

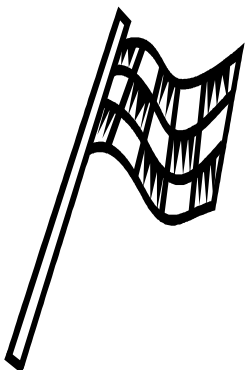
**YOUR  
JOURNEY  
STARTS  
HERE**

*with*

**The Office of  
Campus  
Life**



**2008-2009**



**Guide to  
Services  
and  
Resources**



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# **I. GENERAL INFORMATION**

## **Meet Our Staff**

The Campus Life Office has several staff members dedicated to providing resources to campus. Whether it is to assist a student club in planning a successful event or to support a leader through their journey, our staff is trained and prepared for almost any question.

### **Director**

Kelly Wharton- [kwharton@colby.edu](mailto:kwharton@colby.edu)

### **Associate Director & Director of Outdoor Education and Safety**

Jonathan Milne-

[Jonathan.Milne@colby.edu](mailto:Jonathan.Milne@colby.edu)

### **Assistant Director**

Jessica Dash- [jadash@colby.edu](mailto:jadash@colby.edu)

### **Secretary**

Shannon Hodgdon- [shodgdon@colby.edu](mailto:shodgdon@colby.edu)

## **Hours of Operation**

**Monday – Friday**

8:30 am - 4:30 pm

Appointments may be scheduled with a specific staff member, or individuals may stop by with questions.

## **Contact Information**

Location:

241(Second Floor) Cotter Union

Mailing Address:

Office of Campus Life

Colby College

4280 Mayflower Hill

Waterville, ME 04901

<http://www.colby.edu/stua>

Tel (207) 859-4280

Fax (207) 859-4285



## WHAT IS CAMPUS LIFE?

*As a branch of the Student Affairs Division, the Office of Campus Life provides a variety of programs and services for the College. The Office of Campus Life is organized to assist students, faculty, and staff in creating, planning, and implementing co-curricular activities and campus events, as well as providing opportunities to engage students in educating experiences. Our main goal is to help students gain new skills that supplement life inside and outside the classroom, and after graduation.*

### **Involvement**

The Office of Campus Life encourages all Colby College students to get involved and be engaged in campus life. Being “involved” means making a connection to the campus community. Being “engaged” means being part of this process. Through attending a campus event or joining a club or organization, students can meet new friends and faculty, experience new ideas, or learn new skills. Connection to campus can make all the difference in a student’s experience and investment in his/her education.

### **Leadership**

Leadership programs are a priority for Campus Life. Whether students are just beginning the leadership journey, or are looking to refine skills, Campus Life provides a variety of leadership workshops designed for all skill levels. Working in the twenty-first century, leadership skills are the key to successful careers beyond Colby College.

### **Resources**

As a resource, Campus Life can provide a link among the various departments of the College, Student Government Association, and clubs and organizations. Within the Office of Campus Life, people can find information about event planning, leadership, or educational topics. The staff is happy to assist individuals or groups with their specific events and leadership needs.

## **II. INVOLVEMENT ON CAMPUS**

Involvement comes in many ways, shapes, and forms. From campus employment to student organizations, there are a variety of potential involvement opportunities awaiting Colby College students. The Office of Campus Life offers several opportunities for involvement on campus.

### **Registered Clubs**

From Student Government Association (SGA) to the Colby Outing Club, each club fulfills a need. All registered clubs (except Honor Societies) are open and welcome all students to join a meeting. The Office of Campus Life uses six different “categories” to identify the various missions and nature of the clubs and organizations. These are used to help students and staff recognize an organization/club of interest.

**Academic**– Those clubs/organizations with roots in an academic discipline on campus are the academic clubs. These groups can be found fostering programs and projects related to the subject matter of the discipline, and are a great way to interact and connect with faculty.

**Social/Cultural**– Several clubs on campus are rooted in cultural mission and provide support for students interested in learning more about themselves and others. Social clubs provide an outlet for students to gather and plan events for fellow students.

**Club Sports**– If athletics are an interest, Colby College i-Play ([www.colby.edu/athletics/iplay](http://www.colby.edu/athletics/iplay)) is the club that organizes and schedules intramural sports. Other organized teams which compete on a club level with other local colleges are available to students to join without tryouts.

**Special Interest/Media**– Media groups focus on communication mediums on campus and give opportunities for students to gain practical experience. Special interest groups are organized to connect students with common experiences or those wishing to explore new ideas.

