

The cover features a decorative graphic consisting of several overlapping circles in various shades of blue, arranged in a descending path from the top right towards the bottom right. Two thin, light blue lines intersect at the top left and extend diagonally across the page, framing the central text area.

# **Club Head Manual**

**Office of Student Activities  
Bard College**

**2012-2013**

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## **Introduction**

Welcome to the Club Head Manual! In here you will find the basic information about managing a club at Bard, including procedures for hosting events, procuring funding, and other rights you have as a registered club. Use this Manual as a way to become acquainted with the Office of Student Activities, SPARC, and Student Government.

## **Who We Are**

### **Student Activities:**

The Office of Student Activities (OSA) works with the student government and student clubs and organizations to facilitate events and create long-range plans to enhance student life and leadership opportunities. We are located in the Bertelsmann Campus Center on the second floor in room 218. Please feel free to contact the Office of Student Activities at [studentactivities@bard.edu](mailto:studentactivities@bard.edu), or call (845) 758-7097.

### **SPARC:**

The Student Publicity and Activities Resource Center (SPARC) is an office in the Campus Center run by student interns of the Office of Student Activities. SPARC interns are available to assist all clubs and individuals in the process of planning and registering events on campus. Just come to their office hours with 2 event hosts and they will walk you through all the logistics of reserving space, requesting services, and registering your events. Our SPARC Publicity Interns can design event advertisements and websites for clubs free of charge. To request assistance with advertisements and websites, go to: [student.bard.edu/sparc](http://student.bard.edu/sparc). The SPARC office is located in the Campus Center on the second floor room 218, inside the Student Activities office. Feel free to contact the SPARC interns at [sparc@bard.edu](mailto:sparc@bard.edu).

### **Student Association:**

The Bard College Student Association is the student governing body of the institution. The primary functions of the Student Association government shall be: first, to protect the academic and social rights and interests of the students of Bard College; second, to represent the student body to the Bard College administration, faculty, staff, and to other groups; and third, to fairly distribute student funds by means of a budget. Please feel free to contact the Student Association at [studentgov@bard.edu](mailto:studentgov@bard.edu).

## **Important Information to Know**

### **How to Become a Registered Student Club**

To become a registered student club, students must register their club online. Go to <http://studentactivities.bard.edu/> and click on “Student Clubs” and follow the instructions. At the beginning of each semester the Office of Student Activities will send out a campus-wide email with detailed instructions to register your club online. Make sure you follow the instructions of the email.

After the officers of the club have done the previous steps, they must attend Club Head Day, which is the first Saturday after the first day of classes each semester.

### **How to Become a FUNDED Student Club**

To become a funded student club, follow the same steps as registering a student club. Members of the club must submit a budget and also attend the budget defense. Instructions for this will be given at Club Head Day. Attending budget defense does not guarantee the club a budget. First-time clubs will be allotted a maximum of \$350, if their request is approved.

### **How to Register Your Event**

To register an event, you must first meet with a SPARC Intern in the Office of Student Activities. In one sitting, this process takes about 20 minutes. Be sure to plan well in advance (at least 2 weeks before your event date, when possible) and allow enough time for the whole process. Come to the office prepared with as much of the following information as possible:

Location – Come prepared with your top 3 choices for locations. SPARC Interns will help you reserve space.

Event Host Details – For every registered event, you will need 2 Event Hosts who cannot perform at the event (as DJ, in a band, etc.). If possible, come to the SPARC Office together to plan and register the event.

Sound Needs – Do you want music at your event? Need a microphone for a speaker? We’ll help you submit soundcrew requests, or figure out other sound solutions depending on your event needs.

Other A/V Needs – Want to screen a movie or borrow a projector? We’ll help you navigate those details.

Room Set-Up – How many tables/chairs do you need? Stage? We’ll help you submit set-up requests depending on the location and needs of your event.

Food/Alcohol – There are many different methods for getting events catered, and we’ll help you determine which is best for your event. Serving alcohol is also easier than most people think – just ask and we’ll explain the process to you!

Event Registration – The most important of all steps! This step ensures that your event is officially registered with the Office of Student Activities and Security. Events that are not registered properly WILL be shut down.

Publicity – Want a catchy poster for your event? Need some creative ideas about how to publicize? Our Event Planning Interns will help you submit a poster request and walk you through your other publicity options to ensure that your event is well attended!

If you have questions, you can email us at [studentactivities@bard.edu](mailto:studentactivities@bard.edu), or visit our office, located on the second floor of the Campus Center.

