CLUB SPORT CAPTAINS MANUAL
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STUDENT ACTIVITIES & STUDENT ORGANIZATIONS

The Office of Student Activities oversees programs designed to enhance students’ college experience through social, cultural, spiritual, educational, athletic, student government, and recreational co-curricular experiences. Student Activities is committed to helping students connect with one another and to facilitating involvement in a wide variety of activities.

The Student Activities team provides support for more than 120 student organizations and advises students in producing hundreds of programs a year. The Office of Student Activities is located on the first floor in the Smith Union. The Student Activities Office is open Monday-Thursday from 8:30am-6pm and Fridays from 8:30am-5pm. Text messages received outside these hours will be returned the following morning.

STUDENT ACTIVITIES MISSION STATEMENT

Bowdoin Student Activities Office is a student focused office that encourages, supports, and teaches students through their leadership positions, events, ideas and programs. We meet the needs of an ever-changing student body by providing individualized advising to over 120 student groups with a variety of interests that enrich student life. In collaboration with other areas of campus, we provide interactive programming that is vibrant and diverse with the understanding that students learn by doing and have fun.

PEOPLE YOU NEED TO KNOW

There are many people on campus who are interested in supporting your student organization efforts. A few of them are listed below.

Student Activities Staff
Nate Hintze – Director of Student Activities and the David Saul Smith Union
nhintze@bowdoin.edu

Silvia Lorrain – Associate Director of Student Activities
slorrain@bowdoin.edu

Miriam Fraga - Assistant Director of Student Activities
mfraga@bowdoin.edu

Karla Nerdahl – Administrative Assistant
knerdahl@bowdoin.edu

Your Advisor
Every student organization is required to choose a staff or faculty advisor. Advisors are expected to be actively involved in the affairs of their organizations and should be willing to share ideas and insights, counsel students, and facilitate learning. An advisor provides continuity and keeps new members and officers informed of the history of the organization. The advisor does not control the organization nor make all the decisions for the group, but provides a balanced perspective so groups can make the most informed decisions possible. If you are unsure of who has served as your organization’s advisor in the past, please contact Student Activities. Groups
are free to change advisors as the needs of their organizations evolve. Although, active faculty advisors can play a critical role in helping get exams moved if they conflict with post season play, advisors do not have to be limited to faculty members and can be Bowdoin staff.

Meetings & Important Dates for Club Sports

There are a number of meetings that Chartered Club Teams must keep in mind:

- Fall Mandatory Captain’s Training (with Athletics)
- Fall Mandatory Club Sport Captain Training
- Fall Student Activities Fair (held during the second week of classes Fall Semester)
- New Chartered Organizations Mandatory Leader Training (held monthly starting in October)
- Spring Student Activities Fair (held during the second week of classes Spring Semester)
- Re-Chartering of Student Organizations (typically held in April each year)
- Operating Budget Meetings (for club teams requesting operating budgets- held in April/May for the following academic year)

Blink Student Engagement Portal

Blink is our Student Engagement Portal for student leaders. This portal will help you manage your club’s roster, send e-mails to your club and other intra-club communication, run elections, create forms for your clubs, upload important club documents or photos, and advertise home games via Blink Events! It is the responsibility of club captains to maintain an up to date roster on Blink.

Addendum B provides instructions on managing your club’s roster in Blink. Addendum C provides instructions on sending club e-mails through Blink. Additional training videos and instructions can be found at https://engagesupport.campuslabs.com/hc/en-us.

PROJECT CODES

All officially chartered Club Teams will receive a project code. Project codes can be found at the Student Activities Office. You will be asked for this code, when reserving space, submitting SAFC budgets, requesting board transfers, printing posters, and managing your team finances.

Venmo Transactions

Venmo prohibits Colleges and Universities from having accounts.
VENUE RESERVATIONS

Field and Gym Reservations
All field and gym time is reserved through the Bowdoin College Athletics Department and is based on availability and field condition. All Club Sport teams will receive their practice times after varsity programs have been scheduled.

For more information contact:
Lynn Ruddy, Associate Director of Athletics and Coach, Track and Field
Email: lruddy@bowdoin.edu
Phone: 207-725-3623

When reserving your field or gym time please provide Coach Ruddy with your project code. She will do everything that she can to accommodate your requests.

Campus Spaces
To request the use of most campus spaces, complete the Events Scheduling form on Blink.

For more information contact:
Jordan Zdeb Coffin, Campus Scheduler
Email: scheduling@bowdoin.edu
Phone: 207-725-3433

Work Orders
All work order requests need to be made 10 days prior to your event. Due to the high volume of requests exceptions will not be made. Facilities requests need to be made when you are reserving your venue with the campus scheduler via Blink. Requests can include extra chairs, tables, trash cans, etc. If you have any strange or special requests, you can always check with a member of the Student Activities staff to see if Facilities has the means to accommodate you. When an event requires a specific setup, a diagram should be provided to Facilities. Be sure to request any and all changes and additional set up details by emailing scheduling@bowdoin.edu at least 10 days before your event is scheduled to take place. There is a fee associated with all Facilities requests and your project code will be billed.

If there are any maintenance issues with your venue, you can place a work order - https://www.bowdoin.edu/facilities/work-orders-services/submit-work-order.html

RECHARTERING

Returning Teams
Each year all Student Organizations are asked to recharter their organizations with the Student Government. Charters include your team’s mission, captains’ names and an agreement to adhere to BSG and College Policies. Teams on an operating budget will submit their recharter forms by April 1st of every year. Teams that are on operating budgets will ask for their entire season’s budget from the Student Activities Funding Committee
Operating budget teams are not allowed to ask for additional monies during the school year.

Non-operating budget clubs must submit recharter forms by April 15th of every year. Non-operating budget teams will submit a budget during the school year to the SAFC to receive their funding. By this time, two weeks should have passed from the end of Spring Vacation, and new leadership should have been elected. If Spring Break has not passed, April 20th will be the deadline. You will receive rechartering information from the V.P. of Student Organizations, which requires you to provide vital details necessary for the rechartering process, including the names of the new leadership. **Negligence of this deadline will result in your team to not be able to reserve space or access funds at the start of the new school year and potentially result in the suspension of a club’s charter for one semester. If a club is on its probation period, it will not be given a full charter.**

During the rechartering process, you will be asked to provide a club roster to the Student Activities Office of expected returning team members. Your rechartering forms need to be completed by the team’s incoming leaders.

**FUNDING**

The Student Activities Funding Committee (SAFC) is a branch of the BSG that provides funding for student organizations. This student-run committee allocates money from the Student Activities Fund to campus organizations including club sports, cultural organizations, college houses, etc. If you have already been allocated money, please see the “Accessing Your Money” section for more information on how to use it. Keep in mind that only chartered organizations may request funding from the SAFC.

With great (monetary) power (and freedom) comes great responsibility. This is true for student organization leaders. Budget allocations represent significant trust in student organization leaders to utilize funds to enhance student life. Your organization’s maintenance of financial records is CRUCIAL to the continued allocation of funds this year and in the future.

Always be aware of how much money is in your organization’s account by keeping accurate and up-to-date financial records. Several financial management tips are provided later in this handbook to help you stay on top of your budget. Do not overspend your budget.

**How to Navigate the Funding Process**

The SAFC is here to help you and your team. Please review this document and the funding guidelines, both help to clarify the SAFC decision process and illuminate what is required in each budget. If you need any additional assistance regarding funding, please don’t hesitate to contact the SAFC Chair or members of the Student Activities Team.

In the interests of students, the SAFC holds the discretionary right to make funding decisions beyond any of the guidelines. These decisions are based upon how cost-effective the proposal is, the general impact of the proposal on students, and how well the event is planned.

Things to consider before submitting a budget:
Budgets must be submitted at least two weeks in advance of the actual event. Larger budgets (e.g. $500 or over) or budgets involving hiring coaches or instructors must be preapproved by Student Activities Staff before budget submission (see Coaches or Instructor Section below).

How to submit a successful budget:
1. First consult the SAFC Club Funding Guidelines.
2. Make requests as specific as possible. Any requests for funding should be justified with line item breakdowns and explanations of each item. However, it is better to submit an early tentative budget than a late final budget. Budgets must be submitted by Friday at midnight in order to be considered for the following Monday’s meeting. All meetings occur after 5:30PM.
3. Club Sport Captains need to think about travel, travel food and any league dues. Student Activities can help you figure out what costs have been previously submitted.
4. Club leaders and the creator of the budget must attend the SAFC meeting if they’re scheduled into the agenda (an email will be sent out each Sunday with the agenda).

Reimbursements for costs that have already been incurred will not be funded by the SAFC.

Misuse of SAFC funds will result in a meeting with the SAFC and SOOC Chairs, a serious examination of future budget proposals and, in extreme cases, suspension of a charter for the length of time deemed appropriate by the Chairs and the Student Activities Office.

When live, the online Budget Submission Form is located on Blink, https://blink.bowdoin.edu under Campus Links (bottom right).

**Financial Assistance**
Depending on the budget the SAFC may ask for student contributions to cover a portion of the costs of an event/purchase. If this poses a significant financial strain to any students in your club with financial need, extra money may be available. If a member of your club is interested in finding out if they qualify for financial assistance, please have the student contact his/her Dean.

**Steps for Hiring an Assistant Coach or Instructor**
Students are not allowed to enter into contract negotiation or agreements on behalf of Bowdoin College. Before engaging in discussions with any potential Coach or Instructor, Club Captains need to reach out to the Student Activities Office to discuss proper hiring procedures. Club Captains are required to follow the Bowdoin Contract Negotiation Procedure Form, which can be obtained from the Student Activities Office. This process must be started no later than four weeks before your anticipated start date. All Assistant Coaches will become employees of the College, this process cannot be retroactive and needs to be done well in advance of the start of your season.

Coaches are not allowed to work with teams outside of their allotted hours stipulated in their hiring agreement. Once a coach becomes a paid employee, they are no longer allowed to be a volunteer on campus.

**Meals during Travel and Board Transfers (Meal Subsidies)**
The SAFC will only fund off campus meals that are intimately related to a club’s mission and purpose. It will not fund off campus meals solely for the purpose of group bonding. Group bonding meals should occur on campus, either through cooking events, or in one of the many rooms available for reservation in the dining halls.
At no cost, student groups may transfer board to receive a boxed meal or a meal subsidy from Dining Services while travelling. This may only occur up to twice per year, unless an athletic club is given special permission by Dining (x3208). Board Transfers will be organized through the SAFC, and will be supplemented to make a total allocation of $8 per person per meal. After meeting with the SAFC, all participating students’ names & ID numbers will be required at least one week before the event. When requesting a meal subsidy, please note Dining’s rates are the following: $2.50 per student for breakfast, $3.25 for lunch or brunch, and $3.75 for dinner. Send the completed list and request or questions to Alison Cyr (acyr@bowdoin.edu or 725-3181).

In addition to board transfers, Dining Service can prepare boxed meals for groups who are going off campus and will be missing a meal.

If your organization is using Dining to cater an event, you must meet with Dining prior to submitting a SAFC budget. A comprehensive breakdown of all the planned meal items must be provided.

