Please refer any comments to: Moraima Cunningham
Senior Director of Student Engagement and Judicial Affairs
at mcunningham@brooklyn.cuny.edu
PURPOSE OF THIS RESOURCE

Congratulations on deciding to become engaged in Brooklyn College campus life! Establishment of, and membership in a student club/organization provides members a number of rights, opportunities, and benefits; however, there are a number of expectations and standards which the club/organization and its members must uphold. Student clubs/organizations must abide by all student organization policies listed in the Event Planning and Implementation (EPI) Handbook.

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

- Pages 6-16: Tips for running (or starting) a successful club
- Pages 18-38: Everything you need to know for successful event planning and implementation
- Pages 40-60: Guidelines, Policies and Resources
- Pages 62-71: Related Documents

CONDUCT STANDARD DEFINED

Each student enrolled or in attendance in any college, school or unit under the control of the board and every student organization, association, publication, club or chapter shall obey (1) the laws of the city, state and nation; (2) the bylaws and resolutions of the board of trustees, including the rules and regulations for the maintenance of public order pursuant to article 129-a of the education law ("Henderson rules"); and (3) the governance plan, policies, regulations, and orders of the college.

ADDENDUM 10/9/14: STATEMENT REGARDING ELIMINATION OF SECURITY FEE

Effective immediately, the college administration will suspend the requirement for student clubs to pay partial or full security costs for events that are open to the public. This suspension in policy comes after careful consideration of the CLAS 2014 Executive budget resolution and is an effort to insure that all student clubs have the opportunity to hold publicly attended events. The administration will assess security costs incurred as a result of this decision for the remainder of the year, and may alter this policy in the future due to budgetary considerations.

ADDENDUM 9/1/15: STATEMENT REGARDING SECURITY FEE (SUPERSEDES ADDENDUM OF 10/9/14)

In reviewing the security overtime costs from the past academic year and noting the significant budget constraints impacting the college this year, the Administration has determined that a maximum amount of $30,000 for the 2015-2016 year may be utilized to defray security costs toward student-hosted events that are “open to the public.”

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1 The guidelines put forth in this resource are subject to change as new regulations emerge (as per Board of Trustees, CUNY, etc.).
2 Failure to adhere to the policies and procedures in this handbook may result in the cancellation of the activity or event.
3 Refer to Article XV (15) of the Bylaws established by the CUNY Board of Trustees
GENERAL INFORMATION

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

Mission Statement
The Mission of the Division of Student Affairs is to guide each student to enhanced personal and academic success in a college setting.

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

Strategy: The Division will facilitate a process where we:

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

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

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

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

Your Club/Organization Liaison will guide you through the planning and implementation of club activities. Each currently registered club will be assigned a Liaison on an annual basis and may be subject to change as per D.O.S.A./College priorities. Club listings and assigned Liaisons may be found in CD. Club/Organization Advisors (non-DOSA staff or faculty) can provide additional support and share advice, expertise, insight and knowledge. All Clubs/Organizations are encouraged to seek an advisor.

COMMON HOURS

Clubs/organizations are encouraged to host community-building activities and educational programs during common hours when most classes are not in session. The campus community also uses common hours to hold departmental and business meetings, sponsor lectures, or hold social events. Students who are not scheduled for classes may visit SAC for information regarding registered clubs and campus activities. DAY Common Hours are Tuesdays from 12:15–2:15 p.m. A flexible common hour is held on Thursdays at the same time. Classes may also be in session during the Thursday common hour. (Check the schedule of classes as changes may occur).
SECTION 1

Tips for running (or starting) a successful club

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GETTING STARTED:

All clubs/organizations must be registered with SAC annually. In order to become registered, the club/organization will hold elections in the spring and complete the registration packet. In addition, executive officers must be currently enrolled students in good standing and both the President and the Treasurer must attend an Executive Training and Event Planning and Implementation session. Other requirements may apply as stated in the governing bylaws.

ELECTIONS

Your club’s/organization’s election must be advertised at least one week prior to the election date. The advertisement can be placed in the College Calendar, one of the student newspapers (calendar section), or the Brooklyn College News Network (BCNN). A copy of the same will be submitted as part of your registration packet.

REGISTRATION PACKET

A club/organization registration packet that provides a recording sheet for attendance, minutes, membership, registration card and registration forms are available in SAC. The completed registration packet must be submitted to SAC. Students must obtain a receipt. Clubs/organizations must be registered before any student activity fee money can be utilized. Only currently enrolled Brooklyn College students can be members of a student club. A roster of current members (must be enrolled and registered) must be submitted each academic year as part of the registration procedure and the roster re-validated at the beginning of the Spring semester.

BUDGET/GRANTS

Club/organization budget requests for the following year will be presented to the respective Student Government in the spring for review and approval. Student Government notifies clubs/organizations of the date and location to submit budget requests. Please contact your Student Government for more details. Members of the Academic Club Association (ACA) may go to 307/8 Student Center. CD can assist you with the preparation of your budget. New clubs and currently registered clubs may request a grant from their allocating body. Additionally, clubs that are deemed academic in nature will be funded by ACA – clubs/organizations cannot receive funding from both ACA and CLAS.

COMMITTEES

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

There are several rules and regulations that need to be followed by any student interested in starting a new club/organization on the Brooklyn College campus. The first step is to schedule an appointment with staff in SAC 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. The duration between chartering and funding may vary considerably.

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.

You must develop a constitution and present the petition for charter and constitution to the respective Student Government President (S.G.S., C.L.A.S., or G.S.O.) on the third floor of the Student Center. Student Government has the right to accept or reject the constitution. A copy of the approved constitution must also be filed with CD.

TRAINING FOR STUDENT LEADERS

The President and the Treasurer of registered student clubs/organizations must attend an Executive Training and Event Planning and Implementation session. This training is designed to provide the executive board members with important information related to event planning, financial management, group development and general student activities information. Due to the responsibilities of these positions, student leaders are encouraged to hold such a position in one organization at a time.

Additional Executive Training sessions regarding event management, conflict resolution, intercultural exchange and diversity will be offered. Please take advantage of these opportunities to learn the basics of operating a student club/organization while interacting with the diverse student groups that exist at Brooklyn College.

REQUESTS FOR CLUB SPACE AND EVENTS

Space for activities and programs on campus is limited. All student club hosted events, regardless of location, must be submitted using an Event Request Form (ERF). An ERF must be complete and signed by the club president, a second requestor and your club liaison. Upon submission to SAC, you will receive a receipt (copy of date stamped ERF) with the date and time of submission. You are expected to keep a copy of the receipt for the club/organization records. A written confirmation will be sent to the requestors after the activity has been reviewed and approved. An incomplete ERF will not be accepted and must be resubmitted for consideration.

WEB Club Complex houses some of the currently registered clubs/organizations and the offices are assigned on an annual basis by the Dean of Students. The offices are small rooms for business meetings. Student clubs/organizations must apply annually for an office. Applications are available as part of the registration packet. See SAC for any additional information.

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4 Petition for Charter and sample constitutions can be picked up in SAC, 302 Student Center;
5 Note that each proposed activity will be reviewed and discussed with the SEMT and other college officials as necessary.
WHAT MAKES FOR A SUCCESSFUL CLUB/ORGANIZATION?

PLANNING AND GOALS
A plan for the year must be discussed at the beginning of the academic year with the Liaison. Your club/organization must have goals to accomplish during the year such as: membership goals, service projects, or social activities. The club/organization President alone should not decide the goals. The executive officers and 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 must be continuity in the activities of the organization between meetings. This can be accomplished with careful planning before the fall semester starts. Between meetings there should be follow-up work for the members, for example event committees, posting notices, recruiting members, etc.

MEETINGS
The executive officers must be prepared and organized prior to each meeting, especially the first one of the year. You must 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 must be available and kept for documentation and assessment purposes. Consult with your Liaison for recommendations on storing your documents.

GUIDANCE AND ADVISEMENT
Executive officers should use all available resources including, your Liaison and Advisor (if applicable). Ask for their input and combine it with your members’ ideas. Meet early on and regularly with your Liaison to review 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. Reach out to those who did not attend to say something like: "Sorry you missed our meeting; we discussed/worked on the following ... "All members should have the opportunity to speak and express their ideas. Appoint each member to a committee or give them some special responsibility at least once during the semester. As a reminder, a roster of current members must be submitted each academic year as part of the registration procedure and the roster re-validated at the beginning of the Spring semester.

Remember - A college students’ major commitment is to their academic work. All members must be encouraged to balance their co-curricular life and their academics.
PRIVILEGES OF A REGISTERED STUDENT CLUB/ORGANIZATION

All student clubs/organizations must be currently registered in SAC in order to obtain the following benefits and privileges.

A LIAISON:
Every club/organization will be assigned a Liaison annually. Liaisons are full-time staff members in the Division of Student Affairs that have been trained to work with clubs/organizations. Your D.O.S.A. club/organization will:

1) Assist the club/organization to function in accordance with its mission as stated in the constitution.
2) Provide guidance on college and university processes and procedures.
3) Help ensure compliance of college and university policies.
4) Be present at activities and events as requested and/or appropriate.
5) Prepare for smooth transition of executive officers from year to year.

ADVISORS:
Student clubs/organizations should seek out a faculty or full time staff member (not a member of DOSA) as an advisor. Academic based clubs/organizations can and should seek an advisor from among the faculty of the department or area that correlates to their field of study. A graduate assistant should not be asked to serve as the official advisor for a student club/organization but may serve as a resource as appropriate. Also, advisors should not advise more than one student club/organization. Advisors may:

1) Assist student clubs/organizations by acting as a (a) mentor, (b) role model, and (c) by providing students with the opportunity for a general discussion of a variety of ideas regarding programs and events.
2) Discuss the events and activities hosted by the club/organization prior and post the event. When possible attend the student club’s/organization’s meetings or other club activities.
3) Provide advice and share expertise, insights, and knowledge.
4) Provide academic orientation and guidance to club/organization student leaders as appropriate.
5) Connect the club/organization to the larger Brooklyn College community
6) Assist in preparing a smooth transition of executive officers from year to year.
EXPECTATIONS AND STANDARDS FOR CLUBS AND 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 and Event Planning and Implementation Handbook. Club/Organization Officers will be notified of non-compliance with EPI 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 Liaison;
2) Keep your Liaison informed of all meetings, events, and business of the organization;
3) Uphold the ideals of the mission of Brooklyn College;
4) Connect the Brooklyn College learning goals to the planning of your events (see pg. 16);
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 use an advisor;
9) File updates on officers and advisor(s) with CD.

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

HAZING

Brooklyn College has a zero tolerance policy for hazing. Any student found to be in violation of Brooklyn College and university rules, regulations and policies will be subject to disciplinary action, up to and including expulsion from Brooklyn College and/or criminal prosecution.

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

The full Brooklyn College statement on Hazing can be found online at: http://www.brooklyn.cuny.edu/web/about/initiatives/policies/hazing.php
SERVICES PROVIDED FOR STUDENT CLUBS AND ORGANIZATIONS

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

CLUB/Organization REGISTRATION:
All clubs/organizations must register with SAC before any student activity fee money can be disbursed. Registration information and packets will be picked up, completed, and returned to SAC. Additional information on renewing your club’s registration is on page 5 of this handbook.

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

CONSTITUTIONS:
All clubs/organizations must 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 will be voted upon by the club membership. All constitutions or any amendments to a constitution must be reviewed and approved by their respective Student Government. A copy must be dated, signed and filed in CD. Model constitutions are also available in CD for students who want to start a new club/organization. Recommended changes will be submitted to the Dean of Students prior to implementation to ensure consistency with University policies. All clubs must submit an up-to-date constitution each academic year as part of the registration packet.

EQUIPMENT:
Equipment is defined as any asset with a useful life of at least two years and a cost or value at time of receipt of $100.00 or more. If you want to purchase an item with a price of up to $1,250.00 you need to complete a purchase order form. This form is used to obtain an invoice from the vendor and to let the vendor know that your organization can pay for the item. The processing time in CD is approximately three (3) business days.

