

# Spring 2017 Club Head Guide

## Spring '17 Fiscal Committee

**Chair:** Eva-Marie Quinones  
**Treasurer:** Maia Petrova  
**Members:** Garrett Brown                      Quinn McInerney  
                   Ayesha Imran                         Odett Salcedo  
                   Jadyn Gray-Hough

## Important Dates and Deadlines

February 4	Club Head Day
February 7	Club Budgets 101 workshop: 7:00pm @ Campus Center Mtg. Room (214)
February 8	Budget proposals due to <a href="mailto:fisccomm@bard.edu">fisccomm@bard.edu</a> by 11:59PM
February 8-9	Sign-up sheet for Budget Review posted on Student Activities Office door
February 10-11	Budget Review in Kline College Room: 2/10: starting at 3pm 2/11: starting at 9am
February 12	Draft budget posted in Campus Center (Student Activities Office) and available online
February 13	Budget amendments due to <a href="mailto:speaker@bard.edu">speaker@bard.edu</a> by 7PM
February 15	Campus Clarity OR Community Care Training must be completed by 5PM Club Fair begins at 5PM in the Campus Center Budget Forum begins at 7PM in the MPR
February 20	Charter Club Applications due to <a href="mailto:fisccomm@bard.edu">fisccomm@bard.edu</a> by 11PM
February 21	Spending Your Club Money Workshop: 7:30pm @ Campus Center Mtg Room (214)
February 22	First Check Requests and Purchase Orders due to Student Activities Office by 5PM, and every Wednesday thereafter
February 23	Charter Club Check-ins with Fiscal Committee: 6:30-10:00pm @ Campus Center Red Room (202)
March 3	First checks issued, and every Friday thereafter
April 10	Charter Club Budget Requests for '17-'18 due by 11:59PM to <a href="mailto:fisccomm@bard.edu">fisccomm@bard.edu</a>
April 12	Charter Club Budget Review: 3:30-7:00PM @ George Ball Lounge
April 26	Last day to submit an Emergency Fund request for Spring 2017 Last day to submit a Transfer request for Spring 2017 Last day to submit a Purchase Order <u>for items</u> for Spring 2017
May 3	Last day to submit a Check request for Spring 2017 Last day to submit a Purchase Order <u>for food</u> for Spring 2017 Deadline for Pre-Allocation requests for Fall 2017 Deadline for L&T request for August 2017
May 12	Final checks issued.
May 16	Last day to hold events.

## How to Submit a Budget

In order to receive money for your club's activities, you must submit a budget proposal to Fiscal Committee. Your budget submission is the principal means for the Committee to gain insight into your club's activities and goals – as well as why they are important enough to be funded by the Convocation Fund.

**Budgets are due via email to [fiscomm@bard.edu](mailto:fiscomm@bard.edu) by 11:59PM on Wednesday, February 8.  
THERE WILL BE ABSOLUTELY NO EXCEPTIONS TO THIS DEADLINE!**

### Cover Page

Every budget proposal must include a cover page, which should provide an overview of your club. Cover pages should answer the following questions:

- What is your club's purpose or mission? How many members does it have? Or, if starting or reviving a club, who do you anticipate joining your club?
- How does/will your club contribute to campus life?
- What activities or events did your club engage in last semester, if applicable? What were your club's successes? Were there any problems encountered? If reviving a club, you can talk about the clubs activities in years past.
- What activities or events does your club hope to engage in this semester? Which are the most important and why?

Cover Pages should be titled: **[your club name], cover page** and should be a maximum of 1 page, 3 paragraphs long. All cover pages must be submitted in .docx or .pdf format.;

Fiscal Committee will base its evaluation of a club's past events based on the centralized calendar in SPARC. **This makes it crucial that you register ALL your events, meetings, or performances with SPARC, located in the Student Activities Office.**

### Itemized Budget

Every budget proposal must include an itemized budget, which will provide a detailed breakdown of your club's anticipated expenditures for the next semester. The level of detail will vary from club to club; some may opt to list individual items they intend to purchase, others may choose to group purchases into categories. If you choose the latter method, be sure to provide the Committee with enough information about how the money will be used in the Comments column. Use the template below *only* for submitting budget requests.

