



# Curry College Club & Organization Handbook & Resource Guide



**Fall 2018**



## Student Activities Office

Greetings club and organization members and advisors! The Student Activities Department hopes that this handbook will be a helpful tool for you as you bring students together to enjoy club and organization life at Curry College. We encourage you to read this handbook and keep it with you during your club and organization meetings. It serves as a great reference as you plan events and programs and bring your members together. We wish you the best of luck!

### Our Mission Statement

The Student Activities Office mission is to strive to provide opportunities for students to become engaged with the community through student-driven programs, services, resources and initiatives. The goal is that through these, students will gain leadership skills, management experiences as well as social opportunities to build community throughout the institution. Central to this mission is in fact the Student Center itself, which provides an environment that allows our students a “living room” of campus where they can relax, eat, study, attend social and academic events & programs, as well as a place where they can interact with campus departments and services. It is the goal of the department to get students involved in their community and the experiences outside of the classroom so that through their participation they will witness individual development and growth as well as significant positive impact on the Curry community. The office strives to do so by offering advisement, assisting with campus program development, and providing training opportunities.

### Meet Our Staff

**Anna Lombardo**—Director of Student Activities

**Heather Wyatt**—Program Coordinator of Student Activities

**Bettie Kilcoyne** —Campus Life Administrative Assistant



## Notes

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## Responsibilities of Registered Clubs & Organizations

Once a club or organization has gone through the SGA approval process (upon establishment of the club/organization) and is registered with the Office Student Activities (done each semester) they are considered "recognized."

As a recognized student club or organization, you take on the following responsibilities.

1. Observe and adhere to all policies and procedures of Curry College.
2. Observe and adhere to all policies and procedures found in this handbook and in the Student Center.
3. Registering the club or organization once a semester to maintain good standing with the College. If an organization does not register for a full semester they will need to renew their recognition status with SGA before funds to be full recognized again.
4. Promote a welcoming and inclusive organization for all members of the Curry Community.
5. Create, plan, advertise and carry out at least 1 program every semester that is open to the whole Curry community.
6. Have a representative attend club meetings/trainings as deemed by the Student Activities Office
7. Have the E-Board and advisor read and complete hazing form as part of club registration.
8. Promote academic success of all members.

Steal this idea!





Steal this Idea!

## Privileges of Registered Clubs & Organizations

As a recognized student club or organization, you are granted several privileges on campus:

1. The privilege to use the college name, but not necessarily the college logo.
2. The privilege to reserve/request space on campus.
3. The privilege to hold meetings.
4. The privilege to plan and implement events.
5. The privilege to request Student Government Association (SGA) funds to aid in programming for the entire college community.
6. The privilege to solicit help from the Department of Student Activities.
7. The privilege to utilize your Club and Organization advisor for support.

### Contact us!

**Hours:** Monday-Thursday: 8:30am to 8pm  
Friday: 8:30am to 6pm  
Sunday: 3pm to 8pm

**Location:** Student Center Campus Life Suite # 216

**Phone:** (617) 333-2300

**Email:** activities@curry.edu



## Resources for Clubs & Organizations

Each club & organization has a binder with information on each group's programming and funding for the year. At the end of each year, that information is placed in a folder for historical records and reference.

### Telephones

Clubs and organizations may use the telephones in the Campus Life Suite for group related business.

### Computer and Printer Use

The Campus Life Suite has some available workstations equipped with computers. If you would like something printed that is related to your club or organization, please email the materials to [activities@curry.edu](mailto:activities@curry.edu) and the staff from the office will either print your materials or will send them to the copy center. Please be present in the office at the time of your request. **(please reference page number for procedures on printing and advertisement.)**

- ◇ Butcher Block Paper & Construction Paper
- ◇ Crafting Supplies
- ◇ Vans
- ◇ Balloons
- ◇ Poster Printers
- ◇ A—Frames
- ◇ Popcorn Machine
- ◇ Cotton Candy Machine
- ◇ Spin Wheels
- ◇ Game Show Board

## Think Outside of the Box!





## Ways to Advertise

### Curry

- ◆ The Currier Times
- ◆ WMLN
- ◆ CH 8
- ◆ MyCurry Portal
- ◆ Digital Signage

### Creative

- ◆ Posters
- ◆ Flyers
- ◆ Small Handouts (like bookmarks)
- ◆ A-Frames
- ◆ Lawn Signs
- ◆ Table Tents / Napkin Holders
- ◆ Buttons
- ◆ Mailbox Stuffing

In whatever your way of promoting happens, we suggest you make it pop! There are tools you can use to make advertisements. Such as: Microsoft Word, Adobe Photoshop, Fotorus (app) Canva.com (free) and more!

### Guerilla

- ◆ Talk to People
  - ◆ *scary we know but it gives you the chance to finally have an excuse to talk to that crush you have had all semester*
- ◆ Event Teasers
- ◆ Event in the middle of everything
- ◆ Cardboard Cut Outs

### Giveaways

- ◆ Food
- ◆ T – Shirts
- ◆ Novelties

### Social Media

- ◆ Facebook – Create an Event
- ◆ SnapChat Filter
- ◆ YouTube Video
- ◆ Twitter
- ◆ Instagram



## Roles of the Executive Board

**President**—The chief executive officer of club or organization. Their duties include initiation and containment of activities that uphold the goals of organizations and its Constitution. The President is responsible to the Executive Board and entire student organization. The President has the duty of setting all meeting times, deadlines, and goals, in conjunction with and for the Executive Board.

**Vice President** — The chief responsibility of the Vice-President shall be public relations for the club or organization. The Vice-President has shared duties of setting all meeting times, deadlines and goals, in conjunction with and for the Executive Board. This person is responsible for ensuring quality, safe programming through various programming committees on campus.

**Treasurer**— This person shall keep and balance the financial account of the club or organization and will be responsible for submitting all funding requests to SGA.

**Secretary**— The Secretary has the direct responsibility of recording and publishing minutes every week as well as the enforcement of attendance. The secretary is also generally in charge of all correspondence for the club and the club email.

