
Club Resources & Support

Please sign in!

Fall 2019

Bates | **CAMPUS LIFE**

Welcome!

**This will be posted online
after Tuesday's session.**

**All of the information we're
discussing today may be
found at
www.bates.edu/clubs.**

Who We Are

Our Team



Kim Trauceniek
Associate Dean



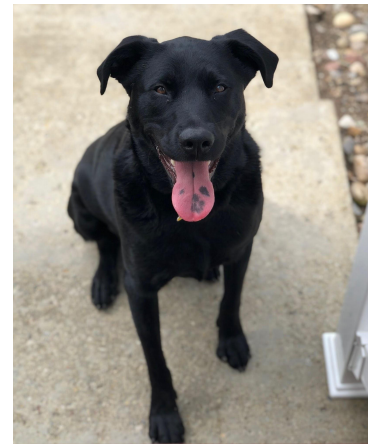
Nick Dressler
Assistant Dean



Jen Haugen
Coordinator



Talisha Lara
Admin. Asst.



Lobo
Moral Support
Specialist

Where We Are

Chase Hall 108

Open: Tu/Th/F 9am to 5pm

M/W 9am to 8pm

The Campus Life Mission

Campus Life Mission

Reflecting the Bates Institutional Plan, Campus Life plays an integral role in the education of the whole person, a “process through which students become aware of their interests, community, and purpose in the world.” We deepen the student experience by providing resources and opportunities to explore interests through involvement in student clubs and organizations, social events and programs, skill building workshops, and employment opportunities. An equity and inclusion lens is foundational to our work – we actively aspire to dismantle -isms and -phobias, and partner with students to do the same in their areas of influence.

What We Do



Kim Trauceniek
Associate Dean

Kim

Generally in the office 9am to 5pm M-F

For one-on-one attention, schedule an appointment on BatesReach.

- General advising
- Travel approvals
- Club account assistance (if Talisha isn't in the office)
- Personal Expense Fund



Nick Dressler
Assistant Dean

Nick

Generally in the office 9am to 5pm Tu/Th/F, and noon to 8pm M/W

For one-on-one attention, schedule an appointment on BatesReach.

- Bates Engage
- events.bates.edu (space reservations)
- Club funding (if you've already consulted with BCB)
- Club account assistance (if Talisha isn't in the office)
- Cultural and/or identity showcase planning and coordination
- Event staffing



Jen Haugen
Coordinator

Jen

Generally in the office 9am to 5pm Tu-F; not in on Mondays

For one-on-one attention, schedule an appointment by emailing her at jhaugen@bates.edu.

- Club account assistance (if Talisha isn't in the office)
- Club events/programs planning and coordination
- Campus Life funding sources
- Student Programming Fellows

Student Programming Fellows

- Assist with event/program planning and execution.
- You'll meet with them if your event requires set-up and/or staffing - more details to come.
- Visit <https://www.bates.edu/campus/staff/student/> to see who your SPF is.

Talisha

In the office 9am to 1pm M-F



Talisha Lara
Admin. Asst.

- Club account assistance
 - Cash advances over \$150
 - Reimbursements
 - Deposits
- Chase Hall club storage and office spaces
- Bates Today

Marketing Team

- Graphic Designer
 - Can make anything for you - design for social media, posters, flyers, TV screens, etc.
 - Needs about a week to complete a project.
 - Visit <https://www.bates.edu/clubs/resources/graphic-design/> for more info and to submit a request.
- Social Media Coordinator
 - Manages Campus Life social media platforms.
 - If you tag us on Instagram (@batescampuslife), we'll repost it - we have over 1000 followers!
- We're hiring a Marketing Coordinator!

Training & Leadership Development Assistants

- Entire role is to bring a social justice and equity lens to the work that we do.
- They work with Campus Life to identify systems and structures that need to be addressed.
- They're developing workshops, trainings, and resources for you to adapt this work in your club settings.

Event & Program Planning

Event & Program Planning

- All of this information may be found in the “Event & Program Planning Guide” located under “Resources” on the Student Clubs website.
- For large-scale events, start planning 6-8 weeks before the intended event date.
- Late-night social events, start 4-6 weeks before the date.
- Once you know for sure what date you want, submit a space reservation via events.bates.edu ASAP.

Event & Program Planning

- We need at least two weeks' notice prior to the event to coordinate logistics - the more, the better.
 - Your space reservation notifies us.
 - Requests less than two weeks out may not be able to be fulfilled, but we'll do our best to make it happen.
- You'll likely meet with your SPF; if not, Jen or Nick.

Event & Program Planning

- Things we'll talk about in the meeting
 - Harm reduction
 - Staffing (covered by Campus Life)
 - Food
 - Lighting
 - How you want the space set-up, and who will be doing it.
 - Funding needed and how to obtain it.
 - Guest policy (if applicable).
 - Expectations of you and other club members at your event.



Planning a Successful Program

Related to identity-based discrimination, harassment, and/or violence

Gwen Lexow



Part 1: Before planning your program...

Schedule a meeting with Gwen Lexow (Dir. of Title IX and Civil Rights Compliance) or

Kelly Gorman (Sexual Assault Victim Advocate)

Gwen's contact information	Kelly contact information
glexow@bates.edu Lane Hall 202-A 207-786-6445	kgorman@bates.edu Chase Hall 223 207-753-6996




Part 2: Before your meeting with Gwen or Kelly...

- Think about some general ideas regarding your program:
 - What are the goals and learning objectives?
 - Who is going to facilitate the program?
 - What ground rules need to be established?
 - What support resources need to be available (SAVA, Title IX, Security, etc.)
 - How will you create a safe and welcoming space for all?



