

OFFICE OF STUDENT ENGAGEMENT

STUDENT ORGANIZATION HANDBOOK

CONNECTICUT COLLEGE



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CONNECTICUT COLLEGE

A message from the Office of Student Engagement:

We are very proud of the wide variety of student organizations we have to offer at Connecticut College. Our Staff is very excited to work with all the students who have dedicated their time to them. Choosing to be involved is a wonderful way to enhance social, interpersonal, problem solving and other important life skills. As a student leader you play an important role in helping others students connect to life as a Camel.

As you prepare to start your role as a student leader, please use this handbook to guide you through the policies of our office and the college. This handbook primarily serves as a resource guide to aid organizational leaders, club members, and their advisors. This handbook is supplemental and does not exclusively serve as a comprehensive list of all student related policies, practices, procedures, and or rules. Please access the [Student Handbook](#) for additional information and policies. Changes to this manual can be made at any time without notice. For the most up to date version please log on to ConnQuest.

We are always excited to see new students come into the office. We are here for the students and value all the energy you bring to our office. Your feedback is always welcomed and needed in order for us to act accordingly. Please feel free to contact us if any questions arise throughout the academic year.

Sincerely,

Geoff Norbert, Assistant Dean of Student Engagement & New Student Programs

Jeannette Williams, Associate Director of Student Engagement & New Student Programs

Anthony Turon, Assistant Director of Student Engagement & New Student Programs

Kim Kendle, Administrative Assistant/Budget Manager

Office of Student Engagement

Our offices' primary goal is to give student leaders the tools necessary to be successful assets to the Connecticut College Community. Student Engagement plays a vital role in the guidance of student organizations. Through trainings, and individual advising we help student leaders build their co-curricular transcripts.

Mission

The Office of Student Engagement and New Student Programs aims to strengthen the student experience and foster a culture of campus engagement by cultivating student leadership, creating opportunities for students to connect with their peers, and developing dynamic social and learning experiences.

Student Organization Recognition Process

Connecticut College students are encouraged to take an active role in campus life. This is reflected in the broad range of student-led groups which exist on campus. As stated in the Student Bill of Rights "Students are free to organize and join associations to promote their common interests." If students feel none of the groups currently available meet their specific area of interest, they may choose to create a new group.

Student Organization

All student organizations are composed of and controlled by students with a common interest, who, through a clearly defined purpose, create a product that enhances the quality of life at the College. Student organizations, by definition, have an approved constitution on file with the Office of Student Engagement (SE).

Three types of Student Organizations exist on campus:

Petitioning Student Organizations -

Petitioning Student Organizations are supported by the Office of Student Engagement but are not recognized by the Student Government Association (SGA). Petitioning Student Organizations are groups in the process of completing their application and probationary period in order to become an Affiliated Student Organizations. Petitioning groups are granted access to a page on the student organization portal (ConnQuest) as well as a financial account overseen by Student Engagement. Their probationary period continues for a period of 69 class days or one semester. During this period Petitioning Organizations may seek financial support from offices or departments of the college but financial support is not guaranteed. At the conclusion of the probationary period student groups will be automatically transitioned to Affiliated Student Organization status.

Affiliated Student Organization (ASO) -

Affiliated Student Organizations are supported by the Office of Student Engagement but do not receive annual allocations from the Student Government Association (SGA). These groups have

an approved constitution on file with Office of Student Engagement. However, an ASO may apply for specialty funding from the SGA finance committee. Generally, these groups exist for a short period of time before seeking Recognized Student Organization status. If Recognized Student Organization status is not achieved groups may remain ASOs given that they maintain good status with all provisions set forth by the Office of Student Engagement. An ASO may seek financial support from offices or departments of the College but financial support is not guaranteed.

Recognized Student Organization (RSO) -

Recognized Student Organizations are supported by the Office of Student Engagement. These groups have an approved constitution on file with both the Office of Student Engagement and the Student Government Association. These groups are eligible to seek annual allocations and specialty funding from SGA given that they maintain good status with all provisions set forth by SGA and the Office of Student Engagement. An RSO may seek financial support from offices or departments of the College but financial support is not guaranteed.

Creating a Student Organization

If students feel none of the groups currently available on campus meet their specific area of interest, they may pursue creating a new student organization. The Office of Student Engagement has developed a process for student organization recognition. All students wishing to organize themselves into a student group must follow the steps below. The complete process is designed to enhance and develop student organizations into long lasting establishments on the Connecticut College campus. Student wishing to establish a new student organization may do so during the open enrollment period of each semester. The open enrollment period will be the first ten (10) business days of each semester. (Fall & Spring). After the enrollment period the Office of Student Engagement will help students prepare for the next enrollment period.

Student Organization Recognition Process

1. Complete the Student Organization Application for Recognition fund on ConnQuest under *Campus Links*
2. Create a draft constitution. A sample constitution is attached to the application form for specifics on what it must include.
3. Submit the draft constitution and signed advisor contract to the Associate Director of Student Engagement for review
4. Upon completion of review Associate Director of Student Engagement will set up a meeting with group's organizers to discuss the reason for creation of the new organization.
5. Once an acceptable version of the constitution is approved by the Associate Director, they will establish a training day for all Petitioning Student Organizations
 - a. Items to be covered at this training day
 - i. Responsibilities of each organization
 - ii. ConnQuest Registration
 - iii. Financial procedures

- iv. Hazing Policies
 - v. Arrangements for a recruitment event.
6. Petitioning Student Organizations remain at this status for the length of the probationary period (69 days)
 7. Pending on the successfulness of the probationary period, the Associate Director will write a letter of support to the Vice President of SGA via email and label the group as an Affiliated Student Organization (ASO). This label grants the organization all rights and privileges of a Student Organization on the Connecticut College Campus except funding from SGA. Once approved as an ASO an organization can remain an ASO or decide to pursue the steps necessary in order to gain Recognized Student Organization (RSO) status.

Recognized Student Organization Process

1. Meet with the Vice President of SGA to review the organization's constitution and arrange for a presentation before the SGA Assembly.
2. The Vice-president must accept or reject the constitution within one week of receiving it.
3. The Vice-president may reject a constitution (in consultation with the Associate Director of Student Engagement) based on the following conditions:
 - a. The statement of purpose includes activities which are illegal
 - b. The organization fails to include a statement of non-discrimination or indicates selective membership practices
 - c. The organization's purpose duplicates that of a pre-existing Student Organization.
4. If the Vice-president rejects a constitution they will advise the organization about the areas of concern. The organization may prepare an updated draft to submit to the Vice-president and the Associate Director of Student Engagement for additional review.
5. If the constitution is approved by the Vice-president, they will sponsor the constitution as a proposal before SGA Assembly.
6. Once the presentation is complete and all questions of the Assembly are answered; the Assembly shall deliberate for a period of one week and vote at the next Assembly meeting.
7. Friendly amendments can be made to the constitution. If such changes occur the prospective organization has until the next Assembly meeting to accept and ratify the altered constitution. The Vice-president may extend this time period if extenuating circumstances exist

Policy Advisory

This handbook is supplemental and does not exclusively serve as a comprehensive list of all student related policies, practices, procedures, and or rules. Please access the [Connecticut College Student Handbook](#) for additional information. Changes to this manual can be made at any time without notice.

Student Organization Rights & Responsibilities

All Student Organizations have access to College facilities, resources and services and receive the following benefits (fees may apply):

- Use of College facilities for meetings, programs and special events
- Event support services including Campus Safety, Media Services, Campus Catering, Printing & Mailing Services, Physical Plant, Custodial Services, and Campus Fleet Vehicles
- Permission to use College name and visual identity marks on apparel and other promotional items (per stated [guidelines](#))
- Financial support services
- Event planning assistance
- Organization advising

In addition, RSOs are eligible to request and receive SGA funding and other types of financial support.

To maintain these benefits organizations must adhere to the following guidelines set forth by the College. Student organizations are required to:

1. Register annually by stated deadlines via ConnQuest.
2. Submit an Advisor Contract annually
3. Maintain a current constitution with SGA and the Office of Student Engagement.
4. Inform Student Engagement of all changes in organization leadership.
5. Submit a roster of members to Student Engagement by stated deadlines.
 - a. Roster should be current and include students that regularly participate in the student organization.
6. Complete fifteen (15) hours of Community Service per semester
7. Host two (2) events per semester
 - a. One must be held on campus
8. Submit a “Year in Review” report to Student Engagement by stated deadlines.
9. Uphold all local, state and federal laws and comply with all campus policies.
10. Ensure the organization is not used as a ‘front’ for an off-campus group.
11. Return all requests for information distributed by Student Engagement and SGA by stated deadlines.
12. Follow all financial guidelines
13. Uphold College policy regarding Social Media and Technology use
14. Be in good conduct standing with the College and the Office of Student Engagement
15. Finally, student groups may not:
 - a. Host events past the reading day in an academic semester or when the college is not session (unless approved by the Office of Student Engagement).
 - b. Discriminate against members of any groups as listed in the College’s non-discrimination policy, unless approved by the Associate Director of Student Engagement (i.e. class councils, singing groups, etc.).

Annual Re-recognition

All Student Organizations must be re-recognized at the beginning of each Fall Semester. Failure to complete any or all steps of the Fall Registration process may result in loss of recognition, freezing of accounts and /or loss of allotted budget.

Student Organization Executive Leader Eligibility

In order to serve as member of an organization's executive board a student must meet the following eligibility requirements:

- Must be an enrolled full-time student who is taking classes at Connecticut College
- Must have a cumulative GPA of at least 2.5
- Must be in good academic and conduct standing
- Each student may not participation in more than two Executive Boards per academic year

Break Travel Policies

All student organizations traveling over a scheduled college break period must schedule an organization-wide meeting with their respective Student Engagement staff member to discuss all aspects of the travel. In addition, a detailed travel itinerary must be submitted including emergency contact information for all students traveling and accurate information on the method of travel and lodging (e.g. Johnny and Susie will be traveling in Campus Van 1, etc.).

Club Sport Rights & Responsibilities

1. Required Documents
 - a. All club sports teams are required to have current copies of all required documents on file with the Office of Student Engagement. This includes the following:
 - i. Team rosters with emergency contact information for all athletes must be filed each semester. The roster should be submitted no later than one month after the start of organized team activities.
 - ii. All practices and competitions must be entered into ConnQuest by means of an event request at least 2 weeks in advance.
 - b. Completed copies of the club sport paperwork listed below must be filed once per Academic Year for each athlete before any athlete can practice or compete with the team. All forms can be found on ConnQuest under "Campus Links".
 - i. The "Club Sports Informed Consent Form"
 - ii. The "Concussion Information Sheet"
 - iii. The "Hazing Form"
 - iv. The "Off Campus Waiver Form"
 - v. The "Connecticut College Club Health History Questionnaire"
 1. This form is required of all club sport athletes as a way to document any relevant or past pertinent medical history. The

questionnaire will be reviewed by the Assistant Director of Student Engagement and any questions about information disclosed on the form will be referred to Student Health Services. Student Health Services will determine any next steps or conduct any follow up deemed necessary for athlete participation. All information disclosed on the Connecticut College Club Health History Questionnaire will be treated as private.

2. Medical Policies

a. Certified Athletic Trainers

- i. For the purpose of athletic training coverage all club sport teams have been divided into the following tiers:

Tier 1	M&W Rugby, Hockey
Tier 2	M&W Lacrosse, Futbol, W Soccer, Basketball, Disc Club
Tier 3	Volleyball, Dance Team, Figure Skating
Tier 4	Equestrian, Ski Team, Baseball

- ii. Certified Athletic Trainers are required at all home competitions for Tier 1 club sport teams and it is the club sport President/Captain’s responsibility to schedule coverage for competitions in conjunction with the Office of Student Engagement. Coverage for Tier 2 and Tier 3 club sport teams will be done on an as available basis.

- 1. If athletic training coverage is canceled less than 24 hours before a competition is scheduled to begin (unless cancellation is due to a weather related emergency) then the club sport team will be charged a cancellation fee corresponding to half of the base cost of hiring the Athletic Trainer to cover that competition.
- 2. Following an in competition injury, the Athletic Trainer reserves the right to determine if a club sport athlete may return to play at the competition in question. The judgement of the Athletic Trainer is final and any failure to comply with this judgement will result in sanctions to any individuals responsible and the club sport team as an organization.

