

Bellevue College  
Office of Student Programs  
Student Organization Handbook  
2020-2021

Office of Student Programs  
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Office hours  
8:00am to 7:00pm  
Monday through Thursday  
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**About this document: This document contains protocols and guidelines around chartering and managing a student organization. This is a living document that will be updated as needed through the year.**

*Bellevue College Office of Student Programs reserves the right to change the contents of the Student Organization Handbook at any time as may be necessary in the interest of the College. Bellevue College also reserves the right to modify or discontinue services, programs or activities described in this Handbook.*

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## Introduction to Student Organizations at Bellevue College

Welcome to your next adventure – being part of a Chartered Student Organization at Bellevue College. The Office of Student Programs and the Associated Student Government (ASG) oversee all Chartered Student Organizations (CSOs) at Bellevue College. Student organizations are student-run organizations that are open to all BC students and are supported by the ASG, and their assigned Student Programs Team Member - either the Student Involvement Specialist (SIS) or the Associate Director of Student Programs (ADSP) in Student Programs.

The Office of Student Programs provides administrative support and guidance for CSOs. This handbook outlines protocols and practices that apply to student organizations under ASG and Student Programs.

The Student Involvement Specialist oversees the chartering application process alongside ASG, who manage final approvals of charters and can provide organizations with funding sources for events. Read more about ASG's role *Chartering and Managing Finances – Services and Activities Fee* in this Handbook.

Updates to these guidelines and protocols are posted to the [Student Programs webpage](#); student org presidents and advisors are notified via email.

### What is a Student Organization at BC?

A Student Organization is student-led and student-driven. Students set the agenda for what the group will do, manage the group's events and activities, run their own officer elections and set the goals for themselves. Becoming a Chartered Student Organization means that the org has access to support and College resources. The student org's advisor and the Office of Student Programs support student organizations through a student-development-centered approach that fosters learning and personal growth for involved students.

To be an official student organization at BC, student organizations must charter through ASG and the Office of Student Programs. Student organizations at Bellevue College have no employment relationship with the College, as they do not have paid faculty or staff advisors, and student leadership positions are also voluntary. Student organizations are different from "programs," which have a staff or faculty member who oversees the group and who may set expectations. Other groups may have student leaders, but they are not considered student organizations.

### Benefits of Being Part of a Student Organization

Why start up a student organization? Why join a student organization? Here are just a few of the benefits to being involved in a student organization at Bellevue College:

- Meet and connect with other students with similar interests

- Targeted programming offered by the Office of Student Programs
- Funding opportunities for events and programs through ASG and the Services and Activities Fee budget process.
- Campus-wide recognition events each spring
- Use of campus facilities (classrooms, conference rooms); administrative support (financial processing, printing, photocopying), and equipment checkout (clipboards, cash box) at no charge to the student organization.
- Secure storage space and containers
- Ability to conduct fundraisers using the college's tax status with the approval of the Bellevue College Foundation
- Use of Bellevue College's name in association with the group
- Use of an email address for the group ending in @bellevuecollege.edu and a free webpage on the official BC website
- Access to social media training and expertise.
- Promotion of the student org's events and activities through the Office of Student Programs: social media, targeted emails, BC FYI, posters and more.

Here are just a few of the transferable professional skills you can develop and learn as part of Chartered Student Organization:

- Networking
- Communication
- Intercultural Competency
- Event Planning
- Financial Management
- Organizational Skills
- Time Management
- Conflict Resolution

### Working with the Office of Student Programs

The Office of Student Programs provides an array of services to student organizations and to the study body of Bellevue College. Staff members plan and host signature Student Programs events and activities for all BC students. Staff members also support Chartered Student

Organizations, Student Affinity Coordinators, Associated Student Government and Campus Activities Board. Staff also oversee the Watchdog newspaper, the Bulldog Food Pantry (in conjunction with the Benefits Hub), the Student Business Center and more!

**We support student leaders and student organizations in the planning and execution of their events and activities. Our pledge to our students is that we will always do our best to make your ideas happen and our job is to help YOU be successful.**

Location:

Physical Location: Student Union (Building C), Suite 212

Online/Virtual Location: [www.bellevucollege.edu/stupro](http://www.bellevucollege.edu/stupro)

### Your Assigned Student Programs Team Member

Every Chartered Student Organization is assigned a Student Programs professional team member. This team member is your main point of contact with the Office of Student Programs. This person will ensure you receive training, will assist with Project Plans, Funding Requests, event planning and support your organization. The role of Student Programs' team members is to advise, educate and assist with access to College resources and troubleshooting as you plan for events and activities.

**Student Programs Team Members will not plan your event, run your event for you, or do the “heavy lifting” to ensure your events happen – BUT they will assist and support you and your advisor as you learn and go through the process of recruiting members, planning and executing events.**

Your assigned Team Member is your point of contact with the Office of Student Programs. They will work with other Team members and staff in other departments to support you. You will work with directly with this person only as you plan and manage your events and activities.

Team members that may be assigned to your group include but are not limited to:

Student Involvement Specialist – Amanda Arboleda, [amanda.arboleda@bellevuecollege.edu](mailto:amanda.arboleda@bellevuecollege.edu)

The SIS supervises the members of Campus Activities Board and is the main point of contact for all student organizations. The SIS (with ASG) oversees chartering, event planning support and resources for student organizations. The SIS also plans and executes events for the Office of Student Programs.

Associate Director of Student Programs – Nora Lance, [nora.lance@bellevuecollege.edu](mailto:nora.lance@bellevuecollege.edu)

The ADSP supervises the seven Student Affinity Coordinators (student employees of



the Office of Student Programs); and supports the identity and cultural groups that the Student Affinity Coordinators work with. The ADSP also plans and executes events for the Office of Student Programs.

## Other Student Programs Team Members – Roles

As you learn the protocols necessary to plan and manage successful activities, you may also interact with other team members in Student Programs, such as:

- The Director of Student Programs: Carrie M. Moore – oversees the professional staff and the functional areas under the Office of Student Programs, including the Watchdog, Bulldog Food Pantry, the LGBTQ Resource Center, Student Business Center and the Student Volunteer Center. The Director is also the co-advisor to ASG.
- The Budget Manager: Hristo Stoykov – processes contracts, travel requests, payments to vendors.
- Business Center Manager and ASG Co-Advisor: Amy McCrory – directly oversees the Student Business Center, Volunteer Center, Bulldog Food Pantry. This position also supervises the student workers for those areas, and is co-advisor to the ASG.
- The Watchdog Program Manager: Lisa Salkind – sells advertising in the Watchdog and is the Watchdog liaison between the Watchdog and student organizations, ASG, Student Programs and the Student Affinity Coordinators.
- The Leadership Advisor: LaMeshia Reese-Taylor – plans and presents leadership training and leadership development and engagement opportunities for all BC students.
- The Student Life Web and Social Media Specialist, Tess McMillan – manages social media accounts for the Office of Student Programs and builds and maintains webpages. This person also conducts training and offers expertise to student organizations on web design and social media management.

## Events and Programming for Student Organizations

The Office of Student Programs provides a wide variety of events and programs throughout the year for the student body. The department also offers targeted programming for student organizations. **Please note that during COVID restrictions, all events are held online.**

- Student Programs Signature Events: For the 20-21 school year, Student Programs is developing a series of signature events for students, which include the Welcome events, destress for midterms and finals and so much more. If you have an idea you'd like the Student Programs team to try out for your fellow students, contact the SIS or the Director of Student Programs.
- Week of Welcome (WOW): Started in Fall 2019, WOW is a weeklong event at the start of each quarter. It features a variety of events with opportunities for students to access resources, connect with staff and get to know all the amazing things BC has to offer. It's a great way to meet new friends and get involved on campus. **During the COVID restrictions**

WOW events happen in an online environment via Microsoft Teams, Zoom, social media and websites.

- Get Involved @ BC Day: Get Involved Days take place three times per year as part of WOW. Student organizations sign up for a table to promote their mission, activities and initiatives. Student orgs use this event to recruit new members and spread the word about their organizations. All student organizations receive information at the start of the quarter on how to sign up. Each group gets a 4' or 6' by 2' table and 2 chairs for use during the event. Get Involved @ BC Day takes place the first Wednesday of the semester from 11am-2pm either in the Student Union Courtyard or inside the Student Union (C Building). Instructions and information are emailed to student organizations prior to the beginning of the quarter. Recognized programs and select campus departments are also invited to attend this festive event. This event can also be held online, in which student organizations are featured on social media and other online platforms. Student orgs receive emails detailing how to participate in online recruitment activities. For Fall 2020 and Winter 2021, this event is online only.
- Student Org Connections Events: These events for student orgs will be held two to three times per quarter. Student Org Connections Events are scheduled on different days of the week during prescribed class periods to make it easy for groups to send a representative, whether the event is online or in person. Advisors are also welcome and encouraged to attend. The program includes leadership activities, guest speakers, announcements, an opportunity to network with fellow student leaders, a "Show and Tell" (share what your group is up to!) The schedule and location of Student Org Connections Events is sent out via email to advisors, presidents and treasurers. RSVP is not required – just come! For Fall 2020 and Winter 2021, this event is online only. Invites are sent via the weekly What's Up in Student Programs newsletter.
- Weekly E-Lounge: This is a weekly open forum held online for all students, including student organization officers, members and advisors. All are invited to chat with Student Programs professional staff about any concerns, plans for events, or just see a friendly face to talk to every week! Each week has a theme, but participants are encouraged to share and shape the conversation.
- Weekly What's Up in Student Programs E-newsletters: Every Monday during the school year, the Office of Student Programs sends all student organization leaders and advisors a newsletter with news, upcoming events, employment, activities and more! We also preview upcoming changes to BC policy or procedures that impact student orgs.
- Campus Activities Board Events: The Campus Activities Board is a student-led group of your fellow Bulldogs who plan and execute events all year long. You can apply to work for CAB, or you can reach out to CAB to request a collaboration on any event or activity your student organization is planning. CAB hosts fun events and activities during the academic year that are open to all students and are usually free for students. These include movies and watch parties, dances, "camping" in the Student Union complete with s'mores, cultural

celebrations and awareness/education events. During COVID restrictions, all CAB events are held online and will be promoted through newsletters, campus wide announcements, social media and the Campus Events Calendar.

## Chartering a Student Organization

Student organizations at Bellevue College can be officially recognized by the College through the chartering process. These student organizations play a vital role in the student culture of BC and offer students the opportunity for leadership development and growth. Chartered Student Organizations provide students the means to connect with others who share similar interests/beliefs, as well as encourage inclusiveness and cooperation among groups and individuals, thereby enriching the collegiate experience. There is no cost to join a student organization. Chartered Student Organizations overseen by ASG and the Office of Student Programs are open to all BC students: full-time and part-time. Honor Societies are the only exception, as their membership is invitation-only and may involve a cost to join the national organization.

Why is chartering important for your student organization? Chartering your organization is the only way to be officially recognized by Bellevue College. Once chartered, you have access to funding opportunities, support and guidance from the staff of the Office of Student Programs, access to campus resources and with preapproval may represent the College at events and activities.

### Charter Application Information

To become a Chartered Student Organization, student organizations must submit an application online via the chartering portal - <https://forms.bellevuecollege.edu/stupro/charter/>.

Final approval for all charters is based upon the application that the Office of Student Programs receives and ratification by the Associated Student Government of Bellevue College.

Once a student organization begins the chartering process, the group becomes a Recognized Student Organization and will be listed as active on the Student Programs webpage. Students then have 60 days to complete the chartering process by submitting a constitution and other documentation to the Office of Student Programs and ASG.

Currently chartered student organizations must apply to renew their charter every year (usually in May for the following academic year). In addition, renewals for the next year may also depend on how the group fulfilled responsibilities and followed guidelines as outlined in this handbook.

Student organizations ARE NOT USUALLY active during the summer (from the day after spring graduation until the day before the start of fall quarter). This allows the Office of Student Programs to reconcile finances for the year and update protocols during the summer months. During the summer, CSOs do not have authority to conduct activities in association with BC and do not have access to funds in their CSO account unless an exception is made by ASG and the Director of Student Programs. However, groups may apply for an exception in order to be active in the summer. Financial limitations may also apply, in that the group may be active but

may not be able to incur expenses in the summer.

## Application Periods

The chartering process is not competitive; approval is based upon the application received by the Office of Student Programs and ratification by the Associated Student Government of Bellevue College.

### Application Periods – **NEW for 20-21**

1. Applications are accepted via [the web portal](#). Deadlines will be emailed to all student orgs and their advisors, and will be posted to the Student Programs webpages.
2. Existing student organizations who wish to re-charter are highly encouraged to do so in May each year. Those who reapply and are approved in May for the following academic year have the following advantages:
  - a. Active from August 1 for the new school year.
  - b. Have access to apply to ASG for S&A funding and resources starting August 1
  - c. First in line for funding requests to ASG.
  - d. Can participate and recruit at Get Involved @ BC events.
  - e. Have their picture/logo and blurb highlighted on the BC website and Student Programs' social media accounts.

Keep in mind that student orgs can come together at any time during Fall/Winter/Spring quarter and apply to charter a new organization or recharter an existing organization. Please note, the Office of Student Programs does not accept applications between June 30 and Aug. 1 as we plan for the new year and close out finances for the previous year.

## Chartering Requirements

To apply for chartered status, a new student org must meet the criteria listed below. Note that these criteria may change; and the updated instructions will be available with the most current application.

Student organization membership must consist of:

- One president and one treasurer selected at the time of application (if the organization chooses to elect more than one president, only one president can function as the liaison between the organization and Office of Student Programs).
- The names and BC email addresses of five enrolled BC students who are current or interested members. Only enrolled BC students can be members of BC student organizations.
- At least one advisor who is professional BC faculty or staff. A student organization must have an advisor to remain chartered. Students are encouraged to find co-

advisors to share the responsibilities. Student Programs is happy to assist in finding advisors for student organizations.

Complete all sections of the application online. Be sure to include the following:

- The mission and purpose of the organization.
- Reason for continuing or establishing the organization at BC.
- How the organization will benefit the BC community.

For new student orgs only: Schedule a meeting with the Student Involvement Specialist to discuss your application and get help with the details.

