

# **I. GENERAL INFORMATION**

## **Campus Life Staff**

Campus Life has several staff members dedicated to providing resources to campus. Whether it is to assist a student club in planning a successful event or to help reserve a room for an event our staff is trained and prepared for almost any question.

### **Dean of Students**

Inge-Lise Ameer - [iameer@colby.edu](mailto:iameer@colby.edu)

### **Director for Outdoor Education**

Ryan Linehan – [rlinehan@colby.edu](mailto:rlinehan@colby.edu)

### **Associate Director for Residential Education and Living**

Kimberly A. Kenniston — [kakennis@colby.edu](mailto:kakennis@colby.edu)

### **Program Coordinator for Residential Education and Living**

Fen Bowen — [jfbowen@colby.edu](mailto:jfbowen@colby.edu)

### **Program Coordinator for Residential Education and Living**

Ernie Aguilar-Arizmendi — [eaguilar@colby.edu](mailto:eaguilar@colby.edu)

### **Administrative Assistant of Campus Life**

Danielle Hague – [drhague@colby.edu](mailto:drhague@colby.edu)

## **Hours of Operation**

**Monday – Friday**

8:30 am - 4:30 pm

Appointments may be scheduled with a specific staff member, or individuals may drop in with questions.

For individual appointments please contact Danielle Hague.

## **Contact Information**

Office of Campus Life  
Colby College  
4280 Mayflower Hill  
Waterville, ME 04901  
<http://www.colby.edu/campuslife/>

Tel: (207) 859-4280  
Fax: (207) 859-4285  
Email: [campus.life@colby.edu](mailto:campus.life@colby.edu)

As a branch of the Student Affairs Division, the Office of Campus Life provides a variety of programs and services for the College. The Office of Campus Life is organized to assist students, faculty, and staff in creating, planning, and implementing co-curricular activities and campus events. Our main goal is to help students gain new skills that supplement life inside the classroom, and after graduation.

### **Involvement**

The Office of Campus Life encourages all Colby College students to get “involved” in campus life. Being “involved” means making a connection to the campus community. Through attending a campus event or joining a club or organization, students can meet new friends and faculty, experience new ideas, or learn new skills. Connection to campus can make all the difference in a student’s experience and investment in his/her education.

### **Leadership**

Leadership programs are a priority for Campus Life. Whether students are just beginning the leadership journey or are looking to refine skills, Campus Life provides a variety of leadership workshops designed for all skill levels. Working in the twenty-first century, leadership skills are the key to successful careers beyond Colby College.

### **Resources**

As a resource, Campus Life can provide a link among the various departments of the College, Student Government Association, and clubs and organizations. Within the Office of Campus Life, people can find information about event planning, leadership, or educational topics. The staff is happy to assist individuals or groups with their specific events and leadership needs.

Events... club membership... campus jobs... that’s just a glimpse at involvement on campus. For a new or returning student, new friends and challenges are simply footsteps away. Over one hundred and twenty clubs and organizations create a vibrant campus life at Colby College. Events planned by student clubs can be found in a variety of locations– the Campus Life website (<http://www.colby.edu/campuslife/>), club posters located throughout campus, and also the Colby Event Calendar. Comedians, trips, bands, speakers, concerts... are all available to Colby College students– almost always at no cost. This section provides information for all levels of campus involvement.

## **II. Involvement On Campus**

Involvement comes in many ways, shapes, and forms. From campus employment to student organizations, there are a variety of potential involvement opportunities awaiting Colby College students. The Office of Campus Life offers several opportunities for involvement on campus.

### **Registered Clubs**

From Student Government Association (SGA) to the Colby Outing Club, each club fulfills a need. All registered clubs (except Honor Societies) are open and welcome all students to join a meeting. The Office of Campus Life uses six different “categories” to identify the various missions and nature of the

clubs and organizations. These are used to help students and staff to recognize an organization/club of interest.

**Academic**– Those clubs/organizations with roots in an academic discipline on campus are the academic clubs. These groups can be found fostering programs and projects related to the subject matter of the discipline, and are a great way to interact and connect with faculty.

**Social/Cultural**– Several clubs on campus are rooted in cultural mission and provide support for students interested in learning more about themselves and others. Social clubs provide an outlet for students to gather and plan events for fellow students.

**Club Sports**– If athletics are an interest, Colby College iPlay ([www.colby.edu/athletics/iplay](http://www.colby.edu/athletics/iplay)) is the club that organizes and schedules intramural sports. Other organized teams, which compete on a club level with other local colleges, are available to students to join without tryouts.

**Special Interest/Media**– Media groups focus on communication mediums on campus and give opportunities for students to gain practical experience. Special interest groups are organized to connect students with common experiences or wishing to explore new ideas.

