

Boston College

Club Director Handbook

Graduate Management Association

2010-2011

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Mission

Clubs serve an important purpose in the Carroll Graduate School of Management. Ultimately, the mission of CGSOM clubs under the purview of the Graduate Management Association is to enhance and improve the number and quality of opportunities for students in the program to grow as professionals and as members of the community.

Clubs are split into two general categories: professional and community. Professional clubs are defined as those groups that aim to provide information, networking, and personal growth opportunities for students as they look towards their careers after graduation. Although these clubs are not strictly for those who intend to go into the applicable industry after graduation, they are there to foster the efforts of those who do. Community clubs serve an equally important role to the school but do not directly connect to a specific career path or history. Instead, these clubs aim to improve the social fabric of the school, be it based on commonalities in background or on similar extracurricular pursuits.

Successful clubs, be they professional or community, will help make the CGSOM program that much better and that much more cohesive. Students who participate in our clubs should feel that their experience at Boston College has been positively impacted for it, and that they have been privy to opportunities that otherwise might not have been there for them.

The information in this handbook is meant to serve as a legacy to make the transitioning from year-to-year simpler, as well as a guidebook for how to navigate certain procedural inevitabilities during the year which will facilitate the operation of a club. It contains information which should be useful for all club directors, while appendices for individual clubs will help to answer questions that are specific to managing that group.

Finally, this handbook has been constructed as and is meant to be a living document. Changes to processes and changes in the thinking behind them are inevitable. Suggestions for improvements and alterations are always welcome. Our school and our individual experiences will be better for it. Thank you, and good luck in your term as a club director.

2010-2011 GMA Representatives

President: George Herz

2nd year Clubs/Academics: Mark Valle

2nd year Finance: Alison Martin

2nd year Communications: Evan Losi

2nd year Career Strategies/Alumni Relations: Carl Hawk

2nd year Events: Meaghan Carey, Amanda Hodes

First-year full-time MBA representatives with oversight of clubs and finance will be elected in the fall of 2010. MSF and MSA representatives will be appointed then as well. While part-time representatives, some second-year representatives and the GMA President are important

resources for the CGSOM community, questions from club directors should be addressed to the representatives with club oversight first and finance second, as necessary.

How to Start a New Club

Students who hope to start a new club are encouraged to work with the GMA. In order to become a GMA-sponsored club, it is important for the founding person or people to:

(1) Have thought out what value the new club will add to the program

(2) Submit a mission statement

Acquiring GMA funding is dependent on submitting a mission statement to the GMA President and the representative(s) responsible for club oversight. A mission statement for a new club should define whether the club is a professional or community endeavor, outline what it hopes to accomplish, and suggest the types of events it will hold in the future to make good on that plan.

The GMA will attempt to hold funds aside whenever possible in anticipation of the founding of new clubs, as it is an important part of the GMA's mission to give ample support to the initiative of its constituents.

Once your mission statement is reviewed and approved by the GMA, representatives will work with each other and with the new club leader(s) to provide an appropriate budget. As with existing clubs, the ongoing funding availability for a new club will depend on its ability to sustain momentum. New clubs that fail to show progress in adding value to the community will receive less immediate financial support and risk losing it altogether, at the GMA's discretion.

Students looking to run a one-time event need not go through this process, but those students are encouraged to consider whether that event is a logical lead-in to a more permanent club.

GMA Budgeting

How and when are budgets allocated?

- The GMA sets budgets for clubs twice a year, once before the fall semester and then again before the spring semester.
- Most clubs are allocated between \$300-\$600 per semester based on the number and types of events being held, as well as the size of membership. There are some exceptions of club budgets being under and over this range depending on factors such as traditional "big ticket" events, etc.
- Some clubs may see a larger budget based on a history of major events. The same is true in the spring semester. As a general example, Net Impact has received more money in the fall in years past because of a major conference taking place in that semester. MBAA, on

the other hand, has received more money in the spring semester because of travel-based events.