For new student orgs or existing student orgs whose constitution has been updated – send the organization’s constitution (and by-laws, if applicable) to

[Amanda.Arboleda@bellevuecollege.edu](mailto:Amanda.Arboleda@bellevuecollege.edu)

- Student orgs must establish their own rules and operating protocols that must be in line with the policies and procedures of the College. (Orgs cannot establish protocols that violate College policies and procedures.)
- Student orgs are required to abide by the rules and procedures as described in their constitution. For a sample constitution, email [Amanda.Arboleda@bellevuecollege.edu](mailto:Amanda.Arboleda@bellevuecollege.edu).

### Brutus Says - Tips for Success

- Be as thorough as possible with your application. Even if plans change, the application shows the Student Programs staff and ASG Officers that the student org plans to be active and provide many opportunities for the student org members to participate in a variety of events and projects.
- Create a clear and concise Mission Statement. We can help!
- Email us any other supporting documentation that you think will assist us in reviewing your application.
- If your student org was not active and is applying for renewal, please email [Amanda.Arboleda@bellevuecollege.edu](mailto:Amanda.Arboleda@bellevuecollege.edu) to explain why the student org was not active previously and what the plans are to resolve any issues that would prevent the student org from being active in the future.
- If your application is denied, contact the Student Involvement Specialist or the ASG President ([asgpres@bellevuecollege.edu](mailto:asgpres@bellevuecollege.edu)) to discuss ways in which the student org may improve its chances of being approved in the future.

### Chartering Application Review and Approval

After completed applications are submitted, what happens next?

1. All applications are reviewed by the Student Involvement Specialist in Student Programs.

2. The president and advisor will be contacted if further information or explanation is required. Applicants will be given the opportunity to revise their application.
3. **NEW!** Student Programs evaluates each completed application and makes a recommendation to the Associated Student Government for ratification or denial. Processing may take up to 4 weeks before ASG votes on the recommendation – so plan ahead! **(New for 2020-2021 – this is proposed and is awaiting review by ASG).**
4. Applications are placed in one of the following categories **(New for 2020-2021 – this is proposed and is awaiting review by ASG)**
  - Recommended for Renewal/Registration – Student org had an excellent and thorough application with a clear mission and will benefit the BC community. Renewing student orgs are in good standing for the previous academic year.
  - Recommended for Conditional Renewal/Registration – For new student orgs, there were minor issues with the application. Presidents will attend regular meetings with the Student Involvement Specialist to understand expectations and consequences if expectations are not met. For renewing student orgs - see Conditional Registration & Probation.
  - Recommended for Renewal with Probation – For renewing student orgs only. See Conditional Registration & Probation.
  - Not Recommended – Applications are denied for a variety of reasons, usually because the student org does not meet the criteria to be a student organization based on Office of Student Programs protocols, ASG By-laws and/or College policies (Ex.: proposed student org is not open to all BC students; or proposed student org is affiliated with a for-profit business).
  - Option to Revise – Associated Student Government may offer this option. This would be for new student orgs that have more serious issues or require major revisions to their proposal or Constitution before they can be approved. Student orgs are notified of requirements and given a deadline to make changes.
5. Student organization presidents and advisors are notified of the student org’s registration status via email to their official BC email addresses.
6. Presidents, treasurers and advisors must complete required training in order to be eligible to access funds and remain in good standing with the College. If training is not completed by the published deadline, the student org may be placed on hiatus until training is completed.

### How to Be a Successful and Active Student Organization

Chartered student organizations should remain active to attract new members and remain in good standing with the College. It is the responsibility of each student org to monitor their activities to ensure they meet the needs of their members and abide by the protocols in this Handbook by completing the online Project Plan for ALL their student organization’s activities.

GET ACTIVE!

- Activities do not have to be held at a specific time or during certain months – it’s recommended that the student org should meet up at least one time each quarter that it is active.
- Examples of activities:
  - Student org meetings
  - Student org socials and outings
  - Campus-wide events such as Homecoming
  - Collaborative events – any joint activity or initiative with another student org, outside group or BC department
- All student organizations are strongly encouraged to engage in at least one **Community Service** activity per year. Examples of community service activities include: volunteering your time to a charitable organization, participating in a walkathon, canned food drive or park clean-up. Your Student Programs team member can help you with ideas for community service for your group.
- Attend Student Organization Connections events
  - One representative of the student org should attend (officer or general member). Advisors are welcome to attend, but the student org must send at least one student member.
  - Each Student Org Connections event features an engagement activity to help foster leadership skills. Students also have the opportunity to network and collaborate with other student organizations and BC departments, as well as outside organizations. The Student Involvement Specialist will share information about upcoming events and important updates to protocols.
  - Events will be scheduled and promoted out to student organizations via BC email and Student Programs’ social media.
- Attend Get Involved @ BC Day
  - Events are held the 1<sup>st</sup> or 2<sup>nd</sup> Wednesday of each quarter in fall, winter and spring.
  - Student orgs are strongly encouraged to attend ALL Get Involved Days
  - Each group gets table and 2 chairs, candy to give away, table covers OR for online events, receives promotion on Student Programs webpages and social media.

### Brutus Says – Tips for Success

- Always get an approved Project Plan for ALL student org activities. The Office of Student Programs tracks all student org activities via the online Project Plan form.
- No approved Project Plan = No access to money, room reservations and other college



resources. Read more about Project Plans and approvals in the *Approval of Activities* section

## Conditional Chartering and Probation

Student organization official activities are monitored by the Office of Student Programs throughout the academic year. Upon review of the activities at the end of each quarter, a student organization that did not fulfill its responsibilities or remain active may be granted Conditional Registration or put on Probation for the following quarter or academic year. Activities are monitored through the Project Plan tool to determine engagement. The Office of Student Programs will consult with ASG Board of Directors on any group that does not seem to be active, and work with the organization officers to help them become active.

### Conditional Charter for Returning Student Organizations (NEW for 20-21, proposed and must be reviewed by ASG)

Student orgs that are not active during any given quarter or that have some minor issues with policies and procedures may be granted Conditional Registration for the following quarter at the discretion of the ASG, the Student Involvement Specialist and the Director of Student Programs. The student org president and advisor are notified via email with additional requirements that must be met for the student org to be eligible for full charter status in the subsequent quarter.

- The president must meet with the Student Involvement Specialist by the stated deadline in the notification email to go over the reasons for the Conditional Registration status.
- The president is required to meet with the Student Involvement Specialist once per month to monitor the group's progress.
- At the end of the quarter, if the group has been active, the student org will regain full chartered status upon approval of ASG.
- If the student org does not meet expectations, the student organization may be placed on probation for the subsequent quarter.

### Probation for Chartered Student Organizations (NEW for 20-21, proposed and must be reviewed by ASG)

Student organizations that are completely inactive, or whose members violate BC's Code of Student Conduct\* and/or the protocols in this Student Organization Handbook, may be placed on Probation for the following quarter. Infractions and other issues are reviewed on a case by case basis. The president and advisor are notified via email with additional requirements that must be met for the student organization to be eligible for full chartered status in the subsequent quarter.

\*All violations of the Code of Student Conduct will be referred to the appropriate campus authority for adjudication.

The president must meet with the Student Involvement Specialist by the stated deadline in the notification email. At that meeting the president is required to sign a Probation Agreement outlining expectations and consequences if expectations are not met.

- The president is required to meet with the Student Involvement Specialist once per month to monitor the group's progress.
- Depending on the nature of the infraction, the group may not have access to funding sources.
- At the end of the quarter, if the student organization fulfilled the requirements set forth above and in the Probation Agreement, the group may be eligible for full chartered status. Final decisions are made by the ASG Board of Directors.
- Failure to meet the requirements of probation may result in revocation of charter by the Associated Student Government.

### Brutus Says – Tips for Success

- **Conditional Registration and Probation are not about punishment.** They are all about learning from mistakes and moving forward! Office of Student Programs staff want everyone in the student organization and the greater BC community to benefit from the group's activities and events!
- If officers know ahead of time that the student org will be unable to fulfill its responsibilities or remain active, contact the Student Involvement Specialist to put the group's status on hold. During this time, the group will not be recognized by BC and will not have authority to conduct activities using the College's name. However, the group will not be at risk of being placed on Conditional Registration or Probation for inactivity.

## Student Organizations – Roles and Responsibilities

Student organizations are expected to fulfill the responsibilities and meet ASG requirements outlined in this Handbook and in the ASG By-Laws and Financial Code in order to remain in good standing with the College. In addition, all students are expected to abide by the Bellevue College Code of Student Conduct.

The responsibilities outlined here are for all students who intend to coordinate activities and work with the Office of Student Programs. It is up to the organization to determine who will be responsible for each task. Failure to fulfill these responsibilities or abide by BC policies may affect your organization's chartered status.

1. Follow policies and procedures outlined in this Student Organization Handbook.
2. Submit a Project Plan to get preapproval from the Office of Student Programs before advertising or incurring expenses.
3. Work with your assigned Team member and the BC Foundation for preapproval on all fundraising activities.
4. Follow the established process for preapproval for any food items at events, including virtual events with prizes.
5. Complete all required trainings and orientation sessions hosted by Student Programs and/or ASG.
6. Check the organization's BC email (provided by the Office of Student Programs at the group's request) or officers' BC emails at least weekly for important announcements and updates.
7. Get preapproval for all expenses before spending any personal funds.
8. Exercise prudence and good judgment when incurring expenses for group activities (see *Managing Finances*).
9. Confer with the Office of Student Programs for approval of use of BC's name and logo in association with the group (see *Advertising Your Event*).
10. Submit paperwork in a timely manner – see *Approval of Activities* for details on timelines.
11. Update your Student Programs team member about officer and advisor changes as they occur to ensure contacts are up to date.
12. Keep a record of activities (such as what the group did, what went well, what didn't

happen as planned, how the activity can be improved in the future). This could be helpful when transitioning to new leadership or when planning recurring events.

13. Abide by BC's Code of Student Conduct. For more information and the full text, visit <https://www.bellevuecollege.edu/studentconduct/>

## Protocol Training for Organization Officers

- All student organization presidents, treasurers (or whomever fills the finance role in the organization) and advisors are required to complete new officer training provided by the Office of Student Programs in order to access College resources. (Other officers are more than welcome to attend the training.)
- Each student organization must have a President, Treasurer, Advisor who is a BC employee and at least five enrolled students to start with. Student organizations may choose additional roles or titles for officers, as long as there is a designated point of contact for finances (Treasurer role) and a designated contact as the leaders of the group (President role).
- **NEW for 20-21:** Presidents and treasurers will be issued an electronic copy of this Student Organization Handbook in addition to attending an in-person orientation at the beginning of the first quarter each academic year that the group is chartered.
- CSO presidents, treasurers and advisors who do not complete an orientation session by the deadline may have their group placed on hiatus until training is completed.
- For technical issues with any online trainings available, you may be referred to the BC Helpdesk for further assistance.

## President Responsibilities and Expectations

The expectations outlined here are targeted toward the student org president, as they are the point of contact between the Office of Student Programs and the student organization. In addition, the president must fulfill the duties as stated in the group's constitution. It is up to the student organization to designate an appropriate replacement (such as the vice president or other officer) when the president is not available. The president must:

1. Attend an orientation session and receive the Student Organization Handbook.
2. Serve as the liaison between the student organization and Office of Student Programs regarding all organization matters.
3. Ensure the group fulfills the Student Organization responsibilities listed above.
4. Follow policies and procedures set in the Student Organization Handbook.
5. Ensure the group sends one representative to all Student Organization Connections events.
6. Abide by BC's Code of Student Conduct.
7. Abide by the group's constitution and by-laws.
8. Notify the Office of Student Programs of any changes to the president, treasurer and/or advisor positions.

## Treasurer Responsibilities and Expectations

The treasurer is responsible for maintaining a record of the student org's financial activity and budget. The treasurer plays an important role in the success of the group; and is expected to contact the Office of Student Programs with any questions regarding financial policies and procedures.

1. Attend an orientation session and receive the Student Organization Handbook.
2. Serve as the liaison between the student organization and Office of Student Programs and/or ASG regarding all financial issues.
3. Follow protocols regarding all financial transactions as outlined in the Student Organization Handbook, the ASG Financial Code and the BC policies and procedures.
4. Maintain a record of all financial transactions and confer with your Student Programs Team Member to ensure accuracy.
5. Abide by the group's constitution and the BC Code of Student Conduct.
6. Keep accurate account of all student org finances – revenue and expenditures.
7. Request preapproval from the Office of Student Programs for all student organization expenditures.
8. Ensure the student org doesn't request to spend more money than it has available.

## Advisor Responsibilities and Expectations

All student organizations are required to have at least one advisor who is a professional employee of the College, either staff or faculty. Groups may have additional co-advisors as needed.

The advisor should be involved in the student organization to help with student development. However, because organizations are student-run, the advisor is expected to provide guidance to the students and allow them to create their own agenda, goals or activities for their organization. The primary goal is to advise and provide mentorship, seeing to it that the student org is active, and students are engaged. All advisors are also responsible for the tasks below:

1. Complete Advisor orientation and training provided by the Office of Student Programs. Receive a copy of this handbook.
2. Complete Campus Security Authority training offered by Public Safety. This is a federally mandated training based on the advisory role that outlines reporting requirements when certain types of crime or incidents occur or are disclosed to the advisor.
3. Follow College policies and procedures.
4. Provide guidance and support to the student org members and officers and promote the mission of the organization as noted in the group's constitution.
5. Provide reasonable oversight by attending selected student org activities as needed.

There may be instances where the advisor (or an appropriate BC employee in the advisor's place) is required to attend an event. This includes activities where a liability waiver may be required. Your Student Programs Team Member and the Director of Student Programs in consultation with the Risk Committee will notify you and the advisor if an event or activity requires that an advisor (or BC employee designee) must attend.

