



Club Leaders Manual

STUDENT ACTIVITIES & STUDENT ORGANIZATIONS

The Office of Student Activities oversees programs designed to enhance students' college experience through social, cultural, spiritual, educational, athletic, student government and recreational co-curricular experiences. Student Activities is committed to helping students connect with one another and to facilitating involvement in a wide variety of activities.

The Student Activities team provides support for more than 120 student organizations and advises students in producing hundreds of programs a year. The Office of Student Activities is located on the first floor of Smith Union (behind the Smith Union Information Desk). The Student Activities Office is open Monday-Thursday from 8:30am-6pm and Fridays from 8:30am-5pm.

STUDENT ACTIVITIES MISSION STATEMENT

Bowdoin Student Activities Office is a student focused office that encourages, supports and teaches students through their leadership positions, events, ideas and programs. We meet the need of an ever changing student body by providing individualized advising to over 120 student groups with a variety of interests that enrich student life. In collaboration with other areas of campus we provide interactive programming that is vibrant and diverse with the understanding that students learn by doing and have fun.

STUDENT ORGANIZATIONS OVERSIGHT COMMITTEE (SOOC)

The Student Organizations Oversight Committee is the Bowdoin Student Government (BSG) committee tasked with guiding and supporting club life on campus. Paired with the Student Activities Office, the SOOC ensures that clubs are able to function easily and effectively. If you have any questions that aren't answered below by this Manual please don't hesitate to contact SOOC Chair Emily Serwer (eserwer@bowdoin.edu) or any member of the Student Activities Office.

The Bowdoin Club Leaders Manual, a comprehensive guide that covers the necessary steps for planning your organization's events, assisting you in making purchases, advertising events and much more. Use this manual to access information on any given topic, but remember that the members of the SOOC and the staff in the Student Activities Office (located behind the Smith Union Information Desk) are always available if you need additional help of any kind.

PEOPLE YOU NEED TO KNOW

There are many people on campus who are interested in supporting your student organization efforts. A few of them are listed below.

Student Activities Office Staff

Nate Hintze – Director of Student Activities
nhintze@bowdoin.edu
207-798-4244

Silvia Serban – Associate Director of Student Activities
sserban@bowdoin.edu
207-798-4338

Laurel Varnell - Assistant Director of Student Activities
lvarnell@bowdoin.edu
207-798-4167

Karla Nerdahl – Administrative Assistant
knerdahl@bowdoin.edu
207-798-4262

Emily Serwer '16 -VP for Student Organizations/Chair of the Student Organizations Oversight Committee (SOOC)
[The SOOC meets every Wednesday at 5pm in the Smith Union Conference Room]
eserwer@bowdoin.edu

David Levine '16- VP for the Treasury/Chair of the Student Activities Funding Committee (SAFC)
[The SAFC meets every Monday starting at 5:30pm in Sargent 204]
dmlevine@bowdoin.edu

Your Club's Advisor

Every student organization is required to choose a staff or faculty advisor. Advisors are expected to be actively involved in the affairs of their organizations and should be willing to share ideas and insights, counsel students, and facilitate learning. An advisor provides continuity and keeps new members and officers informed of the history of the organization. The advisor does not control the organization nor make all the decisions for the group but provides a balanced perspective so groups can make the most informed decisions possible. If you are unsure of who has served as your organization's advisor in the past, please contact Student Activities. Groups are free to change advisors as the needs of their organizations evolve. Although, active faculty advisors can play a critical role in helping get exams moved if they conflict with post season play, advisors do not have to be limited to faculty members and can be Bowdoin staff.

Meetings & Important Dates for Student Organizations

There are a number of meetings that Chartered Student Organizations must keep in mind:

- ◆ Fall Mandatory Club Leader Training
- ◆ Fall Mandatory Club Sport Captain Training
- ◆ Fall Student Activities Fair (held during the second week of classes Fall Semester)
- ◆ New Chartered Organizations Mandatory Leader Training (held monthly starting in October)
- ◆ Spring Student Activities Fair (held during the second week of classes Spring Semester)
- ◆ Re-Chartering of Student Organizations (typically held in April each year)
- ◆ Operating Budget Meetings (for student organizations requesting operating budgets- held in April/May for the following academic year)

RE-CHARTERING

Each year all Student Organizations are asked to recharter their organizations with the Student Government. Charters include the club's mission, leader names and an agreement to adhere to BSG and College Policies. Clubs on an operating budget will submit their recharter forms by April 1st of every year. Clubs asking for an operating budget will submit for funding for the year's budget from the Student Activities Funding Committee (SAFC) in the spring. Operating budget clubs are not allowed to ask for additional monies during the school year.

Non-operating budget clubs must submit recharter forms by April 15th of every year. Non-operating budget clubs will submit a budget during the school year to the SAFC to receive their funding. By this time, two weeks should have passed from the end of Spring Vacation, and new leadership should have been elected. If Spring Break has not passed, April 20th will be the deadline. You will receive rechartering information from the V.P. of Student Organizations, which requires you to provide vital details necessary for the rechartering process, including the names of the new leadership. Negligence of this deadline will result in your club to not be able to reserve space or access funds at the start of the new school year and potentially result in the suspension of a club's charter for one semester. If a club is on its probation period, it will not be given a full charter.

Transition

The former leaders of your organization should share any username and passwords, budgets, event timelines and procedures, mission statement and club constitutions with the incoming leaders. The Student Activities Office can serve a resource during this transition period. A part of this information is typically shared via the club contract filled out during the rechartering process. Please be sure to communicate any and all changes (i.e. if a leader is planning to go abroad) to the Student Activities Office.

FINANCES

The Student Activities Funding Committee (SAFC)

The Student Activities Funding Committee (SAFC) is a branch of the BSG that provides funding for student organizations. This student-run committee allocates money from the Student Activities Fund to campus organizations including club sports, cultural organizations, college houses, etc. If you have already been

allocated money, please see the “Accessing and Using Your Money” section in this Club Leaders’ Manual for more information on how to use it. Keep in mind that only chartered organizations may request funding from the SAFC.

With great (monetary) power (and freedom) comes great responsibility. This is true for student organization leaders. Budget allocations represent significant trust in student organization leaders to utilize funds to enhance student life. Your organization’s maintenance of financial records is CRUCIAL to the continued allocation of funds this year and in the future.

Always be aware of how much money is in your organization’s account by keeping accurate and up-to-date financial records. Several financial management tips are provided later in this handbook to help you stay on top of your budget. Do not overspend your budget. Club Leaders may stop by the Student Activities Office at any time during the year to check on their club’s spending. A member of the Student Activities Office can print out a report for you via the Financial Reporting Tool.

How to Navigate the Funding Process

The Student Activities Funding Committee (SAFC) meets weekly and allocates money from the Student Activities Fund to chartered organizations. Please review this document and the SAFC funding guidelines* (Addendum), to help clarify the SAFC’s decision process and illuminate what is required in each budget. If you need any additional assistance regarding funding please don’t hesitate to contact the SAFC Chair or members of the Student Activities Office. The Student Activities Office will gladly walk your club through your first SAFC proposal online if you have never put in a request.

Things to consider before submitting a budget:

Budgets must be submitted **at least two weeks** in advance of the actual event. Larger budgets (e.g. \$500 or over) or budgets involving bringing a speaker or performer over \$1000 must have prior approval from the Student Activities Office. When planning to bring a speaker or performer over \$1000 to campus, the student organization must contact Student Activities no less than 4 weeks before the proposed date and fill out a Contract Negotiation Form with a member of the Student Activities Office* (form can be found in the Addendum).

How to submit a successful budget:

1. First consult the Club Funding Guidelines* (Addendum or BSG website)
2. Make requests as specific as possible. Any requests for funding should be justified with line item breakdowns and explanations of each item. However, it is better to submit an early tentative budget than a late final budget. Budgets must be submitted by Friday at midnight in order to be considered for the following Monday’s meeting. All meetings occur after 5:30PM on Mondays.
3. Student Activities can help you figure out what costs have been previously submitted.
4. Club leaders and the creator of the budget must attend the SAFC meeting if they’re scheduled into the agenda (an email will be sent out each Sunday evening with the agenda)

Online Budget Submission Form:

https://bowdoincollege.qualtrics.com/jfe/form/SV_5d2gkxMQEOvH7ec

Reimbursements for costs that have already been incurred will not be funded by the SAFC.

Misuse of SAFC funds will result in a meeting with the SAFC and SOOC Chairs, a serious examination of future budget proposals and, in extreme cases, suspension of a charter for the length of time deemed appropriate by the Chairs and the Student Activities Office. Student Organizations are not allowed to have off-campus bank accounts. All money allocated by the SAFC is spent through a club's account on campus which has been assigned a unique project code.

Project Codes

All officially chartered Student Organizations will receive a project code. Project codes can be found at the Student Activities Office. You will be asked for this code when reserving space, submitting SAFC budgets, requesting board transfers, printing posters and managing your club's finances. If you are a newly chartered club, you will receive the project code at the mandatory club leader training you attend.

Financial Assistance

Depending on the budget, the SAFC may ask for student contributions to cover a portion of the costs of an event/purchase. If this poses a significant financial strain to any students in your club with financial need extra money may be available. If a member of your club is interested in finding out if they qualify for financial assistance please have the student contact his/her Dean.

ACCESSING AND USING YOUR MONEY

Money appropriated to your organization is placed in your organization's account. However, students do not have direct access to these accounts so you must use the following methods to access that money.

Wal-Mart Credit Card (for purchases at Wal-Mart only)

If your organization has received funding, you can check out the Wal-Mart credit card for a few hours and shop at Walmart at Cooks Corner. In order to do so, you simply need to request it in the Student Activities Office, sign it out and return it (accompanied with the appropriate receipts) by 5 PM on the same day.

Please note that the card is accompanied by a tax-exempt card which must be given to the checker before they begin ringing up your items for purchase.

Student Activities Corporate Credit Card (for online purchases only)

If you are placing an order online, you can use the Student Activities Corporate Credit Card. In order to request use of the card, you must provide proof of funding approval (an email from the SAFC or other funding source would suffice) to the Student Activities staff.

If you are allowed to use the card, you can only use it within the Student Activities Office and the items ordered must be shipped to that office (not your SU box). **Credit card log sheet must be completed** and receipts must be

printed and filed in the credit card binder immediately. The credit card is not available for checkout and credit card information cannot be sent via text or email.

Amazon Prime & Pay Pal

The Student Activities Corporate Credit Card is linked to an Amazon Prime account (free two-day shipping) as well as Pay Pal account. You can use these accounts when you are in the Student Activities Office to purchase supplies/products for your club or to pay for dues and fees. **Credit card log sheet must be completed** and receipts must be printed and filed in the credit card binder immediately.

Reimbursements

Mindful of the funds in your organization's account, you can also simply spend money and be reimbursed from that account.

In order to be reimbursed, you must fill out an **Accounts Payable Voucher** and include the appropriate receipts (all receipts must be itemized, non-itemized receipts will not be reimbursed). This form can be completed online or in the Student Activities Office. The completed voucher will need to be approved by a member of the Student Activities staff.

If the total amount of the reimbursement is less than \$200, you can be reimbursed in cash by taking the authorized voucher to the Bursar's Office on the 1st floor of 216 Maine Street (located across Maine St. from the Chamberlain statue). Reimbursements greater than \$200, however, must be turned into the Controller's Office and will be paid via check in the next pay cycle. If you have an active direct deposit arrangement for paychecks, the reimbursement will be deposited directly.

****Receipts are Critical****

Make sure you turn in all receipts within **two weeks** of purchase. Your treasurer is responsible for bringing receipts to Student Activities or the assisting department, filling out a voucher, attaching the receipt, and signing the paperwork for every purchase.

Cash Advances

If the funds in your account allow, you can obtain up to \$200 in cash from the College in order to purchase items related to your event. If your group needs to obtain more than \$200, you will need to receive prior authorization from the Bursar's Office. Student Activities will help you receive this authorization. In order to obtain a cash advance, you must fill out an Advance Voucher in the Student Activities Office located behind the Smith Union information desk.

You will need the following information:

- Your Name and telephone number
- Sponsoring organization and that organization's account number
- Amount of the advance
- Brief description of the event
- Payment request date

After you have completed the voucher and it has been signed by a member of the Student Activities Office, you must take the voucher to the Bursar's Office on the 1st floor of 216 Maine Street (located across Maine St. from the Chamberlain statue) to receive the cash. Please note that once you receive the cash, you take responsibility for it.

Within 10 days from receiving your cash advance, you must close it out in the Student Activities Office with receipts (all receipts must be itemized, non-itemized receipts will not be reimbursed), unused cash or a combination of the two. At this time, you will also be asked to tape all receipts to 8.5 x 11 paper and to complete a second portion of the original voucher.

Co-Sponsorship

When organizations co-sponsor an event, one organization must be designated as the primary account that will be accessed for accounting purposes. This is the organization that should submit a budget to the SAFC. However, if one of the other sponsoring organizations runs on an operating budget or is a department, a Journal Entry must be completed in order to transfer the funds from that operating budget into the primary account for the event.

Journal Entries can be completed by the Student Activities Office. An email needs to be provided as a back-up for the funds pledged indicating support for the club's event. A department coordinator may also fill out the Journal Entry once they are provided with the project number of the group organizing the event. Club leaders should provide a copy of the Journal Entry to Karla Nerdahl in the Student Activities Office when a different department makes the transfer.

Departments: Relevant departments may be able to contribute to your event. If you are interested in this sort of funding, please contact a member of that department directly. In order to transfer funds from a department to a student organization's account, a Journal Entry must be completed.

The College Houses: In order to request money from a College House, please contact the house leadership directly. The treasurer of the house must contact Danielle Miller, Administrative Coordinator in Residential Life with the house's approval of funds.

The Kurtz Fund: The Donald and Barbara Kurtz Fund, managed by the Office of Residential Life, supports campus events that encourage learning and discussion outside the classroom and bring faculty, staff and students together. All Kurtz funded programs must directly involve at least one College House as an event sponsor.

Programs from 2014-2015 include: Quinby House's "Donuts with a Diplomat", Ladd House's "340 Miles North", Reed House's "A Talk with Downeast Cider CEO Ross Bockman", and "Dinner with Six Strangers."

To apply, you must email Kurtz Fund Interns Katie Carter '16, Alex Thomas '16, and Jacob Russell '17 at kurtzfund@bowdoin.edu.

Lectures and Concerts Committee: The Lectures and Concerts Committee reviews applications from the faculty for assistance in funding events that enhance the academic life of the College, including lectures, discussions, readings, workshops, concerts, dance and theatrical performances. The application to the Lectures and Concerts Committee must be submitted by a faculty member, therefore clubs that would like to apply for funding must partner with faculty. The awards are drawn from funds allocated to the Committee from the College's operating budget, from the Jacob Jasper Stahl Fund, the Annie Talbot Cole Lectureship, the Charles F. Adams Lectureship, the Blythe Bickel Edwards Fund, and several endowed lecture funds.

The Committee supports applications that:

- relate to academic life of the College, particularly to current course offerings;
- involve the proposed guest(s) in a variety of activities, rather than a single public lecture, including classroom and informal interaction with students, and thoroughly describe these activities in the application;
- show collaboration between departments/programs or between departments/programs and student organizations;
- follow the Committee guidelines for honoraria;
- keep travel and lodging expenses to a reasonable level;
- keep meal expenses to a reasonable level, whenever possible using meals as a forum for further discussion, involving students, and making use of Bowdoin dining services.

Lectures and Concerts Application Procedure

To apply for funding through the Lectures and Concerts Committee, please submit an application as a PDF attachment to landcproposals@bowdoin.edu. The PDF should be one document that has both the application and the speaker's C.V. No other formats will be accepted. This application can only be submitted by a faculty member.

The Committee strongly encourages applicants to plan their events well in advance and discourages retroactive applications. The committee will give precedence to applications for events scheduled at least a month in the future. The April deadline is reserved for events in the subsequent (fall) semester or beyond. Applications for events that have already occurred may not receive funding.

2015-2016 Academic Year:

Application Deadline:	Notification by:
September 18, 2015	October 9, 2015
December 1, 2015	December 11, 2015
January 29, 2016	February 19, 2016
April 22, 2016	May 13, 2016

Early submission of applications will allow the Committee to assist you with successful preparation for your event. You are asked to describe the proposed event as fully as possible (i.e., not only public lectures and performances but class visits, informal social meetings, meals and receptions, etc.). Careful explanations of budgets and any sources of supplementary funding will also strengthen the proposal.

Fundraising Policy

The College benefits greatly from the ongoing generosity of Bowdoin alumni and parents, who provide significant monetary support for student-related programs and services on an annual basis. The Development Office coordinates all fund-raising efforts on behalf of the College. Students, student organizations, and athletic teams are not permitted to solicit alumni for monetary support.

Though the College recognizes that parents of current students are sometimes asked to provide supplemental funding for student activities and organizations and special initiatives such as trips for athletic teams, students, student organizations, and athletic teams are not permitted to conduct widespread parent fund-raising appeals.

Chartered student organizations are eligible to receive funding through the Student Activities Funding Committee (SAFC), and agree by virtue of their status as chartered organizations to comply with all College policies including fund-raising restrictions. Members of athletic teams, including club sports, are also subject to these restrictions.

Student organizations may sell items for profit if the proceeds go to the organization, but only with the prior permission of the Associate Dean of Student Affairs and Director of the David Saul Smith Union. In addition, items normally sold in the bookstore may not be offered for sale without prior permission from the Bookstore Manager. Students and College Employees as individuals may sell products but may not use campus rooms, mailing or any other College facilities to promote or sell their products without written permission from the Office of Student Life. Questions should be addressed to the Associate Dean of Student Affairs and Director of the David Saul Smith Union.

For more information contact:

Allen Delong, Associate Dean of Student Affairs and Director of the David Saul Smith Union

Email: adelong2@bowdoin.edu

VOLUNTEERS AND COMMUNITY MEMBERS AT BOWDOIN

Bowdoin College supports the use of volunteers to enhance programs and extracurricular activities at the College. Volunteers work under the supervision of, and at the request of, administrators and staff.

Prospective volunteers who will work directly with students must complete an application form and confidentiality agreement. For purposes of this policy, examples of such volunteers would include, but not be limited to, an advisor to a student club or a volunteer working with a sport team. Reference and background checks will also be required for all such prospective volunteers in accordance with College policy.

The Director of Human Resources, or their designee, in consultation with the supervising staff member, is authorized to use their discretion to decline an application or terminate the services of a volunteer if it is determined to be in the best interests of Bowdoin College.

Any club that is interested in working with a volunteer needs to work with the Student Activities Office to make sure the potential volunteer fills out the proper paperwork and is fully vetted by the College. All volunteers are prohibited from working with the club in advance of completing all required paperwork and receiving a clear background check.

Community members that are not considered Advisors or Volunteers are not allowed to participate in Club activities.

STEPS FOR HIRING AN INSTRUCTOR OR COACH

Students are not allowed to enter into contract negotiation or agreements on behalf of Bowdoin College. Before engaging in discussions with any potential Coach or Instructor, Club Leaders need to reach out to the Student Activities Office to discuss proper hiring procedures. Club Leaders are required to follow the Bowdoin Contract Negotiation Procedure Form, which can be obtained from the Student Activities Office. This process must be started no later than four weeks before your anticipated start date.

Coaches/ Instructors are not allowed to work with teams outside of their allotted hours stipulated in their hiring agreement. Once an instructor/coach becomes a paid employee they are no longer allowed to be a volunteer on campus.

STEPS FOR BRINGING A PERFORMER OR LECTURER TO CAMPUS

Students are not allowed to enter into contract negotiation or agreements on behalf of Bowdoin College. To be valid, all contracts need to be signed by a Bowdoin Administrator. Please have one of the following administrators sign off on your negotiation form for each of the following sections (Allen Delong, Nate Hintze, Silvia Serban, Laurel Varnell and Benjamin Harris). This process must be started no later than four weeks before your anticipated event date and for any speaker over \$1,000.

The Student Activities Office uses a standard Bowdoin College contract for many speakers and performers. This contract template can be obtained from the Student Activities Office.

- ◆ In your initial email or phone call inform all agents and artists that you are simply gathering information about their service and are not authorized to make or confirm an official offer at this time. If you have a budget for this event do not reveal that amount at this time.