- b. A “Club Sport Injury/Incident Report” (found on ConnQuest) must be completed within 24 hours of any injury to an athlete which required any medical attention during a club practice or competition.
- c. All club sport athletes suffering significant injuries will be referred to Student

Health Services for follow-up and evaluation. Club sport Athletes will not be permitted to resume practice or competition without clearance from Student Health Services.

- d. All club sport teams will be required to sign out a medkit from the Office of Student Engagement on a semester per semester basis. A club that fails to return their medkit at the end of each semester may be held responsible for the replacement cost.
3. Coaches
 - a. The hiring process of coaches and instructors must be run by the Office of Student Engagement with consultation from club leadership.
 4. Scheduling and Field Space
 - a. Club sport activities may only take place when the College is open and not during any College closures. Similarly, no club sport activities may occur during reading days and final examination periods unless extenuating circumstances have been discussed with and approved by the Office of Student Engagement.
 - b. All facilities and field space requests submitted by club sport teams are granted based on availability and space condition. *Note that priority for the use of Athletic Center facilities is given first to varsity athletic teams and intramural programs.*
 - i. Club sport requests to use Silfen Field should be directed to the Director of Athletics.
 - ii. Club sport requests to use Dawley Field and the Luce Field House should be directed to the Manager of Facilities, Home Events, and Recreation for Athletics.
 - iii. Club sport requests to use Dayton Arena should be directed to the Manager of Dayton Arena.
 - iv. Club sport requests for all other campus spaces should be directed to the Assistant Director of Student Engagement and New Student Programs.
 - c. Only after the appropriate approval is granted by the above individual(s) and the event has been entered into ConnQuest and approved will the use of the facility or field be officially reserved.
 5. Equipment and Storage
 - a. All equipment items must be accurately inventoried and reported to the Assistant Director of Student Engagement each semester.
 - b. Shared storage space for these items is available and arrangements should be made with the Office of Student Engagement to access the space.
 6. President's Council Meetings
 - a. At regular intervals over the course of the Academic Year, the Assistant Director of Student Engagement will call meetings of all the club sport presidents at which attendance is mandatory. If the president is not able to attend the meeting, then they must appoint a designee to attend in their place.

7. Conduct Policies
 - a. Each club sport team is to conduct itself in an exemplary manner, to bring positive recognition to Connecticut College, at home and on the road in accordance with the Honor Code, Student Code of Conduct, and local and federal laws.
 - b. Alcohol and other drugs are prohibited immediately prior to and during club contests, meetings, practices, and while traveling.
 - c. As representatives of Connecticut College, club sport athletes are not permitted to post inappropriate pictures or content on the Internet including, but not limited to, a club sports site or personal page.
8. The Office of Student Engagement reserves the right to restrict an individual's and/or entire club's ability to participate in any or all club activities at any time.
9. Failure to meet these standards and others established in this handbook may result in sanctions including, but not limited to, a club sport not being granted use of facilities/fields and funds, individual player suspensions, referrals to the Honor Council, or loss of recognized student organization status.

ConnQuest

The Office of Student Engagement is dedicated to helping students find their space on the Connecticut College Campus. One of the pathways we have established to open communication between student organizations and new members of our camel community is ConnQuest. ConnQuest is a wonderful resource for students to learn what is happening on campus as well as manage the day to day activities of their student organization. ConnQuest can be accessed in two ways:

1. Logging onto Camelweb then clicking the Calendar icon at the top of the home page
2. Typing connquest.conncoll.edu into your browser

The [ConnQuest Reference Guide](#) is a step by step resource designed with student leaders in mind. The guide can be found under the Campus Links tab on the site. It is a quick reference on all the items needed to make your organization page successful. Please take some time and create pages that are exciting and memorable.

ConnQuest Frequently Asked Questions

What is ConnQuest?

ConnQuest is a database that journals student organization profiles, membership rosters, financial requests and events, as well as other engagement opportunities from around campus. All student organizations must annually register within the site in order to be recognized by the College as active. A new registration period will be open to all student organizations at the start of each academic year where students will be required to update their organization profiles.

Who needs to use ConnQuest?

All student organizations will need to use ConnQuest in order to be registered with the Office of student Engagement and SGA. This includes acapella groups, club sports, and student lead business.

Why do I need to use ConnQuest?

ConnQuest is a great resource for all students. If interested in joining an organization, individual students can browse the site to gain more information about the organizations they are interested in. Students can request to join a club through the site as well. Organization leaders can market events and opportunities on ConnQuest so students browsing can learn about ways to get involved around campus. Organizations can also post photos, recruit members, message peers, and advertise events.

Being registered on ConnQuest is the only way organizations will be eligible to reserve vendor tables in Cro or Harris and event space on campus.

Who manages the organization page over the summer months?

Each spring all active student organizations are required to complete a "Year in Review Report." This report gives the Office of Student Engagement crucial information on the health of the organization. The report is uploaded the same as the Fall registration with the inclusion of summer contact information as well as the SGA funding request for the next academic year. Information about the report will be emailed to all students listed as a president and/or treasurer of an active student organization.

I'm having trouble!

If you are a student leader or club member, contact the Office of Student Engagement for assistance navigating ConnQuest via email: StudentEngagement@conncoll.edu.

College Policies

This handbook is supplemental and does not exclusively serve as a comprehensive list of all student related policies, practices, procedures, and or rules. Please refer to Student Handbook for all policies. Violations of College policies will be reported to the Associate Dean of Student Life. After this meeting their office will determine what the violations were and how they will be adjudicated. Sanction can impact individual members, the student organization as a whole or both based on the findings of the Honor Council.

Hazing

The College Policy on hazing is applicable to all members of the College community. Below is an excerpt from the Student Handbook. For a detailed outline of the College's Hazing Policy please reference the Student Handbook.

Hazing is strictly prohibited at Connecticut College by college policy and by the laws of the State of Connecticut. The College recognizes that hazing occurs in many forms and the College reserves the right to impose differing sanctions depending on the severity of the offense.

Hazing encompasses a broad range of actions that either (1) willfully or recklessly endangers the physical or mental health or safety of a person(s); or (2) causes physical or psychological discomfort or harm; or (3) demonstrates disregard for another's persons dignity; or (4) causes or encourages a person to violate college policy or the federal/state/local law, primarily for the purposes of initiation, admission into or affiliation with, or as a condition of continued

membership in a group, organization, or team. Given the inherent power dynamics of peer pressure, a student cannot reasonably consent to be hazed. Therefore, consent to be hazed may not be considered as a mitigating factor when determining whether an individual/group is responsible for hazing.

The Honor Code not only holds individuals or groups accountable for their own actions but may also hold individuals or groups accountable for the actions of others as well, particularly if they fail to intervene at any point. Students who (1) participate in the planning of such activities, (2) have knowledge of such activities, or (3) fail to intervene while witnessing such activities may be in violation of the Honor Code.

With the understanding that it is not always clear what kinds of activities are acceptable, students are encouraged to consult with their advisors, coaches, and/or members of the student life staff when planning an event.

Support for Responding to Hazing

When a student experiences hazing, witnesses hazing, or has first-hand knowledge of hazing activities, the student may seek guidance and support from the:

Director of Athletics	860-439-2570
Senior Associate Dean of Student Life	860-439-2825
Office of Student Engagement	860-439-2108

These individuals can answer questions about the hazing policy, the process of filing a complaint, and the student conduct process.

Procedures for Responding to Hazing

1. Any member of the campus community who experiences, witnesses, or has knowledge of hazing must take one of the following actions: (1) notify Campus Safety, (2) notify the Senior Associate Dean of Student Life immediately, (3) or file an [incident report](#) on Camelweb.
2. Upon receipt of such information, the Senior Associate Dean of Student Life or Dean of Students may take interim measures to ensure (1) the health and safety of those involved, (2) the integrity of the investigation process, and/or the (3) the integrity of the institution. Such measures may include, but are not limited to, temporary suspension of group/organization/team activity and/or funding, interim suspension of individual students, no contact orders, restricted access to campus buildings/property.
3. Connecticut College expressly prohibits any form of retaliation either during the investigation or after the resolution of the complaint. Retaliation is defined as any adverse action taken against someone engaged in a protected activity because they are engaged in that protected activity.

Alcohol

Connecticut College grants permission for the responsible and lawful consumption of alcoholic beverages at institutional events as well as college sponsored off campus events. Serving

alcohol at events is an ongoing privilege. The following standards must be adhered to for permission to host an event with alcohol:

1. Events that wish to serve alcohol must submit an Event Request Form to the Office of Student Engagement no later than five (5) weeks in advance.
 - a. These events require a Temporary Liquor Permit from the State of Connecticut and the processing time by the state is four (4) weeks.
2. Have a list sober party monitors based on the expected attendance
3. A budget must be presented to calculate the amount of adequate quantity of food non-alcoholic and alcoholic beverages to be provided.
4. No social events are permitted to include any form of “drinking contests or games”
5. Alcohol may not be offered as a prize, award, gift, or incentive by any Student Organizations or individual representing a student organization.
6. A meeting must be set up with the Associate Director of Student Engagement to review “Day of” events procedures.
7. Alcohol is not permitted at any Student Organization off-campus event or trip. Alcohol may be present if the event or trip is planned in partnership with the the Office of Student Engagement (Winter Formal, 100 day celebration, Senior Formal, etc.) .

Venues for Alcohol Service

- The Following Locations are approved venues to host events with Alcohol
- Crozier Williams College Center: 1962 Room, 1941 Room, Cro’s Nest
- Cro Pit
- Hood Dining Room,
- Cummings Lobby
- Harris 1973 room,
- Lott Courtyard (Harris Fishbowl)
- Other locations dependent on venue capacity and prior approval from the Office of Student Engagement.

Duration of Alcohol Service

Student organizations are restricted from hosting events with alcohol outside of the designated times.

- Thursday 6pm-2am
- Friday 6pm-2am
- Saturday: 2pm-6pm or 8pm-2am
- Sunday: 2pm-6pm

Once an event is approved to serve alcohol hosts may do so recognizing that service may not exceed three (3) hours. Drink wristband distribution must end one (1) hour before alcohol service ends and all alcohol service must end one (1) hour prior to the end of the event. No matter the length of the event all alcohol service must end by 1am.

Alcohol Type & Quantity

The College permits student organizations to purchase and serve no more than 1 serving of alcohol per of-age guest per hour of the event. He only form of alcohol permitted for service

during events is beer, wine, and champagne. No hard alcohol or BYOB is permitted. Sponsoring organizations must purchase alcohol and arrange for trained servers through Gordon's Yellow Front Package Store or through Campus Catering. If neither are available the student organization must work with the Associate Director of Student Engagement to find a suitable caterer for service.

Donation of Alcohol

Donation of alcohol is not permitted at any student organization event or function without the prior approval of the Office of Student Engagement. To obtain approval the donation must be directly from an established brewery or vineyard. The business must have the proper permits to sell and serve alcohol. The business must also provide bartenders for the event. Students should work with Student Engagement throughout the planning process.

Identification Process (ID Check)

Any events serving alcohol must make provisions to check identification and prevent the illegal distribution of alcohol to minors. Positive proof of age is required at all events serving alcohol. Accepted forms of proof of age are any government issued photo id or passport. Only College personnel and hired servers may check ID's. In some instances, students may check id's if given advance permission from the Office of Student Engagement. Once age has been verified all of-age guests will be issued wristband. Wristbands are available in the Office of Student Engagement.

Student Organization Managed Spaces

Some student organizations as function of their mission have access to and manage campus spaces, office space, performance space, or retail space. Students are required to comply with all College building and residential house regulations. These policies are binding to all individuals on campus property, regardless of whether they are residents or non-residents. Any violation of campus policy or the student handbook in regards to student club and organization spaces could result in loss of space privileges and possible honor council implications for individuals involved.

Space Inspection

The College retains the right to enter all student managed spaces at any time. Circumstances warranting such entry include: routine maintenance, safety inspections, routine fire drills and alarms, safeguarding the community from a potential emergency. The Office of Student Engagement staff will conduct space inspections periodically during the semester.

Care of Managed Spaces

Organizations are responsible for the care of their student managed space and are expected to keep them reasonably clean and orderly. If damage or cleaning fees are necessary, the fees will be assigned to the student organization responsible for the space. Maintenance issues should be reported to Facilities Management via CamelWeb. Student managers should also list the Associate Director of Student Engagement as an additional requestor on the service request.

Damage of Managed Spaces

Student clubs, organizations, or individual students may be held accountable for damages that occur as a result of accidents or intentionality. Student clubs, organizations, or individual students may be held accountable for damages, thefts, or vandalism for which they are responsible, may be referred to the student conduct process, and may be billed accordingly. The cost of repair is determined by College personnel.

