

Club and Student Organizations Manual

Revised January 2022



HOBART AND WILLIAM SMITH
COLLEGES

Student Engagement

Contents

STUDENT ENGAGEMENT CONTACT INFORMATION 315-781-3513.....	4
RESOURCES AND REFERRALS.....	5
BECOMING A CLUB	6
Privileges Associated with Recognition	6
Limitations of Recognition.....	6
CLUB GUIDELINES	7
A. Criteria for Club Status	7
B. Membership	7
C. Student Engagement Advisors.....	7
CLUB ADMINISTRATIVE REQUIREMENTS.....	8
Communicating with Student Engagement Staff.....	8
Maintaining an HWS Engage Profile	8
All-Club Mandatory Meetings.....	8
Club Constitution and Club General Email.....	8
Recognition Renewal	8
Using the Colleges’ Logos	9
BENEFITS OF CLUB RECOGNITION	9
Engage Profile: hws.campuslabs.com/engage	9
Access to Club Funding.....	9
Hosting Events On and Off Campus.....	9
Email Distribution Lists	9
Fall and Spring Involvement Expos	9
Weekly Buzz and Weekend Highlights.....	9
Community Service Referral	10
Club Finances.....	10
Free Marketing and Publicity.....	10
CLUB FINANCES	10
Important Financial Policies and Guidelines.....	10
Request for Payment	10
Contracts	10
Budget Allocation Committee Funding.....	11
HSG and WSC Excess Fund for Additional Support.....	20

Purchasing Supplies	20
Cash Handling	20
Cash Box Security Tips	20
Internal Controls:.....	20
Safeguard Cash:	20
Cash Box Security:.....	21
HOSTING CLUB EVENTS	21
What is Event Registration?.....	21
Reservations	21
Campus Event Spaces and Classrooms	21
Scandling Window & Table Reservations	21
Event Planning 101	22
IMPORTANT EVENT INFORMATION.....	24
Event Needs.....	24
Requesting Event Set-Up from Buildings and Grounds	24
Requesting Event Set-Up IT Services	24
Safety Measures for your Event	24
Serving Food at Your Event.....	25
Transportation	25
Showing Movies.....	26
Resource Section:	29
MANAGING YOUR CLUB	30
Keeping Records	30
Plan your Transitions	31
Phase 1: Pre-Transition.....	31
Phase 2: Preparing for the Transition	32
Phase 3: Passing the Torch	32
Phase 4: Thinking Ahead for Fall.....	33
Outgoing Executive Board Transition Discussion Topics	34
Incoming E-Board Questionnaire.....	35
Sample Executive Board Contract.....	35
HELPFUL HWS WEBSITES	36

STUDENT ENGAGEMENT CLUB ADVISOR CONTACT INFORMATION

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STUDENT ENGAGEMENT MISSION STATEMENT

The Office of Student Engagement is committed to developing ethical, articulate and effective leaders who will become involved and engaged citizens. We offer opportunities through student organizations, club sports, orientation and campus programming. Support is offered through group and individual advising which provides students with opportunities to develop and practice transferable skills including communication, budget management, accountability, delegation and coordination of events and group logistics. Student Engagement empowers students to implement intentional and collaborative programming that complements the coordinate liberal arts experience and fosters an inclusive and vibrant community.

RESOURCES AND REFERRALS

Catering Requests: Conferences and Events

(315) 781-3103

Club & Advisor Issues: Office of Student Engagement

Please contact your Student Engagement Advisor for this (*see page. 7-10*)

Club Recognition (more information on page 6)

Student Governments

Hobart Student Only Clubs: Hobart Student Government, hsg@hws.edu

William Smith Student Only Clubs: William Smith Congress, wsc@hws.edu

Hobart and William Smith Student Clubs: Contact both organizations

Club Sports Questions: Office of Student Engagement

Kristen Tobey, tobey@hws.edu, 315-781-3513

Club Budget and Funding Questions: Budget Allocations Committee

HSG and WSC Treasurers, bac@hws.edu, 315-781-3513

Event Registration and Room Requests: Office of Student Engagement

Activities@hws.edu, 315-781-3513

Event Set Up Requests: Buildings and Grounds Office

facilities@hws.edu, 315-781-3660

HWS Engage @ HWS:

Cari Bastian (bastian@hws.edu), hws.campuslabs.com/engage

IT Support for Events: IT Services

helpdesk@hws.edu, 781-4357

Leadership Training: Centennial Center

leadership@hws.edu, 315-781-4550

Van Rentals: Conferences and Events

315-781-3103

BECOMING A CLUB

Club Status is an official recognition given to HWS clubs who wish to function with the support of Hobart Student Government, William Smith Congress, and Student Engagement. It grants certain privileges and responsibilities, and these privileges are granted with the assumption that the organization acts within and complements HWS's mission, vision, and values.

Recognition requires that each group must agree to carry on their activities in a manner that complies with HWS's Community Standards, HSG and WSC regulations and does not violate federal, state, or local laws.

Official Recognition can be refused or revoked at any time if the group (but not limited to):

- Contradicts the objectives and mission of HSG, WSC, Student Engagement and/or HWS
- Engages in activities that interfere with normal activities of the Colleges or the rights of others within the Colleges and/or that present danger to property, personnel and/or functions of the Colleges
- Refuses to comply with federal or state laws, or College's rules and regulations

An active club is one that completes required paperwork, communicates regularly with Student Engagement, attends mandatory meetings and training, completes the HWS Engage registration process every year, and runs any financial transactions through their club account. A club that has been operating but not completing the terms listed is therefore not considered an active club. To become active, they will have to reapply through their respective congress and/or student government organization.

Privileges Associated with Recognition

Recognition includes but is not limited to the following privileges:

- Use of the HWS name as part of its organizational name
- Affiliation with HWS programs and activities
- Requesting of Student Activity Fee funds and opening of a Colleges financial account
- Use of HWS space, equipment, services and other resources as deemed appropriate
- Access to administrative services as provided by the Office of Student Engagement
- Listing in HWS publications
- Access to leadership training materials and resources
- Sponsorship/promotion of activities on campus
- Distribution of literature, flyers or organizational print materials on campus

Limitations of Recognition

Recognition of a student organization by HWS does not:

- Authorize the organization to enter into contracts or otherwise act on behalf of HWS;

- Authorize the organization to use:
 - The Colleges' logo or any copyrighted symbol of HWS without permission.
 - Allow for separate club budgets or accounts outside of the Budget Allocations and Fundraising accounts provided by Student Engagement.

CLUB GUIDELINES

A. Criteria for Club Status

All groups applying for Club Status do so with the intent to pursue activities that will contribute significantly to the intellectual, cultural, and social development of the student body, encourage student participation and leadership, and enhance the general campus environment.

B. Membership

1. Membership in recognized organizations, including classes of membership, may not be restricted on the basis of race, religion, political beliefs, gender, age, ability, or sexual orientation. Membership must be accessible to all students with a sincere interest in the group.
2. Active membership as defined above includes the following privileges and responsibilities: holding office, voting, authorizing and requesting funds, eligibility for awards, ability to represent the organization.
3. The Office of Student Engagement requires that all recognized student organizations and clubs provide a current membership roster each semester through Engage.

