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THE OFFICE OF STUDENT INVOLVEMENT

The Office of Student Involvement provides co-curricular opportunities for students to engage in activities designed to promote leadership development, self-exploration, social interaction, and student formation. The Office of Student Involvement focuses primarily on the four key areas of leadership development, student governance, event programming, and student organizations.

Through a commitment to leadership development, student formation, and high impact student engagement offerings, the Office of Student Involvement supports the academic mission of the institution by intentionally linking student experiences that occur both inside and outside the classroom.

The Office of Student Involvement is responsible for the registration and oversight of all organizations and undergraduate student governance bodies at Boston College. The Campus Ministry, Volunteer Service and Learning Center (VSLC), and Campus Recreation departments have been given the responsibility of managing and advising religious organizations, service, and club sports respectively.

These offices and departments are closely aligned with the Office of Student Involvement in order to effectively advise the organizations and sports clubs that fall within their purview. The policy outlined in this handbook, except where otherwise specified by Campus Ministry, VSLC, and Campus Recreation, applies to all Student Organizations at Boston College. Additional policies and procedures may apply to those organizations advised by Campus Ministry, VSLC, and Campus Recreation.

*DISCLAIMER*

Some of the policies, procedures and other information outlined in this handbook might change throughout the year. Student organization leaders, members, and advisors are encouraged to check the Office of Student Involvement website or with the relevant office to ensure you have the most up-to-date information. Student groups must abide by and are held accountable for the information in this handbook.

It is important to note that while this handbook is intended to serve as a place to find most information regarding student organizations at Boston College, additional resources, policies and procedures can be found online at http://www.bc.edu/osi or at http://www.bc.edu/mybc.
STUDENT ORGANIZATION
OVERVIEW, REGISTRATION, AND
MAINTAINANCE

CHAPTER 1
WHAT IS A STUDENT ORGANIZATION

A student organization is defined as a group of currently enrolled, full-time undergraduate Boston College students who unite to promote a common interest, and is registered by the Office of Student Involvement. Student organizations are undergraduate student-initiated and undergraduate student-run. They may include other members of the University community such as alumni, faculty, staff, and administrators as associate members. Only currently enrolled undergraduate students can serve as officers or vote on organizational matters. Boston College recognizes the vital contributions that student organizations make to the quality of life on campus; however, recognition as a Boston College student organization is not to be interpreted as endorsement by Boston College or a reflection of the mission, purpose, or activities of the University. If it is alleged that a registered student organization or its members have failed to comply with University policies or procedures, the University may conduct an investigation and render sanctions, as it deems necessary. Failure to comply with University policies and procedures may result in a variety of penalties, including but not limited to suspension or the revocation of recognition. A student organization that is suspended or no longer recognized by the University loses all privileges and benefits granted to student organizations.

REQUIREMENTS AND REGISTRATION

In order to be officially registered and recognized by Boston College, ALL student organizations must have:

1. A clear purpose that does not duplicate the purpose or mission of an existing student organization.

2. At least three (3) undergraduate student officers; including a President, Treasurer, and Vice President. See page twelve (12) for officer requirements.

3. A list of at least ten (10) current undergraduate Boston College students (including the three officers) who are participating within the group.

4. A current copy of the organization’s constitution and bylaws uploaded to MyBC each year.

5. Official meetings, no fewer than two (2) times each semester.

*All of this information must be submitted via the MyBC online registration form. All documents and registration information will remain on file with the Office of Student Involvement.

Annual Registration

Existing student organizations are required to complete an annual registration with the Office of Student Involvement (OSI). Student organizations should follow the timeline shown below for re-registration:
SEPTEMBER 2015-MAY 2016
• Complete the required Excel Curriculum credits for your organization. Refer to Chapter Seven (7) for more information on the Excel Curriculum.

MARCH 2016:
• Host elections for the 2016-2017 Academic Year by March 31

APRIL 2016:
• 2015-2016 Executive Board make the incoming board “administrators” in the organization’s MyBC portal
• 2016-2017 President, Vice/Co-President, and Treasurer fill out their respective certification form by April 1
• 2016-2017 President fills out the 2016 Student Involvement Fair Registration Form by April 31
• 2016-2017 Executive Board updates the organization’s MyBC portal (including the addition of current members and updated profile information)

MAY-JULY 2016:
• Plan budget, meetings, events, etc. for the Fall semester

AUGUST 2016:
• 2016-2017 President fills out the Excel Level Request form (exact date TBD)
• 2016-2017 Treasurer submits the organization's budget for the Fall semester (August 19, 2016)

*Some organizations may additionally fall under the purview of Mission and Ministry or Club Sports. Additional training and/or requirements may apply.

Mission and Ministry Organizations - Any organization that would like to register as a service and/or religious organization under Mission and Ministry must first meet with a professional staff member in that office. The organization must receive approval from Mission and Ministry prior to registering as a student organization through the Office of Student Involvement. For more information about Mission and Ministry organizations visit http://www.bc.edu/offices/mission/departments.html.

Club Sports Organizations - Any organization that would like to register as a Club Sport must first meet with a professional staff member in Campus Recreation. The organization must receive approval from Campus Recreation prior to registering as a student organization through the Office of Student Involvement. For more information about Club Sports contact the Assistant Director of Campus Recreation or visit: http://www.bc.edu/offices/rec/club-sports.html.

*New student organizations please refer to Chapter 2.

All organizations are responsible for abiding by all federal, state, and local laws and Boston College’s rules and regulations. Additionally, student organizations are expected to follow and comply with the rules and regulations (academic, financial, etc.) that govern student organizations.
**Expectations and requirements to maintain student organization status**

In order to maintain recognition as a Boston College student organization, groups are expected and required to:

- Follow University rules, regulations, policies, and procedures, and be in good standing with the Office of Student Involvement.
- Be consistent with and considerate of the Jesuit, Catholic mission and values of Boston College.
- Have a Faculty/Staff Advisor who is a full-time Boston College employee.
- Have at least ten full-time undergraduate members.
- Annually complete the Office of the Dean of Students “Massachusetts Hazing Legislation Compliance Statement”.
- Create and maintain a MyBC account (http://www.bc.edu/mybc)
- Review constitution (and bylaws, if applicable) annually and update as needed.
- Complete training hours by the last day of classes in the Spring semester. Refer to section Chapter Seven (7) for training requirements.
- Complete the annual registration process. Refer to page six (6) for more information.
- Submit the annual Mid-Year Review by the required December 14, 2015 deadline.
- Be respectful of University facilities and property.
- Be considerate and (to the best of their ability) ensure the safety of those participating in their events and activities.
- Comply with the expectation to not disrupt University functions and classes.
- Manage all of the organization’s funds through the University's chart string system.
- Be independent of, not represent, and not collaborate with a national or local social fraternity or sorority.
- Be transparent with all organizational matters.
- Use Student Activity Fee dollars for the purposes for which they were approved. Refer to Chapter Three (3) for more information on the Student Activity Fee and funding.
- Accept responsibility for damages resulting from events or activities organized by the student organization.
- Respect assigned organizational space and storage.
- Meet all financial deadlines and complete financial paperwork in accordance with policy.
- Communicate regularly with the student organization advisor regarding all student organization matters.

**PRIVILEGES OF STUDENT ORGANIZATIONS**

Student Organizations work with the Office of Student Involvement to contribute to the intellectual and social growth and development of members of the Boston College community. Given the unique role, purpose, and function of these organizations, Student Organizations enjoy certain privileges. A few of these privileges are:

- Funding eligibility from the Student Organization Funding Committee (SOFC) and representation by an assigned SOFC Representative.
- Ability to reserve University facilities for meetings, programs, and events.
- Eligible to receive support and services from University offices.
- A student organization mailbox and use of a University mailing address.
- Ability to advertise meetings, programs, and events on campus.
- Access to general organization advising and programmatic support.
- Leadership training through the Excel Curriculum.
- Inclusion in the fall Student Involvement Fair.
- Use of University name and tax status when appropriate and approved by the Office of Student Involvement.
- Solicitation of membership on campus.
- Use of MyBC organizational software.

**STUDENT ORGANIZATION CLASSIFICATION**

<table>
<thead>
<tr>
<th><strong>Academic &amp; Pre-Professional</strong></th>
<th>Organizations designed for students interested in a particular career or academic field who want to establish networks and further develop their skills in that area</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Art</strong></td>
<td>Organizations that provide opportunities for the expression and appreciation of various arts</td>
</tr>
<tr>
<td><strong>Academic &amp; Pre-Professional</strong></td>
<td>Organizations designed for students interested in a particular career or academic field who want to establish networks and further develop their skills in that area</td>
</tr>
<tr>
<td><strong>Campus Ministry</strong></td>
<td>Organizations advised by Campus Ministry that provide spiritual/religious development and support</td>
</tr>
<tr>
<td><strong>Club Sports</strong></td>
<td>Organizations that encourage participation in and promotion of individual and team sports</td>
</tr>
<tr>
<td><strong>Government</strong></td>
<td>Organizations with responsibility to represent and advocate for Boston College students</td>
</tr>
<tr>
<td><strong>Honor Societies</strong></td>
<td>Local and national honor societies that provide service and/or leadership opportunities and recognition for students with academic honors</td>
</tr>
<tr>
<td><strong>Intercultural</strong></td>
<td>Focused on providing support, knowledge, and awareness for various cultures, ethnicities, races, and nationalities represented among the student body</td>
</tr>
<tr>
<td><strong>Leadership</strong></td>
<td>Organizations which help students develop their leadership skills and understanding</td>
</tr>
<tr>
<td><strong>Music</strong></td>
<td>Organizations whose main purpose is to entertain and educate through vocal and music performances</td>
</tr>
</tbody>
</table>


Performance
Organizations whose main purpose is to entertain and educate through dance, drama and other performances

Political
Student groups that encourage expression, debate, and support of political issues, views, and/or candidates

Programming
Focused on providing involvement opportunities for the campus community

Publications & Media
Organizations which produce publications and other means of communication

Service
Organizations that provide volunteer opportunities which serve the campus and/or community

Volunteer & Service Learning
Organizations advised by the Volunteer & Service Learning Center

Specific Interest
Organizations that exist to enhance campus life and to provide support to students through a variety of programs and events

STUDENT ORGANIZATION ADVISORS

All student organizations are required to have an advisor. All advisors must be full-time faculty or staff at Boston College. Advisors are extremely important in the success of the organization and keeping the organization on track.

It is important to find an advisor with whom you are able to develop and maintain a relationship with and who has an interest in the organization you are running/starting.

Role of Student Organization Advisors

The advisor is integral to the educational process of the student leader and the development of Student Organizations. Advisors are responsible for modeling ethical and appropriate behavior for members of Student Organizations. Their role is to assist with and facilitate student learning. The advisor of a Student Organization will have a significant influence upon the organization. The advisor helps to mold and shape the club through providing continuity year after year, through motivating and stimulating the organization, and to interject new ideas and perspectives. In many ways, the Advisor serves as an extension of the Office of Student Involvement, while assisting the members of the organization to develop confidence, character, and competence.

Advisor Responsibilities

The advisor of an organization can serve in a number of roles. They can include:

• Serve as a role model
• Serve as a sounding board for new ideas
• Support the group and the individuals of a group
• Possess the knowledge of policies which may affect the organization’s program
• Provide continuity from year to year as student leadership changes
• Encourage a diverse approach to leadership, membership, and programming
• Connect the organization with various campus resources
• Understand the rules, regulations and Boston College policies applicable to the organization’s activities
• Facilitate learning by encouraging the student to tackle tough issues and learn from their experiences
• Encourage effective communication and interpersonal relationship skills
• Understand the implication of group dynamics, and provide a broad perspective and individual conflicts when called upon to do so
• Stimulate creativity and motivation
• Recognize student leaders for their accomplishments and good work

**Advisor Liability**

Advisors to student organizations accept added responsibility. The level of responsibility may increase when a student organization proposes to engage in activities that present potential risk or liability. Below are some suggestions to assist advisors with their responsibilities:

• Try to anticipate risks that may arise out of any decision or situation, and then have a conversation with the student leaders on what they can do to minimize risk. Regardless of the type of organization, there will always be an opportunity for something out of the ordinary to happen. However, if reasonable precautions are taken, the risk involved may be reduced or minimized. Please contact the Office of Student Involvement, as we can work the Office of the General Counsel and Risk Management to address particular concerns about risk or liability.

• It is very important to be aware of University policies as they affect student organizations. In addition to a staff member from the Office of Student Involvement, the following can be great resources for University rules and regulations:
  o The Boston College Website, including the University Policies web page (http://www.bc.edu/offices/policies/universitypolicies.html)
  o The Student Guide
  o The Office of Student Involvement
  o Boston College Employee Handbook

• Advisors should never enter into a contract on behalf of a student organization. All contracts must follow student organization contracting procedures and a consultation with the Office of Student Involvement. By signing or verbally agreeing to any contract, the advisor may take on personal responsibility and liability under the contract.

**Advisor Expectations of Student Organizations**

It is important at the beginning of each semester for the student organization e-board and members to make a clear list of expectations for their faculty or staff advisor. This way the
advisor can plan adequately for the semester and be a great resource for the student organization.

- Plan ahead for when you would like the advisor to be present at organization meetings or events.
- Meet with your advisor and e-board once new officers are elected so you can all begin to communicate effectively.
- Use advisor as a resource if you are experiencing a problem within your organization, they can be a great resource!

Make sure your advisor is aware of your organization’s mission as well as the constitution so they can effectively assist you when necessary.

**STUDENT ORGANIZATION OFFICER REQUIREMENTS**

All officers of Student Organizations must meet the following requirements. Failure to do so will be reviewed by the Office of Student Involvement and may result in removal from office.

- All officers of Student Organizations must be full-time enrolled, student activity fee paying, undergraduate students at Boston College.
- All members of the executive board of the Student Organizations must be in good academic and disciplinary standing. The Office of the Dean of Students considers students on University probation, deferred suspension, deferred dismissal or on suspension as not in good standing.
- President/Co-President, Vice-President and Treasurer must have and maintain a 2.5 grade point average.
- Officers must be physically present at BC to fulfill their role. Any student who studies abroad may not serve as an officer.
STARTING A NEW
STUDENT ORGANIZATION

CHAPTER 2
STARTING A STUDENT ORGANIZATION

All student organizations must be approved and registered by the Office of Student Involvement. Organizations seeking advisement from Mission and Ministry or Club Sports are required to receive approval from the respective office before being registered through the Office of Student Involvement:

Mission and Ministry - Any organization that would like to register as a service and/or religious organization under Mission and Ministry must first meet with a professional staff member in Campus Ministry or Volunteer and Service Learning Center. The organization must receive approval from Mission and Ministry prior to registering as a student organization through the Office of Student Involvement. For more information about Mission and Ministry organizations visit http://www.bc.edu/offices/mission/departments.html.

Club Sports - Any organization that would like to register as a Sport Club must first meet with a professional staff member in Campus Recreation. The organization must receive approval from Campus Recreation prior to registering as a student organization through the Office of Student Involvement. For more information about Sport Clubs visit http://www.bc.edu/offices/rec/club-sports.html.

NEW STUDENT ORGANIZATION CHECKLIST

STEP # 1
Read Chapter 1 of the Student Organization Handbook to understand the rights and responsibilities student organizations have at Boston College, and Chapter 2 to understand the application process.

STEP #2
Identify a minimum of ten (10) Boston College full-time undergraduates who are interested in participating in the organization. Record these students’ names and email addresses, which will need to be included on the online application form. Three executive board members of the organization will also need to be identified.

STEP #3
Find a full-time Boston College faculty or staff member who is willing to serve as an advisor to the organization.

STEP #4
Complete the Application to Register a Student Organization on the UGBC MyBC portal at http://bc.orgsync.com/org/ugbc1/SO2. Refer to page sixteen (16) for application questions.

STEP #5
If applicable, the Board of Student Organizations will have the organization draft a constitution. After the constitution is submitted, the leaders of the proposed organization will have an interview with the Board of Student Organizations. The Board of Student Organizations will then vote and determine whether to endorse the application. If endorsed, the application will be referred to the Office of Student Involvement. Refer to section page fourteen (14) for criteria for registering a new organization.
STEP #6
The Office of Student Involvement staff will review the application to determine if BC has the necessary resources for the group to operate successfully. Additionally, the staff will ensure the organization meets the appropriate recognition criteria which includes financial, legal, and risk management requirements. The organization representatives will then meet with the Office of Student Involvement staff to finalize their constitution, provide additional documentation (if needed), and to explain any additional expectations specific to that organization. If the Office of Student Involvement approves the application, this is when the organization becomes officially registered.

SPECIFICALLY PROHIBITED GROUPS

Boston College acknowledges the freedom of students to seek membership and form alliances with organizations outside the University. Some organizations, based on the nature of their mission or practices, conflict with the mission, values, and policies of the University and will not be approved to affiliate with a student organization at Boston College. Such organizations include, but are not limited to: secret societies/fraternities/sororities; commercial/for-profit groups; organizations with discriminatory practices or admission criteria; and groups whose mission, purpose, or advocacy position is inconsistent with the values and mission of Boston College.

REQUIREMENTS TO REGISTER A STUDENT ORGANIZATION

The following criteria will be used in determining whether or not a student organization will become registered:

1. The organization will enhance the Boston College experience and will create an inclusive environment to appeal to the larger Boston College community.
2. The organization does not duplicate another student organization and has minimal overlap with the missions and goals of other student organizations, offices, and services on campus.
3. The organization furthers the mission of Boston College as a Jesuit, Catholic University. The organization contributes to building community and aligns their goals with the values of service to others and “Ever to Excel.”
4. The organization’s constitution follows the template provided by the Office of Student Involvement and provides sufficient detail for each required article and clause.
5. The organization has a plan for long-term success and has a succession strategy for the future. Multiple graduation years are represented on the Executive Board and the President is not a first semester freshman or second semester senior.
6. The Executive Board is comprised of full-time undergraduate Boston College students and demonstrates knowledge of the subject matter as well as the passion to make this organization a success.
7. Boston College has the ability to support and maintain this club in terms of appropriate resources (space, facilities, equipment, etc.). The organization meets the University’s risk management requirements and any legal requirements.
8. The organization agrees to meet all University policies and procedures and financial guidelines and protocols.
9. The Executive Board has created an appropriate organizational structure, as well as clear concepts for future activities and programs. In addition, the Board demonstrates that these ideas and goals are realistic.