**Honor Societies**– Honor Societies are academic groups that are based on special criteria (academic honors) and may charge membership dues.

**Organizations**– Certain departments offer opportunities for students to gain leadership skills on campus.

**Colby College currently offers the following clubs/organizations:**

Active Minds
Archery Club
Asian Student Association
Bee Keepers
Best Buddies
Board Game Club
Broadway Musical Revue
Buddhist Society
Club Water Polo
Coffee Club
Colby African Society
Colby Alliance for Renewable Energy (CARE)
Colby Ballroom Dance

Colby Biology Club
Colby Cares About Kids
Colby Cricket Club
Colby Dancers
Colby Democrats
Colby Echo
Colby Emergency Response
Colby Equestrian Team
Colby Feminist Alliance
Colby Fencing Club
Colby Figure Skating
Colby Film Society
Colby Fly Fishing Club
Colby Freeride
Colby Handbells Ringers
Colby Improv
Colby League of Legends Club
Colby Megalomaniacs
Colby Mountaineering Club
Colby Music Incubator
Colby Napping Club
Colby Organic Farmers and Gardeners Association
Colby Outing Club
Colby Republican's Club
Colby Student Investment Association
Colby Surf Club
Colby Ultimate Frisbee
Colby Volunteer Center
Colby Volunteer Scribes
Colby Weight Training and Bodybuilding
Colby Woodsmen Team

Cycling
Debate Society
Eco Reps
Enviroco
EVE
EXPRESS Poetry
Four Winds Native American Alliance
French Club
Global Health Collaborative
Hawaii Club
Hillel
Hipnotik
Inklings
International Club
Intervarsity Christian Fellowship
iPlay
Mayflower Chill
Mock Trial
Mules Against Violence
Multi-Faith Council
Newman Council
Outside Colby
PCB
Pequod
Pottery Club
Powder and Wig
Quilting Club
Relay for Life
SHOC
Sirens
Student Alumni Association

Student Government Association
Student Programming Board (SPB)
Students Organized For Black and Hispanic Unity
Taiko
The Blue Lights
The Bridge
The Colby Eight
The Colby Knitters
United for Better Dining Services
UWC club
Vuvuzuela Club
Water Polo
Whittling Club
WMHB
WOCA
Women's Rugby
Young Americans for Liberty

\*The club list is subject to frequent change.

An updated list is available online at <http://www.colby.edu/studentactivities/student-organizations/>

### **III. CLUB OFFICER INFO**

All club officers are required to read and understand policies and procedures of Campus Life and Colby College. This section is intended to highlight the various procedures related to maintaining club status at Colby College.

#### **Responsibilities of Student Clubs**

All Colby College registered and recognized student clubs, including the members and officers, are expected to abide by all College policies and procedures.

#### **Advisors**

Who are possible advisors?

- Advisors for a Colby College registered student organization/club must be a Colby College staff or faculty member.
- If assistance is needed in the search for an advisor, the Office of Campus Life staff is happy to help serve as a resource in this process.

Consider the following people:

- A faculty member in the academic discipline related to the organization.
- A staff/faculty member with interest in your organization's mission and actions.
- A staff member of a campus office (Campus Life, Health Services, College Relations, Admissions Office, Chaplains, etc.).

## **Role of an Advisor**

An organization's advisor is frequently the key to its success. Officers and members of the organization should spend time considering what type of advisor they are searching for. Most importantly, the club and the advisor(s) should have clear expectations regarding the role. It is the officer's responsibility to consider the needs of the group and the advisor has the additional ability to support these needs. The Office of Campus Life has additional resources related to selecting an advisor.

Once the advisor is selected, they are required to complete the Advisor Agreement form to be filled out in Campus Life.

## **Procedures**

### **Club Registration**

All organizations and clubs must complete the registration process. Registration is the process that occurs in the Office of Campus Life in conjunction with the Student Government Association (SGA). To be registered is not to be confused with "recognized," which refers to the SGA definition of those clubs whose constitutions are recognized by SGA.

Registered student clubs have certain privileges:

- Use of meeting space
- Use of posting spaces
- Event registration assistance
- Ability to maintain status as a recognized organization by SGA, and receive funding

**\*\*NOTE:** Non-registered clubs are not permitted any of the above.

In order to be considered officially registered with the Office of Campus Life, clubs must complete the steps for re-registration. Clubs not completing these steps will have funds frozen and privileges suspended until the process is completed.

