

Club Orientation: The Basics

Fall 2021

Welcome!

Introductions

- Name
- Pronouns
- Class year
- Club(s) you're a leader and/or member of
- Your position in that/those club(s)
- Your hopes for this academic year
- Your fears for this academic year

REMEMBER



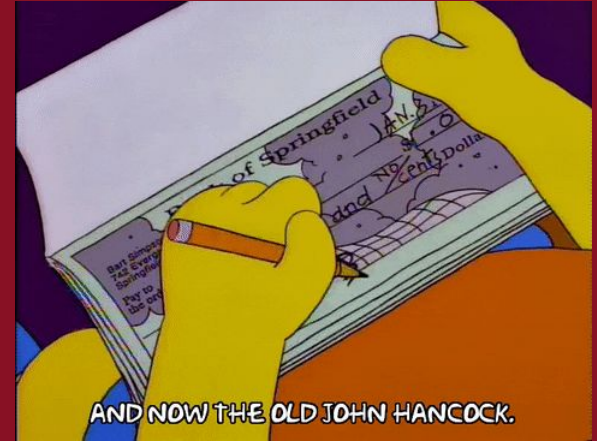
Why are we here?



The 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.

The Club/Org
Membership Policy
is coming to you
soon



Keep your records
up-to-date via the Club
Directory Update Form

Club/Org COVID-19 Guidelines



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What are some of the Club/Org COVID-19 Guidelines?

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Club/Org COVID-19 Guidelines Updates

- [Please review the full guidelines here](#). Changes bolded for emphasis.
- Personal Protective Measures
 - Physical distancing of at least **three feet** must be **possible** among individuals at all times.
 - Individuals must wear a mask covering their nose and mouth when **indoors** at all times.
- Attendance and Capacity
 - **Most campus spaces have reverted to their pre-pandemic capacities.**
 - In-person events/programs may be ticketed via an Eventbrite page created by Campus Life to ensure capacity may be maintained. Eventbrite must be used to check attendees in for the purpose of contact tracing.
 - In-person club/org meetings do not have to be ticketed, but attendance must be taken for the purposes of contact tracing.

Club/Org COVID-19 Guidelines Updates

- **Food**

- Food should be provided at club/org activities only when needful (e.g., long club/org meeting, religious and/or cultural observances, etc.) due to the risk of transmission of COVID-19 when unmasked.
- Food at club/org activities is permitted at outdoor events/programs only.
- Food may not be catered from non-Bates vendors at club/org activities. That is, non-Bates vendors may not come to campus to serve food. Food may be picked up from or delivered by non-Bates vendors for consumption at outdoor events/programs.
- Bates College Catering is available to provide food for your outdoor event/program on a limited basis. [You may find more information about how to request Catering and the Catering Request Form here.](#)

Club/Org COVID-19 Guidelines Updates

- Visitors
 - Visitors are defined as individuals not currently enrolled as a student, or not currently employed by Bates College.
 - **Clubs/orgs may not invite visitors en masse to campus.**
 - Visitors to campus may not enter indoor spaces.
 - **Clubs/orgs may invite non-Bates speakers/performers to campus,** but they must abide by the [Bates Infectious Disease Vendor and Contractor Policy](#).
- Travel
 - Club/org overnight travel and travel outside of the state of Maine are not permitted.
 - Day trips are possible to Maine destinations. Trip planners are encouraged to review the [COVID-19 Transportation Policy](#). They are also reminded to ensure that trip attendees are masked at all times when off campus.
 - Day trip requests must be submitted at least ten days in advance of the trip date to campuslife@bates.edu. Clubs that are not approved for travel by Campus Life may not use club funds on travel expenses or related activities.

Club/Org COVID-19 Guidelines Updates

- **Performing Clubs**

- Singing in groups, defined as more than one person in any in-person setting, may occur outside unmasked while maintaining 3 feet of distance between performers when as much as possible. This includes practices and performances, even if there is no one else in attendance. Singing may occur indoors provided all singers/performers are wearing N95 masks designed for singing, while also maintaining 3 feet of distance at all times.

- **Recreational Sport Clubs and Athletic Activities**

- Outdoor recreation is encouraged – engage outside whenever possible. Outdoor spaces should be reserved for club/org activities via events.bates.edu.
- Club/org members must always wear face coverings when indoors, including when engaging in physical activity.

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Questions about the COVID guidelines

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Event/Program Planning



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What are some things we should be considering when we're planning an event or program?

