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 in the Smith Union.

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 Staff
Nate Hintze – Director of Student Activities
nhintze@bowdoin.edu

Silvia Serban – Associate Director of Student Activities
sserban@bowdoin.edu

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

Karla Nerdahl – Administrative Assistant
knerdahl@bowdoin.edu

Your 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 Club Sports

There are a number of meetings that Chartered Club Teams must keep in mind:

- Fall Mandatory Captain’s Training (with Athletics)
- 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 club teams requesting operating budgets- held in April/May for the following academic year)

PROJECT CODES

All officially chartered Club Teams 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 team finances.

VENUE RESERVATIONS

Field and Gym Reservations
All field and gym time is reserved through the Bowdoin College Athletics Department and is based on availability and field condition. All Club Sport teams will receive their practice times after varsity programs have been scheduled.

For more information contact:
Lynn Ruddy, Associate Director of Athletics and Coach, Track and Field
Email: lruddy@bowdoin.edu
Phone: 207-725-3623

When reserving your field or gym time please provide Coach Ruddy with your project code. She will do everything that she can to accommodate your requests.

Campus Spaces
To request the use of most campus spaces, complete the Campus Scheduling Form.
http://www.bowdoin.edu/events/campus-scheduling/index.shtml

For more information contact:
Campus Scheduler
Email: scheduling@bowdoin.edu
Phone: 207-725-3421

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 requests, you can
always check with a member of the Student Activities staff to see if Facilities has the means to accommodate you. There is a fee associated with all Facilities requests, 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

RECHARTERING

Returning Teams
Each year all Student Organizations are asked to recharter their organizations with the Student Government. Charters include your team's mission, captains' names, and an agreement to adhere to BSG and College Policies. Teams on an operating budget will submit their recharter forms by April 1st of every year. Teams that are on operating budgets will ask for their entire season's budget from the Student Activities Funding Committee (SAFC) in the spring. Operating budget teams 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 teams 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 team not being 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.

During the rechartering process you will be asked to provide a club roster to the Student Activities Office of expected returning team members.

FUNDING

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 Your Money” section in the 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.

How to Navigate the Funding Process
The SAFC is here to help you and your team. Please review this document and the funding guidelines, both help clarify their 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 Team.

In the interests of students the SAFC holds the discretionary right to make funding decisions beyond any of the guidelines. These decisions are based upon how cost-effective the proposal is, the general impact of the proposal on students and how well the event is planned.

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 hiring coaches or instructors must be preapproved by Student Activities Staff before budget submission (see Coaches or Instructor Section below).

How to submit a successful budget:

1. First consult the Club Funding Guidelines
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.
3. Club Sport Captains need to think about travel, travel food and any league dues. 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 with the agenda)

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.

Online Budget Submission Form:
https://bowdoincollege.qualtrics.com/jfe/form/SV_5d2gkxMQEOvH7ec

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.

Steps for an Assistant Coach or Instructor
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 Captains need to reach out to the Student Activities Office to discuss proper hiring procedures. Club Captains 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. All Assistant Coaches will become employees of the College, this process cannot be retroactive and needs to be done well in advance of the start of your season.
Coaches are not allowed to work with teams outside of their allotted hours stipulated in their hiring agreement. Once a coach becomes a paid employee they are no longer allowed to be a volunteer on campus.

**Meals during Travel and Board Transfers (Meal Subsidies)**
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.

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 an athletic club is given special permission by Ken Cardone. In addition to the board transfer, the SAFC may provide up to $6 per person, per day for meals while travelling.

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 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.

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

**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.

For more information on Bowdoin Dining Services please contact:
Ken Cardone
Email: kcardone@bowdoin.edu
Phone: 207-725-3211

**Vehicles**
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 you must be van certified, 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 per day.

Larry Stewart's Auto Sales & Rentals  
Address: 53 Lisbon St, Lisbon, ME 04250  
Phone: (207) 353-4133

If vans are not available as a result of late planning, the SAFC will not provide additional funds for the use of student vehicles.

