed.		
	Gather all volunteers for event for final review.		
	Check room set-up, equipment, food/refreshments, etc.		
	Set up registration table, if applicable.		
	If a photographer is being used, advise them to honor the request of those who do not wish to be photographed.		
	Distribute & collect surveys. Surveys will serve as a tool to assess the event.		
<b>AFTER THE EVENT</b>			
	Clean up and collect any materials 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, if applicable.		
	Collect all receipts and invoices and submit to CD.		
	Deposit any collected funds in CD.		
	Post pictures of your event in an Album in Bulldog Connection		



## WHEN AND WHERE CAN I HOLD MY EVENT?

Events can be held during the Fall and Spring semesters when classes are in session either on-campus or off-campus. Requests for an event space that is outside of the SC follow the same guidelines as an event in the SC and require approval from the student club/organization liaison, CD (if budget is being used) and the Student Event Management Team (SEMT). All BC/CUNY event spaces must adhere to the CUNY Tobacco Free policy.

LOCATION	TYPE OF EVENTS
Student Center (SC)	Lecture, Workshops, Dinners, Receptions, Parties, Films, Conferences and Social Activities.
Whitehead Lobby/Whitehead Breezeway, New Ingersoll Lobby, Student Center Lobby	Informational/Club Promotion/New Member recruitment/Approved Fundraising. Other tabling locations may be available, please see page 30.
West Quad or Roosevelt Gyms	Sporting Events (Requests must be approved by the SEMT and the Athletics Department. Waivers may be required for all participants).
Quads	Fairs and Educational/Academic Programs may be held on the East Quad if approved by SEMT and College Administration. Other events may be approved for West Quad. See your liaison for additional information.
Classrooms	Classrooms are generally obtained through the respective department(s). Written confirmation/permission of usage of a classroom must be submitted with your ERF.

## BLACKOUT PERIODS

Blackout periods are time frames during which no student club/organization-hosted events shall occur. Campus student clubs/organizations may host events starting the first day of classes during the Fall and Spring semesters. No events will be held on days when the college is closed. In addition, campus student club/organization-hosted events are not allowed during the following periods listed below. In order to request an exception, you must submit a rationale for the exception after you submit the ERF in the “Conversation” section. **NOTE:** Graduate students operate on a different class schedule. Thus, graduate student clubs/organizations may hold events during the undergraduate finals period.

### WINTER BREAK

After the last day of Fall classes up to the first day of Spring classes.

### SPRING RECESS

No club/organization events during Spring Recess.

### SUMMER

1. No student club/organization-hosted events are allowed after the last day of Spring classes up to the first day of Fall classes. Summer programs and events may be hosted by SG only.
2. Graduation related events may be held after the last day of Spring classes with approval.
3. Participation in summer conferences may be approved with special permission provided that all financial obligations are completed prior to the end of Spring classes.
4. Student clubs/organizations may meet unofficially during blackout periods, but no funds may be expended on behalf of the student club/organization or Brooklyn College.

## 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 Vice President for Student Affairs or designee, in consultation with the host, by 8am the previous business day before the scheduled event. Once a decision is made to relocate or cancel an event, the decision cannot be reversed due to staffing resources and contractual agreements. An attempt to schedule an alternate date will be considered. To prevent last minute calls, please schedule alternate “rain” dates and/or locations in planning for the event.

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## BROOKLYN COLLEGE QUADS

Quad requests should be submitted at least **four (4) weeks** in advance in the Bulldog Connection. The use of the East and West Quads is generally reserved for college-wide student events that promote positive interactions among campus community members. Requests for college-wide events will have priority over those for single-sponsored events. Activities on the East Quad are generally restricted to the paved sidewalk areas. No outside materials or equipment may be brought on either quad without specific prior approval by the Vice President for Student Affairs or designee. Materials that risk damage to college property are not permitted.

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## QUAD ACTIVITIES

- For safety reasons, various recreational activities, e.g., bicycle riding, skateboarding, and rollerblading, cannot be permitted. The Public Safety & Security department will determine the safety and advisability of other sports activities.
- Use of music or amplification must be requested and approved in advance by the Vice President for Student Affairs or designee. Events involving music or amplification will usually be restricted to the West Quad. Decibel levels must not disturb classes or other educational activities in session.

## OFF-CAMPUS LOCATION

Once SEMT reviews your off-campus event, a *Student Group External Facility Letter* will be sent to the location manager for space confirmation as well as agreement to adhere to New York State laws. This letter must be signed and returned in order for the event to be approved.

## BROOKLYN COLLEGE STUDENT CENTER ROOM SET-UP CAPACITY\*

The set-up is subject to change depending on the amount of equipment AND type of event.

Floor	Space Designation	Auditorium	Round Table(s)
Second Floor	Bedford Lounge	178	93
	Amersfort Lounge	116	70
	Glenwood Lounge	109	70
Fourth Floor	Jefferson-Williams Lounge	131	84
	Maroney-Leddy Lounge	60	40
	Alumni Lounge	139	75
	Aviary**	N/A	N/A
Fifth Floor	State Lounge	50	50
	Occidental Lounge	116	90
	International Room	50	40
	Ward Room**	N/A	N/A
	Grog Room**	N/A	N/A
	Cosmic Room**	N/A	N/A
Sixth Floor	Maroon Room	139	70
	Gold Room	250	138
Penthouse	Zodiac	60-70	50
	Solarium	60-70	50
	Full Penthouse	178	111
Lower Level	Club Room	150	130-150
	TV Room	60	40

