Student Club & Organization Handbook

Policies & Procedures for Student Clubs & Organizations

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Bloomfield College
Center for Student Leadership & Engagement

The Center for Student Leadership & Engagement (CSLE) contributes to the Bloomfield College community by offering an array of programs, activities, workshops, and other experiences designed to bridge the gap between students learning inside the classroom with personal development outside of the classroom. The CSLE Office also serves the community through its coordination of the Bloomfield College Student Planner, assisting the Bloomfield College Student Government and Greek Council, the STEP (Student Training Empowerment Project) Retreat, Emerging Leaders and Advanced Leaders Programs, and the DEEP (Diversity Education Empowerment Project) Retreat.

In support of its overall purpose, CSLE actively seeks opportunities for collaboration with other areas within student and academic affairs as the chief means to ensure that each student experiences the best that the College has to offer.

The Center for Student Leadership & Engagement has put together this Programming Manual to assist your student group in understanding the policies and procedures of CSLE and Bloomfield College. In developing this manual, we have attempted to select the policies that most directly affect student organizations. This handbook should serve as a guide to help all student clubs and organizations at Bloomfield College effectively plan programs, events, and activities throughout the academic year. However, because policies and guidelines may change over time, there may be times when you encounter inconsistency. If this occurs, please contact the Director of the Center for Student Leadership & Engagement.

We invite all students and organization members to visit our office for assistance with planning events and activities. The CSLE staff is always happy to answer any questions that you may have about programs, activities, procedures, and services. Our hours are Monday through Friday from 8:30 a.m. to midnight and Saturday & Sunday from noon to 8:00 p.m. during the academic year. We can also be reached via telephone at (973) 748-9000, extension 301. We look forward to working with you and your organization over the course of the academic year.

Thank You and Have a Great Year,

Jennifer Troxell
Director, Center for Student Leadership & Engagement

STUDENT ORGANIZATION RESPONSIBILITY CHECKLIST

The following checklists are the responsibility of student organization leaders for each semester. Each organization has different needs and goals and each group should develop a more complete list in consultation with your faculty/staff advisor.

Fall Semester Checklist

	Complete Club Registration Packet. This includes the Advisor Agreement, Executive Board Contact Sheet, and Student Organization Roster.
	Get organized and participate in the Student Organization Fair. Participation in this event will give your organization the exposure needed to recruit new members.
	Schedule meeting times and locations. Fill out Event & Room Reservation Forms with the CSLE Office.
	Conduct a general meeting/open house to invite students to learn more about your organization and to become new members.
	Plan activities to help your members get acquainted with each other. "Icebreakers" are always helpful at the first few meetings.
	Put together materials for each member including: constitution, a membership list, a list of goals and objectives, and a calendar of meeting times, events & programs.
	Schedule regular meetings between the officers and the faculty/staff advisor.
	Check on the status of your Student Organization Budget Account.
	Verify the group's financial status. If the organization needs to plan fundraising activities, begin the planning process as early as possible.
	If you intend to request additional funds from the BCSG, be sure to check the deadline for submitting Budget Request Forms.
	If you did not set organizational goals and objectives for the year, begin to do so immediately.
	Send a representative, preferably an E-Board Member to attend the S.T.E.P. Leadership Retreat. Members should attend L.E.A.D. Workshops held throughout the academic year.
	Each organization must have representation at <u>ALL</u> BCSG meetings throughout the academic year. Fines will be assessed to those clubs/orgs. who do not attend.
	Begin preparations for the spring semester by scheduling meetings and special events. Complete Event & Room Reservation Forms with the CSLE Office.
	Keep accurate financial records log of club/organization budget. Reconcile the club/org. budget at least once a semester with the BCSG Treasurer.

Spring Semester Checklist

	Review your goals and objectives to be sure that you are on track to accomplish your goals for the year
	Prepare for officer elections early in the semester. Officer elections should be held in the middle of the spring semester.
	Consider nominating individuals within the organization for a student leadership or other special organization awards.
	Outgoing officers should train the newly elected/selected officers
	Be sure that CSLE has copies of the paperwork for all organization including; event evaluation forms and community service registration forms so that your organization can be considered for special awards.
	Write an annual report summarizing the group's activities, successes and failures. Include recommendations for the following year.
	Inform the Center for Student Leadership & Engagement of your summer address for information about registering your organization for the Fall Student Organization Fair.

Summer Check List

	Write letters or send e-mails to the officers and members to keep them updated. This is also a good way to build motivation and excitement for the upcoming academic year.
	Organize your files and discard any unneeded materials.
	Meet periodically during the summer to prepare and organize for fall events.

EXECUTIVE BOARD RESPONSIBITILITES CHECKLIST

The Executive Board Responsibilities Checklist is designed to give new executive board members of organizations a means to become more familiar with their roles, responsibilities, and the current status of their organization. Please carefully review the checklist below.

New Executive Board Officers Checklist

	Review organizational files and information with outgoing officers.
	Locate all financial records and go over these with the outgoing officers.
	Have a meeting with your advisor and the other new officers to talk about the organization's direction for the upcoming year.
	Discuss successes and failures from the past year and review recommendations made by the previous administration.
	Visit the CSLE Office for helpful information on running an organization and being a good leader. Obtain information about the Student Leadership Development Workshops and plan to attend.
	Be sure to attend the S.T.E.P. Leadership Retreat, members to attend L.E.A.D. Workshops held throughout the academic year.
	Plan during the late spring and summer months to organize recruitment and early fall events. Set dates, make plans, and delegate the necessary tasks.
	Hold a goal setting session for next year with the entire group/student organization.
	Get a summer address and phone list of all members. It is very difficult to get started during the fall semester when you have difficulty contacting your fellow officers and members. Plan to meet during the summer to get a head start.

Each full-time and part-time student is represented by The Bloomfield College Student Government (B.C.S.G.). The purpose of the B.C.S.G. is to represent all Bloomfield College students by proactively participating in the facilitation of communication among all constituency groups in the Bloomfield College Community and to help uphold the College's mission of preparing students to attain academic, personal, and professional excellence in a multicultural and global society.

Student government derives its authority by delegation from the Bloomfield College Board of Trustees and the Faculty through the By-Laws of the College and the Faculty Senate and is expected to work in consultation with the Center for Student Leadership & Engagement. B.C.S.G. oversees the Bloomfield College Greek Council (B.C.G.C.) and all student clubs and organizations.

G.P.A. Requirements

The current G.P.A. eligibility requirement for B.C.S.G. (Bloomfield College Student Government) executive board members, senators, class officers, and organization presidents is a minimum of 2.3. Given the duties and responsibilities of being an organization president or student government executive board member or senator it is important that student leaders have a strong academic foundation. Those students who do not meet the minimum 2.3 G.P.A. minimum requirement will be unable to run for an office and serve in a leadership position.