If you want to purchase items valued MORE than $1250.00 BCA approval is required. The average processing time is six weeks. To confirm receipt of goods, all purchases are received in CD. The CD office contacts the student organization as soon as the order is received to confirm receipt of goods. Equipment remains as inventory of the student organization and CD must be notified of any transfer of equipment.

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

The Brooklyn College Association is responsible for the supervision and review of college student activity fee supported budgets and the administration and management of student activity fees. The BCA meets once a month; its subcommittee, the Budget Committee, meets twice a month. The Budget Committee is responsible for reviewing requests and making recommendations to the BCA for approval. BCA meetings are posted on the College calendar and in Student Activities Central/CD, 302 Student Center.

BCA IS COMPOSED OF 13 MEMBERS:
1. President of Brooklyn College or his or her designee as chairperson,
2. Two college administrators appointed by the College President,
3. Two faculty members appointed by the college President from a list of nominees elected by the Faculty Council,
4. Six students:
   a. Three (3) Student Government Presidents,
   b. Three (3) student members elected by the Student Governments.
5. Two 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 are encouraged to attend the BCA Budget Committee meetings and the BCA Board meetings particularly when their respective clubs 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 Student Government Presidents.
2. Two other governing BCA members elected by the board.

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

BCA TIMELINE AND REQUESTS TO TRAVEL
Budget Proposals must be brought to the BCA Budget Committee, and, if recommended, approved BCA. All such requests must come to the BCA Board with a recommendation from the Budget Committee that the request be placed on the agenda. Incomplete paperwork cannot be considered by BCA or the 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) 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 Budget Committee Meeting
1) CD will submit reviewed and recommended proposal 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 may provide guidance as you prepare your proposal.

STUDENT ACTIVITY FEES
This fee covers Student Government, the Student Center, 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 organization’s student activity funds. 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 officers are trained, the club is registered for the year, the budget allocation is approved, and the club/organization has no debts outstanding.
2) Processing time is approximately a week from the point when the payment request is properly completed, NOT from the time it is submitted.
3) All forms submitted must be completed in ink.
4) All payments for food must have a flyer or program accompanied with the paperwork. If a flyer or program is unavailable, the group must indicate justification in writing.
5) Vendors MUST be paid with a student organization check, not a personal check. You cannot do business with a vendor who will not accept a BC check.
6) There must be an explanation of expenditures on your payment requests. For example, to buy film: charge line 13, “film supplies; explanation: to take pictures of club meeting held on 9/28”.
7) Any information specific to the payment being made should be indicated on the payment request; i.e. invoice number of bill, date of function, pay period, volume of publication, etc.
8) Deposits for organization functions must be made by check from the club account; not from an individual.
9) All receipts MUST have the name of the business from which the purchases were made. Generic receipts are not acceptable. Receipts must have the vendor’s name or stamp.
10) President’s and/or treasurer’s initials are required on original invoices certifying receipt of goods and/or services.
11) For reimbursement, you must make sure that your bills total the reimbursement requested. Please circle items that apply on the cash register receipts and underline the total requested.
12) Reimbursement is not guaranteed unless proper documentation and receipts are submitted.

**Performance Agreements—Student Clubs and Organizations**

Do **not** sign or verbally agree to any agreement before you have written approval from your Liaison.

Your Liaison will confirm that budget a is available.

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, email, 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 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, if a fee is being paid (signed by the contracted individual, club president and treasurer).

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

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

STUDENT GOVERNMENTS (SG) AT BROOKLYN COLLEGE

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

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

Contact information for your SG can be found in CD.

COLLEGE WIDE COMMITTEES

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

GREEK LIFE

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

Greek Life is overseen by the Greek Council, made up of representatives from each registered GLO. The Greek Council is governed by CLAS Student Government. Students interested in starting a GLO must consult with the Greek Council Liaison for more information.
BROOKLYN COLLEGE LEARNING GOALS

Student clubs/organizations are expected to establish goals early on in the academic year that are in line with their mission and that connect to the Brooklyn College learning goals.

Brooklyn College expects that all of its graduates will:

1. be able to think critically and creatively, to reason logically, to reason quantitatively, and to express their thoughts orally and in writing with clarity and precision;
2. be able to make sound moral and ethical judgments;
3. understand the arts, histories and cultures of the past as a foundation for those of the present;
4. understand the development and workings of modern societies in an interdependent world;
5. acquire the tools that are required to understand and respect the natural universe;
6. understand what knowledge is and how it is acquired by the use of differing methods in different disciplines;
7. be able to integrate knowledge from diverse sources and acquire mastery of an academic discipline;
8. understand the necessity for tolerance and appreciate individual and social diversity;
9. be informed and responsible citizens of the world; and
10. establish a foundation for lifelong learning and the potential for leadership.
Everything you need to know for successful event planning and implementation

Student Event Planning: Event types and procedures 18
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Planning with your Liaison 21
How do I Effectively Manage my Event 22
Available Facilities on Campus/Display Cases 25
Outdoor Events and Activities 26
Use of RSVP online System: EventBrite 27
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Student-hosted Events: Host, Co-Sponsor, External Supporter 30
Black Out Periods/Major Events Designated Dates 31
Costs related to events – Security and additional staff 31
Student Worksheet for Event Planning 33
Student Center Set-up Samples and Room Capacity 35
Event Request Form 38
**STUDENT EVENT PLANNING – EVENT TYPES AND PROCEDURES:**

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

**SMALL EVENTS: CLUB MEETINGS AND SOCIAL ACTIVITIES (BC COMMUNITY ONLY-NOT OPEN TO THE PUBLIC):**
1) These include routine club membership organizational meetings or social activities.
2) Completed Event Request Forms should be submitted three (3) weeks prior to the event date.

**LARGE, SPECIAL AND/OR MAJOR EVENTS:**
1) Completed Event Request Forms must be submitted a minimum of four (4) weeks prior to the event date. A dated receipt must be obtained by the requestor.
2) All details must be finalized two (2) weeks prior to the event date, including permits and signatures of approval as required, food orders, determining security needs and confirmation of event title and speakers/performers. Failure to provide completed information will result in delay and/or the cancellation of the event.
3) Fees may be imposed if additional security and/or personnel are needed during the event.
4) **Major events** will require that the RSVP/Eventbrite system be utilized.
5) **Major event advertisements** must include required information and be approved by the Liaison (see pg. 60 for a checklist).
6) **Major events** may be submitted only once a month as time and resources are critical to coordinate the College’s preparation for these events.

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

**LATE NIGHT EVENTS:**
Requests for events whose scheduled ending time is after Student Center regular hours must be submitted a minimum of four weeks prior to the event date. Additional security/staff costs may apply.

**QUAD EVENTS:**
1) Requests for events on one of the two Quads require four (4) to eight (8) weeks lead time as these events necessitate campus wide coordination and an alternate rain date location will need to be scheduled.
2) Each club/organization may request permission for one east quad and one west quad event per semester. Events with amplification are allowed on the West Quad only.

**CONCERTS AND LARGE ENTERTAINMENT EVENTS:**
Requests for Concerts or Large Entertainment Events must be submitted a minimum of eight (8) weeks prior to the event date.

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6 Liaisons, in the case of small events, have the ability to waive the deadline when appropriate.
7 Clubs may submit three major event requests per semester. Additional events may be considered if there are no competing requests.
PROCEDURE TO DETERMINE IF THE EVENT IS LARGE, SPECIAL AND/OR MAJOR:
Each club hosted event will be categorized using the following established criteria. The determination is made in consultation with the Student Event Management Team (SEMT) and any other partners as appropriate.

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

*Note:* A “Large Event” can be major, special or both.

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

**MAJOR EVENT:**
If an event has the potential to generate significant media coverage, may present a unique security risk, and/or is likely to significantly impact daily campus activity it will be reviewed by the administrative Campus Event Screening Committee and will be classified as major. **Major events will require the use of BC RSVP/Eventbrite system and must follow advertising guidelines (pg. 60).**

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

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

**Communications** – All media must be referred to the Office of Communications and Marketing in accordance with the College’s Media Policy. The official announcement of a major event will be reviewed by the Liaison for accuracy (time, location, etc.) at least two weeks prior to distribution in any format, including Facebook or any other social media, flyers, emails and other public venues. Co-sponsors must be listed on all marketing and promotional materials along with the approved Brooklyn College Event disclaimer (see pg. 51). This disclaimer must be in a font size of at least 10pts and positioned near the list of co-sponsors.

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

9 Note that in the past parties and other large campus social events as well as those designated as major/special events have required the use of metal detectors upon entry to the event location. Bracelets to track the number of guests may be necessary when space is limited or other events are being held in the same location.
ORGANIZATIONAL RESPONSIBILITY OF THE COLLEGE FOR STUDENT CLUB HOSTED EVENTS CLASSIFIED AS LARGE, SPECIAL OR MAJOR:

In consultation with the Student Event Management Team (SEMT) the VP for Student Affairs or designee will convene a SET meeting according to the following timeline:10

A. **4 weeks prior** to the event to review all details and share any updates including BC RSVP/Eventbrite implementation; security, funding and or fundraising; media/communications, facilities/location and to discuss any additional costs and or budget issues.

B. **3/2 weeks (two weeks at a minimum) prior...to event:**
   BC RSVP/Eventbrite system will be set up.

C. **2 weeks prior ...to event:**
   Publicity/advertising must be finalized and all documents must be reviewed. All social media used and information distributed regarding the event title, speakers, or target audience must be consistent with information provided to Liaison previously. Checklist of Responsibilities and Agreement between the Host/College will be approved and distributed. College statement on Diverse Viewpoints and Major Event Ground Rules will be made available to the host student club/organization.*

D. **3/1 day(s) prior (1 day at a minimum)...to event:**
   Final meeting- Review of all stated in C above and the BC RSVP/Eventbrite system in place.

E. **No more than 3 days after...the event:**
   Post event evaluation with SET (or subset of SET) including Liaison and Student Club Host representatives.

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

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10 SET may include representatives from Student Affairs, Public Safety, Club/Org-Liaison, two BC enrolled student club officers, and others as necessary.
PLANNING WITH YOUR LIAISON: BEGIN WITH THE WELLNESS WHEEL

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

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

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

TIPS AND TOOLS

• **Begin early: at least four (4) weeks ahead is required for most events!** Planning in advance and ironing out the details is the key to a successful event. With your executive board and club/organization members make a list of all aspects (room, refreshments, guests, speakers, etc.) needed for your event and discuss with your Liaison. Make sure to follow-up on each aspect.

• **Be sure there are sufficient 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 filed in CD at least **2 weeks before the event**.

• **Timing of the event...** All club/organization events must be held during the academic year. Club/organization events are not held while classes are not in session. Please note that all student events are open to the entire BC community and are subject to review. Pay attention to the blackout periods on page 31.

• **Security...** Security for a College event, held on College premises, is under the control and supervision of Brooklyn College’s Public Safety Department. The President of Brooklyn College, through his/her designee, the Director of Security, must approve any special security arrangements in advance. All major events require a safety assessment as a condition of approval to determine the number of officers necessary. Any club/organization planning a major event must allocate sufficient financial resources to pay for the appropriate number of officers.

• **Canceling an Event...** If you decide to cancel your club/organization meeting or event after a room has been confirmed, notify your Liaison immediately. As it pertains to the Student Center, failure to comply with this request will affect your club’s/organization’s standing and ability to reserve facilities/equipment in the future. Cancellations made less than 24 hours in advance may result in a fee of $50.

• **Media Access...** See guidelines on pg. 47.
HOW DO I EFFECTIVELY MANAGE MY EVENT? FOLLOW THE TIMELINE!

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

The following guidelines will help you in managing large, special or major club events. Use a separate Event Planning and Management Worksheet provided on pg. 33 for each event.

