



Brooklyn College STUDENT CLUB HANDBOOK

Introduction	8
Glossary of Abbreviations	9
Club Resources: Who's Here to Help You	10
Office of Student Activities, Involvement & Leadership (SAIL)	10
Central Depository (CD)	10
Student Government (USG & GSO)	11
Bulldog Connection	11
What You Can Do in Bulldog Connection	11
Roles & Expectations of Clubs and Club Leaders	12
What Your Club is Expected to Do	12
Use of the College's Name and Logo	12
Membership & Participation	13
Following the Rules	14
Planning for a Successful Year	14
Keeping Things Running Smoothly	14
Running Effective Meetings	14
Training Requirements for Club Leaders	15
Club Advisors	15
Club Offices & Storage Spaces	16
How Club Offices Work	16
Who's Responsible?	16
How to Request an Office or Cabinet	16
Rules for Club Office Use	16
Keeping Safe Spaces	17

Key Policy	17
Special Note for WEB Occupants	17
Club Registration & Elections	18
Registration Requirements	18
Constitution Review & Updates:	18
Steps to Start a New Club	19
Steps to Restart a Club	19
What Does It Mean if Your Club is “Locked”?	19
Elections	20
Executive Board Requirements	20
Special Elections for Open E-Board Positions.....	20
When Do Special Elections Happen?	20
What To Do If an E-Board Member Steps Down	21
Event Request Form.....	22
What’s an ERF?	22
What You’ll Need to Include	22
Event Planning Worksheet	23
Event Workflow: How Your Event Gets Approved.....	24
Event Leads: Your Club’s Go-To Organizers	25
Guest Lists & RSVP Protocols.....	26
Event Cancellations	26
Event Planning and Execution	27
What Counts as a Student-Hosted Event?	27
Who’s the “Host” of the Event?.....	27

What About External Support?	27
What's a Co-Sponsor?.....	28
What Size Is Your Event? (Event Rubric)	29
Event Types & Planning Timelines	30
Event Categories (What Kind of Event Are You Planning?)	30
On-Campus Events	30
Travel Events	31
Designated Event Types	32
Reserving Space for Your Club Event	33
Where Can You Host Events?	33
Blackout Periods: When Events Can't Be Scheduled	34
How to Promote Your Event.....	35
Student Center Event Spaces.....	35
Safety and Security	37
Quad Use & Tabling Guidelines for Student Clubs.....	37
Outdoor Event Planning & Weather	37
Requesting to Use the Quad.....	37
Rules for Outdoor Quad Events	38
Tabling on Campus.....	38
What Tabling Can Be Used For.....	38
How to Request a Table	38
Tabling Rules	39
Club Cash 101: Understanding the Student Activity Fee (SAF)	40
What is the Student Activity Fee (SAF)?	40

Who Handles Club Funding?.....	40
What Can SAF Money Be Used For?.....	40
What Can't SAF Money Be Used For?	41
Getting Funding: Key Terms You Should Know	41
Purchasing Procedures.....	43
Purchases Below \$999.99 (For food/promo items only)	43
Purchases Above \$999.99	44
Service Payments	44
Reimbursement Guidelines	45
Fundraising Rules	46
Fundraising for Not-For-Profit Organizations.....	46
Bake Sales.....	47
Clothing/Food/Toy Drives.....	47
Selling Tickets for a Club Event.....	47
Club Event Sales	47
Cash Prizes at Events	48
Acceptance of Donations	48
Raffles	48
Gifts and Awards.....	49
Securing Public Performance Rights (PPR) for Film Screenings	50
What are Public Performance Rights?	50
What does the law say?	50
Why should I obey copyright law?.....	50
Who can provide me with proper licensing?	50

Frequently Asked Questions	51
Safety at Campus Events	52
Events that are open to the public	52
Freedom of Speech and Campus Demonstrations	53
College Policies and Guidelines	54
Brooklyn College Media Protocol	54
Guidelines for Posting Events	55
Appendix A: Sample Event Planning Worksheet	56
Appendix B: East and West Quad Schematics	57
Appendix C: Student Center Room Configuration Samples	59

Introduction

Welcome to the Brooklyn College Student Club Handbook. We're excited that you're getting involved! Joining or leading a student club is one of the best ways to connect with others, grow your leadership skills, and bring your ideas to life. 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
- Publications and Media
- Special Interest
- Spiritual and Faith-Based
- Sports and Recreation
- Volunteer and Service

This Club Handbook is here to help you:

- Understand how clubs work at Brooklyn College
- Learn the rules for planning events, managing funds, and running meetings
- Know who to reach out to when you have questions

Club officers are responsible for knowing the regulations that apply to clubs and the information in this handbook. This guide isn't exhaustive, and there are other university or college policies that may apply.

Keep in mind: Policies may change. You'll always find the latest version of this handbook posted on Bulldog Connection, and updates will be shared with club officers. You can always stop by the SAIL Office in Room 302 (3rd Floor of the Student Center) or email us at studentact@brooklyn.cuny.edu.

Glossary of Abbreviations

Abbreviation	Meaning
BCA	Brooklyn College Association (manages student activity fees and large club expenses)
CD	Central Depository (handles your club's money and purchases)
DOSA	Division of Student Affairs
ERF	Event Request Form (used to get approval for club events)
GSO	Graduate Student Organization
SAF	Student Activity Fee (the money that funds clubs and events)
SAIL	Student Activities, Involvement & Leadership
SEMT	Student Event Management Team (reviews events)
SC	Student Center
SET	Special Event Team (handles large or complex events)
SG	Student Government (includes USG and GSO)
USG	Undergraduate Student Government

Club Resources: Who's Here to Help You

Brooklyn College is here to support you every step of the way on your club journey. Whether you're just getting started or planning your next big event, here are the key teams ready to help:

Office of Student Activities, Involvement & Leadership (SAIL)

SAIL is your main hub for all things student life! They help students like you:

- Start and manage student clubs
- Plan events and get involved on campus
- Learn and experience the rich diversity of the campus
- Become familiar with college resources and the campus through orientation

SAIL is your go-to for information on getting involved and is also where you will find the club's Liaison. Every club is assigned a Liaison who reviews all event request submissions for the clubs they are assigned. Your club type determines who your Liaison is.

SAIL Liaison

Director of SAIL

Organization Type

Graduate Students

Sports & Recreation

Publications & Media

Assistant Director of Student Diversity Initiatives

Cultural & Identity Based

Academic & Professional

Spirituality & Faith-Based

Assistant Director of Student Activities

Greek Lettered

Special Interests

Performing Arts

Volunteer & Service

Political & Social Awareness

Health & Wellness

Central Depository (CD)

Think of CD as your club's finance office. If it involves money, CD will walk you through the process.

They help you:

- Manage your club's budget and spending
- Make purchases for events
- Submit reimbursement requests
- Learn how to use student activity fee (SAF) funds the right way

Student Government (USG & GSO)

Every Brooklyn College student is represented by a student government:

- **USG** for undergraduate students
- **GSO** for graduate students

Student governments:

- Advocate for your voice on campus
- Help shape student policies
- Fund student clubs and approve budgets
- Hold open meetings and elections that all students can join

Want to run for office or apply for club funding? These are the students to talk to.

Bulldog Connection

Bulldog Connection is the online hub for all things student clubs. Every club has a page to promote events, manage membership, and submit forms.

What You Can Do in Bulldog Connection

- Register or re-register your club
- Submit Event Request Forms (ERF) or Non-Event Request Forms (NERF)
- Promote upcoming events
- Share meeting minutes and files
- Communicate with members, student government and other students

Roles & Expectations of Clubs and Club Leaders

Being a club leader is both a privilege and a responsibility. Your actions set the tone for your club and help build a positive community on campus. As a leader or member, you're expected to always follow college and CUNY policies. All club leaders and members should be familiar with the policies and/or guidelines below:

- Henderson Rules—Rules for the Maintenance of Public Order
- Brooklyn College Events Protocol
- CUNY Social Media Guidelines
- CUNY Sex-Based Misconduct Policy
- CUNY Tobacco-Free Policy
- Recruitment, Initiation Policies and Hazing Statement
- Doxing Resource Guide

✦ You can read the full list of policies at brooklyn.edu/policies

If a club or its members break these rules (like hosting an unapproved event or violating policy), it can lead to serious consequences, including:

- **Disciplinary action** through the Student Conduct Office
- **Sanctions** from student government and/or the College
- **Probation, suspension, or cancellation** of current and future events

If your club is contacted about a violation or concern, you must respond **within 48 hours**.

What Your Club is Expected to Do

- Understand that DOSA has the authority to determine time, place and manner for all club events
- Submit Event Request Forms (ERFs) for all club events and meetings
- Meet with your club liaison when needed
- Elect officers who meet college standards
- Make sure your events reflect the mission and values of Brooklyn College
- Be honest and responsible when handling club funds and purchases
- Club funds cannot be used for unauthorized events

Use of the College's Name and Logo

Only officially registered student clubs are allowed to use the Brooklyn College name. If your club wants to use the college logo, mascot (the Bulldog), school colors, or any other branding, you must get approval from the Office of Marketing & Communications first.

Using the college's name or image to hurt, threaten, or harass anyone is strictly prohibited and could lead to disciplinary action by student government and/or the College.

Membership & Participation

To join or lead a Brooklyn College student club, you must be:

- Currently enrolled and registered at Brooklyn College
- In good academic and disciplinary standing

Students who are auditing classes (not taking them for credit) can participate only if they've paid the student activity fee for that semester.

Students cannot hold the same e-board position on more than one club. A student can only be on the executive board of up to two clubs at a time.

Executive Board Roles



President

- Leads meetings and sets the direction of the club.
- Submits the club registration each semester.
- Main point of contact for SAIL and other college offices.
- Appoints committees and chairpersons.
- Ensures the club constitution is followed.
- Responsible for providing complete and accurate information on current e-board members to SAIL, including when changes happen during the year.