Part 3: Meeting with Gwen or Kelly

- Topics that will be covered
 - Format of program
 - Trauma-informed approach
 - Inclusive language
 - On-hand resources
 - Safe space
 - Referencing campus policy/reporting options (if applicable)
 - Referencing campus and community support options, confidential and private (if applicable)

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- **Gwen Lexow**, *Director of Title IX and Civil Rights Compliance*
 - glexow@bates.edu
 - Lane Hall 202-A
 - 207-786-6445
 - **Kelly Gorman**, *Coordinator of Health Promotion and Sexual Assault Victims Advocate*
 - kgorman@bates.edu
 - Chase Hall 223
 - 207-753-6996

How to Reserve Spaces

Reserving Spaces

- Events.bates.edu
- Needs to be at least 3 business days in advance of event date.
- If you don't see your club in the drop down "group" field, select the magnifying glass next to it to search for it.
- If something changes, you can edit it after the fact - don't worry.
- [Quick example reservation](#)

Reserving Spaces

- If your event has multiple locations, we recommend you submit one reservation with the main location to be included in Bates Today and Bates Engage, and one with secondary locations.
- Once approved, the event will sync with your Bates Engage group - go in and update the picture! Descriptions should be updated from events.bates.edu.

Catering

Catering

- There's a form for this - they need 5 business days.
- <https://www.bates.edu/clubs/resources/catering/>
- Check out the info on meal replacements - they're FREE!

Bates Engage

Bates Engage

- This resource is for you. It was crafted with you in mind.
- Check out the Club Resources on the Campus tab.
- Group officers can edit event pictures.
- If you need to update your group description or picture, submit a [Club Directory and Bates Engage Update Form](#).
- You can also request a QR code for your event by emailing campuslife@bates.edu.
 - Attendees can scan the code so you can track attendance.
 - Group officers can request a participant report which will give a list of attendees and their emails after the event has been completed.
- There's more coming - we've just scratched the surface!

Bates Engage

- Bates Engage is intended as a tool to assist students with navigating life on campus - though it also has social components.
- The Bates Engage committee is working on community guidelines for the social aspects of the app.
 - Conversations must be topical to the area in which they're posted. With regard to your club's group, they must be relevant to your club. Help us establish this expectation.
 - Posts and behavior must not violate the Club Operations Policy or Student Code of Conduct.
 - Posts may not harass, intimidate, defame, or slander others.
 - It is strongly discouraged that you post personal information anywhere in the app. Do not post the personal information of others.

Club Renewal

Club Renewal

- In order to remain active, clubs must submit a Club Renewal Application each year.
- This serves as a snapshot for BCB of the health of your club.
- Need to have next year's leadership information on hand OR list people you know will be on campus in the fall.
- Also includes a budget request component.
- Opens on January 31 and is due the second Monday in March.
- Visit <https://www.bates.edu/clubs/funding/renewal/> for more info.

Funding

Budgets & Clubs Board (BCB)

- BCB manages all things related to the funding you receive throughout the year.
- Depending on what you asked for in your Club Renewal, you may receive a fall, winter, and short term allocation.
- If you need more money, you should always submit an [Application for Additional Club Funding](#) first.
- It's not appropriate to approach individual members of BCB with concerns or complaints. Their decisions are made as a committee. Email bcb@bates.edu with your concerns, or to request a meeting with them.

Mid-Year Report

- All clubs receiving funding must submit a mid-year report.
- This serves as a snapshot for BCB of how you're spending your funds.
- It may result in a winter or short term allocation.
- It may result in a withdrawal if funds intended for fall activities were not spent and there is no planned use for them.
- Opens on November 1 and is due the first Monday in December.
- Visit

<https://www.bates.edu/clubs/funding/mid-year-report/> for more info.

How to Spend Money

Need a Reimbursement?

Come to Campus Life!

Need to Make a Deposit?

Come to Campus Life!

**Want to use a college
credit card to make
purchases?**

Come to Campus Life!

**Need a cash advance over
\$150?**

Come to Campus Life!

**Need a cash advance \$150
or less?**

Go to Accounting!
(Lane 221)

Then come to Campus Life!

How to Spend Money

- Campus Life is centralizing resources for club accounts.
- You can walk in anytime between 9am and 1pm on weekdays to see Talisha.
- If you need assistance after 1pm, schedule a meeting with Kim, Nick, or Jen.
- Club President or Treasurer approval signatures are no longer accepted by Accounting on forms.

How to Spend Money

- For cash advance reconciliation (after you've spent the money) and reimbursements, it's helpful if you bring the necessary form ([Payment Request Form](#)), but you can just bring your receipts and we'll help you!
- If you're on student payroll, you can have advances over \$150 and reimbursements deposited in your personal bank account.
- Accounting cuts checks on Thursdays, and mails them (or makes direct deposits) on Fridays - plan ahead.

Budgeting

- [Visit this website for a ton of info on how to manage your funds.](#)
- We'll be scanning your receipts and emailing them to your President and Treasurer - keep them centralized for easy access.
- Your President and Treasurer also receive monthly accounting reports.
- You should also download the Club Ledger Template and use it - Accounting reports aren't the most accurate picture of your club's financial situation.

Additional Advisements

- If you're working with an outside entity (speakers, performers, etc) bring Campus Life in the loop ASAP - [students may not sign contracts on behalf of the college.](#)
- All outside entities invited to the college must carry a certificate of liability insurance.
- If you're traveling overnight, make sure to submit a [travel request form](#) as soon as you know details.
- [Movies have to be licensed.](#)
- [For info on transportation go here.](#)
- [For info on van certification go here.](#)

Questions?

Thank you!