- The GMA provides money for clubs to make events a reality, and the GMA hopes that it can provide every club with sufficient funding.
- Each club leader is required to submit a GMA Club Budget Request Form (details use of funds throughout the semester) *once* over the summer and *once* over winter break so that funds are adequately allocated each semester. A GMA representative will communicate via e-mail when these submissions are due. The GMA has the authority to allocate \$0 to clubs unable to meet submission deadlines.

The second-year GMA finance representative will e-mail individual fall and spring allocations to the respective club directors, but all clubs *must keep track of their own funds* throughout each semester.

The rationale for giving clubs separate budgets for the two semesters is to give the GMA the opportunity to provide additional support for those clubs that deliver value to the community above and beyond what was anticipated before the school year. Similarly, clubs that show less ability to deliver value are likely to see some of their budget funneled towards more active clubs.

How can a club expand its “pie of resources”?

- **Communicate plans for all major events before school begins:** The more a club director can communicate about his or her club’s needs for the entire year, the better the GMA is able to allocate funds appropriately. If possible, clubs are encouraged to determine *all* major events that will be held throughout the *entire* academic year when submitting budget request forms at the end of the summer. This will enable the GMA to allocate sufficient funding throughout the year.
- **Co-sponsorship, fundraising, and low cost events:** The GMA’s budget is limited, and there may be a need and/or desire on behalf of clubs to generate funding independent of the GMA.
 - **Co-sponsorship of events** is one best practice that we highly encourage clubs to employ. There may be opportunities for clubs to plan and promote events together that achieve mission critical objectives (i.e., networking with alumni and industry professionals) through the scale reached by pooling together human and material resources.
 - **Fundraising for a particular cause and/or event** related to a club’s mission is another suggested strategy. This year, some clubs fundraised at tailgates in the fall. Another idea could be a community service event which would also help members satisfy their community service requirement.
 - **Low cost events** is another way to expand the pie is to hold events that cost no-to-very-little money that still deliver great value to members. An example of this was when GWIB and Net Impact co-sponsored an event at the Boston Food Bank.

This was a great way to promote both clubs within the greater Boston community and foster networking opportunities amongst two clubs.

The GMA's clubs and academics representatives are eager to work with directors to determine effective and innovative ways to ensure clubs have sufficient funding throughout the year.

What happens if a club doesn't spend its entire budget during the fall?

- Club directors are strongly encouraged to carry out all planned events listed on the budget request form. With that said, there can be valid reasons to reschedule events for the following semester (i.e., speaker no longer available, etc.).

Please proactively communicate these kinds of decision points with the appropriate GMA representatives to ensure the best decision is reached for all clubs.

What happens if a club goes over its fall budget?

Should a club overspend its budget in the fall semester – and while some overspending does happen on occasion, significantly exceeding a fall semester budget is strongly discouraged – that too will be factored into a spring semester budget. Suppose the club budgeted \$500 spends \$525 in the fall. It may find a spring semester budget of no more than \$475 at its disposal as a result. The important point is to proactively communicate with the appropriate GMA representatives if you do need to overspend the fall semester budget.

Club Week

When and where is it held, and, as a director, do I need to be there?

- Club Week is usually held during the second week of classes in the fall semester, and it is the best opportunity for most clubs to attract new members. Traditionally, it has been held in the atrium of Fulton Hall from 5pm-7pm, Monday-Thursday.
- At least one leader of each club should be available during these times to speak with students. Please work with the second year GMA clubs representative or directors of other clubs to figure out alternatives if scheduling conflicts arise.
- Club directors will receive an e-mail from the GMA well in advance of Club Week to inform them of the requirements.

What's the value of Club Week?

Club Week is valuable for a number of reasons:

- It provides our clubs with visibility to the entire CGSOM community.
- It provides the chance for club directors to recruit members; and
- It allows club directors to interact with students to get feedback as to what types of events would be most appreciated.

How do I prepare for Club Week?

- Club directors should have a sign-up sheet ready at all times during the hours, both staffed and unstaffed, so that students may indicate their interest in as many clubs as they wish to join. The GMA encourages clubs to emphasize that signing up for a club at the beginning of the year does not necessarily represent a yearlong commitment to every event; rather, this is a way for your club to expand its reach and connect with the greatest possible number of potentially interested people.
- Club directors should also prepare material for distribution, such as a flyer, information sheet or questionnaire to inform interested students or to solicit feedback from them.
- The GMA provides signage to each club for the purpose of advertising itself during Club Week. This signage is also available for clubs throughout the year.

