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Congratulations on deciding to become engaged in campus life at Brooklyn College!

The establishment of, and membership in, a student club/organization provides members several rights, opportunities, and benefits as well as the responsibility to uphold several expectations and standards.

The Brooklyn College Club Handbook and Event Planning Guide is provided as a resource and reference guide to college operations related to student club/organization operations, policies, and regulations. Be advised that this document is not intended to be comprehensive, but it offers the basis of how student clubs are expected to operate. Additional documents that may affect a student club’s operations include University/College policies and procedures that are not contained in this document.

Club officers are responsible for knowledge of the regulations and information contained within these and other publications. If you do not understand a policy or regulation, it is your responsibility to ask the Office of Student Activities, Involvement & Leadership, Central Depository, or other appropriate College office for clarification or interpretation.

Policies and Regulations included in this Handbook may be amended from time to time by the authorized administrators of Brooklyn College. The latest updated copy will be announced to student club administrators and published on Bulldog Connection as updated.

For more information, visit the Office of the Student Activities, Involvement & Leadership at 302 Student Center or by e-mail at studentact@brooklyn.cuny.edu.

GLOSSARY OF ABBREVIATIONS

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
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<td>BCA</td>
<td>Brooklyn College Association</td>
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<td>CD</td>
<td>Central Depository</td>
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<tr>
<td>DOSA</td>
<td>Division of Student Affairs</td>
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<tr>
<td>ERF</td>
<td>Event Request Form</td>
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<tr>
<td>GSO</td>
<td>Graduate Student Organization</td>
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<tr>
<td>SAIL</td>
<td>Student Activities, Involvement &amp; Leadership</td>
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<td>SAF</td>
<td>Student Activity Fee(s)</td>
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<td>SC</td>
<td>Student Center</td>
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<td>SEMT</td>
<td>Student Event Management Team</td>
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<td>SET</td>
<td>Special Event Team</td>
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<tr>
<td>SG</td>
<td>Student Government</td>
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<tr>
<td>USG</td>
<td>Undergraduate Student Government</td>
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STUDENT ORGANIZATIONS AT BROOKLYN COLLEGE

Brooklyn College is home to over 130 student organizations in the following categories:

- Academic and Professional
- Cultural and Identity Based
- Governance
- Graduate Students
- Greek Lettered Organizations
- Health and Wellness
- Performing Arts
- Political and Social Awareness
Student Activities, Involvement, & Leadership (S.A.I.L.) Center strives to develop the co-curricular college experience of Brooklyn College students through a rich array of Student Engagement, Club & Organization Oversight, Student Diversity Initiatives, Civic Engagement and Social Responsibility, New Student Orientation, and Greek Life programming.

The S.A.I.L. office serves as a liaison to all student clubs and organizations. Your specific liaison may be contacted through the S.A.I.L. office. Liaisons are not advisors to student clubs; however, they work with clubs with:

- The Operations of Bulldog Connection
- Interpretation and explanation of college policies related to student clubs.
- Review Event Resource Forms.
- Provide expert advice related to event planning and approval.
- Answer any questions regarding formalities and paperwork.

Below are the typical areas of responsibility for the Student Activities, Involvement and Leadership office staff.

<table>
<thead>
<tr>
<th>Staff</th>
<th>Programs</th>
<th>Services</th>
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<tr>
<td>Charles Amerson Director</td>
<td>• CUNY Sponsored Events (Emerging Leaders Conference, New Leadership Challenge, Model Senate Session, CUNY Leadership Academy, CUNY Student Conferences, USS, Student Leadership Awards) • Executive Training • External Advisors • MAD Awards • CUNY Lobby Day</td>
<td>• Advisors (non-DOSA)  • Approval Processes &amp; Procedures for Club Registration  • Club Management Tool  • Elections Clubs  • Maintenance of Information (websites constitutions)  • Student Club &amp; Org. Eligibility  • Timelines  • Co-Curricular Transcript</td>
</tr>
<tr>
<td>Renee Straker Assistant Director for Student Diversity Initiatives</td>
<td>• Cultural Months  • Unity Retreat (January)  • Diversity Week  • Faith-based Initiatives  • Cultural Explosion  • Model Senate Session  • USS Scholarships</td>
<td>• Diversity Training  • Support Student Sponsored Programs (Italian Heritage Month, Women’s History Month, Black History Month Committee, Veterans Day Committee)  • Liaison to Spiritual Resources (Hillel, Chabad House, Newman Center, Imans)</td>
</tr>
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Da’Nashja Davis
Assistant Director for Student Activities

- Coordinate with USG Events Directorate (Homecoming, Bulldog Bash, Battle for Bedford/Verrazano, Athletic Home Openers, Pep Rallys, Bulldog Breakfast)
- School Mascot
- Extended Club Trainings
- Welcome Week
- Greek Life
- Orientation
- Convocation
- Constitution Day
- Voter registration
- 9/11 Day Remembrance

- Assignment and Management of Club Offices
- Marketing and Promotion

CENTRAL DEPOSITORY (CD)

The Central Depository Office is dedicated to supporting the many student organizations on campus by advising students on being fiscally responsible. Central Depository is the office responsible for the receipt, distribution, and accounting of all student activity fees and revenues generated by each organization.

STUDENT GOVERNANCE

Student leaders have an important role in creating and implementing policies that affect the college community. Your elected Student Government (SG) leaders serve as representatives of the students to the faculty and administration within the college. All students are encouraged to contact their respective SG representatives and get involved in campus student life.

STUDENT GOVERNMENTS AT BROOKLYN COLLEGE

There are two SG organizations at the college: The Undergraduate Student Government (USG) and the Graduate Student Organization (GSO). Each Brooklyn College student has an SG that represents their interests in reviewing, developing, and modifying college policies.

Each SG is funded by the student fees that students pay each time they register for classes. Elections are held annually; any matriculated student who meets the qualifications may seek office. Meetings of the organizations are open to all students. These organizations also sponsor and fund student clubs/organizations for their annual activities.

COLLEGE-WIDE COMMITTEES

Students may serve on a variety of college-wide and university-wide committees, including Policy Council, Faculty Council, Advisory Committees, etc. Committee appointments go through the SG Presidents. A list can be requested from the Vice President for Student Affairs.

BULLDOG CONNECTION
The Bulldog Connection platform (http://www.clubs.brooklyn.cuny.edu) is an online student engagement platform that helps streamline communication, market programs, and activities, and build a stronger sense of campus community. It is a great way to learn more about campus life at Brooklyn College, be informed about upcoming events, and become a member of our student organizations.

All student groups have individualized sites in Bulldog Connection. Through their site, officers can communicate with members, market meetings and events, create and manage forms, store pictures and documents, and so much more.

**Required Actions for student clubs on Bulldog Connection include:**

- Annual register of new and returning student clubs.
- Keep their current officers up to date on their Bulldog Connection webpage.
- Receive important information from the College and their respective SG by maintaining their registration.
- Submit Event Registration Forms through Bulldog Connection to provide their liaisons with important information about the club's activities and provide other students with a calendar of events on campus. Registering your events in Bulldog Connection allows you to market your events to the campus community, send out invitations, and track RSVPs, and allows members to share events within their various social media platforms. All events via the ERF process must be registered in Bulldog Connection.
- Various forms, including contract requests, new student organization requests, and others, are on Bulldog Connection.

**CLUB ADVISORS (BEGINNING AUGUST 2024)**

Each officially recognized student club must have a college advisor who is either a benefitted, full-time faculty member or administrative staff member who is an employee of Brooklyn College. The Vice President for Student Affairs or designee may appoint or remove an advisor from their student club-related responsibilities as needed to ensure that the educational purpose of the student club is met, or in the interests of student health, safety, and welfare.

Student clubs must list their college advisor as part of their registration process. These advisors must willingly accept being the club’s advisor annually. Verification of the acceptance shall be verified by the S.A.I.L. office. Clubs without verified college advisors shall be “locked” in Bulldog Connection until one is verified.

The College recognizes three types of advisors:

- **College Advisor:** Student clubs may select a college advisor due to the advisor’s relationship with the club and expertise related to the club’s activities.
- **Administrative Advisor:** Some student organizations shall be assigned an administrative advisor by the Vice President of Student Affairs due to their status within the college as a referendum organization or any other unique circumstance as considered by the Vice President.
- **Off-Campus Advisor:** Clubs that receive their charter to operate from the appropriate student government and an external organization are allowed to have an external or off-campus advisor to help guide their operations. Off-campus advisors do not supplement the need for an on-campus advisor and the College recognizes On-campus advisors as the primary advisor.

Staff of the S.A.I.L. and Central Depository office typically should not serve as advisors, due to their unique status as liaisons to many student clubs and organizations. However, the Director of Student Activities, Involvement & Leadership may consider special circumstances and assign a S.A.I.L. staff member to be a College Advisor.

Advisors take on different responsibilities depending on the needs of the club they advise. The duties and expectations of an advisor include:

- Maintaining regular contact and involvement with the officers of their student club. Attendance at group
meetings and editorial board/staff meetings is strongly encouraged and recommended.

- Being knowledgeable about the missions, goals, and purpose of the student club
- Helping the group understand the College's policies and guidelines,
- Being familiar and involved with activities and events of the group, and
- Being available to provide resources and support for club activities.
- Understand his/her/their role is primarily consultative – the student members of the organization are responsible for policies and decisions.

An advisor should express his/her concern if the policies and decisions the group makes violate CUNY bylaws, College policies, city, state, or federal law. If the advisor expresses concern and the group does not listen, the advisor is obligated to report the issue to the Director of Student Activities, Involvement, and Leadership.

Student club officers and members should:

- Discuss expectations with the advisor from the beginning.
- Notify the advisor of all meetings well in advance and encourage their attendance.
- Send the advisor a copy of all meeting minutes.
- Consult with the advisor before making changes in the structure or policies of the organization and before major projects are undertaken. (An advisor's experience can be most helpful.)
- Inform the advisor of all planned programs and events.
- Understand that although the advisor does not vote, s/he should have speaking privileges.
- Remember that the responsibility for the success or failure of a group project rests ultimately with the group, not the advisor.
- Periodically evaluate the advisor and provide him/her with constructive feedback about how s/he might be more helpful to the group.
- Acknowledge the advisor’s service to the group and remember to say, “thank you.”

Advisors are not members or officers of any student club and should only provide advice and support related to the administration and financial affairs of the club.

**WHAT MAKES A SUCCESSFUL STUDENT ORGANIZATION**

**GOOD STANDING**

Clubs that comply with regulations, maintain accurate records, and exhibit appropriate group conduct are in good standing. Noncompliance will place the standing of the club/organization in jeopardy and privileges may be restricted or revoked. Please refer to CUNY Board of Trustees Bylaws, Article XV.

**PLANNING AND GOALS**

A plan for the year should be discussed at the beginning of the academic year with the advisor. Your club/organization goals for the year can include membership goals, service projects, or social activities. The club/organization President alone should not decide the goals. All members should work together to establish short-term (monthly) and long-term (annual) goals. Your annual programming should revolve around the established goals.

**CONTINUITY**

There should be continuity in the activities of the organization between meetings. This can be accomplished with careful planning before the Fall semester starts. Between meetings there should be follow-up work for the members, for example event committees, posting notices, recruiting members, etc.
MEETINGS

The executive officers must be prepared and organized prior to each meeting, especially the first one of the years. You should provide a list of meeting dates in advance and prepare a printed agenda to distribute. You must have quorum at meetings when voting on decisions. Minutes recording the attendance, decisions, action steps and assignments discussed at the meeting should be available and kept for documentation and assessment purposes. Consult with your liaison for recommendations on storing your documents.

GUIDANCE AND ADVISEMENT

Executive officers should use all available resources including your liaison and advisor(s). Ask for their input and combine it with your members' ideas. Meet early on and regularly with your advisor to review your plan for the year. The executive board should make recommendations to the group based on feedback from all members.

MEMBERSHIP PARTICIPATION

Only currently enrolled and registered Brooklyn College students can be members of a student club/organization. Clearly define what the expectations are of members, such as attending meetings. Any additional requirements must be stated in the approved constitution. Be sure to introduce new members at each meeting. Take attendance at each meeting. All members should have the opportunity to speak and express their ideas.

REMEMBER - A COLLEGE STUDENT'S MAJOR COMMITMENT IS TO THEIR ACADEMIC WORK. ALL MEMBERS MUST BE ENCOURAGED TO BALANCE THEIR CO-CURRICULAR LIFE AND THEIR ACADEMICS.

