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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, educations, 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 of Smith Union (behind the Smith Union Information Desk). 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 need of an ever changing student body by providing individualized advising to over 120 student groups with a variety of interested 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.

STUDENT ORGANIZATIONS OVERSIGHT COMMITTEE (SOOC)
The Student Organizations Oversight Committee is the Bowdoin Student Government (BSG) committee tasked with guiding and supporting club life on campus. Paired with the Student Activities Office, the SOOC ensures that clubs are able to function easily and effectively. If you have any questions that aren’t answered below by this Manual please don’t hesitate to contact SOOC Chair Sonia Shah (sshah@bowdoin.edu) or any member of the Student Activities Office.

The Bowdoin Club Leaders Manual is a comprehensive guide that covers the necessary steps for planning your organization’s events, assisting you in making purchases, advertising events and much more. Use this manual to access information on any given topic, but remember that the members of the SOOC and the staff in the Student Activities Office (located behind the Smith Union Information Desk) are always available if you need additional help of any kind.

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 Office Staff
Nate Hintze – Director of Student Activities and the David Saul Smith Union
nhintze@bowdoin.edu
207-798-4244

Silvia Lorrain – Associate Director of Student Activities
slorrain@bowdoin.edu
207-798-4338

Miriam Fraga - Assistant Director of Student Activities
Your Club’s 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 Student Organizations
There are a number of meetings that Chartered Student Organizations must keep in mind:

- Fall Mandatory Club Leader Training
- Fall Mandatory Club Sport Captain Training
- Fall Student Activities Fair (held during the second week of classes Fall Semester)
- Newly 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 student organizations on operating budgets- held in April/May for the following academic year)

Please note: Organizations end on the second day of Reading Period and don’t begin again until the start of the next semester. No programming can take place after the second day of Reading Period.
Blink Student Engagement Portal

Blink is the 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 schedule events on campus! It is the responsibility of each club’s leaders to maintain an up to date roster on Blink.

Addendum F provides instructions on managing your club’s roster in Blink. Addendum G 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.

RE-CHARTERING
Each year all Student Organizations are asked to recharter their organizations with the Student Government. Charters include the club’s mission, leader names, and an agreement to adhere to BSG and College Policies. Clubs on an operating budget will submit their recharter forms by April 1st of every year. Clubs asking for an operating budget will submit for funding for the year’s budget from the Student Activities Funding Committee (SAFC) in the spring. Operating budget clubs 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 clubs 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 club not being 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.

All rechartering forms must be completed by the organization’s incoming leaders.

Transition
The former leaders of your organization should share any username and passwords, budgets, event timelines and procedures, mission statement and club constitutions with the incoming leaders. All club documents must be uploaded to Blink so that they can be passed down to the incoming leaders. The Student Activities Office can serve a resource during this transition period. A part of this information is typically shared via the club contract filled out during the rechartering process. Please be sure to communicate any and all changes (i.e. if a leader is planning to go abroad) to the Student Activities Office.
FINANCES

The Student Activities Funding Committee (SAFC)

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 and Using Your Money” section in this Club Leaders’ Manual 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. Club Leaders may stop by the Student Activities Office at any time during the year to check on their club’s spending. A member of the Student Activities Office can print out a report for you via the Financial Reporting Tool.

How to Navigate the Funding Process

The Student Activities Funding Committee (SAFC) meets weekly and allocates money from the Student Activities Fund to chartered organizations. Please review this manual and the SAFC documents in Addendums A & B to help clarify the SAFC’s 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 Office. The Student Activities Office will gladly walk your club through your first SAFC proposal online if you have never put in a request.

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 bringing a speaker or performer over $1000 must have prior approval from the Student Activities Office. When planning to bring a speaker or performer over $1000 to campus, the student organization must contact Student Activities no less than 4 weeks before the proposed date and fill out a Contract Negotiation Form with a member of the Student Activities Office* (Addendum C).

How to submit a successful budget:

1. First consult the Club Funding Guidelines* (Addendum A or BSG website)
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 starting at 5:30PM on Mondays.
3. 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 evening with the agenda)
When live, the online Budget Submission Form is located on Blink, https://blink.bowdoin.edu under Campus Links (bottom right of the main page).

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.

**Project Codes**

All officially chartered Student Organizations 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 club’s finances. If you are a newly chartered club, you will receive the project code at the mandatory club leader training you attend.

**Venmo Transactions**

Venmo prohibits Colleges and Universities from having accounts. Groups are not allowed to use Venmo for club related activities.

**Financial Assistance**

If a specific cost not allocated by the SAFC for a student activity 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 their Dean or Nate Hintze, Director of Student Activities and the David Saul Smith Union.

**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 a few hours and shop at Walmart in Cooks Corner. In order to do so, you simply need to request it in the Student Activities Office, sign it out, and 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. The credit card is not available for checkout and credit card information cannot be sent via text or email.

**Amazon Prime, Pay Pal, and Walmart Online**
The Student Activities Corporate Credit Card is linked to an Amazon Prime account (free two-day shipping) as well as Pay Pal account 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 also simply spend 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 itemized 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.

Polar Points may not be used to purchase club food. Please reach out to the Student Activities staff for other options.