### ***Re-registration Process:***

- Update Club Constitution on file in the Campus Life Office.
- Complete Re-registration Form (usually emailed to club leaders over the summer).
- Attend Officer's Workshop at the beginning of the semester.\*\*
- Obtain Campus Life handbook

**\*\*If you re-register after October of the Fall Semester, you will be required to meet with a member of the Campus Life Staff.**

### **Registration for new clubs:**

- Complete a [New Club Proposal](#) and submit it to the Oversight of Clubs On Campus (OCOC) Committee for review.
- List all affiliations and association with any organizations outside Colby College.
- You will need to meet with the OCOC Committee, who will contact you for an appointment. Not all clubs will be approved. Only potential clubs that meet the following guidelines will be approved:
  - Longevity
    - Is this a club that can sustain itself over multiple years at Colby?
    - Will it appeal to all age groups?
    - Is there interest from multiple class years?
    - Is there a clear structure for the transition of power?
  - Inclusivity
    - Is the scope of this club appropriate to include people who may have peripheral interests?
  - Collaboration
    - Is there overlap with other clubs/is it unique?
    - How can this club facilitate collaboration between clubs?
  - Funding
    - Realistic funding
  - Safety
    - Will this be a liability to Colby?
    - All sports clubs need to go through the athletics department if they plan to compete outside of colby/use ANY athletics space
  - Purpose
    - Clear goals and events
- All New Club Applications are due by 11:59 pm on April 1 to be approved for that academic year. Clubs who wish to apply for approval after this date may be approved for the following academic year, meaning they will be able to reserve a spot in the Club Fair, but will not receive funding or official meeting space for that academic year. SGA does not approve clubs over the summer, however it is not a bad idea to start planning and filling out the application at that time.

Privileges during the intent-to-register period:

- Use of meeting space for two meetings without an advisor.
- Once a signed Advisor Form is submitted, your organization will be granted use of meeting rooms.

New clubs must have registration in process to apply for SGA funding. For SGA's recognition process, please visit the SGA office. Please note: SGA will not recognize any proposed clubs that have not begun the registration process in Campus Life.

\*\* Please note that all of the above items are subject to the review and approval of Campus Life.

## **Financial**

### **SGA Budget Process:**



All organizations that have approved constitutions may [request funding](#) from SGA. The budget allocation process begins early in the second semester for the upcoming academic year. Each organization is responsible for presenting a detailed, line item budget to SGA. The SGA Treasurer begins the process by issuing the necessary budgetary forms and may schedule appointments to review each organization's request. The Treasurer makes a non-binding recommendation accepting or declining the funding request to the SGA Executive Board. The Executive Board in turn makes its own recommendation, which is also non-binding, and forwards the recommendation to the President's Council. The President's Council grants final student approval or disapproval of the budget. The SGA Executive Board then forwards the budget to the Colby College Board of Trustees for final approval.

Throughout the year, clubs and organizations may seek additional funds from SGA. The requests for these funds must be received by SGA in the form of a written proposal. It is to the organization's advantage to have representatives available for any questions that may arise during this process. For further information, contact the SGA Treasurer.

### **Description of Funds:**

#### **SGA Allocated Funds**

The SGA Fund is the budget generated from student fees each semester. This money is applied to different SGA recognized student organizations and clubs. Monies from this fund are to be used on events and items that are made available to the entire student body at Colby College. The SGA Fund does not roll over into the next academic year. Therefore, organizations that wish to spend remaining funds before the new Fiscal Year must complete purchases by the last day of programming for that fiscal year. All purchases are subject to approval by the SGA Treasurer and the Director of Campus Life.

#### **Fundraising Funds**

The fundraising funds are derived from clubs raising money for the sole purpose of club use. The money in this account will be used for, but not restricted to:

- Club morale
- Appreciation and Recognition Awards
- Refreshments at a meeting
  - Instead of purchasing refreshments, use the free Pack Out program through Dining Services. This service is fully explained later in this manual.
- Travel/Conference
- Supplies for fundraising
- A charity or non-profit organization\*\*

\*\*Campus Life must be notified if your funds are supporting a non-profit or charity organization.

### **Financial Procedures:**

There are a variety of methods for spending and generating funds. Each method has specific steps to follow in recording expenses and income. These steps assist Campus Life, SGA, and the Office of Financial Services in managing these funds. Within the *Treasurer's Guide* is a detailed description of the process for income and expenses associated with each account. It is the club's President and/or Treasurer's responsibility to understand and inform all members about financial guidelines.

During any financial transaction, if a club fails to complete paperwork appropriately, or provide required documentation, the club could be restricted from utilizing their account. Written notice will be forwarded to all involved parties. Additionally, any club/individual who misuses allocated funds could be subject to the College Judicial Board, and or/suspension of the club.

Please remember that Maine has strict regulations for the auditing and management of funds. Make sure that all club members understand that original itemized receipts, itemized invoices, contracts, or related documents must be forwarded immediately to Campus Life or the SGA Treasurer.