Each spring, the B.C.S.G. Executive Board, Senators, and class officers are elected by the Bloomfield College student body. Freshman students are given the opportunity to elect their class officers in early October of each academic year. Students who wish to obtain information regarding the roles and responsibilities of the various student government positions should contact the B.C.S.G. Executive Secretary of the Center for Student Leadership & Engagement for a copy of the B.C.S.G. Constitution.

Participation in Student Government

Participation in the B.C.S.G. is not limited to those students who have been elected to an office. All Bloomfield College students have the opportunity to attend B.C.S.G. General Body meetings, serve as a representative of their club or organizations, and to serve on any number of the Executive Committees (which include Constitution, Strategic Action Planning, or Judiciary Committees) or Programming Committees (which include Welcome Week, Spring Formal, and Spring Fest Committees).

BCSG Requirements

Each academic year student organizations must provide the B.C.S.G. Executive Secretary and the C.S.L.E. Office with a list of members, a copy of the organization's constitution with its mission, goals, and objectives clearly stated. Each organization is also required to sponsor four (4) community service efforts and three (3) programs during the course of the academic year. All community service efforts and programs must be approved by B.C.S.G. and the Center for Student Leadership and Engagement.

STUDENT GROUP RECOGNITION POLICY

The Center for Student Leadership & Engagement (C.S.L.E.) oversees student clubs and organizations at Bloomfield College.

Groups that wish to become and remain active at Bloomfield College have certain responsibilities.

1. It is the responsibility of the President and/or advisor to complete and submit *Club/Organization Registration Packet which includes: Advisor Agreement, Executive Board Contact Sheet,* and *Student Organization Roster* to the Center for Student Leadership & Engagement on or before the first business day of October each academic year. Organizations that receive B.C.S.G. approval during the academic year must submit the aforementioned documentation within 10 business days of the approval date.

2. All organizations must submit a constitution for file in the C.S.L.E. office. All groups must function in accordance with their constitutions and by-laws which were approved by B.C.S.G. and C.S.L.E. The official name of the group will be determined by the name defined in the constitution.

3. All student clubs and organizations must abide by and comply with all College policies and regulations; with local, state, and federal laws, and with the regulations of the Bloomfield College Student Government as applicable.

4. Student clubs and organizations must accept responsibility for all financial obligations incurred and decisions made as an organization. Each student group is provided a college account where funds can be deposited and expenses paid to internal and external vendors.

5. All approved student clubs and organizations must have a faculty/staff campus advisor who is appointed for a one year term and approved by the Center for Student Leadership & Engagement.

6. A member of the executive board of a group must notify C.S.L.E. immediately in writing of any changes to the group name, names of members, and change in constitution or advisor.

7. Organizations seeking financial support must adhere to B.C.S.G. or B.C.G.C. mandates, and C.S.L.E. policies and procedures.

8. Recognition will be denied to any organization which selects its members on the basis of ancestry, disability, race, marital status, gender, religion, age, and or sexual orientation.

STARTING A NEW CLUB OR ORGANIZATION

Students who are interested in starting a new club or organization are encouraged to do so, if they have an interest group of students and there is a need for a club or organization that does not currently exist on the Bloomfield College Campus. Below is a list of steps to take in order to start a new club or organization on campus"

1. Students develop a mission statement. Discuss the need for a new club on campus with the Director of C.S.L.E.
2. Recruit students interested in joining the organization.
3. Prepare a constitution (a model constitution is available from the C.S.L.E. Office).
4. Recruit a faculty, staff, or administrative advisor &Have the advisor sign off on the constitution.
5. Complete club registration packet (available on the Bloomfield College C.S.L.E. website).
6. Take the constitution & club registration packet to the director of C.S.L.E. For his/her recommendation (approval/disapproval).
7. Once approved by the director of C.S.L.E., the potential organization must attend a B.C.S.G. meeting and bring all completed paperwork to propose recognition for their club organization.
   a. During new business, organization will be asked to address B.C.S.G. and give brief presentation about organization.
   b. Answer questions.
   c. B.C.S.G. will vote.
8. If approved, organization is on one-year probation, the group can reserve space on campus, and complete all programming requirements set forth in the B.C.S.G. constitution. However, a budget will not be allocated until one years' time from initial activity of the organization.

Preparing a Constitution

The constitution should lay down the fundamental principles on which the organization is to operate. Constitutions for any club or organization give consistency to the organization. The constitution should be simple and allow members some flexibility as to the conduct of the organization. As membership changes, the constitution remains and guides the members so that the original purpose and principles of the organization are not forgotten or lost.

A constitution should fit the needs of your organization and not be a carbon copy of the constitution of another organization. Procedures must be included for changing and modifying the constitution, because through experience, it will become obvious that certain changes will benefit the group. At other times, a constitution may become so outdated that it will need to be completely rewritten or revised. If adopted, the old constitution is discarded and the new constitution becomes the governing instrument of the organization.

The student government recommends that organizations wishing to obtain a charter use the model constitution guide available in the C.S.L.E. office.

Each semester, clubs and organizations are required to register their club with the C.S.L.E. Office and B.C.S.G. Club Registration Packets can be found on the Bloomfield College C.S.L.E. website. *Failure to submit the Organization Contact Sheet/Membership List can result in the organization <u>inactivity status</u> for the semester or academic year. The C.S.L.E. office, in conjunction with B.C.S.G., will set the deadline.*

Advisor Agreement

All organizations must have an Advisor in order to be recognized. An advisor is a campus faculty/staff member who agrees to assist, guide, and support all activities executed by the organization, including attending events and programs. The Advisor Agreement form serves as a contract between the organization, the advisor, and the C.S.L.E. Office.

If your Advisor changes during the academic year, it is the responsibility of the organization to inform the Center for Student Leadership & Engagement.

Executive Board Contact Sheet

The Executive Board Contact Sheet includes the names and contact numbers for the organization's officers which include; President, Vice President, Secretary, and Treasurer. All organization Executive Board members must maintain a 2.3 cumulative GPA to hold their positions. By completing this form, you are giving the Director of the C.S.L.E. permission to access your GPA for requirement checks.

Student Organization Roster

The Student Organization Roster includes the names and contact numbers for the organization's members. Keeping this list accurate and up to date assists the C.S.L.E. Office in compiling data of student involvement and keeping and accurate record of members for contact purposes. If new members are recruited throughout the year, you may stop by the C.S.L.E. office at any time to update the form.

CLUB & ORGANIZATION ADVISORS

All organizations must have an Advisor in order to be recognized. An advisor is a campus faculty/staff member who agrees to assist, guide, and support all activities executed by the organization.

