# TABLE OF CONTENTS

Student Organization Staff 5
Office of Student Involvement Statement 6

**Chapter 1: Student Organization Overview, Registration, and Maintenance**
- What is a Student Organization 8
- Requirements and Registration 8
- Annual Registration 9
- Expectations and Requirements 10
- Privileges of Student Organizations 11
- Student Organization Classification 11
- Student Organization Officer Requirements 12
- Student Organization Advisors 13
- Role of Student Organization Advisors 13
- Advisor Responsibilities 13
- Advisor Liability 13
- Advisor Expectations of Student Organization 14

**Chapter 2: Starting a New Organization**
- Starting a New Organization 16
- New Student Organization Checklist 16
- Specifically Prohibited Groups 17
- Requirements to Register a Student Organization 17
- Application to Register a Student Organization 18
- How to Draft a Constitution 18
- Reactivating a Student Organization 19

**Chapter 3: Student Organization Finances**
- Student Activity Fee Funding Eligibility and Sources 21
- Student Organization Funding Committee (SOFC) 21
- SOFC Funds Administration 21
- Student Affairs Business Service Center (SABSC) 22
- Student Organization Agency Accounts/Chart String 22
- Submitting a Budget 22
- Fundraising 23
- Concession 23
- Ticket Sales 23
- Dues 23
- eMarket 24
- Gifts and Donations 24
- Making Payments 25
- Payment Authorization 25
- Submitting Withdrawal Requests from Revenue Fund 28

**Chapter 4: Planning an Event**
- Getting Started 33
- Event Planning Timeline 33
- Requesting Space 34
- Requesting MyBC Event Approval 35
- University Calendar 36
- Cancellations 36
<table>
<thead>
<tr>
<th>Chapter</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Resources and Policies</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MyBC</td>
<td>42</td>
</tr>
<tr>
<td></td>
<td>Student Organization Storage Space</td>
<td>42</td>
</tr>
<tr>
<td></td>
<td>Student Organization Travel</td>
<td>43</td>
</tr>
<tr>
<td></td>
<td>Domestic Travel</td>
<td>43</td>
</tr>
<tr>
<td></td>
<td>International Travel</td>
<td>45</td>
</tr>
<tr>
<td></td>
<td>Reservation of University Vans</td>
<td>48</td>
</tr>
<tr>
<td></td>
<td>Student Travel Vehicle Rental</td>
<td>49</td>
</tr>
<tr>
<td></td>
<td>Movie and Film Copyright Law Guidelines</td>
<td>49</td>
</tr>
<tr>
<td></td>
<td>Logos and Trademarks</td>
<td>50</td>
</tr>
<tr>
<td></td>
<td>Sustainability</td>
<td>50</td>
</tr>
<tr>
<td></td>
<td>Disability Services and Accessibility</td>
<td>51</td>
</tr>
<tr>
<td></td>
<td>Entertainment Services/Contracts and Agreements</td>
<td>51</td>
</tr>
<tr>
<td></td>
<td>Guest Speaker Policy</td>
<td>53</td>
</tr>
<tr>
<td></td>
<td>Group Email and Lists</td>
<td>53</td>
</tr>
<tr>
<td></td>
<td>Protection of Minor Policy</td>
<td>54</td>
</tr>
<tr>
<td></td>
<td>Governance of Student Organizations</td>
<td>54</td>
</tr>
<tr>
<td></td>
<td>Community Standards for Student Organizations</td>
<td>54</td>
</tr>
<tr>
<td></td>
<td>Student Organization Compliance with the Code of Student Responsibility</td>
<td>56</td>
</tr>
<tr>
<td></td>
<td>University Hazing Policy</td>
<td>56</td>
</tr>
<tr>
<td></td>
<td>Sexual Misconduct Policy and Resources</td>
<td>56</td>
</tr>
<tr>
<td>6</td>
<td>Publicity and Communications</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Getting the Word Out: A Guide to Publicity</td>
<td>59</td>
</tr>
<tr>
<td></td>
<td>Posting Policy</td>
<td>61</td>
</tr>
<tr>
<td></td>
<td>Residential Life Posting Policy/Procedure</td>
<td>61</td>
</tr>
<tr>
<td>7</td>
<td>Events and Recognitions</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Excel Curriculum</td>
<td>63</td>
</tr>
<tr>
<td></td>
<td>Student Organization Training Levels</td>
<td>63</td>
</tr>
<tr>
<td></td>
<td>Boston College Legacy of Leadership</td>
<td>64</td>
</tr>
<tr>
<td></td>
<td>Student Leadership Awards</td>
<td>65</td>
</tr>
<tr>
<td></td>
<td>Notes</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Appendix:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Forms, Policies, Notices, and Sample Documents</td>
<td>66</td>
</tr>
</tbody>
</table>
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BC Office of Student Involvement

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Boston College Office of Student Involvement

BC OSI
THE OFFICE OF STUDENT INVOLVEMENT

The Office of Student Involvement provides co-curricular opportunities for students to engage in activities designed to promote leadership development, self-exploration, social interaction, and student formation. The Office of Student Involvement focuses primarily on the four key areas of leadership development, student governance, event programming, and student organizations.

Through a commitment to leadership development, student formation, and high impact student engagement offerings, the Office of Student Involvement supports the academic mission of the institution by intentionally linking student experiences that occur both inside and outside the classroom.

The Office of Student Involvement is responsible for the registration and oversight of all organizations and undergraduate student governance bodies at Boston College. The Campus Ministry, Volunteer Service and Learning Center (VSLC), and Campus Recreation departments have been given the responsibility of managing and advising religious organizations, service, and club sports respectively.

These offices and departments are closely aligned with the Office of Student Involvement in order to effectively advise the organizations and sports clubs that fall within their purview. The policy outlined in this handbook, except where otherwise specified by Campus Ministry, VSLC, and Campus Recreation, applies to all Student Organizations at Boston College. Additional policies and procedures may apply to those organizations advised by Campus Ministry, VSLC, and Campus Recreation.

*DISCLAIMER:

Some of the policies, procedures and other information outlined in this handbook might change throughout the year. Student organization leaders, members, and advisors are encouraged to check the Office of Student Involvement website or with the relevant office to ensure you have the most up-to-date information. Student groups must abide by and are held accountable for the information in this handbook.

It is important to note that while this handbook is intended to serve as a place to find most information regarding student organizations at Boston College, additional resources, policies and procedures can be found online at http://www.bc.edu/osi or at http://www.bc.edu/mybc.
CHAPTER 1:
STUDENT ORGANIZATION
OVERVIEW, REGISTRATION, AND
MAINTENANCE
WHAT IS A STUDENT ORGANIZATION

A student organization is defined as a group of currently enrolled, full-time undergraduate Boston College students who unite to promote a common interest, and is registered by the Office of Student Involvement. Student organizations are undergraduate student-initiated and undergraduate student-run. They may include other members of the University community such as alumni, faculty, staff, and administrators as associate members. Only currently enrolled undergraduate students can serve as officers or vote on organizational matters.

Registering a student organization allows an organization to make use of a number of University resources (as described more fully in this handbook), but it does not imply official approval by the University of all the organization’s activities, nor does it indicate responsibility for them. The members of the organization bear responsibility for the organization’s activities, and by voluntarily engaging in student organization activities, participants assume any risks associated with those activities.

Boston College recognizes the vital contributions that student organizations make to the quality of life on campus; however, recognition as a Boston College student organization is not to be interpreted as endorsement by Boston College or a reflection of the mission, purpose, or activities of the University. If it is alleged that a registered student organization or its members have failed to comply with University policies or procedures, the University may conduct an investigation and render sanctions, as it deems necessary. Failure to comply with University policies and procedures may result in a variety of penalties, including but not limited to suspension or the revocation of registration. A student organization that is suspended or no longer recognized by the University loses all privileges and benefits granted to student organizations.

REQUIREMENTS AND REGISTRATION

In order to be officially recognized by Boston College, ALL student organizations must have:

1. A clear purpose that does not duplicate the purpose or mission of an existing student organization.

2. At least three (3) undergraduate student officers; including a President, Treasurer, and Vice President. Please see Student Organization Officer Requirements section for more information.

3. A list of at least ten (10) current undergraduate Boston College students (including the three officers) who are participating within the group.

4. A current copy of the organization’s constitution and bylaws uploaded to MyBC each year.

5. Official meetings, no fewer than two (2) times each semester.
All of this information must be submitted via the MyBC online registration form. All documents and registration information will remain on file with the Office of Student Involvement.

Annual Registration

Existing student organizations are required to complete an annual registration with the Office of Student Involvement (OSI). Student organizations should follow the timeline shown below for re-registration:

SEPTEMBER 2017-MAY 2018

- Complete the required Excel Curriculum credits for your organization. Refer to Chapter Seven (7) for more information on the Excel Curriculum.

MARCH 2018:

- Host elections for the 2018-2019 Academic Year by March 31, and 2017-2018 officers enter the new executive board members into the Positions on MyBC

APRIL 2018:

- 2017-2018 Executive Board make the incoming board “administrators” in the organization’s MyBC portal
- 2018-2019 President, Vice/Co-President, and Treasurer complete the Positions certification process by May 1, 2018
- 2018-2019 Executive Board updates the organization’s MyBC portal (including the addition of current members and updated profile information)

MAY-JULY 2018:

- Plan budget, meetings, events, etc. for the Fall semester

AUGUST 2018:

- 2018-2019 Treasurer submits the organization's budget for the Fall semester (August 18, 2018)

*Some organizations may additionally fall under the purview of Mission and Ministry or Club Sports. Additional training and/or requirements may apply.

Mission and Ministry Organizations - Any organization that would like to register as a service and/or religious organization under Mission and Ministry must first meet with a professional staff member in that office. The organization must receive approval from Mission and Ministry prior to registering as a student organization through the Office of Student Involvement. For more information about Mission and Ministry organizations visit http://www.bc.edu/offices/mission/departments.html.

Club Sports Organizations - Any organization that would like to register as a Club Sport must first meet with a professional staff member in Campus Recreation. The organization must receive approval from Campus Recreation prior to registering as a student organization through the Office of Student Involvement.
Involvement. For more information about Club Sports contact the Assistant Director of Campus Recreation or visit: http://www.bc.edu/offices/rec/club-sports.

Department Program - A department program must be recognized by a department, college, or school at Boston College. These groups have an advisor/supervisor who is responsible for the program and working with the students involved. These programs do not receive SOFC funding. Department programs are required to register annually with the Office of Student Involvement to receive access to MyBC and the Student Involvement Fair. Otherwise, department programs do not receive any support services from the Office of Student Involvement.

*New student organizations please refer to Chapter 2.*

All organizations are responsible for abiding by all federal, state, and local laws and Boston College’s rules and regulations. Additionally, student organizations are expected to follow and comply with the rules and regulations (academic, financial, etc.) that govern student organizations.

Expectations and requirements to maintain student organization status

In order to maintain recognition as a Boston College student organization, groups are expected and required to:

- Follow University rules, regulations, policies, and procedures, and be in good standing with the Office of Student Involvement.
- Be consistent with and considerate of the Jesuit, Catholic mission and values of Boston College.
- Have a Faculty/Staff Advisor who is a full-time Boston College employee
- Have at least ten full-time undergraduate members
- Annually complete the Office of the Dean of Students “Massachusetts Hazing Legislation Compliance Statement.”
- Create and maintain a MyBC account (http://www.bc.edu/mybc)
- Review constitution (and bylaws, if applicable) annually and update as needed
- Complete training hours by the last day of classes in the Spring semester. Refer to section Chapter Seven (7) for training requirements.
- Complete the annual registration process. Refer to the previous section for more information.
- Be respectful of University facilities and property.
- Be considerate and (to the best of their ability) ensure the safety of those participating in their events and activities.
- Comply with the expectation to not disrupt University functions and classes.
- Manage all of the organization’s funds through the University’s chart string system
- Be independent of, not represent, and not collaborate with a national or local social fraternity or sorority.
- Be transparent with all organizational matters.
- Use Student Activity Fee dollars for the purposes for which they were approved. Refer
to Chapter Three (3) for more information on the Student Activity Fee and funding.

- Accept responsibility for damages resulting from events or activities organized by the student organization.
- Respect assigned organizational space and storage.
- Meet all financial deadlines and complete financial paperwork in accordance with policy.
- Communicate regularly with the student organization advisor regarding all student organization matters.

PRIVILEGES OF STUDENT ORGANIZATIONS

Student Organizations work with the Office of Student Involvement to contribute to the intellectual and social growth and development of members of the Boston College community. Given the unique role, purpose, and function of these organizations, Student Organizations enjoy certain privileges. A few of these privileges are:

- Funding eligibility from the Student Organization Funding Committee (SOFC) and representation by an assigned SOFC Representative.
- Ability to reserve University facilities for meetings, programs, and events.
- Eligible to receive support and services from University offices.
- A student organization mailbox and use of a University mailing address.
- Ability to advertise meetings, programs, and events on campus.
- Access to general organization advising and programmatic support.
- Leadership training through the Excel Curriculum.
- Newly registered student organizations can only apply for Cura level in the Excel Curriculum during their first full academic year.
- Inclusion in the fall Student Involvement Fair.
- Use of University name and tax status when appropriate and approved by the Office of Student Involvement.
- Solicitation of membership on campus.
- Use of MyBC organizational software.

STUDENT ORGANIZATION CLASSIFICATION

*Academic & Pre-Professional*: Organizations designed for students interested in a particular career or academic field who want to establish networks and further develop their skills in that area

*Art*: Organizations that provide opportunities for the expression and appreciation of various arts

*Campus Ministry*: Organizations advised by Campus Ministry that provide spiritual/religious development and support

*Club Sports*: Organizations that encourage participation in and promotion of individual and team sports
Government: Organizations with responsibility to represent and advocate for Boston College students

Honor Societies: Local and national honor societies that provide service and/or leadership opportunities and recognition for students with academic honors

Intercultural: Focused on providing support, knowledge, and awareness for various cultures, ethnicities, races, and nationalities represented among the student body

Leadership: Organizations which help students develop their leadership skills and understanding

Music: Organizations whose main purpose is to entertain and educate through vocal and music performances

Performance: Organizations whose main purpose is to entertain and educate through dance, drama and other performances

Political: Student groups that encourage expression, debate, and support of political issues, views, and/or candidates

Programming: Focused on providing involvement opportunities for the campus community

Publications & Media: Organizations which produce publications and other means of communication

Service: Organizations that provide volunteer opportunities which serve the campus and/or community

Volunteer & Service Learning: Organizations advised by the Volunteer & Service Learning Center

Specific Interest: Organizations that exist to enhance campus life and to provide support to students through a variety of programs and events

**STUDENT ORGANIZATION OFFICER REQUIREMENTS**

All officers of Student Organizations must meet the following requirements. Failure to do so will be reviewed by the Office of Student Involvement and may result in removal from office.

- All officers of Student Organizations must be full-time enrolled, student activity fee paying, undergraduate students at Boston College.
- All members of the executive board of the Student Organizations must be in good academic and conduct standing with the University. The Office of Student Involvement will consult with the Office of the Dean of Students in determining a student’s conduct standing. Traditionally students on University probation, deferred suspension, deferred dismissal or on suspension are not in good standing.
- President/Co-President, Vice-President and Treasurer must have and maintain a 2.5 grade point average.
- Officers must be physically present at BC to fulfill their role. Any student who studies abroad may not serve as an officer.
STUDENT ORGANIZATION ADVISORS

All student organizations are required to have an advisor. All advisors must be full-time faculty or staff at Boston College. Advisors are extremely important in the success of the organization and keeping the organization on track.

It is important to find an advisor with whom you are able to develop and maintain a relationship with and who has an interest in the organization you are running/starting.

Role of Student Organization Advisors

The advisor is integral to the educational process of the student leader and the development of student organizations. Advisors are responsible for modeling ethical and appropriate behavior for members of student organizations. Their role is to assist with and facilitate student learning. The advisor of a student organization will have a significant influence upon the organization. The advisor helps to mold and shape the club through providing continuity year after year, through motivating and stimulating the organization, and to interject new ideas and perspectives. In many ways, the advisor serves as an extension of the Office of Student Involvement, while assisting the members of the organization to develop confidence, character, and competence.

Advisor Responsibilities

The advisor of an organization can serve in a number of roles. They can include:

- Serve as a role model
- Serve as a sounding board for new ideas
- Support the group and the individuals of a group
- Possess the knowledge of policies which may affect the organization’s program
- Provide continuity from year to year as student leadership changes
- Encourage a diverse approach to leadership, membership, and programming
- Connect the organization with various on and off campus resources
- Understand the rules, regulations and Boston College policies applicable to the organization’s activities
- Facilitate learning by encouraging the student to tackle tough issues and learn from their experiences
- Encourage effective communication and interpersonal relationship skills
- Understand the implication of group dynamics, and provide a broad perspective and individual conflicts when called upon to do so
- Stimulate creativity and motivation
- Recognize student leaders for their accomplishments and good work

Advisor Liability

Advisors to student organizations accept added responsibility. The level of responsibility may increase when a student organization proposes to engage in activities that present potential risk or liability. Below are some suggestions to assist advisors with their responsibilities:
• Try to anticipate risks that may arise out of any decision or situation, and then have a conversation with the student leaders on what they can do to minimize risk. Regardless of the type of organization, there will always be an opportunity for something out of the ordinary to happen. However, if reasonable precautions are taken, the risk involved may be reduced or minimized. Please contact the Office of Student Involvement, as we can work the Office of the General Counsel and Risk Management to address particular concerns about risk or liability.

• It is very important to be aware of University policies as they affect student organizations. In addition to a staff member from the Office of Student Involvement, the following can be great resources for University rules and regulations:
  ○ The Boston College Website, including the University Policies web page http://www.bc.edu/offices/policies/universitypolicies
  ○ Student Organization Handbook on Office of Student Involvement web page http://www.bc.edu/offices/studentprograms/rsoresources
  ○ The Student Guide
  ○ The Office of Student Involvement
  ○ Boston College Employee Handbook

• Advisors should never enter into a contract on behalf of a student organization. All contracts must follow student organization contracting procedures and a consultation with the Office of Student Involvement. By signing or verbally agreeing to any contract, the advisor may take on personal responsibility and liability under the contract.

How Student Organizations Should Work with Advisors

It is important at the beginning of each semester for the student organization e-board and members to make a clear list of expectations for their faculty or staff advisor. This way the advisor can plan adequately for the semester and be a great resource for the student organization.