**Honor Societies**– Honor Societies are academic groups which are based on special criteria (academic honors) and may charge membership dues.

**Organizations**– Certain departments offer opportunities for students to gain leadership skills on campus.

## **Colby College Clubs and Organizations:**

Admissions Volunteers  
Anime Club  
Asian Cultural Society (ACS)  
Asian-American Student Association  
Badminton Club  
Biology Club  
Blue Lights  
The Bridge  
Broadway Musical Review (BMR)  
Bulgarian Club  
Calligraphy Club  
Chemistry Club  
Chess Club  
The CIRCLE  
Class Councils ('08, '09, '10, '11)  
Colby Amnesty International  
Colby Ballroom Dance  
Colby Business Society  
Colby Cares About Kids (CCAK)  
Colby Christian Fellowship (CCF)  
Colby Cinema Club  
Colby College Organic Garden  
Colby Dancers  
Colby Democrats  
The Colby Echo  
Colby Eight  
Colby Emergency Response (CER)  
Colbyettes  
Colby Hypnotik (Dance Team)  
Colby Improv  
Colby Mountaineering Club  
Colby Muslim Group  
Colby Newman Council  
Colby Outing Club (COC)  
Colby Republicans  
Colby South End Coalition  
Colby Steppers  
Colby Students for Israel  
Colby Volunteer Center (CVC)  
Computer Club  
Conservative Appreciation Club  
Cooking Club  
Cycling Team  
Debate Society  
Desi/South Asian Club  
Designers Guild  
Entrepreneurs Club  
Environmental Coalition  
Environmental Studies Club  
Equestrian Club  
Ethnic Vocal Ensemble (EVE)  
Fencing Club  
Figure Skating Club  
Filipino Club  
Films for Social Awareness  
Four Winds  
Freeride Club  
Freethinkers  
French Club  
Geology Club  
German Club  
Habitat for Humanity  
Handbell Choir  
Hillel International  
International Club  
i-Play  
Irish Club  
Italian Club  
League of Progressive Voters  
Megalomaniacs  
Model United Nations  
Movement for Global Justice  
Musicians Alliance  
Neuroscience Club  
Pequod  
Photography Club  
Pottery Club  
Powder & Wig  
Psychology Club  
Pugh Community Board (PCB)

Quilting Club  
 Rotaract Club  
 Rugby Club (men's)  
 Rugby Club (women's)  
 Sailing Club  
 Screen Printers Guild  
 Sirens  
 Skateboard Club  
 Society Organized Against Racism (SOAR)  
 Sociology Club  
 Stitch n Bitch (Knitting Club)  
 Student Alumni Association (SAA)  
 Student Art Club  
 Student Government Association (SGA)  
 Student Health On Campus (SHOC)  
 Student Organization for Black and Hispanic Unity (SOBHU)  
 Student Programming Board (SPB)  
 Student Women In Science  
 Students Against Sexual Assault (SASA)  
 Students for a Free Tibet  
 Surf Club  
 The Collective (Literary Society)  
 Ultimate Frisbee  
 United World at Colby  
 Volleyball Club (men's)  
 Water Polo  
 WMHB Radio  
 Women's Group  
 Woodsmen's Team (co-ed)  
 Yearbook (The Oracle)

## **Honor Societies**

Delta Phi Alpha (German)  
 Omicron Delta Upsilon (Economics)  
 Phi Beta Kappa  
 Pi Sigma Alpha (Government)  
 Psi Chi (Psychology)  
 Sigma Delta Pi (Spanish)  
 Sigma Pi Sigma (Physics)  
 Student Affiliates of the American Chemical Society

\*The club list is subject to frequent change. An updated list is available online at [www.colby.edu/home/orgs.html](http://www.colby.edu/home/orgs.html)



### **III. CLUB OFFICER INFO**

*All club officers are required to read and understand policies and procedures of Campus Life and Colby College. This section is intended to highlight the various procedures related to maintaining club status at Colby College.*

#### **Responsibilities of Student Clubs**

All Colby College registered and recognized student clubs, including the members and officers, are expected to abide by all College policies and procedures.

#### **Advisors**

Who are possible advisors?

- Advisors for a Colby College registered student organization/club must be a Colby College staff or faculty member.
- If assistance is needed in the search for an advisor, the Office of Campus Life staff is happy to help serve as a resource in this process.