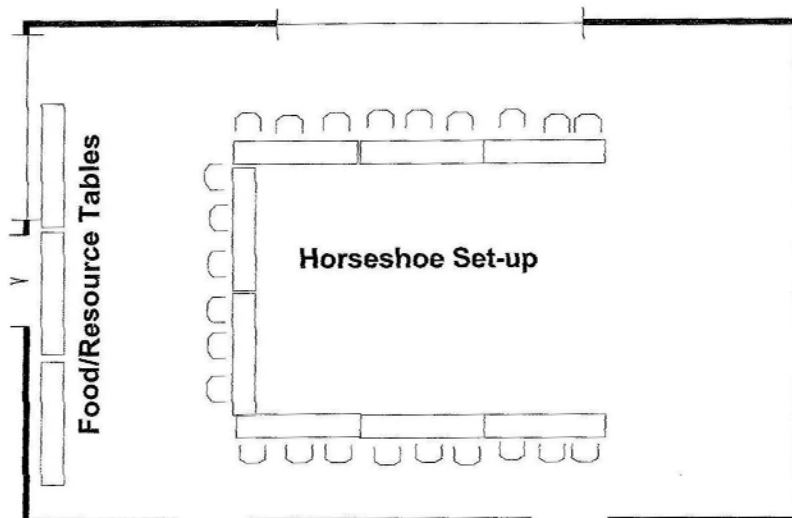
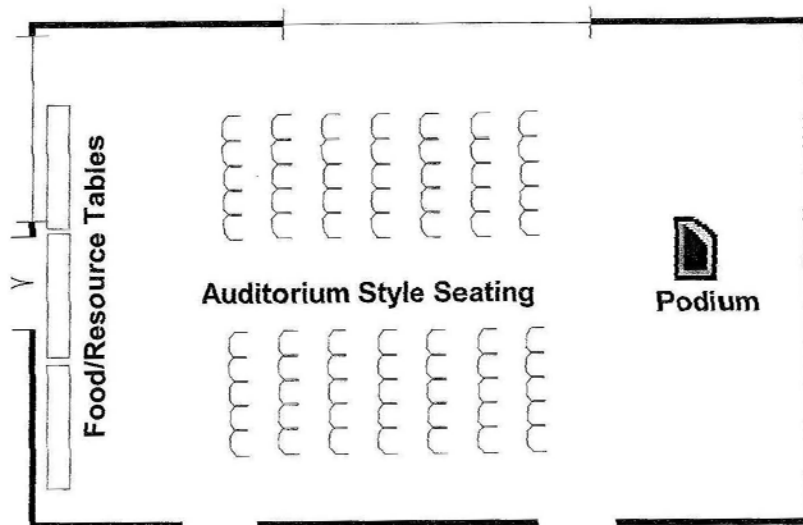
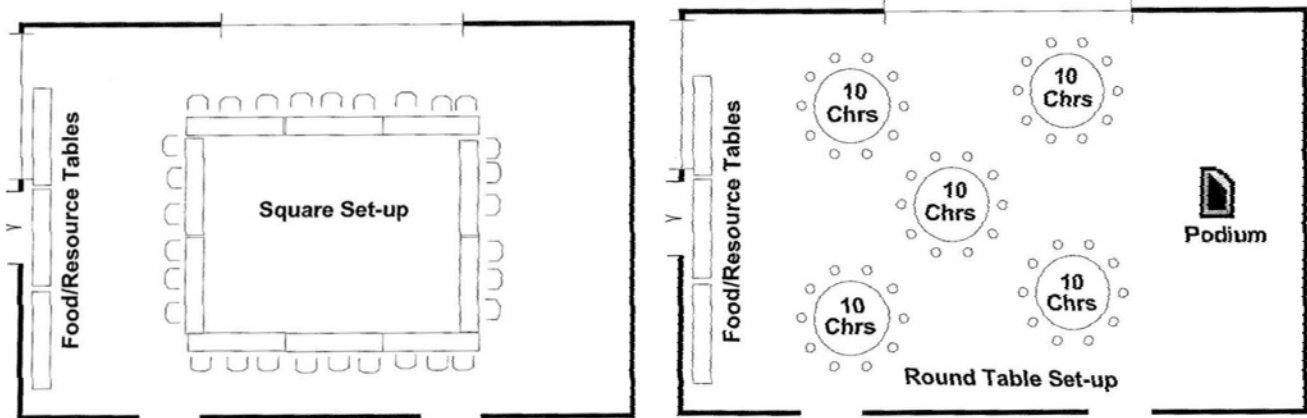
\*Capacity will change based on the amount or type of equipment (food tables, performance space/stage, A/V, etc.) AND type of event.

\*\*Conference rooms hold 10-15 persons

Note: There is a fee for tablecloths

## STUDENT CENTER ROOM SET-UPS

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



## HOW DO I EFFECTIVELY MANAGE MY EVENT?

Each event will be assigned a staff member to act as the responsible authority to resolve any issues. The responsible authority for most events will be the liaison or a designated SC staff member. The responsible authority will be decided as part of the event approval process by the SEMT. The following guidelines will help you in managing your events. Use a separate Event Planning and Management Worksheet for each event.

**NOTE: Failure to provide required information/documentation may result in the cancellation of your event.**

### BEFORE THE EVENT

**Meet with your advisor to discuss goals, resources, logistics and assessment four (4) weeks prior to the preferred date.** You should be accompanied by at least one additional Brooklyn College currently enrolled student who is an executive board member of your club/organization.

- a. **Goals...** Establish realistic goals for your event in consultation with your advisor and club members.
- b. **Resources...** Create a proposal indicating everything you have, or will need, to reach the event goals, including a detailed budget.
- c. **Logistics...** Prepare a projected program for your event with space needs, vendors, speakers, performers, and special guests (college President, Elected Officials, 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.

#### **Develop a communication and outreach plan.**

- a. **Be creative and plan ahead!** Make sure to announce and promote the event on campus and in the Bulldog Connection.
- 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. **Target your audience** to assess your needs for space, food, materials, etc. Provide a method for individuals to confirm attendance. In the case of Open to the Public events, the college will determine the appropriate RSVP system.
- d. **Send a consistent message.** The essential information shared about your event must be the same from start to finish, including title, date, time and purpose.