You are required to ask your potential speaker/agent the following questions:

- What is the speaker's honorarium or fee?
 - Is there any room for negotiation on the fee?
- ◆ What are the accommodations (e.g. travel expenses, lodging, meals, etc...) they require?
If the fee includes accommodations, ask is the speaker fee requirement open to an all-inclusive offer/contract. *All-inclusive means that Bowdoin pays one flat fee that covers all costs including speaker fee, travel, hotel and meals.*
 - ◆ Meet with Student Activities to discuss opportunities and steps for negotiating speaker fee and ideas for collaboration or supportive funding across campus.
 - ◆ Reserve Space for Speaker.
 - ◆ Submit SAFC Proposal.
 - ◆ Start contract process with the Student Activities Office.

Paying a Performer or Lecturer

In order to begin the payment process, you must fill out an Accounts Payable Voucher. You can do this with the help of a Member of the Student Activities Office. You will need the following information:

Signed Performance Contract or Guest Performance Agreement

Performer's W-9 tax form

SAFC funding approval

An Accounts Payable Voucher must be submitted to the Student Activities Office by 5 p.m. on Monday in order to be processed for check pick-up the following Thursday after 3 p.m. The Student Activities Office can help you figure out the best way to pay the performer or lecturer for their appearance on campus.

Accommodations for Performers or Lecturers

If you are bringing a performer or lecturer and your group is providing a hotel for them, please meet with Karla Nerdahl, Administrative Assistant in Student Activities to book the room. The Student Activities Office can get special rates at many of the local hotels. Please bring the name of the performer who will stay in the room as well as the number of nights they will be staying to hold the reservation.

EVENT PLANNING RESOURCES

Reserving a Venue

To make a reservation request, please fill out the Campus Scheduling Reservation Form at www.bowdoin.edu/events/campus-scheduling. In order to reserve a room on campus, you must be an organized student group with a project code or affiliated with a department here on campus. If you don't know your group's project code, please ask the Student Activities Office.

If you need to change/alter your event after it has been booked, please e-mail scheduling@bowdoin.edu. Be sure to request all set up details (i.e. chairs, tables, podium, buffet tables, etc) to scheduling@bowdoin.edu at least 7 days before your event is scheduled to take place.

In order to advertise your event on the College Calendar? Be sure to mark "Yes" on the room reservation form when requesting the space, and then log in to your Promotion Tool Queue at <https://www.bowdoin.edu/calendar/promotion/index.jsp> where you can choose your audience (mandatory field), write a description, and add a photo (see Addendum for instructions on getting your event to appear on the Campus Calendar).

Campus Scheduling works to accommodate all requests. There are times in which your event may be bumped. Academically driven functions, catered meals, and College events do take precedence. If this happens, Campus Scheduling will work with your student group to find an alternate space for your event. At the end of each semester, student groups may only program during the first two days of Reading Period. After this period of time, programming is prohibited. Please consult the Student Handbook for more details on this policy.

For more information on scheduling contact:

Campus Scheduler

Email: scheduling@bowdoin.edu

Phone: 207-725-3421

Other Spaces

Rooms are reserved through the Campus Scheduler, Michelle Morin at scheduling@bowdoin.edu. Some spaces require clearance before the Campus Scheduler can book it for you. Others require that you book your space directly with the department coordinator.

Clearance Spaces

- ◆ 24 College Street Women's Resource Center (Bookable through Melissa Quinby at ext. 3724.)
- ◆ 30 College Street Multicultural Center: Bookable through <https://bowdoin.wufoo.com/forms/multicultural-facilities-events/>
- ◆ Adams Hall:
 - 103 (Bookable through Environmental Studies at ext. 3629 or rarmstro@bowdoin.edu)
 - 111 (Bookable through Environmental Studies at ext. 3629 or rarmstro@bowdoin.edu)
 - 312 (Bookable only through Sociology/Anthropology at ext. 3651 or lbracket@bowdoin.edu)
- ◆ Boody-Johnson House 101 Seminar Room (Bookable through Anne Clifford at ext. 3834 or acliffor@bowdoin.edu)
- ◆ Cleaveland House Bookable through the President's Office at ext. 3222
- ◆ Coastal Studies Center Bookable through Rosemary Armstrong at ext. 3396 or rarmstro@bowdoin.edu
- ◆ College Houses and Common Spaces Clearance through Marie Centeno at ext.3301 or mcenteno@bowdoin.edu
- ◆ Edwards Art Center: Art Studios bookable through Alicia Menard at amenard2@bowdoin.edu. Dance studios bookable through Nicole Sirois at nsirois@bowdoin.edu
- ◆ Gibson Hall spaces Bookable through Linda Marquis at ext. 3321 or Imarquis@bowdoin.edu
- ◆ Hatch Library:
 - Room 201: Bookable through Environmental Studies at ext. 3628 or rarmstro@bowdoin.edu
 - Rooms H012 & H210: Bookable through Hatch Science Library at ext. 3265 or sodell@bowdoin.edu
 - Room L105: Bookable through Mary Keenan at ext. 3582 or mkeenan@bowdoin.edu
- ◆ Hawthorne-Longfellow:
 - Chandler Room: Bookable through Helen Hill at ext. 3155 or hhill@bowdoin.edu
 - Electronic Classroom: Bookable through Amy Heggie at ext. 3173 or aheggie@bowdoin.edu
 - Fessenden Room: Bookable through the President's Office at ext. 3222
 - Media Commons: Bookable through Carmen Greenlee at ext. 3286 or cgreenle@bowdoin.edu
 - Nixon Lounge: Bookable through x3155 or hhill@bowdoin.edu
 - Pierce Reading Room: Bookable through Amy Heggie at ext. 3173 or aheggie@bowdoin.edu
- ◆ Hubbard Hall: Econ. Library Bookable through Economics Department at ext. 3340 or eweston@bowdoin.edu
- ◆ Memorial Hall Bookable through Theater and Dance at ext. 3103 or nsirois@bowdoin.edu
- ◆ Morrell Gym Bookable through Lynn Ruddy at ext. 3623 or lruddy@bowdoin.edu
- ◆ Moulton Union North Conference and Chamberlain Rooms: Bookable through Kathleen King at ext. 3879 kking2@bowdoin.edu or Susan Snell at ext. 3088 or ssnell@bowdoin.edu.
- ◆ Museum of Art spaces Bookable through Caroline Baljon at ext. 3276 or cbaljon@bowdoin.edu
- ◆ Peter Buck Fitness Center:
 - 115 (Polar Bear Huddle) Bookable through Debbie Miller, ext. 3326 or dmiller@bowdoin.edu
 - 204 (North Huddle) Bookable through Debbie Miller, ext. 3326 or dmiller@bowdoin.edu
 - 211 (Meeting/Classroom) Clearance from Debbie Miller, ext. 3326 dmiller@bowdoin.edu
 - 213 (Multipurpose) Bookable through Lynn Ruddy, ext. 3623 or lruddy@bowdoin.edu
- ◆ Russwurm African-American Center Bookable through Leana Amaez ext. 3048 or lamaez@bowdoin.edu
- ◆ Sargent Gym Bookable through Lynn Ruddy at ext. 3623 or lruddy@bowdoin.edu
- ◆ Sargent Dance Studio Bookable through Theater and Dance at ext. 3103 or nsirois@bowdoin.edu
- ◆ Schwartz Outdoor Leadership Center Clearance from Mike Woodruff at ext. 3346 or mwoodruf@bowdoin.edu

- ◆ Sidney J. Watson Arena Bookable through Lynn Ruddy at ext. 3623 lruddy@bowdoin.edu
- ◆ Smith Union:
 - Morrell Lounge: Bookable through Student Activities at ext. 3375
 - Lamarche Gallery: Bookable through Student Activities at ext. 3375
 - Pub: Bookable through Adeena Fisher at ext. 3180 or afisher@bowdoin.edu
 - Vendor Tables: Bookable through Student Activities at ext. 3375
- ◆ Studzinski Recital Hall Clearance from Tony Sprague at ext. 3423 or tsprague@bowdoin.edu
- ◆ Thorne President's Private Dining Room Bookable through the President's Office at ext. 3222
- ◆ VAC Picture Study Bookable through Martha Janeway at ext. 3697 or mjaneway@bowdoin.edu

Venue Work Orders

Facilities requests should be made when you are reserving your venue with the campus scheduler. Requests can include extra chairs, tables, trash cans, etc. If you have any strange or special requests, you can always check with a member of the Student Activities staff to see if Facilities has the means to accommodate you. When an event requires a specific setup, a diagram should be provided to Facilities. Be sure to request all set up details to scheduling@bowdoin.edu at least 7 days before your event is scheduled to take place. There is a fee associated with all Facilities requests and your project code will be billed.

If there are any maintenance issues with your venue, you can place a work order - <http://www.bowdoin.edu/facilities/workorders.shtml>

Audio Visual Services Request

If you need Audio Visual services for your event, please fill out the request form or email avservices@bowdoin.edu at least 7 days before your event. Please note that Audio Visual Services do not provide equipment for bands. Your club should be as specific as possible in the request to AV services. There is no fee associated with booking Audio Visual Services for your event.

For complex audio needs (including events in Pickard Theater), please work with the Student Activities Office to book Moonlighting Production Services.

<https://www.bowdoin.edu/it/forms/equipment/avrequest.shtml>

Transportation Policies and Reservations

The steps for certification for ALL students (who have had their license unrestricted for one full year) are:

1. Complete the driver application to obtain an MVR.
2. Review the instructions and complete the United Educators driver safety training on-line and print the certificate of completion. The training takes about 45 minutes to complete.
3. Complete Traveler's large passenger van training on-line and print the certificate of completion. The training takes about 30 minutes to complete.
4. Review Bowdoin's Vehicle Reservation Video. The video is about 5 minutes.
5. Sign up for a 20 minute commentary drive within 30 days of completing the required on-line training(s).
6. Bring proof of completion of all required items to the commentary drive, i.e. certifications of completion for on-line training.

Policies:

- The use of College vehicles for your organization's travel is limited to a 500-mile radius from campus.