C. Student Engagement Advisors and Faculty/Staff Advisors

1. Faculty and Staff advisors are required to be active and recognized. Your faculty/staff advisor supports the mission/vision of the organization and supports the student leaders in the organization. These advisors may attend your meetings or meet with your executive board members on a regular basis.
2. Each group is required to maintain a Student Engagement Advisor. This advisor is assigned to you when you gain club status through WSC/HSG. The advisor will provide general assistance to the group. This advisor is meant to be a resource to the group with special knowledge of Student Engagement policies and procedures. Your Student Engagement advisor will help you with logistics, such as: reserving space on campus, purchasing items, reimbursements, ordering food, coordinating contracts, and more.
3. Students are required to keep their advisors updated and aware of issues – students should be meeting with their advisors, asking for guidance and support, and utilizing them as a resource on HWS policies and procedures.

CLUB ADMINISTRATIVE REQUIREMENTS

Communicating with Student Engagement Staff

From time to time throughout the year, there will be changes within your club. To avoid any issues arising from these changes or conflicts, please contact your Engagement Advisor to alert them to the issue or problem at hand, so they may work with you. The staff is very flexible and willing to account for circumstances; however, we need communication from the club first to keep aware of what is happening and to not have to assume the worst. We care about your success and are happy to help!

Maintaining an HWS Engage Profile

All clubs, student organizations, and club sports are provided with an HWS Engage profile page for their use upon registering their organization through the site. This site should be highly utilized in order to make your organization accessible to prospective members and the campus community. It is also a great organizational tool for your organization and its membership. Documents can be stored there, membership rosters can be updated, events can be registered, and co-curricular involvement can be tracked all in one place!

All-Club Mandatory Meetings & Online Training

Each semester, you may be invited to an all-club meeting, retreat, or program such as the Fall and Spring Student Leader Training. It is an expectation that the specified amount of club members will attend to represent your organization. Notification of absences should be made to your Student Engagement Advisor prior to the meeting. These meetings provide an opportunity for important training and information sharing so that your club or organization can be successful here at HWS! Missing important, mandatory meetings may result in the freezing of BAC fund use.

In addition to All-Club Meetings, Presidents/Primary contacts for each club will be required to complete online training on Title IX and Safe Space. These modules can be found on the Club Training Canvas website. If you do not have access to the site, please contact Kristen Tobey (tobey@hws.edu) or Cari Bastian (bastian@hws.edu) to request access. Failure to complete the online training may result in the freezing of BAC fund use.

Club Constitution and Club General Email

All clubs are required to have an updated Club Constitution and Bylaws on record with the Office of Student Engagement (submitted with your annual Club Registration on Engage). If you need assistance with creating or editing a constitution, please contact your Student Engagement Advisor or visit the Student Engagement Engage page for a sample constitution, located under the "Documents" tab.

Recognition Renewal

All Clubs and Student Organizations are required to register their group each year at the beginning of the Fall Semester. Typically, this occurs when you register for the Fall Involvement Expo. If a group fails to register with Student Engagement, the office is unable to recognize the group as an official HWS club. Invitations to register go out in mid-August via HWS Engage.

Using the Colleges' Logos

Permission is required before any official Colleges' logos may be reproduced. For club t-shirts, giveaways, etc. all designs/logos need to be pre-approved by your Student Engagement Advisor before ordering. The HWS Athletics mascots are also unable to be used by the students without prior approval from Student Engagement. When in doubt, ask!

BENEFITS OF CLUB RECOGNITION

Engage Profile: hws.campuslabs.com/engage

Upon receiving club status, all organizations are asked to register their organization with the Student Engagement Office through HWS Engage. Organization profiles on Engage are restricted to clubs that are recognized by HSG, WSC, and Student Engagement. These profiles allow for easy online roster management, interactive and ample space for important organization information for not only for current members, but prospective members as well, and much more.

Access to Club Funding

All non-selective, recognized student organizations have access to Student Activity Fee monies distributed by the Budget Allocations Committee. These funds are proposed for each semester to a committee of trained student leaders and allocated via your club's BAC account.

Hosting Events On and Off Campus

Being a recognized club means having the ability to register events through the Student Engagement Office and host them both on and off campus while having the support from your Student Engagement Advisor to be sure that it is fun, safe, and successful. Financial support through the Budget Allocations Committee for events is also a benefit of being a recognized club on campus.

Email Distribution Lists

The Office of Student Engagement utilizes an email distribution list for efficient communication with all groups. This list is comprised of the names and email addresses of club leaders and members who wish to receive information and updates regarding clubs and student organizations. This list typically includes the club's executive board; however, others are welcome! Please remember to provide updates as your club leaders or members change throughout the year. If you have questions about the distribution list or need to have your list updated, please contact your Student Engagement Advisor.

Fall and Spring Involvement Expos

The Fall and Spring Involvement Expos are annual events held on the first Friday of each semester from 5 to 7pm on the Quad or in Scandling Center. All recognized clubs and organizations receive invitations to attend. Please be sure you register your organization for the expo in a timely manner when invitations go out.

Weekly Buzz and Weekend Highlights

The Weekly Buzz and Weekend Highlights are weekly email publications provided by the Office of Student Engagement for use by Student Organizations and HWS Departments.

- The Weekly Buzz covers events from Monday to Friday and is sent to campus every Monday morning. To include your event in The Buzz, simply email Activities@hws.edu no later than Mondays by 9am with the subject line: The Buzz.
- The Buzz (weekend edition) cover events from Friday to Sunday and is sent to campus every Friday. To include your event in The Buzz: Weekend Highlights, simply email Activities@hws.edu no later than Friday by 9am with the subject line: The Buzz.

Community Service Referral

Participating in community service is a great way for clubs to get to know the Geneva community, give back to HWS and Geneva, and advance the mission of your club or student organization. The Center for Civic Engagement and Service Learning is a great resource for connecting your group with opportunities!

HWS Engage is a great place to track your community service hours. Located on the Engage home page of your club or student organization, you'll find a tab along the top of your organization page titled "Service Hours." Click "Add Service Hours" to upload service hours served on behalf of your organization. Each member of the organization can upload their service hours to your organization.

Club Finances

You may check your club finances utilizing the financial tab on your club's Engage page. Your Treasurer or club representative should check this tab regularly in order to keep track of your club finances!

Free Marketing and Publicity

As a service to our clubs and organizations, you can use your BAC funds to print posters for campus distribution in the poster route which covers 17 different locations across campus. The poster route goes out at 10am on Mondays and Thursdays so be sure to get your poster approved by the Student Engagement Office and dropped off in time for them to be hung.

Refer to our posting policy on the next page for important posting guidelines and be sure to check with your Student Engagement Advisor if you'd like to hang posters in locations other than the Student Engagement poster route.

CLUB FINANCES

Important Financial Policies and Guidelines

Request for Payment

Requests for payment or reimbursement can be made at the Student Engagement Office located on the 2nd Floor of the Scandling Center, using the Request for Payment/Reimbursement Form.