Working with BC Internet Technology

Creating/Updating your club's Web site

Maintaining a Web site is one effective way for a club to promote itself within the community and to people beyond the walls of Fulton Hall. Many prospective students use club Web sites as a tool to gauge the school, and as such, club directors are encouraged to make these sites representative of the hard work that they put in to making clubs successful.

Club directors must first gain access to make changes or to create a new club page, and the process is outlined here. More information can be found at <http://www.bc.edu/webops/welcome.html> and <http://www.bc.edu/offices/help/meta-elements/doc/articles/html/SVC-StudentOrgs001.shtml>.

- Get the access request approval e-mail from BC (<http://www.bc.edu/offices/help/meta-elements/doc/articles/html/WEB-accessrequest.shtml>)
- Download and install an FTP client from: <http://www.bc.edu/webops/ftp.html>
- Connect to the BC VPN: <http://www.bc.edu/offices/help/meta-elements/doc/articles/html/NW-vpn001.shtml> (This works only on BC WiFi and any Ethernet/wired connections. This is known to have issues on non-BC WiFi connections.)
- Use the FTP client to access the Web site. In the Server/Connect to text field, type in www.bc.edu and use your BC login and password. Once logged in, type the /usr/eaglenet... address supplied in the access request approval e-mail in the directory/path text field.
- Download the Web site files. Create a backup and then edit (using Adobe Dreamweaver, Microsoft Frontpage/Word) and upload it back to the same location (using the FTP client). Make sure you maintain regular backups and test your changes on IE, Firefox and Safari web browsers.

Using Google docs within your website

As a suggestion, the GMA now uses Google documents with its own Web site and has found it to be an effective and easy-to-use maintenance tool. Instead of using Web software, your club may find it better to use this alternative. Google Sites (<http://sites.google.com>) provide a way to build a Web site incorporating Google Docs and calendars with an intuitive user interface. It maintains a vast knowledgebase and showcase, as well as how-to's, that can be helpful to someone with no experience building Web sites. The Web page on the BC server can just include a link to the Google Sites URL explaining the users why they are being redirected. (For example, Grad Week 2009's Web site was hosted at <http://sites.google.com/site/gradweek/>.)

Creating or updating club listserv

Club directors may also want to create a listserv to maintain efficient communications with members throughout the year. Boston College supports listserv creation and does not require all e-mail addresses on the listserv to be on the university domain, allowing your club members to use their preferred e-mail address for your club.

To create a listserv, go to <http://listserv.bc.edu>, and log in. Then, click the "Request a List" tab at the top of the page, and follow the instructions on the Web site. As a note, please be aware that the school requests a lead time of five business days on these requests, so you are well served to build your list as soon as possible.

Planning an Event

Event planning is inevitably a significant part of each club director's role. More assistance on the particulars of running each club can be found in the club director appendix, but there are some general procedural tips that will help guide you through the process.

On-Campus Events

Please follow these steps when planning an event on campus:

1. Booking a space on campus and purchasing food through BC Dining is done through the Boston College Bureau of Conferences (BOC) Web site – www.bc.edu/offices/boc/home.html.
2. One club director for each club should have **the chart string** that provides access to the site's room reservation system, and club directors should contact the GMA club representative if they do not have that access.
3. That Web site contains all information regarding the number of people allowed in each room, the resources available in the room (e.g. audio/visual capabilities), as well as any restrictions that may apply (e.g. no outside food allowed).
4. Once a space reservation request is submitted to BOC, the club director receives an automated email from BOC acknowledging simply that the request has been received. Upon receiving this acknowledgement, the club director should immediately forward this automated email to Joy Galarneau in the Office of Graduate Student Life (joy.galarneau@bc.edu, 617-552-1851) who must also approve it. This automated email

MUST be sent to Joy for the request to be completed. Joy will then send an email to the club director confirming approval of the request.