• Plan ahead for when you would like the advisor to be present at organization meetings or events.
• Meet with your advisor and e-board once new officers are elected so you can all begin to communicate effectively.
• Use advisor as a resource if you are experiencing a problem within your organization, they can be a great resource!
• Make sure your advisor is aware of your organization’s mission as well as the constitution so they can effectively assist you when necessary.
CHAPTER 2:
STARTING A NEW STUDENT ORGANIZATION
STARTING A STUDENT ORGANIZATION

All student organizations must be approved and registered by the Office of Student Involvement. Organizations seeking advisement from Mission and Ministry or Club Sports are required to receive approval from the respective office before being registered through the Office of Student Involvement:

**Mission and Ministry** - Any organization that would like to register as a service and/or religious organization under Mission and Ministry must first meet with a professional staff member in Campus Ministry or Volunteer and Service Learning Center. The organization must receive approval from Mission and Ministry prior to registering as a student organization through the Office of Student Involvement. For more information about Mission and Ministry organizations visit [http://www.bc.edu/offices/mission/departments.html](http://www.bc.edu/offices/mission/departments.html).

**Club Sports** - Any organization that would like to register as a Sport Club must first meet with a professional staff member in Campus Recreation. The organization must receive approval from Campus Recreation prior to registering as a student organization through the Office of Student Involvement. For more information about Sport Clubs visit [http://www.bc.edu/offices/rec/club-sports.html](http://www.bc.edu/offices/rec/club-sports.html).

NEW STUDENT ORGANIZATION CHECKLIST

**STEP # 1**
Read Chapter 1 of the Student Organization Handbook to understand the rights and responsibilities student organizations have at Boston College, and Chapter 2 to understand the application process.

**STEP #2**
Identify a minimum of ten (10) Boston College full-time undergraduates who are interested in participating in the organization. Record these students’ names and email addresses, which will need to be included on the online application form. Three executive board members of the organization will also need to be identified.

**STEP #3**
Find a full-time Boston College faculty or staff member who is willing to serve as an advisor to the organization.

**STEP #4**
Complete the Application to Register a Student Organization on the UGBC MyBC portal at [http://bc.orgsync.com/org/ugbc1/SO](http://bc.orgsync.com/org/ugbc1/SO). Refer to the Appendix to see a sample application.

**STEP #5**
If applicable, the Board of Student Organizations will have the organization draft a constitution. After the constitution is submitted, the leaders of the proposed organization will have an interview with the Board of Student Organizations. The Board of Student Organizations will then vote and determine
whether to endorse the application. If endorsed, the application will be referred to the Office of Student Involvement for an official decision. Refer to next section for criteria for registering a new organization.

STEP #6
The Office of Student Involvement staff will review the application to determine if BC has the necessary resources for the group to operate successfully. Additionally, the staff will ensure the organization meets the appropriate registration criteria which includes financial, legal, and risk management requirements. The organization representatives will then meet with the Office of Student Involvement staff to finalize their constitution, provide additional documentation (if needed), and to explain any additional expectations specific to that organization. If the Office of Student Involvement approves the application, this is when the organization becomes officially registered.

NOTE: Student organizations which are applying to be registered are not allowed to promote or advertise the organization until they are officially registered by the Office of Student Involvement. They also cannot plan or sponsor any events or activities.

SPECIFICALLY PROHIBITED GROUPS

Boston College acknowledges the freedom of students to seek membership and form alliances, including alliances with organizations outside the University. However, Boston College will not register a student organization, or the affiliation of a student organization with an outside organization, whose conduct, or advocacy position conflicts with the mission, values, and policies of the University. Examples include, but are not limited to: secret societies, fraternities, and sororities; commercial and for-profit groups and entities; and organizations with discriminatory practices or admission criteria.

In addition, Boston College recognizes and supports student organizations, not separately incorporated entities. Separate corporations may not base their tax exempt status on Boston College’s exemption, and student organizations are strongly discouraged from incurring the ongoing requirements of maintaining an independent corporation, including annual fees and registrations, costs, and potential liabilities, which the University will not support or assume.

REQUIREMENTS TO REGISTER A STUDENT ORGANIZATION

The following criteria will be used in determining whether or not a student organization will become registered:

1. The organization will enhance the Boston College experience and will create an inclusive and formational environment to appeal to the larger Boston College community.
2. The organization does not duplicate another student organization and has minimal overlap with the missions and goals of other student organizations, offices, and services on campus.
3. The organization furthers the mission and values of Boston College as a Jesuit and Catholic university, which includes, among others, building community, Cura Personalis (“care of the whole person”), and service to others.
4. The organization’s constitution follows the template provided by the Office of Student
Involvement and provides sufficient detail for each required article and clause.

5. The organization has a plan for long-term success and has a succession strategy for the future. Multiple graduation years are represented on the Executive Board and the Primary or Secondary Contact cannot be a first semester freshman or a second semester senior. If a first semester senior is the Primary or Secondary Contact, it is required that there are two non-seniors who are also interested in establishing the organization, and who are part of the application process.

6. The Executive Board is comprised of full-time undergraduate Boston College students and demonstrates knowledge of the subject matter as well as the passion to make this organization a success.

7. Boston College has the ability to support and maintain this club in terms of appropriate resources (space, facilities, equipment, etc.). The organization meets the University’s legal and risk management requirements.

8. The organization agrees to meet all University policies and procedures, and financial guidelines and protocols. An organization whose primary purpose is fundraising and/or lobbying will not be approved.

9. The Executive Board has created an appropriate organizational structure, as well as clear concepts for future activities and programs. In addition, the Board demonstrates that these ideas and goals are realistic.

10. If a student organization which is applying to become registered is affiliated or associated with a national organization, further details must be obtained regarding the mission and goals of the Boston College chapter, its relationship to the national chapter, legal implications of membership, and an examination of any requirements or expectations that the national organization may have. Student organizations at Boston College must be able to determine their own activities, procedures, and membership criteria and selection.

11. After review of a Student Organization Registration Request, the Office of Student Involvement will make the final decision as to whether an organization aligns with the Student Organization Registration Criteria.

APPLICATION TO REGISTER A STUDENT ORGANIZATION

The information below must be submitted by accessing the following web address on the UGBC MyBC portal at: http://bc.orgsync.com/org/ugbc1/SO. New student organizations can apply during the designated application period during the fall and spring semesters. Please see the Appendix for a blank version of the application.

HOW TO DRAFT A CONSTITUTION

An important foundation of an effective organization is its constitution. The purpose of a constitution is to define the policies and procedures of the organization and to establish limits of authority. It is important that both the officers and the regular members understand their roles in the organization.

A constitution also serves the purpose of guaranteeing the perpetuation of the organization as a whole. If a constitution does not exist, an organization cannot exist. Establishing limits and standards are of primary importance if the organization is to function efficiently and effectively.
Student organizations may prepare a draft of a constitution for UGBC, and if the organization is referred to OSI, then OSI staff will work with the student organization representatives to finalize the constitution. Please see the Appendix for How to Draft a Constitution. A sample constitution is also available from OSI or the UGBC Board of Student Organizations.

**REACTIVATING A STUDENT ORGANIZATION**

If a previously registered student organization wishes to be reestablished at Boston College, then please contact one of the Office of Student Involvement staff. If the organization has been inactive for less than 3 years, then the Office of Student Involvement staff can explain the steps to become re-registered. If it has been more than 3 years, then the interested students must following the registration application process explained above.
STUDENT ORGANIZATION FINANCES

STUDENT ACTIVITY FEE FUNDING ELIGIBILITY AND SOURCES

All student organizations that request funds from the Student Organization Funding Committee must be registered by the Office of Student Involvement or Campus Ministry. Access to funding is dependent on the status and Curriculum level of the student organization. No organization is guaranteed funding. Graduate Student Organizations, Service Trips, Department Programs, and Club Sports are not eligible to receive funding from the Student Organization Funding Committee.

Graduate Student Organizations should visit http://www.bc.edu/offices/gsc/gradorgs for details on the funding process.

Club Sports should use the following link for information on the Club Sports funding process: http://www.bc.edu/offices/rec/club-sports/council.html.

The funding and support of University sponsored Service Trips is coordinated by the Volunteer and Service Learning Center, http://www.bc.edu/offices/service/about.html.

STUDENT ORGANIZATION FUNDING COMMITTEE

The Student Organizations Funding Committee (SOFC) was created to ensure a fair system of funding for student organizations. The SOFC is a primary source of funding for many student organizations and the only means by which student organizations may directly access student activity fee dollars. The mission of the Student Organization Funding Committee is to support student organizations and enhance campus life through the allocation of student activity dollars to student organizations for events, speakers, symposia, travel, and other student activities that enliven the Boston College mission. The SOFC strives to guarantee a wide array of programs through the disbursement of the student activities fee. The SOFC is comprised of undergraduate students and advised by the Office of Student Involvement.

SOFC FUNDS ADMINISTRATION

The Student Organization Funding Committee has the authority and responsibility of dispersing allocations to organizations in conjunction with the Office of Student Involvement and the Student Affairs Business Service Center (SABSC). The Office of Student Involvement must authorize all transfers of funds from the SOFC to organizations before the transfer of funds request is processed by the SABSC. The Office of Student Involvement has the authority to adjust, reduce, or restrict funding to organizations as appropriate and must approve all funding decisions of the Student Organization Funding Committee.

All Student Activity Fee funds that are allocated to student organizations and any funds collected by the organization must be held in a university chart string and account. No student organizations funds may be held outside the university. All funds allocated by the SOFC or deposited into a university account are subject to the rules of the SOFC and Boston College policy and procedure regarding the expenditure of Student Activity Fee funds and donations. The organization officers are responsible for abiding by and adhering to University and SOFC policy regarding the expenditure of funds.
STUDENT AFFAIRS BUSINESS SERVICE CENTER

The Student Affairs Business Service Center (SABSC) is a unit of the Office of the Vice President for Student Affairs. The SABSC is responsible for training treasurers, completing Student Organization Funding Committee transfers, issuing Purchasing Cards, and processing payments for student organizations. Organizations should be familiar with the SABSC Financial Guidelines which can be found at http://www.bc.edu/offices/sabsc/.

STUDENT ORGANIZATION AGENCY ACCOUNTS/CHART STRING

Every student organization is assigned a thirty-two digit chart string. The chart string is the agency account number associated with the organization. The chart string has two primary purposes; to reserve space for activities and events and to receive and expense funds. The chart string is divided into seven fields:

Department (025101),
Fund (920),
Fund Source (5 digits-specific to organization),
Program (00000),
Function (999),
Property (00000), and
*Account (67500)

*The Account field is needed to request space via the room requisition system, but is not used to process payment requests.

The student organization chart string is the only approved method of processing payments to vendors or reimbursements to members. All funds collected by student organizations must be deposited into the student organization chart string.

SUBMITTING A BUDGET

The SOFC reviews budget requests in August for the fall semester and in January for the spring semester. In order to submit a budget to the SOFC, organizations must be in compliance with the requirements of the Office of Student Involvement. In preparing its budget for the semester, organizations are encouraged to review the SOFC budget guidelines that may be found at https://orgsync.com/Guidelines. Organizations must follow these steps:

1. Request an Excel Level. Organizations are required to select a training level prior to August 1 each year.
2. Identify the programs, events, lectures, and activities the organization plans to execute for the semester.
3. Secure cost details (price quotes, speaker fees, travel costs, etc.) for all of the plans of the organization.
4. Submit the budget. All budgets must be submitted via the organizational portal at www.bc.edu/mybc.

How to Submit a Budget

a. Log in to www.bc.edu/mybc using your BC username and password.
b. Click on “My Memberships” to select the organization for which you plan to submit a budget.
c. Select the organization of interest.
d. Go to the portal of your organization.
e. Click the Treasury Tab then select Manage Budgets.
f. Select New Budget.
g. Read the General Instructions.
h. Name your Budget. Your budget name is the name of your organization and your organization chart string. Example: OFFICE OF STUDENT INVOLVEMENT 025101-920-92500-00000-999-00000.
i. Complete each portion (Events/Programs; Operational Expenses; Travel Expenses) of the budget. Be certain to include/upload detailed price quotes and verifiable estimates of costs for each item of the budget.
j. Submit the budget request. All fall budget requests are due in mid August (exact date to be determined).
k. Discuss the budget submission with your SOFC Representative.
l. Review the decision of the SOFC and prepare an appeal in consultation with your SOFC Representative, if necessary.

**FUNDRAISING**

Student organizations may choose to secure additional support for their planned activities/events through fundraising. All fundraising (direct/indirect) must have prior approval from the Office of Student Involvement. Direct fundraising is any fundraising where the organization will receive funds directly from a patron for any purpose. The direct or indirect receipt of cash is strongly discouraged. Organizations should not (except where approved by the Office of Student Involvement, Mission and Ministry, or Campus Recreation) solicit, receive, or collect cash. Only those organizations that have prior approval will be allowed to collect cash on behalf of the organization. When engaging in fundraising activities, student organizations are required to use the appropriate University resource (concessions, RTAC Box Office Ticket Sales, eMarket, etc.) to do so. Dependent upon the nature of the fundraising activity, organizations may be required to make a deposit. Deposits must be made to the University chart string of the organization and must be made in accordance with the Office of Student Involvement and SABSC deposit policies and procedures.

**Concessions**

Student Organizations may contact the Athletic Concessions Events Manager at 617-552-3658 to raise funds via Athletics Concessions. Athletic concessions opportunities are offered on a first come, first served basis and planning in advance is highly encouraged.

**Ticket Sales**

Student Organizations that desire to charge admission to an event are required to utilize the E. Paul Robsham Theater Arts Center (RTAC) Box Office to do so. Organizations are required to submit the RTAC Ticketing Request Form (https://fs8.formsite.com/RTAC/RTACTicketingRequest/index.html) at least three weeks prior to the event. This form must be completed and submitted by the treasurer of the organization. Utilizing the form, the organization should alert the RTAC Box Office Manager of
the following:
1. Event Sponsor
2. Event Title
3. Date, Time, Location
4. Price
5. Number of tickets to be sold
6. Complimentary Ticket List
7. Chart String

All ticket and ticketing questions should be directed to RTACtickets@bc.edu.

**Dues**

Dues collection is considered direct fundraising. Student Organizations may assign a fee or dues for participation. Student organizations are also free to determine the amount of dues and how often dues will be collected. Prior to collecting dues/fees from its membership, organizations should secure Office of Student Involvement approval to do so. The collection of cash/check payments for dues is strongly discouraged. If permitted to collect dues from its membership, organizations must follow the Office of Student Involvement and SABSC policies and procedures for collecting payments and making deposits. Please see below for eMarket dues collection.

**eMarket**

Student Organizations that raise or solicit funds of any kind, for any purpose (outside of ticket sales) may do so through the use of the Boston College eMarket Program. eMarket is the University system for accepting payment cards for conducting organizational business. The treasurer, as the financial officer of the organization is the only person that may initiate, conduct, and reconcile the eMarket account of the organization. The following steps detail the eMarket process for student organizations:

**Step #1**
Attend the Office of Student Involvement eMarket Training.

**Step #2**
Read the Boston College Policy on accepting payment cards for conducting University business.

**Step #3**
Complete and submit the eMarket Request Form (www.bc.edu/mybc)

**Step #4**
Watch your email carefully for updates regarding your eMarket Request

**Step #5**
Share the eMarket link with your customers and begin the funds collection process

**Step #6**
Reconcile your eMarket item
Step #7
Visit www.bc.edu/mybc and submit a Deposit Request to your “Revenue Fund”

**GIFTS**

A gift is a voluntary donation made to a student organization without the expectation of receiving goods or services in return. Where student organizations provide any benefit, goods or services in exchange for payment, the amount received is not a gift (trip payment, entrance to an event, or inclusion at a meal). Prior to the solicitation of a gift, student organizations are required to receive approval from the Office of Student Involvement. The Office of Student Involvement will work with the SABSC and Boston College’s Gift Processing to make certain that the gift is processed according to University protocol. Student organizations should note that gifts may be deposited into the student organization gift account and not the student organization operating account. When soliciting or receiving a gift, student organizations should follow these steps:

1. See the Office of Student Involvement for approval to solicit a gift.
2. Ask the donor to make payment to Boston College on behalf of the organization at www.bc.edu/supportstudentorgs.
3. The Student Organization Staff will work with the student organization treasurer to ensure the gift is properly credited to the student organization account.

In order for goods and services and other donations to be classified as a donation/gift, student organizations must provide the donor with a good-faith estimate of the value of the goods or services. If a donor receives, or expects to receive, a benefit for part of a contribution, this is not a gift.

Providing time or service does not classify as a gift.

Corporations and other organizations may want to monetarily support a student organization’s activities, events, or projects and in return will expect to receive recognition on campus, at the event, or in accompanying publications. This is a corporate sponsorship, not a gift. If your organization is interested in accepting corporate sponsorship, please contact the Office of Student Involvement.

**MAKING PAYMENTS**

Student organizations should work closely with the Office of Student Involvement to make payments. Organizations are not permitted to enter into any agreement or contract. The Director of the Office of Student Involvement is the only authorized signatory on any contract or agreement. Organizations are not authorized to obligate the organization or Boston College to pay for any service without Office of Student Involvement approval and are prohibited from signing contracts on behalf of the organizations. Students should not, under any circumstance, pay for any services rendered by an outside vendor out of pocket. Refer to next section for additional information regarding payments and forms.

**PAYMENT AUTHORIZATION**

The treasurer is the only person in the organization that may submit financial forms on behalf of the organization. The treasurer should follow the Office of Student Involvement Treasurer Handbook and
work closely with the Office of Student Involvement and the SABSC to make certain that payments and reimbursements are made in accordance with university policy and SABSC protocol. The Office of Student Involvement must approve all student organizational expenditures. The treasurer, as well as members, should be mindful that reimbursement for organizational expenditures is not guaranteed. Upon Office of Student Involvement approval, payment forms will be submitted to the SABSC for processing and payment by Accounts Payable.

