Student Organization Leader Manual

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GENERAL POLICIES FOR STUDENT ORGANIZATIONS

1. All student organizations are subject to Hamilton College policies, including but not limited to the Harassment/Discrimination and Hazing policies.
2. All recognized student organizations must renew annually with the Student Activities Office and submit updated Constitutions that are not in violation of federal, state, or local laws, or Hamilton College policy.
3. All recognized student organizations must update their membership roster upon renewal, and throughout the year as membership changes.
4. Student organizations, with the exception of private societies, are financed, in whole or in part, by the Student Activities Fee.
5. The Funding Committee of the Student Assembly (SA) administers funding to recognized student organizations by allocating the Student Activities Fee to recognized student organizations. The Student Activities Fee is collected as part of tuition for the general student body, and Hamilton College maintains oversight of expenditures and allocations.
    a. Student Activities Fee funds may not be used for direct political action or for disbursement to any organization that is not an officially recognized student organization.
    b. Student organizations may not purchase alcohol with allocated funds unless provided by a 3rd party vendor and approved by the Director of Student Activities.
6. The Dean of Students or appropriate designee may suspend or revoke any organization's recognition, affiliated members, advisors and/or coaches at any time, in their sole discretion, for any abuse or violation of College Policies or processes outlined for student organizations in the Student Organization Manual, or any reasonable cause deemed to be in the best interest of the organization or Hamilton College.
7. Hamilton College assumes that individual students are responsible and accountable for their own behavior, and that groups of students and student organizations are responsible for their collective behavior. Failure to comply with Hamilton College policy may result in disciplinary action against an individual or group. Serious violations of the policy may result in a suspension or removal of the organization; and repeated infractions may lead to additional penalties.
8. Recognized student organizations have the right to use the College name, reserve and use campus facilities, and apply for funding

STUDENT ORGANIZATION RECOGNITION AT A GLANCE

Student organizations must be recognized through the Student Activities Office, which requires:

- List of current officers/e-board members
- Constitution & acknowledgement of college policies
- Roster of current members
- Accurate organization information

Students may apply to start a new student organization through our New Club Recognition Process, which occurs once per semester, usually within the first 6 weeks, and is publicized by the Student Activities Office. Students wishing to register a new student organization must complete the online Student Organization Registration form through our engagement platform, Xander. Once this is submitted in full, the new organization application will need to be reviewed and approved by the Club Review Board (CRB), with oversight by the Student Activities Office. Student organizations are not permitted to reserve space, sponsor events, or send all-campus emails prior to being approved as a recognized student organization.

Current student organizations must renew their registration in the spring semester in order to renew for the following academic year. Officers are expected to update their student organization profile in Xander whenever there are changes to their roster, leadership, or Constitution. Organizations that do not renew for the next academic year will be deactivated.

In addition to organization recognition/renewal, all student organizations are required to complete required trainings as outlined by the Student Activities Office. All officers/e-board members of recognized student organizations must attend an annual Title IX training. Information about the trainings will be distributed via email, and an organization may be deactivated if the training requirements are not met.

Recognized student organizations must be open to all students, without regard to race, color, religion, national or ethnic origin, gender, sexual orientation, age, marital status or citizenship. Student organizations must comply with all State and Federal laws, as well as Hamilton College policies on non-discrimination. Performance groups and competitive teams are permitted to hold try-outs or auditions to determine team assignments, but are encouraged to find ways to be as inclusive as possible in their membership.

It is strongly recommended that student organizations have an advisor who is a regular, full-time member of the faculty, staff, or administration.

All registered student organizations and groups will have equal access to space and use of College facilities. Recognized student organizations have the right to use the College name, reserve and use campus facilities, and apply for funding.

A COMPLETE LISTING OF RECOGNIZED STUDENT ORGANIZATIONS CAN BE FOUND VIA THE STUDENT ACTIVITIES OFFICE WEBSITE.

RECOGNITION BENEFITS

All student organizations are subject to regulation by the Student Activities Office and the College. The benefits of recognition granted by Student Activities and the College include:

- Use of College name & marketing resources
- Creation of an organization email account
- Mass email privileges
- Ability to reserve rooms for meetings/events and College vans for off-campus trips
- Posting privileges to hang posters in common spaces on campus
- Use of a College budget line managed through the Student Activities Office
- Eligibility to apply for funding from Student Assembly
- Collect membership dues and hold fundraisers
- Request services from the College Print Shop, Facilities Management, AV Services, and Bon Appetit catering
- Reserve cash boxes, cash advances, credit cards, and Hill Card readers for event purchases and fundraising
- Ability for Student Activities staff to review and approve offer letters and contracts for artists and event vendors
- Participation in various events for recognized clubs and organizations, such as the annual Student Activities & Organizations Fair.

PURPOSE OF RECOGNITION

The recognition and registration process is intended to:

- Provide a sustainable and equitable structure for reviewing and recognizing student organizations
- Promote the formation of student organizations that benefit the Hamilton community
- Assist students and organizations in taking full advantage of College resources and facilities
- Provide practical training and leadership development
- Provide students with the opportunity to gain experience in activities which enhance their education

DEFINING RECOGNIZED STUDENT ORGANIZATIONS

A recognized student organization is comprised of at least five registered, full-time Hamilton College students; has a stated purpose declared through a Constitution; is open to all members of the Hamilton student body; complies with all College policies; and meets the criteria for recognition by the CRB. A student organization is not recognized until the CRB has voted to approve the organization for recognition and the student organization members complete all required trainings for organization leaders.

RECOGNITION PROCESS FOR NEW STUDENT ORGANIZATIONS

HOW TO APPLY TO START A NEW STUDENT ORGANIZATION

STEP 1: ATTEND A NEW CLUB INTEREST MEETING

Any student that wishes to submit an application to start a new student organization is encouraged to first attend a New Club Interest Meeting to learn about the benefits of becoming a recognized student organization, the steps to apply, and what criteria will be considered by the Club Review Board (CRB). New Club Interest Meetings will be held within the first 6 weeks of the semester.

STEP 2: SUBMIT THE ORGANIZATION RECOGNITION FORM

Students wishing to register a new student organization must complete the online Student Organization Registration form through our engagement platform, Xander in accordance with published deadlines for the current semester. The application deadline will be 1-2 weeks following the New Club Interest Meetings. There is only one deadline to apply to start a new student organization each semester.

STEP 3: CLUB REVIEW BOARD REVIEWS APPLICATIONS FOR NEW CLUB RECOGNITION

All applications for new student organizations will be reviewed by the Club Review Board (CRB). The CRB will review applications within 10 days of the application deadline and will use the established criteria as a framework for making decisions as to approve or deny pending organization applications for recognition.

If the CRB members have questions about an application for a new student organization, the CRB may reach out to the student that submitted the application to pose their questions.

After reviewing the applications for new student organizations, the CRB members will vote to determine if they approve or deny recognition of each pending application. A 2/3 vote is required for each vote to pass.

STEP 4: APPLICATIONS FOR NEW CLUB RECOGNITION ARE APPROVED/DENIED

Each student that submitted an application for a new student organization will be notified via email if their organization is approved or denied recognition.

STEP 4A: CONDITIONAL RECOGNITION FOR APPROVED APPLICANTS

When a new organization is approved for recognition by the CRB, the officers/e-board for the new recognized student organization will need to complete several tasks before the end of the semester in which the club was recognized. The new organization will be placed on a **conditional recognition status** until completion of these requirements. Required meetings and trainings will be scheduled by Student Activities in consultation with other campus partners.

Newly recognized student organizations will immediately be granted privileges to send all-campus emails, reserve rooms for events, and begin recruiting members.

Newly recognized student organizations will have a 5-week probationary period before they are eligible to apply for Student Assembly funding. The 5-week probationary period does not include College holiday breaks. After the 5-week probationary period, and after completing a Finance Training session, newly recognized student organization are eligible to apply for non-strategic funding.

REQUIRED TRAININGS/TASKS FOR NEWLY RECOGNIZED STUDENT ORGANIZATIONS

Officers/e-board for newly recognized student organizations must complete the following tasks:

- Attend a Mandatory New Club Meeting (at least one club e-board member required)*
- Complete Title IX training for club leaders (every e-board member required)*
- Attend a Student Assembly Finance Training (required for treasurer if you plan to use funding)
- Attend 25Live Enhanced User Training (if needed)
- Hold at least 1 interest meeting to recruit members*
- Submit an end-of-semester evaluation*

New recognized student organizations MUST complete the tasks designated with an * before the end of the semester within which they were recognized. If these tasks are not completed, the club's recognition status will be revoked.

STEP 4B: APPEALS PROCESS FOR DENIED APPLICANTS

When a new organization is denied recognition by the CRB, the student leader who submitted the application may appeal this decision. The following steps shall be used to appeal a decision made by the CRB:

- Student submits a written request outlining the reasons for the appeal to the Chair of the CRB, Orlando Paz '22, at opaz@hamilton.edu, within seven days of the date of the CRB's original decision.
- The appeal will be presented by the Club Review Board members at the following Student Assembly meeting (Mondays at 8:30pm). The student leader is welcome to come to the meeting and answer questions from the CRB and Student Assembly.
- The Student Assembly Central Council will vote to either approve or deny the appeal.
- A 2/3 vote is required for the vote to pass.
- The decision by the Central Council cannot be appealed.