5. Some space in Fulton Hall is not available through the BOC service, and the procedure for booking those spaces are different. To reserve Fulton 130, 150 or 511– and please be aware that the availability of these rooms is extremely limited – please contact Karen Rubin (rubink@bc.edu, 617-552-9246). To reserve the Honors Commons – and again, availability is limited and clubs are asked to use this space as a secondary option – please contact Stephanie Greene (millerst@bc.edu, 617-552-1169).
6. For space in the Murray Graduate Student Center or to use the lawn outside that building, please visit <http://www.bc.edu/offices/gsc/mgc/space-reservations.html>, where you can complete an online form to request the space.
7. Once your on-campus space reservation has been confirmed, clubs may also wish to use BOC for catering and set-up needs. If this is the case, you may again refer to that organization's Web site at www.bc.edu/offices/boc/home.html for menus and ordering timelines. Please contact Tim Rice (ricetb@bc.edu, 617-552-1059) by e-mail while sending a carbon copy to Joy Galarneau with any requests. If you do not CC Joy Galarneau on all correspondences with Tim Rice, he will not be able to assist you with your club's needs.
8. For any audio/visual needs, such as a projector or microphone, club directors should submit a request with Media Technology Services at www.bc.edu/offices/mts/home.html. On the form, you should list your name as the requestor, your department should be listed as "Your Club's Name/GMA/GSA," and Joy Galarneau at 617-552-1851 should be listed as your advisor.
9. Information on financing on-campus catering and other on-campus services can be found in the *Financing an Event* section of this handbook.

Off-Campus Events

Club directors have sole responsibility for organizing off-campus events and there are fewer resources available to them through the GMA. There is a long-standing tradition of successful off-campus club events, however, and the GMA does not have any preference as to holding events on- or off-campus. Please contact the GMA representative for clubs with any questions.

An exception to this is an industry-focused professional development event at the Boston College Club at the Bank of America building in the Financial District. In order to hold this type of event at this location, club directors must work with Donna Modica in the Career Strategies office (donna.modica@bc.edu, 617-552-8833).

Career Strategies support to engage alumni, employers and industry professionals

Career Strategies is available as an additional resource to help club leaders tap alumni, employer partners and industry professionals for event participation depending on the event format. A general rule to follow when deciding whether to work with Career Strategies to plan an event is

whether you plan to have **at least 50 percent of attendees/participants** be alumni, employer partners, and/or industry professionals. If this is the case, we highly encourage you to work with Donna Modica well in advance of the event so that she can help you leverage the resources available through the Boston College community.

Creating and Promoting Effective Events

Planning events

- **Decide on the focus:** The beginning stages of creating a good event start with deciding on the focus. Early in the semester, club directors should identify the interests of the club members, as well as what informational, educational, or community-related opportunities the club should address.
- **Co-sponsor with other GMA clubs, undergraduate clubs, and clubs at other local business schools:** Once again, the GMA strongly encourages clubs to work with one another to co-sponsor events. Co-sponsoring an event is an easy way to garner a critical mass of interested students to make your event a success. It is also an effective way to expand a club's budget by pooling resources. The GMA also hopes that club directors will consider involving undergraduate clubs (i.e., the undergraduate Finance Club), as well as other local graduate schools with similar interests in co-sponsoring an event. If needed, your GMA representatives with oversight of clubs are available to help connect you with clubs from local business schools.
- **Determine the ideal list of participants and craft the appropriate communications strategy:** In addition to involving other BC clubs and clubs from local graduate schools, it is important to determine if there are alumni, employer partners, and/or industry professionals who will be attractive for this event. Inviting a faculty member to moderate also helps to engage the various departments within the Carroll School. Once you have identified these constituents, you should craft your outreach/invitations according to the unique interests of these groups. We encourage you to work with the GMA and, if appropriate, Career Strategies during this process.
- **Determine most effective format:** The next step, once a theme and sponsors are chosen, is to decide in what format the event will be. There are networking breakfasts, cultural fairs, discussion panels with multiple industry leaders – even individual executive one-on-one interviews can be a great way to express current trends in the industry component.
- **Advance planning** is a tremendous aid, both in terms of securing the necessary people or resources and allowing for effective event promotion.