**Advisor**— Offering guidance to the organization on goal setting, and problem solving and group dynamics. The advisor should have a good working relationship with the E-Board students and should meet regularly with the club president and be informed of all activities sponsored and conducted by the student organization and attend events as feasible. They should be knowledgeable of Curry College policies and procedures to help the student navigate them but should not take on any of the roles and duties of student members.

## Advisor Information

First and foremost, the student group advisor serves as a role model and mentor to the student group. Advisors are usually selected based on a shared interest or commitment to the issue the student group is addressing. However, it is not necessary that the advisor to the Kayaking Club is skilled in paddling techniques, but the interest and willingness to learn and experience should be there! The following is a list of roles and responsibilities of advisors:

- Be available to your student group and its members – whether through a weekly meeting or scheduled office hours. Have time set aside that you can connect with your group.
- Be available to chaperone trips sponsored by your student group. (This responsibility will vary with the group advised – some travel more than others!) If not able to chaperone, be willing to assist in the securing of another qualified chaperone.
- Provide support to the leadership and membership of the group – they are determining the direction in which the group is headed, but you should be an active advisor to those plans.
- Establish a system where you are briefed on financial decisions, always remembering that the purchase needs to benefit the Curry College student body as a whole. For example, using student group money to buy book bags for the group members is not an appropriate expenditure, but subsidizing the purchase of book bags with fundraising profits may be.
- The time commitment to advising a student group is very seasonal – some times of the year will find groups more active. As a general rule, be prepared to give 1-3 hours a week to your group; less during slow times, possibly more at active times of the year.
- Your student group will look to you for guidance. Be prepared to offer thoughtful and objective opinions and responses to their concerns and questions.
- Be motivating to your group members; they will respond to your enthusiasm and interest!
- Realize your importance to the group and your impact on them – your attitude will make a difference.
- Allow the group to make mistakes and learn from them. Your role is to advise on options and to stay in touch to be sure that mistakes are not counterproductive to a group's development, but a natural part of the learning process.

## Advertisement

### Before You Start

- What do you want people to know about your group?
- What is the goal of your group?
- What is the goal of your event?
- What do you want people to know about your event?

### Message

- Short --- Use the Twitter 140 Character Count Rule
- Simple --- Clear, Attractive, not lost in clip art
- Personal
  - KYA - Know Your Audience
  - WIIFM - What's In It For Me
  - Happiness

You will need to use traditional media and social media

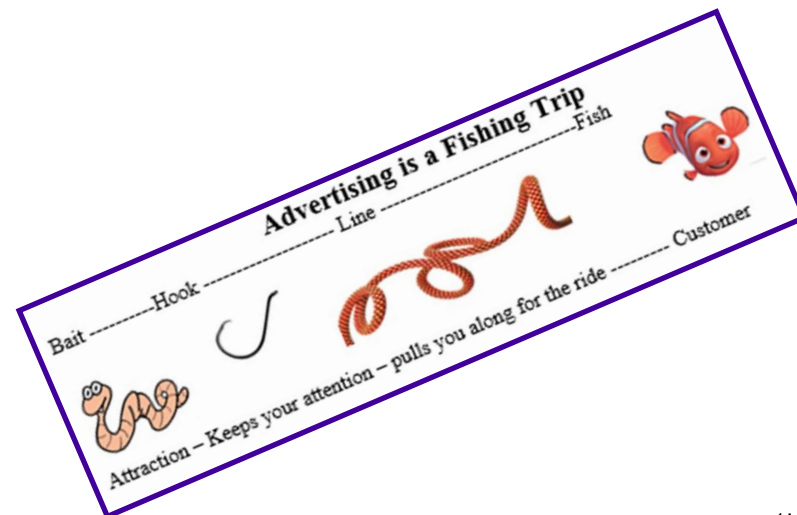
### Be Memorable

- You may have to trick people into looking at your stuff
- You must be unique

### Timing

- You never stop advertising with your group
- Events – Two Weeks Before
- Recruiting – Never stop, but need to really be out in force at the start of the semester, because people get set into routines so make sure you are part of their routine
- Daily emails is TOO MUCH

Delegate – Someone has to be doing the work, not “oh I’ll get





## Appreciate your Members

Are your members dedicated? Do you want to reward them for their dedication to your club? Try thinking outside of the regular pizza party idea on how to reward them.

Start small; what is something that you could do weekly that takes minimal funds to start. Have you tried a member of the week? This could be demonstrated in many ways, some could post on their social media letting the community know. Your club could invest in getting something that represents your club and presenting meaning to this item where you could pass it to a new member of the week. Some clubs have tried and succeeded with “kudos” where you give open forum to your club to give their other members times for shout outs. Trying different things when some don’t work is okay, remember that not everyone in your club responds to different types of recognition.

Something on a larger scale could be a club outing at strategic times in the semester. Club outings allow for members of your club to bond and feel appreciated outside of your club meetings. Try getting dinner before or after your club meeting! Please note that as each semester begins your first club event must be aligned with your clubs mission.

**OUR MEMBERS  
ROCK!**

## Getting Faculty Involved

Faculty are not only great resources for us in the classroom, they are also invaluable outside the classroom as well. They provide us with academic as well as social support. There are a few things to keep in mind when getting faculty involved.

**Planning-** Make sure that you give faculty enough time to plan for the event. Remember they have families or other obligations to attend to. Therefore most will require at least one-week notice before an event so they can plan accordingly. Notifying faculty the night of an event will not be sufficient for most.

**Personal Touch-** The best way to publicize to faculty about an event is to inform them personally. Before or after class you may want to let your professor know about an event that is happening. An even better idea would be to have a club member go to the Faculty Building and inform professors of the event. This will add a personal touch to the invitation as well as put a lasting impression in the minds of the professors.

**Advertisement-** While making flyers, handouts and/or emails remember that the right details, make the difference. If professors know exactly what the presentation/event is about they are more apt to make an effort to attend or encourage students to attend. Again, remember to send out all advertisements at least one week before the event.

