

club handbook

FALL 2018



**BATES LIFE
BEST LIFE**
Bates | OFFICE OF
CAMPUS LIFE

A Letter from Dean Trauceniek



Dear Club Leaders,

As a club leader, you are following your own passion, while also creating a space for other members of our community to both broaden their horizons and make meaningful connections. We are grateful for the creativity and energy you bring to the Bates community.

Your commitment will not go unnoticed by your peers, and as a club leader you are more likely to be viewed as a role model across campus and especially to your club members.

It is our goal to support you in being the most effective club leader that you can be. We in the Office of Campus Life are excited to offer a variety of resources to help you in all facets of your work. Our expertise, guidance, policies, and procedures

are designed to help you develop your leadership skills, organize engaging events and programs, and enable your club to flourish at Bates. Over the course of the year you should feel welcome to stop by our office in Chase Hall 108 to discuss your ideas and experiences at Bates.

In this handbook, you will find guidelines policies, procedures, and resources that will help you navigate your responsibilities as a club leader, or help a budding club leader take the first steps in creating a new community on campus. We hope that this information will help you thrive in your role; please feel free to voice any questions or concerns you may have.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kim Trauceniek'.

Kim Trauceniek
Associate Dean of Students for Campus Life

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Cover picture: Gustav Ohrstrom '19

Who We Are

Office of Campus Life

Located in Chase Hall 108, the Office of Campus Life provides robust resources and support to BCSG-recognized student clubs, and supports the coordination of student-led campus events and programs. The office is open Monday and Wednesday from 9:00am to 8:00pm, and Tuesday, Thursday, and Friday from 9:00am to 5:00pm.

Office Staff



Kim Trauceniek

*Associate Dean of Students
for Campus Life*

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ktraucen@bates.edu



Nick Dressler

Director of Campus Life

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Jen Haugen

*Coordinator of Campus Life
Programming*

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jhaugen@bates.edu



Monika Grillo

Administrative Assistant for Campus Life

Pronouns: she/her/hers
mgrillo@bates.edu

Event Staff

Campus Life Event Staff work to ensure that events and programs hosted on campus are fun, engaging, and safe for all attendees!

2018-19 Event Staff



Beth Malachowsky
Pronouns: she/her/hers



Carson Dockum
Pronouns: he/him/his



Catie Moran
Pronouns: she/her/hers



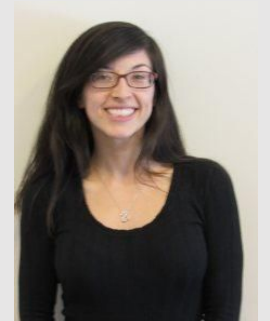
Daphne Comeau
Pronouns: she/her/hers



Ed Jalbert
Pronouns: he/him/his



Kevin Michaud
Pronouns: he/him/his



Nadia Thompson
Pronouns: she/her/hers



Tyler Pulk
Pronouns: he/him/his

Student Programming Fellows

Each club has an assigned Student Programming Fellow (SPF), who acts as an advisor when planning events and programs. They help with identifying and arranging for space needs such as chairs and tables, staffing needs such as Campus Life Event Staff and Security, logistical needs such as whether Facility Services should be on site during your event or program, and can also assist with developing a marketing plan. A meeting with your SPF may be required for space approval, depending on the nature of your event or program.

2018-19 SPFs




Katie Stone '19
Pronouns: she/her/hers
kstone2@bates.edu



Advisees

Amandla! Black Student Union
Ballroom Team
Bates Gleaners
Bates Outing Club
Catholic Students Community (CSC)
Chinese Language and Culture Club
Club Field Hockey
College Republicans
Crosstones
Cultural Explorations in Maine
Equestrian Team
Gospelaires
Helicase Biology Club
Investment Club
Know Your Roots
Muslim Students Association (MSA)
TakeNote
Triathlon Club

Temporary Advisees

Bates Arts Society
Bates Christian Fellowship
Bates Musicians' Union (BMU)
Classics Society
Club Basketball
Club Med
Club Soccer
Club Volleyball
College Guild at Bates
Dance Club
Deansmen
Discordians
Figure Skating Club
Freewill Folk Society
Golf Club
High Altitude Ballooning Club
International Club
Merimanders
Philosophy Forum

	<p>Pre-Law Society Protect Our Breasts Robinson Players Sangai Asia Shred Club Snaggletooth Sunshine Society Women's Club Lacrosse Women's Ultimate Frisbee (Cold Front)</p>
 <p>Jin Wei '20 Pronouns: he/him/his jwei2@bates.edu</p>	<p><u>Advisees</u> 2.B.E.A.T.S. Active Minds Africana Club Badminton Club Bates Builds Caribbean Students Association (CSA) Chemical Society Circus Club Cryptocurrency Club Cycling Club Garden Club Manic Optimists (ManOps) Mays' Men Poet Society Real Estate Club Roosevelt Institute Special Olympics Club Spikeball Club Taiko Club Yoga Kula</p> <p><u>Temporary Advisees</u> Asian American Students in Action (AASIA) Bates Hillel Bates Student Action Bollywood Dance Team Chess Club College Democrats Competitive Ski Club Cooking Club Dharma Society DJ Society Environmental Coalition Fat Cats Competitive Eating Club Feminist Collective (FemCo) Filmboard Knit Wits Latinos Unidos Men's Ultimate Frisbee Club (Orange Whip) Model UN Multi-Lingual Creative Writing Club Outfront</p>