EXPECTATIONS AND STANDARDS FOR STUDENT ORGANIZATIONS

In addition to the expectations and standards listed below, all student clubs/organizations must abide by all current college and University policies, including the Student Handbook. Club/Organization officers will be notified of non-compliance with college and University procedures. The club is expected to comply within 24 hours of electronic notification. Failure to comply may result in the cancellation of current or future events and other potential sanctions from the respective student government.

EXPECTATIONS

1) Meet and plan with your advisor(s).
2) Submit ERFs for all meetings, events, and business of the organization as appropriate.
3) Uphold the ideals of the mission of Brooklyn College.
4) Connect the Brooklyn College learning goals to the planning of your events.
5) Maintain an active Brooklyn College student-centered program.
6) Elect officers who meet organizational and college standards.
7) Manage financial matters ethically.
8) File updates on officers and advisors in the Bulldog Connection.

STANDARDS

Student clubs/organizations at Brooklyn College exist to:
1. Provide opportunities for high academic achievement.
2. Provide opportunities for respectful discourse.
3. Provide opportunities for personal development through leadership positions, self-awareness programming, and regular social events.
4. Provide ways to serve others through community service and campus outreach projects.
5. Promote Brooklyn College through active participation in college events and positive relationships with other clubs/organizations.
6. Develop a clear definition of goals and ideals and educate members on the group's identity.
7. Pass the torch: Prepare for transition and leave a positive legacy to the new generation of student leaders.

**ROLES OF THE EXECUTIVE BOARD**

**President**
- Presides over all meetings.
- Calls special meetings.
- Carries out the provisions of the constitution.
- Appoints committees and chairpersons.
- Oversees all committee activities.
- Point of contact for the club.
- Responsible for providing contact information of executive board to S.A.I.L.
- Registration of the club in the Fall and Spring semesters.
- Ensuring the College Advisor emails S.A.I.L. their consent to be the college advisor for your club.

**Vice President**
- Assumes the duties of the President in his/her absence.
- Performs any duties delegated by the President.
- Attending all executive board meetings.
- Reports the results of the governing council meetings at club meetings.

**Treasurer**
- Handles funds and finances for club.
- Keeps financial records and collects dues.
- Pays bills and completes necessary financial paperwork, including contract of performance.
- Makes financial reports at least once a month at meetings.
- Submits receipts from programs and events within a week of the event to Central Depository.

**Secretary**
- Records and keeps accurate minutes of all meetings.
- Post meeting minutes on the club’s Bulldog Connection page.
- Acts as correspondence clerk.
- Creates agendas for all meetings under the direction of the President.
- Prints and distributes agendas for all meetings.

**Club Connector**
- Responsible for the updating and maintenance of the club’s Bulldog Connection page.

**MEETING AGENDAS**

Meeting agenda helps participants know why they are meeting and what to expect. They are also a way of making sure meetings do not become too long and off-topic.

**Good Practices:**
- Discussion topics should be specific and describe what the goals are.
- All discussion topics should have a time limit.
• Keep less than 6 discussion topics per meeting.
• All items should be listed in the order in which they will be handled.
• Prepare the agenda with other officers.
• Send the agenda to all participants 2 days prior to the meeting day.

SAMPLE AGENDA

Club Name: The XYZ Student Club
Date and Time: November 3rd, 2020; 3:00PM – 5:00PM
Location: Student Center Room 313

I. Call to Order (announce start of meeting)
II. Roll Call (Attendance) (5 min)
III. Reading and approving minutes of previous meeting (10 min)
IV. Reports of Officers:
   a. Treasurer: reporting status of club financial status (5 min)
   b. Club Connector: reporting new Bulldog Connection functions (5 min)
V. Reports of Committees:
   a. Recruiting Team: Number of new members, and current efforts (10 min)
VI. Unfinished Business (from previous meeting)
   a. First Event of Semester
      i. To decide what kind of event the club will make (10 min)
      ii. To decide how much money should be spent in it (15 min)
      iii. To divide and assign all responsibilities. (15 min)
VII. New Business (new topics of discussion)
   a. Involvement Fair
      i. To decide who is tabling during the day (10 min)
      ii. To decide what games/items will be on the table (20 min)
   b. Vote for New Constitution
VIII. Announcements (10 min)
IX. Adjournment (Announce end of meeting)

MEETING MINUTES

Meeting minutes is a document where key information of a meeting is recorded:
• Organization name
• Date, time, present participants
• Topics of discussion
• Decisions made.
• Vote count.

Minutes should only record what was decided, and not what was said. Club minutes become particularly important when requesting funds from the Student Government, as they are required. These minutes are proof that your club has met and discussed the execution of your program, and that it is not a personal request.

Sample Meeting Minutes
• Club/Organization Name:
• Date:
• Starting time:
• Attendance (write names or attach attendance sheet):
• Agenda Item (topic of discussion):
  o Action Items (decisions made):
  o Vote Count: Number In favor; Against; Abstention (Repeat these as Agenda Items are discussed)
• Meeting End Time:
STATEMENT ON GREEK LIFE

Fraternities and Sororities are not recognized by the City University of New York. At Brooklyn College, the Undergraduate Student Government may recognize chapters of International/National and Local Greek organizations.

International/National Fraternities/Sororities include fraternities/sororities that are not unique to Brooklyn College and have an international/national presence and governance with whom the College has an active chapter. International/National Greek organizations are guided and governed by a national board, constitution, and by-laws that provide the framework for the organization. These organizations also maintain liability insurance for each of their chapters and agree to indemnify the College and the University as part of their recognized chapter’s policy.

Local Greek Fraternities/Sororities are unique to Brooklyn College and are not guided by or responsible to a governing body outside of the university.

Chapters of Fraternities and sororities register annually with the S.A.I.L. office under the category of Greek Life. Through the Greek Council fraternities and sororities receive support in the implementation of programs, liaison to recognized chapters, leadership training, monitoring of new membership recruitment, education/intake, and balancing compliance with the College and the organization’s headquarters policies.

Any fraternity or sorority regardless of international, national, or local affiliation, that does not have a recognized chapter at Brooklyn College is considered “unrecognized” and does not enjoy the rights and privileges of recognized organizations. They do not receive support, advisement, or management from the College, and do not follow the College’s Code for Student Conduct and Risk Management policies.

Students who wish to join unrecognized organizations do so at their own risk. Chapters of Recognized Organizations are prohibited from co-hosting events either on or off campus. Students are highly encouraged to contact the S.A.I.L. office for the most current listing of recognized Greek organizations before expressing interest in joining a Greek organization.

Social fellowships may be included in the above statement based on their operational, recruitment, and education standards.

REGISTRATION REQUIREMENTS AND MEMBERSHIP ELIGIBILITY

CLUB/ORGANIZATION REGISTRATION

All clubs/organizations must register with S.A.I.L. through Bulldog Connection annually. Registration for the following academic year opens at the end of the previous one. No budget transactions, new membership education or intake processes, space reservations, Student Activity Fee (SAF) money, or Club Office Suite keys will be issued until the entire registration process is complete. Clubs may also be “locked” from Bulldog Connection if not registered.

To stay active, every chartered student club must:

- Complete the Student Club Registration process on Bulldog Connection, including an updated club constitution, membership roster, and contact information.
- Have both an executive board with a minimum of a president and treasurer.
- All club officers must have completed SPARC, the online Title IX, and Sexual Assault Training once per academic year.
The officers and members of recognized clubs also have the responsibility for observing all federal, state, and local laws and statutes. Violations of such laws and statutes either on or off campus may be subject to disciplinary action by the respective Student Government in addition to any criminal or civil proceedings. Clubs whose activities violate any of the above rules and regulations will be subject to immediate review of their recognition status. The Student Government reserves the right to withdraw official College recognition or take disciplinary measures based on the findings of specific violations.

CONSTITUTIONS

All clubs/organizations should review their constitution annually at a duly constituted meeting with the majority of the members present year to make sure that the document still meets the goals and objectives of the organization. Any changes must follow Robert’s Rules of Order and voted upon by the club membership. All constitutions or any amendments to a constitution must be reviewed and approved by their respective SG. Most organization constitutions require that 2/3 of the membership vote to change or amend any portion of the constitution/bylaws. A copy must be dated, signed, and filed in Student Activities Involvement and Leadership (SAIL). Model constitutions are also available in SAIL for students who want to start a new club/organization.

All clubs/organizations must submit an up-to-date constitution year as part of the registration process.

NON-DISCRIMINATION & EQUAL OPPORTUNITY

The purpose, goals, and activities of the organization must adhere to the College’s policies regarding non-discrimination and equal opportunity. Brooklyn College is committed to a campus environment that reflects and respects our pluralistic and culturally diverse society. The College admits students without regard to race, color, creed, national origin, ethnicity, ancestry, religion, age, sex, sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, pregnancy, or status as a victim of domestic violence/stalking/sex offenses, or any other legally prohibited basis following federal, state and city laws. In welcoming new students to our campus, we are committed to providing equal educational opportunity in a learning environment in which students are free to realize their full potential as productive members of the community.

RECRUITMENT, INITIATION PRACTICES AND HAZING STATEMENT

Brooklyn College is a public college supported by funds appropriated by the Legislature of the State of New York. As a publicly supported institution, it espouses the principle of access to all student organizations by members of the student body.

For an organization to be officially recognized at Brooklyn College, membership, and participation in it must be available to all eligible students at the College. In addition, to be recognized each organization must agree not to discriminate based on race, color, creed, national origin, ethnicity, ancestry, religion, age, sex, sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, pregnancy, or status as a victim of domestic violence/stalking/sex offenses, or any other legally prohibited basis following federal, state and city laws. Furthermore, the practices commonly referred to as pledging and rushing are not permitted.

New York State law and University policy prohibit hazing, which includes but is not confined to any action or situation that recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for initiation into or affiliation with any organization. The same law provides that the governing document of every campus organization is deemed to prohibit the organization from engaging in hazing. This means that your organization’s constitution is considered to contain a provision that prohibits hazing, even if that organization has not officially adopted such a provision. It is a violation of acceptable standards of conduct at Brooklyn College for any individual or organization to engage in the practice of hazing as defined above. Any such violation may result in disciplinary proceedings against the involved students and organization, and subject the
students to the penalty of expulsion, suspension, restitution, probation, censure, warning, or admonition, and subject that organization to the penalty of rescission of its permission to operate in college facilities.

BENEFITS OF REGISTERING A STUDENT ORGANIZATION/STARTING A NEW STUDENT ORGANIZATION

Several rules and regulations need to be followed by any student interested in starting a new club/organization on the Brooklyn College campus. The first step is to schedule an appointment with staff in SAIL to review the list of clubs/organizations already chartered. If the club/organization was previously chartered, you may request a copy of the chartered constitution. If there is no chartered constitution you will need to petition for a charter. To petition for a charter, you must collect the signatures of at least 25 currently enrolled Brooklyn College students who are committed to becoming members and who will participate in the election for the executive board. The petition for charter form can be picked up in SAIL, room 302 Student Center.

You must develop a constitution. Sample constitutions are available in SAIL, room 302 Student Center. Then present the petition for charter and constitution to the respective SG President (USG or GSO) on the third floor of the Student Center (SC). SG has the right to accept or reject the constitution. A copy of the approved constitution must also be filed with CD.

USE OF THE COLLEGE/UNIVERSITY’S NAME

Only student organizations that are officially recognized by their respective student government and registered with the S.A.I.L. Office have the privilege of using the College name. Student organizations are not permitted to use College branding (e.g., College logo) without the permission of the Office of Communication & Marketing.

TRAINING FOR STUDENT CLUB LEADERS

The designated executive board members of registered student clubs/organizations must attend all training sessions required by their SG. The training(s) is designed to provide the executive board members with important information related to key topics such as event planning, financial management, group development, and general student activities information.

The annual mandatory Title IX training (SPARC) will be provided separately by DOSA.

Due to the responsibilities of these positions, student leaders are encouraged to hold such a position in one organization at a time. Additional training sessions regarding event management, conflict resolution, intercultural exchange, and diversity may be offered by SAIL.

RE-STARTING A STUDENT ORGANIZATION THAT WAS PREVIOUSLY REGISTERED

Visit SAIL to review the list of student clubs and organizations already chartered. If the organization that you would like to register with was previously chartered, you can obtain a copy of the chartered constitution from the office. Elections must be held for executive board positions per the organization’s constitution and results must be entered into the organization’s portal on the Bulldog Connection as part of the registration process.

All clubs/organizations must be registered annually at Brooklyn College. To become registered, the club/organization should hold elections during the Spring semester or according to the organization’s constitution. In addition, executive officers must be currently enrolled Brooklyn College students. Other requirements may apply as stated in the governing constitution.
EXECUTIVE BOARD ELECTIONS

All clubs/organizations must be registered annually at Brooklyn College. To become registered, the club/organization should hold elections during the Spring semester or according to the organization’s constitution. In addition, executive officers must be currently enrolled Brooklyn College students. Other requirements may apply as stated in the governing constitution.