**Appropriateness-** There are events that some faculty would be less interested in attending. Keep in mind that subject matter must be appropriate for them to attend. Dances and other parties may not be the most suitable event for professors to attend, where as an on-campus speakers or off-campus trip to Boston may be more interesting for them.

## Good Standing Policy

The broad range of student programs, activities and services, including athletics, outlined in this handbook result from this College's efforts to supplement, complement, and diversify educational and developmental experiences for our students so that they may successfully meet the challenges of a rapidly changing world. As a Curry student, you have the opportunity to explore alternatives and learn to be responsible for your explorations, for your actions and for yourself. Full participation in these opportunities is conditional upon each student fulfilling his/her academic, social and financial responsibilities to the Curry community through maintaining "Good Standing" in each of these areas.

Academic good standing is achieved through the following:

*Earning the appropriate number of credits and maintaining a satisfactory G.P.A.*

*Abiding by the College's Academic Policies and abiding by any other standard or policy of the College which applies to academic conduct.*

Questions regarding issues relating to academic good standing and related academic matters may be directed to the Registrar's Office or the Academic Dean.

Social good standing is achieved through abiding by:

The Personal Integrity Statement

The Code of Conduct

Any other standard or policy of the College which applies to community standards

Questions related to social good standing and expectations of conduct may be made to the Dean of Students Office. The Vice President is administratively responsible for all student service programs including Counseling, Residence Life & Housing, Student Activities, Orientation, Health Services, Spiritual Life, and Public Safety.

## Planning Ahead

The largest value in planning ahead is being prepared for your event to happen. To describe what being prepared looks like, you would have more than enough time to advertise your event to have it be a campus wide knowledge that your event is happening. When planning ahead, you will have a general knowledge of the event you want to plan, and can create concrete details as it gets closer to the time of the event. When having time to plane out concrete details, you are able to produce a program that will engage a large portion of the community.

When planning for an event early, you can put in a room request in advanced time. When you give that much advancement, you are guaranteed to have your top or second choice in room choice. Location can make your event a complete success, or it can make your event fall to shambles.

How much does your club do on campus? Is your club well known around campus? Events planned ahead of time can tend to help your club space events out to keep your club active on campus. If you wait to plan all programs until the time that you want it, you are less likely to space out events. When you have too many events at the same time, and none for a month or so, students can question if your club is still doing things on campus.

Lastly, a benefit to planning ahead is allowing for time as a club to reflect on the events. When you are so focused on getting another event planned, clubs tend to forget to review how well the event went. Just as important as

If you fail  
to plan,  
you are planning  
to fail



## Retreats

### What is a retreat?

Club & Organization retreats and workshops enable groups to briefly get away from the distractions of school and work and to focus on the needs of the group and the needs of the individual members of the group. Planning for the future will enable an organization to operate more efficiently and think about long-term goals and programs. By setting goals and planning together, members of an organization can operate more effectively as a team. You should always know what you want your members to get out of the retreat when you are thinking of holding one.

*Please refer to the section on Van Use and the Off-Campus Trip Policy for information on travel policies.*

### How will your retreat be funded?

Prepare a budget that covers such costs as: facility rental, meals, refreshments, supplies, lodging, and transportation. You may submit a Funding Request Form to SGA to help cover costs of retreats but you should always plan to use other sources of funding in the case that your organization is not fully funded. Be prepared to hold fundraisers or pay out of pocket for expenses not covered by SGA.

### Need help?

The Student Activities Office staff is happy to assist to help your organization have the best retreat possible. Please talk to the Assistant Director of Student Activities if you need assistance.



## Hazing Policy

All club and organization executive board members must read and sign a copy of the Hazing Form in the Club/Organization Registration Packet after they have discussed the law stated below with their club members.

**Massachusetts State Law prohibits the practice of hazing. In conjunction with the Commonwealth of Massachusetts, Curry College prohibits "hazing" in any form. Students involved in any form of hazing will not only be disciplined by the college but will be held responsible under state law.**

In compliance with Massachusetts State law, all clubs and club members need to have received a copy of sections 17-19 of the said law.

### 269.17 Hazing; organizing or participating; hazing defined.

Section 17. Whoever is a principal organizer or participant, in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

### 269:18 Failure to report hazing.

Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of the crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

## Room Reservations Policy

Room Reservations will be made by the Student Activities Office for all club and organization related activities. You may begin the room request process by filling out the Activity Request Form on Presence. Before you decide on a room, consider the following:

- Discuss your event ideas with your Advisor and the Student Activities Office staff before submitting your form.
- In order to reserve a room on campus, you should indicate which room you would like to reserve on the Activity Request Form. This form provides the Student Activities Office staff with information regarding your event. The Student Activities Office staff will also work with your group to arrange all of the services you may need.
- You should have 2 or more possible locations chosen for your event. Due to the limited amount of space on campus, you may not get your first choice of rooms.

Please refer to the "Room Set-Up Guide for Clubs and Organizations" binder located in the Campus Life Office to see the many options and set ups you can have in various spaces across campus for meetings and events.



## Fundraising, Raffles, & Ticket Sales Policies

### **Fundraising**

Clubs & organizations can to fundraise to help support programs and needs that may not be funded by the Student Government Association. All Fundraisers must be discussed and approved in advance by the Director of Student Activities., as well as the Vice President for Institutional Development. Please do not solicit for outside donations unless you have received approval. Having fundraised money is not a guaranteed approval for activities on or off campus, as well as overnight travel.

### **Raffles**

Clubs & organizations are **not permitted** to hold raffles to raise money. It is considered a raffle when a ticket must be purchased for the chance to win something.