Reimbursements or payments require itemized receipts or contracts, a completed W-9 form for payee, and the club account number which can be provided by Student Engagement staff members. Paperwork should be submitted, in full, to the Student Engagement Office no later than Tuesdays at Noon to be processed for delivery the following Friday.

Contracts

Contracts cannot be signed by anyone other than the Business Office. As soon as the vendor you are working with provides a contract for review, please send it directly to your Student Engagement Advisor. Your Student Engagement Advisor will review the document with you to be sure that your organization can accommodate all the needs outlined in their contract. In addition to the vendor contract, we will

have a general contract for your vendor to sign. Your Student Engagement Advisor will submit the paperwork to the Business Office for final approval. Please do not make any verbal agreements with vendors. All contracts must be in document form.

Paperwork should be submitted at least three weeks prior to your event to ensure contracts will be processed on time and that a check can be ready by the day of the performance. Be advised that vendors must be paid with a check from the Colleges. No other forms of payment can be used. Cash is never an acceptable form of payment.

Budget Allocation Committee Funding

All clubs are given a BAC and fundraising account through Student Engagement; any BAC funds, student donations, alumni/outside donations, student dues, etc. are deposited into these accounts. All financial transactions of any nature are required to be run through your club accounts, unless funded through an individual department. Clubs are not allowed to have outside bank accounts. At any time, a club may view their financial transactions using the finance tab on their club's Engage page.

Clubs wishing to find out information about the budget process or specifics about how to request monies can visit the Documents tab on the HWS Student Engagement Engage website:

<http://hws.campuslabs.com/engage>

CLUB FUNDING GUIDELINES

About the Budget Allocation Committee:

The purpose of the Budget Allocation Committee (BAC) is to fund recognized and active clubs, and club sports. It is comprised of 4 William Smith voting members, 4 Hobart voting members and the treasurer of each college. The BAC funds more than 100 clubs and club sports from the student activity fee. At the end of each year, any unused funds are swept into the excess fund. The BAC meets four times a year: twice a year for allocations for the next semester: around November and April; twice a year for reallocations for the current semester: around September and February.

All events and items proposed for must be in accordance with BAC funding guidelines, the Community Standards, and Business Office Policies. Clubs must use the approved template provided by the BAC to propose for funding. Please make sure your calculations are correct so that you are allocated the proper amount. The BAC reserves the right to deny any funding request that does not provide adequate supporting documentation. All relevant supporting documentation must be submitted in person at the allocation process.

If you have any questions, do not hesitate to reach out to the treasurers by emailing BAC@hws.edu.

Proposal Guidelines:

- Proposals will be heard by the Budget Allocation Committee if:
 - The club is an approved club, registered through HWS Engage, and an active organization.

Budget Overview:

- The BAC grants \$100.00 per club per semester for printing and publicity. Clubs should include their requested amount of money for Print Services (up to \$100); however, these costs do not need to be itemized.
 - This does not include printing of programs for approved events.
- Maximum amount for food at general club meetings is \$25/semester.
- If the DJ is not the main focus of an event, then the maximum amount available is \$350.
- The BAC uses \$20/person as a benchmark for on campus catered meals and \$30/person as a benchmark for off campus catered meals.
- Off campus venues rented for club events are not to exceed \$9,000.00 inclusive of venue price, table rental, chair rentals, linen rental, and catered meals.
- Decorations in the form of chair covers and bows should not exceed the cost (per chair) of your ticket price.
- Clubs are encouraged to reuse as many decorations as possible.

Travel:

- Clubs are required to have a faculty or staff member as a chaperone for any travel that is more than 100 miles away.
 - Include the chaperone expenses in your budget proposal.
 - You are required to have a faculty/staff advisor at the time of your proposal
- Clubs that are sending representatives to a conference will be funded up to \$3,000.00 for expected expenses. ***Due to COVID-19, HWS will support virtual conferences at this time.***
 - Will fund up to \$125/night for hotel rooms.
 - Will fund 1 advisor/chaperone per conference and they must have their own room.
 - Meals for breakfast and/or lunch will be refunded at a maximum of \$15/person; meals for dinner will be refunded at a maximum of \$25/person. Make sure to include this in your proposals.
 - You are required to provide documentation for the conference and the hosting organization.
- BAC will not fund retreats.
 - This includes but is not limited to off-campus events involving travel outside of the Geneva area with no verifiable academic purpose. This does not apply to off-campus events hosted by clubs or the colleges.
- The BAC will reimburse clubs that choose to travel in personal vehicles with mileage (\$0.56/mile).
 - Mileage costs vary per year. Rates will be adjusted based on current rate provided by the Business Office.
- Van Rental Guidelines:
 - If the total round trip mileage is LESS than 100 miles:
 - \$20/half day (4 hours or less) or \$40/full day (over 4 hours)
 - \$0.56/mile for gas to refill the tank
 - If the total round trip mileage is MORE than 100 miles:
 - A rate of \$0.56 per mile will be charged

- No half or full day charge

Reallocation Guidelines: *Due to COVID-19, we will only have one round of allocations for Fall 2021 club budgets.

- Clubs can propose for events/items if:
 - They did not have documentation for an event during the first allocations.
 - Prices that have changed from the first proposals. (Must provide original and new documentation)
 - They have not proposed at allocations.
- Do not propose at reallocations if:
 - You would just like to internally reallocate funding. Please email bac@hws.edu with your proposed internal reallocation or set up a meeting with the treasurers to discuss the changes.
 - An item or event has already been denied because it does not follow BAC guidelines.
 - If, after being funded at a previous allocation, this amount did not reach the maximum cap for club funding. **This means that clubs whose budgets were cut at a previous allocation are not permitted to return to reallocations.**

Documentation: *Due to COVID-19 some details below are not applicable for Fall 2021.

- All price quotes for items required for events, meetings, games, or proper club functioning must be submitted with your proposal in the form of:
 - Screenshot: online purchases (take a screenshot of your final “cart” including total)
 - Pictures: in-store purchases (take a picture of an item next to its assigned price in the store)
- Space reservation confirmations for events, club meetings, etc. for off campus events.
- Travel calculations must be submitted in miles:
 - **MILEAGE:** Google Maps: <https://maps.google.com/> (\$0.56/mile); Make sure to include the round trip total miles.
- All vendor, performer, guest speaker, and catering requests must be submitted with:
 - Price quotes in the form of an email from the person you wish to book or invoice quote
- All league fees and dues must be submitted from officials within league governing commissions.
- If current market prices or price quotes are unavailable, use last year’s quoted prices.
- When deciding on budget proposals, the BAC takes these questions into account:
 - If this is a reoccurring event, has it been successful in the past? If so, how many people usually attend?
 - What is the purpose of the event in relation to the club’s mission/goals?
 - What is the per student expense?
 - Are the items being proposed for related to the event theme?
 - How many active members does your club have?
 - Did the club provide documentation for all items requested? (Wegmans, Mark’s Pizza and Print Services not needed)

After Allocations/Reallocations:

- Your approved budget will be uploaded to the documents section of your HWS Engage page within a week after allocations/reallocations.
 - All of the items approved will appear under the TA column on your budget and highlighted in green.

If a line item was not approved, it will be highlighted in red with the reasoning documented next to that line.