Vice President

- Supports the President and steps in when they are unavailable.
- Attends meetings and helps organize club activities.



Treasurer

- Manages the club's budget and spending and reports on it.
- Submits receipts and paperwork to the Central Depository (CD).
- Makes sure bills are paid in a timely fashion.



Secretary

- Takes meeting minutes and posts them on Bulldog Connection.
- Sends emails and helps manage club communication.
- Prepares and distributes meeting agendas as directed by the President.



Club Connector (Optional)

- Keeps the club's Bulldog Connection page up to date.

Setting Expectations for Members

It's up to each club's executive board to:

- Set clear expectations — like attending meetings or helping with events
- Make sure those expectations are written in the club's constitution

- Welcome and introduce new members at meetings
- Take attendance to keep track of member involvement
- Encourage everyone to share their ideas and have a voice in the club

Following the Rules

All club members and leaders are expected to follow campus policies and the law. That includes:

- Brooklyn College and CUNY rules
- Federal, state, and local laws



- ✓ Important:
- ✓ Breaking the rules—on or off campus—can lead to disciplinary action from student government, the College, and even legal consequences.

Planning for a Successful Year

At the start of each school year, your club should get together to create a plan. Think about what you want to accomplish, whether it's:

- Growing your membership
- Hosting fun or meaningful events
- Giving back through service projects
- Collaborating with other clubs

Setting goals helps everyone stay focused and motivated. Make sure all members have a chance to contribute their ideas!

Keeping Things Running Smoothly

Consistency is key to a strong club. Here's how to stay on track:

- **Plan ahead** before the semester starts
- **Keep records** (like meeting notes and action items)
- **Follow up** between meetings, form event committees, post announcements, or check in on progress

When your executive board changes, make sure to **pass the baton** smoothly:

- Share login info (like social media accounts)
- Give access to important documents, emails, and club history
- Meet with new leaders to explain what's been done and what's coming up
- Make sure to inform SAIL of changes so that Bulldog Connection access can be properly updated

Running Effective Meetings

Meetings are where all the planning happens, so they should be organized and purposeful.

Before each meeting:

- Set the **dates** in advance

- Create and share an **agenda** (a list of what you'll talk about)
- Make sure you have a **quorum** (enough members present to make decisions)

During the meeting:

- Take **minutes**, a written record of what was discussed, who attended, decisions made, and next steps
- Share minutes with the club so everyone stays in the loop

Need help running structured meetings? You can check out [Robert's Rules of Order](#) — a helpful guide to keeping things fair and organized.

Training Requirements for Club Leaders

All student clubs must complete training to stay active and informed. These sessions help you understand how to plan events, manage funds, and follow college policies.

- **Club Leadership Training** (run by SAIL & Central Depository)
- **SPARC Training:** Sexual and Interpersonal Violence Prevention (Required by NY State): SAIL enrolls your e-board members in Brightspace. The Club President must collect and email all certificates to SAIL in one message.

Tips & Reminders:

- ✓ All club members must be currently enrolled Brooklyn College students.
- ✓ Violations of CUNY or college policies can result in disciplinary action.
- ✓ Set clear expectations with your members at the beginning of each semester.

Club Advisors

Every student club registered at Brooklyn College should have a Club Advisor. Advisors are full-time faculty or staff who support your organization throughout the academic year.

Who Can Be an Advisor:

- Full-time faculty members
- Full-time staff or administrators

Who Cannot Be an Advisor:

- Graduate Assistants
- Part-time or non-college employees
- Division of Student Affairs (DOSA) staff

Advisor Responsibilities:

- Offer guidance and mentorship
- Help club leaders navigate college procedures
- Support planning for events, projects, and meetings

Other things to know about advisors:

- Advisors may only advise one student club per academic year.
- Clubs with an academic focus should seek advisors from relevant departments.
- Ask your club liaison for help if you're having trouble finding an advisor.

Club Offices & Storage Spaces

Getting a club office on campus is a great way to have a home base for your group—but it's also a shared space, and that comes with responsibilities.

How Club Offices Work

- Club office spaces and storage cabinets are assigned every year by the Space Request Committee.
- They're **not guaranteed**—you'll need to submit a request each spring as part of club registration.
- The assignments are based on availability and your requested justification for the space.

Who's Responsible?

If your club gets a space:

- The current executive board (especially the President and Treasurer) is responsible for the keys, cleanliness, and condition of the space.
- You must keep the space clean and organized.
- Misuse of the space or failure to follow rules could mean **disciplinary action** or **losing the office**.

How to Request an Office or Cabinet

1. Fill out the **Student Club Office & Cabinet Request Form** as part of your spring registration.
2. Your request will be reviewed by a committee with student government reps.
3. You'll find out if your club got a space before the fall semester starts.

Rules for Club Office Use

To keep things running smoothly and respectfully, here's what every club needs to follow:

Allowed:

- Hosting club meetings or working on club projects
- Using the space during regular college hours

Not Allowed:

- Using a club office for storage or as a base for unauthorized activity
- Holding club events or elections inside your office
- Playing loud music or causing disruptions
- Letting people use the office when the college is closed (unless you're given special permission)
- Using alcohol, drugs, tobacco, or open flames
- Leaving food overnight or leaving trash behind
- Damaging furniture, walls, or doors
- Posting flyers or signs on the walls without using approved materials

Keeping Safe Spaces

- Windows must be closed when you leave — no open windows overnight!
- All furniture and equipment provided by the college must **stay in the office**.

If anything is damaged, **report it right away** to your club liaison or Central Depository (CD).

Any violations related to the use of club offices are subject to disciplinary action.

Key Policy

- Keys are given out on the first day of fall classes, only to enrolled, elected executive club officers.
- Each club can get **two keys** which are issued to the President and Treasurer.
- Don't share keys with anyone—that's a major violation.
- Lost keys? Let your liaison or CD know right away. Replacements cost money and are charged to the club.
- If you get locked out, you'll need to request access through CD.
- CD may change the locks when leadership changes or if needed for safety.

All keys must be returned to CD (Student Center Room 314) by the last day of the Spring semester. If not, a hold may be placed on your transcript (President and Treasurer). When club leaders sign the Club Office Procedures & Policies Form, it means they understand that:

- Having an office is a privilege.
- They are responsible for representing their club and using the space properly.

Special Note for WEB Occupants

If your office is in the WEB, remember you're sharing the space with the Atrium, Testing Center, and Film Department. Be respectful and courteous to others using the building.

Tips & Reminders:

- ✓ All executive board members must complete training, or your club will not be activated for the academic year or may lose its active status.
- ✓ Attend all required sessions at the beginning of each semester.
- ✓ Check your email and Bulldog Connection for training dates and updates.

Club Registration & Elections

To be an active student club at Brooklyn College, you must register your organization each academic year. Registration ensures that your club can access college resources, host events, and receive funding.

Registration Requirements

- Required executive board members: President, Vice President, Secretary, and Treasurer.
- All officers must be enrolled Brooklyn College students in good academic and disciplinary standing.
- Submit an updated constitution and club registration through Bulldog Connection.
- All e-board members must complete SPARC training, and the President must submit everyone's certificates to SAIL in one email.
- Attend the required club training sessions hosted by SAIL and Central Depository.
- Follow the outlined procedures for proposing and approving any new positions.

Constitution Review & Updates:

Just like your club evolves, your constitution might need a refresh too! Every year, clubs are expected to review their constitution to make sure it still fits your goals and how your club operates.

- Hold a meeting with enough members present (that's called a quorum).
- Go over your constitution together to check what still works and what needs to change.
- Your student government must review and sign off on the final version.
- Be sure the constitution is dated, signed, and officially submitted to the SAIL Office.

Make sure your proposed updates:

- ☒ Follow **Robert's Rules of Order** for how to introduce and vote on changes
- ☒ Meet your student government's standards
- ☒ Are voted on and approved by your general membership

Steps to Start a New Club

- Create a club constitution using the sample provided by SAIL.
- Recruit four matriculated students to be on the e-board for the year: President, Vice President, Secretary, Treasurer. Each member must commit to serving the entire academic year.
- Submit a club registration form with proposed constitution via Bulldog Connection during the designated timeframe.
- You will need the full name, EMPLID, BC email and phone number for each person.
- Collect 25 electronic signatures from students on the Petition for Charter.
- SAIL will set up the petition in Bulldog Connection and notify the e-board when it is ready.
- Make sure all students signing the petition are from the correct division (Undergraduate or Graduate).
- These students support the creation of the club and will become the first members.
- Submitted constitution will be reviewed electronically by student government.
- All e-board members must complete SPARC training, and the President must submit everyone's certificates to SAIL in one email.
- Attend required club training sessions hosted by SAIL and Central Depository.

Steps to Restart a Club

- Request your club's previous constitution from the SAIL Office.
- Update the constitution if needed
- Locate your club on Bulldog Connection. Contact SAIL if you do not find it.
- Submit the club registration on Bulldog Connection. You will need to include the most updated and signed constitution and the full name, EMPLID, BC email and phone number for the executive board.
- If your club does not have an active portal on Bulldog Connection but previously existed, you must complete the process as if you are registering for a new club
- To restart a club after 5 or more years, the Petition for Charter with 25 signatures will be needed.

What Does It Mean if Your Club is "Locked"?

If your club is "locked" in Bulldog Connection, it means your club can't do anything official until the issue is resolved. This includes things like:

- Submitting a budget or using club funds
- Reserving space for meetings or events
- Starting new member recruitment or intake
- Requesting Student Activity Fee (SAF) funding
- Getting keys for your club office

Basically, the club is on pause until it's back in good standing. Your club might be locked if:

- You didn't complete the registration process for the semester
- The club is involved in a club conduct issue/investigation
- An executive board member leaves or is no longer a student, and you didn't notify the SAIL Office within 5 days, as required.