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

Before The Event (Approval must be obtained at least 4 weeks prior to event date, except for small11 events which need 3 weeks prior)

1) Meet with your Liaison to discuss goals, resources, logistics and assessment four (4) weeks prior to the preferred date. You must be accompanied by at least one additional Brooklyn College currently enrolled student who is an executive board member.
   a. **Goals…** Establish realistic goals for your event in consultation with your Liaison and club members. Your goals should relate back to your mission, the BC learning goals, and/or one of the dimensions of the wellness wheel.
   b. **Resources…** Create a proposal indicating everything you have or will need to reach the event goals, including a detailed budget.
   c. **Logistics…** Provide a projected program for your event with space needs, vendors, speakers, performers, and special guests (College President, Elected Officials, etc). If you delegate tasks to other club members, remember to follow up and make sure that all details are in order (e.g., room/equipment reservations, publicity, food orders, etc.)
   d. **Assessment…** Indicate the method you will use to prove you achieved your goals. Examples include surveys, focus groups, attendance sheets or other feedback methods.

2) Develop a communication and outreach plan.
   a. **Be creative and plan ahead!** Work with your Liaison and the Advisor (if appropriate) to announce and promote the event.
   b. **Share guidelines with members.** Make sure that you and your membership are informed of all the guidelines and deadlines that apply to your event (e.g., security procedures, room rules, entry to the campus rules, posting guidelines for bulletin boards).
   c. **Target your audience** to assess your needs for space, food, materials, etc. Provide a method for individuals to confirm attendance. In the case of Major events, the college RSVP system will be provided.
   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.

3) Notify vendors/performers of delivery procedures & make proper arrangements.

11 Liaisons, in the case of small events, have the ability to waive the deadline when appropriate.
a. **Food deliveries:** A list of caterers currently allowed to deliver food inside the Student Center and set-up in the scheduled room(s) is available from SAC.

b. **Band or DJ equipment arrival & departure:** Bands/DJs must use the East Gate entrance for loading and unloading equipment.

c. **Performers/Speakers:** The names of any non-Brooklyn College performers must be provided as part of your guest list for the event. Performers/speakers 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.

4) **Guests (non-Brooklyn College)**\(^{12}\):
   a. **Guest List:** When a guest list is utilized you must submit a final list with the names, in alphabetical order by last name, directly to your Liaison at least three (3) **business days before your event**. This list must include the club’s/organization’s name, date, time, and location of your event typed and signed by two currently enrolled Brooklyn College executive board members (a sample is available at SAC).

   b. The Liaison will review, consult with appropriate college administrators, and if approved will forward the list to Student Event Management Team (SEMT) for use during your event. Note: This procedure includes all guest speakers/performers. Provide to your Liaison, in advance, the speaker(s) name and the firm/organization with which she/he is associated.

5) **Security meeting (if applicable):**
   a. **Events requiring security:** If the College Public Safety Office determines that your event requires the use of College public safety officers, you and at least one additional currently enrolled Brooklyn College executive board member from your club/organization must attend a SET meeting with your Liaison to review the security procedures for your event.

   b. This meeting will occur at least **2 weeks** prior to your event. The SEMT will contact the event host and the Liaison to set up a meeting.

6) **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 major and special events.

   b. A senior college official will be the responsible authority for addressing any behavioral disruptions at major and special events.

   c. For a major event an agreement will be prepared two weeks in advance in consultation with your Liaison and may require the input of Public Safety and other members of the college administration as appropriate.

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\(^{12}\) RSVP/Eventbrite system will be used if an event is designated as Major by the college. Major events will require DOSA staff to administer the RSVP system. Other events may require RSVP due to special circumstances as determined by college administration.
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:**

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

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

3) **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 outlined in this handbook including how to handle disturbances (see pg. 50).

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

**After The Event**

1) **Your Assessment!** Great leaders are constantly learning from their experiences.
   a. Evaluating your event after it is over is the key to planning successful events in the future.
   Take time to think about your event: What went well? What would you do differently? What would you like to change for next time?
   b. Prepare your assessment report to review at the next meeting with your Liaison.

2) **Pay your bills:**
   a. Submit all remaining *Payment Request Vouchers* for your event (e.g., 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.
AVAILABLE FACILITIES ON CAMPUS FOR STUDENT EVENTS\(^{13}\) AND PROMOTION OF EVENTS:

<table>
<thead>
<tr>
<th>Area</th>
<th>Type of Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Center</td>
<td>Lecture, Workshops, Dinners, Receptions, Parties, Films, Conferences and Social Activities</td>
</tr>
<tr>
<td>Designated Classrooms</td>
<td>Restricted to general meetings, only during common hours IF Student Center is booked.</td>
</tr>
<tr>
<td>Tabling Activity(^{14})</td>
<td>Informational/ Club Promotion / Member recruitment/ Approved Fundraising</td>
</tr>
<tr>
<td>Whitehead Breezeway</td>
<td></td>
</tr>
<tr>
<td>West Quad Gym(^{15})</td>
<td>Sporting Events-Request must be forwarded to Student Center Director</td>
</tr>
<tr>
<td>Quads</td>
<td>Fairs and Educational/Academic Programs may be held on the East Quad if approved by Student Center Director and College Administration. Other events may be approved for West Quad. See Liaison for additional information.</td>
</tr>
</tbody>
</table>

Event space requests follow the same guidelines as an event in the Student Center AND require approval from Student Club/Organization Liaison and Vice President for Student Affairs. All event space adheres to the CUNY Tobacco Free policy.

DISPLAY CASES IN THE STUDENT CENTER

Display cases are located within the Brooklyn College Student Center, Main Lobby. Requests must be approved at least four (4) weeks prior to requested date. Cases can be utilized for the following purposes:

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

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

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

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

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\(^{13}\) Note: Other Divisions of the College will request space. Time, place and manner will be utilized for final considerations and approval.

\(^{14}\) See pg. 42 for the Tabling Policy

\(^{15}\) Food items are not permitted in these areas
OUTDOOR EVENTS AND ACTIVITIES

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

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

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

Following the submission of a plan to your Liaison, quad requests must be submitted at least four (4) weeks in advance SAC. Each request will be reviewed on a case by case basis. Quad space is limited to the designated paved areas. Consideration will be given to the nature of request and number of requests.

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

When requesting Quad space:
1) A maximum of 6 rectangular tables for a club/organization hosted event can be requested.
2) Each club/organization may request permission for up to two quad events per semester.
3) A representative of the Division of Student Affairs will monitor all approved events.
4) Use of music or amplification must be requested and approved in advance and limited to the West Quad.

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

Tabling requests:
1) Requests for tabling must be made three (3) weeks in advance for the purposes of advertising events, distributing information and for bake sales.
2) Dates for tabling and locations are limited. While student clubs/organizations may submit 3 table space requests per semester, additional time slots may be considered if there are no competing requests (see pg. 41 for tabling procedure).
USE OF RSVP ONLINE SYSTEM: EVENTBRITE

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

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

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

WHEN IS THE RSVP SYSTEM REQUIRED?
The RSVP System will be utilized for any event that meets the following conditions:
1) When an event has the potential to generate significant media coverage or may present a unique security risk or if the event is likely to significantly impact daily campus activity (major events).

STEPS REQUIRED FOR IMPLEMENTING USE OF RSVP SYSTEM FOR AN EVENT
1) Meeting with designated Liaison, DOSA staff and college administration to discuss use of RSVP system. Must be done a minimum of four (4) weeks prior to the event date.
2) Two currently enrolled executive officers must be designated to serve as SubUsers (view only access) of the RSVP system along with the Liaison or designated staff member.
3) Attendance at a SET meeting at least three (3) weeks prior to event. A member of SEMT will advise you of this meeting.
4) Finalization of Space Reservation and event details at least two (2) weeks prior to the event. Attendance at any On-Site Meeting on the day of the event at least one (1) hour prior.
5) RSVP system may be made available to Brooklyn College students and faculty/staff in advance of a general release to Non-Brooklyn College and/or non-CUNY individuals. Then remaining seats equaling no more than the number given to students and other campus personnel can be released more broadly.
6) Access to an event using the RSVP system will be limited to those with documented reservations or printed tickets only. Procedures for walk-ins and waitlists, if appropriate, will be approved by DOSA. If walk-ins are permitted, priority admission will be given to BC students with a valid BC ID.

HOST STUDENT ORGANIZATION RESPONSIBILITIES:
1) Assign two currently enrolled BC executive officers of your club/organization to be responsible for the planning and implementation of the event and meeting with designated Liaison, DOSA staff and others as needed.
   a. Both students must also be present for the duration of the event. They should be readily available and accessible in the event of a disturbance or other problem.
   b. Both students will be present at planning meetings held with campus administration.
   c. Student volunteers may assist college staff as appropriate.
2) Ensure that members of the host organization adhere to campus posting guidelines.

3) Clarify the club’s/organization’s:
   a. Goal, purpose and target audience
   b. Type of space needed and amount of persons expected
   c. Food/catering and audio-visual needs
   d. Names of guests/speakers expected regardless if speaker is from BC or CUNY
   e. Assessment to be utilized

4) Utilize the Event Request Form.
   a. Even if only one (1) guest speaker is scheduled to speak, this information must be communicated to the Liaison.
   b. In the case of workshops, parties, major or special events, a determination may be made by the administration as to whether additional security may be needed. For certain events, there may be an added cost to the host student club/organization such as in the case of a party request which usually does not occur during normal business hours or for major events necessitating additional security staffing.

5) Ensure that designated students are trained to clearly state the ground rules and behavioral expectations at the beginning of the event, state the consequences for non-compliance, and accept full responsibility for outcomes of the event. Note that a senior administrator will read the college statement on “Diverse Viewpoint”.

6) Accept full responsibility for all security costs and related costs for services, damage to facilities and/or loss of equipment, as expressly approved by the university. Public Safety is responsible for notifying the host student organization of any discrepancies between actual and estimated security costs for the event.

7) Notify Public Safety if an event is canceled at least 48 hours prior to the event. Failure to properly notify Public Safety of a cancellation within 48 hours of the event will result in a charge for three (3) hours for each contracted position assigned to the event. Any remaining money will be refunded to the host student organization.

8) Participate in the post event assessment.

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

**College Responsibilities:**

1) Assign one designated senior staff representative (or her/his designee) to the event. Staff must be trained in event management and conflict resolution and be available to the students throughout the duration of the event.
   a. He or she will be present at planning meetings held with designated club members.
   b. He or she will be readily available and accessible in the event of a disturbance or other problem.
   c. He or she will attempt to resolve any disturbances or problems to the satisfaction of all parties.
   d. He or she will be the sole authority that can authorize the removal/ejection of an individual from the event – except in the case of an imminent safety threat.
   e. If an imminent safety threat arises during the course of an event, Public Safety has the authority to remove/eject an individual(s) as deemed appropriate.
2) Provide additional staff as needed to ensure entrance processes are in place and implemented.
   a. Establish orderly lines for entry as needed.
   b. Check IDs to assure that all event attendees have valid college ID (or NYS ID).
   c. Check-in guests using the printed or electronic version of the RSVP list.
   d. Collect tickets (if tickets were required).
   e. Stamp hands (or distribute wrist bands) for re-admittance.

3) Ensure that 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 (this is part of a program at the start of each academic year), including organizational, procedural and preventative techniques.

6) Notify the host organization of any discrepancies between actual and estimated security costs for the event.

7) Participate in post event assessment.

**STUDENT EVENT RISK MANAGEMENT**

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

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 an additional insured party. Similarly, if additional staffing is needed for the production of an event such as Public Safety Officers, the host organization will be required to pay and or reimburse funding for staffing needs.

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

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

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

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

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 organization.
- Made possible by Brooklyn College funds.
- In the case of on-campus events, no rental fee is charged for the use of space.