Alterations

No alterations to student managed spaces (partitions, painting, electrical, deadbolts etc.) may be made unless permission has been secured in advance from the Office of Student Engagement.

Keys

If keys are issued to members of student organization, then that student bears sole responsibility for the return of each key entrusted to them. Keys should be returned at the end of the academic year or the end of the term of involvement for the individual student. Student organizations will be responsible for all charges associated with missing keys or lock changes.

Space Capacity

Due to issues of fire safety, all posted occupancy guidelines or occupancy standards set by the Office of Facilities Management must be followed.

Events

All hosted events in student managed spaces must be registered on ConnQuest and approved by the Office of Student Engagement.

Alcohol

All alcohol is prohibited in student managed spaces unless permission is granted through the Social Host Program and the Office of Student Engagement.

Off Campus Travel/Events

College sponsored off-campus events are an extension of the College's programs, and therefore are subject to the following procedures.

An off-campus event is an activity that involves a group of students that takes place outside of College property and is organized by student organizations. Examples of off-campus events include: student club sports contests, alternative spring break trips, conferences or any student trips sponsored with College funds.

All off-campus events sponsored by student groups must be registered as events on Connquest. The information submitted via this form will be made available to the Campus Safety Gatehouse prior to your departure from campus so that, in the event of an emergency, the College will be able to contact you and assist you as needed.

General Responsibilities

Each off campus event must have an identified event coordinator who organizes (and must attend) the event. Students, faculty and staff members of the College are generally eligible to be an event coordinator. Prior to the event, the event coordinator planning the event, requests event approval via ConnQuest. When appropriate, planner should meet with a staff member, conduct an orientation session for event participants, complete the required notification forms, and consider precautionary procedures. If an emergency occurs during the event, the event coordinator contacts Campus Safety. In turn, Campus Safety notifies the On-call Administrator. All trip information must be submitted to the Student Engagement before participants depart campus for the event. The Student Engagement is responsible for ensuring trip information is provided to the On-Call Administrator and Campus Safety.

Procedures

The following prescribed courses of action apply to circumstances specific to college-sponsored, off-campus events. They are set forth here for the protection of all participants, as well as for the College itself, and to assure the integrity of College programs and activities. The faculty, staff, and students involved in a College-sponsored off-campus event shall assume primary responsibility for the implementation of these procedures and for informing all participants of their content and intent.

The Event Coordinator must also:

1. Establish the purpose/goal of the trip.
2. Select the area where the off-campus event is to be held. It is important that the event coordinator(s) have some knowledge of, or sufficient experience with the geographical area when planning an off-campus event. The event coordinator should demonstrate sufficient knowledge of the area to the satisfaction of their advisor;
3. Select the dates and times that the off-campus event is to be offered;
4. Determine the cost of the off-campus event and communicate the information to the students wishing to participate
5. Register the off-campus event on ConnQuest
 - a. To complete reach the Off Campus Event form select "Off Campus Location" when asked for location during the events registration.
 - b. Form should be submitted minimum of 2 weeks in advance of your group's event.
 - c. Upon receipt of this form, a member of the Office of Student Engagement staff will contact you regarding what, if any, additional information is needed in order to approve your event.
6. If reimbursement for certain costs is anticipated, contact the Student Engagement Bookkeeper for information about appropriate procedures
7. Reserve campsites, lodgings, buses, vans, cars, boats, etc., as necessary;
8. Distribute and subsequently collect completed General Release and Waiver Liability Forms for all participants; submit the waivers to the Office of Student Engagement

9. File the travel itinerary with the Student Engagement. The itinerary should include travel times and all destinations. If appropriate, identify alternate route, in case an emergency prevents entry into the original destination;
10. Depending on the type of off-campus event, the group may need to meet with an advisor (faculty or staff member) prior to receiving preliminary approval.

Faculty and Staff Responsibilities

Faculty and staff who participate in off-campus events are expected to adhere to the same standards of conduct as those expected of them in their on-campus activities. During an off-campus event, it is expected that faculty and staff participating will provide supervision and guidance to all participants, which is appropriate for enabling the students to benefit fully from the purpose of the event. The College and/or faculty and staff are not responsible for students when they engage in personal activities at any time, which have no relation to the stated purpose of the off-campus event and are not on the event's schedule of activities. Examples of such personal activities include: visiting a friend or relative, attending a social activity, going to a theater or restaurant, etc.

Transportation

If the group is obtaining transportation by private charter, event coordinators must use a transportation company approved by the Office of Student Engagement. Individuals who are not registered or not related to the program may not travel in College vehicles (owned, rented or chartered).

If the College is not providing transportation, the off-campus event participants must convene at the site on their own. Event coordinators involved in planning or supervising travel to off-campus events in private cars must adhere to the following:

1. Vehicle must have automobile insurance coverage.
2. Proof of insurance must be provided to the event coordinator who, in turn, will file with the Office of Student Engagement.
3. The College does not cover non-College vehicles in the event an accident should occur.
4. If bad weather has been predicted, the event coordinator must cancel the trip. Campus Safety should be notified; Campus Safety will notify the On-call Administrator.

When the off-campus event will occur in a foreign country, please see Guidelines for Studying Abroad:

1. Assure appropriate insurance policies and procedures have been met.
2. Plan to accommodate students with special needs. The Office of Student Accessibility Services is a valuable resource for information about appropriate accommodations for students.
3. File the travel itinerary with the Campus Safety, ConnQuest, and with the appropriate department or office sponsoring the off-campus event. The itinerary should include

travel times and all destinations. If appropriate, identify alternate route, in case an emergency prevents entry into the original destination.

4. Prepare a detailed day-to-day agenda of activities, including health and safety instructions, for all participants.

Orientation Meeting

All participants must attend at least one orientation meeting prior to departure. In addition to information specific to the student organization sponsoring the event, the event coordinator should cover the information outlined below.

A. Planning the Off Campus Event – Domestic

1. Written briefing of travel and packing tips, medical and health concerns, modes of transportation, hours of departure and return.
2. Written itinerary of destinations and dates/times.
3. Written agenda of activities. Written review of foreseeable hazards and safety procedures, emergency preparedness processes, crisis response plan, and emergency phone numbers and contacts.
4. Training for any equipment to be used on the trip.
5. Address expected conduct of students regarding such issues as fraternizing, consuming alcohol, activities, and conduct during “free time.” Advise participants of the consequences of non-compliance.
6. Review and clearly explain alcohol, drug and firearm policy provisions.
 - i. Alcoholic Beverages, Drugs and Firearms are forbidden at any off-campus event. Please refer to the Student Handbook for more detailed information. If violations of these policies occur during an off-campus event, the event coordinator(s) should file a report in the Incident and Information Reporting section of CamelWeb or contact Campus Safety for instructions on the appropriate steps to take.
7. Background information pertaining to any upcoming cultural “shocks” that students may experience.
8. Review and clearly explain the required forms (next section). Instruct participants to read and complete the required forms.
9. Inform participants there is limited accident insurance coverage provided by the college which is available for all students who are injured on campus-sponsored field trips within the United States. This coverage is considered primary, supplemented by any other medical insurance to which the student may have access. If the college -sponsored trip is outside of the US, the college’s accident insurance would reimburse paid expenses.
10. Explain that student behavior during an off-campus event is subject to the College’s Code of Student Conduct and will not be tolerated. In the event a participant’s conduct becomes unlawful and/or disruptive, the student may be removed from the event if it is practical and safe to do so. Upon return to the campus, the student will be mandated to go through the judicial process.

For international travel, these points should be included:

11. Arrangements for any out-of-country visas, immunizations, and any other necessary documentation.
12. Written briefing of travel and packing tips, medical and health concerns, modes of transportation, hours of departure and return.
13. Health and travel accident insurance policies available to students while travelling abroad.

Vehicle Use Policy

This policy applies to all persons (faculty, staff, students and volunteers) who drive Connecticut College administered (owned or rented) or their personal vehicles for the benefit of Connecticut College (whether or not reimbursement for mileage is sought). Therefore, any person driving on College related travel must be an authorized driver.

Becoming an Authorized Driver

Students, faculty, and staff may not drive a College vehicle or personal vehicle for College related travel until approved as an authorized driver by submitting a Driver Application and the Authorization to Check MVR Records. Once approved, the individual will remain an authorized driver unless otherwise prohibited. Driver qualifications include the following:

- Must be at least 21 years old; persons age 18, 19, & 20 may become authorized drivers
for sedans and minivans only
- Possess a valid United States Driver's License
- Minimum of 1 year driving experience
- Student drivers must successfully complete one of the National Safety Council Defensive Driver online class modules and email the Certificate of Completion to transportation@conncoll.edu
- Meet Clear, Acceptable or Borderline driving status in accordance with the Driver Acceptability Matrix

Motor Vehicle Records

Connecticut College checks motor vehicle records (MVR's) during the application process. MVR's for active faculty, staff, students and volunteers are checked semiannually and quarterly for Borderline acceptable driving records. Driving privileges may be suspended or terminated if the applicant's record indicates an unacceptable number of accidents and/or violations. In situations where driving is considered an essential function of the job and an employee meets prohibited driving status, the individual will be referred to the Human Resources department. Applicants for employment must meet Clear, Acceptable or Borderline driving status in order to be considered for employment in which driving is an essential function of the job. Driving records are evaluated using the Driver Acceptability Matrix. The College reserves the right to prohibit any student, faculty, staff member, or volunteer from becoming an approved driver, regardless of their Driver Acceptability Matrix score, if their driving record contains any egregious violations, including operator's license suspensions (either current or

expired).

Driver Acceptability Matrix

# of Moving Violations Within the Past 3 years		Number of Accidents Within the Past 3 Years			
	0	1	2	3	4
0	Acceptable	Acceptable	Acceptable	Borderline	Prohibited
1	Acceptable	Acceptable	Acceptable	Borderline	Prohibited
2	Acceptable	Acceptable	Borderline	Prohibited	Prohibited
3	Acceptable	Borderline	Prohibited	Prohibited	Prohibited
4 or more	Borderline	Prohibited	Prohibited	Prohibited	Prohibited

Borderline = Driver's MVR will be checked every 3 months.

Prohibited = Driver is prohibited from driving College administered vehicles

Operating a Personal Vehicle for College Business

Connecticut College administered vehicles should be used for any College related travel. In the event this is not feasible, authorized drivers may operate their personal vehicle for College business. When using your personal vehicle for College travel the primary liability coverage shifts from Connecticut College to your personal auto insurance. Your personal auto insurance is the primary payer in the event of a loss. Connecticut College's auto liability insurance is in excess of the employee's personal auto liability insurance.

All drivers are required to carry Connecticut state minimum auto insurance on any vehicle that is used for College business and sponsored travel. Connecticut College is not responsible for the physical damage to an employee's vehicle. Therefore, employees should also have their own collision and comprehensive insurance coverage.

Only authorized drivers are allowed to operate a College administered vehicle. All authorized drivers must be identified no later than when the vehicle is picked up. All authorized drivers must sign the reservation form at the time the vehicle is picked up.

Driver Responsibilities

- The driver must operate the vehicle in a safe manner, observing all ordinances and laws pertaining to the operation of motor vehicles. The driver must also follow the Vehicle Use Policy and assure adherence to its expectations.

- The driver will announce at the beginning of each ride that passengers must use their seat belts. Seat belts must be worn by all occupants at all times.
- The driver must not use a phone, MP-3 players, computers, tablets, or other mobile devices while the vehicle is moving. If there is a passenger/navigator, that person should make the adjustments to vehicle controls such as the radio, climate control, and GPS.
- Fines resulting from traffic or parking violations will be the obligation of the driver. Traffic violations must be reported to Facility Services after returning from trip.
- The driver and passengers are prohibited from using any tobacco products, alcohol, or illegal drugs. Also, the driver is prohibited from using any substance that may reduce attentiveness or cause drowsiness. The driver must not operate the vehicle for a minimum of 12 hours after his or her last ingestion of any substance that could cause impaired driving (including consumption of alcohol).
- Vehicle load capacities must not be exceeded, including number of passengers, cargo weight, or any combination thereof. Capacity information is located on the inside jamb of the driver's door.
- No roof storage is allowed on any College vehicle.
- The driver must ensure that all interior and exterior lights are turned off and all doors and windows are locked when the vehicle is parked.
- The driver is responsible for ensuring the vehicle is returned clean and in the condition they received it in. Any cleaning required, above and beyond what is considered normal vehicle use, may incur an additional cleaning charge.
- The driver must record the beginning and ending odometer readings on the vehicle reservation form, as well as complete the driver's log on trips over 200 miles one way.
- The driver is responsible for depositing a complete and accurate passenger list immediately before departure when traveling with students more than 30 miles one way by emailing transportation@conncoll.edu.