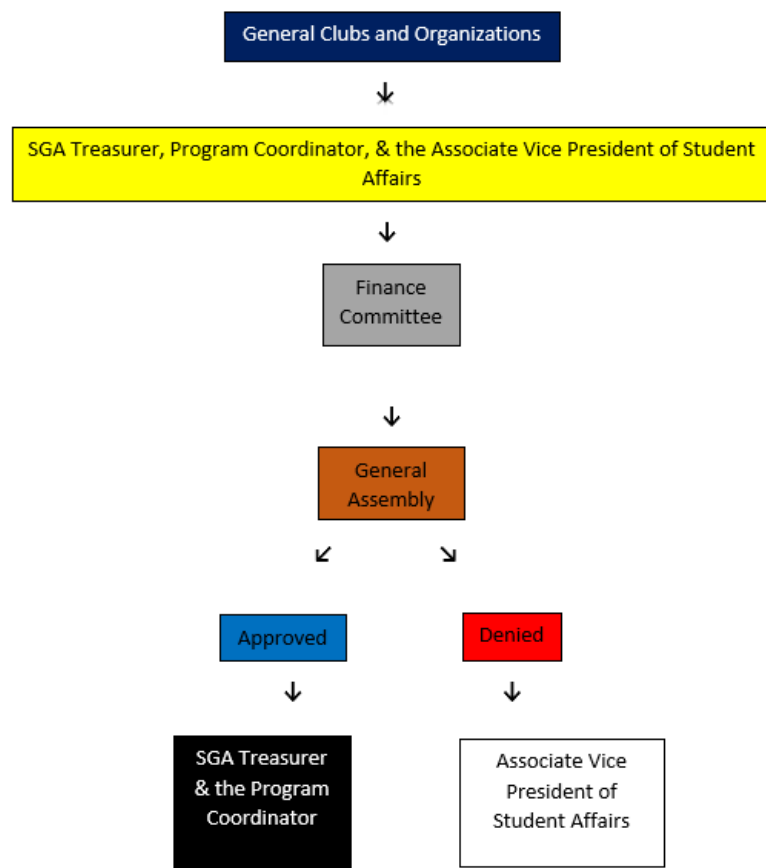
### **Ticket Sales**

Anytime a student organization is collecting money (cash or check) they must utilize the Student Center info desk for sales. The request to sell tickets through the info desk must be made two weeks prior to the event date through the Student Activities Office .



# Funding —Request Over \$500

Groups must also be present at the SGA meeting and make a presentation to the assembly for fund over \$500.



# Student Center Policies (condensed)

**Alcohol** — In accordance with Milton ordinances, the sale or use of alcohol in the Student Center is strictly prohibited.

**Balloons** — All other balloons must be securely weighted down before being displayed in any common area. All helium balloons are prohibited from the gymnasium and open spaces. Exceptions for special events must be approved by the Director.

**Banner Advertising at the Information Desk** — The Student Center will be able to display banners behind the Main Information Desk on a limited basis as a service to the campus community, requests will go to the Director.

**Decorating for Events**— All arrangements for decorations, exhibits, and displays must be made at least one week prior to the event through the Student Center staff. Decorations may not obstruct doors, hallways, staircases and fire exits. The use of adhesive material that may damage surfaces in the Student Center is prohibited (duct tape, tacks, nails, paint, etc.). Rooms must be returned to their original condition immediately after the event.

**Fire Pit**—A fire pit may be used outside of the Student Center in the Amphitheater only with the proper equipment and approval.

**Open Flames**- Open flames are prohibited in the Student Center, including but not limited to candles, incense, and decorative lighting. Exceptions to this must be requested in writing

**Painting and Glitter**— Glitter is strictly prohibited in the building, including on but not limited to flyers, posters, and decorations. Paint markers are restricted to the Campus Life Suite while painting and drying occur. Only when the piece is dry can it leave the Campus Life Suite.

**Posting** — Postings can ONLY be placed on the bulletin boards on the 2<sup>nd</sup> Floor., and must be stamped for approval by the Department of Student Activities & the Student Center. All postings must be removed no later than 24 hours after the date of the event or activity.

**Table Tents / Napkin Holder Advertising**— Requests for table tents or cards in the napkin holders within the Student Center will be on a first-come, first-serve basis and must be approved by the Department of Student Activities and the Student Center.

**White A-Frames**— All requests for displaying 'A-Frame Signs' within the Student Center will be on a first-come, first-serve basis and must be approved by the Department of Student Activities & the Student Center

## Food Policy

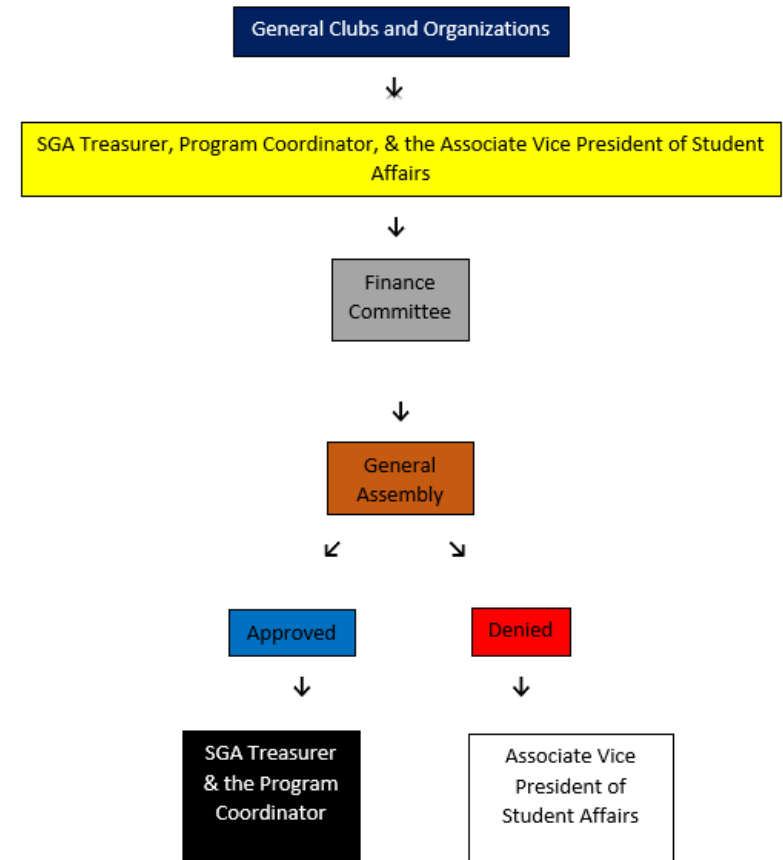
If your event includes food and you are hosting the event on campus, you will need to use Curry Dining Services. They are the exclusive and preferred on-campus food vendor. All food and beverage requests will be submitted by Student Activities Office to Dining Services. Dining Services will work with your group to try and accommodate your food and budget requests, but if for some reason Dining Services is unable to meet the needs of your initial request the SNO staff will work with you to determine the options possible.