APPLICATION TO REGISTER A STUDENT ORGANIZATION

The information below must be submitted by accessing the following web address on the UGBC MyBC portal at: [http://bc.orgsync.com/org/ugbc1/SO](http://bc.orgsync.com/org/ugbc1/SO). New student organizations can apply during the designated application period during the fall and spring semesters. Please see the Appendix for a blank version of the application.

HOW TO DRAFT A CONSTITUTION

An important foundation of an effective organization is its constitution. The purpose of a constitution is to define the policies and procedures of the organization and to establish limits of authority. It is important that both the officers and the regular members understand their roles in the organization.

A constitution also serves the purpose of guaranteeing the perpetuation of the organization as a whole. If a constitution does not exist, an organization cannot exist. Establishing limits and standards are of primary importance if the organization is to function efficiently and effectively.

Student organizations may prepare a draft of a constitution for UGBC, and if the organization is referred to OSI, then OSI staff will work with the student organization representatives to finalize the constitution. Please see the Appendix for How to Draft a Constitution.

REACTIVATING A STUDENT ORGANIZATION

If a previously registered student organization wishes to be reestablished at Boston College, then please contact one of the Office of Student Involvement staff. If the organization has been inactive for less than 3 years, then the Office of Student Involvement staff can explain the steps to become re-registered. If it has been more than 3 years, then the interested students must following the registration application process explained above.
STUDENT ORGANIZATION FINANCES

STUDENT ACTIVITY FEE FUNDING ELIGIBILITY AND SOURCES

All student organizations applying for funds through the Student Organization Funding Committee must be registered by the Office of Student Involvement or Campus Ministry. Access to funding is dependent on the status and funding level of the student organization. No organization is guaranteed funding. Graduate Student Organizations, Service Trips, and Club Sports are not eligible to receive funding from the Student Organization Funding Committee.

Graduate Student Organizations should visit http://www.bc.edu/offices/gsc/gradorgs/gsa/gsa_funding.html for details on the funding process.

Sports Clubs should use the following link for information on the Club Sports funding process: http://www.bc.edu/offices/rec/club-sports/council.html.

The funding and support of University sponsored Service Trips is coordinated by the Volunteer and Service Learning Center, http://www.bc.edu/offices/service/about.html.

STUDENT ORGANIZATION FUNDING COMMITTEE

The Student Organizations Funding Committee (SOFC) was created to ensure a fair system of funding for student organizations at Boston College. The SOFC is a primary source of funding for many student organizations and the only means by which student organizations may directly access student activity fee dollars. The mission of the Student Organization Funding Committee is to support student organizations and enhance campus life through the allocation of student activity dollars to student organizations for events, speakers, symposia, travel, and other student activities that enliven the Boston College mission. The SOFC strives to guarantee a wide array of programs at Boston College, through the disbursement of its portion of the student activities fee. The SOFC is comprised of undergraduate students and advised by the Office of Student Involvement.

SOFC FUNDS ADMINISTRATION

The Student Organization Funding Committee has the authority and responsibility of dispersing allocations to organizations in conjunction with the Office of Student Involvement and the Student Affairs Business Service Center (SABSC). The Office of Student Involvement must authorize all transfers of funds from the SOFC to organizations before the transfer of funds request is processed by the SABSC. The Office of Student Involvement has the authority to adjust, reduce, or restrict funding to organizations as appropriate and must approve all funding decisions of the Student Organization Funding Committee.

All Student Activity Fee funds that are allocated to student organizations and any funds collected by the organization must be held in a University chart string and account. No student organizations funds may be held outside the University. All funds allocated by the SOFC or deposited into a University account are subject to the rules of the SOFC and Boston College policy and procedure regarding the expenditure of Student Activity Fee funds and donations. The officers of the organization are responsible for abiding by and adhering to University and SOFC policy regarding the expenditure of funds.
STUDENT AFFAIRS BUSINESS SERVICE CENTER

The Student Affairs Business Service Center (SABSC) is a unit of the Office of the Vice President for Student Affairs. The SABSC is responsible for training treasurers, completing Student Organization Funding Committee transfers, issuing Purchasing Cards, and processing payments for student organizations. Organizations should be familiar with the SABSC Financial Guidelines which can be found at [http://www.bc.edu/offices/sabsc/](http://www.bc.edu/offices/sabsc/).

STUDENT ORGANIZATION AGENCY ACCOUNTS/CHART STRING

Every student organization is assigned a thirty-two digit chart string. The chart string is the agency account number associated with the organization. The chart string has two primary purposes; to reserve spaces for activities and events and to receive and expense funds. The chart string is divided into seven fields:

Department (025101),
Fund (920),
Fund Source (5 digits-specific to organization),
Program (00000),
Function (999),
Property (00000), and
*Account (67500)

*The Account field is needed to request space via the room requisition system, but is not used to process payment requests.

The student organization chart string is the only approved method of processing payments to vendors or reimbursements to members. All funds collected by student organizations must be deposited into the student organization chart string.

SUBMITTING A BUDGET

The SOFC reviews budget requests in August for the fall semester and in January for the spring semester. In order to submit a budget to the SOFC, organizations must be in compliance with the requirements of student organizations. In preparing its budget for the semester, organizations are encouraged to review the SOFC budget guidelines that may be found at [https://orgsync.com/43401/files/781254/show](https://orgsync.com/43401/files/781254/show)

Organizations must follow these steps:

1. Request an Excel Level. Organizations are required to select a training level prior to August 1 each year.
2. Identify the programs, events, lectures, and activities the organization plans to execute for the semester.
3. Secure cost details (price quotes, speaker fees, travel costs, etc.) for all of the plans of the organization.
4. Submit the budget. All budgets must be submitted via the organizational portal at [www.bc.edu/MYBC](http://www.bc.edu/MYBC).

**How to Submit a Budget**

a. Log in to [www.bc.edu/MYBC](http://www.bc.edu/MYBC) using your BC user name and password.
b. Click on “My Memberships” to select the organization for which you plan to submit a budget.
c. Select the organization of interest.
d. Go to the portal of your organization.
e. Click the Treasury Tab then select Manage Budgets.
f. Select New Budget.
g. Read the General Instructions.
h. Name your Budget. Your budget name is the name of your organization and your organization chart string. Example: OFFICE OF STUDENT INVOLVEMENT 025101-920-92500-00000-999-00000.
i. Complete each portion (Events/Programs; Operational Expenses; Travel Expenses) of the budget. Be certain to include/upload detailed price quotes and verifiable estimates of costs for each item of the budget.
j. Submit the budget request. All fall budget requests are due no later than August 20, 2015.

5. Discuss the budget submission with the organization’s SOFC Representative.
6. Review the decision of the SOFC and prepare an appeal in consultation with the organization's SOFC Representative, if necessary.

FUNDRAISING

Student organizations may choose to secure additional support for their planned activities/event through fundraising. Any and all direct fundraising conducted by student organizations must be approved by the Office of Student Involvement. Direct fundraising is any fundraising where the organization will receive funds directly from a patron for any purpose. The direct or indirect receipt of cash is strongly discouraged. Organizations should not (except where approved by the Office of Student Involvement, Mission and Ministry, or Campus Recreation) solicit, receive, or collect cash. Only those organizations that have prior approval will be allowed to collect cash on behalf of the organization. When engaging in fundraising activities, student organizations are required to use the appropriate University resource (concessions, RTAC Box Office Ticket Sales, or eMarket) to do so. Depending upon the nature of the fundraising activity, organizations may be required to make a deposit. Deposits must be made to the University chart string of the organization and must be made in accordance with the Office of Student Involvement and SABSC policy and procedure.

Concessions

Student Organizations may contact the Athletic Concessions Events Manager at 617-552-3658 to raise funds via Athletics Concessions. Athletic concessions opportunities are offered on a first come, first served basis and planning in advance is highly encouraged.

Ticket Sales

Student Organizations that desire to charge admission to an event are required to utilize the E. Paul Robsham Theater Arts Center (RTAC) Box Office to do so. Organizations are required to submit the RTAC Ticketing Request Form via MyBC (https://orgsync.com/43868/forms/53252) at least three weeks prior to the event. This form must be completed and submitted by the treasurer of the organization. Utilizing the form, the organization should alert the RTAC Box Office Manager of the following:
1. Event Sponsor
2. Event Title
3. Date, Time, Location
4. Price
5. Number of tickets to be sold
6. Complimentary Ticket List
7. Chart String

All ticket and ticketing questions should be directed to RTACTickets@bc.edu.

**Dues**

Student Organizations may assign a fee or dues for participation. Prior to collecting dues/fees from its membership, organizations should have the Office of Student Involvement approval to do so. Student organizations are free to determine the amount of dues and how often dues will be collected. The collection of cash payments for dues is strictly prohibited. Organizations may, with prior approval, accept payments via checks. When doing so, organizations must follow the SABSC and the Office of Student Involvement procedure and policy for making deposits.

**eMarket**

Student Organizations that solicit funds of any kind, for any purpose (outside of ticket sales) may do so through the use of the Boston College eMarket Program. eMarket is the University system for accepting payment cards for conducting organizational business. The treasurer, as the financial officer of the organization is the only person that may initiate, conduct, and reconcile the eMarket account of the organization. The following steps detail the eMarket process for student organizations:

**Step #1**
Attend the Office of Student Involvement eMarket Training.

**Step #2**
Read the Boston College Policy on accepting payment cards for conducting University business.

**Step #3**
Complete and submit the eMarket Request Form (www.bc.edu/mybc)

**Step #4**
Watch your email carefully for updates regarding your eMarket Request

**Step #5**
Share the eMarket link with your customers and begin the funds collection process

**Step #6**
Reconcile your eMarket item

**Step #7**
Visit www.bc.edu/mybc and submit a Deposit Request to your “Revenue Fund”
GIFTS

A gift is a voluntary donation made to a student organization without the expectation of receiving goods or services in return. Where student organizations provide any benefit, goods or services in exchange for payment, the amount received is not a gift (trip payment, entrance to an event, or inclusion at a meal). Prior to the solicitation of a gift, student organizations are required to receive approval from the Office of Student Involvement. The Office of Student Involvement will work with the SABSC and Boston College’s Gift Processing to make certain that the gift is processed according to University protocol. Student organizations should note that gifts are deposited into the student organization gift account and not the student organization chart string. When receiving a gift, student organizations should follow these steps:

1. See the Office of Student Involvement for approval to solicit a gift.
2. Ask the donor to make payment to Boston College on behalf of the organization
3. Direct the donor to send the payment to the Office of Student Involvement, ATTN: Student Organization Staff
4. The Student Organization Staff will contact the student organization treasurer.
5. The treasurer will complete the SABSC Deposit Form/Envelope.
6. The Student Organization Staff will approve the deposit.
7. The treasurer will take the approved SABSC Deposit Form/Envelope to the SABSC to complete the deposit.

In order for goods and services and other donations to be classified as a donation/gift, student organizations must provide the donor with a good-faith estimate of the value of the goods or services. If a donor receives, or expects to receive, a benefit for part of a contribution, this is not a gift. Providing time or service does not classify as a gift.

Corporations and other organizations may want to monetarily support a student organization’s activities, events, or projects and in return will expect receive recognition on campus, at the event, or in accompanying publications. This is a corporate sponsorship, not a gift. If your organization is interested in accepting corporate sponsorship, please contact the Office of Student Involvement.

MAKING PAYMENTS

Student organizations should work closely with the Office of Student Involvement to make payments. Organizations are not permitted to enter into any agreement without prior Office of Student Involvement approval. Organizations are not authorized to obligate the organization or Boston College to pay for any service without Office of Student Involvement approval and are prohibited from signing contracts on behalf of the organizations. Students should not, under any circumstance, pay for any services rendered by an outside vendor out of pocket. All payments for services and contractual agreements, student reimbursements, and internal transfers can be found at www.bc.edu/mybc. Refer to page twenty one (21) for additional information regarding payments and forms.
PAYMENT AUTHORIZATION

The treasurer is the only person in the organization that may submit financial forms on behalf of the organization. The treasurer should follow the Office of Student Involvement Treasurer Handbook and work closely with the Office of Student Involvement and the SABSC to make certain that payments and reimbursements are made in accordance with University policy and SABSC protocol. The Office of Student Involvement must approve all student organizational expenditures. The treasurer, as well as members, should be mindful that reimbursement for organizational expenditures is not guaranteed. Upon Office of Student Involvement approval, payment forms will be submitted to the SABSC for processing and payment by Accounts Payable.

Submitting Payment Requests from Budgets
1. Log onto MyBC at bc.edu/mybc.
2. Go to your student organization’s portal under “My Memberships”.
3. Hover over “More” and click on “Treasury”.
4. Go to “Manage Budgets”.
5. Click on the Budget you wish to request funds from.
6. Click on the Event/Program.
7. Click on “Request Payment”.
8. Award or Honorarium: Often used for gifts for speakers, where an invoice is not provided by the speaker/group.
   a. Rename the payment name to match the Payment Type. (Example: “Award or Honorarium”).
   b. Select desired Payment Type.
   c. Fill in the required information.
   d. Enter the vendor ID number if a non BC affiliated vendor.
   e. If the vendor is not in the system, please have the vendor fill out a W-9 at www.bc.edu/supplier. Once they have filled out the form, please email karl.bell@bc.edu to have your vendor entered into the MyBC system.
   f. Select Category and type in Name of event.
   g. Select Line item and type in Description.
   h. Under the “Request Budget Payment” column, enter the amount you are requesting to use.
   i. Submit.
   j. Required documents: Proof of agreement for how much will be paid [email conversation, etc.]. Bring hard copy documentation to the Office of Student Involvement (Carney 115) and fill out and attach an Office of Student Involvement Financial Transaction Form to your documentation.
9. BC Employee Reimbursement: Used to reimburse a BC employee [such as an advisor] if they have purchased something for the club.
   a. Rename the payment name to match the Payment Type. (Example: “BC Employee Reimbursement”).
   b. Select desired Payment Type.
   c. Fill in required information. Include the payee’s permanent address not campus address.
   d. Under the “Request Budget Payment” column, enter the amount you are requesting to use.
   e. Submit.
   f. Required documents: Original itemized and charge receipt and list of attendees for food events. Bring hard copy documentation to the Office of Student Involvement (Carney
10. **BC Student Hire**: To pay a BC student for services they provided [photography, videography, etc.].
   a. Rename the payment name to match the Payment Type. (Example: “BC Student Hire”).
   b. Select desired Payment Type.
   c. Fill in required information. Include the payee’s permanent address not campus address.
   d. Under the “Request Budget Payment” column, enter the amount requested to use.
   e. Submit.
   f. Required documents: Proof of agreement for how much will be paid to student [email, etc.]. New student hires must first fill out forms at Student Services. Bring hard copy documentation to the Office of Student Involvement (Carney 115) and fill out and attach an Office of Student Involvement Financial Transaction Form to your documentation.

11. **Internal BC Charges**: To pay a BC department [Event Management, BCPD, Athletics].
   a. Rename the payment name to match the Payment Type. (Example: “Internal BC Charges”).
   b. Select desired Payment Type.
   c. Under the “Request Budget Payment” column, enter the amount you are requesting to use.
   d. Submit.
   e. Required documents: Itemized invoice and the chartstring of the department you are transferring to. Bring hard copy documentation to the Office of Student Involvement (Carney 115) and fill out and attach an Office of Student Involvement Financial Transaction Form to your documentation.

12. **Outside Vendor**: To pay an outside company or individual [not affiliated with BC] after services are provided.
   a. Rename the payment name to match the Payment Type. (Example: “Outside Vendor”).
   b. Select desired Payment Type.
   c. Select the vendor.
   d. If the vendor is not in the system, please have the vendor fill out a W-9 at www.bc.edu/supplier. Once they have filled out the form, please email karl.bell@bc.edu to have your vendor entered into the MyBC system.
   e. Fill in the required information.
   f. Under the “Request Budget Payment” column, enter the amount you are requesting to use.
   g. Submit.
   h. Required documents: Contract or invoice from the company or individual. Bring hard copy invoices to the Office of Student Involvement (Carney 115) and fill out and attach an Office of Student Involvement Financial Transaction Form to your documentation.

13. **PCard Increase**: To move the organization’s approved funds over to the PCard.
   a. Rename the payment name to match the Payment Type. (Example: “PCard Increase”).
   b. Select desired Payment Type.
   c. Fill in the required information.
   d. Under the “Request Budget Payment” column, enter the amount you are requesting to use.
   e. Submit.
   f. No documentation necessary.

14. **Purchase Order**: To obtain an official “promise to pay” from BC for payment to an outside company or individual.
a. Rename the payment name to match the Payment Type. (Example: “Purchase Order”).
b. Select desired Payment Type.
c. Select the vendor.
d. Fill in the required information.
e. Under the “Request Budget Payment” column, enter the amount you are requesting to use.
f. Submit.
g. Required documents: Contract or invoice from the company or individual. Bring hard copy documentation to the Office of Student Involvement (Carney 115) and fill out and attach an Office of Student Involvement Financial Transaction Form to your documentation.