6. Accompany members of the student organization on travel that is College-sponsored or designate an appropriate BC employee to go in the advisor's place.
7. Encourage students to assume leadership positions and meet their academic obligations.
8. Help student leaders maintain financial and activity records (e.g., post-event reports, meeting agendas and minutes, membership information, financial documents, etc.).
9. Encourage responsible spending in the best interest of the group and Bellevue College.
10. Ensure that the organization meets criteria to remain in good standing with the College.
11. Review and approve documents and forms (e.g., Project Plan, etc.) before they are submitted to ASG and/or the Office of Student Programs.
12. Follow Emergency Protocols. Report, in writing if possible to the group's assigned Student Programs Team Member and Director of Student Programs any misconduct or violations of policies and procedures as noted in this Student Organization Handbook and the BC Code of Student Conduct. Anonymous reports may be made through [www.bellevuecollege.edu/reportconcerns](http://www.bellevuecollege.edu/reportconcerns).

### Working with Your Advisor

Student organizations are required to have an advisor to remain chartered. The advisor must be a professional staff or faculty member at Bellevue College.

The Student Involvement Specialist, the Assoc. Director and the Director of Student Programs are happy to assist you in finding an advisor for your organization. There's a lot to consider when looking for an advisor:

- How active will your student org be? Weekly meetings? Monthly?
- Do you want your advisor to attend all meetings?
- Do you participate in lots of outdoor activities or other activities that may require an advisor to be present?

- Staff and faculty have very full schedules – what kind of advisor are you seeking? Do you want hands-on or more someone to bounce ideas off of a couple times a month?

Think outside the box, if your student organization has a mission that is aligned with an academic program, the SIS can offer introductions to faculty or deans who may be interested in advising a student org in their field of study. For example, a creative writing student organization may want to reach out to English or Communications faculty members.

However, any staff or faculty member can be an advisor. Some employees may need to get approval from their supervisor in order to serve if it will impact their work schedule. Your advisor does not have to be an expert in their field or from a certain cultural group. Many faculty and staff don't get to interface with student leaders; and welcome the opportunity to advise and mentor a student organization - you just need to ask!

Student Programs recommends the dual advisor model – having two advisors shares the workload and the time commitment is lower. For example, you could have one advisor with whom the org officers meeting regularly to discuss new ideas, and another advisor who helps plan events or who assists with administrative tasks.

### Building the Relationship

Building a rapport with your advisor takes time. Every advisor has their own style of advising, and it may take time to “click” with your advisor. Set up regular meetings with your org’s leadership team. Bring an agenda to discuss or questions that you may have.

Remember open communication is the best way to avoid misunderstandings – be responsive to requests, keep meeting appointments, and show your advisor lots of appreciation for their work in supporting you! Be honest about questions you have. You and your advisor may want to meet with your Student Programs Team Member together in order for everyone to be on the same page.

If there is ever an issue, reach out to your Student Programs Team Member - we are here to help you be successful, and that means helping you and your advisor build a relationship of trust and mutual respect that will lead to more success for your student organization!

### Passing the Torch

Schedules and priorities may change quarter to quarter. Sometimes an advisor needs to step away from advising a student organization, and that is perfectly OK! Sometimes as the leadership in the student organization evolves, priorities and activities may change and a change in advisor may be considered. The student organization may change advisors whenever they choose to do so as long as it conforms to their Constitution. Students may at any time request to change their advisor and an advisor may at any time choose to step away from the group as well. The advising relationship is mutually agreed upon, which is why building that strong, positive working relationship is so important.

When an advisor leaves an organization, the organization must find a new advisor and update the Office of Student Programs.

- If the organization is without an advisor, the student org's charter will be put on hold until Office of Student Programs receives the confirmation that a new advisor has been chosen.
- Whenever possible and appropriate, the outgoing advisor should assist in locating a new advisor.
- When applicable, the advisor should submit organizational records to the new advisor or the org's assigned Student Programs Team Member.
- An advisor may resign at any time. To resign, submit a letter to:
  - [Amanda.Arboleda@bellevuecollege.edu](mailto:Amanda.Arboleda@bellevuecollege.edu)
  - Outgoing and incoming presidents (if applicable)
- A student org that seeks a new advisor should first schedule a meeting with the Student Involvement Specialist, [Amanda.Arboleda@bellevuecollege.edu](mailto:Amanda.Arboleda@bellevuecollege.edu).

### Emergency Protocols

Student organization advisors and officers have a responsibility to report any incident involving violations of the BC Code of Student Conduct, injury, criminal activity or other incidents to the appropriate campus authorities and to the Director of the Office of Student Programs.

- In the event of an emergency, always Dial 911.
- Report incidents to Public Safety at 425-564-2400.
- Office of Student Conduct, <https://www.bellevuecollege.edu/studentconduct/>
- Report ALL incidents to the student org advisor and the Director of Student Programs, [carrie.m.moore@bellevuecollege.edu](mailto:carrie.m.moore@bellevuecollege.edu)
- You may also submit anonymous reports and concerns to the BC CARE team: [www.bellevuecollege.edu/reportconcerns](http://www.bellevuecollege.edu/reportconcerns)

Additional Resources: Free, confidential counseling is available to all BC students:  
<https://www.bellevuecollege.edu/counseling/>



## Approval of Activities

Official activities conducted by student organizations must be preapproved through the Office of Student Programs. All groups must submit a Project Plan through the BC website (see instructions below). Any student member, officer or advisor may complete and submit the form. Students are encouraged to submit the form to the advisor to learn more about approvals and college protocols.

### Introduction to the Project Plan

- The Project Plan is an online form accessible to all students and advisors through the BC website. The Project Plan outlines proposed activities and cost: <https://forms.bellevuecollege.edu/stupro/project-plan/>
- Students or advisors must fill in the form and submit for approval before proceeding with any group activities. The advisor must review and approve before it goes to Student Programs.
- The Project Plan asks for details about planned activities such as date, time, proposed location, estimated cost and reservation requests. Please provide as much detail as you can!
- The Project Plan also requires you to enter details about goals for the activity, and how the activity helps fulfill the organization's mission.

Why is the Project Plan such a big deal?

- The approval process ensures that all activities are conducted in a safe manner, according to College policies and procedures, as well as local, state and federal laws.
- An approved Project Plan is the **ONLY** way to get approval for your activity to take place.
- An approved Project Plan is required prior to incurring ANY expenses.

**No Project Plan = No access to funds, room reservations or resources!**

ALL activities must have an approved Project Plan before the activity takes place. Here are some examples of activities requiring a Project Plan:

- Meetings (to show the group is active, this can be 1 Project Plan for the whole quarter of meetings if you choose).
- Group socials and outings
- Fundraisers
- Community service
- Travel
- Guest speakers or performers even if the event does not utilize funds or generate a profit.
- Reservations for BC facilities and equipment

- Participation in BC-sponsored events including Homecoming.
- Participation in Get Involved @ BC Day IF your group wants to spend money for decorations, etc. for your table.
- Purchase of items for general group use that are not related to a specific activity, such as:
  - Office supplies
  - Flyers or banners
  - Miscellaneous equipment
  - T-shirts or logo items
- If your group is collaborating with other student organizations on an event, each student org must submit a Project Plan. In the Project Plan, please clearly define the role of each group including but not limited to budget contribution, and staffing at the event.
- If the group is partnering with a department or office for an event, please clearly outline the role of the department/ office and the student organization. The student org must have more of an active role in the planning and executing piece than simply contributing funds.

So, really, you need a Project Plan for:

- ALL events or activities which cost money
- ALL events or activities even if no money will be spent

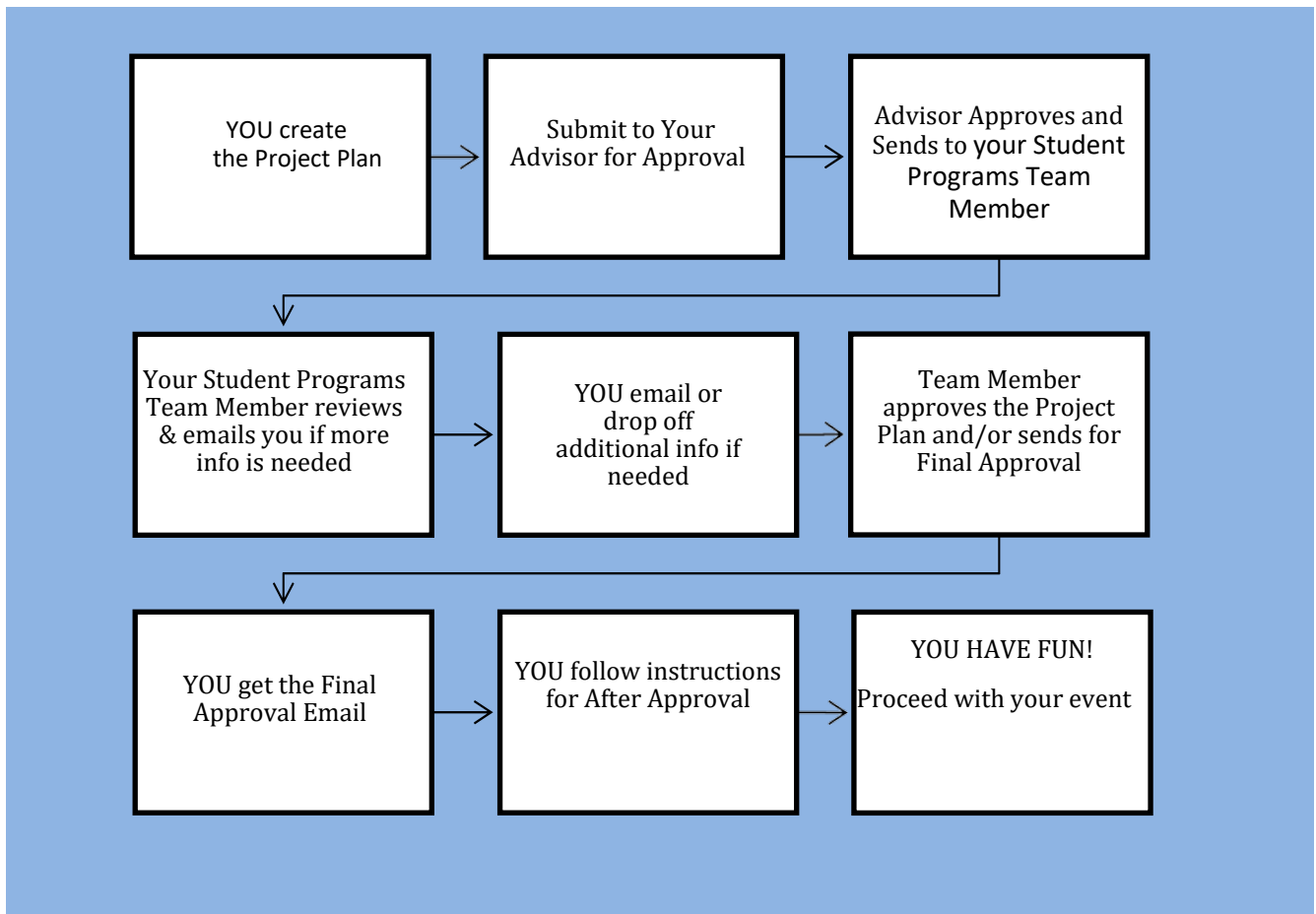
For your activities and events, Project Plans must be received by the Student Programs team member assigned to your group (after approval by the group's advisor) using the timeline below. **Remember that your Student Programs Team Member will always do their very best to get approval even if forms are submitted late. However, forms received after the deadline may not be approved.**

### Activity Approval Process

1. Submit a Project Plan. To access the Project Plan online:
  - a) Visit the Bellevue College Student Programs forms website: <https://www.bellevuecollege.edu/stupro/forms/>
  - b) Click on the "Project Plan" link.
  - c) Fill out ALL requested information. Depending on the scope of your request, the form will take anywhere from 10 to 30 minutes to complete.
  - d) DO NOT USE a personal email, you MUST use your Bellevue College official email address.
  - e) You can SAVE the form and return to it later if you can't complete in one session.
2. Route the form directly to your organization's advisor. Your advisor receives an email link to the form, and MUST approve the Project Plan before forwarding it to your Student Programs Team Member. If your advisor has not approved the form and sent it to the

Student Involvement Specialist within five business days, contact your advisor and email [Amanda.Arboleda@bellevuecollege.edu](mailto:Amanda.Arboleda@bellevuecollege.edu) for assistance.

3. After your advisor approves the Project Plan and routes it to the Student Involvement Specialist or to the Associate Director of Student Programs, it is reviewed. You may be contacted for additional information or clarification. If you are asked for documents or information, respond as soon as possible. This will prevent delays in the approval process. Many Project Plans are delayed because students or advisors do not respond to emails or requests for information in a timely fashion.
4. Look for an email confirming “Approval” of the Project Plan. Read this email VERY CAREFULLY as it may contain critical information about your activity such as room confirmations, approved funds, whether additional documentation is required (e.g., Liability Waivers, advisor’s presence, etc.).



5. If your event requires that an advisor to be present and/or Liability Waivers signed by student participants, you will receive an email detailing this information after you receive Final Approval notification.

## IMPORTANT:

It is the organization's responsibility to ensure that an event has received Final Approval before moving forward in planning the event. If a student organization conducts an activity without an approved Project Plan:

- Expenses will not be eligible for reimbursement.
- The event will not count toward being active for the quarter.
- The organization may be placed on probation and the group's chartered status with BC may be affected.

## Brutus Says – Tips for Success

- Plan AHEAD! Submit your Project Plan as early as you can prior to your event.
- Add as much detail as possible in your Project Plan – the more detail, the faster the approval process. When your advisor or your Student Programs Team Member must ask for clarification or additional information, the approval process is delayed.
- If you are asked for more info – get it in as fast as possible to avoid further delays.
- Before submitting your Project Plan, check the BC online calendar ([www.bellevuecollege.edu/events](http://www.bellevuecollege.edu/events)) to ensure your event does not conflict with another College event.
- NEVER EVER spend money or confirm an event with a vendor before you receive Final Approval of your Project Plan. If you spend your own money for an event that has not been approved, you may not receive reimbursement and your group's chartered status with BC may be affected.
- If any event information changes during the approval process or after you have received Final Approval notification: Email your Student Programs Team Member and specify what has changed.
- For more help with planning events and activities, see Appendix 1.
- Need help filling out the Project Plan? Contact your Student Programs Team Member and set up an appointment.

## Activities That Require Additional Processing Time

Follow the timeline below when submitting Project Plans for these types of events. Lead times are the amount of time required between submission of the Project Plan and the proposed event date.