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

HOST

All student-hosted events must have a single host. The host is the principal organizer of the event. Hosts must be Brooklyn College student governments or a registered Brooklyn College student club. The host must follow all Brooklyn College requirements and guidelines, and is responsible for:
- Planning, logistics, and promotion of the event.
- Submitting the event details, including an event budget to Student Affairs via the event request form as well as through the Brooklyn College online calendar.
- Event setup, teardown, ensuring that all budgeted and unforeseen event expenses are paid.
- Identifying 2 Brooklyn College enrolled student members of the organization who must be present for the planning and for the implementation and duration of the event.
- Identifying a co-sponsor in a timely fashion.

CO-SPONSOR

Student groups can seek co-sponsorship for their events in order to advertise more broadly. Co-sponsorship does not imply agreement with or support of views expressed at a student led event. Co-sponsors are:
- An administrative office, academic department, or program, student government or a registered student Brooklyn College organization.
- Able to help with promotion of the event, which can include material support.
- Required to follow all event guidelines.
- Responsible for establishing a main contact with the host group.

Co-sponsors MUST be listed on all marketing and promotional material along with the approved Brooklyn College Event Disclaimer (see pg. 69). This disclaimer must be in a font size of at least 10pts and positioned near the list of co-sponsors.

EXTERNAL SUPPORTER

Host groups may also seek external support for their event. External Supporters are not affiliated with Brooklyn College and may include:
- Administrative offices/faculty departments/recognized student organizations/academic center of other CUNY institutions or other academic institutions.
- Not-for-profit organizations recognized as such by the IRS
- For profit organizations.

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

16 Draft policy to be discussed at future Policy Council meeting.
BLACK OUT 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. Event Request Forms will be accepted beginning four (4) weeks prior to the first day of Fall and Spring classes. 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.

1. **Winter Break**
   a) After the last day of fall classes up to the first day of spring classes
   b) Note that Graduate Student Organizations may hold events during the finals period as their class schedule is different from CLAS or SGS.

2. **Spring Recess**
   a) No club/organization events during spring recess.

3. **Summer**
   a) 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 Student Government only.
   b) Graduation related events may be held after the last day of spring classes with approval.
   c) Participation in summer conferences may be approved with special permission provided that all financial obligations are completed prior to the end of spring classes.
   d) Student clubs/organizations may meet unofficially during black out periods, but no funds may be expended on behalf of the student club/organization or Brooklyn College.

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

**Events outside normal Student Center operating hours:**

1. Any club holding an event in the Student Center (SC), after the normal working hours requires additional security for reasons of safety of attendees and the building staff. Costs will be assessed by the Student Center Director upon consultation with Public Safety.
2. The decision to use metal detectors and other security measures will be made by Public Safety. The SC staff and the club/organization will be notified in writing of the decision and the costs.
3. The club/organization is informed of the estimated costs for security immediately after their Event Request Form is submitted, but no later than one week (5 business days) from the submission of the request.
4. The amount of security, and additional staffing, if required, and the estimated cost of the same is presented to the club/organization and affirmed in writing with public safety at least 3 weeks prior to the event. The estimate is also provided in writing to CD.

5. CD encumbers the estimated amount from the club budget and informs the Liaison, the Student Center Director, and the Student Activities Associate Director that there are sufficient funds to cover the security costs from the club/organization budget. In the case of insufficient funds the event cannot proceed.

6. If the club event is held, CD will be informed by the Student Center Director of the number of hours and security staff who worked the event in writing. CD sends a request for the invoice in writing to Public Safety. CD then reconciles with Public Safety and the student club no later than 2 weeks following the event.

7. The SC may open on the weekends for special programming. Information regarding costs for full staffing and security will be provided by the Student Center Director.

**Events during normal Student Center hours that require additional resources:**

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

**Events that are open and advertised to the general public ("Large" events, as defined in the EPI):**

9. All Student hosted events that are open to the general (non BC) public may require that all guests attending the event enter the building through a metal detector. When the metal detector is required, the host organization will be responsible for all associated costs up to a maximum of $400 per event. If there are concurrent events requiring metal detectors host organizations may share the costs with the total charge capped at $400.

**“Major” events (as defined in the EPI):**

10. In the case of an event designated as a major student hosted event by the SEMT, a security assessment will be made by Public Safety and the estimated security costs of a particular student hosted event will be put in writing to be communicated to the student club by CD at the request of the Student Center Director.
STUDENT WORKSHEET FOR EVENT PLANNING AND MANAGEMENT

Four (4) weeks before program – an Event Request Form must be prepared by the host club/organization, and reviewed and signed by the Liaison and two executive board members.

<table>
<thead>
<tr>
<th>TASKS</th>
<th>PERSON RESPONSIBLE</th>
<th>DUE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>4 (to 8) WEEKS PRIOR TO THE EVENT (Planning with members and Liaison)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Decide the goal and purpose of your event</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Choose your target audience</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Consider possible dates and times and select two (Check the calendar for conflicts)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Identify the location for the event</td>
<td></td>
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<tr>
<td>Check availability of speakers/performers (do not confirm until the event is approved)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Decide on the preferred set-up for the event</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Decide what type of refreshments you will have</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Decide the best way to advertise the event</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Create a tentative program, include location, vendors, performers, special guests, etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Draft a flyer but do not distribute until the event is approved</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Create a budget outlining cost for food, speakers/performers, supplies/decorations, and publicity (confirmation that funds are available is needed before event is approved)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Develop a publicity and outreach plan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Develop your assessment method (survey, attendance, etc.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Complete the Event Request Form (ERF)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Schedule a meeting with your Liaison to discuss all of the above, including safety and security costs and other related policies. One additional BC enrolled student executive board member from your club must attend.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Submit the completed ERF to SAC with all required signatures</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>3 WEEKS PRIOR TO EVENT DATE (Confirming plans)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Obtain confirmation of event and room from SAC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Submit a draft flyer/email to the Liaison</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Finalize and send invitation to confirm speakers, performers, special guests, etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gather any paperwork that needs to be submitted to Liaison or CD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Submit information for performance agreements, if applicable. Do not sign or verbally agree to any agreement before written approval from your Liaison</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Submit fundraising letter from nonprofit organization, if applicable or write rationale for club fundraising.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Confirm with outside vendors for services/supplies and complete related paperwork</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Select entertainment and request description of service and list of props/equipment.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Confirm caterer and menu (check certificate of liability with CD).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Consider special dietary needs.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Create publicity materials and begin advertising the approved event (send a copy of all publicity materials, including social media postings, to Liaison)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discuss promotional items if necessary and place order with CD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Decide how many volunteers needed to assist with the event and start recruiting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Develop list of individuals/ groups to be invited</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Set up RSVP/Eventbrite as applicable with Student Affairs staff. NOTE: RSVP system is administered by Student Affairs staff online and on the day of the event.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TASKS</td>
<td>PERSON RESPONSIBLE</td>
<td>DUE DATE</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>--------------------</td>
<td>----------</td>
</tr>
<tr>
<td><strong>2 WEEKS PRIOR TO THE EVENT</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discussion of final event logistics, set-up and AV needs with club Liaison</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discuss event RSVP process with student club Liaison and DOSA staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Develop program script</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Place all orders still pending</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reserve any special equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Review all printed materials</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hang stamped flyers on bulletin boards according to posting guidelines</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Post event on BCNN</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Submit event to the campus papers for the free event listing page</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Finalize entertainment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Finalize details with the caterer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Participate in Student Event Team security meeting - as applicable.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Develop survey to identify the events effectiveness</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Finalize program and send to print if using an outside vendor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Keep track of how many people are planning to attend your event</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Note which college staff member(s) will be assigned to the event and their roles, if any</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Develop a back-up plan for critical components of your program</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>1 WEEK PRIOR TO THE EVENT</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Print handouts and surveys</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Print name tags</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meet with volunteers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Review RSVP list or Guest list</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Send reminders</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>DAY OF THE EVENT</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Check in with Liaison or assigned DOSA staff member at least one hour prior to event, if needed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gather all volunteers for event for final review</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Check Room, set-up, equipment, food, etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deliver or gather gift items</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Put up welcome signs for event</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Decorate room and prepare for guest arrival</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Set up registration table</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Photographer in place. Advise them to honor the request of those who do not wish to be photographed.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ensure Office of Communications is notified if any outside media is attending</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Distribute &amp; collect surveys</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>AFTER THE EVENT</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clean up and collect any decorations that can be reused</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Review surveys and write up a report/summary of results</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Committee member meeting. Did you meet your goal?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Send Thank you letters</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Collect all receipts and invoices and submit to CD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deposit any collected funds in CD</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
BROOKLYN COLLEGE STUDENT CENTER SET-UP SAMPLES

The four sample set-ups pictured below will give you some ideas when planning your events. Make sure to discuss any other configurations with your Liaison.
## Brooklyn College Student Center Room Capacity*

<table>
<thead>
<tr>
<th>Floor</th>
<th>Space Designation</th>
<th>Auditorium</th>
<th>Stadium</th>
<th>Banquet</th>
<th>Horseshoe</th>
<th>Classroom</th>
<th>Fair</th>
<th>Semi-Circle</th>
</tr>
</thead>
<tbody>
<tr>
<td>Second Floor</td>
<td>Bedford Lounge</td>
<td>175</td>
<td>140</td>
<td>150</td>
<td>52</td>
<td>100</td>
<td>18T</td>
<td>120</td>
</tr>
<tr>
<td></td>
<td>Amersfort Lounge</td>
<td>100</td>
<td>80</td>
<td>70</td>
<td>35</td>
<td>70</td>
<td>14T</td>
<td>80</td>
</tr>
<tr>
<td></td>
<td>Glenwood Lounge</td>
<td>100</td>
<td>80</td>
<td>70</td>
<td>35</td>
<td>70</td>
<td>14T</td>
<td>80</td>
</tr>
<tr>
<td>Fourth Floor</td>
<td>Jefferson-Williams Lounge</td>
<td>150</td>
<td>120</td>
<td>120</td>
<td>50</td>
<td>72</td>
<td>15T</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>Maroney-Leddy Lounge</td>
<td>60</td>
<td>30</td>
<td>40</td>
<td>24</td>
<td>24</td>
<td>9T</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td>Alumni Lounge</td>
<td>125</td>
<td>120</td>
<td>100</td>
<td>36</td>
<td>72</td>
<td>15T</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>Aviary</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Fifth Floor</td>
<td>State Lounge</td>
<td>50</td>
<td>50</td>
<td>50</td>
<td>32</td>
<td>24</td>
<td>8T</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td>Occidental Lounge</td>
<td>125</td>
<td>120</td>
<td>100</td>
<td>36</td>
<td>60</td>
<td>11T</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>International Room</td>
<td>50</td>
<td>30</td>
<td>40</td>
<td>24</td>
<td>24</td>
<td>9T</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td>Ward Room</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>Grog Room</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>Cosmic Room</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Sixth Floor</td>
<td>Maroon Room</td>
<td>80</td>
<td>60</td>
<td>70</td>
<td>36</td>
<td>48</td>
<td>14T</td>
<td>60</td>
</tr>
<tr>
<td></td>
<td>Gold Room</td>
<td>250</td>
<td>225</td>
<td>160</td>
<td>70</td>
<td>180</td>
<td>26T</td>
<td>175</td>
</tr>
<tr>
<td>Penthouse</td>
<td>Zodiac</td>
<td>100</td>
<td>80</td>
<td>50</td>
<td>40</td>
<td>48</td>
<td>10T</td>
<td>80</td>
</tr>
<tr>
<td></td>
<td>Solarium</td>
<td>100</td>
<td>80</td>
<td>50</td>
<td>40</td>
<td>32</td>
<td>10T</td>
<td>60</td>
</tr>
<tr>
<td></td>
<td>Full Penthouse</td>
<td>200</td>
<td>150</td>
<td>120</td>
<td>70</td>
<td>100</td>
<td>20T</td>
<td>190</td>
</tr>
</tbody>
</table>

*Capacity will change based on the amount or type of additional set-up needs (such as AV, food tables, performance space, etc). Conference rooms hold 10-15 persons. There is a fee for table cloths.
**EVENT REQUEST FORM**

Sept. 28, 2015

(including Quad events and club meetings)

Submit completed form to Student Activities Central located in Room 302, Student Center.