- If a line price was adjusted, it will be highlighted yellow with the new amount listed under the TA column. The reasoning for the adjustment will also be documented next to that line item.
- To purchase items, you can:
 - Use your personal funds and get a reimbursement two weeks after you submit the receipt as proof of payment.
 - Ask your Student Engagement Advisor to purchase the items.
 - Use a Wegmans card (if applicable) from the office.

Prepare For Your BAC Proposal:

- Consult your Student Engagement Advisor about your proposal, materials, and NYS guidelines regarding event planning, social distancing, and a COVID contact person for any in-person club meetings or events.
- Check your fundraising account balance. This account is never swept.
- Upload your completed BAC proposal with supporting documentation on the “Club Fall 2021 Allocations” google form (<https://forms.gle/79aTVSbKUs2f3ZDC9>) by the assigned deadline.
- Make sure the events you are planning align with your club’s mission and goals.

Internal Reallocation:

- To internally reallocate funds, email the treasurers at bac@hws.edu.
- The subject should be “{Club/Club Sport Name} Internal Reallocation”
- In the body please describe the items you’d like to take funding from, the items you’d like to fund in their place, and documentation relating to the new items.
- Internal reallocations are subject to all BAC guidelines, this does not excuse them from documentation requirements.

Clubs are encouraged to plan a fundraiser to ensure the success and longevity of your club!

CLUB SPORT FUNDING GUIDELINES

About the Budget Allocation Committee:

The purpose of the Budget Allocation Committee (BAC) is to fund recognized and active clubs, and club sports. It is comprised of 4 William Smith voting members, 4 Hobart voting members and the treasurer of each college. The BAC funds more than 100 clubs and club sports from the student activity fee. At the end of each year, any unused funds are swept into the excess fund.

The BAC meets four times a year: twice a year for allocations for the next semester: around November and April; twice a year for reallocations for the current semester: around September and February.

** Club Sports will be proposing for the entire academic year in the fall proposal**

All events and items proposed for must be in accordance with BAC funding guidelines, the Community Standards, and Business Office Policies. Clubs must use the approved template provided by the BAC to propose for funding. Please make sure your calculations are correct so that you are allocated the proper amount. The BAC reserves the right to deny any funding request that does not provide adequate supporting documentation. All relevant supporting documentation must be submitted in person at the allocation process.

If you have any questions, do not hesitate to reach out to the treasurers by emailing BAC@hws.edu.

Proposal Guidelines:

- Proposals will be heard by the Budget Allocation Committee if:
 - The club sport is an approved club, registered through HWS Engage, and an active organization.
- All proposals must be compliant with all Business Office policies. These can be found at <https://www.hws.edu/offices/business/policies.aspx>.
- Club sport funding requests may not exceed \$15,000 per year (This does not guarantee full funding).
 - If you are a new club sport, the maximum you can propose for the first semester is \$4,000.00 in order to establish your club
- The BAC cannot approve expenses if the event occurs prior to allocations/reallocations.
- The BAC will not consider funding any event/item that does not have proper documentation with a price quote inclusive of all necessities (i.e. speaker /performance fee, travel expenses, food and lodging costs, etc).
- If BAC funding is not sufficient to fund all clubs who propose, percentage cuts will be taken from all budgets based on the scale below:
 - \$0 - \$500 0% cut
 - \$501 - \$3,000 6% cut
 - \$3,001 - \$10,000 8% cut
 - \$10,001 - \$15,000 10% cut
- * If percentage cuts are made, clubs are responsible for removing items from their proposal to prevent over spending. **Budgets may not be used for unapproved items.**

Funding Items:

- The BAC will not fund alcohol.
- The BAC will not fund items that will become personal property:
 - Gifts
 - Money/prizes/raffle items/gift cards
 - Shirts, bracelets, wristbands
- Items considered personal property that are used for advocacy purposes central to a

- club's mission that can be funded include:
- Stickers, buttons, wristbands, pens
 - Marketing materials specific to the cause
 - There are avenues for additional campus funding for individual student needs that should not be proposed for at BAC.
 - **SOAR Funding** (Diversity & Inclusion Fund or Campus Connection Fund) is available on the Student Engagement website
<https://www.hws.edu/studentlife/activities/soar.aspx>
 - If a speaker does have a contract, we will not fund over \$3,000 inclusive of travel and other expenses.
 - If there is no contract, the BAC will fund honorariums up to \$100.00 for honored guests.
 - *Due to COVID-19, HWS would prefer to have speakers via zoom at this time.*
 - The BAC will not reimburse club members for out-of-pocket expenses that were not approved on your proposal or by the treasurers.
 - The BAC will not reimburse club members for punitive charges incurred by the club during an event.
 - BAC will not fund clubs to utilize club allocated funds to make investments or to be used for trade purposes.

Budget Overview:

- The BAC grants \$100.00 per club per semester for printing and publicity. Clubs should include their requested amount of money for Print Services (up to \$100); however, these costs do not need to be itemized.
 - This does not include printing of programs for approved events.
- Maximum amount for food at general club meetings is \$25/semester.
- If the DJ is not the main focus of an event, then the maximum amount available is \$350.
- The BAC uses \$20/person as a benchmark for on campus catered meals and \$30/person as a benchmark for off campus catered meals.
- Off campus venues rented for club events are not to exceed \$9,000.00 inclusive of venue price, table rental, chair rentals, linen rental, and catered meals.
- Decorations in the form of chair covers and bow should not exceed the cost (per chair) of your ticket price.
- Clubs are encouraged to reuse as many decorations as possible.

Travel:

- Clubs are required to have a faculty or staff member as a chaperone for any travel that is more than 100 miles away.
 - Include the chaperone expenses in your budget proposal.
 - You are required to have a faculty/staff advisor at the time of your proposal
- Clubs that are sending representatives to a conference will be funded up to \$3,000.00 for expected expenses. ****Due to COVID-19, HWS will support virtual conferences at this time.***
 - Will fund up to \$125/night for hotel rooms.
 - Will fund 1 advisor/chaperone per conference and they must have their own room.

- Meals for breakfast and/or lunch will be refunded at a maximum of \$15/person; meals for dinner will be refunded at a maximum of \$25/person. Make sure to include this in your proposals.
- You are required to provide documentation for the conference and the hosting organization.
- BAC will not fund retreats.
 - This includes but is not limited to off-campus events involving travel outside of the Geneva area with no verifiable academic purpose. This does not apply to off-campus events hosted by clubs or the colleges.
- The BAC will reimburse clubs that choose to travel in personal vehicles with mileage (\$0.56/mile).
 - Mileage costs vary per year. Rates will be adjusted based on current rate provided by the Business Office.
- Van Rental Guidelines:
 - If the total round trip mileage is LESS than 100 miles:
 - \$20/half day (4 hours or less) or \$40/full day (over 4 hours)
 - \$0.56/mile for gas to refill the tank
 - If the total round trip mileage is MORE than 100 miles:
 - A rate of \$0.56 per mile will be charged
 - No half or full day charge

Reallocation Guidelines: *Due to COVID-19, we will only have one round of allocations for Fall 2021 club sport budgets.