<u>CLUB REVIEW BOARD</u>

The Club Review Board (CRB) is a designated student committee within Student Assembly and is responsible for reviewing and approving/denying applications for new club recognition. The Club Reviews Board is comprised of the Student Assembly class presidents from all four class years, as well as a Student Assembly-appointed committee chair. The Assistant Director of Student Activities advises the Club Review Board. In the CRB's absence, decisions regarding new club recognition will be made by the Assistant Director of Student Activities or his/her designee.

The Club Review Board shall made decisions regarding new club recognition using established criteria. The members of the Club Review Board will vote to approve/deny new clubs recognition, with a 2/3 vote being required for a vote to pass.

If the Assistant Director of Student Activities or the CRB have concerns regarding a new club application, these entities reserve the right to consult with the Dean of Students Office regarding their concerns.

The CRB, in consultation with the Student Activities Office or its designees, may prescribe limitations or additional steps for certain types of student organizations to become recognized. Student Activities partners with colleagues across campus to assist in the oversight and administration of recognized student organizations, and therefore the CRB consults with the appropriate partner when reviewing applications for organization recognition. The following list outlines the additional considerations that apply to certain organization category types:

- Club sports are administered by Athletics, and as such, Student Activities defers to the Club Sports Director in Athletics to determine if they have the capacity or need to support additional Club Sports. If Athletics approves recognition for any new Club Sports, Athletics will inform Student Activities of the approval.
- Religious and spiritual organizations are administered through the Chaplaincy, and as such, Student Activities defers to the Chaplain to determine if they have the capacity or need to support additional faith-based groups. If the Chaplain approves recognition for any new faith-based organizations, the Chaplaincy will inform Student Activities of the approval.
- Fraternities, sororities, and other private societies are administered by the Dean of Students Office, and as such, Student Activities defers to the Associate Dean of Students for Student Engagement to determine if there is capacity or need to support other private societies.
- Media publications are governed by the Media Board with guidance from the Director of Student Activities, and as such, the Media Board has the authority to determine if they have the capacity or need to support additional publications. If the Media Board approves recognition of a new publication, Media Board will inform Student Activities of the approval.

CRITERIA FOR NEW CLUB RECOGNITION

Applications for New Club Recognition will be evaluated according to the following criteria:

- Compliance with the Hamilton College Student Handbook and College policies, including the College's non-discrimination and hazing policies.
- Clearly articulated purpose, objectives, and goals of the proposed student organization.
- Demonstrated non-duplication of the mission/purpose of currently recognized student organizations. Demonstrated avoidance of evident similarity with another recognized student organization.
- Feasibility of funding the organization's projects or goals.
- Local autonomy of the club; the club is led completely by Hamilton College students without direction, interference, obligation to, any entity external to the Hamilton Community (e.g. a parent organization, national chapter, or charter). If the external entity maintains guidelines, policies, or other documents of any kind that are found by the Club Review Board to be in conflict with the Student Code of Conduct, the Club Handbook, or the Hamilton College non-discrimination policy, the proposed club must disavow such items in its constitution in order to be approved. The club may not function solely or predominantly as a fundraising vehicle for the outside entity, or as a means for the outside entity to host events/programs on campus.
- Interest by no fewer than 5 Hamilton student-members.

- Designated executive board (e-board) that includes at least a President and Treasurer.
- Demonstrated plan for electing leaders and ensuring sustainability of the organization.
- Demonstrated plan for storing equipment/resources, if applicable.
- Demonstrated benefit to the Hamilton community.
- Demonstrated need for recognition based on benefits provided to recognized student organizations.

RENEWAL PROCESS FOR EXISTING STUDENT ORGANIZATIONS

The renewal process for existing recognized student organizations takes place near the end of the spring semester for the following academic year. Current organization officers/e-board are expected to submit the renewal for their existing organization within the deadlines outlined and publicized by the Student Activities Office and CRB. Renewal is completed online via an In Transition form through our engagement platform, Xander. The renewal process will be open for at least 2 weeks. If an organization fails to renew by the designated renewal date, they must repeat the initial recognition process as a new organization the following semester, including the 5 week (70 day) probationary funding period..

Incoming officers/e-board members will be contacted in August/September to remind them to continue to update their organization information in Xander before the start of the fall semester.

Students listed as current officers for a student organization are the only group members who have access to edit an organization in Xander, therefore it is very important to constantly update all organization information. If you are not listed as a contact, then you must contact the Assistant Director of Student Activities to get access to your organization.

AVAILABLE RESOURCES FOR FULLY RECOGNIZED ORGANIZATIONS

1. Use of college name.
    a. Recognized student organizations may use Hamilton College in their organization name.
    b. If your organization collects dues, the College name cannot be used in an off-campus bank account. While off-campus accounts are not forbidden, they are discouraged.
2. Reservation and use of campus facilities.
    a. Facilities may be viewed and reserved online using 25Live.
    b. The College Events & Scheduling Office reviews and approves all reservation requests submitted to 25Live. An event will be “tentative” until it is reviewed by this office. Student groups are not permitted to publicize an event until they receive confirmation their reservation is confirmed.
3. Use of an organization email account to send email to the mass email listservs.
    a. Student Organizations may send listserv messages from their Organization’s account only.
    b. To send an e-mail to STUDENTS about an EVENT use Events-students@listserv.hamilton.edu (sent only to students)
    c. To send an e-mail to ALL CAMPUS about an EVENT use Events-all@listserv.hamilton.edu (sent to both students and employees)
    d. Events

i. By an "event" we mean an activity (meeting, performance, lecture, etc.) that takes place on- or off-campus at a specific date and time and is sponsored, or co-sponsored by either an academic or administrative department/program or a student organization recognized by Student Activities. Sponsorship means that the chair of a College department, program or organization indicates that the organization supports the event and that members of the College are actively involved in organizing the event (e.g., as speakers). If someone other than the organizer(s) makes the event announcement, they share in the responsibility for adhering to the guidelines.
ii. Violations by the organization, regardless of who from the organization sends the email, will accrue to the organization they represent regardless of whether the violator acted alone.
iii. An event will be limited to two posts to the mass mailing lists.If an event is cancelled or rescheduled, you are permitted to send one additional email to notify the campus about this change. If an event is cancelled or postponed, two additional emails are allowed to publicize the new date.
iv. Each message must have a subject line that is descriptive of the event
    1. The first 4 lines of the message must contain:
    2. Date and time of the event
    3. Sponsor of the event
    4. Name of the event
    5. Location of the event

e. Clarification: Posting a message to an inappropriate list is a violation (e.g., posting a message intended for students to the events-all list)
f. Student Assembly is the only student organization that has authority to send emails to the notices-all mass email list.

4. Ability to establish membership dues and raise funds.
5. Use of a College budget line managed through the Student Activities Office.
6. The opportunity to request funds from Student Assembly, or another designated funding source.
    a. After the initial 5 week probationary period for newly recognized student organizations, student organizations are eligible to apply for funding through the Student Assembly. If approved, a campus account will be established for your organization.
    b. Private societies are not eligible to apply for Student Assembly funding.
    c. The funding for club sports, religious and spiritual organizations, HAVOC groups, Media Board, CAB, and a few DMC-sponsored groups are administered separate from the Student Assembly funding process.
7. The ability to use Student Activities resources to publicize programs, events and activities.
    a. Publicity supplies such as computers, printers, markers, paint and paper are located in the Student Resource Room on the 3rd floor in the Sadove Student Center and are available for use.
    b. Because the sign-making markers are extremely strong, please make sure to place plastic underneath the paper when making signs, otherwise it will bleed through and stain the table and floor. (Please see College Posting Policy for more information.)
8. Utilize the Student Activities Office website to make information available.

   a. Through the online system, you can post information onto the Student Activities website. This information can include a description of your organization, a photo, contact details and, if you have one, a link to your organization's website.
9. Use of College vehicles (when available).
   a. The Student Activities Office and Transportation Office can assist with your student organization travel plans. There is a Student Activities van available for student organizations to use for approved travel. If you are traveling to an event off campus, this is the van you will want to request. Vans are in high demand, so student organizations are encouraged to book early. Please refer to the Transportation section of this manual for more information on van usage and travel policies.
10. Use of College Print Shop.
   a. The College Print Shop can assist you with almost all your printing needs. Simply supply them with your organization's account number and the work can be charged right to your account.
11. Ability to reserve cash boxes, cash advances, purchase cards, and Hill Card readers for event purchases and fundraising.
   a. When collecting money, a cash box can be reserved through the Student Activities Office. This will allow for safe and secure method of exchanging money. When money is done being collected, the Student Activities Office can assist in depositing the money back into your student organization's account.
   b. You can also request a cash advance of up to $400 or a purchase card to make purchases using your organization's approved funds.
12. Use of a papercut account linked to the organization's email account to print organization documents.
   a. Student organizations indicate during the renewal and recognition process if they need a papercut account for organization printing.
   b. The Student Activities Office has computers designated solely for student organization use. These computers are equipped with software to make flyers, manage organizational budgets and more. These computers are located in the Resource Room on the 3rd Floor of the Sadove Student Center. If you need assistance using any of the software, please contact the Assistant Director of Student Activities.
13. Assistance in developing programs.
   a. The Student Activities staff is more than happy to meet with student organizations to assist in the development of programs. The Student Activities Office has many resources available to aid in this process. Please contact the Assistant Director of Student Activities for assistance.
14. Sound and technical support for programs (provided by AV Services).
   a. The Student Activities Office staff can assist your organization with coordinating the appropriate sound and technical support for your event. When you are in the early stages of planning an event, we advise you to meet with a Student Activities staff person to discuss your needs and the equipment and resources available. The most important point is to plan ahead and ask the right questions.
15. Ability for Student Activities staff to review and approve and sign-off on offer letters and contracts for artists and event services.

a. Do you have an idea of what your organization would like to do but have no idea how to get in touch with the person? The Student Activities Office and the Campus Activities Board (CAB) have a significant number of resources that are available to you. In these resources, you can find contact information, short biographies, and references, etc. Stop by and ask the Assistant Director of Student Activities for more information. At the very least, if we don't have something on hand, we can point you in the right direction.