	Public Health Initiative (PHI) Strange Bedfellows Tech Club Video Game Club Weightlifting Club Women of Color WRBC
 <p>Ke'ala Brosseau '20 Pronouns: she/her/hers kbrossea@bates.edu</p>	Abroad fall 2018
 <p>Ariel Lam '20 Pronouns: she/her/hers alam@bates.edu</p>	Abroad fall 2018

Budgets & Clubs Board

The Budgets & Clubs Board (BCB) of Bates College Student Government is entirely composed of students. Its main responsibilities include reviewing applications for new student clubs, providing club funding support throughout the year via the Application for Additional Club Funding, reviewing annual Club Renewal and Budget Applications, and approving club budget allocations. They also support club leadership orientations and trainings. BCB is best contacted by emailing bcb@bates.edu.

Please find a list of members below, along with the club(s) for which they are active members. BCB members are not allowed to take part in discussions about, vote on, or influence in any way decisions regarding the business of the club(s) in which they actively participate.

BCB Interim Chair

Jon Sheehan '19

- No club memberships

General BCB Members

Willy Anderson '19

- Competitive Ski Club

Marquise Clarke '19

- Caribbean Students Association (CSA)

Elizabeth Cullen '21

- Fat Cats Competitive Eating Club
- Investment Club

Jay Goyareb '20

- Competitive Ski Club

Koyabi Mamam Nbiba '20

- Africana Club

Philip Maniscalco '21

- Investment Club
- Roosevelt Institute

Eli Nixon '19

- Bates Outing Club
- Shred Club

Felicia Page '19

- Club Med

Maya Seshan '20

- College Democrats

Aidan Temperino '21

- College Democrats

Starting a New Club

Application Process

A newly proposed student club must be approved through Bates College Student Government (BCSG) by the Budgets & Clubs Board (BCB). The process for presenting a new club proposal to the BCSG is simple. Here is a basic outline of how to start a new club at Bates College:

1. Any group that wishes to be an officially recognized club must first submit a [New Club Application](#). In order for the process to run smoothly, constitutions included in the application must be well-formatted. Please refer to the [Constitution Format Example](#) for correct constitution format. Clubs that have carefully considered each of the constitution articles and have clearly put time into the document are more likely to be approved. Similarly, BCB looks favorably upon clubs that have clearly demonstrated an effort to bolster the sustainability of the club by including several first or second year students in their list of members.
2. BCB members will thoroughly examine and discuss the submitted documents and ensure that each document meets the standards for a BCSG-recognized club. BCB operates as transparently as possible; standards and considerations are laid out in the [Criteria For Approval](#).
3. BCB will vote to approve bringing the proposed club's constitution to BCSG. This decision will be made on majority vote.

4. If the club is not approved by BCB, the organization can choose to enter the [appeals process](#). Appeals must be made in writing within 7 days of receipt of the decision from BCB.
5. If the club is approved by BCB, it will go to the BCSG Assembly for approval. A majority vote is required to approve the club and provide it with official club status.

Criteria for Club Approval

Student club proposals are evaluated by the Budgets & Clubs Board according to the following criteria.

- Compliance with the [Bates College Student Handbook](#) and College policies, including the College's non-discrimination policy.
- Clearly articulated purpose, objectives, and goals of the proposed student organization.
- Demonstrated non-duplication of the mission/ purpose of previously recognized organizations. Demonstrated avoidance of evident similarity with another already-recognized student club.
- Feasibility of funding the organization's goals or projects.
- Local autonomy of the club: club is led completely by Bates students without direction, interference, pressure from, or obligation to, any entity external to the Bates community (e.g., a parent organization, national chapter, or charter). If the external entity maintains guidelines, policies, or other documents of any kind that are found by BCB to be in conflict with the Student Code of Conduct, the BCSG-Recognized Club Handbook, or the Bates College non-discrimination policy, the proposed club must disavow such items in its constitution in order to be approved. The club may not function solely or predominantly as a fundraising vehicle for the outside entity, or as a means for the outside entity to host events/programs on campus.
- Interest by no fewer than seven Bates student-members.
- Demonstrated plan for sustainability of the organization.
- Demonstrated plan for storing club equipment/resources, if applicable.
- Demonstrated benefit to the members, campus, and/or community.
- Demonstrated need for recognition based on benefits provided to Bates-recognized organizations.

Note that after a club has been approved, it and its members are expected to continue to abide by the above criteria. Failure to do so may result in sanctions imposed by BCB and/or loss of club status.

Benefits of Club Status

There are some great reasons for your club to be officially recognized by Bates College Student Government (BCSG)! They include:

- Financial support (see [Managing Your Club Account](#) for more information)
 - An account with the Bates College Accounting Office.
 - Ability to apply to the Budgets & Clubs Board (BCB) for a budget allocation to address the costs of operating expenses.
 - Ability to request additional funding from campus entities that provide such funding to BCSG-recognized clubs.
 - Monthly account activity reports from the Accounting Office.
- Logistical support
 - Orientations and trainings for club leaders provided by BCB and/or the Office of Campus Life.
 - A club profile on the [Student Clubs website](#), including your club's description, contact information, the ability for prospective members to join your Google Group, and links to your social media pages.
 - A dedicated Google Group (email listserv) to communicate with current and prospective club members.
 - See [Managing Your Google Group](#) for more information.
 - If requested from the Campus Life, a delegated email address to use for official club business.
 - The ability to reserve event, program, and meeting spaces via the Event Management System (events.bates.edu).
 - Robust support in the areas of club advising and event/program planning from the Office of Campus Life.