FINANCIAL PLANNING

BROOKLYN COLLEGE ASSOCIATION (BCA)

The Brooklyn College Association (BCA) is responsible for the administration and management of the College’s Student Activity Fee (SAF). The BCA meets once a month, and the BCA’s Budget Committee meets twice a month. The Budget Committee is responsible for reviewing requests before the BCA meeting and making recommendations to the BCA for approval. All requests should be submitted to the BCA Budget Committee first to be placed on the agenda for the following BCA Board meeting. The BCA meetings are posted in the Bulldog Connection.

BCA IS COMPOSED OF 13 MEMBERS:

1. President of Brooklyn College or his/her designee as chairperson.
2. Two (2) college administrators appointed by the college President.
3. Two (2) faculty members appointed by the college President from a list of nominees elected by the Faculty Council.
4. Six students:
   a. Two (2) SG Presidents.
   b. Four (4) student members elected by the SG.
5. Two (2) independent directors who are appointed by the college President.

NOTE: The Administrator of Central Depository shall attend meetings of the Association with voice, but no vote. Liaisons/Advisors are encouraged to attend the BCA Budget Committee meetings and the BCA Board meetings particularly when their respective clubs/organizations are scheduled to present on their pending activities. Meetings are open to the public as per Open Meeting Laws.

BCA BUDGET COMMITTEE IS COMPOSED OF 5 MEMBERS:

1. The two (2) SG Presidents.
2. Two (2) other governing BCA members elected by the board.

BCA BUDGET COMMITTEE REVIEWS THE FOLLOWING:

1. SG approved club budget modifications.
2. Referendum budget modifications.
3. Increases in salaries and stipends for student fee-funded personnel.
4. Trips out of New York City.
5. Four kinds of budgetary requests made directly to the BCA (for review):
   o Referenda budgets.
   o Budgets of allocating bodies (USG, GSO);
- Association budget.
- Purchases over $999.00.

**STUDENT ACTIVITY FEE (SAF)**

This fee covers SG, the SC, Athletics, and various other student programs.

**GENERAL RULES REGARDING STUDENT ACTIVITY FEES**

The following information and requirements are being provided to expedite the expenditure of your club’s/organization’s SAF allocation. These rules apply to all chartered student clubs/organizations as mandated by the Board of Trustees of the City University of New York.

1. Paperwork will not be processed until the club is registered for the year, the budget allocation is approved, and the club/organization has no debts outstanding. Club treasurers should participate in training provided by CD to fully understand processes and procedures.
2. All forms submitted must be completed in ink or typed.
3. All payments for food must have a flyer or program accompanied by the paperwork related to the event. If a flyer or program is unavailable, the group must indicate justification in writing.
4. Vendors MUST be paid with a student organization check, not a personal check. You cannot do business with a vendor who will not accept a Brooklyn College check.
5. There must be an explanation of expenditures on your payment voucher. For example - the explanation: to take pictures of the club meeting held on 9/28”.
6. Any information specific to the payment being made should be indicated on the payment, i.e. invoice number on bill, date of function, pay period, volume of publication, etc.
7. All receipts MUST have the name of the business from which the purchases were made. Generic receipts are not acceptable. Receipts must have the vendor’s name or stamp.
8. The President’s and/or Treasurer’s initials are required on original invoices certifying receipt of goods and/or services.
9. For reimbursement, you must make sure that your bills total the reimbursement requested. Please circle items that apply on the cash register receipts and underline the total requested.
10. Reimbursement is not guaranteed without proper documentation and receipts attached.

**PROCUREMENT PROCESSES – SERVICE PAYMENTS**

CD will confirm that the budget is available. Do not sign or verbally agree to any agreement before the event request is approved in Bulldog Connection. NOTE: Students are not allowed to sign any document on behalf of Brooklyn College or a registered Brooklyn College student club or organization.

The event request including the service must be approved in Bulldog Connection.

**INSTRUCTIONS FOR CLUB PAYMENTS FOR SERVICES (US Vendors Only)**

Process time: Approximately 3-4 weeks or more

NOTE: Services include Speakers, DJs, Artists, etc.

BEFORE PURCHASE/EVENT (2 steps) Must be emailed to CD@brooklyn.cuny.edu

Contact information of the person to be paid This includes:

- Full Legal Name,
- Full Address including zip code,
- Phone number,
- Email address,
- Scope of work, and
• The amount being paid (payments over $999.99 need BCA approval first).

All Relevant back up –
Justification for expenditure as Requested / Needed

ONCE SUBMITTED Central Depository (CD) will create a Dropbox folder and share it with the payee and the club. The person being paid must submit a CUNY Substitute W-9 and any other supporting documents. All documents must be submitted at least 2-3 weeks prior (the earlier the better) to the date of the event. Once this information is submitted, CD will request the person be added as a vendor in CUNY First. The new vendor process requires the vendor to complete information via a link they are sent in an email.

If there are any contracts, CUNY Legal must review and sign them first. Incorrect or incomplete information can result in a delay in payment.

AFTER SERVICES RENDERED, your group must submit:
NON-PO Voucher (for payment).
A final invoice (to complete the process)
AND a sign-in sheet

It is the responsibility of the club to ensure that the invoice and all supporting documents are submitted for payment. The individual will be paid AFTER services are rendered.

STUDENT ORGANIZATION TRAVEL POLICIES AND PROCEDURES

All eligible travel requests must go to the BCA Board with a recommendation from the BCA Budget Committee that the request be placed on the agenda. Incomplete paperwork cannot be considered by the BCA Board or the BCA Budget Committee.

AT LEAST TWO (2) WEEKS PRIOR TO THE BCA BUDGET COMMITTEE MEETING:

1. Prepare and review your draft proposal and timeline with your liaison.
2. After review, add any additional information as recommended by your liaison.

AT LEAST ONE (1) WEEK PRIOR TO THE BCA BUDGET COMMITTEE MEETING:

1. The final Proposal must be submitted to your liaison for review and signature.
2. The liaison will forward the recommended proposal to CD for a final review of the budget to ensure that appropriate funding is available.

AT LEAST 2 BUSINESS DAYS PRIOR TO THE BCA BUDGET COMMITTEE MEETING:

1. CD will submit reviewed and recommended proposal(s) to a member of the BCA Budget Committee in preparation for the meeting.
2. Representatives from the host club/organization e-board must be present at the meeting.

Reminder: Each travel opportunity is unique and should be discussed with your liaison as international and domestic travel must also be approved by senior college officials.

Keep in mind that there are many requirements for travel proposals including how to advertise and funding. Your liaison and CD may guide you as you prepare your proposal.
OFFICE AND CABINET POLICIES AND PROCEDURES

Club offices on campus are the responsibility of the DOSA on behalf of Brooklyn College. Offices and cabinets are assigned on an annual basis and are not guaranteed. Requests for club offices or cabinets must be made during the spring club registration period. The following designates the responsibility of the club/organization regarding the student club space and keys.

The current executive leadership of the student club will be held responsible for the maintenance of the student club office and the keys, and contents thereof. Non-adherence to this policy and procedure may result in disciplinary action and/or removal from the club office.

POLICY

1. Club offices and cabinets are available for use only by currently registered students at Brooklyn College who are members of officially registered student clubs and organizations.
2. The club office can be used for committee meetings but cannot be utilized to supplement or house events or hold elections.
3. Loud music, loud disturbances, or potentially disruptive behavior are prohibited and may be subject to disciplinary action.
4. No student will be in the club office when the college is closed unless otherwise authorized.
5. Smoking and consumption of alcoholic beverages and illegal substances are prohibited. Failure to adhere to this policy may result in disciplinary action and or loss of room privileges.
6. Prohibited behavior (e.g., sexual assault, hazing) is subject to disciplinary action.
7. Any damage to equipment/furniture or club space must be reported immediately to the liaison. An inquiry and/or security report will be made and subsequently, if violations have been found, a disciplinary complaint may follow.
8. The club office and surrounding areas must be kept clean and neat and absent from trash. Leaving food overnight is prohibited.
9. Damage or defacing of the walls, doors, or furnishings is prohibited and subject to disciplinary action.
10. The use of open flames are prohibited inside or outside of a club office.
11. All exterior windows must be closed before leaving. No exterior windows should be left open overnight.
12. Posters, signs, or any paraphernalia may not be hung or taped on the walls without proper hanging materials. Please see CD staff for more information. All posted materials must follow college policy.
13. All furniture, equipment, and furnishings belonging to the organization must remain in the club office space.

PROCEDURE

1. Officially registered student clubs/organizations must submit the Student Club and Organization Cabinet and Office Request Form on an annual basis as part of the club's spring registration process.
2. All requests will be reviewed by a committee.
3. Student clubs/organizations will be notified about the status of the request after the spring registration period has ended.

KEYS

1. Keys will be made available to approved student clubs/organizations on the first day of classes in the Fall semester.
2. Keys will only be distributed to currently enrolled and elected executive members holding positions in registered student clubs/organizations at Brooklyn College.
3. Executive board members will receive a maximum of two keys per group.
4. Executive board members responsible for keys must not distribute those keys to any other persons.
5. If a key is lost, the group must notify their club liaison. NOTE: The cost of a new key or lock will be
invoiced to the club. Student clubs/organizations who need access to their designated office space because they misplaced their keys must request permission from CD.

6. Requests for repairs or lock changes must be reported to the club liaison.

7. SAIL reserves the right to change the locks as necessary and/or upon the elected term of office ends. The current President and/or Treasurer will be notified via e-mail of any change.

8. All keys must be returned to CD, located in room 314 Student Center, by the last day of the Spring semester. Unreturned keys will result in a stop or hold being placed on the transcript of the President and Treasurer.

9. Students who sign a Club Office Procedure and Policies Form understand that as the duly enrolled and elected representative of their club, the occupancy of the assigned space is a privilege that they assume on behalf of the members of their organization.

They also understand that this is a temporary assignment subject to be reviewed by the college.

Failure to adhere to the above procedures and policies may result in the loss of club office privileges.

For more detailed information about student policies and procedures, please refer to:
http://www2.cuny.edu/about/administration/offices/ovsa/policies/

WEB occupants only: The other areas of the building are the Atrium, the Testing Center, and the Film Department. Please be respectful and courteous to all. Use of the Conference Room may be scheduled for at least two (2) weeks in advance for meetings only.

**EVENT PLANNING TIPS AND TOOLS**

You should meet with your liaison by appointment, if necessary, regarding any policies or procedures for your events.

- **Begin early: at least four (4) weeks ahead is recommended for most events!** Planning is the key to a successful event. With your executive board and club/organization members make a list of all aspects (room, refreshments, guests, speakers, guest lists, etc.) needed for your event.

- Be sure there are enough funds available for the event! **To avoid any problems or delays, submit budgets, line and program changes, and Performance Agreements as specified by CD.** All preparations for the event must be complete, and all agreements, purchase requisitions, etc. must be submitted to CD at least two (2) weeks before the event.

- **Timing of the event…** All club/organization events must be held during the academic year while classes are in session unless prior approval is granted through a request for an exception. Please note that all student events are open to the entire Brooklyn College community and are subject to review. Pay attention to the blackout periods.

- **Security…** Security for a college event, held on college premises, is under the control and supervision of Brooklyn College's Campus and Community Safety (also known as Public Safety & Security) department. As the Brooklyn College President’s designee, the Director of Public Safety and Security must approve any special security arrangements in advance. All events require a safety assessment as a condition of approval to determine the number of officers necessary if needed. Any club/organization planning an event entailing a significant amount of Brooklyn College attendees and/or non-BC attendees must allocate sufficient financial resources to pay for the appropriate number of officers that may be needed.

- **Cancelling an Event…** If you decide to cancel your club/organization event request, including tabling, after it has been approved, make sure to cancel the event request in Bulldog Connection and e-mail semt@brooklyn.cuny.edu at least 24 hours in advance. Failure to cancel or comply with this request will
affect your club's/organization’s standing and ability to reserve facilities/equipment in the future. Cancellations made less than 24 hours in advance may result in a fee of $50.00.

REQUESTS FOR EVENTS

The use and scheduling of college facilities, as it relates to student clubs and organizations, shall be under the control and supervision of the DOSA per The City University of New York Policy Regarding Use of College Facilities. The DOSA has the authority to determine the time, place, and manner for all club/organization events. Space for activities and programs on campus is limited.

All student club-hosted events, regardless of location, must be submitted electronically using an Event Request Form (ERF) on Bulldog Connection. The ERF must be completed by an executive board member and approved by your club liaison and CD before receiving final approval from the Student Event Management Team (SEMT). Once submitted, the ERF can be tracked through the Bulldog Connection which is where all communication regarding the event will occur. An incomplete ERF cannot be processed.