- Clubs can propose for events/items if:
 - They did not have documentation for an event during the first allocations. Prices that have changed from the first proposals. (Must provide original and new documentation)
 - They have not proposed at allocations.
- Do not propose at reallocations if:
 - You would just like to internally reallocate funding. Please email bac@hws.edu with your proposed internal reallocation or set up a meeting with the treasurers to discuss the changes.
 - An item or event has already been denied because it does not follow BAC guidelines.
 - If, after being funded at a previous allocation, this amount did not reach the maximum cap for club funding. **This means that clubs whose budgets were cut at a previous allocation are not permitted to return to reallocations.**

Documentation: *Due to COVID-19 some details below are not applicable for Fall 2021.

- All price quotes for items required for events, meetings, games, or proper club functioning must be submitted with your proposal in the form of:
 - Screenshot: online purchases (take a screenshot of your final “cart” including total)
 - Pictures: in-store purchases (take a picture of an item next to its assigned price in the store)
- Space reservation confirmations for events, club meetings, etc. for off campus events.
- Travel calculations must be submitted in miles:
 - **MILEAGE:** Google Maps: <https://maps.google.com/> (\$0.56/mile); Make sure to

- include the round trip total miles.
- All vendor, performer, guest speaker, and catering requests must be submitted with:
 - Price quotes in the form of an email from the person you wish to book or invoice quote
- All league fees and dues must be submitted from officials within league governing commissions.
- If current market prices or price quotes are unavailable, use last year's quoted prices.
- When deciding on budget proposals, the BAC takes these questions into account:
 - If this is a reoccurring event, has it been successful in the past? If so, how many people usually attend?
 - What is the purpose of the event in relation to the club's mission/goals?
 - What is the per student expense?
 - Are the items being proposed for related to the event theme?
 - How many active members does your club have?
 - Did the club provide documentation for all items requested? (Wegmans, Mark's Pizza and Print Services not needed)

After Allocations/Reallocations:

- Your approved budget will be uploaded to the documents section of your HWS Engage page within a week after allocations/reallocations.
- All of the items approved will appear under the TA column on your budget and highlighted in **green**.
- If a line item was not approved, it will be highlighted in **red** with the reasoning documented next to that line.
 - If a line price was adjusted, it will be highlighted **yellow** with the new amount listed under the TA column. The reasoning for the adjustment will also be documented next to that line item.
- To purchase items, you can:
 - Use your personal funds and get a reimbursement two weeks after you submit the receipt as proof of payment.
 - Ask your Student Engagement Advisor to purchase the items.
 - Use a Wegmans card (if applicable) from the office.

Prepare For Your BAC Proposal:

- *Consult your Student Engagement Advisor about your proposal, materials, and NYS guidelines regarding event planning, social distancing, and a COVID contact person for any in-person club meetings or events.*
- Check your fundraising account balance. This account is never swept.
- Upload your completed BAC proposal with supporting documentation on the "Club Sport Fall 2021 Allocations" google form (<https://forms.gle/YrUwrKwEm1cuEoJ4A>) by the assigned deadline.
- Make sure the events you are planning align with your club's mission and goals.

Internal Reallocation:

- To internally reallocate funds, email the treasurers at bac@hws.edu.

- The subject should be "{Club/Club Sport Name} Internal Reallocation"
- In the body please describe the items you'd like to take funding from, the items you'd like to fund in their place, and documentation relating to the new items.
- Internal reallocations are subject to all BAC guidelines, this does not excuse them from documentation requirements.

Clubs are encouraged to plan a fundraiser to ensure the success and longevity of your club!

HSG and WSC Excess Fund for Additional Support

Clubs are able to request additional funding for items that they did not previously propose for BAC through the Excess Fund managed jointly by Hobart Student Government and William Smith Congress. Any questions should be directed to your respective government or congress. To apply for excess funds, you will need to email a request to hsg@hws.edu and wsc@hws.edu that includes the following information:

- Name of organization requesting funds
- Purpose of request/reason why you are requesting
- Itemized budget needs with any relevant supporting documentation
- Ways in which the use of funds will benefit of the HWS community
- Timeline for the use of funds
- Any other relevant information

Purchasing Supplies

Clubs wishing to purchase supplies with their BAC or fundraising funds should visit their Student Engagement Advisor. We highly discourage students from using their own money to purchase club supplies in order to avoid issues with reimbursements.

Cash Handling

All fundraising should be deposited during normal daytime work hours in the club's account at the Student Engagement Office. Please complete a deposit form used for reference by the Business Office. Funds will post to your fundraising account within 5 business days. You can pick up a cash box for safe handling of monies upon request at Student Engagement.

Cash Box Security Tips

Internal Controls:

Strong internal controls and documented procedures should be in place to ensure cash proceeds are adequately safeguarded, deposited timely and accurately reflected in the general ledger. The following are a few suggestions that you should consider when evaluating and implementing your cash handling procedures at special events on campus.

Safeguard Cash:

Remove temptation for would be thieves by only counting cash and checks in a locked room. All cash should be kept in a secure location. The Office of Student Engagement can store funds in a protected safe if needed. Cash that will be secured in the building overnight could be an attractive target for

thieves. Whenever possible, cash should be counted and deposited on the day it's received. Remember, it is never appropriate to use cash proceeds to make loans, for advances, or to pay for expenditures.

Cash Box Security:

It is very important to secure the cash box by a lock. Limit access to the cash box to only one individual. If there are duplicate keys, make sure that you are only allowing people whom you trust and who understand cash handling protocol to hold them in their possession. At all costs, avoid keeping the money in transparent containers and never leave the cash box unattended. Since it's not possible for you to safeguard the cash box while supervising other facets of the event; ensure that there's a trusted club member to assist you.

HOSTING CLUB EVENTS

What is Event Registration?

Event Registration is a process that helps students plan safe and organized activities and takes place on the HWS Engage site. Only those with event permissions can register events on behalf of their organization through Engage. These individuals are the President or Primary Contact of an organization.

Once your Event Coordinator registers an event, a notification is sent to your Student Engagement Advisor. They will reach out to you to discuss the event and possibly set up a meeting. Depending on the scale of your event, you may also be invited to attend an events meeting that occurs every Wednesday at 2pm in which Buildings and Grounds, Catering, and IT Services attends. Events are required to be registered with our office in order to occur.

Reservations

Campus Event Spaces and Classrooms

Campus event spaces and classrooms are available for reservation by clubs. All reservations are first come, first serve and must be done through the Office of Student Engagement. To reserve space for club meetings and events, visit your Student Engagement Advisor and submit an events request form on Engage.

Scandling Window & Table Reservations

Reserve a table or window in the Scandling Center by contacting the Student Engagement Office (315) 781-3513 or Activities@hws.edu.

What should be on your table?

- Signage indicating who you are (table cover or paper banner) & what you're promoting or advertising (posters, tri-fold, easel)
- Handouts with important organization or event information
- Promotional materials (pens, pins, candy, giveaways)
- Pictures of your organization or past events
- Multi-media (laptop, iPad, video)

Who should be at your table?