### **General Policies and Procedures Related to Expenditures**

- Financial paperwork (original itemized receipts, itemized invoices, contracts, or related documents) must be completed. Forms should include Payee information, address, and Tax Identification number.
- The following signatures must be on all financial paperwork to make the forms valid: Club President and/or Treasurer, SGA Treasurer or Director of Campus Life (or designee).
- Original itemized invoices and itemized receipts must be submitted to the SGA Treasurer for the transaction to occur.

### **Fundraisers**

At certain times classes and/or clubs may be interested in generating funds for club related expenses or for charitable organizations. Fundraisers are an opportunity for revenue generation outside of the allocated student fee. A detailed description of fundraising procedures is available in the *Treasurer's Guide*; however, be aware of the following policies:

- At no time should SGA allocated funds be used to generate income for the Fundraising Funds Account. Events charging a ticket price are considered a subsidized event.
- A Fundraising Proposal Form from the Office of Campus Life must be completed
- All policies and procedures related to disbursement of checks and/or depositing of monies are the same for fundraisers with the following exception:

During the proposal phase it may be determined that a club does not have the expenses to facilitate a fundraiser. In this circumstance, clubs may apply for a one-time "loan" up to \$50.00 to generate revenue, thus leaving the club in debt to Campus Life. Any funds generated must first repay the loan, and anything above the loan will be deposited into the Club's account. In the cases where the money is never generated to repay the loan, said clubs will automatically have \$50.00 deducted from the new Fiscal Year's budget.

### **Cash Boxes**

A cash box is money available in all denominations for the purpose of making change for various activities. It is available only to registered student organizations.

**At least 48 hours** prior to your event, fill out the Cash Box Request Form and submit it to Danielle Hague in the Office of Campus Life to request a cash box.

### **Deposits**

A deposit is an action to place generated income in safekeeping immediately after a function and/or the sale of tickets, t-shirts, or raffles.

## **Deposit Procedure**

1. At the end of an event or the conclusion of ticket sales, a deposit should be made.
2. The club's designee should prepare the deposit for the SGA Treasurer to place in the SGA safe located in the SGA office. A deposit consists of the money that remains after the change bank advance has been subtracted from the total amount.

Organizations are required to count all money at the time of deposit. The SGA Treasurer may recount the money in the presence of the organization's designee. This process is carried out to protect both the organizations and the Student Government Treasurer.

NOTE: During activities at which large amounts of money are collected, organizations should make interim deposits. Keeping large sums of money in club offices or dorm rooms unless somehow secured is not recommended. Cash can be left in Campus Life or with the SGA Treasurer for safekeeping.

## **Reimbursement**

Reimbursements are done on a limited basis. A reimbursement is the payment to an individual or group for services or money advanced.

## **Reimbursement Procedures**

1. Collect all itemized receipts and bills related to the club/organization's event.
2. All receipts and bills for services rendered must be returned to the SGA Treasurer within **two business days**.

In the event that original receipts are not received within two business days, the request for reimbursement may be declined.

\*\*Receipts must be itemized, including receipts for which a credit card was used.

## **Event Planning Guide**

### **Getting Started...**

Your group has decided to plan an event or events for the upcoming semester, but where to begin?

- Brainstorm potential ideas at a club meeting.
- Utilize the staff in Campus Life, your advisor, faculty members, and campus staff to get ideas.
- Think of issues or topics you hear being discussed on campus that can be associated with a program.
- Review the Resource file in the Campus Life office. This file contains helpful information including vendors and past events on campus.
- But don't forget to let the initial planning phase be creative and fun!

### **Event scheduling process:**

1. Go to Campus Life to obtain and fill out an event form. Leave the event form with Campus Life and they will notify you when the event has been approved.
2. When filling out the event form, make sure you indicate special accommodations, like projectors or extra tables that you may need

3. A short meeting may be requested by the student or Campus Life to go over the logistics of your event
4. Once your event is approved, pick up your event form and bring it to the Scheduling Office in Eustis to book your space. You will need to speak to the receptionist to book the space, then leave the form to be signed and approved. You will be notified when your event form is ready to be picked up.
5. Once ready, pick up your event form from Scheduling and bring it back to Campus Life.
6. Advertise your event in as many ways as you can, and try to be creative so your event stands out!
7. Ensure that your event runs as planned and clean up any mess. Any equipment that you picked up will need to be returned and food/beverages need to be disposed of. Facilities will take care of equipment that they provided you with.