Trips Over 200 Miles One Way Involving Students

When traveling more than 200 miles one way or 4+ hours in one day, multiple authorized drivers are required or the driver must take at least a 2-hour break after the first 4 hours of driving before proceeding. No single driver can drive more than 4 consecutive hours or 8 hours in a 24-hour period.

A driver's log must be maintained for any trip over 200 miles one way. The driver is required to keep track of the number of hours he or she is operating the vehicle. Each driver is required to fill out the driver's log for each day (24-hour period) that he or she is driving. A travel binder will be located in each College administered fleet vehicle which will contain College policies, driver's log, insurance information, accident/incident report and emergency phone numbers.

Accidents and Incident Reporting

Accidents must be promptly reported to law enforcement authorities (911) and Connecticut College Transportation Services at (860) 439-3700. An accident report packet can be found in

the travel binder located in all Connecticut College administered vehicles. Incidents such as flat tires and mechanical issues shall also be documented on the Accident Report Form with as much detail as possible.

Inclement Weather

When Storm Advisories, Storm Warnings, and/or reports of adverse driving conditions include the planned driving route for a Connecticut College sponsored trip (including business travel), the vehicle renter, sponsoring department, and the Transportation Services office will consult to determine whether to continue the trip as planned, delay the trip, or cancel the trip. Based on the available information on weather and road conditions, the Transportation Services office will weigh the risks associated with running the trip, as well as any options for altering the trip route or itinerary. The Director of Auxiliary Services has the final decision on the disposition of the trip.

Student College Administered Vehicle Driving Policies

Driver Approval & Reservations

1. ALL student drivers must be cleared through the college's driver clearance process, outlined in the College's Vehicle Use Policy, at least 7 business days prior to driving a college fleet vehicle.
2. All student group vehicle reservations should be made through the CONNQuest software system and must be approved by the Office of Student Engagement, as an official College sponsored activity or event, before the vehicle reservation can be confirmed.
3. Reservations must be made 5 business days in advance of the desired vehicle rental date. Reservation requests made less than 5 business days in advance may not be honored. A confirmation will be sent to confirm your reservation was submitted and, if you do not receive a confirmation, you should assume that your reservation was never received.
4. Vehicle rentals made by student clubs and organizations recognized by the Office of Student Engagement, are entitled to a 25% discount off the daily vehicle rental rate. Financial responsibility of all associated costs with the rental of a College administered vehicle, including rental costs, fuel, tickets, tolls and damage claims, are the responsibility of the student club or organization.
5. Reservations that are not picked up at the scheduled time will be cancelled one hour after that time, or at the end of business hours, whichever comes first.
6. Reservations that involve a rental, and are not cancelled with at least 24-hour notice, may be charged to the appropriate student club or organization.

Driving Policies

1. Vehicles are not to be used for personal use during authorized trips.
2. Citations are the responsibility of the driver or sponsoring department, and must be paid immediately.
3. Violations related to drugs, alcohol or other driving infractions may result in suspension from fleet vehicle use for the individual or groups involved.

4. Fleet suspensions will be determined by the Transportation Services office, and will be based on severity and the number of infractions. In addition, students may be referred to the student conduct process.

Daily Driving Restrictions

1. Each vehicle traveling more than 200 miles one way or 4+ hours in one day, require multiple authorized drivers or the driver must take at least a 2-hour break after the first 4 hours of driving before proceeding. No single driver can drive more than 4 consecutive hours or 8 hours in a 24-hour period.
2. Drivers are not permitted to drive between the hours of 1am and 5:00 am, unless within a 50-mile radius of Connecticut College.
3. A list of alternate drivers for trips that require more than one driver per vehicle must be provided.
4. Trips are limited to a maximum of 400 miles per day.
5. Use of cell phones without a hands free device and/or texting while operating a vehicle is strictly prohibited.
6. Drivers are required to complete the driver sheets inside the vehicle binders to include mileage, gas purchases, vehicle issues, and accident reports per trip.
7. The driver is responsible to use seat belts and require all occupants to do likewise.
8. The driver must observe all applicable traffic laws, ordinances and regulations, and use safe driving practices at all times.
9. The use or possession of illegal drugs, alcohol, or a drug or substance that may impair one's ability to safely drive a vehicle is prohibited.
10. Passengers riding in a college fleet vehicle are prohibited from use or possession of alcohol or drugs.
11. The driver must turn off the vehicle, remove the keys, lock and secure the vehicle when it is left unattended.
12. The vehicle must be operated within posted speed limits and at speeds appropriate for road conditions.
13. Smoking is not permitted in vehicles.

Accidents

Failure to stop at the scene of an accident in which you are involved is a criminal offense. In the event of an accident involving a college fleet vehicle, the driver shall adhere to the following procedures:

1. Call the police. In the event of medical injuries, call for medical help.
2. Do not leave the vehicle except in an extreme emergency.
3. Assist injured people, but do not move them unless absolutely necessary to remove them from imminent danger.
4. When safe and appropriate, the driver should then report the accident to the Transportation Services office at 860-439-3700, or to Campus Safety at 860-439-2222 if after College business hours.
5. Request insurance information from all other drivers involved in the accident. If possible, take pictures and do not move the vehicle until police arrive at the scene.

6. Obtain as much information as possible at the scene and report details on the Vehicle Accident Reporting Form (location, time, extent of injuries, your contact information, names and contact information of witnesses, etc.). Return this form to the Transportation Services office by emailing a scanned copy to transportation@conncoll.edu or in person in Crozier Williams.

Student Acknowledgment of Connecticut College Vehicle Use Policy Receipt

Students received a copy of the both the Vehicle Use Policy and Addendum A - Student College Administered Vehicle Driving Policies and agree to abide by all provisions outlined. They understand that violation of any provision in College's Vehicle Use Policy or in Addendum A - Student College Administered Vehicle Driving Policies may result in their suspension of driving privileges.

They will also acknowledge that they have been informed that:

- 1) Each College administered fleet vehicle has a GPS tracking device that will automatically send alerts to College administrators if a set condition occurs, including excessive speed alerts and boundary alerts.
- 2) Any damage that occurs to a fleet vehicle, from either direct or indirect fault of the driver, will be the financial responsibility of the renting department.
- 3) Vehicles must be returned clean and in a condition that reflects reasonable travel use. Any excessive cleaning that is required to return a fleet vehicle to a rentable condition will result in a \$100 excessive cleaning fine charged to the renting department.

Larrabee Storage Closets Policy & Key Sign Out

The Office of Student Engagements has five storage closets in the basement of Larrabee. All clubs and organizations that utilize these storage closets MUST keep items neat and organized at all times. An inventory of all the storage closet supplies and equipment will be kept in the Student Engagement Offices in Cro and must be updated at the beginning and end of each academic year as well as when new items are purchased.

Keys to the Larrabee Storage Closets are kept in Cro 215 and must be signed out by only those individuals permitted to be in these storage closets. The individual who signs out a key must return that key to Student Engagement and is not allowed to pass off the key to any other persons under any circumstances. Keys should only be signed out for the time period when the club is actively accessing the space and must be returned promptly afterwards. If a club plans to access the storage at 3 pm, they should not be signing the key out at 11 am and the key should be returned once the club is done accessing the space and not held for extended periods of time. Keys may be sign out Monday – Friday from 8:30 am – 5 pm. Prior to returning keys, remember to make sure the light is turned off and the door is locked.

If a key is lost, the individual who signed the key out will be responsible for any and all charges related to replacing the key and may lose the privilege to sign out the key in the future. Any individual found to have violated any of these policies will forfeit their privilege to access the storage spaces and may be referred to the student conduct process.

Events General Outline of How to Plan an Event

Scheduling Events

In order to reserve a campus space for an event: Use the 'Create an Event' function on ConnQuest to request approval from Student Engagement. The Student Engagement will review the request and either approve it or contact the student organization to clarify any concerns about the event before processing the request further. Reservations should be made early as availability is limited and dates fill up quickly. When Student Engagement approves an event request on ConnQuest, the event is automatically added to the events calendar on ConnQuest.

Events can only be created by student leaders who are associated with an organization. All event requests must be made three weeks in advance. Any event submitted less than three weeks in advance will be denied.

How To

1. Log in to ConnQuest through Camelweb and go to your organization's page.
2. Click MAnage Organization (Upper right)
3. Go to Events on the left side.
4. Click on "Create Event" at the top right of the page.
5. Enter the Name, Location, Start Time, and End Time. These fields are required.
6. Enter a brief description of the event. This description will be used on the college's main calendar site. So make it creative.
7. Attach a flyer to associate with your event. Supported files include image files (jpg, jpeg, tif, tiff, gif, png, bmp), office files (xls, xlsx, ppt, pptx, doc, docx, pub, rtf) and html, htm, mht and pdf.
8. Add any additional information that the form requires.
9. Depending on the event additional information may be required. Answer all required fields to better assist the approval process.
10. Requested information may include set up details, off campus trip information, alcohol service and policies regarding specific areas on campus.
11. You will have the opportunity to review each step prior to submitting the completed registration.
12. Click "Submit".

Athletic Facilities and Field Space

Athletic facilities (both indoor courts as well as outdoor field space) must be reserved through the 'Create an Event' tab on ConnQuest. Priority for use of these spaces first goes to varsity athletic teams and the intramural program. Student organizations are eligible to utilize these spaces, upon approval from Athletics, based on availability.

Promoting Events

Most recent posting guidelines for the Connecticut College can be found in the Student Handbook on CamelWeb.

Student Organizations may post items on campus that adhere to the guidelines listed below. Posted items or chalking that does not adhere to the guidelines may be removed. Student Organizations are required to include contact information in their postings so people interested in the event know whom to contact for additional information.

When items are posted in public locations (including residence halls), the freedom of expression will be balanced with the right of employees to have a non-hostile workplace in which to work and with the knowledge that children and other guests of the College are invited into these spaces.

- Postings (including large banners) must contain contact information (a valid Connecticut College email address, a registered club/organization name, or sponsoring department/office name). Contact information needs to be located in the lower right hand corner of the item.
- Content cannot be defamatory to an individual (words or images that injure someone's reputation), threatening, or violate other Honor Code/Student Code of Conduct policies.
- Postings in approved locations may not be vandalized or altered.

Posting Removal

- Postings that do not include contact information or otherwise do not adhere to this policy will be removed immediately.
- Postings must be removed by the sponsoring individual/group within 24 hours after the event ends or at the end of the reservation period. All other postings for non-events (i.e. information only) must be removed two weeks.*
- *Postings for resources on campus (i.e. Academic Resource Center hours, health-related services, AA meetings) may remain posted after two weeks if they are located in non-reserved locations (i.e. the bulletin boards in Cro Connection).
- Items posted on doors, windows, glass walls, vending machines, mirrors, painted surfaces or other non-approved/unreserved locations will be removed.
- On occasion for major campus events and at the end of the semester, the College may remove postings that otherwise adhere to the policy.

Mailbox and Residential House Stuffing

Student organizations must receive approval from the Director of Auxiliary Services to stuff all campus mailboxes. Student organizations must receive approval from the Assistant Dean for Residential Education and Living to place items underneath the doors of students' rooms.

Campus Chalking Guidelines

The following guidelines for chalking must be followed:

- Chalking is permitted only on sidewalks and other pedestrian walkways. Chalking is not permitted on any building or any other surface.
- Only chalk may be used (no marker, paint, etc.).
- Chalking cannot be defamatory (words or images that injure someone's reputation), threatening, or violate other Honor Code/Student Code of Conduct policies.

- No one may write over or deface any chalked messages.
- Unauthorized removal of chalking is prohibited.

Posters

Posters or other similar media may be hung in campus buildings on bulletin boards, in display cases, or the Crozier Williams Marble Wall. The SGA *On The Can* may be posted in the bathrooms. College staff may remove, on a daily basis, any items posted on doors, windows, painted surfaces or other non-approved locations.