Promoting events

- **Club listserv:** Club directors should maintain an e-mail listserv of current club members, and use it to directly promote events.
- **Use the GMA calendar:** Club directors should put their events on the GMA calendar using their club's gmail ID. (Each club's gmail ID grants club directors rights to put events on the GMA calendar under the 'Student Clubs and Other events' category). In

case your club's gmail ID does not have access rights or you need help in adding/editing events on the calendar, contact the GMA communications representatives. Add the event on the calendar as soon as it is planned, but no later than close of day on Monday one week prior to the event. All the events on the calendar for that week will appear in the GMA weekly newsletter.

- **Use the GMA's announcement section:** Clubs should also make use of the announcements section (next to the calendar on the GMA home page) on the GMA web site. To make an announcement, send an email to 'BostonCollegeGMA.announcements@blogger.com' with the event name as the subject and the body containing other necessary information including the 'What', 'When', 'Where', etc. The announcement will appear on the website approximately 10-20 minutes after it is sent. Use this announcement effectively, but do not abuse it. Pictures can also be sent in the announcement, but should not be too big.
- **Posting event information in Fulton Hall and on campus:** Posting the event information in the graduate student lounge, in Fulton Hall and around campus is also an effective means of communication. In the grad lounge, a bulletin board exists specifically for club events and information, and club directors are welcome to post flyers there at their discretion. Flyers posted outside the grad lounge first need to be stamped at the main office, Room 101, of the Murray Graduate Student Center. The GMA has easels that can be requested for use in Fulton Hall, and club directors can get their professional development events listed on the televisions in Fulton Hall by sending event announcements to cgsom.career@bc.edu by close of business on Thursday each week.

Remember: Identify the needs and interests of the CGSOM community, in particular club members. Choose an appropriate format, and work to make it effective. Reach out to the Boston College community and make sure to promote it so everyone interested has the opportunity to take part in the event. Finally, please recognize that successful clubs capitalize on the momentum provided by successful events. One well-organized and well-run function makes the next one that much easier, and thus getting started is often the most important step.

Financing Events

One of the most important aspects of making an event successful is the efficient and effective financing of the event. A number of forms have been created to help you through the process, and all of them have been included in this handbook as appendices. All are also available on the Resources page of the GMA Web site, under the "Resources" tab. (www.bc.edu/gma/resources.htm.)

At this point, you should be comfortable with how the GMA allots money to each individual club. The main issue thereafter is the ability to access those funds to either pay a vendor or repay a club director/member. Please understand that the processes explained herein, while sometimes complex, are absolutely necessary to ensure that the appropriate people receive funding. In

almost every situation, these processes are related to Boston College or Graduate Student Association requirements and are not inventions of the GMA. The GMA has tried to systematize and streamline these processes as much as possible for your convenience, and your representatives appreciate your understanding and compliance with these policies.

Club directors almost always will use one of the following three methods of payment:

1. Reimbursement

- Expense reimbursements should be submitted when the club member feels comfortable being “short” the amount of cash from the time the purchase is made until the time the reimbursement is fully processed by Accounts Payable.
- The GMA Reimbursement Form should be filled out after expenses are incurred and paid for by the individual. Please supplement the form with proper documentation detailed on the form itself.
- All events with 25 attendees or less must sign the GMA Event Attendee Form if reimbursement from the GMA will be sought. If number of attendees exceeds *25 persons*, signatures are not required but the form should indicate this was the case. This form can be replaced by one created by a club leader/member.
- Reimbursements are available for pick up at More Hall about **3 weeks** after paperwork is received by the GMA. An e-mail will be sent to the appropriate club director when the check is available. If you are unavailable to pick up the check in person, please respond to the sender of the e-mail with your mailing address and request that the check be mailed to you.

2. Check Request

- Use the GMA Check Request Form when paying initial costs is unreasonable for an individual and an invoice has been received. This option allows users to request money from the GMA for a vendor in advance and is especially useful for large purchases.
- Please supplement the form with proper documentation detailed on the form itself. A vendor must complete the Event Contract Agreement if a contract/invoice is not provided. Please include the Federal Tax ID of requesting company. If the check is for an individual, please include that individual’s SSN.
- Any contracts received for services must be signed by Joy Galarneau (joy.galarneau@bc.edu, 617-552-1851) in the Office of Graduate Student Life; no contracts can be signed by students. If you have a contract which needs a signature, please indicate as such and submit the contract with the check request form.
- Professional Service: If you're hiring a professional to provide a service (i.e. photographer, speaker, DJ, etc.), you cannot pay them directly for their services and

subsequently seek reimbursement. A check request and a contract must be submitted in this situation.