### Remember....

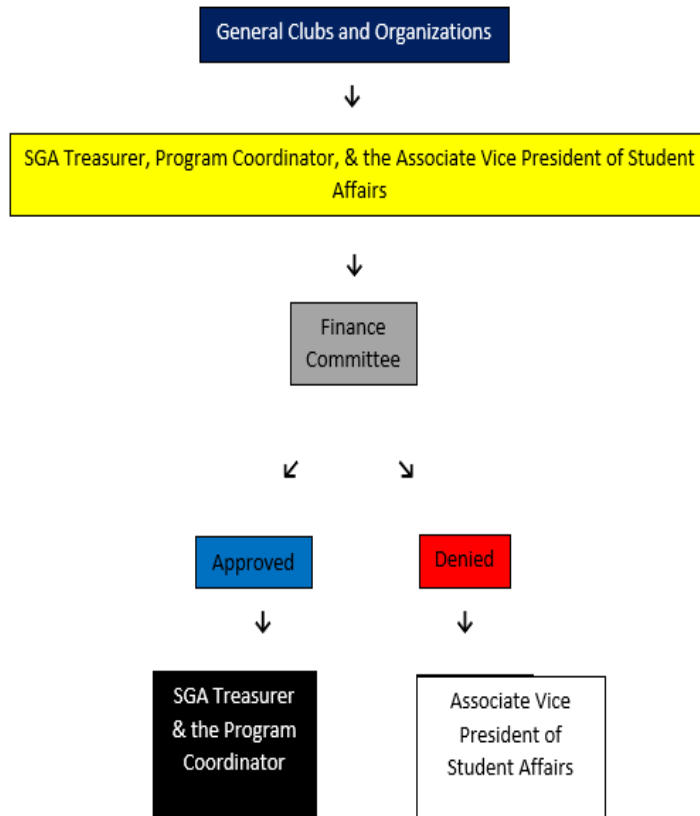
- Please **DO NOT** submit food requests directly to Dining Services; the Student Activities Office staff will coordinate the request with Curry Dining Services.
- Make sure that you have money budgeted to pay for the food and that your funding requests have been approved.
- It may be required for a member of your organization to pick up the food order. The club or organization is responsible for returning any unused utensils or materials to Dining Services and the clean-up of food in the space which you held your event.
- Alcohol is not permitted at any undergraduate club or organization events.



## Funding —Request Over \$250



## Funding—Request Under \$250



## Movie Rights Policy

Showing movies related to your Club and Organization is a great event to hold. Please read the following on Copyright Infringement before you

### Frequently Asked Questions from Swank Motion Pictures, Inc.

#### What constitutes a public performance?

Any exhibition of a movie outside the privacy of a home setting is considered a public performance.

#### Do we need to license even if we don't charge admission?

Yes! A license is required for all public performances regardless of whether admission is charged.

#### Who bear the responsibility if a film is shown without a license?

The management of the venue or premises where the movie is shown bears the ultimate responsibility and consequences of copyright infringement. However, anyone involved with the public performance of copyrighted material should seek compliance.

#### I own the movie. Do I still need a license to show it outside my home?

Yes. Neither the rental, purchase or lending of a videocassette or DVD carries with it the right to exhibit movies publicly outside the home.

#### A small group is having an informal gathering in our facility. Do we still need a license?

Yes! A license needs to be obtained regardless of the number of people attending the screening, if the movie is being shown outside the home.

For more information please visit the website at

[www.swank.com](http://www.swank.com)



## Van & Transportation Policy

Clubs & Organizations are fully encouraged to participate, host and plan events on campus as well as off. Curry College does not encourage the use of personal vehicles for any student organization business or activity, and so there are 12 passenger vans available for use. Clubs & Organizations must submit a Van Request Form found on Presence at least 2 weeks prior to the activity, and must submit activity request form via Presence.

The driver of the van must have a valid drivers license and have completed and passed the Curry College Van Certification Course run by Public Safety.

All van requests must be approved by the Student Activities Office, and their use can only be used for student organization activities that have been approved by the department and are not for personal use. Misuse of the vans will result in all organization privileges being revoked until a further investigation has been completed.



## Funding Policies *(Continued)*

Funding requests could be denied for any, or multiple, or the following reasons:

The purchase only benefits the group members and not the Curry community

Should a club/organization want to do a member appreciation outing; one per semester, they may request up to \$200.

The purchase is too expensive, and therefore the SGA has either declined paying for the expense or will only pay for a certain amount of the initial funding inquiry.

The purchase is deemed unnecessary, and doesn't benefit the club or Curry community.

If the Funding Request is submitted with less than 10 Business Days before the event is scheduled to take place

Don't submit a comprehensive sheet with information about the event

Advertising or marketing with funding request

If Clubs/Organizations are department based

\*\*\*SGA and Student Activities reserve the right to refuse payment on items ordered or purchased without an approved Funding Request Form on file.



## Funding Policies

### FUNDING GUIDELINES

**Funding requests:** RECOGNIZED clubs and organizations are eligible to receive funding from the Student Government Association (SGA).

To request funding beyond the initial start-up budget, clubs and organizations must adhere to the following procedure:

Fill out the **Funding Request Form** (available through [Checkimhere.com](http://Checkimhere.com)) **AT LEAST 10 business days** prior to your event. Clubs/Organizations must give a full explanation of their event with a cost break down.