The following regulations apply to specific posting locations:

- Pedestrian Overpass
 - Per state regulations, banners or other items may not be displayed from the Route 32 pedestrian overpass.
- Posting in Residential Spaces
 - Each residential house has either one large or two small bulletin boards per floor. Residents may post on designated portions of the bulletin boards. The other portion of the board is for the Residential Education and Living house staff.
- Crozier Williams Bulletin Boards & Marble Wall
 - Posters may be placed only in these locations:
 - Six public bulletin boards located in the Connection adjacent to the Bookstore
 - Four reserved" event bulletin boards located in the first floor lobby
 - Marble Wall adjacent to the main stairs.
 - All other bulletin boards in the College Center are designated for specific purposes and are not to be used for general public posting.
 - Only non-permanent types of tape (i.e. poster tape) should be used.

Event postings need to be removed within two days after the end of the event. General postings may be periodically removed when the building is reserved for large scale functions. Posters placed on mirrors, walls, doors, windows, vending machines, or furniture will be removed and discarded on a daily basis.

Reserving a Banner Space

There are seven designated locations in the College Center for hanging banners. Student organizations registered with the Office of Student Engagement are eligible to reserve banner space. If an individual student or unregistered student organization wishes to reserve a space, special permission must be given by the Student Engagement or the Events and Catering Office.

Submit a Banner Space Request form via ConnQuest. Reservations should be made early as availability is limited and dates fill up quickly. Banner space may be reserved for isolated dates or for week-long blocks. Marble wall space may be reserved for no longer than one month.

- Banners hung without a reservation will be removed and discarded.
- Banners may not cover fire equipment.

- Banners must be removed on the date the reservation ends. Banners left up after the specified removal date will be removed and discarded.

Reserving the Marble Wall

The Marble Wall may also be reserved via ConnQuest by student organizations registered with the Office of Student Engagement. If an individual student or unregistered student organization wishes to reserve a space, special permission must be given by the Office of Events and Catering. The wall space may be reserved for no longer than one month

Promoting Events with Alcohol

The College permits advertising events with alcohol, but only when the following criteria are met. These criteria are in place for all forms of advertising including print and electronic invitations, posters, announcements, and all other forms of advertising:

1. All advertising must clearly reference the provision of non-alcoholic beverages and food.
2. All advertising must include the following statement: Only individuals 21 years of age and older (with a valid government issued identification) will be served alcohol.
3. Advertising may not include:
 - a. Any reference to underage consumption, binge drinking or any other abuse of alcohol
 - b. Any graphics or pictures/photos that depict and/or promote alcohol or forms of alcohol consumption
 - c. Any reference to the quantity of alcohol being served at the event
4. All student-sponsored events (both private and public) require approval by the Office of Student Engagement prior to being advertised in any forum. Private events with alcohol may only be advertised via private invitation.

Planning Social Media Content

Achieving your goals through social media requires planning, monitoring and measurement. Social media should be social! As you think about posting on social media, plan content that asks and encourages your audience to engage in a dialogue, not just absorb information.

Once you create a community on social media, it reflects on you even when people outside of the College community participate in a discussion or post a comment. For this reason, all College social media accounts/pages/sites should be monitored — and moderated, where appropriate — to ensure that posts meet our community standards.

Posting and Interacting on Social Media

Think twice before posting: Privacy does not exist in the world of social media. Consider what would happen if a post becomes widely known and how that may reflect both on the poster and the College. Search engines can turn up posts years after they are created, and comments can be forwarded or copied. If you wouldn't say it at a conference or to a member of the media, consider whether you should post it online. If you are unsure about posting something or

responding to a comment, ask your advisor for input or contact the office of Student Engagement.

Strive for accuracy: Get the facts straight before posting them on social media. Before posting any online material, ensure that the material is not knowingly false; instead, try to be accurate and truthful. If you find that you've made a mistake, admit it, apologize, correct it and move on. You should never post anything that is maliciously false. Review content for grammatical and spelling errors.

Be respectful: Understand that content contributed to a social media site could encourage comments or discussion of opposing ideas. Responses should be considered carefully in light of how they would reflect on the poster and/or the College and its institutional voice.

Remember your audience: Be aware that a presence in the social media world is or easily can be available to the public at large. This includes prospective students, current students, current employers and colleagues, and peers. Consider this before publishing to ensure the post will not alienate, harm, or provoke any of these groups.

Avoid personal attacks, online fights, and hostile personalities. If a blogger or any other online influencer posts a statement you disagree with, you can voice your opinion, but do not escalate the conversation to a heated, personal argument. Speak reasonably, factually, and with good humor. Try to understand and credit the other person's point of view. Additionally, avoid communicating with hostile personalities in an effort to avoid personal, professional, or credibility attacks.

Use your true identity. When participating in any social media, be completely transparent and disclose your true identity for your personal protection. Additionally, when commenting on or promoting any College product or service on any form of social media, you must clearly and conspicuously disclose your relationship with the College to the members and readers of that social media.

Photography: Ensure that you have the right to post photos on social media before posting. This includes permission from those in the photos (or, in the case of students, that they have signed a blanket release form on file in College Relations), as well as Photographs posted on social media sites easily can be appropriated by visitors.

Be mindful of the public nature of social media, and how easy it is to forward even private messages. Before writing anything to anyone, ask yourself if you'd mind seeing it on the front page of the "New York Times." Before sharing a comment, post, picture or video about or from a friend or colleague through any type of social media, it is a good practice to be courteous and first obtain his or her consent.

Hosting Different Types of Events

Hosting Events with Alcohol

For events that wish to serve alcohol an Event Form submission must be received by the Office of Student Engagement no later than five (5) weeks in advance. These events are typically

hosted by organizations such as SGA, SAC, Senior Week and class executive boards. The procedure for requesting event approval and securing a temporary liquor permit can be found within the event request form. These events require a liquor permit from the State of Connecticut and the processing time by the state is four (4) weeks. All student organizations are open to request to serve at an event however the state will only approve a limited number of permits per calendar year for the college.

Showing a Movie on Campus

Student groups are permitted to show movies on campus but may only do so in accordance with copyright guidelines defined by the Federal Copyright Act which governs how copyrighted materials, such as movies, may be utilized publicly. Neither the rental nor the purchase or lending of a videocassette or DVD carries with it the right to exhibit such a movie publicly outside the home, unless the site where the video is used is properly licensed for copyright compliant exhibition. In addition, copyrighted movies borrowed from other sources (public libraries personal collections, etc.) cannot be used shown legally in any site which is not properly licensed.

Private vs. Public: What's the Difference?

The Federal Copyright Act defines the circumstances that constitute a public performance as: "A place open to the public or any other place where a substantial number of persons outside of a normal circle of family or its social acquaintances are gathered". Campus events are considered public by this definition and, therefore, student groups wishing to show a movie on campus must obtain a copyright license to do so. A license is required under the Act even if no admission fee is charged to those individuals attending the event.

Education Exemption

This exemption allows copyrighted movies to be exhibited on a college or university campus without a license only if the movie exhibition is:

- An "integral part of a class session" and is of "material assistance to the teaching content"
- Supervised by a professor in a classroom
- Attended only by students enrolled in a registered class of an accredited nonprofit educational institution
- Lawfully made using a movie that has been legally produced and obtained through rental or purchase

NOTE: Material extracted from Film & Video Copyright Infringement available at www.swank.com

Vendor Tables

Student organizations registered with Student Engagement are eligible to reserve vendor spaces. If an individual student or non-registered student organization wishes to reserve a space, special permission must be given by the Office Student Engagement. In order to reserve a space please follow these guidelines:

- Submit an Event Request form, via ConnQuest, to the Office of Student Engagement. Reservations should be made well in advance as availability is limited and dates fill up quickly.
- A single sponsor may reserve no more than three (3) consecutive vendor dates and is limited to a maximum of five (5) vendor dates in any single month.
- Vendors may be assigned to location #7 [front patio] if requested by the sponsoring group. If a group requests location #7 the sponsoring group should move any tables used into the College Center at the end of the day. The tables should be folded flat and placed near the first floor water fountain.
- A representative of the sponsoring organization must complete a Vendor Sales Agreement and mail it to the vendor. The vendor should then complete and sign the agreement and return it the Office of Student Engagement. The Vendor Sales Agreement must be returned prior to the start of the sale.
- Each vendor is provided with up to three 6' tables and 2 chairs. Student organizations are not charged for the use of tables and chairs for vendors.
- Vendors may not display or sell items prohibited on campus.

On the day of the sale:

- A representative of the sponsoring organization should meet the vendor in the morning to assist with set up (if needed) and stop by several times throughout the day.
- At the end of the day: A representative of the sponsoring organization should meet with the vendor to discuss the final dollar amount of total sales and determine payment. The non-negotiable fee of no less than 15% of sales.
- Contact the Student Engagement with information about the success of the sale, any difficulties encountered and an overall evaluation of the vendor.

Sales of Goods or Services

- You may wish to sell T-shirts, cups, keychains, or any number of other items to raise money. Unless you have enough money in your account to purchase the items, you must have advance sales to support the purchase. Before contracting with any company, check with the Offices of Student Engagement. Discount prices may be available on the item you are interested in.
- If you wish to use the Connecticut College logo on any product, you must obtain permission from the Office of Communications. Please refer to the Visual Identity guidelines prior to meeting.
- Pricing an item to raise money can be tricky. Don't forget to include the charge for imprinting, screen charges, freight charges, etc. Once you know your break-even cost, you can determine what an item's selling price should be. When you're done, will anyone pay that price? What happens if you don't sell all the ordered items?
- Selling a service (such as coffee delivery or messages) can be less of a financial risk. What can you or your members do that other student, faculty, or staff would pay to have done? (Assuming that it is legal!) Here, the cost of the service is often negligible,

but you still have to set a price that people are willing to pay. As might be expected, the logistics of ensuring that the service is performed can be a bit more difficult.

Vendor and Information Table Locations

There are a total of seven table locations as described below:

- 1) Adjacent to the main entrance, at the base of the stairs- designated for use by registered student organizations for information distribution and sales
- 2) In the lobby near the water fountain- designated for vendors
- 3) In the main lobby next to the Post Office entrance- designated for use by campus departments/offices
- 4) In the Connection across from the Bookstore entrance
- 5) In the Connection across from the main entrance to the 1962 Room
- 6) In the Connection in front of the bulletin boards
- 7) In front of the College Center, on the main patio.

NOTE: Locations may be used by any campus department/office or student organization for information distribution

Event Staffing

The sponsoring student organization must have a member in attendance for the duration of the event to serve as the event manager. This person may not consume any alcohol or other drugs prior to or at the event and is responsible for monitoring compliance with the College's policies. This person should check in with the Campus Safety Officers at the start of the event and remain in contact with them through the duration of the event.

For larger campus wide events a member of the Office of Student Engagement will be on hand to assist student planners and insure college policies are followed.

Campus Safety Requirements

Campus Safety is hired to monitor events in order to ensure the safety of those in attendance and to address violations of the Student Code of Conduct. The number of Campus Safety officers required for an event varies based on the venue being used for the event as well as the anticipated number of students who will be in attendance. The following guidelines provide a general overview of staffing levels for events:

- Up to 100 students: 1 officer
- Between 100 and 250 students: 2 officers
- Between 250 and 400 students: 3-4 officers
- More than 400 students: 4 (or more) officers

The Office of Student Engagement will determine the specific Campus Safety staffing needs, if any, on a per event basis using the guidelines above. The student group hosting the event is responsible for the overtime wages paid for hiring Campus Safety personnel for the event.

Food Catering

Connecticut College Catering has right of first refusal on all catering needs on campus. Please consult the [Internal Catering Guide](#) for options.

Food Trucks

Student Organizations are permitted to invite Food Trucks to operate on property owned or controlled by the College provided prior approval has been granted by Student Engagement and provided such approved Food Trucks operate in accordance local and state health code policies. For the purpose of this policy Food trucks are considered vendors and must abide by all policies set forth for vendors in any section of this handbook. Food Trucks may locate and operate only in locations approved by the office of Student Engagement. Site approval is a requirement for set up and operation. General Provisions of Approved Food Truck Use:

- Food Truck operators are encouraged to provide only recyclable or compostable plate and flatware.
- Food Trucks must be removed from campus daily for service after use.
- Food Truck must remove all trash and litter when they leave.

College Officials have the right to not approved or uninvited food trucks due to various reasons including, but not limited to, too many food trucks in a designated period of time city or neighborhood concerns, and negative impact on Dining Services and or Catering.

Making your own food

Student Organizations may engage in fundraising efforts with food products provided they follow the following guidelines. Foods and beverages must be considered dry or canned goods that can be held at room temperature per the manufacturer's instructions and are permitted to be resold (items that are labeled "not for resale" are not permitted.) Such foods must be approved by Student Engagement.