### **Some things to remember...**

#### **Alcohol at Events**

Student clubs wishing to provide alcohol at an event must plan ***at least seven days*** in advance of the event date. The sponsoring club must meet with Campus Life to review the procedures and steps in obtaining permission for alcohol service at an event. For specific details please review the Colby College *Student Handbook's* policy. Additionally, at least one host must be Party Host trained. If there is no one who is Party Host trained, please schedule a training with Campus Life. Events that provide alcohol are required to have a 21+ section that is separated from general attendance. All individuals who have an alcoholic beverage must remain within this separated section.

#### **Co-Sponsorship**

In the planning phase of an event, your organization may determine that you need financial assistance, people power to run the event effectively, or that you would like to build relationships with another group. Co-sponsorship with another student organization is an effective means of meeting these goals.

\*\*If co-sponsorship will be occurring, it is important to discuss this during the event registration phase. Campus Life has a Co-Sponsorship Agreement that outlines the responsibilities and expectations, financially and otherwise, upon which both groups should agree.

#### **Food Services**

Many events will provide food. For food to be provided at any program on Colby Campus it **must** be purchased through Bon Appetit Campus Services. During event registration, Campus Life will assist with the steps in obtaining an order from catering. You can also refer to the *Treasurer's Guide* for information on the Purchase Order process. [Bon Appetit Catering](#) can also provide a menu to assist with pricing and selections. If you are a student group, and you pick up your catering order instead of getting it delivered, you will get a 10% discount. Catering orders are placed through [CaterTrax](#) (follow that link, then click "Order Now").

One great resource for food is the Pack Out Program. Food ordered through the Pack Out Program menu is free for students on the unlimited meal plan. In order to get food through the Pack Out Program, you will need to place your request at least 72 hours in advance, and you will need 10 ID numbers of students who are on the unlimited meal plan. Food can be picked up in the designated dining hall on the day of the

event. This program is great for students going on trips off-campus, hosting parties, or holding events on campus.

### **Pack Out Program Process:**

1. Make selections from the [Pack Out guide](#).
2. Email Marietta LaMarre and Mark Stamper with your order **at least 48 hours in advance**.
3. Marietta and Mark will put the order in and will **only get enough food for the number of people for which ID numbers have been submitted**.
4. Marietta and Mark will tell you whether to pick up your food from Dana or Bob's.

\*\*If Bon Appetit is unable to produce the desired menu for the program or the program is located in Millet House then an outside catering company can be contracted. In the case that an outside catering company is contracted, the Bon Appetit catering manager must be notified prior to the event.

### **Composting**

Look out for an announcement about compost bins becoming available for your event through the Event Scheduling Office!

### **Renting IT equipment**

Starting this year, all College-owned IT equipment can be checked out through Miller Library! This includes laptops, microphones, amps, etc. You are responsible for picking up and returning the equipment after your event. If you are having technical difficulties, you can still call ITS for help! If you are planning on using equipment not owned by the College, you need to contact Arleen King-Lovelace at least two weeks prior to your event so that there is enough time to contact and secure an outside contractor. This includes equipment like advanced sound systems, PA systems, and lighting. If you are bringing a band to campus, whether it be a student band or a professional band, you should also meet with Arleen at least two weeks in advance to make sure you have all the proper equipment and that the venue has the capacity for this kind of equipment.

### **Security At Club Events**

Safety and security during events are both the College's and sponsoring club's responsibility. Security decisions are based on keeping the College community safe, as well as any guests attending Colby College functions. **The main goal in implementing security provisions is to eliminate as much risk as possible before, during, and after an event.**

When planning the event, the Director of Campus Life or the Assistant Director of Campus Life and the Event Staff will discuss any potential risks associated with the proposed event. During the event, Campus Life staff may be present to assist and ensure procedures are followed; however, the sponsoring club/organization is the primary responsible entity, both financially and otherwise. All costs incurred from the event are the responsibility of the sponsoring club/organization.

Possible security provisions:

- Limiting admission to Colby College Community members only.
- Advertising events in specific and approved locations.
- Hiring police detail officers.
- Contracting a security company.

- Assigning Campus Life staff and club members to event management.
- Other methods as deemed appropriate.

### **Risk Factors At Events**

- Events where alcohol is being served and/or present.
- Events where an outside organization is part of the function.
- Attendance by individuals who are not members of the Colby Community.
- Advertisement is being posted off-campus.
- Hosting a type of event which has historically had problems.
- Events ending at midnight or later.
- The Office of Campus Life and/or Campus Security determine a need for police detail and/or greater security.

**\*\*NOTE:** There are times when town police and state police may be hired for functions according to staff availability. These officers are more expensive than Colby College officers. *Sponsoring clubs will be notified of the final security requirements for an event.*

## **Policies and Procedures**

Included in this section are policies specific to organizations and clubs. These policies do not supercede those outlined in the *Student Handbook*. Some policies are reiterated from the *Student Handbook*.