Club Name	Expenditure	Cost	Comments
Your club name, repeat in every row	The item or expenditure being requested	The total cost of this item or expenditure	Comments explaining why your club is requesting this item <i>(optional)</i>

It is not necessary to sum your club's budget. Information that is outside of these four columns will be ignored. Do not use Excel's comment function; these notes will be discarded. Instead, place all comments in the Comments column.

All itemized budgets must be submitted in the **.xls or .xlsx format**. If you use a google doc for this, be sure to **download it into an excel document** to submit!

**\*\*If you are a new clubhead taking over for a previously existing club, e-mail Fiscal Committee at [fiscomm@bard.edu](mailto:fiscomm@bard.edu) to request previous budget materials from your club (optional, but helpful).\*\***

**Completing a budget request for the first time? Come to the following workshop meant just for you!**

### **Club Budgets 101**

**Tuesday, February 7 | 7:00pm | Campus Center Mtg. Room (214)**

***Are you ready for budget review? Come find out. We'll talk about how to draft club budgets, as well as how to spend and manage your club funds throughout the semester.***

### **Budget Review**

Budget review is an opportunity to discuss your club's budget with the members of Fiscal Committee before allocation decisions are made. This will allow the Committee to get a better sense of your club's goals and clear up any confusion that may exist about your submitted budget proposal. If you are the Club Head of an existing club, Fiscal Committee may also inquire about how money was spent in previous semesters and discuss any problems that may have occurred.

This process is a vital component of the Committee's allocation decisions, and it is critical that representatives of your club show up prepared to speak about its budgetary aims. *Failure to show up at budget review will result in a penny budget. There will be no exceptions to this rule.*

A sign-up sheet will be posted on the door of the Student Activities Office on February 8<sup>th</sup> and 9<sup>th</sup>. All meetings will occur in the Kline College Room on February 10<sup>th</sup> & 11<sup>th</sup>.

***If anything goes wrong, call this number: Eva-Marie – 908.698.9331. We want to hear from your club and will bend over backwards to make this possible. If we don't hear from you, however, there is no excuse. You will not receive a budget.***

**Additional questions about this Process? Stop by Eva-Marie's office hours on Tuesday, February 7, from 3-5pm in the Student Government Office (Campus Center, 227).**

### **Club Fair**

Club Fair occurs on the day of Budget Forum, and is where all clubs can showcase their 'thing,' whatever it may be, to the Bard Community. Club Fair is your best opportunity to attract lots of new members, both First-Year students looking for something to get involved in and returning students who've noticed an abundance of free time in their schedules. We encourage every club to go all out in promoting themselves to prospective members. **Club Fair will be on February 15<sup>th</sup> at 5PM in the Campus Center.** Tables are allocated on a first-come, first-serve basis so show up early to stake out a good spot. You must be physically present in order to hold a table space, and all tables must be shared by at least 2 clubs.

### **Budget Forum**

Budget Forum is where the student body amends and approves Fiscal Committee's work. If your club disagrees with the budget that was allocated to you by the Committee, you can propose an amendment that would satisfy your needs.

The draft budget will be posted in the Campus Center, Kline, and Manor on the morning of February 12<sup>th</sup>. If you intend to propose an amendment, it is recommended that you review the entire budget carefully.

**Have any questions about your budget once it's posted? Want to talk through the next steps of the process? Swing by the Student Government Office (Campus Center, 227) to chat with Eva-Marie Quinones, the Chair of the Fiscal Committee or Maia Petrova, the Student Government Treasurer:**

**Fiscal Committee Chair Office Hours: Tuesdays 3-5pm**

**Treasurer Office Hours: Wednesdays 3-5pm**

There are two kinds of amendments:

A **friendly amendment** is a request for other clubs to give up a portion of their budget to help your club out. This is an entirely voluntary transaction. You can agree with another club head to transfer money, or make an appeal to the forum at large.

A **hostile amendment** specifies another club and an amount of money you wish to see transferred to your own club's budget. Such amendments must be voted on by the students in attendance, and if a two-thirds majority agrees with your argument for the funds, the transaction will be completed.

*Both friendly and hostile amendments must be submitted via email by 7PM February 13, to [speaker@bard.edu](mailto:speaker@bard.edu).*

**Budget Forum will occur in Campus Center MPR at 7PM on Wednesday, February 15<sup>th</sup>.**

## The Emergency Fund

The Emergency Fund is an amount of money from the Convocation Fund, that Fiscal Committee sets aside at the beginning of each semester to cover unplanned expenditures. Clubs may request this money should their remaining funds prove insufficient for their needs.

In order to apply for Emergency Fund money, send an email to [fiscomm@bard.edu](mailto:fiscomm@bard.edu). This email should contain the name of the club requesting extra money, the name of the club officer making the request, the amount being requested, and a detailed description of why the money is needed and to what uses it will be put. Fiscal Committee will deliberate and send a response within one week of receiving the request. In order to ensure sufficient time to obtain the requested money, it is recommended that Emergency Fund requests are made at least two weeks before the funds are needed.

## Transferring Money

It is possible to transfer money from one club's budget to another's, for example, if cosponsoring an event. In order to request this transfer, an officer of the club that is *giving* the money should send an email to [fiscomm@bard.edu](mailto:fiscomm@bard.edu). This email should contain the names of both clubs, the amount being transferred, and a detailed description of the reason for making the transfer. Fiscal Committee will deliberate and send a response within one week of receiving the request; however, in order to ensure sufficient time to spend the transferred money, it is recommended that transfer requests be made at least two weeks before the funds are needed.

If you wish to transfer money from your club to a department of the college, you should send an email to [fiscomm@bard.edu](mailto:fiscomm@bard.edu). This email should contain the name of your club, the amount being transferred, the name of the department to which the money is being transferred, and the department's account number, which you can obtain from the department.

If a department or office wishes to transfer money to your club, they should get in touch with Kristin or Julie in Student Activities at [studentactivities@bard.edu](mailto:studentactivities@bard.edu).

## Pre-Allocations

Pre-allocations give your club the opportunity to hold events and spend money within the first 3 weeks of the following semester. Club budgets do not roll-over between semesters, and going through the typical budget allocation process does not give you access to your club funds until the middle of the 3<sup>rd</sup> week of classes. If you have an idea for a specific event and/or purchase to be held/made early in the Fall 2017 semester, submit your request to [fiscomm@bard.edu](mailto:fiscomm@bard.edu). Be sure to include the name of your club, amount you are requesting, and reason for request (much like an Emergency Fund request). Fiscal Committee will deliberate and send a response by the end of the Spring semester.

Please note: These requests are for money to be used **within the first 3 weeks of the Fall semester only** – this process does not take the place of the regular budget allocation process that will occur in the beginning of the Fall semester.

Charter Clubs do not need to request a pre-allocation. Any budget allocated through the Charter Budget Process is available for club use at the beginning of each semester.

**Pre-allocation requests are due to [fiscomm@bard.edu](mailto:fiscomm@bard.edu) by Wednesday, May 3 at 5pm**

## Language & Thinking/Citizen Science

Not all students are on campus during August for the Language and Thinking Program or during January for the Citizen Science Program. Therefore, clubs are prohibited from using their funding during these times. For exceptions to this policy, please request special permission from the Fiscal Committee to have and/or spend a budget.

Please note: Clubs cannot hold events during L&T or Citizen Science without working directly with the Student Activities Office well in advance. There are limited resources (such as SPARC, Sound Crew, & Event Staff) for events during L&T and Citizen Science.

**L&T 2017 allocation/spending requests are due to [fiscomm@bard.edu](mailto:fiscomm@bard.edu) by Wednesday, May 3 at 5pm**

## Fundraising for a Club

Clubs are welcome (and encouraged!) to do your own fundraising for additional funds. When money is raised from outside sources, please bring it to the Student Activities Office to be deposited into your club account. This can be in the form of cash, or checks made out to “Bard College” with your club name in the memo line on the check. Once the money is deposited into your account, you can spend it however you wish (within the legal guidelines of the college) using the same spending procedures as outlined in the Club Spending Guide. Additionally, any money that you fundraise yourself will roll-over from semester to semester so you are not restricted to spending it all by the student government deadlines. For creative ideas about how to fundraise, feel free to chat with anyone from the Office of Student Activities for ideas.

Please Note: Since Bard College is a non-profit institution **it is against the law to use some outsourced fundraising methods like kickstarter.** We learned this the hard way, so please check with the Director of Student Activities before using any online fundraising source!

## Campus Clarity/Community Care Title IX Training

As student leaders, club heads have the opportunity to model both College policy and campus values to the members of their organizations. To foster the dissemination of this important information, the recent NYS legislation known as "Enough is Enough" requires that all student leaders be trained in the areas of bystander intervention, drug and alcohol use, consent, and gender-based misconduct. To fulfill this requirement, you have the option to attend a 1-hour in-person **Community Care Workshop** OR complete a 2.5-hour online **Campus Clarity Training\***.

**COMMUNITY CARE WORKSHOP OPTIONS:**  
**Monday, February 6, 4:30pm @ Campus Center Red Room (202)**  
**Thursday, February 9, 6pm @ Campus Center Red Room (202)**  
**Friday, February 10, 2pm @ George Ball Lounge**  
**Saturday, February 11, 12pm @ George Ball Lounge**

As Club Heads, it is **MANDATORY** for you to attend one of these workshops OR complete the **Campus Clarity online training by February 15<sup>th</sup> at 5pm.** Failure to do so will result in the freezing of your club budget(s)!

\*Please note that you only need to complete this training ONCE. If you have already completed it, then you don't need to do anything additional at this time. If you have any questions or concerns about the training please contact Bella Mazzetti at [bmazzett@bard.edu](mailto:bmazzett@bard.edu).

**\*\*Quick stretch break, and then review of the CLUB SPENDING GUIDE\*\***

## SPARC – Student Publicity and Activities Resource Center

SPARC is your one-stop-shop for all Event Planning needs. Meet with a SPARC Event Planning Intern to reserve spaces, coordinate B&G services, submit soundcrew requests, and register your events. SPARC is located in the main Student Activities Office (Campus Center 218). Please refer to the SPARC handout for more details about planning an event.

SPARC Publicity -- There are also Publicity Interns who can design posters to advertise your club and/or your club's events. Our Event Planning Interns can help you submit poster requests, or you can access the request form yourself at [student.bard.edu/sparc](http://student.bard.edu/sparc). Designs of posters are done free of charge, but clubs are responsible for the cost of printing through Central Services. We also have Web Design Interns who help clubs establish new websites and create new e-mail addresses.

SPARC Screen – Digital bulletin board in the Campus Center lobby! To submit advertisements for this screen, simply e-mail pre-made PowerPoint slides to [SPARCscreen@gmail.com](mailto:SPARCscreen@gmail.com). We also accept images as jpeg. or gif. format (but NOT pdf format). If you have a poster made by SPARC, simply check “yes” for having your posters automatically displayed on the SPARC Screen and they will take care of that for you!

## Club Events Calendar

SPARC utilizes the college-wide space management system in order to track all registered Club meetings and events. Be sure to meet with a SPARC Intern in order to reserve spaces correctly for all club meetings and events. Once the space is confirmed, your events will automatically appear on the calendar through the space management system. The Fiscal Committee will use this calendar to evaluate each club’s performance during budget review. In order to show Fiscal Committee that you have held an event this semester, you must register it through SPARC. The calendar is public and viewable by logging into the space management system and browsing through events. Simply filter by “type of event” to see all Club and Student-run meetings and events!

## Club Meetings Calendar

The bulletin board outside of the Student Government Office (across from Student Activities) has been designated a Club Meeting calendar. Be sure to REGISTER your weekly club meetings through SPARC so we can add you to the calendar! Even if you meet in a location like the Root Cellar or Sawkill, please let us know so we can help publicize those meetings for you.

