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## SECTION 1 INTRODUCTION

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Welcome to the Office of Student Engagement at Bristol Community College! This Student Organizations and Clubs Manual should serve as a resource to the Advisor and the Officers of your organization. It contains sections on student organization registration, the role and responsibilities of the organization advisor, finance information, and other information pertaining to club business. A sample of all necessary forms can be found in the handbook. Please keep the forms as your originals. Make copies as you need; additional forms, such as Requests for Expenditures (RFE's) are available in the Office of Student Engagement.

All forms that require approval must first have the advisor's signature. **They must then be delivered to the Office of Student Engagement for the Director to approve and sign.** Please note that the Office of Student Engagement receives many requests every day. Please give the office at least one week to process paperwork.

Every year, the Office of Student Engagement will sponsor at least one Organizational Meeting. Important policy, event, and budget information is distributed at these meetings and all club business is explained. All advisors and student officers from each club should attend.

There are many resources and services available to support and promote BCC clubs and organizations. For more information, stop by the Office of Student Engagement in the lobby of the Commonwealth College Center or call ext. 2222.

Enjoy!



Kathleen Burns  
Director of Student Engagement

2010

# Academic Calendar

2011

Summer revised 4/27/10

## Summer 2010

Classes begin  
 Independence Day - no classes  
 Last day for graduation application  
 Last day for student-generated withdrawal  
 Final examinations

6-wk Option I	6-wk Option II	11-wk Option
Mon, June 7	Mon, July 19	Mon, June 7
Sun-Mon, July 4-5		Sun-Mon, July 4-5
Thu, July 22	Thu, July 22	Thu, July 22
Thu, July 1	Thu, August 12	Sat, July 24
Mon - Thu, July 12-15	Mon - Thu, August 23-26	Tue-Mon, August 17-23



### Sessions

Day classes - starting time before 4 pm, M-F, during the Fall and Spring semesters.

Evening classes - starting time of 4 pm or later, M-F, during the Fall and Spring semesters, all weekend classes, all summer classes.

### Locations

Attleboro Center  
 11 Field Road  
 Attleboro, MA

Fall River Campus  
 777 Elsbree Street  
 Fall River, MA

New Bedford Campus  
 188 Union Street  
 New Bedford, MA

#### Satellites:

Greater New Bedford Reg. Voc. Tech. High School  
 1121 Ashley Boulevard  
 New Bedford, MA

Taunton High School  
 50 Williams Street  
 Taunton, MA

*(Satellites follow the public school calendar. Those dates are reflected in this document.)*

## Fall 2010

Orientation  
 Professional/Planning Day  
 First day of classes  
 Late-start classes begin  
 Columbus Day - no classes  
 Monday schedule will be followed  
 First-half Option Final Examinations  
 Mid-semester evaluations  
 Second-half Option classes begin  
 Thursday schedule will be followed  
 Veterans Day - no classes  
 Last day for student-generated withdrawal  
 No Satellite classes  
 Thanksgiving holiday - no classes  
 Last day of Day and Evening classes  
 Day/Evening Final Exam Period

Date(s)	Session/Location
Wed, September 1	All sessions - all locations
Thu, September 2	All sessions - all locations
Tue, September 7	All sessions - all locations
Mon, September 20	Day/Evening - all locations
Mon, October 11	All sessions - all locations
Tue, October 12	All sessions - all locations
Wed-Thu, October 27-28	First-half Option only
Sun-Sat, October 24-30	All sessions - all locations
Mon, November 1	All sessions - all locations
Wed, November 10	All sessions - all locations
Thu, November 11	All sessions - all locations
Wed, November 17	All sessions - all locations
Wed, November 24	Satellites only
Thu-Fri, November 25-26	All sessions - all locations
Thu, December 16	All sessions - all locations
Fri-Thu, December 17-23	All sessions - all locations

## Intersession 2011

Classes begin  
 Martin Luther King, Jr. Day - no classes  
 Final exams

Date(s)
Mon, January 3
Mon, January 17
Thu, January 20

## Spring 2011

Orientation  
 Professional/Planning Day  
 First day of classes  
 Late-start classes begin  
 Presidents Day - no classes  
 Satellites Winter Vacation - no classes  
 Monday schedule will be followed  
 Mid-semester evaluations  
 Spring recess - no classes  
 First-half Option Final Examinations  
 Professional Day - no classes  
 Second-half Option classes begin  
 Last day for student-generated withdrawal  
 Patriots Day - no classes  
 Satellites Spring Vacation - no classes  
 Monday schedule will be followed  
 Easter (no classes)  
 Last day of Day and Evening classes  
 Day/Evening Final Exam Period  
 Commencement

Date(s)	Session/Location
Wed, January 19	Day/Evening
Mon, January 24	Day/Evening
Tue, January 25	All sessions - all locations
Mon, February 7	Day/Evening - all locations
Mon, February 21	All sessions - all locations
Mon-Fri, February 21-25	Satellites only
Tue, February 22	All sessions - satellites excluded
Sun-Sat., March 6-12	All sessions - all locations
Mon-Sat, March 14-19	Satellites excluded
Mon & Thu, March 21 & 24	First-half Option only
Wed, March 23	Satellites excluded
Mon, March 28	All sessions - all locations
Wed, April 13	All sessions - all locations
Mon, April 18	All sessions - all locations
Mon-Fri, April 18-22	Satellites only
Thu, April 21	All sessions - satellites excluded
Sun, April 24	All sessions - all locations
Thu, May 12	All sessions - all locations
Fri-Thu, May 13-19	All sessions - all locations
Sat, June 4	

# Fall Meeting Schedule 2010



### Sessions

**Day classes -** starting time before 4 pm, M-F, during the Fall and Spring semesters.

**Evening classes -** starting time of 4 pm or later, M-F, during the Fall and Spring semesters, all weekend classes, all summer classes.