Each proposed activity will be reviewed and discussed with the Student Event Management Team (SEMT) and other college officials as necessary.

STUDENT EVENT MANAGEMENT TEAM (S.E.M.T.)

S.E.M.T. make decisions on approving and denying events based on their specific purpose as Liaisons, Finance Advisors, and Space Schedulers and approved criteria related to student events such as number of participants, security needs, food/drink service, etc.

Meetings of the S.E.M.T. committee may be called by any of the approvers within the committee's event review/approval process if matters related to the reviewed event are not resolved within the Event Request Form, e.g., for a significant event that needs additional approvals or an event that is determined to require meaningful deliberation before approval or denial.

The final step in the E.R.F. process will convey S.E.M.T.’s decision regarding an event. Should no S.E.M.T. meeting be needed to approve/deny an event, the S.E.M.T. chair will apply final approval to the event in Bulldog Connect based on the steps involved in the system's E.R.F.

Suppose a S.E.M.T. meeting is held for an event. In that case, the final step in Bulldog Connection will convey S.E.M.T.’s final decision within its comments and, ultimately, its approval or denial of the event. The members of the final S.E.M.T. steps include, in order:

- Director of Student Center (Primary)
- Director of Student Activities, Involvement and Leadership (1st Backup)
- Assistant Dean of Student Life (2nd Backup)
- Vice President of Student Affairs (Emergency Backup Only)

The Vice President of Student Affairs or his/her designee can review or appeal decisions of a S.E.M.T. group meeting. Decisions by the Vice President of Student Affairs or designee shall be final.

<table>
<thead>
<tr>
<th>S.A.I.L. Liaison</th>
<th>Organization Types</th>
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<tbody>
<tr>
<td>Director of SAIL Director</td>
<td>Graduate Students</td>
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<td>Sports &amp; Recreation</td>
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<td></td>
<td>Publications &amp; Media, Referenda</td>
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<tr>
<td>Assistant Director of Student</td>
<td>Cultural &amp; Identity Based</td>
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<tr>
<td>Diversity Initiatives</td>
<td>Academic &amp; Professional</td>
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</table>


Assistant Director of Student Activities | Spirituality & Faith-Based
---|---
Greek Lettered | Special Interests
Performing Arts | Volunteer & Service
Political & Social Awareness | Health & Wellness

**WHAT ARE THE EVENT TYPES?**

**CLUB MEETINGS**

1. The event is advertised only to BC club members and affiliated members with approval via a guest list.
2. Event requests should be submitted to Bulldog Connection **one (1) week before** the event.

**BC ONLY EVENT**

1. The event is advertised to the BC Community only.
2. Event requests should be submitted to Bulldog Connection **three (3) weeks before** the event.

**BC/CUNY ONLY EVENT**

1. The event is advertised to the BC Community and CUNY Community only.
2. Event requests should be submitted to Bulldog Connection **three (3) weeks before** the event.

**BC/CUNY/INVITED GUESTS ONLY EVENT**

1. The event is advertised to the BC Community, CUNY Community, and select guests only.
2. Non-BC/CUNY attendees are to be recorded on a guest list.
3. Event requests should be submitted to Bulldog Connection **three (3) weeks before** the event.

**OPEN TO THE PUBLIC EVENT**

1. The event is advertised to the BC Community and the public.
2. The event requires the use of a designated *RSVP system provided by Student Affairs and a Special Event Team (SET) meeting before the event.
3. Event requests should be submitted to Bulldog Connection **four (4) weeks before** the event.

**WHAT ARE THE EVENT CATEGORIES?**

The event category is defined by the format of your event. Depending on which category is chosen on the ERF additional information will be requested before the ERF can be considered complete. You should select all the categories that apply to your event to avoid delays in the approval process. The designated categories are:

1. Athletics/Physical Activity (Recreation, Intramurals and Intercollegiate Athletics)
2. Awards Ceremony
3. Conference
4. Fundraiser/Charitable Activity
5. Fashion Show
6. Film
7. Guest Speaker  
8. Luncheon/Dinner  
9. Meeting/Informational/Seminar  
10. Party/Dance  
11. Performance  
12. Quad Activity  
13. Tabling  
14. Workshop  

For events that have more complex components, the ERF should be submitted a minimum of four (4) weeks prior as these components may require longer processing time frames. Fees may be imposed if additional security and/or personnel are needed during the event, which will be determined by the Public Safety & Security department. Examples of complex components include, but are not limited to, the following:

1. Paid speakers or performers  
2. External vendors  
3. Events are scheduled to end after regular business hours.  
4. Outdoor or off-campus locations  
5. Significant media coverage is expected.  
6. Events that present a unique security risk  
7. Event is likely to significantly impact daily campus activity.  
8. The proposed location needs special permission, such as athletic facilities or departmental spaces.

Please be aware that all contracts require review by CUNY. Therefore, it is recommended that the ERF is submitted a minimum of eight (8) weeks before a contract is required. Based on the level of complexity of the event a pre-event meeting may be required with the SET a minimum of two (2) weeks before the event.

**SAMPLE STUDENT WORKSHEET FOR EVENT PLANNING AND MANAGEMENT**

This worksheet can be utilized as a guide to assist in planning events that are complex and detailed.

<table>
<thead>
<tr>
<th>TASKS</th>
<th>PERSON RESPONSIBLE</th>
<th>DUE DATE</th>
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<tbody>
<tr>
<td><strong>4 (to 8) WEEKS PRIOR TO THE EVENT</strong> (Gather information for the Event Request)</td>
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<tr>
<td>Decide the goal and purpose of your event.</td>
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<td>Choose your target audience.</td>
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<td>Consider possible dates and times and select two. (Check the college calendar for conflicts such as conversion days, scheduled closings, etc.).</td>
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<td>Identify the preferred location for the event.</td>
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<td>Check availability of speakers/performers; get bios or description of performance, and list of props/equipment. <strong>(Do not confirm until the event is approved)</strong>.</td>
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<tr>
<td>Decide on the preferred room set-up for the event.</td>
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<tr>
<td>Decide what type of food/refreshments you will have based on current budget.</td>
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<tr>
<td>Decide how you want to advertise the event.</td>
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<tr>
<td>Create a tentative program. (Include location, vendors, performers, special guests, etc.).</td>
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<tr>
<td>Draft a flyer, but do not distribute until the event is approved. You should have your draft flyer ready to upload.</td>
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<tr>
<td>Create a budget outlining cost for food, speakers/performers, supplies/decorations, and publicity. <strong>(Confirmation that funds are available is needed, before event is approved, by CD)</strong>.</td>
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<tr>
<td>Develop your assessment method. (Survey, attendance, etc.).</td>
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<tr>
<td>Obtain fundraising letter from non-profit organization, if applicable, or write rationale for club fundraising.</td>
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</table>
If you need help, schedule a meeting with your advisor and/or liaison to discuss all of the above, including possible safety and security costs and other related policies.

Complete and submit an ERF in the Bulldog Connection. (Once your request is reviewed by your liaison, no changes should be made directly to the request).

### 3 WEEKS PRIOR TO EVENT DATE (Confirming plans)

<table>
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<tr>
<th>TASKS</th>
<th>PERSON RESPONSIBLE</th>
<th>DUE DATE</th>
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<tbody>
<tr>
<td>Obtain confirmation of event and room in the Bulldog Connection. You can now begin advertising your event.</td>
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<tr>
<td>Finalize and send invitations to confirm speakers, performers, special guests, etc.</td>
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<tr>
<td>Gather any paperwork that needs to be submitted to your liaison or CD.</td>
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<tr>
<td>Submit information for Performance Agreements, if applicable. Do <strong>not</strong> sign, or verbally agree, to any agreement without written approval from CD.</td>
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<tr>
<td>Confirm with outside vendors for services/supplies, and complete related paperwork.</td>
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<tr>
<td>Confirm food arrangements. Consider special dietary needs for your guests. If utilizing a caterer, check for certificate of liability with CD.</td>
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<tr>
<td>Discuss promotional items, if necessary, and place the order with CD.</td>
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<tr>
<td>Decide how many volunteers are needed to assist with the event.</td>
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</table>

### TASKS

<table>
<thead>
<tr>
<th>PERSON RESPONSIBLE</th>
<th>DUE DATE</th>
</tr>
</thead>
</table>

### 2 WEEKS PRIOR TO THE EVENT

<table>
<thead>
<tr>
<th>TASKS</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Develop a script for the program.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Place all orders still pending.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reserve any special equipment.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Review all printed materials.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Finalize details with the caterer, if applicable.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Finalize program and send to print if using an outside vendor.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Keep track of how many people are planning to attend your event.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Develop a back-up plan for critical components of your program.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If your event is Open to the Public, prepare to attend the required SET Meeting.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 1 WEEK PRIOR TO THE EVENT

<table>
<thead>
<tr>
<th>TASKS</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Meet with volunteers.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Review RSVP list or Guest list.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ensure Office of Communications is notified if any outside media is attending.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Send reminders to all participants.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### DAY OF THE EVENT

<table>
<thead>
<tr>
<th>TASKS</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Check in with your liaison or assigned Student Affairs staff member at least one hour prior to event, if needed.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gather all volunteers for event for final review.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Check room set-up, equipment, food/refreshments, etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Set up registration table, if applicable.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If a photographer is being used, advise them to honor the request of those who do not wish to be photographed.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Distribute &amp; collect surveys. Surveys will serve as a tool to assess the event.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### AFTER THE EVENT

<table>
<thead>
<tr>
<th>TASKS</th>
<th></th>
<th></th>
</tr>
</thead>
</table>
Clean up and collect any materials that can be reused.
Review surveys and write up a report/summary of results.
Committee member meeting. Did you meet your goal?
Send Thank You letters, if applicable.
Collect all receipts and invoices and submit to CD.
Deposit any collected funds in CD.
Post pictures of your event in an Album in Bulldog Connection

WHEN AND WHERE CAN I HOLD MY EVENT?

Events can be held during the Fall and Spring semesters when classes are in session either on-campus or off-campus. Requests for an event space that is outside of the SC follow the same guidelines as an event in the SC and require approval from the student club/organization liaison, CD (if budget is being used), and the Student Event Management Team (SEMT). All BC/CUNY event spaces must adhere to the CUNY Tobacco Free policy.

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>TYPE OF EVENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Center (SC)</td>
<td>Lectures, Workshops, Dinners, Receptions, Parties, Films, Conferences, and Social Activities.</td>
</tr>
<tr>
<td>Whitehead Lobby/Whitehead Breezeway, New Ingersoll Lobby, Student Center Lobby</td>
<td>Informational/Club Promotion/New Member Recruitment/Approved Fundraising. Other tabling locations may be available, please see page 30.</td>
</tr>
<tr>
<td>West Quad or Roosevelt Gyms</td>
<td>Sporting Events (Requests must be approved by the SEMT and the Athletics Department. Waivers may be required for all participants).</td>
</tr>
<tr>
<td>Quads</td>
<td>Fairs and Educational/Academic Programs may be held on the East Quad if approved by SEMT and College Administration. Other events may be approved for West Quad. See your liaison for additional information.</td>
</tr>
<tr>
<td>Classrooms</td>
<td>Classrooms are generally obtained through the respective department(s). Written confirmation/permission of usage of a classroom must be submitted with your ERF.</td>
</tr>
</tbody>
</table>

BLACKOUT PERIODS

Blackout periods are time frames during which no student club/organization-hosted events shall occur. Campus student clubs/organizations may host events starting the first day of classes during the Fall and Spring semesters. No events will be held on days when the college is closed. In addition, campus student club/organization-hosted events are not allowed during the following periods listed below. To request an exception, you must submit a rationale for the exception after you submit the ERF in the “Conversation” section.

NOTE: Graduate students operate on a different class schedule. Thus, graduate student clubs/organizations may hold events during the undergraduate finals period.

WINTER BREAK

After the last day of Fall classes up to the first day of Spring classes.

SPRING RECESS

No club/organization events during Spring Recess.
SUMMER

1. No student club/organization-hosted events are allowed after the last day of Spring classes up to the first day of Fall classes. Summer programs and events may be hosted by SG only.
2. Graduation-related events may be held after the last day of Spring classes with approval.
3. Participation in summer conferences may be approved with special permission provided that all financial obligations are completed before the end of Spring classes.
4. Student clubs/organizations may meet unofficially during blackout periods, but no funds may be expended on behalf of the student club/organization or Brooklyn College.