Managing Your Google Group (Club Presidents only)

1. Go to groups.google.com and log in with your Bates email address.
2. Select "My Groups."
3. You should see the name of your club in the list of groups that appear; select "Manage" to explore all of the options for managing your club's Google Group.
4. [Additional information on managing Google Groups may be found on the Information & Library Services website.](#)

If you have questions or don't see your club under My Groups, contact Campus Life by emailing campuslife@bates.edu.

Updating Your Club Information

The Office of Campus Life maintains club information, which, in addition to being a resource for current and prospective club members, is also valuable to campus partners in a variety of offices and departments. Keeping your club information up-to-date

ensures that communications are reaching the right people in your club, and it's in the best position to attract new members. Updating club information is easy – simply fill out the [Club Directory Update Form](#), located under the Resources and Contacts tab of the Student Clubs website.

The BCSG Budgets & Clubs Board (BCB) also requests a mid-year update from recognized clubs, which is sent to club presidents late in fall semester.

Current contact information for any club may be found on the [Club Contact Directory](#) (please note in order to view this information, you must be logged into your Bates Google account), and you may view club profiles on the [Club Directory](#).

Annual Club Renewal Application

Every year your club must be renewed in order to continue to be recognized by Bates College Student Government (BCSG). [The Club Renewal Application is available starting each February 1st and can be found here.](#) The application closes the second Monday of March at 11:59pm. This annual process consists of the following steps:

Submit Club Renewal Information

The application will ask you to provide information on students who will be filling leadership roles in the coming academic year and a final membership roster for the current academic year. If your club has a storage space or office on campus, you must also designate which students will manage the space and be responsible for possessing keys or swipe access to that space. If your club **would not** like to apply for a budget allocation, then you are finished with the Club Renewal process.

Submit a Budget Application

A complete Budget Application consists of both a [Narrative](#) and a [Spreadsheet](#). Please reference the linked templates for guidance in creating your own club versions of the Narrative and the Spreadsheet. Please note that these templates were used for the 2018-19 Club Renewal and Budget Application Process, and the templates for future processes may differ. When creating these two documents, it is important to note that a descriptive and analytical narrative and a detailed and thorough spreadsheet will help the BCSG Budgets & Clubs Board (BCB) understand how your club plans to use its funds effectively in the coming academic year.

If a club is late in submitting their complete Club Renewal Application and has not received an extension from the BCB Chair, that club shall have 10% deducted from their allocation.

Attend a Budget Hearing

A budget hearing with BCB will be conducted during late March/early April. At minimum, both the current and incoming club treasurer, or their proxies, should be present at this meeting. Budget meetings involve BCB reviewing with club leaders their expenditures for the current academic year, and their anticipated expenditures for the upcoming academic year. If a club misses their hearing, BCB is under no obligation to allocate any funds. If a club is late by five minutes or more to their budget meeting, the club shall forfeit 5% of their allocation.

Final budget allocation decisions shall be made by BCB upon return to campus the following year, and will be communicated to club leaders by the second full week of the academic year. The amount allocated by BCB should be considered your “starting balance” and is not the maximum amount of money that you can use or request during the year - it’s what BCB determined is required for the basic operating functions of your club. Clubs may apply for [additional club funding](#) throughout the year.

If a club is unhappy with the amount they were allocated, they can participate in the Grievance Process. The Grievance Process is optional, and provides clubs the opportunity to appeal their budgets if they demonstrate that their initial budget is insufficient to carry out their club’s mission and basic operating functions. The Grievance Process shall involve the BCB Chair, representatives of the grieving club, and a Grievance Arbitrator, selected from the BCSG Assembly by the BCB Chair. The Arbitrator allocates the Grievance Fund based on the needs of the grieving student club.

Club Operations Policy

BCSG-recognized clubs are expected to adhere to the below policies:

- [Budgets & Clubs Board Student Club Funding Rules](#)
- [Budgets & Clubs Board Club Renewal Process](#)
- [Contracts Policy](#)
- [Copyright and Movie/TV Screenings Policy](#)
- [Digital Signage Policy](#)
- [Fundraising Policy](#)
- [Overnight Travel Policy](#)
- [Speakers, Performers, and Protests Policy](#)

Club Records

1. Clubs are expected to maintain updated records with the Office of Campus Life. This includes the names and contact information for individuals holding leadership positions (president, vice president, treasurer, and community liaison), club advisor name and contact information, and, if applicable, key holders for storage and office space.
2. Individuals holding leadership positions must be currently enrolled in classes at Bates.
3. [Clubs may update their information at the Club Directory Update Form located here.](#)
4. Clubs are required to submit a Mid-Year Report in December and a Club Renewal Application, which is open from February 1 to the second Monday in March.
5. New clubs that are approved may only include “Bates” in their name if a substantial portion of their activities involve interacting with external entities. This decision will be made at the discretion of Campus Life.