**Bowdoin College Dining Service provides catering services for student organizations, college houses, athletic teams and clubs.** Most events are for groups of 50 or fewer. **For larger groups**, Dining Service must review all arrangements.

For help with any of the above contact Ken Cardone at kcardone@bowdoin.edu or 725-3208 or Adeena Fisher at afisher@bowdoin.edu or 725-3317 to discuss your needs.

**Team Meeting Snacks**
The SAFC may fund up to $50 of snacks per club per semester. This can be used for general or special club meeting purposes

**Banquets and End of the Year Meals**
The SAFC may fund one banquet per club per year. For this banquet, the SAFC will supplement board transfers up to $8.00 per person. The SAFC reserves the right not to fund a banquet, prioritizing clubs that have been active during the year.

For more information on Bowdoin Dining Service please contact:
Ken Cardone or Adeena Fisher
Email: kcardone@bowdoin.edu or afisher@bowdoin.edu

**Vehicles**
If your organization is traveling away from the campus on a College-sponsored trip, you are required to follow the following guidelines and policies. The SAFC expects student organizations to use the most cost efficient form of travel. The SAFC will fund vehicle travel (mileage, gas and tolls) in either of the two formats below. Student vehicles will only be funded in extreme circumstances.

**College Vans**
College vans cost $30 per day, regardless of gas mileage. Students must use college provided gas cards to fuel said vehicles. If you fail to use the Bowdoin provided gas card you will not be able to be reimbursed for your gas expenses. The SAFC will not reimburse students if they use personal funds for College Vans.
Some college vans are equipped with an EZpass to pay for tolls. If you do not receive a van that has an EZpass you will need to request funding for tolls from the SAFC. The following vehicles have an EZpass:

- B1: Car (Toyota Prius) Parked @ Rhodes Hall
- B2: Car (Toyota Prius) Parked @ Rhodes Hall
- B4: Minivan -Parked @ Rhodes Hall
- B5: Minivan -Parked @ Rhodes Hall
- B6: Minivan -Parked @ Rhodes Hall
- B7: Minivan -Parked @ Rhodes Hall
- B8: Truck -Parked @ OLC
- B9: Car (Toyota Camry) Parked @ Rhodes Hall
- B10: Minivan -Parked @ Rhodes Hall
- B11: Truck -Parked @ Rhodes Hall
- B12: Minivan -Parked @ Rhodes Hall
- B13: Minivan -Parked @ Rhodes Hall
- B14: Car (Chevy Volt ) - Parked @ Rhodes Hall

To reserve a van, contact Facilities at x3689, or fill out their Vehicle Request form: https://www.bowdoin.edu/facilities/protected/vehicle-request-form.html. Vans may be requested prior to receiving SAFC funding but must be cancelled at least 24 hours in advance of the start of the reservation if your club does not receive funding.

If a Bowdoin van is not available you can setup a direct rental with USAVE (Larry Stewa rt's), the cost is around $90.00 per day plus the cost of gas. You will need to pick up and drop off your rental vans at their location in Lisbon.

Larry Stewart's Auto Sales & Rentals
Address: 53 Lisbon St, Lisbon, ME 04250
Phone: (207) 353-4133

**Student Vehicles**
Students may receive mileage compensation at a rate of $0.25 per mile for personal vehicles. Note that this is not an automatic reimbursement and that funding requests must be made prior to trips. The rate for student vehicles will be adjusted accordingly by the Facilities Office and the SAFC. The SAFC and Bowdoin College will not pay for damages to personal vehicles or reimburse for gas receipts, per IRS regulations. The Student Activities Office highly discourages use of personal vehicles for club related business.

**Lodging**
If possible, events should always be scheduled to return your team to Bowdoin for the night and prevent the need for lodging. If this is not possible, please explore all cost free options for lodging with family, friends, or alumni. If absolutely necessary, the SAFC may fund lodging for students when they are traveling to or from events. Please use websites like Expedia.com to help you find the most economically feasible hotels.

The SAFC may fund $119 per room per night (including tax and fees), assuming four people per room. If this is not sufficient for any hotel in the area to which you are travelling, the SAFC will consider exceeding this limit on a case by case basis.
When reserving a hotel with the Student Activities credit card directly with the hotel (not Expedia), you will need to ask the Hotel if they require a Credit Card Authorization Form because you will not be traveling with the physical credit card. The Student Activities Office has an Authorization Form Template if you need to provide one.

Bowdoin is tax exempt in a number of states. Check in with Student Activities to find out where Bowdoin qualifies and for necessary paperwork.

**Equipment and Gear**
The SAFC requires that a cost benefit explanation as well as pricing options be included with any request for equipment. Equipment/jerseys will only be funded if they are necessary for a club to compete or participate in an activity. The SAFC will not fund any item that is purchased for individuals. All equipment must stay with the organization from year to year, without exceptions.

The SAFC will not fund gear that is already freely available for students to use on campus (e.g. in the Buck Fitness Center, Buck 3rd Floor Facilities). Furthermore, the SAFC cannot fund gear to be kept by individual club members, gear to be freely distributed to the campus community or public, or any type of ‘giveaways’.

**Storage and Usage Policy**
When requesting funding for equipment, please include information regarding intended storage. This should clarify where the equipment will be kept and if it will be available to all student organizations or solely to your organization. If you need assistance finding storage space, please contact the SOOC or Student Activities; note that student housing is not an acceptable location for club storage.

**Liability**
Club leaders are financially responsible for any gear funded by the SAFC. Gear lost or stolen as a result of leadership oversight may not be replaced the following year, and it is the responsibility of all club members to ensure this does not occur.

**Organization Paraphernalia (T Shirts, Sweatshirts, etc.)**
The SAFC does not fund nonessential team clothing, but it may provide loans to organizations for these items. If given a loan, you must sign a contract with the Student Activities Office, requiring the club to repay the loan by the semester’s end. Items must be sold at cost, without profit.

**ACCESSING AND USING YOUR MONEY**
Money appropriated to your organization is placed in your organization’s account. However, students do not have direct access to these accounts so you must use the following methods to access that money.
Wal-Mart Credit Card (for purchases at Wal-Mart only)
If your organization has received funding, you can check out the Wal-Mart credit card for shopping only at Wal-Mart. To check it out, stop by the Student Activities Office. You will need to return it (accompanied with the appropriate receipts) by 5 PM on the same day.

Please note that the card is accompanied by a tax-exempt card which must be given to the checker before they begin ringing up your items for purchase.

Student Activities Corporate Credit Card (for online purchases only)
If you are placing an order online, you can use the Student Activities Corporate Credit Card. In order to request use of the card, you must provide proof of funding approval (an email from the SAFC or other funding source would suffice) to the Student Activities staff.

You can only use it within the Student Activities Office and the items ordered must be shipped to that office (not your SU box). Credit card log sheet must be completed and receipts must be printed and filed in the credit card binder immediately.

Amazon Prime, Pay Pal, and Wal-Mart Online
The Student Activities Corporate Credit Card is linked to an Amazon Prime account (free two-day shipping), Pay Pal, and Walmart Online account. You can use these accounts when you are in the Student Activities Office to purchase supplies/products for your club or to pay for dues and fees. Credit card log sheet must be completed and receipts must be printed and filed in the credit card binder immediately.

Reimbursements
Mindful of the funds in your organization’s account, you can spend your personal money and be reimbursed.

In order to be reimbursed, you must fill out an Accounts Payable Voucher and include the appropriate receipts (all receipts must be itemized, non-itemized receipts will not be reimbursed). This form can be completed online or in the Student Activities Office. The completed voucher will need to be approved by a member of the Student Activities staff.

If the total amount of the reimbursement is less than $200, you can be reimbursed in cash by taking the authorized voucher to the Bursar’s Office on the 1st floor of 216 Maine Street (located across Maine St. from the Chamberlain statue). Reimbursements greater than $200 will be paid via check in the next pay cycle. If you have an active direct deposit arrangement for paychecks, the reimbursement will be deposited directly.

**Receipts are Critical**
Make sure you turn in all receipts within two weeks of purchase. Your treasurer is responsible for bringing receipts to Student Activities or the assisting department, filling out a voucher, attaching the receipt, and signing the paperwork for every purchase.

Cash Advances
If the funds in your account allow, you can obtain up to $200 in cash from the College in order to purchase items related to your event. If your group needs to obtain more than $200, you will need to receive prior authorization from the Bursar’s Office. Student Activities will help you receive this authorization. In order to obtain a cash
advance, you must fill out an Advance Voucher in the Student Activities Office located behind the Smith Union information desk.

After you have completed the voucher and it has been signed by a member of the Student Activities Office, you must take the voucher to the Bursar’s Office on the 1st floor of 216 Maine Street (located across Maine St. from the Chamberlain statue) to receive the cash. Please note that once you receive the cash, you take responsibility for the cash.

Within 10 days from receiving your cash advance, you must close it out in the Student Activities Office with receipts (all receipts must be itemized, non-itemized receipts will not be reimbursed), unused cash or a combination of the two.

Transportation Policies and Reservations
The steps for certification for ALL students (who have had their U.S. license unrestricted for one full year) are:

1. Complete the driver application to obtain an MVR.
2. Review the instructions and complete the United Educators driver safety training on-line and print the certificate of completion. The training takes about 45 minutes to complete.
3. Complete Traveler’s large passenger van training on-line and print the certificate of completion. The training takes about 30 minutes to complete.
4. Review Bowdoin’s Vehicle Reservation Video. The video is about 5 minutes.
5. Sign up for a 20 minute commentary drive within 60 days of completing the required on-line training(s).
6. Bring proof of completion of all required items to the commentary drive, i.e. certifications of completion for on-line training.

How do I reserve a Bowdoin College vehicle?

Vehicle requests can be submitted online by going to https://www.bowdoin.edu/facilities/protected/vehicle-request-form.html

Please get your requests in early, with at least a week in advance notice. Vans may be requested prior to SAFC funding approval. However, vans must be cancelled at least 24 hours prior to the start of the reservation, should funding not be approved.

Vehicle Pick Up

1. When checking out a fleet vehicle, the driver will need to produce her/his license and an approved Authorization to Drive form each time a vehicle is checked out. The Authorization to Drive form must have an original signature of an authorizing faculty or staff member. The authorizing faculty or staff member will be called in the event of an emergency regarding the trip.

2. All drivers are expected to have their valid driver's license and their Authorization to Drive form throughout their trip. Only the intended driver may pick up a reserved vehicle.
3. The driver will be handed a wallet containing the keys and a Wright Express fuel card.

4. The driver must sign the vehicle use log before leaving.

5. After locating the correct vehicle (numbers are stenciled on the driver’s side of the vehicles) in the assigned parking lot behind Rhodes Hall, the driver should conduct a "walk around" inspection of the vehicle prior to leaving and document any existing damage. The starting mileage should be recorded on the College Vehicle Trip Report prior to leaving campus.

Vehicles that have obvious safety problems should not be taken on a trip and should be reported immediately to the Fleet Scheduler/Coordinator or the Communications Center. If there is a replacement vehicle available, one will be provided.