### Locations

**Attleboro Center**  
11 Field Road  
Attleboro, MA

**Fall River Campus**  
777 Elsbree Street  
Fall River, MA

**New Bedford Campus**  
188 Union Street  
New Bedford, MA

**Satellites:**

**Greater New Bedford Reg. Voc. Tech. High School**  
1152 Ashley Boulevard  
New Bedford, MA

**Friedman Middle School**  
500 Norton Avenue  
Taunton, MA

*(Satellites follow the public school calendar. Those dates are reflected in this document.)*

Su	Mo	Tu	We	Th	Fr	Sa	
			1-Sep Orientation	2-Sep Professional Planning Day	3-Sep	4-Sep	September
5-Sep	6-Sep Labor Day	7-Sep First day of classes	8-Sep Activity/Open	9-Sep	10-Sep	11-Sep	
12-Sep	13-Sep Standing/Senate	14-Sep	15-Sep Activity/Open	16-Sep	17-Sep	18-Sep	
19-Sep	20-Sep - Department/ Professional Staff -Late Starts begin	21-Sep	22-Sep Activity/Open	23-Sep	24-Sep	25-Sep	
26-Sep	27-Sep MCCC/MACER	28-Sep	29-Sep Activity/Open	30-Sep	1-Oct	2-Oct	October
3-Oct	4-Oct Division	5-Oct	6-Oct Activity/Open	7-Oct	8-Oct	9-Oct	
10-Oct	11-Oct Columbus Day-no classes	12-Oct -Mon. Schedule -Standing/Senate	13-Oct Activity/Open	14-Oct	15-Oct	16-Oct	
17-Oct	18-Oct Department/ Professional Staff	19-Oct	20-Oct Activity/Open	21-Oct	22-Oct	23-Oct	
24-Oct	25-Oct MCCC/MACER	26-Oct	27-Oct Activity/Open - Finals - 1st-half Option only -	28-Oct	29-Oct	30-Oct	
- Mid-semester Evaluations -							
31-Oct	1-Nov -Division -2nd-half Option begins	2-Nov	3-Nov Activity/Open	4-Nov	5-Nov	6-Nov	November
7-Nov	8-Nov Standing/Senate	9-Nov	10-Nov -Thursday Schedule	11-Nov Veterans Day-no classes	12-Nov	13-Nov	
14-Nov	15-Nov Department/ Professional Staff	16-Nov	17-Nov -Activity/Open -Last day for Stu. Gen. Ws	18-Nov	19-Nov	20-Nov	
21-Nov	22-Nov MACER	23-Nov	24-Nov -Activity/Open -No classes - Satellites only	25-Nov Thanksgiving Holiday -no classes		26-Nov 27-Nov	
28-Nov	29-Nov Division	30-Nov	1-Dec Activity/Open	2-Dec	3-Dec	4-Dec	December
5-Dec	6-Dec MCCC	7-Dec	8-Dec Activity/Open	9-Dec	10-Dec	11-Dec	
12-Dec	13-Dec Standing/Senate	14-Dec	15-Dec Activity/Open	16-Dec Last day of classes	17-Dec Day Finals	18-Dec	
19-Dec	20-Dec	21-Dec	22-Dec - Day Finals -	23-Dec	24-Dec - Evening Finals -	25-Dec Christmas	

**Standing/Senate:** 1<sup>st</sup> Monday of the semester and every 4 weeks thereafter at 2 pm/3 pm (exception - Dec.)

**Department/Professional Staff:** 2<sup>nd</sup> Monday of the semester and every 4 weeks thereafter at 2pm/3 pm. (exception - Dec.)

**MCCC/MACER:** 3<sup>rd</sup> Monday of the semester and every 4 weeks thereafter at 2 pm/3 pm. (exceptions - Nov. & Dec.)

**Division:** 4<sup>th</sup> Monday of the semester and every 4 weeks thereafter from 2-4 pm.

**Activity/Open:** Every Wednesday at 2 pm/3 pm

Spring

# Meeting Schedule

2011



### Sessions

**Day classes** - starting time before 4 pm, M-F, during the Fall and Spring semesters.

**Evening classes** - starting time of 4 pm or later, M-F, during the Fall and Spring semesters, all weekend classes, all summer classes.

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**Friedman Middle School**  
500 Norton Avenue  
Taunton, MA

*(Satellites follow the public school calendar. Those dates are reflected in this document.)*

Su	Mo	Tu	We	Th	Fr	Sa	
16-Jan	17-Jan Martin Luther King, Jr. Day	18-Jan	19-Jan Orientation	20-Jan	21-Jan	22-Jan	January
23-Jan	24-Jan Professional Planning Day	25-Jan -First day of classes	26-Jan Activity/Open	27-Jan	28-Jan	29-Jan	
30-Jan	31-Jan Standing/Senate	1-Feb	2-Feb Activity/Open	3-Feb	4-Feb	5-Feb	February
6-Feb	7-Feb Department/ Professional Staff -Late Starts begin	8-Feb	9-Feb Activity/Open	10-Feb	11-Feb	12-Feb	
13-Feb	14-Feb MCCC/MACER	15-Feb	16-Feb Activity/Open	17-Feb	18-Feb	19-Feb	
20-Feb	21-Feb President's Day-no classes	22-Feb -Mon. Schedule Division	23-Feb Activity/Open	24-Feb	25-Feb	26-Feb	
27-Feb	28-Feb	1-Mar	2-Mar	3-Mar	4-Mar	5-Mar	March
6-Mar	7-Mar Department/ Professional Staff	8-Mar	9-Mar Activity/Open	10-Mar	11-Mar	12-Mar	
13-Mar	14-Mar	15-Mar	16-Mar	17-Mar	18-Mar	19-Mar	
20-Mar	21-Mar MCCC/MACER	22-Mar	23-Mar Professional Day- no classes (Satellites excluded)	24-Mar	25-Mar	26-Mar	
27-Mar	28-Mar - Finals - 1st-half Option only -	29-Mar	30-Mar Activity/Open	31-Mar	1-Apr	2-Apr	
3-Apr	4-Apr - Division -2nd-half Option begins	5-Apr	6-Apr Activity/Open	7-Apr	8-Apr	9-Apr	
10-Apr	11-Apr Department/ Professional Staff	12-Apr	13-Apr -Activity/Open -Last day for Stu. Gen. Ws	14-Apr	15-Apr	16-Apr	April
17-Apr	18-Apr Patriots Day- no classes	19-Apr	20-Apr Activity/Open	21-Apr -Monday Schedule -MCCC/MACER	22-Apr	23-Apr	
24-Apr	25-Apr	26-Apr	27-Apr	28-Apr	29-Apr	30-Apr	
1-May	2-May	3-May	4-May	5-May	6-May	7-May	
8-May	9-May Standing/Senate	10-May	11-May Activity/Open	12-May	13-May	14-May	May
15-May	16-May Department/ Professional Staff	17-May	18-May Activity/Open	19-May Last Day of classes	20-May Day Finals	21-May Evening Finals	
- Evening Finals -							