Reminder:

- ✓ If your club is locked, reach out to the SAIL Office ASAP to find out what's needed to fix it. The sooner you respond, the sooner you can get back to planning events and running your club!

Elections

- Elections are held in the Spring semester for the next academic year.
- Elections must be conducted through Bulldog Connection.
- Special elections (to fill mid-year vacancies) are held at the beginning of each semester.

Executive Board Requirements

If your club is continuing next year, you'll need to hold elections in the Spring to choose your new executive board (E-Board) for the upcoming academic year. Your election should follow your club's constitution and must be done through Bulldog Connection. The SAIL Office will walk you through the process and provide step-by-step instructions to help you manage your election using your club's Bulldog Connection portal.

Special Elections for Open E-Board Positions

If a club executive board position opens (like if someone graduates or withdraws), your club can fill that position by holding a special election.

When Do Special Elections Happen?

The SAIL Office sets a special election period at the beginning of each semester. If your club needs to replace an executive board member, this is the time to do it! Just like regular elections, all special elections must be done online through Bulldog Connection.

What To Do If an E-Board Member Steps Down

If someone leaves their position, your club must:

- Follow the vacancy process in your club's constitution
- Let the SAIL Office know of the vacancy within 5 business days
- Explain what happened and who's stepping into the role (if already chosen)
- Clubs that don't register or fill vacant leadership roles risk being marked inactive
- All e-board members must be currently enrolled and in good standing
- You must wait for the club to be approved in Bulldog Connection before becoming active



Important:

If your club doesn't report leadership changes, you could be marked inactive or lose access to your club resources, including room reservations and funding.

Event Request Form

Planning a club event? Whether it's on or off campus, you must submit an Event Request Form (ERF) through Bulldog Connection—no exceptions! Only executive board members can submit an ERF, and it must be submitted for all club events and official meetings—even virtual ones. Prepare a detailed event plan before starting an ERF - don't skip this step!

What's an ERF?

The ERF is an online form that gives your club official approval to:

- Host a specific event
- Reserve space for a specific event
- Spend club money on a specific event
- Promote your event

Where to Find It:

1. Log into Bulldog Connection
2. Go to the **Events** tab
3. Click **Create Event** to begin your ERF

Don't Skip Details! Your form **must be complete**: no "TBDs" or missing information! Incomplete forms can't be processed. When you submit the ERF:

- It gets reviewed by your club liaison, student government, Central Depository, and the Scheduling Office
- The final approval comes from the Student Event Management Team (SEMT)

Event Chat = Your Communication Hub

Once your ERF is submitted, an **event chat** is automatically created in Bulldog Connection. That's where all the information about your event will happen. **If a reviewer asks for more info**, you have **48 hours** to respond. If you don't reply in time, your ERF will be **denied**, and you'll have to start over.

What You'll Need to Include

First Page: This is the public event info:

- Name, date, time, and location
- Co-sponsor info (if any)
- RSVP options (like how many people can attend)

After you click "Create Event" you'll see the admin section of the ERF.

- The questions will change based on your answers, so read carefully!
- Be detailed and accurate so reviewers have everything they need



Tips & Reminders:

- ✓ You can't promote or spend money on your event until your ERF is approved
- ✓ One ERF per event—even if multiple clubs are co-sponsoring
- ✓ Include all co-sponsor details in one form if it's a joint event
- ✓ The more detailed your ERF is, the faster your event can get approved!
- ✓ Submit your ERF early! Timelines vary depending on the event size and audience.
- ✓ Large or public events may require RSVP systems and extra review steps.
- ✓ All advertising must be approved before posting or sharing.

Event Planning Worksheet

Before you jump into filling out the Event Request Form (ERF) on Bulldog Connection, make sure you've thought through all the details of your event. If your form is unclear or missing information, it will be sent back to your club to fix and that could delay your approval. Need help or not sure what to select on the form? Meet with your club liaison. See Appendix A for a sample Event Planning Worksheet.



Heads up:

- ✓ The Division of Student Affairs (DOSA) has the final say on when, where, and how your event can take place—so plan early and be flexible!
- ✓ Only executive board members can submit official forms (like ERFs).
- ✓ Always check your event's chat in Bulldog Connection for updates.

Event Workflow: How Your Event Gets Approved

Here's how your Event Request Form (ERF) moves through the approval process in Bulldog Connection before your event becomes official. The ERF submitted by an undergraduate club goes through the following steps.

Note: A notification will be sent to USG anytime an undergraduate club submits an ERF.

1. **Step 1: Pre-Event Notification (If applicable)**

After you submit your ERF, a designated staff member gets notified. They'll check if your event needs a SET meeting (Special Event Team meeting) for additional review.

2. **Step 2: Liaison Review**

Your club liaison (assigned based on your club type) reviews the form to make sure your event follows all planning guidelines and policies.

3. **Step 3: Student Government Funding Review and Approval (If applicable)**

If you're asking for money, a Grant Request Ready notification is sent out to begin the funding review process. The USG Club Funding Committee gives final approval (or denial) for the event spending.

4. **Step 4: Central Depository (CD) Review**

The Central Depository checks if your club has the funds available for the event and either approves or denies the purchases requested.

5. **Step 5: Space Reservation**

Once funding is cleared, your form goes to the Student Center Scheduling Office, which books a space for your event.

6. **Step 6: Final Approval**

A member of SEMT gives the green light once all steps are complete — and your event is officially approved!

Event Leads: Your Club's Go-To Organizers

Every club event needs two current Brooklyn College e-board members to take the lead in planning and making sure everything runs smoothly. These students will represent the club when working with your liaison, Student Affairs staff, and others involved in the process.

Here's what these Club Event Leads are responsible for:

1. **Submit & Manage the Event Request Form (ERF):** On Bulldog Connection, you'll fill out the ERF with details like:
 - What's the goal and purpose of the event?
 - Who's your audience?
 - What kind of space do you need, and how many people are coming?
 - What kind of food, catering, or A/V equipment will you need?
 - Who are your guest speakers or performers (if any)?
2. **Assign Two Official Student Reps (That's You!)**
 - Both e-board members listed on the form must be currently enrolled at Brooklyn College.
 - Both must attend the actual event and be on-site in case anything needs attention.
 - They also need to attend all planning meetings with the college.
 - They can recruit other student volunteers to help during the event if needed.
3. **Follow Posting Rules:** Make sure everyone helping with your event follows campus guidelines for flyers, posters, and digital promotions.
4. **Take Financial Responsibility:** Your club is responsible for any approved event expenses—including costs for public safety, damage to college property, or lost equipment, if those happen.

Tips & Reminders:

- ✓ Start your ERF as soon as possible—this gives you time to make edits, meet with your liaison, and adjust plans if needed.
- ✓ Check Bulldog Connection often for event updates and communication.
- ✓ Get approvals before making purchases or commitments.

Guest Lists & RSVP Protocols

Some events — like parties or ones open to the public — require an RSVP list managed through Bulldog Connection. Other events might also need an RSVP if the college decides it's necessary for safety, space, or logistics.

When Do You Need an RSVP System?

Your club may be asked to use an RSVP system if:

- Your event might draw media attention
- There's potential for high impact to the campus
- The event could disrupt normal campus operations

If this applies to your event, here's what you'll need to do:

1. **Start Early:** Set up your RSVP in Bulldog Connection at least **2 weeks before** your event.
2. **Assign 2 e-board members** to manage RSVPs, alongside your club liaison or a designated staff member.
3. **Attend a SET Meeting:** You'll be scheduled for a Special Event Team (SET) meeting to review logistics.
4. **Invite-Only Access:** Only those on the RSVP list will be allowed in.
5. **Handling Walk-Ins:** If approved by SET, walk-ins may be allowed—but **BC students with valid BC ID** will get priority.

Only official, original state photo IDs or digital BC IDs with a photo are accepted—**no copies or screenshots**. No one under 18 is allowed to attend.

Event Cancellations

Need to cancel your event after it's been approved? Here's what to do:

- Cancel the event in Bulldog Connection
- Email semt@brooklyn.cuny.edu at least 24 hours in advance
- Cancel any event purchases or vendor agreements
- Return any unused funding

If you don't cancel properly, your club may lose the ability to book space or equipment in the future.



Tips & Reminders

- ✓ **Start early!** Plan ahead so there's time for approvals and any needed RSVP setup.
- ✓ **Double-check IDs:** Let your guests know they'll need a valid BC ID or official state photo ID—no screenshots!
- ✓ **Stay organized:** Use Bulldog Connection to manage guest lists, cancellations, and communication.
- ✓ **Be responsible:** If something changes, cancel ASAP to avoid fees or penalties.
- ✓ **When in doubt, ask!** If you're unsure whether your event needs an RSVP, check with your liaison or email SEMT.

Event Planning and Execution

The Division of Student Affairs (DOSA) oversees when, where, and how (time, place and manner) student clubs can use college facilities, based on **CUNY's official policy on facility use**:

 [CUNY Facility Use Policy](#)

Since space on campus is limited, all event requests are reviewed carefully to make sure everything runs smoothly and fairly. Your event will be reviewed by the **Student Event Management Team (SEMT)** and, if needed, other campus offices. Your **Club Liaison** will also review your event request based on your club's category and type of activity.



Reminder:

DOSA has the final say on when, where, and how your event happens. This means you should always be flexible with your preferred time or location and plan early. Popular spaces fill up fast!

What Counts as a Student-Hosted Event?

If your club is organizing an event, whether it's on-campus, off-campus, or online, and it meets any of the criteria below, it's considered a student-hosted event:

- It's organized by a registered Brooklyn College club or organization
- It's using Brooklyn College or Student Activity Fee (SAF) funds
- It's promoted using the Brooklyn College name or logo

Who's the "Host" of the Event?