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

**Section A**

Reservation request must be made 4 weeks prior to the event date, unless event is for a club meeting or other small event.

(Subject to scheduling and availability)

**Host Details**

Date Request Submitted ____________________ Name of Host Organization/Club ____________________________

President’s Name __________________________ Requestor #2 Name __________________________

Email __________________________ Position __________________________

Phone __________________________ Email __________________________

**Section B**

Meeting or Event Space Details

Event/Meeting Title: __________________________________________________________________________________________________________

Preferred Date: _____________ Alternate Date ______________ Time: Start: _________ am/pm End: _________ am/pm

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

Purpose of activity (choose one): ☐ Social  ☐ Cultural  ☐ Educational  ☐ Recreational  ☐ Professional Development  ☐ Recruitment

Description: ___________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________________

Proposed Location:_______________________________ Name/Authorized Signature*:__________________________/___________________________

(*Signature required for non-Student Center locations to verify availability only)

Preferred Setup (refer to EPI):______________________________________________________________________________________________________
____________________________________________________________________________________________________________________________

Note: Additional information will be requested as needed. Before event is finalized, you will need to supply ALL related supporting documents.

**Section C**

Events/Activities (Check all that apply)

☐ Conference  ☐ Drive  ☐ Fashion Show  ☐ Fundraising  ☐ Meeting  ☐ Party/Dance  ☐ Quad Activity  ☐ Tabling  ☐ Workshop

☐ Performer/Speaker (provide names):___________________________________________________________

☐ Film (provide title):___________________________

☐ Other_______________________________

Target Audience (Check all that apply) Projected #

☐ Brooklyn College Students _________

☐ Brooklyn College Faculty/Staff _________

☐ CUNY Community _________

☐ Limited Invited Guests (guest list) _________

☐ Open to the Public* (Eventbrite) _________

Projected Total: _________

*Open to the Public events will require review by Campus Event Screening Committee and staffing/security costs will apply.

Advertisement: How do you plan to promote the event?

☐ BC Calendar (Event Submission Form required)  ☐ Flyers  ☐ Email

☐ Letter/Invitation  ☐ Facebook  ☐ Other Social Media

☐ Other venues:___________________________________________________________

Copies of all final ad materials must be submitted 2 weeks prior to date of event for review. Note: Additional information may be requested. Do not publicize an event, on or off line, until it has been reviewed and approved.
### Section D

<table>
<thead>
<tr>
<th>Do you have funding?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

Event funded by (Check all that apply):
- Club Budget
- Fundraising
- Allocating Bodies (CLAS, SGS, GSO)
- Other Sources (please list) ___________________________________________________________________

Will funds be collected at this event?  Yes  No

**If you answered Yes, state purpose of the funds:** ___________________________________________________________________

State estimated Budget:
- Speaker/Performers $________ Name(s) _______________________________________________
- Food $________ Vendor/Caterer _______________________________________________________
- Decorations/Supplies $________ Purchased from: _______________________________________
- Publicity $________ Method of advertising: ___________________________________________

Estimated Total: $________

All food vendors must be listed on Central Depository’s approved food vendors listing. In addition, ALL appropriate paperwork must be completed in order to process payments, including speaker bio, liability insurance for food, and performance agreements as appropriate.

### Section E

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

I (we) certify that I will comply with all College rules and procedures; I understand that failure to do so may result in the cancellation of the event or meeting herein referred to.

**PLEASE PRINT**

President Full Name ___________________________________________ Signature ___________________________

Requestor #2 Full Name ___________________________________________ Signature ___________________________

Liaison Name: ___________________________________________ Signature ___________________________

### Section F

For administrative use only - Event Screening Committee will review large/major/special events

<table>
<thead>
<tr>
<th>Event Type</th>
<th>Large (Non-BC)</th>
<th>Major</th>
<th>Special (outside speaker/performer)</th>
<th>Notes/Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate of Insurance Required</td>
<td>Yes</td>
<td>No</td>
<td>Due:________</td>
<td></td>
</tr>
<tr>
<td>Performance Agreement Required</td>
<td>Yes</td>
<td>No</td>
<td>Due:________</td>
<td></td>
</tr>
<tr>
<td>Copy to Public Safety for Review</td>
<td>Yes</td>
<td>No</td>
<td>Sent:________</td>
<td></td>
</tr>
<tr>
<td>SET Meeting Required</td>
<td>Yes</td>
<td>No</td>
<td>Due:________</td>
<td></td>
</tr>
<tr>
<td>Eventbrite required</td>
<td>Yes</td>
<td>No</td>
<td>Due:________</td>
<td></td>
</tr>
<tr>
<td>Guest List Required</td>
<td>Yes</td>
<td>No</td>
<td>Due:________</td>
<td></td>
</tr>
<tr>
<td>Fundraising Plan Required</td>
<td>Yes</td>
<td>No</td>
<td>Due:________</td>
<td></td>
</tr>
<tr>
<td>Draft of Ads</td>
<td>Due:________</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Date Reviewed: ___________ Print Name: __________________________

Signature: __________________________

---

ERF prepared by B.C.S.C/VPSA - September 2015

Based on CUNY’s Event Form
Guidelines, Policies and Resources

Student Center Access Rules and Procedures 40
Tabling Policies 41
Fundraising 42
Food Policy 46
Guidelines for Media Access 47
Information on Viewing of Films 48
Posting Guidelines – Campus Bulletin Boards 48
Demonstrations 49
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Political Candidates 50
Handling Disturbances at Student Hosted Events 50
Ground Rules & Diverse Viewpoints Statement 51
Office and Storage Policies and Procedures 52
Alcoholic Beverage Service 54
Quads and Other Campus Spaces 56
Guidelines for Flyers 60
THE STUDENT CENTER (SC) – RULES AND PROCEDURES FOR ACCESS

I. BROOKLYN COLLEGE COMMUNITY

1) All faculty, staff and students are required to present a valid BC ID upon entering the SC.

2) Alumni are required to present their alumni ID card. A picture ID may be requested by Officer.

II. CUNY (NON-BROOKLYN COLLEGE)***:

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

1) Must enter at the East gate located on Campus Road & Amersfort Place.

2) Must present a valid CUNY ID.

3) Must present an additional acceptable photo ID* if requested by Officer on duty.

4) Must be listed on a RSVP list or Guest list**

5) Must sign and complete Guest Registry. A BCSC Visitors Pass18 will be issued if the above procedures are satisfied.

III. GUESTS ARRIVING FOR ADMINISTRATIVE PURPOSES:

1) Must enter at the East Gate on Campus Rd. & Amersfort Pl. (If under age 18, see section V).

2) Must present acceptable photo ID*. May be asked to present an additional acceptable photo ID.

3) Must sign and complete Guest Registry. A BCSC Visitors Pass will be issued if the above procedures are satisfied.

4) Must be listed on a Guest List.**

IV. GUESTS ARRIVING FOR STUDENT CLUB HOSTED OR EXTERNAL EVENTS/MEETINGS:

1) Follow procedures 1 – 3 of Section III (If under age 18, see section V).

2) Must be listed on a RSVP or Guest List.**

V. MINORS

1) Minors (under 18) are allowed within the SC with parental/guardian supervision only. Minors must remain with parent/guardian at all times. (Excludes B.C./CUNY students with valid IDs & under 18 years of age).

2) Related College departments/entities such as BCA, STAR and College Now students that are under the age of 18, are not allowed in the SC without authorized staff from the respective organization(s).

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

** Walk-in(s) may be permitted upon approval of the Student Center Director or designee.

*** BC faculty, staff and students may enter at the West or East entrance. However, based on the amount and category of events scheduled, SC administration will determine point of entry and staffing levels for events.

17 In the case of major events, Brooklyn College Faculty, Staff and Students as well as CUNY and All Other Guests WILL NOT gain entry to specified event(s) without a prior RSVP. Metal Detection may be used at the discretion of Brooklyn College Office of Public Safety. Refer to pg. 62 for information on Service Animals.

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

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

**The primary functions of a tabling activity are:**
1) Event Advertisement
2) Bake sales/Fundraising for club programming
3) Bake sales/Fundraising for officially registered non-profit organizations only
4) Informational/Leafleting exchange

**Designated tabling location is Whitehead Breezeway.** Under special circumstance as determined by the Student Center Director, tables may be requested for the following: James Hall Lobby, New Ingersoll Hall Lobby, Whitehead Lobby.

**Tabling Procedures:**
1) Request table space at least four (4) weeks in advance of desired date with your Liaison
2) Tabling dates are reserved on a first come, first serve basis
3) Student clubs/organizations are limited to 3 table space requests per semester/per club.19
4) Two enrolled BC students from the currently registered club/organization must be present during the entire tabling activity.
5) If fundraising, a legible sign with the name of the student club/organization and the organization for which funds are being raised must be displayed at the table. Additionally, a letter from the non-profit organization must be submitted to your Liaison and CD three (3) weeks prior to the event.
6) A copy of the table space approval form must be displayed at the table.
7) Store bought food items being distributed and/or sold must be pre-packaged. Student Center staff may provide guidance regarding this procedure.
8) Home cooked baked goods must be pre-packaged and a sign must be posted notifying College community that food is home prepared.
9) No hot food items allowed.
10) Copies of any materials to be distributed must be submitted to the Liaison at least one (1) week in advance of the tabling event.
11) Only one (1) table may be used per day, per club/organization and will be provided by the College. The table size is six (6) feet.
12) Student clubs/organizations are not permitted to bring their own tables.
13) Students are not permitted to move tables from their designated locations.
14) Brooklyn College and the Division of Student Affairs are not responsible for lost, stolen, or damaged goods.
15) Campus property must be returned in the condition it was given. Damaged items will be charged to host student club/organization.

19 In the event that a request comes in for additional tabling activity time slots, the Student Center Director may consider waiving the limit if there are no competing requests.
FUNDRAISING ACTIVITIES ON/OFF CAMPUS: WHAT YOU NEED TO KNOW

General Rule:
All revenues generated by student activities funded through college student activity fees shall be deposited in CD within 48 hours. Fundraising is only for a registered student club/organization or an officially recognized not-for-profit organization. Student clubs/organizations that intend to fundraise in any manner must inform their Liaison and adhere to the following guidelines.

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

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

II. FUNDRAISING FOR NOT-FOR-PROFIT ORGANIZATIONS (all rules set forth in Section I above apply. In addition, the following requirements must be met)\textsuperscript{20}:
   1. A written confirmation from the organization stating their ability to receive the donation must be presented 3 weeks prior to fundraiser.
   2. This letter from the organization must include at least the name, address, telephone number, and Federal Tax ID of the organization and must be received 3 weeks prior to the fundraiser.
   3. Obtain a W9 form from the charitable organization. Attach the written confirmation and the W9 form to the payment request form for processing 3 weeks prior to fundraiser.

\textsuperscript{20} If you wish to investigate a charitable organization you can visit the Better Business Bureau at \url{http://www.bbb.org}. 
GIFTS AND AWARDS
1. No student activity fee money can be spent on contributions or gifts.
2. You may not give awards without a separate award line 19 in your budget that has money deposited in to it.
3. Awards are for exceptional service. Use certificates for participation or thanks.
4. Gift cards and metro cards CANNOT be purchased with Student Activity Funds.

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

TYPES OF FUNDRAISERS / CHARITABLE ACTIVITIES
Flyers and all ads must note the name of the organization for which the items are being collected, the beginning and ending dates of the drive, and location must be clearly advertised. Consult Liaison if you have questions.