**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 it.
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.

**Co-Sponsorship**
When organizations co-sponsor an event, one organization must be designated as the primary account that will be accessed for accounting purposes. This is the organization that should submit a budget to the SAFC. However, if one of the other sponsoring organizations runs on an operating budget or is a department, a Journal Entry must be completed in order to transfer the funds from that operating budget into the primary account for the event.

_Journal Entries can be completed by the Student Activities Office. An email needs to be provided as a back-up for the funds pledged indicating support for the club’s event. A department coordinator may also fill out the Journal Entry once they are provided with the project number of the group organizing the event. Club leaders should provide a copy of the Journal Entry to Karla Nerdahl in the Student Activities Office when a different department makes the transfer. Please Note: You will not have access to any of your funding, either allocated by the SAFC or the transferred funds until all the transfers are complete._

**Departments:** Relevant departments may be able to contribute to your event. If you are interested in this sort of funding, please contact a member of that department directly. In order to transfer funds from a department to a student organization’s account, a Journal Entry must be completed. Below are a list of departments that work closely with student groups and can be a great resource for partnership in planning your event.

- Eduardo Pazos Palma, Director of Spiritual and Religious Life (epazos@bowdoin.edu)
- Kate Stern, Associate Dean of Students for Inclusion & Diversity and Director of the Sexuality, Women and Gender Center (kstern@bowdoin.edu)
- Lisa Peterson, Associate Director of Gender Violence Prevention & Education (lpeters@bowdoin.edu)
- Benjamin Harris, Director of the Student Center for Multicultural Life (bharris@bowdoin.edu)

**The College Houses:** In order to request money from a College House, please contact the house leadership directly. The treasurer of the house must contact Danielle Miller, Coordinator of Residential Life Operations with the house’s approval of funds.

**The Kurtz Fund:** is an additional fund only available to College Houses that can be used to support programs that combine the social and intellectual life on campus, or bring students, faculty, and staff together.

Can you access the Kurtz Fund as a Club Leader? Kurtz Funding is used by College Houses in conjunction with their advisors to identify and plan intellectually engaging programs within the House. This creates a great opportunity for your club to partner with a College House and faculty/staff to plan engaging and creative programs. Please note that the College House must apply for the funding, the program should be well thought out and all parties should be involved in the planning and execution of the event. It is not enough to just host your program inside a College House - there must be some true collaboration on the event from start to finish.

**Career Exploration and Development:** Bowdoin Career Exploration and Development is a resource for your organization’s alumni engagement. They can support you in identifying and connecting with interesting and influential alumni who have indicated a willingness to advise your Bowdoin years and postgraduate decisions per their own experience and expertise. They also can advise your starting and maintaining lasting alumni
relationships for your membership. They look forward to working with you and bringing distinguished Polar Bears back to campus. With any question or request, please contact Jessica Ping DePaiva, Assistant Director of Employer Relations (jdepaiva@bowdoin.edu).

Lectures and Concerts Committee: The Lectures and Concerts Committee reviews applications from the faculty for assistance in funding events that enhance the academic life of the College, including lectures, discussions, readings, workshops, concerts, dance and theatrical performances. The application to the Lectures and Concerts Committee must be submitted by a faculty member, therefore clubs that would like to apply for funding must partner with faculty. The awards are drawn from funds allocated to the Committee from the College’s operating budget, from the Jacob Jasper Stahl Fund, the Annie Talbot Cole Lectureship, the Charles F. Adams Lectureship, the Blythe Bickel Edwards Fund, and several endowed lecture funds.

The Committee supports applications that:

- relate to academic life of the College, particularly to current course offerings;
- involve the proposed guest(s) in a variety of activities, rather than a single public lecture, including classroom and informal interaction with students, and thoroughly describe these activities in the application;
- show collaboration between departments/programs or between departments/programs and student organizations;
- follow the Committee guidelines for honoraria;
- keep travel and lodging expenses to a reasonable level;
- keep meal expenses to a reasonable level, whenever possible using meals as a forum for further discussion, involving students, and making use of Bowdoin dining services.

Lectures and Concerts Application Procedure

To apply for funding through the Lectures and Concerts Committee, please submit an application as a PDF attachment to landcproposals@bowdoin.edu. The PDF should be one document that has both the application and the speaker's C.V. No other formats will be accepted. This application can only be submitted by a faculty member.

The Committee strongly encourages applicants to plan their events well in advance and discourages retroactive applications. The committee will give precedence to applications for events scheduled at least a month in the future. The April deadline is reserved for events in the subsequent (fall) semester or beyond. Applications for events that have already occurred may not receive funding.

2019-2020 Academic Year:

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<tr>
<td>September 19, 2019</td>
<td>October 7, 2019</td>
</tr>
<tr>
<td>December 2, 2019</td>
<td>December 18, 2019</td>
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Early submission of applications will allow the Committee to assist you with successful preparation for your event. You will be asked to describe the proposed event as fully as possible (i.e., not only public lectures and performances but also class visits, informal social meetings, meals and receptions, etc.). Careful explanations of budgets and any sources of supplementary funding will also strengthen the proposal.

**STEPS FOR BRINGING A PERFORMER OR LECTURER TO CAMPUS**

Students are not allowed to enter into contract negotiation or agreements on behalf of Bowdoin College. To be valid, all contracts need to be signed by a Bowdoin Administrator. Please have one of the following administrators sign off on your negotiation form for each of the following sections (Nate Hintze, Silvia Lorrain, Miriam Fraga, and Benjamin Harris). This process must be started no later than four weeks before your anticipated event date and for any speaker over $1,000.