The host is the main group in charge — a registered BC student club. Only one host is allowed per event. The host club is fully responsible for making sure the event follows all college rules and procedures. That includes:

- Assigning **two e-board members** to attend all planning meetings and the event itself
- Planning and promoting the event
- Booking space and managing event setup/cleanup
- Submitting expenses through the Event Request Form (ERF) on Bulldog Connection
- Meeting with your club liaison, if needed
- Following campus posting and promotion guidelines
- Taking full responsibility for all event-related costs, including any public safety, damage, or lost equipment charges
- Listing any co-sponsors or external supporters, if applicable

What About External Support?

Your club can partner with external supporters, such as:

- Academic departments or centers at other CUNY schools or institutions

- IRS-recognized nonprofits
- For-profit businesses or sponsors

External supporters can help promote or provide materials, but they aren't considered co-hosts or co-sponsors and don't have the same rights as a registered BC student club. They must also follow college event rules.

What's a Co-Sponsor?

A **co-sponsor** supports the event — but **doesn't help plan it**. Student clubs often partner with co-sponsors to reach more students or get extra help with things like printing flyers or giveaways. Co-sponsors must follow all event rules and should be listed on event flyers and promo materials.

Co-sponsors can include:

- Other registered student clubs
- Student Government (SG)
- Academic departments or campus offices



Important:

All official communication about the event will go through the **host club**, not the co-sponsor or external supporter!

Role	Who Can Be One	Main Responsibilities
Host	Registered BC student club/org (incl. SG)	Takes the lead on everything — planning, promoting, submitting the ERF, budgeting, setup, and cleanup
Co-Sponsor	BC club/org, SG, academic department, or administrative office	Helps with promotion and may assist with materials or funding — works closely with the host
External Supporter	Non-BC group (e.g., nonprofit, for-profit, or external academic center)	Can promote or provide materials , but must follow BC rules and has no planning or hosting role

**Tips:**

- ✓ **Only registered clubs can host events.** If your club isn't active or registered, you can't book space or submit an ERF.
- ✓ **Submit early!** Planning ahead gives you time to get approvals, meet with your liaison, and handle changes.
- ✓ **One host per event.** Even if you're working with other groups or sponsors, there must be one club taking the lead.
- ✓ **Communication runs through the host.** Make sure your assigned reps stay on top of emails and meetings.
- ✓ **Promote responsibly.** Co-sponsors and external partners can help spread the word, but the event advertising must still meet BC guidelines.

What Size Is Your Event? (Event Rubric)

Before your club event gets approved, it's helpful to know how big your event is expected to be. This chart breaks down event sizes (small, medium, or large) based on how many people are attending and what kind of planning and safety measures might be required.

Bigger events often need more planning—extra staff, a guest list, or a meeting with the Special Event Team (SET). Use this chart to understand what's expected for your event size. Any event that entails physical activity such as parties and/or dances requires a signed waiver.

Event Rubric	Small Event	Medium Event	Large Event
Estimated Attendance	1–50	51–100	101–175+
Event Type	Bake sales, general meetings, and student club socials	Dinners, film discussions, Greek life, stepping shows, basketball tournaments, fashion shows	Parties/dances, carnivals, comedy shows
Other Requirements for Consideration	Public Safety @ cost	<ul style="list-style-type: none"> • Waiver • Wristbands • Student club rep(s) • SET meeting • Guest list 	<ul style="list-style-type: none"> • Public Safety @ cost • Facilities Review • Wristbands • Student Club rep(s) • SET Meeting • Guest list • Waivers

Event Types & Planning Timelines

The type of event you're hosting and who you invite determines how early you need to submit your Event Request Form (ERF) on Bulldog Connection. If you're requesting funding for your event, please add 1 extra week to the timeline below.

How Early Should You Submit Your ERF?

Event or Guest Type	Submit At Least...
BC /CUNY students/No funding needed	2 weeks before
BC community only	3 weeks before
BC/CUNY students and guests	3 weeks before
Bake sales or fundraising	3 weeks before
BC community + general public	6 weeks before
Event with a service payment or performance*	4–8 weeks before
Quad Events	5 weeks before

*If your event includes a **contracted performer, speaker, or vendor**, you'll need at least 8 weeks for processing. All guest lists must be submitted and approved **before** the event.

Event Categories (What Kind of Event Are You Planning?)

When you fill out the ERF, you'll need to pick the event category that best fits. You can choose more than one if your event covers multiple types—it'll help speed up the approval process!

On-Campus Events

Events held at Brooklyn College—your club is actively involved in organizing them.

Standard Event: Any club-led event on campus involving logistics, promotion, or funding.

Tabling Event: Setting up a table to promote an activity, fundraiser, or campaign.

Off-Campus Events

- Events held off-campus but funded by Student Activity Fee (SAF) money.
- Must be open to all BC students.
- Example: Club art show at a local gallery.

Online Events:

Held virtually on a platform like Zoom. Still requires ERF approval.

Travel Events

Day Trips:

- Local activities within NYC (no overnight stay).
- No high-impact activity.
- Requires a **Day Trip Form** and, if using SAF funds, a **Non-ERF (undergraduate clubs only)**.

Domestic or International Trips (including all overnight trips):

- For travel outside NYC or outside the U.S.
- Requires approval from the Brooklyn College Association (BCA).
- Must submit a **Trip Proposal**, and if funding is needed, a **Non-ERF (undergraduate clubs only)**.
- A chaperone is required (based on group size).

 Travel Policies – [Domestic and International Travel – The City University of New York \(cuny.edu\)](https://www.cuny.edu/travel-policies/)

Tips & Reminders:

- ✓ All trips must be connected to learning, leadership, or student engagement goals and shouldn't interfere with academics.
- ✓ Don't wait till the last minute! Timelines vary depending on your event—always check the chart and plan ahead.
- ✓ Pick the right event type(s). Choosing all applicable categories helps prevent delays in approval.
- ✓ Big guest list? Start early. Events open to the public or involving vendors take the most time to process.
- ✓ Need help choosing a category? Ask your club liaison, they're here to help!
- ✓ Trip coming up? Day trips and overnight travel have their own forms and approval process. Make sure to follow all guidelines!

Designated Event Types

Here's a list of event types you'll need to choose from in the ERF:

Event Type	Description
Performance/Film	A concert, play, or film screening for entertainment or cultural enrichment
Social/Activity	A party, game night, mixer, or informal hangout
Lecture/Seminar (External)	A guest speaker from outside Brooklyn College sharing info or experience
Lecture/Seminar (Internal)	A BC faculty/staff/student speaker presenting to students
Luncheon/Dinner	A formal or casual meal-focused gathering
Demonstration/Protest	A group rally or protest to support a cause
Quad Activity	Events taking place in the East or West Quad (not beyond the gates)
Tabling	Using a table on campus to promote something or fundraise
General Meeting	A club or committee meeting
Ceremony	Formal events like inductions, recognitions, or award nights
Online Event	Events hosted on Zoom or another virtual platform
Party/Dance	A social gathering with music, dancing, or themed celebration
Sports/Physical Activity	Group workouts, sports events, or any active movement-based event
Training/Development	Workshops or sessions focused on learning new skills

Reserving Space for Your Club Event



Your club can host events both on and off campus during the Fall and Spring semesters—if classes are in session. The most popular timeframes for events are:

- **Common Hours:** Tuesdays, 12:15–2:15 p.m.
- **Flexible Common Hours:** Thursdays, 12:15–2:15 p.m.

These time blocks are great for events because most classes don't meet during them, giving more students a chance to attend. If you're requesting a space outside the Student Center, don't worry—the process is the same, but you still need approval.

Where Can You Host Events?

Here's a quick guide to commonly used spaces and what kind of events they support:

 Location	 What You Can Use It For
Student Center (SC)	Lectures, workshops, receptions, dinners, parties, film screenings, social activities, and conferences
Whitehead Lobby/Breezeway, New Ingersoll Lobby, Student Center Lobby	Tabling for club info, recruitment, or approved fundraising. Must request 3 weeks in advance.
West Quad Gym or Roosevelt Gym	Sports/fitness events require approval from SEMT approval from the Athletics Dept. and waivers. Upload gym confirmation in your ERF.
Classrooms	For meetings or events. Must request access through the academic department and upload written permission in your ERF.
Performing Arts Centers	Lectures, fairs, workshops, and social events. Requires a SET meeting, 8 weeks advance notice , and extra approval. Fees may apply.
Boylan Hall Cafeteria	Tabling only (not for food events).
Outside Patio Area of Library Cafe	Tabling for club info, recruitment, or approved fundraising. Must request 3 weeks in advance.
Outside Boylan by steps to Cafeteria	Tabling for club info, recruitment, or approved fundraising. Must request 3 weeks in advance.
East Quad or West Quad	Priority is given to college-wide events that are meant to bring the campus together. Single club hosted events may be rescheduled if they overlap with larger programs. The East Quad is mostly limited to sidewalk areas. No equipment or materials can be brought onto either Quad without special permission.

Blackout Periods: When Events Can't Be Scheduled

There are specific times of the year when student club events are not allowed. These are called blackout periods. Events can start on the first day of classes each Fall and Spring semester, but are not allowed during the following times:



Time of Year



No Club Events Allowed

Winter Break

From the last day of Fall classes to the first day of Spring classes

Spring Recess

No student club events are allowed during Spring Break

Summer Break

From the last day of Spring classes to the first day of Fall classes.

Finals Period

From the day after the last day of classes to the last scheduled finals day

Only SG can host summer events. Graduation-related events may be approved.



Need an exception? Submit your request with the reason in the **chat section of the Event Request Form** or email: semt@brooklyn.cuny.edu.



Important:

Graduate student clubs **can** host events during undergraduate finals since their academic schedule is different!