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

DRIVES (E.G., CLOTHING, FOOD, TOYS)
1) Provide the Liaison and Central Depository a letter noting that the drive is for a particular charity and a letter from the charity, in writing (e-mail acceptable) at least three (3) weeks prior to the date of the event, stating clearly the name of the organization for which items are being collected.
2) A written confirmation from the organization stating their willingness and ability to receive the items must be presented prior to making arrangements (3 weeks).
3) The confirmation letter from the organization must include at least the name, address, telephone number, and Fed Tax ID of the organization (3 weeks).

SELLING TICKETS FOR A CLUB EVENT
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 a special event. Admission to vetted Special Events is by ticket only. The maximum number of tickets is limited to the occupancy capacity of the room. Following approval of your special event by the college/D.O.S.A., you must go to CD four (4) weeks in advance to get tickets printed for an event to which admission will be charged. Your organization must pay to have tickets charging admission printed. You must use unrestricted money to pay for them.
2) The tickets must be picked up from and returned to CD. 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 tickets (if any) shall be safeguarded and returned to CD.

5) Expenditures shall not be paid from cash collected.

6) Any event costing over $1,250.00 must be approved in advance by the Budget Committee of the Brooklyn College Association Inc., 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 over 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 organizations (including clubs) who intend to fundraise or host an event that includes the sale of items or services must inform their liaison at least three 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 Student Event Management Team.

For approved requests the following guidelines will apply:

General Rules

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 is in conflict 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 organization from any fundraising activity must be used by that 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 Central Depository, room 302 Student Center for inclusion in the organization’s budget.
Sales of Items or Services

1) Student 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.

2) Student organizations may sell items with the Brooklyn College name 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 Brooklyn College Association, depending on the mode and frequency of student organization sales as whole each year.

Raffles

Student organizations should be aware that charitable raffles intended to raise money for a qualified charitable organization (such as the Brooklyn College Association and the student organizations it funds) are highly regulated by New York City and New York State.

Some of the rules include:

1) No one under 18 may participate in or run the raffle;
2) No single prize may exceed $100 in value; No series of prizes in a single offering of the raffle may exceed $1000 in value
3) The price of a raffle ticket may not exceed $10.

Additional requirements apply, including registration and licensing, if the proceeds of a single raffle are at least $5,000.

Internet Fundraising (“crowdfunding”)

1) Student organizations may engage in internet fundraising only with the prior written approval of the designated College official and the Brooklyn College Association. Requests must be submitted three weeks prior to the fundraising event to your liaison.

2) Student organizations may not use the CUNY logo or name or the College’s logo on the fundraising website.

3) Student organizations may create their own logo and spell out the College name. However, the College does not provide or allow the use of the official College logo as part of a personalized logo. Student organizations must share any personalized logos with the Office of Communications and Marketing and Student Affairs.

4) The fundraising website must specify that it is the organization that is soliciting funds, not the College, and donations must be made to the Brooklyn College Association, as the legal tax exempt entity.

5) Student organizations and the Brooklyn College Association 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 Central Depository.
FOOD POLICY

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

Meetings are defined as a gathering of currently enrolled Brooklyn College students within the vicinity of the College and/or the Brooklyn College Student Center where BC students are invited. No outside guests are expected. Local food eateries such as the neighborhood pizza parlor, bodegas, Chinese restaurants, bagel shops etc. can be utilized to purchase food items for meetings without submitting a certificate of liability insurance. An attendance sheet designating the members of the club/organization must be available and submitted to CD following the meeting.

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

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

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

All club hosted events, utilizing a caterer must obtain a certificate of liability insurance naming the College and the Brooklyn College SC as an additional insured.

A list of vendors with certificates of liability insurance on file with the college can be obtained from CD.

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

Failure to adhere to the above policies may result in cancellation of current activity or event.
GUIDELINES FOR MEDIA ACCESS TO BROOKLYN COLLEGE EVENTS

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

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

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

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

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

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

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.
INFORMATION ON VIEWING OF FILMS

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). PRR 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.

A performance can be “public” if it is at a place open to the public or at any place where a substantial number of persons outside of a normal circle of a family and its social acquaintances are gathered. As a result, a “public performance” can take place in a classroom, a residence hall lounge, or a campus theater or auditorium.

A performance may not be “public” if the place is closed to the public, and the audience is not a “substantial” number of persons. Therefore the smaller the viewing group, the less likely it will be a public performance. Gathering a large group of friends or using a common room in a residence hall can make the performance “public.” Open invitations and announcements to the public can make a performance “public.” Performing a work in the course of teaching activities of a nonprofit educational institution may be allowable. Consult with your Liaison 4 weeks prior to proposed event.

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. Glass enclosed bulletin board reservations can be made through the Dean of Students or designee. Violations of the guidelines may result in event cancellation.

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) Keep postings no larger than 11” x 17”.
4) Avoid covering other printed materials.
5) Do not place any postings on college walls, entrances, grounds, etc. These will be removed.

Note: If the Quads are the intended venues to be utilized for any campus activity, a request for the review must be submitted to the Student Center Director, 4 – 8 weeks prior to the event.

GENERAL INFORMATION

1) Posting on College walls, doors, and grounds are prohibited. Unauthorized posting in these areas will be removed.
2) As staffing allows, posting will be removed within three days after an event has taken place, or, if not date specific, three weeks after the semester officially ends.
3) The College does not grant permission to credit card companies to advertise, market or merchandise credit cards on campus property.
4) Postings regarding the sale of dissertations or term papers is a violation of Title 1, Article 5, Section 213-b of the New York State Education Law.

Additional information on posting guidelines can be obtained in the Office of the Vice President for Student Affairs.
DEMONSTRATIONS

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

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

Accordingly, the College will take no action that limits or denies:

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

In addition, the College will take whatever steps it deems necessary to protect students who choose to exercise these rights. These rights are subject only to the following guidelines, which apply to all demonstrations and/or equivalent activity:

1) Requests for demonstrations should be submitted no less than 5 business days in advance to the Dean of Students.
2) Persons may not block or otherwise interfere with the free flow of vehicular, bicycle, and pedestrian traffic.
3) Persons may not block or otherwise interfere with access to or from campus buildings.
4) Persons shall not obstruct, disrupt, interrupt or attempt to force the cancellation of any previously scheduled event or activity. Minor or fleeting interruptions will be permitted as long as they do not substantially interfere with the ability of speakers to conduct their events. Students are urged to treat others with respect.
5) Persons shall not engage in harassing, physically abusive, threatening or intimidating conduct toward any person.
6) Persons shall comply with the directions issued by representatives of the university/college when performing his/her official duties.
7) Classes or other scheduled activities shall not be disrupted.
8) Use of public address systems and amplified sound will not be permitted without prior approval from the Vice President for Student Affairs/Student Center Director.
9) The safety and well-being of members of the campus community collectively and individually must be protected at all times. The College maintains the right to define the time, place and manner in which activities occur on campus.
10) College property must be protected at all times.
11) All included in a demonstration must be currently registered students at the college.
12) Persons engaging in activities on College grounds are subject to and expected to comply with all applicable university policies and procedures.
13) Student organizations sponsoring or organizing demonstrations or equivalent activities will be held responsible for compliance with this policy. Student organization sponsorship in no way relieves participating individuals of responsibility for their conduct. Each individual participating in a demonstration or equivalent activities, whether sponsored or not, is accountable for compliance with the provisions of this policy as well as the Rules and Regulations for the Maintenance of Public Order. Violation of this policy may be grounds for disciplinary action against individuals and/or the sponsoring or participating student organizations and their officers.

**CLIP-BOARDING AND LEAFLETING**

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

**USE OF COLLEGE FACILITIES BY POLITICAL CANDIDATES**

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

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

Requests to host an event in which a candidate for public office has been invited to speak, must be submitted to the respective club Liaison at least four (4) weeks prior to the event.

In accordance with CUNY policy, all other candidates running for the same position must be afforded a comparable opportunity to speak. For more information, please contact the Student Center Director at 718-951-5528.

**HANDLING DISTURBANCES AT STUDENT-HOSTED EVENTS**

There are occasionally disturbances that interfere with an event or even threaten public safety. If such a disturbance occurs, student event organizers or others in attendance should immediately report it to public safety. Although it may be appropriate to speak with those who are disturbing the event in an effort to end the disturbance, under no circumstances should students or others in attendance undertake to remove them. Rather, they should wait for public safety staff to arrive (if they are not already present).

Public safety officers have been trained to diffuse situations of conflict or confrontation while respecting the right of all students to free expression. Unless there is an immediate threat to public safety, only the director of public safety or another senior administrative designee of the president has the authority to direct the removal of persons from events (or, in extreme cases involving serious risk of personal injury, to terminate the event altogether). The removal of disruptive persons or the termination of an event shall take place only where necessary to permit the event to proceed or to protect public safety and without regard to the content of any views being expressed by any persons.
**MAJOR EVENT GROUND RULES**

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

**GROUND RULES**

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

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

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

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

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

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

All decisions made by the facilitator should be respected.

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

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

Please treat everyone with respect and honor the request of those who do not wish to be photographed.

**THE COLLEGE DIVERSE VIEWPOINTS STATEMENT***:

Welcome to today’s student club hosted event at Brooklyn College. Registered student clubs regularly host campus events, including discussions, forums and social gatherings. These activities contribute to the overall academic experience and help develop students’ leadership, critical thinking skills and perspectives across a wide range of ideas and viewpoints.

All participants in student events, including visitors, are expected to respect our diverse community and the viewpoints that are expressed. Disruptive behavior of any sort will not be tolerated.

We thank you in advance for your cooperation.

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

**DISCLAIMER**

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

**To appear on announcements of major student hosted events that have co-sponsors in a font size of at least 10pts and positioned near the list of co-sponsors.
OFFICE AND STORAGE POLICIES AND PROCEDURES

Club spaces on campus are the responsibility of the Division of Student Affairs on behalf of Brooklyn College. Spaces are assigned on a temporary basis. The following designates the responsibility of the club/organization with regard to 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 space and the keys, and contents thereof. Non adherence of this policy and procedure may result in disciplinary action.

POLICY

1) Club spaces 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 room/office space 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 room 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 room/office space 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 the space.
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 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 room/office space.
**PROCEDURE**

1) Officially registered student organizations must submit the Student Club and Organization Cabinet and Office Request Form on an annual basis as part of the club registration process.

2) All requests will be reviewed by the Dean of Students.

3) Student clubs/organizations will be notified about the status of the request after the registration process is complete.

**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. Please note: the cost of a new key or lock will be invoiced to the club.

6) Requests for repairs or lock changes must be reported to the club liaison.

7) Student Activities 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 email of change.

8) All keys must be returned to Student Activities, located in room 302 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/treasurer.

9) Student clubs/organizations who need access to their designated off space must request permission from the Dean of Students.

Students who sign a club room 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 room privileges.**

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

http://www.cuny.edu/about/administration/offices/sa/policies.html

**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.

**WEB occupants only:** Use of the Conference Room and Common Area may be scheduled at least two (2) weeks in advance for meetings only. Contact your Liaison for more information.
ALCOHOLIC BEVERAGE SERVICE POLICIES AND PROCEDURES

Brooklyn College Student Services Corporation

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

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

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

a) All requests for beverage service MUST include a non-alcoholic beverage option; non-alcoholic beverages will be placed in the general program area that is open to all regardless of age.
b) Food items, other than potato chips/pretzels, etc., must be provided by the host organization at all functions that have been authorized to serve alcoholic beverages.
c) When alcoholic beverages are served at an event:
   1) Only persons over the age of 21 will be served alcohol.
   2) Alcohol must be served and supervised by trained Student Center personnel.
   3) Under close supervision by administrative supervisors, Student Center personnel will check photo ID (usually a driver's license) for all individuals wanting to gain access to the alcoholic beverage serving area; special stamps or wrist bands will be used so that the person can easily “come and go” from the area [e.g. bathroom, participate in scheduled activity, etc.].
   4) To ensure that alcohol is not purchased by a person of legal statutory age and then given to a minor, alcoholic beverages will be disbursed and MUST be consumed in an “alcohol beverage area” that permits only persons over the age of 21; Student Center Staff will ensure that no one leaves this area with a drink.