15. **Student Reimbursement**: To reimburse a student for purchase they made out of their own pocket. A student reimbursement is not guaranteed, so use the P-Card always when possible.
   a. Rename the payment name to match the Payment Type. (Example: “Student Reimbursement”).
   b. Select desired Payment Type.
   c. Fill in required information. Include the payee’s permanent address not campus address.
   d. If the treasurer is being reimbursed, have the President submit the request online.
   e. Students with direct deposit will receive the reimbursement in their account. Students who do not have direct deposit will receive a check to their permanent address.
   f. Under the “Request Budget Payment” column, enter the amount you are requesting to use.
   g. Submit.
   h. Required documents: Itemized and charge receipt and list of attendees for all food events. Bring hard copy receipts to the Office of Student Involvement (Carney 115) and fill out and attach an Office of Student Involvement Financial Transaction Form to your documentation.

16. **Transfer Form**: To transfer money from one BC chart string to another.
   a. Rename the payment name to match the Payment Type. (Example: “Transfer Form”).
   b. Select desired Payment Type.
   c. Fill in the required information, including the chart string of the receiving organization or department.
   d. Under the “Request Budget Payment” column, enter the amount you are requesting to use.
   e. Submit.
   f. No documentation necessary.
   g. If transferring funds to an academic department, please upload proof/confirmation (example: email) of the transfer. You can email jeomail@gmail.com to request confirmation.

### Submitting Withdrawal Requests from Revenue Fund

1. Log onto MyBC at bc.edu/mybc.
2. Go to your student organization’s portal under “My Memberships”.
3. Hover over “More” and click on “Treasury”
4. Go to “Manage Revenue Funds”.
5. Go to “Create Withdrawal”.
6. Select Payment Type.
7. **Award or Honorarium**: Often used for a speaker, or for gifts, where an invoice is not provided by the speaker/group.
   a. Rename the payment name to match the Payment Type. Include the chart string at the end. (Example: Award or Honorarium + chart string).
   b. Select desired Payment Type.
   c. Fill in the required information.
   d. Enter the vendor ID number if a non BC affiliated vendor.
   e. If the vendor is not in the system, please have the vendor fill out a W-9 at www.bc.edu/supplier. Once they have filled out the form, please email karl.bell@bc.edu to have your vendor entered into the MyBC system.
   f. Select Category and type in Name of event.
   g. Select Line item and type in Description.
   h. Under the “Spend from Revenue Fund” column, enter the amount you are requesting to use.
   i. Submit.
   j. Required documents: Proof of agreement for how much will be paid [email conversation, etc.]. Bring hard copy documentation to the Office of Student Involvement (Carney 115) and fill out and attach an Office of Student Involvement Financial Transaction Form to your documentation.

8. **BC Employee Reimbursement**: Used to reimburse a BC employee [such as an advisor] if they have purchased something for the club.
   a. Rename the payment name to match the Payment Type. Include the chart string at the end. (Example: BC Employee Reimbursement + chart string).
   b. Select desired Payment Type.
   c. Fill in required information. Include the payee’s permanent address not campus address.
   d. Under the “Request Budget Payment” column, enter the amount you are requesting to use.
   e. Submit
   f. Required documents: Original itemized and charge receipt and list of attendees for food events. Bring hard copy documentation to the Office of Student Involvement (Carney 115) and fill out and attach an Office of Student Involvement Financial Transaction Form to your documentation.

9. **BC Student Hire**: To pay a BC student for services they provided [photography, videography, etc.]
   a. Rename the payment name to match the Payment Type. Include the chart string at the end. (Example: BC Student Hire + chart string).
   b. Select desired Payment Type.
   c. Fill in required information. Include the payee’s permanent address not campus address.
   d. Under the “Request Budget Payment” column, enter the amount you are requesting to use.
   e. Submit
   f. Required documents: Proof of agreement for how much will be paid to student [email, etc.]. New student hires must first fill out forms at Student Services. Bring hard copy documentation to the Office of Student Involvement (Carney 115) and fill out and attach an Office of Student Involvement Financial Transaction Form to your documentation.

10. **Internal BC Charges**: To pay a BC department [Event Management, BCPD, Athletics].
    a. Rename the payment name to match the Payment Type. Include the chart string at the end. (Example: Internal BC Charges + chart string).
    b. Select desired Payment Type.
c. Under the “Request Budget Payment” column, enter the amount you are requesting to use.
d. Submit.
e. Required documents: Itemized invoice and the chartstring of the department you are transferring to. Bring hard copy documentation to the Office of Student Involvement (Carney 115) and fill out and attach an Office of Student Involvement Financial Transaction Form to your documentation.

11. **Outside Vendor**: To pay an outside company or individual [not affiliated with BC] after services are provided.
   a. Rename the payment name to match the Payment Type. Include the chart string at the end. (Example: Outside Vendor + chart string).
   b. Select desired Payment Type.
   c. Select the vendor.
   d. If the vendor is not in the system, please have the vendor fill out a W-9 at www.bc.edu/supplier. Once they have filled out the form, please email karl.bell@bc.edu to have your vendor entered into the MyBC system.
   e. Fill in the required information.
   f. Under the “Request Budget Payment” column, enter the amount you are requesting to use.
   g. Submit.
   h. Required documents: Contract or invoice from the company or individual. Bring hard copy invoices to the Office of Student Involvement (Carney 115) and fill out and attach an Office of Student Involvement Financial Transaction Form to your documentation.

12. **PCard Increase**: To move the organization’s approved funds over to the PCard,
   a. Rename the payment name to match the Payment Type. Include the chart string at the end. (Example: PCard Increase + chart string).
   b. Select desired Payment Type.
   c. Fill in the required information.
   d. Under the “Request Budget Payment” column, enter the amount you are requesting to use.
   e. Submit.
   f. No documentation necessary.

13. **Purchase Order**: To obtain an official “promise to pay” from BC for payment to an outside company or individual.
   a. Rename the payment name to match the Payment Type. Include the chart string at the end. (Example: Purchase Order + chart string).
   b. Select desired Payment Type.
   c. Select the vendor.
   d. Fill in the required information.
   e. Under the “Request Budget Payment” column, enter the amount you are requesting to use.
   f. Submit.
   g. Required documents: Contract or invoice from the company or individual. Bring hard copy documentation to the Office of Student Involvement (Carney 115) and fill out and attach an Office of Student Involvement Financial Transaction Form to your documentation.

13. **Student Reimbursement**: To reimburse a student for purchase they made out of their own pocket. A student reimbursement is not guaranteed, so use the P-Card always when possible.
   a. Rename the payment name to match the Payment Type. Include the chart string at the end. (Example: Student Reimbursement + chart string).
c. Select desired Payment Type.
d. Fill in required information. Include the payee’s permanent address not campus address.
e. If the treasurer is being reimbursed, have the President submit the request online.
f. Students with direct deposit will receive the reimbursement in their account. Students who do not have direct deposit will receive a check to their permanent address.
g. Under the “Request Budget Payment” column, enter the amount you are requesting to use.
h. Submit.
i. Required documents: Itemized and charge receipt and list of attendees for all food events. Bring hard copy receipts to the Office of Student Involvement (Carney 115) and fill out and attach an Office of Student Involvement Financial Transaction Form to your documentation.

14. **Transfer Form**: To transfer money from one BC chartstring to another.
   a. Rename the payment name to match the Payment Type. Include the chart string at the end. (Example: Transfer Form + chart string).
   b. Select desired Payment Type.
   c. Fill in the required information, including the chart string of the receiving organization or department.
   d. Under the “Request Budget Payment” column, enter the amount you are requesting to use.
   e. Submit.
PLANNING AN EVENT

CHAPTER 4
PLANNING AN EVENT

Getting Started

Organizations should begin the event planning process immediately after receiving SOFC budget approval. Advanced planning will ensure that the event is successful. The following is a guide to the event planning process.

Every student organization is assigned a thirty-two digit chart string. The chart string is the agency account number associated with the organization. The chart string has two primary purposes; to reserve spaces for activities and events and to receive and expense funds. The chart string is divided into seven fields:

- Department (025101),
- Fund (920),
- Fund Source (5 digits-specific to organization),
- Program (00000),
- Function (999),
- Property (00000), and
- *Account (67500)

*The Account field is needed to request space via the room requisition system, but is not used to process payment requests.

Event Planning Timeline

1. Request Space: As soon as possible (no less than 48hrs prior the event)
To begin the planning process, student organizations are encouraged to begin with space considerations. To request space, visit the Event Space Reservation System on the Agora Portal (bc.edu/bcinfo) to start. Whether a simple meeting room, or a complex custom room configuration with rental equipment is needed, event management can accommodate the needs of the organization. To see event management pricing and policies, visit event management policies and procedures.

2. Request Event Approval via MyBC: Immediately after requesting space
After requesting space, request event approval at www.bc.edu/mybc. See page thirty two (32) for more information.

3. Plan Your Details: At least eight weeks in advance
For more complex events, student organizations should be prepared to discuss the event details with an Office of Student Involvement student organization team member and an Events Management event coordinator.

4. Request Additional Services
Eight weeks in advance, but no later than two weeks in advance
Audiovisual needs are met by Boston College’s Media Technology Services (MTS) department. If your event requires these services, please contact MTS, or submit an MTS request form (www.bc.edu/mts)

5. Finalize Event Details: At least twelve business days in advance
Give Event Management revised counts of your attendees, which may affect room setup and other event logistics.

6. **Provide Final Guarantees: Three business days in advance**

Final guaranteed numbers are due to Event Management by noon, three business days prior to your event. Events with counts decreasing after the final guarantee date will be billed per the final guarantee. If counts increase after the due date of the final guarantee, please contact your Functions Coordinator to make sure that the requested increase can be accommodated. Such increases may result in additional charges.

**Requesting Space**

**New Users**

New users should follow these steps to reserve space on behalf of the organization:

1. Log-in at www.bc.edu/bcinfo
2. Click on My Services
3. Select Event Space Reservation System (Under Common Services)
4. Click Continue
5. Follow the Event Booking Management System (EBMS) prompts
6. Link your email and chart string to EBMS

**Returning Users**

1. Log-in at www.bc.edu/bcinfo
2. Click on My Services
3. Select Event Space Reservation System (Under Common Services)
4. Click Continue
5. Select the date, time, and event type. Identify the number of attendees.
6. Click Search
7. Select the desired location
8. Click Add Space
9. Identify the Event Name and provide a brief description
10. Click Continue
11. Review the booking information
12. Click Submit
13. Confirm the chart string information and event type
14. Answer the four event questions
15. Click Submit Request

The following messages will appear:

*Thank you for submitting your request for *(Event Name)*. Your request has been assigned id number XXXXXX. You'll be receiving an email shortly with the details of your request. Should you have questions please contact boc@bc.edu or 617-552-0311.*

**ATTENTION STUDENTS:**

For student organization events please complete the event request process in MyBC; www.bc.edu/mybc. Please remember your event ID number from above as you will need to enter that number in MyBC. For more information about the student event request process please visit the Office of Student Involvement website at www.bc.edu/spo or email spo@bc.edu.
Requesting MyBC Event Approval

Immediately after requesting space, follow these steps to request event approval:

1. Log-in at www.bc.edu/mybc
2. Click on My Memberships
3. Select your organization
4. Click Events
5. Click on Create an Event
6. Complete the Event Details (Name, Date, Location, etc.)
7. Select “Public + Website” or “Boston College” in the “Who can see this?” area
8. Check the box next to “Submit request for inclusion on the Student Life Calendar.”
9. Click Create Event
10. Complete the Event Details (Event ID #, Event Type, Services Needed, etc.)
11. Click Continue
12. Click Continue (again)
13. Click Finish

The Office of Student Involvement will review both the space and event requests and determine the next steps. You will be notified if a meeting with an Office of Student Involvement staff member is required, or the event may be approved without a meeting. Once the event has Office of Student Involvement approval, a meeting with Event Management, or other service providers may be necessary.

University Calendar

Student organizations may plan events and activities in the Fall and Spring semesters when classes are in session. All student organization events must be approved by the Office of Student Involvement, or other supervising office. Student organizations may not plan events or activities during study or final examination days.

Cancellations

Event cancellations must be made in writing by emailing Event Management (eventmgm@bc.edu) as soon as possible. If a cancellation occurs 3 business days prior to the event, a cancellation fee equal to 100% of the estimated charges will be due. This policy also applies to room reservations without any catering orders or rental equipment. Events that do not comply with Office of Student Involvement and Event Management timelines, guidelines, and/or protocols will be denied or cancelled.

University Closure

When the University is closed due to emergency events or weather, all events planned by organizations will be cancelled for the duration of the closure. Organizations are encouraged to work closely with the Office of Student Involvement to reschedule the event when an event is cancelled due to a University closure. Student organizations are not liable for payments to Event Management when an event is cancelled due to the closing of the University.
Hosting Events with Food

Student organizations are required to use Boston College Dining Services when hosting events with food in spaces that have been designated Boston College Dining Services spaces. These spaces include, but may not be limited to, the Heights, Boston, and Newton Rooms, Lyons Dining Hall, the Faculty Dining Room, and the Walsh Function Room. When organizations host events with food, student organizations should consult with Office of Student Involvement, prior to placing the order, to determine if a food vendor is approved for use by the organization.

Allergies and Accommodations

When planning events, it is also important to be mindful of allergies (e.g., food, latex, etc.) your members, participants, and guests might have. Eight foods account for 90 percent of all food-allergic reactions in the U.S.: milk, eggs, peanuts, tree nuts (e.g., walnuts, almonds, cashews, pistachios, pecans), wheat, soy, fish, and shellfish. If your event is being catered by Boston College’s Event Management, guests are requested to notify the contact person for their campus event regarding any special dietary needs at the same time the guest registers or accepts an invitation for an event and no less than three days in advance. The Event Management staff can consult with the guest, the event contact person, and the Executive Dietitian as necessary to arrange any accommodations for a medically restricted diet if adequate advance notice is given. More information is available at: [http://www.bc.edu/offices/dining/dining-on-a-restricted-diet.html](http://www.bc.edu/offices/dining/dining-on-a-restricted-diet.html)

*NOTE:* The use of latex balloons is prohibited at any Boston College event.

Collaboration

Student organizations are encouraged to broaden the scope and reach of their events and activities through collaboration, co-sponsorships, and support. Collaboration is an ongoing and continuous partnership with another organization(s) in all aspects of the program planning process. Collaboration includes brainstorm sessions, budget planning, identifying learning outcomes, developing a publicity plan, meeting with Office of Student Involvement and Event Management representatives, etc. Student organizations are encouraged to partner with academic departments and programs; however, organizations should not, under any circumstance, be compelled by faculty or others to support departmental initiatives, speakers, or plans.

Departments should not, under any circumstance, transfer funds to student organizations. Departments may, where appropriate to the collaboration, share expenses with student organizations.

Prominent Events

A prominent event is one likely to attract large numbers of non-University attendees and/or significant public attention.

Student organizations holding prominent events will need to pay particular attention to issues of safety, security, and logistics for such matters as parking, crowd accommodation, and media. Plans for such an event should be brought to the attention of the Office of Student Involvement at least 60 days prior to the proposed date. The Office of Student Involvement
may reject those requests not complying with the 60 days requirement. Consultations with the Office of Student Involvement must take place prior to extending an invitation to speakers or performers, reserving space, or advertising/promoting the event.

The Director of the Office of Student Involvement may also independently determine that an event should be deemed "prominent" and organized and conducted with appropriate care. The Director of the Office of Student Involvement is authorized to determine whether a prominent event will be approved. Such determination will be based on considerations regarding safety, crowd accommodation, the value of the event for students and the Boston College community, as well as an understanding that the event/vendor/performer/speaker is (and will be) respectful of Boston College’s mission and values. All other event and speaker policies of Boston College apply.

Following approval of a prominent event by the Director of the Office of Student Involvement, the sponsoring organization may be required to appoint a representative who will work on logistics with the Office of Student Involvement, Boston College Police Department, Office of News and Public Affairs, Event Management, co-sponsors and club advisor, and other offices and departments as deemed necessary by the Office of Student Involvement. The Office of Student Involvement may require that prominent events be advertised and open only to members of the Boston College campus community.

OUTDOORS EVENTS WITH AMPLIFICATION

Student organizations may host events outdoors with amplification. Outdoor events that require amplification may be disruptive to the university community and neighbors. In order to ensure we are respectful of our community, student organizations are required to work closely with the Office of Student Involvement and Event Management to follow the procedures outlined below.

1. Outdoor amplified events should be set up in one of the following places:
   - O’Neill Plaza
   - Newton Campus between the wings of Stuart Hall, facing Barat House, or on the lawn behind Alumni
   - Brighten Campus
   - Lower Plaza (Corcoran Commons)
   - Stokes Amphitheater
   - Campus Green

2. Amplified music may be played outside only during these times:
   - Monday-Friday: after 4:30pm and ending by 6:00pm
   - Saturday - Sunday: after 3:00pm and ending by 6:00pm

3. Contracts with performers must specify that Boston College has right to control the volume of the performance.

4. For all events with amplified sound, the Office of Governmental and Community Affairs and the Boston College Police Department should be notified. Occasionally, one of these offices will write a letter notifying the neighbors.

5. All attempts to point the speakers toward a building to minimize sound traveling toward neighbors’ houses are encouraged.
6. Entertainment licenses may be required for outdoor events. Student organizations must work with the office of Event Management and/or the Office of Government and Community Affairs to ensure proper permitting.

7. Anyone wishing to utilize any outside area for demonstration purposes must contact the Office of the Dean of Students to request a demonstration and receive a demonstration permit.