- For travel over 500 miles, your organization must submit a travel plan to the Student Activities Office at least one month in advance. The travel plan should include the following:

Purpose of travel
 Dates
 Destination
 Primary contact (name, email and cell phone number)
 List of certified drivers who will be traveling
 Mode of transportation

- Individual drivers must limit their driving time to a maximum of 4 hours per day.
- Drivers must drive within posted speed limits at all times. Failure to do so may result in the revocation of college van licenses and in additional consequences for the student organization involved.
- Trips shall not depart from any location nor should driving take place between the hours of 1:00AM and 5:00AM.
- "Caravanning" (travel in convoy) is not permitted. When multiple vehicles are involved, departure times should be staggered (30 or more minutes between departure times) to avoid such travel.
- Plan all travel to minimize driving in darkness.
- Drivers may not use cell phones when driving.
- The College reserves the right to cancel trips when driving conditions are deemed unsafe. Every effort will be made to work with your organization's leadership as these decisions are being made.
- Drivers are required to use the Bowdoin gas card provided with the vehicle. Bowdoin will not reimburse if you fail to use the assigned gas card.

How do I reserve a Bowdoin College vehicle?

Vehicle requests can be submitted online by going to <http://www.bowdoin.edu/facilities/transportation/forms/vehicle-request/vehicle-request.shtml>.

Please get your requests in early at least a week in advance.

Keys can be picked up from JoJo Craig at Rhodes Hall. Keys on the weekend or after 5pm can be picked up at Bowdoin Security at Rhodes Hall.

For more information go to <http://www.bowdoin.edu/facilities/transportation/index.shtml>

For more information contact:

JoJo Craig

Phone: (207) 725-3689

Email: ccraig@bowdoin.edu

If your organization is traveling away from the campus on a College-sponsored trip, you are required to follow the following guidelines and policies. The SAFC expects student organizations to use the most cost efficient form of travel. The SAFC will fund vehicle travel (mileage, gas and tolls) in either of the two formats below; student vehicles will only be funded in extreme circumstances.

College Vans

College vans cost \$30 per day, regardless of gas mileage. Students must use college provided gas cards to fuel said vehicles. If you fail to use the Bowdoin provided gas card you will not be able to be reimbursed for your gas expenses. The SAFC will not reimburse students if they use personal funds for College Vans.

To reserve a van, contact Facilities at x3689, or fill out their Vehicle Request form.

<http://www.bowdoin.edu/facilities/transportation/forms/vehicle-request/vehicle-request.shtml>

If a Bowdoin van is not available you can setup a direct rental with USAVE (Larry Stewart's), the cost is around \$90.00 per day.

Larry Stewart's Auto Sales & Rentals

Address: 53 Lisbon St, Lisbon, ME 04250

Phone: (207) 353-4133

Student Vehicles

Students may receive mileage compensation at a rate of \$0.21 per mile. Note that this is not an automatic reimbursement and that funding requests must be made prior to trips. The rate for student vehicles is subject to gas market prices and will be adjusted accordingly by the Facilities Office and the SAFC. The SAFC and Bowdoin College will not pay for damages to personal vehicles.

ADDITIONAL EVENT PLANNING CONSIDERATIONS

Dining Services

If your event needs to be catered or if you need to order table linens, please contact Dining Services at (207) 725-3211 immediately after booking your event with Campus Scheduling.

Board Transfer: At no cost, student groups may transfer board to receive a boxed meal or a meal subsidy from Dining Services while travelling. This may only occur up to twice per year, unless a club is given special permission by Ken Cardone (kcardone@bowdoin.edu, x3208). With notice of at least one week for situations where Dining Service cannot accommodate the event, student organizations can request board transfers for off-campus or group meals.

When requesting a meal subsidy, please note Dining provides subsidies at a rate of \$2.40 per student for breakfast, \$3.15 for lunch or brunch, and \$3.60 for dinner. This request must be made at least two weeks in advance with a list of all participating students' ID numbers. Please include this calculation in the "outside funding sources" box on your SAFC budget request. If your organization is using Dining to cater an event, you must meet with Dining prior to submitting a SAFC budget. A comprehensive breakdown of all the planned meal items must be provided.

Small events and deliveries: These events require a 2-week notice. In order to schedule one of these, download an order form, fill it out and turn it in to the Dining Services Office on the second floor of Thorne.

Large to complex events: These events require at least a 2 week notice and should be discussed in person with Ken Cardone. In order to schedule a meeting with Ken Cardone, please email kcardone@bowdoin.edu.

For more information about Dining Services, please see the Student Catering Guide (link below).

<http://www.bowdoin.edu/dining/what/catering-guides/student-catering-guide/order-forms/Reception-and-party-form.pdf>

Guest performer or lecturer dining: If a club is hosting a small dinner with a guest performer or lecturer, an account can be setup with the cashier/card checker using the sponsoring organization's project number. It may be a good idea, however, to reserve a private dining room for guests (Hutchinson/ Pinette/Mitchell North/Mitchell South dining rooms in Thorne or the North/ South dining rooms in Moulton). Please ensure you have secured SAFC funding for the guest's meal.

Note: food from outside vendors may not be brought into a Bowdoin Dining specific facility unless prior approval has been received from Dining Services. When in doubt, it is best to check with Ken Cardone (kcardone@bowdoin.edu) if outside food may be brought into a specific campus space.

Student Activities Event Managers

If you believe you may need extra help at your event, come meet with a member of the Student Activities Staff. They may be able to assign students to work your event (ushers, box office staff, etc).

Film Screenings

If your organization wishes to screen a film, you may need to obtain public performance rights for the event. Please consult the leaders of the Bowdoin Film Society or the Student Activities Office to learn more about how to secure the rights. The fee to obtain the rights must be included in an SAFC request prior to the movie screening.

Advertising

Poster Designs: If you would like to have a poster designed by the BSG's Poster Designer, please email your request to stuactintern@bowdoin.edu with the details of what information you need on the poster, any sort of dimensions, and any design ideas you'd like to see used. This service is free for all chartered clubs, but keep in mind that you do need to request funds from the SAFC to print the design.

Poster Copies: The copy center can print posters usually within 24 hours of their submission. In order to have a copies printed by the Copy Center, please submit an online work order or go to the Copy Center in the basement of Dudley Coe with a flash drive with the poster saved in PDF form. Please ensure that you have funding to print posted from the SAFC. The typical request from the SAFC is \$12 which allows you to print 60 posters. Once you have received your \$12 allocation for posters, you would request 60 posters from the Copy Center.

Hanging Posters: When putting up any posters, please be sure not to place them on glass or painted surfaces – these will be taken down immediately by Housekeeping, and any damage done to surfaces will be charged to your club's account. Official Bowdoin logos and wordmarks (i.e. the Bowdoin seal) may not be placed on any advertisements without the express permission of the Communications Office. Club posters and advertisements must have the full name of your organization easily visible (see Addendum for the Advertising policy).

Table Tents: The Copy Center will cut and fold table tents if you include that information under special instructions when you order. Please note that you must clear your table tents with Dining if you want them to

stay for longer than one meal. For Thorne, you should contact Mark Dickey (mdickey@bowdoin.edu) and for Moulton, you should contact Lester Prue (lprue@bowdoin.edu).

Website for your Student Organization: If you would like to have a website for your organization, it is easy to have one created for you. You will require little knowledge of web technology to update and manage your site at students.bowdoin.edu. The popular content management and blog software, WordPress, is the tool used to manage these sites. It's as simple as filling in a form.

If you are interested in this service for your official student organization please send a message to David Israel at disrael@bowdoin.edu. You should however prepare by thinking of what sections and features your website requires.

Other Notes:

Your site address will be a logical, web friendly version of your organization name, e.g., students.bowdoin.edu/organization-name/. To see examples of active Student Organization Websites, visit <http://students.bowdoin.edu/>.

Booking an Info Table in Smith Union

If your organization would like to setup a table in Smith Union (across from the C-Store or the Mail Center), please contact Ellery Gould at egould2@bowdoin.edu, Karla Nerdahl at knerdahl@bowdoin.edu or call the Smith Union Information Desk at (207)725-3375. In your request, please provide your project code, dates and times you would like to setup the table. If you will be selling anything during the time you will be at the table, please meet with Ellery Gould or Karla Nerdahl to discuss the details of your sale.

Tickets for your Events

If your organizations plans on distributing tickets for an event, there are a few different ways to print the tickets. Your organization could use the BSG Poster Designers to create a ticket design and template and print the tickets using the Bowdoin Copy Center. For larger or high profile events, tickets should be ordered from an outside company who will create, print and number all tickets. Bowdoin College uses TRINITY Communications Group to print professional style tickets. When in doubt, consult the Student Activities Office staff. You must secure SAFC funding for the printing of tickets.

Tickets for events can easily be distributed from the Smith Union Information Desk. This allows students, faculty, staff and the Brunswick Community to pay for the tickets using cash, One Card or debit and credit cards. If you would like to place your tickets at the Smith Union Information Desk, stop by to discuss any special considerations regarding your tickets with a member of the Student Activities Office, including ticket numbers, prices, limits, etc.

Approved and Recommended Vendors

The Student Activities Office has a list of approved vendors for Apparel purchases that can be shared with you to assist in your planning. There is also a list of recommended and frequently used vendors, including photo booths, inflatables, entertainment, agencies, rental equipment, other professional services etc. These are vendors we have worked with in the past and can insure quality services and products. You can see any member of the Student Activities Office for suggested vendors to assist you in your event planning.

BOWDOIN COLLEGE AND BSG POLICIES

All clubs and organizations on the Bowdoin College campus will adhere to the following requirements:

The Student Handbook

This handbook as put down by Bowdoin College will remain as the parameters and framework of each and every club at Bowdoin College. The Student Handbook may be found at the following link:

<http://www.bowdoin.edu/studentaffairs/student-handbook/>

By-Laws of the BSG and Rules and Regulations of the SOOC

Outside Organizations

No group, if part of a greater local, regional, national, or international organization, will allow said group's guidelines to supersede College and BSG policy.

Nondiscrimination Policy

As precaution and reminder, the SOOC reminds students of the Bowdoin Student Handbook Discrimination Policy: Respect for the rights of all and for the differences among us is essential for the Bowdoin community. Discrimination or harassment of others on the basis of race, color, ethnicity, national origin, religion, sex, sexual orientation, gender identity and/or expression, age, marital status, place of birth, veteran status or against qualified individuals with disabilities on the basis of disability has no place in our intellectual community. If members of the Bowdoin community experience or witness any apparent incident of harassment or discrimination by students, faculty, or staff, they may discuss their concerns or request advice from deans, academic advisors, proctors, or resident advisors. Such incidents violate both the ideals of the College and its Social Code and may be subject to appropriate disciplinary sanctions. When such incidents violate the statutes of the State of Maine or Federal Law, criminal prosecution may be pursued. This policy is all encompassing and will be enforced by the BSG and the SOOC Chair without apology. Any reason for concern will result in a meeting with the Chair of the SOOC to resolve the issue in conjunction with the Assembly and action the College administration deems necessary and appropriate.