Consider the following people:

- A faculty member in the academic discipline related to the organization.
- A staff/faculty member with interest in your organization's mission and actions.
- A staff member of a campus office (Residence Life, Health Services, College Relations, etc.).

#### **Role of an Advisor**

An organization's advisor is frequently the key to its success. Officers and members of the organization should spend time considering what type of advisor they are searching for. Most importantly, the club and the advisor(s) should have clear expectations regarding the role. It is the officer's responsibility to consider the needs of the group and the advisor has the additional ability to support these needs. The Office of Campus Life has additional resources related to selecting an advisor. Once the advisor is selected, he/she is required to complete the Advisor Agreement form to be filled out in Campus Life.

## **Procedures**

### **Club Registration**

All organizations and clubs must complete the registration process. Registration is the process which occurs in the Office of Campus Life in conjunction with the Student Government Association (SGA). To be registered is not to be confused with “recognized,” which refers to the SGA definition of those clubs whose Constitutions are recognized by SGA.

Registered student clubs have certain privileges:

- Free use of meeting space
- Use of posting spaces
- Event registration assistance
- Ability to maintain status as a recognized organization by SGA, and receive funding

In order to be considered officially registered with the Office of Campus Life, clubs must complete the five steps of re-registration. Clubs not completing these steps will have funds frozen and privileges suspended until the process is completed.

#### ***Re-registration Process:***

- Update Club Constitution on file in the Campus Life Office.
- Complete Re-registration Form
- Obtain advisor’s signature
- Attend Officer’s Workshop at the beginning of the semester.\*\*

\*\*If you re-register after October, you will be required to meet with the Director Campus Life.

#### ***Registration for new clubs:***

- Complete above registration process.
- Obtain an approved advisor. This is required for clubs to be approved by SGA.
- List all affiliations and association with any organizations outside Colby College.
- Obtain a copy of the Campus Life Handbook.
- Attend Officers Workshop at the beginning of the semester.

Privileges during the intent-to-register period:

- Free use of meeting space for two meetings without an advisor.
- Once a signed Advisor Form is submitted, your organization will be granted free use of meeting rooms.

New clubs must have registration in process to apply for SGA funding. For SGA's recognition process, please visit the SGA office. Please note: SGA will not recognize any proposed clubs that have not begun the registration process in Campus Life.

\*\* Please note that all of the above items are subject to the review and approval of Campus Life.

## **Financial**

### **SGA Budget Process:**

All organizations that have approved constitutions may request funding from SGA. The budget allocation process begins early in the first semester for the upcoming academic year. Each organization is responsible for presenting a detailed, line-item budget to SGA. The SGA Treasurer begins the process by issuing the necessary budgetary forms and may schedule appointments to review each organization's request. The Treasurer makes a non-binding recommendation accepting or declining the funding request to the SGA Executive Board. The Executive Board in turn makes its own recommendation, which is also non-binding, and forwards the recommendation to the Presidents Council. The Presidents Council grants final student approval or disapproval of the budget. The SGA Executive Board then forwards the budget to the Colby College Board of Trustees for final approval. Throughout the year, clubs and organizations may seek additional funds from SGA. The requests for these funds must be received by SGA in the form of a written proposal. It is to the organization's advantage to have representatives available for any questions that may arise during these this process. For further information, contact the SGA Treasurer.

### **Description of Funds:**

**SGA Allocated Funds:** The SGA Activities Fund is the budget generated from student fees each semester. This money is applied to different SGA recognized student organizations and clubs. Monies from this fund are to be used on events and items that are made available to the entire student body at Colby College. The SGA Activities Fund does not roll

over into the next academic year. Therefore, organizations who wish to spend remaining funds before the new Fiscal Year must complete purchases by the last day of programming for that fiscal year. All purchases are subject to approval by the SGA Treasurer and the Director of Campus Life.

### **Fundraising Funds:**

The fundraising funds are derived from clubs raising money for the sole purpose of club use. The money in this account will be used for, but not restricted to:

- Club morale
- Appreciation and Recognition Awards
- Refreshments at a meeting
- Travel/Conference
- Supplies for fundraising
- A charity or non-profit organization\*\*

\*\*Campus Life must be notified if your funds are supporting a non-profit or charity organization.