**Ticketed Student Organization Events**

Ticketed student organization events are categorized as seated and non-seated. The Office of Student Involvement will determine, in conjunction with the student organization, if the event should be ticketed and its category. All ticketed events are subject to the Office of Student Involvement and Robsham Theater Arts Center (RTAC) Box Office procedures. The following guidelines govern student organization ticket sales:

**Seated Events:**
1. Tickets may only be sold through RTAC Box Office
2. Organizations are required to work with Event Management, Boston College Police, RTAC, and the Office of Student Involvement to identify the most appropriate venue, security measures, and protocols for the event.
   a. Admission must end no later than midnight (12 am).
   b. Events must end no later than 1:00 am.
   c. It is strongly encouraged that the student organization advisor is present for the duration of the event.
   d. All event publicity must be in compliance with event planning policies and procedures. No publicity will begin prior to the event’s formal approval by the Office of Student Involvement.
3. Organizations may be required to hire public safety officers to secure the event
4. Organizations are required to make available a minimum of 3% of the tickets available to the Montserrat Coalition. If unclaimed, these tickets will be returned to the RTAC Box Office for sale.
5. Arrangements for ticketed events must be completed at least two weeks prior to the event.
6. Violations of the ticket policy may result in sanction or loss of privileges
7. Failure to comply with the Office of Student Involvement or RTAC policy in the ticketing process may result in the cancellation of the event.

**Non-seated Events:**
1. Tickets may only be sold through RTAC Box Office
2. Students may purchase three (3) tickets, one for themselves and up to two for guests.
3. Students and student organizations will be held accountable for the actions of their guests.
4. All persons are required to show identification prior to entry to the event. Boston College students are required to present Boston College identification upon entry. All other guests are required to present a valid government issued photo identification.
5. Organizations are required to work with Event Management, Boston College Police, and the Office of Student Involvement to identify the most appropriate venue, security measures, and protocols for the event.
a. No non-seated event may be offered free of charge.
b. Admission must end no later than midnight (12 am).
c. No re-entry will be allowed.
d. Events must end no later than 1:00 am.
e. It is strongly encouraged that the student organization advisor is present for the duration of the event.
f. All event publicity must be in compliance with event planning policies and procedures. No publicity will begin prior to the event’s formal approval by the Office of Student Involvement.

6. Organizations may be required to hire public safety officers to secure the event
7. Organizations are required to make available a minimum of 3% of the tickets available to the Montserrat Coalition. If unclaimed, these tickets will be returned to the RTAC Box Office for sale.

8. Arrangements for ticketed events must be completed at least two weeks prior to the event.
9. Violations of the ticket policy may result in sanction or loss of privileges
10. Failure to comply with the Office of Student Involvement or RTAC policy in the ticketing process may result in the cancellation of the event.
RESOURCES AND POLICIES

MyBC

MyBC is a student organization and event management portal system hosted by OrgSync. As part of your privileges as a student organization on campus, you have access to and are required to use MyBC (bc.edu/mybc). The system provides organization leaders and members with tools to increase communication, productivity, and institutional memory. Some of the tools available are: budget management, event management, member management and recruitment, newsletters and email distribution, to-do-list creation and management, file and picture storage, and dynamic website development and hosting, among many others. If you have questions about MyBC please contact the Office of Student Involvement.

STUDENT ORGANIZATION STORAGE SPACE

Storage lockers are available for student organizations in Carney Hall.

Three locker sizes are available:

Small – 18.75” x 20.5”
Medium – 37.5” x 20.5”
Large – 75.5” x 20.5” – These are limited

Student organizations must apply to be considered for space, and indicate their interest in continuing to use the space each year as part of the annual review process.

Application process is on a rolling basis and space is assigned as it becomes available.

Student Organization Storage Space Allocation Guidelines

Eligibility Criteria for Requesting Storage Space
1. Only registered student organizations in compliance with all policies and requirements set forth by the Office of Student Involvement are eligible to apply for storage space.
2. Organizations under disciplinary sanctions/probation may be ineligible.
3. The organization’s activities and services must directly support both the mission of the University and the Office of Student Involvement.
4. Preference will be given to student organizations that do not currently occupy other spaces.
5. A+ student organizations will be given priority when assigning new storage spaces.
6. All applicants must submit an Office of Student Involvement Carney Student Orgs Space Request Form via MyBC (https://orgsync.com/38855/forms/111929). Incomplete forms will not be considered. Application Procedure for Storage Allocation Decisions regarding storage space are based on whether the group meets the criteria and have completed the form. All storage space applicants who meet criteria who do not receive space will be put on a waitlist. If there is still space available after the specified deadline, space will be given on a first-come, first-served basis. Any student organization will not be entitled to obtain more than one (1) storage space unless extra space is available. The Office of Student Involvement will make all decisions regarding assignments of storage space. The Office of Student Involvement will notify groups of their decisions.
Terms of Usage Agreement
A usage agreement runs from the moment the storage space is assigned to the day the space is no longer available to the student organization. Groups must be re-registered and approved for the academic year before the access code will be distributed. Each group will be given a code to access their unit.

Access to storage space is limited to times and dates when Carney Hall is open. If your organization is planning an event or will need access to the storage space at different times, please contact the Office of Student Involvement to plan accordingly.

STUDENT ORGANIZATION TRAVEL
All travel by student organizations must be approved by the Office of Student Involvement. Prior to beginning the travel review process with the Office of Student Involvement, student organizations should submit a budget to the SOFC for approval, if student activity fee dollars will be used for the travel. Student organizations should only use Boston College approved vendors for transportation and travel (see below for additional information). Organizations are discouraged from utilizing personal funds for organizational travel. Instead, organizations should use the student organization travel credit card for all Office of Student Involvement approved travel. Student organizations should follow the designated steps depending on whether the travel is domestic or international. Before making travel plans, please read the Boston College Travel Policy (see Appendix).

Domestic Travel
1. Read, review, and discuss the Boston College Travel Policy (see Appendix) with the student organization executive board and appropriate student leaders.
2. Two undergraduate student trip leaders will need to be identified as “Trip Leaders.” Trip Leaders are responsible for preparing the student group before the trip and accompanying them on the trip.
   a. This request must be submitted a minimum of 4 weeks before the planned travel
   b. After the request is submitted, the Office of Student Involvement will send a response within 1 week. Approval for trips will be granted by the Director of the Office of Student Involvement.
4. If approved, schedule a meeting with an Office of Student Involvement representative to discuss travel plans.
5. Before travel plans are made, the names of all student participants must be screened by the Office of Student Conduct for a review of conduct history. The OSI representative will submit the names of the students to the Office of Student Conduct, which will clear the students for participation.
6. If appropriate, the Director of the Office of Student Involvement will establish a relationship with an established local host organization or institution to coordinate the Travel Program’s activities on-site.
7. After the conduct clearance, the student organizers should confirm travel funding and make reservations for travel in conjunction with the Office of Student Involvement representative.
   a. The names and birthdates of the travelers will be needed when reserving travel.
8. Make arrangements to purchase travel utilizing the Office of Student Involvement travel credit card.
9. A minimum of 1 week prior to travel, submit the appropriate travel documents to the Office of Student Involvement representative:
a. A trip itinerary
b. Contact information for the host organization
c. A roster of the travelers including emergency contact information, etc. The format for this roster can be found on the MyBC Resources Folder (https://orgsync.com/38855/files/277484)
d. “Terms and Conditions of Participation” release agreement must be signed by each of student participants
e. Once these documents have been submitted, the Office of Student Involvement will make this information available to the Dean of Students Office and Boston College Police Department, as well as to other University administrators in the event of an emergency or other need for contact.

10. The Travel Policy Standards & Conduct must be communicated to all travelers:

- All trip participants must abide by all the applicable University standards of conduct as well as local law. Student participants must adhere to the Student Code of Conduct and are expected to behave in a manner that is consistent with the University’s mission and values. Students must adhere to all directions of the Trip Leader.

- The Trip Leader must promptly report to the Office of the Dean of Students any student conduct matter or other concern that arises on a trip. Serious matters that involve health, potential criminal activity, safety or well-being must be reported by the Trip Leader immediately. All other conduct issues must be reported to the Dean within 24 hours.

- The Trip Leader must promptly report to the Office of Student Involvement any travel or activity logistical issues.

- Any serious incident of misconduct may result in the trip participant being required to leave the trip and return home at the participant’s expense. Without limiting the foregoing, the possession or use of controlled substances by any trip participant will be grounds for immediate dismissal from the Travel Program, and the offending person may be required to return home at his or her own expense.

- The Trip Leader, acting under the guidance of the Sponsoring Department, may establish restrictions, or an absolute prohibition, concerning alcohol consumption during a trip.

- Trip participants must assume primary responsibility for their own safety and well-being.

- In case of emergencies, to the extent feasible, at least one Trip Leader should remain with the group for the entirety of the experience to help ensure the safety and well-being of the trip participants.

- Trip Leaders, together with the Sponsoring Department, should establish and communicate to the student participants expectations regarding independent student activities during any free time on the trip. Students must follow the Trip Leaders’ instructions regarding independent activities.

- Trip Leaders are expected to stay in close proximity and be readily available to student participants. In the case of home stays, Trip Leaders and students are expected to stay in the same community.
• No student is permitted to leave the group, and no student should be left behind during a trip unless circumstances require. In the event that illness detains a student, arrangements should be made to leave a second Trip Leader with the student.

• If a student must return home early from the trip for any reason, the Trip Leader, in consultation with the Responsible Administrator, will determine whether the student needs to be accompanied by another trip participant.

11. Reconcile all travel (receipts, travel details, boarding passes, etc.) immediately after the trip with the Office of Student Involvement.

**International Travel**

1. Read, review, and discuss the Boston College Travel Policy (see Appendix) with the student organization executive board and appropriate student leaders.
2. Two full-time University faculty or staff will need to be identified as the trip leaders (for a group of 20 or less students). Trip leaders are responsible for preparing the student group before the trip and accompanying them on the trip.
   a. If the trip involves more than 20 students, three trip leaders must be assigned.
   b. Experienced graduate students or other non-undergraduate persons affiliated with the University may serve in this role if approved in advance by the Vice President for Student Affairs or the appropriate Responsible Administrator as defined in the Student Travel Policy.
3. Submit the Travel Request Form at https://orgsync.com/38855/forms/154190
   a. This request must be submitted 5 months before the planned travel
   b. The request includes:
      i. A trip itinerary
      ii. Contact information for the host organization
      iii. A roster of the names, college/school, and graduation year of the student travelers
      iv. After the request is submitted, OSI will send a response within 1 month.
4. If approved, schedule a meeting with an OSI representative to discuss travel plans.
5. For any trip, the OSI Director or his/her designee, must establish a relationship with an established local host organization or institution to coordinate the Travel Program’s activities on-site.
6. Before travel plans are made, the names of all student participants must be screened by the Office of Student Conduct for a review of conduct history. The OSI representative will submit the names of the students to the Office of Student Conduct, which will clear the students for participation.
7. Confirm travel funding and make reservations for travel in conjunction with OSI representative.
   a. The names, birthdates, and passport information of the travelers will be needed when reserving travel.
8. Make arrangements to purchase travel utilizing the OSI travel credit card.
9. A minimum of 3 months prior to the trip, the Trip Leaders will provide all student trip participants and OSI Director or his/her designee with the following:
   a. The approved form of release agreement, (the “Terms and Conditions of Participation”), which must be signed by the student and returned to the OSI Director or his/her designee prior to departure;
b. Information on itinerary, transportation, and lodging arrangements;
c. Medical information including any recommended immunizations and, if applicable, any other recommendations of the Centers for Disease Control and Prevention;
d. All applicable U.S Department of State Public Travel Advisories and Consular Information Sheet(s);
e. Information regarding any visa and/or border-tax requirements; and
f. Information on registering with the U.S. Department of State or other appropriate entity for international participants.
g. An orientation program that includes, without limitation:
   i. University conduct standards and any specific expectations based on the nature of the trip and any relevant cultural considerations;
   ii. Cultural, economic and political background of the region or regions being visited;
   iii. Relevant laws and customs of the region(s); and
   iv. Health and personal safety information.

10. The OSI Director, or his/her designee, will work with the Office of Risk Management to secure insurance coverage for all participants through HTH Worldwide or other University-approved providers.
   a. This expense will be charged to the trip budget.

11. A minimum of 2 months prior to travel, submit the appropriate travel documents to the OSI representative via email:
   a. The final trip itinerary, including transportation and lodging arrangements
   b. A roster of the travelers including emergency contact information, etc. The format for this roster can be found on the MyBC Resources (https://orgsync.com/38855/files/277484)
   c. Passport copies
   d. Once these documents have been submitted, the Office of Student Involvement will make this information available to the Dean of Students Office and Boston College Police Department, as well as to other University administrators in the event of an emergency or other need for contact.

12. The Travel Policy Standards & Conduct must be communicated to all travelers:
   a. All trip participants must abide by all the applicable University standards of conduct as well as local law. Student participants must adhere to the Student Code of Conduct and are expected to behave in a manner that is consistent with the University’s mission and values. Students must adhere to all directions of the Trip Leader.
   b. The Trip Leader must promptly report to the Office of the Dean of Students any student conduct matter or other concern that arises on a trip. Serious matters that involve health, potential criminal activity, safety or well-being must be reported by the Trip Leader immediately. All other conduct issues must be reported to the Dean within 24 hours.
   c. The Trip Leader must promptly report to the Office of Student Involvement any travel or activity logistical issues.
   d. Any serious incident of misconduct may result in the trip participant being required to leave the trip and return home at the participant’s expense. Without limiting the foregoing, the possession or use of controlled substances by any trip participant will be grounds for immediate dismissal from the Travel Program, and the offending person may be required to return home at his or her own expense.
   e. The Trip Leader, acting under the guidance of the Sponsoring Department, may establish restrictions, or an absolute prohibition, concerning alcohol consumption during a trip.
f. Trip participants must assume primary responsibility for their own safety and well-being.

g. In case of emergencies, to the extent feasible, at least one Trip Leader should remain with the group for the entirety of the experience to help ensure the safety and well-being of the trip participants.

h. Trip Leaders, together with the Sponsoring Department, should establish and communicate to the student participants expectations regarding independent student activities during any free time on the trip. Students must follow the Trip Leaders’ instructions regarding independent activities.

i. Trip Leaders are expected to stay in close proximity and be readily available to student participants. In the case of home stays, Trip Leaders and students are expected to stay in the same community.

j. No student is permitted to leave the group, and no student should be left behind during a trip unless circumstances require. In the event that illness detains a student, arrangements should be made to leave a second Trip Leader with the student.

k. If a student must return home early from the trip for any reason, the Trip Leader, in consultation with the Responsible Administrator, will determine whether the student needs to be accompanied by another trip participant.

l. Reconcile all travel (receipts, travel details, boarding passes, etc.) immediately after the trip with OSI.

13. **NOTE:** State Department Advisories and Warnings

   a. Sponsoring Departments (department or unit of the University that is organizing, administering, and/or financially supporting the Travel Program) planning travel outside the United States must determine, both before the trip is organized and prior to departure, whether a U.S. State Department Travel Advisory or Warning exists for the destination country or countries. If an Advisory or Warning exists, the OSI Director or his her designee, in consultation with the Trip Leader, must seek the approval and guidance of the Responsible Administrator (respective Vice President or Dean) before proceeding with further planning or departure. A copy of the Advisory or Warning and the Consular Information Sheet must be provided to the Responsible Administrator (respective Vice President or Dean) in conjunction with any other information that the Trip Leader or Sponsoring Department determines relevant. The trip may not proceed without the approval of the Responsible Administrator (respective Vice President or Dean), who shall consult with the University Office of Risk Management and the Director of International Programs in determining whether to grant approval and under what terms and conditions.

   b. The Sponsoring Department must ensure that any specific precautions recommended in the Warning, such as avoiding particular areas or registering with the applicable embassy, are followed, and must comply with any other terms and conditions established by the Office of Risk Management or Responsible Administrator.

   c. If the trip is approved, the OSI Director, or his/her designee, shall promptly provide any Travel Warnings or Advisories to all participants. The Responsible Administrator (respective Vice President or Dean) may require additional orientation for the student participants, and may require that any participants execute a waiver and release.

**RESERVATION OF UNIVERSITY VANS**

There are two options for use of a Boston College vans.

1. **Student Affairs Business Service Center**
   Maloney Hall 458  /  617-552-1586
Student Affairs has a modified 5 passenger Dodge Grand Caravan that is able to accommodate a wheelchair passenger. This van is available to Student Affairs staff members for department and University-related activities, and to registered student organizations and faculty advisors that are engaged in volunteer service activity where wheelchair transportation is required. The van is available by reservation only. Inquiries should be made by using the on-line form at http://www.bc.edu/offices/sabsc/Department-Administrators/student-affairs-van.html

Please note, this form is only for inquiries; it does not guarantee use of the van. The person inquiring should receive a response from the SABSC within two business days after submitting the request.

Criteria for inquiring about van use:

1. Drivers must:
   a. Be a Boston College full or part-time faculty, staff member or student
   b. Be at least 21 years of age
   c. Possess a valid driver’s license
   d. Be affiliated with the Division of Student Affairs

2. The van cannot be driven out of state.
3. A completed Request Form must be submitted in person at least 4 business days prior to the date of use.
4. The van is not intended to be used as a shuttle use during normal business hours.
5. Last minute and walk-in requests will not be accepted.

2. Volunteer and Service Learning Center
   McElroy 114 / 617-552-1317

The VSLC has two 12-passenger vans intended for VSLC programs that are dedicated to facilitating student service engagement in the greater Boston area. At times, these vans may be available to other department personnel and registered student organizations that are sponsoring local service or social justice projects (Fridays, Saturdays, or Sundays, only). Inquiries should be made using their online process.

Please read the following carefully before submitting the form below. Vans cannot be reserved for uses other than supporting service-focused registered student organizations and other University members who are planning a service activity. Please note, this form is for inquiries only. It does not guarantee use of the van. The person submitting the request will hear from the VSLC within 48 hours of the request.

http://www.bc.edu/offices/service/resources.html

Qualifying Criteria for Inquiring about Use of the Vans:
1. A van may be reserved by a representative of a University department or by a faculty or staff advisor of a registered student organization engaged in volunteer service activity.
2. Vans may be reserved for activities related to service, such as volunteer groups' retreats, or airport transportation associated with a service or immersion project.
3. The VSLC vans cannot be driven outside of MA.
4. Requests for use of the van must be submitted in-person at least 2 weeks prior to the date of use.
5. Van cannot be requested more than 5 weeks prior to the date of use.
6. If approved, all drivers must be 21 or older, and must register with a VSLC staff person at least 1 week prior to driving the van.
7. Vans should be used for BC students and staff transportation only.
8. Last minute and walk-in requests will not be accepted.