Fundraising Policy

The College benefits greatly from the ongoing generosity of Bowdoin alumni and parents, who provide significant monetary support for student-related programs and services on an annual basis. The Development Office coordinates all fund-raising efforts on behalf of the College. Students, student organizations, and athletic teams are not permitted to solicit alumni for monetary support.

Though the College recognizes that parents of current students are sometimes asked to provide supplemental funding for student activities and organizations and special initiatives such as trips for athletic teams, students, student organizations, and athletic teams are not permitted to conduct widespread parent fund-raising appeals.

Chartered student organizations are eligible to receive funding through the Student Activities Funding Committee (SAFC), and agree by virtue of their status as chartered organizations to comply with all College policies including fund-raising restrictions. Members of athletic teams, including club sports, are also subject to these restrictions.

Student organizations may sell items for profit if the proceeds go to the organization, but only with the prior permission of the Associate Dean of Student Affairs and Director of the David Saul Smith Union. In addition, items normally sold in the bookstore may not be offered for sale without prior permission from the Bookstore Manager. Students and College Employees as individuals may sell products but may not use campus rooms, mailing or any other College facilities to promote or sell their products without written permission from the Office of Student Life. Questions should be addressed to the Associate Dean of Student Affairs and Director of the David Saul Smith Union.

For more information contact:

Allen Delong, Associate Dean of Student Affairs and Director of the David Saul Smith Union

Email: adelong2@Bowdoin.edu

Advertising

- No posters or advertisements may be placed on glass or painted surfaces that may be damaged by the removal of it.
- Official Bowdoin logos and wordmarks (i.e. the Bowdoin seal) may not be placed on any advertisements without the express permission of the Communications Office.
- Club posters and advertisements must have the full name of your organization easily visible.
- Online conduct by all organizations through social media must still abide by the College's Social and Academic Honor Code.

Hazing Policy

A learning community has a distinctive set of values and qualities meant to support individual growth and development. At Bowdoin, we value traditions, rituals, and rites of passage because they remind community members of their connections to one another and to the past and future of the College; they can build important bonds between groups and individuals. Athletic team or student organization initiations or traditions that attempt to build these bonds between members must do so in an affirming way without coercion or intimidation of any kind. In a learning community such as ours, we value lasting relationships grounded in mutual respect, not artificial connections created through shared humiliation.

Hazing is a form of victimization. Hazing is comprised of a broad range of activities that demonstrate disregard for another person's dignity or well-being or behaviors that may place another person in danger of physical or psychological discomfort or harm. A level of coercion is often involved, that is those being hazed feel pressure to participate in order to belong to the group or show commitment to group members.

Hazing has dangerous potential to harm individuals, to damage organizations and teams, and to undermine the educational mission of the College and the fundamental values of our learning community.

Maine Law and College Policy

Bowdoin maintains a zero-tolerance policy regarding hazing, which is strictly prohibited. As such, no student, student organization, athletic team, other College-recognized group or association shall conduct, condone, aid, or participate as a witness in hazing activities, consensual or not. The College's policy conforms to Maine law, which defines "injurious hazing" as "any action or situation which recklessly or intentionally endangers the mental or physical health of a student enrolled at an institution in this State." [1] In addition to disciplinary action imposed by the College, students who engage in hazing could find themselves subject to criminal prosecution by legal authorities.

Bowdoin defines hazing more broadly to include any activity that is part of an initiation or admission into a group or is required for continued acceptance in a group and that encompasses one or more of the following:

1. Physically or psychologically embarrasses, demeans, degrades, abuses, or endangers someone regardless of that person's willingness to participate;
2. Categorizes members of the group based upon seniority or standing or otherwise emphasizes the relative power imbalance of newer members;
3. Involves the consumption of alcohol, drugs, or other substances;
4. Removes, damages or destroys property;
5. Results in the disruption of College or community activities, the educational process, or the impairment of academic performance; and/or
6. Violates a College policy and/or a state law.

This definition pertains to behavior on or off campus and applies whether or not the participants or others perceive the behavior as "voluntary." The implied or expressed consent of any person toward whom an act of hazing is directed does not relieve any individual, team, or organization from responsibility for their actions nor does the assertion that the conduct or activity was not part of an official organizational or team event or was not officially sanctioned or approved by the organization or team.

Longstanding team or organizational traditions that are carried over from year-to-year sometimes constitute hazing. Discontinuing inappropriate traditions can be especially difficult because of pressure from within the group or from alumni. Such pressure, however, is not an excuse for unacceptable behavior; the College expects students to adhere to College policy and state law.

Some incidents of hazing are more serious than others. Generally, the greater the actual or potential physical or psychological harm, the more severe the hazing. Hazing incidents typically involve perpetrators (the planners and organizers), bystanders (those who participate but were not hazed or involved in the planning or organizing), and victims (those who were hazed). All involved are responsible for their behavior, but consequences will typically differ based on the seriousness of the incident and one's level of responsibility, planning, or participation.

Violation of the hazing policy may subject an individual and/or recognized organization or team to disciplinary action by the College, either administrative or via the Judicial Board. Penalties may include suspension or dismissal for individuals and revocation of organizational recognition and funding or forfeiture of a season or disbandment in the case of a student organization or team.

No policy can address, in specific fashion, all possible activities or situations that may constitute hazing. The determination of whether a particular activity constitutes hazing will depend on the circumstances and context in which that activity is occurring and that determination will be made by the Office of the Dean of Student Affairs and/or the Judicial Board.

- Examples of mild to more severe hazing include, but are not limited to, any of the following activities that are part of an initiation or admission into a group or required for continued acceptance in a group: physical or verbal abuse of any kind or implied threats of physical or verbal abuse;
- Branding or other body markings;
- Encouraging or requiring a person to consume alcohol, drugs, unusual substances or concoctions;
- Encouraging or forcing a student to violate Maine law or College policy such as indecent exposure, theft, or trespassing;
- Confining a person or taking a person to an outlying area and dropping him/her off;

- Servitude such as encouraging or requiring a person to run personal errands, cook, clean, etc.;
- Requiring a shaved head or other haircut;
- Stunt or skit nights with degrading, crude, or humiliating games or acts;
- “Mind games” or creating real or perceived psychological uneasiness or harm;
- Encouraging or requiring public stunts or buffoonery;
- Encouraging or requiring the wearing or carrying of apparel or items likely to subject the wearer to embarrassment, ridicule, or harm;
- Encouraging or requiring new members to participate in inappropriate scavenger hunts or road trips;
- Depriving a person of sleep;
- Expecting certain items to always be in one’s possession; and
- Requiring new members/rookies to perform duties not assigned to other members. Note: duties like carrying water to practice can be a first year responsibility if other team members have similar responsibilities or all responsibilities are rotated among team members.

Note: Hazing does not include actions or situations that are subsidiary to officially sanctioned and supervised College activities such as athletic training and events, e.g. running extra laps at practice.

Identifying Hazing

All members of the Bowdoin community must take responsibility for considering what does and does not constitute hazing. Student leaders bear particular responsibility for conducting their team, club, or organization in such a manner that welcomes new members without resorting to hazing to build group camaraderie.

Here are some key questions to consider when planning any activity that is part of an initiation or admission into a group or is required for continued acceptance in a group:

- Is a person or group being targeted in an inappropriate way because of status or class year?
- Would you be willing to describe the activity to your own parents, grandparents, the parents of a fellow student, a professor, a dean, the College president, a police officer, or a judge?
- How would you feel if the activity was photographed and appeared in *The Orient* or on Facebook, YouTube, or local TV?
- Is there a risk of real or even perceived physical or psychological discomfort or harm, i.e. was it demeaning, abusive or dangerous?
- Even if you would not be embarrassed by this activity, can you imagine that someone else might be?
- Could safety be at risk?
- Is there a level of coercion and peer pressure involved?
- Will current members be participating in the activities that new members will be asked to do?
- Do the activities interfere with students’ other activities or obligations (academic, extracurricular, family, religious, etc.)?
- Are alcohol and/or drugs involved?
- Is there a sexual element to the activity?
- Do any activities violate a College policy or federal, state, or local law?

Answering “Yes” or even “Maybe” to any of these questions suggests the activity could be construed as hazing and should therefore be avoided.

When in doubt about whether an activity constitutes hazing, always err on the side of caution and ask a dean, coach, or other College employee who works with student organizations or teams. Engaging in open

conversations about hypothetical situations can be especially helpful. Knowledgeable staff can provide additional examples of behaviors that might constitute hazing, examples of positive group-building activities and rites of passage for new members, assistance with organizing legitimate events to foster teamwork and cohesiveness, and other relevant information and support. Students who choose not to consult knowledgeable staff are taking ownership for their actions and responsibility for any consequences.

A review of case studies provides additional insight into what does and what does not constitute hazing. <https://www.bowdoin.edu/studentaffairs/student-handbook/college-policies/pdf/Hazing%20Case%20Studies.pdf>

Taking Action

At Bowdoin, where community members look out and care for one another, students and employees are expected to intervene personally or by calling Security (207-725-3500) or the Brunswick Police (911) 24 hours a day if they encounter activities that put others in physical or psychological harm or discomfort. By stepping up and taking action, bystanders are frequently able to put an end to inappropriate behavior before a bonding activity escalates into a hazing activity. Bowdoin students and employees should notify appropriate College officials (Security, deans, coaches, or other College officials who have responsibilities for student organizations) of any perceived instance of hazing as defined by College policy and/or law and do so as soon as possible so the activity can be stopped or the allegations can be investigated. Reports may be made directly or anonymously by submitting a letter to an appropriate College official or asking a College official that the report remain anonymous.

Education, Prevention and Positive Group Bonding

Bowdoin Athletics, Residential Life, and Student Activities conduct ongoing educational activities to promote positive group identity and prevent hazing.

There are new-member activities that are positive and/or educationally valid that serve to build team, develop unity by connecting students to one another, create a sense of belonging, and bolster self-esteem.

Examples include:

- A scavenger hunt or talent show involving all members of an organization or team in which all participants are treated equally and the activities are not embarrassing, demeaning or dangerous;
- A themed dress-up party that is inclusive and not embarrassing or demeaning;
- Paintballing;
- Video game tournaments;
- Meals together;
- Study sessions;
- Community service projects;
- Attending other teams' sporting events;
- Movie nights;
- Game or trivia nights;
- Bowling;
- Cooking classes or classes at the Craft's Center;
- Outdoor games—capture the flag, Frisbee, etc.;
- A ropes course training;
- Rafting or outdoor trips;
- Trips to Freeport, Portland, Fun Town Splash Town, etc.;

- Tournaments around group history;
- Making and burying a time capsule;
- Mentoring relationships between old and new members;
- Creating an organizational intramural sports team; or small or large group roundtable discussions on topics important to the team or organization.

ADDENDUM A

Club Funding Guidelines

Before you submit any budget: Please remember that these guidelines are just that, and all values listed are approximations. This should be used in conjunction with How to Navigate the Funding Process, which provides a more general overview for understanding the SAFC & budget submission process.

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I. On Campus Entertainment

If you intend to bring a performer or guest to campus, please contact both SAFC Chair David Levine (dmlevine@bowdoin.edu) and SOOC Chair Emily Serwer (eserwer@bowdoin.edu) before negotiating any prices to go over the event estimates and plans. If you expect your event to cost more than \$1,000.00, please contact Student Activities no less than 6 weeks before the proposed date of the event to fill out a contract negotiation form. Off campus venues must be justified as providing services otherwise unavailable on campus.

1. Production Costs

Costs of staging and production may be funded by the SAFC only if the services are well justified for your event. Moreover, these requests should always be accompanied with line item estimates which reflect the minimum possible cost alternatives.

Moonlighting, Brunswick's only local production company, typically costs \$3,500

2. Concerts and Performers

A request for concert or performer funding must provide background information about the performer and must be relevant to the club's mission. For assistance in organizing this information, please consult the leaders of the EBoard or the staff in Student Activities. If your performer(s) need lodging, please see Section II.3. Guest Lodging. The SAFC will not fund student performers.

Concerts and performances typically cost between \$500 and \$1,500

3. Films

Groups must obtain a public viewing license for all films shown on or off campus. The SAFC may fully fund this expense, but be sure to contact the leader(s) of the Bowdoin Film Society to receive assistance in acquiring the best rates. If you'd like to bring the director or other relevant parties to speak at the event, please see Section II. Guest Speakers.

The cost of film rights will vary with respect to release date and licensing studio fees.

4. Coffee Houses or Book readings

The SAFC may provide funding for food, coffee or other drinks at an event; please see Section IV. Food for more information. Also, if you'd like to bring the author or other relevant parties to speak at an event, please see Section II. Guest Speakers. The SAFC will not fund student performers.

Coffee Houses or readings typically cost \$100

II. Guest Speakers

1. Honorariums

Each club may request a limited number of speakers per semester based on expected community impact, size of club, price of speaker, etc. Clubs should seek to limit their spending on speaker's fees to \$4,000 per year. The SAFC reserves the right to grant exceptions based on extenuating circumstances. Proposals for a speaker must include background information and adequate justification for bringing him or her to campus. Groups must enter into negotiations with speakers to minimize the cost of honorariums before submitting a budget to the SAFC. The SAFC expects a good faith effort on the part of club leaders to negotiate the price of a speaker. If the speaker costs more than \$1,000.00, the SAFC also expects to see a signed contract negotiation form from Student Activities. Please begin this process no less than 6 weeks before your scheduled date. Please contact the SAFC Chair if there are any extenuating circumstances. Please note that no verbal or finalized contracts can be made before consulting both the SAFC and Student Activities. If your intended speaker is expensive (upwards of \$1,500), you should begin planning months in advance in order to take advantage of outside funding sources, such as Lectures and Concerts. If you wish to bring in a speaker, the SAFC encourages you to seek connections through faculty.

2. Travel

Although the SAFC may cover transportation costs, please encourage speakers to be as cost efficient with their mode of transportation as possible. Also note, that the SAFC will only fund economy class flights, and requires students to leave ample time for booking tickets. Tickets booked without at least a month before the date of departure, thus incurring a price premium, may be subject to a decreased funding allocation from the SAFC. Keep in mind that funding must be approved before any tickets are bought and that these tickets must be purchased under the supervision of a Student Activities staff member.

Travel costs will vary with respect to departure location.

3. Guest Lodging

The SAFC may fund lodging for official visitors to campus. To arrange lodging, please contact Administrative Assistant Karla Nerdahl (knerdahl@bowdoin.edu) at the Smith Union Information Desk, as the Student Activities Office receives a discount for most local hotels. If this form of lodging is inappropriate for a guest, an organization may request a room in the President's House, but should be prepared to justify its request to the SAFC.

Guest lodging costs \$109/night at the Brunswick Hotel when booked through Student Activities.

III. Campus Services

1. Venue Reservation

If your event requires an on campus venue, please reserve the space using the Campus Scheduling Reservation Form at no cost.

2. Facilities Management

The SAFC expects volunteer or student labor to be used to substitute Facilities labor whenever possible. If you need services from Facilities, however, you can denote it on your Campus Scheduling Reservation Form or place a Work Order.

Facilities requests typically cost, in total, \$150

3. Audio/Visual (Information Technology)

Information Technology provides many audio/visual needs at no cost, but if needed, the SAFC may cover audio/visual expenses that are clearly justified for an event. If you must use a production company, please refer to Section I. Oncampus Entertainment for details.

4. Advertising

a. Poster Design

The SAFC may fund appropriate advertising for campus events. If you would like to have a poster or table tent designed for your event, you can contact the BSG Poster Designer (stuactintern@bowdoin.edu) with details about the design elements, information, or format you would like to use.

b. Printing Costs

Poster or table tent designs are free courtesy of the BSG

All printing must be done at the Copy Center (located in the Dudley Coe basement); campus printers in the library and computer labs should never be used for the printing purposes of a club. In order to have your items printed, you can place an online work order form or submit a written one. If you are printing a table tent, be sure to have it approved with Dining (Mark Dickey, mdickey@bowdoin.edu, for Thorne and Lester Prue, lprue@bowdoin.edu, for Moulton) and denote to the Copy Center that you need it folded.

Pricing for the Copy Center, regardless of the paper stock, is as follows:

Black and White (Letter/Legal)	\$.02/copy
Black and White (11x17)	\$.04/copy
Color (Letter/Legal)	\$.15/copy
Color (11x17)	\$.20/copy

Poster printing costs are limited to \$12 per event (equivalent to 60 11x17 color posters) for advertising. Poster campaigns typically cost between \$12 and \$24, although exceptions will occasionally be considered on a case by case basis.

IV. Food

1. Off Campus Meals

The SAFC will only fund off-campus meals that are intimately related to a club's mission and purpose. It will not fund off-campus meals solely for the purpose of group bonding. Group-bonding meals should occur on campus, either through cooking events, or in one of the many rooms available for reservation in the dining halls.

2. Meals During Travel

At no cost, student groups may transfer board to receive a boxed meal or a meal subsidy from Dining Services while traveling. This may only occur up to twice per year, unless an athletic club is given special permission by Ken Cardone.

In addition to the board transfer, the SAFC may provide up to \$2 per meal per person, per day (or \$5 per person per day) for meals while traveling.

3. Dinner with Campus Guests

If you wish to organize a small dinner event off-campus with campus guests, the SAFC may provide funds for a limited number of guests (including the Speaker and possibly Faculty) as well as group leaders. The SAFC will not provide funds for all club members to attend.

4. Meeting Snacks

The SAFC may fund up to \$50 of snacks per club per semester. This can be used for general or special club only meeting purposes.

5. Dinners Open to Campus Community

The SAFC may fund one dinner open to the campus community per semester, at a maximum of \$10 per person, with Dining Services' board subsidy subtracted from the cost of food per each student (see no. 7).

6. Banquets and End of the Year Meals

If a banquet is necessary and pertinent to your club's mission, the SAFC will fund banquets up to \$10 per person, with Dining Service's board transfer applied to each student (see no.7).

7. Board Transfers (Meal Subsidies)

Board transfers can occur up to twice per year, unless an athletic club is given special permission by Ken Cardone (kcardone@bowdoin.edu, x3211). When requesting a meal subsidy, please note Dining provides subsidies at a rate of \$2.40 per student for breakfast, \$3.15 for lunch or brunch, and \$3.60 for dinner. This request must be made at least two weeks in advance with a list of all participating students' ID numbers. Please include this calculation in the "outside funding sources" box on the budget form.

If your organization is using Dining to cater this event, you must meet with Dining prior to submitting a SAFC budget. A comprehensive breakdown of all the planned meal items must be provided.

V. Travel

1. Vehicle Travel

The SAFC expects student organizations to use the most costefficient form of travel. The SAFC will fund vehicle travel (mileage, gas and tolls) in either of the two formats below; personal vehicles will only be funded in extreme circumstances. Clubs that travel often should make every effort to have its members van certified by Facilities. The SAFC does not fund Zipcars, road trips over 500 miles from Bowdoin, or road trips outside the United States.

a. College Vans

College vans cost \$30 a day, regardless of gas mileage. Students must use college provided gas cards to fuel said vehicles. The SAFC will not reimburse students if they use personal funds for College Vans. To reserve a van, contact Facilities at x3689, or fill out their Vehicle Request form. If vans are not available as a result of late planning, the SAFC will not provide additional funds for the use of student vehicles.

b. Student Vehicles

Students may receive gas compensation at a rate of \$0.21 per mile. Note that this is not a reimbursement and that funding requests must be made prior to trips. The rate for student vehicles is subject to gas market prices

and will be adjusted accordingly by the Facilities Office and the SAFC. The SAFC will not pay for damages to personal vehicles.

c. Local Travel

If travelling locally, please use Brunswick Taxi, the Brunswick Explorer, or the Bowdoin Shuttle. College Vans will not be funded for travel in Brunswick.