Generally, keys may be picked up no more than thirty (30) minutes prior to the reservation time. During the winter, drivers should plan on enough time to warm up the vehicle and clear any snow or ice. Facilities Management does not remove snow or ice from vehicles. In the event of serious weather conditions, the Fleet Scheduler/Coordinator, Director of Facilities Operations and Maintenance, Director of Safety and Security or Communications Center has the authority to prevent fleet vehicles from leaving campus.

If a vehicle is not picked up within one (1) hour of the reserved time and the Fleet Scheduler has not been notified of a late pickup, the reservation will be cancelled.

For more information go to https://www.bowdoin.edu/facilities/college-vehicles/index.html

For more information contact:
Trish Hurley, Fleet Scheduler
Phone: (207) 725-3689
Email: phurley@bowdoin.edu

If your organization is traveling away from the campus on a College-sponsored trip, you are required to abide by the following guidelines and policies. The SAFC expects student organizations to use the most cost efficient form of travel. The SAFC will fund vehicle travel (mileage, gas and tolls) in either of the two formats below; student vehicles will only be funded in extreme circumstances.

Policies:

- The use of College vehicles for your organization’s travel is limited to a 500–mile radius from campus.
- For travel over 500 miles, your organization must submit a travel plan to the Student Activities Office at least one month in advance. The travel plan should include the following:

  - Purpose of travel
  - Dates
  - Destination
  - Primary contact (name, email and cell phone number)
List of certified drivers who will be traveling

Mode of transportation

- Individual drivers must limit their driving time to a maximum of 4 hours per day.
- Drivers must drive within posted speed limits at all times. Failure to do so may result in the revocation of college van licenses and in additional consequences for the student organization involved.
- Trips shall not depart from any location nor should driving take place between the hours of 1:00AM and 5:00AM.
- "Caravanning" (travel in convoy) is not permitted. When multiple vehicles are involved, departure times should be staggered (30 or more minutes between departure times) to avoid such travel.
- Plan all travel to minimize driving in darkness
- Drivers may not use cell phones when driving.
- The College reserves the right to cancel trips when driving conditions are deemed unsafe. Every effort will be made to work with your organization’s leadership as these decisions are being made.
- Drivers are required to use the Bowdoin gas card provided with the vehicle. Bowdoin will not reimburse if you fail to use the assigned gas card. The staff member checking the driver’s license will write the student PIN on the form. This is the pin to be used with the assigned gas card.

Trips to Nationals
When a student organization or club sport qualifies for Nationals, members will leave and return to Bowdoin College.

Accidents involving Bowdoin Vehicles
Driving a Bowdoin vehicle is a privilege and not a right. The safety of all passengers is of utmost importance. We recognize that accidents do happen. When damage does occur to a Bowdoin vehicle, the cost to repair the vehicle will be charged to the student organization’s account and paid for by the SAFC. If a Bowdoin vehicle is in an accident that involves a parked automobile, the Club will lose access to Bowdoin vehicles for the next semester. Drivers are strongly encouraged to find parking away from other vehicles and use spotters.

Parking Tickets
All parking tickets will need to be paid by the driver who was authorized to drive the vehicle. Failure to do so will result in a charge to the student’s tuition bill in the amount of the ticket.

Vehicle requests can be submitted online by going to http://www.bowdoin.edu/facilities/transportation/forms/vehicle-request/vehicle-request.shtml

Please get your requests in early at least a week in advance.
Keys can be picked up from Trish Hurley at Rhodes Hall. Keys on the weekend or after 5pm can be picked up at Bowdoin Security at Rhodes Hall.
For more information go to https://www.bowdoin.edu/facilities/college-vehicles/index.html

For more information contact:
Trish Hurley, Fleet Scheduler
Phone: (207) 725-3689
Email: phurley@bowdoin.edu
Vehicle Breakdown Procedure

**Is your vehicle broken down? Follow these steps**

**SAFETY**
- Turn on your hazard lights.
- If it is safe, get out of the vehicle and stand or sit safely on the grass well away from the vehicle in a safe location.
- If you must remain in the vehicle, keep your seatbelt on until you exit the vehicle when help arrives.
- If the car is on, ensure the tail pipe is clear of obstruction like snow.

**CALL**
- Call roadside assistance at 1-866-329-3471
- Select option 8, then option 4
- Tell the operator you are calling for roadside assistance using your Wright Express Card
- Account Number: 0455001125749
- Card Number: 69004651037
- Expiration Date: January, 2021
- Your PIN: (Your student ID, Employee ID, or Authorized Driver ID)
- Be sure to have the vehicle information ready (make, model, year)
- If you are told to call Wright Express directly the number is 1-888-774-4939.

**CHECK**
- Call the Security Communications Center (725-3500) to review the steps you took, what your status is, and how long until help arrives.
- Follow the directions the communications operator gives to you.
COMMITMENT TO ACADEMICS

Students should place the highest priority on their academic work. Extra-curricular activities are also crucial to the College’s purpose of developing the individual talents and abilities of its students. Faculty, students, coaches, administrators, and staff share responsibility for creating an environment wherein curricular and extra-curricular activities are appropriately balanced. In cases where academic and extra-curricular activities conflict, students are expected to place highest priority on academic activities.

In their scheduling, all extra-curricular groups should make every effort to minimize missed classes. No activities shall be scheduled in the final two days of the reading period, during the exam period or over the summer. Students are responsible for all course material missed due to any absence from any academic activity.

In recognizing the educational value of extra-curricular pursuits, faculty members are encouraged to make reasonable accommodations to students when conflicts arise. It is expected that students will approach faculty in a timely and responsible fashion to discuss these situations. Faculty are under no obligation to make any exceptions. As a reference, traditionally students have been allowed to miss no more than three hours of a single class in any semester.

With regard to post-season athletic competition and other extra-curricular events that arise from the achievements of students during the semester, the College recognizes that these are unique and special opportunities. However, while cooperation is encouraged, faculty are under no obligation. The athletic department or other supervising department is expected to help in these situations. For example, coaches or administrators may be asked to proctor exams.

VOLUNTEERS AND COMMUNITY MEMBERS AT BOWDOIN

Bowdoin College supports the use of volunteers to enhance programs and extracurricular activities at the College. Volunteers work under the supervision of, and at the request of, administrators and staff.

Prospective volunteers who will work directly with students must complete an application form and confidentiality agreement. For purposes of this policy, examples of such volunteers would include, but not be limited to, an advisor to a student club or a volunteer working with a sport team. Reference and background checks will also be required for all such prospective volunteers in accordance with College policy.

The Director of Human Resources, or their designee, in consultation with the supervising staff member, is authorized to use their discretion to decline an application or terminate the services of a volunteer if it is determined to be in the best interests of Bowdoin College.

Any Club Sport Team that is interested in working with a volunteer needs to work with the Student Activities Office to make sure the potential volunteer fills out the proper paperwork and is fully vetted by the College. All volunteers are prohibited from working with Club Teams in advance of completing all required paperwork and receiving a clear background check.
Community members that are not considered Advisors or Volunteers and have not been vetted by the College are not allowed to participate in Club activities.

**BOWDOIN COLLEGE CERTIFICATION FOR ELIGIBILITY FOR CLUB SPORTS**

1. Captains from the team will obtain the certification form from the applicable team association such as IHSA.
2. Captains will review the form to see what needs to be obtained for eligibility (ie, student ID, enrollment verification, signatures, etc).
3. Captains will obtain all personal information from team members such as ID, DOB, etc that is not releasable by the Office of the Registrar.
4. Captains will be sure to confirm with the Registrar’s Office that all team members have given consent to release information on their enrollment form. If someone has not given the Registrar’s Office permission to release information, they will need to email the Registrar at registrar@bowdoin.edu to provide that.
5. If a student intends to participate in sports during their time at Bowdoin, they only need to indicate this during their first enrollment period prior to participation in said sport.
6. Have a member of Student Activities sign the Club Sports Eligibility or Award Nomination Certification Form (ADDENDUM D).
7. The Registrar’s Office can confirm the enrollment, grade level, academic standing, and GPA only if the release has been provided.
8. The Registrar will sign the form and return it to the team coach/representative for submission.

For more information contact:
Martina Duncan, Registrar
Email: mduncan@bowdoin.edu

**ATHLETIC TRAINING PROTOCOLS**

Before your season starts please submit the following information on Blink or to the Student Activities Office.

1. Competition/game schedule (please include start and estimated end times) on Blink (https://blink.bowdoin.edu).
2. A rough draft of a roster under your organization’s site on Blink (https://blink.bowdoin.edu).
3. A practice schedule (this can be “practice M-F 4-6.” if you always have a particular day off that would be good information to know as well) - provide in person to the Student Activities Office and on Blink.
4. Names of Team Captains/Coaches with contact information to the Student Activities Office.

Changes to competition/game schedule
- Schedule shall be set 2 weeks prior to a competition/game
- Adjustments to the schedule due to WEATHER/ENVIRONMENT ONLY will be accommodated within the 2 weeks prior to the competition/game.

**Concussion Education**
The following teams will need to complete a mandatory concussion educational session before your first practice. This training will take about 15-20 minutes. Captains of each respective team will need to speak with an athletic trainer to set this up. Please contact Gretchen Henderson, x4280 (ghenders@bowdoin.edu).

**ImPACT Concussion Test**

Any NEW members to the teams listed below will need to take the computer concussion test ImPACT. **(If you have taken the exam last year, you do not need to retake the test)**

- Men’s and Women’s Water Polo
- Ultimate Frisbee
- Equestrian
- Men’s Rugby* (first year and junior year)
- Volleyball

**How to Take ImPACT Baseline Tests:**

Please make sure your room is quiet and you have a mouse. It is imperative that you have a mouse and a quiet working environment.

The test takes between 30-40 minutes.

1. Log in using windows NOT iOS!
2. Open internet (must be internet explorer) – go to www.impacttestonline.com/colleges
3. Select organization- “Maine”
4. Enter customer code -81C177320A
5. Click “launch test”
6. Follow all instructions
7. Give a solid effort on the test or you will have to take it again
8. You do not need to print anything at the end

Computer requirements to take the test:

1. Make sure you are using Internet Explorer 7.0 and above or Firefox 9.0 or above. Chrome and Safari are not recommended or supported.
2. You must have Macromedia FLASH PLAYER 11.0 or newer installed. You can download FLASH PLAYER at www.adobe.com
3. If you have a pop up blocker installed you must turn it off for the duration of the test.
4. Test cannot be run on Chromebooks.
5. Close all other programs on your computer before taking the test.
6. You need a broadband internet connection.
7. The computer you use must have an external mouse.
8. The screen must be 12 inches or larger.
9. Java Script must be enabled.
10. If you are running Windows 7, make sure power management is set to High Performance; otherwise performance will be slowed negating test scoring.
11. H&L downstairs computer lab stations will support using the ImPACT test.