The Student Activities Office uses a standard Bowdoin College contract for many speakers and performers. This contract template can be obtained from the Student Activities Office.

- In your initial email or phone call inform all agents and artists that you are simply gathering information about their service and are not authorized to make or confirm an official offer at this time. If you have a budget for this event, do not reveal that amount at this time.
  
  You are required to ask your potential speaker/agent the following questions:
  - What is the speaker’s honorarium or fee?
  - Is there any room for negotiation on the fee?
  - What are the accommodations (e.g. travel expenses, lodging, meals, etc…) they require?

- What are the accommodations (e.g. travel expenses, lodging, meals, etc…) they require? If the fee includes accommodations, ask is the speaker fee requirement open to an all-inclusive offer/contract. **All-inclusive means that Bowdoin pays one flat fee that covers all costs including speaker fee, travel, hotel and meals.**

- Meet with Student Activities to discuss opportunities and steps for negotiating speaker fee and ideas for collaboration or supportive funding across campus. Bring along or email in advance of the meeting a proposal answering the following questions:
  - Program description
  - Benefits of bringing the speaker to campus
  - Event marketing plan
  - Potential partnerships or collaborators

- Reserve a Space for the Speaker.

- Submit SAFC Proposal.

- Start contract process with the Student Activities Office.
Paying a Performer or Lecturer

In order to begin the payment process, you must fill out an Accounts Payable Voucher. You can do this with the help of a Member of the Student Activities Office. You will need the following information:

Signed Performance Contract or Guest Performance Agreement

Performer’s W-9 tax form

SAFC funding approval

An Accounts Payable Voucher must be submitted to the Student Activities Office by 5 p.m. on Thursday the week prior in order to be processed for check pick-up the following Thursday after 3 p.m. The check will need to be picked up in person at the Controller’s Office. The Student Activities Office can help you figure out the best way to pay the performer or lecturer for their appearance on campus. It’s always best to plan ahead to ensure you will be able to have the check in time. The office recommends a two-week lead time on processing checks.

Accommodations for Performers or Lecturers

The Student Activities Office can get special rates at many of the local hotels. If you are bringing a performer or lecturer and your group is providing a hotel for them, please meet with or e-mail Karla Nerdahl (knerdahl@bowdoin.edu), Administrative Assistant in Student Activities, to book the room. Please email Karla with the name of the performer who will stay in the room as well as the number of nights they will be staying to hold the reservation.

VOLUNTEERS, ALUMNI, 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 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 the club in advance of completing all required paperwork and receiving a clear background check.

Bowdoin alumni 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.
STEPS FOR HIRING AN INSTRUCTOR OR COACH

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 Leaders need to reach out to the Student Activities Office to discuss proper hiring procedures. Club Leaders 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.

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

EVENT PLANNING RESOURCES

Reserving a Venue
To make a reservation request, please fill out the event submission form on Blink. In order to reserve a room on campus, you must be an organized student group with a project code or affiliated with a department here on campus. If you don’t know your group’s project code, please ask the Student Activities Office.

If you need to change/alter your event after it has been booked, please e-mail scheduling@bowdoin.edu. Be sure to request all set up details (i.e. chairs, tables, podium, buffet tables, etc) to scheduling@bowdoin.edu at least 10 days before your event is scheduled to take place.

In order to advertise your event on the College Calendar, be sure to mark “Yes” on the event submission form when requesting the space, and then log in to your Promotion Tool Queue at https://www.bowdoin.edu/calendar/promotion/index.jsp where you can choose your audience (mandatory field), write a description, and add a photo (see Addendum D for instructions on getting your event to appear on the Campus Calendar).

Campus Scheduling works to accommodate all requests. There are times in which your event may be bumped. Academically driven functions, catered meals, and College events do take precedence. If this happens, Campus Scheduling will work with your student group to find an alternate space for your event. At the end of each semester, student groups may only program during the first two days of Reading Period. After this period of time, programming is prohibited. Programming is prohibited from taking place over the summer. Please consult the Student Handbook for more details on this policy.

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

Other Spaces
Rooms are reserved through your organization page in Blink. Some spaces require clearance before the Campus Scheduler can book it for you. Others require that you book your space directly with the department coordinator. Please refer to the list below before submitting your event submission form in Blink.
Clearance Spaces