Becoming authorized to operate Bowdoin College rented, owned, or leased vehicles.  
(See Transportation Policies and Reservation Section Below)

**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.

**Lodging**  
If possible, events should always be scheduled to return your team to Bowdoin for the night and prevent the need for lodging. If this is not possible, please explore all cost free 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.

The SAFC may fund $110 per room per night (including tax and fees), assuming four people per room. If 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.

When reserving a hotel with the Student Activities credit card directly with the hotel (not Expedia) you will need to remember to ask the Hotel if they require a Credit Card Authorization Form, because you will not be traveling with the credit card. The Student Activities Office has an Authorization Form Template if you need to provide one.

Bowdoin is tax exempt in a number of states check in with Student Activities to find out where Bowdoin qualifies.

**Equipment and Gear**  
The SAFC requires that a cost benefit 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. All equipment must stay with the organization from year to year, without exceptions.

**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 the SOOC or Student Activities; note that student dormitories are not acceptable locations for club storage.

**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.

**Organization Paraphernalia (T Shirts, 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.

**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.

**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.

**Off Campus Bank Accounts**
Club Sport Teams and Student Organizations are not allowed to have off campus bank accounts. Any team that is found to have an account will be asked to close the account and transfer all funds into their Bowdoin Student Activities account immediately. Failure to do so will result in loss of recognition on campus.

**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. certificatations 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

COMMITMENT TO ACADEMICS

Students should place the highest priority on their academic work. Extra-curricular activities are also crucial to the College’s purpose of developing the individual talents and abilities of its students. Faculty, students, coaches, administrators and staff share responsibility for creating an environment wherein curricular and extra-curricular activities are appropriately balanced. In cases where academic and extra-curricular activities conflict, students are expected to place highest priority on academic activities.

In their scheduling, all extra-curricular groups should make every effort to minimize missed classes. No activities shall be scheduled in the final two days of the reading period or during the exam period. Students are responsible for all course material missed due to any absence from any academic activity.

In recognizing the educational value of extra-curricular pursuits, faculty members are encouraged to make reasonable accommodations to students when conflicts arise. It is expected that students will approach faculty in a timely and responsible fashion to discuss these situations. Faculty are under no obligation to make any exceptions. As a reference, traditionally students have been allowed to miss no more than three hours of a single class in any semester.

With regard to post-season athletic competition and other extra-curricular events that arise from the achievements of students during the semester, the College recognizes that these are unique and special opportunities. However, while cooperation is encouraged, faculty are under no obligation. The athletic department or other supervising department is expected to help in these situations. For example, coaches or administrators may be asked to proctor exams. The Dean of Student Affairs will consider approving incompletes on a case-by-case basis.

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 Sport Team 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 Club Team’s in advance of completing all required paperwork and receiving a clear background check.

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

**BOWDOIN COLLEGE CERTIFICATION FOR ELIGIBILITY FOR CLUB SPORTS AND NOMINATION FOR TEAM SPORTS**

1. Captains from the team will obtain the certification form from the applicable team association such as IHSA.
2. Captains will review the form to see what needs to be obtained for eligibility (ie, student ID, enrollment verification, signatures, etc).
3. Captains will obtain all personal information from team members such as ID, DOB, etc that is not releasable by the Office of the Registrar.
4. Captains will be sure to confirm with the Registrar’s Office that all team members have given consent to release information on their enrollment form. If someone has not given the Registrar’s Office permission to release information, they will need to email the Registrar at registrar@bowdoin.edu to provide that.
5. If a student intends to participate in sports during their time at Bowdoin, they only need to indicate this during their first enrollment period prior to participation in said sport.
6. The Registrar’s Office can confirm the enrollment, grade level, academic standing and gpa only if the release has been provided.
7. The Registrar will sign the form and return it to the team coach/representative for submission.

For more information contact:
Martina Duncan, Registrar
Email: mduncan@bowdoin.edu

**ATHLETIC TRAINING PROTOCOLS**

Before your season starts please submit the following information to the Student Activities Office.