## Advertising/Posting Flyers

If Clubs need assistance with publicity, SPARC interns are available to assist help. When posting flyers on campus, flyers need to be posted on designated bulletin boards only. Flyers are NOT ALLOWED to be posted on windows, walls or doors, or they will be removed. Banners can be made in the Office of Student Activities and can be posted in the Campus Center and Kline.

## Student Club Websites

Every club is given web space on the bard.edu server when the club is registered. Edits can be made to this through the form located on the Student Clubs page of the Office of Student Activities Website via the 'Club Submission Form' link. Be sure to tell Student Activities when edits have been made so they can update the live website. SPARC Interns can also assist you with the development of your site upon request.

## Change In Action

Change In Action is a leadership development program that engages Bard community members in a process that challenges them to develop consciousness of self, other, and the collective. Following the Social Change Model of Leadership, which is grounded in the development of specific skills, this program strives to empower participants to become effective change agents.

The Group Track of the Change In Action initiative was designed with student clubs and organization members in mind. After completing this track, participants will:

- Develop leadership skills that enhance interactions within clubs and organizations on campus.
- Discover the value of organization in fostering healthy group dynamics.
- Develop strategies to ensure the continuity of their clubs and organizations.
- Inform students on campus about the resources for their clubs and organization.
- Utilize networking strategies to effectively communicate with others.

We highly recommend that all Club Heads attend the workshops offered as part of this track to enhance the efficacy of their organizations.

## Event Staff

Event Staff are students representing the Office of Student Activities at events on campus. Event staff are assigned during the week leading up to each weekend event. The number of paid staff present at each party depends upon the needs of the event. Event staff are **NOT** present to clean up after the event, nor run any aspects of it. Rather, they are there to be resources in unexpected situations and aid in keeping participants safe. If you have any questions, please direct them to the Director or Associate Director of Student Activities before the event. Look for the students in the yellow Event Staff hats and be sure to introduce yourself before the event begins!

## Club Funds

### How to Utilize Club Funds

Clubs can use their budgets to purchase relevant equipment, get catering for events, pay for services, reimbursements, and transportation costs. **PURCHASING ALCOHOLIC BEVERAGES WITH CLUB FUNDS IS PROHIBITED. There will be NO cash advances permitted.** Below are the steps and procedures for utilizing club funds.

Go to the Office of Student Activities to pick up the forms. Here you will be able to find **Check Request (Blue Form) and Purchase Order forms (Yellow Form)**. If this is your first time submitting these requests, please utilize the SPARC Interns, or the Student Activities Office Manager for help.

**Check Requests:** Can be used to pay for a service (ex: bands, workshop presenters) and reimbursements. If the check request is being using for a pay for service, the following needs to be submitted along with it:

- W9 Form: From person being paid (W9 Forms are available online <http://studentactivities.bard.edu/resources> and in the Office of Student Activities)
- Document About The Service:
  - o Date
  - o Time
  - o Amount Agreed Upon
  - o Type of Service

**\*\*IMPORTANT\*\*** for clarification about proper documentation, please ask a SPARC Intern, the Student Activities Office Manager, Associate Director or Director of Student Activities.

For reimbursements, all of the original receipts must be attached to the form. We recommend that you make a copy of the receipts for your records. **Tax cannot be reimbursed.** You can pick up a tax exempt form from the office of Student Activities before making your purchase.

Check Requests are due to the Office of Student Activities every **Wednesday by 5 PM.** Check requests must be submitted at least **ten business days prior to the event.**

**Purchase Orders (PO's):** Can be used to purchase equipment and order catering services from off campus venues. A copy of an invoice or product print out ("Shopping Cart" from website) must be attached to the form.

Purchase Orders must be submitted as early as possible to allow for processing and shipping. They will be brought to the Controllers Office every Friday.

**Budget Transfers:**

- **Between Clubs:** All budget transfers between clubs must be approved by the Student Association Planning Committee. To contact, email: [planncomm@bard.edu](mailto:planncomm@bard.edu).
- **To a Department from a Club:** All budget transfers going to a department from a Club must be approved by the Student Government Planning Committee. To contact, email [planncomm@bard.edu](mailto:planncomm@bard.edu).
- **From a Department to a Club:** All budget transfers going from a department to a Club must be facilitated by the Office of Student Activities. Have a member of that department email [studentactivities@bard.edu](mailto:studentactivities@bard.edu) with the account number and transfer amount.

**Transportation:** To utilize Club Funds for transportation, contact Jeff Smith at [trans@bard.edu](mailto:trans@bard.edu) or x7007.