Should the event be approved by SGA, Clubs/Organizations will have one week to submit a flyer or form of advertisement to the Assembly.

SGA will review all funding requests during weekly Finance Committee meetings or during the SGA General Assembly meeting cost depending.

DO NOT purchase any items until your request has been approved. If you choose to make a purchase without prior approval, you will NOT be reimbursed.

The Finance Committee can approve or deny any funding request up to \$249.00. If a funding request is more than \$249.00 it will go in front of the General Assembly as a Bill. For any funding request that is more than \$500.00, a representative from the club or organization is needed at the SGA Weekly Meeting to present a proposal for the funds.

## Off-Campus Travel Policy

Clubs & Organizations in good standing may request to travel off-campus. Any group planning to travel off-campus must submit an Activity Request Form at least 3 weeks prior to the trip and meet with a Student Activities Department professional staff member.

- Only group members listed on the club or organization's roster and in good standing with the college will be allowed to attend trips.
- While participating in off campus trips, *all group members, regardless of location, still represent the college and will be held to all standards outlined in the Curry College Student Handbook [www.curry.edu/handbook](http://www.curry.edu/handbook)*. This does including not using drugs or alcohol while on the trip regardless of age or venue.
- If an off-campus trip is over 3 hours from campus a 2<sup>nd</sup> certified van driver is required to be in each van.
- Overnight trips must be approved by the Director of Student Activities Office and the Associate Vice President of Student Affairs.

***Funds for the trip may be requested through SGA. Funds are not guaranteed. Any expenses incurred on the trip that were not approved by the SGA prior to the trip must be paid with personal funds or through group fundraising efforts.***

The student organization is responsible for the following items:

- A list of students attending (Name, Student ID @ #, Cell Phone)
- Emergency contact information for each member traveling including name, relationship, and phone number
- A complete itinerary of the trip
- A signed release form for each person going on the trip (
- Secure a faculty or staff chaperone (at the discretion of the Student Activities Department)
- Funding to pay all costs, including the chaperone including lodging, entrance, or ticket fees

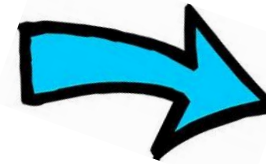
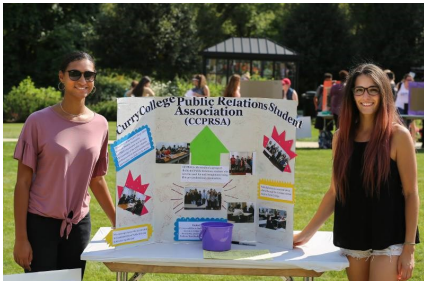
**All of the above items must be completed at least 3 weeks prior to the trip.**

## Public Events Policy


Clubs and organizations may request that their event be open to the public. It is required that club and organization representatives meet with the a staff member of the Student Activities Office. Opening an event to the public may require additional resources which will be the responsibility of the club if approved by the Student Activities Office. Additionally, all outside vendor bookings must go through the Director of Student Activities, and may require the vendor to pay a fee for table use as is consistent with Student Center Policies.

### Event Security


A Public Safety detail may be required for on-campus events. A detail is also required for all events that are open to the public and with an anticipated attendance of 100 or more people. It is at the discretion of the Student Activities staff whether or not a Public Safety officer is needed at an event.



This is how you  
check students  
into your event!



Download Check I'm Here App on Smartphone




Helping you check people into all of your events has never been easier.

2561

Obtain four digit pin from Student Activities Office

Enter four digit pin onto this screen to access your event



Scan Students ID's, this enters them into your event as attendees

You can track who comes to your meetings and or programs! This tool is great to use to email the attendees about club meetings and programs coming up!



## Presence

Each club President will receive access to use Presence. This is where you can create a club page and track your events via mobile device.

Your log in info is your **CLUB** email.

You must create your password

Website: [www.Curry.Presence.io](http://www.Curry.Presence.io)

Presence offers many resources for your club, here you can find forms for:

- 1) **Activity Request:** You will use this to submit any activity you club is doing. This is how your room gets reserved, your information gets on the calendar!
- 2) **Funding Request:** Budget how much you will spend for your activity, and this form is reviewed by SGA—check the funding guidelines in this handbook for more info!
- 3) **Van Request:** This form is only for club and org use, and you must be van certified to use a van.
- 4) **Club Registration:** Use in the beginning of each semester.

All activities that the club/org does needs to have an activity request in, and must receive approval.

You are able to put in a **funding** request as soon as your club has put in an **activity** request, you do not need to wait to receive confirmation of your activity request. Now that you are working with the Presence platform, it's time to learn what the platform offers to you as a club. Not only is there an ease of access to the forms, this platform allows you to assess how programs are working for your club. Connect with the Club/Org assistant and we can review how your club is doing.

## Prizes Policy

All clubs and organizations are required to account for all prizes funded by the College. A prize is defined as any item given by the club and organization to an individual. Prizes may be in the form of a physical item or gift card, though not limited to these

formats. A signature is required by the student receiving the prize. Prizes may only be given to current Curry College students unless discussed prior to the event or activity with the Director of Student Activities. The prize form will be available in the Campus Life Suite. Failure to comply with this policy may result in the loss of this and other privileges.

Prizes that are not used for the event or program that they were designated for will become the property of the Student Government Association and/or The Student Activities Department for use at another event; unless otherwise discussed and verified in writing by both the Department and the Student Government Association.

All prizes given at club events should be issued to non club members. E-board and general members of a club cannot receive prizes.



## Photocopying & Printing Policy

In addition to supporting the administrative needs of the Campus Life Suite, only student clubs & organizations, student leaders, and Resident Assistants may use the printers or request printing assistance in the Campus Life Suite. For groups looking to print for advertising reasons the requests for printing must be in no later than two weeks prior to the event, to ensure successful advertising.