- Checks are sent to the vendor about **3 weeks** after paperwork is received by the GMA. Hence, please allow 3 weeks for checks to be processed and submit your paperwork to the second year GMA finance representative approximately 3 weeks prior to the date that the check is needed in order to ensure timely processing.

3. Internal Transfer to Bureau Of Conferences (BOC)

- Clubs wishing to hold events on campus and use BC's room reservation/dining services (Bureau of Conferences) must complete and submit to the GMA the GMA BOC Internal Transfer Form *immediately after* the initial invoice has been provided. You are required to submit with the form the initial invoice (you must request this from BOC) and any documentation describing a payment arrangement (see form). *After the event*, you are required to submit the final invoice to the GMA upon receipt.
- The form is only applicable if food is ordered, a room charge is incurred, and/or the GMA was charged in any way.
- Submit all completed forms with appropriate supplemental documentation (*paper clipped not stapled*) to the second year GMA finance representative's folder in the GMA Grad Lounge. Email xxx@bc.edu (this email address will be the address of the yet-to-be-elected second year GMA Finance Representative) with questions, concerns, feedback, etc. about the funding process.

Information/materials to include when submitting reimbursements/check requests:

1. **Group Meeting:** a meeting agenda with date, name of group, and attendees.
2. **Event:** some form of publicity that includes the name of event, date, location, description, and audience (i.e. an email or a flyer).
3. **Conference:** registration confirmation showing that payment was received.
4. **Traveling:** original boarding pass(es) (taped flat to 8.5" x 11" piece of paper).
5. **Gift Card:** documentation that provides the name and email address of the recipient(s).
6. **Itemized original receipt(s):** Taped (not stapled), flat (no folding) to fit to 8.5" x 11" paper (cut the receipt if it does not fit within the dimensions of 8.5" x 11" paper).
7. **If paying by credit card, debit card or check card,** you must provide the receipt which shows that a transaction has been processed. The receipt should display the last four digits of the credit card number and/or name of credit card holder. Please also include a signed customer copy of the signature slip, if provided.

8. Copies are not permitted under any circumstances unless original was submitted to another BC office (please make a note of this on your submission).
9. **Payment with a check:** Monthly bank statement (contains name of reimbursee and transaction(s); all other information may be blacked out) AND canceled check image (front and back)

Important Reminders

- In general, do not approach the Career Strategies Office about funding an event *unless it* meets the criteria explained above. The first line of communication should be the GMA using the event planning process.
- Photocopy all original receipts and signature slips before submission to the GMA. The GMA also encourages a copy of all original documentation be retained for club leaders' records so that predecessors have a record to follow.
- Reimbursements can only be made to the person who paid for the item(s). Bank statements, canceled checks and invoices must contain the name of the person requesting reimbursement. For example, if you and a friend each purchase supplies or food for an event, each person must submit their own separate reimbursement requests. One person cannot request reimbursement for all persons and expenses and then pay the individual parties later.

Deposits

Often clubs will seek reimbursement and/or provide a check from the GMA and will subsequently collect fees from attendees. The University *strongly urges* that fees are collected in the form of checks rather than cash.

In order to make a deposit with the GMA, the following forms and any monies collected must be *sealed in an envelope*

- GMA Deposit Form
- GSA Deposit Spreadsheet

Any person submitting a deposit must make an appointment to hand the deposit directly to the second year GMA finance representative. To schedule, email xxx@bc.edu (this email address will be the address of the yet-to-be-elected second year GMA finance representative) or visit GMA office hours.

Succession Planning

Cultivate leadership early and continuously

To foster the continued strength and continuous improvement of clubs, directors are strongly encouraged to identify and cultivate future leadership as early as possible. This year, club

directors began the process of succession planning at an earlier stage than ever before. Some directors began the election process as early as late January/early February.