<b>Event/Activity Type</b>	<b>Two Week Lead Time</b>	<b>Four Week Lead Time</b>	<b>Six Week Lead Time</b>	<b>Eight Week Lead Time</b>
Meeting on campus; Room Reservation	YES			
Tabling on campus	YES			
Social outings for group members	YES			
Catering food order for < 25 people from BC Food Services	YES			
Purchase of off-campus food items from a retail store	YES			
Purchases of supplies not related to an activity	YES			
Free Speech and/or Political Activities	YES			
Community Service Activities	YES			
Designing/ordering shirts and other logo items	NO	YES		
Large Catering Order from BC Food Service, >25 ppl	NO	YES		
Watch parties or showing movies/TV shows	NO	YES		
All events requiring Contracts or signed agreements (even if there is no cost).	NO	NO	YES	
Fundraising events, including bakesales	NO	NO	YES	
Student Travel	NO	NO	NO	YES

In the *Planning and Hosting Events and Activities - On and Off Campus*, you will see a breakdown of the steps to plan for each type of event, along with the lead time. **If you are not sure how long the lead time is for your event, contact your Student Programs Team Member and they will assist you with planning and timelines.**

### Activities That Require Liability Waivers

Some activities require extra planning and approvals because they may contain inherent risks. One of the roles of your Student Programs Team Member is to help ensure that all student organization activities are conducted safely, in accordance with local, state and federal laws, and College policies and procedures.

Some activities may require that a Liability Waiver be reviewed and signed by students prior to the start of the activity. In these cases, your Student Programs Team Member will provide the waiver and instructions for distribution to the contact person listed on the Project Plan and the group's advisor to distribute to student participants. It is the student organization's responsibility to distribute the waiver to student participants in person or via email at least 3 days prior to the activity, giving students ample time to review it. Signed Waivers should be returned to Office of Student Programs no more than 7 days after the event.

Examples of some type of activities which require Liability Waivers include:

- Hiking
- Beach Activities/Swimming
- Participation in Charity Run/Walks
- Park/Trail Clean Up
- Community Service Activities (the partner org or business may also require participants to sign their waiver)
- Other outdoor or physical activities organized by the student org (such as yoga or dancing)
- Camping
- All Overnight Travel (special waivers are used for travel, see Travel Requests)
- Other events as assessed by Office of Student Programs

Some proposed activities may require review by the College's Risk Committee. If consultation with Risk is needed, your Student Programs Team Member will connect you with the Committee, which meets once per month. The Director of Student Programs sits on the Committee and will share/consult as needed. You and your advisor may be asked to attend a Risk Committee meeting.

## Planning and Hosting Events and Activities - On and Off Campus

Now that you are familiar with the Activity Approval Process, it's time to work on planning your next activity or event for your student organization.

The default lead time for "simple" events is 10 business days. If you submit your Project Plan less than 10 days before this type of event, it may not be approved. **Your Student Programs Team Members will ALWAYS do their very best to get events approved, even on short notice, but remember that it may not be possible and an event may have to be postponed.**

After you submit your Project Plan, within 3 business days, your Student Programs Team Member will contact you if there is a concern with getting an event approved in the time available.

### "Simple" Events and Activities – 2 Weeks Lead Time

Two weeks is the recommended procession time for activities that do not fall into any of the extended lead time categories. These are events or activities that do not required contracts, liability waivers, large food orders or that involve travel. Examples of simple events are:

- Meeting on campus with or without a Room Reservation (see below)
- Tabling on campus
- Social outings for group members
- Catering food order for < 25 people from BC Food Services
- Purchase of off-campus food items from a retail store
- Purchases of supplies for the organization not related to an activity
- Free Speech and/or Political Activities
- Community Service Activities

### Room Reservations – 2 Weeks Lead Time

Spaces on campus must be reserved in advance. The College uses a software system called "25Live" for all room reservations. Only employees of the College have access to 25Live so you will need to work with your Student Programs Team Member to reserve spaces on campus.

**Please note while there are COVID safety protocols in place, this option is not available.**

The Student Programs staff will submit the request in 25Live and send confirmation of the date(s), time(s), and location(s) of the request via email to the point of contact who submitted the Project Plan, your advisor and your Student Programs Team Member. The process of making your reservation may be handled by one of our student workers, so it's important that you provide all the information required when submitting your Project Plan.

*NOTE: Student Programs has authority to reserve **C-103, C-225** in the Student Union building, as well as the Free Speech Zones in the **C, E, main Fountain, and R courtyards**. Requests for*

*classrooms or other student areas will be submitted through Student Programs, to the Events Office staff. Events Office staff have final say on room and space assignments that are not specifically overseen by Student Programs.*

Here is the information you will need to provide to secure a room reservation. You may put all this info in your Project Plan to expedite the process:

#### Name of your Event

- Planning the number of people to attend
- The type of event you are hosting: Movie showing, dance, cultural event, weekly club meeting

#### The Proposed Date

- The Date: day and month is your Event
- The Time: start and end times of the Event
- Use a calendar to plan the date or dates of your Event
- Monthly reservations for recurring meetings

#### The Location

- Choose the location on campus of your Event
- Student Programs or Events Staff will inform you if the space is already reserved in 25Live
- List alternate locations

#### Brutus Says – Tips for Success

- Spaces on campus are in high demand during the school year – plan ahead and get your Project Plan in as early as you can to secure your space reservation.
- Student Programs or Events staff will work with you to find a suitable space for your event.

#### Food at Student Organization Events

Your organization can plan events or activities where food may be available for attendees, group members, and/or members of the public. You may also host events where food is sold as part of a fundraising activities.

Having food at any event requires extra processing time. Your Student Programs Team Member works with Food Services and Events departments on campus. There are protocols that must be followed and forms that must be completed before food can be made available at your event or activity.



Lead time needed for a small order (meaning less than 25 people) from BC Food Services or to purchase off-campus food at a retail store is at least 10 business days (two full weeks).

Lead time needed for a large order (buffet or pizza for more than 25 ppl, for example) from BC Food Services is at least 20 business days (four full weeks).

Please note: If you choose to work with an off-campus catering company, a contract is required – so you will need 6 weeks lead time for the contract to be processed. See Contract section for details.

### Ordering Food through BC Catering: Small Orders – 2 Weeks Lead Time

These lead times were formulated in consultation with Food Services. The BC policy related to food orders has a shorter turnaround time. However, any group under Student Programs and ASG must follow the timeline in this Handbook for placing orders.

**If paperwork and orders are not submitted by the deadline, your Student Programs Team Members OR staff from Food Services may decline your order. At that point, students may need to either host the event without food OR postpone the event to give enough time for processing the food order request.**

1. Submit your Project Plan at least two full weeks in advance
2. Your assigned Student Programs team member will work with you to complete the necessary documents and obtain signatures.
3. If you are ordering food from BC Food Services, you and your advisor will be connected with Catering staff members in that department who will assist you with placing your order and the details of delivery/pickup. The group may be required to pay Food Services for a paid porter – a Food Services staff member to bring, maintain and remove food items. You and your advisor will work with Food Services to determine your needs.
4. Make sure when placing your order with Food Services that you do not exceed that approved amount from your Project Plan.
5. Food services will bill your organization and submit the invoice to Student Programs for processing. Payment will be handled through the Office of Student Programs from your organization's BC account.
6. You will be responsible for working with Food Services to meet their requirements for food safety and other protocols.
7. Your student organization is responsible for preparing and tidying up after your event, to include removal of any food items leftover at the end of the event, UNLESS the student organization has made arrangements ahead of time with Events and Food Services to pay extra for cleanup, etcetera. Basic custodial services are provided by the College.
8. Once your order has been placed and everything is confirmed, you will receive final

approval on your Project Plan.

## Buying and Bringing Food onto Campus – 2 Weeks Lead Time

You may get permission to purchase food items in the community for your event. Any food items given away, for example, at Get Involved @ BC Day, or while tabling on campus MUST be sealed and prepackaged by a licensed vendor and be safe to consume at room temperature OR you must work through BC Dining Services.

Examples of acceptable items that can be given away are prepackaged wrapped candy, sealed cans of soda or bottles of water, prepackaged granola bars or vendor-sealed single serving bags of chips. ANY food given away or sold must have the proper paperwork completed ahead of time. Some activities involving food will necessitate getting a permit from King County. Your Student Programs Team Member will assist in connecting you with Food Services on campus – see above. You are NOT PERMITTED to shop at Costco for your organization and get reimbursed per the Finance office.

1. Submit your Project Plan at least 2 full weeks before your event.
2. Your assigned Student Programs team member will work with you to complete the necessary documents and obtain signatures. Even if you are buying something simple at Safeway like granola bars for a tabling event, the same protocol for getting approval from Food Services applies.
3. If you want to bring perishable food items (think cheesecake, for example) onto campus, you and your advisor will be connected with Catering staff members in that department who will assist you with food safety requirements. You and your advisor will work with Food Services to determine your needs.
4. Make sure purchases at stores do not exceed the amount on your Project Plan. DO NOT make purchases for any event until you receive the OK from your Student Programs Team Member.
5. We may be able to negotiate better prices for you by having BC Catering staff purchase items in bulk at Costco or other retailers. Students and advisors are NOT PERMITTED to shop at Costco for their organization per College policy. BUT BC Catering staff are permitted and given enough lead time can purchase on your behalf.
6. If you got preapproval and purchased items, you will submit receipts to your Student Programs Team Member so you can be reimbursed after you make purchases. See *Managing Finances – Utilizing Funds – Request a Reimbursement*.
7. If you have perishable items, you will be responsible for working with Food Services to meet their requirements for food safety and other protocols.
8. Your student organization is responsible for preparing and tidying up after your event, to include removal of any food items leftover at the end of the event, UNLESS the student

organization has made arrangements ahead of time with Events and Food Services to pay extra for cleanup, etcetera. Basic custodial services are provided by the College.

9. Once everything is confirmed, you will receive final approval on your Project Plan.
10. **The Office of Student Programs is not permitted to allow student organizations and their advisors to use our staff kitchenette in C212 to prepare food for sale or giveaway due to health code regulations.** If you need food prep space on campus, you and your advisors will be referred to Food Services for assistance.

### Ordering Food through BC Catering: Large Orders – 4 Weeks Lead Time

If want to place a larger order - such as a buffet lunch for more than 25 people or more than 25 pizzas - BC Catering orders of this size require a four-week lead time between submission of the Project Plan and the proposed date of the event. These lead times were formulated in consultation with Food Services. The BC policy related to food orders has a shorter turnaround time. However, any group under Student Programs and ASG must follow the timelines in this section for placing all orders.

**If paperwork and orders are not submitted by the deadline, your Student Programs Team Members OR staff from Food Services may decline your order. At that point, students may need to either host the event without food OR postpone the event to give enough time for processing the food order request.**

1. Submit your Project Plan at least 4 full weeks before your event.
2. Your assigned Student Programs team member will work with you to complete the necessary documents and obtain signatures.
3. If you are ordering food from BC Food Services, you and your advisor will be connected with Catering staff members in that department who will assist you with placing your order and the details of delivery/pickup. The group may be required to pay Food Services for a porter – a staff member to bring, maintain and remove food items. You and your advisor will work with Food Services to determine your needs.
4. Make sure when placing your order with Food Services that you do not exceed that approved amount from your Project Plan.
5. Food services will bill your organization and submit the invoice to Student Programs for processing. Payment will be handled through the Office of Student Programs from your organization's BC account.
6. You will be responsible for working with Food Services to meet their requirements for food safety and other protocols.
7. Your student organization is responsible for preparing and tidying up after your event, to include removal of any food items leftover at the end of the event, UNLESS the student

organization has made arrangements ahead of time with Events and Food Services to pay extra for cleanup, etcetera. Basic custodial services are provided by the College.

8. Once your order has been placed and everything is confirmed, you will receive Final Approval on your Project Plan.

### Working with an Off Campus Caterer – 6 Weeks Lead Time

The protocol to order food through an outside caterer is similar to the one for ordering from BC Food Services but with a few important differences.

Follow the protocol below when you wish to work with an outside caterer:

**BC Food Service can recommend an off-campus caterer from their list of companies they have worked with in the past. Please note Student Programs does not maintain this list.**

1. Submit your Project Plan at least 6 full weeks before your event.
2. Your assigned Student Programs Team Member will work with you to complete the necessary documents and obtain signatures.
3. Review the approved caterer list: Visit <https://www.bellevuecollege.edu/dining/catering/> for contact information for the BC catering staff. Please note Student Programs does not work directly with off campus caterers to maintain this list.
4. You may get a quote from a caterer ahead of time – but DO NOT place an order, or sign anything.
5. If you are ordering food from an off-campus caterer, you and your advisor will be connected with Catering staff members in that department who will assist you with placing your order and the details. Food Services works directly with you and the caterer to confirm the order, time, place, delivery, food safety, etc. Your student org may be required to pay Food Services for a porter – a staff member to bring, maintain and remove food items, if the caterer doesn't include that cost. You and your advisor will work with Food Services to determine your needs.
6. Food Services will negotiate on your behalf with the off-campus caterer and can often get a better deal that you would on your own. **If you work directly with an outside caterer instead of going through Food Services, you will still have to go through Food Services for the food safety and arrangements for the caterer to come on campus and you may have to pay an extra fee to BC Food Services.**
7. Make sure when placing your order for outside catering through Food Services that you do not exceed that approved amount from your Project Plan.
8. Food services will work with the caterer to bill your organization and submit the invoice to

Student Programs for processing. Payment will be handled through the Office of Student Programs from your organization's BC account.

9. You will be responsible for working with the caterer and Food Services to meet their requirements for food safety and other protocols.
10. Your student organization is responsible for preparing and tidying up after your event, to include removal of any food items leftover at the end of the event, UNLESS the student organization has made arrangements ahead of time with the off-campus caterer and Food Services to pay extra for cleanup, etcetera. Basic custodial services are provided by the College.
11. Once your order has been placed and everything is confirmed, you will receive final approval on your Project Plan.