16. Ability to table and fundraise in Beinecke Village / Martin's Way.
    a. Please note that Beinecke Display Tables are the only approved area for student organization fundraising activities. Tables in the display area of Beinecke Village, just outside of the Howard Diner, must be reserved in 25Live at least 48 hours in advance of their intended use. In order to minimize congestion and maximize your group's visibility, a maximum of three groups can reserve a table in Beinecke Village at any one time.
    b. For specific information regarding fundraisers, review the Student Fundraising Policies and Regulations in the Student Handbook.
    c. Student Organizations wishing to hold a fundraiser in another venue, or targeting alumni/families should consult with the Student Activities Office for permission.
17. Participation in various events for recognized clubs and organizations, such as the annual Student Activities & Organizations Fair.

ORGANIZATION ADVISORS

All student organizations are encouraged to have a faculty or staff advisor. While an advisor is not required for a student organization to exist, we strongly encourage organizations to select an advisor. **An advisor must be affiliated with Hamilton College, such as a full-time faculty or staff member.** Exceptions are made for unaffiliated advisors who have a particular expertise that is not available on campus. If the latter, the individual must be approved by the Director of Student Activities, in writing, to serve as advisor to a student organization. The Director of Student Activities will make these decisions for unaffiliated advisors in consultation with the associated department (e.g. Athletics for club sports, Chaplaincy for religiously affiliated organizations). The extent of an advisor's involvement with their organization must be agreed upon by the advisor and student organization officers.

An Advisor's role includes:

- Meeting with the organization's chair or president at least once a month.
- Meeting with the group's executive board at least once a semester. (Additional meetings may be scheduled as needed or desired.)
- Attending at least one meeting/event with the entire organization. (Additional meetings may be attended as needed or desired.)
- Requesting and receiving regular updates/minutes from organization meetings.
- Acting as a liaison between the organization and the College's administration.
- Getting to know students on an individual level. Learn what they want to get out of the organization.
- Reaching out to other advisors or departments for assistance and support.

- Empowering students to take action and to take satisfaction in seeing the student organization succeed.

EVENT PLANNING

EVENT PLANNING AT A GLANCE

7 Easy Steps to Planning an Event

1. Begin with an Idea.
2. Start Planning.
3. Seek Funding to Cover Expenses.
4. Schedule the Event.
5. Attend a Weekly Events Meeting.
6. Organize the Program Activities.
7. Accomplish the Program.

PLANNING AN EVENT STEP-BY-STEP

STEP 1: BEGIN WITH AN IDEA

The Student Activities Office staff are happy to assist student organizations with the creation and planning of new events. If your student organization is interested in exploring a unique event that would require a lot of support, Student Activities can provide guidance and assist the organization with contacting various service providers to ensure the event is feasible.

STEP 2: START PLANNING

The outline on the following pages can be referred to throughout the event planning process. This checklist is meant to be used as a guide, subject to the conditions of the event. If you need guidance regarding logistics for an event, consult with the Assistant Director of Student Activities.

Student organizations are encouraged to make a rough outline of activities for the entire semester. This outline and preliminary ideas should be discussed with your organizational membership and advisor. Consider the following:

- Program purpose and budget.
- Special permits, licenses and insurance required.
- Venue (campus facilities).
- Special Equipment (sound, lighting, staging).
- Hospitality requirements (food, lodging).
- Security and safety.
- Committees/persons in charge.

STEP 3: SEEK FUNDING TO COVER EXPENSES

The most common source of funding for student organizations is the Student Assembly. Before considering any other options, you should plan to apply to the Student Assembly for funds. Student organizations are also able to use their liabilities funds (self-generated, fundraised funds) for their events. Additional funding may be available from various departments on campus, grants, and endowments.

STEP 4: SCHEDULE THE EVENT

Events are scheduled through 25Live. A full summary of the steps to schedule an event in 25Live can be found on the College Events and Scheduling Office website.

STEP 5: ORGANIZE THE PROGRAM ACTIVITIES

The following list includes recommended steps and considerations for planning the logistics for your event.

Three to Five Weeks Prior to the Event

- Organize and establish committees with persons in charge of major activities.
- Make publicity arrangements.
- Make arrangements for special equipment such as stage, sound, lights, additional audio visual services, tables, chairs, trash cans, etc. These items can usually be secured at a Weekly Events meeting or within the event reservation itself.
- Consult with the Assistant Director of Student Activities to determine if any of these items are needed, and then follow up with the appropriate administrative office.
- Arrange for security if needed. Student Event Staff is coordinated at the Weekly Events meeting for social space parties, and other events with safety concerns. Requests must be received at least 72 hours in advance of the event.
- Complete hospitality arrangements. Requests must be received at least 72 hours in advance of the event.
- Confirm set-up and clean-up times and crews.

Two to Three Weeks Prior to the Event

- Consult with Student Activities to ensure contracts, payments, and paperwork is completed, if applicable. Arrange to pick up a payment check if applicable.
    - You should work in advance with the Assistant Director of Student Activities or a representative from your funding source to ensure payment is submitted in a timely fashion. You need at least two weeks prior to the event in order to have a check ready on the day of your event. If contracts are involved, please see the Assistant Director of Student Activities to ensure payment can be available at the conclusion of your event. Checks are processed once a week; to be ready on Friday afternoon they must be submitted the Friday prior.
- Establish work details. Recruit people for all jobs. Encourage volunteer help. Identify by name those people to be paid and request checks for payment.

STEP 6: ATTEND A WEEKLY EVENTS MEETING

There is a Weekly Events meeting that meets every Tuesday afternoon at 12:00PM during the academic year in the Sadove Conference Room (rm. 112). The purpose of these meetings is to facilitate the planning of events sponsored by student organizations. A representative from the organization is encouraged to come to the Weekly Events meeting at least 72 hours to one week prior to a scheduled event with services.

STEP 7: ACCOMPLISH THE PROGRAM

The following list includes recommended steps and considerations immediately leading up, during, and following, your event.

- One Day Before the Event:
    - Make final check-up on the facility, seating, refreshments, and equipment.

- Provide an update to organizational membership and advisor.

- Day of the Event:
  - Ensure that all committee assignments are carried out and details are underway.
  - Pick up payment checks from the Student Activities Office or from a representative from your funding source. If the event occurs on a weekend, the check must be picked up no later than 4:00PM on Friday.
- Immediately after the event:
  - Be sure to clean up. Tie garbage bags for food that may get smelly overnight.
  - Be sure to track all of your expenses. If you need to submit receipts for reimbursement, you must submit a reimbursement request with all **original** receipts to the Student Activities or a representative from your funding source. Reimbursement for expenses UNDER $25.00 can be settled in cash. Any expenses totaling over $25.00 must be settled by a check. The appropriate reimbursement envelopes are available at the Student Activities Office on the second floor of the Sadove Student Center.
  - Return borrowed or rented equipment.
  - Send notes of thanks, as desired.
  - Remove all publicity materials (flyers, posters, banners, etc.).

CONTRACTS

A contract is required any time we are inviting an outside performer or service provider to come to campus. Contracts should be issued for outside (non-Hamilton) performers, even if they will not be paid for their performance. **STUDENTS MAY NOT SIGN CONTRACTS UNDER ANY CIRCUMSTANCE**. The Director and Assistant Director of Student Activities are the only authorized administrators to sign contracts on behalf of student organizations.

Student organizations wishing to bring a performer or service provider to campus are encouraged to inquire about the pricing and availability of that performer/service provider. During this inquiry stage, student leaders must make it clear that they are solely seeking information, and are not committing to hiring them at the time of the inquiry.