**Standing/Senate:** 1<sup>st</sup> Monday of the semester and every 4 weeks thereafter at 2 pm/3 pm.

**Department/Professional Staff:** 2<sup>nd</sup> Monday of the semester and every 4 weeks thereafter at 2 pm/3 pm.

**MCCC/MACER:** 3<sup>rd</sup> Monday of the semester and every 4 weeks thereafter at 2 pm /3 pm.

**Division:** 4<sup>th</sup> Monday of the semester and every 4 weeks thereafter from 2-4 pm.

**Activity/Open:** Every Wednesday at 2 pm/3 pm

## **SECTION 2                      STUDENT ORGANIZATION REGISTRATION**

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### **Student Clubs and Organizations**

BCC student clubs and organizations offer students the opportunity to pursue special areas of interest that enhance their educational experience. These opportunities are open to all BCC students. A student organization is defined as any organization whose full membership is comprised of students with students in leadership roles for the group that has been recognized by the college. Club involvement provides students with educational experiences which help them become more effective employees, responsible citizens and well-rounded individuals.

All students organizations must abide by the policies and procedures as outlined in the Student Organizations & Clubs Manual. Student organizations are responsible for knowing and abiding by all college policies and local, state, and federal laws. There are a variety of student clubs and organizations that plan social, cultural, educational and community service projects. All clubs are open to all students. Clubs are divided into several categories including but not limited to the following:

#### **Service Clubs**

Service clubs are those who have service as a main objective. Please note many students who participate in service clubs are eligible for co-curricular credit and recognition. Many students are eligible to receive co-curricular credit and recognition that they deserve from BCC for a minimum of 10 hours of service and, for a minimum of 100 hours of service, recognition from President Barack Obama! A student who performs 10 hours of unpaid service for a non-profit agency or organization in the community or on a BCC Service Club project are eligible to receive a notation on a Co-Curricular Community Service Record, a Certificate of Appreciation and an invitation to the Civic Engagement Recognition Breakfast. Club Advisors can arrange a group Community Service Project. A student can arrange a Community Service project or lead peers performing service with a non-profit agency or organization or BCC Service Club. Please contact the Office of Civic Engagement, ext. 2459 for more details.

#### **Sports Clubs**

Sports clubs are those whose primary purpose is to provide an opportunity for all students to actively practice and play competitive sports. If you do not see a club that interests you, we can start one! Stop by the Office of Student Engagement in the lobby of the Commonwealth College Center, G Building, or call ext. 2222 for information.

#### **Program Clubs**

Clubs within this category are those organizations associated with programs of study and may be affiliated with the parent professional association. The clubs promote, sustain and support the associated program and educate students with current and future issues, trends and experiences of the profession. Although most of these clubs are open to all students, some are not. Please see program director for specific club information.

#### **Social Clubs**

Clubs that fall into this category are social in nature. Their purpose is to provide educational and social opportunities for all interested students. In an effort to enhance student growth and development, students will explore, experience and enjoy club activities.

## Student Organization Registration Policy

All student organizations must register with the Office of Student Engagement, **every** academic year to be recognized by the College and thus function on campus. Failure to register will result in a club's inability to function on campus, access existing club account funds, obtain any new or additional funding, or reserve space on campus.

A club is considered registered with the Office of Student Engagement once the following forms have been received and approved by the Office of Student Engagement.

### 1. **Student Organization Registration Request Form**

A copy of this form can be found on page 8. Please fill out all information on the request form. The advisor and the president of each club must review all statements and provide their signatures at the bottom of the form to acknowledge that they read and agree with the statements.

### 2. **Club Constitution and By-laws**

All student organizations must have a current constitution on file in the Office of Student Engagement. If changes are made to the constitution, an updated copy must be submitted. For new student organizations, a constitution must be submitted and approved before the official registration is granted. A sample constitution is on page 10.

### 3. **Organization Officer List**

Every club must have an advisor, a president, treasurer, and a secretary. All officers **must** supply their contact information. A form has been provided for you on page 9. Please update the Office of Student Engagement if officer changes occur.

Once the club completes the above mentioned forms (Student Organization Registration Request Form, the Club Constitution and By-laws, and the Organization Officer List) the Office of Student Engagement will submit the clubs' information to the Student Senate for recognition. All clubs with completed work will become recognized clubs and the Student Senate will deposit some money into their account to be used as seed money. The amount varies from year to year.

Bristol Community College has many clubs. To keep track of clubs and their activities, all clubs **must** notify the Office of Student Engagement about their activities and events. **Prior to any club activity, the club must submit an activity sheet, found on page 11.** At the end of the academic year, each club must submit an end of the year report, found on page 12. **Future funding WILL depend on the clubs' cooperation with this.**

### 4. **Activity Sheet**

Every club is expected to submit an activity sheet to the Office of Student Engagement for **every** activity planned. This is to be done prior to the event. The Office of Student Engagement **must** be notified of all club activities. This includes bake sales, field trips, fundraisers, etc. An activity sheet is included on page 11.

### 5. **End of the Year Report**

At the end of the academic year, all student organizations **must** submit an end of the year report to the Office of Student Engagement. An End of the Year Report form is included on page 12. Copies can be made as needed or additional forms can be obtained in the Office of Student Engagement. All End of the Year Reports are due into the Office of Student Engagement by **July 1<sup>st</sup> of each academic year.** Failure to comply with this submission will affect the club's future status.

# Student Organization Registration Request Form

Academic Year: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Number of Members: \_\_\_\_\_

Objectives: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Scheduled Activities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please read each of the statements below and check each box.**

We understand that our organization shall be open to all registered BCC students.

