

Fall 2018 Club Head Guide

Fiscal Committee:

Chair: Jady Gray-Hough '20

Treasurer: Ava Mazzye '20

Members: Isaac Rosenthal '20

Icy Li '21

Khawaja Mohammed Mudasser '20

Sadia Saba '21

Office of Student Activities:

Domi Waldron, Interim Director of Student Activities

Kristin Betts, Interim Director of the Campus Center

Shaun Gills, Student Activities Program Coordinator

Speaker of the Student Body:

Jazondré Gibbs '19

Important Dates and Deadlines

September 8	Club Head Day
September 10	“Club Budgets 101” Workshop – 7:30PM @ Campus Center Yellow Room (214)
September 12	Budget proposals due to fisccomm@bard.edu by 11:59PM
September 12-13	Sign-up sheet for Budget Review posted on Student Activities Office door
September 14-15	Budget Review in Kline College Room: 9/14: starting at 3:30pm 9/15: starting at 9am
September 15	Draft budget e-mailed out to all students.
September 17	Budget amendments due to speaker@bard.edu by 7PM
September 19	Title IX Training must be completed by 5PM Club Fair begins at 5PM outside of Campus Center – on path by red circle sculpture ➔ inside Campus Center as rain location Budget Forum begins at 7PM in MPR
September 25	“Club Spending 101” Workshop – 6:30 PM @ Campus Center Yellow Room (214)
September 26	First Check Requests and Purchase Orders due to Student Activities Office by 5PM, and every Wednesday thereafter
October 5	First checks issued, and every Friday thereafter
November 28	Last day to submit a Stimulus Fund request for Fall 2018 Last day to submit a Transfer request for Fall 2018 Last day to submit a Purchase Order <u>for items</u> for Fall 2018
December 5	Last day to submit a Check request for Fall 2018 Last day to submit a Purchase Order <u>for food</u> for Fall 2018 Deadline for Pre-Allocation requests for Spring 2019 Deadline for Citizen Science Request for January 2019
December 14	Final checks issued.
December 16	Last day to hold events.

What is the Convocation Fund?

Club money comes directly from the **Convocation Fund**, which is comprised of the Student Activities Fee that each Bard student pays each semester. New this year, these fees have been rolled into tuition costs so financial aid allotments can help cover them. This fund is the pot that the Fiscal Committee divides and allocates to the clubs requesting a budget. It is important that when you request your budget, you intend to use up the entire budget so that the Convocation Fund money (money coming directly from students) doesn't go to waste.

How to Get a Club Budget:

If any of these steps are not completed, you will not receive a budget. Please read the detailed descriptions below on how to properly complete each step.

1. Submit a **Cover Page** and an **Itemized Budget** to the Fiscal Committee
2. Sign up & attend **Budget Review**
3. Complete **Campus Clarity Title IX Training**
4. Attend **Budget Forum**

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:

1. 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?
2. How does/will your club contribute to campus life?
3. 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.
4. 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

Itemized Budget:

An itemized budget is 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 (optional)

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.

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!

**Your Cover Page & Itemized Budget are due via email to fisccomm@bard.edu by
11:59PM on Wednesday, September 12th.**

THERE WILL BE ABSOLUTELY NO EXCEPTIONS.

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

New clubs are limited to \$350 in their first semester.

Budget Review:

Budget Review is the 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.

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

Failure to show up at Budget Review will result in a penny budget. There will be no exceptions.

A sign-up sheet will be posted on the door of the Student Activities Office on September 12th and 13th.

All meetings will occur in the Kline College Room on September 14th and 15th.

If anything goes wrong, call this number: Jadyne – 404.519.0066. If we don't hear from you, however, there is no excuse. You will not receive a budget.

Sexual Assault Prevention Training:

As club heads, you are leaders within our community and you have a role to play in preventing gender-based misconduct. Bard requires all student leaders to complete a sexual assault prevention training course, consistent with New York State Education Law Article 129-B. If you have not yet completed the College's online sexual assault prevention training, you will be contacted by the Office for Gender Equity and invited to complete the training.

Failure to complete the training by Wednesday, September 19th will result in the freezing of your club budget(s)!

If you have any questions or concerns, please contact Bella Mazzetti at bmazzett@bard.edu or Madison Lauber at mlauber@bard.edu.

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 have noticed an abundance of free time in their schedules. We encourage every club to go all out in promoting yourselves to prospective members! Club Fair will take place on Wednesday, September 19th at 5PM outside of the Campus Center (inside if it rains). Tables are allocated on a first-come, first-served basis so show up early to stake out a good spot! Be sure to bring your own publicity materials and a sign-up sheet for new members!

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. If you intend to propose an amendment, it is recommended that you review the entire budget carefully.

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.

The draft budget will be e-mailed out to all students by 11:59PM on September 15th

Friendly and hostile amendments must be submitted by 7PM September 17th, to speaker@bard.edu

Budget Forum will occur in the Campus Center MPR at 7PM on Wednesday, September 19th

Additional Funding throughout the Semester:

The following are different ways of receiving additional funding throughout the semester, even if you did not receive enough funds through the budgeting process. Please read below for details on how to request such funding. **Note that these processes also have deadlines at the end of the semester (refer to the table on the first page).**

Stimulus Fund:

The Stimulus Fund is an amount of money from the Convocation Fund that Fiscal Committee sets aside at the beginning of each semester to cover additional expenditures. Fiscal Committee tends to under-fund club’s initial allocations, but saves a good portion of the Convocation Fund for the Stimulus Fund. Clubs should spend their budgets on planned purchases or events first, and then apply for additional funding from the stimulus fund. The most active clubs who are spending their money, will be rewarded with additional funds!

In order to apply for Stimulus Fund money, submit a request here:

<https://tinyurl.com/stimfund>

Stimulus Fund requests should be 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 submit a request here:

<http://tinyurl.com/clubtransfer>

Transfer requests should be made at least two weeks before the funds are needed.

If a department or office wishes to transfer money to your club, they should e-mail all the details of the transfer to studentactivities@bard.edu.

Fundraising for your 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!

Pre-Allocation Requests:

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 3rd week of classes. If you have an idea for a specific event and/or purchase to be held/made early in the Spring semester, submit your request to fiscomm@bard.edu. Be sure to include the name of your club, amount you are requesting, and reason for request. Fiscal Committee will deliberate and send a response by the end of the Fall semester.

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

If you are on campus during L&T/Citizen Science and would like to host a small event through your club budget, you can request a Pre-Allocation for the respective first-year program.

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, SoundCrew & Event Staff) for events during L&T and Citizen Science. Charter Clubs **DO** need to request permission to use their budget during L&T and Citizen Science, and must work with the Student Activities Office to hold these events.

Pre-allocation requests (for the Spring Semester and Citizen Science) are due to fiscomm@bard.edu by Wednesday, December 5th at 5pm

How to Spend your Budget:

Purchase Orders, Student Payment Requests and Check Requests are the main ways to spend your club budget. For a much more detailed explanation of each process and required attachments, please refer to the **Club Spending Guide**.

Check out the **Club Spending Video Guide** on the SPARC website at student.bard.edu/sparc/club-resources

Use a Check Request (Blue Sheet):

If you want to reimburse someone/yourself for a club purchase

If you want to be reimbursed for gas mileage

If you want to pay an outside performer/artist/lecturer

Use a Student Payment Request (Purple Sheet):

If you want to pay a Bard student for a certain service (DJing/photography/videography)

Use a Purchase Order (Yellow Sheet):

If you want to purchase something online

If you want to pay for a food order from a restaurant/purchase items from a store that accepts American Express

If you want to make travel and accommodations for outside artists

All spending methods take AT LEAST TWO WEEKS to be processed.

Please plan out your purchasing in advance.

Planning Events:

SPARC – Student Publicity and Activities Resource Center:

SPARC Event Planning Interns – meet with them 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 – SPARC can also help you publicize your events through posters. Go to the SPARC website (student.bard.edu/sparc) to submit a poster request. Poster designs are FREE for all students, and you can use your club budgets to pay for the printing costs through Central Services.

For club website assistance: E-mail sparsites@bard.edu.

Bard App:

ALL club meetings and events will be added to the calendar on the campus-wide Bard College App! Be sure to REGISTER all of your meetings and events with a SPARC Intern in order to make this happen!

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:

Tuesday, September 11, 5-6pm @ Campus Center Red Room (203)
Friday, September 21, 4-5pm @ Campus Center Red Room (203)
Wednesday, September 26, 4-5pm @ Campus Center Red Room (203)

****Please note – we do not schedule individual alcohol trainings for Event Hosts. If you plan on serving alcohol at your event this semester, you must attend one of these trainings before your event takes place.**

Additional Club Resources:

Club Spaces & 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 Domi 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.

Club Head Listserv:

All officially recognized Club Heads are added to the clubhead@bard.edu listserv each semester. This listserv will be used for us to send reminders about important information and deadlines. We also encourage you to utilize this listserv to publicize your club events, and reach out about collaboration opportunities!

Club Listservs:

If your club already has a listserv, be sure to send all updates (e-mail address to add or remove) to studentactivities@bard.edu. If you don't yet have a listserv, but would like one for easier internal club communication, then e-mail a request to create a listserv to studentactivities@bard.edu.

Student Government Workshops:

Club Budgets 101

Monday, September 10 | 7:30-8:30pm | Campus Center Yellow Room (214)

Find out more details about how to draft club budgets, as well as how to track and manage your club funds throughout the semester.

*Strongly encouraged for first time club heads!

Club Spending 101

Tuesday, September 25 | 6:30-7:30pm | Campus Center Yellow Room (214)

Find out more details about how to spend your club money through the Check Request and Purchase Order process.

*Strongly encouraged for first time club heads!

Club Head Day – Fall 2018

Contacts:

If you have questions about acquiring a budget and about additional funding requests:

Email the Fiscal Chair, Jady Gray-Hough (fischair@bard.edu)

If you have questions about spending your budget:

Email the Treasurer, Ava Mazzye (bsgtreas@bard.edu)

If you have questions about collaborating with Student Government:

Email the Speaker of the Student Body, Jazondré Gibbs (speaker@bard.edu)

If you have specific, complex questions about the club world:

Email the Student Activities Office (studentactivities@bard.edu)