**STUDENT TRAVEL VEHICLE RENTAL**

**NOTE:** Students are advised to not use personal vehicles for student organization business, no matter the distance or type of trip. When personal vehicles are in use, the driver assumes personal liability for any issues/incidents.

**Travel by Motorcoaches, Buses, or Shuttle buses**

The Boston College Procurement Office assists University staff, faculty, and students in the ethical, efficient and effective acquisition of goods and services to support the University’s educational and research missions. To access their Travel/Vehicle website, go to: [http://www.bc.edu/offices/travel/](http://www.bc.edu/offices/travel/) and use your BC username and password to enter the site.

The bus companies on this website are in good standing with Boston College and have Certificates of Insurance on file for the proper amount of coverage. Use only the companies listed on the website when planning travel.

**Travel by Rental Vehicle**

Should renting a bus not be feasible, it is recommend to rent mini-vans and private passenger vehicles. These vehicles should have a seating capacity of no more than 7 passengers, including the driver. Boston College has entered into contracts with both National & Enterprise, and when renting with these companies and using the Corporate ID (XZ10614) liability insurance is included.

Please refer to: [https://www.bc.edu/bcres/travel/vehicles.html#Car](https://www.bc.edu/bcres/travel/vehicles.html#Car)

Note the following:

- Drivers must be 21 years old and possess a valid driver’s license.
- The rental must be made with either Enterprise or National and using the Corporate ID, XZ10614 and paid with the Corporate American Express Card in order for the vehicle to be covered under the Loss and Damage (CRLD) program. The Office of Student Involvement will assist with rental and payment once your trip is approved.
- You must reject the rental agency’s Collision or Loss Damage Waiver (CDW or LDW).
- The vehicle must be rented on a “Daily” or “Weekly” basis.
- It is not recommended to rent 12 and 15 passenger vans due to the potential hazards and risks they represent.
MOVIE AND FILM COPYRIGHT LAW GUIDELINES

The Federal Copyright Act (Title 17, United States code, Public Law 94-553, 90 Stat. 2541) governs how copyrighted materials, such as movies, may be distributed and publicly displayed and performed. Neither the rental nor the purchase or lending of a movie carries with it the right to exhibit such a movie publicly outside the home, unless the site where the video is used is properly licensed for copyright compliant exhibition, or the screening has been properly licensed. This also applies to movies borrowed from sources such as public libraries, colleges, and personal collections. Public performance includes a movie shown in a place open to the public or any place where a substantial number of persons outside of a normal circle of a family or its social acquaintances are gathered. A license is required for all public performance of films that are protected by copyright.

This copyright requirement applies to both commercial and non-profit organizations and venues, including colleges and universities and student organizations, regardless of whether admission is charged.

Those who violate copyright law can be subject to infringement claims and prosecuted, and will be in violation of University policy. Boston College works closely with companies that facilitate the purchase of a license to show a movie. Consult the Office of Student Involvement if your organization is planning to show a film.

LOGOS AND TRADEMARKS

Boston College has registered its names, initials, logos, and other trademarks (indicia) as a means of protecting them from unauthorized use and abuse. Federal trademark laws and University policy govern the use of the University’s marks, including on websites or products.

Permission to use Boston College indicia and marks may be obtained by student organizations by contacting the Office of Student Involvement. If permission is granted, the use of any University-owned indicia must be consistent with the limited permission granted, and must conform to the University’s guidelines and graphic standards and any applicable licensing contracts.

Student Organizations wishing to use Boston College marks to “co-brand” with their organization must have the appropriate permission and must use the marks correctly, and in accordance with the University graphics standards. Please contact the Office of Student Involvement for approval and assistance.

If a student organization receives permission to use any of the University’s trademarks, and wishes to make T-shirts or other products with those marks, they must use a University-licensed vendor. In addition, student organizations may not sell those items and/or products outside of their group membership or the Boston College community. Sale of these items outside of campus, over the Internet, or to the general public is prohibited. Certain exceptions (determined by the University) are made for groups promoting specific events, fundraisers, or selling specific items.
**SUSTAINABILITY**

BC’s Sustainability Office is the hub for all green initiatives on campus. Their successful efforts are a result of the shared commitment among individuals and groups across the community and the formation of partnerships that work toward developing a more sustainable campus. The department has made substantial changes to the way in which the University functions, including consultation in construction plans, campus-wide use of single stream recycling that includes paper, aluminum, plastic, metal, and glass which is recycled in the same container and other efforts that engage the campus community.

The Sustainability Office maintains a website and Facebook page where information on other initiatives can be found: [http://www.bc.edu/offices/sustainability/campus-initiatives.html](http://www.bc.edu/offices/sustainability/campus-initiatives.html).

Individual students and student organizations are encouraged to consider sustainability when planning an event. It is the responsibility of all students to understand their role in creating a more sustainable campus (and planet). The Sustainability Office provides tips for conserving resources, commuting, and links to volunteering at [http://www.bc.edu/offices/sustainability/what-you-can-do.html](http://www.bc.edu/offices/sustainability/what-you-can-do.html).

There are clubs and programs on campus in which students can participate and help to promote a greener lifestyle for students. Notable organizations are EcoPledge, Real Food BC, and the EcoReps Program, among others. More about these organizations can be found at [http://www.bc.edu/offices/sustainability/student-initiatives.html](http://www.bc.edu/offices/sustainability/student-initiatives.html).

Additionally, various campus groups organize the following events each year. If you are interested in participating in any of these events, please contact Robert Pion, Program Director for Sustainability, at pion@bc.edu.

Game Day Ambassadors ("GreeningEagles") volunteers who help promote recycling at home football games; Harvest Fest, an Eco Pledge event in the fall; "NRG" (energy) competition between residence halls; Recycle Mania, a collegiate recycling competition; Green Career Fair, sponsored by Eco Pledge and the BC Energy and environmental Alumni Network (BCEEAN); Earth Day events; Sustainability Fair; and the year culminates with BClean, the end-of-year move out and recycling program.

**DISABILITY SERVICES AND ACCESSIBILITY**

Student organization officers should be mindful of access for individuals with disabilities when planning the location of meetings, providing materials, and scheduling events. Student organizations need to be accessible, or provide the necessary accommodations, to all of their members, participants, and guests. Information about campus accessibility is on the following website: [http://www.bc.edu/sites/accessibility.html](http://www.bc.edu/sites/accessibility.html).

Campus maps which show accessible paths can be found here: [http://www.bc.edu/sites/accessibility/campus-access-guide.html](http://www.bc.edu/sites/accessibility/campus-access-guide.html).

Individuals with disabilities who require accommodations or information about accessibility in connection with an event sponsored by Boston College should contact the Disability Services Office at 617-552-3470. Individuals are encouraged to contact the Disabilities Services Office as soon as possible, and preferably a minimum of two weeks prior to the event. The Office will work with event sponsors and individuals to provide reasonable accommodations and accessibility for the event.
ENTERTAINMENT SERVICES/CONTRACTS AND AGREEMENTS

General Information

All student organizations must use Boston College’s standard performance and vendor agreement/contract(s) when working with all performers and vendors. Please review the following policies and procedures regarding contracts/agreements. Failure to comply with the policies, procedures and expectations of the Office of Student Involvement may result in the loss of organizational status or privileges. This can be found under “files” in MyBC (https://orgsync.com/38855/files/590305/show). It is important to note that all contracts/agreements must be signed by Boston College, through the Office of Student Involvement, for the performer or vendor before the event takes place.

Student organizations must use the standard contract/agreement provided by the Office of Student Involvement. If the student organization plans to use a different contract/agreement, they must speak with an Office of Student Involvement staff member before getting the contract/agreement signed by the vendor or performer. In cases like this, a Boston College contract/agreement addendum will be required to be added to the contract/agreement for performer or vendor signature. All contracts/agreements for student organizations must be reviewed and signed by the Office of Student Involvement. Students and advisors may not sign any contracts/agreements. It is advised that advisors be informed about events before contracts/agreements are submitted to the Office of Student Involvement.

Step by Step Contract/Agreement Process Guidelines

• The student organization is responsible for initially contacting the vendor or performer to discuss the scope of the event. Once an initial understanding has been reached (not a contract/agreement), the student organization should meet with a staff member in the Office of Student Involvement to ensure all details are covered, and that funding and space has been allocated to the event.

• A student organization representative should pick up or print a copy of the standard performance and/or vendor contract/agreement. These documents are available at the Office of Student Involvement, or online through MyBC.

• Once this process is completed, student organizations will send the contract/agreement to the performer or vendor for signature. Once the contract is returned, the signed contract must be given to the Office of Student Involvement for signature. Under no circumstances may a student or an advisor sign a contract of ANY amount.

• The Office of Student Involvement will contact the student organization when the contract is ready to be picked up. The Office of Student Involvement will return the contract to the organization to submit for payment.

Contract Guidelines:

• Verbal agreements can be legally binding and therefore should be avoided. It should be clearly stated to agents and/or vendors that a written agreement/contract is required. Electronic communication (including text messages and email) will not be accepted as a form of agreement/contract.

• Contracts must be submitted to the Office of Student Involvement no less than 3 weeks before the event. Keep in mind that contracts/agreements are complex and may require additional time. Student organizations must make sure that contracts are completely filled.
out, have all supporting documentation if necessary, and that all documents are submitted on time.

- The Office of Student Involvement may not accept forms that are incomplete or late, causing the event to not take place.
- It is recommended that contract/agreements are ‘all inclusive’, meaning that all the vendor’s expenses should be included in the total amount on the contract. These expenses may include travel expenses, lodging, and food, among others.
- Boston College does not normally pay deposits on contracts/agreements. Full payment is made after the event. A contract signed by the Office of Student Involvement Director is the guarantee that BC will stand by the agreement.
- Students must not provide transportation for the performer (e.g., pick them up at the airport or give them rides to the hotel). If the performer needs transportation, a taxi must be used or a car service hired.

**Guest Speaker Policy**

Boston College encourages its recognized student organizations to sponsor guest speakers whose presentation will contribute to the role of the University as a forum for intellectual discussion, debate, investigation and/or artistic expression. Speakers provide an opportunity for students to hear and discuss opposing viewpoints on a wide range of issues. It should be understood that providing a forum in no way implies Boston College’s approval or endorsement of the views expressed by the student organization sponsored speaker. Additionally, guest speakers must be aware of the fact that Boston College is a Jesuit Catholic institution, and should agree to be respectful of its values and mission.

**GROUP EMAIL AND LISTS**

Information Technology offers 3 options to the Boston College community for group email and lists.

1. **BCPost**: This is Boston College's mailing list service. A mailing list, also known as a listserv, is an email-based discussion group that allows members to send an email message to a group of people using a single address. When you post (send) an email to a listserv, your email is sent to all of the other people on that listserv. A listserv can be restricted, which means that only people approved by the list owner can join the list. A listserv can also be monitored, which means that all posts to the list must be approved by the list owner before being posted to the entire list. For more information, please go to: [http://www.bc.edu/offices/help/comm-collab/email/group/listserv.html](http://www.bc.edu/offices/help/comm-collab/email/group/listserv.html)

2. **Group Email Accounts**: Learn how to use Google Groups as a collaborative inbox. This service essentially creates a shared email account, but with more features. It is possible to assign emails to a specific person, create tags, lock messages, flag messages as no action required and categorize messages by topic. For more information, please go to: [https://support.google.com/a/answer/167430?hl=en](https://support.google.com/a/answer/167430?hl=en)

3. **Campus Groups**: These can be used to define a group of people that is available for emailing and for access control. Access control can include filesharing via MyFiles@bc, web-based collaboration, and website security. Campus Groups are a good option if you need to use the group for functions other than just email. However, Campus Groups do not have all the functionality of listservs, e.g. postings cannot be restricted and/or moderated. For more information, please go to: [http://www.bc.edu/offices/help/comm-collab/email/group/campusgroups.html](http://www.bc.edu/offices/help/comm-collab/email/group/campusgroups.html)
PROTECTION OF MINORS POLICY

Boston College’s policy on the Protection of Minors is designed to provide a safe environment for minors when on the Boston College campus, or while participating in University-sponsored activities off campus. This Policy is intended to apply to University-sponsored activities involving minors, and programs for minors sponsored by non-University organizations that operate in University facilities.

https://www.bc.edu/offices/hr/BCprotectionofminors/

If a student organization wishes to organize a program or event, either on or off campus, which involves minors (any person under the age of 18), permission must be obtained far in advance from the Office of Student Involvement, who will consult with Student Affairs and Human Resources to see if it will be possible to host the program.

GOVERNANCE OF STUDENT ORGANIZATIONS

The Office of Student Involvement reserves the right and has the absolute authority to register Student Organizations at Boston College. The Office of Student Involvement also has the right and authority to review, adjust and amend the status of Student Organizations, and to suspend the rights and privileges of any Student Organization for any reason. Boston College values diversity of thought and recognizes that the free expression of ideas is integral to the educational process.

Student Organizations, its officers, and members, are expected to meet and abide by the standards set forth in the Boston College Student Guide. The Student Guide is updated on a regular basis by the Office of the Dean of Students and is found at http://www.bc.edu/publications/studentguide/. The Student Guide outlines the standard for conduct for members of the Boston College community; members of Student Organizations are also governed by these standards, in addition to the Student Organizations Handbook.

COMMUNITY STANDARDS FOR STUDENT ORGANIZATIONS

Student organizations, their leaders, and members are expected to be pillars of the community. As such, any violation of this handbook or the Boston College Student Guide is taken very seriously, and both the individuals involved and the student organization may be held accountable for any actions that violate these policies.

Disciplinary action taken against individual members of an organization will be conducted through the regular student conduct process outlined in Sections IV and V of the Boston College Student Guide. In addition, student organizations that engage in activities that violate any of these policies will be subject to a conduct process as set forth below:

1. If an organization accused of violating a University policy, the organization will be required to meet with a representative of the Office of Student Involvement. The organization will be represented at the meeting by the president or chair of the organization, or their designee.

2. At this meeting the allegation against the organization will be explained.
3. The organization will be given an opportunity to respond to the allegation.
4. The Office of Student Involvement representative, in consultation with a member of the Office of the Dean of Students when necessary, will determine whether there is sufficient evidence to find the organization responsible and impose an appropriate sanction, based on a preponderance of evidence standard (that the violation was more likely than not to have occurred).
5. The organization may ask for the decision to be reviewed by Director of the Office of Student Involvement. This review is not a re-hearing of the case, it is only to determine if the decision was reasonable in light of the evidence and the nature of the offense. The Director will review the matter and make a final decision. The decision of the Director is final.

**Student Organization Conduct Records**

When an organization is found responsible for violation(s) of the University Code of Student Conduct or the Student Organization Handbook, a disciplinary record will be established and maintained in the Office of Student Involvement, in addition to any recordkeeping by the Office of the Dean of Students.

**SANCTIONS**

Upon finding an organization responsible for violating the Student Organization Handbook and/or the Boston College Student Guide or any other applicable University policy or procedure, the following sanctions may be imposed:

6. **Warning**: Written notice and a meeting with the organization that continued or repeated violations may lead to further disciplinary action. Additionally, the warning will suggest a reasonable time frame for corrective action. Should that action not be taken within the specified limits, further sanction may be invoked.

7. **Probation**: Probation will be levied for a definite period of time. It may include terms and conditions, including a time frame for corrective action. Further sanctions may be invoked if any term or condition is not met in a timely fashion.

8. **Suspension of official recognition**: The suspension shall be imposed for a defined period of time during which all actions and activities of the organization must cease. The actions and activities include (but are not limited to) programs, socials, fundraisers, membership drives and other events open to the public, and any event requiring the use of University facilities. In addition, all rights and privileges granted as a result of being officially recognized may be revoked. Other conditions may be placed upon suspension, including but not limited to the submission of a written plan outlining the ways and means of corrective actions to be taken by the organization.

9. **Withdrawal of official recognition**: Upon withdrawal of official recognition, the club or organization will lose all rights and privileges relegated to such status. The organization will not be allowed to represent itself as a Boston College affiliated group.

10. **Other Sanctions**: Depending on the nature and severity of the violation, individual members, as well as the collective organization, may be given additional sanctions. These include, but are not limited to, educational programs, referrals to other offices/services, and community restitution.
STUDENT ORGANIZATION COMPLIANCE WITH THE CODE OF STUDENT RESPONSIBILITY

While there are expectations and guidelines regarding the conduct and behaviors of student organizations and their members, the University’s Code of Student Conduct applies to all student organization-related activities and their members. When individual students are found in violation of the Student Code of Conduct and sanctioned accordingly, it may require for the Office of Student Involvement to take appropriate action to ensure the safety and security of all students. These actions may include removal from organizational membership or officer position, depending on the particular situation.

The Office of Student Involvement works closely with the Office of the Dean of Students and the Office of Student Conduct. In situations when a number of members of the same organization are involved in activities that are considered a violation of the Student Code of Conduct, the Office of the Dean of Students and the Office of Student Involvement reserve the right to decide if the behavior or activity should be handled as a student organization violation. If the organization is considered involved in any way, the organization, its members and officers, will be subject to student organizations conduct and sanctioning according to the Office of Student Involvement and Office of the Dean of Students guidelines.

UNIVERSITY HAZING POLICY

Any form of hazing is prohibited by University policy and Massachusetts State Law. Student Organizations are required to submit to the Dean of Students Office an annual anti-hazing certification document. This document outlines the University’s anti-hazing policy, and requires student organizations to communicate the policy to all its members, and comply with the policy.

Hazing activities will not be tolerated and will be sanctioned accordingly. Sanctions for hazing include but are not limited to student organization suspension and de-recognition.