2. Other Forms of Travel

Plane tickets may be funded in under special circumstances on a case by case basis for Leadership Conferences only. If a flight is deemed unnecessary by the SAFC and club members still intend to travel by plane, the SAFC can fund local transportation (van rentals through the College, bus, and train) in the destination city. Bus or train tickets booked without ample time to the date of departure, thus incurring a price premium, may be subject to decreased funding allocation from the SAFC. However, the SAFC is willing to work with clubs if transportation costs increase unexpectedly after a budget allocation.

3. Student Lodging for Travel

If possible, events should always be scheduled to return you to Bowdoin for the night and prevent the need for lodging. If this is not possible, please explore all costfree options for lodging with family, friends or alumni. If absolutely necessary, the SAFC may fund lodging for students when they are traveling to or from events. Please use websites like Expedia.com to help you find the most economically feasible hotels. With your final request, please use this and similar sites to compile a list of possible hotels.

\$110 per room per night (including tax and fees), assuming four people per room. If this this is not sufficient for any hotel in the area to which you are travelling, the SAFC will consider exceeding this limit on a case by case basis.

VI. Conferences and Retreats

1. Campus Leadership Training

The SAFC will fund one instance of off campus leadership training per year, for which the SAFC may pay for travel, conference fees, and lodging. Please see section IV. Food regarding food allocations. Off campus leadership training should provide instruction or information to club leaders not otherwise available on campus. Leadership conferences are normally limited to 3 club leaders from the club. In certain circumstances, the SAFC will consider subsidizing the fees of other members considered part of leadership as if they were attending a "Non-Competitive Conference." The SAFC funds student flights for leadership training only under special circumstances and will be handled on a case by case basis. The SAFC will not fund leadership trainings that occur over break. Exceptions include the weekend of Fall Break, the weekend beginning Spring Break, and the weekend ending Spring Break.

Conferences typically cost \$800

2. Club Retreats

The SAFC will fund one retreat per academic year. Retreats must help a club establish its goals, discuss/plan events for the school year, and build a sense of community.

Retreats are capped at \$20/person

3. Non-Competitive Conferences

The SAFC will fund wholeclub/multiple member travel events such as wholeclub conferences, but unreasonably large perperson costs will not be funded. Clubwide conferences will be limited to one per year. The SAFC can pay for registration, lodging (though staying with friends is preferable), and travel. The SAFC will not fund plane travel for events in this category. Please see section IV. Food regarding food allocations.

The SAFC typically funds up to \$50/person

4. Competitive Conferences

Games or tournaments required for participation in the team's league will be prioritized while extra league games or tournaments must be justified in the budget proposal. SAFC can pay for registration, lodging (though staying with friends is preferable), and travel. The SAFC will not fund plane travel for events in this category. Please see section IV. Food regarding food allocations.

The SAFC typically funds up to \$50/person

Note about Conferences and Retreats

Students looking to go on retreats and attend conferences paid for by the SAFC may *not* miss class to do so. If missing class is vital to the success of the conference, students should email the SAFC Chair and their SAFC club representative to inform them of this. Club leaders should then begin a dialogue with their club faculty advisor so that the advisor may represent their cause to the rest of the faculty. The SAFC will not fund events that occur over break. Exceptions include the weekend of Fall Break, the weekend beginning Spring Break, and the weekend ending Spring Break.

VII. Expert Instruction and Coaches

1. Weekly Instruction

If the nature of the sport or activity and the number of participants justifies the expense, the SAFC may fund a coach or instructor. Each group may only spend \$100 per week for instruction cost. If necessary, Assistant Coaches may be paid up to \$50 per week. Coaching will be provided for the duration of the team's season, as well as up to three weeks of preseason. Instructors or coaches for non-seasonal sports will be funded for up to 10 weeks of instruction. For specialty clubs, if the coaching fee exceeds this amount and the club has demonstrated a good faith effort in reducing their coaching fee, the SAFC will consider allocating higher coaching fees

Weekly instruction is capped at \$100/week

2. Workshops/Nonweekly Instruction

The SAFC may fund nonweekly instruction. The SAFC will not fund instructors with unreasonable perhour fees.

Outside instruction typically costs \$100/hour

Note about Expert Instruction and Coaches

The SAFC reserves the right to request attendance sheets at any time from semester practices and sessions in order to determine if the number of participants justifies the expense of the coach or expert instruction. When requesting coaches' or instructors' fees for the second semester, club leaders must submit a complete attendance sheet from the first semester, complete with dates of practices/lessons and the number of students at each practice.

VIII. Equipment and Gear

1. Justification

The SAFC requires a costbenefit explanation as well as pricing options be included with any request for equipment. Equipment/jerseys will only be funded if they are necessary for a club to compete or participate in an activity. The SAFC will not fund any item that is purchased for individuals without the intention of being returned to and used by the club. All equipment must stay with the organization from year to year, without exceptions.

2. Storage and Usage Policy

When requesting funding for equipment, please include a written policy regarding the intended storage and usage of it. This should clarify where the equipment will be kept and if it will be available to all student organizations or solely to your organization. If you need assistance finding storage space, please contact SOOC Chair; note that student dormitories are not acceptable venues for club storage.

3. Liability

Club leaders are financially responsible for any gear funded by the SAFC. Gear lost or stolen as a result of leadership oversight may not be replaced the following year, and it is the responsibility of all club members to ensure this does not occur.

4. Organization Paraphernalia (TShirts, Sweatshirts, etc.)

The SAFC does not fund nonessential team clothing, but it may provide loans to organizations for these items. If given a loan, you must sign a contract with the Student Activities Office, requiring the club to repay the loan by the semester's end. Items must be sold at cost, without profit.

IX. Publication Printing

1. Licensing and Registration Costs

The SAFC will fund licensing and registration fees with the understanding that the publication should consist of work contributed by current Bowdoin students.

2. Distribution

The SAFC may fund printing and distribution costs for publications distributed in the Bowdoin community. The number of copies printed will be determined on a case by case basis. Justification must be provided in order for the SAFC to fund printing or distribution costs for issues leaving the Bowdoin campus.

Publication costs will vary with respect to publication company and size of publication.

X. Fundraising/Donations

See the Bowdoin Student Handbook for Fundraising Policies and Guidelines. The SAFC does not fund prizes, and it cannot allocate funds that are going directly to charitable organizations.

XI. Student Provided Services

Current students may not be paid for services provided to student clubs using SAFC funds. This includes but is not limited to: mechanics, DJs, programmers, and performers. The Bowdoin Student Government is exempt from this rule.

ADDENDUM B

Contract Negotiation Form

Steps for Bringing a Speaker or Performer – Bowdoin Contract Negotiation Procedures

Students are not allowed to enter into contract negotiation or agreements on behalf of Bowdoin College. To be valid, all contracts need to be signed by a Bowdoin Administrator. Please have one of the following administrators sign off on your negotiation form for each of the following sections (Allen Delong, Nate Hintze, Silvia Serban, Laurel Varnell and Benjamin Harris). This process must be started no later than four weeks before your anticipated event date and for any speaker over \$1,000.

The Student Activities Office uses a standard Bowdoin College contract for many speakers and performers. This contract template can be obtained from the Student Activities Office.

1. In your initial email or phone call inform all agents and artists that you are simply gathering information about their service and are not authorized to make or confirm an official offer at this time. If you have a budget for this event do not reveal that amount at this time.

You are required to ask your potential speaker/agent the following questions;

- What is the speaker's honorarium or fee?
- Is there any room for negotiation on the fee?
- ◆ What are the accommodations (e.g. travel expenses, lodging, meals, etc...) they require?

If the fee includes accommodations, ask is the speaker fee requirement open to an all-inclusive offer/contract. *All-inclusive means that Bowdoin pays one flat fee that covers all costs including speaker fee, travel, hotel and meals.*

Fee quote from agent/speaker: _____

Date of Program: _____

Administrator Signature: _____ **Date:** _____

2. Meet with Student Activities to discuss opportunities and steps for negotiating speaker fee and ideas for collaboration or supportive funding across campus.

Counter Offer Fee: _____

Final Speaker Fee: _____

Administrator Signature: _____ **Date:** _____

3. Reserve Space for Speaker.
4. Submit SAFC Proposal.
Submit copy of negotiation form to SAFC.
5. Start contract process with the Student Activities Office.

Administrator Signature: _____ **Date:** _____

ADDENDUM C

How to Get Your Event on the Bowdoin Calendar

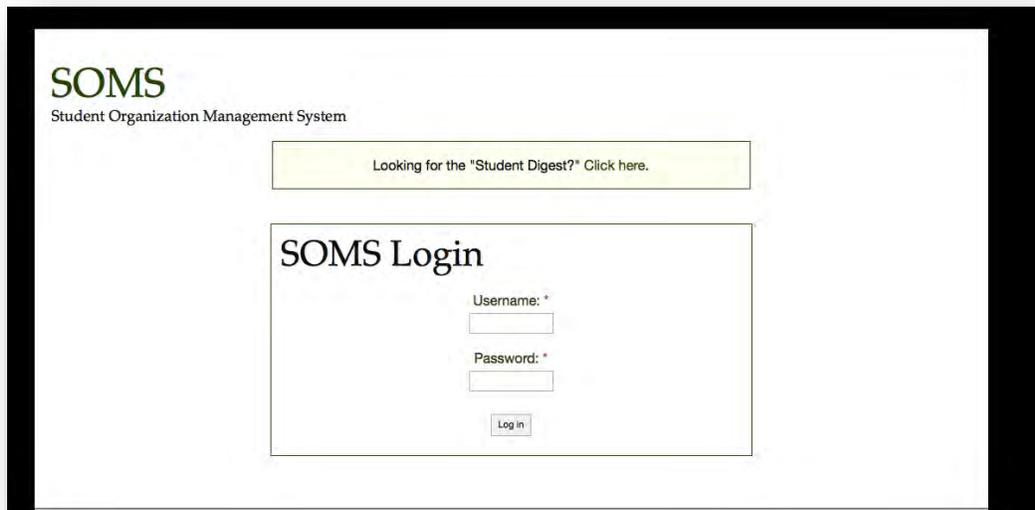
Put your event on the college calendar.
Get it seen in multiple places.