Once pricing and availability information is secure, the student organization should apply for funding and reserve a venue for their desired event. Adequate funding and reservation of an appropriate venue is necessary before Student Activities will begin contracting with the desired performer or service provider. Contracted performers and service providers may be required to provide the College with documentation of their insurance, listing Trustees of Hamilton College as additionally insured on the policy. All required insurance, contract, and payment paperwork will be requested and coordinated by Student Activities on behalf of the sponsoring student organization.

AVAILABLE DEPARTMENTAL RESOURCES

AUDIOVISUAL SERVICES

a. Sound and/or lighting equipment and services are available to student organizations that are planning events that have such technical requirements.

b. AV Support is free to student organizations. The AV staff is managed through LITS. To schedule AV support, contact Abbi Tushingham at atushing@hamilton.edu or 315-859-4120.
c. The AV Staff can support the following:
    i. Sound support for events
    ii. Lighting support for events (through installed lighting in the Events Barn and Tolles Pavilion only)
    iii. Data projection
    iv. Outdoor portable speakers
    v. Microphones
    vi. TV/DVD player for events
        i. If your organization is showing a film, your organization must work with Assistant Director of Student Activities to purchase rights to the film you are showing.
    vii. Karaoke set-up
    viii. Staging (in Events Barn & Tolles Pavilion)
    ix. Backline/band equipment for student band rehearsals and performances
    x. Video recording of events and/or videoconferencing support

CAMPUS SAFETY

a. Full consideration of security requirements should accompany the planning of each event. Crowd control, protective measures, reserved parking, and traffic control are some of the concerns dealt with by the campus safety office. Most security requirements for events are handled through the Weekly Events meetings.
b. Contacts:
    i. Francis Coots, Director of Campus Safety, x4144
    ii. Wayne Gentile, Associate Director of Campus Safety, x4125
    iii. Kelle Chrysler, Patrol Supervisor, x4141
c. Student Event Staff contacts can be found online.
d. Please Note: There are charges for some forms of security services, including Events Staff. See the Director of Student Activities for specific information.

CATERING AND FOOD SERVICES

a. Ordering through Bon Appetit Food Service
    i. Place your order with Bon Appetit, giving them a complete description of your needs (faxed or emailed requests are preferred). A minimum of 5 business days in advance is required for all events; however, special events may require longer notice. Bon Appetit's Catering operation is located in Bundy Dining Hall. The phone number is x4985 and you can browse the catering menu online.
    ii. When placing a catering order, you are advised to attend the Weekly Events meeting that is no less than 72 hours prior to your event.
    iii. Upon request, Bon Appetit will deliver and clean-up. Arrangements must be made in advance with Bon Appetit or Facilities Management for clean-up. (See the Facilities Management section on Page 17 for clean-up requirements).

iv. Accurate head counts for catering orders should be confirmed with Bon Appetit 2 business days prior to the event.
v. Please discuss food arrangements with your organizational advisor or the Student Activities staff.
vi. If you are planning a group meal and Bon Appetit is catering, use your equivalencies to reduce the total costs. A meal credit of $4/person will be given to offset the charges. Student name and hill card number must be sent to Bon Appetit 24 hours ahead of the event and a meal swipe will be taken. Types of equivalencies refer to meal exchanges (when the catered meal is the exact cost of eating in the dining hall) and price off-setting (when the price of a dining hall meal is subtracted from the price of a catered meal)
vii. If you are traveling, you may use your equivalencies to obtain some food and drink in the form of bagged meal items for your trip that can be picked up from the dining hall. You must also plan ahead and reach out in advance to utilize this option.
viii. Orders must be approved by the Student Activities Office. The Student Activities Office staff will make sure you have the funding to support the order (e.g. Student Assembly funding, liabilities, or $50 credit). If there are any special instructions about your order, reach out in advance so they may anticipate this order confirmation.

b. Working with Outside Caterers
i. There are times when outside caterers (non-Bon Appetit) are hired to support receptions or special meals for Hamilton College. Certainly the diversity of choice is necessary; however, there are host responsibilities in arranging for these functions, which may not be obvious.
ii. All outside caterers must provide proof of liability insurance ($1,000,000 aggregate policy) and NYS Health Department certification. This paperwork must be in the Auxiliary Services Office before a caterer can be contracted for service. The host is responsible to determine whether that paperwork is in place. If the paperwork is not in place, it is the host's responsibility to get copies of it and file it at the Auxiliary Services Office.
iii. The host must negotiate the menu and service expectations with the caterer.
iv. If the outside caterer requires space, in addition to the event location, the host must make arrangements for this need. This space might include set-up space or pantry/kitchen space. Requests for adjacent rooms for set-up should be reserved through the 25 Live Scheduling System. If you have questions, please contact the Student Activities Office.
v. Caterers must supply all of their own equipment - glassware, plates, silverware, pots, pans, serving equipment, warming carts, etc. If necessary, an organization may request equipment rental from Bon Appetit for an additional charge.
vi. If your organization will be preparing food, a completed Food Waiver must be submitted to the Office of Administrative Services. This form can be requested by calling x4372.
vii. The host must make a reservation for the event space.
viii. The host will be billed for any additional cleaning or damage to facilities as a result of the event.

c. Making Food and Ordering Delivery/Pick-up

a. Students must use gloves when serving food. The Student Activities Office can supply them upon request.
b. Food should be labeled to inform attendees of common allergens present in the food you are serving.
c. A food waiver must be submitted to Dannelle Parker in the College Events & Scheduling Office anytime food is made by the student organization or ordered from an off-campus restaurant.

d. Alcoholic Beverages
    i. It is important to understand the College's Alcohol Policy. Please see Information for Social Hosts for more information. A hard copy can be obtained from the Student Activities Office.
    ii. Alcohol cannot be purchased with College funds for student organization events, unless a third party vendor/licensed caterer is used. Please contact the Student Activities Office for more information about third party vendors.

e. Contacts
    i. Angeline Shaefer, Bon Appetit Catering, x4985
    ii. Dannelle Parker, Contracting Outside Catering, x4372

COMMUNICATIONS GUIDELINES

a. The College's communications guidelines include (i) use of the College's graphic identity, (ii) guidelines for using social media, and (iii) requesting publicity for public events and newsworthy accomplishments
b. College and Athletics Graphic Identity Guidelines
    i. Hamilton has a copyrighted graphic identity to help communicate a consistent visual identity to the College's many audiences. The graphic identity is used on stationery, business cards, posters, apparel, signage, vehicles, athletics uniforms, websites, social media platforms, and other media. Guidelines for the proper use of the College and Athletics wordmarks and logos are described in the Style Guide. If your questions are not answered in the Style Guide, please contact Hamilton's Senior Director of Visual Communications Mark Mullin (mmullin@hamilton.edu, ext. 4276).
c. Social Media Guidelines
    i. Hamilton maintains an official presence on social media platforms such as Facebook, Twitter, LinkedIn, Instagram, and YouTube. We also maintain The Scroll, which pulls user-generated content from some of these platforms, and we highlight active alumni and student-run social media communities via our Social Media Directory. The College's Communications Office has developed a set of guidelines to help you create a presence or write about Hamilton on social media. If you have questions, please contact Senior Director of Interactive Media Tim O'Keeffe (tokeeffe@hamilton.edu, ext. 4850).
d. Requesting Publicity for an Event
    i. Members of the Media Relations Office work to highlight accomplishments, research, and other activities that reflect positively on the College. They assist departments, programs, and student organizations at Hamilton to promote events that are open to the public. It is always best to provide as much advance notice as possible (at least two weeks, but we request three or more) about your events, since most media outlets have early and strict deadlines. For coverage of an event, accomplishment or presentation, or published research, please email pr@hamilton.edu.

FACILITIES MANAGEMENT

a. Facilities Management can provide a variety of services for student organizations upon request. Services are requested through the 25Live scheduling system, or via email to workcntrl@hamilton.edu. When emailing workcntrl@hamilton.edu, please include the date of the event and the 25Live event confirmation code in the subject line.
b. Submit facilities requests in a timely manner to ensure service can be provided. A minimum of 48 hours is required for facilities support at your events, but more complex set-ups and support should be requested further in advance. You are advised to attend the Weekly Events meeting that is no less than 72 hours prior to your event.
c. Plumbers, carpenters, electricians, mechanics, painters, laborers, and custodians are available during work hours or with advance notice for a fee.
d. Construction support: carpentry and painting services
    i. The College has prefabricated stage and platform sections that can set-up inside or outdoors. Moving services can be provided for unusual or bulky items. For a reasonable charge, minor renovations, alterations, or construction services can also be provided.
e. Ground Crew support: set-up/take-down and moving service
    i. Removal of stage and/or other physical props to a suitable location. This location should be arranged with both the Student Activities Office and the maintenance department.
f. Custodial support: cleaning and janitorial services
    i. In all cases, you can anticipate charges for the clean-up of spaces after events. Certain clean-up responsibilities still rest with the sponsor, including these tasks:
        i. Remove all garbage bags to the dumpsters where possible, both throughout the event and after its completion. The garbage should be put in dumpsters or, if the dumpsters are full, in a previously arranged location.
        ii. Move all garbage cans to a suitable location.
        iii. Clean mud, dirt, or other debris off the walls, windows, doors, etc., of all areas used for the event.
        iv. Sweep dirt and other debris from the floor. Bag it and place with the other garbage. Any gross spillage or messes on the floor, which cannot be swept, should be cleaned.
        v. Clean the walls, ceiling, stall, etc. of the bathrooms.
        vi. Prepare a list of any damages that occurred in the areas used. Please include the name(s), if possible, of those responsible for the damage, and forward to the Director of Student Activities.