### **Financial Procedures:**

There are a variety of methods for spending and generating funds. Each method has specific steps to follow in recording expenses and income. These steps assist Campus Life, SGA, and the Office of Financial Services in managing these funds. Within the *Treasurer's Guide* is a detailed description of the process for income and expenses associated with each account. It is the club's President and/or Treasurer's responsibility to understand and inform all members about financial guidelines.

During any financial transaction, if a club fails to complete paperwork appropriately, or provide required documentation, the club could be restricted from utilizing their account. Written notice will be forwarded to all involved parties. Additionally, any club/individual who misuses allocated funds could be subject to the College Judicial Board, and or/suspension of the club.

Please remember that Maine has strict regulations for the auditing and management of funds. Make sure that all club members understand that original receipts, invoices, contracts, or related documents must be forwarded immediately to Campus Life or the SGA Treasurer.

## **General Policies and Procedures Related to Expenditures**

- Financial paperwork (original receipts, invoices, contracts, or related documents) must be completed. Forms should include Payee information, address, and Tax Identification number.
- The following signatures must be on all financial paperwork to make the forms valid: Club President and/or Treasurer, SGA Treasurer, and Director of Campus Life (or designee).
- Original invoices and receipts must be submitted to the SGA Treasurer for the transaction to occur.

## **Fundraisers**

At certain times classes and/or clubs may be interested in generating funds for club related expenses. Fundraisers are an opportunity for revenue generation outside of the allocated student fee. A detailed description of fundraising procedures is available in the *Financial Management Guide*; however, be aware of the following policies:

- At no time should SGA allocated funds be used to generate income for the Fundraising Funds Account. Events charging a ticket price are considered a subsidized event.
- A Fundraising Proposal Form must be completed
- All policies and procedures related to disbursement of checks and/or depositing of monies are the same for fundraisers with the following exception:

During the proposal phase it may be determined that a club does not have the expenses to facilitate a fundraiser. In this circumstance, clubs may apply for a one time “loan” up to \$50.00 to generate revenue, thus leaving the club in debt to Campus Life. Any funds generated must first repay the loan, and anything above the loan will be deposited into the Club’s account.

In the cases where the money is never generated to repay the loan, said clubs will automatically have \$50.00 deducted from the new Fiscal Year’s budget.

For ideas on fundraising, visit the Office of Campus Life.

## **Change Bank/Cash Boxes**

A change bank is money available in all denominations for the purpose of making change for various activities. It is available only to registered student organizations. Please visit Shannon Hodgdon in the Office of Campus Life to request a cash box. **At least 48 hours** notice is needed to receive a cash box.

## **Deposits**

A deposit is an action to place generated income in safekeeping immediately after a function or/or the sale of tickets, t-shirts, or raffles.

Following are the procedures to follow regarding deposits:

- At the end of an event or the conclusion of ticket sales, a deposit should be made. The club's designee should prepare the deposit for the SGA Treasurer.
- The deposit is the money which remains after the change bank advance has been subtracted from the total monies.
- All organizations are required to count the monies at the time of deposit. The SGA Treasurer may recount the monies in the presence of the organizations' designee. This process is carried out to protect both the organizations and the Student Government Treasurer.

NOTE: During activities at which large amounts of money are collected, organizations should make interim deposits. Keeping large sums of money in club offices or dorm rooms unless somehow secured is not recommended. If you have cash from a program, you can leave it with Shannon Hodgdon in the Office of Campus Life or with the SGA Treasurer to lock in the safe.

## **Reimbursement**

Reimbursements are done on a limited basis. A reimbursement is the payment to an individual or group for services or money advanced. Following are procedures to which a club should adhere regarding reimbursement:

- All receipts and bills for services rendered must be returned to the SGA Treasurer within two business days.
- Receipts must be itemized, including receipts for which a credit card was used.

- Club spaces cannot be used as a furniture storage warehouse over the summer. Any personal furniture must be stored in residence hall trunk rooms. Any personal items left in the club space may be discarded.
- Money should not be kept in offices space—there is a safe in the Campus Life Office and the SGA office which are available for club storage.
- All technical difficulties (lights don't work, phone doesn't work, computer doesn't work) should be reported to Campus Life.
- Keys should not be loaned, copied, swapped, or given away. Keys must be returned to the Office of Campus Life following the close of semester study. Responsible use of each club space is delegated to each club's leaders.

## **Event Planning Guide**

### **Getting Started...**

Your group has decided to plan an event or events for the upcoming semester, but where to begin?