For information regarding the University Hazing Policy, please visit: http://www.bc.edu/offices/dos/subsidiary_offices/community/hazing.html
PUBLICITY AND COMMUNICATION

Getting the Word Out
A brief guide to publicity at Boston College

Posters/Flyers/Banners
Student organizations can post fliers on campus to promote meetings, events, programs, etc. The Boston College Posting Policy is found in the Appendix section of the Handbook. Please refer to this policy.

Maloney Poster Display
A student organization may advertise in the poster display locations in Maloney Hall. The poster board must be vertical (2’ x 3’) and be approved by the Office of Student Involvement. To reserve a poster display space and get approval of the poster, go to the Office of Student Involvement portal on MyBC, click “Events,” and click the week that you want to reserve a poster display space. Click “Register,” and complete the form. Advertisements may not be posted more than five days prior to an event. Advertising space is based upon availability and the Office of Student Involvement approval. Below is a step-by-step process to submit the poster display request in MyBC:

1. Log into MyBC (www.bc.edu/mybc)
2. Type in at the search bar at the top of the page: OSI
3. Click on the tab called “Events”
4. Find the week (Monday) in which you want to post in the display
5. Click on “Hillside Poster Display” or “Maloney 4th Floor Poster Display”. Only 1 display space can be requested.
6. Click the green button that says “Yes, Register Now”
7. Fill out the information and submit the request
8. Upon approval, the poster display space will be reserved for the whole week (Monday-Sunday)

Campus Wide Calendar
The Boston College Event Calendar is the official calendar of University events and is managed by the Office of Marketing Communications. The calendar can be found at http://www.bc.edu/sites/events/. To submit, update, or correct information in the event listing, please contact the Boston College Calendar editor at univcal@bc.edu.

Student Organization Newsletter
The Office of Student Involvement maintains a weekly electronic newsletter on Mondays. If your student organization would like to advertise an upcoming event, fill out the Student Organization Newsletter Submission form on MyBC by noon on the Friday prior. Space is limited; therefore, the Office of Student Involvement will approve submissions based on content and timeliness. http://orgsync.com/38855/forms.155797

MyBC Calendar
When creating your event on MyBC, if it is open to the BC community and you would like the event to have as much visibility on-line as possible, you should:

• Select “Public + Website or “Boston College” in the Who can see this? Section
• Check the box next to “Submit request for inclusion on the Student Life calendar to reach more people” in the Calendar Sharing section

**Student Organizations Websites**

- MyBC provides the technology you build a website within your organization’s portal
- Gather text, pictures, and information for the website
- Get the website up and publicize
- Post the site’s URL to your student organization’s publicity

If a student organization chooses to build a website on MyBC, they are responsible for developing and maintaining their own site. For information on accessing and maintaining your website, login to MyBC and click “Help and Support.”

**Tabling**

Student organizations may reserve a table to promote the organization and events. Due to the demand on tabling space, organizations are limited to 6 (six) tabling opportunities per semester. Tables are first come/first serve, and there is a 2 (two) table limit on the number of reservations per space per day. To reserve a table:

- Log in to the Agora Portal, and click on “Event Space Reservation System”
- Like reserving a room on campus, select the date, time, and location, then enter the event details
- You can reserve a table for the Academic Quad, Campus Green, McElroy Commons, and O’Neill Plaza
- Once the request is approved, the requestor will receive an e-mail containing further information on how to pick up the table, location, etc.

**Student Organization Mailboxes**

Registered student organizations may request a mailbox. Mailboxes are located in Carney 105. Anyone can place fliers/handouts in these mailboxes. Spaces are allocated on a first come first serve basis. To request a mailbox contact the Office of Student Involvement staff in Carney 147.

**Social Media**

The Office of Student Involvement would like to promote all student involvement opportunities on campus. This includes, student organization events, departmental programs, athletic events, and more. The Office of Student Involvement uses the following 3 social media outlets:

Facebook: www.facebook.com/bcgetinvolved
Twitter: @bcgetinvolved
Instagram: @bcgetinvolved

To have your organization’s posts featured on any of these mediums, please follow these steps:

1. Tag the Office of Student Involvement using the handle @bcgetinvolved
2. In the text of your post, use the hashtag #bcgetinvolved

NOTE: In order to be considered for reposting, you will need to complete both steps above.
Faculty & Administration Announcements

When events are of an academic, educational, or professional nature, it is recommended for student organizations to ask professors to mention your event during class or via e-mail to their students.

Posting Policy

This policy is intended to manage the physical posting of material on campus in a way that ensures the appropriate use of available space, prevents the defacing of University property and reduces unnecessary expenditures of University resources used to repair and/or replace University property. All student postings on the Boston College Campus must be approved and stamped by the Office of Student Involvement or the appropriate designated department. Postings must contain all information that is relevant to the event. Postings must be consistent with the principles and values espoused by Boston College. In addition, the content of the postings must avoid demeaning or discriminatory portrayals of individuals or groups, cannot be libelous, violate copyright law, or contain any material that is inconsistent with the community standards of BC, including any references to alcohol, drugs, or sexual innuendos. The Office of Student Involvement reserves the right to make decisions regarding the approval of what is to be posted on University property.

For a complete version of the policy please see the Appendix.

Residential Life Posting Policy/Procedure

If your student organization would like to post fliers and/or information in any of the residence halls on campus, make sure to follow these steps:

1. Create a flier that follows the posting policy criteria for approval. Refer to Boston College Posting Policy.

2. Bring your completed flier to the Office of Residential Life (Maloney 413). Residential Life will advise the student organization on the number of fliers needed for each area.

3. Residential Life will approve the flier and post it on behalf of your student organization

4. Fliers can only be posted for two weeks

Students and student organizations should never post a flier in residence halls. Please follow the steps above to promote your organization within residence halls on campus. For more information regarding Residential Life postings please refer to the appendix section.

For questions, please contact the Office of Residential Life at reslife@bc.edu or 617-552-3060.
EVENTS & RECOGNITIONS

CHAPTER 7
Mission & Vision
The mission of the EXCEL Curriculum is to enhance the student organization experience for all members of organizations recognized by the Office of Student Involvement. The curriculum will provide diverse opportunities for students to develop personally, collaborate with other student leaders and organizations, and acquire new skills.

Benefits to Student Organizations
• Gain the skills required to effectively and successfully run a student organization at Boston College
• Provide an opportunity for individual student organization members to develop on personal and professional levels
• The opportunity to develop strategies to recruit, retain, and motivate members, as well as foster collaborative relationships with other students organizations and University departments
• Networking opportunities with peers and administrators
Training Levels & Requirements:

Student Organization Training Tiers

Once a Level is selected by the organization and approved by the Office of Student Involvement, the student organization is committed to that Level throughout the entire duration of the 2015-2016 academic year. All NEW organizations, must select the Curia or Magis level.

<table>
<thead>
<tr>
<th>Training Requirements</th>
<th>CURA</th>
<th>MAGIS</th>
<th>IGNATIUS</th>
</tr>
</thead>
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<tr>
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<tr>
<td>12 Additional Training Events</td>
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<td>Executive Board Meetings</td>
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<td>Limited/Low Visibility Events</td>
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<td>✓</td>
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<tr>
<td>Middle – High Visibility Events</td>
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<table>
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<th>Other Requirements</th>
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<th>Funding Availability*</th>
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<tr>
<td>Up to $0 – $1,499 of SOFC Funding Eligibility</td>
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<td></td>
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</tr>
<tr>
<td>Up to $1,500 - $4,999 of SOFC Funding Eligibility</td>
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<td>✓</td>
<td></td>
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<tr>
<td>$5,000+ of SOFC Funding Eligibility</td>
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<td></td>
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</table>

<table>
<thead>
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<th>Available Resources**</th>
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<td>Involvement Fair Space</td>
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</tr>
<tr>
<td>Space Reservation</td>
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<td>✓</td>
</tr>
<tr>
<td>Event Advising and Support</td>
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</tr>
<tr>
<td>MyBC Portal</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>1,000 Free B/W Copies</td>
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<td>Posting Approval for Flyers and Banners</td>
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</tr>
<tr>
<td>A University mailbox and mailing address</td>
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<td>✓</td>
</tr>
<tr>
<td>Use of University name and tax status</td>
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<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Solicitation of membership on campus</td>
<td>✓</td>
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<td>✓</td>
</tr>
</tbody>
</table>

* Organization is eligible for funding, but is not guaranteed funding. Organization is responsible for the management of their own funding and will be capped by the Office of Student Involvement based on their Level.

** Resources are only guaranteed for organizations which are in good standing.

Mandatory Trainings

September

Student Organization Day (2 Credits)
Is your student organization prepared for the year ahead? Join executive board members from all student organizations to learn about training, budgeting, event planning, MyBC, risk management, and more!

Legacy of Leadership Dinner (1 Credit)
The 4th Annual Legacy of Leadership Dinner is an opportunity for student organization presidents to kick off the school year, meet past Boston College student leaders, and reflect on what legacy they hope to leave at Boston College.
October
**Member Motivation & Retention (1 Credit)**
One of the most important factors for organizational success is having a group of members who are engaged, motivated, and involved. This session will take a look at how to best ensure members are satisfied with their experiences in your organization, and will provide tools to motivate members to not only get involved, but to stay involved.

November
**Communication & Collaboration (1 Credit)**
Effective communication is key in effective leadership, relationship building, and rewarding collaborations. This interactive session will focus on useful methods of communication and how to use these methods to successfully create relationships and collaborations with peers and other student organizations.

December
**Mid-Year Review (1 Credit)**
The Mid-Year Review is a helpful assessment tool that allows you and your organization to identify areas of success and growth. Questions in the Mid-Year Review will focus on Membership, Executive Board, Goal Setting, Training, Funding, Faculty/Staff Advisor, and more.

February
**Leadership Styles (1 Credit)**
Anyone can be a leader, and it is important to know how your personality characteristics, strengths, and skills can be best utilized to make the greatest impact on those around you. In this session, we will look at personal values, beliefs, and various leadership styles in an effort to translate them to the work you do on individual, group, and community levels.

March
**Communication & Conflict Resolution (1 Credit)**
Conflict is inevitable in organizations, and all great leaders must know how to effectively manage conflict. This session will address the importance of conflict, how to identify conflict in a group, and helpful methods for approaching and managing it.

**Getting Ready to Transition (0.5 Credit)**
A successful transition of leadership for student organizations is vital to ensure organizational effectiveness and longevity for years to come. The responsibility of this process lies both with current and newly elected boards. This session will provide the tools so that your current executive board can prepared for new leadership for a new year and to build on this year’s triumphs.

April
**SOFC Town Hall (1 Credit)**
The Student Organization Funding Committee of Boston College hosts town hall meetings every year during the spring semester. These town hall meetings provide a public forum for student organizations to voice their concerns, and to inform organizations of any pending/recent changes in the funding process.

**Transitioning Leadership (0.5 Credit)**
You’ve been elected into this role, so now what? This session will provide you the tools you need to properly lead your organization to success in the upcoming year.
The Annual Legacy of Leadership event will take place on September 9th in Conte Forum. Presidents of all student organizations at Boston College are invited to a formal sit-down dinner to kick off the year and reflect on what legacy they hope to leave at BC. Following a keynote address, BC alumni will facilitate table discussions with student leaders about their own legacies of leadership at BC and beyond.

2014 Speaker – Grace Zuncic ’05  
2013 Speaker – Paula Ebben ’89  
2012 Speaker – Mario Powell, SJ ’03

Student Leadership Awards

Each year, the Office of Student Involvement presents sixteen awards to individual students, student organizations, and faculty/staff members of the Boston College community. The individual awards recognize the students' exemplary leadership through service, their peer-to-peer mentorship, and their creative involvement in campus life. The student organization awards recognize student groups that have made a positive impact within the Boston College community and beyond. The two faculty/staff awards recognize outstanding contributions of faculty and staff members in their commitment and mentorship to the students they serve.

The members of the Leadership Awards Committee requests that all members of the Boston College community nominate those individuals or groups that have made significant contributions to Boston College in the above areas during the past academic year. Announcements regarding the application process will be sent to community members and the nominations will be due by early to mid-February.

Nicolas H. Woods Award
To the freshman who demonstrated initiative, motivation, and potential for continued student leadership within the University.

Timothy M. Padulsky Award
To the sophomore who mentored and encouraged other students to develop effective skills in inclusive leadership and teamwork.

Paul Chebator and Mer Zovko Award
To the junior who embraced the changes embedded in the junior year experience and has been instrumental in creating community in their present environment, be it off-campus, abroad, or here on campus.
Brian D. A. Hall Award
To the senior who demonstrated a deep level of commitment to a student program or organization, and whose leadership advanced the mission of the organization and enhanced the quality of student life.

St. Ignatius Award for Personal Development
To the student whose values and ideals have most clearly undergone a transformation and/or deepening through his or her participation in co-curricular activities.

Jeffrey S. Keith Award
To the student who faces a physical or other significant challenge in his or her life while continuing to excel in academic and co-curricular activities.

St. Ignatius Award for Faith in Action
To the student who exemplified the imperative to “Seek God in All Things,” and demonstrated love for God by serving his or her neighbor and inspiring others within the co-curricular environment to do the same.

St. Alphonsus Rodriguez Award
To the student employee who went far beyond his or her paid responsibilities by fostering an atmosphere of hospitality, care, and concern, and who modeled student leadership by developing relationship, empowering others, and creating community at the University.

Congressman John Joseph Moakley Award
To the student who, in international service and volunteer work, most clearly demonstrated a passion for faith and a desire to see that faith enflesh itself in justice in the world.

Alfred Feliciano and Valerie Lewis Award
To the student who made extraordinary contributions to further the ideals of the AHANA (African-American, Hispanic, Asian, and Native American) acronym, and who provided leadership to help the Boston College community actualize the AHANA concept.

Welles Remy Crowther Award
To the student who demonstrated selfless sacrifice and determination in serving the needs of others.

Robert A. Sherwood Award
To the student who demonstrated a commitment and contribution to community and civic engagement through excellence in his or her leadership and service to the Boston College community and beyond.

The Student Organization of the Year Award
To the Student Organization who exemplified their stated mission and enriched student life through their programmatic efforts.

“Ever to Excel” Award
To the student group who made an outstanding contribution to Boston College in areas such as education, social justice, service, safety, etc.
Reverend John R. Traska, S.J. Award
To the faculty member who expanded the horizons, skills, and value systems of Boston College students by providing support and guidance outside of the classroom.

Mary Kaye Waldron Award
To the faculty member, administrator, or employee who demonstrated a continual commitment to the ideals of Boston College with self-evident belief in the need to enhance student life in a positive manner. The Mary Kaye Waldron Award was established in 1996 in honor of Mary Kaye Waldron who died of cancer in 1995.

2015 Winners

Nicolas H. Woods Award
Catherine Senoyuit
Timothy M. Padulsky Award
Joi Dallas
Paul Chebator and Mer Zovko Award
Cassidy Gallegos
Brian D. A. Hall Award
Daniel Corning
St. Ignatius Award for Personal Development
Tyler Bean
Jeffrey S. Keith Award
Brianna Hopkins
St. Ignatius Award for Faith in Action
Ted Raddell
St. Alphonsus Rodriguez Award
Cristina Foschi
Congressman John Joseph Moakley Award
Michael Lank
Alfred Feliciano and Valerie Lewis Award
Lisa Edouard
Welles Remy Crowther Award
Kristen DiBlasi
Robert A. Sherwood Award
Yvonne Shih
The Student Organization of the Year Award
Full Swing
“Ever to Excel” Award
Student Athlete Advisory Committee

Reverend John R. Traska, S.J. Award
John Gallaugher
Mary Kaye Waldron Award
James Hutchinson
An important foundation of an effective organization is its constitution. The purpose of a constitution is to define the policies and procedures of the organization and to establish limits of authority. The constitution should be compiled by members of a committee established for that purpose and voted on by the entire membership. In this way, both the officers and the regular members understand their roles in the organization.

A constitution also serves the purpose of guaranteeing the perpetuation of the organization as a whole. If a constitution does not exist, an organization cannot exist. If the organization’s constitution is outdated, the first priority must be to revise it. Establishing limits and standards are of primary importance if the organization is to function efficiently and effectively.

GUIDELINES FOR CONSTITUTIONS:

The constitution guidelines below are an example and not a form to be completed. The more time an organization spends drafting a constitution, the fewer problems the organization will have later. Also, the organization is not limited to the options below. Additional lines, sections, or articles can be added.

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<thead>
<tr>
<th>Article I.</th>
<th>Name of Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. The name of this organization shall be “name,” hereafter referred to as “name.”</td>
<td></td>
</tr>
<tr>
<td>• If your organization wants to use “Boston College” in its name, then it must be “name” of Boston College.</td>
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</table>

<table>
<thead>
<tr>
<th>Article II.</th>
<th>Purpose of Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. The purpose of this organization shall be...(state the purpose of your organization)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Article III.</th>
<th>Membership Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. *Active Members: must be fulltime undergraduate students at Boston College. These students are eligible to run for office and vote.</td>
<td></td>
</tr>
<tr>
<td>B. *Non-Discriminatory Clause: There shall be no discrimination against any individual due to their race, ethnic or national origin, religion, color, age, gender, marital or parental status, veteran status, disabilities, or sexual orientation.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Article IV.</th>
<th>Officers</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. How many officers?</td>
<td></td>
</tr>
<tr>
<td>• *The Office of Student Involvement (OSI) requires a minimum of 3 officers: a President, Vice-President or Co-President, and a Treasurer.</td>
<td></td>
</tr>
<tr>
<td>B. Who qualifies for the office?</td>
<td></td>
</tr>
<tr>
<td>• *OSI requires officers to have a minimum GPA of 2.5 and to be in good standing with the University.</td>
<td></td>
</tr>
<tr>
<td>C. What are the officer’s duties?</td>
<td></td>
</tr>
<tr>
<td>• For example, the President’s responsibilities should include having regular contact with the OSI and attending informational meetings sponsored by OSI.</td>
<td></td>
</tr>
<tr>
<td>• The Treasurer’s responsibilities should include managing, maintaining, and balancing all financial transactions; preparing SOFC budget proposals by the designated deadline and attending any mandatory SOFC meetings; having regular contact with the Student Affairs Business Service Center (SABSC); and attending Treasurers’ Trainings.</td>
<td></td>
</tr>
<tr>
<td>• Which officer will maintain the membership list and listserv?</td>
<td></td>
</tr>
</tbody>
</table>

(continued on other side)
D. What is the procedure for filling a position if an office is vacated or an officer is impeached?
E. How can an officer be impeached?
   1. What is the basis for impeachment?
   2. How is the complaint filed?
   3. Who convenes the impeachment proceedings?
   4. Is it the executive board or the general membership who hears the complaint and the response? What percentage vote is required to remove an officer from the position?