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

22 Student Center Beverage Service Supervisors: Student Center Director, Assistant Director/Student Center Operations, or Student Center Operations Coordinator.
**Beverage Service Requests**

*a) Non-student Organizations*

1) All non-student organization beverage service requests are made through the Student Center Administrative Office 718 951-5528, which is administered by the Assistant Director of Student Center Services.

2) **Alcoholic beverage service requests MUST be made at least two (2) weeks prior to the event.**

3) All alcoholic beverage functions will be held in the Student Center. Under special circumstances, the Student Center staff may provide service outside the Student Center (e.g. President’s Office, President’s Residence, Whitman Auditorium, Library Lily Pond Room, Georgian Room, etc.).

4) Prior to final approval, the proposed alcoholic beverage event will be discussed with the Vice President for Student Affairs or designee.

*b) Campus Student Organizations*

1) Brooklyn College Association (and CUNY) policy **does not** permit the use of undergraduate student activity funds to be used to pay for alcoholic beverage service; however, graduate student activity funds **can be** used to cover purchases.

2) Prior to discussing the alcoholic beverage service request with the Student Center Director, the requesting student organization will be fully appraised of the **Student Center Disbursement Policy by Student Activities Central personnel**; student leadership of the respective organization will then decide if they want to serve alcoholic beverages at their event.

**Final Procedures to Approve Alcoholic Beverage Service**

a) After thoroughly discussing the ramifications involved with serving alcoholic beverages at a function in the Student Center or at a campus event, the designated organization/office/department representative responsible for requesting alcoholic beverage service will discuss beverage service request options with the Director of the Student Center or designee.

b) When the Director is satisfied that all policies and procedures are in place to serve alcoholic beverages at a student organization function or at a campus event, including a discussion with the Office of Public Safety, the Vice President for Student Affairs is contacted to discuss the “plan of action and safeguards” that will be implemented by the Student Center administrative staff before final approval is given.

c) When the Vice President for Student Affairs and Student Center Director mutually agree, final approval can be given to the organization/office/department to serve alcoholic beverages at the scheduled event.

**Sanctions:**

Violations of the CUNY Rules for the Maintenance of Public Order, pursuant to Article 129A, may subject student violators to disciplinary action pursuant to Article 15 of the University’s Bylaws and College employees to disciplinary action as determined by the College’s Human Resource Division.²³

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²³ Students violating this policy will be subject to sanctions ranging from admonishment to expulsion from the University system as per CUNY Bylaws, Article 15; College employees violating this policy will be referred to the College Human Resources Division for disciplinary review and action.
CAMPUS LIFE ACTIVITIES AND EVENTS
Use of the Brooklyn College Quads and other Campus Spaces
Brooklyn College Division of Student Affairs

The purpose of the Brooklyn College Quads and other Campus Spaces policy is to provide students and student clubs and organizations at Brooklyn College with the proper protocol to aid in planning and implementing programs and activities at the college.

The CUNY Facilities Use Policy is included as a point of reference should individuals or groups not affiliated with the University express interest in utilizing space at Brooklyn College.

CUNY FACILITIES USE POLICY*
The principal function of the facilities of The City University of New York is to provide a setting to enable the University to carry out its primary mission of education and research. These facilities should not be put to any use that may conflict with or impede this mission. However, in recognition of its role as an urban public university, the University takes upon itself a special responsibility to permit responsible individuals and groups not affiliated with the University the use of its facilities, at such times as they are not in use for the University's primary education and research mission, within the parameters of this policy.

In making available its space to non-affiliated users, the University in no way takes responsibility for the contents of any program or any controversy engendered by any program presented at its facilities by such users. The University has the right to deny use of college facilities, and use of college facilities may be subject to reasonable time, place and manner restrictions.

*For more information regarding CUNY’s Facilities Use Policy go to http://policy.cuny.edu/manual_of_general_policy/article_iv/policy_4.02/text/

BROOKLYN COLLEGE QUADS
The East Quad is Brooklyn College’s most characteristic and widely-recognized feature, and is used for quiet relaxation and limited events. It is the place where members of the College community gather to talk, interact, and enjoy each other’s company – and where the College traditionally holds its annual Commencement. The West Quad opens up the campus inviting students, faculty and staff to spend some time outdoors on the grass and converse with their friends and colleagues. Light recreational activity is allowed on the West Quad.

In keeping with the College’s educational mission and the goals of the Division of Student Affairs, the use of the East and West Quads is generally reserved for college-wide student events that promote interaction among the diverse College community and good campus relations. Requests for college-wide events will have priority over those for single-sponsored events. Activities on the East Quad will generally be restricted to the paved sidewalk areas. No equipment may be brought on either Quad without prior approval.
QUAD ACTIVITIES
For safety reasons, various recreational and leisure time activities [e.g. bicycle riding, skateboarding, rollerblading, etc.] are not permitted. The Campus and Community Safety Office will make a determination as to the advisability of other sports activities not listed. Materials that may cause damage to College property such as paint or chalk are not permitted.

HOW TO RESERVE SPACE
All student club/organization requests should be made through the club/organization's assigned Liaison (Division of Student Affairs staff member). The Liaison will be responsible for submitting the request to the Dean of Students at studentaffairs@brooklyn.cuny.edu and copied to the Director of the Student Center in a timely manner. All requests must be made in writing. All requests will be reviewed by the Dean of Students. Student Affairs staff will be present as appropriate at all approved events.

Events
Events are defined as pre-planned activities. All requests must be made in writing at least four (4) weeks in advance. An alternate rain date location can also be scheduled. Student clubs/organizations are permitted two Quad events per semester. Additional events may be approved with special permission based on availability. Requests for the Quads will require a meeting with designated College administrator(s) representing various offices to determine the feasibility of the request. A representative of the Division of Student Affairs will be present at approved events.

Banners
Student clubs/organizations are not allowed to place banners around the campus without prior approval. Special requests for placing banners around the campus will be reviewed by the Assistant Vice President of Communications and Marketing, the Assistant Vice President for Facilities, and the Dean of Students. Final approval will be granted by the President of the College.

Approved banners will generally be placed on the balcony of Ingersoll Hall for special campus wide events (e.g., athletic events). No banners will be placed on the Brooklyn College Library or Boylan Hall. All banners should be consistent with College specifications and fabrication. College specifications and fabrication guidelines may be obtained by contacting the Office of Communications and Marketing located in 2110 Boylan Hall or calling 718.951.5882.

Demonstrations
Demonstrations are defined as a public gathering or march by a group or collection of groups of people in support of or in opposition to something. If there is a planned demonstration, a quad request should be submitted to the Dean of Students no less than five (5) business days in advance of the event. The College maintains the right to define a reasonable time, place and manner of such activities on campus.
Approved on campus demonstrations must follow College guidelines as outlined in the Student Event Planning and Implementation (EPI) Handbook and in all relevant CUNY policies and procedures. Demonstrations occurring off campus are governed by the policies and procedures established by the New York Police Department. For information about off campus demonstrations, contact your local precinct’s Community Affairs Officer(s).

**Filming**

Requests from enrolled students for filming for class projects are made through the academic department, reviewed by the Office of the Vice President for Student Affairs and approved by campus security.

**Music/Amplification**

Use of music or amplification must be requested and approved in advance according to the Student Event Planning and Implementation procedures and timelines. Club/organization hosted events involving music and/or amplification are generally restricted to the West Quad. Decibel level will be monitored by assigned staff to ensure there is not disturbance to classes that may be in session.

**News Media**

Student requests for news media at events must be coordinated with the Assistant Vice President of Communications and Marketing as per the EPI.

**Tabling**

Tabling is provided for the purpose of advertising events, distributing information and for bake and other sales. Student clubs/organizations requesting table space should submit the request to the assigned Liaison as per the EPI. Activities directly related to the mission and goals of Brooklyn College as an educational institution will be considered.

Student clubs/organizations are limited to three (3) tabling requests per semester, but additional time slots may be considered based on availability. Up to three (3) tables may be provided per request. Tabling permission forms will be provided for approved requests, and must be prominently displayed. Tables may not be moved from their designated location.

**Other Campus Spaces at Brooklyn College/Club Activities/Events**

Rooms in the Student Center, specially designated study rooms in the Brooklyn College Library, some classrooms and some athletic facilities may be made available for special programs. Student clubs and organizations should contact their club/organization Liaison for more information before making a request.
CLUB/ORGANIZATION MEETING SPACES

Student club offices may be housed in other areas of the college, but their locations are subject to the approval of the Dean of Students. It is important to note that the College prioritizes space for academic programs. Designated club and organization space is extremely limited. Questions regarding meeting spaces for clubs and organizations should be directed to the Dean of Students at studentaffairs@brooklyn.cuny.edu.

Prepared by Division of Student Affairs
Approved by the Office of the President/Executive Committee: Spring 2009
Updated: September 8, 2015
GUIDELINES FOR ADVERTISEMENTS

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 major events, approval will be provided by the Dean of Students or designee. Use the following checklist when creating your advertisements. **Any changes to approved ads must be reviewed by Liaison.**

**ADVERTISEMENT CHECKLIST**
- Include Brooklyn College on any ads
- Contact information for the host organization (preferably an email)
- Location of event (room and building),
- Date of event must have month, day and year
- Time of event – Start and end time
- “Refreshments” (if they will be provided)
- Include Audience: “BC Only”, “BC/CUNY only” (any other designations must be reviewed with Liaison before posting)
- If collecting funds state “suggested donation”
- If collecting donations of any kind, indicate the receiving organization
- Co-sponsor disclaimer (if applicable-see pg 73)
- Liaison stamp (leave room on the flyer)
- Max size of a printed flyer is 11x17
- Use Student Center (not SUBO) if event is in the Student Center

**ADDITIONAL REQUIREMENTS FOR MAJOR AND/OR SPECIAL EVENTS**
- Entrance policy must be stated in line with audience (ex. “Must show valid BC ID”, “Must show valid BC/CUNY ID”)
- Eventbrite link must be on the flyer (if applicable)

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**Brooklyn College Student Affairs Club**

**Presents**

**Annual Make a Difference Dinner:**

**Many Identities – One Community**

**April 15, 2015, 6 – 9pm**

**Gold Room, Student Center**

To RSVP or for more information email saclub@gmail.com.

Dinner will be served
Suggested Donation: One can of food

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

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

All donations go to the BC Food Pantry.

BC Only. Must show valid BC ID.

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Related Documents

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Planning and Implementation Timeline  69
Definitions and Information available online  70
BROOKLYN COLLEGE
SECURITY GUIDELINES FOR SPECIAL EVENTS

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

1] Brooklyn College Public Safety & Security is responsible for security at any event held on the Brooklyn College campus.

2] All applications for special events on the campus, where security and or safety is a concern, must be submitted for review to the Director of Public Safety & Security no later than thirty (30) days prior to the scheduled event.

3] The application form must be approved by the Office of the Vice President for Student Affairs and the Director of Public Safety & Security who will advise the Vice President for Student Affairs of any anticipated security problems. The event also must finally be approved by a high college official as designated by the President.

4] The Director of Public Safety & Security will conduct a security review of the proposed event and will supply to the applicants a list of security requirements to be met prior to the event taking place. Failure to meet all requirements will result in cancellation of the event. Applicants will be required to acknowledge receipt of the security requirements in writing.

5] Where events are being run by an authorized college club, the faculty advisor of the club must be present and remain at the event for the duration. Failure of the faculty advisor to be present or remain at the event can result in the event being canceled at that time.

6] The Director of Public Safety & Security will prepare a written plan for security at the planned event two weeks prior to the event. The plan will be formulated after consultation with the University Director of Public Safety, NYPD officials and any other security personnel to be utilized at the event. Copies of the written plan will be submitted to the University Director of Public Safety for review and approval by the University.