- Members of your organization
- No more than 2-3 people at a time

Other helpful tips:

- Wear clothing that is related to your organization or event.
 - Be cautious when using music. If using it, keep it at a reasonable volume.
 - Make eye-contact with passersby in your tabling area. SMILE!
 - Don't force your information on people. Only reach out to those who seem interested.
 - Make your table interactive...try a game or trivia.
 - Be cautious of friends who stop by to chat – they are blocking your table from others.
 - Try standing at your table instead of sitting. It makes you feel seem more engaged in the tabling experience.
 - Know when the busiest times are in the locations in which you're tabling. Early morning and late afternoons tend to not get much traffic.

Event Planning 101

1. Preliminary work:

- a. Start early!
- b. Be well researched on the type of event that you want to hold.
- c. Know what you need for your event and what you need to do to obtain it.
- d. Talk to a faculty or staff member to determine some achievable goals for your event.
- e. Select a theme/title for your event.
- f. Find possible sponsors for the event.
- g. State how this event can contribute to campus or community life.

2. Event Proposal:

- a. Request an appropriate amount of funding from the BAC.
- b. Reserve the facilities and/or space for the event to be held at by following the Event Registration protocol.
- c. Will any school vehicles need to be rented?
- d. Will the event require security?
 - i. Provided by the school?
 - ii. Provided by an outside company?
- e. Pick an appropriate date for the event to be held on and decide when the start of the event will be and what time the event will end (don't forget to include clean-up time).
- f. How many people will be expected?
- g. Will EMS need to be present for this event?
- h. Who will the event be open to?
 - i. Students
 - ii. Public

iii. Ticket holders

1. How many tickets will be available?
2. What will each one cost?
3. Tickets sold through the College Store will require an additional form that can be obtained through Student Engagement and must be submitted before tickets are dropped off to be sold.

i. Will there be food and/or drinks (alcoholic or non-alcoholic)

- i. Will there be an outside caterer?
- ii. Should the needs of students with dietary restrictions/allergies be taken into account?

j. Will there be a guest speaker/DJ/performing artist?

k. Is there a contract that needs to be signed by a Student Engagement Advisor?

l. What equipment will they require? Do they have a technical or hospitality rider?

- ii. Are there safety waivers that need to be filled out?

3. Getting the word out:

a. Flyers and posters for advertising the event must be submitted and approved ahead of time to ensure that they are not posted too late.

b. Will the event be advertised off campus?

- i. If so, How? (web, newspaper, posters)

4. Setting up for the event:

a. Draw a basic floor plan for the event space.

- i. Make sure all tables/kiosks/ tents have adequate access to the resources they need (i.e. electricity or running water)

b. Put up any decorations for the event

- i. Make sure decorations are within fire safety regulations.

c. If the event is to be held outdoors, be sure to have back-up event space in case of rain.

d. Be sure that all safety regulations have been met and all forms have been filled out.

5. The day of the event:

a. Is there enough staff running the event?

- i. Do the staff have the contact information of event coordinators in case any questions still need to be answered?

b. Is there anything that the event still needs?

c. Are all tables/equipment/kiosks in their proper place?

- i. Are exits clear in case of need for emergency evacuation?

d. Has the event managed to stay within its budget?

e. At the end of the event:

- i. Has all the trash been thrown away/recycled?
- ii. Has all equipment been put back in their proper place/returned to the rightful owners?

6. The Aftermath:

a. Would you consider the event a success?

- i. What things would you do the same or different?

- b. Will this event be repeated next year?
- c. Was there enough funding for the event? Too much?

IMPORTANT EVENT INFORMATION

Event Needs

Requesting Event Set-Up from Buildings and Grounds

Contact Information: facilities@hws.edu, (315) 781-3660

Buildings and Grounds Event Set-Up Request Policy:

- Event set up includes tables, chairs, stages, electrical set-ups for bands, etc.
- Any requests for Buildings & Grounds setup must be submitted through HWS Engage.
- When making your request in HWS Engage, please include the following:
 1. Date, time, and exact location of set up
 2. Quantity of items needs (i.e. specific count of tables, chairs, stage pieces, etc.)
 3. Direct contact information to an informed club member
 4. Date and time items can be picked up

Requesting Event Set-Up IT Services

Contact Information: helpdesk@hws.edu, 781-4357

IT Services provides a variety of services for your events including media reservations, audio and video recording, Vandervort technology set-up, equipment rentals, and more. Consult with your Student Engagement Advisor or call the Help Desk to clarify if IT can support your event needs early on in your event planning process to minimize any issues.

When you are ready to make an event set-up request, you can email helpdesk@hws.edu OR utilize their online form here: http://www.hws.edu/itservices/service_form.aspx

Safety Measures for your Event

For large events, events that are considered high-risk, or events ending after 1:00am, you will need to consider the safety measures you have in place. All events ending after 1:00am require event staff. This can be requested through your Student Engagement Advisor. For events with 500+ attendees, you will need to request EMS services (ems@hws.edu) as well as coordinate with Campus Safety to arrange for appropriate staffing and security measures. Your Student Engagement Advisor should be consulted first to determine the appropriate course of action and connect you to the right offices on campus. Please see pp. 79-80 of the 2018-19 HWS Community Standards for a grid on event planning.

Club Waivers

Any club or club event that could potentially cause risk or harm to its members or to others is required to fill out a waiver before participating. This includes, but is not limited to: club sports (both competitive and non-competitive), potentially risky events or programs, and certain use of vehicles. These waivers can be found with your Student Engagement Advisor and must be completed by members participating and returned to your Student Engagement Advisor.

Serving Food at Your Event

Catering Services at HWS

Sodexo is the main dining service provider for HWS and can be used by any HWS Club or Student Organization for on-campus events. Sodexo manages all catering requests. *If you have a request for catering for an upcoming event, contact Kim Rothschild (rothschild@hws.edu) 3-4 weeks (if not more) in advance of your event to ensure that Sodexo can provide catering for your special event.* It is often helpful to meet with your Student Engagement Advisor before placing a catering request, they can provide important details that will save you time! **All clubs that request catering should have already completed an Event Registration Request.**

When placing a catering request, be sure to include the following information:

- Specific menu with recipes for any requests that may be unusual
- Number of guests estimated to attend
- Your budget per person (based on your BAC funding)
- Date, time, and location of the event
- Décor for the tables. Will you need linens (they are an extra charge), will you be setting up centerpieces
- Any special needs that your event might require
- A main point of contact for your club- this is important! It should be someone who is aware of the requests and details of the event. Information is not always shared amongst club members and results in poor communication between Sodexo and clubs which hinders their ability to support your event to its fullest.

Important Catering Considerations:

- What is your budget? Think in terms of per-person cost and be sure to request that number in your catering request
- What location are you hosting your event in? Any space in and outside the Scandling Center must use Sodexo services. Consult with your Student Engagement Advisor if you have any questions about this policy.
- What are the dietary restrictions of your guests? If you are planning a plated or buffet menu, you should ask your guests for dietary restrictions (i.e. food allergies, gluten intolerance, vegetarian/vegan needs, etc.)
- Are you choosing an outside caterer? Approval from your Student Engagement Advisor is important before choosing an outside caterer. They will walk you through the steps of choosing an approved caterer.