- An organization must keep the Advisor updated with their plans, goals, and progress.
- Advisors must be present at programs and events. If your advisor cannot attend any program/event, it is the organization's responsibility to find someone else to replace him/her. If the organization cannot find a replacement, the event is subject to cancellation.

If your Advisor changes during the academic year, it is the responsibility of the organization to inform the Center for Student Leadership & Engagement.

- Choose a new Advisor.
- Fill out a new Advisor Agreement Form.
- Obtain approval from the Director or Assistant Director of the Center for Student Leadership & Engagement.

Tips for Maintaining a Good Relationship with Your Advisor

Every student organization is required to have a faculty/staff advisor. Student organizations needing help finding an advisor should visit the Center for Student Leadership & Engagement. The staff will assist the organization in finding a faculty or staff person who is interested in serving as an advisor. The C.S.L.E. Staff encourages the student organization officers to make an appointment with the potential advisors. This gives the group the chance to determine if the person is suitable for the anticipated role. If both parties agree, a new roster with the new advisor's signature must be completed and submitted to C.S.L.E.

The following are tips for maintaining a good relationship with your advisor:

- Keep the Advisor informed of meetings and activities.
- Set a meeting time that is convenient for both the members and the Advisor. If this is not possible, ask the Advisor if he/she could make it to one general meeting a month. Make sure that the officers of the organization make two biweekly meetings with the Advisor to keep them informed.
- Sit down with your Advisor and discuss organizational goals, objectives, and proposed activities. Let him/her know what they can do to help you.
- Do things in a timely manner; don't expect your advisor to be able to drop everything to help you with a last minute request. Don't ask the advisor to do work that you should do yourself.

Keep in mind that your Advisor volunteered for this position because they want to help you; they are not being paid for their time.

EVENT PLANNING

When student organizations are planning an event, there are a number of items to be Considered....

Is this event for us?

- Does this event represent and support the mission and purpose of the organization?
- Is this something that will be of interest for the audiences you hope to attract?
- Is this an event that will enhance the group's image?
- Do you have enough people to plan the event, is everyone committed to the idea?

What about our finances?

- How much will it cost to put on this event?
- Will there be a fee for a speaker or performer?
- Will you have to pay for food, DJ, security, police, etc?
- Do you have enough money in your budget to pay for all of the costs even if you do not charge admission for the event?

How will we publicize?

- Who is your target audience?
- How will you advertise to reach this target audience?
- Have you reviewed the campus advertising policy?

Will we be able to do this event?

- If it is something other than a meeting, you have to meet with the Director or Assistant Director of the C.S.L.E. Office to get approval for the event.
- Do you have a confirmed reservation for the facility?
- Is your faculty/staff advisor able to attend the event? If not, you must find a faculty/staff chaperone for the event.
- Are their other events happening that day/night that could adversely affect attendance at this event?
- Who will be responsible for placing all work orders (tables, chairs, etc.) and requesting food or other items that need to be reserved?

What kind of paperwork needs to be filled out?

- *Event & Room Registration Form,* available in the C.S.L.E. Office.
- *Request for Payment Voucher Form*.
- *Contract for Personal Services*, if you are having a speaker, D.J., or other performer at this event.
- *Event Evaluation Form* must be filled out after each event.

Please note that all paperwork must be submitted <u>at least two weeks prior</u> to the event (30 days for large events and parties). If proper authorization is not obtained for any event, it is subject to cancellation and no credit will be given for the event.

ROOM & EVENT REGISTRATION FORM PROCEDURES

Student organizations may reserve facilities for meetings, events & programs. If an organization is reserving facilities for anything other than a meeting space, they will be referred to the Director or Assistant Director of the C.S.L.E. Office for assistance and approval of the event.

The following are specific procedures for reserving and using facilities/equipment
On campus:

1. Decide in advance the <u>date, time, and location</u> you'd like to request for your event. *It is helpful to have more than one date in mind in the event that the first choice is not available.*

2. Go to the following locations to see if space is available for your event:
    a. **If Your Event is in the Student Center:** C.S.L.E. Office and ask to speak with Assistant Director, Jessica Stiles.
    b. **If Your Event is in any Other Location:** Physical Plant and ask to speak with Carol Contella.
    c. Will check the availability of your request.
    d. If the space is available, the room will be place <u>on hold</u> for a period of <u>5 business days.</u>
    e. Student will receive an *Event & Room Reservation Form* marked with date of request.

3. Fill out entire form completely. *If your form is not completely and/or correctly filled out it will returned to club/organization mailbox for corrections.*
    a. Parties and events open to the public and/or non-BC students will need Security and/or Police.
    b. Parties must be requested 30 days before event.
    c. <u>MUST</u> have a faculty/staff member present at all events & programs.
    d. Special Notes
        i. Deacon's Den pool table, and gaming corner must be requested to be closed during event. *Not all requests to close off Deacon's Den will be approved; as these are services provided to students and will not be shut down unless there are special circumstances.*

4. Return the *Event & Room Reservation Form* to the C.S.L.E. Office for B.C.S.G. & C.S.L.E. approval. If form is not returned to C.S.L.E. within <u>5 business days</u> of the date requested, the room will be taken off of "<u>hold</u>" and will be available for another club, organization, or department to reserve.
    **Forms will be stamped and dated when turned into C.S.L.E.

5. When form is approved by C.S.L.E., it will be updated in the College Center Calendar and a copy of the form will be placed in your club mailbox.

a. When the 'yellow' copy of the form is put in the club/organization mailbox, the space has been officially reserved and confirmed for your club/ organization.
b. If any special set up for your event is needed, i.e. food, tables, or audio/visual needs, it is <u>YOUR RESPONSIBILITY</u> to contact the appropriate departments.
c. It is a good idea to keep a copy of the form with you at the event in case of any questions regarding paperwork.

6. If your event has **<u>NOT</u>** been approved by any of the approving parties, a brief explanation will appear on the bottom of the form and the form will be returned to your club/organization mailbox.

Clubs & Organization using campus facilities are expected to leave the facilities they use clean and tidy and move all furniture you may have moved back to it's proper locations. The facility is always expected to be left as you found it, if not better. Failure to return the room is appropriate manor can result in a $50 cleaning charge and possible loss of facility usage.

**Please Note: In the event that any of the advisor or C.S.L.E. professional staff cannot attend, the event is subject to cancellation.

Sample Event Registration Form

COMMUNITY SERVICE PROJECT REGISTRATION

Bloomfield College student clubs and organizations are required to do a minimum amount of community service in order to remain active with B.C.S.G. and the C.S.L.E. office. Clubs and organizations will receive credit for community service participation by completing the Community Service Registration Form. According to the B.C.S.G. Constitution, all clubs/organizations are required to participate in 4 community service events per academic year

**Please note, an individual member of the club/organization participating in a community service project does not count as a club/organization community service project. A minimum of 5 members or 25% of the organization must participate in the event or project for it to count as club/organization community service involvement.