PRINT SHOP

a. The Print Shop provides copying and printing service to all clubs and organizations, and is located in the basement of Commons Dining Hall. During the school year it is open from 8:30 a.m.-Noon and 1 p.m.-4:30 p.m. Monday through Friday. Visit the Print Shop website for Print Shop guidelines and the Print Shop Service Request Form.
b. Copying and Printing: A Print Shop Service Request Form must be completed for all copying orders. Forms are available at the Print Shop or online. Orders are done on a first-come,

first-serve basis. It is recommended that work be submitted at least 24 hours in advance. Larger jobs, involving printing and/or handwork (folding, collating and/or binding) require more time. Call ext. 4626 or 4627 for time estimates. In order to process an order, the club or organization account number must be included on the form

a. Basic black and white copy pricing:*
    i. $.05 per side for 8.5 x 11 white or color paper
    ii. $.07 first side and $.05 second side for 8.5 x 14 white or color paper
    iii. $.09 first side and $.05 second side for 11 x 17 white or color paper
    iv. *Card stock prices are slightly higher.
b. Color Copy Pricing:
    i. $.25 per side for 8.5 x 11 paper
    ii. $.27 per side for 8.5x14 paper
    iii. $.30 per side for 11x17 paper
    iv. *Card stock prices are slightly higher.

c. Typesetting and Design: The Print Shop is happy to assist with poster, flyer, post card, brochure and invitation design and typesetting. Call Yvonne Schick at x4626 for assistance.
d. File Requirements: For copying and printing orders, clean hard copy or electronic files must be provided. Files from common programs are accepted, but PDF files are preferred, as some fonts may not be available on Print Shop computers. Originals may be brought to the Print Shop (hard copy, disc or thumb drive), or sent to printsho@hamilton.edu as an e-mail attachment.

RESIDENTIAL LIFE

a. Every Residential Assistant has a mailbox in the Residential Life office. They are a good resource for advertising your events because each floor has a bulletin board for publicity.
b. Contact: Jean Burke, x4014

TRANSPORTATION OFFICE

a. The Transportation Office manages all requests for College vehicles. Only recognized organizations may reserve a van
    i. Contact
        1. Mike Houle, Student Transportation Coordinator, x4515, transport@hamilton.edu
b. When your organization considers programs and events off campus, it is helpful to know and understand the following points:
    i. Scheduling of College Owned Vehicles
        1. Scheduling is handled via the online space reservation form, 25Live.
        2. When reserving a college van please select “Van Reservation” under “Event Type”
    ii. Priority and Procedures
        1. A fleet of nine 12-passenger vans are categorized into three priority groups, with three vans in each grouping: Academic, Athletic (including Varsity sports), and Student Activities (including all recognized student groups and clubs). These departments have priority over their van group up to 14 days before departure. For advance reservations (when requests are submitted before it is two weeks

from the event date), valid van requests will be promptly confirmed and will utilize a van available within the correct priority grouping

2. If the requesting organization does not fall within one of the priority groupings, or if all vans are already reserved within the appropriate priority grouping, then the request will remain on hold until it is within 14 days of the event date. Once within 14 days of the departure date, any available van can be reserved regardless of priority grouping, using a first-requested, first-served policy. Note that the request date is the date that all required information was fully and accurately submitted as a Van Reservation Request in the 25Live system. **Groups are encouraged to request vans as far in advance as possible to avoid any conflicts with reservations**.

iii. Driver Eligibility and Charges for College Vehicles

1. A student must be designated a "certified driver" to drive these vehicles. To operate a college owned or rented vehicle, a student must have a valid driver's license, three years driving experience with no moving violations, complete on-line training as designated by the Transportation Office, and must successfully complete a driving evaluation in a van with a Transportation representative. The driving evaluation is only required if certification is for the 12-passenanger vans.
2. A mileage charge, and the cost of driver time (where applicable), will be assessed for the use of College vehicles. Where appropriate, this charge will be made to the account of the department or organization using the vehicle. The current charge for college vehicles is $0.545 per mile. User is responsible for the cost of any gas purchased during reservation.

c. Dispatch

i. Reserved vehicles will be released only to authorized drivers. During the College normal business hours vehicle keys can be signed out at the Transportation Office which is located in Sadove room 209. Before 7am and after 4:30pm Mon. – Fri., on weekends, and holidays, the reserved vans will be released to the authorized driver by one of the following methods:

1. The driver who wants to drive his/her own vehicle to Facilities located on Miller Road should first sign-out the vehicle key(s) from the Campus Safety Office.
2. Alternately, the driver may go to the Campus Safety Office thirty (30) minutes before the trip's actual departure and request a ride to Facilities. The Campus Safety Officer can verify the authorization of the trip and driver, and issue the keys.
3. At the conclusion of the trip, the driver may request a ride from the Campus Safety Officer back to campus. **The keys should be returned to the Transportation Office during normal business hours or after hours to the Campus Safety Office.**

d. Length of Trip / Drive

Because driver fatigue is a major cause of automobile accidents, the following general rules apply to all trips:

1. Individual drivers shall limit their driving time to a maximum of 6 hours per day.

2. Groups shall not travel more than 14 hours per day, regardless of the number of drivers available for the trip or in the vehicle.
3. Trips shall not depart from any location nor should driving take place between the hours of 1:00AM and 5:00AM. The jitney is exempted from rule 1c.
4. For a complete list of vehicle policies visit: https://www.hamilton.edu/offices/safety/transportation

e. A Note About Traveling

When arranging a trip to travel off-campus, please notify Student Activities so that they can properly notify Campus Safety and the Dean of Students Office of the following information in the case of an emergency:

1. List of students traveling
2. Destination and Accommodations
3. Contact Information including a phone number.

STUDENT ORGANIZATION TRAVEL POLICIES AND GUIDELINES

If approved in advance by the appropriate funding source, travel expenses incurred on official student organization business will be paid by organizational funding if the expenses are properly authorized, reasonable, and appropriately documented. Members of student organizations who incur such expenses should neither lose nor gain personal funds as a result.

This section describes the policies and procedures used at Hamilton to implement those goals with as much flexibility and as little complexity as is possible within the constraints imposed by various legal and contractual requirements.

Student organizations should exercise care in incurring travel expenses. It is the responsibility of each individual incurring such expenses to comply with the College's policies and procedures, as described in this manual.

PAYMENT OF TRAVEL EXPENSES

Hamilton provides two means for the payment of travel expenses: (a) prepaid expenses, and (b) reimbursements. Each of these is explained in turn below. *Travel reimbursements for organizations funded by Student Assembly MUST be pre-approved by the Student Assembly* ***prior*** *to travel.*

a. Prepaid Expenses
    i. These are expenses paid by the College in advance of the travel date – registration fees, hotel deposits, etc. In order to have the College prepay these expenses, submit an appropriately signed Student Assembly Reimbursement/Payment Envelope (which can be found at the Student Activities Office) along with documentation of the expense (i.e., registration form, hotel confirmation form).
b. Reimbursed Expenses
    i. In order to be reimbursed for expenses incurred or to substantiate travel advances, a traveler must submit an appropriate and signed Reimbursement Envelope accompanied by appropriate original receipts.
    ii. The receipts are needed to document the actual amounts of any travel expenses that will be charged to a student organization account. This includes receipts for tolls, gas, and parking.
    iii. To be reimbursed for mileage for travel in a personal vehicle, you must submit a map printout (from a site such as GoogleMaps) showing the distance traveled and total mileage. If your trip was round-trip, include maps for both ways.
    iv. A description of the trip (including departure and return dates) and a detailed list of your transportation, lodging, meal and miscellaneous expenses should be included with your receipts.

TAX EXEMPTION FOR TRAVELING

a. Hamilton College is a not-for-profit 501(c)3 organization and is exempt from any and all sales tax in the state of New York. This exemption applies to hotels, meals, rental cars and business purchases.

b. The College has reciprocal tax exemption status in the following states:
    i. Connecticut - exemption from restaurant and hotel tax must be requested three weeks prior to event, tax exemption certificate must be presented to vendor
    ii. Florida - tax exemption form must be presented to vendor
    iii. Illinois - tax exemption form/ID number must be presented to vendor
    iv. Maine - tax exemption form must be presented to vendor, tax exemption from taxable services and tangible personal property
    v. Massachusetts - tax exemption for purchases of tangible personal property only
    vi. Missouri - tax exemption letter w/ID # should be carried with you when traveling
    vii. New Jersey - tax exemption certificate and tax exemption form must be presented to vendor
    viii. Rhode Island - tax exemption form must be presented to vendor

INSURANCE

a. Personal Property
    i. The College maintains no insurance for loss of or damage to personal property during official travel. Travelers should seek reimbursement through their own insurance company or directly from the responsible party.
b. College Property
    i. The College does not automatically insure its equipment or the contents of buildings. An individual traveling with College equipment should therefore contact the Purchasing and Property Management Office to determine whether insurance should be purchased prior to travel.
    ii. Even if a department has previously elected to insure certain property, the coverage may not automatically extend to travel. In these cases, the department should also contact the Purchasing and Property Management Office to determine whether coverage is effective during travel.
c. Personal Automobiles
    i. If a Hamilton student on official business is involved in an accident resulting in damage to his or her vehicle, the student's own automobile insurance applies. The mileage reimbursement amount is calculated to include coverage for fuel, auto insurance and wear and tear on the vehicle. Travelers who use a personal automobile that is not insured for collision damage should be aware that they will not be reimbursed by the College for such damage. If a student on official organization business is involved in an accident that causes bodily injury or property damage to a third party, the traveler's auto liability insurance will apply first. When necessary and appropriate, College liability insurance may supplement the traveler's. Inquiries and notification of loss should be directed to the Purchasing and Property Management Office, x4999.

STUDENT ASSEMBLY FUNDING

STUDENT ASSEMBLY FUNDING AT A GLANCE

Prior to applying for Student Assembly Funding, a student organization must be recognized by the CLub Review Board (CRB). Once approved, an organization must adhere to the following guidelines:

1. **Attend the Finance Training:** Student organization treasurers are required to attend the Student Assembly Finance Training at the start of the academic year to be eligible for Student Assembly funding. Newly recognized student organizations will be offered a finance training after new club recognition.

2. **Probationary Period for New Organizations:** There is a 5 week probationary period for newly recognized student organizations. New student organizations are not eligible to apply for Student Assembly funding until after their 5 week probation is completed.

3. **Obtain Authorization**: Do not, under any circumstances, purchase food, supplies or obligate Hamilton College in any way without the prior authorization of the Student Assembly or your authorized funding source.

4. **Follow Procedures**: Use the proper forms. Carefully enter all information on forms per instructions in this Student Organization Manual. All forms are available on the Student Activities webpage.

5. **Keep Records**: Always keep a copy of all forms submitted for approval.

6. **Plan Ahead**: All transactions involving the expenditure of funds require advance planning and written approval by the Student Assembly Treasurer and the Assistant Director of Student Activities.

7. **Monitor Your Account**: Check your account monthly by comparing your budget reports to your financial records and copies of expenditure documents to determine your budget balance. Bring any discrepancies to the attention of the Assistant Director of Student Activities.

8. **Spend Within Your Budget**: An organization may only spend funds for the purposes detailed in their approved budget. Written requests for program budget changes may be made to Student Assembly Treasurer.

9. **Pay Your Bills**: The College will not initiate payment on any form without verification that goods or services have been received. Present all invoices, bills and receipts to the Student Assembly Treasurer for payment as soon as the purchase has been received. If you know a business is sending a bill to the Student Activities office, let the Assistant Director know in advance so there is no confusion as to which organization it should be billed to.

10. **Rollback Unused Funds:** If an organization cancels an event or does not spend all of the funding they were allocated to spend on an event, these funds should be rolled back to Student Assembly to be reallocated to other student organizations.

PURPOSE OF FUNDING

The purpose of Student Assembly funding is to provide monies for specific projects, programs, and activities that are sponsored by recognized student organizations of the Student Assembly if open to the Hamilton Community. The Funding Committee oversees the distribution and use of the Student Activity Fee funds as stipulated under Article 10 of the Bylaws of the Constitution of the Student Assembly of Hamilton College.

ELIGIBILITY REQUIREMENTS FOR STUDENT ASSEMBLY FUNDING

a. Only recognized student organizations are eligible for Student Assembly funding.
    i. There is a 5 week probationary period for newly recognized student organizations. After this probationary period, new student organizations are eligible to apply for funding through the Student Assembly. If approved, a campus account will be established for your organization.
    ii. Private societies are not eligible to apply for Student Assembly funding.
    iii. The funding for club sports, religious and spiritual organizations, HAVOC groups, Media Board, CAB, and a few DMC-sponsored groups are administered separate from the Student Assembly funding process.vQuestions about these separate funding sources should be directed to the following contacts:
        1. Club Sports: Pat Giruzzi, pgiruzzi@hamilton.edu, x4536
        2. Religious and spiritual organizations: Jeff McArn, jmcarn@hamilton.edu, x4130
        3. HAVOC groups: Amy James, ajames@hamilton.edu, x4016
        4. Media Board: Noelle Niznik, nniznik@hamilton.edu, x4192
        5. DMC-sponsored groups: Paola Lopez, plopez@hamilton.edu, x4252
        6. CAB: Kaity Stewart, ksstewar@hamilton.edu, x4516
b. Money in the Student Assembly budget can only be allocated if the organization has submitted their budget request through the designated Strategic and Non-strategic budget forms, and within the designated timelines. The Strategic and Non-Strategic funding deadlines and forms are publicized each semester by the Student Activities Office and Student Assembly Treasurer and are listed on the Student Activities website.

MISCELLANEOUS FUNDING POLICIES

a. Hamilton College is a 501(c)3 tax exempt organization and is exempt from all sales tax in the state of New York. This exemption applies to hotels/motels, restaurants, rental cars and retail purchases.
    i. Student Assembly will not reimburse tax that was charged on receipts for purchases that were eligible for tax exemption.
    ii. Tax exempt forms can be printed by students directly, or picked up at the Student Activities Office. These forms should be provided to the cashier at checkout.
b. Each organization that receives funding from the College must elect or appoint a financial contact that will be responsible for submitting bills for payment and keeping accurate

records. In addition, each organization is encouraged to have an assigned advisor who will also monitor expenditures made by the organization.

c. The Assistant Director of Student Activities and the Treasurer of the Student Assembly will closely monitor student organization expenditures on a regular basis.
d. Only officially documented invoices, bills, or receipts (for reimbursement) are acceptable for payment.
    i. Checks should be used to pay individuals on campus (or to off-campus vendors) when large amounts are desired. Requests for checks should be channeled through the Student Assembly Treasurer, then to the Assistant Director of Student Activities, who will direct it to the Business Office. Requests for checks must include a bill or receipt, the name and the address of the payee and W-9 tax form (available at the Student Activities Office).
e. Fundraising by student organizations to supplement Student Assembly allotted budgets is encouraged. However, the Funding Committee will at no time act as a bank by lending money for fundraising events with the understanding that this money will be paid back at a later date. For specific assistance and guidelines regarding fundraising please see the policy outlined in the Student Handbook or contact the Director of Student Activities

STUDENT ASSEMBLY FUNDING CODES

Article X. Student Assembly Funding Codes

Section 1. The Purpose of Student Assembly Funding

A. Student Assembly funding serves to promote equity, efficiency, and excellence, giving as many organizations as possible the opportunity to provide the highest quality programming feasible.
B. The purpose of the Student Assembly funding allocations are the following:
    1. To provide a more proactive, strategic spending plan for student organizations and for the entire student body.
    2. To support the diverse interests of the Hamilton College student body, on and off campus.
    3. To financially assist the student body in offering more high-quality programming on campus.
    4. To assist the class delegations in conducting business and sponsoring Central Council activities.

Section 2: Funding Prerequisites

A. Organizations wishing to access funding from Student Assembly must be recognized by the Student Activities Office as a Recognized Student Organization, fulfilling the recognition requirements set by Student Activities Office in consultation with Student Assembly.
    1. Newly recognized organizations may be subject to a probationary period or a set funding amount for their first semester/year as designated by the Organization Recognition Committee through Student Assembly. The Funding Committee will allocate funding to newly recognized organizations based on the recommendations/rules enacted by the Organizations Recognition Committee.
B. Participation in all Student Assembly funded organizations and their on-campus events must be open to all members of the student body of Hamilton College. All students must have the opportunity to participate in organizations and off-campus events funded by Student Assembly.
    1. Organizations with selective teams must hold an interest meeting at the start of each semester open and publicized to the entire student body to select their team delegates.
C. Organizations that receive dues or have private funds set aside for them must register disclose the amount of funding available to their organization from their outside funds for their programming when applying for Student Assembly funding.
D. Organizations that receive donations or raise money through fundraisers do not need to disclose these funds in their budget proposals, but the Funding Committee may recommend that those funds be used in lieu of Student Assembly Funding.
E. The Central Council reserves the right to require representatives from any student organization to attend a Central Council meeting or a Funding Committee meeting to explain their proposal in more detail. Failure to participate in these meetings may jeopardize the organization's ability to have their funding request approved.