Training and Development

1. At least two leaders of each club are required to attend club orientation(s). Clubs that do not have at least two leaders attend will have their account frozen until an orientation is attended. Orientations will be held in September, November, December, January, February, and March.
2. Club treasurers, or their proxies, are required to attend club treasurer orientation(s). Clubs that do not have their treasurer attend will have their account frozen until an orientation is attended. Treasurer orientations will be scheduled on an as-needed basis, at the discretion of Campus Life.
3. At least two leaders of each club are required to attend budget hearing(s) with the Budgets & Clubs Board (BCB) to discuss their Club Renewal Application. Clubs that do not have at least two leaders attend may be subject to BCB sanctions regarding their initial budget allocation.
4. Club leaders are strongly encouraged to attend workshops and trainings that are coordinated by Campus Life and the Budgets and Clubs Board.

Club Storage and Office Space

1. Clubs may request storage or office space in Chase Hall from the Office of Campus Life. Storage and office space is limited, and requests may not be able to be accommodated.

2. Club storage and office spaces may not be used to store personal items at any time of the academic year or over break periods, including summer break.
3. Club storage and office spaces must be maintained, kept clean, and kept in compliance with college environmental health and safety standards.
4. Club storage and office spaces are dry spaces on campus. Club or office spaces found to have hosted activities including alcohol will result in club leaders and those involved facing Campus Life sanctions, possible referral to the student conduct process, and possible revocation of club or office space.
5. Club storage and office spaces will be inspected approximately once per week by Campus Life staff.
6. Clubs with storage or office space must submit a list of approved key holders to the Office of Campus Life. This space must remain locked at all times to ensure the security of items stored.
7. Access to club storage or office space is only available during the academic year. Key holders must return their keys when they depart campus to study abroad, or for summer break. Keys may not be held over the summer. Spaces for which keys have not been returned will have their locks changed, and individuals who did not return keys will be charged a \$100 rekeying fee.

Events and Programs

1. Club leaders are encouraged to review the [Event & Program Planning Guide](#).
2. Clubs will be assigned a Student Programming Fellow to serve as their event and program-planning advisor throughout the academic year. The Coordinator of Campus Life Programming and the Director of Campus Life are also available to provide support for the coordination of event logistics.
3. Campus Life will determine which events require staffing support. This could include security, event staff, custodial support, and others. As responsible members of the Bates community, clubs are expected to provide a safe environment for all attendees of events, and therefore staffing costs incurred are the responsibility of the club. For the 2018-19 academic year, necessary funds to cover these costs will be transferred to club accounts by the Office of Campus Life.
4. Late night social events (e.g., dances, DJ nights, 21+ programming, etc.) may not begin prior to 11pm, and must end no later than 2am. Exceptions to this policy are possible, and will be made by Campus Life on a case-by-case basis.

Finance

1. Club treasurers are required to maintain an up-to-date ledger of club account activity, separate from Accounting reports.
2. Reimbursement requests must be submitted to Accounting using the [Payment Request Form](#) within ten business days of the date of purchase, and, if being submitted at the end of the academic year, must be submitted by the last business day of the academic year.
3. Please note there are additional considerations regarding reimbursement for travel - see the travel section below.
4. Club funds may not be used to purchase alcohol, tobacco, or drugs. Religion-related clubs may spend funds on necessary alcohol for religious activities only, and must be approved in advance by Campus Life.
5. Clubs wishing to pay an individual for labor or any service rendered (e.g., coaching, training, etc.) must receive approval from the Office of Campus Life. This individual will be expected to comply with HR policies regarding hiring.
6. Club funds may not be used to pay students under any circumstances. Please note that this is a legal requirement.
7. Club funds may not be used to donate to external organizations (e.g., charities and other non-profit organizations).
8. Financial donations and gifts received from March of the current calendar year through February of the coming calendar year must be spent by the end of the academic year. Any such funds not spent will not remain in the club's account, and will be absorbed by the Budgets & Clubs Board.
9. Financial donations and gifts received will be withdrawn first from a club's account as needed.
10. If a club desires to spend funds exceeding their initial allocation, and cannot find [additional means of funding](#), a personal expense may be incurred. If this expense incurs a hardship on a club member they should contact the Office of Campus Life to discuss potential options.
11. Clubs are prohibited from spending into debt. If a club spends into debt, the treasurer of said club must immediately report this to the Office of Campus Life. The amount spent into debt will remain in the club's account for the following academic year, and will therefore reduce the amount of funds available to the club in September.