- 24 College Street, Sexuality, Women, and Gender Center: Bookable through https://bowdoin.wufoo.com/forms/qpc75bp0u1507y/
- 30 College Street Multicultural Center: Bookable through https://bowdoin.wufoo.com/forms/multicultural-facilities-events/
- Adams Hall: **Adams no longer has bookable spaces.**
- Cleaveland House Bookable through the President’s Office at ext. 3222
- Coastal Studies Center Bookable through Steve Allen at ext. 5906 or sallen@bowdoin.edu
- College Houses and Common Spaces Clearance through Stephanie Patterson at ext. 3008 or spatter2@bowdoin.edu or Celeste Hynes at ext. 3301 or chynes@bowdoin.edu
- Edwards Art Center: Art Studios bookable through Alicia Menard at ext. 3861 or amenard2@bowdoin.edu. Dance studios bookable through JJ Peeler at ext. 3663 or jpeeler@bowdoin.edu
- Gibson Hall spaces Bookable through Clare MacKenzie at ext. 3321 or c Mackenzie2@bowdoin.edu
- Hatch Library: One-time bookings can be made online at https://bowdoin.libcal.com/spaces?lid=4475
  - For reoccurring meetings contact Sue O’Dell at ext. 3265 or sodell@bowdoin.edu
  - Room L105: Bookable through Mary Keenan at mkeenan@bowdoin.edu
- Hawthorne-Longfellow:
  - Chandler Room: Bookable through Helen Hill at ext. 3155 or hhill@bowdoin.edu
  - Electronic Classroom: Bookable through Amy Heggie at ext. 3173 or aheggie@bowdoin.edu
  - Fessenden Room: Bookable through the President’s Office at ext. 3222
  - Media Commons: Bookable through Carmen Greenlee at ext. 3286 or cgreenle@bowdoin.edu
  - Nixon Lounge: Bookable through Helen Hill at ext. 3155 or hhill@bowdoin.edu
  - Pierce Reading Room: Bookable through Amy Heggie at ext. 3173 or aheggie@bowdoin.edu
- Hubbard Hall: Econ. Library is no longer a bookable space.
- Memorial Hall: Bookable through Nicole Boudle at ext. 3103 or nboudle@bowdoin.edu
- Morrell Gym Bookable through Lynn Ruddy at ext. 3623 or lruddy@bowdoin.edu
- Moulton Union North Conference and Chamberlain Rooms: Bookable through Kathleen King at ext. 3879 kking2@bowdoin.edu or Susan Snell at ext. 3088 or ssnell@bowdoin.edu.
- Museum of Art spaces Bookable through Caroline Brown at ext. 3276 or cbrown3@bowdoin.edu
- Peter Buck Fitness Center:
  - 115 (Polar Bear Huddle) Bookable through Lorica Cummings, ext. 3327 or lcumming@bowdoin.edu
  - 204 (North Huddle) Bookable through Lorica Cummings, ext. 3327 or lcumming@bowdoin.edu
  - 211 (Meeting/Classroom) Clearance from Lorica Cummings, ext. 3327 or lcumming@bowdoin.edu
  - 213 (Multipurpose) Bookable through Lynn Ruddy, ext. 3623 or lruddy@bowdoin.edu
- Russwurm African-American Center Bookable through https://bowdoin.wufoo.com/forms/multicultural-facilities-events/
- Sargent Gym Bookable through Lynn Ruddy at ext. 3623 or lruddy@bowdoin.edu
- Sargent Dance Studio Bookable through JJ Peeler at ext. 3663 jpeeler@bowdoin.edu
- Schwartz Outdoor Leadership Center Clearance from Mike Woodruff at ext. 3346 or mwoodruff@bowdoin.edu
- Sidney J. Watson Arena Bookable through Lynn Ruddy at ext. 3623 lruddy@bowdoin.edu
- Smith Union:
  - Morrell Lounge: Bookable through Karla Nerdahl in Student Activities at knerdahl@bowdoin.edu or ext. 4262
  - Lamarche Gallery: Bookable through Miriam Fraga at ext. 4167 or mfraga@bowdoin.edu
  - Pub: Bookable through Miriam Fraga at ext. 4167 or mfraga@bowdoin.edu
  - Info Tables: Bookable through Student Activities at ext. 3375 or Blink, https://blink.bowdoin.edu under Campus Links (bottom right on Blink)
- Studzinski Recital Hall Clearance from Tony Sprague at ext. 3423 or tsprague@bowdoin.edu
Venue 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 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

Audio Visual Services Request
If you need Audio Visual services for your event, please fill out the request as part of your event submission form on Blink no less than two weeks before your event. Please note that Audio Visual Services do not provide equipment for bands. Your club should be as specific as possible in the request to AV services. There is no fee associated with booking Audio Visual Services for your event. However, assistance is only available on a first-come, first-serve basis with classes taking priority. All cancellations must be done 24 hours before the start of the event. If the event is cancelled within the 24-hour window or if no one shows up to host the event, there may be a $100 departmental charge to the hosting department to cover the costs of staffing, setup and teardown.

For complex audio needs (including events in Pickard Theater), please work with the Student Activities Office to book AV Technik, a local contracted production company.

Transportation Policies and Reservations
The steps for certification for ALL students (who have had their license unrestricted for one full year) are:
1. Complete the driver application to obtain an MVR.
2. Using Firefox, log in to Blackboard, click on Bowdoin College Compliance Training (under Organizations), which will take you to the Driver Safety training module. Print the certificate of completion.
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 30 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/college-vehicles/index.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:
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.

**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 EZ pass to pay for tolls. If you do not receive a van that has an EZ pass you will need to request funding for tolls from the SAFC.

Do not proceed through an EZ pass lane without an EZ pass.

The following vehicles have an EZ pass:

- 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](https://www.bowdoin.edu/facilities/protected/vehicle-request-form.html)

If a Bowdoin van is not available you can setup a direct rental with USAVE (Larry Stewart’s). The Student Activities Office can assist you with contacting the company. 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, ME.

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 $0.21 per mile. Note that this is not an automatic 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 and Bowdoin College will not pay for damages to personal vehicles.