OUTDOOR EVENTS AND ACTIVITIES

All outdoor events/activities are subject to change and/or cancellation due to inclement weather. Cancellations or relocations due to pending inclement weather conditions such as high winds, rain, etc. will be made by the Vice President for Student Affairs or designee, in consultation with the host, by 8 a.m. the previous business day before the scheduled event. Once a decision is made to relocate or cancel an event, the decision cannot be reversed due to staffing resources and contractual agreements. An attempt to schedule an alternate date will be considered. To prevent last-minute calls, please schedule alternate “rain” dates and/or locations in planning for the event.

BROOKLYN COLLEGE QUADS

Quad requests should be submitted at least four (4) weeks in advance to the Bulldog Connection. The use of the East and West Quads is generally reserved for college-wide student events that promote positive interactions among campus community members. Requests for college-wide events will have priority over those for single-sponsored events. Activities on the East Quad are generally restricted to the paved sidewalk areas. No outside materials or equipment may be brought on either quad without specific prior approval by the Vice President for Student Affairs or designee. Materials that risk damage to college property are not permitted.

QUAD ACTIVITIES

- For safety reasons, various recreational activities, e.g., bicycle riding, skateboarding, and rollerblading, cannot be permitted. The Public Safety & Security department will determine the safety and advisability of other sports activities.
- Use of music or amplification must be requested and approved in advance by the Vice President for Student Affairs or designee. Events involving music or amplification will usually be restricted to the West Quad. Decibel levels must not disturb classes or other educational activities in session.

OFF-CAMPUS LOCATION

As part of the review process for your off-campus event, please attach a copy of the written permission that you received to host your event at the off-campus location through your ERF. This permission must come from the facility manager or his/her/ scheduling agent for the space to be used. Once SEMT reviews your off-campus event, a Student Group External Facility Letter will be sent to the location manager for space confirmation as well as an agreement to adhere to New York State laws. This letter must be signed and returned for the event to be approved.

BROOKLYN COLLEGE STUDENT CENTER ROOM SET-UP CAPACITY*

The set-up is subject to change depending on the amount of equipment AND type of event.
<table>
<thead>
<tr>
<th>Floor</th>
<th>Space Designation</th>
<th>Auditorium</th>
<th>Round Table(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Second Floor</td>
<td>Bedford Lounge</td>
<td>178</td>
<td>93</td>
</tr>
<tr>
<td></td>
<td>Amersfort Lounge</td>
<td>116</td>
<td>70</td>
</tr>
<tr>
<td></td>
<td>Glenwood Lounge</td>
<td>109</td>
<td>70</td>
</tr>
<tr>
<td>Fourth Floor</td>
<td>Jefferson-Williams Lounge</td>
<td>131</td>
<td>84</td>
</tr>
<tr>
<td></td>
<td>Maroney-Leddy Lounge</td>
<td>60</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td>Alumni Lounge</td>
<td>139</td>
<td>75</td>
</tr>
<tr>
<td></td>
<td>Aviary**</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Fifth Floor</td>
<td>State Lounge</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td></td>
<td>Occidental Lounge</td>
<td>116</td>
<td>90</td>
</tr>
<tr>
<td></td>
<td>International Room</td>
<td>50</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td>Ward Room**</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>Grog Room**</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>Cosmic Room**</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Sixth Floor</td>
<td>Maroon Room</td>
<td>139</td>
<td>70</td>
</tr>
<tr>
<td></td>
<td>Gold Room</td>
<td>250</td>
<td>138</td>
</tr>
<tr>
<td>Penthouse</td>
<td>Zodiac</td>
<td>60-70</td>
<td>50</td>
</tr>
<tr>
<td></td>
<td>Solarium</td>
<td>60-70</td>
<td>50</td>
</tr>
<tr>
<td></td>
<td>Full Penthouse</td>
<td>178</td>
<td>111</td>
</tr>
<tr>
<td>Lower Level</td>
<td>Club Room</td>
<td>150</td>
<td>130-150</td>
</tr>
<tr>
<td></td>
<td>TV Room</td>
<td>60</td>
<td>40</td>
</tr>
</tbody>
</table>

*Capacity will change based on the amount or type of equipment (food tables, performance space/stage, A/V, etc.) AND type of event.

**Conference rooms hold 10-15 persons

Note: There is a fee for tablecloths
The four sample set-ups pictured below will give you some ideas when planning your events. Make sure to discuss any other configuration with the scheduler.
Each event must have a dedicated faculty/staff member to work with the club to resolve challenges and concerns. The typical examples of faculty/staff members who may operate in this capacity include:

1. The club’s advisor
2. The club’s liaison
3. A designated Student Center staff member.
4. A benefitted member of the College’s staff/faculty who has a sincere interest in assisting the club as approved by the Director of Student Activities, Involvement and Leadership.

The club that hosts the event is responsible for procuring the services of the faculty/staff member with the duties listed above. In cases where the physical presence of the faculty/staff member is required at the event, the faculty/staff member must agree to hold this responsibility before the ERF for the event is submitted to assure that the faculty staff person is aware of event planning and approval details by the SEMT in Bulldog Connection. Further training is needed by the faculty/staff.

The following guidelines will help you in managing your events. Use a separate Event Planning and Management Worksheet for each event.

**NOTE:** Failure to provide the required information/documentation may result in the cancellation of your event.

**BEFORE THE EVENT**

Meet with your advisor to discuss goals, resources, logistics, and assessment no later than four (4) weeks before the preferred date. You should be accompanied by at least one additional Brooklyn College currently enrolled student who is an executive board member of your club/organization. Your club’s liaison may also assist in this process; however, this may be determined on a case-by-case basis and should allow the advisor to be involved in planning and having knowledge of the event.

- **Goals**… Establish realistic goals for your event in consultation with your advisor, liaison, and club members.
- **Resources**… Create a proposal indicating everything you have, or will need, to reach the event goals, including a detailed budget.
- **Logistics**… Prepare a projected program for your event with space needs, vendors, speakers, performers, and special guests (college President, Elected Officials, etc.).
- **Assessment**… Indicate the method you will use to prove you achieved your goals. Examples include surveys, focus groups, attendance sheets, or other feedback methods.

**Develop a communication and outreach plan.**

- **Be creative and plan!** Make sure to announce and promote the event on campus and in the Bulldog Connection.
- **Share guidelines with members.** Make sure that you and your membership are informed of all the guidelines and deadlines that apply to your event (e.g., security procedures, room rules, entry to the campus rules, posting guidelines for bulletin boards).
- **Target your audience** to assess your needs for space, food, materials, etc. Provide a method for individuals to confirm attendance. In the case of open-to-the-public events, the college will determine the appropriate RSVP system.
- **Send a consistent message.** The essential information shared about your event must be the same from start to finish, including title, date, time, and purpose.

**Notify vendors/performers of delivery procedures & make proper arrangements.**

- **Food deliveries:** A list of caterers currently allowed to deliver food inside the SC and set up in the scheduled room(s) is available CD.
- **Band or DJ equipment arrival & departure:** Bands/DJs must use the East Gate entrance for loading and unloading equipment.
- **Performers/Speakers:** The names of any non-Brooklyn College performers/speakers must be provided as part of your guest list for the event. Performers/speakers must provide the event host, with a description of their performance/lecture and a list of any equipment they will bring with them.

**Guests (Non-Brooklyn College):**
- **Guest List:** When a guest list is approved for your event, a template will be provided to you through the Bulldog Connection. Insert names in alphabetical order by last name. The guest list must be submitted through the Bulldog Connection by **noon the day before your event**.
- **BC RSVP system** will be implemented and managed by DOSA staff for any event that is designated as Open to the Public. Other events may require RSVP due to special circumstances as determined by the College Administration.

Security meeting (if applicable):
- **Events requiring security:** If the Public Safety & Security department determines that your event requires the use of college Public Safety Officers, you and at least one additional currently enrolled Brooklyn College club member must attend a SET meeting with your liaison to review the security procedures for your event.
- The SET meeting will occur at least **2 weeks before** your event. The **Student Center Director** will contact the event host and the liaison to set up the meeting.

**Establishing Responsibilities and Expectations:**
- **Who is Responsible:** It is important to clearly articulate the lines of authority and responsibility for your event. The designated host club/organization is responsible for the event. Only currently enrolled Brooklyn College student members of the host club/organization may participate in the implementation of the event. In addition, a DOSA staff member may be designated to attend and ensure the success of the event including oversight for any RSVP system in use at Open to the Public and other complex events.
- A senior college official will be the responsible authority for addressing any behavioral disruptions.
- If applicable, an agreement will be prepared two (2) weeks in advance in consultation with your liaison and may require the input of Public Safety & Security and other members of the College Administration as appropriate.
- If your event requires **additional security**, an agreement will be a required step that must be completed during the security meeting.

**ON THE DAY OF THE EVENT**

**Arrive early!**
- To ensure everything is in place, you and at least one other designated currently enrolled BC student from your club/organization should arrive, at minimum, 1 hour before the start of the event. Check in with your liaison.
- Check the room set-up, the equipment, the decorations, the food, etc. If there is a problem, contact your liaison for assistance.

**Manage Your Time:**
- Your event must start and end at the advertised time. Your participants will appreciate this, and it will help all scheduled events run smoothly.
- Events in the SC scheduled to end 30 minutes before closing may not be extended. Unauthorized extensions may result in additional fees and loss of reservation privileges.

**Manage Your Event:**
- Make sure to greet your guests and provide them with information on what to expect at the event.
- Review all relevant policies and procedures.
Cleanup:
- Leave the room clean and in order. Damage to the room or property may result in additional fees.

AFTER THE EVENT

Your Assessment!
- Great leaders are constantly learning from their experiences.
- Evaluating your event after it is over is the key to planning successful events in the future. Take time to think about your event: What went well? What would you do differently? What would you like to change for next time?
- Prepare your assessment report to review at the next meeting with your advisor.

Pay your bills:
- Submit all remaining NON-PO VOUCHERS for your event (e.g., payments for services, and reimbursements to CD on the first business day after the event). Failure to do so may result in penalties imposed on the executive board members responsible for the event.

WHAT IS A STUDENT-HostED EVENT?

A student-hosted event is any event taking place on- or off-campus that fits any of the following:
- Uses the name and/or logo of Brooklyn College.
- Hosted by a registered Brooklyn College student club/organization.
- Utilizes Brooklyn College or Student Activity Fee (SAF) funds.
- In the case of on-campus events, no rental fee is charged for the use of space.

All student-hosted events must have a single host. The host is the principal organizer and manager of the event. Hosts must be a registered Brooklyn College student club/organization which includes SG. The host must follow all Brooklyn College requirements and guidelines, and is responsible for:
- Planning, logistics, and promotion of the event.
- Submitting and managing the event details, including an event budget via the ERF in the Bulldog Connection.
- Event setup and breakdown.
- Ensuring that all budgeted and unforeseen event expenses are paid.
- Identifying a co-sponsor(s) in a timely fashion (if applicable).

RESPONSIBILITIES OF THE HOST STUDENT ORGANIZATION

1. Assign two (2) currently enrolled Brooklyn College student club members, including at least one executive board member, to be responsible for the planning and implementation of the event which includes meeting with the designated liaison, DOSA staff, and others as needed.
   a. Both students must also be present for the duration of the event. They should be readily available and accessible in the event of a disturbance or other problem.
   b. Both students must be present at planning meetings held with the campus administration.
   c. Student volunteers may assist college staff as appropriate.

2. Ensure that members of the host organization adhere to campus posting guidelines.

3. Clarify the club’s/organization’s:
   a. Goal, purpose, and target audience
   b. Type of space needed, and number of people expected.
   c. Food/catering and audio-visual needs
d. Names of guests/speakers expected regardless of if the speaker is from BC or CUNY

e. Assessment to be utilized.

4. Submit and manage the ERF on the Bulldog Connection.

5. Accept full responsibility for all security costs and related costs for services, damage to facilities, and/or loss of equipment, as expressly approved by the University. The Public Safety & Security department is responsible for notifying the host student organization of any discrepancies between actual and estimated security costs for the event. In the event of a cancellation, failure to notify SEMT in a timely fashion may result in a charge for three (3) hours for each contracted position assigned to the event. Any remaining money will be refunded to the host student organization.

6. Participate in the post-event assessment, as needed.

**Failure to adhere to the above may result in event cancellation.**

### CO-SPONSOR

Student groups can seek co-sponsorship for their events to advertise more broadly. Co-sponsorship does not imply agreement with or support of views expressed at a student-led event.

Co-sponsors are:

- An administrative office, academic department or program, SG, or a registered Brooklyn College student club/organization.
- Able to help with the promotion of the event, which may include material support.
- Required to follow all event guidelines.
- Responsible for establishing a main contact with the host group.

Co-sponsors should be listed on all marketing and promotional materials.