### **Disputes**

If there is a disagreement or dispute between two members of a group, the parties involved should bring it to the attention of the club leader or president. If the club leader does not feel they are the appropriate person to resolve the issue, they can bring the matter to the attention of the Campus Life staff. If any disciplinary or conduct issues arise, the student will be referred to Ann Chapman, the Dean of Judicial Affairs.

### **Contracts**

A contract is always required for payment of services, performances, etc. for any person not employed at Colby. Both parties are protected by a contract. Campus Life may issue a Colby College contract, or the outside agency may draw up a contract. Understanding and following the guidelines below will protect you and your organization.

- **\*\*NEVER SIGN A CONTRACT\*\***. If you do, you will be personally liable for the terms and conditions of the contract, as you are not an authorized signatory of the College.
- Additionally, be careful not to agree to engagements and terms verbally. Verbal contracts can be binding.
- A contract is a legal document and should be treated as such.
- The Campus Life staff is the only group on the campus designated to approve contracts for all student clubs.
- Due to the variety of required paperwork (tax forms, etc.) Campus Life will monitor and process all the necessary paperwork for contracts.
- When a contract is signed, both parties are agreeing to certain requirements which must be met. If you do not meet these requirements, the College is liable. This is also true in that if the

performer/company does not meet the contract requirements, the performer/company may be liable.

### **Procedure for Contracts:**

1. Email Campus Life staff to determine whether a contract will be necessary for an event and schedule a meeting if necessary.
2. When this event/agreement has been approved by Campus Life and it has been determined that the club has sufficient funds for the event, the student may call the agency/company to send a contract to Campus Life.
3. **Three weeks prior** to an event a Contract Information form must be completed and signed by all parties involved so a contract will be created
4. **At least two weeks prior** to an event, completion of the contract is required in order for payment to be issued.

### **Posting/Advertising**

While creativity should run freely in the publicity phase, there are some guidelines and considerations for posting on- and off-campus. Violation of these policies may result in charges (for damages and/or cleaning costs), removal of advertising materials from unauthorized locations, and/or restriction of student organization privileges. Please see the remainder of this Guide for a detailed policy on posting in Cotter Union.

### **When posting, please remember:**

- Post materials on **bulletin boards only**. Material is not to be affixed to painted walls, windows, or doors throughout campus because materials such as pushpins, duct tape, nails, or tacks will damage these surfaces.
- All materials must include the name of the sponsoring organization(s) and/or person with a contact number.
- Banners to be hung from the Cotter Union bridge may be hung until the day following the event, pending on the number of requests for use of the bridge. These banners must be approved with the Office of Campus Life by filling out [this form](#). Banners may be no larger than a single bed sheet.

**\*All student organizations are responsible for the posting and removal of publicity.**

**\*\*In the event that a club violates the posting policy in Cotter Union or another posting area files a complaint, clubs may lose posting privileges.**

### **For Student Clubs:**

Publicity/Advertisement is defined as: materials bearing the College's and/or club's name on posters, banners, flyers, electronic forms, and all other forms of print communication.

- All student club materials must be appropriate to bear the Colby College name. Remember to include title, date, time, and location of event. Also, the sponsoring group or individual with contact information must be listed.
- Materials must be consistent with the College's community standards. References to alcohol/drugs, or sexual innuendoes may be considered inconsistent with the College's standards.
- All materials to be posted off-campus are subject to all policies.

## **Campus Chalking**

Student clubs, teams, organizations, and classes promote events and public awareness or concerns by “chalking” various areas of the campus grounds. The criteria for chalking include, but are not limited to:

- The sponsoring group or individual must reserve the space to be chalked with the Office of Campus Life at least 24 hours in advance and by 4 p.m. Monday through Friday.
- Chalking can occur on walkways or roads (not steps or buildings)
- No permanent markers may be used.
- Organizations or individual(s) responsible for chalking must clean the area by the following Sunday. There will be a **\$100 fine** for groups or individuals who do not remove chalkings. Groups or individuals who chalk without reservations will be **fined \$250** and the chalking will be removed.
- Hate speech and/or messages that harass, as well as messages that can be construed as threats of emotional or physical harm toward an individual or group are not permitted.

\*\*Violators will be subject to fines and/or disciplinary action which could include sanctions for harassment and/or hate speech with penalties ranging from warning to suspension.

If you have any questions regarding this information, please read the *Student Handbook* or stop by the Office of Campus Life for further information. Groups or individuals who violate this policy will be subject to fines and/or other disciplinary action. The Dean of Students Office and the Campus Life Office reserves the right to rescind the chalking policy at any time, if abuses are observed.