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.

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.
Accidents involving Bowdoin Vehicles
If a vehicle being used for a College sponsored trip breaks down please follow these steps.

1. 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.

2. Call
   - Call roadside assistance at 1-866-329-3471
   - Select option 8, then 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

3. Check
   - Call the Communications Center 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.

ADDITIONAL EVENT PLANNING CONSIDERATIONS

Dining Service
If your event needs to be catered or if you need to order table linens, please contact Dining Service at (207) 725-3181 immediately after booking your event with Campus Scheduling.

Board Transfer: At no cost, student groups may transfer board to receive a meal subsidy from Dining Services while traveling. Board transfers can occur up to twice per year unless Dining gives a club special permission. 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.

**TIME** is the most important factor to consider in planning. For any event, even one you consider uncomplicated, *initiate your arrangements at least two weeks prior to* the anticipated event date and *finalize your plans at least one week in advance*. By doing so, you will have a greater array of choices available to you.

For more information about Dining Services, please see the Student Catering Guide (link below).

https://www.bowdoin.edu/dining/catering/student-catering/index.html

**Guest performer or lecturer dining:** If a club is hosting a small dinner with a guest performer or lecturer, an account can be setup with the cashier/card checker using the sponsoring organization’s project number. It may be a good idea, however, to reserve a private dining room for guests (Hutchinson/Pinette/Mitchell North/Mitchell South dining rooms in Thorne or the North/ South dining rooms in Moulton). Please ensure you have secured SAFC funding for the guest’s meal.

Note: food from outside vendors may not be brought into a Bowdoin Dining specific facility unless prior approval has been received from Dining Service. When in doubt, it is best to check with Ken Cardone (kcardone@bowdoin.edu) if outside food may be brought into a specific campus space.

**Student Activities Event Managers**
If you believe you may need extra help at your event, come meet with a member of the Student Activities Staff. They may be able to assign students to work your event (ushers, box office staff, etc).

**Film Screenings**
If your organization wishes to screen a film, you may need to obtain public performance rights for the event. Please consult the leaders of the Bowdoin Film Society or the Student Activities Office to learn more about how to secure the rights. The fee to obtain the rights must be included in an SAFC request prior to the movie screening.
Advertising

**Poster Designs:** If you would like to have a poster designed by the BSG’s Poster Designer, please email your request to stuactintern@bowdoin.edu with the details of what information you need on the poster, any sort of dimensions, and any design ideas you’d like to see used. This service is free for all chartered clubs, but keep in mind that you do need to request funds from the SAFC to print the design.

**Poster Copies:** The copy center can print posters usually within 24 hours of their submission. In order to have copies printed by the Copy Center, please submit an online work order or go to the Copy Center in the basement of Dudley Coe with a flash drive with the poster saved in PDF form. Please ensure that you have funding to print posted from the SAFC. The typical request from the SAFC is $5 which allows you to print 25 posters. Once you have received your $5 allocation for posters, you can request 25 posters from the Copy Center.

**Hanging Posters:** When putting up any posters, please be sure not to place them on glass or painted surfaces – these will be taken down immediately by Housekeeping, and any damage done to surfaces will be charged to your club’s account. Be aware that all campus buildings may have their own rules regarding the placement of advertisements. Official Bowdoin logos and wordmarks (i.e. the Bowdoin seal) may not be placed on any advertisements without the express permission of the Communications Office. Club posters and advertisements must have the full name of your organization easily visible (see Bowdoin College and BSG Policies for the Advertising policy).

**Table Tents:** The Copy Center will cut and fold table tents if you include that information under special instructions when you order. Please note that you must clear your table tents with Dining if you want them to stay for longer than one meal. For Thorne, you should contact Mark Dickey (mdickey@bowdoin.edu) and for Moulton, you should contact Susanne D’Angelo-Colley (sdangelo@bowdoin.edu).

**Website for your Student Organization:** Our Student Engagement Portal, Blink can serve as your organization’s main website. You can load pictures, documents, have discussions, and more on Blink!

If you would still like to have an external website for your organization, it is easy to have one created for you. You will require little knowledge of web technology to update and manage your site at students.bowdoin.edu. The popular content management and blog software, WordPress, is the tool used to manage these sites.

If you are interested in this service for your student organization please send a message to David Israel at disrael@bowdoin.edu. You should however prepare by thinking of what sections and features your website requires.

**Booking an Info Table in Smith Union**
If your organization would like to setup a table in Smith Union (across from the C-Store or the Mail Center), please fill out the Smith Union Table Reservation Request on Blink (https://blink.bowdoin.edu under Campus Links). In your request, you must provide your project code, dates and times you would like to setup the table. If you will be selling anything during the time you will be at the table, please meet with Karla Nerdahl in Student Activities to discuss the details of your sale.

**Tickets for your Events**
If your organization plans on distributing tickets for an event, there a few different ways to print the tickets. Your organization could use the BSG Poster Designers to create a ticket design and template and print the tickets using the Bowdoin Copy Center. For larger or high profile events, tickets should be ordered from an
outside company who will create, print and number all tickets. Bowdoin College uses TRINITY Communications Group to print professional style tickets. When in doubt, consult the Student Activities Office staff. You must secure SAFC funding for the printing of tickets.