### Designing and Ordering of Logo Items –4 Weeks Lead Time

In order to place an order for group t-shirts or other logo items, student organizations MUST follow these steps:

1. Groups may obtain a quote from a vendor (do not sign anything or confirm an order before final approval of the Project Plan).
2. Submit a Project Plan four full weeks in advance.
3. You must include cost to the student organization per item, total cost, including shipping (if any), cost of the item to the consumer, plan for distribution.
4. Send the design via email to your Student Programs Team Member. The design MUST receive approval from your Student Programs Team Member before the Project Plan can be approved. Designs must be forwarded directly from the vendor that includes a mockup of the item and the printed image. Note: designs that incorporate the College seal, mark and/or ligature (see below for examples) may take extra time for approvals, as College Marketing staff members must review the design.



5. After Final Approval of the Project Plan, arrange with your Student Programs Team Member for the College to make payment directly to the vendor for the items. NEVER pay vendors out of pocket or from fundraised funds that have not been deposited with Student Programs.
6. If the items are part of a fundraiser, see below for details on fundraising.

## Contracts and Agreements –6 Weeks Lead Time

All contracts and agreements with anyone providing a service to the student organization and/or the College – including but not limited to vendors, off-campus caterers, entertainers, and speakers – must be approved through the following protocol. Students and advisors are not permitted to sign agreements or contracts on the behalf of any student organization or the College. All such documents must be submitted to your Student Programs Team Member for review. They will work with the Budget Manager in Student Programs to get the contract processed. Some vendors may be required to sign a BC contract before the activity can be approved. Your Student Programs Team Member will consult with the Finance Office and will inform you via email if any vendor or performer must sign the Bellevue College contract.

How Do I Know It's a Contract?

Sometimes the vendor will ask for signature on their document. Contracts usually have legal language with terms like liability, indemnity clauses, amounts to be paid to the vendor, etc.

**If the vendor or performer is providing a service of any kind to you, your group or the college, a contract will likely be required, even if the vendor does not have their own contract they want someone from the college to sign. This is true even if the person is not being paid. This is also true for online events such as seminars and demos. Talk to your assigned team member in Student Programs about the contracting process.**

Approval procedure for events requiring contracts/agreements:

1. Submit the Project Plan at least six full weeks before your event.
2. You may contact and work with vendors or performers prior to Final Approval, but do not confirm any reservation or booking before the contract is fully executed (both College officials and the vendor have signed and the Finance Office has given approval) and the event is approved.
3. If the vendor or performer provides their own contract or agreement **DO NOT SIGN IT!** Submit the document to your Student Programs Team Member for review. **The MINIMUM processing time is 5 WEEKS from the date the contract is received by Student Programs and the date of the proposed event. That is why it is crucial to get your Project Plan in with a lead time of 6 weeks.**
4. The Office of Student Programs in consultation with the Finance Office will determine if the College requires that the vendor or performer sign a BC contract or agreement and will then provide that document to the group with a deadline by which the signed contract or agreement must be returned.
5. The signed agreement will be forwarded by the Office of Student Programs staff for the appropriate signature and approvals from BC administrators. This may take up to 5 weeks as the contract moves through multiple offices and approvers.

6. Once the document has been signed and approved by all parties, the student organization will receive a Final Approval notification. Be sure to CAREFULLY READ all emails and notifications regarding your event for any special instructions regarding scheduling or payment.

### Fundraising Activities - 6 Weeks Lead Time

All student organizations at Bellevue College are strongly encouraged to raise funds during the academic year, as there is greater spending flexibility with money that is raised by the organization. Also, any money that is not spent during the year in which it is raised rolls over to the next fiscal year. However, advance planning is necessary to ensure the fundraiser follows BC's policies and procedures and is in accordance with local, state and federal tax laws. Approval may take up to six weeks. It is highly suggested that you meet with your Student Programs Team Member to discuss your fundraiser ideas before submitting the Project Plan.

Follow these procedures when planning a fundraiser:

1. Submit your Project Plan at least six full weeks before your event.
2. Student orgs can only raise funds directly for their own activities and initiatives. **BC student organizations ARE NOT PERMITTED to raise cash donations for charitable organizations outside BC or collect donations for other BC departments or initiatives.**
3. Use Appendix 1 and Appendix 2 to map out your fundraising plan and make it easier to complete the Project Plan.
4. Your Student Programs Team Member will consult with the Budget Manager and Finance Office to see if a contract is required.
5. The Bellevue College Foundation oversees all fundraising at BC. Student Programs will work with you and the Foundation on approvals for fundraising.
6. Once you receive Final Approval for the Project Plan, proceed with fundraising.
7. Record and submit deposits to Office of Student Programs. See Collecting Revenue. **NEVER pay vendors directly with proceeds from a fundraiser! ALL revenue must be submitted to the professional staff members in Student Programs for deposit and processing.**

### Fundraising Bake Sales – 6 Weeks Lead Time

Fundraisers or giveaways of home baked goods are only allowed with preapproval through the Office of Student Programs and Food Services. Submit a Project Plan for a bake sale or giveaway of homemade items and your Student Programs Team Member will send you instructions. Groups must list in advance exactly the items they plan to sell or give away. Only “exempt” food items are allowed. “Exempt” items do not spoil rapidly at room temperature; they do not

require heating or cooling to remain safe to eat. Examples of “exempt” food items permitted for bake sales or giveaways are: cupcakes, cookies, and brownies (no cream filing or whipped cream); popcorn, jerky. For more details on sale or giveaway of food/drink at group events, contact [Amanda.Arboleda@bellevuecollege.edu](mailto:Amanda.Arboleda@bellevuecollege.edu)

1. Submit your Project Plan at least 6 full weeks before your event.
2. If a food permit is needed, the point of contact and advisor will be contacted by your assigned Student Programs team member and you will be referred to Food Services.
3. Your assigned Student Programs team member will work with you to complete the necessary documents and obtain signatures. This includes working with the BC Foundation for approval to fundraise.
4. The Office of Student Programs provides food service gloves at no charge to your organization and can provide the loan of a cash box (See Appendix VI).
5. Your group is responsible for tablecloths, cups, plates, napkins, etc. Your Student Programs Team Member will assist you with budgeting for these expenses when you submit the Project Plan.
6. Your student organization is responsible for preparing and cleaning up after your event, to include removal of any food items leftover at the end of the event, unless previous arrangements have been made with BC Food Services.
7. **The Office of Student Programs is not permitted to allow student organizations or their advisors to use the staff kitchenette in C212 to prepare food for sale or giveaway. This is not permitted by law – contact Food Services if you need assistance with food prep on campus.**

### Brutus Says – Tips for Success

- Ensure that the funds are used for the intended purpose. For example, if donuts are sold to raise money for a trip to a conference, the funds must be used for the trip. Should the trip get cancelled, funds may have to be returned.
- Rather than raise funds for a specific event, raise money which may be applied to a variety of your organization’s events and initiatives.
- Don’t try to reinvent the wheel. If you are stumped for fundraiser ideas, ask your advisor or your Student Programs Team Member for ideas. Student organizations have conducted all kinds of successful fundraisers. You can take advantage of established, tried-and-true methods that are easy and fun.
- Plan ahead if you are working with a vendor that is new to BC. It takes extra time to get them in the system and set everything up for a new fundraiser.
- NEVER sign a fundraising agreement with a vendor! All contracts and agreements from a vendor must be submitted to your Student Programs Team Member for review. Staff in Administrative Services work with contracts and it takes time to process for approval and signatures before your fundraiser can be approved. See Contracts and Agreements.



## Student Travel - 8 Weeks Lead Time

*Note: This is not available during COVID restrictions*

Conferences, seminars and competitions off-campus are considered travel. All travel activity must be approved before fundraising earmarked for that travel can begin.

Travel may be adversely impacted due to COVID and other restrictions during the 20-21 academic year. If you are considering travel, please reach out to your assigned Team Member as early as possible. It is NEVER too early to start planning!

1. Travel includes but is not limited to any event that is 50 miles from the college OR involves an overnight stay. Some social outings that involve renting transportation, or even going into Seattle for an event are also considered travel. Contact your Student Programs Team Member to confirm.
2. Your advisor or other approved College employee must accompany students on College-sponsored travel. In most cases, the student organization must pay expenses for the advisor traveling, unless other arrangements have been made with the employee and/or their department. College-sponsored travel is any trip during which members of the organization are representing BC or their group. For example – a conference or regional/national competition.
3. Use the Appendices in this Handbook to map out your travel plans and make it easier to complete the Project Plan.
4. Submit at Project Plan at least eight full weeks prior to the proposed date of travel.
5. Your assigned Student Programs Team Member will contact you to schedule a meeting to discuss your travel and work out a customized Travel Timeline with set deadlines for submission of documents and information. At this meeting, you can get assistance with your travel details.
6. Submit your Travel Request Form with all the information listed in Appendix 3 and any additional info required by the agreed upon deadline.
7. You will not get approval to move ahead with plans until ALL funding to cover the costs of travel have been secured.
8. Once you receive Final Approval of the Project Plan, read the COMMENTS section and follow-up as needed. Your Student Programs Team Member will provide the documents to be completed by students and advisors.
  - a. Advisor Agreement
  - b. Emergency Contact Sheet
  - c. Student Accountability Agreement/Code of Student Conduct

- d. Travel Liability Waiver
  - e. Travel Safety Guidelines
  - f. Group Sign In/Out Sheet (if applicable)
9. All members of the group who are traveling MUST attend a pre-departure Travel Safety briefing. At the meeting, students will complete travel documents listed above, and hear about how to travel safely; they may also ask questions and voice any concerns about the trip.
10. All travelers must return completed travel documents to their Student Programs Team Member before departure.

### Brutus Says – Tips for Success

- Getting approval for College-sponsored travel can require a lot of research and very specific information is required. Turn in ALL requested information by the agreed upon deadline in your group's Travel Timeline.
- Plan ahead if you want to conduct a fundraiser for your trip. You can get some approvals months in advance.

### Other Types of Activities

#### Screening Movies and TV Shows – 4 Weeks Lead Time

Screening a popular movie, documentary or TV show is a favorite activity for many student organizations. Copyright laws are very specific about how such media can be screened. In order to show a movie or TV show, your student organization will have to pay for the rights to exhibit the movie or TV shows. Amounts range from under \$100 to \$1000 or more, depending on the media. The amount paid for rights will vary depending on the media itself, how many times you show it and to whom.

1. Submit your project plan a full 4 weeks before your proposed event.
2. Make sure you specifically state in the Project Plan what you would like to show, dates and times proposed, and who the audience will be. Think carefully about who your audience is. Is it all students, just your organization, members of the public?
3. Your Student Programs Team Member will help you figure out the cost for showing the film. If you are curious ahead of time, visit Swank.com, which manages rights for a huge selection of popular films.
4. If the rights management company or rights holder is someone with whom the College has not worked previously, a contract may be required. If it is determined that a contract is required, follow the timeline for Contracts and Agreements. We have worked with Swank for years, so it's the go-to company for most films.

5. When you pay for the rights to show media, such as a popular film, the rights company also usually provides posters and images from the film to help with publicity. You may ONLY use the images and posters provided for licensed media, though you may add your organization name and details to the images the company provides.
6. Student Programs will receive an invoice from the rights company and will make payment to the vendor on your organization's behalf.

**NEVER screen a commercial film, or TV show without obtaining the rights – companies can and do crackdown on non-authorized showings and there can be fines or legal action taken as a result. This is true even if you own a copy of the media – you cannot show it without paying for the rights. For example: You own *Harry Potter and the Sorcerer's Stone* and want to show it to your club members as an activity. You must pay for the rights to exhibit the film even if you own a copy. The only difference is you don't have to pay for the film DVD to be shipped.**

A note about films rated R and above: Because our campus is open, and at any time there may be children (or students under the age of 17) present, R-rated films must be shown in a controlled area (a closed room) with signage posted clearly stating the title and rating for the film and why the film has said rating (example sign must say: *Deadpool*, Rated R for strong violence and language throughout, sexual content and graphic nudity).

Films up to a rating of PG-13 can be shown in larger public areas, such as the Cafeteria in the Student Union (C building). The name of the film, date and time, rating and rationale for rating must still be clearly posted at all entry points.

### Political Activities and Free Speech – 2 Weeks Lead Time

Student organizations are limited from engaging in lobbying activities as they relate to (1) contacting or urging the public to contact members of a legislative body for the purpose of proposing, supporting, or opposing legislation, or (2) advocating for adoption or rejection of legislation.

Chartered Student Organizations cannot participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office. Chartered Student Organizations may get approval to invite political candidates to speak but the event must be organized in an equitable and non-partisan manner.

Submit your project plan at least 4 full weeks before the activity. The key to getting approval for any political event is to provide as much detail as possible on the Project Plan, and schedule a meeting with your Student Programs Team Member to go over the details of the activity.

Examples of political events that can get approval include guest speakers from multiple parties at the same event representing opposing points of view; info booths representing all candidates in a particular race, or all candidates from a particular party when the candidate for the other party is already decided. When tabling, let people approach for more information on a political issue rather than stopping them as they walk by.

## Promoting Your Events and Activities

After Approval – Now What? Upon receiving Final Approval of the Project Plan for an activity, follow instructions detailed in the approved Project Plan and instructions from your assigned Student Programs Team Member. You may need to sign documents such as waivers; or provide additional info depending on the type or scope of your activity, even after your Project Plan has been approved. Below is a list of items you may need to follow-up on:

Keep in mind that some items may not pertain to your activity:

- Distribute Liability Waivers to attendees at least 72 hours before event (see *Liability Waivers*)
- Confirm that the advisor will attend the activity (if required – check with your Student Programs Team Member)
- Submit event documents to the Office of Student Programs:
  - Drafts of advertisements and tickets (see *Advertising Your Events* below)
- Submit Payment Requests and invoices to the Office of Student Programs (see *Utilizing Funds*)
- Submit original receipts if you made any purchases for your event. (See *Request a Reimbursement*)
- Create OR Order publicity materials and logo items (see *Advertising Your Events*)
- Pick up items requested from the Office of Student Programs (See *Appendix VI*)
- Contact the venue or Events/Food Services to discuss set-up arrangements – you will be connected to your point of contact in Food Services for your event

### Advertising Your Events

All event advertising and logo materials must be approved by the Office of Student Programs before being posted and distributed. There is no one way to reach people to advertise your event. A combination of means is best:

BC Event Calendar  
BC FYI Emails  
Social Media  
The Watchdog  
Your Organization's Webpage  
Campus Bulletin Boards  
Tabling on Campus  
Old-School with That Personal Touch

Do not advertise your event until you submit a Project Plan and your Student Programs Team Member will give you the green light to start working on advertising. Making sure the campus community is aware of your event or activity is critical to its success. The following is a step-by-

step guide to successfully advertise your event on BC's campus:

## Step 1 – Define Your Audience

Before any action is taken, it is important that you take at least a few minutes to define your target audience. In other words, who specifically are you trying to reach with your ad? Although it may seem obvious who your target audience is, it is important to make sure you have given the following some thought:

- What are the defining characteristics that most of your audience shares? For example, are they students, staff, faculty, the public or a combination?
- Are you trying to reach a subset of one of the above groups?
- How does this group spend their time?
- What is the average age?
- Any other defining characteristics?