**Chartwells Catering:** To utilize Chartwells, clubs can contact them directly with the assistance of the SPARC interns.

**How to Submit a Check Request:**

**Bard College Student Association Check Request**

Person being paid

Of person being paid

Name and Address of person receiving the check

Vendor No. (office use only): \_\_\_\_\_ Date: \_\_\_\_\_

Check payable to: \_\_\_\_\_ Club: \_\_\_\_\_

Address: \_\_\_\_\_ Code: \_\_\_\_\_

City, state, zip code: \_\_\_\_\_

SSN (for payment of service): \_\_\_\_\_

Mail check to (if different from above): \_\_\_\_\_

Cell phone number and email of person making request: \_\_\_\_\_

*Receipts must be attached to all check requests. A valid receipt contains location of purchase, itemized expenses, proof and method of payment and amount of payment. Requests submitted without receipts will not be honored.*

*Bard College is a tax exempt organization; therefore, tax on your purchases will not be reimbursed. If you would like a tax exempt form, please contact the Student Activities Office for all appropriate paperwork prior to making a purchase.*

Budget Line	Description of purchase	Quantity	Unit Price	Amount
Total				

Only filled by Student Activities

Club Head/Member: (print) \_\_\_\_\_

(sign) \_\_\_\_\_

Student Association Treasurer: \_\_\_\_\_

Student Activities: \_\_\_\_\_

# How to Submit a Purchase Order:

## Bard College Student Association Purchase Order

Vendor No. (office use only): \_\_\_\_\_ Date: \_\_\_\_\_  
 Check payable to: \_\_\_\_\_ Club: \_\_\_\_\_  
 Address: \_\_\_\_\_ Code: \_\_\_\_\_  
 City, state, zip code: \_\_\_\_\_  
 SSN (for payment of service): \_\_\_\_\_  
 Mail check to (if different from above): \_\_\_\_\_  
 Cell phone and email of person making request: \_\_\_\_\_

Where purchases are coming from

Website or Physical Address

\*\*If order is being shipped, include name and address to ship to\*\*

Only filled by Student Activities

Budget Line	Description of purchase	Quantity	Unit Price	Amount
Total				

**OFFICE USE ONLY**

P.O. Approval:  
 \_\_\_\_\_

P.O. Number:  
 \_\_\_\_\_

Club Head/Member: (print) \_\_\_\_\_  
 (sign) \_\_\_\_\_  
 Student Association Treasurer: \_\_\_\_\_  
 Student Activities: \_\_\_\_\_



## Possible Locations for Events

Below is a list of possible spaces to house your events and meetings on campus. For help reserving these spaces, meet with a SPARC Intern. If you are having an event outdoors, make sure you always have an alternate rain location.

Requested Room	Maximum Occupancy	Ideas for Venue Usage	Contact Information
<b>Art Gallery Spaces</b>	Depends on Space	Receptions, Magazine Launch Parties	Contact Specific Art Departments for Approval
<b>Bard Hall</b>	40	Small Group Performance Space	Contact James Mongan from the Music Department
<b>♠ Bon Fire Pits</b>	N/A	Bon Fires	Must reserve and register ALL bonfires through SPARC
<b>◆ Multi Purpose Room (Campus Center)</b>	200	Dinners, Parties, Concerts	Space Management/SPARC
<b>♠ Campus Center Quad</b>	N/A	Dinners, Concerts, Sporting Activities, BBQ's	SPARC Interns Only!
<b>Fish Bowl (Campus Center)</b>	34	Club Meeting, Small Group Speaker, Small Performance Space	Space Management/SPARC
<b>Hopson Cottage</b>		Potlucks, Small Group Workshops	Contact Joanna Fivelsdal
<b>♠ Kline Dining Area</b>	400ish	Concerts, Parties	SPARC Interns Only!
<b>◆ Kline Meeting Rooms</b>	20	Club Meeting, Small Group Speaker	Space Management/SPARC
<b>♣ Manor</b>	100	Parties, Concerts	SPARC Interns Only!
<b>♠ Manor Lawn</b>	N/A	Carnivals, Outdoor Dinners	SPARC Interns Only!
<b>Old Gym</b>	100	Theater Performances	Contact the Old Gym Club Head
<b>◆ 110 Preston</b>	60	Film Screenings, Guest Speakers	Space Management/SPARC
<b>◆ Red Room/Club Room (Campus Center) 202</b>	37	Club Meeting, Small Group Speaker	Space Management/SPARC
<b>Root Cellar</b>		Club Meeting, Small Performance Space	Contact the Root Cellar Club Head
<b>♠ Smog</b>		Concerts	SPARC Interns Only!
<b>♠ Stone Row Quad</b>	N/A	Outside Concerts	SPARC Interns Only!
<b>Tewksbury Lounge</b>	30	Club Meetings, Small Performances	Contact Ashley Boltrushek (Area Coordinator, South Campus)
<b>♠ Village Walkway</b>	N/A	Block Parties, BBQ's	SPARC Interns Only!
<b>◆ Weis Auditorium (Campus Center)</b>	125	Film Screenings, Guest Speaker	Space Management/SPARC
<b>◆ Meeting Room (Campus Center) 214</b>	37	Club Meeting, Small Group Speaker	Space Management/SPARC