1. Competition/game schedule (please include start and estimated end times).
2. A rough draft of a roster (will be ever-changing, but they need a starting point).
3. A practice schedule (this can be “practice M-F 4-6.” If you always have a particular day off that would be good information to know as well).
4. Names of Team Captains/Coaches with contact information.

**Bowdoin College Athletic Waiver**

All students who wish to play on a club team will need to sign a Bowdoin College Athletic Waiver. This must be done or you will not be allowed to practice or compete on your respected team. The waiver is located in the Student Activities office of Nate Hintze in Smith Union.

**Concussion Education**

The following teams will need to complete a mandatory concussion educational session before your first game/tournament. This training will take about 15-20 minutes. Captains of each respected team will
need to speak with an athletic trainer to set this up. Please contact the athletic trainer listed next to your team.

Water Polo: Morgan Ruetty, x3772 (mruetty@bowdoin.edu)
Ultimate Frisbee: Morgan Ruetty, x3772 (mruetty@bowdoin.edu)
Equestrian: Joe Shaw, x3335 (jshaw2@bowdoin.edu)
Rowing: Gretchen Appleby, x4280 (gappelby@bowdoin.edu)

**ImPACT Concussion Test**

Teams listed below will need to take the computer concussion test ImPACT.

Water Polo
Ultimate Frisbee
Equestrian (if you have taken the exam last year you do not need to retake the test)
Club Hockey
Men’s and Women’s Club Lacrosse

How to Take Impact Baseline Tests

Please make sure your room is quiet and you have a mouse. It is imperative that you have a mouse and a quiet working environment.

The test takes between 30-40 minutes.

1. Log in using windows NOT iOS!
2. Open internet (must be internet explorer) – go to www.impacttestonline.com/colleges
3. Select organization- “Maine”
4. Enter customer code - 81C177320A
5. Click “launch test”
6. Follow all instructions
7. Give a solid effort on the test or you will have to take it again
8. You do not need to print anything at the end

Computer requirements to take the test:

1. Make sure you are using Internet Explorer 7.0 and above or Firefox 9.0 or above. Chrome and Safari are not recommended or supported.
2. You must have Macromedia FLASH PLAYER 11.0 or newer installed. You can download FLASH PLAYER at www.adobe.com
3. If you have a pop up blocker installed you must turn it off for the duration of the test.
4. Test cannot be run on Chromebooks.
5. Close all other programs on your computer before taking the test.
6. You need a broadband internet connection.
7. The computer you use must have an external mouse.
8. The screen must be 12 inches or larger.
9. Java Script must be enabled.
10. If you are running Windows 7, make sure power management is set to High Performance; otherwise performance will be slowed negating test scoring.
11. H&L downstairs computer lab stations will support using the ImPACT test.

For more information contact:
EXCESS ATHLETIC INSURANCE POLICY

Any student that participates in a club sport and injures themselves during a practice or game is entitled to coverage under the Bowdoin Excess Sports Plan. A student needs to take the following are the steps to ensure coverage:

1. Be seen at the Bowdoin Health Center as soon as possible. During this visit the student will want to discuss with the provider having a sports claim form completed making sure the correct injury date is documented.

**without a completed claim form, coverage cannot be extended**

2. Should services be required off campus, the student will want to advise the provider that they have additional coverage for the injury, which is secondary to the coverage they have under their primary insurance plan. This ensures a smoother claims process.

Instructions to students and parents:
The Excess Athletic Insurance plan, provided by Bowdoin College, is offered on an “excess” basis to a student-athlete’s primary (secondary and tertiary, when applicable) health insurance, such as Bowdoin’s Student Health Insurance plan, Bowdoin’s Injury Only plan or a parent’s plan. Therefore, the Excess Athletic policy will always pay secondary (or tertiary, when applicable) to other valid and collectable health insurance plans.