## **Student Post Office Guidelines:**

### **Options for Mailing to Students**

The College recommends use of electronic digests on campus to promote events and activities. Realizing there are times when that isn't possible, or that particular groups do not have access to student digests, we have created the following guidelines to assist with campus mail distribution.

### **Student Group/Team/Club notices**

Colby-recognized groups, teams, and clubs are allowed to insert in campus boxes, at no charge, material that is relevant to their club, team, or group. This material must be approved by the organization's officers, and clearly state their affiliation in all material (“lecture sponsored by...” for example). In addition, a Mass-Mailing Form obtained from the Campus Life Office is required for each stuffing. The Form must identify the sponsor, a description of the material, and a signature from an officer, along with a copy of the material being sent. This form must be filled out two (2) business days prior to the desired date for insertion into the mailboxes and approved by the Director of Campus Life. The staff of the mailroom will stuff the boxes on an “As Available” basis, meaning that as trained mailroom staff is available they will be inserted. All mailings should be in BOX NUMBER order if addressed.

### **Student-to-Student Mailing**

With direct access by students to ColbyNow, printed mass mailings are discouraged. In the rare event a student or students requests a mass mailing, the material must be properly addressed (including return address of the sponsor) to an individual student. Mass mailing may be purchased through the Student Post Office upon request. Students have the option of inserting one mailing per semester at a cost less than 1<sup>st</sup> Class mail. A full student mailing costs \$200.00, or an individual class mailing can be purchased



for \$100.00. These also are done on an "As Available" basis. Mass mailings must identify the sponsor and contact information.

### **Off-Campus Event Regulations**

There are occasional times when a group may wish to host a function at an off-campus location. While the event must be registered with Campus Life, there are also special guidelines for hosting this type of event:

- The organization's advisor (or designee) must attend the function from the start of the activity until the event ends.
- The organization will provide a shuttle bus or other adequate transportation to transport students to and from the event.
- The organization must adhere to all Colby College fiscal procedures for student clubs.
- If any of these guidelines are not adhered to, the sponsoring club may be prohibited from sponsoring off-campus functions in the future.

### **Travel Policy**

There are many instances when a student organization/club may be planning an event which requires travel. The following travel policy guidelines must be adhered to for all trips:

- All trips must be registered in Campus Life.
- All organizations/clubs traveling under the sponsorship/funding of SGA must adhere to all travel guidelines established by the Office of Campus Life.
- All trips will be available to Colby College students on a first-come, first-served basis.
- **For at least the first full week of ticket sales**, only Colby College students will have permission to register for the trips. After this time, pending approval from the Director of Campus Life, students may register a guest who is not a Colby College student.
- All cancellation and refund policies must be communicated in writing to all students who register for a trip.
- Students will be required to read and/or sign all cancellation and refund policies.
- Students will be accountable for any behavior, including that of their guests, which would necessitate discipline review by the College.
- All policies as stated in the *Student Handbook* are in effect during a sponsored trip.
- Colby College will not be financially responsible for any damage caused by a student or guest of a student on a College-sponsored trip.
- It will be the student's responsibility to be aware of and adhere to departure times for all modes of transportation being used on a College-sponsored trip.
- **No trips**, unless sponsored by an academic department, will depart from the campus prior to the end of the last class that day. A trip leaving on a Friday or the last day before a vacation will not depart before the last class of that day.
- **Alcoholic beverages will NOT be allowed on any bus trips** sponsored by the College or organizations recognized by the College due to Maine State policy and restrictions placed on most bus companies. Anyone bringing alcohol on a bus will be requested to leave the bus until they dispose of the alcoholic beverages. Anyone refusing to follow this policy will not be allowed to accompany the trip.
- Refunds will be made at the discretion of the sponsoring organization.

- Whenever planning a trip, you must make arrangements to accommodate any individual with physical disabilities. If buses/vans are being used, you must order a bus/van that is handicapped accessible.

### **Off Campus Travel Procedures**

1. **At least four weeks in advance of the travel date**, those planning a trip or conference must meet with a Campus Life staff to discuss your trip and receive the necessary forms.
2. Complete a Travel Request Form, including the [Travel Expense Form](#).
3. Reserve bus and complete Contract Information Form, or if renting a car, complete Vehicle Rental Authorization Form.
4. If your trip requires you to obtain hotel rooms, fill out a Hotel Reservation Form.
5. **Prior to departing campus**, all participants must fill out and sign the Transportation Waiver prior to departing. The forms must be filed with Security. When the trip returns, Security must be notified.