- Utilize SPB, the staff in Campus Life, advisor, faculty members, and campus staff to get ideas.
- Brainstorm potential ideas at a meeting.
- Review the resource file in Campus Life... this includes vendors and past events on campus.
- Read popular magazines and newspapers for trendy ideas.
- Conduct focus groups on campus asking what people want to do.
- Ask, "Is this appropriate for the campus?" "Will any policies be violated?"
- Let the initial planning phase be creative and fun.

### **Event Registration**

In order to assist student organizations/clubs and campus departments more effectively, the Office of Campus Life requires certain types of events to be registered with the Office. Before registering the event, it is helpful for the organization to have previously brainstormed potential dates, times, and locations for the event. Campus Life can assist in fine-tuning these details during the registration process.

### **The event registration process:**

- Student club determines who will be the event coordinator (“person in charge”) for this specific event.
- Event coordinator(s) should fill out Event Registration form seven business days before the event is to occur. This includes information regarding contracts, security, parking, Food Services, maintenance, etc.
- After the Event Registration form is completed and approved, students can then make reservations with scheduling.

**NOTE: Campus Life must officially approve any event before it may occur.**

Some of the benefits of registering the event include:

- Free publicity in weekly event listing
- Campus Life handles paperwork, including police details, reservations, and contracts.
- Avoid time conflicts between your event and other major or similar events
- There is always the potential for co-sponsorships between clubs or combining two similar events!

### **Alcohol at Events**

Student clubs wishing to provide alcohol at an event must plan at least three weeks in advance of the event date. The sponsoring club must meet with Campus Life to review the procedures and steps in obtaining permission for alcohol service at an event. For specific details please review the Colby College *Student Handbook's* policy.

### **Co-Sponsorship**

In the planning phase of an event, your organization may determine that you need financial assistance, people power to run the event effectively, or that you would like to build relationships with another group. Co-sponsorship with another student organization is an effective means of meeting these goals.

If co-sponsorship will be occurring, it is important to discuss this during the event registration phase. Campus Life has a Co-Sponsorship Agreement which outlines the responsibilities and expectations, financially and otherwise, upon which both groups should agree.

## **Food Services**

Many events will provide food. Food provided in the Cotter Union for a program must be purchased through Sodexo Campus Services. During event registration, Campus Life will assist with the steps in obtaining an order from catering. You can also refer to the *Financial Management Guide* for information on the Purchase Order process. Catering, through Sodexo, can also provide a menu to assist with pricing and selections. For more information see Food/Catering on page 85 of the *Student Handbook*.

## **Policies and Procedures**

Included in this section are policies specific to organizations and clubs. These policies do not supersede those outlined in the *Student Handbook*. Some policies are reiterated from the *Student Handbook*.

### **Campaign Posting Policy**

Prior to the beginning of the SGA campaign period, all candidates will meet with the Director of Campus Life and designees from SGA to discuss the procedures for the posting of campaign materials. No information will be posted until after this meeting is held.

At this meeting, each candidate will be given specific instructions on how to post material during the election. Policies that exist during the regular school year will be in effect unless modified by the Director of Campus Life. Violation of these procedures will result in the removal of all campaign materials for that candidate. Campaign violation charges will be filed with SGA immediately. (See SGA's campaign policy for specific information.)

### **Campus Chalking**

Student clubs, teams, organizations, and classes promote events and public awareness on concerns by "chalking" various areas of the campus grounds. All chalking by students must be approved by the Office of Campus Life. The criteria for chalking include, but are not limited to:

- Use of water-soluble materials to write notices. No permanent markers may be used.
- The sponsoring group or individual must reserve the space to be chalked with the Director of Campus Life at least 24 hours in advance

and by 4 p.m. Monday through Friday.

- Organizations or individual(s) responsible for chalking must clean the area by the following Sunday. There will be a \$100 fine for groups or individuals who do not remove chalkings. Groups or individuals who chalk without reservations will be fined \$250 and the chalking will be removed.
- Hate speech and/or messages that harass, as well as messages that can be construed as threats of emotional or physical harm toward an individual or group are not permitted.

If you have any questions regarding this information, please read the *Student Handbook* or stop by the Office of Campus Life for further information. Groups or individuals who violate this policy will be subject to fines and/or other disciplinary action. The Dean of Students Office reserves the right to rescind the chalking policy at any time, if abuses are observed.

## **Contracts**

A contract is always required for payment of services or a performance, etc. for any person not employed at Colby. Both parties are protected by a contract. Campus Life may issue a Colby College contract, or the outside agency may draw up a contract.