Travel

1. BCSG-recognized clubs are required to comply with the [Campus Life Travel Policy, which includes submitting either an Overnight Travel Approval Form or the Overnight Travel Registration Form](#). Clubs that are not approved for overnight travel by the Office of Campus Life may not use club funds on travel expenses or related activities.
2. Clubs should consider options where students can share accommodations and limit overnight travel. A maximum of \$40 per person per night may be spent on lodging using club funds. Any lodging expenses over this amount are the responsibility of the individual(s) traveling.
3. While personal vehicles may be used to support club activities, students are strongly encouraged to rent a vehicle from Larry Stewart's' U-Save or reserve a college vehicle. [Please review the information regarding travel off-campus here](#).
4. Reimbursement requests for travel expenses must be submitted to Accounting, and made using the [Travel Expense Report](#).
5. One Travel Expense Report will be accepted per trip - please plan ahead, and designate one person responsible for tracking purchases and collecting receipts during the course of the trip. Note that multiple individuals may make purchases - only one should be collecting the receipts and other materials necessary to complete a Travel Expense Report.
6. Reimbursement for gas mileage must be calculated by using the [GasBuddy Trip Cost Calculator](#). A print out of this page, along with physical gas receipts must be submitted with the Travel Expense Report to be reimbursed. If the gas receipt is within \$10 of the trip cost provided by the calculator, the amount on it will be honored; if the difference exceeds \$10, the trip cost provided by the calculator will be honored.
7. Travel Expense Reports must be submitted to Accounting within ten business days of the date of return to Bates. Completed Travel Expense Reports should include as attachments receipts corresponding with the costs on the report, a list of the names of all students who attended the trip, and if done via ground travel, specifying those who drove, as well as the GasBuddy Trip Cost Calculator.
8. Students traveling away from campus for club activities may be expected to financially contribute towards their expenses should expenses exceed the club's budget or travel allowance. However, if the personal expense incurs a financial hardship on a club member they should contact the Office of Campus Life to discuss potential options.

Managing Your Club Account

Whether your club requires an operating budget for expenses, requires one-time funding for club-sponsored events/programs, or both, it is important to be aware of how club budgeting and funding works.

Important Forms

There are multiple ways to spend the funds in your club account.

- The [Advance Request Form](#) is used to withdraw money from your account for purchases.
- The [Payment Request Form](#) is for reimbursement, cash advance reconciliation, and payments to speakers, vendors, artists, and other outside entities performing services at Bates. Per the Club Operations Policy, reimbursement requests must be submitted within ten business days of date of purchase.
- The [Travel Expense Report](#) is for off-campus travel. Per the Club Operations Policy, it must be submitted within ten business days of the date of return to campus. Only one Travel Expense Report will be accepted per trip.
- You can also pick up the forms in the accounting office (Lane Hall 217) or at the cashier's office (Lane Hall 221).

Advances

Clubs can get cash advances for amounts up to \$150 by completing an Advance Request Form and bringing it to the cashier in Lane Hall 221. Any advances over \$150 will be made via check and be sent to your Bates mailbox. Advances may not be used to fund overnight trips that have not been approved by Campus Life.

Once you have made your purchase, fill out the Payment Request Form or Travel Expense Report, attach your receipts and have the club treasurer or president approve the purchase. Bring this along with any cash you may have left back to the cashier to clear the advance. Make sure to complete this process - failure to do so may result in personal ramifications or club sanctions.

Reimbursement

If you use your personal funds to make a purchase, attach the receipts to a Payment Request Form. You must receive an approval signature from your club treasurer or president and turn the form in to the cashier in Lane Hall 221 for cash up to \$150. If the amount of the purchase is greater than \$150 the Accounting Office will provide your reimbursement by issuing a check which will be sent to your Bates mailbox. Checks are cut on Thursdays. No one can approve their own reimbursement - if the treasurer or president needs to be reimbursed the other officer needs to approve it or an Office of Campus Life staff member can approve it. Students will not be reimbursed for travel

expenses that were not approved by Campus Life in advance of the trip. Per the Club Operations Policy, reimbursement requests must be submitted within ten business days of date of purchase.

Payments

Invoices for payments should also be given to the Accounting Office. The club president or treasurer needs to approve these payments. Speaker fees or payment for services require a [W-9 form](#) filled out by the person you are paying. See [Contracts](#) for more information. **Please note that students currently enrolled at Bates College may not be paid using funds from your club account.** Note that this is a legal requirement outside of Bates control. If you are paying someone who is a foreign national please check with [Sue Dionne](#) well in advance of the person's arrival. There are federal rules that govern if the person can be paid or not. Never pay for services from your personal funds - always use club money. Payments are generally made via check; checks are cut on Thursdays, and are generally mailed. If your speaker or performer requires a check on-site, inform Sue Dionne when you drop it off, and you may pick it up on Friday morning.

Other Payment Options

You may sign out credit cards from with the Office Manager at the Bates College Store in Kalperis Hall for purchases at Walmart, Home Depot, Lowe's, Kmart (Sears), Staples or Best Buy. Once the purchase has been made, take the receipt and the card back to the Office Manager and give them your club account number. Your club will be charged directly for the purchase. **Please note that it may take up to two months for these charges to appear on your club account** – it is expected for treasurers to keep their own records of purchases made in addition to club account statements to ensure the club is spending money it actually has and does not go into debt.

You can also use the Bates College Store's credit card to make online purchases. This card cannot be checked out, so be sure to bring a list of items you need to have purchased and your club account number.

If you have other circumstances that do not seem to fit these payment methods please see Sue Dionne in Lane Hall 217. The Accounting Office should be able to find a payment method that works for everyone.

Who's Who in the Accounting Office

Ann Lavalliere is in Lane Hall 221, and she takes care of budget questions and requests. She sends out budget reports each month. If the officers receiving these reports change please fill out the [Club Directory Update Form](#). Your information should

be updated in Accounting's records within 48 hours. Ann can be contacted at alavalli@bates.edu or 207-786-6174.

Sue Dionne is in Lane 217, and she can be contacted any time you have questions about the processes or procedures above. Sue can be contacted at sdionne@bates.edu or 207-786-6169.