◆ Reserve online through Space Management  
 ♠ Must speak with SPARC Intern in person to reserve  
 ♣ This space gets filled up fast and should be reserved early through SPARC

## How to find the Space Management Tool

1. Click the **Space Management Tool** from inside.bard.edu.
2. If you get a box that says, "Select a Campus". "1" should be the only campus available. Click Submit.
3. To search the system for events and classes click on **Schedules** on the left hand side of the screen. Also, make sure you have the (x) **Events** and (x) **Classes**. You might think the space you are looking for is available if you don't have the (x) on for classes as well as events.

## Requesting Events in the Space Management Tool

1. To begin requesting Space, click **Request Events** located at the far left. The **Event Information** window opens.
2. Fill in the following asterisked boxes by tabbing to or clicking in each box **Asterisked Boxes are Required**. Other fields are optional.

The screenshot shows the 'Event Information' form with the following fields and instructions:

- Event Name\***: Text input field.
- Attendance\***: Text input field with '0' entered.
- Event Description: (limited to 255 characters)**: Text area.
- Room set up requirements (limited to 255 characters)**: Text area.
- Special notes (limited to 255 characters)**: Text area.
- Event Type\***: Dropdown menu with 'Select Event Type'.
- Privacy Level\***: Dropdown menu with 'Select Level'.
- Customer\***: Dropdown menu with 'Select Customer' and a 'New ...' button. A callout box explains: "This is the Department or the club. If the club isn't in the drop-down list click the 'New' Button to create it."
- Contact\***: Text area with 'No contacts for this customer'. A callout box explains: "After entering the club or department name, this will generate a contact. If you do not see your name, you can click on 'New' to create the contact person. Please fill out all the information but e-mail and phone numbers are the most important."

At the bottom of the form are 'Continue' and 'Clear' buttons. A note states: "\* = Required" and "Click 'continue' to select event pattern."

3. Click **Continue**. The **Add Meetings for (name) Event** window appears.
4. Select either "Single Meeting" or "Reoccurring Meetings":

## Single Meeting

Enter # of people attending (estimate).

Enter additional time for set up.

# of rooms being utilized.

Earliest event date: is the earliest date you can select, and Latest event date is the latest day you can select. If you try to select a date outside of these parameters, you will get an error message.

Enter additional time for tear down.

## Reoccurring Meetings

Enter days when event is reoccurring.

Earliest event date: is the earliest date you can select, and Latest event date is the latest day you can select. If you try to select a date outside of these parameters, you will get an error message.

Select how often the event occurs.

## 5. Click Pick Rooms.

The following meetings have been created this session:

	Start Date	End Date	Start Time	End Time	Setup	Tear Down	Customer	Contact	Attendance	Privacy
<a href="#">Pick Rooms</a>										
<a href="#">Edit</a>	07/03/2010	07/03/2010	08:00 AM	09:00 AM	0:00	0:00	Student Activities	Brian A Mateo	15	PUBLIC
<a href="#">Delete</a>										
<a href="#">Delete</a>	07/03/2010	07/03/2010	08:00 AM	09:00 AM	0:00	0:00	Student Activities	Brian A Mateo	15	PUBLIC

[Pick Rooms](#)

**Add meetings for TEST**

- [Recurring Meetings](#)  
Create Meetings that occur on more than one day. The days may or may not be consecutive days.
- [Single Meeting](#)  
Create a meeting on a single day or spanning multiple days.
- [A/V Request Form](#)

6. Click **Continue**. Select a room by doing one of the following:

a. Use the dropdown boxes to select a **Building, Room** and/or **Capacity Room Type**. Click in one or all of the dropdown boxes to make your selection. Each time you click a button, the window changes. Go slowly. A new window appears showing the availability of space for the building you chose. **OR Scroll** down through the alphabetically listed buildings and rooms until you find the room you want.