#### **Notify vendors/performers of delivery procedures & make proper arrangements.**

- a. **Food deliveries:** A list of caterers currently allowed to deliver food inside the SC and set-up in the scheduled room(s) is available CD.
- 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/speakers must be provided as part of your guest list for the event. Performers/speakers must provide, to the event host, a description of their performance/lecture and a list of any equipment they will bring with them. A *Performance Agreement* will be required if an individual is being paid. Additional requirements may be needed – consult with your liaison.

#### **Guests (Non-Brooklyn College):**

- a. **Guest List:** When a guest list is approved for your event, a template will be provided to you through the Bulldog Connection. Insert names in alphabetical order by last name. The guest list must be submitted through the Bulldog Connection by **12pm the day before your event**.
- b. BC RSVP system will be implemented and managed by DOSA staff for any event that is designated as Open to the Public. Other events may require RSVP due to special circumstances as determined by College Administration

#### **Security meeting (if applicable):**

- a. **Events requiring security:** If the Public Safety & Security department determines that your event requires the use of college Public Safety Officers, you and at least one additional currently enrolled Brooklyn College club member must attend a SET meeting with your liaison to review the security procedures for your event.
- b. The SET meeting will occur at least **2 weeks prior** to your event. The SEMT will contact the event host and the liaison to set up the meeting.

#### **Establishing 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 currently enrolled Brooklyn College student members of the host club/organization may participate in the implementation of the event. In addition, a DOSA staff member may be designated to attend and ensure success of the event including oversight for any RSVP system in use at Open to the Public and other complex events.
- b. A senior college official will be the responsible authority for addressing any behavioral disruptions.
- c. When applicable, an agreement will be prepared two (2) weeks in advance in consultation with your liaison and may require the input of Public Safety & Security and other members of the College Administration as appropriate.
- d. If your event requires **additional security**, an agreement will be a required step that must be completed during the security meeting.

### **ON THE DAY OF THE EVENT**

#### **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, at minimum, 1 hour prior to the start of the event. Check in with your liaison.
- b. Check the room set-up, the equipment, the decorations, the food, etc. If there is a problem, contact your liaison for assistance.

#### **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 SC scheduled to end 30 minutes prior to closing may not be extended. Unauthorized extensions may result in additional fees and loss of reservation privileges.

#### **Manage Your Event:**

- a. Make sure to greet your guests and provide them with information on what to expect at the event.
- b. Review all relevant policies and procedures.

#### **Cleanup:**

- a. Leave the room clean and in order. Damages to the room or property may result in additional fees.

### **AFTER THE EVENT**

#### **Your Assessment!**

- a. Great leaders are constantly learning from their experiences.
- b. 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?
- c. Prepare your assessment report to review at the next meeting with your advisor.

#### **Pay your bills:**

- a. Submit all remaining *Payment Requests* for your event (e.g., *Performance Agreements*, 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.

## WHAT IS A STUDENT-HOSTED EVENT?

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

- Uses the name and/or logo of Brooklyn College.
- Hosted by a registered Brooklyn College student club/organization.
- Utilizes Brooklyn College or Student Activity Fee (SAF) funds.
- In the case of on-campus events, no rental fee is charged for the use of space.

All student-hosted events must have a single host. The host is the principal organizer and manager of the event. Hosts must be a registered Brooklyn College student club/organization which includes SG. The host must follow all Brooklyn College requirements and guidelines, and is responsible for:

- Planning, logistics, and promotion of the event.
- Submitting and managing the event details, including an event budget via the ERF in the Bulldog Connection.
- Event setup and breakdown.
- Ensuring that all budgeted and unforeseen event expenses are paid.
- Identifying a co-sponsor(s) in a timely fashion (if applicable).

## RESPONSIBILITIES OF THE HOST STUDENT ORGANIZATION

- 1) Assign two (2) currently enrolled Brooklyn College student club members, including at least one executive board member, to be responsible for the planning and implementation of the event which includes meeting with the 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 must 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 number 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) Submit and manage the ERF on the Bulldog Connection.
- 5) 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. The Public Safety & Security department is responsible for notifying the host student organization of any discrepancies between actual and estimated security costs for the event. In the event of a cancellation, failure to notify SEMT in a timely fashion may result in a charge for three (3) hours for each contracted position assigned to the event. Any remaining money will be refunded to the host student organization.
- 6) Participate in the post-event assessment, as needed.

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

## 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, SG or a registered Brooklyn College student club/organization.
- Able to help with promotion of the event, which may include material support.
- Required to follow all event guidelines.
- Responsible for establishing a main contact with the host group.

Co-sponsors should be listed on all marketing and promotional materials.

## 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 centers 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. External supporters do not have the same rights as registered student clubs/organizations or entities within the college.

## WHAT IS STUDENT EVENT RISK MANAGEMENT?

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 for which you want to be responsible. Try to manage as little risk as possible and transfer the risk when able.
4. Have a plan in place to manage risk.

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

In consultation with your liaison, 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 additional insured parties. A certificate of liability is required for external caterers within the Student Center. You should check with CD for further information and correct procedure before finalizing any off-campus food arrangements at least two weeks prior to your meeting/event date. Similarly, if additional staffing is needed to produce an event, such as Public Safety Officers, the host organization will be required to pay and/or reimburse funding for staffing needs.



## HOW DO I ADVERTISE MY EVENT?

All advertisements of an event must include the following required information and must be approved by the liaison. This is not limited to printed flyers or social media. In the case of Open to the Public events, approval will be provided by the Vice President for Student Affairs or designee. Use the following checklist when creating your advertisements. **Any changes to approved ads must be reviewed by the liaison.**

### ADVERTISEMENT CHECKLIST

- ☐ Include “Brooklyn College” on any ads.
- ☐ Contact information for the host organization (preferably an e-mail).
- ☐ Location of event (room and building).
- ☐ Date of event (month, day and year).
- ☐ Time of event (start and end time).
- ☐ “Refreshments” (if they will be provided).
- ☐ If collecting funds, state amount.
- ☐ Liaison stamp (leave room on the flyer).
- ☐ If collecting donations of any kind, indicate the receiving organization.
- ☐ Max size of a printed flyer is 11” x 17”.
- ☐ Use “Student Center” (**not** “SUBO”) if event is in the Student Center.
- ☐ Include Audience: “BC Only”, “BC/CUNY only” (Any other designations must be reviewed with liaison before posting. For additional designations, see section, “What are the Event Types?”).

### ADDITIONAL REQUIREMENTS FOR OPEN TO THE PUBLIC EVENTS

- ☐ State entrance policy in line with audience (ex: “Must show valid BC ID”, “Must show valid BC/CUNY ID”).
- ☐ The process for RSVP must be on the flyer (if applicable).

Brooklyn College Student Affairs Club  
Presents

### Annual Make a Difference Dinner: Many Identities – One Community



May 8, 2019, 6 – 9pm  
Gold Room, Student Center

To RSVP or for more information, e-mail [saclub@gmail.com](mailto:saclub@gmail.com).

Dinner will be served  
Suggested Donation: One can of food

Co-Sponsors: Difference Club, Gala Department, Gold Club

All donations go to the BC Food Pantry.

BC Only. Must show valid BC ID.

### Flyers or Advertisements posted electronically **ONLY**:

- ☐ Liaison must receive a copy.
- ☐ Liaison will return advertisement to the club and indicate “Approved for Posting Online” with their initials.

FLYER STAMP  
SPACE

## POSTING GUIDELINES FOR CAMPUS BULLETIN BOARDS

Open bulletin boards are located throughout the campus and can be used by clubs/organizations to publicize their events in accordance with the following guidelines. Reservations for the glass-enclosed bulletin board can be made through the Office of the Vice President for Student Affairs. Violations of the guidelines may **result in event cancellation**.

### GENERAL INFORMATION

- 1) All postings must have an identifiable host and contact number.
- 2) All student club postings must be date stamped by their liaison prior to copying and posting.
- 3) Advertisements must not be larger than 11" x 17".
- 4) Do not cover other printed materials.
- 5) Posting on college walls, doors, and grounds are prohibited. Unauthorized posting in these areas will be removed.
- 6) As staffing allows, posting will be removed within three (3) days after an event has taken place, or, if not date specific, three (3) weeks after the semester officially ends.
- 7) The college does not grant permission to credit card companies to advertise, market or merchandise credit cards on campus property.
- 8) Postings regarding the sale of dissertations or term papers are a violation of Title 1, Article 5, Section 213-b of the New York State Education Law.
- 9) Additional information on posting guidelines can be obtained in the Office of the Vice President for Student Affairs.

## DISPLAY CASES IN THE STUDENT CENTER (SC)

Display cases are located within the Brooklyn College SC, Main Lobby, 1<sup>st</sup> floor. Requests must be approved at least **three (3) 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.

To request usage of the display cases located within the SC, clubs/organizations must complete an ERF through Bulldog Connection. The club should specify/designate two (2) currently enrolled BC student club members who will serve as the point persons for the set-up and breakdown of the display case. Changes in set-up and breakdown dates must be received 48 hours in advance via e-mail to [semt@brooklyn.cuny.edu](mailto:semt@brooklyn.cuny.edu). Once a club has completed setting up/decorating their display case, the club member must notify the Administrative Office located on the 1<sup>st</sup> floor of the SC so that the display case can be locked.

### NOTE:

- The Brooklyn College SC is not responsible for any lost or damaged items. Do not display items that are important to you or have significant value.
- Student clubs/organizations are allowed two (2) opportunities to utilize display cases within a semester for a period of two (2) weeks at a time.
- Student clubs/organizations are not allowed to remove another club's/organization's items within the display case.

## WHAT ARE THE PROCUREMENT GUIDELINES FOR PURCHASES?

The Student Activity Fee (SAF) is money collected as fees for the use of student co-curricular services and programs. While you can use your budget for a variety of things there are certain restrictions. The majority of SAF is spent on student club events, student club travel and maintenance of student club spaces.

- SAF funds should be used for the benefit of the student body as a whole and must be in line with the mission of the group.
- Club funding cannot be used for individual needs or personalized gifts. Club funding cannot be used to purchase alcohol.

Budget details are required for all ERFs submitted through Bulldog Connection. The club/organization is responsible to include:

- that the group has funding to host the event.
- if the expenses for the event are being covered by sources other than the club budget. If so, other sources need to be listed. Ex: co-sponsorship from Bungee club.
- the budget for the event with as many details as possible. This gives a guideline for managing the club budget and being financially accountable.
- if applicable, the names of any speakers, DJs, performers, etc. and amount to be paid.

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### EXPENSES UNDER \$999.00

- Submit to CD a completed *Purchase Order Form* and *Payment Request Form* with a quote from the vendor.
- Orders can be placed after the Purchase Order (PO) number is issued and approved by CD; PO numbers are issued within 24 hours of submission to CD.

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### EXPENSES OVER \$999.00

- All expenditures over \$999.00 require approval by the BCA and a bidding process to be completed by the Office of Procurement. Allow a minimum of six (6) weeks for the purchasing process to be completed.
- A Price quote from three different potential vendors is needed. The quote should indicate a description of the product to be purchased. If a desired vendor is identified, please indicate it along with two (2) additional comparative quotes from similar vendors.

#### NOTE:

1. Purchases may not be made without a completed *Purchase Order Form*. Items received without a completed *Purchase Order Form* may be returned to the vendor.
2. As per the BCA, the spending cap for a total transaction is \$999.00. Any purchase over \$999.00 will require BCA approval and three (3) comparable quotes to be purchased.
3. Invoices over \$999.00 cannot be broken up to make smaller invoices.
4. Reimbursements are not guaranteed. Justification from the club may be required upon request for why it was necessary to purchase items with personal funds. Before spending personal money, consult with CD.
5. Illegible paperwork will be returned to the group.