Kelsey Purinton & Jeanne Mace-Davis are in Lane 221, and they are who you will submit your payment request forms or travel expense reports to. They will also provide you with your reimbursement or your cash advance. Kelsey can be contacted at kpurinto@bates.edu or 207-753-6916. Jeanne can be contacted at jmacedav@bates.edu or 207-786-8274.

Funding Sources

Throughout the year, based on your club's need or the nature of an event/program your club is sponsoring, you can supplement your budget allocation with additional funding from a [variety of sources](#). Depending on your idea, you may qualify for one or more of the below funding sources!

Application for Additional Club Funding

Sponsored by BCSG, [additional club funding](#) is designed to enable clubs to hold events/programs, initiatives, and attend conferences, meets, and tournaments that clubs cannot cover with their initial budget allocation.

Breaks at Bates

Sponsored by the Office of Campus Life, [Breaks at Bates funding](#) is available to students wishing to host an event/program open to all Bates students during official college breaks. These events/programs are coordinated by students and may include food that is aimed at bringing students together in meaningful ways.

Breaks at Bates events/programs require at least one student to serve as the official coordinator of the event/program who oversees the entirety of the event/program from its inception to clean-up and evaluation.

Collaboration Fund

Sponsored by the Office of Campus Life, the [Collaboration Fund](#) is designed to financially support two or more clubs and/or organizations wishing to come together and collaborate on an event or program.

Community Engagement Grants

[These grants](#) (supported by the Arthur Crafts and Helen A. Papaioanou Funds) provide resources for students who design volunteer service projects or an academically-related community-engaged learning project and are intended to cover incidentals such as supplies, fees, or research expenses. Funding up to \$150 for qualified individuals and up to \$300 for a group of students is available. Brought to you by the Harward Center for Community Partnerships.

Community Liaison Grants

Sponsored by the Harward Center for Community Partnerships, Community Liaisons from clubs and athletic teams may [apply for modest funding](#) for events/programs that are community-engaged or connect Bates to the larger Lewiston-Auburn community.

Community Service Transportation Assistance Grants

[These grants](#) provide funds to help students with travel expenses related to their volunteer or community-engaged learning project. Funding up to \$100 for qualified students and up to \$300 for a group of students is available. Brought to you by the Harward Center for Community Partnerships.

Green Innovation Grant

Sponsored by the Committee for Environmental Responsibility. Here's how it works:

1. Identify a problem or something you'd like to see the college change in the sustainability realm.
2. Come up with an innovative solution to the problem.
3. Submit your solution [on this page](#).
4. The Bates Committee for Environmental Responsibility, made up of faculty, students and staff will award the most creative and impactful solutions money to make their project happen. The funding range per project is roughly \$200-\$2000.

Inclusion & Social Justice Mini Grant

The Office of Equity and Diversity is committed to infusing inclusion and social justice into every aspect of campus life, and they need your help!

Are you interested in creating a project, program, or initiative that enhances inclusion, social justice, and equity on campus? [If so, consider applying for this grant!](#) Your project could take the form of a training program, a discussion forum, an art installation, a

campus conversation, an ongoing series of workshops, or any other practice that helps to embed inclusion and social justice in our community.

Late at Bates

Sponsored by the Office of Campus Life, [Late at Bates](#) is designed to support student-led weekend and weeknight programs that strengthen our community and campus culture.

Personal Expense Fund

Sponsored by the Office of Campus Life, the [Personal Expense Fund](#) is designed to support student engagement with BCSG-recognized club activities that require an out-of-pocket expense.

Purposeful Work Mini-Grants

Sponsored by the Center for Purposeful Work, [Purposeful Work Mini-Grants](#) are available to student groups and individuals seeking to host or participate in activities that align with the goals of Purposeful Work:

Work is purposeful when it contributes meaning to an individual's life and has relevance beyond the individual. Work that is meaningful for one person might not be for someone else. Our goal is to equip students with the skills, mindsets, self-awareness and mentors that will help them make their own determinations about what will bring meaning to their lives.

Short Term Enrichment Programs (STEP)

Sponsored by the Office of Campus Life, [Short Term Enrichment Programs \(STEP\)](#) funding is designed to enable students to teach skills and impart knowledge in a setting outside of the classroom.

Wind Down Weekends

The Office of Campus Life offers [Wind Down Weekends funding](#) to support weekend programming promoting a safe and responsible drinking culture at Bates. Wind Down Weekends events occur in the Little Room in Chase Hall or the Underground in 280 College. The individual who applies for this funding must be age 21 or older.

Clubs approved for Wind Down Weekends funding will have costs related to alcohol, harm reduction food, and beverages covered. All other program costs, including staffing,

will remain the responsibility of the club. Note that for the 2018-19 academic year, Campus Life will transfer the necessary funds to cover the cost of staffing to the club's account.

Transportation

The Office of Campus Life supports student exploration of the Lewiston-Auburn area, and also provides ways to travel to the cities of Portland, ME and Boston, MA.

[Weekend Bus Trips](#)

The Office of Campus Life offers free (with the exceptions of longer trips, such as the day trip to Boston) bus trips to areas around the beautiful state of Maine. Our bus trips enable you to visit Portland, Freeport, Ogunquit, Camden, Brunswick, and more!