Ideally, clubs will identify leaders for the upcoming academic year by the end of February so that these leaders can effectively transition into their roles and begin preparing for the upcoming year in a timely manner. This will require club directors to thoughtfully and proactively plan for this process.

Is there a prescribed method of selecting/electing leadership?

The GMA does not prescribe a specific method of succession planning. In other words, club directors can and should choose the manner in which they elect or select their successors depending on various factors (i.e., historical precedent, size of club, current number and/or caliber of potential successors, etc.). If you have questions regarding the most effective method for your club and would like further guidance, we encourage you to speak with one of the GMA's clubs and academics representative.

Communicating and coordinating the succession planning process

Next year, the GMA will help communicate and coordinate the succession planning process. It will do this by sending an announcement to all full-time and part-time students that clubs will be considering candidates for leadership positions. This communication will include the names of each club, their mission, the positions being filled, and the person(s) to contact if interested in being considered. Once new leadership has been chosen, the GMA will send a follow up communication to students that announces the new leaders.

In order for this communication and coordination to be successful, the GMA will work with club directors at the beginning of the 2010 – 2011 academic year to determine the most ideal dates for communication to go out and the succession process to be completed.

2010 - 2011 Club Directors

For your reference and collaborative use throughout the year, here are the club directors for the 2010 - 2011 academic year. The GMA will distribute the names and contact information of club directors at other area business schools as well during the year. Professional clubs are in bold; community clubs are in bold and are italicized.

This will be filled in once we have finalized directors for every club.

Appendix 3 – Forms

On the following pages, please find all of the forms referenced in this handbook, except for the GMA Event Planning Form, which is an online survey. These forms can and should be found electronically at www.bc.edu/gma/resources.htm. They have been included here for your reference.

Date Submitted for Review: _____

GMA CLUB BUDGET REQUEST FORM

** REMINDER: This form must be submitted before each semester.

Club Name: _____

Club Mission: _____

Semester: Fall Spring

Club Leaders:

	Primary Contact	Secondary Contact
Name		
Permanent Address		
City, State, Zip		
Phone Number		
Eagle ID #		
BC Email		
Degree/Grad Date		

** Include additional club leaders on the back of this form.

Instructions:

1. Complete the attached table with tentative events for the semester. Note: multiple club meetings constitute one "event." In that case, indicate approximate # of meetings and estimated total cost.
2. Calculate the total amount requested for the semester.
3. Indicate in *Additional Information* if an event received joint-funding in the past or an event might qualify for joint-funding. Please indicate the source (the GSA, Career Strategies Office, another GMA Club, etc.).
4. Attach supplemental information about tentative events (i.e. print out of website for conferences, flyers from events held by clubs in previous years, etc.)

For additional resources visit the GMA website (<http://www.bc.edu/clubs/gma/index.htm>):

- Select "Clubs" for club descriptions
- Select "Resources" for Club Leader Resources and Finance Resources

Tentative Events:

Approx. Date/Time	Type of Event*	Description/Purpose	Location	Who's invited?	Est. # of Attendees	Approx. Total Cost
Total Budget Requested						

*Type of Event includes: networking, career panel, conference/seminar, guest speaker, social activity, club meeting, etc.

Additional Information:

Date Submitted for Review: _____

GMA REIMBURSEMENT FORM

** REMINDER: ONLY one form needed per person per event/meeting.

Club Name: _____ Date of Event: _____

Purpose for Reimbursement: _____

Reimbursee's Information:

Name	
Permanent Address	
City, State, Zip	
Phone Number	
Eagle ID #	
BC Email	

Receipt(s) Enclosed:

Date	Name of Vendor	Description of Receipt	Amount
TOTAL			

REQUIRED Supplemental Documentation:

1. Itemized original receipt(s) TAPED to an 8.5" x 11" piece of paper
**NOTE: Receipt(s) CANNOT include crossed off personal items.
2. Back-up Documentation
 - o *Event*: Publicity email OR Flyer
 - o *Meeting*: Agenda OR Email
 - o *Conferences*: Registration confirmation AND Proof of attendance
 - o *Travel*: Original boarding pass(es)
 - o *Payment with Check*: Image of canceled check (front AND back)
 - o *Gift Cards*: Document containing name AND email address of recipient
3. List of attendees (if less than 75 people) OR "[GMA Event Attendee Form](#)" (available on GMA website)