**Submitting Payment Requests from Budgets**

1. Log onto MyBC at bc.edu/mybc.
2. Go to your student organization’s portal under “My Memberships”.
3. Hover over “More” and click on “Treasury”.
4. Go to “Manage Budgets”.
5. Click on the Budget you wish to request funds from.
6. Click on the Event/Program.
7. Click on “Request Payment”.
8. **Award or Honorarium**: Often used for gifts for speakers, where an invoice is not provided by the speaker/group.
   a. Rename the payment name to match the Payment Type. (Example: “Award or Honorarium”).
   b. Select desired Payment Type.
   c. Fill in the required information.
   d. Enter the vendor ID number if a non BC affiliated vendor (If the vendor is not in the system, please have the vendor fill out a W-9 at www.bc.edu/supplier. Once they have filled out the form, please email karl.bell@bc.edu to have your vendor entered into the MyBC system.)
   e. Under the “Request Budget Payment” column, enter the amount you are requesting to use.
   f. Submit.
   g. Required documents: Proof of agreement for how much will be paid [email conversation, etc.]. Bring hard copy documentation to the Office of Student Involvement (Carney 115) and fill out and attach an Office of Student Involvement Financial Transaction Form to your documentation.
9. **BC Employee Reimbursement**: Used to reimburse a BC employee [such as an advisor] if they have purchased something for the club.
   a. Rename the payment name to match the Payment Type. (Example: “BC Employee Reimbursement”).
   b. Select desired Payment Type.
   c. Fill in required information.
   d. Under the “Request Budget Payment” column, enter the amount you are requesting to use.
   e. Submit.
   f. Required documents: Original itemized and charge receipt and list of attendees for food events. Bring hard copy documentation to the Office of Student Involvement (Carney Hall 115) and fill out and attach an Office of Student Involvement Financial Transaction Form to your documentation.
10. **BC Student Hire**: To pay a BC student for services they provided [photography, videography, etc.].
a. Rename the payment name to match the Payment Type. (Example: “BC Student Hire”).
b. Select desired Payment Type.
c. Fill in required information. Include the payee’s permanent address not campus address.
d. Under the “Request Budget Payment” column, enter the amount requested to use.
e. Submit.
f. Required documents: Proof of agreement for how much will be paid to student [email, etc.]. New student hires must first fill out forms at Student Services. Bring hard copy documentation to the Office of Student Involvement (Carney 115) and fill out and attach an Office of Student Involvement Financial Transaction Form to your documentation.

11. Internal BC Charges: To pay a BC department [Event Management, BCPD, Athletics].
   a. Rename the payment name to match the Payment Type. (Example: “Internal BC Charges”).
   b. Select desired Payment Type.
   c. Under the “Request Budget Payment” column, enter the amount you are requesting to use.
   d. Submit.
   e. Required documents: Itemized invoice and the chartstring of the department you are transferring to. Bring hard copy documentation to the Office of Student Involvement (Carney Hall 115) and fill out and attach an Office of Student Involvement Financial Transaction Form to your documentation.

12. Outside Vendor: To pay an outside company or individual [not affiliated with BC] after services are provided.
   a. Rename the payment name to match the Payment Type. (Example: “Outside Vendor”).
   b. Select desired Payment Type.
   c. Select the vendor.
   d. (If the vendor is not in the system, please have the vendor fill out a W-9 at www.bc.edu/supplier. Once they have filled out the form, please email karl.bell@bc.edu to have your vendor entered into the MyBC system.)
   e. Fill in the required information.
   f. Under the “Request Budget Payment” column, enter the amount you are requesting to use.
   g. Submit.
   h. Required documents: Contract or invoice from the company or individual. Bring hard copy invoices to the Office of Student Involvement (Carney 115) and fill out and attach an Office of Student Involvement Financial Transaction Form to your documentation.

13. PCard Increase: To move the organization’s approved funds to the PCard.
   a. Rename the payment name to match the Payment Type. (Example: “PCard Increase”).
   b. Select desired Payment Type.
   c. Fill in the required information.
   d. Under the “Request Budget Payment” column, enter the amount you are requesting to use.
   e. Submit.
f. No documentation necessary.

14. **Purchase Order**: To obtain an official “promise to pay” from BC for payment to an outside company or individual.
   a. Rename the payment name to match the Payment Type. (Example: “Purchase Order”).
   b. Select desired Payment Type.
   c. Select the vendor.
   d. Fill in the required information.
   e. Under the “Request Budget Payment” column, enter the amount you are requesting to use.
   f. Submit.
   g. Required documents: Details confirming the payment amount due to the vendor once the goods or services are delivered. Bring this documentation to the Office of Student Involvement (Carney 115) and fill out and attach an Office of Student Involvement Financial Transaction Form to your documentation.

15. **Student Reimbursement**: To reimburse a student for purchase they made out of their own pocket. A student reimbursement is not guaranteed, so use the P-Card whenever possible.
   a. Rename the payment name to match the Payment Type. (Example: “Student Reimbursement”).
   b. Select desired Payment Type.
   c. Fill in required information. Include the payee’s permanent address not campus address.
   d. If the treasurer is being reimbursed, have the President submit the request online.
   e. Students with direct deposit will receive the reimbursement via direct deposit. Students who do not have direct deposit will have a check mailed to their permanent address.
   f. Under the “Request Budget Payment” column, enter the amount you are requesting to use.
   g. Submit.
   h. Required documents: Itemized and charge receipt and list of attendees for all food events. Bring hard copy receipts to the Office of Student Involvement (Carney 115) and fill out and attach an Office of Student Involvement Financial Transaction Form to your documentation.

16. **Transfer Form**: To transfer money from one BC chart string to another.
   a. Rename the payment name to match the Payment Type. (Example: “Transfer Form”).
   b. Select desired Payment Type.
   c. Fill in the required information, including the chart string of the receiving organization or department.
   d. Under the “Request Budget Payment” column, enter the amount you are requesting to use.
   e. Submit.
   f. No documentation necessary.

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**Submitting Withdrawal Requests from Revenue Fund**

1. Log onto MyBC at bc.edu/mybc.
2. Go to your student organization portal under “My Memberships”.
3. Hover over “More” and click on “Treasury”.
4. Go to “Manage Revenue Funds”.

28
5. Go to “Create Withdrawal”.

6. Name the request (Outside Vendor, Student Reimbursement, etc.) and add the organization chart string.

7. Select Payment Type.

1. **Award or Honorarium**: Often used for a speaker, or for gifts, where an invoice is not provided by the speaker/group.
   a. Rename the payment name to match the Payment Type. Include the chart string at the end. (Example: Award or Honorarium + chart string).
   b. Select desired Payment Type.
   c. Fill in the required information.
   d. Enter the vendor ID number if a non BC affiliated vendor. (If the vendor is not in the system, please have the vendor fill out a W-9 at www.bc.edu/supplier. Once they have filled out the form, please email karl.bell@bc.edu to have your vendor entered into the MyBC system.)
   e. Select Category and type in Name of event.
   f. Select Line item and type in Description.
   g. Under the “Spend from Revenue Fund” column, enter the amount you are requesting to use.
   h. Submit.
   i. Required documents: Proof of agreement for how much will be paid [email conversation, etc.]. Bring hard copy documentation to the Office of Student Involvement (Carney 115) and fill out and attach an Office of Student Involvement Financial Transaction Form to your documentation.

2. **BC Employee Reimbursement**: Used to reimburse a BC employee [such as an advisor] if they have purchased something for the club.
   a. Rename the payment name to match the Payment Type. Include the chart string at the end. (Example: BC Employee Reimbursement + chart string).
   b. Select desired Payment Type.
   c. Fill in required information. Include the payee’s permanent address not campus address.
   d. Under the “Request Budget Payment” column, enter the amount you are requesting to use.
   e. Submit.
   f. Required documents: Original itemized and charge receipt and list of attendees for food events. Bring hard copy documentation to the Office of Student Involvement (Carney 115) and fill out and attach an Office of Student Involvement Financial Transaction Form to your documentation.

3. **BC Student Hire**: To pay a BC student for services they provided [photography, videography, etc.].
   a. Rename the payment name to match the Payment Type. Include the chart string at the end. (Example: BC Student Hire + chart string).
   b. Select desired Payment Type.
   c. Fill in required information. Include the payee’s permanent address not campus address.
   d. Under the “Request Budget Payment” column, enter the amount you are requesting.
e. Submit.

f. Required documents: Proof of agreement for how much will be paid to student [email, etc.]. New student hires must first fill out forms at Student Services. Bring hard copy documentation to the Office of Student Involvement (Carney Hall 115) and fill out and attach an Office of Student Involvement Financial Transaction Form to your documentation.

4. Internal BC Charges: To pay a BC department [Event Management, BCPD, Athletics].
   a. Rename the payment name to match the Payment Type. Include the chart string at the end. (Example: Internal BC Charges + chart string).
   b. Select desired Payment Type.
   c. Under the “Request Budget Payment” column, enter the amount you are requesting to use.
   d. Submit.
   e. Required documents: Itemized invoice and the chart string of the department you are transferring to. Bring hard copy documentation to the Office of Student Involvement (Carney Hall 115) and fill out and attach an Office of Student Involvement Financial Transaction Form to your documentation.

5. Outside Vendor: To pay an outside company or individual [not affiliated with BC] after services are provided.
   a. Rename the payment name to match the Payment Type. Include the chart string at the end. (Example: Outside Vendor + chart string).
   b. Select desired Payment Type.
   c. Select the vendor.
   d. (If the vendor is not in the system, please have the vendor fill out a W-9 at www.bc.edu/supplier. Once they have filled out the form, please email karl.bell@bc.edu to have your vendor entered into the MyBC system.)
   e. Fill in the required information.
   f. Under the “Request Budget Payment” column, enter the amount you are requesting to use.
   g. Submit.
   h. Required documents: Contract or invoice from the company or individual. Bring hard copy invoices to the Office of Student Involvement (Carney 115) and fill out and attach an Office of Student Involvement Financial Transaction Form to your documentation.

2. PCard Increase: To move the organization’s approved funds over to the PCard.
   a. Rename the payment name to match the Payment Type. Include the chart string at the end. (Example: PCard Increase + chart string).
   b. Select desired Payment Type.
   c. Fill in the required information.
   d. Under the “Request Budget Payment” column, enter the amount you are requesting to use.
   e. Submit.
   f. No documentation necessary.

6. Purchase Order: To obtain an official “promise to pay” from BC for payment to an outside company or individual.
   a. Rename the payment name to match the Payment Type. Include the chart string at the end. (Example: Purchase Order + chart string).
b. Select desired Payment Type.
c. Select the vendor.
d. Fill in the required information.
e. Under the “Request Budget Payment” column, enter the amount you are requesting to use.
f. Submit.
g. Required documents: Contract or invoice from the company or individual. Bring hard copy documentation to the Office of Student Involvement (Carney 115) and fill out and attach an Office of Student Involvement Financial Transaction Form to your documentation.

7. **Student Reimbursement**: To reimburse a student for purchase they made out of their own pocket. A student reimbursement is not guaranteed, so use the P-Card always when possible.
   a. Rename the payment name to match the Payment Type. Include the chart string at the end. (Example: Student Reimbursement + chart string).
   b. Select desired Payment Type.
   c. Fill in required information. Include the payee’s permanent address not campus address.
   d. If the treasurer is being reimbursed, have the President submit the request online.
   e. Students with direct deposit will receive the reimbursement in their account. Students who do not have direct deposit will receive a check to their permanent address.
   f. Under the “Request Budget Payment” column, enter the amount you are requesting to use.
   g. Submit.
   h. Required documents: Itemized and charge receipt and list of attendees for all food events. Bring hard copy receipts to the Office of Student Involvement (Carney 115) and fill out and attach an Office of Student Involvement Financial Transaction Form to your documentation.

8. **Transfer Form**: To transfer money from one BC chartstring to another.
   a. Rename the payment name to match the Payment Type. Include the chart string at the end. (Example: Transfer Form + chart string).
   b. Select desired Payment Type.
   c. Fill in the required information, including the chart string of the receiving organization or department.
   d. Under the “Request Budget Payment” column, enter the amount you are requesting to use.
   e. Submit.
CHAPTER 4: PLANNING AN EVENT
PLANNING AN EVENT

Getting Started

The following is a guide to the event planning process. Student organizations should begin the event planning process as soon as possible. Organizations, in many cases, may request space and event approval as early as six months in advance of the event and are encouraged to finalize the event planning process immediately after receiving SOFC budget approval. Advanced planning will ensure that the event is successful.

Student organizations, when planning events, should be sure to note that all events, meetings, rehearsals, practices, etc. must end by 11:45 p.m. Any exception to this policy, must have prior approval from the Office of Student Involvement (OSI).

Every student organization is assigned a thirty-two digit chart string. The chart string is the agency account number associated with the organization. The chart string has two primary purposes; to reserve spaces for activities and events and to receive and expense funds. The chart string is divided into seven fields:

Department (025101),
Fund (920),
Fund Source (5 digits-specific to organization),
Program (00000),
Function (999),
Property (00000), and
*Account (67500)

*The Account field is needed to request space via the room requisition system, but is not used for budgetary purposes.

Event Planning Timeline

1. **Request Space: As soon as possible (no less than 72hrs prior the event)** To begin the planning process, student organizations are encouraged to begin with space considerations. To request space, visit the Event Space Reservation System on the Agora Portal to start. Whether a simple meeting room, or a complex custom room configuration with rental equipment is needed, Event Management can accommodate the needs of the organization. To see Event Management pricing and policies, visit event management policies and procedures.

2. **Request Event Approval via MyBC: Immediately after requesting space** After requesting space, request event approval at www.bc.edu/mybc. Please see requesting MyBC Event Approval later in this chapter for more information.

3. **Plan Your Details: At least eight weeks in advance** For more complex events, student organizations should be prepared to discuss the event details with an Office of Student Involvement student organization team member and an Event Management event coordinator.
4. Request Additional Services: Eight weeks in advance, but no later than two weeks in advance
Audiovisual needs are met by Boston College’s Media Technology Services (MTS) department. If your event requires these services, please contact MTS, or submit an MTS request form (www.bc.edu/mts).

5. Finalize Event Details: At least twelve business days in advance
Give Event Management revised counts of your attendees, which may affect room setup and other event logistics.

6. Provide Final Guarantees: Three business days in advance
Final guaranteed numbers are due to Event Management by noon, three business days prior to your event. Events with counts decreasing after the final guarantee date will be billed per the final guarantee. If counts increase after the due date of the final guarantee, please contact your Functions Coordinator to make sure that the requested increase can be accommodated. Such increases may result in additional charges.

NOTE: These steps are summarized with greater detail in the Event Planning handout in the Appendix.

Requesting Space
Note that student organization practices and rehearsals are limited to 15 hours per week. Space requests that exceed these hours will be denied. Also, student organization practices and rehearsals can’t begin in an academic building on a class night prior to 9:30pm.

New Users
New users should follow these steps to reserve space on behalf of the organization:
1. Log-in at http://portal.bc.edu
2. Click on My Services
3. Select Event Space Reservation System (Under Common Services)
4. Click Continue
5. Follow the Event Booking Management System (EBMS) prompts
6. Link your email and chart string to EBMS

Returning Users
1. Log-in at http://portal.bc.edu
2. Click on My Services
3. Select Event Space Reservation System (Under Common Services)
4. Select the date, time, number of attendees and event type. Don’t select a space on this page.
5. Click Search
6. Select the desired location
7. Click Add Space
8. Identify the Event Name and provide a brief description in the “Notes” section
9. Click Submit
10. Review the booking information
11. Confirm the chart string information and event type
12. Answer the four event questions
13. Click Submit
Submitting Recurring Room Requests

1. Log-in at [http://portal.bc.edu](http://portal.bc.edu)
2. Click on My Services
3. Select Event Space Reservation System (Under Common Services)
4. Select the date, time, number of attendees and event type. Don’t select a space on this page.
5. Click Search
6. Select the desired location
7. Click Add Space
8. Half way down the page, next to “Spaces” click “Add additional spaces to this event”
9. You’ll be routed back to the first page of the space request
10. Select your second date, time, number of attendees and event type. Don’t select a space on this page.
11. Click Search
12. Select the desired location
13. Click Add Space
14. Repeat steps 8 - 13 until all your dates/spaces have been selected
15. Identify the Event Name and provide a brief description in the “Notes” section
16. Click Submit
17. Review the booking information
18. Confirm the chart string information and event type
19. Answer the four event questions
20. Click Submit

The following messages will appear:

Thank you for submitting your request for ([Event Name]). Your request has been assigned id number questions please contact boc@bc.edu or 617-552-0311.

**ATTENTION STUDENTS:**
For student organization events please complete the event request process in MyBC: [www.bc.edu/mybc](http://www.bc.edu/mybc). Please remember your event ID number from above as you will need to enter that number in MyBC. For more information about the student event request process please visit the Office of Student Involvement website at [www.bc.edu/spo](http://www.bc.edu/spo) or email [osi@bc.edu](mailto:osi@bc.edu).

**Requesting MyBC Event Approval**

Immediately after requesting space, follow these steps to request event approval. Failure to do so will result in cancellation of your space request.

1. Log-in at [www.bc.edu/mybc](http://www.bc.edu/mybc)
2. Click on My Memberships
3. Select your organization
4. Click Events
5. Click on Create an Event
6. Complete the Event Details (Name, Date, Location, etc.)
7. Select “Public + Website” or “Boston College” in the “Who can see this?” area
8. Check the box next to “Submit request for inclusion on the Student Life Calendar.”
9. Click Create Event
10. Complete the Event Details (Event ID #, Event Type, Services Needed, etc.)
11. Click Continue
12. Click Continue (again)
13. Click Finish

The Office of Student Involvement will review both the space and event requests and determine the next steps. You will be notified if a meeting with an Office of Student Involvement staff member is required, or the event may be approved without a meeting. Once the event has Office of Student Involvement approval, a meeting with Event Management, or other service providers may be necessary.

**University Calendar**

Student organizations may plan events and activities in the Fall and Spring semesters when classes are in session. All student organization events must be approved by the Office of Student Involvement, or other supervising office. All student organization meetings, rehearsals, practices, events, and activities must end by 11:45 p.m., unless otherwise specified or approved by the Office of Student Involvement. Student organizations may not plan events or activities during study or final examination days.

**Cancellations**

Event cancellations must be made in writing by emailing Event Management (eventmgm@bc.edu) as soon as possible. If a cancellation occurs 3 business days prior to the event, a cancellation fee equal to 100% of the estimated charges will be due. This policy also applies to room reservations without any catering orders or rental equipment. Events that do not comply with Office of Student Involvement and Event Management timelines, guidelines, and/or protocols will be denied or cancelled.

**University Closure**

When the University is closed due to emergency events or weather, all events planned by organizations will be cancelled for the duration of the closure. Organizations are encouraged to work closely with the Office of Student Involvement to reschedule the event when an event is cancelled due to a University closure. Student organizations are not liable for payments to Event Management when an event is cancelled due to the closing of the University.

**Contracts and Agreements**

Student organizations should work closely with the Office of Student Involvement if you need a contract or agreement for an event. Organizations are not permitted to enter into any agreement or contract. The Director of the Office of Student Involvement is the only authorized signatory on any contract or agreement. Organizations are not authorized to obligate the organization or Boston College to pay for any service without Office of Student Involvement approval and are prohibited from signing contracts on behalf of the organizations. Students should not, under any circumstance, pay for any services rendered by an outside vendor out of pocket. Refer to Chapter 5 for additional information regarding “Entertainment Services/Contracts and Agreements.”
Hosting Events with Food

Student organizations are required to use Boston College Dining Services when hosting events with food in spaces that have been designated Boston College Dining Services spaces. These spaces include, but may not be limited to, the Heights, Boston, and Newton Rooms, Lyons Dining Hall, the Faculty Dining Room, and the Walsh Function Room. When organizations host events with food, student organizations should consult with Office of Student Involvement, prior to placing the order, to determine if a food vendor is approved for use by the organization.