### EXTERNAL SUPPORTER

Host groups may also seek external support for their event. External supporters are not affiliated with Brooklyn College and may include:

- Administrative offices/faculty departments/recognized student organizations/academic centers of other CUNY institutions or other academic institutions.
- Not-for-profit organizations are recognized as such by the IRS.
- For-profit organizations.

Like co-sponsors, external supporters must follow all approved guidelines and can assist in the promotion and material support for the event. External supporters do not have the same rights as registered student clubs/organizations or entities within the college.

### WHAT IS A STUDENT RISK MANAGEMENT?

Risk management is defined as “the process of advising organizations of the potential and perceived risks involved in their activities.” It is also monitoring and supervising organization activities and taking corrective actions and proactive steps to minimize accidental injury and/or loss. We must apply principles of risk management at every management level for:
1. Identifying and evaluating risk.
2. Avoiding or eliminating them where practical.
3. Minimizing, controlling, or contractually transferring, them to others where possible.

Colleges and Universities deal with many risks on their campuses. It is important for colleges and Universities to:

1. Know what the risks are.
2. Know how to manage risk.
3. Know how much risk for which you want to be responsible. Try to manage as little risk as possible and transfer the risk when able.
4. Have a plan in place to manage risk.

All student activities and programs have a potential for risk. The risks may be minimal, moderate, or significantly high risk. Perceiving and preparing for the degree to which your event entails risk should be discussed with your liaison.

In consultation with your liaison, senior administrators will determine when the level of risk is high and will further advise.

NOTE: A host organization may be required to submit a certificate of liability insurance adding the college and the Brooklyn College Student Center as additional insured parties. A certificate of liability is required for external caterers within the Student Center. You should check with CD for further information and correct procedure before finalizing any off-campus food arrangements at least two weeks before your meeting/event date. Similarly, if additional staffing is needed to produce an event, such as Public Safety Officers, the host organization will be required to pay and/or reimburse funding for staffing needs.

**HOW DO I PROMOTE MY EVENT?**

All advertisements for an event must include the following required information and must be approved by the liaison. This is not limited to printed flyers or social media. In the case of Open to the Public events, approval will be provided by the Vice President for Student Affairs or designee. Use the following checklist when creating your advertisements. **Any changes to approved ads must be reviewed by the liaison.**

**ADVERTISEMENT CHECKLIST**

- Include “Brooklyn College” on any ads.
- Contact information for the host organization (preferably an e-mail).
- Location of event (room and building).
- Date of event (month, day, and year).
- Time of event (start and end time).
- “Refreshments” (if they will be provided).
- If collecting funds, state the amount.
- Liaison stamp (leave room on the flyer).
- If collecting donations of any kind, indicate the receiving organizations.
- Max size of a printed flyer should not exceed 11”x17”.
- Use “Student Center (not SUBO) if the event is in the Student Center
- Include Audience: “BC Only”, “BC/CUNY only” (Any other designations must be reviewed with the liaison before posting. For additional designations, see section, “What are the Event Types?”)

**ADDITIONAL REQUIREMENTS FOR OPEN TO THE PUBLIC EVENTS**
• State entrance policy in line with the audience (ex: “Must show valid BC ID”, “Must show valid BC/CUNY ID”).
• The process for RSVP must be on the flyer (if applicable).

POSTING GUIDELINES FOR CAMPUS BULLETIN BOARDS

Open bulletin boards are located throughout the campus and can be used by clubs/organizations to publicize their events by the following guidelines. Reservations for the glass-enclosed bulletin board can be made through the Office of the Vice President for Student Affairs. Violations of the guidelines may result in event cancellation.

GENERAL INFORMATION

1. All postings must have an identifiable host and contact number.
2. All student club postings must be date stamped by their liaison before copying and posting.
3. Advertisements must not be larger than 11” x 17”.
4. Do not cover other printed materials.
5. Posting on college walls, doors, and grounds is prohibited. Unauthorized posting in these areas will be removed.
6. As staffing allows, posting will be removed within three (3) days after an event has taken place, or, if not date-specific, three (3) weeks after the semester officially ends.
7. The college does not grant permission to credit card companies to advertise, market, or merchandise credit cards on campus property.
8. Postings regarding the sale of dissertations or term papers are a violation of Title 1, Article 5, Section 213-b of the New York State Education Law.
9. Additional information on posting guidelines can be obtained in the Office of the Vice President for Student Affairs.

DISPLAY CASES IN THE STUDENT CENTER (SC)

Display cases are located within the Brooklyn College SC, Main Lobby, 1st floor. Requests must be approved at least three (3) weeks before the requested date. Cases can be utilized for the following purposes:

1. Advertise currently registered club/organization.
2. Advertise upcoming events once finalized and approved.

To request usage of the display cases located within the SC, clubs/organizations must complete an ERF through Bulldog Connection. The club should specify/designate two (2) currently enrolled BC student club members who will serve as the point persons for the set-up and breakdown of the display case. Changes in set-up and breakdown dates must be received 48 hours in advance via e-mail to semt@brooklyn.cuny.edu. Once a club has completed setting up/decorating their display case, the club member must notify the Administrative Office located on the 1st floor of the SC so that the display case can be locked.

NOTE:

• The Brooklyn College SC is not responsible for any lost or damaged items. Do not display items that are important to you or have significant value.
• Student clubs/organizations are allowed two (2) opportunities to utilize display cases within a semester for two (2) weeks at a time.
• Student clubs/organizations are not allowed to remove another club’s/organization’s items within the display case.

WHAT ARE THE PROCUREMENT GUIDELINES FOR PURCHASES?
The Student Activity Fee (SAF) is money collected as fees for the use of student co-curricular services and programs. While you can use your budget for a variety of things there are certain restrictions. The majority of SAF is spent on student club events, student club travel, and maintenance of student club spaces.

- SAF funds should be used for the benefit of the student body as a whole and must be in line with the mission of the group.
- Club funding cannot be used for individual needs or personalized gifts. Club funding cannot be used to purchase alcohol.

Budget details are required for all ERFs submitted through Bulldog Connection. The club/organization is responsible to include:

- that the group has funding to host the event.
- if the expenses for the event are being covered by sources other than the club budget. If so, other sources need to be listed. Ex: co-sponsorship from Bungee club.
- the budget for the event with as many details as possible. This gives a guideline for managing the club budget and being financially accountable.
- if applicable, the names of any speakers, DJs, performers, etc., and the amount to be paid.
- Vendors for events may be chosen from the working vendor list – Available online and in the CD office.

<table>
<thead>
<tr>
<th>EXPENSES UNDER $499.99 and below</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit to CD a completed Purchase Form and NON-PO Voucher form with a quote from the vendor.</td>
</tr>
<tr>
<td>Orders can be placed after the Purchase Order (PO) number is issued and approved by CD; PO numbers are issued within 24-48 hours of submission to CD.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EXPENSES UNDER $499.99 - $999.99</th>
</tr>
</thead>
<tbody>
<tr>
<td>Will require a college-issued Purchase order from the Procurement office – Clubs submit to CD a completed quote from the vendor.</td>
</tr>
<tr>
<td>Orders can be placed after the College Issued Purchase Order number is issued. Please allow 4-6 weeks before the item is needed.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EXPENSES - $999.99+</th>
</tr>
</thead>
<tbody>
<tr>
<td>All expenditures over $999.00 require approval by the BCA and a bidding process to be completed by the Office of Procurement. Allow a minimum of six (6) weeks for the purchasing process to be completed.</td>
</tr>
<tr>
<td>A Price quote from three different potential vendors is needed. The quote should indicate a description of the product to be purchased. If a desired vendor is identified, please indicate it along with two (2) additional comparative quotes from similar vendors.</td>
</tr>
</tbody>
</table>

**NOTE:**

1. Purchases may not be made without a completed Purchase Order Form. Items received without a completed Purchase Order Form may be returned to the vendor.
2. As per the BCA, the spending cap for a total transaction is $999.00. Any purchase over $999.00 will require BCA approval and three (3) comparable quotes to be purchased.
3. Invoices over $999.00 cannot be broken up to make smaller invoices.
4. Reimbursements are not guaranteed. Justification from the club may be required upon request for why it was necessary to purchase items with personal funds. Before spending personal money, consult with CD.
5. Incomplete paperwork will be returned to the group and will not be processed until corrected.
6. Vendors for events should be paid within 30 days of events. - please ensure all affairs are in order after events.
7. Service payments (DJ, Speaker, Videographer, etc. are considered service payments and will have their instructions). (See page 9)

WHAT DO I NEED TO KNOW ABOUT FUNDRAISING ACTIVITIES?

All revenues generated by student activities funded through college SAF shall be deposited into CD within 48 hours. Fundraising is only for a registered student club/organization. Student clubs/organizations that intend to fundraiser in any manner must submit an ERF and adhere to the following guidelines for approved requests:

GENERAL RULES

1. Promotion, sales, or distribution of products or services that violate Brooklyn College Association, Inc., Brooklyn College, or The City University of New York (CUNY) policies, or New York City, New York State or federal laws, or terms of Brooklyn College or CUNY contracts are prohibited.
2. Promotion of alcohol, tobacco use, and credit cards is prohibited.
3. The college reserves the right to determine whether a vendor’s presence conflicts with the mission of the college.
4. The college reserves the right to remove a vendor if it has shown misleading or questionable business practices.
5. The college reserves the right to limit the number of table opportunities per vendor each semester.
6. The college may specify additional prohibitions.
7. The monies collected by the student club/organization from any fundraising activity must be used by that club/organization for non-profit purposes and may not be used for the benefit of any individual, except where it meets with the approved purpose.
8. After a fundraising event, all money collected must be turned over to CD in room 314 Student Center for inclusion in the club’s/organization’s budget.

FUNDRAISING FOR YOUR STUDENT CLUB/ORGANIZATION

1. Student clubs/organizations that wish to fundraiser must provide all details in the ERF at least two (2) weeks before the date of the event, clearly stating the intended purpose of the funds.
2. Once funds are collected, deposits must be made immediately after the event, or within 48 business hours after the conclusion of the fundraiser, into the CD club account.
3. Cans/cash boxes for donations must be picked up in CD on the day of your event unless other arrangements are made.

If your fundraiser occurs in the SC on a Friday night, or on the weekend, all funds collected must be placed in a signed sealed envelope and placed in the safe located in the SC. A SC staff member will be assigned to your club to receive the collected funds to be placed in the safe. Please consult with the designated SC staff member, as per CD, to deposit the funds. Student clubs/organizations are not permitted to take collected funds away from the SC. The funds must then be deposited in CD on the next business day. In these cases, the cash management discussion will happen before the fundraiser.

FUNDRAISING FOR NOT-FOR-PROFIT ORGANIZATIONS

All the rules set forth above apply. In addition, the following requirements must be met:

- A written confirmation (Letter of Intent) from the organization stating their ability to receive the donation must be received TWO (2) WEEKS BEFORE the fundraiser. This letter must include, at least, the name, address, telephone number, and Federal Tax ID of the organization.
- Obtain a CUNY Substitute W-9 form from the charitable organization. Attach the written confirmation and
the W-9 form to the NON-PO Voucher Form for processing two (2) weeks before the fundraiser.

- If you wish to investigate a charitable organization, you can visit the Better Business Bureau at http://www.bbb.org

NOTE: The ERF cannot be approved by CD if the fundraising details are not finalized, and the required documents are received. Student clubs/organizations may not sell any items bearing the college logo or other college trademarks without the permission of the college.

All flyers and advertisements must indicate the name of the charitable organization, the beginning and ending date of the fundraiser, and the location of the activity. All fundraising events/activities must be submitted using an ERF in Bulldog Connection with enough time for processing. Consult your liaison if you have questions.

**TYPES OF FUNDRAISERS/CHARITABLE ACTIVITIES**

### BAKE SALES

1. Table requests for bake sales should be submitted three (3) weeks in advance.
   
   NOTE: The use of stereos is permitted at the tables with prior authorization. Sternos must always be monitored.

### DRIVES (E.G., CLOTHING, FOOD, TOYS)

1. Provide CD a written letter (e-mail acceptable) noting that the drive is for a charity at least three (3) weeks before the date of the event, clearly stating the name of the organization for which items are being collected. This is considered an external fundraiser.
2. A written confirmation (Letter of Intent) from the organization stating their ability to receive the donation must be received TWO (2) WEEKS BEFORE the fundraiser. This letter must include, at least, the name, address, telephone number, and Federal Tax ID of the organization.
3. Along with the letter, a copy of the approved flyer with the date, time, and location of the drive must be submitted to CD.