1. Obtain the *Community Service Registration Form* from the Bloomfield College C.S.L.E. website.
2. Thoroughly complete the *Community Service Registration Form* and obtain all require signatures.
3. "Authorized Signature" on the bottom of the form must be signed by the coordinator of the event.
   a. This would be a representative from the community organization for which you are doing community service, the person running the event.
   b. This MUST be signed in order to receive credit
4. Be sure to attach either or business card of the representative or a letter of verification on the organization's letterhead.
   a. It is always great to have photos of your organization participating in community service projects for verification.
   b. It is a great recruitment tool for your organization and if photos are submitted to C.S.L.E. we can post them on the College's website!
5. Return the form to the Center for Student Leadership & Engagement.

Sample Community Service Registration Form

In support of the social and recreational needs of the Bloomfield College student community, the Center for Student Leadership & Engagement offers its co-sponsorship of up to three parties per semester. Party dates are determined in consultation with College Services and Athletics (when an event requires utilization of the gymnasium).

Only registered student clubs/organizations may host parties on the Bloomfield College campus. Any organization wishing to host such an event must adhere to the following policy in its entirety. Failure to adhere to theses guidelines may result in event cancellation and/or disciplinary action against the hosting student group/organization.

Organization members read through this complete document in order to   understand the policies and procedures, as well as their obligations.

All parties must be scheduled at least 30 days in advance.

NOTE: More advanced planning might be necessary depending on the anticipated size of the event or party, anticipated audience, and/or other accommodations or needs. See a member of the B.C.S.G. Executive Board and/or the Director of C.S.L.E. if clarification is needed

Before the Party

The process begins with sponsoring organization members collaboratively deciding to plan a party/event. The following steps are then taken:
1. Meet with Director of C.S.L.E. to request party date & approval.
2. Discuss & Review party policies in its entirety with C.S.L.E. staff.
3. Complete the appropriate paperwork to reserve space.
4. Provide 1 faculty staff member to chaperone party with C.S.L.E. staff.
5. Arrange for ticket sales (all tickets are sold through C.S.L.E. or Bursar's Office.)
6. Promote the party.
7. Two weeks prior to the scheduled event date the organizing group will confer with the C.S.L.E. staff to review:
    a. Review the progress of ticket sales,
    b. Provide C.S.L.E. with a list of students from the organization who will work the party/event entrance,
    c. Review marketing strategies
    d. Ensure that proper contracts for vendors, DJs, performers etc. have been submitted with appropriate documentation (e.g. invoices).

Party or Event Times

Parties may be hosted anytime between the hours of 8:00 a.m. and 1:00 a.m.

Party and Event Facilities and Capacities

Deacon's Den	120	BC Students Only
Gymnasium	300	Open to Public (Max 2 guests per student)
Westminster Room 110	120	BC Students Only

Ticket Sales

In order to ensure the safety of all community members, parties or events which are either advertised outside of Bloomfield College with the intention of encouraging participation from students at other colleges, or which are open to students inviting a guest, will require organizations to:
- Tickets must be sold in advance; no cash will be taken at the door
- Ticket prices must be set in advance, cannot be changed during the event, and must be advertised
- Pre-print the maximum number of tickets that the location can accommodate and number tickets.
- Every attempt must be made to print tickets that cannot be easily duplicated.
- Tickets must be sold by the C.S.L.E. Office or Bursar's Office (to be determined by the C.S.L.E. Staff & club/organization)
- Tickets for outside guests must be purchased a Bloomfield College student with valid student ID, maximum number of guest tickets a student can purchase it 2.
- Student name will be documented with ticket number.
- ***Tickets are not interchangeable....the ticket is merely a receipt/ proof of transaction. Student/guest name must be on list in order to enter the party.***
- Tickets will be available in the C.S.L.E. Office for last minute sales until 10:30 pm the day of the party.

This process ensures that all guests will be known to at least one member of the community and that the **BC student whose purchases a guest ticket is responsible for the behavior of the invited guest**. Consequences to the BC student for inappropriate behaviors by invited guests can range from a reprimand to full expulsion depending on the circumstances. Such consequences would follow standard procedures as set forth in the Student Code of Conduct, page 248 in the Catalog.

Management of Cash Proceeds

Ticket sales will take place in the C.S.L.E. Office between the hours of 8:30am and 7:00pm Monday-Friday. Sales will be extended until 10:30pm the evening of the event. All cash proceeds are placed in a cash box and locked in a secure location in the C.S.L.E. Office.   After the event, the proceeds are counted in view of all present, the total is noted on the outside of a prepared envelope, and signed by all persons present. Proceeds and forms are placed in the safe, and secured. The next business day, all proceeds will be brought to the Business Office by a member of the host organization. If the host organization does not follow this procedure by 2:00 p.m. on the business day following the event/party, a C.S.L.E. administrator will complete the process.

Security/Police

All parties are required to have security, and for parties open to the public, police. C.S.L.E. will contact College Security upon confirmation and approval of party/event date. The amount of security and/or police officers needed for an event will be determined by Bloomfield College Security and C.S.L.E. at the time the event is request.

Day of the Party – Policies & Procedures

On the day of the event the following procedures will be in place to help the evening go more smoothly and alleviate congestion at the door and in the lobby area.
- Student organization leaders, performers, DJs, MCs, security and all support staff for the Party or Event, must report to the location no later than fifteen (15) minutes prior to the start time.   While most Parties or Events will require this team to be in place earlier, the host organization risks cancellation of the party or event if the above are not in place fifteen minutes prior to the start time.
- C.S.L.E. will make staff available for ticket sales until 10:30 pm on the evening of the event