Allergies and Accommodations

When planning events, it is also important to be mindful of allergies (e.g., food, latex, etc.) your members, participants, and guests might have. Eight foods account for 90 percent of all food-allergic reactions in the U.S.: milk, eggs, peanuts, tree nuts (e.g., walnuts, almonds, cashews, pistachios, pecans), wheat, soy, fish, and shellfish. If your event is being catered by Boston College’s Event Management, guests are requested to notify the contact person for their campus event regarding any special dietary needs at the same time the guest registers or accepts an invitation for an event and no less than three days in advance. The Event Management staff can consult with the guest, the event contact person, and the Executive Dietitian as necessary to arrange any accommodations for a medically restricted diet if adequate advance notice is given. More information is available at: http://www.bc.edu/offices/dining/nutrition/dining-with-food-allergies.html

Collaboration

Student organizations are encouraged to broaden the scope and reach of their events and activities through collaboration, co-sponsorships, and support. Collaboration is an ongoing and continuous partnership with another organization(s) in all aspects of the program planning process. Collaboration includes brainstorm sessions, budget planning, identifying learning outcomes, developing a publicity plan, meeting with Office of Student Involvement and Event Management representatives, etc. Student organizations are encouraged to partner with academic departments and programs; however, organizations should not, under any circumstance, be compelled by faculty or others to support departmental initiatives, speakers, or plans.

Departments should not, under any circumstance, transfer funds to student organizations. Departments may, where appropriate to the collaboration, share expenses with student organizations.

Prominent Events

A prominent event is one likely to attract large numbers of non-University attendees and/or significant public attention.

Student organizations holding prominent events will need to pay particular attention to issues of safety, security, and logistics for such matters as parking, crowd accommodation, and media. Plans for such an event should be brought to the attention of the Office of Student Involvement at least 60 days prior to the proposed date. The Office of Student Involvement
may reject those requests not complying with the 60 days requirement. Consultations with the Office of Student Involvement must take place prior to extending an invitation to speakers or performers, reserving space, or advertising/promoting the event.

The Director of the Office of Student Involvement may also independently determine that an event should be deemed “prominent” and organized and conducted with appropriate care. The Director of the Office of Student Involvement is authorized to determine whether a prominent event will be approved. Such determination will be based on considerations regarding safety, crowd accommodation, the value of the event for students and the Boston College community, as well as an understanding that the event/vendor/performer/speaker is (and will be) respectful of Boston College’s mission and values. All other event and speaker policies of Boston College apply.

Following approval of a prominent event by the Director of the Office of Student Involvement, the sponsoring organization may be required to appoint a representative who will work on logistics with the Office of Student Involvement, Boston College Police Department, Office of News and Public Affairs, Event Management, co-sponsors and club advisor, and other offices and departments as deemed necessary by the Office of Student Involvement. The Office of Student Involvement may require that prominent events be advertised and open only to members of the Boston College campus community.

**Risk Management Waivers**

If your organization is hosting an event that could be considered “risky,” the group should have all participants complete a waiver form. Such events could include bus trips, recreational activities, sporting events, etc. These waivers may protect your organization and members from being held liable in the event of injury or misconduct.

The Office of Student Involvement will work with you to develop a release of liability waiver form for risky group events and/or activities.

**Outdoor Events With Amplification**

Student organizations may host events outdoors with amplification. Outdoor events that require amplification may be disruptive to the university community and neighbors. In order to ensure we are respectful of our community, student organizations are required to work closely with the Office of Student Involvement and Event Management to follow the procedures outlined below.

1. Outdoor amplified events should be set up in one of the following places:
   - O’Neill Plaza
   - Newton Campus between the wings of Stuart Hall, facing Barat House, or on the lawn behind Alumni
   - Brighton Campus
   - Lower Plaza (Corcoran Commons)
   - Stokes Amphitheater
   - Campus Green
2. Amplified music may be played outside only during these times:
   - Monday-Friday: after 4:30pm and ending by 6:00pm
• Saturday - Sunday: after 3:00pm and ending by 6:00pm
3. Contracts with performers must specify that Boston College has right to control the volume of the performance.
4. For all events with amplified sound, the Office of Governmental and Community Affairs and the Boston College Police Department should be notified. Occasionally, one of these offices will write a letter notifying the neighbors.
5. All attempts to point the speakers toward a building to minimize sound traveling toward neighbors’ houses are encouraged.
6. Entertainment licenses may be required for outdoor events. Student organizations must work with the office of Event Management and/or the Office of Government and Community Affairs to ensure proper permitting.
7. Anyone wishing to utilize any outside area for demonstration purposes must contact the Office of the Dean of Students to request a demonstration and receive a demonstration permit.

Ticketed Student Organization Events

Ticketed Student Organization events are categorized as seated and non-seated. The Office of Student Involvement will determine, in conjunction with the student organization, if the event should be ticketed and its category. All ticketed events are subject to the Office of Student Involvement and Robsham Theater Arts Center (RTAC) Box Office procedures. The following guidelines govern student organization ticket sales:

Seated Events:
1. Tickets may only be purchased through the RTAC Box Office
2. Organizations are required to work with Event Management, Boston College Police, and the Office of Student Involvement to identify the most appropriate venue, security measures, and protocols for the event.
   a. Event admission must end at midnight (12 am).
   b. Event must end no later than 1:00 am.
   c. Advisors to student organizations are strongly encouraged to be present for the duration of the event.
   d. All event publicity must be in compliance with event planning policies and procedures.
      No publicity will begin prior to approval by the Office of Student Involvement.
3. Organizations may be required to hire public safety officers to secure the event.
4. Organizations are required to make available a minimum of 3% of the tickets available to the Montserrat Coalition. If unclaimed, these tickets will be returned to the RTAC Box Office for sale.
5. Arrangements for ticketed events must be completed at least two weeks prior to the event.
6. Violations of the ticket policy may result in sanction or loss of privileges.
7. Failure to comply with the Office of Student Involvement or RTAC policy in the ticketing process may result in the cancellation of the event.

Non-seated Events:
1. Tickets may only be sold through RTAC Box Office
2. Students may purchase three (3) tickets, one for themselves and up to two for guests.
3. Students and student organizations will be held accountable for the actions of their guests.
4. All persons are required to show identification prior to entry to the event. Boston College students are required to present Boston College identification upon entry. All other guests are required to present a valid government issued photo identification.

5. Organizations are required to work with Event Management, Boston College Police, and the Office of Student Involvement to identify the most appropriate venue, security measures, and protocols for the event.

   a. No non-seated event may be offered free of charge.
   b. Event admission must end at midnight (12 am).
   c. Event must end no later than 1:00 am.
   d. Advisors to student organizations are strongly encouraged to be present for the duration of the event.
   e. All event publicity must be in compliance with event planning policies and procedures. No publicity will begin prior to approval by the Office of Student Involvement.
   f. No re-entry will be allowed.
   g. Event must end no later than 1:00 am.
   h. Advisors to student organizations are strongly encouraged to be present for the duration of the event.
   i. All event publicity must be in compliance with event planning policies and procedures. No publicity will begin prior to approval by the Office of Student Involvement.
   j. Organizations may be required to hire public safety officers to secure the event

6. Organizations are required to make available a minimum of 3% of the tickets available to the Montserrat Coalition. If unclaimed, these tickets will be returned to the RTAC Box Office for sale.

7. Arrangements for ticketed events must be completed at least two weeks prior to the event.

8. Violations of the ticket policy may result in sanction or loss of privileges.

9. Failure to comply with the Office of Student Involvement or RTAC policy in the ticketing process may result in the cancellation of the event.
RESOURCES AND POLICIES

MyBC

MyBC is a student organization and event management portal system hosted by OrgSync. Student organizations have access to and are required to use MyBC (bc.edu/mybc). MyBC provides organization leaders and members with tools to increase communication, productivity, and institutional memory. Some of the tools available are: budget management, event management, member management and recruitment, newsletters and email distribution, to-do-list creation and management, file and picture storage, and dynamic website development and hosting, among many others. If you have questions about MyBC please contact the Office of Student Involvement.

STUDENT ORGANIZATION STORAGE SPACE

Storage lockers are available for student organizations in Carney Hall. Three locker sizes are available:

Small – 18.75” x 20.5”
Medium – 37.5” x 20.5”
Large – 75.5” x 20.5” – These are limited. None are currently available.

Student organizations must apply to be considered for space. Application process is on a rolling basis and space is assigned as it becomes available.

Student Organization Storage Space Allocation Guidelines

Eligibility Criteria for Requesting Storage Space

1. Only registered student organizations in compliance with all policies and requirements set forth by the Office of Student Involvement are eligible to apply for storage space.
2. Organizations under disciplinary sanctions/probation may be ineligible.
3. The organization’s activities and services must directly support both the mission of the University and the Office of Student Involvement.
4. Preference will be given to student organizations that do not currently occupy other spaces.
5. A+ student organizations will be given priority when assigning new storage spaces.
6. All applicants must submit an Office of Student Involvement Carney Student Orgs Space Request Form via MyBC (https://orgsync.com/38855/forms/111929). Incomplete forms will not be considered. Application Procedure for Storage Allocation Decisions regarding storage space are based on whether the group meets the criteria and have completed the form. All storage space applicants who meet criteria who do not receive space will be put on a waitlist. If there is still space available after the specified deadline, space will be given on a first-come, first-served basis. Any student organization will not be entitled to obtain more than one (1) storage space unless extra space is available. The Office of Student Involvement will make all decisions regarding assignments of storage space. The Office of Student Involvement will notify groups of their decisions via email.
7. Organizations in good standing will use the same locker from year to year.
Terms and Conditions of Usage Agreement

The following items cannot be stored in Carney:
1. No hazardous materials
2. No flammable or combustible materials, gases or liquids
3. No sources of open flames
4. No high-voltage or heat-producing appliances
5. No oil based paints (can or aerosol spray)
6. No fireworks, sparklers, or pyrotechnics
7. No food

Lockers must be cleaned out at least once per semester and unused items will be disposed of or relocated out of Carney to a personal space.

Only oversized items may be stored on top of the lockers. Oversized items must be clearly labeled with the organization name.

A usage agreement runs from the moment the storage space is assigned to the day the space is no longer available to the student organization. Each group will be given a code to access their unit.

Access to storage space is limited to times and dates when Carney Hall is open. If your organization is planning an event or will need access to the storage space at different times, please contact the Office of Student Involvement to plan accordingly.

STUDENT ORGANIZATION TRAVEL

All travel by student organizations should be approved by the Office of Student Involvement. If SOFC funds will be used for the travel, student organizations should submit a budget to the SOFC during the budget review period prior to the semester when the travel will take place. It is important to secure SOFC funding before beginning the travel approval process with the Office of Student Involvement.

Student organizations should only use Boston College approved vendors for transportation and travel (see below for additional information) and should consider using a professional transportation service (minibus, charter service, motorcoach, etc.) for any ground transportation beyond 180 miles from the campus. Any student who chooses to drive his/her own personal vehicle assumes all risk, responsibility, and personal liability for any issues or incidents related to the vehicle and passengers in the vehicle he/she is driving.

Organizations are discouraged from utilizing personal funds for organizational travel. Instead, organizations should use the student organization travel credit card for all Office of Student Involvement approved travel. Student organizations should follow the designated steps depending on whether the travel is domestic or international. Before making travel plans, please read the Boston College Travel Policy (see Appendix).

Domestic Travel
1. Read, review, and discuss the Boston College Travel Policy (see Appendix) with the student organization executive board and appropriate student leaders.
2. Two undergraduate student trip leaders will need to be identified as “Trip Leaders.” Trip Leaders are responsible for preparing the student group before the trip and accompanying them on the trip.
3. Submit the Travel Request Form at https://orgsync.com/38855/forms/154190
   a. This request must be submitted a minimum of 4 weeks before the planned travel
   b. After the request is submitted, the Office of Student Involvement will send a response within 1 week. Approval for trips will be granted by the Director of the Office of Student Involvement.

4. If approved, schedule a meeting with an Office of Student Involvement representative to discuss travel plans.

5. Before travel plans are made, the names of all student participants must be screened by the Office of Student Conduct for a review of conduct history. The OSI representative will submit the names of the students to the Office of Student Conduct, which will clear the students for participation.

6. If appropriate, the Director of the Office of Student Involvement will establish a relationship with an established local host organization or institution to coordinate the Travel Program’s activities on-site.

7. After the conduct clearance, the student organizers should confirm travel funding and make reservations for travel in conjunction with the Office of Student Involvement representative.
   a. The names and birthdates of the travelers will be needed when reserving travel.

8. Make arrangements to purchase travel utilizing the Office of Student Involvement travel credit card.

9. A minimum of 1 week prior to travel, submit the appropriate travel documents to the Office of Student Involvement representative:
   a. A trip itinerary
   b. Contact information for the host organization
   c. A roster of the travelers including emergency contact information, etc. The format for this roster can be found at https://orgsync.com/TravelRequestForm
   d. “Terms and Conditions of Participation” release agreement must be signed by each of student participants
   c. Once these documents have been submitted, the Office of Student Involvement will make this information available to the Dean of Students Office and Boston College Police Department, as well as to other University administrators in the event of an emergency or other need for contact.

10. The Travel Policy Standards & Conduct must be communicated to all travelers:
    • All trip participants must abide by all the applicable University standards of conduct as well as local law. Student participants must adhere to the Student Code of Conduct and are expected to behave in a manner that is consistent with the University’s mission and values. Students must adhere to all directions of the Trip Leader.
    • The Trip Leader must promptly report to the Office of the Dean of Students any student conduct matter or other concern that arises on a trip. Serious matters that involve health, potential criminal activity, safety or well-being must be reported by the Trip Leader immediately. All other conduct issues must be reported to the Dean within 24 hours.
    • The Trip Leader must promptly report to the Office of Student Involvement any travel or activity logistical issues.
    • Any serious incident of misconduct may result in the trip participant being required to leave the trip and return home at the participant’s expense. Without limiting the foregoing, the possession or use of controlled substances by any trip participant will be grounds for immediate dismissal from the Travel Program, and the offending person may be required
to return home at his or her own expense.

- The Trip Leader, acting under the guidance of the Sponsoring Department, may establish restrictions, or an absolute prohibition, concerning alcohol consumption during a trip.
- Trip participants must assume primary responsibility for their own safety and well being.
- In case of emergencies, to the extent feasible, at least one Trip Leader should remain with the group for the entirety of the experience to help ensure the safety and well being of the trip participants.
- Trip Leaders, together with the Sponsoring Department, should establish and communicate to the student participants expectations regarding independent student activities during any free time on the trip. Students must follow the Trip Leaders’ instructions regarding independent activities.
- Trip Leaders are expected to stay in close proximity and be readily available to student participants. In the case of home stays, Trip Leaders and students are expected to stay in the same community.
- No student is permitted to leave the group, and no student should be left behind during a trip unless circumstances require. In the event that illness detains a student, arrangements should be made to leave a second Trip Leader with the student.
- If a student must return home early from the trip for any reason, the Trip Leader, in consultation with the Responsible Administrator, will determine whether the student needs to be accompanied by another trip participant.

11. Reconcile all travel (receipts, travel details, boarding passes, etc.) immediately after the trip with the Office of Student Involvement.

**International Travel**

1. Read, review, and discuss the Boston College Travel Policy (see Appendix) with the student organization executive board and appropriate student leaders.
2. Two full-time University faculty or staff will need to be identified as the trip leaders (for a group of 20 or less students). Trip leaders are responsible for preparing the student group before the trip and accompanying them on the trip.
   a. If the trip involves more than 20 students, three trip leaders must be assigned.
   b. Experienced graduate students or other non-undergraduate persons affiliated with the University may serve in this role if approved in advance by the Vice President for Student Affairs or the appropriate Responsible Administrator as defined in the Student Travel Policy.
3. Submit the Travel Request Form at [https://orgsync.com/38855/forms/154190](https://orgsync.com/38855/forms/154190)
   a. This request must be submitted 5 months before the planned travel
   b. The request includes:
      i. A trip itinerary
      ii. Contact information for the host organization
      iii. A roster of the names, college/school, and graduation year of the student travelers
      iv. After the request is submitted, OSI will send a response within 1 month.
4. If approved, schedule a meeting with an OSI representative to discuss travel plans.
5. For any trip, the OSI Director or his/her designee, must establish a relationship with an established local host organization or institution to coordinate the Travel Program’s activities
on-site.

6. Before travel plans are made, the names of all student participants must be screened by the Office of Student Conduct for a review of conduct history. The OSI representative will submit the names of the students to the Office of Student Conduct, which will clear the students for participation.

7. Confirm travel funding and make reservations for travel in conjunction with OSI representative.
   a. The names, birthdates, and passport information of the travelers will be needed when reserving travel.

8. Make arrangements to purchase travel utilizing the OSI travel credit card.

9. A minimum of 3 months prior to the trip, the Trip Leaders will provide all student trip participants and OSI Director or his/her designee with the following:
   a. The approved form of release agreement, (the “Terms and Conditions of Participation”), which must be signed by the student and returned to the OSI Director or his/her designee prior to departure;
   b. Information on itinerary, transportation, and lodging arrangements;
   c. Medical information including any recommended immunizations and, if applicable, any other recommendations of the Centers for Disease Control and Prevention;
   d. All applicable U.S Department of State Public Travel Advisories and Consular Information Sheet(s);
   e. Information regarding any visa and/or border-tax requirements; and
   f. Information on registering with the U.S. Department of State or other appropriate entity for international participants.
   g. An orientation program that includes, without limitation:
      i. University conduct standards and any specific expectations based on the nature of the trip and any relevant cultural considerations;
      ii. Cultural, economic and political background of the region or regions being visited;
      iii. Relevant laws and customs of the region(s); and
      iv. Health and personal safety information.

10. The OSI Director, or his/her designee, will work with the Office of Risk Management to secure insurance coverage for all participants through HTH Worldwide or other University-approved providers.
    a. This expense will be charged to the trip budget.