Forms and Waivers
Bowdoin College Athletic Training Department Medical Examination & Authorization Waiver for Club and JV Sports Participants
All Club teams need to go to Blink and fill out this waiver each year. The waiver can be found by going to:
https://bowdoin.campuslabs.com/engage/submitter/form/start/136905

HIT App Bowdoin Informed Consent
Bowdoin College is currently implementing an innovative program for tracking mild traumatic brain injuries (mTBI), more commonly known as concussions. In order to better manage concussions sustained by our student athletes, Bowdoin College has partnered with the Maine Concussion Management Initiative (MCMI) to record and track concussion data through a project called the Head Injury Tracker (HIT). This project will track all Men’s and Women’s Ultimate, Men’s and Women’s Water Polo, and Equestrian athletes in participating NESCAC schools. The waiver can be found by going to:
https://bowdoin.campuslabs.com/engage/submitter/form/start/113410

Injuries During Practice or Games
Students participating in club sports may sustain injuries that require medical or orthopedic follow up. If that should happen, their campus resources include the Athletic Trainer Staff and the Bowdoin College Health Service staff. Athletic Trainers may already be on site and are a great first resource. They can help to determine proper follow up care including coordination of care with Health Services or Sports Medicine and Orthopedics. Athletic Trainers, Health Services staff or other Sports Medicine staff will determine an athlete’s status for return to play from an injury or illness.

For more information contact:
Gretchen Henderson, Assistant Athletic Trainer
Email: ghenders@bowdoin.edu

EXCESS ATHLETIC INSURANCE POLICY
Any student that participates in a club sport and injures themselves during a practice or game is entitled to coverage under the Bowdoin Excess Sports Plan. A student needs to take the following are the steps to ensure coverage:

1. Be seen at the Bowdoin Health Center as soon as possible. During this visit the student will want to discuss with the provider having a sports claim form completed making sure the correct injury date is documented.

**without a completed claim form, coverage cannot be extended**
2. Should services be required off campus, the student will want to advise the provider that they have additional coverage for the injury, which is secondary to the coverage they have under their primary insurance plan. This ensures a smoother claims process.

The Excess Athletic Insurance plan, provided by Bowdoin College, is offered on an “excess” basis to a student-athlete’s primary (secondary and tertiary, when applicable) health insurance, such as Bowdoin’s Student Health Insurance plan, Bowdoin’s Injury Only plan or a parent’s plan. Therefore, the Excess Athletic policy will always pay secondary (or tertiary, when applicable) to other valid and collectable health insurance plans.

**Bowdoin College** maintains a sports accident insurance policy for all covered athletic injuries. This policy is excess to any other valid and collectible insurance – it is a secondary policy (or tertiary, when applicable) and all claims must be submitted to the athlete’s primary insurance first.

1. Submit medical charges to any other insurance policy the patient is covered under first (regardless if the patient is the primary member or a dependent);

   **In order to ensure the smooth payment of medical claims, we recommend student-athletes always provide each medical provider the plan information prior to each visit.** To assist with this, we have provided all pertinent policy and claim submission information (ID card is also included for your convenience)**

2. Once a response is received, submit a valid HCFA-1500 or UB92/04, along with a copy of primary insurance Explanation of Benefits, directly to our claims administrator at:

   **Sue Santos**  
   **NAHGA Claim Services**  
   **PO Box 189**  
   **Bridgton, Maine 04009-0189**  
   **Phone: (800) 952-4320**  
   **Group Name: Bowdoin Athletics**  
   **Policy Number: SRG0009155072**  
   **ID Number: BOW201920**

   **Electronic Claims Submissions can be sent to NAHGA using Payer ID 67788**

3. Payment will be made directly to the medical provider, unless otherwise requested. For bills that have been paid out of pocket, please forward all receipts and/or proof of payment to NAHGA Claim Services along with the same documentation previously outlined.

4. Contact NAHGA Claim Services (800) 952-4320 with any questions.

5. Feel free to sign up for online claims viewing at: [https://claims.nahga.com](https://claims.nahga.com)
Disclaimer: Claims submitted under the **Bowdoin College** coverage are subject to all policy limitations and exclusions. This instruction sheet is **not** a guarantee of payment, it is intended only to facilitate submission of claims. NAHGA maintains appropriate standards and procedures to prevent unauthorized access to Protected Health Information in compliance with HIPAA. Please contact them at (800) 952-4320 if you wish to view a complete copy of our Privacy Policy.

For more information contact:
Cathy Hayes, Student Health Insurance Coordinator
Email: chayes@bowdoin.edu

**CERTIFICATES OF INSURANCE**

Bowdoin College requires all teams coming to compete at Bowdoin College to be officially recognized by their College or University. Each team must send a copy of their Certificate of Insurance prior to the event to Lynn Ruddy. The required limit is $1 Million of liability insurance evidenced on a certificate of insurance. The certificate of insurance should name Bowdoin College as additional insured and the certificate holder should be listed as: Bowdoin College, 5600 College Station, Brunswick, ME 04011.

When requesting a certificate you will be asked for the following information: Name, Email, Team, Date and Location of Game

For more information contact:
Jim Kelly, Procurement and Risk Manager
Email: jkelly@bowdoin.edu

**CLUB SPORT AWARDS**

Jennifer S. Harvey '04 Leadership Award for Junior Varsity and Club Sports Leadership: Every year during the Athletics Award Ceremony this annual award is presented in support of and to acknowledge non-varsity athletics at Bowdoin. The award is presented at the Sports Night ceremony held each spring.

Submit nominations to:
Silvia Lorrain, Associate Director of Student Activities
Email: slorrain@bowdoin.edu

**BOWDOIN COLLEGE AND BSG POLICIES-ALL CLUBS AND ORGANIZATIONS WILL ADHERE TO THE FOLLOWING REQUIREMENTS:**

**The Student Handbook**
This handbook as put down by Bowdoin College will remain as the parameters and framework of each and every club at Bowdoin College. The Student Handbook may be found at the following link:
As leaders of Bowdoin-sponsored clubs, you are responsible for ensuring that the conditions created by your club meetings and events are safe and respectful for all members of the Bowdoin community. Leaders are expected to abide by all College policies, including but not limited to the Academic Honor and Social Code and the Student Sexual Misconduct and Gender Based Violence Policy and create an environment where all of their club members do as well.

**Title IX Resources**
Please contact the following resources for any questions, concerns, or trainings related to sexual misconduct at Bowdoin:

**Benje Douglas**  
Title IX Coordinator  
bdouglas@bowdoin.edu  
207-721-5189

**Lisa Peterson**  
Associate Director of Gender Violence Prevention and Education  
lpeters@bowdoin.edu  
207-725-3411

https://www.bowdoin.edu/title-ix/index.html

**Fundraising Policy**
The College benefits greatly from the ongoing generosity of Bowdoin alumni and parents, who provide significant monetary support for student-related programs and services on an annual basis. The Development Office coordinates all fund-raising efforts on behalf of the College. Students, student organizations, and athletic teams are not permitted to solicit alumni for monetary support.

Though the College recognizes that parents of current students are sometimes asked to provide supplemental funding for student activities and organizations and special initiatives such as trips for athletic teams. Students, student organizations, and athletic teams are not permitted to conduct widespread parent fund-raising appeals.

All recognized student organizations are eligible to receive funding through the Student Activities Funding Committee (SAFC), and agree by virtue of their status as chartered organizations to comply with all College policies including fund-raising restrictions. Student organizations are prohibited from accepting donations from outside organizations. Members of athletic teams, including club sports, are also subject to these restrictions.

Student organizations may be granted permission to fundraise if the proceeds go to a cause, but only with the prior permission of the Director of Student Activities and the David Saul Smith Union. Students may only solicit other students and not alumni, community members or parents. These efforts cannot take place during Homecoming, Family Weekend, or Graduation weekends. Students are not permitted to ask for donations from Brunswick area businesses. The use of Bowdoin social media to promote any fundraising activity is prohibited. The use of GoFundMe pages are not permitted. Groups are not allowed to use Venmo for club related activities.

Items normally sold in the bookstore may not be offered for sale without prior permission from the Bookstore Manager. Questions should be addressed to the Director of Student Activities and the David Saul Smith Union.
Solicitation

Bowdoin College discourages aggressive solicitation of students, faculty, and staff on campus. These activities often disrupt campus routine, offend segments of the College community, and imply endorsement by the College of particular products, ideas, or positions. No outside organization may proselytize, distribute, or sell products without direct sponsorship of a student organization recognized by the Bowdoin Student Government or an administrative office.

The College or recognized student groups occasionally do sponsor outside organizations to fulfill particular campus objectives. The Director of Student Activities and the David Saul Smith Union must provide written approval to such organizations to grant exceptions to solicitation policies. Direct sponsorship means that the student organization or administrative office has initiated the contact with the group, has agreed to represent the group on campus, and agrees to submit the application to the Office of Student Activities for approval under the sponsoring organization’s name. The recognized organization will be accountable for the actions on campus of the group it sponsors.

All printed materials (posters, banners, fliers, etc.) bearing corporate logos or insignias must be approved in advance by the Director of Student Activities and the David Saul Smith Union, and when athletic teams are involved, materials must be approved by the Director of Athletics.

If a recognized student organization sponsors a vendor, the sponsoring group must guarantee the availability of the products that their sponsored vendors sell. These sales must be cleared in writing in advance with the Director of Student Activities and the David Saul Smith Union, and when an athletic team is involved, with the Director of Athletics. Student organizations may not invite commercial enterprises to sell their products on campus in return for a share in the profits from those sales.

Alcohol and Other Drugs Policy for Student Organizations and Club Sport Teams while Traveling

Traveling on behalf of Bowdoin as a Student Organization or Club Sport team is a privilege and not a right. This privilege can be revoked by the College Officials from an Organization, Club Sport, or individual member at any time. While you are away from campus, you are representing the College. The Bowdoin College Social and Honor Code do apply and your actions may result in disciplinary sanctions.

Regardless of age, members of Student Organizations and Club Sports are not allowed to drink alcoholic beverages or use illegal drugs at any time while traveling. Campus Safety and Security do not respond to incidents that occur off campus. Please respond to any health and wellness issue – including those related to alcohol – by calling 911. Any violation of this policy may result in your club or individuals associated with your club losing access to Bowdoin vans, SAFC funding and/or possible derecognition of your team or organization.

Hazing Policy
A learning community has a distinctive set of values and qualities meant to support individual growth and development. At Bowdoin, we value traditions, rituals, and rites of passage because they remind community members of their connections to one another and to the past and future of the College; they can build important bonds between groups and individuals. Athletic team or student organization initiations or traditions that attempt to build these bonds between members must do so in an affirming way without coercion or intimidation of any kind. In a learning community such as ours, we value lasting relationships grounded in mutual respect, not artificial connections created through shared humiliation.

Hazing is a form of victimization. Hazing is comprised of a broad range of activities that demonstrate disregard for another person’s dignity or well-being or behaviors that may place another person in danger of physical or psychological discomfort or harm. A level of coercion is often involved, that is those being hazed feel pressure to participate in order to belong to the group or show commitment to group members.