## Step 2: Decide Where to Place Your Ad

Now that you have defined your target audience, listed below are various ways to reach the campus community. Because getting the attention of your target audience can be challenging, strive to place your ad in as many of the following outlets as possible, giving thought about their ability to reach your target audience. But – before you actually place any ads or announcements, make sure you have completed Step #3 (Defining Your Message and Creating Your Ad).

## BC Events Calendar

The BC Event calendar is on BC's website at <https://www.bellevuecollege.edu/events/>, and many individuals and groups on campus check it regularly for daily event information. To submit an event to the calendar go to <https://forms.bellevuecollege.edu/event-submission/>, and don't forget to use your BC email address. Keep in mind that this calendar is open to public viewing also.

*Time needed to complete: 5 minutes.*

## BC “FYI” Emails to Students, Faculty and Staff

“FYI” is an acronym for “For Your Information.” The BC FYI emails are sent to the campus community when school is in session and include announcements of campus events, information of general interest, and special requests to the college community.

Two different FYI emails are sent out, so make sure when signing up that you indicate which ones you want your announcement in:

Bulldog FYI – sent only to BC students once per week

BC FYI – sent only to faculty and staff (including student workers) once per day.

Other requirements include:

- Information in your post should be of use to a majority of FYI recipients.

- No more than two [FYI] e-mails should be sent to the campus regarding any single event.
- FYI's are not appropriate as a forum for personal or political statements.

To place an FYI announcement, go to: <https://forms.bellevuecollege.edu/fyi/send-form/>.

*Time needed to complete: 5-10 minutes*

## Social Media

Social presence exists on campus and is an invaluable tool in getting your message out to other students. Because your student organization is an official entity of Bellevue College, the following rules must be followed:

- Before you post, you must contact your Student Programs Team Member to find out if your group already has a social media presence. They will also provide you with a shared email address so that your pages will be able to continue being used after you leave Bellevue College.
- You must follow the Bellevue College Social Media Policies at <https://www.bellevuecollege.edu/styleguide/social-media-guidelines/>

Things to consider when creating new social media identities:

- Do some research to make sure your names are unique, and pages will easily be found.
- Make sure you clearly describe what your group is about.
- Research other groups on campus to connect with them and share.
- For "how to" videos on various social media platforms, go to [www.Lynda.com/linkedin](http://www.Lynda.com/linkedin) and sign in using your BC credentials.

*Time needed to complete: 1-3 hours*

## The Watchdog

The Watchdog student newspaper is published weekly online, and in print every-other week when school is in session. The Watchdog has a typical staff of 10-20 students, and covers news of interest to the BC community, with a particular focus on student interests:

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

Currently, The Watchdog accepts paid advertising on their website, social media outlets, and digital guides. See rates and specs below:

### Student Organization Advertising Rates

Digital Package: \$100

*Includes the following:*

Watchdog Online: Runs for 10 days

Instagram: 3 posts

Twitter: 3 posts

Facebook: 3 posts

Digital Guides (when available): *Add*

### Specs

All specs are W x H

Web: 620 x 380 px

Instagram: 1200 x 1200px

Facebook: 1200 x 1200 px

Twitter: 1080 x 1080 px

Guides: 4.5 x 4.5"

\$50

### **Print Advertising**

To be posted when campus is open for in-person learning (2021).

\* Ads must be placed by an enrolled student.

To place an ad, contact Lisa Salkind, Watchdog Advertising Manager, at [lisa.salkind@bellevuecollege.edu](mailto:lisa.salkind@bellevuecollege.edu).

*Time needed to complete: 5 minutes to place order using contact email above, 5-10 minutes to submit CAB request for artwork (see below).*

## Create a Website for Your Organization

If your student organization does not already have a website, you may want to consider creating one.

If so, contact your Student Programs Team Member who will assist you in setting up a website following official Bellevue College entity protocols.

*Time to complete: 10-40 hours*

## Campus Bulletin Boards

*Note: This option is not available during COVID restrictions.*

All event advertising and logo materials must comply with BC Policy:

<https://www.bellevuecollege.edu/policies/id-6550p/>. Please note this policy may be reviewed and revised for 20-21. For current protocols, the “campus information desk” referred to in the policy is the Office of Student Programs.

- All student organization advertising must be approved by the Office of Student Programs before being posted and distributed. Your assigned Student Programs Team Member will assist you with review and approval.
- Before you take or use a photo of any student, you must have them sign a photo release form. Ask the student(s) to fill out the online form at: [image release form](#). You can confirm they have completed it by requesting the automatic email reply they receive after it’s been submitted.
- BC Style Guide: Make sure you follow the guidelines for proper usage of the Bellevue College logo. <https://www.bellevuecollege.edu/styleguide/>.

When posting on social media on behalf of your student organization, you must follow the Bellevue College social media guidelines at:

<https://www.bellevuecollege.edu/styleguide/social-media-guidelines/>

## Flyers and Brochures Guidelines:

- The use of BC's name and logo in association with the organization must be approved by your Student Programs Team Member.
- The groups may use, but must not alter, any marks, symbols, logos, motto, or indicia of the College, but only with the approval of Marketing and you Student Programs Team Member.
- Materials must be in English or accompanied by an English translation.
- Must contain contact information such as a name and phone number or BC email address.
- May not contain graphics or content regarding alcohol-related events, illegal activities, or activities that violate the BC Code of Student Conduct.
- Materials must have the posting date or event date written or stamped on them.

To have a flyer or poster displayed on other boards around campus, they must be submitted to the Student Programs Front Desk or emailed to your Student Programs Team Member. Do not post flyers yourself. Do not place materials on glass windows of buildings, in stairwells, on walls or structures, or on any property (including trees) on campus. Publicity materials posted on BC bulletin boards are subject to the following conditions:

- Materials will be taken down at the end of the quarter or the day after the event.
- Materials must be stamped by the Office of Student Programs.
- Materials may be moved or taken down due to a variety of factors including schedule of events and weather.

## Tabling on Campus

*Note: This option is not available during COVID restrictions.*

Student Programs and the Events Office can assist you with requests to table on campus.

1. Submit a Project Plan at least two full weeks before your proposed event.
2. Work with your Student Programs Team Member to reserve a table and secure a space on campus.
3. High traffic areas during class changes, etc., are best to reach the most students.
4. In the C Building Café lobby, Student Programs stores tables for events that take place in that space – no need to go through Events office unless your location is outside of the C building.
5. If you want to giveaway snacks, you must go through the approval process for having food on campus.
6. Remember to plan for a tablecloth or other covering to draw attention to your table.



Student Programs has free colored butcher paper for use by student orgs.

7. When tabling outside on campus, do not approach passersby, rather encourage them to come to your table to learn more.
8. Any literature or advertising being given out must be preapproved by the Office of Student Programs.
9. Prepare a 30 second “elevator speech” to share the who, what, when, where and why with fellow students who stop by.
10. You and your organization are responsible for removing trash and tidying up the table at the end of your event.
11. If you do not have a sign or banner, consider contacting CAB for resources and design options. CAB has lots of butcher paper and sign boards that are available at no charge to student organizations.

### Old-School with that Personal Touch

Going old school means reaching out personally to folks whom you would like to invite.

- Ask everyone in your organization to email or text friends and classmates.
- Have everyone in the group ask your teachers if you can have 2 minutes at the start or end of class to promote your event or organization. This can work for in-person and online synchronous classes.
- Ask your Student Programs Team Member to help you identify specific groups, department or classes (in person or online) that you may like to invite to your event. Your Team Member will get you contact information and assist with drafting emails and invitations.

### Step 3: Define Your Message and Create Your Ad

Student Organizations have two options available to them for creating advertising.

1. Request design help from Campus Activities Board
2. Create the artwork yourself

In the world of advertising, “less is more” applies. Try to keep your message as brief as possible, but make sure it includes the following:

- Relevant dates and times, if any.
- Any requirements for participating.
- A “call to action”. For example – “Come to ...Event”, “Donate to ...”, “Sign Up for...”.
- Compliance with all campus policies pertaining to posting and advertising

Also include the following when possible:

- Benefits of participating in your event or initiative
- Impactful graphics or photos (see below)

### Get Help with Artwork and Design: Campus Activities Board (CAB)

Need help creating artwork for your ad? The Campus Activities Board graphic design team can create something for you. Your organization will not be charged for any design work, but will be charged for printing costs if applicable. Things to consider:

- Requests must be submitted as soon as event details are finalized and approved.
- CAB's publicity services are reserved for events and activities held by BC student organizations or by the Office of Student Programs and ASG.
- CAB designers are students like you and have limited hours. If they cannot design your ad due to time constraints, your Student Programs Team Member will work with you so you may design your own ad.

To submit a request and get more details, go to <https://www.bellevuecollege.edu/cab/publicity/>

### Design Your Own Publicity

Campus Activities Board also provides guidance and resources for making your own publicity for your organization, event or activity. Contact the Student Involvement Specialist for help with designing your own ads: <https://www.bellevuecollege.edu/cab/design-your-own/>

### Forms You May Need for Publicity

Photo Release Form: Before you take a picture (or use) a photo of students, make sure you have them sign a photo release form! Ask the students to fill out the online [image release form](#). You can confirm they completed it by requesting the automatic email reply they receive after it's been submitted. More on photography guidelines can be found in the BC Style Guide at <https://www.bellevuecollege.edu/styleguide/photography-guidelines/> .

Publication & Style Guide: All your questions about proper usage of the Bellevue College logo, typefaces for print, legal requirements and [social media guidelines](#) can be found at <https://www.bellevuecollege.edu/styleguide/>.

### Printed Materials

*Note: This option is not available during COVID restrictions.*

The Office of Student Programs will work with Print Services on campus to get flyers for an approved event or activity. Bring your materials to the Office of Student Programs for approval or email for online ads.

Some larger print projects can also be printed through BC Printing Services. This includes business cards, event tickets, invitations, posters, and brochures. Lead time for these requests

is up to four weeks, so plan ahead! You must have an approved Project Plan for both the activity/event and the printing of materials before you can proceed.

## Managing Finances

Student organization officers, members and advisors are expected to exercise prudence and good judgment when incurring expenses on the College's behalf for their group's activities. It is the responsibility of the organization treasurer to monitor financial transactions to ensure the group does not request more money than it has available.

All financial transactions and inquiries are routed through your Student Programs Team Member and must be in accordance with the protocols detailed here. Student organizations are not permitted to open or utilize a separate bank account. Your Team Member will work with the Student Programs Budget Manager for all financial issues pertaining to your organization.

All student organization transactions are recorded on an electronic spreadsheet maintained by the Budget Manager in Student Programs. Treasurers should also keep their own spreadsheet to monitor their group's income and expenses.

### Funding Sources

Multiple sources of funding are available for student organizations. Each source comes with its own application protocol. Each funding source also carries restrictions on how the money may be spent.

### Fundraised Monies

These types of funds consist of money raised or prizes won by the group. Also included are donations made to the organization (through the BC Foundation) by private donors. This money will rollover to the next academic year if not used. See *Authorized Purchases* below for ways these types of funds may be spent. See *Fundraising Activities* for how to plan a fundraiser. All student organizations are encouraged to fundraise, as those funds can be used for many types of expenses. Note that once money is deposited in the group's account with Student Programs or with the Foundation, it becomes subject to all College policies and procedures. Student organizations must still go through the established protocol for *Activity Approvals* before utilizing these funds.

### Services and Activities Fee

The Services and Activities Fee is a portion of tuition paid by state-supported students. Student Life, the Office of Student Programs and the ASG oversee the S&A process. How the funds may be allocated and spent is determined by the state guidelines (Killian Document), The BC Compliance Guidelines, state laws (RCWs), and the ASG Financial Code.

Before considering S&A Funds, you should review the documents, and state laws pertaining to the use of S&A funds. These documents, along with allocations from previous years can be found on [the How Your Fees are Spent](#) page. The Office of Student Programs and the ASG are funded through the S&A process each year, along with other groups on campus that may be

eligible for these funds.

Applying for S&A is competitive. All student organizations applying are competing with other student organizations and BC departmental initiatives for this funding. Chartered Student Organization that apply for and are allocated an annual S&A fund to draw from must follow established Office of Student Programs protocol for approval of any activity for which funding is requested. Those protocols are outlined in this Handbook. S&A allocated funds may only be used for the purpose for which they were requested, and for an event that has received Final Approval through the Office of Student Programs.

### Annual Services and Activities Fee Budget Process

For the 20-21 school year, the process for allocation of S&A Fees is being updated, as is the ASG Financial Code. There will be sessions in late Fall of 2020 to educate applicants on the annual S&A Funding Process. The process is governed by the ASG Financial Code which is under review as of the writing of this guide. Keep an eye on Student Programs communications for more information in late Fall of 2020.

### How to Apply for S&A Funding from ASG during the Academic Year **NEW for 20-21, proposed and must be reviewed by ASG**

Student organizations may request funds from the Associated Student Government throughout the academic year to supplement existing funds. The process by which groups may request funding is outlined in the ASG Financial Code. You must submit a Project Plan in order to be eligible for funding through ASG. Your student organization must be in good standing and fully chartered.

It is recommended that you schedule a meeting with your Student Programs Team Member to discuss the event/activity and your plan to apply for ASG funds. Make sure your advisor knows you are applying for ASG funds as well.