11. A minimum of 2 months prior to travel, submit the appropriate travel documents to the OSI representative via email:
    a. The final trip itinerary, including transportation and lodging arrangements
    b. A roster of the travelers including emergency contact information, etc. The format for this roster can be found on the MyBC Resources (https://orgsync.com/TravelRequestForm)
    c. Passport copies
    d. Once these documents have been submitted, the Office of Student Involvement will make this information available to the Dean of Students Office and Boston College Police Department, as well as to other University administrators in the event of an emergency or other need for contact.
12. The Travel Policy Standards & Conduct must be communicated to all travelers:
   a. All trip participants must abide by all the applicable University standards of conduct as well as local law. Student participants must adhere to the Student Code of Conduct and are expected to behave in a manner that is consistent with the University’s mission and values. Students must adhere to all directions of the Trip Leader.
   b. The Trip Leader must promptly report to the Office of the Dean of Students any student conduct matter or other concern that arises on a trip. Serious matters that involve health, potential criminal activity, safety or well-being must be reported by the Trip Leader immediately. All other conduct issues must be reported to the Dean within 24 hours.
   c. The Trip Leader must promptly report to the Office of Student Involvement any travel or activity logistical issues.
   d. Any serious incident of misconduct may result in the trip participant being required to leave the trip and return home at the participant’s expense. Without limiting the foregoing, the possession or use of controlled substances by any trip participant will be grounds for immediate dismissal from the Travel Program, and the offending person may be required to return home at his or her own expense.
   e. The Trip Leader, acting under the guidance of the Sponsoring Department, may establish restrictions, or an absolute prohibition, concerning alcohol consumption during a trip.
   f. Trip participants must assume primary responsibility for their own safety and well-being.
   g. In case of emergencies, to the extent feasible, at least one Trip Leader should remain with the group for the entirety of the experience to help ensure the safety and well-being of the trip participants.
   h. Trip Leaders, together with the Sponsoring Department, should establish and communicate to the student participants expectations regarding independent student activities during any free time on the trip. Students must follow the Trip Leaders’ instructions regarding independent activities.
   i. Trip Leaders are expected to stay in close proximity and be readily available to student participants. In the case of home stays, Trip Leaders and students are expected to stay in the same community.
   j. No student is permitted to leave the group, and no student should be left behind during a trip unless circumstances require. In the event that illness detains a student, arrangements should be made to leave a second Trip Leader with the student.
   k. If a student must return home early from the trip for any reason, the Trip Leader, in consultation with the Responsible Administrator, will determine whether the student needs to be accompanied by another trip participant.
13. Reconcile all travel (receipts, travel details, boarding passes, etc.) immediately after the trip with OSI.
14. NOTE: State Department Advisories and Warnings
   a. Sponsoring Departments (department or unit of the University that is organizing, administering, and/or financially supporting the Travel Program) planning travel outside the United States must determine, both before the trip is organized and prior to departure, whether a U.S. State Department Travel Advisory or Warning exists for the destination country or countries. If an Advisory or Warning exists, the OSI Director or his her designee, in consultation with the Trip Leader, must seek the
approval and guidance of the Responsible Administrator (respective Vice President or Dean) before proceeding with further planning or departure. A copy of the Advisory or Warning and the Consular Information Sheet must be provided to the Responsible Administrator (respective Vice President or Dean) in conjunction with any other information that the Trip Leader or Sponsoring Department determines relevant. The trip may not proceed without the approval of the Responsible Administrator (respective Vice President or Dean), who shall consult with the University Office of Risk Management and the Director of International Programs in determining whether to grant approval and under what terms and conditions.

b. The Sponsoring Department must ensure that any specific precautions recommended in the Warning, such as avoiding particular areas or registering with the applicable embassy, are followed, and must comply with any other terms and conditions established by the Office of Risk Management or Responsible Administrator.

c. If the trip is approved, the OSI Director, or his/her designee, shall promptly provide any Travel Warnings or Advisories to all participants. The Responsible Administrator (respective Vice President or Dean) may require additional orientation for the student participants, and may require that any participants execute a waiver and release.

RESERVATION OF UNIVERSITY VANS

Student Affairs Business Service Center
Maloney Hall 458 / 617-552-1586

Student Affairs has a modified 5 passenger Dodge Grand Caravan that is able to accommodate a wheelchair passenger. This van is available to Student Affairs staff members for department and University-related activities, and to registered student organizations and faculty/staff advisors who are engaged in volunteer service activity where wheelchair transportation is required. The van is available by reservation only. Inquiries should be made by using the on-line form at:
http://www.bc.edu/offices/sabsc/Department-Administrators/student-affairs-van.html

Please note, this form is only for inquiries; it does not guarantee use of the van. The person inquiring should receive a response from the SABSC within two business days after submitting the request.

Criteria for inquiring about van use:
1. Drivers must:
   a. Be a Boston College full or part-time faculty, staff member or student
   b. Be at least 21 years of age
   c. Possess a valid driver’s license
   d. Be affiliated with the Division of Student Affairs

2. The van cannot be driven out of state.
3. A completed Request Form must be submitted in person at least 4 business days prior to the date of use.
4. The van is not intended to be used as a shuttle use during normal business hours.
5. Last minute and walk-in requests will not be accepted.
STUDENT TRAVEL VEHICLE RENTAL

Travel by Motorcoaches, Buses, or Shuttle buses
The Boston College Procurement Office assists University staff, faculty, and students in the ethical, efficient and effective acquisition of goods and services to support the University’s educational and research missions. To access their Travel/Vehicle website, go to: http://www.bc.edu/offices/travel/ and use your BC username and password to enter the site.

The bus companies on this website are in good standing with Boston College and have Certificates of Insurance on file for the proper amount of coverage. Use only the companies listed on the website when planning travel.

Travel by Rental Vehicle
If a bus charter is not feasible, it is recommend to rent mini-vans and private passenger vehicles. These vehicles should have a seating capacity of no more than 7 passengers, including the driver. Boston College has entered into contracts with both National & Enterprise, and when renting with these companies and using the Corporate ID (XZ10614) liability insurance is included.

Please refer to: https://www.bc.edu/bcres/travel/vehicles.html#Car

Note the following:
• Drivers must be 21 years old and possess a valid driver’s license.
• The rental must be made with either Enterprise or National and using the Corporate ID, XZ10614 and paid with the Corporate American Express Card in order for the vehicle to be covered under the Loss and Damage (CRLD) program. The Office of Student Involvement will assist with rental and payment once your trip is approved.
• You must reject the rental agency’s Collision or Loss Damage Waiver (CDW or LDW).
• You should select PAI (Personal Accident Insurance) coverage, if available.
• The vehicle must be rented on a “Daily” or “Weekly” basis.
• It is not recommended to rent 12 passenger vans, and 15 passenger vans are prohibited due to the potential hazards and risks they represent.

NOTE: Any student who chooses to drive his/ her own personal vehicle assumes all risk, responsibility, and personal liability for any issues or incidents related to the vehicle and passengers in the vehicle be/ she is driving.

MOVIE AND FILM COPYRIGHT LAW GUIDELINES

The Federal Copyright Act (Title 17, United States code, Public Law 94-553, 90 Stat. 2541) governs how copyrighted materials, such as movies, may be distributed and publicly displayed and performed. Neither the rental nor the purchase or lending of a movie carries with it the right to exhibit such a movie publicly outside the home, unless the site where the video is used is properly licensed for copyright compliant exhibition, or the screening has been properly licensed. This also applies to movies borrowed from sources such as public libraries, colleges, and personal collections. Public performance includes a movie shown in a place open to the public or any place where a substantial number of persons outside of a normal circle of a family or its social acquaintances are gathered. A
license is required for all public performance of films that are protected by copyright.

This copyright requirement applies to both commercial and non-profit organizations and venues, including colleges and universities and student organizations, regardless of whether admission is charged.

Those who violate copyright law can be subject to infringement claims and prosecuted, and will be in violation of University policy. Boston College works closely with companies that facilitate the purchase of a license to show a movie. Consult the Office of Student Involvement if your organization is planning to show a film.

**LOGOS AND TRADEMARKS**

Boston College has registered its names, initials, logos, and other trademarks (indicia) as a means of protecting them from unauthorized use and abuse. Federal trademark laws and University policy govern the use of the University’s marks, including on websites or products.

Permission to use Boston College indicia and marks may be obtained by student organizations by contacting the Office of Student Involvement. If permission is granted, the use of any University-owned indicia must be consistent with the limited permission granted, and must conform to the University’s guidelines and graphic standards and any applicable licensing contracts.

Student Organizations wishing to use Boston College marks to “co-brand” with their organization must have the appropriate permission and must use the marks correctly, and in accordance with the University graphics standards. Please contact the Office of Student Involvement for approval and assistance.

If a student organization receives permission to use any of the University’s trademarks, and wishes to make T-shirts or other products with those marks, they must use a University-licensed vendor. In addition, student organizations may not sell those items and/or products outside of their group membership or the Boston College community. Sale of these items outside of campus, over the Internet, or to the general public is prohibited. Certain exceptions (determined by the University) are made for groups promoting specific events, fundraisers, or selling specific items.

**SUSTAINABILITY**

BC’s Sustainability Office is the hub for all green initiatives on campus. Their successful efforts are a result of the shared commitment among individuals and groups across the community and the formation of partnerships that work toward developing a more sustainable campus. The department has made substantial changes to the way in which the University functions, including consultation in construction plans, campus-wide use of single stream recycling that includes paper, aluminum, plastic, metal, and glass which is recycled in the same container and other efforts that engage the campus community.

The Sustainability Office maintains a website and Facebook page where information on other initiatives can be found: [http://www.bc.edu/offices/sustainability/campus-initiatives.html](http://www.bc.edu/offices/sustainability/campus-initiatives.html).
Individual students and student organizations are encouraged to consider sustainability when planning an event. It is the responsibility of all students to understand their role in creating a more sustainable campus (and planet). The Sustainability Office provides tips for conserving resources, commuting, and links to volunteering at [http://www.bc.edu/offices/sustainability/what-you-can-do.html](http://www.bc.edu/offices/sustainability/what-you-can-do.html).

There are clubs and programs on campus in which students can participate and help to promote a greener lifestyle for students. Notable organizations are EcoPledge, Real Food BC, and the EcoReps Program, among others. More about these organizations can be found at [http://www.bc.edu/offices/sustainability/get-involved.html](http://www.bc.edu/offices/sustainability/get-involved.html).

Additionally, various campus groups organize the following events each year. If you are interested in participating in any of these events, please contact the Office of Sustainability at sustainability@bc.edu.

- Game Day Ambassadors ("Greening Eagles") volunteers who help promote recycling at home football games;
- Harvest Fest, an Eco Pledge event in the fall;
- "NRG" (energy) competition between residence halls;
- Recycle Mania, a collegiate recycling competition;
- Green Career Fair, sponsored by Eco Pledge and the BC Energy and environmental Alumni Network (BCEEAN);
- Earth Day events;
- Sustainability Fair; and
- the year culminates with BClean, the end-of-year move out and recycling program.

### DISABILITY SERVICES AND ACCESSIBILITY

Student organization officers should be mindful of access for individuals with disabilities when planning the location of meetings, providing materials, and scheduling events. Student organizations need to be accessible, or provide the necessary accommodations, to all of their members, participants, and guests. Information about campus accessibility is on the following website: [http://www.bc.edu/sites/accessibility.html](http://www.bc.edu/sites/accessibility.html).

Campus maps which show accessible paths can be found at: [http://www.bc.edu/sites/accessibility/campus-access-guide.html](http://www.bc.edu/sites/accessibility/campus-access-guide.html)

Individuals with disabilities who require accommodations or information about accessibility in connection with an event sponsored by Boston College should contact the Disability Services Office at 617-552-3470. Individuals are encouraged to contact the Disabilities Services Office as soon as possible, and preferably a minimum of two weeks prior to the event. The Office will work with event sponsors and individuals to provide reasonable accommodations and accessibility for the event.

### ENTERTAINMENT SERVICES/CONTRACTS AND AGREEMENTS

#### General Information

All student organizations must use Boston College’s standard performance and vendor agreement/contract(s) when working with all performers and vendors. Please review the following policies and procedures regarding contracts/agreements. Failure to comply with the policies, procedures and expectations of the Office of Student Involvement may result in the loss of organizational status or privileges. This can be found under “files” in MyBC [https://orgsync.com/PerformanceContract](https://orgsync.com/PerformanceContract) It is important to note that students may not sign contracts/agreements. All contracts/agreements must be signed by Boston College, through the Office of Student Involvement, for the performer or vendor before the event takes place.
Student organizations must use the standard contract/agreement provided by the Office of Student Involvement. (Please see the Performance Agreement in the Appendix.) If the student organization plans to use a different contract/agreement, they must speak with an Office of Student Involvement staff member before getting the contract/agreement signed by the vendor or performer. In cases like this, a Boston College contract/agreement addendum will be required to be added to the contract/agreement for performer or vendor signature. (Please see the Boston College Additional Terms and Conditions in the Appendix.) All contracts/agreements for student organizations must be reviewed and signed by the Office of Student Involvement. Students and advisors may not sign any contracts/agreements. It is advised that advisors be informed about events before contracts/agreements are submitted to the Office of Student Involvement.

**Step by Step Contract/Agreement Process Guidelines**

- The student organization is responsible for initially contacting the vendor or performer to discuss the scope of the event. Once an initial understanding has been reached (not a contract/agreement), the student organization should meet with a staff member in the Office of Student Involvement to ensure all details are covered, and that funding and space has been allocated to the event.
- A student organization representative should pick up or print a copy of the standard performance and/or vendor contract/agreement. These documents are available at the Office of Student Involvement, or online through MyBC.
- Once this process is completed, student organizations will send the contract/agreement to the performer or vendor for signature. Once the contract is returned, the signed contract must be given to the Office of Student Involvement for signature. Under no circumstances may a student or an advisor sign a contract of ANY amount.
- The Office of Student Involvement will contact the student organization when the contract is ready to be picked up. The Office of Student Involvement will return the contract to the organization to submit for payment.

**Contract Guidelines:**

- Verbal agreements can be legally binding and therefore should be avoided. It should be clearly stated to agents and/or vendors that a written agreement/contract is required. Electronic communication (including text messages and email) will not be accepted as a form of agreement/contract.
- Contracts must be submitted to the Office of Student Involvement no less than 3 weeks before the event. Keep in mind that contracts/agreements are complex and may require additional time. Student organizations must make sure that contracts are completely filled out, have all supporting documentation if necessary, and that all documents are submitted on time.
- The Office of Student Involvement may not accept forms that are incomplete or late, causing the event to not take place.
- It is recommended that contract/agreements are ‘all inclusive’, meaning that all the vendor’s expenses should be included in the total amount on the contract. These expenses may include travel expenses, lodging, and food, among others.
- Boston College does not normally pay deposits on contracts/agreements. Full payment is made after the event. A contract signed by the Office of Student Involvement Director is the guarantee that BC will stand by the agreement.
• Students must not provide transportation for the performer (e.g., pick them up at the airport or give them rides to the hotel). If the performer needs transportation, a taxi must be used or a car service hired.

Guest Speaker Policy

Boston College encourages its recognized student organizations to sponsor guest speakers whose presentation will contribute to the role of the University as a forum for intellectual discussion, debate, investigation and/or artistic expression. Speakers provide an opportunity for students to hear and discuss opposing viewpoints on a wide range of issues. It should be understood that providing a forum in no way implies Boston College’s approval or endorsement of the views expressed by the student organization sponsored speaker.

Additionally, guest speakers must be aware of the fact that Boston College is a Jesuit Catholic institution, and should agree to be respectful of its values and mission. When deemed necessary, specific language may be required to be included in event’s publicity in order to clarify that guest speaker’s views may not reflect Boston College’s opinion. The standard phrase reads: “The views and opinions expressed at this event are those of the speaker/performer do not necessarily reflect the opinion or position of Boston College, its employees or students.”

GROUP EMAIL AND LISTS

Information Technology offers 3 options to the Boston College community for group email and lists.

1. **BCPost**: This is Boston College's mailing list service. A mailing list, also known as a listserv, is an email-based discussion group that allows members to send an email message to a group of people using a single address. When you post (send) an email to a listserv, your email is sent to all of the other people on that listserv. A listserv can be restricted, which means that only people approved by the list owner can join the list. A listserv can also be monitored, which means that all posts to the list must be approved by the list owner before being posted to the entire list. For more information, please go to: [http://www.bc.edu/offices/help/comm-collab/email/group/listserv.html](http://www.bc.edu/offices/help/comm-collab/email/group/listserv.html)

2. **Group Email Accounts**: Learn how to use Google Groups as a collaborative inbox. This service essentially creates a shared email account, but with more features. It is possible to assign emails to a specific person, create tags, lock messages, flag messages as no action required and categorize messages by topic. For more information, please go to: [https://support.google.com/a/answer/167430?hl=en](https://support.google.com/a/answer/167430?hl=en)

3. **Campus Groups**: These can be used to define a group of people that is available for emailing and for access control. Access control can include filesharing via MyFiles@bc, web-based collaboration, and website security. Campus Groups are a good option if you need to use the group for functions other than just email. However, Campus Groups do not have all the functionality of listservs, e.g. postings cannot be restricted and/or moderated. For more information, please go to: [http://www.bc.edu/offices/help/comm-collab/email/group/campusgroups.html](http://www.bc.edu/offices/help/comm-collab/email/group/campusgroups.html)
PROTECTION OF MINORS POLICY

Boston College’s policy on the Protection of Minors is designed to provide a safe environment for minors when on the Boston College campus, or while participating in University-sponsored activities off campus. This Policy is intended to apply to University-sponsored activities involving minors, and programs for minors sponsored by non-University organizations that operate in University facilities. [https://www.bc.edu/offices/hr/BCprotectionofminors/](https://www.bc.edu/offices/hr/BCprotectionofminors/)

If a student organization wishes to organize a program or event, either on or off campus, which involves minors (any person under the age of 18), permission must be obtained far in advance from the Office of Student Involvement, who will consult with Student Affairs and Human Resources to see if it will be possible to host the program.

GOVERNANCE OF STUDENT ORGANIZATIONS

The Office of Student Involvement reserves the right and has the absolute authority to register Student Organizations at Boston College. The Office of Student Involvement also has the right and authority to review, adjust and amend the status of Student Organizations, and to suspend the rights and privileges of any Student Organization for any reason. Boston College values diversity of thought and recognizes that the free expression of ideas is integral to the educational process.

Student Organizations, its officers, and members, are expected to meet and abide by the standards set forth in the Boston College Student Guide. The Student Guide is updated on a regular basis by the Office of the Dean of Students and is found at [http://www.bc.edu/publications/studentguide](http://www.bc.edu/publications/studentguide). The Student Guide outlines the standard for conduct for members of the Boston College community; members of Student Organizations are also governed by these standards, in addition to the Student Organizations Handbook.