## WHAT DO I NEED TO KNOW ABOUT FUNDRAISING ACTIVITIES?

### GENERAL RULES

All revenues generated by student activities funded through college SAF shall be deposited into CD within 48 hours. Fundraising is only for a registered student club/organization. Student clubs/organizations that intend to fundraise in any manner must submit an ERF and adhere to the following guidelines for approved requests:

1. Promotion, sales, or distribution of products or services that violate Brooklyn College Association, Inc., Brooklyn College, or The City University of New York (CUNY) policies, or New York City, New York State or federal laws, or terms of Brooklyn College or CUNY contracts are prohibited.
2. Promotion of alcohol, tobacco use, and credit cards is prohibited.
3. The college reserves the right to determine whether a vendor's presence conflicts with the mission of the college.
4. The college reserves the right to remove a vendor if it has shown misleading or questionable business practices.
5. The college reserves the right to limit the number of table opportunities per vendor each semester.
6. The college may specify additional prohibitions.
7. The monies collected by the student club/organization from any fundraising activity must be used by that club/organization for non-profit purposes and may not be used for the benefit of any individual, except where it meets with the approved purpose.
8. At the conclusion of a fundraising event, all money collected must be turned over to CD in room 314 Student Center for inclusion in the club's/organization's budget.

### FUNDRAISING FOR YOUR STUDENT CLUB/ORGANIZATION

1. Student clubs/organizations that wish to fundraise must provide all details in the ERF at least **two (2) weeks prior** to the date of the event, stating clearly the intended purpose of the funds.
2. Once funds are collected, deposits must be made immediately after the event, or within 48 business hours after the conclusion of the fundraiser, into the CD club account.
3. Cans/cash boxes for donations must be picked up in CD on the day of your event unless other arrangements are made.

If your fundraiser occurs in the SC on a Friday night, or on the weekend, all funds collected must be placed in a signed sealed envelope and placed in the safe located in the SC. A SC staff member will be assigned to your club for the purpose of receiving the collected funds in order to be placed in the safe. Please consult with the designated SC staff member, as per CD, to deposit the funds. **Student clubs/organizations are not permitted to take collected funds away from the SC.** The funds must then be deposited in CD on the next business day. In these cases, the cash management discussion will happen prior to the fundraiser.

### FUNDRAISING FOR NOT-FOR-PROFIT ORGANIZATIONS

All the rules set forth above apply. In addition, the following requirements must be met:

- A written confirmation (Letter of Intent) from the organization stating their ability to receive the donation must be received **TWO (2) WEEKS PRIOR** to the fundraiser. This letter must include, at least, the name, address, telephone number, and Federal Tax ID of the organization.
- Obtain a W-9 form from the charitable organization. Attach the written confirmation and the W-9 form to the *Payment Request Form* for processing **two (2) weeks prior** to the fundraiser.
- If you wish to investigate a charitable organization, you can visit the Better Business Bureau at <http://www.bbb.org>

**NOTE:** The ERF **cannot be approved** by CD if the fundraising details are not finalized and required documents received. Student clubs/organizations may **not** sell any items bearing the college logo or other college trademarks without the permission of the college.

## TYPES OF FUNDRAISERS/CHARITABLE ACTIVITIES

All flyers and advertisements must clearly indicate the name of the charitable organization, the beginning and ending date of the fundraiser, and location of the activity. All fundraising events/activities must be submitted using an ERF in Bulldog Connection with enough time for processing. Consult your liaison if you have questions.

### BAKE SALES

1. Table requests for bake sales should be submitted **three (3) weeks in advance**.

**NOTE:** The use of sternos is permitted at the tables with prior authorization. Sternos must always be monitored.

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

1. Provide CD a written letter (e-mail acceptable) noting that the drive is for a charity 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. This is considered an external fundraiser.
2. A written confirmation (Letter of Intent) from the organization stating their ability to receive the donation must be received **TWO (2) WEEKS PRIOR** to the fundraiser. This letter must include, at least, the name, address, telephone number, and Federal Tax ID of the organization.
3. Along with the letter, a copy of the approved flyer with the date, time and location of the drive must be submitted to CD.

### SELLING TICKETS FOR A CLUB EVENT

You can obtain a complete list of the policies regarding selling tickets in CD. Some highlights are listed below for reference:

1. Any student activity where admission is charged is by ticket only. The maximum number of tickets is limited to the total occupancy capacity of the room. The event admission may be by printed or E-ticket.
2. ALL INCOME FROM TICKET SALES MUST BE DEPOSITED IN CD.
3. Cash boxes and cans, if needed, can be acquired in CD prior to the start of the event/activity.
4. At the conclusion of the sales, cash collected plus the remaining unsold printed tickets (if any) shall be safeguarded and returned to CD.
5. Expenditures shall not be paid from cash collected.
6. Any event expense over \$999.00 must be approved in advance by the Budget Committee of the BCA, 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.
7. For sponsored events held off-campus, there also must be proper accountability for the monies collected for the event. See the club liaison or CD prior to planning any off-campus events.

### SELLING OF ITEMS OR SERVICES AT A CLUB EVENT

Student clubs/organizations who intend to fundraise or host an event that includes the sale of items or services should inform their liaison at least **three (3) weeks prior** to the event. This applies to all fundraising, other than bake sales. No outside vendors of any kind will be permitted at an event without prior approval. All requests will be reviewed for approval by the SEMT.

1. Student clubs/organizations may not sell any items bearing the Brooklyn College logo, the CUNY name or logo, or the name or logo of any other CUNY college without permission.
2. Student clubs/organizations may sell items with the Brooklyn College logo only with the prior approval of a designated college official. The Brooklyn College logo must be requested from the Office of Communications and Marketing.
3. Sales tax may need to be collected from purchasers and reported to New York State by the BCA, depending on the mode and frequency of student organization sales as a whole each year.

### CASH PRIZES AT EVENTS

Cash Prizes can be awarded as part of the revenue from an event. **STUDENT ACTIVITY FEE BUDGETS CANNOT BE USED.**

The following documentation will be needed:

- The deposit sheet showing that the money has been deposited into the club account after the event.
- An event flyer or memo stating the date the event took place with the prize information indicated.
- Back-up indicating the recipient's name and amount they were awarded and for what purpose.
- The recipient would complete a W-9 form.
- The club would complete a *Payment Request Form*.

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### ACCEPTANCE OF DONATIONS

- Clubs/organizations can accept monetary donations; however, the donations must be made out to the Brooklyn College Association (BCA). They cannot be made out to the student organization individually.
- Any donation over \$250.00 will require gift receipts.
- Donations can be restricted for use by the specific group.
- The clubs/organizations can acknowledge (list) their sponsors but they cannot promote or endorse them.

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### RAFFLES

Student clubs/organizations should be aware that charitable raffles intended to raise money for a qualified charitable organization (such as the BCA and the student clubs/organizations it funds) are highly regulated by New York City and New York State. You can obtain a complete list of the rules regarding raffles in CD or the Fiscal website. Some of the rules include:

1. No one under 18 may participate in, or run, the raffle;
2. No single prize may exceed \$100.00 in value; No series of prizes in a single offering of the raffle may exceed \$1,000.00 in value;
3. The price of a raffle ticket may not exceed \$10.00.
4. Additional requirements apply, including registration and licensing, if the proceeds of a single raffle are at least \$5,000.00.

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### INTERNET FUNDRAISING ("CROWD-FUNDING")

Student clubs/organizations may engage in internet fundraising only with the prior written approval of the designated college official and the BCA. Requests must follow the BCA timeline.

1. Student clubs/organizations may not use the CUNY logo or name or the college's logo on the fundraising website.
2. The fundraising website must specify that it is the organization that is soliciting funds, not the college, and donations must be made to the BCA, as the legal tax exempt entity.
3. Student clubs/organizations and the BCA must comply with all State and Federal Laws regarding charitable fundraising, including, without limitation, any IRS requirements for written gift acknowledgements.

***Changes to the Fundraising Activities section may occur. The latest version can be obtained in CD, room 314 Student Center.***

### GIFTS AND AWARDS

- No SAF money can be spent on contributions or gifts.
- Awards are for exceptional service. Use certificates for participation or thanks.
- Gift cards and metro cards CANNOT be purchased with SAF.

If you have any further questions, please contact CD.

PORTIONS OF THE FUNDRAISING ACTIVITIES ON/OFF CAMPUS COME FROM THE CITY UNIVERSITY FISCAL HANDBOOK FOR THE CONTROL AND ACCOUNTABILITY OF STUDENT ACTIVITY FEES, 1992.

## WHAT ADDITIONAL EVENT GUIDELINES SHOULD I KNOW?

### TABLING POLICIES

In order to provide 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 tabling activities hosted by Brooklyn College student clubs/organizations, are:**

1. Event advertisement;
2. Bake sales/Fundraising for club programming;
3. Bake sales/Fundraising for officially registered non-profit organizations only;
4. Information/Leafleting exchange.

**The Primary location is Whitehead Breezeway.** New Ingersoll Hall Lobby, Whitehead Lobby and the Student Center Lobby are also available upon request. Boylan Hall Cafeteria should primarily be used for informational tabling activities **ONLY**. Two (2) enrolled BC students from the currently registered club/organization, including at least one executive board member, must be present during the entire tabling activity.

### TABLING PROCEDURES:

1. It is recommended that you request table space at least **three (3) weeks in advance** of the desired date by submitting an ERF in the Bulldog Connection.
2. Tabling dates are reserved on a first-come, first-serve basis.
3. For fundraising, the club/organization is responsible for providing their own legible sign with the name of the student club/organization and the organization for which the funds are being raised, which must be displayed at the table.
  - a. External fundraisers have additional requirements. See section “What do I Need to Know About Fundraising Activities On/Off Campus” for more information.

### TABLING RULES:

1. Store-bought food items being distributed and/or sold must be prepackaged.
2. Home-cooked baked goods must be prepackaged.
3. Sternos or electrical heating devices may be used at tabling activities with prior approval and supervision by authorized personnel. Sternos or electrical heating devices must be monitored at all times.
4. Copies of any materials to be distributed should be submitted to the liaison.
5. Only one (1) six (6) foot table may be used per day, per club/organization and will be provided by the college.
6. All materials to be distributed and items for sale must remain at the table.
7. Student clubs/organizations are not permitted to bring their own tables.
8. Students are not permitted to move tables from their designated locations.
9. Brooklyn College and DOSA are not responsible for lost, stolen, or damaged goods.
10. Campus property must be returned in the condition it was given. Damaged items may be charged to host student club/organization.
11. Cancellations made less than 24 hours in advance may result in a \$50.00 fee.

### FILM VIEWING AT EVENTS

Under The Copyright Act any viewing or exhibition of a video in a public place (schools are considered public places) must have **Public Performance Rights (PPR)**. PPR can be added into the cost of the video at the time of purchase. Written confirmation of permission must be obtained from the copyright holder and kept on file.



## WHAT ARE PUBLIC PERFORMANCE RIGHTS (PPR)?

**Public Performance Rights (PPR)** are the legal rights to publicly show a film or video (media). Normally the media producer or distributor manages these rights. The rights-holder can assign PPR to others through a Public Performance License.