**Note:** You will not be able to request an event with space that is already reserved or has a conflict.

7. If your space is available, click **Select**. You will see the message: *“You have selected Building (name) Room (name)”*

8. Assign a room by doing one of the following:

a. Click the **Assigned** button.

b. Under the **Assign** column, click in the checkbox next to your requested event. (You can click in this box with the mouse or hit the Spacebar on your keyboard.)

9. You **must click the Submit button now** to conclude requesting your event.

10. You will see the message: *“The following meetings have been requested.”*

11. You will receive an automatic email confirming receipt of your request.

12. You will receive a second email within two business days telling you if your request has been granted. If you don't receive the second email after two business days, contact the **Space Management Administrator at ext. (845) 758-7007** or email [space@bard.edu](mailto:space@bard.edu) with any problems.

13. Click **Continue** to end your session and return to the Bard College Space Management Tool Home Page.

# **Event Rules and Protocol**

In order to host events with alcohol, you must be a registered host. In order to become a registered host you must attend an event host workshop run by the Director or Associate Director of Student Activities. Email [studentactivities@bard.edu](mailto:studentactivities@bard.edu) to schedule a workshop. For your convenience, make sure you plan ahead and schedule for a workshop as soon as possible.

## **GENERAL INFORMATION**

- The primary concerns of the College Administration for any campus event are that all guests of the party are safe, that the facility being used is not damaged, and that things are cleaned up at the end of the event.
- Waiting until the last minute will result in your event not being approved.
- Do not advertise your event until it has been approved.
- Event hosts are expected to remain present and available throughout the event, and are not to engage in any commitments during the event which would draw their attention away from monitoring the general progress of the party. (Ex: DJ, performing in a band, etc.)
- Two hosts are required to register an event, regardless of if alcohol is provided or not.
- Friends of students who want to attend Bard events must be registered with Security, in accordance with the college's guest registration policy. This will help to ensure that unwanted strangers and local high school students do not enter Bard events. Advertising these types of events off campus is not allowed and will jeopardize the event happening, as well as your ability to host future events.
- Certain large scale events may be required to have additional Event Staff or Security officers to help monitor various aspects of the event such as entrances and exits, alcohol distribution, etc. This information will need to be worked out in detail with the Director of Student Activities two weeks prior to the event before it will be approved.
- Events need to end at the designated time on the registration form. All events must end by 2:00 am on Friday and Saturday. Events scheduled for Sunday through Thursday will end by 12:00 am. Events occurring in Residence Halls need to end 30 minutes prior to the start of quiet hours (1:30am on Fri & Sat; 11:30pm on Sun-Thurs).
- How big does an event have to be to be registered? An event of any size that has alcohol present needs to be registered. Generally speaking events without alcohol that are larger than 15 people should be registered. If you are not sure - ask.
- Because Security staff is limited, a maximum of three events will be approved for a weekend night. This includes spaces like SMOG and the Campus Center MPR.
- Occasionally events are organized in other locations on campus (outside Kline, Stonerow quad, Bard Hall...). If you want to organize an event in a location other than the Campus Center or one of the approved residence halls, you will need to plan at least two weeks in advance. This will allow for time to get permission from the person/department responsible for that particular space or building.
- There will be no events approved during completion days for each semester unless under special circumstances.
- There is limited space on campus so reservations for events are on a first come first served basis.
- Events that are well organized and have a well-advertised theme are better attended, so do your best to organize something more than just a keg party.
- Event Staff will have representatives at most large campus events. (see below for more information) Be aware that Security and/or the Administrator on-call may check in on campus events to ensure that they are running smoothly.

## **ALCOHOL AT EVENTS**

- The College's Position on alcohol: It is expected that all policies in the Student Handbook be obeyed. If you are unfamiliar with the policies in the Handbook, be sure to read them over. Copies are available here: <http://inside.bard.edu/doso/handbook/>.
- Hosts may be held legally responsible for guests who leave a registered event regardless if they became intoxicated at that event or if they arrived intoxicated. Intoxicated guests should not be allowed to drive. Contact Security or

the Golf Cart Patrol for escorts or be sure to get them on the Campus Shuttle. If you ever need help with an intoxicated guest, find the Event Staff at your event or call Security.