Section 3: Strategic and Non-Strategic Funds

1. 80% of the Student Assembly budget, less holds and the discretionary fund, shall be allocated to the strategic budget fund. The remaining 20% shall be allocated to the non-strategic fund, available throughout the semester.
2. Student Organizations should apply for Strategic Funding for any events planned for the semester. The purpose of Strategic Funding is to encourage organizations to plan ahead for their semester's activities.
3. Organizations will be given a deadline at or around 2 weeks into the semester to submit their strategic budget proposals, with funds to be voted on at the following Central Council meeting.
4. No student organization, through a combination of strategic and non-strategic funds, shall be recommended by the funding committee to receive greater than 8% of the Central Council's total semester funds.
    a. In special circumstances, the Central Council holds the right to override this rule by a ⅔ vote.
5. Any funds remaining in the strategic fund shall be moved to the non-strategic fund after the Central Council has voted on all strategic budget proposals submitted within the strategic budget deadline.

Section 4: Guidelines for Student Organizations Requesting Funding

A. Budget proposals must be submitted to the Funding Committee at least ten days in advance of the event.
B. Budget proposals must follow the downloadable template available on the Student Activities and Student Assembly websites. Failure to do so will result in a rejected budget. It is the student organization's responsibility to use the correct and most current forms for budget proposals.
    1. Organizations collaborating on an event must submit all requested items on a single budget.
C. Budget proposals must contain the following:
    1. An itemized list of all expenses the organization is requesting be funded by Student Assembly.

2. The number of students expected to benefit from the funding.
3. A detailed explanation of the purpose of the event and how the event will advance the mission of both the organization and Hamilton College.
4. The date, time, and location of the event.
5. Endowed organizations must provide documentary evidence of how their endowment funding is allocated toward the program.
6. Any other information requested by the Student Assembly Funding Committee.
7. If the proposal includes equipment, a storage plan must be outlined.

D. Itemization requirements for specific types of expenditures:
    1. Food for On-Campus Events
        i. Student Assembly will only provide funding for food for on-campus events if the food enhances the quality of the event and the event is open to the entire student body.
            a. If the food is central to the event (i.e. a meal), the Funding Committee will recommend funding up to $8 per student anticipated to attend the event.
            b. If the food is not central to the event (e.g. incentive to come), the Funding Committee will recommend funding up to $5 per student.
            c. The costs for cookware and utensils shall not be counted in the $5 and $8 per student calculations.
        ii. Organizations wishing to host private meals are encouraged to work with Bon Appetit to use a meal exchange.
        iii. If an organization wishes to order from a restaurant or catering service, that organization must itemize the food items they wish to order in their budget proposal.
        iv. Organizations that would like to cook food are encouraged, but not required, to itemize all ingredients they wish to purchase to cook the food..
    2. Food for Off-Campus Events
        i. Organizations may request up to $15 per person per night spent off-campus.
            a. Reimbursement requests must include receipts.
    3. Transportation
        i. Student Assembly will provide funding for group travel via personal vehicle, College vehicle, and bus charters.
            a. If using a personal vehicle, the Student Assembly will provide the IRS mileage rate, inclusive of tolls, gas, maintenance, and parking.
            b. If using a College vehicle, the Student Assembly will provide the IRS mileage rate, exclusive of tolls, gas, maintenance, and parking.
            c. Organizations must include a map detailing the starting address, ending address, and total round trip mileage of the trip in their budget proposal to validate the mileage funding the group is requesting.
        ii. Student Assembly will not fund tickets for individual travel expenses (e.g. airplane ticket, bus ticket, ship ticket, train ticket, subway fares).
        iii. Student Assembly will not fund taxi, Uber, Lyft, or ZipCar rentals.
    4. Lodging
        i. Organizations requiring hotels or overnight lodging for events are expected to maximize room capacity, placing four students in a room, assuming room availability and that the rooms can be made single-sex for those that desire it.
        ii. Rooms purchased by Student Assembly funds must have four students per room; rooms purchased through private funding are not bound by this requirement, so long as the rooms purchased by Student Assembly retain four students per room.
        iii. For extended trips (greater than 200 miles away from Hamilton College) organizations may request up to $300 per room per night. Non-extended trips (within 200 miles of Hamilton College) may request up to $200 per room per night. Organizations must fundraise or self-fund lodging expenses in excess of this amount.
        iv. Student Assembly will fund Airbnb, lodges, or other forms of overnight housing using the same price limits identified above for hotel rooms.
        v. Student Assembly funds may not be used for incidentals, damage, or room charges.
        vi. Overnight lodging must be booked within two weeks of funding approval.
    5. Alcohol

i. Student Assembly will not provide funding for alcohol unless it is served by a licensed, third party vendor. The request must also receive special approval from the Funding Committee and the Director of Student Activities, with the final decision falling to the Director of Student Activities.
ii. Student Assembly will not consider budget requests for social space events unless pre-approved by the Director or Assistant Director of Student Activities.

6. Publicity
   i. All Student Assembly-funded events must be announced to the Publicity Chair by the non-strategic deadline prior to the week's Central Council meeting. All events will be included in an email to be sent out by the publicity chair on a weekly basis.
   ii. Publicity funds are capped at $20 per event.
      a. Publicity, as defined for the purposes of Student Assembly funding, includes emails, posters, flyers, and any other forms of advertisement.
      b. The Central Council shall not provide funding for apparel or stickers as a form of advertising for a club itself. However, the Central Council may elect to provide funding for apparel or stickers for events, provided the event is open to the entire student body, the apparel or stickers enhance the mission of the event, and it is publicized how apparel or stickers will be allocated.
7. Custodial Services & Utility Fees
   i. Organizations do not need to request non-strategic/strategic funding for custodial expenses. Physical Plant charges for club events will be billed to the Student Assembly Central Council budget. Student Assembly will cover setup/cleanup fees within a reasonable range. If a club abuses this privilege and there is a charge for excessive cleaning or damage, this will be billed back to the student organization members to pay.
   ii. Campus Audiovisual Services (AV) and Event Staff are free to student organizations.
8. Contracted Performers
   i. Students are not authorized to sign contracts and/or obligate funds from Student Assembly and Hamilton College to any service provider or performer. The Director of Student Activities and Assistant Director of Student Activities are the only authorized signatories for student organization events. Under no circumstances may an organization commit the College to a contractual engagement without prior consent of the Director or Assistant Director of Student Activities. If this occurs, the organization will lose access to funding for at least one semester.
   ii. Student Organizations seeking to contract or request funding for outside entertainment or services must meet in advance with the Student Activities Office to discuss negotiation strategies prior to contacting the outside entertainment. Student organizations seeking to contract outside entertainment must attend the Student Activities Office' contract workshop.
   iii. Student Assembly, in consultation with the Director and Assistant Director of Student Activities, reserves the right to deny funding for international payments if doing so presents an undue burden.
   iv. Student Assembly will fund reasonable fees and expenses for performers and service providers that student organizations wish to bring to campus.
      a. Student Assembly will fund performer fees and hospitality (food and lodging) for performers. Student Assembly will not fund separate travel expenses for performers.
9. Prizes
   i. Prizes may not be awarded to members of the organization hosting the event. A member is defined as an individual who has been on the organization's roster and/or has been a significant contributor to the organization at any point in time within the current semester.
   ii. Organizations awarding prizes must record the prize winner's name, email address, Hillcard number, and estimated value of the prize, to be submitted to Student Activities.
   iii. All prize winners must be currently enrolled students of the College.
   iv. Cash prizes are forbidden.
   v. Total prizes requested may not exceed $40 per event, with a maximum value of $20 per prize.
10. Films
   i. Organizations wishing to show films or other media must acquire the public performance rights for distribution from appropriate rights holders.

E. Prohibitions
1. Student Assembly will not fund purchases for on-campus events that are not open to the entire student body.
2. Student Assembly will not fund externally-hosted webpages. Organizations may contact LITS to create a club webpage on the students.hamilton.edu domain.

3. Student Assembly will not fund plastic, single-use water bottles. Organizations are encouraged to provide water in bulk coolers through Bon Appetit as opposed to individual water bottles.
4. Student Assembly will not fund donations to nonprofit organizations, and fundraising events with a mandatory entrance fee.
5. Student Assembly will not fund "miscellaneous costs/items."
6. Student Activities reserves the right to reject an event budget based on safety concerns. Student Assembly will not fund power tools without confirmation that appropriate administrative offices have been consulted and the equipment will be safely used and stored.
7. Student Assembly will not fund club uniforms or gear.
8. No organization may receive funding from Student Assembly to pay a member or any student for a service rendered for that organization. A member is defined as an individual who has been on the organization's roster and/or has been a significant contributor to the organization at any point in time within the current semester.

F. Reallocations & Rollbacks
   1. An organization cannot request money for one event and spend it on another event.
      i. Organizations wishing to reallocate funds leftover from one event to another event/purpose must first receive approval from the Student Assembly Treasurer by emailing satreas@hamilton.edu the details of the reallocation request (how much funding, for what purpose, etc.).
   2. If an organization does not spend all of the money it was allocated for an event or expenditure, the excess funds should be "rolled back" to Student Assembly.
      i. The student organization is responsible for ensuring that excess funds are returned within one week of the event or expenditures by contacting the Student Assembly Treasurer.