Additional Information: _____

**The GMA encourages you to photocopy reimbursement form and supplemental documentation before submission.

Date Submitted for Review: _____

GMA EVENT ATTENDEE FORM

Club Name: _____

Type/Purpose of Event: _____

Event Date: _____ Time: _____

Location: _____

Approximate Number of Attendees: _____

List of Attendees:

	Name	Email
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
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26		
27		
28		
29		
30		
31		
32		

Date Submitted for Review: _____

GMA CHECK REQUEST FORM

Club Name: _____

Purpose for Check Request: _____

Date Check Needed: _____ Date of Event: _____

Check Recipient's Information:

Vendor Name	
Contact Name	
Address	
City, State, Zip	
Email	
Phone #	
Fax #	
Federal ID #	
<i>*Vendor ID #</i>	

* For internal use only.

Description of Expenses:

Date	Vendor/Location	Description of Expense	Amount
TOTAL			

REQUIRED Supplemental Documentation:

1. *For services:* Contract with outside vendor OR ["Event Contract/Agreement"](#) (available on GMA website)
For catering: Itemized invoice (final cost not estimation)
2. Back-up Documentation
 - *Event:* Publicity email OR Flyer
 - *Meeting:* Agenda OR Email
 - *Conferences:* Registration confirmation AND Proof of attendance
 - *Travel:* Original boarding passes

Additional Information: _____

**The GMA encourages you to photocopy check request form and supplemental documentation before submission.

**Boston College
Office of Graduate Student Life
Event Contract/Agreement**

Name of Contracting Party: (Contractor)

Student Organization Name:

Student Organization Contact:

Email:

Phone:

Day and time of event:

Nature of Event (Performance, lecture, etc):

Location:

Describe the services provided by Contractor:

Fees: (\$ amount)

Performance and/or other Fee/Honoraria:

Travel/Lodging:

Additional fees:

Total Fee: \$

(paid by BC University Check immediately upon completion of performance)

Fee Made Payable To:

Social Security Number OR Federal Tax ID Number:

Address:

Name and telephone number of contact:

Signed and Approved:

Contractor/Date

Boston College Official/Date

Date Submitted for Review: _____

GMA BOC INTERNAL TRANSFER FORM

Club Name: _____

Event Name: _____

Description/Purpose of Event: _____

Type of Event:

- Networking Conference/Seminar Speaker Social Activity
 Career Panel On Campus Event Other _____

Date of Event: _____ Time: _____

Date when Order Placed: _____ # of Attendees: _____

Attendees*: _____

* Alumni, MBA First Years, MSFs, etc.

Location: _____

Name AND E-mail of BOC Contact: _____

Order Placed By:

Name	
Permanent Address	
City, State, Zip	
Phone Number	
Eagle ID #	
BC Email	

REQUIRED Supplemental Documentation:

1. Itemized original invoice.
2. Any documentation describing a payment arrangement with Career Strategies, another GMA Club, the GSA, etc. (if applicable).
3. Itemized final invoice (available after the event, must be requested from BOC).

Additional Information: _____

**The GMA encourages you to photocopy internal transfer form and supplemental documentation before submission.

Date Submitted for Review: _____

GMA DEPOSIT FORM

Club Name: _____

Event: _____

Date/Time of Event: _____ # of Attendees: _____

Attendees*: _____

* Alumni, MBA First Years, MSFs, etc.

Location: _____

Person Responsible for Collection:

Name	
Permanent Address	
City, State, Zip	
Phone Number	
Eagle ID #	
BC Email	

Full Description of Deposit: _____

Deposit:

Checks Total	
Cash Total	
Total Amount for Deposit	

REQUIRED Supplemental Documentation:

1. GSA Deposit Spreadsheet or a comparable form containing the same information.

Additional Information: _____

***The GMA encourages you to photocopy this form and supplemental documentation before submission.