Hazing has dangerous potential to harm individuals, to damage organizations and teams, and to undermine the educational mission of the College and the fundamental values of our learning community.

**Maine Law and College Policy**

Bowdoin maintains a zero-tolerance policy regarding hazing, which is strictly prohibited. As such, no student, student organization, athletic team, other College-recognized group or association shall conduct, condone, aid, or participate as a witness in hazing activities, consensual or not. The College’s policy conforms to Maine law, which defines “injurious hazing” as “any action or situation which recklessly or intentionally endangers the mental or physical health of a student enrolled at an institution in this State.”[1] In addition to disciplinary action imposed by the College, students who engage in hazing could find themselves subject to criminal prosecution by legal authorities.

Bowdoin defines hazing more broadly to include any activity that is part of an initiation or admission into a group or is required for continued acceptance in a group and that encompasses one or more of the following:

1. Physically or psychologically embarrasses, demeans, degrades, abuses, or endangers someone regardless of that person’s willingness to participate;
2. Categorizes members of the group based upon seniority or standing or otherwise emphasizes the relative power imbalance of newer members;
3. Involves the consumption of alcohol, drugs, or other substances;
4. Removes, damages or destroys property;
5. Results in the disruption of College or community activities, the educational process, or the impairment of academic performance; and/or
6. Violates a College policy and/or a state law.

This definition pertains to behavior on or off campus and applies whether or not the participants or others perceive the behavior as “voluntary.” The implied or expressed consent of any person toward whom an act of hazing is directed does not relieve any individual, team, or organization from responsibility for their actions nor does the assertion that the conduct or activity was not part of an official organizational or team event or was not officially sanctioned or approved by the organization or team.

Longstanding team or organizational traditions that are carried over from year-to-year sometimes constitute hazing. Discontinuing inappropriate traditions can be especially difficult because of pressure from within the
group or from alumni. Such pressure, however, is not an excuse for unacceptable behavior; the College expects students to adhere to College policy and state law.

Some incidents of hazing are more serious than others. Generally, the greater the actual or potential physical or psychological harm, the more severe the hazing. Hazing incidents typically involve perpetrators (the planners and organizers), bystanders (those who participate but were not hazed or involved in the planning or organizing), and victims (those who were hazed). All involved are responsible for their behavior, but consequences will typically differ based on the seriousness of the incident and one’s level of responsibility, planning, or participation.

Violation of the hazing policy may subject an individual and/or recognized organization or team to disciplinary action by the College, either administrative or via the Judicial Board. Penalties may include suspension or dismissal for individuals and revocation of organizational recognition and funding or forfeiture of a season or disbandment in the case of a student organization or team.

No policy can address, in specific fashion, all possible activities or situations that may constitute hazing. The determination of whether a particular activity constitutes hazing will depend on the circumstances and context in which that activity is occurring and that determination will be made by the Office of the Dean of Student Affairs and/or the Judicial Board.

- Examples of mild to more severe hazing include, but are not limited to, any of the following activities that are part of an initiation or admission into a group or required for continued acceptance in a group: physical or verbal abuse of any kind or implied threats of physical or verbal abuse;
- Branding or other body markings;
- Encouraging or requiring a person to consume alcohol, drugs, unusual substances or concoctions;
- Encouraging or forcing a student to violate Maine law or College policy such as indecent exposure, theft, or trespassing;
- Confining a person or taking a person to an outlying area and dropping him/her off;
- Servitude such as encouraging or requiring a person to run personal errands, cook, clean, etc.;
- Requiring a shaved head or other haircut;
- Stunt or skit nights with degrading, crude, or humiliating games or acts;
- “Mind games” or creating real or perceived psychological uneasiness or harm;
- Encouraging or requiring public stunts or buffoonery;
- Encouraging or requiring the wearing or carrying of apparel or items likely to subject the wearer to embarrassment, ridicule, or harm;
- Encouraging or requiring new members to participate in inappropriate scavenger hunts or road trips;
- Depriving a person of sleep;
- Expecting certain items to always be in one’s possession; and
- Requiring new members/rookies to perform duties not assigned to other members. Note: duties like carrying water to practice can be a first year responsibility if other team members have similar responsibilities or all responsibilities are rotated among team members.  

Note: Hazing does not include actions or situations that are subsidiary to officially sanctioned and supervised College activities such as athletic training and events, e.g. running extra laps at practice.

**Identifying Hazing**
All members of the Bowdoin community must take responsibility for considering what does and does not constitute hazing. Student leaders bear particular responsibility for conducting their team, club, or organization in such a manner that welcomes new members without resorting to hazing to build group camaraderie.

Here are some key questions to consider when planning any activity that is part of an initiation or admission into a group or is required for continued acceptance in a group:

- Is a person or group being targeted in an inappropriate way because of status or class year?
- Would you be willing to describe the activity to your own parents, grandparents, the parents of a fellow student, a professor, a dean, the College president, a police officer, or a judge?
- How would you feel if the activity was photographed and appeared in The Orient or on Facebook, YouTube, or local TV?
- Is there a risk of real or even perceived physical or psychological discomfort or harm, i.e. was it demeaning, abusive or dangerous?
- Even if you would not be embarrassed by this activity, can you imagine that someone else might be?
- Could safety be at risk?
- Is there a level of coercion and peer pressure involved?
- Will current members be participating in the activities that new members will be asked to do?
- Do the activities interfere with students’ other activities or obligations (academic, extracurricular, family, religious, etc.)?
- Are alcohol and/or drugs involved?
- Is there a sexual element to the activity?
- Do any activities violate a College policy or federal, state, or local law?

Answering “Yes” or even “Maybe” to any of these questions suggests the activity could be construed as hazing and should therefore be avoided.

When in doubt about whether an activity constitutes hazing, always err on the side of caution and ask a dean, coach, or other College employee who works with student organizations or teams. Engaging in open conversations about hypothetical situations can be especially helpful. Knowledgeable staff can provide additional examples of behaviors that might constitute hazing, examples of positive group-building activities and rites of passage for new members, assistance with organizing legitimate events to foster teamwork and cohesiveness, and other relevant information and support. Students who choose not to consult knowledgeable staff are taking ownership for their actions and responsibility for any consequences.


**Taking Action**

At Bowdoin, where community members look out and care for one another, students and employees are expected to intervene personally or by calling Security (207-725-3500) or the Brunswick Police (911) 24 hours a day if they encounter activities that put others in physical or psychological harm or discomfort. By stepping up and taking action, bystanders are frequently able to put an end to inappropriate behavior before a bonding activity escalates into a hazing activity. Bowdoin students and employees should notify appropriate College
officials (Security, deans, coaches, or other College officials who have responsibilities for student organizations) of any perceived instance of hazing as defined by College policy and/or law and do so as soon as possible so the activity can be stopped or the allegations can be investigated. Reports may be made directly or anonymously by submitting a letter to an appropriate College official or asking a College official that the report remain anonymous.

**Education, Prevention and Positive Group Bonding**

Bowdoin Athletics, Residential Life, and Student Activities conduct ongoing educational activities to promote positive group identity and prevent hazing.

There are new-member activities that are positive and/or educationally valid that serve to build team, develop unity by connecting students to one another, create a sense of belonging, and bolster self-esteem.

Examples include:
- A scavenger hunt or talent show involving all members of an organization or team in which all participants are treated equally and the activities are not embarrassing, demeaning or dangerous;
- A themed dress-up party that is inclusive and not embarrassing or demeaning;
- Paintballing;
- Video game tournaments;
- Meals together;
- Study sessions;
- Community service projects;
- Attending other teams’ sporting events;
- Movie nights;
- Game or trivia nights;
- Bowling;
- Cooking classes or classes at the Craft’s Center;
- Outdoor games—capture the flag, Frisbee, etc.;
- A ropes course training;
- Rafting or outdoor trips;
- Trips to Freeport, Portland, Fun Town Splash Town, etc.;
- Tournaments around group history;
- Making and burying a time capsule;
- Mentoring relationships between old and new members;
- Creating an organizational intramural sports team; or small or large group roundtable discussions on topics important to the team or organization.

**Off Campus Bank Accounts**

Organizations are not allowed to have off campus bank accounts. Any team that is found to have an account will be asked to close the account and transfer all funds into their Bowdoin Student Activities account immediately. Failure to do so will result in loss of recognition on campus.

**Advertising**
No posters or advertisements may be placed on glass or painted surfaces that may be damaged by the removal of it.

- Official Bowdoin logos and wordmarks (i.e. the Bowdoin seal) may not be placed on any advertisements without the expressed permission of the Communications Office.
- Club posters and advertisements must have the full name of your organization easily visible.
- Online conduct by all organizations through social media must still abide by the College’s Social and Academic Honor Code.
- Banners, decorations or signs not permitted on the outside of buildings or in any of the campus quads. Exceptions require the approval of the Office of Student Activities.
- All campus buildings may have their own rules regarding the placement of advertisements

**Outside Organizations**

No group, if part of a greater local, regional, national, or international organization, will allow said group’s guidelines to supersede College and BSG policy.

**Nondiscrimination Policy**

All clubs must adhere to the Bowdoin Student Handbook Discrimination Policy: Respect for the rights of all and for the differences among us is essential for the Bowdoin community. Discrimination or harassment of others on the basis of race, color, ethnicity, national origin, religion, sex, sexual orientation, gender identity and/or expression, age, marital status, place of birth, veteran status or against qualified individuals with disabilities on the basis of disability has no place in our intellectual community. If members of the Bowdoin community experience or witness any apparent incident of harassment or discrimination by students, faculty, or staff, they may discuss their concerns or request advice from deans, academic advisors, proctors, or resident advisors. To anonymously file a Bias Incident Report go to: [https://bowdoincollege.qualtrics.com/jfe/form/SV_6X7tqT4dSnN5zJX](https://bowdoincollege.qualtrics.com/jfe/form/SV_6X7tqT4dSnN5zJX). Such incidents violate both the ideals of the College and its Social Code and may be subject to appropriate disciplinary sanctions. When such incidents violate the statutes of the State of Maine or Federal Law, criminal prosecution may be pursued. This policy is all encompassing and will be enforced by the BSG and the SOOC Chair without apology. Any reason for concern will result in a meeting with the Chair of the SOOC to resolve the issue in conjunction with the Assembly and action the College administration deems necessary and appropriate.
ADDENDUM A: How to Navigate the Funding Process

The SAFC is here to help you and your club – please use this document as a guide for making funding requests, as it will help clarify the steps you need to take and how our decision process works.

Contacts

Please refer to the following contacts if you need any additional assistance regarding funding:

- SAFC Chair – Charlotte Hall (cmhall@bowdoin.edu)
- SOOC Chair – Sonia Shah (sshah@bowdoin.edu)
- Director of Student Activities – Nate Hintze (nhintze@bowdoin.edu)
- Associate Director of Student Activities – Silvia Lorrain (slorrain@bowdoin.edu)
- Assistant Director of Student Activities – Miriam Fraga (mfraga@bowdoin.edu)

Before Submitting a Budget

- An organization must be chartered by the SOOC before receiving SAFC funding. Contact the SOOC Chair for more information on chartering, or see Starting A New Club.
- Budgets must be submitted at least two weeks in advance of the event.
- Consult with the Student Activities Office to ensure your event does not conflict with anything else on the calendar.
- If negotiating a Speaker/Coach Fee, Student Activities staff should be involved in the process.
- If you require a Van, you may reserve it online using the Vehicle Request Form before you have secured funding, with the option of cancelling the reservation later.