Understanding and following the guidelines below will protect you and your organization.

- A contract is a legal document and should be treated as such.
- During event registration, a club may be asked to complete the Contract Info Form. This form must be done three weeks prior to an event for a contract to be created, and it must be signed by all involved parties.
- When a contract is signed, both parties are agreeing to certain requirements which must be met. If you do not meet these requirements, the College is liable. This is also true if the performer/company does not meet the contract requirements.
- During event registration in Campus Life, it will be determined whether a contract will be necessary for an event.
- Campus Life staff may authorize an organization to call for a contract. This means the event/agreement has been approved by Campus Life, and the student may call the agency/company to send a contract to Campus Life.

- Before a contract is called for or issued, appropriate funds must be available.
- **NEVER SIGN A CONTRACT.** If you do, you will be personally liable for the terms and conditions of the contract, as you are not an authorized signature of the College.
- Under **NO** circumstances may a student sign a contract.
- The Campus Life staff are the only people on the campus designated to approve contracts for all student clubs.
- Additionally, be careful not to agree to engagements and terms verbally. Verbal contracts can be binding.
- Due to the variety of required paperwork (tax forms, etc.) Campus Life will monitor and process all the necessary paperwork for contracts.
- Completion of the contract is required at least two weeks prior to an event in order for payment to be issued.

### **Off-Campus Event Regulations**

There are occasional times when a group may wish to host a function at an off-campus location. While the event must be registered with Campus Life, there are also special guidelines for hosting this type of event.

- The organization's advisor (or designee) must attend the function from the start of the activity until the event ends.
- The organization will provide a shuttle bus or other adequate transportation to transport students to and from the event.
- The organization must adhere to all Colby College fiscal procedures for student clubs.
- If any of these guidelines are not adhered to, the sponsoring club may be prohibited from sponsoring off-campus functions in the future.

### **Posting/Advertising Procedures**

While creativity should run freely in the publicity phase, there are some guidelines and considerations for posting on- and off-campus. Violation of these policies may result in charges (for damages and/or cleaning costs), removal of advertising materials from unauthorized locations, and/or restriction of student organization privileges. Please see the remainder of this Guide for a detailed policy on posting in Cotter Union.

**All student organizations are responsible for the posting and removal of publicity. In the event that a club violates the posting policy in Cotter Union or another posting area files a complaint, clubs may lose posting privileges.**

**When posting, please remember:**

- Material is not to be affixed to painted walls, windows, or doors of the Cotter Union. Post on bulletin boards only.
- All materials must include the name of the sponsoring organization(s) and/or person with a contact number.
- Banners to be hung from the Cotter Union bridge may be hung one day prior to the event to remain until the day following the event, pending no requests for use of the bridge. These must be approved with the Office of Campus Life. Banners may be no larger than a single bed sheet.

**For Student Clubs:**

Publicity/Advertisement is defined as: materials bearing the College's and/or club's name on posters, banners, flyers, electronic forms, and all other forms of print communication.

- All student club materials must be appropriate to bear the Colby College name. Remember to include title, date, time, and location of event. Also, the sponsoring group or individual with contact information must be listed.
- Materials must be consistent with the College's community standards. References to alcohol/drugs, or sexual innuendoes may be considered inconsistent with the College's standards.
- All materials to be posted off-campus are subject to all policies.

**Do Not Use:**

Pushpins, Duct Tape, Nails, or Tacks... on painted surfaces  
(Use of materials that damage surfaces is prohibited.)

**Student Post Office Guidelines**

**Options for Mailing to Students**

The College recommends use of electronic digests on campus to promote events and activities. Realizing there are times when that isn't possible, or that particular groups do not have access to student digests, we have created the following guidelines to assist with campus mail distribution.

### **Student Group/Team/Club notices:**

Colby-recognized groups, teams, and clubs are allowed to insert in campus boxes, at no charge, material that is relevant to their club, team, or group. This material must be approved by the organization's officers, and clearly state their affiliation in all material ("lecture sponsored by..." for example). In addition, a Mass-Mailing Form obtained from the Campus Life Office is required for each stuffing. The Form must identify the sponsor, a description of the material, and a signature from an officer, along with a copy of the material being sent. This form must be filled out two (2) business days prior to the desired date for insertion into the mailboxes and approved by the Director of Campus Life. The staff of the mailroom will stuff the boxes on an "As Available" basis, meaning that as trained mailroom staff are available they will be inserted. All mailings should be in BOX NUMBER order if addressed.