### **Visiting Guests**

Visitors to a residence hall must meet two conditions. Whether they are Colby students or visitors from off campus, they must be visiting a specific person or persons, and that person or persons must specifically greet them. The student is then responsible for the actions of his or her guests (anywhere on campus) and will be held accountable and subject to disciplinary action for misconduct of his or her guests. Visitors (students and non-students) staying overnight in the residence halls must receive consent from any and all roommates of their host. Without such consent, the visitor must find alternate lodging.

### **Video (Movie) Use Law/Copyright Information**

Clubs, organizations, and individuals who wish to publicly exhibit copyrighted motion pictures and audio/visual works ***must*** purchase the copyrights to do so. Purchases of pre-recorded video cassettes and DVDs do not change these legal obligations.

**\*\* NOTE:** Unauthorized public performances where an institution or commercial establishment shows a film to its members or customers without permission from the copyright owner are subject to legal action.

#### Frequently asked questions about this policy:

Q: I own the video. Do I still need a license to view or show it in public?

A: Yes. The location requires a license regardless of who owns the video. While you may own the actual Video, you are only granted the right to view it in your home, not to perform in public.

Q: I am not charging admission. Do I still need the license?

A: Yes. Regardless of whether an admission fee is charged, a license is required.

Note: Please investigate the use of images from the Internet or similar sources. These may be protected by copyright laws and may not be reproduced.

**\*\*To show a movie publicly on campus, please follow the following procedure. \*\***

## **Proper Video (Movie) Use Procedure**

1. **Three weeks prior** to your program meet with Campus Life Staff to discuss your event and receive the necessary forms.
2. Reserve a space on campus to hold your event.
3. Complete Movie Event Approval Form.

\*\*Once your Movie Event Approval form has been completed then Campus Life Staff will work to secure the license for the movie you will be showing.

## **Resources**

### **Publicity and Promotion**

The success or failure of any program depends on whether anyone realizes the program is taking place! When planning an event, you should decide how most effectively to notify the community of the program.

BE CREATIVE! There are several tactics to making your event's publicity shine among the many flyers, posters, etc. around campus.

### **Consider this...**

INFORM people well ahead of time so that they can plan appropriately. Be sure to include times, dates, places, costs, performers, the topics, and special items. Don't forget to check out the Pack Out program if you plan on having food at your event! All publicity **must include the sponsoring organization's name and a contact number.**

Publicity and advertising should begin at least two weeks before the event. REMIND people by issuing additional publicity very close to the date of the program.

ENCOURAGE those people you are gearing your programs toward by using more publicity in their area(s) or building(s) rather than in other places.

NOTIFY others in the area/building about the program to make them aware of what is going on so that they will not be surprised and/or confused.

CREATE attention by being bold, splashy, weird, etc. Be sure, however, to adhere to campus posting and advertising policies, copyright laws, etc. Publicity should not be insulting or derogatory toward anyone. **NO EXCEPTIONS. Be sure your event has appropriate approval before you advertise.**

### **Also...**

Get the word out for your event! Consider word of mouth, gimmicks, flyers, newspaper ads, or posters and banners. For more publicity tips, please visit Campus Life.

### **Next, consider...**

#### **CAMPUS RESOURCES!**

- The Echo (Roberts Union) is the campus newspaper and has an extensive circulation. Advertisements may be placed to publicize your events. The printing deadline is Tuesday, 5:00

pm the week you would like the ad placed. Distribution is every Thursday. Please contact the Echo staff for further information.

- WMHB (Roberts Union), the campus radio station, makes public service announcements. Please see the members of WMHB for further information.
- Posters may be used in many different areas (see posting policies) if approved by appropriate offices. Posters placed in Cotter Union must adhere to the posting policies found on pages 19-22 of this Manual and the *Student Handbook*.
- [Book a table](#) in Cotter Union to raise awareness for long term events, solicit sign ups, or fundraising ventures.
- Advertise events in ColbyNow!

#### **Additional Resources...**

- **President's Council:** Under the direction of the Vice President of the SGA, each club President is invited to attend the council meeting. The President's Council generally meets twice a month to discuss the overall relationship with SGA, share club events and information, and develop a network among all campus clubs. The Vice President of SGA coordinates Council meeting times and potential topics, and will notify each interested Club President.
- **Class Council:** All class officers are invited to join this valuable resource group, coordinated by the Assistant Director of Campus Life. Meetings include an opportunity to discuss traditional fundraising opportunities, as well as co-sponsorship among classes.
- **Community Advisors:** Community Advisors (CAs) are leaders in the residence halls who work to promote individual growth, leadership and character development, academic achievement, and engaged citizenship all while having fun. Community Advisors report to the Assistant Dean of Students/Director of Campus Life, Associate Director of Campus Life for Residential Education and Living, and the Assistant Director of Campus Life for Residential Education and Living.