Submitting a Budget

- Review the SAFC’s Club Funding Guidelines (see below).
- Download the Budget Request Spreadsheet (available on Blink and BSG website) and complete it fully.
  - Make your request as specific as possible, itemizing everything and adding explanatory comments where necessary. However, it is better to submit an early, tentative budget than a late, definite one.
  - The cost of meals while travelling, vans and posters will be calculated automatically.
  - Ensure the contact person(s) details are correct – they will receive the allocation email.
- Submit an online Budget Request Form on Blink.
  - Upload the completed Budget Request Spreadsheet and provide additional information.
  - Budgets submitted before midnight on Friday will be reviewed on the following Monday.
- Attend a SAFC meeting, if necessary (you will be notified my midday on Sunday). Meetings are held between 5:30PM-9:00PM each Monday in Nixon Lounge, 3rd Floor of H-L Library.

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<td>SAFC Meetings (5:30-9:00pm)</td>
<td>Allocation</td>
<td>Emails Released (midnight)</td>
<td>Budget Submission Deadline (midnight)</td>
<td>Meeting Schedule Released (midday)</td>
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SAFC Decisions

The SAFC operates with efficiency and transparency at its core. Consistency, impact and relevance are used as the three main principles that guide our funding decisions. While our guidelines are comprehensive and lay the foundations of our funding decisions, in the interest of students the SAFC holds the discretionary right to make funding decisions beyond these guidelines.
ADDENDUM B

SCHEDULING EVENTS

1. Sign in to Blink with your Bowdoin credentials.

2. On your home page, click on the club you want to manage, then click MANAGE ORGANIZATION at the top right corner.

3. Click on the menu icon at the top left and select Events from the drop-down menu on the left.

4. Click CREATE EVENT in the top right corner, then fill in all necessary info:

   - Create an event title, theme, and description. If other organizations are co-sponsoring the event, add their names as well.
   - Add the location and the start- and end-times (if the event is recurring, click “add another date”). Then fill out the remaining info on this and the next pages.
   - Tip: when choosing your audience in “show to”, select “students & staff at Bowdoin Blink” or “Organization Members”.
   - Enter the required information on subsequent pages, upload a cover photo, then submit your event!

To check the status of your event submissions, click on your profile picture to open your user menu, and click on “submissions”. Then, select the “events” tab!
ADDENDUM C

MANAGING YOUR ROSTER

1. **SIGN IN** to Blink with your Bowdoin credentials

2. On your home page, click on the club you want to manage, then click **MANAGE ORGANIZATION** at the top right corner

   - Home
   - Organization Tools
     - Roster
     - About

   Click on the menu icon 🔄 at the top right and select 🔄 Roster from the drop-down menu on the left

   - Invite 👥 INVITE PEOPLE at the top right

   Enter @bowdoin.edu email addresses into the box provided, then click **ADD EMAIL ADDRESSES** below

   Choose whether to invite new people as members (default) or other roles, then click **SEND INVITATIONS**

   New members will appear on the roster page under PENDING until they accept the invitation.

3. To end an individual’s membership in your club, click the checkbox next to their name and click **END MEMBERSHIP**

   - Select
     - First Name
     - Benjamin
     - Karla
     - Laurel
     - Silvia
ADDENDUM D

SENDING CLUB EMAILS

1. **SIGN IN** to Blink with your Bowdoin credentials

2. On your home page, click on the club you want to manage, then click **MANAGE ORGANIZATION** at the top right corner

3. Click on the menu icon **≡** at the top right and select **👤 Roster** from the drop-down menu on the left

4. Click **✉ MESSAGING** at the top right, then **✉ CREATE RELAY** to begin crafting a message

5. Choose your intended recipients: Select individual members and/or select positions (all members holding that position will receive the email)

Enter a title then generate an address

Use the generated email address when sending your email*
ADDENDUM E Club Sports Eligibility or Award Nomination Certification Form

Students may use this cover form to request information certification for two types of club league forms:

1. A league eligibility certification form: If a Bowdoin club team would like to participate in a league, the league must meet Bowdoin’s standards.
2. A league award nomination form.

In both cases, the following steps should be followed:

**Step 1)** Captain(s) review league forms to identify the information needed to certify team or award eligibility, i.e. Bowdoin ID, enrollment verification, signatures.

**Step 2)** Captain(s) obtain all demographic information from team members, including Bowdoin ID, name, date of birth. Sensitive information, i.e. major, GPA etc, should be left blank.

**Step 3)** Captain(s) meet with a member of the Student Activities Staff to obtain a signature of approval before approaching the Office of the Registrar. This signature indicates that the league meets Bowdoin’s standards.

Team Name: ______________________________________________

Captain(s): ______________________________________________

Student Activities Staff Name:________________________________

Student Activities Staff Signature:________________________________

Semester(s) of Club Sport: ___________________ Date of Approval: ___________

**Step 4)** Captain(s) submit the league form along with this signed cover sheet to the Office of the Registrar at least five business days in advance of the league’s due date. The Office of the Registrar will provide enrollment verifications for participations. GPA data will only be provided if a student has given their permission via the Enrollment Form and it will only be released for the purpose of league awards. GPA is in no way authorized to be used to determine student eligibility for participation in club sports.

**Step 5)** Normally, forms will be returned via electronic mail directly to the league via the Office of the Registrar. If a league requires that a form be returned in person, the form will be supplied to the captain(s) in a sealed, signed envelope. The captain(s) agree that they will deliver the envelope sealed to the league officials to maintain the privacy of their teammates.

Questions? Please contact Student Activities at (207) 725-3375 or the Office of the Registrar at (207) 725-3521.
ADDENDUM F

Completing the Bowdoin College Athletic Waiver
(to be completed online on Blink)

Bowdoin College Athletic Training Department
Medical Examination & Authorization Waiver
For Club and JV Sports Participants

I, the undersigned, hereby acknowledge, affirm, and represent the following:

A. PRESENT PHYSICAL CONDITION:
   I have previously warranted and represented to Bowdoin College that I am in
   excellent physical condition. Upon reporting to Bowdoin College, I completed a “Club
   Screening Questionnaire” form which was reviewed by a Bowdoin College Certified
   Athletic Trainer. Recognizing that my true physical condition is dependent upon an
   accurate medical history and a full disclosure of any symptoms, complaints, prior
   injuries, ailments, and/or disabilities experienced, I hereby affirm that I have fully
   disclosed in writing my prior medical history; that my Club Screening Questionnaire
   Form was fully and accurately completed; that all of my present symptoms,
   complaints, ailments, disabilities, and/or prior injuries have been disclosed in
   writing to and discussed with a Bowdoin College Certified Athletic Trainer and/or
   Student Health Services provider and/or his/her designee; and that I am not
   suffering from any complaints, prior injuries, ailments, disabilities, conditions, or
   problems not so disclosed and discussed. Furthermore, I consent to laboratory
   analysis, urine screen, blood chemistry, orthopedic, internal, and any other
   examination deemed necessary to determine my physical/mental condition.

B. OBLIGATION TO REPORT FUTURE INJURIES AND COMPLAINTS:
   I acknowledge and agree that all future injuries, medical/dental/mental problems,
   ailments, complaints, re-injuries, and aggravations of old injuries must be
   immediately reported to the Bowdoin College Student Health Services, the Athletic
   Training Department, and/or a member of the Bowdoin College Athletic Training
   Department, no matter how minor or insignificant I may deem them to be.

C. MEDICAL TREATMENT:
   I hereby authorize the Bowdoin College Student Health Services, team physicians,
   athletic trainers, and designated medical staff to examine and treat any injuries,
   which may occur, while participating in Club and/or JV Sports for Bowdoin College.
   I authorize the Student Health Services, team physicians, athletic trainers, and
   designated medical staff to communicate with athletic department officials and
   coaching staff regarding their findings and recommendations. I further understand
   that the team physician and/or his/her designee have the authority to eliminate or
   permanently retire me from participation as a student-athlete due to an
   injury/illness, and/or due to undue liability risk of Bowdoin College.

Student-Athlete’s Initials ____________
**D. AGREEMENT TO PARTICIPATE:**
I am aware that participating in Club and/or JV Sports for Bowdoin College, including all training sessions, practice sessions and scrimmages, and games/competitions, whether or not held at Bowdoin College (the “Activity”) can be a dangerous activity involving many risks of injury, including, but not limited to the potential for catastrophic injury. I understand that the dangers and risks of the Activity include, but are not limited to, death, serious neck and spinal injuries which may result in complete or partial paralysis or brain damage, traumatic brain injury, concussion, chronic brain injury (including chronic traumatic encephalopathy), chronic physical injury, serious injury to virtually all bones, joints, ligaments, muscles, tendons, and other aspects of the muscular-skeletal system, and serious injury or impairment to other aspects of my body, general health and well-being. I am aware that helmets, face shields, mouth guards and other protective equipment do not eliminate the risk of injury. I acknowledge that any student-athlete who sustains an injury to the head or neck, and any student-athlete who suspects a teammate has sustained an injury to the head or neck, must report any of the following signs and symptoms to the Bowdoin College Athletic Training Department, Student Health Services, Team Physician and/or his/her designee: **Physical Symptoms:** head ache, vision difficulty, nausea, dizziness, balance difficulties, light sensitivity, fatigue; **Cognitive Symptoms:** memory loss, attention disorders, reasoning difficulty; **Emotional Symptoms:** irritability, sadness, nervousness, sleep disturbances. Because of the aforementioned dangers of participating in the Activity, I recognize the importance of following all instructions of the athletic training staff, coaching staff, strength and conditioning staff, and/or Athletic Training Department. Furthermore, I understand that the possibility of injury, including catastrophic injury, does exist even though proper rules and techniques are followed to the fullest. I also understand that there are risks involved with traveling in connection with the Activity.

![Bowdoin College Athletic Training Department](image)

Student-Athlete’s Initials ___________
CAUTION: THIS RELEASE CONSTITUTES A WAIVER OF IMPORTANT RIGHTS, AND MUST BE CAREFULLY REVIEWED AND UNDERSTOOD BEFORE SIGNING

I hereby attest that I have read and fully understand the Bowdoin College Medical Examination and Authorization Waiver. Further, I agree to abide by all the requirements set forth, and I understand that failure to abide by the requirements could result in unfavorable health consequences.