COMMUNITY STANDARDS FOR STUDENT ORGANIZATIONS

As leaders in the Boston College community, students participating in Student Organizations/Club Sports are ambassadors of the University with regard to these roles. All students participating in these activities are expected to be in good academic and conduct standing with the University and to follow all University policies. Violations of the Student Code of Conduct (sections 4 & 5 of the Student Guide) are taken seriously and will be adjudicated accordingly. Conduct action could be taken against individual members of Student Organizations/Club Sports, the Student Organization/Club Sport as a group, or both.

If a Student Organization/Club Sport have been alleged to have violated the Student Code of Conduct the following process will be initiated:

1. The Office of the Dean of Students will, in most cases, act as the primary adjudicator of the incident. The usual hearing format will be the Student Conduct Board (SCB), which is comprised of trained student peers, including specially trained members with knowledge of student organization and/or club sport policies. Boston College reserves the right to augment the hearing format if
necessary.

2. Based upon information available the Office of the Dean of Students, in consultation with either Student Involvement or Campus Recreation, will decide if the whole group, specific members, and/or members in leadership positions will be charged as respondents in the matter. The respondents will receive a Notice to Appear for a conduct hearing. Specific hearing board policies can be found in Chapter 5 of the Student Guide.

3. The SCB will make a determination of responsible or not responsible for the violations the group has alleged to have violated. They will also make a sanction recommendation for both the individuals involved, and the Student Organization/Club Sport as a whole.

4. The recommendation will be given to the Office of the Dean of Students who will consult with Student Involvement or Club Sports and then approve and/or augment those recommendations.

5. The Student Organization/Club Sport will be notified of the violations that they have or have not been found responsible for, as well as any sanctions directed to individuals, the Student Organization/Club Sport, or both if appropriate.

6. Individual students will receive sanctions outlined in the Student Code of Conduct; Student Organization/Club Sport can also receive status sanctions based on the recommendation. Sanctions for these cases may involve the Student Organization/Club Sport receiving warnings, probationary status, revocation of privileges, or suspension and/or withdrawal of their recognition as a Student Organization/Club Sport. The University also reserves the right to impose sanctions that are educational, prevent further misconduct, eliminate a hostile environment, or deter students from certain behavior.

7. The Student Organization/Club Sports will have five (5) days to submit an appeal of the matter to the Office of the Dean of Students. More information with regard to appeals can be found in Chapter 5 of the Student Guide.

In incidents where the alleged behavior is deemed severe or dangerous to the University community, the Office of the Dean of Students, in consultation with the Offices of Student Involvement or Campus Recreation, may take an Interim Administrative Action to suspend the group, and all group activities, until the matter has been formally adjudicated. More information with regard to Interim Administrative Actions can be found in Chapter 5 of the Student Guide.

Of note, Student Organization/Club Sport that have allegedly violated administrative policies (i.e. posting policy, fiscal/budget issues, use of facilities, etc.) but have NOT violated the Student Code of Conduct will work directly with the Office of Student Involvement or Club Sports to remedy the situation.

**Student Organization Conduct Records**

All conduct records are kept within the Office of the Dean of Students, with exception of
administrative/operational violations which will be documented and kept in the Office of Student Involvement.

**STUDENT ORGANIZATION COMPLIANCE WITH THE CODE OF STUDENT RESPONSIBILITY**

While there are expectations and guidelines regarding the conduct and behaviors of student organizations and their members, the University’s Code of Student Conduct applies to all student organization-related activities and their members. When individual students are found in violation of the Student Code of Conduct and sanctioned accordingly, it may require for the Office of Student Involvement to take appropriate action to ensure the safety and security of all students. These actions may include removal from organizational membership or officer position, depending on the particular situation.

The Office of Student Involvement works closely with the Office of the Dean of Students and the Office of Student Conduct. In situations when a number of members of the same organization are involved in activities that are considered a violation of the Student Code of Conduct, the Office of the Dean of Students and the Office of Student Involvement reserve the right to decide if the behavior or activity should be handled as a student organization violation. If the organization is considered involved in any way, the organization, its members and officers, will be subject to student organizations conduct and sanctioning according to the Office of Student Involvement and Office of the Dean of Students guidelines.

**UNIVERSITY HAZING POLICY**

Any form of hazing is prohibited by University policy and Massachusetts State Law. Student Organizations are required to submit to the Dean of Students Office an annual anti-hazing certification document. This document outlines the University’s anti-hazing policy, and requires student organizations to communicate the policy to all its members, and comply with the policy. Hazing activities will not be tolerated and will be sanctioned accordingly. Sanctions for hazing include but are not limited to student organization suspension and de-recognition. For information regarding the University Hazing Policy, please visit: [http://www.bc.edu/offices/dos/subsidiary_offices/community/hazing.html](http://www.bc.edu/offices/dos/subsidiary_offices/community/hazing.html)

**SEXUAL MISCONDUCT POLICY AND RESOURCES**

Boston College seeks to foster a campus environment that supports its educational mission and is free from exploitation and intimidation, as well as discrimination based upon gender. Sexual misconduct of any kind, including sexual harassment and sexual violence, domestic and dating violence, and stalking, is antithetical to the mission of Boston College and the values it espouses and will be responded to accordingly. In accordance with Title IX, the University strives to eliminate sexual violence on campus, prevent its occurrence, and address its effects.
This policy provides information regarding the University’s education, prevention, and response efforts related to sexual misconduct by students, including descriptions of prohibited behavior, options to report misconduct (including confidential options), possible remedies and sanctions, and on- and off-campus resources. This policy explains how the University will proceed once it is made aware of possible student sexual misconduct.

The University strongly encourages any student who believes he or she has been harassed or subjected to sexual misconduct to seek prompt assistance from the resources described in this policy. 

http://www.bc.edu/offices/dos/sexual-violence-policy-website.html
CHAPTER 6:
PUBLICITY &
COMMUNICATIONS
PUBLICATION AND COMMUNICATION

Getting the Word Out
A brief guide to publicity at Boston College

Posters/Flyers/Yard Signs/Banners/Displays
Student organizations can post fliers on campus to promote meetings, events, programs, etc. The Boston College Posting Policy is found in the Appendix section of the Handbook. Depending on the type of event, advertising materials may require an additional statement to clarify the content does not reflect Boston College’s views. The statement reads “The views and opinions expressed at this event are those of the speaker/performer and do not necessarily reflect the opinion or position of Boston College or its employees or students.”

Please refer to the Posting Policy in the Appendix.

Maloney Poster Display
A student organization may advertise in the poster display locations in Maloney Hall. The poster board must be vertical (2’ x 3’) and be approved by the Office of Student Involvement. To reserve a poster display space and get approval of the poster, go to the Office of Student Involvement portal on MyBC, click “Events,” and click the week that you want to reserve a poster display space. Click “Register,” and complete the form. Advertisements may not be posted more than five days prior to an event. Advertising space is based upon availability and the Office of Student Involvement approval. Below is a step-by-step process to submit the poster display request in MyBC:

1. Log into MyBC (www.bc.edu/mybc)
2. Type in at the search bar at the top of the page: OSI
3. Click on the tab called “Events”
4. Find the week (Monday) in which you want to post in the display
5. Click on “Hillside Poster Display” or “Maloney 4th Floor Poster Display”. Only 1 display space can be requested.
6. Click the green button that says “Yes, Register Now”
7. Fill out the information and submit the request
8. Upon approval, the poster display space will be reserved for the whole week (Monday-Sunday)

Campus Wide Calendar
The Boston College Event Calendar is the official calendar of University events and is managed by the Office of Marketing Communications. The calendar can be found at http://www.bc.edu/sites/events/. To submit, update, or correct information in the event listing, please contact the Boston College Calendar editor at univcal@bc.edu.

MyBC Calendar
When creating your event on MyBC, if it is open to the BC community and you would like the event to have as much visibility on-line as possible, you should:

• Select “Public + Website or “Boston College” in the Who can see this? Section
• Check the box next to “Submit request for inclusion on the Student Life calendar to reach more people” in the Calendar Sharing section
**Student Organizations Websites**
- MyBC provides the technology you build a website within your organization’s portal
- Gather text, pictures, and information for the website
- Get the website up and publicize
- Post the site’s URL to your student organization’s publicity

If a student organization chooses to build a website on MyBC, they are responsible for developing and maintaining their own site. For information on accessing and maintaining your website, login to MyBC and click “Help and Support.”

**Tabling**
Student organizations may reserve a table to promote the organization and events. Due to the demand on tabling space, organizations are limited to 6 (six) tabling opportunities per semester. Tables are first come/first serve, and there is a 2 (two) table limit on the number of reservations per space per day. To reserve a table:
- Log in to the Agora Portal, and click on “Event Space Reservation System”
- Like reserving a room on campus, select the date, time, and location, then enter the event details
- You can reserve a table for the Academic Quad, Campus Green, McElroy Commons, and O’Neill Plaza
- Once the request is approved, the requestor will receive an e-mail containing further information on how to pick up the table, location, etc.

**Student Organization Mailboxes**
Registered student organizations may request a mailbox. Mailboxes are located in Carney 105A. Anyone can place fliers/handouts in these mailboxes. Spaces are allocated on a first come first serve basis. To request a mailbox contact the Office of Student Involvement staff in Carney 147.

**Social Media**
The Office of Student Involvement would like to promote all student involvement opportunities on campus. This includes, student organization events, departmental programs, athletic events, and more. The Office of Student Involvement uses the following 3 social media outlets:
- Facebook: www.facebook.com/bcgetinvolved
- Twitter: @bcgetinvolved
- Instagram: @bcgetinvolved
- SnapChat: bcinvolved

To have your organization’s posts featured on any of these mediums, please follow these steps:
1. Tag the Office of Student Involvement using the handle @bcgetinvolved
2. In the text of your post, use the hashtag #bcgetinvolved

**NOTE:** In order to be considered for reposting, you will need to complete both steps above.

**Faculty & Administration Announcements**
When events are of an academic, educational, or professional nature, it is recommended for student organizations to ask professors to mention your event during class or via e-mail to their students.
Posting Policy

This policy is intended to manage the physical posting of material on campus in a way that ensures the appropriate use of available space, prevents the defacing of University property and reduces unnecessary expenditures of University resources used to repair and/or replace University property. All student postings on the Boston College Campus must be approved and stamped by the Office of Student Involvement or the appropriate designated department. Postings must contain all information that is relevant to the event. Postings must be consistent with the principles and values espoused by Boston College. In addition, the content of the postings must avoid demeaning or discriminatory portrayals of individuals or groups, cannot be libelous, violate copyright law, or contain any material that is inconsistent with the community standards of BC, including any references to alcohol, drugs, or sexual innuendos. The Office of Student Involvement reserves the right to make decisions regarding the approval of what is to be posted on University property.

For a complete version of the Posting Policy please see the Appendix.

Residential Life Posting Policy/Procedure

If your student organization would like to post fliers and/or information in any of the residence halls on campus, make sure to follow these steps:

1. Create a flier that follows the posting policy criteria for approval. Refer to Boston College Posting Policy.
2. Bring your completed flier to the Office of Residential Life (Maloney 413). Residential Life will advise the student organization on the number of fliers needed for each area.
3. Residential Life will approve the flier and post it on behalf of your student organization
4. Fliers can only be posted for two weeks

Students and student organizations should never post a flier in residence halls. Please follow the steps above to promote your organization within residence halls on campus. For more information regarding Residential Life postings please refer to the appendix section.

For a complete version of the policy please see the Appendix.

For questions, please contact the Office of Residential Life at reslife@bc.edu or 617-552-3060.
CHAPTER 7:
EVENTS & RECOGNITIONS
Mission & Vision
The mission of the EXCEL Curriculum is to enhance the student organization experience for all members of organizations recognized by the Office of Student Involvement. The curriculum will provide diverse opportunities for students to develop personally, collaborate with other student leaders and organizations, and acquire new skills.

Benefits to Student Organizations
- Gain the skills required to effectively and successfully run a student organization at Boston College
- Provide an opportunity for individual student organization members to develop on personal and professional levels
- The opportunity to develop strategies to recruit, retain, and motivate members, as well as foster collaborative relationships with other student organizations and University departments
- Networking opportunities with peers and administrators

Training Levels & Requirements:

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* Organization is eligible for funding, but is not guaranteed funding. Organization is responsible for the management of their own funding and will be capped by the Office of Student Involvement based on their Level.

** Resources are only guaranteed for organizations which are in good standing.
Core Trainings

September

Legacy of Leadership Dinner (1 Credit)
The 5th Annual Legacy of Leadership Dinner is an opportunity for student organization presidents to kick off the school year, meet past Boston College student leaders, and reflect on what legacy they hope to leave at Boston College.

Student Organization Day (3 Credits)
Is your student organization prepared for the year ahead? Join executive board members from all student organizations to learn about training, budgeting, event planning, MyBC, risk management, and more!

October

Member Motivation & Retention (1 Credit)
One of the most important factors for organizational success is having a group of members who are engaged, motivated, and involved. This session will take a look at how to best ensure members are satisfied with their experiences in your organization, and will provide tools to motivate members to not only get involved, but to stay involved.

November

Collaboration (1 Credit)
Effective communication is key in effective leadership, relationship building, and rewarding collaborations. This interactive session will focus on useful methods of communication and how to use these methods to successfully create relationships and collaborations with peers and other student organizations.

February

Leadership Styles (1 Credit)
Anyone can be a leader, and it is important to know how your personality characteristics, strengths, and skills can be best utilized to make the greatest impact on those around you. In this session, we will look at personal values, beliefs, and various leadership styles in an effort to translate them to the work you do on individual, group, and community levels.

March

Communication & Conflict Resolution (1 Credit)
Conflict is inevitable in organizations, and all great leaders must know how to effectively manage conflict. This session will address the importance of conflict, how to identify conflict in a group, and helpful methods for approaching and managing it.

Getting Ready to Transition (1 Credit)
A successful transition of leadership for student organizations is vital to ensure organizational effectiveness and longevity for years to come. The responsibility of this process lies both with current and newly elected boards. This session will provide the tools so that your current executive board can prepared for new leadership for a new year and to build on this year’s triumphs.
April
SOFC Town Hall (1 Credit)
The Student Organization Funding Committee of Boston College hosts town hall meetings every year during the spring semester. These town hall meetings provide a public forum for student organizations to voice their concerns, and to inform organizations of any pending/recent changes in the funding process.

Transitioning Leadership (2 Credits)
You've been elected into this role, so now what? This session will provide you the tools you need to properly lead your organization to success in the upcoming year.

Student Leadership Awards

Each year, the Office of Student Involvement presents sixteen awards to individual students, student organizations, and faculty/staff members of the Boston College community. The individual awards recognize the students' exemplary leadership through service, their peer-to-peer mentorship, and their creative involvement in campus life. The student organization awards recognize student groups that have made a positive impact within the Boston College community and beyond. The two faculty/staff awards recognize outstanding contributions of faculty and staff members in their commitment and mentorship to the students they serve.

For more information visit: http://www.bc.edu/offices/vpsa/student-leadership-awards.html
### Request for Registration Form

**Submitted on:** DATE  
**Status:** PENDING

#### Contact Information
- **Student Name:**  
- **Email:** STUDENT@BC.EDU

#### Basic Information
- **Organization Long Name:** NEW STUDENT ORGANIZATION NAME  
- **Short Name:** NSON  
- **Category:** SELECT A CATEGORY

#### Additional Organization Information
- **External Website URL:** LEAVE BLANK IF THERE IS NO WEBSITE

#### Additional Contact Information
- **Additional Contact Name**
- **Additional Contact Title (e.g. Vice President)**
- **Additional Contact Year of Graduation**
- **Additional Contact Email**
- **Additional Contact Phone**
**Organization Contact**

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<tr>
<th>Faculty/Staff Advisor Name [Required]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your faculty/staff advisor is NOT your Office of Student Involvement contact.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Faculty/Staff Advisor Email Address [Required]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter the email address of your faculty/staff advisor.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Faculty/Staff Advisor School/Department [Required]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization Details (Please be sure your responses are detailed and thorough).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Organization Details</th>
<th>Organization Mission Statement [Required]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please outline your short-term (i.e. number of attendees at your first general meeting and first year activity) and long-term (i.e. 3-year and 5-year) vision. [Required]</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>How does your organization advance the Jesuit Catholic mission of Boston College and enhance student life on campus? [Required]</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Describe the unique nature of this organization? [Required]</th>
</tr>
</thead>
<tbody>
<tr>
<td>What research have you done that demonstrates a need for this organization at Boston College? Does this organization exist at other campuses in the Boston area? [Required]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Is there significant interest in an organization like this? Please provide ten (10) names of students who have expressed interest in being active members/ executive board members for this organization. [Required]</th>
</tr>
</thead>
</table>
An important foundation of an effective organization is its constitution. The purpose of a constitution is to define the policies and procedures of the organization and to establish limits of authority. The constitution should be compiled by members of a committee established for that purpose and voted on by the entire membership. Therefore, both the officers and the regular members understand their roles in the organization.

A constitution also serves the purpose of guaranteeing the perpetuation of the organization as a whole. If a constitution does not exist, an organization cannot exist. If the organization’s constitution is outdated, the first priority must be to revise it. Establishing limits and standards are of primary importance if the organization is to function efficiently and effectively.

GUIDELINES FOR CONSTITUTIONS:

The constitution guidelines below are an example and not a form to be completed. The more time an organization spends drafting a constitution, the fewer problems the organization will have later. Also, the organization is not limited to the options below. Additional lines, sections, or articles can be added.

<table>
<thead>
<tr>
<th>Article I.</th>
<th>Name of Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. The name of this organization shall be [name], hereafter referred to as [name].</td>
<td></td>
</tr>
<tr>
<td>- If your organization wants to use “Boston College” in its name, then it must be [name] of Boston College.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Article II.</th>
<th>Purpose of Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. The purpose of this organization shall be...[state the purpose of your organization].</td>
<td></td>
</tr>
<tr>
<td>B. *[Name] understands and is committed to fulfilling its responsibilities of abiding by Boston College’s policies and all federal, state, and local laws.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Article III.</th>
<th>Membership Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. *Active Members: must be fulltime undergraduate students at Boston College. These students are eligible to run for office and vote.</td>
<td></td>
</tr>
<tr>
<td>B. *Non-Discriminatory Clause: There shall be no discrimination against any individual due to their race, ethnic or national origin, religion, color, age, gender, marital or parental status, veteran status, disabilities, or sexual orientation.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Article IV.</th>
<th>Officers</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. How many officers?</td>
<td></td>
</tr>
<tr>
<td>- *The Office of Student Involvement (OSI) requires a minimum of 3 officers: a President, Vice-President or Co-President, and a Treasurer. Officers must be physically present at Boston College to fulfill their role.</td>
<td></td>
</tr>
<tr>
<td>B. Who qualifies for the office?</td>
<td></td>
</tr>
<tr>
<td>- *OSI requires officers to have a minimum GPA of 2.5 and to be in good standing with the University.</td>
<td></td>
</tr>
<tr>
<td>C. What are the officer’s duties?</td>
<td></td>
</tr>
<tr>
<td>- For example, the President’s responsibilities should include having regular contact with OSI and attending informational meetings sponsored by OSI.</td>
<td></td>
</tr>
<tr>
<td>- The Treasurer’s responsibilities should include managing, maintaining, and balancing all financial transactions; providing regular financial updates; preparing SOFC budget proposals by the designated deadline and attending any mandatory SOFC meetings; and attending Treasurers’ Trainings.</td>
<td></td>
</tr>
<tr>
<td>- Which officer will maintain the membership list and listserv?</td>
<td></td>
</tr>
</tbody>
</table>

(continued on other side)
D. What is the procedure for filling a position if an office is vacated or an officer is impeached?
E. How can an officer be impeached?
   1. What is the basis for impeachment?
   2. How is the complaint filed?
   3. Who convenes the impeachment proceedings?
   4. Is it the executive board or the general membership who hears the complaint and the response? What percentage vote is required to remove an officer from the position?