We have received a copy of the Hazing Act information Sheet as required by the Massachusetts General Laws, Chapter 269, Sections 17, 18, and 19. We understand our obligation to comply fully with the letter and spirit of the laws pertaining to hazing. Failure to conduct our activities and ourselves accordingly may result in disciplinary action by the college and/or criminal prosecution against the individual members, the organization, or both.

We attest that we have distributed the Hazing Act Information Sheet and shared this hazing information with all of our members. The entire membership of our organization hereby agrees not to participate on any hazing activity of any kind. We further agree to report any known hazing activity to the appropriate official.

We have received the Alcohol and Other Drug Policy. We attest that we distributed the policy and shared the information with all of our members. The entire membership of our organization hereby agrees to adhere to all guidelines. We understand that failure to abide by this policy is grounds for disciplinary action, which may include probation, suspension, or expulsion from the College.

The Advisor has received and read the Role and Responsibilities of the Student Organization Advisor and agrees to the expectations.

Name of President \_\_\_\_\_

President's Signature \_\_\_\_\_

Name of Advisor \_\_\_\_\_

Advisor's Signature \_\_\_\_\_



## Student Organization Officer List

Organization Name \_\_\_\_\_

Advisor: \_\_\_\_\_ BCC Ext: \_\_\_\_\_

Please complete **ALL** contact information for all organization officers.

	NAME	Student ID #	E-MAIL ADDRESS
President	_____	_____	_____
Vice-President	_____	_____	_____
Secretary	_____	_____	_____
Treasurer	_____	_____	_____
Other	_____	_____	_____
Other	_____	_____	_____

**Please update the Office of Student Engagement as officer changes occur.**

## MODEL CONSTITUTION

This model constitution is given to you as a guide to aid in writing or revising your organization's constitution. In using it, remember that it is a model and therefore general and flexible. You may mold it to fit the specific requirements of your organization.

<b>Model Constitution</b>	<b>Date Ratified</b>
ARTICLE I	Name of Club/Organization
ARTICLE II	Purpose
ARTICLE III	Membership
Section A	Eligibility for membership*
Section B	Methods for attaining membership
Section C	Categories of membership
Section D	Expulsion of members
ARTICLE IV	Officers
Section A	Description of governing body
Section B	Eligibility of officers
Section C	Terms of office
ARTICLE V	Elections
Section A	Election procedures
Section B	Filling of vacancies
Section C	Removal from office
ARTICLE VI	Amendments
 <b>Bylaws</b>	
ARTICLE I	Membership Privileges, responsibilities, special rights, dues
ARTICLE II	Meetings How often, How called and by whom, Special meetings, Quorum
ARTICLE III	Officers Duties of officers
ARTICLE IV	Committees and other working units Responsibilities

*\*Although your organization's statement of purpose will reflect the particular interest of your group, membership must be open to all students of the college.*

## Activity Sheet

**Academic Year:** \_\_\_\_\_

**Club:** \_\_\_\_\_

**President:** \_\_\_\_\_

**Advisor:** \_\_\_\_\_

**Activity:** \_\_\_\_\_

1. **Date(s):** \_\_\_\_\_

2. **Type of program (Circle One):**

**Educational/Cultural**

**Social**

**Fundraiser**

**Community Service**

3. **Purpose of Program:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

4. **Place where activity takes place:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

5. **Expected Attendance:** \_\_\_\_\_

6. **Is there food involved?** \_\_\_\_\_

7. **Cost:** \_\_\_\_\_

8. **Are people who are not BCC students involved in this activity?** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

9. **Any special needs and/or circumstances:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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

## End of the Year Report

**Academic Year:** \_\_\_\_\_

**Club:** \_\_\_\_\_

**President:** \_\_\_\_\_

**Advisor:** \_\_\_\_\_

**Please list ALL club activities:**

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**Which of the above listed activities do you consider to have been a success?** \_\_\_\_\_

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**Which activities would you consider to be unsuccessful?** \_\_\_\_\_

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**Any other Information:** \_\_\_\_\_

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## **HAZING ACT INFORMATION SHEET**

Massachusetts General Laws, Chapter 269, Section 17, 18, and 19, set forth several significant requirements for private and public higher education institutions concerning hazing, students, student groups, teams, and organizations.

Section 17 provides the following definition of the term “hazing”:

Hazing is any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person.

Hazing includes whipping, beating, branding, forced calisthenics, exposure to weather, forced consumption of any food, liquor, beverage, drug, or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any student or any other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Hazing includes conduct which subjects not only students to adverse physical health effects and extreme mental stress, but also such conduct which similarly affects “any other person.” Arguably, the phrase “any other person” could be construed to include a student’s parent(s) and roommate(s) or even bystanders. The Act’s implications, therefore, extend far beyond the typical consequences of harmful acts or omissions between individuals.

It is significant to note that any conduct or method of initiation into any student organization, college affiliated or unaffiliated, may constitute “hazing” regardless of whether or not it occurs on college property if it otherwise falls within the scope of the Act.

Pursuant to Section 17, it is a crime for a person to act as the “principal organizer or participant in the crime of hazing.” A person convicted of hazing shall be punished by a fine of not more than three thousand dollars or by imprisonment for not more than one year, or both. Consent is not available as a defense to any prosecution pursuant to this Act. In addition, Section 18 provides that a person who knows that another person is a hazing victim and is at the crime scene must report the crime to an “appropriate law enforcement official as soon as reasonably practicable” so long as that person can “do so without danger or peril to himself (or herself) or others.” Failure to report hazing shall be punished by a fine of not more than one thousand dollars.

Revised 7/98

***Bristol Community College, in cooperation with the Commonwealth of Massachusetts, is required to inform every student of the prohibition against hazing.***

## **Alcohol and Other Drugs Policy**

Bristol Community College abides by the regulations of the Drug Free Schools and Campuses Act, promulgated under the Drug Free Schools and Communities Act Amendments of 1989. The College has adopted and implemented a program to prevent unlawful possession, use or distribution of illicit drugs and alcohol by students and employees. The sale and/or consumption of alcohol on campus and at off-campus College events is prohibited. Only the College President may grant exceptions to this policy. Underage drinking will not be permitted, as it is a violation of the law. Drunken and disorderly behavior on the campus is also not permitted. Possession or use of illegal drugs is a criminal offense, as well as a violation of College policy. All alcohol and other drug violations will be reported to Campus Police, and the Vice President of Students for sanction and possible referral to city or state authorities. On-campus drug violations may also negatively affect financial aid awards.