7] At any time prior to the event, should a safety concern arise which cannot be addressed effectively, the Director of Public Safety & Security may cancel the event, including concerns which may arise during the event.

8] Overall responsibility and supervision of all security personnel at the event will fall under the direction of the college’s Director of Public Safety & Security.

9] Upon completion of the event, a report will be prepared by the Director of Public Safety & Security and distributed to appropriate officials including the student club advisor. The report will summarize the event, its success and any recommendations for future improvements at similar events.

Prepared by:
Donald A. Wenz- Director, Public Safety & Security, Brooklyn College
April 10, 2002
ACCOMMODATION OF SERVICE ANIMALS

This memorandum outlines CUNY’s obligation as to all University facilities and is applicable to all college facilities as well as the Student Center.

Every CUNY facility must allow access to and equal use by a person using a trained service dog. In other words, the laws governing CUNY prohibit the University from denying access or use of a facility because of a person’s reliance on a service dog. As applied to CUNY, “facility” means all college grounds and activities. This requirement applies equally to buildings, transportation, services such as shuttle buses, and events such as commencement ceremonies. Similarly, the University may not impose additional rules that have the effect of limiting a disabled person’s access to or participation in educational activities. Examples of prohibited rules include requiring an entry fee from those using service dogs, imposing an extra fee if the building has generally applicable entry fees, or requiring a disabled person to register his or her service dog or provide medical documentation of the need for the animal. Voluntary registration programs are legal, but a person may not be denied access for refusing to register his or her service dog.

These requirements imposed on all University facilities only relate to persons using trained service dogs. These are dogs trained to perform tasks for people with specific disabilities, including mental health disabilities. Examples include a guide dog for a blind person, a dog trained to interrupt inappropriate behavior by an autistic owner, or a dog that provides an environmental assessment when an owner with post-traumatic stress disorder shows signs of anxiety. University-wide obligations do not apply to dogs that solely provide emotional or psychological support, sometimes referred to as “therapy dogs.” University-wide obligations also do not apply to any other kind of animal (there is an unusual exception for miniature horses, but it is unlikely to be an issue in New York City).

CUNY may not require documentation relating to a persons’ disability or a dog’s training before allowing entry to one of its facilities. When a dog’s function is not readily apparent, a university employee may ask if the dog is a service animal required due to a disability, and may also ask what tasks the dog is trained to perform. But for dogs whose use is obvious, such as a guide dog for a blind person, even asking those two questions are illegal. There are only two situations in which access or use may be denied to an otherwise qualified dog: when the owner cannot control the dog, and when the dog is not housebroken. A failure to stop a dog from constantly barking counts as being unable to control it and would justify a denial of access of use.

Beyond allowing access, all university facilities must make “reasonable accommodations” for persons using service dogs. This is a vague phrase, but a “reasonable accommodation” generally means allowing a disabled person to bring a service dog throughout a building removing obstacles that may prevent the dog from accompanying its owner and performing its duties. Once a dog has been allowed in a building, it must be allowed to go anywhere with its owner, and reasonable accommodations must be made to ensure that no obstacles prevent it from doing so.

An accommodation does not have to be made if doing so would impose an undue burden or economic hardship on the University or fundamentally alter the operations of the University. These exceptions are very limited, however, and are almost never found by courts. Whenever there is a question as to whether a particular accommodation is required, the best practice is to err on the side of providing it. If there is a question as to whether a particular accommodation is reasonable, please consult with the Office of the General Counsel.

Adapted from the CUNY, Office of the General Counsel & Senior Vice Chancellor for Legal Affairs, Accommodation of Service Animals, June 13, 2014
NAME OF ORGANIZATION

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

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

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

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

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

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

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

This must appear at the end of the Constitution:
(Name of the organization) agrees to abide by the policies of Brooklyn College as well as all federal, state and local laws. Any changes to this constitution and/or by-laws will follow, in word and spirit, all Brooklyn College policies and all federal, state and local laws.
Student Activities Central  
*Brooklyn College – Division of Student Affairs*  
**Sample Constitution**

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

**ARTICLE I: NAME**  
A. The name of this organization shall be______________________________

B. Purposes and goals of group:

C. Statement concerning the need for this organization on the Brooklyn College campus.  
*NOTE:* This statement is essential for protecting the rights and privileges of organizations already established as well as those of the proposed organization. It will also be a prime factor in determining whether or not charter should be issued. 
*Student Government will not allow the duplication of groups whose functions, purposes and goals heavily overlap those already chartered.*

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

B. **Methods of attaining membership**  
**Regular membership**

Any person desiring membership shall register with the secretary at any time prior to a general membership meeting.

**ARTICLE III: RIGHTS AND RESPONSIBILITIES OF MEMBERS**  
A. **Members**  
1. All members admitted before November 15 of the fall term may vote in elections of the Executive Committee to take office the following term (or by April 15 of the spring term).

2. All members, regardless of admission date, may vote on amendment proposals and all other votes held, except where restricted in Article III, Section A.1.

3. All members admitted after deadlines stated in Article III, Section A.1, shall assume those rights and responsibilities at the first regular meeting of the following term.

4. Only members who meet voting requirements for Executive Committee elections may run for election to an office.

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

**ARTICLE IV: OFFICERS**  
A. **Eligibility**  
Candidate should be a member of this organization for at least one academic term and meet additional requirements as outlined in Article III, Section A.

B. **Election Procedure**  
1. Election shall be held at the next to the last scheduled meeting of each year.

2. Nominations shall be accepted from the floor and or from the executive committee.
3. Elections may only be held when a quorum (2/3) of registered regular members are present. Election shall be a majority vote of that quorum.

4. Student Government shall be notified in writing by the last meeting of the academic term of the newly elected officials to take office the following term.

C. Duties and Responsibilities

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

ARTICLE V: IMPEACHMENT AND VACANCIES

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

B. Vacancies

1. The vice-president shall assume duties of any vacant office until special election is held.
2. If more than one office is vacant, they shall be filled by presidential appointment, until a special election is held.
3. A special election shall be called at the meeting following the announcement of the vacancy or vacancies. The procedure for regular elections shall be followed.
ARTICLE VI: COMMITTEES
A. Executive Committee
   1. The Executive Committee shall consist of the officers and chairperson of the standing committees of the organization.
   2. The Executive committee shall formulate the agenda and take emergency action upon the approval of a majority of the committee.
B. Standing Committees
   1. The Standing Committees shall be: (i.e. Athletic, Finance, Membership, Procedural, Social, etc.).

ARTICLE VII: MEETING
A. This organization shall meet at least five times each academic semester
   1. A quorum shall consist of 2/3 majority of the regular membership.
   2. A membership list must be filed with Center for Student Development and Leadership Programs upon registration.

ARTICLE VIII: AMENDMENTS
A. Amendments to this constitution or to the by-laws shall be introduced from the floor and submitted to the secretary in writing at a regular business meeting.
   1. The entire membership shall be notified in writing at least five (5) days previous to the vote on a proposed amendment.
   2. 2/3 vote of those voting shall be necessary for the passage of an amendment.
   3. Amendments shall be approved by student government and filed in Center for Student Development and Leadership Programs.

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

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

Print Name (Club Officer) _______________________________ Date ________________

Signature (Club Officer) ________________________________

Print Name (Club Advisor) _______________________________ Date ________________

Signature (Club Advisor) ________________________________
PETITION FOR STUDENT ORGANIZATION CHARTER

Student Activities Central - Brooklyn College – Division of Student Affairs

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

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

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

Please check -  ○ Budget Organization  ○ Non Budget Entity

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

Date Submitted: __________  By: ____________________________ ____________________________

Print Name    Sign

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BROOKLYN COLLEGE STUDENT EVENTS
PLANNING AND IMPLEMENTATION TIMELINE
(SPECIAL, MAJOR, LARGE EVENTS)*

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

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

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

Notes:

A. **Concerts/large entertainment events and ticketed events -8 weeks prior** to proposed event. These events require performance agreements, various signatures, review and approval by Legal Affairs, etc.
B. **Quad events – 4 – 8 weeks prior** to proposed event. Follow the steps as specified in Event timeline. Specific requests will be considered as per Quad policy and procedures.
C. **Fundraising – 3 weeks prior** to any student fundraising – letter & related required documents must have been filed with Central Depository with copy to Liaison.
D. **Small events/activities - 3 weeks prior.** These include meetings of BC students only and tabling activities (purpose of tabling is information, event recruitment and bake sales).
E. Tabling 3 times a semester; display case 2 times a semester.24

24 See the following pages for: Quads (pg. 27), Tabling (pg. 42) and Display Cases (pg. 26).
DEFINITIONS AND LINKS TO ADDITIONAL INFORMATION:

**STUDENT EVENT MANAGEMENT TEAM**
Will meet once a week during the academic year to review and approve large, major and special ERF. It is comprised of representatives from Campus Life, Student Activities Central, Central Depository, the Student Center and other offices as deemed appropriate.

**CAMPUS EVENT SCREENING COMMITTEE:**
Will meet once a month during the academic year and is comprised of representatives of the Office of Finance and Administration, Public Safety, Student Affairs, Office of the Provost, Communications and other offices as deemed appropriate.

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

The agreement will articulate the lines of authority and responsibility for a major event. A senior college official responsible for oversight of the event will be designated. DOSA staff will manage the RSVP system. Public Safety is responsible for metal detectors and other security support. Two student host representatives, currently enrolled student officers, will be present throughout the planning and implementation of the event.

**BROOKLYN COLLEGE EVENT DISCLAIMER**
The following disclaimer must appear on all announcements of major student hosted events with co-sponsors, including flyers, emails and social media utilizing a font size of at least 10pts and positioned near the list of co-sponsors.

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

Failure to add this disclaimer may result in the cancellation of the event.

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

**STUDENT CONDUCT POLICY (ARTICLE 129 A; HENDERSON RULES)**
Students are expected to follow the Rules and Regulations for the Maintenance of Public Order Pursuant to Article 129A of the Education Law (The "Henderson Rules") and all other college policies and procedures. The full text of Article 129A is available on the BC web site at: [http://www.brooklyn.cuny.edu/web/about/initiatives/policies/order.php](http://www.brooklyn.cuny.edu/web/about/initiatives/policies/order.php).
DISCIPLINARY PROCESS
Article XV of the CUNY Bylaws of the Board of Trustees provides guidance regarding Student Conduct and the Student Disciplinary process. Any student found in violation of Brooklyn College Policies may be subject to disciplinary action under this Article. The full text of Article XV can be found at: http://policy.cuny.edu/bylaws/article_xv/text/#Navigation_Location

SEXUAL HARASSMENT, GENDER-BASED HARASSMENT AND SEXUAL VIOLENCE
This policy prohibits sexual harassment, gender-based harassment and sexual violence against any CUNY student, employee or visitor.

Sexual harassment includes unwelcome conduct of a sexual nature, such as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, graphic and electronic communications or physical conduct that is sufficiently serious to adversely affect an individual’s participation in employment, education or other CUNY activities.

Gender-based harassment is unwelcome conduct of a nonsexual nature based on an individual’s actual or perceived sex, including conduct based on gender identity, gender expression, and nonconformity with gender stereotypes that is sufficiently serious to adversely affect an individual’s participation in employment, education or other CUNY activities.

Sexual violence is an umbrella term that includes sexual assault, such as rape/attempted rape, criminal sexual act, forcible touching, and sexual abuse. If of a sexual nature, stalking/cyberstalking (hereinafter "stalking") and dating, domestic and intimate partner violence may also constitute sexual harassment, gender-based harassment or sexual violence.

The full text of the Policy on Sexual Misconduct can be found at http://www.brooklyn.cuny.edu/web/about/initiatives.php.
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Prepared by:

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City University of New York
Division of Student Affairs

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