Since the ASG is fully funded through S&A, all funds available to allocate from ASG must be utilized consistent with S&A guidelines. Application for ASG funds does not guarantee that ASG will consider the request or that funds will be granted.

Applying for ASG funds **can add up to 4 weeks** to any event planning since the funding request must be reviewed and voted on during an ASG public meeting.

- Spend some time really crafting your funding request. Wow them with how awesome your event will be. Remember that it is a competitive process!
- Details, details! Put as much detail as possible into your application.
- Include a complete budget breakdown and detail other funds the group has in hand. It's always beneficial to have additional sources of funding, this shows ASG that you are serious about planning the event and looking for funding options

- Be sure to discuss your group's past successful events or accomplishments (prizes or honors at competitions, etc.) to show ASG your commitment to enriching the student experience at BC.
- Be complete and thorough! Never submit an incomplete application! Your Student Programs Team Member can assist you with the application. Just schedule an appointment.
- Pay close attention to funding request submission deadline – contact ASG if you have questions about their process, [asgpres@bellevuecollege.edu](mailto:asgpres@bellevuecollege.edu).
- You can submit your Project Plan to Student Program and your ASG Funding Request to ASG at the same time.
- In the Finances section of the Project Plan be sure to indicate that you are requesting funds through ASG.
- Include as much detail as possible in the Project Plan, add a budget breakdown if possible. Some of the info on the Project Plan will be the same as what ASG is requesting, but be sure to submit all requested information, even if some of it is duplicated.
- Keep in mind that while ASG is considering your request, your Student Programs Team Member will proceed with the activity approval process and may ask for additional info or clarification.
- Do not apply for funding for an event that is planned within four weeks of the submission deadline as the date may pass before ASG reaches a decision.
- ASG will notify you of their decision via email within 3-5 business days after they have reached their decision. Your Student Programs Team Member will be notified as well.
- If you are denied, you may apply again. Consult with ASG and your Student Programs Team Member on how to rework your application.
- Some or all of your request may be approved. If you receive partial funding - be careful! Some items you requested will not be covered by ASG funds and you will have to provide alternate funding. ASG funds can ONLY be used for the specific items or category of expenses for which they are approved.
- If you have not already, at this point go through the Student Organization Activity Approval process to get an approved Project Plan. Your approved Project Plan will note the amount and type of approved expenses for your ASG allocation.
- **Remember: Your activity must receive Final Approval on the Project Plan you submitted before any funds will be available. You must follow all protocols for planning and carrying out your activity as outlined in this Handbook.**
- For processing payments, you must follow all protocols for utilizing funds outlined in this Handbook. Note that ASG may require that your organization submit an event evaluation form after your event/activity and your group may also be required to present findings/results to ASG or the College community as a condition of receiving funds.
- If you do not spend all of the ASG allocation on your approved event, the unused funds remain with ASG. Your group does not get to retain any remaining funds.
- If the nature of the event changes after you have been allocated ASG funds, you must

get ASG approval of the event changes before using the funds.

### Student Technology Fee

The STF is a fee that is contracted between ASG and the College and it is added to tuition. Information on the fee, who oversees it and what it can be used for can be found on the STF webpage. Requests for STF funding should show benefit and accessibility for the greater student body. From the webpage: “The Student Technology Fee Committee (STFC) is the advisory body to the ASG Board of Directors responsible for making recommendations pertaining to STF collections, distributions and expenditures. Authority to set STF priorities for the yearly budget allocation resides with the STFC, which shall strive to use majority of funds in a manner that benefits the greatest number of students.” Funds allocated should be used in the year they are approved. They do not rollover and unspent funds remain in the STF accounts. For more information and to apply, visit <https://www.bellevuecollege.edu/its/stf/>

### Student Environmental Sustainability Fee

The SESF is a fee added to tuition. It is part of an agreement between ASG and the College to gather these fees to pay for a variety of sustainability initiatives on campus. Visit the website for the history of the fee, and information on how to apply for these funds. Note that ASG officers chair the committee and schedule the meetings. Recommendations from the SESF Committee must be approved by ASG at a regular Board of Director’s meeting before funding is approved. Student Organizations must have an approved Project Plan before any of the allocated SESF money may be spent. Any unspent funds remain with the SESF fund and do not rollover. Funds allocated should be spent in the year they are approved by ASG. For more information and how to apply:

<https://www.bellevuecollege.edu/sustainability/get-involved/sesf/>

### Other Funding Sources

There may be other sources of funding available from different units in the College or outside sources. If you are looking for additional funding for a project or activity, schedule an appointment with your Student Programs Team Member to discuss what options may be available to you.

## Authorized Purchases

**Student organizations must have an approved Project Plan before making any commitments to outside organizations, paying fees or purchasing supplies**

### ASG and S&A Allocations

Allocations may only be used for the type of expenses applied for and approved. For example, if your group applies and gets approval from ASG Funds to spend \$200 to hire entertainment at an event, the approved funds can only be used for that purpose, and cannot be used for food or decorations. If no entertainer is hired or it only costs \$185, unused money stays with the ASG.

S&A funds allocated by the S&A Fee Allocation Committee remain in your account for the fiscal year, but may be removed if unspent at the end of the year.

Remember, S&A and ASG Funds (which are really also S&A funds - don't let this confuse you, funding from ASG carries the exact same rules and regulations) have limitations on how they may be spent that is outlined in the ASG Financial Code, the Killian Document and the BC Compliance Guidelines.

All durable items (such as grills, sports equipment, musical instruments, etc.) purchased by student organizations become property of BC and should be labeled accordingly. These items are not intended for personal use and the student org advisor is responsible for the equipment when not in use unless other arrangements are made with the Office of Student Programs. Items must be stored on campus.

### Prohibited Purchases

S&A Funds and ASG Funds **CANNOT** be used for the following items:

- **Any purchase deemed an impermissible use per the Killian Document**
- Any purchase deemed an impermissible use by the 20-21 S&A Fee Allocation Committee (Review the [How Your Fees are Spent Page](#) for allocation decisions and rationale).
- Donations to non-profit organizations or other BC programs/departments
- Outreach or recruiting outside of the current student population at BC
- Alcoholic beverages (TIP: do not put alcohol on ANY receipt you wish to submit for reimbursement)
- Alcohol-related expenses



- Illegal substances or related expenses
- Products or materials that endorse a specific political party or candidate
- Purchases that are not approved by the Office of Student Programs

The Office of Student Programs must abide by all Finance Office protocols and procedures. If a student organization or advisor does not follow finance procedures, reimbursements for expenses or payments may be denied and the individual may be referred to the Student Conduct office or Human Resources.

## Utilizing Funds

**Student organizations must have an approved Project Plan before making any commitments to outside organizations, paying fees or purchasing supplies.**

The Office of Student Programs makes payment on behalf of student organizations for approved expenses. Incomplete forms or inadequate supporting documents will not be accepted. Through the Student Programs office, student orgs may:

- Request a payment directly to a vendor
- Request a reimbursement to a student or advisor
- Order select items through BC departments

Do not attempt to submit any request for payment or reimbursement from a student organization account directly to the Finance Office. It must be processed through the Office of Student Programs.

## Request a Payment Directly to a Vendor

For vendors that issue invoices or bills, payment with the proper approvals will be made by Student Programs staff with a College Purchasing Card or College check or a College Purchase Order and the funds are deducted from the group's BC account. Whenever possible, student organizations are expected to request direct payment to vendors as opposed to paying out-of-pocket and seeking reimbursement. Payment to guest speakers, DJs or other professionals who provide services MUST be made directly by College check or P-Card and can ONLY be made with an approved contract or agreement.

The process to request a payment directly to a vendor may take up to 3 weeks from the time it is received by the Office of Student Programs to the time payment is made, depending on the nature of the payment and required documentation. No disbursement of funds will take place without an approved Project Plan. To request a vendor be paid directly via College Purchasing Card or check or P.O.:

1. Submit your Project Plan – see *Planning and Hosting Events and Activities* section for

- the timeline needed for your event type.
2. Get a cost estimate or quote in writing from the vendor. Do not make any commitments to the vendor at this time.
  3. Keep in mind per College policy, we cannot pay in advance or put down deposits ahead of time. There is a Purchase Order system that most vendors will accept instead.
  4. Submit and receive Final Approval on your Project Plan. The activity must be approved with an adequate dollar amount indicated.
  5. Contact your Student Programs Team Member and attach an official quote or invoice from the vendor.
  6. Unless otherwise specified, the vendor will be paid directly via College Purchasing Card or check or P.O.
  7. Remember: NEVER sign a contract or agreement on behalf of your group!

## Request a Reimbursement

Reimbursements are used when group members and advisors spend money out of pocket for approved expenses. DO NOT spend any of your own money before you have an approved Project Plan. The Project Plan must list adequate estimated expenses for you to be eligible for reimbursement.

DO NOT shop at Costco and submit for reimbursement. The College has regulations around Costco and even if you have an approved Project Plan for buying food, you should not purchase items at Costco. BC Food Service may be able to make approved purchases at Costco on your behalf. Contact your Student Programs Team Member for details.

Advisors: If you have been issued of College purchasing card for departmental use, DO NOT use it to purchase items on behalf of the student organization. Contact your assigned Student Programs Team Member for assistance.

**NOTE: The College Finance Office makes the final decision on reimbursements and purchasing. The Office of Student Programs staff will facilitate the process and assist you with meeting Finance Office requirements. However, if the Finance Office denies the payment request, you will not be able to make the purchase or get reimbursed.**

Follow these instructions carefully. Incomplete forms or inadequate supporting documents will not be accepted. The Finance Office has final say on reimbursable expenses.

1. You must have an approved Project Plan. The expense must be detailed on the Project Plan with an adequate dollar amount indicated.
2. You MUST have receipts for all purchases. *All* receipts must meet criteria below:
  - a. ORIGINAL Receipts only (NOT a copy).
  - b. Show method of payment: Credit card, cash, check.

- c. Itemized Receipts Only! The receipt must indicate the specific items that were purchased (credit card signature receipts must be accompanied by an itemized receipt). If you do not have a receipt that is itemized, contact the vendor and retrieve a duplicate receipt.
  - d. For orders placed online and invoice receipts, it must indicate that the payment was received by the vendor and that that the balance is \$0.
  - e. Do NOT submit any receipt that contains alcohol, tobacco or other prohibited items for reimbursement.
  - f. Original receipts that were issued electronically are acceptable as long as they meet the criteria above.
3. Prepare the receipts: Be sure to include sales tax as a reimbursable expense.
  4. Submit everything to your Student Programs Team Member for review. They will contact you if there are any questions.
  5. Picking up your Reimbursement: Your Student Programs Team Member will give you instructions on how and where to pick up your reimbursement. During COVID restrictions, alternate arrangements will be made.

### Brutus Says – Tips for Success

- If you need to purchase personal items as well as items for your approved activity, pay for them separately at check-out. In other words, keep reimbursable items on a separate receipt. This will streamline the reimbursement process.
- It is highly recommended that the group's treasurer keep copies of all receipts and financial documents. Simply request that your Student Programs Team Member provide copies of your group's financial documents and approvals when receipts are submitted for processing.

### Revenue Collection

There are several means for student organizations to collect revenue. Outlined in this section are general procedures for collecting and depositing money.

The organization's treasurer or designated officer is responsible for coordinating the collection of cash and checks for approved activities. Collection of money must adhere to these policies:

- Monies collected should be turned in at the Office of Student Programs on the same day it is collected if possible. If this is not practical due to the timing of the event (e.g., if the fundraiser occurs on a weekend), arrange for the group's advisor to hold the money

until the next business day. Only full-time employees of BC are permitted to hold money overnight.

- No cash should be held by students to be used for disbursements or payment of organization expenditures. Do NOT pay an invoice with money collected from sales!!! Failure to submit money on time or unauthorized use of funds may affect your organization's charter status and individuals who do not follow proper financial protocols may be referred to Student Conduct or Human Resources for possible further action.

## Protocol for Collecting Revenue

1. Upon receiving cash or checks, issue a receipt to the purchaser which includes name, contact info of purchaser such as a phone number, date, amount and item purchased.
2. When selling tickets, record ticket sales on a ticket log. A ticket log is used to keep track of the attendees, number of tickets sold, money and documents collected.
  - a. All tickets should be pre-numbered with the corresponding number on the log sheet.
  - b. A ticket log should include: Date of Log, Ticket number, Name of Attendee/Purchaser, Name and Initials of Seller, Amount of Purchase, and indicate if Cash or a Check was received.
  - c. In some cases, it should indicate whether a registration form or Liability Waiver was received.
3. Make an appointment to turn in all funds to your Student Programs Team Member - count the cash and checks.
4. Turn in the money, ticket log (if applicable), and any other documents. Office of Student Programs staff will count the deposit to verify the total cash and checks received. Office of Student Programs staff will provide a copy of the deposit receipt and a copy of the ticket log, if applicable.
5. Fundraised money will be deposited into the group's BC account.

## Appendix I: Event Planning – What to Consider

Planning an activity and not sure if you've covered your bases? Here's a starting point. Answer these questions to help you complete the Project Plan.

*For information related to Fundraisers, see Appendix II*

*For information related to Travel Requests, see Appendix IV*

Who? Identify those participating in every aspect of the event.

Who is the intended audience? (all BC students, group members, departments, public, 21+, etc.) Who is already involved in planning this event? (Organizations within and outside of BC) Who else needs to be involved?

Are guests invited to attend or speak at this event? Will the advisor need to attend?

What? Describe each component of your event.

What activities are occurring during this event?

What types of physical activities will occur at this event? Are liability waivers necessary? What items will you distribute or collect at this event?

Will you need to print logo items (organization or BC logos) for this event? What are your anticipated expenses for this event?

Where? Choose an ideal location for your event.

Where is this event occurring? (on-campus, off-campus, give a physical address) Where are your back-up locations?

Does the venue serve alcoholic beverages?

Will you need a permit from the City of Bellevue?

Will you need extra security?

Do you have any tech needs? Not always, but this might also inform your decision on location.

When? Consider the best time for your event.

Are there any conflicting events already scheduled on the BC Event Calendar ([www.BC.edu/calendar](http://www.BC.edu/calendar))?