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Considerations

- What even is the event? How will it flow?
- Date & time
- Location
- Space set-up
- How we're funding the event, if applicable
- How we're marketing the event

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**Out of what we just
brainstormed, what is crucial to
identify as early as possible?**

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Most Urgent

- Date & time
- Location
- How we're funding the event, if applicable

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**About how much in advance does
Campus Life recommend you start
planning your event/program?**

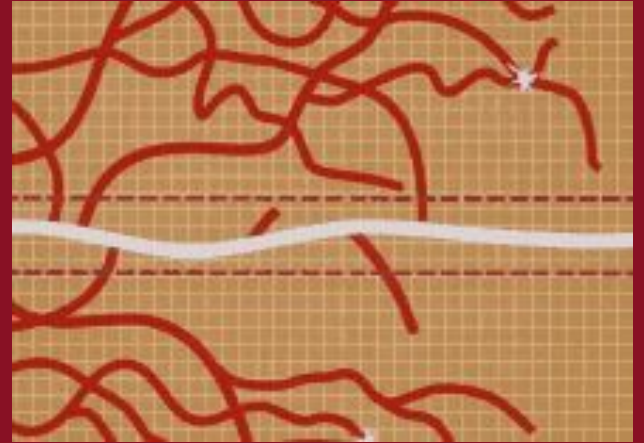
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Plan as far advance
as possible, but at
least two weeks in
advance.

Be sure to check out
the [Event/Program
Planning Sample
Timeline](#) on the
Clubs website



Events requiring coordination

Step 1

Submit your
space request via
events.bates.edu

Event Management System (EMS) Demo



Student Programming Advisors (SPAs)



Adelaide Armah '23
she/her
aarmah@bates.edu



Hadia Fatima '22
she/her
hfatima@bates.edu



Lucas Allen '22
he/him
lallen2@bates.edu

Who's your SPA?



bit.ly/spadviseme

Booking Catering

- Catering request form: <https://www.bates.edu/clubs/resources/catering/>
- Need 5 business days' notice - plan ahead!
- They can do custom catering orders, barbecues, and meal replacements!

Other Considerations

- Students may not sign contracts. Do not promise a fee to a performer or speaker before confirming that you have the funds, and do not sign contracts on behalf of your club or the college. [More information here!](#)
- Any movies or TV shows your club shows as part of an event or program must be licensed due to copyright law.
 - Generally, this cost is between \$250 and \$500, but depending on certain factors, may cost \$1000 or more.
 - Some movies and TV shows are unavailable to license.
 - Check out this page on [Copyright and Movie Screenings](#) for more information.

Marketing



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**What is the minimum amount of time
Campus Life recommends you market
your event/program to get maximum
attendance?**

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One week is the
sweet spot for
marketing.

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What are some ways we can market our club activities?

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Methods of Marketing

- [Bates Today](#)
- Bates Engage
- Social media
- [Digital signage](#) (TV screens)
- Ad holders in Commons (email Cheryl Lacey)
- Google Groups & listservs
- Other print marketing (flyers, posters, etc).

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**What does Campus Life
recommend you DEFINITELY
use to market your
event/program?**

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Do all of the things!

Two options to help your club develop marketing



Option 1: Graphic Design Services



Michael Morgan '22
he/him

[Use this link to submit Graphic Design Requests](#)

Option 2: Canva Pro Account



[Get the log-in info here.](#)

Travel



Travel

- At this juncture, Campus Life is only permitting day trips in the state of Maine - no overnights, nothing out of state
- Clubs may not use personal vehicles to transport trip attendees to their destination.
- [You may reserve a vehicle from Campus Safety here](#). If these are not available, you may reserve a vehicle from [Larry Stewart's U-SAVE](#) in Lisbon.
 - Be sure to let them know which club you are reserving the vehicle for.
- Drivers of vehicles are required to obtain Driver Certification from Campus Safety - [you can find more information on this and sign up here](#).

When you're really
stumped...



Don't just sit there!



Get in touch with
us!



Contact Us

1. Get in touch with your [Student Programming Advisor \(SPA\)](#).
2. Get in touch with Campus Life directly by emailing campuslife@bates.edu.
3. Swing by our office
Chase Hall 108
Open: M-F 10:30am to 5:00pm

What's next



What's next

- Identifying and sustaining your club's Common Purpose
- The Club Constitution as a document for equity and inclusion
- Navigating controversy and conflict
- What to do when you mess up
- Bates Engage relaunch training

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Questions?

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Thank you!