<table>
<thead>
<tr>
<th>Student-Athlete Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student-Athlete Print Name</td>
<td>Sport</td>
</tr>
<tr>
<td>Parent/Guardian Signature <em>(if under 18 years of age)</em></td>
<td>Date</td>
</tr>
<tr>
<td>Parent/Guardian Print Name</td>
<td></td>
</tr>
<tr>
<td>Witness</td>
<td>Date</td>
</tr>
</tbody>
</table>

Student-Athlete’s Initials __________
SAFC Club Funding Guidelines  
Reviewed Fall 2019

Please remember that these are just guidelines, not fixed rules, and all values listed are approximations. The SAFC withholds the right to make funding decisions at their discretion. This document should be used in conjunction with How to Navigate the Funding Process, which provides a more general overview for understanding the SAFC funding process. Please contact the SAFC Chair, Charlotte Hall (cmhall@bowdoin.edu), if you have any questions.

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I. Campus Services

1. Venue Reservation
If your event requires an on-campus venue, please reserve the space using your organization’s Blink page.

2. Facilities Management
The SAFC expects students to substitute Facilities labor whenever possible. If you need services from Facilities, you will also request that via your organization’s Blink page when entering “Set-up Notes”.

3. Audio/Visual
Audio Visual Services provides many audio/visual needs at no cost. Request AV support and equipment via your organization’s Blink page. The SAFC may cover expenses for services not provided by AV if they are clearly justified for an event.

4. Poster Design
The SAFC may fund appropriate advertising for campus events. If you would like to have a poster or table tent designed for your event for free, you can contact the BSG Poster Designer (stuactintern@bowdoin.edu) with details about the design elements, information, or format you would like to use.

5. Copy Center & Printing Costs
All printing must be done at the Copy Center (located in the Dudley Coe basement); personal printing credits should never be used for club purposes. In order to have your items printed, you can place an online Copy Center Order form or submit a written one. If you are printing a table tent, be sure to have it approved with Dining (Mark Dickey, mdickey@bowdoin.edu, for Thorne and Susanne D’Angelo-Cooley, sdangelo@bowdoin.edu for Moulton) and denote to the Copy Center that you need it folded.

The SAFC may fund the printing costs of advertisement posters, awareness campaign posters, scripts, performance/show brochures, and other materials essential for activities directly related to a club’s mission.

Pricing for the Copy Center, regardless of the paper stock, is as follows:

<table>
<thead>
<tr>
<th>Type</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black and White (Letter/Legal)</td>
<td>$.02/copy</td>
</tr>
<tr>
<td>Black and White (11x17)</td>
<td>$.04/copy</td>
</tr>
<tr>
<td>Color (Letter/Legal)</td>
<td>$.15/copy</td>
</tr>
<tr>
<td>Color (11x17)</td>
<td>$.20/copy</td>
</tr>
</tbody>
</table>

$5 for 25 11x17 posters for advertising an event
$3 for 15 11x17 posters for general advertising a club/first meeting
$50 for large-size posters for advertising a series of events a week or longer
$24 for printing awareness campaign posters
$0.02 per seat for printing pamphlets/brochures for shows and performances
II. Guest Speakers

*If you expect your event to cost more than $1,000, please submit your budget request form and contact Student Activities to fill out a contract negotiation form at least 4 weeks before the proposed date of the event.*

1. Honorariums

   Each club may request a limited number of speakers per semester based on expected community impact, size of club, price of speaker, etc. Clubs should seek to limit their spending on speaker fees to $3,000 per year. The SAFC reserves the right to grant exceptions based on extenuating circumstances. Proposals for a speaker must include background information and adequate justification for bringing them to campus. The SAFC encourages you to seek connections through faculty.

   Groups must enter into negotiations with speakers to minimize the cost of honorariums before submitting a budget to the SAFC, however no verbal or finalized contracts can be made before consulting both the SAFC and Student Activities. The SAFC expects a good faith effort on the part of club leaders to negotiate the price of a speaker. If the speaker costs more than $1,000, contact Student Activities at least 4 weeks in advance of the proposed event date to begin negotiating a contract. If your intended speaker is expensive, you should begin planning months in advance in order to take advantage of outside funding sources, such as the Lectures and Concerts Committee.

   **Up to $3000 per year**

2. Travel

   Although the SAFC may cover transportation costs, please encourage speakers to be as cost efficient with their mode of transportation as possible. Please note that the SAFC will only fund economy class flights, and requires students to leave ample time for booking tickets. Tickets must be purchased under the supervision of a Student Activities staff member once funding has been approved by the SAFC. Speakers travelling by car are only eligible for a mileage (not gas) reimbursement.

   **$0.25 per mile**

3. Guest Lodging

   The SAFC may fund lodging for official visitors to campus. To arrange lodging, please contact Administrative Assistant Karla Nerdahl (knerdahl@bowdoin.edu) in the Student Activities Office, as the office receives a discount for most local hotels. If this form of lodging is inappropriate for a guest, an organization may request a room in the President’s House, but should be prepared to justify its request to the SAFC.

   **Guest lodging costs $119/night at the Brunswick Hotel when booked through Student Activities.**
III. Entertainment

If you expect your event to cost more than $1,000.00, please contact Student Activities at least 6 weeks before the proposed date of the event to fill out a contract negotiation form. Off-campus venues must be justified as providing services otherwise unavailable on campus.

1. Production Costs
Costs of staging and production may be funded by the SAFC only if the services are well justified for your event, and the production is relevant to the club mission.

2. Rights for Club Productions
Production rights will only be funded after the club has confirmed space on campus at a time that does not conflict with other events. Refundable fees are expected to be returned to the SAFC, if equipment is damaged or lost, the SAFC will require the refundable amount from the responsible club member(s).

3. Concerts and Performers
A request for concert or performer (including musicians, comedians, actors, etc.) funding must provide background information about the performer and must be relevant to the club’s mission. For assistance in organizing this information, please consult the Student Activities staff. Contact the E-Board and WBOR for co-sponsorships. The SAFC will not fund student performers.

The SAFC encourages collaboration with other funding sources: College Houses, academic departments, Office of Multicultural Life, Office of Religious & Spiritual Life, SWAG Center, Lectures & Concerts Committee, etc.

Typically between $500 and $1,500

4. Films
Check with Student Activities whether the film can be uploaded to Polarflix. Otherwise, groups must obtain a public viewing license for all films shown on campus. The SAFC may fully fund this expense, but be sure to contact the leader(s) of the Bowdoin Film Society to receive assistance in acquiring the best rates.

5. Tickets
Clubs may require tickets for entrance to an event, with the tickets made available at the Smith Union Info Desk in advance. However, clubs cannot charge for tickets for Bowdoin students. If clubs charge for tickets for non-Bowdoin students, the funds raised will be returned to the SAFC.

Clubs may charge for an event if fundraising for a cause relevant to the club mission. Prior approval from the Director of Student Activities, Nate Hintze, is required. See Section X. 8.
IV. Food

If your organization is using Dining Services to cater an event, you must meet with Dining prior to submitting a SAFC budget. Use the Dining Student Catering Guide for additional information. A comprehensive breakdown of all Dining costs must be provided.

1. Semester Meeting Snacks
The SAFC may fund $50.00 of snacks for general or special club meeting purposes.

2. Meals During Travel
Student groups may transfer board to receive a boxed meal or a meal subsidy from Dining Services while traveling. The SAFC will provide a Board Transfer Request form that must be submitted to Dining Services at least one week in advance of the date(s). The SAFC will supplement the board transfers to a total of $8 per person for each Bowdoin meal missed.

3. Board Transfers (Meal Subsidies)
Board transfers can occur up to twice per year, unless Ken Cardone (kcardone@bowdoin.edu, x3211) gives a club special permission. The SAFC will provide a Board Transfer Request form. After meeting with the SAFC, all participating students’ ID numbers will be required at least one week before the event for the Board Transfer to be approved by Ken Cardone.

4. Meals with Campus Guests
The SAFC may fund a on-campus meal in Thorne with a campus guest, plus faculty if appropriate. For meals purchased under a club’s project code, the rates are as follows.

5. Banquets
For non-competitive clubs that do not travel off-campus overnight, the SAFC may fund one Banquet or one Retreat per academic year. For Overnight Retreats, see Section VI. A banquet is defined as a meal only for club members, not necessarily related to the club mission. The SAFC may fund one banquet per club per year. For this banquet, the SAFC will supplement board transfers up to $8.00 per person. The SAFC reserves the right not to fund a banquet, prioritizing clubs that have been active during the year.

6. First Meetings & Recruitment Events
Clubs hosting a first meeting or recruitment event at the start of the academic year (before Fall Break) to attract new club members and promote their mission may request funds for food. An exception is made for clubs that are chartered after fall break–these clubs are entitled to use this fund within a month of getting chartered.

$50 for recruitment event food
7. Event Food
For events where food is auxiliary to the central purpose of the event (i.e. a lecture), then funding for food will be determined at the discretion of the SAFC. Number of people attending event should be considered when determining auxiliary food costs. If a club collaborates with a College House, the College House should pay for event food. Bowdoin Logs cannot be ordered as food auxiliary to an event.

Club Only Events: up to $30
Campus Wide Events: up to $200
Special Events (Family Weekend, Homecoming, etc.): up to $300
V. Travel

1. Vehicle Travel
The SAFC expects student organizations to use the most cost-efficient form of travel. The SAFC will fund vehicle travel (mileage and tolls) in either of the two formats below; personal vehicles will only be funded in extreme circumstances. Clubs that travel often should make every effort to have its members van certified by Facilities. The SAFC does not fund Zipcars, road trips over 500 miles from Bowdoin, or road trips outside the United States.

   a. College Vans
   College vans cost $30 a day, regardless of gas mileage. Students must use college-provided gas cards to fuel these vehicles. The SAFC will not reimburse students if they use personal funds for College Vans. To reserve a van, contact Facilities at x3689, or fill out their Vehicle Request form. You must reserve a Van before receiving SAFC funding to ensure its availability, with the option of cancelling it later if funding is not granted. Two van certified drivers are required to take out any college vehicle. The SAFC requires that the names of the van certified drivers be listed on the budget request form. The SAFC strongly encourages that at least one backup van certified driver be listed as well. Requests for emergency travel costs that emerge as a result of van-certified driver cancellations will be approved only in extenuating circumstances.

   b. Student Vehicles
   Students may receive gas compensation at a rate of $0.25 per mile. Note that this is not a reimbursement and that funding requests must be made prior to trips. The rate for student vehicles is subject to gas market prices and will be adjusted accordingly by the Facilities Office and the SAFC. The SAFC will not pay for damages to personal vehicles.

   c. Local Travel
   If travelling locally, please use Brunswick Taxi, the Brunswick Explorer, MetroBreez, or the Bowdoin Shuttle. College Vans will not be funded for travel in Brunswick.

2. Parking & Toll Charges
   The SAFC may cover the cost of parking if no free option is available. The SAFC may also cover the cost of toll charges as necessary.

3. Other Forms of Travel
   Plane tickets may be funded under special circumstances on a case-by-case basis for Leadership Conferences only. Bus or train tickets booked without ample time to the date of departure, thus incurring a price premium, may not receive funding from the SAFC. However, the SAFC is willing to work with clubs if transportation costs increase unexpectedly after a budget allocation.