    o Those students who wish to purchase a ticket for a Non-BC student with college ID can come with their guest to the C.S.L.E. Office. While there, the staff will verify ID and present the student and their guests with their ticket
    o BC students are allowed no more than 2 guests. BC students are completely responsible for the behavior of their guests and student will be held accountable for guest misbehavior
- The party admissions table staff will consist of at least one (1) Executive Board member of the organization responsible for collecting tickets, one (1) C.S.L.E. staff person will verify identification, and one or two C.S.L.E. Staff or Organization E-Board member will both stamp hands and put on wrist bands
    o Procedure for Check-In Table is as follows:
        ▪ Check-in person 1 will take ticket
        ▪ Check-in-in person 2 will check valid photo ID with an expiration date and verify Student ID with sign-up on ticket sales list.
        ▪ Check-in person 3 will put wristbands on students/guest and remind them that if they leave the building they will not be allowed to be readmitted
- **Guest Identification Requirement**. All guests, including Bloomfield College students, must present a valid College/University ID that includes an expiration date and picture. ID that does not include a picture may be verified by using a driver's license or state issued identification card that does have a picture.
    o BC students must accompany their guests while signing into the event. Guests will not be admitted if not accompanied by their BC student host
- Organization members are expected to maintain a professional demeanor during the course of the event.
- Party goers (including organizers) will not be allowed to leave the building (go in and out) especially when there are long lines of students and their guest waiting to enter.
- Organization members must be present prior to the start of the event to gain immediate admission. Those members who arrive after the doors are open for admission must wait on line for admission.
- Organization members must be present at the end of the event to pick up trash both inside and outside of the event building. Organizations can be charged if trash needs to be picked up by Physical Plant personnel or if excessive cleaning is required.
- The DJ will receive a scripted announcement to read during designated times during the event that includes the following statements:
    o Please be advised that once you have gained admission to the event if you leave the gymnasium you will not be allowed to re-enter. Please refrain from going into the lobby area.
    o The shuttle to the UC will depart promptly at 1:00 am.
    o Thank you for attending this evening's event and supporting the members of (organization name). We would appreciate your expeditious departure

from the areas surrounding our campus community. Thank you in advance for your cooperation.

- The lights will get flicked on ½ hour before the end of event
- The lights will be turned on 10-15 minutes before the event is scheduled to end
- Doors will close an hour before the event is scheduled to end. No one will be admitted after doors are closed.
- It is the responsibility of the members of the organization hosting the event and the C.S.L.E. staff to clear the inside and outside perimeter of the party and BC campus (with assistance of Security and Bloomfield Police)

Roles & Responsibilities of Personnel During/After the Party

Trained SECs, along with C.S.L.E. personnel and Security, are responsible for maintaining a safe environment beginning from the entrance to the party/event, through the time of the party/event, and concluding when all guests have departed and the location has been secured. The party/event closing will be managed so that one hour prior to closing, the entrance door will be locked and no additional guests admitted. Fifteen (15) minutes prior to the end time of the event, a signal or announcement will be made so that all guests are aware of the approaching closing time. At closing time, all guests will immediately leave the facility. If lights have been dimmed for a party, those lights will be turned on at that time so that guests may leave in safety.

Party/event personnel will ensure that the area outside of the location is clear and that all guests have departed. Host organization members are required to return the party location to the original condition. Fines in the amount of $50.00 will be assessed if facilities are not returned to their original condition after programs and events.

The Student Center, through its facilities and programs, exists for the entire college community; it seeks to add new dimensions to support the broad mission of the College. The Center of Student Leadership and Engagement shall seek to integrate the various constituencies of the College through social and educational programs and services. It further seeks to provide facilities for planned and casual recreation, nourishment, and lounging.

- Reservation of facilities: Preference shall be given to organized, active student groups, and to programs aimed at the student constituency.
- Facilities may be reserved during hours in which the Student Center & C.S.L.E. Office is open and must be reserved at least 2 weeks prior to the event.
- Reservation for use of the Student Center facilities shall be made through the Assistant Director of the Center for Student Leadership & Engagement, who shall serve to counsel on the appropriate and best use, as well as, to assist in and support the efforts of the event sponsor. Refer to Event & Room Reservation Procedures in this manual.
- Student Center facilities available for reservation include The Deacon's Den, Room 1, Room 4, Conference room and Lobby.
  - Deacon's Den pool table, and gaming corner must be requested to be closed during event.
    Not all requests to close off Deacon's Den will be approved; as these are services provided to students and will not be shut down unless there are special circumstances.
  - There may be a maximum of 2 tables in the lobby at any given time.
- Use of facilities after normal business hours for student events shall require special approval by the Director of C.S.L.E. and requires the attendance of the sponsoring groups' faculty advisor(s) for the entire event.
- The sponsoring groups shall be responsible for costs of services that are above and beyond the College's normal ability to provide i.e. security, housekeeping. Any costs resulting in damage or loss shall be borne by the sponsoring group.
- All clubs and organizations are required to leave the reserved facility clean and return it to the way the found it. Groups found in violation of cleaning up after their event will be charged a $50 cleaning fee and may also lose Student Center room reservation privileges.
- No candles may be used for any event inside the Student Center.
- Use of alcohol shall be consistent with the College Policy on Use and Consumption of Alcoholic Beverages. Violators shall be subject to college and/or municipal legal action.
- Use of the Student Center is reserved for members of the Bloomfield College community, trustees, alumni, and invited guests. Loitering and/or trespassing are prohibited. Violators shall be subject to college and/or legal action.
- Use of drugs or other illegal substances are specifically prohibited. Violators shall be subject to college and/or legal action.

CLUB & ORGANIZATION BUDGETS

Only student organizations approved and chartered by the Center for Student Leadership & Engagement and the Bloomfield College Student Government are eligible for financial support.

Club/Organization funds allocated by B.C.S.G. may be used for programming, activities & events. Funds must be used under the following guidelines:
- Educational programs provided for the students of BC.
- Recreational and social activities for the students of BC.
- Transportation in support of these programs.
- Payments for contractual services provided for these programs.
- Student Publications, printing and other media.

Request for Payment Vouchers

All clubs/organizations must complete a request for payment voucher in order to receive funds from their B.S.S.G. allocated budget. *Request for Payment Vouchers* are used for requesting cash advances, reimbursement for goods, and payment for professional services.

Request for Payment Vouchers are due to the C.S.L.E. Office every Thursday by 2:00pm. Checks will be available the <u>following</u> Friday after 1:00pm in the C.S.L.E. Office.

Please make sure that you complete a Request for Payment Voucher at least two weeks prior to the date funds are needed. It is important to plan ahead.

- *Request for Payment Vouchers* are available on the Bloomfield College C.S.L.E. website and must be typed and completely and correctly filled out.
- The organization's account number along with the unit and object codes where the expenses are to be charged must be on the voucher.
- Be sure that you have given a detailed explanation for the use of requested funds.
- Include the date of the event as well as the date the check is needed on the Request for Payment Voucher.
- A completed, signed contract must be attached if any vendors, musicians or performers are hired. The person's social security number must be listed.
- Social Security number or Bloomfield College Student ID number is required for all checks in order for payment to be distributed.
- All proper signatures must be obtained in order to be processed including the B.C.S.G. Treasurer. Forms can be submitted to the B.C.S.G. mailbox located in the C.S.L.E. office to acquire this signature or signed during the B.C.S.G. treasurer's posted office hours. Do NOT assume that dropping it off in the B.C.S.G. mailbox is the final step, you must submit to C.S.L.E. secretary for processing.
- Request for Payment Vouchers must be submitted to the C.S.L.E. Office on Thursdays before 2:00pm and will be available for pick up after 1:00pm the following Friday in the C.S.L.E. Office.
- Students should <u>NOT</u> call the Office of Accounts Payable. If you have any questions in regards to checks or Request for Payment Vouchers, you are to call the Center for Student Leadership & Engagement at Ext. 301.