[Getting Around Locally](#)

From Bates College vans to the Bobcat Express service, there are a variety of ways students can explore everything Lewiston and Auburn have to offer.

[Getting to Portland, Boston, and Beyond](#)

Are you looking to get out of town for the weekend? Or perhaps you're trying to catch a bus, train, or flight over a break period. We've compiled a list of transportation options getting you to Portland, Boston, and beyond!

[Information Regarding Travel Off-Campus](#)

Before your club/organization ventures off to your event, activity, or program be sure to review this information to make sure that you are covered by the college's insurance policy!

Event/Program Planning

Please see the [Event & Program Planning Guide](#) for an in-depth look at how to make your ideas come to life!

[Contracts](#)

If you are planning an event/program that includes an external speaker, performing artist, or other entity providing a service on campus, you may simply be provided an invoice for services rendered, which can be sent to the Accounting Office for payment

(see [Managing Your Club Account](#) for more information). In many cases, however, contract negotiation will take place. Contracts are agreements setting the terms of the external entity's engagement while they are at Bates College, and are made between the College and the external entity.

The Office of Campus Life advises that students engaging in contract negotiation follow the below guidelines:

1. Never agree to a dollar amount that you know you do not currently have the funds for in your club account. It's okay to tell the individual you're negotiating with that you need to figure out your funding situation before agreeing to a price.
2. It's best practice to get a sense of what the entity's general asking price is for colleges similar to Bates. Typical questions to find out this information are phrased like "what is your typical fee for performing at small liberal arts colleges?"
3. Be careful not to ask if a specific dollar amount would be fair as your opening question, as that could be construed as a binding offer. For example, "would \$2000 be okay?" makes it sound like you're offering that amount – if the individual you're negotiating with agrees, that amount is legally binding, **even before a contract has been signed.**
4. Once you've obtained a copy of the contract, submit it for review by Campus Life staff via the [Contract Review Form](#). Please allow as much time as possible (at least two weeks) for Campus Life to review the contract, as depending on its complexity, multiple parties may have to be consulted, and the original contract may have to be altered substantially.
5. Once the contract has been fully reviewed and vetted by Campus Life, a staff member will sign it, signifying that Bates College has agreed to the terms of the entity's engagement at the College, and ensure that it's signed by the entity you're bringing to campus. Please note that contracts worth \$5000 or more must be signed by the College Treasurer, which will add processing time.
 - a. **Never sign a contract yourself** – it potentially puts you, your club, and the College at legal and/or financial risk.
6. You will then receive the final copy back, known as an executed contract. You may then take it, along with the entity's W-9 form and Certificate of Insurance (only needed if they are not a speaker), to Accounting for payment.

A Note on Certificates of Insurance

All external entities wishing to conduct business and/or use Bates College facilities are required to have their own liability insurance. This insurance is necessary to cover any claims or losses for which the external entity may be responsible. Clubs contracting such

entities should request that they provide a Certificate of Insurance with \$1,000,000 in coverage and Bates College listed as co-insured. Once received, you may deliver it to Accounting at the same time you are delivering the contract and W-9 form. If you have questions about this policy, or if the external entity indicates that they do not carry a standard Certificate of Insurance, please contact Campus Life for guidance.

Movie/TV Screenings and Copyright

Planning to screen a movie or watch an episode of a TV show during your event/program? The Federal Copyright Act requires that movies and TV shows shown outside of a private home setting be properly licensed. This means that virtually all movies or TV shows have an additional cost associated with them known as a licensing fee. Even if you own a personal copy of the movie or TV show, this fee must still be paid. Please note that customer agreements for streaming services like Netflix or Hulu prohibit public screening of movies and shows via their service. Failure to obtain a license could result in your club incurring heavy fines.

If you're planning on screening a movie or TV show, submit a [Request for Movie or TV Screening License](#). Please note that not all movies and TV shows are available to be licensed for public screening – submit this form early to avoid planning an event/program around something you can't screen.

There are some movies for which Ladd Library has already procured the public screening license. Please contact Christopher Schiff, Music and Arts Librarian, at cschiff@bates.edu for more information. Be advised that 99% of these movies are documentaries. For more information on copyright law and screenings on campus, check out the [Swank Copyright Law Guide](#).

Marketing

The most highly attended events/programs have robust marketing campaigns associated with them that get the word out and, more often than not, create a fear of missing out! Here are some ways to create **FOMO** for your program/event:

Bates Today

Sent to 2200+ recipients Monday through Saturday, Bates Today is the email digest for announcements at Bates. Visit quad.bates.edu/today to review submission guidelines and submit your event marketing!

Digital Signage

Get your marketing on the flat screen TVs dotted around campus! [You may submit your image here](#). Please note that all images should be in .PNG or .JPG format, and be

1920x1080 pixels. If you're not familiar with the intricacies of Photoshop or other professional image manipulating software, we recommend [canva.com](https://www.canva.com) - it's free and easy to use!

Napkin Holders

Get your marketing in every napkin holder at Commons and the Den! Contact Cheryl Lacey at clacey@bates.edu to receive templates and schedule when your marketing will be displayed. Note that these are in high demand, so plan on doing this as early as possible if you'd like to use them!

Social Media

Instagram and Snapchat are the most popular ways to engage with other students at Bates, though Facebook has also proven effective for marketing events/programs.