Student organizations are permitted to prepare baked goods in an establishment that does not have a food service permit, provided that the baked goods do not contain the potentially hazardous ingredients. Such foods that are considered potentially hazardous include but are not limited to foods that contain: meats, poultry, fish, shellfish, milk, milk products (cheese, butter, milk, heavy cream, etc.), plant proteins such as tofu, starches, peanuts, cooked pasta, cooked beans, potatoes, etc. All distribution of such goods must receive approval from Student Engagement.

Potluck Guidelines

Student organizations are permitted to prepare food and beverages prepared and consumed by individual Student Organizations. Examples include students, staff and faculty in a student organization meeting or gathering. Members of the group must bring or prepare the food to qualify as a potluck. Sponsors of and participants in potlucks must follow food safety procedures to reduce the risk of foodborne illnesses. Potlucks that are publicly advertised or open to the public are not allowed.

Policy Violations

The Connecticut College Student Code of Conduct encompasses standards that foster an environment that is conducive for learning, creates healthy living, and supports the formation of beneficial relationships with members of our community and the implementation of the College's programs/services.

All Student Organization leaders must be familiar with all policies in [The Student Handbook](#). Violations of policy stated in the Student Handbook or in the Student Organization Handbook may impact both the individuals involved and the entire Student Organization. Individuals and or Student Organizations found in violation of policy stated the Student Handbook as part of a Student Organization function or business will be referred to the conduct process.

Maintaining Organization Records

Officer Transitions

Every organization goes through a transition period at the beginning and/or end of each year. To make the transition process run smoothly, officers are encouraged to retain all their materials (hard copy or electronic) and provide feedback. As with any process timing is crucial. The earlier you start this process will benefit both the outgoing and incoming officers.

When done successfully this transfer helps:

- Maintain effective continuity of the organization's progress, goals and growth
- Helps ensure successful transfer of important information
- Positively impact membership and student participation
- Helps build upon the achievements of the past
- Re-enforces positive/productive communication between members/officers
- Gives the organization a head start in planning for the future and establishing new goals
- Provides proper closure for outgoing officers

Tips to Facilitating a Smooth Transition

Each organization handles change differently. Bring outgoing & incoming officers together over a meal or coffee. Much of the discussion should focus around topics that are covered in the organization *Year in Review Report*. With the help of your advisor current officers can facilitate discussions about:

1. Prior year's goals and accomplishments
2. Organizational status issues
3. Membership Recruitment & Retention
4. Finances
5. Unresolved Issues
6. Planned/Annual Events
7. Structural/Organizational Issues
8. Anticipated Issues in the Next Year
9. External Relationships (on and off-campus)

Ethics

As leader of an organization, you need to be careful in your decision-making process when it relates to your organization. Remember, being a leader means putting your group before yourself. As a leader, you not only represent yourself, but the entire organization. The first thing you need to ask yourself is "Why?". Why are you choosing to do or not do something on behalf of the organization? If your answer is anything other than "for the best interest of the organization," you are probably making a questionable decision.

With that in mind, perform your responsibilities motivated by the good of the whole group and not for your own self-interest. Using this philosophy, you will help yourself and your organization meet its goals and achieve your mission.

Ethics Within Your Organization

1. Keep an open communication line with all organization members.
2. Organization members should be clear as to what their role is, and what is expected of them
3. The president is not the organization's boss; rather they can be looked upon as the spokesperson of the group.
4. Never ask an organization member to do something that you would not be willing to do yourself.
5. All roles should be rotated between organization members so that the members do not experience burnout, boredom, or dissension.
6. Always give plenty of warning as to when and where all organization meetings and events are being held.
7. Treat all members equally, even if some members are personal friends or someone you do not yet know.
8. The organization is not only a social club. Hold your meetings in an organized manner with an agenda
9. When explaining how to do a task, think of yourself as a new member with no experience and try to explain the task clearly and allow for questions.
10. Encourage organization members to come together to complete their tasks, meet others and talk to the advisor.

Finances

Student Engagement Office provides banking and accounting services for all student groups including student organizations, club sport teams, class executive boards and student-run businesses. The Student Engagement Office is located in Cro 215. The finance module as part of each organizations ConnQuest page allows student treasurers to view their balances and transaction at any time, begin the process of requesting a payment and prepare deposits.

The Student Engagement Office has its own page on ConnQuest and it is important the Treasurers join the page to have access to the documents and receive timely updates and messages. Just go to the Student Engagement Office page and request to join the organization. Only one treasurer is allowed for each organization.

All student groups are required to maintain their funds with the Office of Student Engagement: external bank accounts **are not permitted**. Groups are required to register their student organization each fall in order to access the group's account. At the start of the fall semester, the treasurer must:

- complete a training program provided during the start of the fall semester
- Join Student Engagements on ConnQuest

Student groups formed after the beginning of the academic year will receive individual training from a Student Engagement staff member and then complete the test and documents described above. **All groups must register with Student Engagement for the year.**

Upon completion of these tasks your organization is officially activated for the year.

Hours of Operation

Student Engagement Office services are provided Monday-Friday 8:30 am – 5 pm. During the summer Student Engagement closes out the fiscal year. This occurs during the last week of June and the first week of July, during which time no transactions are processed.

Services

Student Engagement Office provides the following financial services for all student groups:

- Processing Request for Payment, individual deposits and internal account transfers
- Distributing and monitoring SGA allocations
- Processing payroll for student employees [i.e. DJ's, videographers, referees]
- Processing and tracking internal College bills [Physical Plant, Bookshop, Dining & Catering Services, Campus Safety, Post Office, and Printing & Mailing Services]
- Training new student group treasurers
- Preparing and distributing account reports
- Providing cash boxes and money bags

Roles & Responsibilities of Student Treasurers

Student treasures hold a significant leadership role within student groups. In addition to any responsibilities inherent within specific groups each student treasurer is responsible for the following:

- Reading the Handbook and becoming familiar with all the finance policies and procedures
- Properly completing all ConnQuest forms and providing all necessary supporting documentation
- Submitting Check, Deposit and Transfer Requests in a timely manner
- Attending mandatory training sessions provided by Student Engagement
- Maintaining accurate records of all group-related financial matters
- Providing financial reports to the group's executive board and general membership on a regular basis
- Utilizing group funds exclusively for approved group-related purposes, creating a budget

- Preparing and presenting budget requests before the SGA Finance Committee

Funding Sources for Student Groups

SGA Funds:

Any student group with RSO status is eligible to apply for SGA funding. The SGA Finance Committee is responsible for allocating the SGA General Fund.

RSO's are allowed to submit budget requests to the SGA Finance Committee based on a schedule published by the SGA Chief of Finance. An RSO's treasurer is expected to attend a Finance Committee hearing in order to present the request and respond to any questions for clarification or additional information. Following the hearing the Finance Committee deliberates and determines what, if any, amount of funds requested will be approved. The SGA Chief of Finance contacts each RSO treasurer to confirm funding.

Student Engagement tracks purchases made from Allocation accounts in order to ensure appropriate spending. Only purchase requests listing approved expenditures will be processed against an RSO's Allocation account. All other expenditures will be processed against an RSO's Fundraising account. If there is a discrepancy a Student Engagement staff member will contact an individual group treasurer to clarify and determine if the request may be approved and processed.

SAC Co-Sponsorship Funds:

The Student Activities Council [SAC] receives 28.5% of the overall SGA budget each year. Of this amount, a portion is devoted to Co-sponsorship. Co-sponsorship provides financial support to student groups in an effort to further expand the quantity and variety of programs available to the student body. Events must be open to the entire student body and alcohol-free in order to be eligible for Co-Sponsorship Funds.

The SAC Co-Chair oversees the allocation of Co-sponsorship funds. Groups interested in receiving Co-sponsorship must complete an application and submit it via ConnQuest. Applications are reviewed on a weekly basis but should be submitted at least 2 weeks prior to the event for which funds are being sought.

Fundraising

Because the SGA Finance Committee has a limited amount of resources and an increasingly large number of allocation requests each year, student groups are encouraged to pursue fundraising opportunities. Some basic guidelines to consider when planning fundraising efforts include:

- Only student organizations, class executive boards and residential houses are eligible to sponsor on-campus vendors.
- All sales **must be registered in advance** with Student Engagement.

- If a student group wishes to use the Connecticut College name or official visual identity/logo on any merchandise for sale, the Office of Student Engagement must grant approval prior to the items being purchased.

Student Engagement coordinates the scheduling of campus sales, vendors and other fundraisers. Scheduling priority is based on a first come-first served basis.

Sponsoring Sales:

Campus sales must be registered in advance with the Office of Student Engagement. The sponsoring group must register the sale in order to secure an approved location for the sale and to ensure all relevant campus policies are followed. There are some restrictions on what types of items may be sold. Specifically, student groups may not sell items prohibited on campus. Campus sales should be registered via ConnQuest a minimum of 2 weeks in advance.

Sponsoring Vendors:

Vendors are not permitted on campus unless they are sponsored by a student group. The sponsoring group must reserve dates with the Office of Student Engagement [via ConnQuest] and complete a Vendor Sales Agreement in advance of the vendor dates. The Vendor Sales Agreement is available on ConnQuest. The vendor is responsible for returning the signed agreement to Student Engagement prior to setting up their display.

The sponsoring group is responsible for:

- Reserving the dates of the sale with Student Engagement [via ConnQuest]
- Completing and sending the Vendor Sales Agreement to the vendor
- Publicizing the sale on campus
- Meeting the vendor at the start and end of each day of a sale

The sponsoring group is guaranteed 15% of all sales. This fee is non-negotiable. New vendors should be instructed to contact Student Engagement for further information on the campus vendor program.

Food vendors are not eligible to participate in the campus vendor program until they have submitted proof of insurance and a caterer's license. When sponsoring a food vendor food safety and sanitation procedures must be followed. Invited Food Vendors may sell items that are not in direct competition with on campus food sales. Ex. Pizza is sold in the snack shop and in the dining halls. So a pizza vendor would not be approved. Questions about these requirements should be directed to the Office of Student Engagement.

If a vendor is taking part in a larger event [i.e. HarvestFest, Earth Day] the sponsor of the larger event has ultimate discretion over what type of items may be sold. Vendors are never permitted to sell items prohibited on campus [i.e. candles, incense, weapons].

Sponsoring Raffles/Drawings:

Any student interested in sponsoring a raffle/drawing must schedule an appointment with the a member of the Office of Student Engagement to discuss applicable state and local laws, as well as related campus policies and guidelines. Do not use gift cards.

Soliciting Donations:

Off-campus Funding Sources

A student group wishing to solicit financial support from an off-campus group [i.e. alumni, businesses, not-for-profit organizations, parents] must schedule an appointment with a member of the Office of Student Engagement to seek permission to do so. The College's tax-exempt status carries with it restrictions on how donations are solicited and processed. Improper handling of donations could jeopardize the College's tax status. A student group may not move forward with plans to solicit donations until after receiving approval to do so from the Office of Student Engagement. Office of Student Engagement will work with the student group to ensure all relevant campus policies and legal guidelines are followed.

Donations made to a student group by outside entities are considered donations to the College and, therefore, must be processed with the Gift Accounting department within Advancement and with the Accounting Office before being deposited into a club account. Gift Accounting will issue an appropriate acknowledgment and receipt for each donation received on behalf of a student group.

Student groups cannot set up or use crowdsourcing pages (GoFundme, etc.).

On-campus Funding Sources

Student groups are permitted to solicit financial support from on campus sources, as long as the procedures outlined below are followed. Student groups may choose to solicit funds from administrative offices and/or academic departments and centers but the procedures for doing so are different for each type of solicitation. A full listing of eligible administrative offices and academic departments /centers is available on ConnQuest. Student groups should consult this list before requesting funds from any on campus source.

The Co-Sponsorship Fund Committee

The Connecticut College Co-Sponsorship Fund Committee (CSFC) allocates funds to students, faculty, and staff to support educational programming and engagement opportunities outside of the classroom. The CSFC includes representatives from the President's Office as well as the dean's offices. The CSFC will meet regularly to review program proposals, support the development of intended outcomes and assessment plans, and identifies opportunities for collaboration to enhance experiential learning for our community by minimizing cost for participation. However, in certain cases participants will be expected to incur personal cost. CSFC intends to enhance experiential learning for members of our community; therefore, the committee will not financially support philanthropic donations.