## WHEN ARE PUBLIC PERFORMANCE RIGHTS REQUIRED?

PPR are **required** for:

- All screenings of copyrighted media to audiences outside of club/organization members.
- Student club/organization events that are:
  - o advertised to students outside of the club/organization members;
  - o has a Target Audience that includes other CUNY guests or Invited guests;
  - o Open to the Public

PPR are **not required** for:

- Home viewing;
- Screening media in the context of face-to-face discussions with a faculty member present;
- When student club/organization has an educational component at the event.

## WHY SHOULD YOU LEARN ABOUT PUBLIC PERFORMANCE RIGHTS?

Showing media, whether borrowed from the library or rented/purchased, to groups outside of the classroom may be illegal, and may place the college at risk legally.

## SECURING PUBLIC PERFORMANCE RIGHTS (PPR)

Individuals and clubs/organizations are responsible for obtaining performance rights for all publicly screened media. First, find out if the library purchased PPR to the film you want to show. If the library does not have a copy with PPR, you will need to contact the copyright holder to obtain permission. To find out who the copyright holder is, go to the [United State Copyright Office](#) and search the database of registered copyright holders. Keep records of your correspondence with the copyright holder.

Some companies to contact to secure (license) PPR:

- [Swank Motion Pictures, Inc.](#)
- [Kino International](#)
- [Criterion Pictures USA](#)
- [Modern Sound Pictures](#)
- [New Yorker Films](#)

## DO YOU NEED TO OBTAIN PUBLIC PERFORMANCE RIGHTS (PPR)?

ASK YOURSELF:	ANSWER:
Are you showing the film to the <b>general public</b> ?	If you intend to show the film to the general public, then <b>yes</b> , you do need to obtain PPR even if you are not charging for admission.
Are you showing the film in a <b>public space</b> where access is not restricted?	If you intend to show the film in a public space where access is not restricted, then <b>yes</b> , you do need to obtain PPR.
Are you showing the film to people <b>outside your normal circle of family and friends</b> , such as to a club or group?	If you intend to show the film to a club or group, then <b>yes</b> , you do need to obtain PPR.
Are you <b>privately watching the film in your home with friends or family</b> ?	If you intend to watch the film at home with family and friends, then <b>no</b> , you do not need PPR.
Are you an instructor showing the film to <b>officially registered students in a classroom</b> where the content of the film directly relates to the course?	If you intend to show the film to students registered in your class and the film directly relates to your coursework, then <b>no</b> , you do not need PPR.



Type of Film	License (Public Performance Rights) Needed?	Discussion Needed/Required?
Hollywood Movie/Major Motion Picture	<b>Yes</b> (unless club members <b>ONLY</b> ; or educational component at event)	<b>No</b>
Documentary/Informational	<b>Yes</b> (unless educational component at event → discussion <b>IS</b> required & may be led by faculty)	<b>Yes</b>
Netflix	<b>Yes</b> (unless club members <b>ONLY</b> ; or educational component at event)	<b>No</b>
YouTube (short video)	<b>No</b>	<b>No</b>

#### Acknowledgement:

This guide is adapted from the guides of:

- [Arizona State University](#)
- [Cypress College](#)

## COLLABORATING WITH THE MAGNER CAREER CENTER

The Magner Career Center has collaborated with clubs/organizations since its existence. The demands have increased. Here are some best practices to ensure a successful partnership.

### HELPING PROMOTE EXISTING MAGNER CAREER CENTER EVENTS

The Magner Career Center organizes 20-30 events per semester, which are planned the semester prior. Students are encouraged to reach out to the Magner Career Center to see how the club can assist with these scheduled events such as helping with promotion and encouraging your members to attend.

### SPEAKERS FROM THE MAGNER CAREER CENTER

The Magner Career Center is often asked to send a speaker to club events. In order to get a speaker from the Magner Career Center the clubs/organizations should fill out the [Magner Career Center Speaker Request Form](#) at least **six (6) weeks before** the scheduled talk/presentation.

### ALUMNI/EMPLOYER SPEAKERS FOR YOUR CLUB

If the club/organization is seeking an outside speaker such as an alumnus/alumna or an employer the Magner Career Center asks for 2-3 months advance notice. More notice is needed if the event involves several speakers and the club has specific requests as to the type of speaker. The topic has to be career-related. Clubs/organizations should fill out the [Magner Career Center Speaker Request Form](#).

### CO-SPONSORING AN EVENT

As a general practice the Magner Career Center does not co-sponsor events with clubs/organizations, but if the club/organization has an idea for an event, and they would like to see if the Magner Career Center could co-sponsor, they should reach out to the Magner Career Center before April 1 for Fall events, before November 1 for Spring events, and before March 1 for Summer events since that is when the Magner Career Center begins developing their schedule. The Magner Career Center can't guarantee that they will co-sponsor but if requests do not fall into these timelines they are likely not to be accommodated. Any questions you can reach out to the Magner Career Center at [careernews@brooklyn.cuny.edu](mailto:careernews@brooklyn.cuny.edu).

## SAMPLE GROUND RULES FOR A Q&A SESSION

These ground rules should be used in any event where there will be a question and answer section to the program. SC staff can provide these rules on a large display board. Timers and signs designating 30 seconds and Time Up are also available. Two (2) Brooklyn College students or staff members may be designated to be the timekeepers and to display the signs. Training may be requested from DOSA staff.

1. Please identify yourself before you begin your statements (name and affiliation).
2. Each audience participant will have up to two (2) minutes to make a statement or ask a question from the floor.
3. Please direct questions to a specific person(s), if possible.
4. Two to four (2-4) minutes will be allowed for a response from a panelist.
5. When the 30 second sign goes up, ask your question, or wrap up your response, if you have not already done so.
6. A sign will go up when time is up. Due to time constraints we ask that all speakers end when sign goes up.
7. All decisions made by the facilitator should be respected.
8. Priority in speaking will be given to those participants who have not yet spoken.
9. Everyone is asked to respect other speakers and not interrupt while others are speaking.
10. Please treat everyone with respect and honor the request of those who do not wish to be photographed.