Other Curry College students or staff requesting printing services may use the services of the Copy Center located on the second floor of the Student Center.

Absolutely NO printing of classroom work, homework, or personal documents is allowed.

Color Printer: A maximum count of 25 prints may be made using the color printer per one-page original.

Black & White Printer: One copy can be made on the black and white printer. If additional copies are needed, up to 50 can be made using the copy machine found in Academic Advising & Success Suite with the assistance of a designated staff member.

Poster Printer: The poster printer is primarily for the use of printing pre-approved advertisements for student clubs and organizations and the Division of Student Affairs sponsored events. Requests from other departments and organizations will need to go through the Director of Student Activities or the Office Administrative Assistant., as the cost for the poster ink and paper is exceedingly high, a department charge line may be needed upon approval. No poster can be wider than 24" as this is the maximum size of the paper roll.

Photocopies Policy: Photocopies are made using the copy machine in the Campus Life Suite, student clubs and organizations, student leaders, and Resident Assistants may request this service with a maximum copies is 50; anything more needs to be sent to the copy center and will need a department account number to charge.

## Student Center Advertising

### **Student Center Table Tents / Napkin Holder Advertising**

Requests for table tents or cards in the napkin holders within the Student Center will be on a first-come, first-serve basis and must be approved by the Director of the Student Center. All table tents and advertising cards must be single-sided, printed on card stock, and no bigger (6.5" X 4"). All table tents must have a landscape orientation. There are approximately (100) napkin holders in the Student Center that can display these advertising cards. Table tents and advertising cards can only be displayed for one week prior to the event and the Student Center Staff will be responsible for putting out and removing all cards.

### **Student Center Signage**

All requests for non-digital signage in the building must be submitted for approval to the Director of Student Activities at least 2 weeks in advance. The Student Center staff will be responsible for the creation and placement of all signage in the building. The cost of the signage will be charged to the requestor.

The Student Center staff can provide easels, sign stands and other materials to assist with temporary signage in the building.

### **Student Center White A-Frames Signs**

All requests for displaying 'A-Frame Signs' within the Student Center will be on a first-come, first-serve basis and must be approved by the Director of Student Activities. All 'A-Frame Signs' must use the white plastic signs commonly seen outside of the Student Center. The signs must be double-sided, and have a professional and attractive look about them. 'A-Frame Signs' can only be displayed for one week prior to the event and the Student Center Staff will be responsible for putting out and removing all signs. 'A-Frame Signs' should be delivered to the Operations Office when the sign is ready to be placed out for display. Only one (1) 'A-Frame Sign' at a time can be at any of three main entrances to the building. When multiple organizations are using A-Frames, the Student Activities Office may rotate the positioning of the A-Frames so as not to favor any one location or sign. The Student Center staff retains the right to remove an 'A-Frame Signs' at any time without cause or notice to the group, due to the needs of the building.



## Student Center Posting

Postings can ONLY be placed on the bulletin boards on the 2<sup>nd</sup> Floor.

- ◆ MUST be posted with staples or thumbtacks
- ◆ MUST be posted on the correct organizational category corkboard
- ◆ NO flyers/posters without a poster stamp from The Student Activities Department
- ◆ NO tape
- ◆ NO large banners without approval from the Student Center.
- ◆ NO postings over other pre-existing flyers/posters
- ◆ NO postings on glass/windows
- ◆ NO postings on painted walls
- ◆ NO postings on ceilings
- ◆ NO postings on floor
- ◆ NO posting on sidewalks
- ◆ NO posting on Curry College signage
- ◆ NO posting on exterior walls of the Student Center
- ◆ NO chalking or grounders (paper flyers secured to sidewalks) outside of the Student Center without approval from the Director of Student Center.
- ◆ All postings must be removed no later than 24 hours after the date of the event or activity. Requests for table tents within the Student Center will be on a first-come, first-serve basis and must be approved by the Director of the Student Center.

## Online Campus Calendar Policy

A recognized student club

or organization can request to have events/programs/activities posted on the *Curry College Event Calendar* ([www.calendar.curry.edu](http://www.calendar.curry.edu)) with the assistance of the Department of Student Activities. In order to do this the requesting group will need to email [activities@curry.edu](mailto:activities@curry.edu) with the request for posting. Requests sent to that email address must include; the title, the date, the time, the location and a brief description of the event. Any request with missing information will be sent back to the requestor and will not be posted until complete. A reply email will be sent within one business day updating

## Weekly Activities & Event Email Policy

The Student Activities Department will send out a weekly events/programs/activities email on Sundays at 9:00 PM to all undergraduate students, faculty and staff. This email will be a collection of events found on the online *Curry College Event Calendar* as well as any special requests sent in. Information that is posted by Wednesday afternoons on the *Curry College Event Calendar* will always be included in the email with no extra request needed. For special requests, or requests that are not listed on the calendar an email must be sent to the Student Activities email ([activities@curry.edu](mailto:activities@curry.edu)) by Wednesdays at 10:30 AM. Any campus department or recognized student club or organization can send such request. The requests must include the title, the date, the time, the location and a brief description of the event. Any request with missing information will be sent back to the requestor and will not be posted until complete. An email will be sent to the requestor on Wednesdays no later than the end of the business day, confirming the inclusion of the information on the *Curry College Event*

## Contracting Speakers, Entertainers & Vendors

Some events may require a contract. When necessary, arrange for a contract at least **ONE MONTH** prior to your event. Contracts are legally binding documents that secure an agreement between two or more parties. Club & Organization Executive Board Officer, Advisors or general members CANNOT enter into any agreements or contracts (written or verbal) with any outside vendors, performers, or companies. All contracts must be approved by the Director of Student Activities. If further approval is needed the Director will contact necessary parties.

If your group is working with someone who will need a contract you must contact the Director of Student Activities to begin the planning process and reviewing your event. **Only the Director of Student Activities can sign a contract.**

In addition, a **CONTRACT / RIDER FOR EVENTS, PERFORMANCES & OTHER SERVICES** must be issued for any and every off campus vendor, performer, DJ etc... regardless if they are getting paid or not. **The College will only honor contracts signed by the Director of Student Activities.**

Remember that under Massachusetts State Law oral contracts are legally binding so never agree to any terms with a vendor or performer without first consulting the Director of Student Activities.

