
SGA Club Training

Club Contacts

- SGA
 - Liz Paulino– Co-President
 - Marcques Houston– Co-President
 - Molly Wu– Treasurer
 - Maddie Partridge – Parliamentarian
- Campus Life
 - Ernie Aguilar-Arizmendi – Club Advisor
 - Kim Kenniston– Associate Director of Campus Life
 - Danielle Hague– Administrative Assistant

On-Campus Contacts

- Campus Events
 - Karen Ledger (207-859-4735)
- Security
 - Jennifer L. Sanderson (207-859-5530)
- Catering
 - Marietta Lamarre (207-859-5467)
- ITS
 - Ian Murphy
- Custodial
 - Heather Silvia

Advisors

- Optional resource for clubs
- Required if there is a significant health and safety risk associated with the club
- Determined by Campus Life and Director of Safety
- A faculty member with relevant experience

Registration

- All active clubs must be renewed annually
- Privileges with registration
 - Use of meeting spaces
 - Use of publicity spaces
 - Event registration assistance
 - Eligible to receive SGA funding
 - *NON registered clubs receive none of these

Registration

- Registration is available by completing the survey sent to all Club leaders in the summer. If your club leader did not receive this survey, please let Campus Life know.
- Re-registration after October requires a proposal to OCOC
- Email proposals to Maddie Partridge at mepartri@colby.edu

Budget

- All recognized clubs can request funding from SGA
 - SGA does not have to approve all/any of the funds requested
 - Allocation is case by case – funding request is available through SGA website
 - All funding requests need to be made minimum two weeks in advance
 - All orders must be made by SGA – SGA is required to manage storage and inventory of all long-term club purchases; bikes, grills, tools, banners, etc.

Funding

- Request is filled out online
- Treasurer confirms your request
- Finance Committee will approve, deny, or modify the request
- Treasurer may aid in securing of funds from alternative sources
- Club will be informed of decisions

Fundraising

- Derived from clubs raising money for the sole purpose of club use – Not given from SGA
- Used for club morale, recognition awards, refreshments, travel, supplies, charity*
- SGA allocated funds cannot be used to generate income for Fundraising Accounts
- In the case that a club does not have capital to “start-up” their fundraiser, a one time \$50.00 loan is allowable from campus life that must be repaid – in cases where this doesn’t happen, Campus Life will deduct the funds from the new SGA Fiscal Year Budget

Annual Club Budgets

- Clubs that requested the most amount of funding into the 2016-2017 school year will receive an annual budget for the 2017-2018 school year.
- Clubs will meet briefly with the Treasurer once every 2-4 weeks (depending on necessity) to give updates on their budget.
- Annual budgets are not meant to be limiting but made to allow clubs to select their own values and priorities throughout the school year.
- If a club that received an annual budget needs further funding, they can submit an online funding request form but priority will most likely be given to budgeting clubs that do not have an annual allocation of money.

Online Purchasing

- Purchasing items Online
 - Purchase Request Form must be filed with SGA Treasurer
 - SGA Treasurer will order items with the assistance of Campus Life
 - SGA will receive ordered items, mark them as property of SGA and allow club to have access to these items
 - If a club does not return items ordered, said club will receive penalizations in subsequent funding requests through the year

Purchasing/Reimbursement

- In the case that personal funds were used for college materials, SGA will reimburse the individual
- Reimbursements will only occur with ORIGINAL ITEMIZED RECEIPTS, INVOICES, OR CONTRACTS
- If these documents are not provided, no reimbursement is possible
- Materials reimbursed by SGA are also owned by SGA, and must be returned

Procedures

- ColbyCard
 - The ColbyCard reader at the Info Desk is available for collection of funds
 - The reader can be authorized by registering online using the myColby portal under the Campus Life tab
- Cash Boxes
 - A cash box is money available in all denominations for the purpose of making change – these must be requested 2 weeks prior to the date needed

Procedures

- Deposits
 - All cash collected must be deposited to the SGA Treasurer within one week of event
 - All money must be counted when given to SGA
 - In long-term events when cash is collected, interim deposits should be made as funds come in