Tickets for events can easily be distributed from the Smith Union Information Desk. This allows students, faculty, staff and the Brunswick Community to pay for the tickets using cash, One Card or debit and credit cards.

If you would like to place your tickets at the Smith Union Information Desk, you must fill out the Ticket Distribution Form, which can be found on Blink under Campus Links, or by going to: https://bowdoin.campuslabs.com/engage/submitter/form/start/138103.

Approved and Recommended Vendors
The Student Activities Office has a list of approved vendors for Apparel purchases that can shared with you to assist in your planning. There is also a list of recommended and frequently used vendors, including photo booths, inflatables, entertainment, agencies, rental equipment, other professional services etc. These are vendors we have worked with in the past and can insure quality services and products. You can see any member of the Student Activities Office for suggested vendors to assist you in your event planning.

Costume Shop and Prop Barn Use
The Bowdoin Costume Shop and Prop Barn are great resources for student groups who may need to borrow a specific costume piece or props from time to time. However, failure to return a borrowed item can result in fees of $25 and up. Any costume shop or prop barn fee will be charged to the responsible student’s tuition bill. If there is a second violation of the costume shop/prop barn return policy, the club will lose privileges of borrowing items for the following semester. To borrow costumes from the Bowdoin Costume Shop contact Julie McMurry (jmcmurry@bowdoin.edu) or to borrow props from the Bowdoin Prop Barn contact Deb Puhl at (dpuhl@bowdoin.edu).

Guidelines for Mailings to Students
It is important that you contact the Mail Center as part of the planning for your mailing.

Basic Information
- Minimum size - 3.5” x 5”
- Thickness – no single sheets unfolded (must be at least a half-fold).
- For mailings to more than 25 students, please submit the entire mailing in box order.
- For special occasions where candy or food might be distributed, please discuss in advance with the Mail Center staff.

Mailings
- Addressed to individuals with name and box number on item being mailed.
- For mailings of more than 25 students, please submit entire mailing in box number order. If more than 50 students in mailing, please stop by the Mail Center and we can provide letter trays to assist with your preparation.
- These can be dropped off at the Mail Center and will be processed along with the daily mail.

Stuffings
- Non-addressed items containing identical information going to an entire class or to all students.
• At least a 24-hour notice is required if you are planning a student stuffing.
• Stuffings are handled only on specific days. Please check with the Mail Center for the most up to date information.
• Meeting announcements and special event notices should be placed on the Bowdoin Calendar rather than placed in student mailboxes.
• The Mail Center only handles student stuffings or mailings that are directly related to the business of the College.

Mediation/Facilitated Dialogue

Over the course of the year, your group may experience a conflict or a group member behaves in a way that is at odds with the group’s expectations. If your group’s leadership is unable to resolve the issue, you may wish to explore mediation or facilitated dialogue. You can learn more about these processes by contacting Whitney Hogan (whogan@bowdoin.edu) or Kate O’Grady (kogrady@bowdoin.edu).

BOWDOIN COLLEGE AND BSG POLICIES

All clubs and organizations on the Bowdoin College campus 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
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.

If Students and College Employees as individuals interested in selling products on campus, they can rent tables in the David Saul Smith Union, but may not use campus rooms, mailing, or any other College facilities to promote or sell their products. These individuals will be treated as outside vendors and will need to reserve tables through the Director of Students and the David Saul Smith Union and agree to terms outlined in the Vendor Contract.

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, student organizations, and special initiatives such as trips, athletic teams, students, and student organizations 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 is not permitted. Bowdoin strongly discourages student to student transactions using Venmo for fundraising purposes. Venmo prohibits Colleges and Universities from having accounts. If money collected through Venmo is not donated, Bowdoin cannot help retrieve those funds.

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.

For more information contact:
Nate Hintze, Director of Student Activities and the David Saul Smith Union
Email: nhintze@bowdoin.edu

**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 on behalf of the College. 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.

**Conference/Trip Travel Deposits**

For any off campus conference/trip with a fee of $100 and up, a $30 travel deposit will be required. The deposit is refundable upon attendance to the off campus trip. Failure to attend will result in the loss of the deposit.

**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.

A review of case studies provides additional insight into what does and what does not constitute hazing. https://www.bowdoin.edu/dean-of-students/student-handbook/hazing-policy.html#

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.
Non-discrimination 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 an online Bias Incident Report go to: 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 (ssshah@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.
- 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 Chandler Room, 1st Floor of H-L Library.

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAFC Meetings (5:30-9:00pm)</td>
<td>Allocation</td>
<td>Emails Released</td>
<td>Budget Submission</td>
<td>Deadline Released</td>
<td>Meeting Schedule Released</td>
<td>(midnight)</td>
</tr>
</tbody>
</table>
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

Contract Negotiation Form

Steps for Bringing a Speaker or Performer – Bowdoin Contract Negotiation Procedures

Students are not allowed to enter into contract negotiation or agreements on behalf of Bowdoin College. To be valid, all contracts need to be signed by a Bowdoin Administrator. Please have one of the following administrators sign off on your negotiation form for each of the following sections (Nate Hintze, Silvia Lorrain, Miriam Fraga and Benjamin Harris). This process must be started no later than four weeks before your anticipated event date and for any speaker over $1,000.

The Student Activities Office uses a standard Bowdoin College contract for many speakers and performers. This contract template can be obtained from the Student Activities Office.