Transportation

Trips planned for 100 miles or more from campus must include an HWS advisor or faculty/staff mentor. http://www.hws.edu/studentlife/pdf/mentor_expectations.pdf

Requesting HWS Vans or Driver Authorization

Contact Person: Pamela Pietrusinski, 781-3103, pietrusinski@hws.edu

Request a Vehicle Here: http://www.hws.edu/offices/conferences/van_form.aspx

Vans can be rented for a daily fee plus the cost of gasoline. Tank must be filled upon return using the on-campus fuel tanks (if possible) or you will be subject to a re-fueling fee. It is important to leave the vans locked, clean, and with all windows securely closed or you may be subject to fines. Most vans hold 9-12 passengers, verify the size of your van with the Office of Conference and Events when you make your reservation.

The day of your van trip, the certified driver will need to report to the Campus Safety Office to pick up the key to the van. Each van is numbered and can be found in its respective numbered parking spot. All vans must be backed into its designated spot when returned.

Additional questions about van use should be directed to the Office of Conferences and Events.

Other Modes of Transportation

Contact Person: Your Student Engagement Advisor, 781-3513

School and large coach buses are also options for club events. These requests should be facilitated through your Student Engagement Advisor as there are multiple vendors that offer these services. Set up a meeting to talk about your options well before the date of the event in order to avoid issues with availability or funding.

Showing Movies

DVD/Video Copyright Law

Federal copyright law restricts the use of DVDs/videocassettes for private showings and prohibits their public performance without prior written consent of the holder of the copyright. A public performance includes, but is not limited to, showing a motion picture in a location open to the public, showing a motion picture to a selected group of people gathered in a location not open to the public (i.e. residence hall floor or lounge), or showing a motion picture by broadcast or transmission. Student organizations choosing to publicly show a motion picture in any form (film, VHS video, DVD, etc.) must secure and purchase a license from a booking agency. Videos or DVDs that are rented or purchased from a retail outlet are for home use only and cannot be shown on campus without the appropriate license from an approved booking agency.

Federal Copyrights Laws:

The Feral Copyright Act (Title 17, United States code, Public Law 94-553, 90 Stat. 2541) governs how copyrighted materials, such as movies, may be utilized publicly. Neither the rental nor the purchase or lending of a videocassette or DVD carries with it the right to exhibit a movie publicly outside the home, unless the site where the video is used is properly licensed for copyright compliant exhibition.

This legal copyright compliance requirement applies to parks and recreation departments, colleges, universities, public schools, day care facilities, summer camps, churches, private clubs, prisons, lodges, businesses, etc. regardless of whether admission is charged, whether the institution is commercial or nonprofit or whether a federal, state or local agency is involved.

The movie studios, who own copyrights, and their agents, are the only parties who are authorized to license sites such as parks and recreation departments, businesses, museums, etc. No other group or person has the right to exhibit or license exhibitions of copyrighted movies.

Furthermore, copyrighted movies borrowed from other sources such as public libraries, colleges, personal collections, etc. cannot be used legally for showing in colleges or universities or in any other site which is not properly licensed.

Face to Face Teaching Exemption:

Under the “education exemption,” copyrighted movies may be exhibited in a college without a license only if the movie exhibition is:

- An integral part of a class session and is of material assistance to the teaching content.
- Supervised by a teacher in a classroom.
- Attended ONLY by students enrolled in a REGISTERED class of an accredited nonprofit educational institution.
- Presented using a lawfully made movie that has been legally produced and obtained through rental or purchase.

Any student event involving the showing of a movie must be registered with Event Registration through the Office of Student Engagement.

Frequently Asked Questions:

Q: What is considered public space on our campus?

A: Anything outside of the personal residence hall room or apartment is considered public space (i.e.: classrooms, auditoriums, meeting/conference rooms, libraries, museums, recreational facilities, common areas of apartments/ and other residential communities, outdoor space, cafeterias, etc.). A public space is one that is accessible to ALL members of the general public. It does not have to be accessible to them 24 hours/7 days a week, but needs to be accessible during the time that the movie is being shown. If only certain people are allowed access, then it is not a public space.

Q: If I’m not charging admission to watch the movie, do I still need to purchase the licensing rights?

A: Yes. A license is required for all public performances regardless of whether admission is charged.

Q: If I buy a movie at Target, rent it from the library, or already own the film, does that count as “purchasing the rights”?

A: No. Stores and libraries sell and rent movies for “home use only” and cannot provide legal permission for use outside of the home. You can only obtain licensing directly from a licensor, not from a third party.

Q: What if I want to show an old movie from the ‘30s or ‘40s? Do I still need a license?

A: Yes. Copyright pertains to all movies regardless of the year it was produced, unless it falls in the “public domain” and is free for viewing. To see a list of movies in this category, visit www.openflix.com.

Q: What if I’m only showing the film to a small group of friend or classmates? Do I still need a license?

A: If the movie is being shown outside your home, a license needs to be obtained regardless of the number of people attending the screening.

Q: My organization is showing the film for educational purposes. Do I still need a license?

A: You will need to purchase the license unless your movie is being shown as part of a class and is relevant to teaching content, the movie is supervised by the course instructor, and the movie is attended ONLY by students enrolled in a REGISTERED class at HWS. Showing a movie outside of a classroom and holding an education discussion following the film is not part of the face-to-face teaching exemption.

Q: What am I paying for when I purchase the rights to a movie?

A: The license fees compensate the copyright owners and the people who work on the film’s production. These royalties are the way publishers, authors, composers, musicians, inventors, computer programmers and movie produces are paid for their work.

Q: Do documentaries and independent films fall under the same rules?

A: These types of movies are usually explored on a case by case basis. Sometimes permission can be obtained from the film maker to show the film without purchasing the rights. Please contact the Student Engagement Office with any questions.

Resource
Section:
*Managing your
Club or Student
Organization*

MANAGING YOUR CLUB

Keeping Records

Having reference materials for your club e-board and members is vital to the success of your club. Below is a listing of information and documents that are recommended to include while building a club binder, electronic folder, or organization profile on HWS Engage. Depending on your club or organization you will need to adapt the following outline to fit your needs!