Cash Advance Policies

Student Organizations may request a cash advance in order to purchase supplies for events, programs, and activities. The following guidelines apply to all cash advance requests:

- Student Organizations requesting cash advance must compete a *Request for Payment Voucher* and select "☐ Cash Advance" as request type.
- Cash advances can only be distributed to current Bloomfield College students who are members of the club/organization or the faculty/staff advisor.
- The cash advance limit is $200 per organization per event.
- Cash advances may only be used to buy goods. Cash advances may <u>not</u> be used to pay for personal services or for cash prizes. (Contract for Personal Services must be completed in order to pay DJ, performer, lecturer, etc. with a Bloomfield College issued check).
- 'Description of Items Purchasing' section of the form must be filled out completely and provide a detailed, itemized list of items purchasing for event.
- Items purchased must be consistent with items requested in the details portion of the *Request for Payment Voucher.* If items on receipt do not reflect the request, B.C.S.G. Treasurer and Director of the C.S.L.E. Office reserve the right to disapprove said purchases.
- All *Request for Payment Vouchers* must be correctly and completed fill out and have all signatures in order to be processed.
- Request *Tax Exempt Form* from the C.S.L.E. Office to bring with you for your purchases.
- All <u>original</u>, itemized receipts (no copies), and remaining cash, must be returned to the C.S.L.E. Office no later than <u>7 days</u> after the event, program, or activity. All receipts and remaining cash must be given directly to the C.S.L.E. secretary.

NOTE: Hand written receipts will not be accepted for cash advances. All receipts must be itemized and have the company's name, address, and telephone number.

If cash advance and proper receipts are not returned in a timely manner, club/organization budget will be frozen and no other cash advances will be issued for the remainder of the academic year.

Reimbursements

All spending must be approved <u>in advance</u> by the B.C.S.G. Executive Treasurer and the Director of the Center for Student Leadership & Engagement. The following guidelines apply to all reimbursement requests:

- If your organization chooses to pay for supplies for an event out of pocket, a *Request for Payment Voucher* must be completed and approved <u>before</u> the purchases are made. Please select "☐ Reimbursement" as request type.
- 'Description of Items Purchasing' section of the form must be filled out completely and provide a detailed, itemized list of items purchasing for event.
- Items purchased must be consistent with items requested in the details portion of the *Request for Payment Voucher.* If items on receipt do not reflect the request, B.C.S.G. Treasurer and Director of the C.S.L.E. Office reserve the right to disapprove said purchases.
- No reimbursements without a previously submitted *Request for Payment Voucher* and proper approval will be issued.

NOTE: Hand written receipts will not be accepted for reimbursements. All receipts must be itemized and have the company's name, address, and telephone number.

Receipts for reimbursement must be submitted within <u>7 days</u> of the event. Student Clubs and Organizations will <u>not</u> be reimbursed for events that occurred prior to 7 days from submission of receipts.

Contract for Personal Services

Professional and personal services, such as a DJ, performer, guest speaker, lecturer, etc., are required to have a contract in order to provide such services. *Contract for Personal Services* are available on the C.S.L.E. website. Clubs & Organizations must complete forms before the event or program. Forms must be submitted with voucher paperwork in order to insure payment.

*Professional services, such as DJ, performer, guest speaker, lecturer, etc., may **NOT** be paid with cash or gift card. All services must be paid through check from organization account.*

- Contracts must be thoroughly completed and <u>typed</u> with all requested information.
- Owner, person providing services, must provide address, social security number, and signature on contract.
- The Dean of Students must sign all contracts before delivery to the Center for Student Leadership & Engagement.
- Submit the *Contract for Personal Services* to the C.S.L.E. office along with *Request for Payment Voucher* for payment.

Performers should be advised of the following policies:
- Extreme profanity as determined by the organization advisor or BC administrator is not to be used. This applies to student performances, as well as outside performers, DJs, MCs, or hosts.
- Partial or full nudity is not allowed.
- Attempts to incite, insult, or encourage violence on the part of audience members or participants are not allowed.

Cousin's On Campus

If a student Club/Organization wishes to order food from Cousins with their club/org. funds, they must request an order form from C.S.L.E. Office.

Items cannot be ordered from Cousin's and paid with student club/organization account if this form is not completed and approved by Director of the C.S.L.E.

- Order forms may be obtained from the Director of C.S.L.E.
- Fill out the front of the form completely, on the reverse side you may write the list of items you are ordering.
- Return invoice to the Center for Student Leadership & Engagement for a signature of approval from the Director.
- After invoice is signed, bring the form to Cousin's on Campus.
- After event, activity, Cousin's will send invoice to C.S.L.E. office who will process
- payment of bill with club/organization account.

Budget Transfers

If a club or organization wishes to transfer funds to another organization or department, a budget transfer form must be completed and submitted to the B.C.S.G. mailbox located in the C.S.L.E. Office. After approval from B.C.S.G. Treasurer, C.S.L.E. will contact the Accounts Payable Office to complete transfer. Organization Treasurer will be cc'd on the email verifying transfer has been requested.

Fundraising

The Center for Student Leadership & Engagement and B.C.S.G. encourage all student organizations to actively raise funds for their organization's use. In order to ensure that any fundraising activities are not considered inappropriate with regard to prize distribution or financial misappropriations, all student organizations are required to adhere to these fundraising guidelines.

These fundraising guidelines and procedures are designed to allow student clubs and organizations to conduct fundraising events for the purpose of generating additional funds to supplement funds needed to enhance programming and permit contributions to recognized non-profit charitable organizations.

- Complete the *Room & Event Registration Form* for the fundraising activity. This is required even if you do not need to reserve campus facilities in order keep accurate records of your programs and events.
- Complete *Fundraising Registration Form* completely. Clubs and organizations will not be allowed to conduct any fundraising activities without the completed form being approved by the Director of C.S.L.E.
- Any event, program or activity that that the club or organization charges for admission is considered a fundraising activity and must have *Fundraising Registration Form* completed.
- All proceeds must immediately be submitted to C.S.L.E. for deposit into student club/organization account. Failure to do so will conclude in disciplinary action.
  - Clubs/organizations must complete fundraising deposit portion of the *Fundraising Registration Form* for the funds to be deposited into the club/organization account.
  - Money fundraised on campus can be used to purchase items and programs including t-shirts and other club/org. paraphernalia, co-sponsoring events on another campus, donations to charity, and to pay national dues/fees. Any other use must be approved by C.S.L.E.
  - Money fundraised by an organization, and not used for the year, will be rolled over into the following year's budget.