1. In your initial email or phone call inform all agents and artists that you are simply gathering information about their service and are not authorized to make or confirm an official offer at this time. If you have a budget for this event do not reveal that amount at this time.

You are required to ask your potential speaker/agent the following questions;

• What is the speaker's honorarium or fee?
• Is there any room for negotiation on the fee?
♦ What are the accommodations (e.g. travel expenses, lodging, meals, etc...) they require?
If the fee includes accommodations, ask is the speaker fee requirement open to an all-inclusive offer/contract. All-inclusive means that Bowdoin pays one flat fee that covers all costs including speaker fee, travel, hotel and meals.

Fee quote from agent/speaker:___________________
Date of Program:__________________
Anticipated Venue:_____________________

Administrator Signature: ______________________________  Date:_________________

2. Meet with Student Activities to discuss opportunities and steps for negotiating speaker fee and ideas for collaboration or supportive funding across campus. Bring along or email in advance of the meeting a proposal answering the following questions;
  – Program description
  – Benefits of bringing the speaker to campus
  – Event marketing plan
  – Potential partnerships or collaborators

Counter Offer Fee:_____________________  
Final Speaker Fee:_____________________  

Administrator Signature: ______________________________  Date:_________________
3. Reserve Space for Speaker.

   Submit copy of negotiation form to SAFC.

5. Start contract process with the Student Activities Office.

   Administrator Signature: ______________________________ Date:______________
ADDENDUM C

Six Tips for Writing a Successful Email

1. Decide if this email is one that should be written from your handheld device. In today’s world it’s incredibly easy to fire off a brief email from your iPhone. When reaching out to Professionals you need to decide if you can write a professional looking email with just your thumbs. More often than not, first contact emails need to be planned and well thought out.

2. Begin with a greeting:
   Start your email with a proper salutation with consideration for your relationship to the person and his/her level of experience. Never use “Hey.”
   - For most emails to faculty, staff, alumni or speakers, we recommend “Dear Mr./Mrs./Professor, XXXX,” as the salutation.
   - For a close personal contact you are emailing or for a recent Bowdoin graduate (1-3 years out), we recommend “Dear John” as the salutation. Doing so maintains a professional yet familiar tone.

3. Share your connection to the contact and purpose for writing in the opening sentence or two:
   - “I am currently a sophomore at Bowdoin and have recently started a new club at Bowdoin that parallels your field of study. I was wondering if you would be interested and available to talk with me about potentially being an advisor to our club.”
   - “I recently met with Nate Hintze of Bowdoin Student Activities and he recommended I reach out to you to discuss the possibility of you coming to Bowdoin College to give speak on your experience in the NAME OF FIELD. I am currently a sophomore majoring in MAJOR NAME with an interest in YOUR FIELD or YOUR COMPANY.”
   - “I am currently a student at Bowdoin College and President of Club and I’m writing to inquire about your availability to speak at Bowdoin College.”
   - “I found your name listed in the Bowdoin Career Advisory Network on LinkedIn as a Bowdoin alumnus working at FIRM NAME. I am currently a sophomore at Bowdoin exploring a career in the FIELD NAME.”

4. Tell them a little bit more about your interest in the, subject, field, firm or industry:
   Create a personal connection. Make your purpose clear early on in the email. Remember, people want to read emails quickly, so keep your sentences short and clear. You’ll also need to pay careful attention to grammar, spelling and punctuation so that you present a professional image of yourself and your organization.

5. Add your closing remarks:
   Before you end your email, it’s polite to thank your reader one more time and add some polite closing remarks.
   - “Thank you for your patience and cooperation”
   - “Thank you for your consideration”
   Follow up with, “If you have any questions or concerns, don’t hesitate to let me know” and “I look forward to hearing from you”.

6. End with a closing:
   The last step is to include an appropriate closing with your name.
   - “Best regards”
• “Sincerely”
• “Thank you”

Avoid closings such as “Best wishes” or “Cheers” unless you are good friends with the reader.

Finally, before you hit the send button, review and spell check your email one more time to make sure it’s truly perfect!
ADDENDUM D

How to Get Your Event on the Bowdoin Calendar

Put your event on the college calendar. Get it seen in multiple places.

Step 1: Need to Reserve a Room/Space for your event?

No, I do not need a space or the space is not backed by events

Yes!

Fill out the event form bowdoin.edu/events/campus-scheduling

Include a catchy title and indicate you want this event on the web.

Receive email confirmation

Event appears in the online calendar

Want to add a poster image or description to your event?

No, Whoops! Go back!

Yes! (Hopefully this is your answer)

LOG IN TO PROMOTION TOOL
https://www.bowdoin.edu/calendar/promotion

Upload a cool poster image.

Write an enticing summary and description so people want to come to your event.

Have your event appear on other calendars.

Click on "Recommend" Select the departments you want to recommend your event to.