## Club Spaces and Storage

If your club has a space on campus, or a storage cabinet in the Campus Center – be sure to follow-up with Kristin or Julie in the Student Activities Office about accessing that space (via key and/or security access list)! If you don’t currently have storage space but would like some, follow-up with Kristin in order to get on our waitlist.

## Club Printing Card

The Student Activities Office has a Printing Card that you can use for basic black & white printing for your club. Stop by the Student Activities Office (Campus Center, 218) to sign the card out for use in the Campus Center computer lab only.

## Alcohol Training Workshops

If your club wants to hold any events with alcohol, at least two event hosts from your club must attend one of the following hour-long trainings with Julie or Domi from Student Activities. The scheduled training dates/times will be:

**Wednesday, February 8, 5-6pm @ Campus Center Meeting Room (214)**

**Thursday, February 16, 5-6pm @ Campus Center Meeting Room (214)**

**Friday, February 24, 4-5pm @ Campus Center Meeting Room (214)**

**Please note – you must attend one alcohol training session per academic year, so if you attended one in the Fall semester, you do NOT need to attend another one this semester.**

## Engaging Enrichment Workshops – coming soon!

Student Government is designing workshops that aim to serve the campus community by creating space for student leaders to have critical discussions with around topics such as race, gender & sexuality, and religion at Bard. Workshop details and dates will be announced through the Club Head Listserv.

**As an incentive to participate in these workshops, the Fiscal Committee is offering \$50 for your club budget for attending one of them. Just be sure to sign in at the workshop with your club name, and we’ll transfer the money for you!**

## FAQ

**Q. I've never spent club money before, are there other options to learn more details about the Check Request and Purchase Order process?**

A. Yes! Come to the following workshop to learn all you need to know about spending your club money:

### **Spending Your Club Money**

**Tuesday, February 21 | 7:30pm | Campus Center Mtg. Room (214)**

***Come review all the details about check request and purchase order submissions so you can plan ahead and spend your club money without any delays!***

**Q. I'm a new club, anything I should know?**

A. Everything in this handout, and the Club Spending Guide. You can find both at [studentactivities.bard.edu/resources](http://studentactivities.bard.edu/resources). Also, new clubs are limited to receiving \$350 their first semester of operation, except in special circumstances.

**Q. What's with the \$0.01 budgets?**

A. Clubs that don't plan on spending any money in a semester submit penny budgets as a placeholder, a way of saying, "Hey, we're still here." This allows them to not be limited to \$350 when the club next requests money. Penny budgets are also sometimes given to new clubs as a way to say "OK – you're officially a club...but let's see what you can do before giving you a budget." This makes new clubs eligible to make Emergency Fund requests during their first semester, and will not limit them to a \$350 budget during their second semester. Penny budgets are automatically allocated to any club that doesn't complete all requirements for being eligible for a budget by the appropriate deadlines.

**Q. Who do I go to with a question that's not answered here?**

A. Your best bet is to pay a visit to SPARC or the Student Activities Office, which will gladly help you understand the budget process, in addition to helping you as you plan events and activities. There are also helpful resources on the SPARC website at: <http://student.bard.edu/sparc/club-resources/>. If you have a specific question about your club's budget, you can email the Student Association Treasurer at [bsgtreas@bard.edu](mailto:bsgtreas@bard.edu).

## Contact Info

**JaQuan Beachem, Speaker of the Student Body** – [speaker@bard.edu](mailto:speaker@bard.edu)

**Maia Petrova, Treasurer** – [bsgtreas@bard.edu](mailto:bsgtreas@bard.edu)

**Eva-Marie Quinones, Fiscal Committee Chair** – [fischair@bard.edu](mailto:fischair@bard.edu)

**Fiscal Committee** – [fisccomm@bard.edu](mailto:fisccomm@bard.edu)

**Student Activities Office** – [studentactivities@bard.edu](mailto:studentactivities@bard.edu)