**No Posting** of any kind is allowed on outdoor signs (stop signs, handicap signs etc.) glass doors of any building and painted surfaces.

Any posting not registered with The Student Activities Department or appearance is not maintained to meet the high standards of the Student Government Association & the Department for cleanliness, clarity, and lack of offensiveness is subject to removal. The person(s) or organization responsible could lose posting privileges.

**\*\*Failure to comply to these policies may result in loss of advertising and programming privileges.\*\***

### Student Center Specific Policies for Marketing

#### Banner Advertising at the Student Center Information Desk

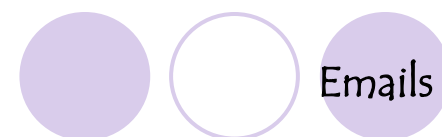
The Student Center will be able to display banners behind the Main Information Desk on a limited basis as a service to the campus community. All requests for displaying a 'Info Desk Banner' will be on a first-come, first-serve basis and must be approved by the Director of Student Activities and the Student Center. All 'Info Desk Banners' must be created digitally using the poster printer in the Student Affairs Office. Only one (1) 'Info Desk Banner' can be displayed at a time and only displayed for a maximum of seven (7) days. All 'Info Desk Banners' must be hung using string to the Student Center pipe and drape equipment, no tape can be attached to that equipment. Due to the needs and resources at the Main Information Desk only one (1) 'Info Desk Banner' can be displayed per month. All special requests must be approved by the Director of Student Activities and the Student Center. The Student Center staff retains the right to remove an 'Info Desk Banner' at any time without cause or notice to the group, due to the needs of the building.

#### Student Center Digital Signage

The Digital Signs can be used to display a slide to advertise a Curry College event, program or announcement. Slides must be created and provided by the sponsoring group or department. All slides must adhere to the style guidelines as put forth by the Director of Communication and be approved by the Director of Student Activities and the Student Center or designee prior to being posted to the Digital Signs. It is at the discretion of the Student Center staff to edit, alter or change the information provided when deemed necessary. For the majority of all digital signage, it should be sent to Public Relations at [PR@curry.edu](mailto:PR@curry.edu).

## Residence Life Posting

Area	CD	# of Post-ings (flyers)
<b>886 &amp; Houses</b>		<b>6</b>
886 BHR		3
874 BHR		1
North		
Rose		1
<b>Lombard, State &amp; Mayflower</b>		<b>12</b>
Lombard		3
State		3
Mayflower		3
<b>NCRH &amp; Scholars</b>		<b>12</b>
NCRH		7
Scholars		5
<b>Bell Hall &amp; Houses</b>		<b>9</b>
Bell Hall & Houses		6
Brown		1
Green		1
Grey		1
<b>Milton, SCRH &amp; 156 House</b>		<b>7</b>
Milton		2
SCRH		3
156 House		2
<b>Suites, White &amp; Main</b>		<b>7</b>
Suites		3
White		1
Main		3
<b>Total</b>		<b>53</b>



Dedicated email accounts for clubs and organizations are available upon request. All accounts for student organizations require the approval and oversight of the Department of Student Activities. Clubs & Organizations must adhere to the policies set forth in the Curry College Computer and Network Use Policy. .



Social media is an effective method of expanding your club or organization's reach on campus. Social media marketing, when done well, can help make your advertisement efforts more innovative, interactive, and personal. It is recommended that groups designate an appropriate member (secretary or marketing officer) to be the primary manager of the student organization's social media accounts. This will ensure consistent content from your accounts and help to keep accounts secure.

If a club or organization chooses to use a social media account they will need to follow the below guidelines.

- ◆ All club & organization social media accounts must be registered with the Student Activities. Office
- ◆ All club & organization social media accounts must follow and be followed by The Student Activities Office accounts, so that we can all help to repost each other's events in a spirit of collaboration.
- ◆ Use the accounts to promote your group, events, causes and general purposes as they directly relate to the groups constitution.
- ◆ Do not use or allow comments that contain any language or expression that contradicts the expectations of the Curry Community as outlines in the Student Handbook.
- ◆ Help out other groups accounts by commenting and re-posting each other's content.

## Marketing & Event Promotions Policy

### **Internal**

We encourage students to be creative in marketing their club and organization events. However, when these efforts are beyond the normal scope of marketing (i.e. utilizing/approaching another department on campus, requesting the campus photographer, etc.), the Student Activities staff must approve the request and will assist you in your efforts.

### **External**

Marketing outside of the Curry College community must be discussed with a Student Activities professional staff member in advance. No external marketing or marketing inquiries in any format should be conducted without permission from the Director of Student Activities. As external marketing initiatives are approved, the Student Activities staff will assist.

## Campus Posting Policy

The following is a Posting Policy developed by the Student Government Association in an effort to increase effective communication on campus, pertaining to all college events. The policy is in effect for all members of the college community including individuals, campus clubs and organizations, off-campus vendors, athletics, staff, and administration.

The Student Activities Department must approve all advertising and publicity. All materials must be stamped by a staff member in the office, found on the second floor of the Student Center.

All advertising and publicity **must include** the following:

- ◆ Name of Sponsoring Organization
- ◆ Date
- ◆ Day
- ◆ Time
- ◆ Location
- ◆ Posting Approval Stamp

The Student Activities Department must reserves the right to regulate all posters, flyers and banners.

**FLYERS:** A flyer is defined as paper 8.5" x 11" or 8.5" x 14"

**POSTERS:** Posters are not to exceed 4 feet x 4 feet in overall size.

**BANNERS:** A Banner is defined as any sign that hangs or flies. NO banner of any type may be displayed unless approved by the department of Student Activities \$ Student Center. Banners may be hung from stairs only 48 hours prior to event (during Hafer availability)