- If guests arrive highly intoxicated or become so, you may not serve them further drinks. The Event Staff will help you monitor this.
- If alcohol is to be provided at the event, a designated Event Host will be needed to supervise the serving of alcohol.
- Hosts must remain sober during their event.
- Event hosts providing alcohol will be required to use wristbands to identify students who are over 21. An alphabetical list of all Bard students with date of birth will be provided for reference. The Event Staff assigned to your party will arrive with the birthday list, wristbands, and markers.
- 2 half kegs (or 1 full keg) are the maximum that will be approved for large parties (Kline or Manor); events in smaller locations (art galleries) may only have 1 half keg. Tent party is the only exception to this maximum.
- Hard alcohol and wine are not approved for large events.
- As it is a public space open to outside visitors and guests, alcohol will NOT be approved for parties in the Campus Center.
- You may not advertise alcohol on event flyers. Events that publicize alcohol will be taken down and thrown away and hosts will lose their hosting privileges. Hosts are responsible for approving all advertising material before it goes out.
- All guests attending events where alcohol is provided will be required to show some form of ID at the door. Guests (non-Bard students) will have to be registered at Security by a Bard host. Guests who are not registered by a Bard student will be asked to leave the campus.
- Hosts are required to provide enough non-alcoholic beverages and snacks to match the expected attendance of the party. The cost of all food and beverages are the responsibility of the hosts and should be taken into account when planning the event.
- Hosts cannot require guests to pay for alcohol, because you do not have a liquor sale license. Donations can be requested to cover general expenses for the party but charging admission solely to cover alcohol expenses is not allowed. Charging for cups, which then are filled up from a keg, is the same thing as charging for beer and is not allowed.
- If more alcohol is present at an event than was approved, the event will be shut down by Security and the alcohol will be confiscated.

## **EVENT REGISTRATION**

- Both Event Hosts will need to meet with a SPARC Intern to discuss details of the event they hope to have.
- Both hosts are expected to be involved with the organizing of campus events. When alcohol is present, both hosts will need to attend an Event Host Workshop with the Director or Associate Director of Student Activities before the event will be approved.
- In general, you should begin organizing at least 14 days in advance for an event. This will give you time to reserve a location, request services, plan for advertising, etc. and still allow time to get your registration in.
- All event registrations must be completed and submitted BY NOON ON THE MONDAY PRIOR TO YOUR EVENT DATE. No exceptions. Don't put yourself in the position of having your event canceled because of a lack of planning and/or communication on your part. This is not optional. If you register your event late, it will not be approved. If you are planning to reserve a residence hall or are planning a very large party (Tent Party, ISO Cultural Show, etc.) you will be required to begin organizing further in advance and may need to set up additional meetings with Student Activities, the Peer Counselor and/or the Area Coordinator from Residence Life.

## **RESIDENCE HALL EVENTS**

- Manor, Robbins, Tewksbury, outside the Village Dorms, and outside of StoneRow are typically the only residence halls that are available for registered events. To reserve these spaces, you will need to meet with SPARC Interns.
- By request of residents and the Peer Counselor staff, only one event with amplified sound will be registered in these residence halls per weekend. Space is available on a first come, first served basis.

- Events have to fit within the public lounge areas of the residence halls. General guidelines for capacities in these lounges are as follows... Manor: 180; Robbins: 150; Tewksbury: 100. If your event ends up being too big for the space, Security will require you to either ask people to leave or relocate the event if another space is available. If no other space is available, the event may be shut down.
- In order to maintain a safe living space, events in Residence Halls may not be advertised to non-Bard people. If you plan on having non-Bard guests at your event, they must be registered with Security.
- Tewksbury and Robbins are available for certain events but alcohol will not be approved for these spaces.

### **EVENTS IN THE CAMPUS CENTER**

- No alcohol is permitted in the Campus Center.
- The Multipurpose Room and “Down the Road” Cafe are spaces that are available to register an event. Other spaces such as the lobby and balcony may be used but may require extra planning to arrange.
- Hosts of events in the Campus Center are required to monitor for people smoking and/or drinking inside. They are expected to ask smokers to go outside, and ask people to dump their alcohol or leave the building with it.

### **LARGE SCALE EVENTS**

- Such events will have to be planned at least two weeks in advance and will require extra organization from the hosts.
- Additional assistance at events will be supplied by Event Staff.
- EMS, BRAVE, Golf Cart Patrol, and security will all be available during events if needed. Work with Event Staff for help utilizing any of those services.
- Outside alcohol may NOT be brought into large-scale events regardless of whether the hosts are providing alcohol or not.