**Article V.** Organizational meetings
A. Regular Meetings: How often will regular meetings be held?
B. Executive Meetings: How often will the officers meet?
C. Special Meetings: Who has the authority to call for emergency meetings?

**Article VI.** Elections
A. Does someone have to be an active member of the organization for a certain period before he or she is eligible to run for an office? What if no candidate meets these requirements?
B. Who coordinates the election process?
C. How far in advance are elections announced and members notified of the positions and description of responsibilities?
D. How and when are nominations made?
E. When do elections occur?
   - OSI requires organizations to complete elections by March 31, which will allow a month’s transition between new and outgoing officers during April.
F. How are the elections held?
   - Who votes; will MyBC Polls be used; will written ballots be used; who counts the votes, etc.
G. What happens in the event of a tie?
H. How and when are the members notified of the election results?

**Article VII.** Committees: Standing or Ad Hoc (applies mainly to larger organizations)
A. Description of each committee; what are the committee’s duties and responsibilities?
B. Who appoints committee chairpersons?

**Article VIII.** Method of Amending the Constitution
A. How will the organization accept amendment proposals for the constitution?
B. When will the organization meet to review amendment proposals?
C. How will the organization members be notified of an amendment proposal before it is voted on?
D. How many active members must be present for a vote to take place?
E. What quorum percentage is required to amend the constitution?
F. *The article should include the statement “Any changes made to the original constitution or bylaws must be approved by OSI before being considered active.”

**Article IX.** Ratification
A. When does the constitution go into effect?
   - It is when OSI approves the constitution—see VIII, Section F
B. How often will the constitution be reviewed and revised?

**Article X.** Organization Advisor and Role
A. What role and function should the advisor play?
   - The advisor should be fulltime Boston College faculty or staff, and all student organizations are required to have an advisor.
B. How often will the Executive Board meet with the advisor?

* The sections marked with an * must be included in all student organization constitutions.

**FOR MORE INFORMATION:**  Office of Student Involvement, Carney 147
617-552-3480  www.bc.edu/spo
WHY
- What is the purpose of the event? Why is it important?
- How will it contribute to your organization, your members, or the larger BC community?

HOW
- **Collaborators:** start early so that everyone shares ownership of event and to allow adequate planning time.
- How will we accomplish our purpose?

WHAT

**GENERAL LOGISTICS**

<table>
<thead>
<tr>
<th>STEP</th>
<th>NOTES</th>
<th>CONTACT</th>
<th>DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. SOFC Budget</td>
<td>• Talk with SOFC rep for guidance&lt;br&gt;• See <a href="#">webinar</a></td>
<td>SOFC Representative</td>
<td>7 weeks before</td>
</tr>
<tr>
<td>2. A - Reserve Space*</td>
<td>• Create user profile in Event Space Reservation System (org chartstring + account: 67500)&lt;br&gt;• See <a href="#">webinar</a></td>
<td>Event Space Reservation System&lt;br&gt;(Agora portal under My Services/Common Services)</td>
<td>7 weeks before</td>
</tr>
<tr>
<td>2. B - Create MyBC Event</td>
<td>• Get OSI approval&lt;br&gt;• Publish on community calendar&lt;br&gt;• See <a href="#">webinar</a></td>
<td>OSI (<a href="mailto:rsoteam@bc.edu">rsoteam@bc.edu</a>)</td>
<td>7 weeks before</td>
</tr>
<tr>
<td>3. Catering or Room Set-Up</td>
<td>• Services not guaranteed after 4 week deadline has passed&lt;br&gt;• 25% late fee on events within 12 business days&lt;br&gt;• Visit <a href="#">Event Management website</a></td>
<td>Event Management&lt;br&gt;(<a href="mailto:event.management@bc.edu">event.management@bc.edu</a>)</td>
<td>6 weeks before&lt;br&gt;(after OSI approval)</td>
</tr>
<tr>
<td>4. A/V &amp; Classroom Support</td>
<td>• Submit Media Technology Services request form</td>
<td>Media Technology Services</td>
<td>3-4 weeks before</td>
</tr>
</tbody>
</table>

*Event Management reserves the right to change your requested location based on the needs of your event.*

**SPEAKER/PERFORMER (OSI Meeting Required)**

<table>
<thead>
<tr>
<th>STEP</th>
<th>NOTES</th>
<th>CONTACT</th>
<th>DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Approve Contract</td>
<td>• Submit to OSI for approval&lt;br&gt;• See <a href="#">Sample Contract</a> (MyBC Files)</td>
<td>OSI</td>
<td>7 weeks before</td>
</tr>
<tr>
<td>2. Become Outside Vendor</td>
<td>• Submit online at <a href="http://www.bc.edu/supplier">www.bc.edu/supplier</a></td>
<td>OSI</td>
<td>7 weeks before</td>
</tr>
<tr>
<td>3. Pay Speaker or Performer</td>
<td>• Create MyBC payment request&lt;br&gt;• Submit hardcopy paperwork to OSI</td>
<td>OSI</td>
<td>Varies</td>
</tr>
</tbody>
</table>
**OTHER (OSI Meeting Required)**

<table>
<thead>
<tr>
<th>FOR</th>
<th>NOTES</th>
<th>CONTACT</th>
<th>DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Movie / Screening</td>
<td>• Get movie rights</td>
<td>Submit form to <a href="mailto:mediatechnology@bc.edu">Media Technology Services</a></td>
<td>5 weeks before</td>
</tr>
<tr>
<td>Robsham Tickets</td>
<td>• Submit <a href="mailto:kim.principi@bc.edu">RTAC Ticket Request</a></td>
<td>Kim Principi (<a href="mailto:principi@bc.edu">principi@bc.edu</a>)</td>
<td>4 weeks before</td>
</tr>
<tr>
<td>Police Detail</td>
<td>• $49/hour (4hr min.)</td>
<td>Event Management (<a href="mailto:event.management@bc.edu">event.management@bc.edu</a>)</td>
<td>6 weeks before</td>
</tr>
<tr>
<td>Eagle EMS</td>
<td>• Submit <a href="mailto:EagleEMSEvents@gmail.com">EMS Stand-by Request Form</a></td>
<td>Special Event Coordinator (<a href="mailto:EagleEMSEvents@gmail.com">EagleEMSEvents@gmail.com</a>)</td>
<td>2 weeks before</td>
</tr>
</tbody>
</table>

**PUBLICITY**

<table>
<thead>
<tr>
<th>FOR</th>
<th>NOTES</th>
<th>CONTACT</th>
<th>DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>OSI Flyer Approval</td>
<td>• Submit MyBC <a href="mailto:osi@bc.edu">Posting Approval Request</a> • Print stamped flyers via Eagleprint • See <a href="mailto:osipolicy@bc.edu">OSI Posting Policy</a> (MyBC Files)</td>
<td>OSI</td>
<td>2 weeks before</td>
</tr>
<tr>
<td>ResLife Flyer Approval</td>
<td>• Submit to ResLife for approval and stamp by hand • See <a href="mailto:reslifepolicy@bc.edu">ResLife Posting Policy</a></td>
<td>ResLife</td>
<td>2 weeks before</td>
</tr>
<tr>
<td>Poster / Kiosk</td>
<td>• Submit Maloney 1st and 4th Floor Poster Displays in MyBC</td>
<td>OSI</td>
<td>4 weeks before (rolling basis)</td>
</tr>
<tr>
<td>Info Table</td>
<td>• Submit request in Event Space Reservation System and in MyBC</td>
<td>OSI</td>
<td>4 weeks before (rolling basis)</td>
</tr>
<tr>
<td>Student Org Newsletter</td>
<td>• Weekly email to all Pres/VP/Treasurers</td>
<td><a href="mailto:formonmybc@bc.edu">Form on MyBC</a></td>
<td>1 week before</td>
</tr>
<tr>
<td>Faculty Announcements</td>
<td>• Ask professors to mention your event during class of via e-mail to students</td>
<td>Academic</td>
<td>None</td>
</tr>
<tr>
<td>Social Media</td>
<td>• Tag OSI using @bcgetinvolved and use the hashtag #bcgetinvolved in the content of your post to be featured by OSI</td>
<td>OSI</td>
<td>None</td>
</tr>
</tbody>
</table>

**NON-EVENT MANAGEMENT VENUES**

- Fulton Honors: Contact Erica Graf ([erica.graf@bc.edu](mailto:erica.graf@bc.edu))
- Athletics Space/Carney Conference Rooms/Devlin 112 & 117/McElroy 208/ O’Connell House Dance Studio/Robsham Theater/Vanderslice Cabaret Room: Submit [Space Request Form](mailto:spaceform@bc.edu) on MyBC

**EVENT MANAGEMENT GUIDELINES**

**NO OUTSIDE FOOD ALLOWED TO BE BROUGHT INTO...**

- Boston/Heights/Newton Rooms
- Faculty Dining Room
- Lyons (Welch) Dining Hall
- McElroy Carney Dining Hall
- McElroy Eagle’s Nest
- Stuart Snack Bar (aka the Yellow Room)
- Walsh Function Room
- Yawkey Murray Function Room

**POSSIBLE FEES**

- **Grounds Overtime Charges** [before 7am | after 3pm]:
  - $35.45/hr (4hr min.)
- **Lyons Room Supervisor**: $30/hr (4hr min.)
- **Yawkey Door Monitor**: $30/hr (4hr min.)
- **Electrician**: $55/hr (4hr min.)
The purpose of this policy is to manage the physical posting of material on campus in a way that ensures the appropriate use of available space, prevents the defacing of University property and reduces unnecessary expenditures of University resources used to repair and/or replace University property. All student organization postings on the Boston College Campus must be approved and stamped. Postings must contain all information that is relevant to the event. Postings must be consistent with the principles and values espoused by Boston College. In addition, the content of the postings must avoid demeaning or discriminatory portrayals of individuals or groups, cannot be libelous, violate copyright law, or contain any material that is inconsistent with the community standards of BC, including any references to alcohol, drugs, or sexual innuendos. We reserve the right to make decisions regarding the approval of what is to be posted. (Sidewalk chalk is not permitted anywhere on campus)

**FLYERS/POSTINGS**

**REQUIREMENTS**

- Pertain to and be sponsored by a Boston College student organization
- Normal size is 8½" x 11" or smaller
- Limited larger postings are permitted; please see #5 for more details.
- Contain a blank 2" x 2" space in the bottom right corner for the approval stamp (quarter sheets exempt)
- Boston College contact name and either a phone number or email address
- PLEASE NOTE: In special circumstances such as UGBC elections, additional restrictions may apply.

**APPROVAL PROCEDURE**

1. Visit your organization portal on MyBC (bc.edu/mybc) and go to “Forms.” Click “Posting Approval Request,” and fill out the form.
2. Once the postings are approved and the copies have been made, return to OSI to stamp the copied flyers. Copies printed directly at Eagle Print may be stamped by Eagle Print.
3. There is a maximum of 50 postings per event (quarter sheets must be approved but do not have to be stamped). Postings will be stamped for up to 7 days.

Faculty and Staff please go to bc.edu/posting

PLEASE NOTE: Photocopied stamps ARE NOT acceptable proof of approval and violate the Posting Policy (unless printed at Eagle Print). Any flyer or banner that has a photocopied stamp will be taken down and the organization may lose privileges to post.

1. **What Can I Post With?** Scotch tape and regular masking tape are the only types of tape and/or adhesive that may be used. NEVER use stickers, duct tape, packing tape, or “fun tack” type materials. If the approved posting area is a surface where tacks, staples, etc. may be used (such as bulletin boards), those are appropriate ways to post flyers.

2. **How Long Can My Posting Stay Up?** Flyers may be posted in approved locations 7 days prior to the event. The sponsoring group must remove all flyers in approved locations within 24 hours after the event has taken place. Recycling is encouraged!

3. **Where Can I Post?**
   - O’Neill Stairwell: There is a limit of 5 postings per event in the O’Neill Stairwell. Postings are allowed on the two side walls but are NOT ALLOWED on the overhang wall or on the stairs and railings.
   - McElroy Stairwell “This Week at BC”: There are designated areas to post one flyer per event for events occurring during that week. Other areas in McElroy that are approved for posting are the main lobby in addition to the ATM and mailbox areas. To be fair to all clubs and organizations, we ask that each group limit themselves to a maximum of 2 postings per event in McElroy.
   - Flat Screens: Organizations can have their events advertised on the flat screen TV’s around campus. Go to ugbc.bc.edu for more information.

1. (continued on other side)
Banners may not be hung on the trees in O’Neill Plaza, the Quad or Campus Green.

For information:
Office of Student Involvement, Carney Hall, Suite 147 | 617-552-3480 | www.bc.edu/osi
RESIDENTIAL LIFE (RESLIFE), Maloney 413

FLYERS/POSTINGS

REQUIREMENTS

- Flyers need contact email address and sponsor
- No lewd messages, imagery, or alcohol references
- Some flyers may require approval of Associate Director or Director of Residential Life

GUIDELINES

- No outside vendor solicitations are allowed in Boston College Residential Hall
- You must be a registered club, organization, academic or administrative department at Boston College
- Flyers for Residential Halls are distributed through the Office of Residential Life only

APPROVAL PROCEDURE

1. Make your flyer
2. Bring flyer to Office of Residential Life, Maloney Hall, Suite 413
3. Get flyer approved by Residential Life Assistant
4. Stamp and collate flyers
5. Hand flyers to assistant to be distributed through the Resident Director

RESIDENCE HALL FLYER COUNT

FRESHMEN

<table>
<thead>
<tr>
<th>Building</th>
<th># of Flyers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duchesne</td>
<td>8</td>
</tr>
<tr>
<td>Keyes</td>
<td>9</td>
</tr>
<tr>
<td>Hardy/Cushing</td>
<td>13</td>
</tr>
<tr>
<td>CLFX</td>
<td>13</td>
</tr>
<tr>
<td>FitzShawGa</td>
<td>10</td>
</tr>
<tr>
<td>CKM</td>
<td>9</td>
</tr>
<tr>
<td><strong>Total: 59</strong></td>
<td></td>
</tr>
</tbody>
</table>

SOPHOMORE

<table>
<thead>
<tr>
<th>Building</th>
<th># of Flyers</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Road</td>
<td>13</td>
</tr>
<tr>
<td>Vandy/90</td>
<td>19</td>
</tr>
<tr>
<td>Walsh/Greycliff</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total: 42</strong></td>
<td></td>
</tr>
</tbody>
</table>

SENIOR

<table>
<thead>
<tr>
<th>Building</th>
<th># of Flyers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edmonds</td>
<td>9</td>
</tr>
<tr>
<td>Rubenstein/Ignacio</td>
<td>12</td>
</tr>
<tr>
<td>Voute/Gabelli/66</td>
<td>8</td>
</tr>
<tr>
<td>Mods/110</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total: 31</strong></td>
<td></td>
</tr>
</tbody>
</table>

GRAND TOTAL: 132

FOR MORE INFORMATION: Office of Residential Life, Maloney Hall, Suite 413 | 617-552-3060 | www.bc.edu/offices/reslife
Purpose and Scope

This Policy establishes guidelines designed to provide a safe environment for minors when on the Boston College campus, or while participating in University-sponsored activities off campus. This Policy is intended to apply to University-sponsored activities involving minors, and programs for minors sponsored by non-University organizations that operate in University facilities.

Definitions

A **Minor** is any person under the age of 18, but, as such term as used in this Policy, excludes those enrolled at the University as full-time students.

The term **Authorized Adult** shall refer to an adult who is authorized pursuant to this Policy to supervise minors participating in a Program. As noted below in this Policy, all University students, employees, independent contractors or volunteers acting as authorized adults must be in compliance with the requirements of the provisions of this Policy captioned “Individuals Acting as Authorized Adults.” Although a parent or legal guardian may supervise their own minor children and their guests who are minors while visiting the campus or using campus facilities, a parent or legal guardian may not act as an Authorized Adult in a Program (including one in which his or her child participates) unless they are in compliance with the requirements outlined below under “Individuals Acting as Authorized Adults.”

A **Program** shall include any organized activity or event that is designed to include participants who are minors, offered by an academic or administrative unit of the University, whether on- or off-campus, or by non-University organizations using campus facilities. Programs shall include workshops, summer camps (day or residential), and group visits, but shall exclude the following **Exempt Programs**:

- Performances or events open to the general public (such as liturgies, athletic competitions, plays, concerts, lectures);
- Visits and tours for prospective students organized by the Office of Undergraduate Admissions;
- Tutoring and mentoring by full-time Boston College students who are registered in recognized organizations (e.g. Big Brother/Big Sister), or participating in community service activities sponsored by an administrative or academic unit of the University provided that such activities take place only in public settings (such as libraries and dining halls) during normal operating hours; and
- Visits by minors over the age of 16, including overnight stays in University housing facilities by candidates for admission, prospective student-athletes, or siblings of enrolled students, when hosted by enrolled University students; provided, however, that all such visitors shall be fully subject to the Student Code of Conduct while on campus.