## MEDIA ACCESS GUIDELINES FOR BROOKLYN COLLEGE EVENTS

The Office of Communications and Marketing is the college's primary liaison with members of the media. Our professional media relations team is responsible for 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.

Journalists who wish to attend an event at Brooklyn College should contact the Office of Communications and Marketing at least 24 hours in advance to facilitate their visit. Event organizers who wish to contact members of the external media in order to request coverage and/or invite journalists should also coordinate in advance with the Office of Communications and Marketing. 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. Student reporters from campus-based student media outlets are not required to provide advanced notice or to coordinate with the Office of Communications and Marketing.

Photographers, both amateur and professional, may not disrupt regular campus activities and must secure release forms from individuals recorded if photos or video is to be published. 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).

## PHOTOGRAPHY/VIDEOGRAPHY AT STUDENT-HOSTED EVENTS

Please note, student-led events may be photographed by attendees and/or media. Photographers, both amateur and professional, should not disrupt regular campus activities and those wishing to not be photographed. Release forms must be issued if photos and/or video is going to be published.

## RSVP ONLINE SYSTEM

Based on the target audience and/or the complex nature of the event outlined in the ERF, use of an RSVP system may be required. The RSVP system may also be utilized 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 implementing use of RSVP system for an event:

- 1) Two (2) currently enrolled club members must be designated to monitor the RSVP system along with the liaison or designated staff member.
- 2) Attend a SET meeting at least two (2) weeks prior to event. A member of SEMT will advise you of this meeting.
- 3) Space reservation and event details should be complete at least two (2) weeks prior to the event.
- 4) Attend any on-site meeting on the day of the event at least one (1) hour prior.
- 5) 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 the SEMT in collaboration with the host. If walk-ins are permitted, priority admission will be given to BC students with a valid BC ID.
- 6) SEMT will designate the RSVP system to be used based on the complexity of the event.

### COLLEGE RESPONSIBILITIES FOR OPEN TO THE PUBLIC EVENTS

- 1) Assign one (1) 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 SET meetings held with designated club members.
  - b. He or she will be readily available and accessible in the event that a problem arises.
  - c. He or she will attempt to resolve any 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 in consultation with Public Safety & Security – except in the case of an imminent safety threat.
  - e. If an imminent safety threat arises during the course of an event, Public Safety & Security 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. Distribute wrist bands for re-admittance.
- 3) Ensure that information regarding the logistics of the event 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, 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, as needed.

## SECURITY GUIDELINES AT BROOKLYN COLLEGE

Following is a compilation of current policy and procedures in effect at Brooklyn College for security at 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 event requests, 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/organization, the club/organization advisor must be present and remain at the event for the duration. Failure of the club advisor to be present or remain at the event can result in the event being cancelled at that time.
6. The Director of Public Safety & Security will prepare a written plan for security at the planned event two (2) 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 cannot be addressed effectively, including concerns which may arise during the event, the Director of Public Safety & Security may cancel 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.
10. Please treat everyone with respect and honor the request of those who do not wish to be photographed.

Prepared by:

Donald A. Wenz - Director, Public Safety & Security, Brooklyn College  
July 11, 2017

## HANDLING DISTURBANCES AT CAMPUS EVENTS

Minor protests of previously scheduled campus events or activities are allowed, as long as they do not substantially interfere with the ability of speakers to speak and for the event to continue. However, occasionally larger disturbances interfere with an event or even threaten public safety. If such a disturbance occurs, persons in attendance should immediately contact Public Safety & Security.

Brooklyn College Public Safety & Security is responsible for security at any event held on the Brooklyn College campus. Our Public Safety Officers have been trained to diffuse situations of conflict or confrontation while respecting the right to free expression. Unless there is an immediate threat to public safety, only the Director of

Public Safety & Security, a campus Vice President, or the college President has the authority to remove persons from events or, in extreme cases, to terminate an event altogether. The Director of Public Safety & Security bears responsibility and supervision of all security personnel at an event. At any time prior to or during an event, should a safety concern arise which cannot be addressed effectively, the Director of Public Safety & Security may need to cancel an event.

Where events are being run by a college club/organization, a representative of that organization must be present and remain at the event for the duration. Failure of a representative to be present or remain at the event may result in the event being cancelled.

Violations of these rules may be grounds for disciplinary action.

## SECURITY AND STAFFING COSTS RELATED TO CLUB/ORGANIZATION EVENTS

### EVENTS OUTSIDE NORMAL SC OPERATING HOURS

1. Any club/organization requesting to hold an event in the 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 SC Director upon consultation with Public Safety & Security.
2. The amount of security, and additional staffing, if required, and the estimated cost of the proposed event will be presented to the club/organization and affirmed in writing two-three (2-3) weeks prior to the event. The cost is also provided in writing to CD.
3. CD encumbers the estimated cost from the club budget. In the case of insufficient funds, the event cannot proceed.
4. The SC may open on the weekends for special programming. Information regarding costs for full staffing and security will be provided by the SC Director upon request.

### EVENTS DURING NORMAL SC HOURS THAT REQUIRE ADDITIONAL RESOURCES

1. Some events due to the target audience, expected attendance and complexity of event will require additional resources.
2. If an event (not designated as Open to the Public) is to be held during normal SC operating hours, the SC Director, in consultation with Public Safety & Security, will assess the need for additional security and staff resources. If the assessment finds that it is in the best interests of all to request additional Public Safety & Security coverage, funds will need to be encumbered to support the additional officer(s). The proposed cost will be presented to the club in writing and to CD two-three (2-3) weeks prior to the event.
3. CD encumbers the funds from the club budget. In the case of insufficient funds, the event cannot proceed.

### EVENTS THAT ARE OPEN TO THE PUBLIC

All student hosted events that are open to the general public (non-BC/non-CUNY) may require that all guests attending the event enter the building through a metal detector. When the metal detector is required, the host club/organization will be responsible for all associated costs.