Criteria for the Co-Sponsorship Funding:

1. Funding requests must reflect the [Mission and Values](#) of Connecticut College.

2. Funding requests must prioritize student learning and the impact on the student experience.
3. Student funding requests must be sponsored a members of the Connecticut College campus community (i.e. Undergraduate or graduate students, faculty, and/or staff).
4. Sponsoring groups must have a well-conceived plan for publicizing the event/program.
5. Funding requests must not conflict with the scheduling of other major campus events. Groups should contact the Events Office at events@conncoll.edu for on campus programming or work with other relevant on campus community members to assist in event planning to avoid schedule conflicts.
6. The committee encourages submissions in a timely fashion. Proposals should be received no less than three business days before the meeting at which they are to be discussed and a minimum of 2 weeks in advance of the event being proposed.
7. The program must take place within the current fiscal/academic year. Connecticut College's fiscal year begins on July 1st and ends on June 30 each year.
8. Funding recipients are expected to submit a mandatory evaluation following the completion of their event. Failure to submit an evaluation may result in future loss of CSFC funding.

Academic Department and Centers

Student groups wishing to solicit funds from an academic department/center may do so directly. It is recommended that such requests be made in writing [even in cases where a department makes a verbal agreement with a student group].

All donations made by academic departments/centers are processed through Accounting as journal transfers.

The Preferred Vendor List

Located under Campus Links on ConnQuest is the Preferred Vendor List. These are vendors that will invoice our department directly, will fax an invoice for payment in thirty days, or will produce an invoice for payment. Working with these businesses is much easier than requesting funds, waiting for a check, then mailing the checks.

Deposits

All student groups are required to maintain all funds with Student Engagement. Student groups are not permitted to maintain external bank accounts. **Student group treasurers are not permitted to hold group funds in their personal possession, or personal VENMO accounts, for future use under any circumstances. Deposit should be made within 24 hours.**

Making a Deposit:

- Checks should be made payable to **Connecticut College**, not your organization or house name
- Go to the finance section on your organization's ConnQuest page and click on Funding Request
- Fill out the appropriate lines and submit

- Bring the deposit (Cash / Checks) to Cro 215
- Once the amount has been approved in ConnQuest by Budget Manager, the funds will be sent to the College Accounting office to be deposited

Cash Boxes and Money Bags

Any time money will be collected in association with an activity a cash box or money bags should be used. Cash boxes and money bags are available in Student Engagement, Cro 215 and must be requested in advance and then be signed out. The cash boxes and moneybags must be returned to the office the next business day after the activity. If a group treasurer does not return a cash box or moneybags according to this timeline, the **group's account will be frozen** and no additional transactions will be processed until the issue is remedied.

Returned Checks:

Periodically checks included in a deposit will be returned from the bank due to insufficient funds or other reasons. When this happens the check will be returned to the individual group's treasurer and the group's account will be debited any applicable bank fees. The amount of the check will also be deducted from the group's account. The individual group treasurer is responsible for following up with the individual or business that issued the check to seek repayment.

Payments

Connecticut College enjoys tax-exempt status. the Office of Student Engagement will not reimburse for tax paid on any purchase. Tax-exempt forms are available in Cro 215 and on ConnQuest.

Purchase Requests

To submit a reimbursement, internal transfer or check request, go to your organization page on ConnQuest. Find the Finance tab at the top of the page. You will see the tab, Create Purchase Request on the upper, right hand side of the screen. Click on this button.

Complete the Purchase Request form. Here are some helpful hints;

- Subject-the subject should describe the transaction. This is what will show up on the statement and any reports. If there are several expenses for one event, it is helpful to have the first word the same. I.e. Block Party-food, Block Party-band. This way all the expenses associated with that event will be grouped together.
- Request Amount-This is the total amount this person is to be paid
- Account- you must choose if you are using your Fundraising Account or your SGA Account the balance in these accounts will also be displayed. You cannot spend more than you have in the account
- Category-this is the line item you to charge this expense...food, coach, transportation. You will be able to sort your expenses by category
- Payee Information-if it is a person you will put the first name and last name in the correct fields. If you are paying a business, put the entire business name in the first

name field. If you don't, the check will read Port-a-Potty, Acme instead of Acme Port-a-Potty.

- Transaction type- use the drop down menu and select the appropriate option (reimbursement, check request or internal transfer). An internal transfer is where one organization is paying another. i.e. La Unidad supporting an event organized by La Mecha.
- You must upload a W-9 form if you are paying a person other than a student, a blank W9 is available in the documents section of the SOFO page
- Be sure you upload a copy of the **receipt BRING THE ORIGINAL RECEIPT TO CRO 215**. This is for future reference for your organization.
- Finish by using the green button at the bottom of the form.
- If you have missed a required field, a warning will pop up at the top of the document.
- The organization treasurer will receive an email that the expenditure has been approved.

Using Department P-Cards (VISA)

The Office of Student Engagement has three departmental PCards that can be used for online purchases, local errands, and organized trips. The use of these PCards is a privilege to all organizations and will be closely monitored. The following procedures need to be adhered to.

PCard General Guidelines:

- PCards may not be used to purchase Alcohol, Gift Cards, or Payments to Individuals
- Single use dollar amount limits are in place and are \$500. Should your organization have a purchase greater than \$500, you will need to discuss with Admin a different payment arrangement.
- PCards for purchases for events will only be permitted once your event has been approved in ConnQuest and the Purchase Request has been submitted. In a case where the dollar amount may differ after a Purchase Request is submitted, the organization will need to edit the original Purchase request or resubmit a new Purchase Request.
- PCards can only be signed out for a maximum of 24 hours with the exception of the weekends and other days the Student Engagement office is closed. PCards must be returned immediately after use so other organizations can utilize them
- Failure to file any required paperwork in a timely manner may result in sanctions including, but not limited to, organizations not being granted use of facilities and funds, individual suspensions, referrals to the Honor Council, or loss of recognized student organization status.

PCard Sign-Out Procedures:

1. Sign out will take place in Cro 215
2. You will need to complete the following details prior to receiving the PCard for use
 - a. Print your name, Cell Number, Email, and Club / Organization
 - b. Note if event is approved

- c. Note if Purchase Request has been submitted
- d. Sign & Date
- e. Vendor if known

PCard Sign-In Procedures:

1. Return to Cro 215
2. Sign your name on the line you originally signed the card out on & Date
3. Indicate that you have provided ORIGINAL receipts to Admin
(NOTE: Screenshots of receipts will not be accepted)
4. Give receipt(s) to Admin with a note on the original receipt indicating the reason and description for the purchase as well as the organization's name

A separate card is available for houses in the REAL office.

Purchases on the credit card will be processed by Student Engagement staff and the charges will show up in your account within three days of making the charge.

Gift Cards

The IRS considers gift cards to be taxable compensation. The college policy is cash gifts including gift certificates are prohibited to students, employees, faculty and staff. Winning a gift card can have serious implications to students on financial aid. Gift cards should not be purchased to be used as a form of payment (or prize) therefore the College will not reimburse for this expense. As an alternative, organizations may purchase an item from the gift shop and give a gift receipt with the item. The recipient can then exchange the gift if they do not want it.

Tax Exempt Status

Connecticut College is a tax exempt organization. If the vendor you are dealing with requires documentation to provide products or services tax free, please contact the Student Engagement Office Budget Manager for the proper paperwork. All businesses should accept this form and process purchases accordingly. However, some businesses will only allow tax-exempt purchases to be paid with a College-issued credit card or check. Whenever possible, call in advance to avoid any hassles. **The Office of Student Engagement will not reimburse students for tax paid on any purchase.**

Reimbursements

The office of Student Engagement discourages the use of personal funds either from a student or their parents to pay for club activities or supplies, however, there may be times when the pcards are not available or other circumstance deem it acceptable to front funds. If a student or parent needs to be personally reimbursed, **all original receipts MUST be provided within 30 days. No reimbursement will be provided after 30 days of purchase.** These transactions are submitted as purchase requests in ConnQuest like any other invoice attaching a copy of the

original receipt and completing the payable section in the name of the individual who will be reimbursed.

Travel Reimbursements

The College permits the office of Student Engagement to reimburse students for travel incurred in connection to student group programs, events and activities. We will reimburse for mileage at the rate of \$.545/mile (as of 1/1/18). We will also reimburse for tolls and parking. **We do not reimburse for gas.** Individual student groups make their own determination as to whether they will submit reimbursements for specific events. If a student group determines it will utilize group funds to reimburse members for travel expenses the following guidelines must be followed.

Purchase Request forms for travel reimbursements must be accompanied by Google Maps detailed travel route which shows where you travelled and the mileage and all relevant receipts. Completing Purchase Request forms allows students reimbursements for the following travel-related expenses: mileage, parking, tolls, air/rail/bus tickets and taxi/subway fares. With the exception of mileage, all expenses for which reimbursement is sought must be supported by an itemized receipt or invoice. The College will not reimburse for gas with the exception of rental cars.

Paying Internal Bills

Internal College Billing (CC Bills):

The Accounting Office will charge the student organization account for the following internal type of charges:

- Bookshop
- Campus Safety
- Dining
- Events & Catering Services
- Media Services
- Physical Plant
- Post Office
- Printing & Mailing Services

These charges will appear in the student group's account in ConnQuest via an upload. The signature given at the time of a purchase indicates approval for payment.

It is important for group treasurers to keep detailed records of all charges incurred by their group so that charges paid Student Engagement can be verified and errors can be avoided or corrected. If a treasurer notes a discrepancy, he/she should contact the Student Engagement Administrative Assistant/Bookkeeper for clarification and/or assistance in remedying any error.

Making Donations

Each year a number of student groups elect to make contributions to charitable organizations. While student groups are generally permitted to do so the following guidelines must be followed:

- Funds provided to a group by SGA may not be used to make donations.
- Donations can be made via a Banner-issued check with supporting W9 or via online with pcard. Cash donations are not permitted
- Fill out the Payment Request form on your ConnQuest page

A receipt is not required for all donations made by a student group. Generally speaking, charitable organizations issue a letter in recognition of gifts received from donors. When choosing to make a donation a student group should provide the charitable organization with the mailing address for Student Engagement, to which the gift letter should be mailed. The Office of Student Engagement's mailing address is:

Connecticut College
Office of Student Engagement
270 Mohegan Avenue, Box 5256
New London, CT 06320

The following information must be submitted with all Request for Payment made for donations:

- Name of the charitable organization
- Mailing address
- Phone number
- Contact person
- Tax ID Number
- Web address (if available)

The correct Banner account number for donations is with the S number being the organization number. Example - 810175 96100 77505 S***

Although it is generally permissible for student groups to make donations, there are some restrictions to gifts made to outside entities. Of particular note are restrictions to financial contributions permitted in support of certain political activities. All Check Requests submitted to Student Engagement seeking funds for political activities are reviewed by Student Engagement staff before they are approved. Individual students will, under no circumstances, be reimbursed for donations made to political organizations.

Transferring Funds

Student Group to Student Group

Treasurers should submit a written request in order to have funds transferred between two organizations. This request will be translated to a journal entry by Student Engagement staff.

Campus Office/Department to Student Group

If a student group requests and receives a contribution from a campus office or academic department, it is possible to transfer funds from the office or department to the student group's account. The student group will need to provide the donating office with their Banner Account 21-digit fundraising account number. The number begins with 810175 960100 55227 S***. The * would be the organization's specific activity code. Your banner code is located in the finance section of your ConnQuest page. Please see the Budget Manager, if you have questions regarding this number.

In order to transfer funds under this system an individual group treasurer should consult with the Office of Student Engagement **prior** to soliciting funds from offices/departments. Student Engagement will provide the appropriate form and account information which the group treasurer should present to all offices/departments being solicited.

Political Activities

Basic Guidelines and Definitions:

- The College enjoys status as a 501(c)(3) tax-exempt organization. In order to maintain this status, the College is required to follow regulations related to political campaign and election year activities.
- Under the Internal Revenue Code, all section 501(c)(3) organizations are absolutely prohibited from directly or indirectly participating in, or intervening in, any political campaign on behalf of [or in opposition to] any candidate for elective public office. Violation of this prohibition may result in denial or revocation of tax-exempt status and the imposition of certain excise taxes.
- It is critical for student clubs and organizations to be familiar with and to abide by the regulations outlined in this document. The Office of Student Engagement is the primary contact for student groups who need additional information in relation to these regulations.
- IRS regulations define a candidate as “an individual who offers himself, or is proposed by others, as a contestant for an elected public office, whether such office be national, state or local”.
- Some activities that are political in nature are permissible under 501(c)(3) as “educational” activities. In order for activities to be considered educational they must present “a sufficiently full and fair exposition of the pertinent facts”. Educational activities provide “instruction or training of an individual for the purpose of improving or developing his capabilities”. Activities which further this purpose may be more likely to be considered “educational” as opposed to “political”.