1. Student Engagement and Resources Contact Information
 - a. Student Engagement Contact Information
 - b. Quick Resources and Referrals
2. Club History
 - a. Mission Statement
 - b. When was the club/organization founded?
 - c. Important Alumni Information
3. Club Contact Information
 - a. General club contact information
 - Facebook account information & password
 - Twitter account information & password
 - General club email address & password
 - b. Current executive board's contact information
 - Member & officer contact list
 - Signed executive board contracts
 - d. Previous executive board's contact information
 - Member & officer contact list
 - e. Advisor information
 - Department, office location, & contact
 - Role on campus
 - Officer job descriptions
 - f. Other organizations / Community Liaisons:
 - List of agencies and contact info
 - Funders (List of companies + contact info.)
4. Club Constitution
 - a. Note of any recent changes
 - b. Bylaws if applicable
5. Calendar of Events/Annual Events/Signature Events
 - a. How to Plan an Event
 - b. Notes on annual/signature events with:
 - i. Timeline of event
 - ii. Methods of publicity used
 - iii. Important contacts (partnerships and/or sponsorships)
 - iv. Location information and contacts
 - v. Media coverage and contact information
 - vi. Budget for event
 - vii. Improvements to be made

6. Public Relations
 - a. Newsletters
 - b. Promotional/recruitment flyers
 - Copies (hard and/or electronic of past fliers)
 - c. Additional public relations materials
 - Alternative methods of recruitment used
 - Recent Press
 - Pictures
7. Financial Overview
 - a. Current Budget (BAC and Fundraising)
 - b. Past allocations and proposal materials
 - c. Information on grants and other funding
8. Important Club Documents
 - a. Deadlines for Student Engagement and BAC documents
 - b. Club Recognition Applications
 - c. End of the Year Reports
9. Engage Updates
 - a. Update President, Vice President, and all other board members to have the appropriate access
 - b. Update constitution, documents, and other roster information necessary
10. Additional Information
 - a. Awards & Recognition
 - b. Forms
 - c. Templates

Plan your Transitions

Every year, your executive board members will change. Managing a successful club means planning for that transition period in order to minimize as many issues as possible while the new leadership takes charge. You will find helpful tips below for a successful transition process.

Phase 1: Pre-Transition

The following should have already been accomplished:

- Elect your new Executive Board- make sure to hold elections early enough to leave yourself enough time for a successful transition!
- Finish all necessary correspondence (paperwork, letters, emails, phone calls)
- Submit your budget request to Student Engagement/BAC (early April)
- Coordinate an End of Year Report with outgoing executive board
- Develop action plan and time-line for new officer transition

Phase 2: Preparing for the Transition

Complete the following:

- Executive Board Contact information for new academic year
- Introduce all new e-board members to advisor

Preparing information for the incoming e-board:

- Invite the incoming executive board members to attend a meeting led by the exiting executive members- this will help new e-board members to understand the roles and responsibilities of their respective leadership positions
- Organize files (paper & electronic) to ensure proper documentation
- Create transition binders
 - o Each incoming officer should be provided with an organized binder
 - o Give your predecessor a tour of the binder- don't just pass it off!
 - o All officers should have a copy of the following:
 - Executive board contact list
 - Constitution/ by laws
 - General "job" description
 - Key Administration Contacts
 - Exit Interview
 - o End of the year report & evaluation

Phase 3: Passing the Torch

Schedule Transition Meetings:

- Outgoing President will need to update Engage to include all the new members with their appropriate level of access.
- Ideally, the outgoing President/Vice President should meet one-on-one with the incoming President/Vice President and include the advisor during the Spring semester.
 - o Topics of discussion:
 - Calendar
 - Goals for next year
 - Past, current, and future issues
 - Financial status of club/organization
 - Expectations of roles
- Hold a joint meeting for the outgoing and incoming executive board. Think of this as an adjustment period.

- o Suggestions for agenda:
 - Introductions
 - Review of constitution
 - Review the goals and accomplishments of current year
 - Handle unfinished or pressing business
 - Break into one-on-one meetings for each position
- If time permits, hold a transitions retreat with the incoming executive board. As part of your retreat include team builders to foster good working relationships. Team Builders will allow you to learn a great amount about your organization and is a stepping stone to building a strong team.
 - o Outcomes of holding a retreat:
 - Increase and foster open and honest communications
 - Builds positive social relationships
 - Develop trust and mutual support
 - Builds respect...appreciation of differences
 - Builds pride for your group
 - Use the uniqueness of members to accomplish goals

Phase 4: Thinking Ahead for Fall

Fall can be a busy time of the year! Plan ahead and think of the following items over the summer so that you are fully prepared for your new leadership position!

- Introduce e-board members to advisors and other key administrators
- Prepare for the Fall Involvement Expo (Registration goes out in mid-August)
- Update constitution and job descriptions to make sure that they accurately reflect the organization
- Informal meetings to encourage group bonding and support
- Re-register your organization with the Student Engagement Office (Registration goes out in mid-August through HWS Engage)
- Update calendar
- Create timelines
- Become familiar with the Student Engagement Office and your resources!

Outgoing Executive Board Transition Discussion Topics

Goals

What were the goals, and how well did we do on each goal?

Which goals should be continued?

Which goals should be altered?

Which goals should not continue?

Programs and Activities

What activities and programs did we sponsor?

How effective was each program?

Did we do any community service activities? If so, did our members record their service hours on the organization's HWS Engage page?

Which activities should be continued and which should not continue?

Were the programs and activities consistent with the organization's goals?

Membership

Do we currently have just enough, too few, or too many members (in light of the group's goals)?

How effective were our membership recruitment efforts, if any?

Are the members actively involved in the operation of the club (including decision making, planning, implementing, and evaluating)?

Are members enthusiastic about the activities and motivated to work towards the group goals?

Officers and Organizational Structure

Do officers understand their responsibilities and roles within the organizational structure?

Did the officers operate as a team or could cooperation between officers be improved?

Is the amount of time and effort required of each officer equal, or are some expected to work harder than others?

How would the general membership evaluate the effectiveness of the officers?

How would the officers evaluate the effectiveness of the officers? What could be improved?

Organizational Operation

Was the budget managed properly?

Were meetings run effectively?

Was the frequency of meetings appropriate?

Incoming E-Board Questionnaire

List 3 things that made you want to run for this office and why

List 3 new ideas that you would like to implement for your position this year

List 3 important foreseeable challenges in your position

List possible solutions to the above 3 problems

Think through and respond to the following questions regarding your responsibilities. Think of this information as a to-do list- it will be very helpful to your successor!

1. Things specific to the position I want to know about (forms, duties, etc.)
2. Things I should do before the semester begins...
3. People (positions) that I should get to know...
4. Services that I need to know about...
5. Things I need to know about working with my advisor...
6. Other questions I wanted answered...

Sample Executive Board Contract

I, _____ accept the position as _____ on the _____ (term _____ years) _____ (Organization) Executive Board. I fully accept all responsibilities of the position as listed in the position description and as delegated to me by the President, Vice President, and Advisors. I will adhere to the regulations set forth by Student Engagement, Hobart Student Government, and William Smith Congress. I understand that all organization meetings and events are mandatory, unless otherwise stated. I will do my best to represent _____ (Organization) on campus and in the community and be an active, engaged member of the executive board. If I fail to perform my responsibilities or to meet the expectations presented to me, I understand that action will be taken and I can be removed from the _____ (Organization) general assembly.

Signature _____ *Date* _____

Advisor _____ *Date* _____

HELPFUL HWS WEBSITES

Clubs and Organizations Resources:

<https://www.hws.edu/studentlife/activities/>

Communications Photography Request:

http://www.hws.edu/news/photography_form.aspx

Conferences and Events:

www.hws.edu/offices/conferences/index.aspx

HWS Engage:

www.hws.campuslabs.com/engage

HWS Homepage:

www.hws.edu

Office of Student Engagement:

www.hws.edu/studentlife/activities/

<https://hws.campuslabs.com/engage/StudentEngagement>

Print Services Pricing and Information:

http://www.hws.edu/itservices/catalog/print_services.aspx