ADDENDUM D

Instructions for Managing List-Serves through Bowdoin's Student Organization Management System (SOMS)

1. Open up either Mozilla Firefox, Internet Explorer, or Apple Safari (SOMS does not function on Google Chrome). If you are struggling to work with SOMS, switching browsers may work.
2. Search for Bowdoin SOMS or use this link: https://www.bowdoin.edu/apps/soms/go_bowdoin



3. Enter your Bowdoin username and password



4. At this point, click on either of the two 'SOMS' texts

SOMS
Student Organization Management System

Bowdoin Student Clubs and Organizations

Bowdoin students may "join" a club or organization by checking the box in the "Join" column. Most clubs have open membership but some have membership requirements or require administrative approval. Click on the name to see an organization's mission, meeting times, officers, membership requirements, and more. When you "join", you will be added to the club's membership and its email list but note that email lists are only refreshed in the email system once per day in the very early morning hours.

Club leaders are assigned by BSG officers or the Office of Student Activities. Leaders may modify a club's settings, add or remove members and manage their email lists. Emails sent using the email option will be shown as coming from club officers.

After making your selections, be sure to "Save" them at the foot of the page.

Organization	Category	# of Members	Join	Leadership options
A Cappella Council (ACappellaCouncil)	Music	41	Request Membership	
Active Minds (Active Minds)	Social Action	104	<input type="checkbox"/>	
Africa Alliance (Afri Alli)	Cultural	116	<input checked="" type="checkbox"/>	manage email
African American Society (Af Am Society)	Cultural	41	<input checked="" type="checkbox"/>	
All Club Leaders (allclubleaders)	Other	228	<input checked="" type="checkbox"/>	
Alliance for Discussing Difference, Racial, Ethnic Spectrums (ADDRESS)	Social Action	61	<input type="checkbox"/>	

5. You are now are the group database. Groups with the 'Join' box checked shows groups you are currently on the email list for (although not every group uses SOMS). Groups that you have access over will have the word 'manage' underneath the 'Leadership options' column.

a. If the 'manage' button does not appear, you will need to contact the Student Activities office to gain access

6. Click on 'manage'

SOMS
Student Organization Management System

List Description Modify Membership Add members Bulk add members Documents

Africa Alliance (Afri Alli)

If the abbreviated name is also used for an email/login account, a unique address name is assigned. Please contact BSG for help.

Meeting times and locations
Hutchinson Room in Thorne @ 5:30pm

Category
Cultural

Mission or Purpose
Mission Statement: Africa Alliance welcomes students interested in learning about the continent of Africa. This club unifies African and non-African Students through cultural exchange such as arts, food, and discussions. Purpose: African alliance is an on-campus student group that welcomes all persons interested in Africa and African issues. With Bowdoin students representing over fifteen African countries, Africa alliance provides a space for students to converge and take part in intellectual discussions, play games, and eat food all relating to or originating from Africa. The organization seeks to empower, encourage, and ultimately enlighten the Bowdoin community as a whole. We do not only endeavor to educate our community about African culture and traditions we also seek to bring to light many of the political and contemporary issues surrounding the African continent. The group meets every Saturday at 5:30 pm in the Hutchinson Room located at the Thorne Dining Hall.

Website
No website.

Membership Options

7. The list of tabs on this screen should match as above.
 - a. 'List' – this tab will bring you back to the group database (step 5)
 - b. 'Description' – this tab will show you the current description of your group, entailing a mission statement, websites, memberships, and **ASSIGNED EMAIL ADDRESSES** (use these addresses to send group emails to your organization)
 - c. 'Modify' – this tab will allow you to edit your 'Description'. You can create your own abbreviation for your club for email purposes. This is a section on leadership that specifies and title of order of power within your organization.
 - d. 'Membership' – This tab brings you the list of active members on your organization. Please take note of class years and uncheck the 'Active' box for any graduates (hit 'Update' afterwards). Underneath 'role', you can edit the role of certain members using the drawdown list. Options for roles will be 'Member' (specifies the average participant) and the leadership titles you specify in your 'Description'. By updating a member's status to a given title, that member will then have access to email list management.

Africa Alliance (Afri Alli)

Number of members: 0
(Advisory and supervisory members, if any, are not counted.)

Name	Email	Class year	Department	Active	Role
Winston O. Antoine	wantoine@bowdoin.edu	2016	Student	<input checked="" type="checkbox"/>	Member
Nicole A. Ampatey	nampatey@bowdoin.edu	2016	Student	<input checked="" type="checkbox"/>	Member
Collins Mbugua	cmbugua@bowdoin.edu	2016	Student	<input checked="" type="checkbox"/>	Member
Julian M. Huertas	jhuertas@bowdoin.edu	2016	Student	<input checked="" type="checkbox"/>	Member
Jeffrey Chung	jchung@bowdoin.edu	2016	Student	<input checked="" type="checkbox"/>	Member
Miguel A. Aviles	maviles@bowdoin.edu	2016	Student	<input checked="" type="checkbox"/>	Member
Victor B. Leos	vleos@bowdoin.edu	2016	Student	<input checked="" type="checkbox"/>	Member
David R. Vargas	dvargas@bowdoin.edu	2016	Student	<input checked="" type="checkbox"/>	Member
Jehwoo Ahn	jahn@bowdoin.edu	2016	Student	<input checked="" type="checkbox"/>	Member
Elizabeth Takyi	etakyi@bowdoin.edu	2017	Student	<input checked="" type="checkbox"/>	President
Sewheat T. Asfaha	sasfaha@bowdoin.edu	2016	Student	<input checked="" type="checkbox"/>	Member
Gnahon Lydia L. Godo-Solo	ggodosol@bowdoin.edu	2017	Student	<input checked="" type="checkbox"/>	Member
Joan J. Yego	jyego@bowdoin.edu	2016	Student	<input checked="" type="checkbox"/>	Member
Ashley Bomboka	abomboka@bowdoin.edu	2016	Student	<input checked="" type="checkbox"/>	Member
Emily E. Campbell	eecampbe@bowdoin.edu	2017	Student	<input checked="" type="checkbox"/>	Member
Faith W. Macharia	fmachari@bowdoin.edu	2017	Student	<input checked="" type="checkbox"/>	Member
Kelsey Scarlett	kscarlett@bowdoin.edu	2017	Student	<input checked="" type="checkbox"/>	Member
Preston L. Thomas	pthomas@bowdoin.edu	2017	Student	<input checked="" type="checkbox"/>	Member
Christian Duarte	cduarte@bowdoin.edu	2016	Student	<input checked="" type="checkbox"/>	Member

- e. 'Add Members' – This tab allows you to add members by last name individually. Make sure to hit save after adding new members.

Africa Alliance (Afri Alli)

Select by User's Last Name:

Begin typing last name to find a user to select.

Select

Selected new members:

None selected.

Save

- f. 'Bulk Add Members' – This tab allows you to add groups of people by **EMAIL** separated by semi-colons. *'Add Members' may prove easier to use due to the search function, where 'Bulk Add Members' lacks this function.*
- g. 'Documents' – This tab allows you to upload any documents to your organization.

NOTES:

*Changes to list-serves may take up to 48 hours to process and appear.

*For additional questions, please contact the Student Activities Office or your Student Activities Fellow.

ADDENDUM E

Bowdoin Outing Club Retreat Checklist for Student Organizations

PRE-TRIP TO DO'S:	
	Discuss your retreat with the Bowdoin Outing Club leaders and decide on a date
	Reserve vans for your trip through Facilities (Facilities Management Vehicle Request Form) NOTE: It will be more cost effective to reserve vans through Facilities than through the Outing Club (Facilities= \$30/vehicle per day including gas. Outing Club=\$67-100/vehicle per day plus gas). There must be at least 1 van certified driver in your group
	Create list of attendees and figure out how many non-members of the Outing Club are attending the retreat (non-members are charged \$5/person for lunch/snacks or \$10/person per day for BOC provided food depending on duration of trip) NOTE: Food for members of the Outing Club is covered through their BOC club dues and will not need additional funding
	Submit budget to the SAFC (Student Activities Funding Committee) at least 2 weeks before trip (form must be submitted by Friday evening for the following Monday evening meeting) NOTE: BOC covers gear rental and trip leaders at no cost to the group going on the trip
	Attend SAFC meeting-held weekly on Monday evenings
	Add ID numbers to your list of attendees, along with the meals that they will miss on campus and submit to Ken Cardone (kcardone@bowdoin.edu) in Dining Services for board transfer by Wednesday before your trip
	Complete Authorization to Drive form and get signature of Authorizing Faculty/Staff Member (Student Activities staff members)
	Ensure all those who signed up are going on your planned trip! NOTE: If they have signed up for a board transfer, they will not have access to the dining halls

POST-TRIP TO DO'S:	
	Print "Request for Reimbursement for Use of BOC Food by Non-Members of the Outing Club" form received before trip (see the other side for sample form)
	Bring form to the Student Activities Office to access approved SAFC funds and pay Outing Club invoice

Bowdoin Outing Club Officers 2015-2016	
	Co-president Lizzie Kenny '16 ekenny@bowdoin.edu
	Co-president Dimitria Spathakis '16 dspathak@bowdoin.edu
	Treasurer Matt Goroff '16 mgoroff@bowdoin.edu
	Secretary Aeron Westeinde '16 awestein@bowdoin.edu
	General phone number: (207) 725-3325 or (207)725-3125

Bowdoin College Outing Club

Schwartz Outdoor Leadership Center
9090 College Station
Brunswick, ME 04011-9840

Request for Reimbursement for Use of Outing Club Transportation and Food by Non-Members of the Outing Club

Date: _____

Trip or Event: _____

Facilities used (if applicable): _____

Transportation and Food Used: _____

Food = ____ non-members \times \$10/day = _____ (\$5/day for only lunch/snacks)

Vehicles = _____

Total Reimbursement Requested: _____

(If by check, please make payable to **Bowdoin College**)

Student Responsible: _____

Outing Club Leader Liaison (if applicable): _____

Any questions, please call 725-3325 or 725-3125. Thank you.

- A note on vehicles: when rented through the college (\$30 including gas) transportation is significantly cheaper, and it is thus best to make a reservation through the fleet scheduler, separate from the Outing Club, WELL IN ADVANCE (weeks!) from the trip date. If no other arrangement can be made, vehicles can be rented through the outing club for much higher prices (\$67-100 a day, depending on the vehicle, plus gas costs) and occasionally the organization must bear the brunt of renting the vehicle for the whole weekend if it is from enterprise, and the Outing Club is unable to use the vehicle for other purposes, justifying the cost.
- A note on facilities: there is not cost to "renting" outing club gear or facilities including Merritt island or the Outing Club Cabin