Tips & Reminders

- ✓ **Plan ahead!** Popular spaces like the Student Center and gym fill up fast — submit your ERF as early as possible.
- ✓ **Get approval first.** Don't promote your event or invite guests until your space has been officially confirmed.
- ✓ **Upload confirmations.** For spaces like classrooms or gyms, you'll need to upload proof of reservation into your ERF.
- ✓ **Check the calendar.** Avoid blackout periods unless you have a strong reason and get special approval.
- ✓ **Questions?** Ask your club liaison or contact semt@brooklyn.cuny.edu for help.

How to Promote Your Event

Ready to spread the word about your event? Great! Just make sure you follow the rules for advertising, so everything goes smoothly. Whether you're making a flyer, posting on social media, or sending out emails, your club liaison must approve your ad before you share it. If your event is open to the public, you'll need additional approval from the Vice President for Student Affairs (or their designee).



Tip:

If you update or change an approved flyer, send the new version to your liaison for review again.

✓ Advertisement Checklist: What to Include

Before you hit “print” or “post,” make sure your ad includes the following:

Brooklyn College somewhere on the flyer/post

Contact information: Preferably your club email

Location: Include room number and building name

Date: include month, day, and year

Time: list both start and end time

Refreshments? Indicate if snacks or food will be provided

RSVP information: if required, say how people can RSVP

Fundraising or donations? List who will receive the donations

Audience: Clearly state who the event is for:

- BC Only
- BC/CUNY Only
- BC/CUNY/Invited Guests Only
- Open to the Public (requires special approval)

Entrance Policy based on your audience must be included. For example:

- Use “Must show valid BC ID” for events open to BC students only
- Use “Must show valid BC/CUNY ID” for events open to BC and CUNY


Send it in! Email a **digital copy** of the flyer (or ad) to your liaison for review and **digital stamp** before sharing it.

Flyer Size: Printed flyers can't be bigger than **11" x 17"**

Student Center Event Spaces

Most club events take place in the Student Center—it's the go-to spot on campus for meetings, parties, performances, and more! Below is a chart showing the different rooms and their maximum capacities. Keep in

mind: Room capacity might change depending on your setup—like if you're using food tables, a stage, or A/V equipment. There is a fee for tablecloths.

 **Wi-Fi:** All Brooklyn College students must use their own login to connect to campus Wi-Fi.

 **Guest speakers?** It's best if they bring their own hotspot. Non-CUNY members will not be provided with Wi-Fi.

Room setup: Take a look at sample room setups in Appendix C.

 [Open Access Technology Facility Policy](#)

Floor	Space Designation	Auditorium	Round Table(s)
Second Floor	Bedford Lounge	175	150
	Amersfort Lounge	100	70
	Glenwood Lounge	100	70
Fourth Floor	Jefferson-Williams Lounge	150	120
	Maroney-Leddy Lounge	50	30
	Alumni Lounge	150	120
	Aviary (Conference Room)	20	
Fifth Floor	State Lounge	50	50
	Occidental Lounge	100	70
	International Room	50	40
	Ward Room (Conference Room)	10–15	
	Grog Room (Conference Room)	10–15	
	Cosmic Room (Conference Room)	10–15	
Sixth Floor	Maroon Room	80	60
	Gold Room	250	150
Penthouse	Zodiac	60-70	40
	Solarium	60-70	40
	Full Penthouse	200	100
Lower Level	Club Room	150	100
	TV Room	60	40

Note: There is a fee for tablecloths: \$5 for paper tablecloths and \$10 for linen.

- ✓ Food preparation, cooking, hot plates, kettles and similar kitchen appliances are not allowed in the Student Center.

Safety and Security

Any club/organization requesting to hold an event in the Student Center after the normal working hours may require security. Some events due to the target audience, expected attendance, and complexity of the event will require additional resources. 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. In the case of insufficient funds, the event cannot proceed.

Examples of additional considerations may include, but are not limited to the following:

- Paid speakers or performers
- External vendors
- Outdoor or off-campus locations.
- Significant media coverage is expected.
- Events that present a unique security consideration
- Event is likely to significantly impact daily campus activity.
- The proposed location needs special permission, such as athletic facilities or departmental spaces.
- Fundraising collection totals over \$500.00

Quad Use & Tabling Guidelines for Student Clubs

Outdoor Event Planning & Weather

Hosting an event outdoors? Weather can change plans quickly!

- If bad weather is expected (rain, high winds, etc.), the Vice President for Student Affairs (or their designee) will decide by 8 a.m. the business day before your event if it needs to be canceled or moved.
- Once a decision is made, it can't be changed—due to staffing and vendor contracts.
- Always try to plan a backup rain date or location to avoid last-minute issues.

Requesting to Use the Quad

Want to host something in the East or West Quad? Here's what to do:

- Submit your request on Bulldog Connection at least 5 weeks in advance
- After submitting, your club must attend a SET meeting within 2 weeks to finalize your plans.
- Who attends the SET meeting?
 - 2 E-board members
 - A Student Center Rep
 - A SAIL (Student Activities, Involvement & Leadership) Rep
 - A Facilities Rep
 - A Public Safety Rep
 - VP for Student Affairs

Clubs may be assigned one or more zones in the West Quad—check the zone map in Appendix B.

✦ **Priority is given to college-wide events** that are meant to bring the campus together. Single club hosted events may be rescheduled if they overlap with larger programs.

👉 The **East Quad** is mostly limited to sidewalk areas. **No equipment or materials** can be brought onto either Quad **without special permission**.

Rules for Outdoor Quad Events

- All student events are managed by **DOSA**—they decide time, place and manner for events.
- No bikes, skateboards, or rollerblades are allowed.
- Amplified sound (like music or mics) must be requested ahead of time and will only be allowed during Common Hours, usually on the West Quad.
- Music can't interrupt classes — staff may ask you to lower the volume.
- Events with music can't be scheduled while classes are in session.
- Only BC students and approved guests can attend Quad activities.
 - If asked by staff or Public Safety, you or your guests must show a valid **BC or State ID**, or they will be asked to leave.

Tabling on Campus

Tabling is a great way to promote your club, upcoming events, or to fundraise. To make it fair and organized, here's how it works:

What Tabling Can Be Used For

- Sharing event info or general club promotion
- Bake sales or fundraisers for your club
- Fundraising for officially registered nonprofit organizations (see fundraising section for details)

Two currently enrolled BC students, including at least one e-board member, must be at the table the entire time.

How to Request a Table

- Submit an Event Request Form (ERF) on Bulldog Connection at least 3 weeks in advance
- Dates are approved on a first-come, first-served basis
- If fundraising, your club must bring a clear sign showing:
 - Your club name
 - The nonprofit/organization you're raising money for

Tabling Rules

- Only store-bought prepackaged food or home-baked goods with ingredients listed may be sold or given away.
- No heating devices (like sternos or electric warmers) unless you have written approval — and you must always watch them.
- Flyers or handouts must be sent to studentact@brooklyn.cuny.edu 48 hours before your tabling date for review.
- You'll get one 6-ft table per club per day — provided by the college.
- Stay at your assigned spot — don't move the table or bring your own.
- All items must stay on the table — no spreading out or walking around to distribute materials.
- You're responsible for your stuff. BC is not liable for lost or stolen items.
- Make sure you return campus property in the condition it was given. Any damage = your club may be charged.
- If you cancel less than 24 hours before your scheduled time, you may lose tabling privileges.



Pro Tips

- ✓ Schedule a rain date when planning outdoor events to avoid cancellations.
- ✓ You must attend your SET meeting to get final approval for Quad use.
- ✓ Always have backup plans in place—space, staff, or weather can shift things fast.
- ✓ Need help? Ask your club liaison or email studentact@brooklyn.cuny.edu.

Club Cash 101: Understanding the Student Activity Fee (SAF)

What is the Student Activity Fee (SAF)?

Every student pays a **Student Activity Fee (SAF)** each term. That money helps fund:

- Student Government (USG or GSO)
- Clubs and organizations
- Campus programs, services, and events

This money is kept safe in a college account called the Central Depository (CD) and is overseen by Brooklyn College and the Brooklyn College Association (BCA).

Student Activity Fees are implemented and monitored by the individual colleges in a manner consistent with the policies established by University Bylaws and the City University Fiscal Handbook for the Control & Accountability of Student Activity Fees.

 [City University Fiscal Handbook](#)

Who Handles Club Funding?

1. **Student Government (USG or GSO)** – Reviews and approves your club's funding requests.
2. **Central Depository (CD)** – Helps you spend the money once it's approved.
3. **Brooklyn College Association (BCA)** – Oversees the big picture. They review large expenses, trip requests, and certain budget decisions.

What Can SAF Money Be Used For?

You can use funds for things like:

- Extracurricular educational programs.
- Cultural and social activities.
- Recreational and athletic programs.
- Student government activities and operations.
- Publications and other media.
- Assistance to registered student organizations.
- Community service programs.
- Enhancement of the college environment.
- Transportation, administration and insurance related to the implementation of these activities.
- Student services to supplement or add to those provided by the college.
- Stipends to student leaders.

If your event or item doesn't fit one of the above categories, it won't be approved as per Section 16.2 of the Board of Trustees Bylaws.

What **Can't** SAF Money Be Used For?

Clubs can't use SAF funds for:

- Personal expenses
- Gift cards
- Alcohol
- Events that aren't officially approved

Funds must benefit students as a whole and align with your club's mission.

Getting Funding: Key Terms You Should Know

Fiscal Year (FY): The college financial year runs from July 1 – June 30.

Grant Request (in the ERF): Part of your Event Request Form where you ask for funding.

You'll need:

- Cost breakdowns
- Price quotes
- A short explanation of how the money will be used

Chart Fields: This is the unique code that tells the college which club budget to pull money from. Treasurers will receive this via email.

Purchase Form (BEFORE your event): Use this form to get approval to buy items. It must include a quote. CD will review and give it back to you with a number — then you place the order with the vendor.