Non-Discrimination and Hazing

- **No clubs will haze or discriminate**

- All campus organizations and College-sponsored events are open to the full participation of all members of the Colby community without regard to race, color, sex, sexual orientation, gender identity, religion, age, parental or marital status, national or ethnic origin, political beliefs, or disability unrelated to job or course of study requirements.
- In addition members of this club will not take part in any form of hazing in agreement with Maine State Law 26-A, MSRA Section 10004. The law defines hazing as “... **any action or situation which recklessly endangers the mental or physical health of a student enrolled at an institution in this State.**” At Colby, hazing is further defined as **any action taken or situation created, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment, or ridicule.**
- The College takes a very strong stance against hazing in any form. Penalties for those who engage in hazing may include, but not be limited to, suspension or expulsion for individuals and the disbanding of violating organizations.
- At Colby, hazing activities and situations include, but are not limited to: any physical act of violence expected of, or inflicted upon, another; creating excessive fatigue or sleep deprivation; any physical activity expected of, or inflicted upon, another; pressure or coercion of another to consume any legal or illegal substance; making available unlawful substances; kidnapping, quests, road trips, and/or abandonment; engaging in public stunts, humiliating or degrading games or activities; servitude (expecting a new member to do the tasks of an experienced member); costuming and alteration of appearance; line-ups and/or berating; coerced lewd conduct; interference with academic activities; and any such activities that are not consistent with regulations and policies of the College or of civil law. No student may waive protection against hazing (e.g. by consenting to the behavior or activity).
- Any organization that violates these rules shall lose all rights to conduct any activities or to receive any other benefit of affiliation with the College. Any student or any member of an organization found guilty of hazing will be subject to suspension or expulsion as well as possible civil or criminal prosecution.

Event Planning

- 1.) Request SGA Funding and fill out Registered Event Form
- 2.) Request a space through campus events after checking the online calendar to see which events/spaces are already booked
- 3.) Contact Campus Life to organize any contracts for performers/artists
- 4.) Contact Campus Life and Dining Services to schedule set-up and catering
- 5.) Meet with SGA/Campus Life to go over the logistics of your event
- 6.) Manage your event
- 7.) Evaluate your event

Event Planning

- Campus Events
 - Spaces must be approved by Karen Ledger
 - Spaces: Heights Lounge*, Dana Lounge*, AMS Basement*, Dining Halls*, Page Commons, Bobby Silberman Lounge, Cotter Union, Pugh Center*, Classrooms, Lawns*, Coffeehouse
- * These spaces require additional communications with physical plant, dining services, or the residents of the building

Event Planning

- Security, Campus Life, and the Dean on Call reserve the right to shut down any event that they deem inappropriate
- Events will not be scheduled before the first or after the last day of scheduled events, during vacations, reading or exam periods, or any weekday without authorization of Campus Life

Event Planning

- Food
 - If you intend to serve food in a public venue, orders must be done through Bon Appetit
 - Events within residence halls or outdoors can solicit from outside vendors
 - Catering charges require an account number before delivery, available from SGA
 - All catering orders must be placed at least 72 hours in advance of the event, there will be a \$100 fee for orders placed after the 72 hour mark
 - Packout Program:
 - Need at least 10 students on the Unlimited Meal Plan
 - Email Dining Services at least 72 hours in advance with food requests and a list of the student ID numbers
 - Pick up food in Dana on day of event

Event Planning

- Composting
 - Look out for an announcement about compost bins becoming available for your event on the Event Forms!

Event Planning

- Renting IT Equipment
 - All College-owned IT equipment can be checked out through Miller Library
 - Laptops, microphones, amps, etc.
 - You are responsible for picking up and returning the equipment after your event.
 - If you are planning on using equipment not owned by the College, you need to contact Arleen King-Lovelace at least two weeks prior to your event This includes equipment like advanced sound systems, PA systems, and lighting.
 - If you are bringing a band to campus, whether it be a student band or a professional band, you should also meet with Arleen at least two weeks in advance

Event Planning

Contracts

- **At no point should any student ever REQUEST or SIGN a contract**
- Only agents of the College (read as full time employees) may request contracts
- Contracts can only be approved by Campus Life
- All responsibility for contract action taken by an individual within a club, without approval of Campus Life, lies solely with the individual – the College will not be involved

Event Planning

- Rider vs. Contract
 - A rider is the list of technical and hospitality requirements from an artist, and a list of behaviors and stipulations from the college
 - A contract is a binding agreement that dictates the nature of the relationship, including but not limited to: payment, travel, publicity, profit sharing, etc.