Club Google Group

Your club has a Google Group (think of it as a new-and-improved email listserv) that current and prospective club members can join - this is an easy way to market your event/program and encourage others to do the same!

Tabling in Commons

Get face-to-face time with fellow students to talk about your event/program as they enter Commons! Visit events.bates.edu to submit a tabling space reservation.

Bulletin Boards

Print media, such as flyers and posters, can be used to market your event/program. Typical sizes include 8.5x11", 11x17", and 24x36". Contact Post and Print at postandprint@bates.edu for quotes on cost of printing or to submit your job request. Again, Campus Life recommends you use [canva.com](https://www.canva.com) for easy creation of marketing to print.

Chalking

An innovative way to get the word out about your event/program, chalking is permitted on any sidewalks or pavements on or adjacent to Alumni Walk, the Historic Quad, the Library Quad, the area surrounding Lake Andrews, and on the open area adjacent to Garcelon Field across from Smith Hall and Adams Hall.

Important Resources and Contact Information

Resources for Using Your Club Account

Accounting Office – Lane Hall 221

Ann Lavalliere, Senior Accountant (account balance, reports, and transfers)

alavalli@bates.edu

Sue Dionne, Accounts Payable Manager (contracts & invoices)

sdionne@bates.edu

Kelsey Purinton, Accounting Specialist (cash advances, reimbursements & payment forms)

kpurinto@bates.edu

Jeanne Mace-Davis, Accounting Assistant (cash advances, reimbursements & payment forms)

jmacedav@bates.edu

Fundraising Application

<http://www.bates.edu/campus/policies/fundraising/application/>

Budgets & Clubs Board

Jon Sheehan '19, Interim Chair

bcb@bates.edu

Resources for Event Support

Catering

Donald Desrosiers, Catering Manager

ddesrosi@bates.edu

Catering Request Form

<http://www.bates.edu/clubs/resources/catering/>

Contract Review

<http://www.bates.edu/campus/policies/contracts/review-form/>

Movie/TV Screening Licenses

<http://www.bates.edu/clubs/policies/copyright/>

Office of Campus Life

Chase Hall 108 – www.bates.edu/campus – campuslife@bates.edu

Programs Related to Health & Wellness

Kelly Gorman, Coordinator of Health Promotion & Sexual Assault Victim Advocate

kgorman@bates.edu

Eddie Szeman, Coordinator of Health Education
eszeman@bates.edu

Programs Related to Discussions About or Preventing Gender-Based Discrimination, Harassment, or Violence

Gwen Lexow, Director of Title IX & Civil Rights Compliance
glexow@bates.edu

Kelly Gorman, Coordinator of Health Promotion & Sexual Assault Victim Advocate
kgorman@bates.edu

Harvard Center for Community Partnerships

Brie Wilson, Civic Leadership Fellow
bwilson@bates.edu

Security & Campus Safety Emergency Line

207.786.6111

Resources for Marketing

Commons & Bobcat Den napkin holder advertisements

Cheryl Lacey, Director of Dining
clacey@bates.edu

Communications Office

141 Nichols St. - communications@bates.edu -
<http://www.bates.edu/communications/begin-your-project/promoting-your-event/>

Digital Signage (TV Screen Promotion) Submission Form

<http://www.bates.edu/clubs/policies/digital-signage/>

The Digital Media Exchange (for creating digital media)

Pettigrew Hall 115 - <https://batesdms.getconnect2.com/>

Post and Print

Kalperis Hall – postandprint@bates.edu

Frequently Asked Questions

Q: How can I get more money?

A: Check out all the funding sources at <http://www.bates.edu/clubs/funding/sources/>.

Q: How can I advertise my event/program on the TV screens all around campus?

A: The TVs around campus cycle through approved Digital Signage images that are submitted as advertisements or announcements. All images should be in .PNG or .JPG format, and be 1920x1080 pixels. Any image you submit is also not allowed to contain

any copyrighted pictures. [You may submit your image here.](#)

Q: I am a new club leader and I am not completely sure what to do first, or second, or third, or fifteenth. Please advise.

A: Touch base with your SPF, or feel free to stop by the Office of Campus Life in Chase Hall 108 or email us at campuslife@bates.edu to ask any questions you may have. Also look out for programs we will be hosting throughout the semester to help you learn the ropes and excel as a club leader.

Q: I am a new club leader and I think I have a decent handle on what I want to do with my club. How can I be an even more effective leader than I am already?

A: Meeting with your SPF to talk about specific ideas you have or areas you want to improve upon would be a great place to start. Also we plan to host multiple programs and workshops to help our club leaders learn from one another to improve their own skills.

Q: I know how to run large events already, and I don't want SPFs to cramp my style so why do I need one?

A: SPFs are meant to help you based on what you personally need for your event or program. If you are well organized and have a clear vision in mind then SPFs will not be as hands on with your event or program. However, it is still helpful to have someone who is keeping all of the policies and procedures in mind throughout the timeline of your program, to ensure you're dotting all your Is and crossing all your Ts.

Q: When I submit a space reservation via events.bates.edu, what does answering "yes" to including my event/program in Bates Today actually do?

A: Upon space approval, your event/program is included on the Bates Today calendar and in the mailing on the day of your event only. An announcement promoting your event/program ahead of its date is not created. In order to have your event/program be advertised more fully in Bates Today you will have to provide that information by [submitting an announcement](#).