### **CLEANING UP AFTER YOUR EVENT**

- Event hosts are expected to see that the area(s) being used during their event are cleaned up. This means that all trash (bottles, cans, cups) is put in trash bags for disposal and that a basic broom sweeping is done. Cleaning up includes all areas inside and outside the building impacted by the party including bathrooms, outside entrances, and the surrounding area.
- After cleaning, hosts can call Security to come and sign off on the party host form that the space has been cleaned. This only occurs in Manor. This will ensure that the hosts/organization responsible for the event will not be fined for failure to clean. By not asking Security to sign off with you, you open yourself up to the possibility that you may be charged for not cleaning.
- An \$80.00 fee will be charged if the party space has not been satisfactorily cleaned. This fee will either be split between the two hosts (charged against your student account) or the club/organization responsible for the event (charged against the convocation fund).
- Arrangements should be made in advance for cleaning supplies. You can ask your Event Staff to contact Security, who can access supply closets for additional cleaning supplies if needed.
- If damage occurs and the responsible person is not identified, either the hosts will have their own student accounts charged or, the sponsoring student organization may have their convocation account charged.
- Always inform the Office of Student Activities about damages that may have occurred at your event.

### **WORKING WITH EVENT STAFF**

- Student Activities assigns Event Staff for all student parties. The number of Event Staff depends on the size of your party and whether you are serving alcohol. Please respect the role of the students who are Event Staff –they are there to help you have a successful event and ensure the safety of the students attending.

- Event Staff will help to administer the event details. This does not mean the Event Hosts (you) are no longer responsible. They will simply help with wristbands, birthday list checking, overseeing alcohol distribution, and watching for safety violations. They will help you follow college policy and look out for the safety of your guests.
- Prior to the event, the Event Hosts should introduce themselves to the Event Staff. This will make it easier for them to locate a host during the event if needed. We encourage you to communicate freely with one another about your concerns and your desires for the party. The Office of Student Activities can also put you in touch with the Event Staff BEFORE your party, if you request it.
- After the event is cleaned up, you are welcome to call Security. They can look over the space, confirm that everything is OK, and sign off on the event host agreement form. This will ensure that you will not be held responsible for any cleanup problems or damage charges caused by people after your event is over.

### **SOUND EQUIPMENT INFORMATION**

- Soundcrew is available to provide speaker systems and a sound technician for most student-run events.
- Soundcrew requires at least 7 days notice about events in order to provide staffing and equipment. Meet with a SPARC Intern in order to submit your soundcrew requests properly. E-mail soundcrew at soundcrew@bard.edu with additional questions or requests you might have.
- Do not assume that the Sound Crew will be there! It is your responsibility to confirm three days in advance with the Sound Crew to run equipment at your event.

### **LEGAL RESPONSIBILITY**

- Students who register social events with the College often have questions about their responsibility as hosts. As a host, you are responsible for your guests, the facility used and its cleanup. If an accident should happen, you can be held legally liable. For example, if someone drinks alcoholic beverages at an event and later has a car accident, court cases have found the event host(s) responsible. Likewise, if someone is injured, the host can be responsible.
- You are not only subject to civil action, which is injured person v. yourself for damages, but you are subject to criminal action, which is The State of New York v. yourself. The latter can bring stiff fines, jail time, and costly litigation expenses.
- There is also the possibility of action by the College or student-to-student complaints.
- For your own sake, protect yourself from accidents and the legal mess that follows. The best way to protect yourself is to adhere to all laws and policies in the Student Handbook.

### **“IF I DON’T HOLD UP MY END OF THE DEAL”:**

- Hosts that do not meet the responsibilities expected of them will be removed from the approved list of event hosts and/or may be expected to attend another Event Host Workshop again before being allowed to host any more events. Depending on the severity of the violation, hosts may be subject to official sanctions from the administration.



## Club Head Event Checklist

### **Before all else:**

- Book space (must be 2 weeks ahead for Residence Halls)
- Complete Setup Sheets; if applicable
- Confirm performer date and sign contracts (with assistance from Student Activities)
- Contact Soundcrew if you need AV Support
- Book overnight accommodations

### **At least TEN days ahead:**

- Submit check request for performers
- Order food/drinks (don't forget plates/cups/utensils!)
- First advertising run

### **At least SEVEN days ahead:**

- Complete online event registration form
- Continue advertising (flyers hung, Free Press announcement, Bard Announce, weekly calendar, tabling at Kline, or Campus Center, Facebook, Twitter, etc.)
- Confirm dates, venues with performers

### **In the days leading to your event:**

- Prepare decorations
- Make sure you know who is responsible for working the event and cleaning up

### **After the event:**

- Return all equipment
- Thank you notes
- Assess your event – what went well and what should you change?

## How to Become a Club Sport

### New Club through 1<sup>st</sup> Year of Existence

All new Clubs (sport and non-sport) must become a registered club through Student Activities and get their first year funding through the Convocation Fund. The budget process for funding is held at the beginning of each semester. The first Saturday of each new term is “Club Head Day”. All students interested in starting a new club or continuing a club from the previous semester must be present at this meeting.

At this meeting, the Student Government will give important instructions and deadlines for the budget proposals that are typically due a week after the meeting. Following this there is a short “budget defense” appointment and then a campus-wide Budget Forum.

Once you function as a club through the Office of Student Activities for one academic school year, you can then apply to be sponsored by the Department of Athletics and Recreation.

### The Next Step

Before you have completed your first year of existence funded through the Convocation Fund, you should set up an appointment with the Director of Club Sports, ([athletics@bard.edu](mailto:athletics@bard.edu)). Prior to that appointment you will need to put together a proposal asking to become a member of the Athletic and Recreation Department. The proposal should include the following:

1. Officers: Minimum Club Officers should include a President, Vice President, and Secretary.
2. Practice/Meeting Attendance: A full attendance record of all practices and meetings must be logged throughout your first year of existence.
3. Roster: A list that includes first and last names, class year in college, email address, and phone number of all members/participants in your club.
4. Goals: A list of semester and annual goals that your clubs would like to achieve.
5. Budget: Put together a yearly budget that includes equipment, practice/game facility rental fees, referee expenses, sport association dues/membership fees, transportation expenses (rental van, gas, mileage), etc.
6. Financial Report: A brief write up of how your club used the money received from the Convocation Fund.
7. Sport Association Information: Research and Report what sport association your club will be affiliated.
8. 3-Year-Plan: Write a description of goals and the growth of your club the next 3 years. Include how your organization will achieve these goals and objectives.
9. Comparative College Report: Research local or similar colleges who offer the club you are starting. Do they choose officers? Who do they compete against? Where do they compete (on or off campus)? How much money do they receive from their respective college and who do they receive their funding from? Etc.

## Chartered Organizations

A student club that strives to meet a vital and unfulfilled need of the Bard community may apply for an Organization Charter or Service Charter. Possessing such a charter provides an organization access to a priority funding stream, while requiring added responsibilities the organization must fulfill for the advancement of the Bard community.

Only clubs that have drawn a budget from the Convocation Fund for at least nine consecutive semesters may apply for chartered status.

### **Organization Charters**

To apply for an Organization Charter a club must submit a proposed charter consisting of the following:

- Mission statement
- Specific benchmarks to annually assess progress towards these goals
- Plan to transition leadership and ensure club sustainability, this can be submitted in the form of a Constitution or other means

Proposed charters will be evaluated by a Charter Review Committee seeking to promote community building, education and awareness, cultural outreach, political or social engagement, and advocacy for under-served populations at Bard.

In addition to the proposed charter, clubs should submit a narrative history of the club, reflecting upon the club's purpose and role in the community and a letter to the review committee addressing how the club fulfills at least four of the purposes specified above. Further, this letter should document how the club displays engagement with the Bard community, activities inclusive of individuals who are not members of the club, open meetings advertised at the beginning of each semester, and a presence at Club Fair. Finally, the letter must state how the club will fulfill all requisite standards required of a chartered organization:

- i. Community building
- ii. Education and awareness
- iii. Cultural outreach
- iv. Political or social engagement
- v. Advocacy for under-served populations at Bard

*Proposals must be submitted no later than the 4<sup>th</sup> Monday of the spring semester.*

Organization Charter holders will have access to the Priority Fund, which comes from the main Convocation Fund. The Priority Fund is distributed at the end of the spring semester for use in the following year. Chartered status organizations are also able to roll funds over from one year to the next. Organization Charter holders will also have access to additional funds from the general Convocation Fund.

## **Service Charters**

Clubs that provide a free service without prejudice to all members of the Bard community qualify for a Service Charter. To apply for a Service Charter, a club must submit a proposed charter consisting of a mission statement, description of service to the Bard community, and a plan to ensure club sustainability.

These organizations may not spend more than 10% or \$250 of their budget on non-service related expenditures.

Service Charters provide clubs with pre-approved funds, the ability to roll funds from one school year to the next, and the intention of the Planning Committee to ensure the service's perpetuation at Bard College.