Non-PO Voucher (AFTER your event): Use this to submit receipts or invoices after you've made a purchase. This is required for payments and reimbursements.

Vendor List: A list of vendors that clubs commonly use. It's always changing — contact CD if you want to use someone new.

 [Vendor List](#)

Brooklyn College Association (BCA): The Budget Oversight Team

The **BCA** meets monthly and helps review major budget items and spending. They look at:

- Any purchases over \$999.99
- Trips outside NYC (domestic or international)
- Crowd funding
- Reserve fund requests
- New staff positions or changes to salaries
- Budget proposals directly submitted to BCA

Who's on the BCA Board?

- BC President or designee (chair)
- 2 college administrators
- 2 faculty members
- 6 students: 2 SG presidents + 4 elected student reps
- 2 independent directors (non-BC affiliated)
- CD Administrator (voice but no vote)

BCA Budget Committee

This smaller group reviews budget requests **before** the main BCA meeting:

- The 2 SG Presidents
- 1 student
- 1 faculty member
- BCA Treasurer

✦ Liaisons and advisors are encouraged to attend meetings if their club is presenting.
All meetings are public!

Submitting Paperwork: Do's & Don'ts

Here's how to make sure your spending requests and reimbursements are processed smoothly:

✓ Do:

- Make sure your club is registered, and your funding is approved
- Use typed or ink-filled forms — no pencil!
- Submit all receipts with the vendor's name (no blank receipts!)
- Circle the items you're asking to be reimbursed for
- Include the event flyer, sign-in sheet, and program (if there were any purchases instead of food)
- Write a brief note if no flyer was available
- Get everything in before deadlines to avoid delays

✗ Don't:

- Submit incomplete forms — they'll be returned
- Break up large payments into smaller ones to avoid the \$999.99 limit
- Assume you'll be reimbursed without proper paperwork — always check first!



Pro Tips for Club Treasurers

- ✓ Attend a CD training session—it'll save you time and headaches!
- ✓ Keep digital copies of everything you submit.
- ✓ Start your paperwork early—don't wait until after your event.
- ✓ Verify that reimbursement is possible first—policies change and items reimbursed in the past could no longer be eligible.
- ✓ If you're ever unsure, ask CD before doing anything related to money.

Purchasing Procedures

Purchases Below \$999.99 (For food/promo items only)

All items must be funded before purchases can be completed.

A purchase form with a maximum amount of \$999.99 total will be submitted to Central Depository.

- Obtain the vendor list from CD. If the vendor you want is not there, ask CD how to proceed.
- Ask the vendor for a quote of the items that you would like to purchase. You should reach out to the vendor and get a direct quote from them because menus and online prices are not always accurate and don't include additional fees that the vendor may have.
- Please note: Brooklyn College is tax exempt so make sure your quote does not include tax. Also, make sure to include any service charges and/or delivery fees.
- DO NOT place the order UNTIL you receive approval from CD.
- Orders may NOT be placed without a signed purchase form. The club will still be responsible for covering the cost of the items either through club funding or personal funds.
- Clubs must submit a Purchase Form and the quote at least 2 days BEFORE THE EVENT to be signed by a member of CD.
- Once the club receives the signed purchase form, you reach out to the vendor to place the order.
- After the event, you MUST submit receipts, flyer, attendance list and NON PO voucher form to CD for payment to be finalized.

For Promotional Items

- You should ask for a quote for the items you want to purchase from the vendor. Quotes for merchandise / promo items should not be screenshots of carts. Contact with the vendor must be made to obtain a proper quote. Please review our vendor list for confirmed vendors.
- You will then attach the quote to a purchase form obtained from CD.
- Please submit the purchase form and artwork for items to CD@brooklyn.cuny.edu. The vendor or supplier may request artwork in a specified format; screenshots are not acceptable.
- It will be reviewed, given a number, and signed off by a staff member.
- CD will review and order the items.
- The items will be delivered to the Central Depository for pick up by the club.

When the promo items are picked up, the group must submit:

- The original itemized receipt,
- NON-PO Voucher Form
- Any other relevant info for processing.

Items submitted without all the required information will be returned to your group. Paperwork must be submitted timely after an event, if your group did not submit items after an event your group may be stopped from placing future orders until the previous ones are completed.

For Amazon Orders - All clubs that want to order items from Amazon must complete the Amazon Order Form. Amazon orders must be submitted at least two weeks before the date that you need the items for your event as Brooklyn College cannot guarantee shipping times/speeds.

For Target Orders: - All clubs that want to order items from Target must complete the Target Order Form. Target orders are capped at 10 items. You can't submit multiple orders for the same event Target orders are done via pickup by a point person in the club. They must be submitted at least 48 hours (about 2 days) before the items are needed.

Purchases Above \$999.99

- All expenditures over \$999.99 require approval by the Brooklyn College Association and a procurement process to be completed by the Office of Procurement. Allow at least six weeks for the purchasing process to be completed. (Please refer to the BCA Time for submission process to get on the BCA Agenda.)
- A Price quote from three different potential suppliers is suggested for tangible items. The quote should indicate a description of the product to be purchased. If the desired supplier is identified, please indicate it along with two (2) additional comparative quotes from similar suppliers.

Service Payments

Service payments are for services such as speakers, DJs, artists, etc.

- Service Payments must go through a Procurement process.
- Students are not authorized to sign any contracts or agreements or any document on behalf of Brooklyn College or a registered Brooklyn College student club or organization. Doing so may attach personal liability for payment.
- Service payments are taxable income to the individual.
- If the individual works at Brooklyn College or CUNY there may be restrictions.
- Service payments can only be made for suppliers within the United States.
- Please DO NOT pay for Service payments directly by any means (including Cash, Venmo, PayPal Zelle etc.) that would be unauthorized and would not be reimbursed.
- Service payments are made after the services are completed. We do not prepay for services.

The Event Request, including the service information, must be submitted and approved in Bulldog Connection.

Before Purchase/Event (2 steps)

Service Payment Submission form must be submitted. The information needed will include:

- 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).

Once submitted, Central Depository (CD) will create a Dropbox folder and share it with the payee (person being paid) and the club. The person being paid must submit a CUNY Substitute W-9, invoice and any other supporting documents as requested. (Blank documents will be supplied in the shared Dropbox).

All documents must be submitted at least 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 supplier in CUNY Buy. The new supplier process requires the supplier to complete information via a link they are sent in the email that they provided. If there are any contracts, CUNY Legal must review and provide guidance. Incorrect or incomplete information can result in a delay in payment.

After services are rendered, your group must submit a final invoice (to complete the process), a sign-in sheet and a flyer. It is the club's responsibility to ensure that the invoice and all supporting documents are submitted for payment. The individual will be paid AFTER services are rendered.

Reimbursement Guidelines

Want to get reimbursed for something you paid for? Make sure:

- You have original, itemized receipts
- You attach a Non-PO voucher
- You've spoken to Central Depository first

Sales tax is **not reimbursed**. Only \$1 is allowed per transaction. To avoid this, request a **Tax Exemption Certificate** before you buy anything:


- Contact CD with the vendor's name, address, a description of the purchase, and the event name
- Request it at least 3 days in advance

Club Members may request reimbursement for items that they may have purchased in relation to club events or for their clubs specifically.

Reimbursements can be submitted for items that are not able to be purchased directly with club funds, however, please note:

- General rule would be to reach out to Central Depository (cd@brooklyn.cuny.edu) prior to spending your own funding to see if the items can be purchased another way.
- Reimbursements are NOT guaranteed and justification from the club may be required upon request for why it was necessary to purchase items with personal funds.
- Club funding cannot be used for individual needs, personalized gifts or gift cards and reimbursement will not be allowed for those items.


- Reimbursements cannot be made for Services - please see the services information above for those instructions.

 <https://www.clubs.brooklyn.cuny.edu/BCA/central-depository-post-event-forms/>

Fundraising Rules

All revenues generated by student activities funded through college SAF shall be deposited into the Central Depository within 48 hours. Fundraising is only for a registered student club/organization.

All fundraising events/activities must be submitted using an ERF in Bulldog Connection with enough time for processing and adhere to the following guidelines for approved requests.

 CUNY [Cash Accountability Policy](#) must be followed for oversight and accountability.

- Student clubs/organizations that wish to fundraise must provide all details in the ERF at least **three (3) weeks before** the date of the event, clearly stating the intended purpose of the funds.
- 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 Central Depository.
- 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 Student Center 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 Student Center. 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 College. The funds must then be deposited in CD on the next business day. In these cases, a cash management discussion will happen before the fundraiser.

Cashless collection systems such as Venmo, PayPal and Zelle etc. are not allowed. Each group signs out a box from the Central Depository office at the beginning of the fundraiser, collects cash at the fundraiser, and then returns it for deposit after. If Venmo, PayPal or Zelle, CashApp are being used, you may not be allowed to fundraise going forward.

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 presented prior to making arrangements. The letter from the organization must include at least the name, address, telephone number, and Federal Tax ID of the organization must be received. (This comes from the Organization you wish to fundraise for)
- The organization should complete the CUNY Substitute W9 Form. (This comes from the Central Depository either in the office or on the website).
- 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>.

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 college's permission.

If the external organization can take donations directly, clubs should encourage donors to make donations directly with the organization.

All flyers and advertisements must indicate the name of the charitable organization, the beginning and ending date of the fundraiser, and the activity's location.

Bake Sales

Table requests for bake sales should be submitted **three (3) weeks in advance**.

The use of sternos is not permitted at tables without prior authorization.