Failure of any member of the college community to abide by these policies is grounds for disciplinary action, which may include probation, suspension or expulsion from the College. Parental notification will occur for students under 21 years of age for each violation of the campus alcohol policy, consistent with the Family Educational Rights and Privacy Act/Buckley Amendment. Third offense underage possession or consumption of any alcoholic beverage following progressive discipline for the first two offenses will result in suspension. In addition, violators may be subject to applicable legal sanctions under local, state and federal laws. College employees are bound by the Drug Free Work Place Act of 1988. The College's Drug Free Work Place Policy Statement is available at the Human Resources Office.

## **SECTION 3** **STUDENT ORGANIZATION ADVISOR**

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### **Procedure for the Appointment of a Student Organization Advisor**

When an organization is formed or at the beginning of the academic year, student members of the organization should seek a College faculty or staff member agreeable to them to be the advisor. In unique circumstances, an off-campus advisor can be approved for a BCC club or organization. These off-campus advisors must be reviewed by the Director of Student Engagement. All advisors will be required to attend advisors' meetings when necessary. **The advisor should keep in mind that the organization was formed by, and belongs to, the students.** The organization is under no obligation to retain the same student advisor from year to year. There is an exception with *program clubs*. These clubs promote, sustain and support the associated program and sometimes require affiliation with the parent professional organization. This should be discussed with the Director of Student Engagement and reflected in the club's constitution and by-laws. If students are unable to find an advisor, please contact the Office of Student Engagement for assistance. An advisor must sign all student organization registration paperwork to demonstrate understanding and agreement to the expectations of the advisor.

### **Role and Responsibilities of the Advisor**

The responsibility of being a Campus Advisor to a student organization is very important to the organization's success. The advisor is expected to act as a facilitator. **Advisors should be familiar with the constitution and bylaws of the organization as well as the rules and regulations of the College.** The relationship of the advisor role to the Student Engagement philosophy and goals includes viewing the advisor as a consultant to the students as well as serving as a liaison between the organization and college administration. Minimized is the judgmental role of the advisor. The role of the advisor will vary somewhat from group to group depending upon the expectations each has for one another. It is crucial during the initial stages that the groups' members and advisors discuss, negotiate, and clarify the advisory role.

By agreeing to work with the student organization, the Advisor should avail himself/herself to the following:

1. Advise the members and officers of the organization in relation to proposed programs & activities;
2. Initiate the club recognition process;
3. Within reason, be available for meetings and events of the student organization;
4. Monitor student conduct at social events or meetings;
5. Assist the organization officers in complying with the various policies and regulations of the College and its agencies;
6. Sign all calendar, activity, facility and financial requests. Sign all contracts and other binding documents;
7. Follow all designated procedures for securing services necessary in carrying out an event, including but not limited to custodial and police services;
8. Provide training to meet leadership needs through workshops and individual meetings when appropriate;
9. Encourage motivation and enthusiasm within the College towards the activities and programs of the organization;
10. Act as an advocate of the organization to the faculty, staff and administration of the College;
11. Help to mediate within the group and assist with problems that may arise;

12. Assist the student organization in planning and evaluating their programs and activities with reports submitted to the Office of Student Engagement;
13. Assist the student organization in developing goals and objectives for the academic year and submitting an annual budget, where appropriate, to meet those goals and objectives;
14. Assist in the proper expenditure of monies for club finances. **Discourage student from expending their own money for club needs;**
15. Meet with the officers of the organization to develop program ideas, discuss goals and objectives, identify funding opportunities, and examine difficulties;
16. Give feedback through praise or constructive criticism on individual or group programs and activities;
17. Ensure that all activities are reported to the Office of Student Engagement *prior* to the activity.

The advisor of a student organization sometimes must serve as a consultant authority. The advisor must have access to the financial records of the organization. He/she should point out decisions or policies of the College or its agencies as they relate to the organization or its activities, and makes appropriate recommendations. If the officers of an organization decide to participate in an activity, action, program, or plan that the advisor deems inappropriate, distasteful, or unfavorable, the advisor may disassociate himself/herself from that particular action, program or plan of the organization after having stated his/her intention to do so. The advisor must provide the reason for disagreement to the organization's officers and contact the Office of Student Engagement. With just cause, the advisor can recommend to the Director of Student Engagement that the organization's recognition or privileges associated with the recognition be withdrawn or suspended. All disciplinary action will be overseen by the Office of Student Engagement and the Vice President of Students.

The roles and the responsibilities of being a student club or organization advisor are vital to the success of the organization. Below are ten (10) questions that every advisor should know.

1. Do I know my responsibilities as the advisor of a student organization?
2. Do I know the purpose of the organization?
3. Do I know how to find the organization's constitution?
4. Have I discussed my role as an advisor with the organization's leadership?
5. Have I discussed my role as an advisor with my supervisor?
6. Do I know personally the members of the organization and do they know me?
7. Does the organization evaluate its projects and activities for their value to the organization?
8. Is group participation distributed broadly or limited to only a few volunteers?
9. Are meetings and activities announced effectively so that everyone can plan to be present?
10. Do I utilize this reference guide to help the club know how to be successful?

Thank you for commitment to the students involved with the organization. It is a fact that students who get involved in clubs, organizations and other campus activities enjoy stronger on-campus friendships, feel more connected to the campus and have increased the likelihood that they will persist and complete their education.



## SECTION 4 FINANCES

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Student organizations are expected to follow proper budget and expenditure procedures. All financial paperwork must be completed and signed by an organization officer and its advisor. It is the responsibility of the organization, its officers and advisor, to follow proper bookkeeping guidelines. At the beginning of every academic school year there is a meeting scheduled for advisors and student officers that fiscal personnel attend to explain policy and procedure. Please contact the Office of Student Engagement for more information.

### Club Accounts

All clubs have two (2) accounts.

1. The first account is the one where college finances are deposited. This account includes Senate and college funds.
2. The second account is where monies collected from dues, fundraising and donations. It is imperative that these funds are immediately deposited into this account. Every month the Office of Student Engagement will send a financial report to the advisor of each club stating the amount of each account.

### Budget Requests

If a student organization wishes to request funding from the Student Senate, they should complete and submit a Budget Request Form. A copy of this form can be found on page 18. Student organizations can copy this as necessary or get additional copies from the Office of Student Engagement. Completed forms are submitted to the Office of Student Engagement. **These requests are only heard in the Spring semester.** Once the form has been submitted the process is as follows:

- The Office of Student Engagement will forward the request to the Senate and arrange a date for the request to be heard at a Senate meeting. This will be done to accommodate the Senate and organization representative's schedule.
- The organization must send a representative to the meeting so that they can explain their budget request. After the presentation, the representative will leave the meeting so that the Senate can discuss the merits of the request. They will vote to approve or deny the request. The Office of Student Engagement will notify the advisor of the organization within two (2) business days of the Senate decision.
- In addition to the immediate needs of the club, the Senate will consider Activity Reports and End-of-Year Reports from the previous year in their budget decisions.
- If approved, the fiscal department will deposit the money after receiving a copy of the Senate meeting minutes. Please allow ten (10) to fourteen (14) days for this to occur.

**Please note. *The Senate is under no obligation to approve the organization's request. They consider each request individually without comparison to decisions made in the past or to other clubs.***

# BUDGET REQUEST FORM

Fiscal Year \_\_\_\_\_ Date Submitted \_\_\_\_\_

Organization \_\_\_\_\_

President \_\_\_\_\_ Advisor \_\_\_\_\_

President's Signature \_\_\_\_\_ Advisor's Signature \_\_\_\_\_

## Itemized Request Based on Scheduled Activity

Specific Activity	Amount Requested
_____	_____
_____	_____
_____	_____

Please attach additional sheets if necessary

**TOTAL FUNDS REQUESTED** \_\_\_\_\_

## Action Taken By Senate

Full Approval \_\_\_\_\_

Adjustment to \_\_\_\_\_

Budget Denied/Reason \_\_\_\_\_

Comments \_\_\_\_\_

Date Action Taken \_\_\_\_\_ Approved by \_\_\_\_\_

Senate President

Senate Treasurer

Senate Advisor

## Requests for Expenditures

A **Request for Expenditures (RFE)** form must be completed in order to purchase an item or service or to reimburse for expenses. You can find a sample of this form on the following page. **Do not make copies.** Additional forms may be obtained from the Office of Student Engagement. The RFE is completed whenever funds are expended. All RFE's must be signed by the club advisor as the requestor. It is then taken to the Office of Student Engagement for the Director's approval. If the form is completed correctly and there is a proper budget the Director will approve the form and forward the RFE to the Accounting Department.

### For Reimbursements:

1. Put the name, address, and social security number of the person or business being reimbursed on the VENDOR section. The check will be made out to whoever is listed as VENDOR.
2. Every RFE must have a Social Security Number if the check is being made out to a person or a Federal ID Number if the check is to be made out to a business.
3. Sales tax cannot be reimbursed. The only taxes that can be reimbursed are room tax and meal tax.
4. Every RFE must be accompanied by a receipt.
5. Check off the Paid Receipt Attached box.
6. The club account number should be listed on the RFE. If in doubt about your club account number, contact the Office of Student Engagement.
7. Give a brief description of the purchase.

### For Paying a Bill

The process for paying a bill is the same as for reimbursements with the following exceptions:

1. The RFE must be accompanied by an invoice;
2. Check off the Bill/Invoice Box.

### For Issuing a Purchase Order

The organization prepares the RFE the same as described above. The requestor should check off the Issue Purchase Order box.

If the request is over \$1,000.00, a Vendor Selection Summary Form must be prepared and attached to the RFE. This form can be found on page 21. Quotes or written bids must be solicited from vendors unless the item can be purchased from a Massachusetts Higher Education Consortium (MHEC) contract or other State contract. If you need information about State or Consortium contracts, please call the college's purchasing agent, ext. 2216 or Associate Vice President of Administration at ext. 2384.

For purchases costing between \$1,000.00 and \$2,000.00, it is College policy to obtain telephone or written quotes.

For purchases totaling \$2,000.00 or more, written bids must be obtained. To initiate the bidding process, contact the college's purchasing agent at ext. 2216. Once a vendor has been determined, the organization will be asked to fill out a Results of Bidding form. This form will be forwarded to the purchase agent, along with the completed Vendor Selection Summary form and the completed RFE.

At the time the Purchase Order is created in the Accounting Department (which takes at least two days), the encumbrance will be created and will appear on the organization's Monthly Expenditure Reports (FGRBDST). At this time the requestor (the organization's advisor), will be mailed a Pink Receiving Slip. When the goods or services are received, the requestor should sign the Pink Receiving Slip and forward it back to the college's purchasing agent. She will then release the Purchase Order for payment and the Vendor will be paid. At this point, the encumbrance is liquidated and the actual expense is charged.

If the Purchase Order is an emergency, please put a Fax Number on the RFE to help expedite the process.

**BRISTOL COMMUNITY COLLEGE**  
Fall River, MA 02720

SAMPLE

**REQUEST FOR EXPENDITURE**

DATE: September 8, 2010

VENDOR: W.B.Mason

REQUESTOR: Pat Ollila Ext. 2222

ADDRESS: 777 Elsbree St  
Fall River, Ma 02720

APPROVAL: Kathleen Burns Date 9/8/2010  
*(Authorized ORG Manager)*

TELEPHONE: ( ) \_\_\_\_\_

DELIVER TO: \_\_\_\_\_ Room \_\_\_\_\_

ATTENTION: \_\_\_\_\_

TAX IDENTIFICATION #: 023-45-9078

**CHECK ONE SERVICE REQUESTED:**

- Issue Purchase Order
- Paid Receipt Attached
- Check must accompany order
- Bill/Invoice (No. P.O. will be issued)

**CHECK THE PROCUREMENT PROCESS USED**  
*(REQUIRED IF TOTAL IS \$1,000 OR MORE):*

- MHEC or State Contract No. \_\_\_\_\_  
*(May also be used for purchases under \$2,000)*
- BCC Bid Number \_\_\_\_\_
- Company Not Under Contract/Bid  
*(Vendor Summary Form Attached)*

**CHARGE TO ACCOUNT(S):**

8105 - AGCY - \_\_\_\_\_ - \_\_\_\_\_ \$ 60.00  
\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ \$ \_\_\_\_\_

**FOR GRANT-FUNDED PROGRAMS ONLY:**

Administration Direct Training Related Training  
\$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

Quantity	Description	Unit Cost	Total Cost
	Purchase supplies for a Movie Night		\$60.00
	Invoice # 9785		

GRAND TOTAL: \$60.00

**SPECIAL INSTRUCTIONS:**

Please do not mail check. Contact when ready.

FAX (Check here)  
Fax #: ( ) \_\_\_\_\_

**FOR ACCOUNTING OFFICE USE**

Date Mailed: \_\_\_\_\_ Doc No.: \_\_\_\_\_

Purchase Order No. \_\_\_\_\_

Check Number: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Date Entered: \_\_\_\_\_

Received Check: \_\_\_\_\_  
*(Signature)*

Date Mailed: \_\_\_\_\_

Date Faxed: \_\_\_\_\_

Approved by: \_\_\_\_\_  
*(Initial)*

### Vendor Selection Summary Form

ITEM(S) TO BE PURCHASED \_\_\_\_\_

NAME OF VENDOR SELECTED \_\_\_\_\_

- If the vendor is on a State Contract list, please indicate the contract number: \_\_\_\_\_
- If the vendor is on a Massachusetts Higher Education Consortium list, please indicate the contract number: \_\_\_\_\_
- If the item is only available from a single source, please explain here: \_\_\_\_\_

- If there was a formal bidding process, please attach the Results of Bidding form and sign the Certification section below.
- If the vendor does not meet one of the four conditions above, you must contact at least three vendors for their prices. For each purchase under \$2,000, a telephone or written quote is acceptable. Please complete the information below:

(Circle one)

TELEPHONE

WRITTEN QUOTE

VENDOR NAME: \_\_\_\_\_ PRICE: \_\_\_\_\_

VENDOR NAME: \_\_\_\_\_ PRICE: \_\_\_\_\_

VENDOR NAME: \_\_\_\_\_ PRICE: \_\_\_\_\_

If the vendor you have selected did not offer the lowest price, please explain why the vendor was selected:

\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*  
**CERTIFICATION**

I certify that the information on this form is accurate and that the best interests of the College have been served by selecting this vendor:

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

\*\*\*\*\*  
 APPROVED \_\_\_\_\_ DATE \_\_\_\_\_  
 DIRECTOR OF BUSINESS SERVICES

## **SECTION 5**

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## **CLUB BUSINESS**

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### **General Information and Guidelines**

The Office of Student Engagement is located in G101. It offers a variety of programs and services that enhance the development of personal growth and awareness. BCC encourages student involvement in the wide assortment of educational, recreational, cultural, and social activities. The Office of Student Engagement links students to campus organizations and clubs, student government and college-wide committees.

BCC clubs and organizations offer students the opportunity to pursue special areas of interest that enhance their educational experience. There are many resources and services available to support and promote student organizations and clubs on the BCC campus. For help or further information, visit the Office of Student Engagement in G101 or call ext. 2222.

At any given time there are many activities and events taking place at BCC. Although the Office of Student Engagement will offer assistance, it is the responsibility of the individual clubs or organization to plan, organize, and schedule their activities and events. When planning activities and events, clubs and organizations must adhere to the rules and regulations of BCC. There are policies and procedures in place to assist in the coordination including but not limited to the following:

- **On-Campus Events and Activities**

When an organization is planning an event on campus, plans must be made through the Events Scheduling Office. A representative of the organization should call that office at ext. 2945. At this time the Events Scheduling staff will discuss the needs of the organization and will “pencil in” the request to the Events Calendar. At this point a Facilities Request form must be completed. This form **must** be filled out whenever an organization is planning an on-campus event. This includes reserving a room for a meeting or event, requesting a table for fundraising or other promotions or any other use of the college facilities. This form can be found in Public Folders or on page 23. Make copies as needed or additional copies can be obtained from the Office of Student Engagement. On this form, you will briefly describe the event such as the time and date, type and location of the requested space, or the BCC equipment or services that you will need. The organization will be responsible for any and all accrued expenses. When completed, please submit the facilities request form to the Office of Student Engagement for approval. Upon approval, the form is forwarded to the Facilities Department in the F Building.

- **Off-Campus Events and Activities**

When planning an off-campus event or activity, the organization must file a waiver for each individual attending the event. This waiver, the Assumption of Risk and Release for Off-Campus Activities Form, **must** be completed by each and every student who participates and submitted to the Office of Student Engagement. A copy of this form can be found on page 24; additional forms can be obtained from the Office of Student Engagement. The advisor should bring a copy of these forms with him/her to the activity and should retain these forms for one (1) year.



# Facility Reservation Request

IN-HOUSE

**Events Scheduling**  
 777 Elsbree Street  
 Fall River, MA 02720-7395  
 508-678-2811, ext.2945  
 Fax: 508-730-3279

Today's date:

Requestor:	Building/Room:	
Phone: ext. Fax: e-mail:		

**EVENT INFORMATION – Please provide all information requested.**

Date(s) of event:	Type of space needed:	
Actual time event begins:	*Set-up Time	
<input type="checkbox"/> am to <input type="checkbox"/> am	<input type="checkbox"/> am	<input type="checkbox"/> am
<input type="checkbox"/> pm to <input type="checkbox"/> pm	**Access Time	<input type="checkbox"/> pm
Estimated attendance:		<input type="checkbox"/> am
		<input type="checkbox"/> pm

If alcohol is involved in your event, you must acquire authorization beforehand. Please contact Laura Carlson at Ext. 2599 for permit forms.

Provide the name, a brief description of the event, including details of the set-up requirements, and attach a diagram.