The places your event will show:

- On the ag screen in Abihnn union
- On the day of the event at the bottom of the digest
- In the college calendar on bowdoin.edu/events
- In the bulletin board
- Department web sites that you recommend your event to

STOP

Original Version Created By Nina Underman '15
**ADDENDUM E**

**Bowdoin Outing Club Retreat Checklist for Student Organizations**

### PRE-TRIP TO DO's:

- Discuss your retreat with the Bowdoin Outing Club leaders and decide on a date

- Reserve vans for your trip through Facilities (Facilities Management Vehicle Request Form)
  **NOTE:** It will be more cost effective to reserve vans through Facilities than through the Outing Club (Facilities= $30/vehicle per day including gas. Outing Club= $67-100/vehicle per day plus gas). There must be at least 1 van certified driver in your group

- Create list of attendees and figure out how many non-members of the Outing Club are attending the retreat (non-members are charged $5/person for lunch/snacks or $10/person per day for BOC provided food depending on duration of trip)
  **NOTE:** Food for members of the Outing Club is covered through their BOC club dues and will not need additional funding

- Submit budget to the SAFC (Student Activities Funding Committee) at least 2 weeks before trip (form must be submitted by Friday evening for the following Monday evening meeting)
  **NOTE:** BOC covers gear rental and trip leaders at no cost to the group going on the trip

- Attend SAFC meeting-held weekly on Monday evenings

- Add ID numbers to your list of attendees, along with the meals that they will miss on campus and submit to Ken Cardone (kcardone@bowdoin.edu) in Dining Services for board transfer by Wednesday before your trip

- Complete Authorization to Drive form and get signature of Authorizing Faculty/Staff Member (Student Activities staff members)

- Ensure all those who signed up are going on your planned trip!
  **NOTE:** If they have signed up for a board transfer, they will not have access to the dining halls

### POST-TRIP TO DO's:

- Print "Request for Reimbursement for Use of BOC Food by Non-Members of the Outing Club" form received before trip (see the other side for sample form)

- Bring form to the Student Activities Office to access approved SAFC funds and pay Outing Club invoice
Bowdoin College Outing Club
Schwartz Outdoor Leadership Center
9090 College Station
Brunswick, ME 04011-9840

Request for Reimbursement for Use of Outing Club Transportation
and Food by Non-Members of the Outing Club

Date:
Trip or Event:

Facilities used (if applicable):

Transportation and Food Used:

Food = ____ non-members x $10/day = _________ ($5/day for only lunch/snacks)

Vehicles = ________

Total Reimbursement Requested: _______

(If by check, please make payable to Bowdoin College)

Student Responsible: ______________

Outing Club Leader Liaison (if applicable): ______________

Any questions, please call 725-3325 or 725-3125. Thank you.

• A note on vehicles: when rented through the college ($30 including gas) transportation is significantly cheaper, and it is thus best to make a reservation through the fleet scheduler, separate from the Outing Club, WELL IN ADVANCE (weeks!) from the trip date. If no other arrangement can be made, vehicles can be rented through the outing club for much higher prices ($67-100 a day, depending on the vehicle, plus gas costs) and occasionally the organization must bear the brunt of renting the vehicle for the whole weekend if it is from enterprise, and the Outing Club is unable to use the vehicle for other purposes, justifying the cost.

• A note on facilities: there is not cost to “renting” outing club gear or facilities including Merritt island or the Outing Club Cabin
ADDENDUM F

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.

3. Click on the menu icon † at the top left and select ‡ at the drop-down menu on the left.

Click **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.

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

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 left 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

   Craft a new email, and send it to the generated address! Blink will ensure it gets to your recipients.
ADDENDUM H

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 I

RECEIVING NOTIFICATIONS

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

2. Click on your profile picture in the upper-right to open your user menu, then on “account”.

3. Click on **NOTIFICATIONS** to access your notifications settings

   **Settings**
   
<table>
<thead>
<tr>
<th>PROFILE</th>
<th>PRIVACY</th>
<th>NOTIFICATIONS</th>
<th>INTERESTS</th>
</tr>
</thead>
</table>

   Under **Informational Email Notifications**, ensure that that “Campus and Organizations” is checked.

   Under **System Email Notifications**, and in all the other sections, check every box for both “System” and “Email”.

4. Click on **PROFILE** to access your profile settings and enable texting

   **Profile**
   
<table>
<thead>
<tr>
<th>PROFILE</th>
<th>PRIVACY SETTINGS</th>
<th>NOTIFICATIONS</th>
<th>INTERESTS</th>
</tr>
</thead>
</table>

   Under **Text Message Notifications**, select “on”, and input your cell phone number and carrier.

   **Text Message Notifications**
   
   - **On**
   - **Off**

   **Mobile Phone Number**
   207-725-3375

   **Mobile Phone Carrier**
   AT&T
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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   10. Membership Fees
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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, m dickey@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>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black and White (Letter/Legal)</td>
<td>$0.02/copy</td>
</tr>
<tr>
<td>Black and White (11x17)</td>
<td>$0.04/copy</td>
</tr>
<tr>
<td>Color (Letter/Legal)</td>
<td>$0.15/copy</td>
</tr>
<tr>
<td>Color (11x17)</td>
<td>$0.20/copy</td>
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- $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.

$8 per person per meal (including board transfers)

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.

$2.50 for breakfast, $3.25 for lunch/brunch, $3.75 for dinner

4. Meals with Campus Guests
The SAFC may fund an 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.

$7.45 for Lunch and $9.50 for Dinner

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. 2. 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.

      b. 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.

$2000 per year for all editions

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.
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.

   \[\text{Up to $100 per week (plus up to $50 per week for assistant instructor)}\]

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

   \[\text{Typically $100 per hour}\]

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.