Clothing/Food/Toy Drives

- Provide CD with a written letter (e-mail acceptable) noting that the drive is for charity at least **three (3) weeks before** the date of the event, clearly stating the name of the organization for which items are collected. This is considered an external fundraiser.
- 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.
- 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

- Any student activity where admission is charged is by ticket only. The maximum number of tickets is limited to the room's total occupancy capacity. The event admission may be by printed or E-ticket.
- **All income from ticket sales must be deposited in your club account with CD.**
- Cash boxes and cans, if needed, can be acquired in CD before the start of the event/activity.
- After the sales, cash collected plus the remaining unsold printed tickets (if any) shall be safeguarded and returned to CD.
- Expenditures shall not be paid from the cash collected.
- Any event expense over \$999.99 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.
- For sponsored events held off-campus, there also must be proper accountability for the monies collected at the event.

Club Event Sales

Student clubs/organizations who intend to fundraise or host an event that includes the sale of items or services should submit the ERF 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.

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 of a designated college official. The Brooklyn College logo must be requested from the Office of Marketing and Communications.

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 CUNY Substitute 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.
- 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:

- No one under 18 may participate in, or run, the raffle.
- 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.
- The price of a raffle ticket may not exceed \$10.00.
- 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.

- Student clubs/organizations may not use the CUNY logo or name or the college's logo on the fundraising website.
- 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.
- 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.

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.

**Changes to the Fundraising Activities section may occur.*

**Portions of the fundraising activities on/off campus come from the City University Fiscal Handbook for the Control and Accountability of Student Activity Fees, 1992.*

Securing Public Performance Rights (PPR) for Film Screenings

What is a “public performance?” For movies, a “public performance” takes place anytime a movie is shown outside of the home.

What are Public Performance Rights?

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.

Under the [Copyright Law](#), 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 does the law say?

The rental, purchase or download of a movie, as well as access to a streaming subscription, does not grant the right to exhibit it publicly outside the home, unless the screening is properly licensed. This legal copyright compliance requirement applies to everyone, regardless of whether admission is charged, whether the institution is commercial or nonprofit or whether a federal, state, or local agency is involved. Colleges and universities must properly license movies to show them publicly. Movie studios own copyrights to the movies they produce, and their agents are the only parties authorized to license sites like colleges and universities. Copyrighted movies borrowed from other sources, such as public libraries, college libraries or personal collections, cannot be used legally for showings without proper licensing.

Why should I obey copyright law?

Violating copyright law through unauthorized use of a movie:

- This could result in expensive fines and negative publicity.
- Prevents those who worked hard on a film from receiving just compensation.
- Essentially steals motivation to create from authors, computer programmers, playwrights, musicians, inventors, movie producers and more.

Who can provide me with proper licensing?

Generally, Swank is one provider that can offer you public performance licenses on behalf of the studios. Other licensing companies can be consulted when Swank does not have the rights.

The “Education Exemption” Under the “Face-to-Face Teaching Exemption,” copyrighted movies may be exhibited without a license only if the college is an accredited, non-profit institution and the screening meets all the following criteria:

- A teacher or instructor is present, engaged in face-to-face teaching activities.
- The showing takes place in a classroom setting with only the students enrolled attending.
- The movie is used as an essential part of the core, required curriculum being taught. The instructor should show how the motion picture's use contributes to the required course study and syllabus.
- The movie being used is a legitimate copy, not taped from a legitimate copy or taped from TV.

Frequently Asked Questions

Do I need a license if I'm showing the movie for educational purposes?

Yes! You need a license unless you meet all the educational exemption requirements noted.

Do we need a license even if we don't charge for admission?

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

What if a DVD, streaming, or equipment supplier says it is okay to exhibit a movie?

These suppliers rent and sell movies for "Home Use Only" and cannot provide legal permission for use outside the home. You can only obtain licensing directly from a licensor (such as Swank Motion Pictures, Inc.), not from a third party.

Who is responsible if a movie is shown without a license?

The management of the venue or premises where the movie is shown bears the ultimate responsibility and consequences of copyright infringement. However, anyone involved with the public performance of copyrighted material could be implicated.

I own the movie. Do I still need a license to show it outside my home?

Yes! The rental, purchase, lending or download of a movie does not provide the right to exhibit it publicly outside the home, unless the screening is properly licensed. This includes streaming.

I want to show a movie that's been on DVD for many years. Do I still need a license?

Yes! Copyright pertains to all movies regardless of the year it was produced.

If I purchased a license to show a movie, can I show that movie whenever I want?

No. Licenses are for a specific, designated time frame mutually agreed upon by the licensee and Swank Motion Pictures.

A small group is having an informal gathering in our facility. Do we still need a license?

Yes! A license needs to be obtained regardless of the number of people attending the screening if the movie is being shown outside the home.

**Adapted from the Copyright Law Section from Swank Motion Pictures, Inc – They provide both public performance licensing rights to numerous non-theatrical markets, including U.S. colleges and universities.*

Safety at Campus Events

Brooklyn College Public Safety & Security is responsible for security at any event held on the Brooklyn College campus. All applications for special events on the campus, where security and/or safety is a concern, must be submitted for review to the Director of Public Safety and Security no later than thirty (30) days prior to the scheduled event. 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 for 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 and/or the College.

Events that are open to the public

All student-hosted events open to the public (non-BC/non-CUNY) may require that 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. These events should have the following components:

1. One (1) designated senior staff representative (or her/his designee) must be assigned to the event. Staff must be trained in event management and conflict resolution and be available to the students throughout the event.
 - He or she will be present at SET meetings held with designated club members.
 - He or she will be readily available and accessible if a problem arises.
 - He or she will attempt to resolve any problems to the satisfaction of all parties.
 - 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.
 - 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.
 - Establish orderly lines for entry as needed.
 - Check IDs to ensure that all event attendees have valid college IDs (or NYS IDs).
 - Check-in guests using the printed or electronic version of the RSVP list.
 - Collect tickets (if tickets are required).
 - Distribute wristbands for re-admittance.

3. Ensure that information about the event's logistics 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.

Freedom of Speech and Campus Demonstrations

As a public entity and an educational institution committed to the robust and free exchange of ideas, Brooklyn College upholds the right of free speech protected by the First Amendment to the United States Constitution. Under the First Amendment, the belief that a topic or viewpoint is detestable is not legitimate grounds for its suppression.

Brooklyn College supports the right of students, faculty, and staff to peaceably demonstrate, provided they do not disrupt the normal educational operation of the campus. For example, clip boarding and leafleting may take place on campus, so long as it does not disrupt the educational environment. The College may reasonably restrict the time, place, and manner of activities that occur on campus. People may not block corridors or entrances to any area. They may not block or otherwise interfere with the free flow of pedestrian, vehicular, bicycle, or other traffic. Use of amplified sound will not be permitted without prior approval from the Vice President for Student Affairs, and may not disrupt a conference, meeting, or class.

Free expression may not violate the civil rights or safety of others. Persons may not harass, physically abuse or threaten any person either in person or online. They may not destroy or damage college property. For safety reasons, guns, knives, sharp objects, batons, torches, glass items, sticks, poles, and anything else that may be used as a weapon is prohibited. Wood or Plexiglas cannot be used for signs and posters; they must be made of foam or cardboard. At any time prior to or during an event, should a safety concern arise that cannot be addressed effectively, the Director of Public Safety and Security may cancel an event.

Persons must comply with all applicable university policies and procedures, including the [Rules and Regulations for the Maintenance of Public Order](#) (commonly known as the Henderson Rules). Violations of these rules may be grounds for disciplinary action by the respective student government and/or the College.

College Policies and Guidelines

Most College/University policies can be found at the following link: <https://www.brooklyn.edu/policies/> and at <https://www.cuny.edu/about/administration/offices/student-affairs/advocacy-referral/#policies> for all CUNY policies.

Some helpful guidelines for events can be found below:

Brooklyn College Media Protocol

To ensure an orderly, safe, and respectful environment for students, faculty, and staff, Brooklyn College has established the following media access protocol.

Media Access and Interview Requests: All media inquiries, including requests for interviews with faculty, staff, or students, must be directed to the Office of Marketing and Communications. Media visiting to report from campus property must have an escort from the Office of Marketing and Communications. We ask that media outlets submit requests to visit campus at least 24 hours in advance of any interview. Media representatives must have a confirmed appointment, interview, or business purpose approved by the Office of Marketing and Communications prior to entering college grounds or they will be denied access.

The Office of Marketing and Communications is open regular business hours, Monday through Friday from 9 a.m. to 5 p.m. and asks that inquiries are made within those whenever possible. Requests should be sent via email to the Office of Marketing and Communications at communications@brooklyn.cuny.edu and must include:

- The name of the media representative(s)
- Affiliated outlet or organization
- Purpose of the request and proposed questions (if applicable)
- Desired date and time (within the minimum 24-hours advanced notice)
- Names and roles of individuals they wish to interview or film
- The intended use of the interview or footage

Access to Administration, Students, Faculty, and Staff: Out of respect for student privacy and safety and in compliance with the Family Educational Rights and Privacy Act (FERPA) regarding students, all interviews must be arranged through the Office of Marketing and Communications. No direct solicitation or unscheduled interviews are permitted on campus without prior authorization with students, faculty, or staff.

Identification and Escort: Approved media personnel are required to check in at the campus security office, show a valid government issued photo ID, or a CUNY, or Brooklyn College ID card.

Event Coverage: For coverage of public or college-sponsored events, prior notification and coordination through the Office of Marketing and Communications are still required. Media access to campus property may be limited based on space, security, or event-specific guidelines, and must not disturb classes or the regular business of the college.

Guidelines for Posting Events

The Campus Beautification Project, initiated in 2001, was created to help provide a solution to the excessive number of flyers appearing on college walls, doors, and surfaces. With the assistance of student staff and volunteers, open bulletin boards are updated and maintained, and campus grounds are canvassed for wayward postings. In addition, we assist the campus community in updating and beautifying almost 400 glass enclosed bulletin boards across the campus. Check under Campus Beautification

- All postings must have an identifiable sponsor and contact number.
- All student postings should be digitally stamped by the Student Activities liaison, 302 Student Center, prior to copying and posting to any of the bulletin boards.
- Commercial ads are allowed on the General Bulletin Boards only and do not require a date stamp.
- Keep postings (no larger than 11" x 17") limited to available space.
- Avoid covering other printed materials.
- Do not place any postings on college walls, entrances, grounds, etc. These will be removed.
- These requirements do not apply to the following postings on doors: signage indicating the name of the office, room number, hours of operation, or contact information; instructional materials for a specific class; notices of approved upcoming events; or signage required by law.