<p>The Massachusetts Department of Higher Education requires the College to submit information on attendance at noncredit activities and events. If the event that you are planning constitutes noncredit activity and includes non-BCC faculty and staff, please access <a href="#">Public Folders→All Public Folders→Institutional Research</a> to obtain the instructions and forms you will need to submit.</p>	<p><b>ADDITIONAL SERVICES:</b> It is the requestor's responsibility to make the necessary arrangements. Once the space is confirmed, please contact the appropriate department(s):</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Computer Services, 2134</li> <li><input type="checkbox"/> Media Services, 2115</li> <li><input type="checkbox"/> Food Services, 2237</li> <li><input type="checkbox"/> Art Center Technical, 2250</li> </ul> <p>Please provide the Event Confirmation Number when ordering services</p>
---	--

Signature of Requestor and/or ORG manager, if needed	Date
--	------

I agree to assume responsibility for equipment and room condition. The signature of the appropriate ORG manager is required only if this event incurs any charges; e.g., overtime, campus security, food services, or use of College funds.

If event expenses are incurred, please indicate funding source that expenditures will be charged to: Fund # \_\_\_\_\_

**FOR ADMINISTRATIVE USE ONLY -- Do not write below this line.**

Work Order #: \_\_\_\_\_ Event Confirmation #: \_\_\_\_\_

I approve this request as a proper function of Bristol Community College	Signature of Administrative Services Designee	Date
--	---	------

\*Set-up Time: The time you need to have the room set-up complete.  
 \*\*Access Time: The time you will be in the space to set up materials.

# BRISTOL COMMUNITY COLLEGE OFFICE OF STUDENT ENGAGEMENT

## ASSUMPTION OF RISK AND RELEASE FOR OFF-CAMPUS ACTIVITIES

Please Print:

Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

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

Name of Event: \_\_\_\_\_

Dates: \_\_\_\_\_

I, \_\_\_\_\_, acknowledge and fully appreciate the risks and dangers which arise from participation in the BCC \_\_\_\_\_. I voluntarily elect to assume all risks of loss, damage, or injury, including death that may be sustained by me or any property of mine in the course of my participation in this program. I hereby knowingly and freely and voluntarily release, and moreover, covenant to indemnify and hold harmless Bristol Community College, its President and Board of Trustees, their agents, employees and assignees from any and all liability, claims, demands, or causes of action whatsoever, arising out of the use of equipment supplied to me in this program.

I, \_\_\_\_\_, recognize that Bristol Community College will not supply, does not condone, and will not allow the use of alcohol or illegal drugs for the entire duration of this activity. In this connection, I certify that I am at least eighteen (18) years of age, and agree to hold Bristol Community College, its agents and assigns harmless from any injury related to the voluntary consumption of intoxicating substances by me or other students or participants. I will abide by all BCC rules and regulations during the trip as I serve as a student representative on this trip, and I will respect and comply with the advice of the trip leaders and trip advisors,

\_\_\_\_\_. I understand that violation of BCC rules and regulations or failure to comply with the reasonable instructions of a trip advisor or trip leader may result in student judicial action upon my return and/or immediate dismissal from participation in the remainder of the trip, at the discretion of the trip advisor.

Executed as a sealed instrument this \_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Witness Name \_\_\_\_\_

(please print)

Witness Signature \_\_\_\_\_ Date \_\_\_\_\_



## Advertising Events Policy

It is important for student organizations to have the opportunity to publicize their meetings, activities, and events. Student organizations are able to advertise through the use of flyers, posters, and messages on the Campus Monitor System.

- **Flyers and Posters**

It is important to maintain an attractive campus, free of unnecessary litter. Student organizations may post information and notices concerning their organization and their activities. Any non-academic flyer must be approved and stamped by the Office of Student Engagement before being posted on campus. They may be posted on bulletin boards throughout the campus. Flyers may not be placed on any glass surface or on the pillars in the cafeteria. All flyers and postings should be removed after the event has occurred.

- **Campus Monitor Messages**

The hallway monitors serve as an electronic bulletin board for announcements that relate to the general College community. The message stream is run electronically from the office of Media Services. Messages can be posted regarding class cancellations, campus events, and student activities, general and emergency messages. A Campus Monitor Message Request Form must be completed by the organization and submitted to the Media Services office in A209. This form can be found on page 26. Make copies as needed or get additional copies from the Office of Student Engagement. Please submit the form at least two days before the message is scheduled to begin. All messages should have a start and end date.

Only messages from organizations affiliated with the College, including student groups, are accepted. Messages on the monitor should contain information relating to on-campus announcements and activities of a timely nature. Partisan messages of any sort, personal greetings, or messages from off-campus organizations are not accepted. However, partisan groups with an on-campus affiliation may announce events or invite attendance to meetings, etc., using the monitors. The College reserves the right to determine appropriateness, timeliness, and frequency of any message, and to refuse to post any message that does not adhere to this standard.



## Campus Monitor Message Request

Your name \_\_\_\_\_

Department/Club \_\_\_\_\_ Ext. \_\_\_\_\_

Start date for message \_\_\_\_\_

End date for message \_\_\_\_\_

**Text requested:**

*(Please be clear and concise. Your message may be edited to fit space. Note the Monitor Content Policy below.)*

***Submit this form at least two days before the message is to begin***

**Monitor content policy**

The hallway monitors serve as an electronic bulletin board for announcements that relate to the general College community. The message stream is run electronically from the office of Media Services.

Messages can be posted regarding class cancellations, campus events, student activities, general and emergency messages. For these messages, deliver this form to the Media Services office in A209. Class cancellation messages can be requested by the Academic Affairs office only.

To request a message posting, fill out a form found in either office or on Outlook Public Folders in BCC Forms. Only messages from organizations affiliated with the College, including student groups, are accepted. Messages on the monitor should contain information relating to on-campus announcements and activities of a timely nature. Partisan messages of any sort, personal greetings, or messages from off-campus organizations are not accepted. However, partisan groups with an on-campus affiliation may announce events or invite attendance to meetings, etc., using the monitors. The College reserves the right to determine appropriateness, timeliness, and frequency of any message, and to refuse to post any message that does not adhere to this standard.