### SELLING TICKETS FOR A CLUB EVENT

You can obtain a complete list of the policies regarding selling tickets in CD. Some highlights are listed below for reference:

1. Any student activity where admission is charged is by ticket only. The maximum number of tickets is limited to the total occupancy capacity of the room. The event admission may be by printed or E-ticket.
2. ALL INCOME FROM TICKET SALES MUST BE DEPOSITED IN CD.
3. Cash boxes and cans, if needed, can be acquired in CD before the start of the event/activity.
4. After the sales, cash collected plus the remaining unsold printed tickets (if any) shall be safeguarded and returned to CD.
5. Expenditures shall not be paid from the cash collected.
6. Any event expense over $999.00 must be approved in advance by the BCA, even if admission is not charged. The college must approve all advertisements for the event to ensure consistency with the stated purpose and the college’s guidelines for such an event.
7. For sponsored events held off-campus, there also must be proper accountability for the monies collected for the event. See the club liaison or CD before planning any off-campus events.

### SELLING OF ITEMS OR SERVICES AT A CLUB EVENT
Student clubs/organizations who intend to fundraise or host an event that includes the sale of items or services should inform their liaison at least three (3) weeks before the event. This applies to all fundraising, other than bake sales. No outside vendors of any kind will be permitted at an event without prior approval. All requests will be reviewed for approval by the SEMT.

1. Student clubs/organizations may not sell any items bearing the Brooklyn College logo, the CUNY name or logo, or the name or logo of any other CUNY college without permission.
2. Student clubs/organizations may sell items with the Brooklyn College logo only with the prior approval of a designated college official. The Brooklyn College logo must be requested from the Office of Communications and Marketing.
3. Sales tax may need to be collected from purchasers and reported to New York State by the BCA, depending on the mode and frequency of student organization sales each year.

| CASH PRIZES AT EVENTS |

Cash Prizes can be awarded as part of the revenue from an event. **STUDENT ACTIVITY FEE BUDGETS CANNOT BE USED.**

The following documentation will be needed:

- The deposit sheet shows that the money has been deposited into the club account after the event.
- An event flyer or memo stating the date the event took place with the prize information indicated.
- Back-up indicating the recipient’s name and amount they were awarded and for what purpose.
- The recipient would complete a W-9 form.
- The club would complete a Non-PO Voucher Form.

| ACCEPTANCE OF DONATIONS |

- Clubs/organizations can accept monetary donations; however, the donations must be made out to the Brooklyn College Association (BCA). They cannot be made out to the student organization individually.
- Any donation over $250.00 will require gift receipts.
- Donations can be restricted for use by a specific group.
- The clubs/organizations can acknowledge (list) their sponsors, but they cannot promote or endorse them.

| RAFFLES |

Student clubs/organizations should be aware that charitable raffles intended to raise money for a qualified charitable organization (such as the BCA and the student clubs/organizations it funds) are highly regulated by New York City and New York State. You can obtain a complete list of the rules regarding raffles on CD or the Fiscal website. Some of the rules include:

1. No one under 18 may participate in, or run, the raffle.
2. No single prize may exceed $100.00 in value; No series of prizes in a single offering of the raffle may exceed $1,000.00 in value.
3. The price of a raffle ticket may not exceed $10.00.
4. Additional requirements apply, including registration and licensing, if the proceeds of a single raffle are at least $5,000.00.

Student clubs/organizations may engage in Internet fundraising only with the prior written approval of the designated college official and the BCA. Requests must follow the BCA timeline.

1. Student clubs/organizations may not use the CUNY logo or name or the college’s logo on the fundraising website.
2. The fundraising website must specify that it is the organization that is soliciting funds, not the college, and donations must be made to the BCA, as the legal tax-exempt entity.

3. Student clubs/organizations and the BCA must comply with all State and Federal Laws regarding charitable fundraising, including, without limitation, any IRS requirements for written gift acknowledgments.

Changes to the Fundraising Activities section may occur. The latest version can be obtained from the CD office, room 314 Student Center.

GIFTS AND AWARDS

- No SAF money can be spent on contributions or gifts.
- Awards are for exceptional service. Use certificates for participation or thanks.
- Gift cards and metro cards CANNOT be purchased with SAF.

If you have any further questions, please contact CD.


WHAT ADDITIONAL EVENT GUIDELINES SHOULD I KNOW?

TABLING POLICIES

To provide an efficient and equitable process for our currently registered and enrolled student clubs/organizations at Brooklyn College, the following procedures have been established:

The primary functions of tabling activities hosted by Brooklyn College student clubs/organizations are:

1. Event advertisement.
2. Bake sales/Fundraising for club programming.
3. Bake sales/Fundraising for officially registered non-profit organizations only.
4. Information/Leafleting exchange.

The Primary location is Whitehead Breezeway. New Ingersoll Hall Lobby, Whitehead Lobby, and the Student Center Lobby are also available upon request. Boylan Hall Cafeteria should primarily be used for informational tabling activities ONLY. Two (2) enrolled BC students from the currently registered club/organization, including at least one executive board member, must be present during the entire tabling activity.

<table>
<thead>
<tr>
<th>TABLING PROCEDURES:</th>
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</thead>
<tbody>
<tr>
<td>1. It is recommended that you request table space at least three (3) weeks in advance of the desired date by submitting an ERF in the Bulldog Connection.</td>
</tr>
<tr>
<td>2. Tabling dates are reserved on a first-come, first-serve basis.</td>
</tr>
<tr>
<td>3. For fundraising, the club/organization is responsible for providing its legible sign with the name of the student club/organization and the organization for which the funds are being raised, which must be displayed at the table.</td>
</tr>
<tr>
<td>a. External fundraisers have additional requirements. See the section “What do I Need to Know About Fundraising Activities On/Off-Campus” for more information.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TABLING RULES:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Store-bought food items being distributed and/or sold must be prepackaged.</td>
</tr>
</tbody>
</table>
2. Home-cooked baked goods must be prepackaged.
3. Sternos or electrical heating devices may be used at tabling activities with prior approval and supervision by authorized personnel. Sternos or electrical heating devices must be monitored at all times.
4. Copies of any materials to be distributed should be submitted to the liaison.
5. Only one (1) six (6) foot table may be used per day, per club/organization, and will be provided by the college.
6. All materials to be distributed and items for sale must remain at the table.
7. Student clubs/organizations are not permitted to bring their tables.
8. Students are not permitted to move tables from their designated locations.
9. Brooklyn College and DOSA are not responsible for lost, stolen, or damaged goods.
10. Campus property must be returned in the condition it was given. Damaged items may be charged to host student clubs/organizations.
11. Cancellations made less than 24 hours in advance may result in a $50.00 fee.

FILM VIEWING AT EVENTS

Under the Copyright Act, any viewing or exhibition of a video in a public place (schools are considered public places) must have Public Performance Rights (PPR). PPR can be added to the cost of the video at the time of purchase. Written confirmation of permission must be obtained from the copyright holder and kept on file.

WHAT ARE PUBLIC PERFORMANCE RIGHTS (PPR)?

Public Performance Rights (PPR) are the legal rights to publicly show a film or video (media). Normally the media producer or distributor manages these rights. The rights-holder can assign PPR to others through a Public Performance License.

WHEN ARE PUBLIC PERFORMANCE RIGHTS REQUIRED?

PPR is required for a public performance or viewing that is shown outside of someone's home. Fees collected for public performance licensing compensate the copyright owners. This applies to all performances and viewings, regardless of:

- Whether admission is charged.
- Whether the institution is commercial or nonprofit.
- Whether a federal, state, or local agency is involved.
- What year the movie was produced. (Cases of works in the Public Domain may be considered).
- Regardless of the number of people attending the movie screening being shown outside the home.

This means colleges, universities, public schools, public libraries, daycare facilities, parks, recreation departments, summer camps, churches, private clubs, prisons, lodges, businesses, and more all must properly license movies to show them publicly.

PPR is not required for:
- Home viewing.
- Instances of "Face-to-Face Teaching Exemption," where all criteria below are met:
  - Screening media in the context of face-to-face discussions with a faculty member present.
  - The institution must be an accredited, nonprofit educational institution.
  - The show takes place in a classroom setting with only the enrolled students attending.
  - The movie is used as an essential part of the core, required curriculum being taught. (The instructor should be able to show how the use of the motion picture contributes to the overall required course study and syllabus.)
  - The movie being used is a legitimate copy, not taped from a legitimate copy or taped from TV.
Neither the rental nor purchase of a movie carries the right to exhibit it outside of one’s home. Major and minor film studios appoint certain companies as their liaison and agent to provide public performance licensing for their library of movies to colleges, K-12 schools, public libraries, and dozens of other entities that want to show films legally on their property.

Some companies to contact to secure (license) PPR:

- Swank Motion Pictures, Inc.
- Kino International
- Criterion Pictures USA
- Modern Sound Pictures
- New Yorker Films

In some cases, a film purchased by a library has the PPR for the film you want to show. If the library does not have a copy with PPR, you will need to contact the copyright holder to obtain permission. To find out who the copyright holder is, go to the United States Copyright Office and search the database of registered copyright holders. Keep records of your correspondence with the copyright holder.

The owners of the distribution rights of a film must license film screenings, regardless of whether admission is charged. The license for display varies depending on the film. Films rented or streamed from Netflix, Redbox, Prime Video, HBO, Hulu, Apple TV+, or any other rental or streaming service, are for personal and private use only and any public display of the film is a violation of United States Copyright Laws and is punishable by a fine and/or imprisonment. Therefore, if you do not have the license to screen the film then you are not permitted to advertise or screen the film at a campus event. Only officially licensed films should be advertised on campus. Your club’s liaison nor should a space scheduler/facility manager will not confirm space for a film screening unless you have the documentation proving the license or permission of the distributor for a public screening of the film. Proof of obtaining a license should be attached to an ERF before final approval.

**COLLABORATING WITH THE MAGNER CAREER CENTER**

The Magner Career Center has collaborated with clubs/organizations since its existence. The demand has increased. Here are some best practices to ensure a successful partnership.

**HELPING PROMOTE EXISTING MAGNER CAREER CENTER EVENTS**

The Magner Career Center organizes 20-30 events per semester, which are planned for the semester prior. Students are encouraged to reach out to the Magner Career Center to see how the club can assist with these scheduled events, such as helping with promotion and encouraging your members to attend.

**SPEAKERS FROM THE MAGNER CAREER CENTER**

The Magner Career Center is often asked to send a speaker to club events. To get a speaker from the Magner Career Center the clubs/organizations should fill out the Magner Career Center Speaker Request Form at least **six (6) weeks before** the scheduled talk/presentation.

**ALUMNI/EMPLOYER SPEAKERS FOR YOUR CLUB**
If the club/organization is seeking an outside speaker such as an alumnus/alumna or an employer, the Magner Career Center asks for 2-3 months advance notice. More notice is needed if the event involves several speakers, and the club has specific requests as to the type of speaker. The topic must be career related. Clubs/organizations should fill out the Magner Career Center Speaker Request Form.

**CO-SPONSORING AN EVENT**

As a general practice, the Magner Career Center does not co-sponsor events with clubs/organizations, but if the club/organization has an idea for an event, and would like to see if the Magner Career Center could co-sponsor, they should reach out to the Magner Career Center before April 1 for Fall events, before November 1 for Spring events, and before March 1 for Summer events since that is when the Magner Career Center begins developing their schedule. The Magner Career Center can’t guarantee that they will co-sponsor but if requests do not fall into these timelines, they are likely not to be accommodated. Any questions you can reach out to the Magner Career Center at careernews@brooklyn.cuny.edu.

**SAMPLE GROUND RULES FOR A Q&A SESSION**

These ground rules should be used in any event where there will be a question and answer section to the program. SC staff can provide these rules on a large display board. Timers and signs designating 30 seconds and Time Up are also available. Two (2) Brooklyn College students or staff members may be designated to be the timekeepers and display the signs. Training may be requested from DOSA staff.

1. Please identify yourself before you begin your statements (name and affiliation).
2. Each audience participant will have up to two (2) minutes to make a statement or ask a question from the floor.
3. Please direct questions to a specific person(s), if possible.
4. Two to four (2-4) minutes will be allowed for a response from a panelist.
5. When the 30-second sign goes up, ask your question, or wrap up your response, if you have not already done so.
6. A sign will go up when the time is up. Due to time constraints, we ask that all speakers end when the sign goes up.
7. All decisions made by the facilitator should be respected.
8. Priority in speaking will be given to those participants who have not yet spoken.
9. Everyone is asked to respect other speakers and not interrupt while others are speaking.
10. Please treat everyone with respect and honor the request of those who do not wish to be photographed.

**MEDIA ACCESS GUIDELINES FOR BROOKLYN COLLEGE EVENTS**

The Office of Communications and Marketing is the college’s primary liaison with members of the media. Our professional media relations team is responsible for responding to requests from journalists. We make every effort to accommodate members of the media interested in attending campus events or otherwise covering the college.