### **Student-to-Student Mailing:**

With direct access by students to the Student Digest, printed mass mailings are discouraged. In the rare event a student or students requests a mass mailing, the material must be properly addressed (including return address of the sponsor) to an individual student. Mass mailing may be purchased through the Student Post Office upon request. Students have the option of inserting one mailing per semester at a cost less than 1<sup>st</sup> Class mail. A full student mailing costs \$200.00, or an individual class mailing can be purchased for \$100.00. These also are done on an "As Available" basis. Mass mailings must identify the sponsor and contact information.

### **Travel Policy**

There are many instances when a student organization/club may be planning an event which requires travel.

The following travel policy guidelines must be adhered to for all trips:

- All trips will be available to Colby College students on a first-come, first-served basis. Only Colby College students will have permission to register for the trips for at least the first full week of ticket sales. After this time, pending approval from the Director of Campus Life, students may register a guest who is not a Colby College student.

- The College and student organizations will not enter into any agreements which require a deposit which is non-refundable.
- All cancellation and refund policies must be communicated in writing to all students who register for a trip.
- Students will be required to read and/or sign all cancellation and refund policies.
- Students will be accountable for any behavior, including that of their guests, which would necessitate discipline review by the College.
- All policies as stated in the *Student Handbook* are in effect during a sponsored trip.
- Colby College will not be financially responsible for any damage caused by a student or guest of a student on a College-sponsored trip.
- All trips need to have a comprehensive itinerary and suitable point of contact on campus.
- It will be the student's responsibility to be aware of and adhere to departure times for all modes of transportation being used on a College-sponsored trip.
- No trips, unless sponsored by an academic department, will depart from the campus prior to the end of the last class that day. A trip leaving on a Friday or the last day before a vacation will not depart before the last class of that day.
- Because of Maine State policy and restrictions placed on most bus companies, no alcoholic beverages will be allowed on any bus trips sponsored by the College or organizations recognized by the College. Anyone bringing alcohol on a bus will be requested to leave the bus until they dispose of the alcoholic beverages. Anyone refusing to follow this policy will not be allowed to accompany the trip. Refunds will be made at the discretion of the sponsoring organization.
- All organizations/clubs traveling under the sponsorship/funding of SGA must adhere to all travel guidelines established by the Office of Campus Life.
- If you are planning a trip or conference, Campus Life advises that all paperwork be submitted at least four weeks in advance of the travel date.
- All trips must be registered in the Office of Campus Life.

- Whenever planning a trip, you must make arrangements to accommodate any individual with physical disabilities. If buses/vans are being used, you must order a bus/van that is handicapped accessible.
- All participants must fill out and sign the Transportation Waiver prior to departing. The forms must be filed with Security *prior* to departing campus . When the trip returns, Security must be notified.

### **Security At Club Events**

Safety and security during events are both the College's and sponsoring club's responsibility. Security decisions are based on keeping the College community safe, as well as any guests attending Colby College functions. **The main goal in implementing security provisions is to eliminate as much risk as possible before, during, and after an event.** During event registration, the Director of Campus Life or the Assistant Director of Campus Life and the Event Staff will discuss any potential risks associated with the proposed event. During the event, Campus Life staff may be present to assist and ensure procedures are followed; however, the sponsoring club/organization is the primary responsible entity, both financially and otherwise. All costs incurred from the event are the responsibility of the sponsoring club/organization. Possible security provisions:

- Limiting admission to Colby College Community members only.
- Advertising events in specific and approved locations.
- Hiring police detail officers.
- Contracting a security company.
- Assigning Campus Life staff and club members to event management.
- Other methods as deemed appropriate.

### **Risk Factors At Events**

- Events where alcohol is being served and/or present
- Events where an outside organization is part of the function
- Attendance by individuals who are not members of the Colby Community.
- Advertisement is being posted off-campus

- Hosting a type of event which has historically had problems
- Events ending at midnight or later
- The Office of Campus Life and/or Campus Security determine a need for police detail and/or greater security.

*Sponsoring clubs will be notified of the final security requirements for an event.*

NOTE: There are times when town police and state police may be hired for functions according to staff availability. These officers are more expensive than Colby College officers.