G. Student Assembly reserves the right to audit spending of funds allocated to organizations to verify appropriate spending and check for available rollbacks.
H. Outside Funds
   1. Organizations that receive a bulk of their funding from a College endowment or standing College budget line must provide documentation of these funds and how they will be allocated to the event or program in the budget proposal.
   2. Neither the Funding Committee nor Central Council shall discriminate against endowed organizations.
I. The Funding Committee has the authority to reject unsatisfactory budget proposals and ask organizations to re-submit their proposals.
J. The Student Assembly Treasurer reserves the right to withhold tax amounts when reimbursing costs in which the purchaser failed to utilize Hamilton College's tax exempt status.
K. Future Funding
   1. There are sometimes extenuating circumstances in which the success of an event is contingent upon meeting deadlines outside the group's control (e.g.. registration deadlines, hotel availability, agent management, contract and concert planning, co-sponsorship restrictions.) In these situations, a student organization may apply for funding the semester prior to the semester the event will occur.
      i. A non-strategic budget proposal deadline to apply for future funding will be held on the last Saturday of November and April.
      ii. Budgets submitted for future funding must include all expenses related to the event. Additional budget proposals for additional expenses related to this future event will not be considered.
      iii. If future funding is approved, immediate expenses will be paid for by Student Activities during the "requested semester." However, all expenses will be counted towards the organization's total amount of funding requested for the following semester.

Section 5: Guidance to the Treasurer and to the Funding Committee

A. The Student Assembly Treasurer may not make any promises to any student organization with regard to funding allocations. No such promise shall be guaranteed by the Funding Committee or the Central Council. Funding amounts become official only after the approval of the Central Council.
B. An organization will be put on probation at the discretion of the Student Assembly Treasurer if either of the following occurs:
   1. Spending money on items not approved.
   2. Overspending by more than $40.00.
   3. Committing the College to a contract not authorized by the Student Activities Office.
C. The Funding Committee shall examine all budget proposals to determine whether to recommend them to the Central Council.

D. The Funding Committee shall meet at least once during the beginning of each semester and at any time deemed necessary by the Student Assembly Treasurer or the Student Assembly President.
E. In examining budget proposals, the Funding Committee will review and recommend funding allocations based on the following principles:
    1. Overall costs
        i. The Funding Committee must work with student organizations to ensure they are minimizing their costs without compromising the nature of their programming. The Funding Committee reserves the right to ask organizations about alternative sources of funding.
        ii. If the overall cost exceeds 5% of the Student Assembly budget for the semester, the Committee will submit their recommendation to the Central Council and the organization leader must present the budget to the Central Council, either in a half-page statement or in person.
        iii. No organization shall be recommended by the Funding Committee to receive greater than 8% of the Student Assembly's semester-long budget. In special circumstances, the Central Council can override this rule with a ⅔ vote.
        iv. The merits of each proposal shall be evaluated using the guidelines set forth in Article X, Section 4. If the average cost per student in a budget proposal seems unreasonably high, the Funding Committee reserves the right to meet with representatives from the organization for further explanation.
F. Organizations are subject to regular audit of their financial history and events, conducted at the discretion of the Funding Committee. Audit procedures include, but are not limited to:
    1. Requiring organizations to submit information to Student Assembly after hosting Student Assembly-funded events.
    2. Requiring organizations to submit records related to their events (receipts, pictures, etc.).
    3. In-person audit (i.e. at an event) by a member of the Executive Committee or the Funding Committee of Student Assembly.
    4. Review and evaluation of financial receipts and information collected by the Student Activities Office.
G. If organizations are found in violation of funding codes, the Executive Committee reserves the right to determine appropriate sanctions. Such sanctions include, but are not limited to, increased scrutiny of future funding proposals as well as potential suspension of funding privileges for the organization in question.
    1. Greater auditing scrutiny includes, but is not limited to, event-specific financial audit.
    2. The Executive Committee reserves the right to conditionally sanction organizations found to be in violation of the funding codes.
        i. This may include suspension of funding until the organization appoints new leadership.
    3. Section 11 lists additional sanctions.

Section 6: Guidance to the Central Council

A. Student Assembly shall not discriminate against organizations with outside funds.
B. The Central Council is instructed to decide on funding based on the following criteria:
    1. The amount the organization has requested and spent previously during the semester.
    2. The strength of the organization's budget proposal.
    3. The amount of the budget the organization is requesting in relation to organization membership and cost per student.
    4. The time and effort the organization must put into the programming.
C. Approval of budgets that exceed 5% of the Student Assembly budget for the semester require line-item approval.
D. No Student Assembly member may vote for funds for clubs of which they are a member or toward which they have an unfair bias. Failure to recuse oneself from such votes may be grounds for a vote of impeachment, as laid out in Article VII, Section 2.

Section 7: Holds

A. The Director of Student Activities has the authority to distribute the Student Activities Fee between Student Assembly and other holds/projects pertinent to the operations and mission of the Student Activities Office.
    1. Student Assembly has the right to ask the Director of Student Activities for a breakdown of how the Student Activities Fee is being distributed and to advocate for changes to the holds and distribution if they feel changes should be made.
B. Holds are not available for individual student organizations.

Section 8: Transparency Requirements

A. After each meeting, Student Assembly shall publish the amount of money granted to each organization, as well as the purpose of the funds.
B. Student Assembly shall maintain a public record of how much funding is requested, allocated, and rolled back by each student organization.
C. Organization members must recuse themselves from voting on funding allocations for organizations in which they are a member or have an unfair bias toward.The Treasurer is responsible for ensuring that members properly recuse themselves.
    1. When members recuse themselves, the ⅔ majority required for funding is taken from the pool of non-recused members.
    2. In cases where recusals lead to a tie, the Student Assembly President is responsible for breaking the tie.

Section 9: Revisions

A. The thresholds and values stated in these codes should be re-evaluated every two years to ensure timeliness and accuracy.
B. Thresholds and values should be set so as to sustainably exhaust the Student Assembly budget throughout the duration of the semester.
C. Data from approved budgets, including allocations, proposals, and expenditures, shall be maintained by Student Assembly for at least five years after approval to inform future revisions to the codes.
    1. The Funding Committee is responsible for this maintenance.
    2. For the purposes of this accounting, individual proposals within strategic budgets should be considered individually.

Section 10: The Student Assembly Discretionary Fund

A. Purpose of the Discretionary Fund
    1. The use of the Discretionary Fund is excluded from all funding codes set forth hitherto. The following guidelines apply to the use of the Discretionary Fund.
    2. The Discretionary Fund shall exist for use by the Central Council or Executive Committee to develop programming for the benefit of the student body and to promote Student Assembly as a governing body on campus.
    3. The Discretionary Fund may also be used for leadership development and activities within Student Assembly, and for projects and events hosted by the class delegations or committees of Student Assembly.
    4. If a program continues consistently for three years, it is recommended that a committee established by the Student Assembly or student organization run the program and apply for funding outside the Discretionary Fund.
B. Discretionary Budget Proposals
    1. Discretionary Budget proposals must use the non-strategic budget template and form.
C. Size, Approval, and Evaluation
    1. The Discretionary Fund will be set at an amount equivalent to 5% of the total operating budget each semester, with the provision that additional funds may be requested by the President or Executive Board for the pursuit of specific initiatives, as long as cumulative discretionary spending for the semester does not exceed 10% of the total operating budget. Any funds not used at the end of a semester will be rolled into general Student Assembly funding.
        i. In special circumstances, the Central Council holds the right to override the 10% ceiling by a ⅔ vote.
    2. If the general fund has been exhausted, the Student Assembly may, by a ⅔ vote, release any or all of the remaining funds back into the general Student Assembly fund. Applications do not require approval from the Funding Committee. Proposals to the Discretionary Fund must be submitted at least 24 hours before the scheduled event or expenditure. In the case of extenuating circumstances a Motion to Suspend the Rules must pass by ⅔ vote.
        i. All other itemization rules, however, still apply.
    3. Approval for using this fund requires a ⅔ vote of the Central Council.
    4. The size of the Discretionary Fund shall be reevaluated every semester, and the Fund itself shall be reevaluated every two academic years.

Section 11: Consequences for Failure to Abide by the Codes

A. Rollbacks
    1. If more than $200 is rolled back after either midway through the semester or after the final non-strategic deadline, the club or organization will be ineligible to apply for Strategic funding in the following semester.

B. Event Publicity
    1. If the event information is not sent to the Student Assembly Publicity Chair by the non-strategic deadline prior to the event, the club or organization will receive a warning. If it happens twice, approved funding for future events will be rescinded.
C. Planning
    1. If your event requires you to meet with either the Director of Student Activities or Assistant Director of Student Activities, you must meet with them in advance.
        i. If your event requires anything to be ordered and delivered, you must plan accordingly to ensure that the items arrive in time for the event.
    2. If an organization does not plan far enough in advance for an event, the Student Activities office reserves the right to either postpone or cancel the event.
D. If students are found to have violated the Hamilton College Code of Conduct, the Funding Committee reserves the right to freeze the organization's account.
E. The Funding Committee reserves the right to postpone recommendations if given inadequate information.
F. If an organization commits the College to a contractual engagement without prior consent of the Director or Assistant Director of Student Activities, the organization will lose access to funding for at least one semester.