**Article V. Organizational meetings**
A. Regular Meetings: How often will regular meetings be held? (no fewer than 2 times per semester)
B. Executive Meetings: How often will the officers meet?
C. Special Meetings: Who has the authority to call for emergency meetings?

**Article VI. Elections**
A. Who coordinates the election process?
B. How far in advance are elections announced and members notified of the positions and the description of responsibilities?
C. How and when are nominations made?
D. When do elections occur?
   - *OSI requires organizations to complete elections by March 31, which will allow a month’s transition between new and outgoing officers during April.*
E. How are the elections held?
   - Who votes; will MyBC Polls be used; will written ballots be used; who counts the votes, etc.
F. What happens in the event of a tie?
G. How and when are the members notified of the election results?

**Article VII. Committees: Standing or Ad Hoc (applies mainly to larger organizations)**
A. Description of each committee; what are the committee’s duties and responsibilities?
B. How are committee chairpersons appointed/selected?

**Article VIII. Method of Amending the Constitution**
A. How will the organization accept amendment proposals for the constitution?
B. When will the organization meet to review amendment proposals?
C. How will the organization members be notified of an amendment proposal before it is voted on?
D. What percentage of active members present is required to amend the constitution?
E. *The article should include the statement “Any changes made to the original constitution or bylaws must be approved by OSI before being considered active.”*

**Article IX. Ratification**
A. When does the constitution go into effect?
   - It is when OSI approves the constitution—see VIII, Section E
B. How often will the constitution be reviewed and revised?

**Article X. Organization Advisor and Role**
A. What role and function should the advisor play?
   - The advisor should be fulltime Boston College faculty or staff, and all student organizations are required to have an advisor.
B. How often will the Executive Board meet with the advisor?

* The sections marked with an * must be included in all student organization constitutions.

FOR MORE INFORMATION: Office of Student Involvement, Carney 147
617-552-3480  www.bc.edu/spo

(August 2017)
# EVENT PLANNING

**WHY**
- What is the purpose of the event? Why is it important?
- How will it contribute to your organization, your members, or the larger BC community?

**HOW**
- **Collaborators:** start early so that everyone shares ownership of event and to allow adequate planning time.
- How will we accomplish our purpose?

**WHAT**

## GENERAL LOGISTICS

<table>
<thead>
<tr>
<th>STEP</th>
<th>NOTES</th>
<th>CONTACT</th>
<th>RECOMMENDED TIME LINE**</th>
</tr>
</thead>
</table>
| 1. SOFC Budget | • Talk with SOFC rep for guidance  
• See [step by step instructions](#) on how to create/submit your budget to SOFC. | SOFC Representative | Before 8/18/17 for 1st semester events & before 1/12/18 for 2nd semester events |
| 2. A - Reserve Space* | • Create user profile in Event Space Reservation System (org chartstring + account: 67500)  
• See [webinar](#) | Event Space Reservation System ([Agora portal](#) under My Services/Common Services) | 7 weeks before |
| 2. B – Create MyBC Event | • Get OSI approval  
• Publish on community calendar  
• See [webinar](#) | OSI (rsoteam@bc.edu) | 7 weeks before |
| 3. Catering or Room Set-Up | • Services not guaranteed after 3 week deadline has passed  
• 25% late fee on events within 12 business days  
• Visit [Event Management website](#) | Event Management ([event.management@bc.edu](#)) | After OSI approval: 5 weeks before for new events/orders or 3 weeks before for repeat orders from previous year |
| 4. A/V & Classroom Support | • Submit Media Technology Services request form | Media Technology Services | 3-4 weeks before |

* Event Management reserves the right to change your requested location based on the needs of your event.
** If any of the required steps are not completed within 2 weeks of your event date then the event is subject to cancellation.

## SPEAKER/PERFORMER  (OSI Meeting Required)

<table>
<thead>
<tr>
<th>STEP</th>
<th>NOTES</th>
<th>CONTACT</th>
<th>DEADLINE</th>
</tr>
</thead>
</table>
| 1. Approve Contract | • Submit to OSI for approval  
• See [Sample Contract](#) (MyBC Files) | OSI | 7 weeks before |
| 2. Confirm Outside Vendor Forms are on File | • This is required of all vendors  
• W-9 form to be submitted  
• Submit online at [www.bc.edu/supplier](#) | OSI | 7 weeks before |
| 3. Pay Speaker or Performer | • Create MyBC payment request  
• Submit hardcopy paperwork to OSI | OSI | Varies |
### OTHER (OSI Meeting Required)

<table>
<thead>
<tr>
<th>FOR</th>
<th>NOTES</th>
<th>CONTACT</th>
<th>DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Movie / Screening</td>
<td>• Get movie rights</td>
<td>Submit form to Media Technology Services</td>
<td>5 weeks before</td>
</tr>
<tr>
<td>Robsham Tickets</td>
<td>• Submit RTAC Ticket Request</td>
<td>Kim Principi (<a href="mailto:principi@bc.edu">principi@bc.edu</a>)</td>
<td>4 weeks before</td>
</tr>
<tr>
<td>Police Detail</td>
<td>• $50/hour (4hr min.)</td>
<td>Event Management (<a href="mailto:event.management@bc.edu">event.management@bc.edu</a>)</td>
<td>6 weeks before</td>
</tr>
<tr>
<td>BC EMS</td>
<td>• Submit EMS Stand-by Request Form</td>
<td>Special Event Coordinator (<a href="mailto:events.ops@bostoncollegeems.com">events.ops@bostoncollegeems.com</a>)</td>
<td>2 weeks before</td>
</tr>
</tbody>
</table>

### PUBLICITY

<table>
<thead>
<tr>
<th>FOR</th>
<th>NOTES</th>
<th>CONTACT</th>
<th>DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>OSI Flyer Approval</td>
<td>• Submit MyBC Posting Approval Request</td>
<td>OSI</td>
<td>2 weeks before</td>
</tr>
<tr>
<td></td>
<td>• Print stamped flyers via Eagleprint</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• See OSI Posting Policy (MyBC Files)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ResLife Flyer Approval</td>
<td>• Submit to ResLife for approval and stamp by hand</td>
<td>ResLife</td>
<td>2 weeks before</td>
</tr>
<tr>
<td></td>
<td>• See ResLife Posting Policy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Poster / Kiosk</td>
<td>• Submit Maloney 1st and 4th Floor Poster Displays in MyBC</td>
<td>OSI</td>
<td>4 weeks before (rolling basis)</td>
</tr>
<tr>
<td></td>
<td>• Go to OSI Portal/Events</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Info Table</td>
<td>• Submit request in Event Space Reservation System and Create Event in MyBC</td>
<td>OSI</td>
<td>4 weeks before (rolling basis)</td>
</tr>
<tr>
<td>Faculty Announcements</td>
<td>• Ask professors to mention your event during class or via e-mail to students</td>
<td>Academic</td>
<td>None</td>
</tr>
<tr>
<td>Social Media</td>
<td>• Submit MyBC Posting Approval Request if you would like your flyer publicized on OSI Social Media</td>
<td>OSI</td>
<td>None</td>
</tr>
</tbody>
</table>

### NON-EVENT MANAGEMENT VENUES
- Fulton Honors: Contact Maria Vitone (maria.vitone@bc.edu)
- Athletics Space/Carnegie Conference Rooms/McElroy 208/ O'Connell House Dance Studio/Robsham Theater/Vanderslice Cabaret Room: Submit Space Request Form on MyBC

### EVENT MANAGEMENT GUIDELINES

**NO OUTSIDE FOOD ALLOWED TO BE BROUGHT INTO...**
- Boston/Heights/Newton Rooms
- Faculty Dining Room
- Lyons (Welch) Dining Hall
- McElroy Carney Dining Hall
- McElroy Eagle’s Nest
- Stuart Snack Bar (aka the Yellow Room)
- Walsh Function Room
- Yawkey Murray Function Room

**POSSIBLE FEES**
- **Grounds Overtime Charges** [before 7am|after 3pm]: $42.84/hr (4hr min.)
- **Lyons & Boston/Heights/Newton Room Supervisor**: $125
- **Yawkey Door Monitor**: $30/hr (4hr min.)
- **Electrician**: $55/hr (4hr min.)

For further information refer to the [Student Organization Handbook](#).

Revised Summer 2017
Purpose and Scope

In recognition of the many educational benefits of domestic and international travel, the University regularly supports a variety of academic and extracurricular travel programs for groups of students that are organized by academic departments, administrative units, and student organizations. This Policy establishes guidelines for these travel programs to ensure adequate University oversight, quality, consistency, and the ability of the University to respond appropriately in the event of a problem or emergency. The guidelines established by this Policy are considered the minimum required. Sponsoring Departments or Responsible Administrators may establish additional requirements to address the unique goals or circumstances of a particular travel program or individual trip.

This Policy applies to all overnight academic and extracurricular student group travel sponsored by the University including, without limitation, all volunteer, service, immersion, academic, and course-based trips, as defined more specifically below. It does not apply to day trips, study abroad programs made available by the Office of International Programs, individual student travel sponsored by offices or departments, or student travel managed by the Athletic Department.

Definitions

When used in this Policy, the following terms shall have the meanings ascribed to them below:

*Travel Program* is any academic or extracurricular student domestic or international group travel supported or organized by the University including, without limitation, all volunteer, service, immersion, academic, and course-based trips, as well as trips organized by or through registered student organizations, unless the travel is excluded from the scope of this Policy.

*Sponsoring Department* is the department or unit of the University that is organizing, administering, and/or financially supporting the Travel Program.

*Responsible Administrator* is, in the case of a school, the dean of that school, and in the case of a University division or department, the vice president responsible for that area.

*Coordinating Administrator* is the person assigned by the Sponsoring Department to be responsible for planning and overseeing the Travel Program. The Director of the Office of Student Involvement serves as the Coordinating Administrator for all Travel Programs organized by or through registered student organizations.

*Student Travel Advisory Committee* is a standing committee comprised of the Dean of Students or other designee of the Vice President of Student Affairs, the Director of International Programs or other designee of the Provost, and the Director of the Volunteer and Service Learning Center or other designee of the Vice President for Mission and Ministry. The designee of the Vice President of Student Affairs chairs the committee and may invite other representatives to join the committee on an ad hoc basis.

*Trip Leader* is the full-time University faculty or staff person who is responsible for preparing the student group before the trip and accompanying them on the trip. Experienced graduate students or other non-undergraduate persons affiliated with the University may serve in this role if approved in advance by the Responsible Administrator. In the case of domestic travel, undergraduate students, serving in pairs, may serve as Trip Leaders if approved in advance by the Responsible Administrator.

University Oversight
Each Responsible Administrator is responsible for ensuring compliance with this Policy within his or her school or department and approving all Travel Programs that are sponsored, managed, or conducted under the auspices of that school or department.

All Travel Programs must be organized and overseen by a Coordinating Administrator, working under the auspices of a Sponsoring Department. The Coordinating Administrator must have the trip approved by the applicable Responsible Administrator prior to notifying any students about the availability of a Travel Program.

The Sponsoring Department is responsible for managing all financial arrangements and obligations for each Travel Program as well as for ensuring that any fundraising for the program complies with applicable University procedures.

The Student Travel Advisory Committee meets as needed to review Travel Programs, address any issues or concerns that may arise, and provide guidance to Responsible Administrators and Coordinating Administrators. The Committee approves the form of “Terms and Conditions of Participation” agreement for student travelers, as such form may be amended from time to time. Responsible Administrators may consult with the chair of the Committee to address any questions, concerns or assistance in addressing any particular issue or potential risk associated with a specific Travel Program. The Committee may establish additional procedures for the purpose of carrying out the Policy from time to time, and may recommend amendments to the Policy.

General Travel Program Requirements

Each Travel Program must have a Coordinating Administrator and a Trip Leader approved by the Responsible Administrator. All international trips must have a minimum of two Trip Leaders. In cases of trips with more than 20 students, three Trip Leaders must be assigned. The Responsible Administrator must approve any exceptions to this requirement in advance of the trip.

Prior to selection for a Travel Program, all student participants must be screened by the Office of Student Conduct for a review of conduct history. The Coordinating Administrator will submit the names of the students to the Office of Student Conduct, which will clear the students for participation. If there are any questions about a student’s conduct history, the Office of Student Conduct will consult with the Responsible Administrator to determine the student’s ability to participate in the trip.

For any trip, the Coordinating Administrator must establish a relationship with an established local host organization or institution to coordinate the Travel Program’s activities on-site.

Before departure, the Coordinating Administrator must register each trip with the Office of the Dean of Students by providing the Dean with a list of all student participants and the names and contact information for the Trip Leaders. The Coordinating Administrator or designee must also provide the Dean with the trip itinerary, contact information for the host organization, and for international trips, copies of passports for each participant. The Office of the Dean of Students will make this information available to the Boston College Police Department, as well as to other University administrators in the event of an emergency or other need for contact.

The Coordinating Administrator for each international Travel Program must work with the Office of Risk Management to secure international insurance coverage for all participants through the University-approved provider.

Pre-trip Procedures

Prior to departure, the Coordinating Administrator must provide all student trip participants with the following:
a. The approved form of release agreement, (the “Terms and Conditions of Participation”) [insert link], which must be signed by the student and returned to the Coordinating Administrator prior to departure;

b. Information on itinerary, transportation, and lodging arrangements;

c. Medical information including any recommended immunizations and, if applicable, any other recommendations of the Centers for Disease Control and Prevention;

d. All applicable U.S Department of State Public Travel Advisories and Consular Information Sheet(s);

e. Information regarding any visa and/or border-tax requirements;

f. Information on registering with the U.S. Department of State or other appropriate entity for international participants; and

g. An orientation program that includes, without limitation:
   • University conduct standards and any specific expectations based on the nature of the trip and any relevant cultural considerations;
   • cultural, economic and political background of the region or regions being visited;
   • relevant laws and customs of the region(s); and
   • health and personal safety information.

State Department Advisories and Warnings

Sponsoring Departments planning travel outside the United States must determine, both before the trip is organized and prior to departure, whether a U.S. State Department Travel Advisory or Warning exists for the destination country or countries. If an Advisory or Warning exists, the Coordinating Administrator, in consultation with the Trip Leader, must seek the approval and guidance of the Responsible Administrator before proceeding with further planning or departure. A copy of the Advisory or Warning and the Consular Information Sheet must be provided to the Responsible Administrator in conjunction with any other information that the Trip Leader or Sponsoring Department determines relevant. The trip may not proceed without the approval of the Responsible Administrator, who shall consult with the University Office of Risk Management and the Director of International Programs in determining whether to grant approval and under what terms and conditions.

The Sponsoring Department must ensure that any specific precautions recommended in the Warning, such as avoiding particular areas or registering with the applicable embassy, are followed, and must comply with any other terms and conditions established by the Office of Risk Management or Responsible Administrator.

If the trip is approved, the Coordinating Administrator shall promptly provide any Travel Warnings or Advisories to all participants. The Responsible Administrator may require additional orientation for the student participants, and may require that any participants execute a waiver and release.

Standards and Conduct During Travel

All trip participants must abide by all the applicable University standards of conduct as well as local law. Student participants must adhere to the Student Code of Conduct and are expected to behave in a manner that is consistent with the University’s mission and values. Students must adhere to all directions of the Trip Leader.

The Trip Leader must promptly report to the Office of the Dean of Students any student conduct matter or other concern that arises on a trip. Serious matters that involve health, potential criminal activity, safety or well-being must be reported by the Trip Leader immediately. All other conduct issues must be reported to the Dean within 24 hours.
Any serious incident of misconduct may result in the trip participant being required to leave the trip and return home at the participant’s expense. Without limiting the foregoing, the possession or use of controlled substances by any trip participant will be grounds for immediate dismissal from the Travel Program, and the offending person may be required to return home at his or her own expense.

The Trip Leader, acting under the guidance of the Sponsoring Department, may establish restrictions, or an absolute prohibition, concerning alcohol consumption during a trip.

Trip participants must assume primary responsibility for their own safety and well-being.

In case of emergencies, to the extent feasible, at least one Trip Leader should remain with the group for the entirety of the experience to help ensure the safety and well-being of the trip participants.

Trip Leaders, together with the Sponsoring Department, should establish and communicate to the student participants expectations regarding independent student activities during any free time on the trip. Students must follow the Trip Leaders’ instructions regarding independent activities.

Trip Leaders are expected to stay in close proximity and be readily available to student participants. In the case of home stays, Trip Leaders and students are expected to stay in the same community.

No student is permitted to leave the group and no student should be left behind during a trip, unless required by the circumstances and approved by the Coordinating Administrator. In the event that illness detains a student, arrangements should be made to leave a second Trip Leader with the student.

If a student must return home early from the trip for any reason, the Trip Leader, in consultation with the Responsible Administrator, will determine whether the student needs to be accompanied by another trip participant.

Approved: William P. Leahy, S.J.
Date: February 10, 2016
Performance Agreement

This Agreement dated as of __________ by and between Trustees of Boston College (“BC”) and __________________ (“Performer”). In consideration of the premises and of the mutual covenants contained herein, BC and Performer hereby agree as follows:

1. **The Performance.** Performer will perform [insert type of performance (e.g., concert)] at [insert location of performance] on [insert date of concert] beginning at [insert time that concert will begin] (the “Performance”). The Performance will be ___ minutes long. Performer will arrive by ___ to set up before the Performance.