### **Video Use Law/Copyright Information**

Clubs, organizations, and individuals who wish to publicly exhibit copyrighted motion pictures and audio/visual works must purchase the copyrights to do so. Purchases of pre-recorded video cassettes and DVDs do not change these legal obligations. Unauthorized public performances where an institution or commercial establishment shows a film to its members or customers without permission from the copyright owner are subject to legal action.

### **Frequently asked questions:**

Q: I own the video. Do I still need a license to view or show it in public?

A: Yes. The location requires a license regardless of who owns the video. While you may own the actual Video, you are only granted the right to view it in your home, not to perform in public.

Q: I am not charging admission. Do I still need the license?

A: Yes. Regardless of whether an admission fee is charged, a license is required.

**To show a movie publicly on campus, please visit the Office of Campus Life to place your license on file for your showing.**

Note: Please investigate the use of images from the internet or similar sources. These may be protected by copyright laws and may not be reproduced.

## **Resources**

### **Publicity and Promotion**

Techniques and Effectiveness

The success or failure of any program depends on whether anyone realizes the program is taking place! When planning an event, you should decide how most effectively to notify the community of the program. **BE CREATIVE!** There are several tactics to making your event's publicity shine among the many flyers, posters, etc. around campus.

#### **First, consider...**

WHAT TO LOOK FOR:

-INFORM people well ahead of time so that they can plan appropriately. Be sure to include times, dates, places, costs, performers, the topics, and special items (free food!). All publicity **must include the sponsoring organization's name and a contact number.**

Publicity and advertising should begin at least two weeks before the event.

-REMIND people by issuing additional publicity very close to the date of the program.

-ENCOURAGE those people you are gearing your programs toward by using more publicity in their area(s) or building(s) rather than in other places.

-NOTIFY others in the area/building about the program to make them aware of what is going on so that they will not be surprised and/or confused.

-CREATE attention by being bold, splashy, weird, etc. Be sure, however, to adhere to campus posting and advertising policies, copyright laws, etc. Publicity should not be insulting or derogatory toward anyone. **NO EXCEPTIONS. Be sure your event has appropriate approval before you advertise.**

**Get the word out for your event!** Consider word of mouth, gimmicks, flyers, newspaper ads, or posters and banners. For more publicity tips, please visit Campus Life.

**Next, consider...**

**WHERE TO LOOK... CAMPUS RESOURCES!**

- The Echo (Roberts Union) is the campus newspaper and has an extensive circulation. Advertisements may be placed to publicize your events. The printing deadline is Tuesday, 5:00 pm the week you would like the ad placed. Distribution is every Thursday. Please contact the Echo staff for further information.
- WMHB (Roberts Union), the campus radio station, makes public service announcements. Please see the members of WMHB for further information.
- Posters may be used in many different areas (see posting policies) if approved by appropriate offices. Posters placed in Cotter Union must adhere to the posting policies found in the *Guide to Campus Life* and the *Student Handbook*.

**Additional Resources...**

- Presidents Council: Under the direction of the Vice President of the SGA, each club President is invited to attend the council meeting. The Presidents' Council generally meets twice a month to discuss the overall relationship with SGA, share club events and information, and develop a network among all campus clubs. Each President is notified by the Vice President of SGA of Council meetings times and potential topics.
- Class Council: All class officers are invited to join this valuable resource group, coordinated by the Assistant Director of Campus Life. Meetings include an opportunity to discuss traditional fundraising opportunities, as well as co-sponsorship among classes.

## **CHECK LIST OF THINGS TO DO**

- Fill all club officer positions
- Meet with the Director of Outdoor Education for a risk assessment
- Meet with the advisor to discuss the upcoming year
- Assign officers and/or members to recruit new members at the Campus Life Expo.
- Attend the Officer's Workshop
- Complete all registration materials.
- Reserve a space for the general meetings and executive board.
- Know the club's budget while planning events.
- Create an up-to-date record of all officer contact information.
- Plan an event for Homecoming/Family Weekend.
- Advertise the club's first general interest meeting.
- Stop by an SGA meeting to discuss campus issues.
- Make a semester-at-a-glance calendar for all club members.

**AND REMEMBER...** Keep Campus Life informed of any changes in club leadership or advisor.

### **Club Goals**

#### Goal #1

##### Achievement Plan

- 1.
- 2.
- 3.

#### Goal #2

##### Achievement Plan

- 1.
- 2.
- 3.

# Club Event Budget Worksheet

Event:

Date:

Item Description	\$	Notes

Club Account:

Total Amount for Event:

Notes:

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