In order to ensure the smooth payment of medical claims, we recommend student-athletes always provide each medical provider the plan information prior to each visit. The information to provide to each medical office is as follows:

- **Company Name:** Gallagher Student Health & Special Risk
- **Policy Number:** 11SPD8182601
- **ID Number:** BOW201516
- **Group Number:** Bowdoin Athletics
- **Claims Submission Address:** 500 Victory Rd.
  Quincy, MA 02169
- **Phone Number:** 877-345-8928
- **Fax Number:** 617-479-0860

Gallagher Student Health will require the following once all health insurance companies have processed the claim:

*HCFA or UB40 Form (for the date(s) of service listed on the statement/bill)
*Primary (secondary and tertiary, when applicable) EOB (for the date(s) of service listed on the statement/bill)

For bills that have been paid out of pocket, please forward all receipts and/or proof of payment to Gallagher Student along with the same documentation outlined just above.

Should you have any questions regarding the claims submission process, you may contact Gallagher Student directly at 877-345-8928.

For more information contact:
CERTIFICATES OF INSURANCE

Bowdoin College requires all teams coming to compete at Bowdoin College to be officially recognized by their College or University. Each team must send a copy of their Certificate of Insurance prior to the event to Lynn Ruddy.

When requesting a certificate you will be asked for the following information:
  - Your Name
  - Your Email
  - Your Team
  - Date and Location of Game

For more information contact:
Jim Kelly
Email: Jkelly@bowdoin.edu

CLUB SPORT AWARDS

Jennifer S. Harvey '04 Leadership Award for Junior Varsity and Club Sports Leadership: Every year during the Athletics Award Ceremony this annual award is presented in support of and to acknowledge non-varsity athletics at Bowdoin. The award is presented at the Sports Night ceremony held each spring.
Submit nominations to:
Nate Hintze, Director of Student Activities
Email: nhintze@bowdoin.edu

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
These by-laws will remain as further parameters of each and every club contract.

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.


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.

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 needs 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.

ADDENDUM
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
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’

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.

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

*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.
ASSUMPTION OF RISK STATEMENT AND INDEMNIFICATION/RELEASE AGREEMENT

Bowdoin College

ASSUMPTION OF RISK STATEMENT AND INDEMNIFICATION/RELEASE AGREEMENT

In consideration of Bowdoin College (the “College”) allowing _____________________ (“Participant”) to participate in __________________, (the “Activity”), the undersigned agrees as follows:

1. For purposes of this Agreement, the term “Claims” means any and all claims, liabilities, demands, causes of action, losses, debts, costs and expenses of every kind and nature whatsoever arising directly or indirectly from or attributable in any way whatsoever to Participant’s participation in/use of the Activity, including but not limited to any and all such claims, liabilities, demands, causes of action, losses, debts, costs and expenses arising directly or indirectly from or attributable in any way whatsoever to Participant’s travel to or from the Activity, medical treatment of Participant during or related to the Activity, and the sponsorship, planning, organization or supervision of the Activity by any person or entity.

2. I understand that the Activity poses risks of personal injury, loss or damage to property, or loss of life. I knowingly assume any and all risks connected with the Activity.

3. I hereby release and forever discharge the College, its officers, employees, Trustees and agents (the “Released Parties”) from, and waive and promise not to sue on account of, any and all Claims. I further agree to indemnify and hold harmless the Released Parties from and against any and all Claims, including but not limited to reasonable attorneys’ fees arising from any Claim or threatened Claim.

4. I agree and acknowledge that the foregoing waiver, release, indemnity and promise not to sue applies to and includes any Claim arising directly or indirectly from or attributable in any way whatsoever to any act or omission, including any negligent act or omission, on the part of a Released Party.

5. This Agreement shall be governed by Maine law and shall be binding on my heirs, personal representatives, successors and assigns. If any part of this Agreement is found to be unenforceable by a court or other body having jurisdiction, the provisions shall be altered and not eliminated as may be considered reasonable, and as amended shall be enforced.

THIS IS AN INDEMNITY AND RELEASE AGREEMENT
READ AND UNDERSTAND IT BEFORE SIGNING

___________________________________________
Participant’s Printed Name