2. **The Fee.** For the Performance, BC will pay Performer $[____], less any amounts required to be withheld by law (the “Fee”), including, without limitation, any amounts applicable under the Massachusetts Performing Entity Withholding Tax (under which the Performer may apply for a waiver of such tax through the Massachusetts Department of Revenue http://www.mass.gov/dor/docs/dor/forms/wage-rpt/pdfs/pwh-ww.pdf). The Fee will be full compensation for Performer’s participation in the Performance and all expenses incurred by Performer in connection with the Performance. Performer further agrees to complete a W-9 and register for direct deposit of payment with BC via www.bc.edu/supplier. Performer shall be an independent contractor, free from BC’s direction and control, and not an agent or employee of BC. Performer shall have no authority to act on behalf of BC or in its name, to incur any obligations or expenses on behalf of BC, or to bind BC, either directly or indirectly, in any manner.

3. **Equipment.** Performer will be responsible for the provision of all necessary sound equipment, lighting, set up and break-down necessary for the Performance except as noted in the following sentence. The following special provisions will be arranged by BC at its expense:__________________________________________.

4. **Sound and Performance.** In connection with the Performance, Performer agrees:
   a. to adjust the volume upon request by BC, and in no case allow the decibel level to exceed 95dB;
b. not to bring any firearms or pyrotechnics onto the campus; and
c. not to conduct the Performance in a manner that disparages BC or its Jesuit, Catholic identity and values.

5. **Audio and Video Recording**: Performer agrees that BC or members of the BC community may make audio or video recordings or photograph the Performance by any means and in any media (the “Recordings”) and use Performer’s name, photograph and biographical information in connection with the reproduction, distribution and promotion of the Performance and the Recordings; provided, however, that Performer will retain any copyrights Performer may have in the Performance. Performer agrees that BC will own the Recordings and all copyrights and other rights therein, and that BC will have the irrevocable, worldwide right to make, copy, edit, publish, distribute, play, show, display and otherwise use and make available the Recordings and any works derived from the Recordings, by any means and in any media now existing or hereafter invented, and to authorize others to do the same, in furtherance of BC’s educational mission.

6. **Force Majeure**: In the event of cancellation due to acts of God, war, government regulations, disaster, strikes, civil disorder, curtailment of transportation facilities, or other event beyond the parties reasonable control, making it inadvisable, illegal, unsafe or impossible to proceed with the Performance, this Agreement may be terminated by written confirmation and no cancellation charge will be assessed.

7. **Miscellaneous**: This Agreement shall be governed by and interpreted in accordance with the laws of the Commonwealth of Massachusetts (excluding conflict of laws rules). This Agreement contains and constitutes the entire agreement between the parties hereto and supersedes and cancels all previous negotiations, agreements, commitments, and writings relating to the Performance. It may be amended only by an agreement in writing, signed by each of the parties hereto.

IN WITNESS WHEREOF, the parties have executed this Agreement under seal as of the date first above written.
PERFORMER

Signature:___________________________
Print Name:_________________________
Address:___________________________
___________________________________
Phone:_____________________________
E-mail:_____________________________

TRUSTEES OF BOSTON COLLEGE

Signature:___________________________
Print Name: __Claire Ostrander_______
Address: __140 Commonwealth Avenue__
Carney Hall, Suite 147_______________
Chestnut Hill, MA 02467_____________
Phone: __617-552-3480_______________
E-mail: __osi@bc.edu_______________
Boston College Additional Terms and Conditions

- These terms and conditions supersede any inconsistent terms in this agreement.
- All entertainers will be subject to Commonwealth of Massachusetts Performing Entity Withholding Tax of 5.1%. Artist may apply for waiver of fees through the Massachusetts Department of Revenue, details can be found at: www.mass.gov/ador/docs/dor/Publ/PDFS/performers.pdf
- Boston College Police Department reserves the right to videotape audience during event. Police will not willingly videotape artists performance and video is for security purposes only
- There is no use of hazers/smoke machines/pyrotechnics. Additionally, any artist supplied backdrops must be submitted to Boston Fire Department for approval and certificate from Boston Fire Department must be supplied to school in advance of artists scheduled load-in time, no exceptions.
- Boston College is a private, Catholic institution and is subject to all campus, city, commonwealth, and federal laws, policies and regulations. Furthermore, as a Catholic institution all performs are asked to be respectful to Catholic traditions and values when performing for students at a Boston College related event.
- All audience members, employees, contractors, and performers are subject to search by metal detectors to ensure the safety of all in attendance and all performers are expected to comply with these regulations.
- Decibel level not to exceed 95dB
- Only performers and their contractors, stagehands, technical staff etc. are allowed on stage during performance. Performer is not to bring students/audience members on stage unless request is received by and approved in writing by a College official. The same will apply to performers looking to enter the crowd during performance. The capacities for both the building and floor are decided by the Boston Fire Department and the City Licensing Board, school officials are not allowed to alter, or overrule this decision and performer is expected to honor these capacities and not invite or otherwise encourage audience to enter the floor of the arena unless the audience member has a ticket/bracelet giving them floor access.
- All Artists and their subcontractors shall provide the following insurance limits: Workers’ Compensation and Employers Liability Insurance (WC &EL) for its own employees that meet statutory limits; Employers’ Liability Insurance to cover bodily injury claims up to $1,000,000 per person, per claim. Further, policies must provide a Waiver of Subrogation in favor of Trustees of Boston College, et al.; if a sole Practitioner, evidence of Disability Insurance in place in the event of an injury; Commercial/ Comprehensive General Liability Insurance for personal/ bodily injury (including death) and property damage claims up to $1,000,000 per occurrence /$2,000,000 aggregate; Commercial/ Comprehensive Automobile Liability Insurance (including coverage for all owned, non-owned and hired vehicles) with a combined single limit of $1,000,000 per accident; and Umbrella/ Excess Liability Insurance to cover all liability risks (Except Workers’ Compensation), including defense costs, in the amount of $2,000,000 that must follow form of underlying General and Automobile Liability Insurance policies.
- Artist and any subcontractors must include “Trustees of Boston College, their Officers, Directors and Employees, et al ” as additional insureds on these policies and shall furnish Boston College with current Certificates of Insurance that provide for thirty (30) days’ prior written notice to Boston College in case of cancellation of or material change in the policy limits or coverage stated. Certificate and notices shall be sent to: Trustees of Boston College, Attn: Risk Management, St. Clements Hall, Room 002, 140 Commonwealth Avenue, Chestnut Hill, MA 02467
- Artist agrees not to use, display or cause the audience to use profane, offensive, or sexually explicit language if such language is audible or visible to the audience. Artist shall not, through conduct or expression, intentionally incite or encourage conduct of the audience that constitutes a threat to the safety of the audience, public safety officials, or Artist, or that results in or is likely to result in physical damage to the college and its facilities. Artist also agrees that it shall comply in good faith with all directions of authorized event staff and public safety officials in matters related to safety and security.

2147 Carney Hall, 140 COMMONWEALTH AVENUE, CHESTNUT HILL, MASSACHUSETTS 02467
TEL: 617-552-3480 FAX: 617-552-0050 WEB: WWW.BC.EDU/GetInvolved
as specified above, and acknowledges that compliance with these standards is an essential element of this agreement and violation of these standards may cause Boston College to suffer irreparable harm. Artist agrees that all non-members of the Boston College community such as artist, production team and guest(s) of the artist will not possess any firearms or personal weapons.

By: ___________________________ By: ___________________________
Authorized agent For the Trustees of Boston College
POSTING POLICY

The purpose of this policy is to manage the physical posting of material on campus in a way that ensures the appropriate use of available space, prevents the defacing of University property and reduces unnecessary expenditures of University resources used to repair and/or replace University property. No announcement may be written or painted/chalked upon any building, sidewalk, or other natural feature of the campus. All postings on the Boston College Campus must be approved and stamped. Postings must contain all information that is relevant to the event. Postings must be consistent with the principles and values espoused by Boston College. In addition, the content of the postings must avoid demeaning or discriminatory portrayals of individuals or groups, cannot be libelous, violate copyright law, or contain any material that is inconsistent with the community standards of BC, including any references to alcohol, drugs, or sexual innuendos. Business and commercial advertising is not permitted. We reserve the right to make decisions regarding the approval of what is to be posted. BC is not responsible for any damaged, or theft of, postings or displays.

FLYERS/POSTINGS

REQUIREMENTS

- Pertain to and be sponsored by a Boston College student organization or campus department
- Normal size is 8½" x 11" or smaller
- Include date, time, location, and sponsoring organization or department of event or notice
- Include Boston College contact name and either a phone number or email address
- Contain a blank 2" x 2" space in the bottom right corner for the approval stamp (quarter sheets exempt)
- PLEASE NOTE: In special circumstances such as UGBC elections, additional restrictions may apply.

APPROVAL PROCEDURE

1. Visit your student organization portal on MyBC (bc.edu/mybc) and go to “Forms.” Click “Posting Approval Request,” and fill out the form.
2. Faculty and Staff please go to bc.edu/posting
3. Once the postings are approved and the copies have been made, return to OSI to stamp the copied flyers. Copies printed directly at Eagle Print may be stamped by Eagle Print.
4. There is a maximum of 50 postings per event (quarter sheets must be approved but do not have to be stamped). Postings will be stamped for up to 7 days.

PLEASE NOTE: Photocopied stamps ARE NOT acceptable proof of approval and violate the Posting Policy (unless printed at Eagle Print). Any flyer or banner that has a photocopied stamp will be taken down and the organization may lose privileges to post.

1. What Can I Post With?
   - Scotch tape and regular masking tape are the only types of tape and/or adhesive that may be used. NEVER use stickers, duct tape, packing tape, or “fun tack” type materials. If the approved posting area is a surface where tacks, staples, etc. may be used (such as bulletin boards), those are appropriate ways to post flyers.

   - Flyers may be posted in approved locations 7 days prior to the event. The sponsoring group must remove all flyers in approved locations within 24 hours after the event has taken place. Recycling is encouraged!

3. Where Can I Post?
   - O’Neill Stairwell: There is a limit of 5 postings per event in the O’Neill Stairwell. Postings are allowed on the two side walls but are NOT ALLOWED on the overhang wall or on the stairs and railings.
   - McElroy Stairwell “This Week at BC”: There are designated areas to post one flyer per event for events occurring during that week. Other areas in McElroy that are approved for posting are the main lobby in addition to the ATM and mailbox areas. To be fair to all clubs and organizations, we ask that each group limit themselves to a maximum of 2 postings per event in McElroy.
   - Academic Buildings: There is one “What’s Up” bulletin board in each academic building. The bulletin board locations are: Carney 1st floor, Cushing 1st floor, Devlin basement, Fulton 2nd and 3rd floors, Gasson 1st floor, Higgins 3rd floor, Lyons basement, Merkert 1st floor, and McGuinn 1st floor.
   - Dining Halls: Postings must be approved by the manager of each particular dining hall.
   - Plex: See the supervisor of the Plex for permission to post.
   - Robsham Theater: Postings must be approved by Shep Barnett in Robsham Theater. Maximum of six postings per event.
   - Outside: The designated two-sided and three-sided kiosks throughout campus.

4. Where Can I Not Post?
   - Bus stops or emergency call boxes
   - Glass, brick, or painted surfaces
   - Sidewalks, stairs, or railings
   - Doors
   - Bathrooms
   - Stokes, Conte Forum, O’Neil Library, or Bapst Library
   - Commonwealth Avenue or Beacon Street Garages
5. **May I Display Postings Larger than 8 ½” x 11”?**
   - No more than 20 legal (8 ½” x 14”) or tabloid (11” x 17”) sized postings are permitted.
   - There is a maximum limit of 2 large postings per event in the O’Neill stairwell and 1 large posting per event in McElroy.

6. **How Will Violations Be Handled?**
   - Facilities Services monitors postings on campus. Postings or banners that do not adhere to any part of the posting policy will be removed and the organization will be contacted. Repeat violations may result in revoking privileges to post flyers/banners in the future. **Fines:** Any postings on bus stops or Emergency Call Boxes may result in a $100 fine for the offending organization.

**POSTER BOARDS**
- A student group or Department may advertise on a kiosk located in the Hillside lobby or the 4th floor of Maloney. The poster board must be vertical (2’ x 3’) and be approved by the Office of Student Involvement. To get the poster approved, go to the Office of Student Involvement portal on MyBC page, click “Events,” and click the week that you want to reserve a posting kiosk. Click “Register,” and fill out the form. Advertisements may not be posted more than five days prior to an event. Advertising space is based upon availability and OSI approval.

**TEMPORARY LAWN DISPLAYS**
Displays, messages, and awareness campaigns may use temporary signage. This includes all free-standing publicity (e.g., signs, sandwich boards, A-frames, etc). The primary purpose of temporary lawn displays is to give directions, note location of events and activities, or advertise a particular event. Please note: Temporary Lawn Displays may need to be removed for maintenance or other facility related projects.

1. To gain approval, student organizations or departments must:
   - Request/reserve either the O’Neill Plaza-ALL, Academic Quad-ALL or the Campus Green-ALL (Stokes Lawn) via EBMS. Booking multiple lawn spaces during the same time period is not permitted.
   - Submit the display request via a “Posting Approval Request Form” through MyBC (display must be approved by OSI).
   - **Student Organizations only** - Submit an event request to OSI through MyBC (event must be approved by OSI).

2. Student organizations/departments are allowed a maximum of 10 lawn signs for each designated location. Other free standing lawn displays will require additional permission from OSI.

**BANNERS**

**REQUIREMENTS**
- Pertain to and be sponsored by a **registered Boston College student organization or Department**
- Boston College contact name and either a phone number, email address, or website address
- PLEASE NOTE: In special circumstances such as UGBC elections, additional restrictions may apply.

**APPROVAL PROCEDURE**
1. Banners **MUST** be created outdoors. Banners **CANNOT** be painted inside Carney, McElroy, or any other building.
2. All banners must be brought to OSI to be approved and stamped. Please be sure paint is dry before being brought to OSI.
3. Only rope (no tape of any kind) can be used to hang banners.
4. Banners may hang for up to seven days.
5. **The student organization is responsible for removing the banner on the stamped removal date.** Banners that are not removed are considered a posting policy violation and may result in the loss of future privileges.

**APPROVED BANNER LOCATIONS**
- For each event, student groups may hang up to two banners
- **Banners must be hung within the walls of the Chestnut Hill and Newton campuses.** Banners should not be visible from outside campus (e.g., no banners are permitted on Beacon Street, St. Thomas More Drive, or Commonwealth Avenue).
- Banners may be hung on parking garages as long as they do not interrupt the traffic flow of vehicles or pedestrians, and are not hung up by tape. Banners may not be hung on buildings or in front of Robsham Theater.
- **Banners may not be hung on the trees in O’Neill Plaza, the Quad or Campus Green**

FOR MORE INFORMATION: Office of Student Involvement, Carney Hall, Suite 147 | 617-552-3480 | www.bc.edu/osi
Residential Life Flyer Distribution and Posting Guidelines

Flyer Posting Guidelines in Residence Halls
- No outside vendor solicitations are allowed in Boston College Residence Halls
- In order to post a flyer in the residence halls, you must be a registered club, organization, academic, or administrative department at Boston College
- Flyers for residential halls are distributed through the Office of Residential Life only
- Flyers must have a contact email address and clearly show the sponsoring group
- Flyers may NOT have lewd messages, imagery, or alcohol references

Flyer Posting Process in Residence Halls
- Group must make the flyers (144 max)
- Group must bring them to the Office of Residential Life (Maloney Hall, 413) and have them approved by Chrissy Olson
- Once they have been approved, the respective group will stamp them with the appropriate end date and collate them by the Resident Director using a sticky note to separate them
- The Front Desk Staff will distribute the flyers to the Resident Directors mailboxes

Email Flyer Distribution
- Resident Directors (RDs) may choose to send out community emails on a weekly or regular basis. These emails tend to go out closer to the end of the week (mostly on Thursdays and Fridays).
- If you would like your flyer included in a community email, you must send at least 5 business days in advance. It is up to the RD’s discretion to include the flyer based on the needs of their community and their email shouldn’t be your primary form of publicity.
- In order to streamline this process, we ask that you send your electronic copy of your flyer to reslife.fliers@bc.edu (note the spelling of fliers).
Posting Guidelines
- No outside vendor solicitations are allowed in Boston College Residence Halls
- In order to post a flyer in the residence halls, you must be a registered club, organization, academic, or administrative department at Boston College
- Flyers for residential halls are distributed through the Office of Residential Life only
- Flyers must have a contact email address and clearly show the sponsoring group
- Flyers may NOT have lewd messages, imagery, or alcohol references

Process
- Group must make the flyers (186 max)
- Group must bring them to the Office of Residential Life (Maloney Hall, 413) and have them approved by Chrissy Olson
- Once they have been approved, the respective group will stamp them with the appropriate end date and collate them by the Resident Director using a sticky note to separate them
- The Front Desk Staff will distribute the flyers to the Resident Directors mailboxes

Flyer Breakdown

<table>
<thead>
<tr>
<th>Building</th>
<th># of Flyers</th>
<th>Resident Director</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Year Area</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Duchesne</td>
<td>8</td>
<td>Sanaz Mohseni</td>
</tr>
<tr>
<td>Keyes</td>
<td>9</td>
<td>Sara Machiniak</td>
</tr>
<tr>
<td>Hardey/Cushing</td>
<td>13</td>
<td>Tyler Dillon</td>
</tr>
<tr>
<td>CLXF</td>
<td>21</td>
<td>Matt Razek</td>
</tr>
<tr>
<td>Fitzshawga</td>
<td>15</td>
<td>Andrew Klopstein</td>
</tr>
<tr>
<td>CKM</td>
<td>13</td>
<td>Samantha Gordon</td>
</tr>
<tr>
<td>FYA Total: 75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sophomore</td>
<td></td>
<td></td>
</tr>
<tr>
<td>College Road</td>
<td>13</td>
<td>Audrey Mooradian</td>
</tr>
<tr>
<td>Vandy/90</td>
<td>20</td>
<td>Kristina Hall-Michel</td>
</tr>
<tr>
<td>Walsh</td>
<td>10</td>
<td>Peter Hausladen</td>
</tr>
<tr>
<td>Sophomore Total: 43</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Senior</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rubenstein/Ignacio</td>
<td>12</td>
<td>Remy Ball</td>
</tr>
<tr>
<td>Voute/Gabelli/66</td>
<td>20</td>
<td>Mary Risigo</td>
</tr>
<tr>
<td>Mods/Stayer</td>
<td>2</td>
<td>Matt Burke</td>
</tr>
<tr>
<td>Thomas More Apartments/Greycliff</td>
<td>9</td>
<td>Kirsten Lentehe</td>
</tr>
<tr>
<td>Reservoir Apartments</td>
<td>20</td>
<td>Jeremy Weinberg</td>
</tr>
<tr>
<td>Senior Total: 64</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Campus Total: 182</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>