Bloomfield College offers a wide range of advertising options for your organization. Many advertising methods are free and all are low cost. Advertising your program, event, and organization through more than one means of posting is a great way to improve attendance at events and recognition of your club/organization.

- Events must be approved and club/organization must complete the *Room & Event Registration Form* before advertising any event.
  This includes advertising on Facebook, Twitter, or other online networking sites.
- All advertising materials must be approved/stamped by the C.S.L.E. Office.
  - Individuals and organizations can get their flyers & table tents stamped at the C.S.L.E. Office between the hours of 8:30 a.m.-7:00 p.m. Mon - Fri.
  - If the Coordinator or Director of C.S.L.E. is not available, you can leave the flyers in the office and pick them up later in the day.
- It is the club/organization's responsibility to remove flyers or other publicizing materials immediately following the event.
- Events can be advertised by the following methods:
  - Flyers
  - Digital Signboards (student center, cafeteria, science building, library)
  - Table Tents
  - Student Center Lobby Table
  - Other ideas for advertising are encouraged but must be approved by the C.S.L.E. Office.
- Marketing should include:
  - Start and end times of the Party/Event.
  - Parking instructions for main lot on Liberty Street if the party/event is open to outside guests.
  - Requirement of Bloomfield College ID. For non-BC students, see *Guest Identification Requirements*
  - Cost of admission, if applicable.
  - Other information for parties open to outside guests should include arrangements for pre-sale of tickets, notice of metal detectors present, no purses, bags or backpacks allowed; only wallets.

Lobby Table

Clubs/Organizations can set up a table in the lobby of the Student Center to promote an activity. Proper authorization and paperwork must be completed at least two weeks prior.

Digital Signage

Student clubs & organizations may advertize their events, activities, and programs through the digital sign boards located throughout campus.
Please follow the following guidelines for posting on BC digital signage:
- Fliers must be submitted in Microsoft PowerPoint format as a slide.
- Email the PowerPoint slide to CSLE@bloomfield.edu.
  - Please include your contact information & date flier is to be removed.
- You will be notified when slides are posted.
- Please remember that slides appear for 7-10 seconds, so keep your digital signage flyer easy to read with only the necessary text.

Table Tents

Student organizations may place one table tent on each table in the Deacon's Den to advertise an on-campus event. Items must be approved by the Director of Center for Student Leadership & Engagement and must be removed by the organization immediately following the event. If your organization wants to place table tents or flyers in the cafeteria they must get approval from Gourmet Dining Services as well as the Director of Center for Student Leadership & Engagement.

Residence Halls

If your club or organization wishes to post fliers in the residence halls they must be submitted to Residential Education and Housing (R.E.H.) located in 201 Liberty Street.
- All flyers must be approved and stamped by the Center for Student Leadership & Engagement prior to being submitted to R.E.H.
- 30 copies may be submitted to R.E.H, each Resident Advisor will be given a flyer in their mailbox to post in their house or hall.

Flyers

Student Clubs & Organizations may post fliers on campus for their events, programs and activities. All flyers must be posted on bulletin boards, please refer to the 'BC Flyer Access' section for approved locations for posting fliers.
- Fliers must be approved, stamped, and dated by a member of the C.S.L.E. professional staff. If the appropriate stamp of approval is not on the flyer, it will be removed.
- Organizations may post 10 fliers in locations of their choice from the list of BC flier access. No more than 10 fliers may be posted for an event.
- Please do not post flyers on doors, walls or windows around campus.
- It is your responsibility to take down flyers the day an event occurs to ensure posting space for other events around campus.
- We ask that you please post flyers neatly in the appropriate areas.
- Flyers must be centered and taped, stapled, or pinned down neatly.
- Be considerate with the amount of space that you use when posting flyers.
- Do not remove other flyers or cover flyers with your own. If there is no space on a bulletin board, choose another location from the 'BC Flyer Access' list.
- Failure to comply with the post procedure will result in further follow-up, and possible loss of flyer posting privileges.

Other

If your club or organization has a unique way to advertise events on campus, you must seek approval from C.S.L.E. Director or Assistant Director prior to posting promotional materials. C.S.L.E. staff encourages you to think outside the box when advertising events.

BC Flyer Access

Science Building
- Upon entering the side entrance, located on the right.
- *Basement:* Next to women's bathroom and soda machine.
- *Basement* - Across from snack bar.
- *Basement* - Straight down hallway next to the exit near Room 2.
- *Basement* - Across from Room 35.
- *First Floor* - On the left side of the front door entrance in the front of the building.
- *First Floor* - Down the hall on the right side in across from Room 104.
- *First Floor* - Across from Room 140 and the water fountain.
- *Second Floor* - On right side of the hallway across from Room 217 and next to Room 204.

Divisions of Nursing
- On first floor upon entering the building on the right side.

Gym
- Upon entering the side entrance, there is a bulletin board on your left side by lower steps.

Knox Hall
- From the side entrance, directly, in front of the payroll office.
- Outside of the Registrar's Office next to the phone and ladies bathroom.
- On the second floor next to the Financial Aid Office.

Voorhees
- Enter through the side with the ramp, make a left and there is a bulletin board on your left.

Westminster Hall
- *First Floor* – through the entrance doors on the right.
- *Downstairs* - on the right, next to the soda machine.

Student Center
- *First Floor* - Before the Deacon's Den, there is a large bulletin board on the left.
- *Second Floor* - Over the computers in the Commuter Lounge located on the second floor.

Library
- On the Liberty Street entrance, there is a clear post with multiple slots for flyers.

Cafeteria
- On your right just through the entrance.

Talbot
- *Downstairs* - Three bulletin boards in the seating/snack area

Career Services
- In the computer lab there is a small bulletin board (limited space).

Student Affairs/REH
- Small bulletin board outside the front entrance (limited space).

LEADERSHIP WORKSHOPS & OPPORTUNITIES

The Center for Student Leadership & Engagement provides various leadership development workshops, retreats, and programs for Bloomfield College Students. These leadership development opportunities provide students with helpful skills and knowledge to be successful as a student leader at BC and for their own personal and professional growth. C.S.L.E. encourages club & organization members and leaders to take advantage of these opportunities to help with the growth and success of their organization. C.S.L.E. can also provide and student club or organization a personalized workshop if requested.

Leadership Opportunities

Leadership opportunities that are available to all students and strongly encouraged for club and organization leaders are listed below. More opportunities and information are available; you may inquire at the C.S.L.E. office, or check the C.S.L.E. monthly calendar for other leadership development programs.