Campus Beautification Project Coordinator, Office of the Vice President for Student Affairs:

 <https://www.brooklyn.edu/dosa/special-projects/beautification/>

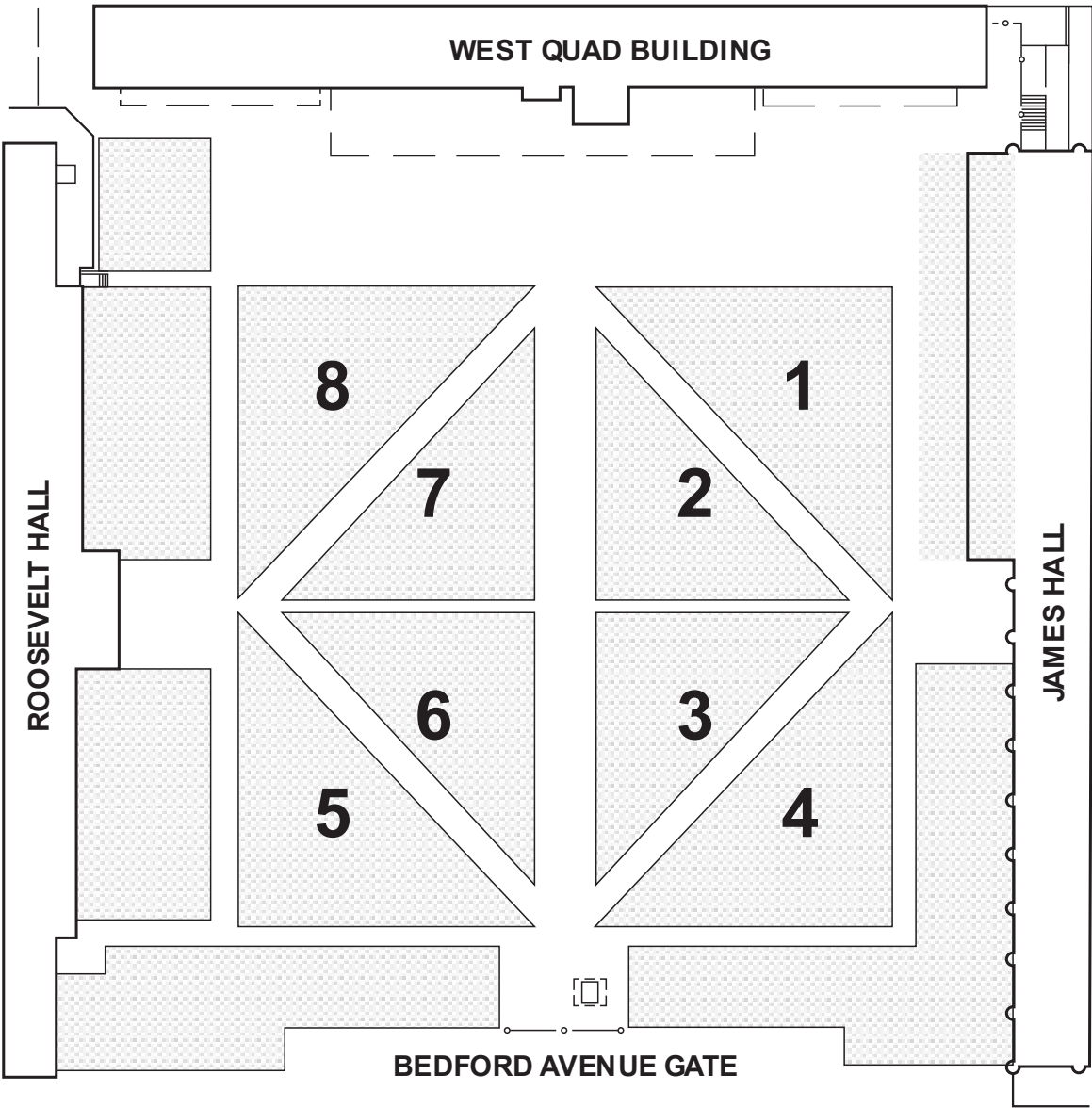
Appendix A: Sample Event Planning Worksheet

Why are you holding the event? Describe the goal and purpose of your event.
Who is the event for? Choose your target audience. BC Only, BC/CUNY, BC/CUNY/select guests, BC/open to the public.
What happens at the event? Create a tentative event outline. (Include location, vendors, performers, special guests, etc.).
When is the event? Select a preferred date and an alternate date. (Check the college calendar for conflicts such as conversion days, scheduled closings, etc.).
Where is the event? Identify the preferred location for the event.
How many people do you expect to attend?
How do you want the room set up for your event?
Will food/refreshments be provided? Decide what type of food/refreshments you want to have, the vendor you want to use and how much you want to spend.
How will you advertise the event?

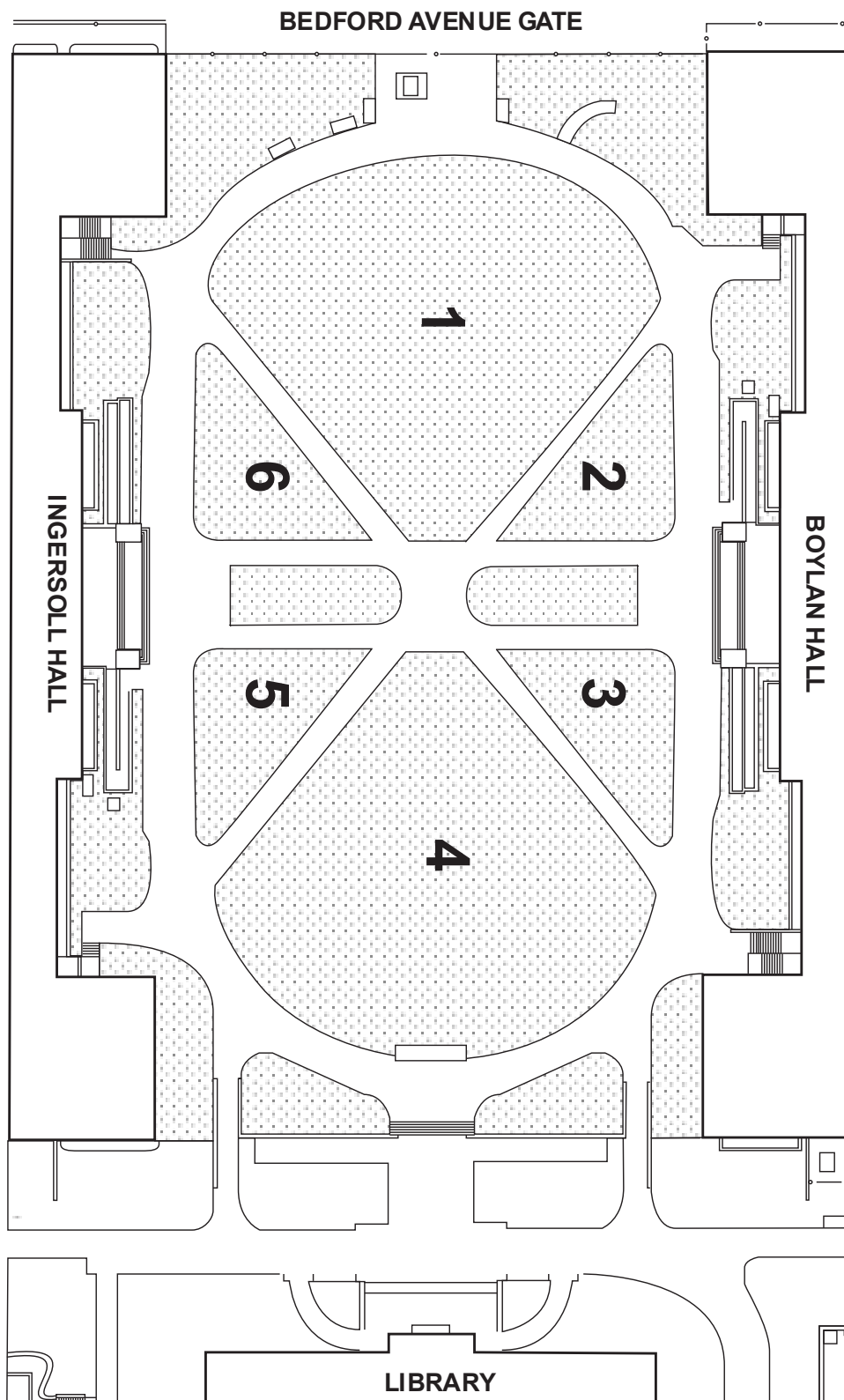
Some helpful tips to plan your event:

- Identify any co-hosts, sponsors and/or external supporters. Check the availability of speakers or performers; get bios or description of performance, and list of props/equipment.
- Do not confirm until the event is approved.
- Draft a flyer, but do not distribute until the event is approved. You should have your draft flyer ready to upload.
- Create a detailed budget outlining all costs associated with this event. Include food, speakers/performers, supplies/decorations, and publicity.
- Outline fundraising details, if applicable.
- If you need help, schedule a meeting with your advisor and/or liaison to discuss all the above, including possible safety and security costs and other related policies.

Appendix B: East and West Quad Schematics



BROOKLYN COLLEGE WEST QUAD



BROOKLYN COLLEGE EAST QUAD

Appendix C: Student Center Room Configuration Samples