Journalists who wish to attend an event at Brooklyn College should contact the Office of Communications and Marketing at least 24 hours in advance to facilitate their visit. Event organizers who wish to contact members of the external media to request coverage and/or invite journalists should also coordinate in advance with the Office of Communications and Marketing. The college reserves the right to place reasonable limitations on media access, which may include restricting cameras and recording devices, requiring New York press credentials, or coordinating a press pool. Student reporters from campus-based student media outlets are not required to provide advanced notice or to coordinate with the Office of Communications and Marketing.

Photographers, both amateur and professional, may not disrupt regular campus activities and must secure release forms from individuals recorded if photos or videos are to be published. Members of the media, including student journalists acting in their official capacity, may not be granted access to campus activities where confidentiality is
required.

For information about media access at Brooklyn College, contact the Office of Communications and Marketing at (718) 951-5882 or communications@brooklyn.cuny.edu.

PHOTOGRAPHY/VIDEOGRAPHY AT STUDENT-HOSTED EVENTS

Please note that student-led events may be photographed by attendees and/or media. Photographers, both amateur and professional, should not disrupt regular campus activities and those wishing to not be photographed. Release forms must be issued if photos and/or video are going to be published.

RSVP ONLINE SYSTEM

Based on the complex nature of an event outlined in an ERF, the use of an RSVP system may be required. The RSVP system may also be utilized when an event has the potential to generate significant media coverage, or may present a unique security risk, or if the event is likely to significantly impact the typical, daily operations of the College.

Steps required for implementing the use of RSVP system for an event:

1. Two (2) currently enrolled club members must be designated to monitor the RSVP system along with the liaison or designated staff member.
2. Attend a SET meeting at least two (2) weeks before the event. A member of SEMT will advise you of this meeting.
3. Space reservation and event details should be completed at least two (2) weeks before the event.
4. Attend any on-site meetings on the day of the event at least one (1) hour prior.
5. Access to an event using the RSVP system will be limited to those with documented reservations or printed tickets only. Procedures for walk-ins and waitlists, if appropriate, will be approved by the SEMT in collaboration with the host. If walk-ins are permitted, priority admission will be given to BC students with a valid BC ID.
6. SEMT will designate the RSVP system to be used based on the complexity of the event.

COLLEGE RESPONSIBILITIES FOR OPEN TO THE PUBLIC EVENTS

1. Assign one (1) designated senior staff representative (or her/his designee) to the event. Staff must be trained in event management and conflict resolution and be available to the students throughout the event.
   a. He or she will be present at SET meetings held with designated club members.
   b. He or she will be readily available and accessible if a problem arises.
   c. He or she will attempt to resolve any problems to the satisfaction of all parties.
   d. He or she will be the sole authority that can authorize the removal/ejection of an individual from the event in consultation with Public Safety & Security – except in the case of an imminent safety threat.
   e. If an imminent safety threat arises during an event, Public Safety & Security has the authority to remove/eject an individual(s) as deemed appropriate.
2. Provide additional staff as needed to ensure entrance processes are in place and implemented.
   a. Establish orderly lines for entry as needed.
   b. Check IDs to ensure that all event attendees have valid college IDs (or NYS IDs).
   c. Check-in guests using the printed or electronic version of the RSVP list.
   d. Collect tickets (if tickets are required).
   e. Distribute wristbands for re-admittance.
3. Ensure that information regarding the logistics of the event is provided to senior staff and Public Safety Officers.
4. Ensure that individuals assigned to an event are knowledgeable of the college rules and guidelines.
5. Provide training to student leaders on event planning and conflict management, including organizational, procedural, and preventative techniques.
6. Notify the host organization of any discrepancies between actual and estimated security costs for the event.
7. Participate in post-event assessment, as needed.

SECURITY GUIDELINES AT BROOKLYN COLLEGE

The following is a compilation of current policies and procedures in effect at Brooklyn College for security at events. The purpose of this guideline is to give clear and concise instructions on the procedures and protocols to be followed for events on campus where a security concern exists. These guidelines are derived from the existing Brooklyn College Special Events Security Guideline and University-established guidelines derived from recommendations of the University Director of Public Safety and the “Report to Mayor David Dinkins on the December 28, 1991, Tragedy at CCNY” prepared by Milton Mollen Deputy Mayor for Public Safety.

1. Brooklyn College Public Safety & Security is responsible for security at any event held on the Brooklyn College campus.
2. All event requests, where security and/or safety is a concern, must be submitted for review to the Director of Public Safety & Security no later than thirty (30) days before the scheduled event.
3. The application form must be approved by the Office of the Vice President for Student Affairs and the Director of Public Safety & Security who will advise the Vice President for Student Affairs of any anticipated security problems. The event also must finally be approved by a high college official as designated by the President.
4. The Director of Public Safety and Security will conduct a security review of the proposed event and will supply the applicants with a list of security requirements to be met before the event takes place. Failure to meet all requirements will result in the cancellation of the event. Applicants will be required to acknowledge receipt of the security requirements in writing.
5. Where events are being run by an authorized college club/organization, the club/organization advisor must be present and remain at the event for the duration. Failure of the club advisor to be present or remain at the event can result in the event being canceled at that time.
6. The Director of Public Safety and Security will prepare a written plan for security at the planned event two (2) weeks before the event. The plan will be formulated after consultation with the University Director of Public Safety, NYPD officials and any other security personnel to be utilized at the event. Copies of the written plan will be submitted to the University Director of Public Safety for review and approval by the University.
7. At any time before the event, should a safety concern arise that cannot be addressed effectively, including concerns that may arise during the event, the Director of Public Safety & Security may cancel the event.
8. Overall responsibility and supervision of all security personnel at the event will fall under the direction of the college’s Director of Public Safety & Security.
9. Upon completion of the event, a report will be prepared by the Director of Public Safety and Security and distributed to appropriate officials including the student club advisor. The report will summarize the event, its success, and any recommendations for future improvements at similar events.
10. Please treat everyone with respect and honor the request of those who do not wish to be photographed.

Prepared by:
Donald A. Wenz - Director, Public Safety & Security, Brooklyn College
July 11, 2017

SECURITY GUIDELINES AT BROOKLYN COLLEGE

<table>
<thead>
<tr>
<th>Event Rubric</th>
<th>Small Event/Low Risk</th>
<th>Medium Event/Medium Risk</th>
<th>Large Event/High Risk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated Attendance</td>
<td>1 - 50</td>
<td>50 – 100</td>
<td>100 - 175</td>
</tr>
<tr>
<td>Public Safety</td>
<td>N/A</td>
<td>May require all of some of the following items:</td>
<td>Will require all or some of the following items</td>
</tr>
</tbody>
</table>
Security Event Procedures

Event procedures shown above provide guidance/direction to registered student club organizations requesting events and activities within the Student Center. The objective of the procedures is to provide an accessible and equitable outline that student organizations must utilize for the planning and execution of their proposed events. Any student club requesting a medium or high-risk event must designate 2 members/club representatives who are responsible for managing the event activity and will be always available as needed during the event.

There are 3 categories of events. All activities are categorized within the following categories based on the number of people expected.

- **SMALL EVENTS** - Low risk, entails less than 50 persons.
- **MEDIUM EVENTS** - Medium risk, entails over 50 people but no more than 100 persons. Medium events may entail a potential risk. The activities of the said event must be reviewed by the liaison/SEMT to determine the level of risk and what items may or may not be required. Depending on the event activities/risk level, a college assistant at cost and or student club representative must be present during the event. For example, event activity may elicit strong emotions/possible tension or protests affecting overall campus activity.
- **LARGE EVENTS** - High risk entails over 100 persons. Large events may attract over 100 people; are widely promoted/advertised and will be deemed high risk due to the potential for overcapacity. Event may also illicit strong emotions/possible tension or protests affecting overall campus activity; and may entail a significant number of external visitors.

**NOTES:** Small, medium, and large-scale events (while they are assigned an amount), are not limited to the number of persons. For example, there may be a large-scale cultural event entailing over 100 persons that can be deemed a medium risk/medium event. Additionally, a small-scale event may have less than 50 expected but the speaker and/or topic is controversial. A quad event that is open to all within the BC community can be deemed a small to medium-risk event such as a food truck event. SEMT reserves the right to review, modify, and determine security and risk needs for a club event/activity.

**The types of small/low-risk events are as follows:** bake sales, general meetings, and student club socials. E-smash video tournaments

**Types of medium/medium risk events:** dinners, cultural events, film discussions, Greek-lettered stepping shows, basketball tournaments, fashion shows

**Types of large events/high risks:** Parties/dances, carnivals, Comedy shows

**MAX # OF LARGE/HIGH RISK EVENTS**
All clubs are limited to 2 large/high-risk events within a given semester.

At this current juncture are not accepting any requests for events that are open to the public. You may submit a list of guests to any event/event type.

**Additional Information**

**SECURITY AND STAFFING COSTS RELATED TO CLUB/ORGANIZATION EVENTS**
Any club/organization requesting to hold an event in the Student Center after the normal working hours requires
additional security for reasons of safety of attendees and the building staff. Costs will be assessed by the Student Center Director upon consultation with Public Safety & Security. The amount of security, and additional staffing, if required, and the estimated cost of the proposed event will be presented to the club/organization and affirmed in writing two or three (2-3) weeks before the event.

Some events due to the target audience, expected attendance, and complexity of the event will require additional resources. The Student Center Director, in consultation with Public Safety & Security, will assess the need for additional security and staff resources. If the assessment finds that it is in the best interests of all to request additional Public Safety and Security coverage, funds will need to be encumbered to support the additional officer(s). The proposed cost will be presented to the club in writing and to CD two to three (2-3) weeks before the event.

In the case of insufficient funds, the event cannot proceed.

**HANDLING DISTURBANCES AT CAMPUS EVENTS**

Minor protests of previously scheduled campus events or activities are allowed, if they do not substantially interfere with the ability of speakers to speak and for the event to continue. However, occasionally larger disturbances interfere with an event or even threaten public safety. If such a disturbance occurs, people in attendance should immediately contact Public Safety & Security.

Brooklyn College Public Safety & Security is responsible for security at any event held on the Brooklyn College campus. Our Public Safety Officers have been trained to diffuse situations of conflict or confrontation while respecting the right to free expression. Unless there is an immediate threat to public safety, only the Director of Public Safety & Security, a campus Vice President, or the college President has the authority to remove persons from events or, in extreme cases, to terminate an event altogether. The Director of Public Safety & Security bears responsibility and supervision of all security personnel at an event. At any time before or during an event, should a safety concern arise that cannot be addressed effectively, the Director of Public Safety & Security may need to cancel an event.

Where events are being run by a college club/organization, a representative of that organization must be present and remain at the event for the duration. Failure of a representative to be present or remain at the event may result in the event being canceled.

Violations of these rules may be grounds for disciplinary action by the respective student government.

**SECURITY AND STAFFING COSTS RELATED TO CLUB/ORGANIZATION EVENTS**

**EVENTS OUTSIDE NORMAL SC OPERATING HOURS**

1. Any club/organization requesting to hold an event in the SC, after the normal working hours requires additional security for reasons of the safety of attendees and the building staff. Costs will be assessed by the SC Director upon consultation with Public Safety & Security.
2. The amount of security, and additional staffing, if required, and the estimated cost of the proposed event will be presented to the club/organization and affirmed in writing two or three (2-3) weeks before the event. The cost is also provided in writing to CD.
3. CD encumbers the estimated cost from the club budget. In the case of insufficient funds, the event cannot proceed.
4. The SC may open on the weekends for special programming. Information regarding costs for full staffing and security will be provided by the SC Director upon request.

**EVENTS DURING NORMAL SC HOURS THAT REQUIRE ADDITIONAL RESOURCES**

1. Some events due to the target audience, expected attendance, and complexity of the event will require
additional resources.

2. If an event (not designated as Open to the Public) is to be held during normal SC operating hours, the SC Director, in consultation with Public Safety & Security, will assess the need for additional security and staff resources. If the assessment finds that it is in the best interests of all to request additional Public Safety and Security coverage, funds will need to be encumbered to support the additional officer(s). The proposed cost will be presented to the club in writing and to CD two to three (2-3) weeks before the event.

3. CD encumbers the funds from the club budget. In the case of insufficient funds, the event cannot proceed.

EVENTS THAT ARE OPEN TO THE PUBLIC

All student-hosted events that are open to the public (non-BC/non-CUNY) may require that all guests attending the event enter the building through a metal detector. When the metal detector is required, the host club/organization will be responsible for all associated costs.
2023 – 2024 STUDENT CLUB/ORGANIZATION HANDBOOK

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