Event Planning

- Contract Request
 - Contact an agent of the College (Campus Life)
 - Campus Life will review your request
 - Campus Life will reach out to agent and cc you on all interactions
 - Payment will be scheduled for the act one week in advance

Event Planning

- Video Use
 - Clubs, organizations, and individuals who wish to exhibit copyrighted motion pictures must purchase the rights to do so – no exceptions
 - Unauthorized performances can lead to a potential \$10,000 fine and legal action
 - To show a movie, please contact Campus Life

Event Planning

- Alcohol
 - If you are planning to have alcohol at your event, you must meet with Campus Life
 - Public advertising of the event cannot acknowledge nor mention alcohol
 - Hosts are responsible for set-up and cleanup
 - Hosts are responsible for damages that occur in the residence halls
 - Events in residence halls require that one host be an occupant of the building
 - In suites, all room occupants must approve of the event

Event Planning

- Alcohol
 - All club events that request to have alcohol must begin planning seven days in advance
 - A Registered Event Host is necessary – certain spaces require multiple hosts, determined at the discretion of Campus Life – all hosts must be sober for the duration of their shift at the event
 - Hosts must have copy of completed event form
 - Students must check ID's to make sure they are of age, with wristbands provided by Campus Life to distinguish 21+ from minors – only 21+ are allowed to have alcohol
 - Hosts will not provide to visibly intoxicated persons and are to ensure no alcohol leaves the venue

Event Planning

- Alcohol
 - Drinking games are prohibited from public areas – student apartments included
 - Hosts must provide alternative food and beverage – 6 pounds of food and 8 liters of alternative beverage per 1 keg (15.5 gal)/20 standard bottles of wine
 - All alcohol service must end at 1:00 a.m.
 - Registered alcohol cannot be moved from one location to another
 - No hard alcohol permitted unless provided by dining services in the pub

Event Planning

- Alcohol
 - Schedule Spaces Designated to host alcohol
 - Page Commons (requires meeting with security)
 - Alford Lounge (Capacity = 98)
 - AMS Basement (capacity = 105)
 - Dana Common Room (capacity = 45)
 - Heights Lounge (capacity = 106) * Must have approval of residents
 - Suites/Apartments do not require reservation through the Campus Events office, but must still be registered with Campus Life
 - Maine State Liquor Laws prevent payment for any public distribution of alcohol without proper licensing

Publicity

- On-Campus: Posters, banners, tabling, chalking, mailings
 - Posters can only go on designated bulletin boards in residence halls, the street, dining halls, and Cotter – no windows, doorways, etc.
 - Banners – can be requested online through Campus Life; banners must be no wider than 3 ft; NO SHEETS
 - Chalking can only take place in front of Cotter entrances; Campus Life must be notified 48 hrs in advance
 - Organizations must clean up the area within 24 hours- \$100 fine if not removed, \$250 fine if done without permission
 - Mailings are permitted to be inserted into campus boxes – however the club must provide all the materials and be willing to stuff the mailboxes

Publicity

- All posters that include the College name must be appropriate – should include College reference, date, title, time, and location, along with sponsoring group and club contact information
- No alcohol, drug, sexual innuendoes, etc. may be referenced on the poster
- Hate speech and threats will not be permitted
- Off-Campus posting must adhere to the same standards as on-campus posting

Publicity

- Electronic
 - The College recommends creating a robust social media identity to ensure the most effective advertising – Facebook, Twitter, Instagram, etc.
 - The Student digests are also available for blanket advertisements to the Colby Community

Publicity

- All posters that include the College name must be appropriate – should include College reference, date, title, time, and location, along with sponsoring group and club contact information
- No alcohol, drug, sexual innuendoes, etc. may be referenced on the poster
- Hate speech and threats will not be permitted
- Off-Campus positing must adhere to the same standards as on-campus posting
- If you want to use the Colby logotype or seal, must have approval from Communications and adhere to the Style Manual (yes, that's a thing)
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Logotype: **Colby**

Seal:

