

# STUDENT CLUB/ORGANIZATION HANDBOOK



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For more detailed information about student policies and procedures, please refer to:

<http://www2.cuny.edu/about/administration/offices/ovsa/policies/>

## INTRODUCTION

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

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

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

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

For more information, visit the Office of the Student Activities, Involvement & Leadership in 302 / 3<sup>rd</sup> floor of the Student Center or by e-mail at [studentact@brooklyn.cuny.edu](mailto:studentact@brooklyn.cuny.edu).

## GLOSSARY OF ABBREVIATIONS

BCA	Brooklyn College Association
CD	Central Depository
DOSA	Division of Student Affairs
ERF	Event Request Form
GSO	Graduate Student Organization
SAIL	Student Activities, Involvement & Leadership
SAF	Student Activity Fee(s)
SC	Student Center
SEMT	Student Event Management Team
SET	Special Event Team
SG	Student Government
USG	Undergraduate Student Government

## STUDENT ORGANIZATIONS AT BROOKLYN COLLEGE

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

- Academic and Professional
- Cultural and Identity Based
- Governance
- Graduate Students
- Greek Lettered Organizations
- Health and Wellness
- Performing Arts
- Political and Social Awareness
- Publications and Media
- Special Interest
- Spiritual and Faith-Based
- Sports and Recreation

## STUDENT, ACTIVITIES, INVOLVEMENT & LEADERSHIP

The SAIL Center strives to develop the co-curricular college experience of Brooklyn College students through a rich array of Student Engagement, Student Club Oversight, Student Diversity Initiatives, Civic Engagement and Social Responsibility, New Student Orientation, and Greek Life programming. The S.A.I.L. office serves as a liaison to all student clubs and organizations. Liaisons work with clubs with:

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

### CENTRAL DEPOSITORY (CD)

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

### STUDENT GOVERNANCE

The Undergraduate Student Government (USG) and the Graduate Student Organization (GSO) are Student Government (SG) organizations at the college. Each Brooklyn College student has an SG representing their interests in reviewing, developing, and modifying college policies. Each SG is funded by the student fees students pay each time they register for classes. Elections are held annually; any enrolled student who meets the qualifications may seek office. Meetings of the organizations are open to all students. These organizations also sponsor and fund student clubs/organizations for their annual activities.

### BULLDOG CONNECTION

The Bulldog Connection engagement platform (<http://www.clubs.brooklyn.cuny.edu>) helps streamline communication, market programs, and activities and build a stronger sense of campus community. All recognized student groups have individualized sites in Bulldog Connection. Through their site, officers can:

- Register new and returning student clubs.
- Receive valuable information from the College and their respective student government.
- Submit Event Request Forms through Bulldog Connection (All recognized club events must be registered in Bulldog Connection)
- Submission of Non-Event Requests Forms, Publicizing Events and Chat with other students.

### CLUB ADVISORS

The College recognizes three types of advisors:

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

Each officially recognized student club is strongly encouraged to have a college advisor who is either a benefitted, full-time faculty member or a full-time administrative staff member of Brooklyn College. Student clubs must list their college advisor as part of their registration process. These advisors must willingly accept being the club's advisor annually.

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

Advisors take on different responsibilities depending on the needs of the club they advise.

- Maintaining regular contact and involvement with the officers of their student club.
- Being knowledgeable about the missions, goals, and purpose of the student club
- Helping the group understand the College's policies and guidelines.
- Being familiar and involved with activities and events of the group.
- Being available to provide resources and support for club activities.

An advisor should express their concern if the group's policies and decisions violate CUNY bylaws, College policies, and city, state, or federal law. If the advisor expresses concern and the group does not comply, the advisor must report the issue to the Director of Student Activities, Involvement, and Leadership.

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

## EXPECTATIONS FOR STUDENT ORGANIZATIONS

### EXPECTATIONS

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

- 1) Meet and plan with your advisor(s) / club liaisons.
- 2) Submit ERFs for all meetings, events, and business of the organization as appropriate.

- 3) Uphold the ideals of the mission of Brooklyn College.
- 4) Connect the Brooklyn College learning goals to the planning of your events.
- 5) Maintain an active Brooklyn College student-centered program.
- 6) Elect officers who meet organizational and college standards.
- 7) Manage financial matters ethically.

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## **ROLES OF THE EXECUTIVE BOARD**

### **President**

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

### **Vice President**

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

### **Treasurer**

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

### **Secretary**

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

### **Club Connector**

- Responsible for the updating and maintenance of the club's Bulldog Connection page.

## **PLANNING AND GOALS**

An annual plan for the club should be discussed with the advisor at the beginning of the academic year. Your club/organization goals for the year can include membership goals, service projects, or social activities. All members should work together to establish goals.

## CONTINUITY AND TRANSITION

There should be continuity in the organization's activities between meetings. This can be accomplished with careful planning before the Fall semester starts and through meeting minutes (records). Between sessions, there should be follow-up work for the members, for example, event committees, posting notices, recruiting members, etc.

## MEETINGS

The executive officers must be prepared and organized before each meeting, especially the first one of the year. You should provide a list of meeting dates and prepare a printed agenda to distribute. You must have a quorum (required number of members to be present) at meetings when voting on decisions. Minutes recording the attendance, decisions, action steps, and assignments discussed at the meeting should be available and kept for documentation and assessment purposes.

Link: <https://robertsrules.org/robertsrules.pdf>

## MEMBERSHIP PARTICIPATION

Only currently enrolled and registered Brooklyn College students can be members of a Brooklyn College registered student club/organization.

Clearly define what the expectations are of members, such as attending meetings. Any additional requirements must be stated in the approved constitution. Be sure to introduce new members at each meeting. Take attendance at each meeting. All members should have the opportunity to speak and express their ideas.

The officers and members of recognized clubs also observe all federal, state, and local laws and statutes. Violations of such laws and regulations, either on or off campus, may be subject to disciplinary action by the respective Student Government and any criminal or civil proceedings.

## REGISTRATION REQUIREMENTS AND MEMBERSHIP ELIGIBILITY

### CLUB/ORGANIZATION REGISTRATION

#### STARTING A NEW CLUB

Students who would like to start a new club during this period can do so by following these directions:

1. Provide the Office of Student Activities, Involvement & Leadership with a summary of the purpose of the club. This will allow us to review if a similar club already exists.
2. Complete a petition for a charter  
(<https://drive.google.com/file/d/15bgF1xKrbK0FtFbhMBsIrYMAShJMkr1t/view> for the Sample New Student Club Petition ), which needs to be signed by 25 students. Submit to [studentact@brooklyn.cuny.edu](mailto:studentact@brooklyn.cuny.edu) for signature review.
3. Create a club constitution  
[https://docs.google.com/document/d/1jupPxvHK7LRx7k\\_0Wej1wyuQGj\\_jUmQ7/edit](https://docs.google.com/document/d/1jupPxvHK7LRx7k_0Wej1wyuQGj_jUmQ7/edit) for a Sample Club Constitution ).
  - a. The Constitution is submitted to the Student Government (Undergraduate clubs go to the

Undergraduate Student Government; Graduate clubs go to the Graduate Student Organization) for review. The student government will decide if the petitioning club can be chartered and provide a charter confirmation.

4. Complete the E-board form online at <https://forms.office.com/r/79vuAxcRxX> with information on the current e-board members. Emails for all officers should be the student's Brooklyn College email address. Please email us as soon as you complete the form.
5. All students must complete the current SPARC course in Blackboard before serving as student leaders for the year. We will add the students to the course once we receive the E-board form.
6. After the Constitution is approved, log onto Bulldog Connection, and at the start page, look for the Groups Tab. Click the "+ All Groups" button.
7. At the top of the page that opens you will see the option to register a new club based on its intended category below (the S.A.I.L. office reserves the right to change the category of a club as needed).
8. Click the appropriate register new club link and follow the prompts and questions asked to begin re-registering your club. Completing the submission includes inputting the E-board member's information (Name, E.M.P.L.I.D., Phone, Brooklyn College Email) and uploading the approved and signed Constitution in the appropriate section. This can also be the Constitution with a charter confirmation (dated and signed). Students re-starting an existing club that does not appear in the club listings may contact [studentact@brooklyn.cuny.edu](mailto:studentact@brooklyn.cuny.edu) for assistance.

#### RE-STARTING A CLUB

Students who need to re-start a club should:

1. Whoever is responsible for handling registration for your club should log onto Bulldog Connection at <https://www.clubs.brooklyn.cuny.edu/>.
2. At the start page, look for the Groups Tab. Click that tab where you can type in the name of your organization or click the "+ All Groups" button.
- 3) The club that needs to be re-started/re-registered will have a blue "Group Re Registration button next to it. Click that link and follow the prompts and questions asked to begin re-registering your club.
- 4) Be advised that you may need to update your current year's e-board information. (Ex -if you see your last year's executives, please replace them with this year's executives.)

Other requirements may apply as stated in the club's governing constitution.

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

#### CONSTITUTIONS

All clubs/organizations should review their constitution annually at a duly constituted meeting with the majority of the members present year to ensure that the document still meets the goals and objectives of the organization. Any changes must follow Robert's Rules of Order and voted upon by the club membership. All constitutions or any amendments to a form must be reviewed and approved by their

respective SG. A copy must be dated, signed, and filed with Student Activities Involvement and Leadership (SAIL). Model constitutions are also available in SAIL for students who want to start a new club/organization. All clubs/organizations must submit an up-to-date constitution year as part of the registration process.

## **POLICY ON EQUAL OPPORTUNITY& NON-DISCRIMINATION**

The City University of New York (“University” or “CUNY”), located in a historically diverse municipality, is committed to a policy of equal employment and equal access in its educational programs and activities. Diversity, inclusion, and an environment free from discrimination are central to the mission of the University. It is the policy of the University—applicable to all colleges and units— to recruit, employ, retain, promote, and provide benefits to employees (including paid and unpaid interns) and to admit and provide services for students without regard to race, color, creed, national origin, ethnicity, ancestry, religion, age, sex (including pregnancy, childbirth and related conditions), sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, status as a victim of domestic violence/stalking/sex offenses, unemployment status, or any other legally prohibited basis in accordance with federal, state and city laws. It is also the University’s policy to provide reasonable accommodations when appropriate to individuals with disabilities, individuals observing religious practices, employees who have pregnancy or childbirth-related medical conditions, or employees who are victims of domestic violence/stalking/sex offenses. This Policy also prohibits retaliation for reporting or opposing discrimination or cooperating with an investigation of a discrimination complaint.

Link: <https://www.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/hr/policies-and-procedures/CUNYPolicy-Equal-Opportunity-and-Non-Discrimination-010115-procedures.pdf>

## **RECRUITMENT, INITIATION PRACTICES, AND HAZING STATEMENT**

Brooklyn College has a zero-tolerance policy for hazing. All students—including those who are not members of a fraternity or sorority—found to be in violation of Brooklyn College and university rules, regulations, and policies will be subject to disciplinary action, up to and including expulsion from the college and/or criminal prosecution. All members of the Brooklyn College community are responsible for ensuring that the college remains free from hazing. Hazing is any action or situation created intentionally or unintentionally, whether on or off the Brooklyn College premises, to produce mental or physical discomfort, pain, embarrassment, harassment, or ridicule, and is any method of initiation or pre-initiation into a student organization that causes, or is likely to cause, physical injury or personal degradation or disgrace resulting in physical or mental harm to any student. Such activities include those cited by FIPG, cyber bullying, and any other activities that are inconsistent with Article XV of the CUNY Bylaws and the Rules and Regulations for the Maintenance of Public Order pursuant to Article 129a of the Education Law

Link: <https://www.brooklyn.edu/policies/hazing/>

## **USE OF THE COLLEGE/UNIVERSITY’S NAME**

Only registered student clubs have the privilege of using the College’s name. Student clubs are not permitted to use College branding (e.g., College logo) without the permission of the Office of Marketing & Communications.

## TRAINING FOR STUDENT CLUB LEADERS

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

Additionally, the New York State Education Law, *Enough is Enough*, requires that heads/officers of student organizations complete the SPARC (Sexual and Interpersonal Violence Prevention and Response) online training program.

Link: <https://www.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/registrar/resources/SPARC-FAQs-for-Students-and-Administrators.pdf>

## EXECUTIVE BOARD ELECTIONS

Clubs should hold elections during the Spring semester or according to the organization's constitution. In addition, executive officers must be currently enrolled and registered Brooklyn College students. Other requirements may apply as stated in the governing constitution.

## CLUB OFFICE / CABINET POLICIES AND PROCEDURES

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

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

## POLICY

1. Club offices and cabinets are available for use only by currently registered students at Brooklyn College who are members of officially registered student clubs and organizations.
2. The club office can be used for committee meetings but cannot be utilized to supplement or house events or hold elections.
3. Loud music, loud disturbances, or potentially disruptive behavior are prohibited and may be subject to disciplinary action.
4. No student will be in the club office when the college is closed unless otherwise authorized.
5. Smoking and consumption of alcoholic beverages and illegal substances are prohibited. Failure to adhere to this policy may result in disciplinary action and/or loss of room privileges.
6. Prohibited behavior (e.g., sexual assault, hazing) is subject to disciplinary action.
7. Any damage to equipment/furniture or club space must be reported immediately to the liaison. An inquiry and/or security report will be made and subsequently, if violations have been found, a disciplinary complaint may follow.
8. The club office and surrounding areas must be kept clean and neat and absent from trash. Leaving food overnight is prohibited.
9. Damage or defacing of the walls, doors, or furnishings is prohibited and subject to disciplinary action.

10. The use of open flames is prohibited inside or outside of a club office.
11. All exterior windows must be closed before leaving. No exterior windows should be left open overnight.
12. Posters, signs, or any paraphernalia may not be hung or taped on the walls without proper hanging materials. Please see CD staff for more information. All posted materials must follow college policy.
13. All furniture, equipment, and furnishings belonging to the organization must remain in the club office space.

## PROCEDURE

1. Officially registered student clubs/organizations can submit the *Student Club and Organization Cabinet and Office Request Form* on an annual basis as part of the club's spring registration process to request a club space.
2. All requests will be reviewed by the Space Request Committee which consists of representatives from student government.

## KEYS

3. Student clubs/organizations will be notified about the status of the request after the spring registration period has ended.
1. Keys will be made available to approved student clubs/organizations on the first day of classes in the Fall semester.
2. Keys will only be distributed to currently enrolled and elected executive members holding positions in registered student clubs/organizations at Brooklyn College.
3. Executive board members will receive a maximum of two keys per group.
4. Executive board members responsible for keys must not distribute those keys to any other persons.
5. If a key is lost, the group must notify their club liaison. **NOTE:** The cost of a new key or lock will be invoiced to the club. Student clubs/organizations who need access to their designated office space because they misplaced their keys must request permission from CD.
6. Requests for repairs or lock changes must be reported to the club liaison.
7. SAIL reserves the right to change the locks as necessary and/or upon the elected term of office ends. The current President and/or Treasurer will be notified via e-mail of any change.
8. All keys must be returned to CD, located in room 314 3<sup>rd</sup> Floor- Student Center, by the last day of the Spring semester. Unreturned keys will result in a stop or hold being placed on the transcript of the President and Treasurer.
9. Students who sign a *Club Office Procedure and Policies Form* understand that as the duly enrolled and elected representative of their club, the occupancy of the assigned space is a privilege that they assume on behalf of the members of their organization.

**WEB occupants only:** The other areas of the building are the Atrium, the Testing Center, and the Film Department. Please be respectful and courteous to all.

## STUDENT ORGANIZATION FUNDING OVERVIEW

The Student Activity Fee is the total of the fees collected from students for student government and student activities, including recognized student organizations (clubs, etc.) and certain college programs and services. Student Activity Fees, including student government fees collected by a college of the university, are deposited in a college central depository and, except where presently earmarked by the CUNY Board of Trustees, are allocated by a college association budget committee subject to review by the college association.

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*.

Link: [https://www.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/student-affairs/advocacy-referral/fiscal\\_accountability\\_handbook.pdf](https://www.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/student-affairs/advocacy-referral/fiscal_accountability_handbook.pdf)

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

The student governments, either Undergraduate Student Government (USG) or Graduate Student Organization (GSO) will be responsible for funding your club upon request to them.

The office of Central Depository (CD) will assist student clubs with spending the funding that is approved by the student governments.

### STUDENT ACTIVITY FEE USE CATEGORIES

Student activity fee funds shall be allocated and expended only for the following purposes:

1. Extracurricular educational programs;
2. Cultural and social activities;
3. Recreational and athletic programs;
4. Student government;
5. Publications and other media;
6. Assistance to registered student organizations;
7. Community service programs;
8. Enhancement of the college and university environment;
9. Transportation, administration and insurance related to the implementation of these activities;
10. Student services to supplement or add to those provided by the university;
11. Stipends to student leaders.

Therefore, no budgets shall contain allocations for expenditures that do not fall within the above purposes. - Section 16.2 of the Board of Trustees Bylaws

## BROOKLYN COLLEGE ASSOCIATION

The Brooklyn College Association (BCA) is responsible for the administration and oversight of the College's Student Activity Fee (SAF). The BCA meets once a month, and the BCA's

Budget Committee meets once a month. The Budget Committee is responsible for reviewing requests before the BCA meeting and making recommendations to the BCA for approval. All requests should follow the timeline for submission to be placed on the agenda. The BCA meetings are posted in the Bulldog Connection.

BCA Reviews the following:

- Increases in salaries and stipends for student fee-funded personnel.
- Trips out of New York City. (Domestic and International).
- Budgetary requests made directly to the BCA (for review).
  - Referenda budgets.
  - Budgets of allocating bodies (USG, GSO).
  - Association budget.
- Purchases over \$999.99
- Crowdfunding

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#### BCA IS COMPOSED OF 13 MEMBERS:

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

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

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#### BCA BUDGET COMMITTEE IS COMPOSED OF 5 MEMBERS:

1. The two (2) SG Presidents.
2. Three (3) other governing BCA members elected by the board.

#### KEY TERMS TO KNOW

**The Fiscal Year (FY)** - The 12-month period for which the budget is applicable. For Brooklyn College, this is July 1 through June 30.

**Grant Request** - The section of the ERF where funding is requested. You will need a cost breakdown, vendor quotes, and a justification to complete your grant request.

**Chart fields** - A series of numbers that tells us which budget to take funding from. Each club has its own unique chart field. Club Treasurers will be given this information via email.

**Purchase Form** – The Purchase form is a form submitted to CD BEFORE your event, the form and quote of the items will be submitted and will be reviewed, given a number, and signed off by a staff person. It will be given back to you to place the order for the item.

**Non-PO Voucher** – The Non-PO Voucher is a form submitted to CD AFTER your event, if you have purchased goods or services, that allows payments to be submitted / reconciled.

**Preferred Vendor List** – A list of vendors/suppliers that have a working relationship with the Brooklyn College Clubs. The list is a living document and is subject to change with additions and deletions. Please note – New suppliers can be added, follow up with Central Depository on the current practice.

Link: For the most updated list <https://brooklyn.cuny.club/cd>

### GENERAL GUIDANCE FOR PROCESSING PAPERWORK

The following information and requirements are provided to expedite the expenditure of your club's/organization's SAF allocation.

1. Paperwork will not be processed until the club is registered for the year, the funding is approved, and the club/organization has no debts outstanding. Club treasurers should participate in training provided by CD to fully understand processes and procedures.
2. All forms submitted must be completed in ink or typed.
3. All payments for food must have a flyer or program and sign in sheet accompanied by the paperwork related to the event including but not limited to receipts and a NON PO Voucher. If a flyer or program is unavailable, the group must indicate justification in writing.
4. There must be an explanation of expenditures on your payment voucher. For example - the explanation: to take pictures of the club meeting held on 9/28".
5. Any information specific to the payment being made should be indicated on the payment, i.e., invoice number on bill, date of function, pay period, volume of publication, etc.
6. All receipts MUST have the name of the business from which the purchases were made. Generic receipts are not acceptable. Receipts must have the supplier's name or stamp.
7. The President's and/or Treasurer's initials are required on original invoices certifying receipt of goods and/or services.
8. For reimbursement, you must make sure that your bills total the reimbursement requested. Please circle items that apply on the receipts and underline the total requested. Reimbursement is not guaranteed without proper documentation and receipts attached.
9. Invoices over \$999.00 cannot be broken up to make smaller invoices.
10. Incomplete paperwork will be returned to the group and will not be processed until corrected.

**Sales Tax** – State and Local sales tax will not be reimbursed on any items. \$1 will be allotted for the entire transaction for reimbursement. If you would like to request a Sales Exemption Certificate to make a purchase, contact the CD office and provide the name and address of the vendor, a description of the purchase and the name of the event the purchase is for at least 3 days prior to when it is needed.

### PURCHASES FOR TANGIBLE ITEMS / MERCHANDISE UNDER \$999.99 and below

**ALL ITEMS MUST BE FUNDED TO BE PURCHASED**

## **FOR FOOD / PROMO ITEMS ONLY**

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

- **FIRST STEPS**

You should be asking for a quote of the items that you would like to purchase from the vendor. Please review our preferred vendor list for confirmed vendors.

- You will then attach the quote to a purchase form obtained in our office / online.
  - *Note: Brooklyn College student clubs are tax-exempt, and the tax-exemption number is listed on the purchase form for the vendor.*
- That purchase form and quote will be submitted to our office (314 Student Center or via email CD@brooklyn.cuny.edu. It will be reviewed, given a number, and signed off by a staff person.

### ***AFTER SIGNATURE***

**For Food vendors - You may call the vendor to place the order. Please let the vendor know the date, time, and location of the order. Please let our office know when you place the order.**

- *You may give the vendor the signed form when food is delivered - The signed purchase order is the vendor's indication that the group has money, and the budget office is aware that you are placing an order.)*

After the order is placed - CENTRAL DEPOSITORY staff will follow up with the vendor to complete payment (if applicable).

- Once the order is delivered / picked up, – an original, itemized receipt must be given to your group.

AFTER THE EVENT IS COMPLETED - THE GROUP MUST SUBMIT: Can be emailed to paperwork@brooklyn.cuny.club

- The original itemized receipt,
- NON-PO Voucher,
- Sign-in sheet for the event,
- Flyer / Event confirmation / Event Invite

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## **For Promotional Items**

- You should be asking for a quote for the items that you would like to purchase from the vendor. Please review our preferred vendor list for confirmed vendors.
- You will then attach the quote to a purchase form obtained in our office / online.
- That purchase form and quote will be submitted to our office. **Please submit the purchase form and artwork for items to [CD@brooklyn.cuny.edu](mailto:CD@brooklyn.cuny.edu)**
- It will be reviewed, given a number, and signed off by a staff person.
- Our office 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 looking to purchase items from Amazon must create a shared list with Jessica@brooklyn.cuny.edu. The subject line must have the name of your group and the date of the event. 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. (Located in the Club Documents – <https://brooklyn.cuny.club/cd> - 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 before the items are needed.

## PURCHASES ABOVE \$999.99+

### *THIS INCLUDES TANGIBLE ITEMS / MERCHANDISE AND SERVICES*

- 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 a minimum of six (6) 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 a desired supplier is identified, please indicate it along with two (2) additional comparative quotes from similar suppliers.

## SERVICE PAYMENTS

Services include Speakers, DJs, Artists, etc.

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.

Note: If the individual works at Brooklyn College or CUNY there may be restrictions.

Service payments are taxable income to the individual.

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

### INSTRUCTIONS FOR CLUB PAYMENTS FOR SERVICES (US Suppliers Only)

Process time: Approximately 3-4 weeks or more.

#### 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 2-3 weeks prior (the earlier the better) to the date of the event.

Once this information is submitted, CD will request the person be added as a 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 RENDERED, your group must submit:

A final invoice (to complete the process), a sign-in sheet AND A flyer.

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

## REIMBURSEMENT INSTRUCTIONS

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:

- **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.**
- **A general rule would be to reach out to the Central Depository ([cd@brooklyn.cuny.edu](mailto:cd@brooklyn.cuny.edu)) prior to spending your own funding to see if the items can be purchased another way.**
- **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 completed for Services - Please see the Services information above for those instructions.**

*The items needed to submit reimbursements are:*

### 1. **Non-Tax PO Voucher Form –**

*Business Unit – Will ALWAYS be BKL-03 BC Association*

- *Name of club/organization (Budget/Account Name)*
- *Refer questions to – (Person filling out form) & Telephone number*
- *Date being completed*

*Vendor information – **COMPLETE NAME AND ADDRESS INCLUDING ZIP CODE AND TELEPHONE NUMBER of the PERSON BEING REIMBURSED***

- *President & treasurer signatures - Electronic signatures accepted (e-mail submission can also be equivalent to signature) You may also type the name of the president and / or treasurer on the form.*

### 2. **Receipts** (up to 5 per form) Please make sure they are legible, itemized and show the name of the store.

\*Must be original receipts paid in full showing the method of payment.

The total amount reimbursed will be the SUBTOTAL of all receipts submitted and \$1.00 for total tax. Brooklyn College is tax exempt in New York State, sales tax exceeding \$1.00 will not be reimbursed.

### 3. Proof of Payment

Proof of Payment for Reimbursement (if using a debit / card / check). Of the PERSON BEING REIMBURSED

Monthly statement with name, address, and original receipt or online confirmation (Credit/Debit)

Front/back of canceled check and original receipt (Personal check)

### 4). All Relevant back up

- Sign in sheet
- Event flyer

5) **CUNY Substitute W 9 form** - Will be REQUIRED if the individual has NOT been reimbursed before.  
A blank W9 form can be found in the Treasurer Google Doc

*Submission:*

**One email per transaction with the above forms, receipt(s), and sign in sheet for review and processing scanned attachment to [CD@brooklyn.cuny.edu](mailto:CD@brooklyn.cuny.edu) OR**

**All paperwork can be brought to Central Depository room 314 3<sup>rd</sup> floor -Student Center.  
INCOMPLETE PAPERWORK WILL BE RETURNED**

## FUNDRAISING

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. Student clubs/organizations that intend to fundraise in any manner must submit an ERF and adhere to the following guidelines for approved requests.

Note: CUNY Cash Accountability Policy must be followed for oversight and accountability.  
LINK: <https://policy.cuny.edu/wp-content/uploads/sites/6/page-assets/general-policy/Policy-3.0101-Cash-Accountability.pdf>

## FUNDRAISING FOR YOUR STUDENT CLUB/ORGANIZATION

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

If your fundraiser occurs in the 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 SC.** The funds must then be deposited in CD on the next business day. In these cases, the cash management discussion will happen before the fundraiser.

## FUNDRAISING FOR NOT-FOR-PROFIT ORGANIZATIONS

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

1. 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 and must be received. (This comes from the Organization you wish to fundraise for)
2. The organization should complete the CUNY Substitute W9 Form. (This comes from the Central Depository either in the office or in the Treasurer documents google drive).
3. Attach the written confirmation and the W-9 form to the *NON-PO Voucher Form* for processing **two (2) weeks before** the fundraiser.

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

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

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

### BAKE SALES

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

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

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

### SELLING TICKETS FOR A CLUB EVENT

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

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

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### SELLING OF ITEMS OR SERVICES AT A CLUB EVENT

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

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

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### 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 W-9 form.
- The club would complete a *Non-PO Voucher Form*.

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### 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:

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

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

1. Student clubs/organizations may not use the CUNY logo or name or the college's logo on the fundraising website.
2. The fundraising website must specify that it is the organization that is soliciting funds, not the college, and donations must be made to the BCA, as the legal tax-exempt entity.
3. Student clubs/organizations and the BCA must comply with all State and Federal Laws regarding charitable fundraising, including, without limitation, any IRS requirements for written gift acknowledgments.

## 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.**

Link: [https://www.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/student-affairs/advocacy-referral/fiscal\\_accountability\\_handbook.pdf](https://www.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/student-affairs/advocacy-referral/fiscal_accountability_handbook.pdf)

## EVENT PLANNING

### REQUESTS FOR EVENTS

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

Link: <https://www.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/legal-affairs/policies-resources/Facility-Use-Policy.pdf>

Each proposed activity will be reviewed and discussed with the Student Event Management Team (SEMT) and other college officials, as necessary. The Vice President of Student Affairs or his/her designee can review or appeal decisions of a SEMT. group meeting. Decisions by the Vice President of Student Affairs or designee shall be final.

Club Liaisons review all events which are determined by organization type.

<b>S.A.I.L. Liaison</b>	<b>Organization Types</b>
<b>Director of SAIL Director</b>	Graduate Students Sports & Recreation Publications & Media, Referenda
<b>Assistant Director of Student Diversity Initiatives</b>	Cultural & Identity Based Academic & Professional Spirituality & Faith-Based
<b>Assistant Director of Student Activities</b>	Greek Lettered Special Interests Performing Arts Volunteer & Service Political & Social Awareness Health & Wellness

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

- If you're a member of a club board, you'll have the ability to file an ERF by going to the Event tab and selecting create event. You are required to submit an ERF for any official meeting of the club. You are not allowed to promote or spend money on any event that does not have an approved ERF.
- The first page includes all the public-facing info for the event, including the Name, Date, and

Location, of your event. You can also select any co-hosts, as well as configure RSVP options, like max attendees and max per person RSVPs. If the event is co-hosted, please include every club's info in one ERF and breakdown.

- Once you finish the first page, hit the Create Event button to start the administrative portion of the ERF. This form will dynamically change based on the information provided. Read every question carefully and try to answer with as much detail as you can.

## EVENT TIMELINE

If your ERF requires funding, it **MUST** be submitted a minimum of **3-4 weeks** before your event date. Event complexity should consider adding two (2) weeks – Please see specific timelines below.

### BC/CUNY ONLY / NO FUNDING NEEDED

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

### BC ONLY EVENT / FUNDING NEEDED

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

### BC/CUNY ONLY EVENT- FUNDING NEEDED

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

### BC/CUNY/INVITED GUESTS ONLY EVENT – FUNDING NEEDED

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

TABLE requests for bake sales / ALL FUNDRAISING should be **submitted three (3) weeks in before.**

### OPEN TO THE PUBLIC EVENT / QUAD / ADDITIONAL STAFFING – REGARDLESS OF FUNDING

The event is advertised to the BC Community and the public.

1. The event requires the use of a designated RSVP system provided by Student Affairs and a Special Event Team (SET) meeting before the event.
2. Event requests should be submitted to Bulldog Connection a minimum of five **(5) weeks before** the event.

## EVENTS WITH SERVICE PAYMENTS

1. Event requests should be submitted to Bulldog Connection a minimum of four **(4) weeks before** the event.
2. If the Service payee has their own contract - All **contracts** require review by CUNY. Therefore, it is recommended that the ERF is submitted a minimum of **eight (8) weeks before** if a contract is required.

## WHAT IS A STUDENT HOSTED EVENT?

A student-hosted event is any event taking place on- or off-campus that fits any of the following:

- Hosted by a registered Brooklyn College student club/organization.
- Utilizes Brooklyn College or Student Activity Fee (SAF) funds.
- Uses the name and/or logo of Brooklyn College.

All student club events must have a single host. The host is the principal organizer and manager of the event. Hosts must be a registered Brooklyn College student club/organization which includes SG. The host must follow all Brooklyn College requirements and guidelines, and is responsible for:

- Planning, logistics, and promotion of the event.
- Submitting and managing the event details, including an event budget via the ERF in the Bulldog Connection.
- Event setup and breakdown.
- Ensuring that all budgeted and unforeseen event expenses are paid.
- Identifying a co-sponsor(s) in a timely fashion (if applicable).

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

## RESPONSIBILITIES OF THE HOST STUDENT ORGANIZATION

Assign two (2) currently enrolled Brooklyn College student club members, including at least one executive board member, to be responsible for the planning and implementation of the event which includes meeting with the designated liaison, DOSA staff, and others as needed.

1.
  - a. Both students must also be present for the duration of the event. They should be readily available and accessible in the event of a disturbance or other problem.
  - b. Both students must be present at planning meetings held with the campus administration.
  - c. Student volunteers may assist college staff as appropriate.
2. Clarify the club's/organization's:
  - a. Goal, purpose, and target audience
  - b. Type of space needed, and number of people expected.
  - c. Food/catering and audio-visual needs
  - d. Names of guests/speakers expected regardless of if the speaker is from BC or CUNY
  - e. Assessment to be utilized.
3. Submit and manage the ERF on the Bulldog Connection.

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

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

### CO-HOST / SPONSOR

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

Co Hosts - Co-sponsors are:

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

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

### EXTERNAL SUPPORTER

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

- Academic centers of other CUNY institutions or other academic institutions.
- Not-for-profit organizations are recognized as such by the IRS.
- For-profit organizations.

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

### WHAT ARE THE EVENT CATEGORIES?

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

categories are:

1. On-Campus:
  - Events - Any event where a recognized Brooklyn College student club has a significant stake in arranging logistical, promotional, or financial details for a proposed event on campus grounds. Requires an Event Request Form.
  - Tabling - Any event where a recognized Brooklyn College student club requests a table to promote an activity, fundraiser, etc., with a significant stake in arranging logistical, promotional, or financial details for a proposed event on campus grounds. Requires an Event Request Form.
2. Off-Campus Event - Any event where a recognized Brooklyn College student club requests to use Student Activity Fee funds for a proposed event held off-campus grounds. Need to be open to all students.

Travel:

- Day Trips – Any activity where the group is attending but not hosting within the 5 boroughs of New York City, not requiring an overnight stay, use of public transport and does not involve high risk activities. Requires a Day Trip Form and if funding is needed a Non-Event Request form.
- Trip – Any activity where a recognized Brooklyn College student club requests permission to travel within the Domestic United States or Internationally. Both Require BCA Approval and a trip proposal and if funding is needed a Non-Event Request Form.

The City University of New York (“University” or “CUNY”) encourages its students to participate in off-campus programs that provide valuable experiential learning as well as student engagement and community-building opportunities. The purpose of such travel should be consistent with the University’s mission and must be planned so as to avoid undue interference with students’ academic responsibilities.

LINK: <https://www.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/ovsa/policies/dtg2018/Domestic-Travel-Guidelines-2018-REVISED-with-links.pdf>

## EVENT TYPES

1. Performance/Film - An act of staging or presenting a play, concert, or other form of entertainment. The presentation of the film is included in this type.
2. Social/Activity - A club or organization organizes a formal or informal social gathering for social purposes.
3. Lecture/Seminar (BC External Speaker) - To deliver an educational or informative message to an audience by an external (non-Brooklyn College affiliated) speaker.
4. Lecture/Seminar (BC Internal Speaker) To deliver an educational or informative message to an audience by an internal (Brooklyn College affiliated) speaker.
5. Luncheon/Dinner – A formal or informal event where food and drink are served as a centerpiece of the program.
6. Demonstration/Protest - A gathering of people making a political protest or showing support for a cause.
7. Quad Activity - An activity in the East or West Quad of the Brooklyn College campus. Quad activity does not extend beyond the gates onto the campus.
8. Tabling - Setting up a table at a high-traffic location on campus to promote education and awareness or to fundraise.

9. General Meeting - A gathering of two or more people to make decisions or discuss company objectives and operations.
10. Ceremony - A formal occasion may include ritual practices and procedures for a particular event.
11. Online Event - An event that involves people interacting in an online environment on the web rather than meeting in a physical location.
12. Party/Dance - A unique social gathering, typically involving guests, eating, drinking, and entertainment.
13. Sports/Physical Activity - An event that promotes bodily movement produced by skeletal muscles, resulting in energy expenditure, or related to athletic activity.
14. Training/Development - A planned set of activities for imparting knowledge to people.

Note: Fees may be imposed if additional security and/or personnel are needed during the event, which will be determined by the Public Safety & Security department.

Examples of Additional components may include, but are not limited to, the following:

1. Paid speakers or performers
2. External vendors
3. Events are scheduled to end after regular business hours.
4. Outdoor or off-campus locations.
5. Significant media coverage is expected.
6. Events that present a unique security risk
7. Event is likely to significantly impact daily campus activity.
8. The proposed location needs special permission, such as athletic facilities or departmental spaces.
9. Fundraising collection totals over \$500.00

## WHEN AND WHERE CAN I HOLD MY EVENT?

Events can be held during the Fall and Spring semesters when classes are in session either on-campus or off-campus. Requests for an event space that is outside of the Student Center follow the same guidelines as an event in the Student Center and require review and approval process. All BC/CUNY event spaces must adhere to the CUNY Tobacco Free policy.

LOCATION	TYPE OF EVENTS
Student Center (SC)	Lectures, Workshops, Dinners, Receptions, Parties, Films, Conferences, and Social Activities.
Whitehead Lobby/Whitehead Breezeway, New Ingersoll Lobby, Student Center Lobby	Informational/Club Promotion/New Member Recruitment/Approved Fundraising. Other tabling locations <i>may</i> be available, with prior approval at least 3 weeks prior to date of activity.
West Quad or Roosevelt Gyms	Sporting Events (Requests must be approved by the SEMT and the Athletics Department. Waivers may be required for all participants).
Classrooms	Classrooms are obtained through the respective department(s). Confirmation of space availability / permission of usage of a classroom must be uploaded into the Event Request Form.
Performing Arts Centers	Lectures, Workshops, Fairs, and Social Activities. Subject to Additional Approval– Additional Fees May Apply

## BROOKLYN COLLEGE STUDENT CENTER ROOM SET-UP CAPACITY\*

The set-up is subject to change depending on the amount of equipment AND type of event.

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*	N/A	N/A
Fifth Floor	State Lounge	50	50
	Occidental Lounge	100	90
	International Room	50	40
	Ward Room**	N/A	N/A
	Grog Room**	N/A	N/A
	Cosmic Room**	N/A	N/A
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

Capacity will change based on the amount or type of equipment (food tables, performance space/stage,

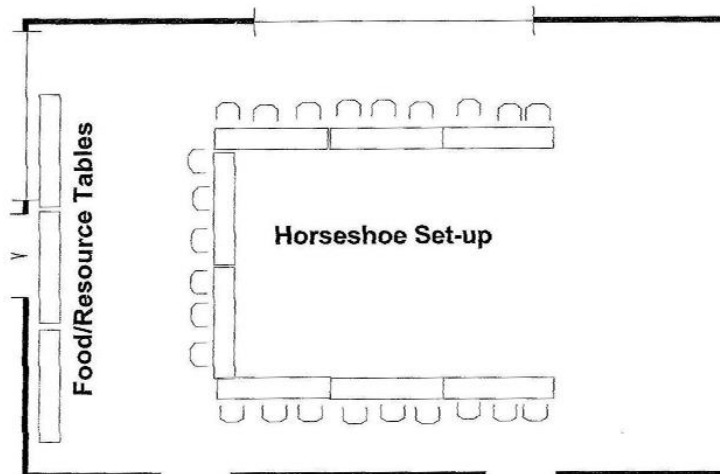
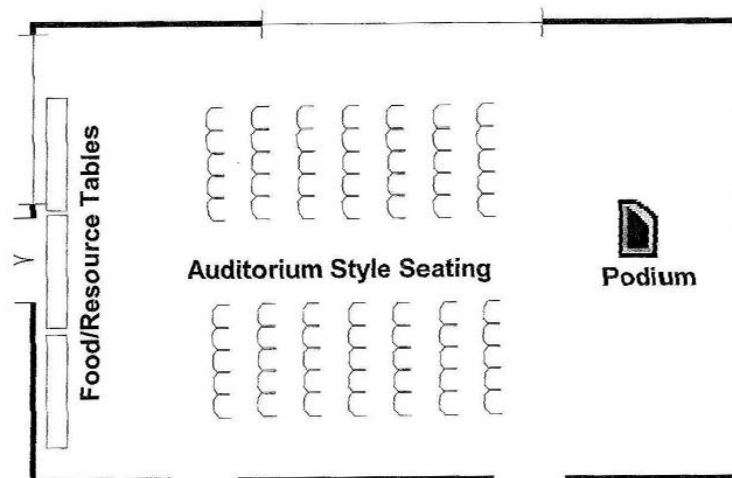
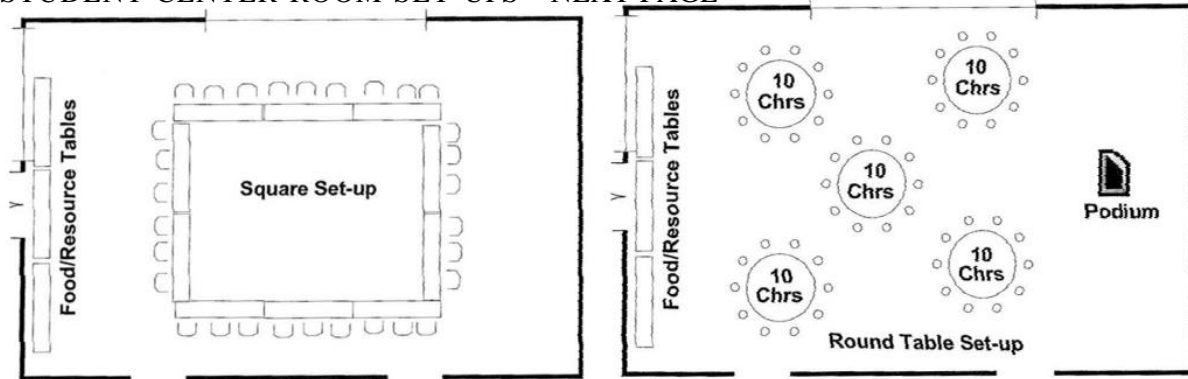
A/V, etc.) AND type of event.

\* Aviary conference room can seat 20 persons

\*\*Conference rooms hold 10-15 persons

Note: There is a fee for tablecloths

#### STUDENT CENTER ROOM SET-UPS – NEXT PAGE



Event Rubric	Small Event	Medium Event	Large Event
Estimated Attendance	1 - 50	51 – 100	101 – 175+
Additional Components	<p><b>The types of small events:</b> bake sales, general meetings, and student club socials, E-Sports video tournaments</p>	<p>May require all /or some of the following items:</p> <ul style="list-style-type: none"> <li>• Waiver</li> <li>• Wristbands</li> <li>• Student club rep(s)</li> <li>• College Assistant(s) @ cost</li> <li>• Guest list</li> </ul> <p><b>Types of medium events:</b> dinners, cultural events, film discussions, Greek-lettered stepping shows, basketball tournaments, fashion shows</p>	<p>May require all / or some of the following items depending on event type:</p> <ul style="list-style-type: none"> <li>• Public Safety@ cost</li> <li>• Wristbands</li> <li>• Student Club rep(s)</li> <li>• College Assistant(s) @ cost</li> <li>• Guest list</li> <li>• Waiver</li> </ul> <p><b>Types of large events</b> Parties/dances, carnivals, Comedy shows</p>

## SECURITY AND STAFFING RELATED TO CLUB/ORGANIZATION EVENTS

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

Some events due to the target audience, expected attendance, and complexity of the event will require additional resources. The Student Center Director, in consultation with Public Safety & Security, will assess the need for additional security and staff resources. If the assessment finds that it is in the best interests of all to request additional Public Safety and Security coverage, funds will need to be encumbered to support the additional officer(s). The proposed cost will be presented to the club in writing and to CD two to three (2-3) weeks before the event. In the case of insufficient funds, the event cannot proceed.

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## BROOKLYN COLLEGE QUADS

Quad requests should be submitted at least **five (5) weeks** in advance to Bulldog Connection. The use of the East and West Quads is reserved for college-wide student events that promote positive interactions among campus community members. Requests for college-wide events will have priority over those for single-sponsored events. Activities on the East Quad are generally restricted to the paved sidewalk areas. No outside materials or equipment may be brought on either quad without specific prior approval by the Vice President for Student Affairs or designee. Materials that risk damage to college property are not permitted.

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## QUAD ACTIVITIES

- For safety reasons, various recreational activities, e.g., bicycle riding, skateboarding, and rollerblading, cannot be permitted. The Public Safety & Security department will determine the safety and advisability of other sports activities.
- Use of music or amplification must be requested and approved in advance by the Vice President for Student Affairs or designee. Events involving music or amplification will usually be restricted to the West Quad. Decibel levels must not disturb classes or other educational activities in session.
- When requested by a Student Affairs staff member, music levels must be lowered.
- Activities entailing music may not be scheduled while academic classes are in session unless prior approval is received.

## OUTDOOR EVENTS AND ACTIVITIES

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

## TABLING

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

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

1. Event advertisement.
2. Bake sales/Fundraising for club programming.
3. Bake sales/Fundraising for officially registered non-profit organizations only.
4. Informational
5. Club or organization advertisement.

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

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## TABLING PROCEDURES:

1. It is recommended that you request table space at least **three (3) weeks in advance** of the desired date by submitting an ERF in the Bulldog Connection.
2. Tabling dates are reserved on a first-come, first-serve basis.
3. For fundraising, the club/organization is responsible for providing its legible sign with the name of the student club/organization and the organization for which the funds are being raised, which

must be displayed at the table.

- a. External fundraisers have additional requirements. See the section “What do I Need to Know About Fundraising Activities On/Off-Campus” for more information.

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### **TABLING RULES:**

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

### **BLACKOUT PERIODS**

Blackout periods are time frames during which no student club/organization-hosted events shall occur. Campus student clubs/organizations may host events starting the first day of classes during the Fall and Spring semesters. No events will be held on days when the college is closed. In addition, campus student club/organization-hosted events are not allowed during the following periods listed below. To request an exception, you must submit a rationale for the exception either via uploading the request in the Event Request itself or upload into the Chat Function of the event.

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

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

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### **WINTER BREAK**

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

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### **SPRING RECESS**

No club/organization events during Spring Recess.

## SUMMER

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

## GUESTS

### Guests (non-CUNY/Brooklyn College):

- **Guest List:** Submit a list of invited guests/non-CUNY attendees no later than 3 business days prior to your event date to the SEMT email [semt@brooklyn.cuny.edu](mailto:semt@brooklyn.cuny.edu); if not already listed on your Event Request Form. All guests must sign in and show a valid photo ID issued by the state/government such as a driver/non driver ID.
- RSVP system will be implemented and managed by DOSA staff for any event that is designated as Open to the Public. Other events may require RSVP due to special circumstances as determined by the College Administration

## RSVP SYSTEM

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

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

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

## CAMPUS SAFETY MEETING (IF APPLICABLE)

- **Events requiring security:** If the Public Safety & Security department determines that your event requires the use of college Public Safety Officers, you and at least one additional currently enrolled Brooklyn College club member must attend a SET meeting with your liaison to review the security procedures for your event.

- The SET meeting will occur at least **2 weeks before** your event. The Student Center Director will contact the event host and the liaison to set up the meeting.
- Security for a college event, held on college premises, is under the control and supervision of Brooklyn College's Campus and Community Safety (also known as Public Safety & Security) department. As the Brooklyn College President's designee, the Director of Public Safety and Security must approve any special security arrangements in advance. Some events require a safety assessment as a condition of approval to determine the number of officers necessary if needed.

Note: If additional staffing is needed to produce an event, such as Public Safety Officers, Facilities etc., the host organization will be required to pay and/or reimburse funding for staffing needs.

## EVENT CANCELLATION

- If you decide to cancel your club/organization event request, including tabling, after it has been approved, make sure to cancel the event request in Bulldog Connection and e-mail [semt@brooklyn.cuny.edu](mailto:semt@brooklyn.cuny.edu) AND any other supplier at least 24 hours in advance. Failure to cancel or comply with this request will affect your club's/organization's standing and ability to reserve facilities/equipment in the future. Cancellations made less than 24 hours in advance may result in a fee of \$50.00.

## FILMS

### WHAT ARE PUBLIC PERFORMANCE RIGHTS (PPR)?

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

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.

LINK: <https://uscode.house.gov/view.xhtml?req=granuleid:USC-prelim-title17-section110&num=0&edition=prelim>

### SECURING PUBLIC PERFORMANCE RIGHTS (PPR)/FILM SCREENINGS

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

**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 the 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:

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 enrolled students attending.
- The movie is used as an essential part of the core, required curriculum being taught. (The instructor should be able to show how the use of the motion picture contributes to the overall required course study and syllabus.)
- The movie being used is a legitimate copy, not taped from a legitimate copy or taped from TV.

### **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 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 out 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.*

## MEDIA ACCESS GUIDELINES FOR BROOKLYN COLLEGE EVENTS

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

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

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

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

## PHOTOGRAPHY/VIDEOGRAPHY AT STUDENT-HOSTED EVENTS

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

## HOW DO I ADVERTISE MY EVENT?

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

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### ADVERTISEMENT CHECKLIST

- Include "Brooklyn College" on any ads.

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

### ADDITIONAL REQUIREMENTS FOR OPEN TO THE PUBLIC EVENTS

- State entrance policy in line with the audience (ex: “Must show valid BC ID,” “Must show valid BC/CUNY ID”).
- The process for RSVP must be on the flyer (if applicable).

### GUIDELINES FOR POSTING

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.

Guidelines for Posting:

- All postings must have an identifiable sponsor and contact number.
- All student postings should be date stamped by Student Activities, 302 Student Center, prior to copying and posting to any of the bulletin boards.
- Departments do not require date stamps on flyers.
- Commercial ads are allowable on the General Bulletin Boards only. They 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:

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

## DISPLAY CASES IN THE STUDENT CENTER (SC)

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

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

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

### NOTE:

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

## ADDITIONAL EVENT COMPONENTS

### RISK MANAGEMENT

Risk management is defined as “the process of advising organizations of the potential and perceived risks involved in their activities.” It is also monitoring and supervising organization activities and taking corrective actions and proactive steps to minimize accidental injury and/or loss. We must apply principles of risk management at every management level for:

1. Identifying and evaluating risk.
2. Avoiding or eliminating them where practical.
3. Minimizing, controlling, or contractually transferring, them to others where possible.

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

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

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

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

Each event must have a dedicated faculty/staff member to work with the club to resolve challenges and concerns. The typical examples of faculty/staff members who may operate in this capacity include:

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

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

#### COLLEGE RESPONSIBILITIES FOR OPEN TO THE PUBLIC EVENTS

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

## SECURITY GUIDELINES AT BROOKLYN COLLEGE

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

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

Prepared by:

Donald A. Wenz - Director, Public Safety & Security, Brooklyn College

July 11, 2017

## SAFETY AT CAMPUS EVENTS

Brooklyn College Public Safety & Security is responsible for security at any event held on the Brooklyn

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

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

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

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### EVENTS THAT ARE OPEN TO THE PUBLIC

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

### 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 a legitimate ground 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 in which activities 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. 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 are 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.

Link: <https://www.brooklyn.edu/wp-content/uploads/Student-Handbook.pdf>