4. Hotels & Accommodation
   If possible, events should always be scheduled to allow you to return to Bowdoin for the night and prevent the need for lodging. If this is not possible, please explore all cost-free options for lodging with family, friends or alumni. If necessary, the SAFC may fund the most cost-effective lodging for students when they are traveling to or from events (only in extenuating circumstance will the $119 guideline be exceeded). Airbnb accommodation will only be considered if approved in advance by the Director of Student Activities, Nate Hintze. Furthermore, the total cost of the Airbnb must be less than the guideline amount for hotel funding, or less than the cheapest available hotels. Club leaders should check with the Airbnb host in advance of the SAFC meeting whether groups of college students are permitted to rent the accommodation.

   $119 per room per night (including tax and fees), assuming four people per room.
VI. Conferences, Tournaments and Retreats

Students looking to go on retreats and attend conferences paid for by the SAFC may not miss class to do so. In extenuating circumstances, club leaders may consult their faculty advisor, who may represent their cause to the rest of the faculty.

The SAFC will not fund events that occur over break (when classes are not in session and housing is closed). Exceptions include the weekend of Fall Break, the weekends at the start and end of Spring Break, and the last weekend of Winter Break. Exceptions may be made, at the SAFC’s discretion, for a tournament as part of a club’s league. In such an instance, the event will be funded following regular guidelines – transport leaving and returning to Bowdoin, meals only when board plan is active, cost-effective hotels, etc.

Under-represented student groups should contact their affiliated offices (e.g. Office of Multicultural Life, Office of Religious & Spiritual Life, and SWAG Center) for conferences, as these offices are now responsible for such funding.

1. Non-Overnight Retreats (Club Bonding Activity)
For non-competition based clubs, the SAFC may fund the transportation costs of a Bowdoin van for one off-campus, non-overnight, club-bonding event per semester (e.g. apple picking, day hike, trip to Portland). Please note that the SAFC will only provide funding for the transportation for the event, and cannot cover additional costs like tickets for movies, theatre productions, shows and museums.

2. Overnight Retreats
For non-competitive clubs that do not travel off-campus overnight, the SAFC may fund one Banquet or one Retreat per academic year. For Banquets, see Section IV. 6. A retreat is defined as an off-campus overnight club-bonding event only for club members, related to the club’s mission. The SAFC will not fund hotels for retreats. Retreats are usually held at the BOC Cabin or the Coastal Studies Center. The SAFC may fund vans, and board transfers. Other costs may be covered at the discretion of the SAFC.

3. Non-Competitive Conferences
The SAFC may fund no more than $500 total for registration/entrance fees for no more than 12 club members to attend one informative conference that is essential to the club mission per academic year.

   Up to $500 for registration fees for up to 12 club members

4. Competitive Conferences
Games or tournaments required for participation in the team’s league will be prioritized over extra league games or tournaments. The SAFC can pay for registration, lodging and travel (not flights). The SAFC will make funding decisions relating to other components of the budget in line with current guidelines.

5. Hosting Conferences
The registration fees charged to non-Bowdoin teams should cover the costs associated with hosting a conference for non-Bowdoin teams. The SAFC may fund the cost of food for necessary campus guests (e.g. judges, referees, etc.) who are essential to the success of the conference.

   $10 per necessary campus guest per meal, up to a maximum of $200

6. Club Sports’ Seasons
The SAFC will only fund club sports within their season as specified with the Chair of Student Organizations at the time of their charter.
VII. Equipment and Gear

The SAFC will not fund gear that is already freely available for students to use on campus (e.g. in the Buck Fitness Center, Buck 3rd Floor Facilities). Furthermore, the SAFC cannot fund gear to be kept by individual club members, gear to be freely distributed to the campus community or public, or any type of 'giveaways'.

1. Justification
   a. Uniforms necessary to compete/perform
      Uniforms are defined as apparel necessary for competitive and performance groups to compete or perform. The SAFC may fund reasonably priced uniforms necessary to compete/perform for all competitive groups and theater groups, regardless of whether they are reusable by multiple members.

   a. Uniforms essential to the SOOC club mission
      The SAFC may fund reasonably priced uniforms for groups including non-theater performance groups (i.e. Dance Groups) that are reusable by multiple members of the club for generally two years.

   b. Gear essential to the SOOC club mission
      Club gear is any item that is the property of the club and is essential to the club mission that is not a uniform as described above. The SAFC may fund reasonably priced gear that is reusable by multiple members of the club for generally two years.

      When food is an integral part of a club’s mission, food/ingredients will be considered as gear, and may be funded at the discretion of the SAFC.

2. Storage and Usage Policy
   When requesting funding for equipment, please organize suitable storage for the equipment in advance. This should clarify where the equipment will be kept and if it will be available to all student organizations or solely to your organization. Keeping gear in personal residences is not acceptable for club storage. If you need assistance finding storage space, please contact the SOOC Chair.

3. Liability and Accountability
   Club leaders are financially responsible for any gear funded by the SAFC. Gear lost or stolen as a result of leadership oversight may not be replaced the following year, and it is the responsibility of all club members to ensure this does not occur. If rented equipment is lost or damaged, the cost must be covered by the responsible club member(s) before further SAFC funding can be approved for the club. The SAFC has the right to not fund gear that was requested and allocated the previous year, but never purchased by the club.

4. Organization Paraphernalia (T-Shirts, Sweatshirts, etc.)
   The SAFC does not fund nonessential team clothing, but it may provide loans to organizations for these items. If given a loan, you must sign a contract with the Student Activities Office, requiring the club to repay the loan by the semester’s end. Items must be sold at cost, without profit.

   An exception will be made for paraphernalia such as stickers, badges and buttons that either advertise an important service for the campus community or act as part of a wider awareness campaign (not a single event or program).
VIII. Publications and Media

1. Licensing & Registration Costs
The SAFC will fund licensing and registration fees with the understanding that the publication should consist of work contributed by current Bowdoin students.

2. Distribution
The SAFC may fund printing and distribution costs for publications that are distributed on the Bowdoin campus only. The number of copies printed will be determined on a case-by-case basis.

3. Printing
The SAFC may fund publications that are relevant to the club mission up to four times per year, unless the club’s charter states otherwise. The number of editions may be maximized by considering multiple printing companies, and adjusting page numbers, paper type, binding style, and color.

4. Websites & Software
Clubs should work with IT Services to set up a WordPress website at no cost. Similarly, clubs should enquire about software downloads that are available for college and personal computers. In exceptional circumstances, the SAFC may fund website maintenance costs and computer software (either one package available to all club members or individual packages for club leaders only). The SAFC will not fund additional Cloud storage as Bowdoin Outlook services provides up to 1 terabyte of hard drive storage per student.

$2000 per year for all editions
IV. Expert Instruction and Coaches

The SAFC reserves the right to request attendance sheets from practices/sessions with instruction in order to determine if the number of participants justifies the expense of the coach or expert instruction.

1. Weekly Instruction
   If the nature of the sport or activity and the number of participants justifies the expense, the SAFC may fund a coach or instructor. Each group may spend up to $100 per week for instruction cost. If necessary, Assistant Coaches may be paid up to $50 per week. Coaching will be provided for the duration of the team’s season, as well as up to three weeks of preseason. Instructors or coaches for non-seasonal sports will be funded for up to 10 weeks of instruction. For specialty clubs, if the coaching fee exceeds this amount and the club has demonstrated a good faith effort in reducing their coaching fee, the SAFC will consider allocating higher coaching fees.

   *Up to $100 per week (plus up to $50 per week for assistant instructor)*

2. Workshops & Non-Weekly Instruction
   The SAFC may fund non-weekly instruction if the instructor fees are reasonable.

   *Typically $100 per hour*

3. Student Deposits
   For workshops, conferences, and events which benefit the individual participants (e.g. career preparation, interview practice, etc.), students will be expected to pay a $30 refundable deposit to secure their place and demonstrate commitment to the event. Failure to attend the event will result in loss of the deposit.
X. General Policies

1. SAFC Funding Guidelines
The SAFC guidelines are not fixed rules, and all values listed are approximations. The SAFC withholds the right to make funding decisions at their discretion.

2. SOOC Guidelines Policy
If a club is in violation of the SOOC Guidelines, the SAFC has the right to withhold funding until the club has settled the issue with the SOOC.

3. General Funding Policy
The SAFC can only allocate money for Bowdoin students and faculty, with the exception of speakers, judges and coaches.

4. SAFC Voting Policy
The six voting members of the SAFC are the four Class Council Treasurers and the two At-Large Representatives. The Chair of the Treasury only votes as a tiebreak. If an SAFC member is an SOOC listed club leader, they must abstain from votes pertaining to budgets for their club (they may participate in deliberation, but must make it known to the SAFC that they are a SOOC listed club leader beforehand).

5. Funding Requests & Reimbursements
All budget requests must be submitted to the SAFC at least two SAFC meetings in advance of an event. Itemized requests must be as detailed as possible (please provide links to costs). All funds must be requested and approved by the SAFC before being spent. The SAFC cannot fund reimbursements. The SAFC cannot reimburse the use of printing credits or PolarPoints.

6. Financial Aid
The purpose of the SAFC budget is to fund clubs for the benefit of students, not to fund students directly. The SAFC budget cannot be used as financial aid for individual students, however the SAFC acknowledges that there are unique situations where students need to have access to financial aid for club purposes. In this instance, the student or club leaders should speak with the Director of Student Activities.

7. Student Provided Services
Current students may not be paid for services provided to student clubs using SAFC funds. This includes but is not limited to: mechanics, DJs, programmers, and performers. The Bowdoin Student Government is exempt from this rule. Some clubs on Operating Budgets may be granted exemption during the request process.

8. Operating Budgets
Operating budgets that receive an allocation decision in the spring may not return to the SAFC in the following fall and spring to renegotiate a similarly requested operating budget. Operating budgets that require more funding for things unknown during the spring, may come to the SAFC to ask for additional funds; however, it is up to the SAFC’s ultimate discretion to decide whether to fund. The SAFC will audit all operating budgets at the end of the fall semester.

The Bowdoin Student Government, which may return to the SAFC throughout the year to request funding for new initiatives and projects, is exempt from this rule.
9. Fundraising & Donations
See the Bowdoin Student Handbook for Fundraising Policies and Guidelines. The SAFC does not fund prizes, and it cannot allocate funds that are going directly to charitable organizations. If the Director of Student Activities approves a fundraising event (for a charitable cause or organization), the SAFC may fund necessary materials for the event if the amount raised will significantly exceed the SAFC allocation.

10. Membership Fees
No club can charge formal or informal membership fees to club members. This means there cannot be an individual financial cost for any Bowdoin student in order for them to be full, included members of that club.

11. Co-sponsorships:
In order to receive funding for a co-sponsorship, all parties involved must be an integral part of the planning process of the event (choosing the speaker/performer, making posters, coordinating logistics, etc.). The event must be relevant to the mission of all co-sponsors.

12. Non-SAFC Funding:
The SAFC asks that all sources of outside funding (i.e. academic departments, SWAG, Student Center for Multicultural Life, etc.) be finalized and given to the SAFC prior to the committee’s deliberations. If outside funding sources are not finalized at that time, a decision on the request will be delayed.