Permitted Political Activities:

The following is a summarized list of political activities in which a 501(c)(3) organization **may** Participate. Additional information is available in Student Engagement.

- Conducting training programs designed to increase public understanding of the electoral process or to encourage citizens to become more involved in the process

- Annually preparing and distributing a compilation of voting records on major legislative issues that involve a wide range of topics
- Circulating unbiased questionnaires to all candidates for an office and tabulating and disseminating the results
- Conducting public opinion polls with respect to issues [rather than candidates]
- Participating in non-partisan voter registration activities
- Providing access to air time on a college-owned radio station on an equal basis to all legally qualified candidates for a public office
- Providing opportunities to speak at college events on an equal basis to all legally qualified candidates for a public office
- Conducting institution-sponsored public forums to which all legally qualified candidates for a public office are invited and given equal access and opportunity to speak
- Inviting candidates to appear in a non-candidate capacity
- Engaging in usual and permissible lobbying and public policy education activities
- Establishing genuine curricular activities aimed at educating students with respect to the political process
- Rearranging the academic calendar to permit students, faculty and administrators to participate in the election process
- Providing financial and administrative support to a student newspaper even though the newspaper publishes editorial opinions on political and legislative matters. The newspaper must clearly state that the views reflected are those of the student editors and not of the College. For the content to be permissible neither the College's administration nor faculty may exercise any control over the newspaper's editorial content.
- Allowing established student groups to use institutional facilities for partisan political activities
- Providing hyperlinks to the webpages of all legally qualified candidates for a public office

Prohibited Political Activities:

If undertaken by the College or by an individual whose actions are attributable to the College.

The following is a summarized list of political activities in which a 501(c)(3) organization **may not** participate. Additional information is available in the Office of Student Engagement.

- Conducting voter education activities if confined to a narrow range of issues or skewed in favor of certain candidates or a political party
- Publishing ratings of candidates particularly in situations where the ratings could be viewed as reflecting the views of the institution
- Endorsing, expressly or impliedly, a candidate for public office
 - Commenting on specific actions, statements or positions taken by candidates in the course of their campaigns
 - Promoting action (voting) with respect to issues that have become highly identified as dividing lines between candidates
- Coordinating voter education activities with campaign events

- Coordinating institutional fundraising with fundraising of a candidate for public office, political party, PAC or the like
- Reimbursing college or university officials for campaign contributions
 - Providing mailing lists, use of office space, telephones, photocopying or other institutional facilities or support to a candidate, campaign, political party, PAC or the like free of charge
 - Using institutional letterhead in support of a candidate, campaign, political party, PAC or the like
- Sponsoring events to advance the candidacy of particular candidates
- Using message boards and forums affiliated with the institution's website to support
 - particular candidates
 - Providing hyperlinks to the webpages of one or more candidates for public office in a manner that favors one candidate over another
 - Providing a candidate, a forum to promote his or her campaign if other candidates are not treated equally

Student Clubs & Organization Guidelines for Hosting Political Candidates:

Student clubs and organizations are permitted to host political candidates on campus. In order to do so the following guidelines must be followed:

- A student group wanting to host a political candidate on campus must be registered as an active student organization with the Office of Student Engagement and have an approved constitution on file with the Student Government Association
- Political groups may be asked to participate in a special workshop to review the policies and procedures related to political activities on campus. During election years the workshop will also serve as an opportunity for student groups to discuss which candidate(s) they are interested in bringing to campus. The College must make certain all candidates for an individual office are offered the same opportunity to visit campus. Based on information shared during the workshop decisions will be made as to how to coordinate one or multiple events.
- The student group must submit an event request form to the Office of Student Engagement a minimum of two weeks prior to the anticipated event date.
- The student group must consult with Student Engagement about the event before any publicity for the event may be posted. Publicity items for political candidate appearances must be approved by Office of Student Engagement.
- When an individual is appearing on campus in his or her capacity as a candidate the sponsoring group must ensure that:
 - It provides an equal opportunity to all legally qualified candidates for the same office
 - It does not indicate any support for or opposition to the candidate. This should be stated explicitly when the candidate is introduced and in communication concerning the candidate's appearance on campus
 - No political fundraising occurs
- In some cases, candidates may speak or participate in campus events in a non-candidate capacity. In such cases the sponsoring group must ensure that:

- The individual is chosen to speak solely for reasons other than candidacy for public office
- The individual speaks only in a non-candidate capacity
- Neither the individual nor any representative of the organization makes any mention of his or her candidacy or the election
- No campaign activity occurs in connection with the candidate's appearance
- The organization maintains a nonpartisan atmosphere on the premises or at the event where the candidate is present

Hiring & Paying Students

Connecticut College must comply with federal tax regulations. As part of this requirement Student Engagement has developed strict guidelines regarding payments made to individuals for services rendered. Student group treasurers must follow these guidelines at all times.

Eligible Student Employees:

Students interested in being hired to perform work on behalf of a student group must complete the following steps before they are eligible to be hired for student employment:

- Contact the Financial Aid Office [even if they are not eligible for work-study] to determine what documents need to be submitted in order to be eligible for student employment
- Contact a member of Student Engagement with name, ID number and the name of the student group that employed you. Staff will then submit an EPAF form for the hired student to the Office of Student Employment via the CamelWeb. A new EPAF Form is required for each job category

If a student has not completed each of these steps, they may not be employed by a student group. Students will not be paid after the fact for hours worked for a student group prior to completing the necessary paperwork with Financial Aid and Student Engagement.

Student Pay Rates

Student employees are paid varying rates based on the nature of each position held. Questions regarding hourly pay rates should be directed to the Student Engagement Administrative Assistant/Budget Manager.

Submitting Timesheets & Getting Paid

After completing work, a student employee must submit a completed timesheet online. The Office of Student Engagement will sign the completed timesheet electronically to authorize payment. Student Engagement will then process a journal entry for employment cost to the club associated with expense. If a group treasurer notes any discrepancy, he/she should contact the Student Engagement.

Students are paid via checks issued from the Accounting Office twice a month. In order to receive payment a student must submit a time card for each pay period during which work was

completed. Student employees are never paid via a check from Student Engagement. **Group treasurers will not be reimbursed if they pay a student with cash for services provided.**

Hiring & Paying Non-Student Employees

Student groups often hire professional musicians, speakers and other individuals. There are several important policies related to paying these individuals that must be followed. These policies are outlined below.

Contracts:

When a student group determines it will require the services of a professional entertainer, speaker or other individual it is necessary to formalize the arrangements via a contract.

Students are not permitted to sign contracts under any circumstances. Either the Assistant Dean, Associate Director or Assistant Director of Student Engagement must sign all contracts on behalf of student groups.

The following information must be included in all contracts:

- Performer's name, full mailing address and phone number
- Date, time and location of event for which services are being provided
- Terms [payment amount and other conditions]
- Form of payment [student groups are only eligible to make payment to performers via a College-issued check]
- A completed W-9 must accompany all contracts

NOTE: The Office of Student Engagement has a standard contract which may be used in cases where a performer is unable to provide a contract. The Performance Agreement is available on ConnQuest in the Campus Links section.

Connecticut Entertainment Tax

The state of Connecticut has a specific tax applied to payments made to non-Connecticut residents who perform services within the state. Connecticut Entertainment Tax is currently withheld at a rate of 6.99%, but is only withheld when certain conditions are met.

Students engaged in negotiations to hire an individual to perform services for a student group should consult with the Office of Student Engagement prior to making a verbal agreement about the fee to be paid to the individual. Generally speaking, Connecticut residents are not subject to this tax. There are also exceptions based on the amount being paid to an individual and the nature of the service being performed. Students should never agree to a performance fee prior to consulting with Student Engagement.

If Connecticut Entertainment Tax is withheld from payment to an individual for services, the amount of the tax withheld is debited against the sponsoring student group's account.

Processing Payment

A final signed contract serves as the receipt needed to process a Payment Request. Payment will not be issued if a signed contract and W-9 form are not on file prior to the event date. Remember to submit your Payment Request at least 3 weeks before the performance. Otherwise the check will be mailed, regular mail to the artist.

End of the Year and Summer Finances

The College's fiscal year runs from July 1st through June 30th. At the end of each fiscal year, student organization accounts are reconciled. Accounts are reconciled following the process outlined below.

Account Reconciliation:

Student Organizations and Club Sport Teams

Each year the SGA Allocation is compared with the SGA expenses. If a positive balance exists between the two accounts, the remaining funds are transferred into the SGA General Fund. If a negative balance results funds will be transferred from a group's fundraising account to cover the debt. If no funds exist in the group's Fundraising account, the negative balance will be covered by funds transferred from the SGA General Fund. After accounts are reconciled, any funds remaining in a group's Fundraising account will carry over into the next fiscal year.

Class Council Funds

Each class council SGA Allocation account will be compared with its corresponding fundraising account. If a positive balance exists between the two accounts, the remaining funds will be transferred into the class council fundraising account. If a negative balance remains, funds will be transferred from a class council Fundraising account to cover the debt. If no funds exist in the class's Fundraising account, the negative balance will be covered by funds transferred from the SGA General Fund.

If a positive balance remains in a class's SGA account at the end of the account reconciliation the funds will carry over into the next fiscal year and will be transferred into the class's fundraising account.

Summer Finances:

Once classes have ended in May, student group treasurers are still eligible to submit check requests and deposits. Check requests submitted after May 15th must include a complete mailing address for the recipient. Checks are processed as quickly as possible. The final deadline for submitting check requests for the fiscal year is mid-May.

During the last week of June and the first week of July the Office of Student Engagement is unable to process any paperwork [i.e. Check Requests/Deposits]. During this time the office shuts down in order to transition between the current and upcoming fiscal years.

Working with an Advisor:

A Student Organization Advisor can play a significant part in the development of quality in student programming by helping to develop group policies, train new officers, and assist with regular program planning. An advisor is NOT a member of the organization. An advisor shall act as a support and resource to the club—but does not vote, make decisions independently from the organization leadership, or steer the club away from the students' goals and objectives. The advisor should be neutral resource for the group. Through this involvement the advisor can determine how individuals are given the opportunity emerge as leaders. Student Organizations are required to select and work with an advisor. Some student organizations have advisors that are predetermined based on the advisor's role on campus. Check with Student Engagement for the verification of advisor. Any member of the faculty or professional staff at the College is eligible to serve as an advisor. Officers of the organization should meet with the advisor to discuss the roles and responsibilities of the advisor and the officers. Clarifying expectations early will assist the group in its effectiveness throughout the year.

Topics to be discussed should include:

Meetings

Will the advisor attend all meetings of the organization? Will the advisor meet separately with the officers to discuss issues between regular group meetings? Does the advisor have a vote during organization meetings? Will the advisor be consulted about agenda items or meeting planning? Should the advisor evaluate the meeting with the president?

Planning

Do officers expect the advisor to assist with planning? Suggest programs or events? Provide input only when asked? Should the advisor be expected to know organizational policies and procedures? Will the advisor be expected to help the group find resources for its planning? What is the role of the advisor in determining the purposes of the group or objectives for the year?

Programs

Is the advisor expected to help with programming? What do officers expect of the advisor when a program is having problems or when members are not completing delegated tasks for the program? Is the advisor expected to attend all programs?

Problems

Is the advisor expected to help resolve problems in the group? Or mediate personality conflicts? Is the advisor expected to point out potential problems or should the advisor let the organization learn by spotting problems later?

Training

Is the advisor expected to train officers in their roles? Do the officers expect the advisor to provide feedback regarding their leadership? If yes, how should this be done?

Administrative

Is the advisor expected to maintain records for the group? Is the advisor expected to provide administrative support for the group, i.e. getting things typed or mailed, handling contracts or negotiating contracts with outside persons, making reservations, etc.?

Please note that none of these responsibilities are required of an advisor. The list above is intended to highlight some of the common issues of advisor vs. officer responsibilities. The most important aspect of the advising relationship is that of mutual agreement about the role of the advisor. This agreement cannot be assumed; it must be discussed and negotiated.

Every year represents a new opportunity to work with different individuals and offer new views. If the advisor resigns, they are expected to notify the Office of Student Engagement.