* S.T.E.P. Retreat - (Student Training Empowerment Project)
* D.E.E.P. Retreat - (Diversity Education Empowerment Project) Retreat
* L.E.A.D. (Leaders: Emerging and Advanced Development
* P.A.I.R.S. Mentoring (Partnerships & Initiatives with Returning Students)
* Student Club & Organization Leadership Day
* Monthly Leadership Workshops with various topics
* Orientation Leader Program *paid leadership position

Workshop Requests

Clubs and organizations can requests workshops through the CSLE Office. Workshop Requests forms are available on the Bloomfield College C.S.L.E. website and offer a variety of different topics.

Sample Workshop Request Form

Prior to a student organization sponsoring an alcohol-related event (including dances, parties, open house, and other such events as identified by the Center for Student Leadership & Engagement), an officer or representative of the sponsoring student organization must complete an *Alcohol Policy Compliance Form*.

Please carefully review the following Alcohol Policy for Bloomfield College:

It is not the policy of the College to encourage the consumption of alcoholic beverages, but the institution will permit consumption of alcohol in moderation at appropriate social events provided that the laws of the State of New Jersey are fully complied with. Therefore, all student organization sponsoring events at which alcohol will be available must adhere to the following policy.

- In accordance with the New Jersey Public Law and the "legal drinking age" regarding alcoholic beverages, only persons 21 years of age or older will be permitted to serve, purchase and/or consume alcoholic beverages at Bloomfield College events.
- Prior to a student organization sponsoring an Alcohol-related event (including but not exclusive of dances, parties, and open houses), an officer of the sponsoring organization must complete an Alcohol Policy Compliance Form with the Associate Dean of Student Affairs.
- Flyers must be conspicuously posted indicating the following: "STATE LAW REQUIRES PROOF OF AGE! MINORS UNDER 21 YEARS OF AGE WILL NOT BE SERVED ALCOHOLIC BEVERAGES."
- At least two flyers must be posted, one at the entrance of the event and another at the area where alcoholic beverages are dispensed. These signs may be obtained at the Center for Student Leadership & Engagement.
- Whenever alcoholic beverages are served, it shall be the responsibility of the sponsoring organization to provide non-alcoholic beverages as well.
- Alcoholic beverages may not be sold at Bloomfield College events unless licensed through the Alcoholic Beverages Commission.
- Alcoholic beverages may not be sold after 12:30 a.m. however, events and/or parties may continue until the time they are allowed to run.
- Bloomfield College students may present a valid student I.D. card as their proof of age. Guest of the College will be required to present other means of valid identification (i.e. driver's license).
- When an event is held where persons under the legal age of New Jersey are in attendance, all persons if legal age should bear identification such as a hand stamp or special bracelet for rapid re-identification in order to be served and/or consume alcoholic beverages at locations designated for parties/social events.
- There shall be a separate and isolated area for service of alcoholic beverages.

Steps to Obtain an Alcohol Permit

After signing the *Alcohol Compliance Form* at the Center for Student Leadership & Engagement and receiving approval for the event from the Director of the Center for Student Leadership & Engagement, the following steps should be followed to obtain an alcohol permit:
- Obtaining approval from the Township of Bloomfield:
  o Application can be obtained from the Township Clerk's office at Town Hall.
  o The application must be signed by the Director of Center for Student Leadership & Engagement.
  o The application must be signed by the Town Clerk's office and have the Town seal affixed.

- o   The application must be signed by the Bloomfield Chief of Police.
- Send the approved permit to the Division of Alcoholic Beverage Control and include the following:
  - o A certified bank check or money order for $75.00 made out to: Division of Alcoholic Beverage Control.
  - o A floor plan of the event to include security details: placement of tables, restricting access to students less than 21 years of age and placement of security guards.
  - o A letter of approval authorized by the Bloomfield College Director Center of Student Leadership & Engagement.
  - o Copy of Constitution.
- Event must be held on campus property.
- Event must be used for the purpose of raising funds.
- Permit must be sent at least two weeks prior to the event. Division of Alcoholic Beverage Control does not want anyone to personally drive to their agency with the intent of immediately receiving a permit.

CLUB & ORGANIZATION MAILBOXES

All recognized student clubs and organizations receive a mailbox located in the C.S.L.E. Office. Please ask a member of the C.S.L.E. staff if you can check your mailbox before entering the office.
- All correspondence, bills, signed forms, and other pertinent information will be placed in each organization's mailbox.
- All corresponding mail will be placed in your mailboxes on the day of receipt.
- The mailbox is the key form of communication for your organization and administrators and the B.C.S.G. **It is imperative that you check your mail regularly for campus updates.** Please designate an individual to pick up the mail on a regular basis.

STUDENT CLUB/ORGANIZATION FORMS

All student club/organization forms are available on the Bloomfield College C.S.L.E. website. Forms are available at the C.S.L.E. office in the event that the web site is experiencing technical difficulties.

List of club/organization forms include:
- Club Registration Packet
  - o Advisor Agreement
  - o Executive Board Contact Sheet
  - o Student Organization Roster
- Budget Forms
  - o Request for Payment Voucher
  - o Budget Transfer Form
  - o Fundraising Registration Form
  - o Contract for Personal Services Form
  - o Cousin's on Campus Form
- Room & Event Registration Form (pick up in C.S.L.E. Office, not available online)
- Community Service Registration Form
- Event Evaluation Form
- Workshop Request Forms
- Greek Organization Forms
  - o New Member Intake Form
  - o New Member Bill of Rights
  - o Greek Council Advisor Form
  - o Potential New Member Roster

TRIP POLICY

The Center of Student Leadership & Engagement plans and organizes exciting trips for the enjoyment of Bloomfield College students. For the safety and convenience of the students, the following guidelines have been developed. Thank you!

1. All BC students must sign up for trips on a first-come-first serve basis.
2. Students must show Bloomfield College ID to sign-up.
3. Please print name, phone number, and ID number on all sign up sheets.
4. B.C. students can only reserve a space for themselves and must sign up for a trip in person.
5. Money must be paid to the Business Office prior to signing-up. Bring the receipt to C.S.L.E. Office immediately after paying and provide the aforementioned information
   a. Some trips may require a deposit that will be returned to the student upon arrival for the trip, this deposits will be paid in the C.S.L.E. Office.)
6. Please contact C.S.L.E. if you cannot attend an event. If you do not notify C.S.L.E., you will not be allowed to attend future trips.
7. All Bloomfield College policies are enforced on all trips.
8. You must ride in the bus when attending any C.S.L.E. trips.
9. If you are on the waiting list, we will contact you if space becomes available. Please come to the bus at the time of departure to see if there is a space available.

Please be advised:

- All trips are for BC students only, unless otherwise stated.
- Non-BC individuals can attend only if all BC students have had efficient time to sign up and if there is available space.
- Please ask before signing up a Non-BC individual.