**Responsible Dean or Vice President** shall refer to the Vice President or Dean having responsibility over an administrative or academic unit, respectively, and, as used in this Policy, the Director of Athletics. In the event a Program using University facilities is sponsored by a non-University organization, the
Responsible Dean or Vice President shall be the Vice President or Dean arranging for, or authorizing the use of the facilities.

**Presence of Minors on Campus**

The University reserves the right to condition, restrict or deny access to University facilities by minors at its discretion. All minors, including those participating in Programs, shall be subject to all University regulations while on campus, and may be asked to leave the campus if unable to comply.

**University-Sponsored Programs Involving Minors**

Unless they are Exempt Programs, all University-sponsored Programs involving the participation of minors must comply with the following terms and conditions, as well as any other applicable requirements of federal, state or local law or regulation.

1. **Program Registration.** All academic and administrative units of the University sponsoring a Program in which minors will participate, whether located on or off campus, shall be required to register such Program with the Responsible Dean or Vice President and the Vice President for Human Resources not later than thirty (30) days prior to the commencement date of the Program. Registration shall be on forms approved by the Office of the Vice President for Human Resources, and shall require a description of the Program, a designation of the University employee having primary responsibility for the Program, a list of all persons who will act as Authorized Adults in connection with the Program (which information shall be updated as soon as it becomes available), together with evidence that the Program complies or will comply in all respects with the requirements of this Policy.

2. **Communication Plan.** All Programs shall establish a procedure for notification of all participants’ parents/legal guardians in the event of an emergency, and obtain and keep accessible contact information for participants’ parents/legal guardians, as well as emergency contacts in the event the parents/legal guardians are unavailable. All parents/legal guardians of participating minors shall be provided with contact information in order to reach participants while the Program is in session.

3. **Medical Emergency Plan.** All Programs must obtain: (i) authorization from all participants’ parents/legal guardians to permit transportation of Program participants to University Health Services or local hospitals as deemed necessary; (ii) authorization for emergency medical treatment in the event the parents/legal guardians or their designated emergency contact are not available; and (iii) disclosure of any allergies or other medical condition or physical limitation that might impact participation in the Program. In the event any participants require administration of medicines while participating in the Program, necessary procedures shall be established with the guidance of University Health Services.

4. **Supervision Plan.** All Programs must establish a plan for adequate supervision in light of the number and average age of participants, the Program activity and whether overnight accommodations are involved. The Supervision Plan must specify the person having responsibility over all Authorized Adults serving in the Program, the proposed ratio of participants to Authorized Adults, the proposed number of Authorized Adults over 21, and provide a proposed breakdown of Authorized Adults by category of employees, students and volunteers. The Supervision Plan for any overnight program must specify curfews, rules pertaining to any visitors, and limitations of use of free time.
5. **Transportation Plan.** All Programs must establish a procedure for the pick-up and drop-off of participants, specifying times and locations, and providing that no participant shall be released to any person other than his or her parent or legal guardian without specific written authorization from such parent or guardian. Any Program providing for transportation of participants by Authorized Adults after drop off by parent or legal guardians to the campus or other site must be in all instances be reviewed and approved by the Office of Risk Management. Under no circumstances shall an Authorized Adult be permitted to be alone with a minor in a car or other vehicle.

**Individuals Acting as Authorized Adults**

No student, University employee, parent or legal guardian, independent contractor or other volunteer shall serve as an Authorized Adult in any University-sponsored Program, unless and until the following requirements have been met:

- **Self-Disclosure.** Each person proposed to serve as an Authorized Adult shall complete a self-disclosure form disclosing any and all arrests or convictions and shall agree to immediately disclose any arrest or conviction occurring thereafter.

- **Background Check.** A successful background check will be required of each proposed Authorized Adult prior to his or her participation in a University-sponsored Program involving minors. All such checks pertaining to University-sponsored Programs shall be conducted by the Department of Human Resources or a contractor acting under the direction of the Department of Human Resources. Such background check shall include at a minimum a review of the Massachusetts Criminal and Sex Offender Records Information Registries (CORI/SORI), or the similar registries of the state or states of primary residence of such person, as well as a national criminal and sex offender search and a motor vehicle driving record search. All such checks shall be conducted in compliance with the applicable provisions of the Fair Credit Reporting Act and the regulations of the Massachusetts Criminal History Systems Board.

- **Training.** Each person proposed to serve as an Authorized Adult shall complete a training program on the protection of children from abuse, which program shall be approved by the Department of Human Resources.

**Non-University Sponsored Programs**

Non-University organizations sponsoring Programs that use University facilities shall be required to execute and deliver the following prior to authorization by a responsible Vice President or Dean to make use of Boston College facilities.

- A Facilities License Agreement setting forth the specific facilities to be used, the dates and hours of permitted access and other terms applicable to such use;
- Unless such program is determined by the Responsible Vice President to be an Exempt Program, a certification that the Program meets all requirements for Programs set out in this Policy, including without limitation, all provisions concerning training and background checks of all Authorized Adults; and
- an Indemnification Agreement in a form acceptable to the University General Counsel defending and holding the University harmless against any and all claims arising from the actions of the
Sponsor, its employees or volunteers, and from any failure to conform to the requirements of this Policy.

Prohibited Conduct

No Program or Exempt Program minors shall involve any of the following:

- Unobserved or unsupervised one-on-one contact between a minor and any Authorized Adult;
- Corporal punishment, inappropriate touching, horseplay;
- Hazing or bullying of any kind;
- Presence or consumption of tobacco, alcohol, or illegal drugs;
- Presence or use of or sexually explicit literature or other media of any kind;
- Presence or use of firearms or weapons of any kind;
- Gifts between Authorized Adults and minors;
- Inappropriate use of cameras, audio or video equipment, or computers;
- Any private communication not pertaining to Program matters between adults and minors by email, text messaging or social media; or
- Transportation of minors by adults except in conformance with a Transportation Plan.

Reporting of Inappropriate Activity, etc.

All members of the University community are encouraged to report the presence of unaccompanied minors on campus, as well as any inappropriate conduct by a minor and an accompanying adult to the Boston College Police Department [Tel: 617.552.4444].

All employees serving as Authorized Adults in University sponsored Program should be aware that they are mandatory reporters under Massachusetts law and must report to the Department of Youth Services all instances where they have reasonable cause to believe a child is suffering physically or emotionally from abuse, including sexual abuse, or neglect. All such employees should contact the Boston College Police or the General Counsel’s office immediately in the event they become aware of or concerned about such abuse or neglect for assistance in making all required reports under Massachusetts law.

In addition, all employees serving as Authorized Adults in University-sponsored programs are “Campus Security Authorities” under the University’s Policy on the reporting of crimes pursuant to the Jeanne Clery Disclosure and Campus Security Policy and Campus Crime Statistics Act (the “Clery Act”) and should review the University Policy on Crime reporting found at http://www.bc.edu/content/dam/files/offices/policies/pdf/policies/V/5-350-210.pdf

Approved: William P. Leahy, S.J.
Date: March 12, 2013
# Student Organizations Handbook 2015-2016
## Appendix: Request for Registration Form

## Registration Request: ORGANIZATION NAME
Submitted on DATE
Status: PENDING

### Contact Information Name:

| STUDENT NAME | Email: STUDENT@BC.EDU |

### Basic Information

<table>
<thead>
<tr>
<th>Organization Long Name</th>
<th>NEW STUDENT ORGANIZATION NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Short Name</td>
<td>NSON</td>
</tr>
<tr>
<td>Category</td>
<td>SELECT A CATEGORY</td>
</tr>
<tr>
<td>External Website URL</td>
<td><a href="http://www.bc.edu/NEW">http://www.bc.edu/NEW</a> STUDENT ORGANIZATION</td>
</tr>
<tr>
<td>Description</td>
<td>WRITE DESCRIPTION HERE</td>
</tr>
</tbody>
</table>

### Keywords
ENTER KEY WORDS TO FACILITATE SEARCHING FOR YOUR NEW ORGANIZATION

## Additional Organization Information

- **[Required]** Does your proposed organization have a national or local affiliation?
- If so, what is their website?
- **[Required]** Has this organization been active at Boston College in the past?
- **[Required]** Has this organization been denied approval in the past?

## Organization Contact

- **[Required]** Primary Contact Name
  The primary contact should be the organization leader (president, director, chair, etc.)
- **[Required]** Primary Contact Title
- **[Required]** Primary Contact Email
- **[Required]** Primary Contact Phone

## Additional Contact Name

<table>
<thead>
<tr>
<th>Additional Contact Email</th>
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<tbody>
<tr>
<td>Additional Contact Phone</td>
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</table>

- **[Required]** Faculty/Staff Advisor Name
  Your faculty/staff advisor is NOT your Student Programs Office contact.
- **[Required]** Faculty/Staff Advisor Email Address
Organization Details (Please be sure your responses are detailed and thorough).

[Required] Organization Mission Statement

[Required] Please outline your short-term (i.e. number of attendees at your first general meeting and first year activity) and long-term (i.e. 3-year and 5-year) vision.

[Required] How does your organization advance the Jesuit Catholic mission of Boston College and enhance student life on campus?

[Required] Describe the unique nature of this organization?

[Required] What research have you done that demonstrates a need for this organization at Boston College? Does this organization exist at other campuses in the Boston area?

Is there significant interest in an organization like this? Please provide fifteen (15) names and email addresses of students who have expressed interest in being active members/executive board members for this organization.
Purpose and Scope

In recognition of the many educational benefits of domestic and international travel, the University regularly supports a variety of academic and extracurricular travel programs for groups of students that are organized by academic departments, administrative units, and student organizations. This Policy establishes guidelines for these travel programs to ensure adequate University oversight, quality and consistency, and the ability of the University to respond appropriately in the event of a problem or emergency. The guidelines established by this Policy are considered the minimum required. Sponsoring Departments or Responsible Administrators may establish additional requirements to address the unique goals or circumstances of a particular travel program or individual trip.

This Policy applies to all overnight academic and extracurricular student group travel sponsored by the University including, without limitation, all volunteer, service, immersion, academic, and course-based trips, as defined more specifically below. It does not apply to day trips, study abroad programs made available by the Office of International Programs, individual student travel sponsored by offices or departments, or student travel managed by the Athletic Department.

Definitions

When used in this Policy, the following terms shall have the meanings ascribed to them below:

**Travel Program** is any academic or extracurricular student domestic or international group travel supported or organized by the University including, without limitation, all volunteer, service, immersion, academic, and course-based trips, as well as trips organized by or through registered student organizations, unless the travel is excluded from the scope of this Policy.

**Sponsoring Department** is the department or unit of the University that is organizing, administering, and/or financially supporting the Travel Program.

**Responsible Administrator** is, in the case of a school, the dean of that school, and in the case of a University division or department, the vice president responsible for that area. The President of the University is also a Responsible Administrator.

**Coordinating Administrator** is the person assigned by the Sponsoring Department to be responsible for planning and overseeing the Travel Program. The Director of the Office of Student Involvement serves as the Coordinating Administrator for all Travel Programs organized by or through registered student organizations.

**Student Travel Advisory Committee** is a standing committee comprised of the Dean of Students or other designee of the Vice President of Student Affairs, the Director of International Programs or other designee of the Provost, and the Director of the Volunteer and Service Learning Center or other designee of the Vice President for Mission and Ministry. The designee of the Vice President of Student Affairs is also a Responsible Administrator.
Affairs chairs the committee and may invite other representatives to join the committee on an ad hoc basis.

*Trip Leader* is the full-time University faculty or staff person who is responsible for preparing the student group before the trip and accompanying them on the trip. Experienced graduate students or other non-undergraduate persons affiliated with the University may serve in this role if approved in advance by the Responsible Administrator. In the case of domestic travel, undergraduate students, serving in pairs, may serve as Trip Leaders if approved in advance by the Responsible Administrator.

**University Oversight**

Each Responsible Administrator is responsible for ensuring compliance with this Policy within his or her school or department and approving all Travel Programs that are sponsored, managed, or conducted under the auspices of that school or department.

All Travel Programs must be organized and overseen by a Coordinating Administrator, working under the auspices of a Sponsoring Department. The Coordinating Administrator must have the trip approved by the applicable Responsible Administrator prior to notifying any students about the availability of a Travel Program.

The Sponsoring Department is responsible for managing all financial arrangements and obligations for each Travel Program as well as for ensuring that any fundraising for the program complies with applicable University procedures.

The Student Travel Advisory Committee meets regularly to review Travel Programs, address any issues or concerns that may arise, and provide guidance to Responsible Administrators and Coordinating Administrators. The Committee approves the form of “Terms and Conditions of Participation” agreement for student travelers. Responsible Administrators may consult with the chair of the Committee to address any questions, concerns or assistance in addressing any particular issue or potential risk associated with a specific Travel Program. The Committee may establish additional procedures for the purpose of carrying out the Policy from time to time, and may recommend amendments to the Policy.

**General Travel Program Requirements**

Each Travel Program must have a Coordinating Administrator and a Trip Leader approved by the Responsible Administrator. All international trips must have a minimum of two Trip Leaders. In cases of trips with more than 20 students, three Trip Leaders must be assigned. The Responsible Administrator must approve any exceptions to this requirement in advance of the trip.

Prior to selection for a Travel Program, all student participants must be screened by the Office of Student Conduct for a review of conduct history. The Coordinating Administrator will submit the names of the students to the Office of Student Conduct, which will clear the students for participation. If there are any questions about a student’s conduct history, the Office of Student Conduct will consult with the Responsible Administrator to determine the student’s ability to participate in the trip.
For any trip, the Coordinating Administrator must establish a relationship with an established local host organization or institution to coordinate the Travel Program’s activities on-site.

Before departure, the Coordinating Administrator must register each trip with the Office of the Dean of Students by providing the Dean with a list of all student participants and the names and contact information for the Trip Leaders. The Coordinating Administrator or designee must also provide the Dean with the trip itinerary, contact information for the host organization, and for international trips, copies of passports for each participant. The Office of the Dean of Students will make this information available to the Boston College Police Department, as well as to other University administrators in the event of an emergency or other need for contact.

The Coordinating Administrator for each international Travel Program must work with the Office of Risk Management to secure insurance coverage for all participants through HTH Worldwide or other University-approved providers.

Pre-trip Procedures

Prior to departure, the Coordinating Administrator must provide all student trip participants with the following:

a. The approved form of release agreement, (the “Terms and Conditions of Participation”), which must be signed by the student and returned to the Coordinating Administrator prior to departure;

b. Information on itinerary, transportation, and lodging arrangements;

c. Medical information including any recommended immunizations and, if applicable, any other recommendations of the Centers for Disease Control and Prevention;

d. All applicable U.S Department of State Public Travel Advisories and Consular Information Sheet(s);

e. Information regarding any visa and/or border-tax requirements; and

f. Information on registering with the U.S. Department of State or other appropriate entity for international participants.

g. An orientation program that includes, without limitation:
   • University conduct standards and any specific expectations based on the nature of the trip and any relevant cultural considerations;
   • cultural, economic and political background of the region or regions being visited;
   • relevant laws and customs of the region(s); and
   • health and personal safety information.

State Department Advisories and Warnings

Sponsoring Departments planning travel outside the United States must determine, both before the trip is organized and prior to departure, whether a U.S. State Department Travel Advisory or
Warning exists for the destination country or countries. If an Advisory or Warning exists, the Coordinating Administrator, in consultation with the Trip Leader, must seek the approval and guidance of the Responsible Administrator before proceeding with further planning or departure. A copy of the Advisory or Warning and the Consular Information Sheet must be provided to the Responsible Administrator in conjunction with any other information that the Trip Leader or Sponsoring Department determines relevant. The trip may not proceed without the approval of the Responsible Administrator, who shall consult with the University Office of Risk Management and the Director of International Programs in determining whether to grant approval and under what terms and conditions.

The Sponsoring Department must ensure that any specific precautions recommended in the Warning, such as avoiding particular areas or registering with the applicable embassy, are followed, and must comply with any other terms and conditions established by the Office of Risk Management or Responsible Administrator.

If the trip is approved, the Coordinating Administrator shall promptly provide any Travel Warnings or Advisories to all participants. The Responsible Administrator may require additional orientation for the student participants, and may require that any participants execute a waiver and release.

Standards & Conduct during Travel

All trip participants must abide by all the applicable University standards of conduct as well as local law. Student participants must adhere to the Student Code of Conduct and are expected to behave in a manner that is consistent with the University’s mission and values. Students must adhere to all directions of the Trip Leader.

The Trip Leader must promptly report to the Office of the Dean of Students any student conduct matter or other concern that arises on a trip. Serious matters that involve health, potential criminal activity, safety or well-being must be reported by the Trip Leader immediately. All other conduct issues must be reported to the Dean within 24 hours.

Any serious incident of misconduct may result in the trip participant being required to leave the trip and return home at the participant’s expense. Without limiting the foregoing, the possession or use of controlled substances by any trip participant will be grounds for immediate dismissal from the Travel Program, and the offending person may be required to return home at his or her own expense.

The Trip Leader, acting under the guidance of the Sponsoring Department, may establish restrictions, or an absolute prohibition, concerning alcohol consumption during a trip.

Trip participants must assume primary responsibility for their own safety and well-being.

In case of emergencies, to the extent feasible, at least one Trip Leader should remain with the group for the entirety of the experience to help ensure the safety and well-being of the trip participants.

Trip Leaders, together with the Sponsoring Department, should establish and communicate to the student participants expectations regarding independent student activities during any free time on the trip. Students must follow the Trip Leaders’ instructions regarding independent activities.
Trip Leaders are expected to stay in close proximity and be readily available to student participants. In the case of home stays, Trip Leaders and students are expected to stay in the same community.

No student is permitted to leave the group, and no student should be left behind during a trip unless circumstances require. In the event that illness detains a student, arrangements should be made to leave a second Trip Leader with the student.

If a student must return home early from the trip for any reason, the Trip Leader, in consultation with the Responsible Administrator, will determine whether the student needs to be accompanied by another trip participant.