When do you want to hold this event? When are your back-up dates?  
What is the duration of this event?

When are you selling tickets or collecting sign-ups to this event? Why?

Explain the purpose of your event.

What is the purpose of this event? What are the goals of this event?  
How does this event help to achieve the mission of your student organization?

Create your implementation plan.

How are you going to publicize the event? What equipment from BC will you need?  
How will you sell tickets? How will you collect tickets at the event? How will you cover the costs of this event?

Will you have food at your event?

Will you need to order tables, chairs, tents, or a stage? Will you need sound equipment?  
Will you need Wi-Fi for vendors? What will your layout look like? Will you need electricity?  
Do you plan to sell items or collect donations? Who will set up and clean up?

Are cash, check, or credit/debit card transactions needed at your event? Be sure to detail any proposed transactions on the Project Plan.

Do you need electricity or computers/projectors for our event? When you put in your Project Plan, be sure to let Office of Student Programs know you will need electricity. Most rooms that are available to reserve have projector/video capability and a computer, just like other classrooms. Electricity may be available for outdoor events, consult with your Student Programs Team Member for details.

Are you planning to have homemade food at your event? Some events may require a food permit, some may not depending on who will be attending and the exact location. Confer with your Student Programs Team Member and review *Food at Your Organization Events* for details.

## **Appendix II: Event Planning – Fundraising Activities**

Start with Appendix I. Consider the following questions before you submit the Project Plan and meet with your Student Programs Team Member.

### Items for Sale

What items are you selling? Are you selling tickets that will be redeemed for items later?  
What are you paying for the items? How much are you selling them for? What are your sales goals?  
How many/much will each member need to sell?

### Vendor information

What vendors are you working with for this event? Does the vendor require any paperwork to be signed?

Percentage of proceeds to your group (submit any fundraising agreements or contracts required by the vendor to Student Programs team member assigned to your group for approval. DO NOT SIGN ANYTHING!).

### Payment

What are you expected to pay upfront? Remember the College does not usually pay deposits or costs upfront per Washington State guidelines.

What are the total costs associated with this fundraiser? How will the vendor be paid?

### Donors

Who are you asking to donate? If you plan to solicit donations from beyond the BC community, follow instructions when you work with the BC Foundation.

Create a database of your potential donors. Include each person's full name, company name, address, and phone number.

How do you plan to contact the donors?

### Revenue

Will the funds be used to finance a specific event or activity? Are the funds for general use?  
What is your plan if the event for which you are fundraising is cancelled? How will you track who buys what during the event?

Forms Needed:

Fundraiser Authorization Request;

Donations log;

Log (Name of club, Name of log, Date, columns: Number, \$ amount, Initials);

Log of items for sale;

Verification/Deposit Record.

Procedure:

1. Fill out forms, signatures by advisor, SP Director;
2. Keep second (yellow) copy for SP records;
3. Date-stamp logs;
4. During fundraiser, complete logs;
5. After fundraiser, reconcile funds amounts, logs;
6. Sign Verification/Deposit form, keep original (white);
7. Deposit funds with cashier's office, take receipt;
8. Bring receipt and pink copy of V/D form back to SP
9. File forms 1, 2, 3, 4 and two copies of 5.

### **Student Programs' Fundraiser Checklist**

**Club Name:**.....

This checklist should be used to track all the tasks that need to be done for a fund-raiser.

Authorization Form filled out Yes " No " Initials: \_\_Date: \_\_

Supplemental form filled out Yes " No " Initials: \_\_Date: \_\_

Room Reservation Yes " No " Initials: \_\_Date: \_\_

Advisor Signature Yes " No " Initials: \_\_Date: \_\_

Student Programs Director Signature Yes " No " Initials: \_\_Date: \_\_

Logs Created & stamped Yes " No " Initials: \_\_Date: \_\_

Copies given to student contact Yes " No " Initials: \_\_Date: \_\_

Original form(s) filed in org folder Yes " No " Initials: \_\_Date: \_\_

Reconciliation Done Yes " No " Initials: \_\_Date: \_\_

Deposit Done Yes " No " Initials: \_\_Date: \_\_

Copy of Receipt given to Chris Yes " No " Initials: \_\_Date: \_\_

### **Fundraising off campus – two options:**



1. A donor can donate to the student group through their college account (check to Bellevue College). In this case, since the college is not a 503C entity,
  - The donation will not be tax deductible;
  - The donor can privately donate, but they cannot solicit donations from others (e.g. if a restaurant wants to donate proceeds from their business, they cannot advertise that the proceeds will go to the organization).
  - The donation can be used directly by the group it is made for.
  
2. If the donation is made through (check to) the Bellevue College Foundation,
  - The donation will be tax deductible;
  - The donation drive can be advertised (properly using the proper language and BC Foundation information).
  - The donation cannot be used for a specific organization but for a general cause (e.g. cannot go to BSU but can go towards furthering the Black culture on campus).

## Appendix III: Hosting an Online Event

Want to hold an online event or activity and not sure if you've covered your bases? Here's a starting point. Answer these questions to help you complete the Project Plan.

*For information related to Fundraisers, see Appendix II*

*For information related to Travel Requests, see Appendix IV*

### Explain the purpose of your event.

What is the purpose of this event? What are the goals of this event?

How does this event help to achieve the mission of your student organization?

### Who? Identify those participating in every aspect of the event.

Who is the intended audience? (all BC students, group members, departments, public, 21+, etc.) Who is already involved in planning this event? (Organizations within and outside of BC) Who else needs to be involved?

Are guests invited to attend or speak at this event?

How will guests be invited? Or is it an open link where anyone can join?

Will the advisor need to attend?

### What? Describe each component of your event.

What activities are occurring during this event?

Is the event synchronous? Meaning it is live and participants are interacting live with the presenter?

Is the event asynchronous? Meaning will you post content somewhere and folks can participate on their own in their own time?

What types of physical activities will occur during the online event? Examples: Tea tasting, spa day, etc.

Are liability waivers necessary?

What items, if any, will you distribute before or after the event?

Is there a prize or incentive to attend or participate?

How will you determine who gets any prizes or incentives?

How will you get the items to the participants? Email? US Postal Service?

Will you need to print logo items (organization or BC logos) for this event?

What are your anticipated expenses for this event? You need an itemized list for your Project Plan.

Where? Choose an ideal location for your event.

Which online platform can host your event? Microsoft Teams? Zoom? Student Programs or Your group's social media? If so, which one?

Are there limits to the number of participants on your chosen platform?

Is there a cost to hosting on that platform?

What is your backup if your Internet access is not working or the platform is not working? Do you have any special tech needs for the event?

When? Consider the best time for your event

Scheduling online events has lots of challenges because you are competing not just with participants' daily lives but you also you are competing with the entire Internet for their attention.

Are there any conflicting events already scheduled on the BC Event Calendar ([www.BC.edu/calendar](http://www.BC.edu/calendar))?

When do you want to hold this event? When are your back-up dates?

What is the duration of this event?

Are you selling tickets or collecting sign-ups to this event? If so, how are you planning to track tickets or signups?

Explain the purpose of your event.

What is the purpose of this event? What are the goals of this event?

How does this event help to achieve the mission of your student organization?

How? Create your implementation plan.

How are you going to publicize the event? What equipment from BC will you need?

How will you sell tickets? How will you collect tickets at the event? How will you cover the cost?

## Appendix IV: Planning for Travel

You must meet with your Student Programs Team Member to discuss your trip at least 8 weeks prior to the trip departure date. During this meeting, they will explain the Travel Request Form and the request process.

DO NOT book or pay for travel until you have an approved Project Plan. The Travel Proposal contains estimated cost information and trip details that will be considered during the approval process.

### Step by Step for Student Travel

Each Student Organizations may look at planning a travel. There are a few different kinds of travel: Local Tours, workshops or conferences; National Conferences/workshops; day trips. Your Student Program Team Member will have ideas. But you can find your own, too. We look at:

1. How far to travel there: local, state, international?
2. How many days of school are missed?
3. How many students and advisors?
4. Cost per student and advisor (most of the time the request is covering advisor's expenses too).
5. Are there any risk issues: flying, backwoods trails, unsafe city, driving over the passes in Winter?

Some organizations have been approved for travel money from the previous school year during the annual S&A (Services and Activities) process. Being granted the money to travel still requires approval for the actual travel. You just don't have to ask for the money to pay for it. Some organizations request money from the ASG (Associated Student Government) at BOD (Board of Directors) Meetings. It takes up to 4 additional weeks to get ASG approval, and approval is not guaranteed

The following steps will help you gather all the information so that you can figure out costs for the trip. Break it down to each traveler cost. You will be able to then fill-out an ASG Funding Request if needed, and your Project Plan.

Always estimate high, due to taxes and other miscellaneous charges that will come along. (If you print a poster for advertising: that is cost).

1. Where do you want to go? (*Info to go in the Project Plan*)
  - a. Conferences/workshops: local or out of state
  - b. Tours
  - c. Organization officers and advisor along with any other member to the group will meet and talk about options. Advisor will have options and possible ideas. The students will actually decide with the advisor's guidance.
2. Gather information about Conferences/workshops/tours (*Info to go in the Project Plan*)
  - a. Look at website for conference (add url to Project Plan)
  - b. Date of event (start planning 3-4 months out, before you put in the Project Plan)
    - i. What days (school days and or weekends or breaks?)

- ii. Start time: (Example, if the conference starts at 8 am Tuesday, you will probably travel the day before so as to be on time)
  - c. Registration
    - i. Early bird rates?
    - ii. Last day to register?
    - iii. How do you register? Online, or send a BC college check (as a group)?
  - d. Hotel -is there a conference hotel or do you stay in any hotel around the conference?
    - i. If there is a conference hotel, is there a discount rate?
    - ii. Rooms will generally have 2 queen beds, so they can invoice us for 2-4 students in a room, BUT our best practice is 1 student to a bed.
    - iii. Some hotels will have rollaway beds, or a sofa bed in the room (can call the hotel front desk and ask) Ask early, the extra beds will go fast.
    - iv. Advisors gets a room of their own or can share with another advisor.  
Advisors do not share rooms with students.
  - e. Meals: Everyone needs to eat. Many of the conferences include some meals. We can look at the pre-diem chart to see what is the rate for the state and city you are in, and the rates allowable for meals. "Per diem" means allowable expenses for meals per day. We can look at the actual travel date and see if there are per diem meals for that time.
  - f. Per-Diem: <https://www.gsa.gov/travel/plan-book/per-diem-rates>  
Find the city and state; then find the month you are traveling to check the rates.
    - 1. Day travel: can pay for meals only if the travel and conference is 11 hours+
    - 2. Travel overnight: Three meals per day. First day and last day will be a partial day's worth of meals.
- 3. Gather information for other expenses for the travel. (*Info to go in the Project Plan*)
  - a. Airlines: The college uses travel agents, so as to have some protection when purchasing tickets, changing names of travelers, cancellations and problems while traveling.
    - i. Check the Internet to get an idea of pricing for tickets. This will not be the price you get. Prices change during each day and it will be weeks from the time you look at prices before you are actually buying tickets. Pricing on the Internet often to not include taxes/fees and does not include travel agent fees (\$30 per ticket). So add at least \$100 to each ticket price you find online for your request.
    - ii. If the estimate for the tickets is too low when tickets are purchased weeks later, the college Finance Office will request a new department approval for higher pricing, which may delay purchasing.
  - b. Renting Vehicles/shuttles
    - i. Local travel

1. Students meet at site, or take Local bus (include cost of bus fare) or car/van rental (Enterprise)
  - a. Enterprise vans (driver and 8 in one van)
    - i. driver must be over 25 years of age to drive the vans
    - ii. Enterprise Company: one day is about \$100 (includes rental and fuel) Open 8am to 6pm, drop off box for late returns
    - iii. Need name and cell phone number to give them
  - ii. Shuttles to and from “out of area airports” and conferences. *Getting to and from Sea-Tac is generally the responsibility of the traveler*
    1. Some conferences hotels include setting-up airport shuttles, some don’t so do your research.
    2. Airport shuttles at your destination: different rates for size of groups or vehicles; big conferences use up many shuttle, so reserve early
  - i. Daily use of rental of vans at the destination or sites. We use Enterprise Rentals: cars, vans, which are rented on the college plan and directly paid by the college when the trip is over.
  - ii. Charter vans for tours or large group traveling. We look at charter bus companies like Starline.
4. Co-pays: This is where each student traveling agrees to pay a portion of the cost for their trip. There are many reasons for students putting up a co-pay for a travel.
  - a. Assures students are more invested the trip
  - b. What is the price per student for the travel (including the advisor’s expenses split into students’ cost)?
  - c. What portion should students pay?
  - d. Most 3-day trips are about \$1500 to \$2000 per student, depending on the destination (this includes advisor costs).
  - e. Co-pay can be an inequity issue. If you feel there is an equity issue around co-pays, contact your Student Programs Team Member to discuss options.
5. Work with your Student Programs Team Member to put together a TR (Travel Request) form for Finance Office Travel Department.
6. Pre-Departure Orientation for Travel: All travelers are required to attend and turn in travel forms.
7. After Trip is over: TEV (Travel Expense Voucher) is due 10 days from return date.

## **Appendix VI: Loan of Equipment from Student Programs**

The following items are available from the Office of Student Programs and must be reserved via the Project Plan. All items on this list are first-come, first-served, and availability on any given day is not guaranteed. Items can be checked out for one business day or over a weekend. Items that are not returned in the same condition in which they are checked out, or which are not returned on time may be charged to the organization's account OR the organization may not be permitted to reserve items for in the future.

### **Equipment for loan:**

- Commercial Popcorn Machine (training is required, your group will be charged for supplies)
- Commercial Cotton Candy Machine (training is required, advisor or designated BC employee must be onsite, your group will be charged for supplies)
- Clipboards
- Paper cutters – for use in the SP office
- Cashbox for ticket sales/money collection
- A-frame sign holder for use during your event
- Tables and chairs for tabling in the C Lobby

### **Supplies:**

- Butcher paper for signs – various colors, no charge for student organizations.
- Pens, markers, crayons – various styles and colors, no charge for student organizations
- Assorted other craft and poster-making materials – no charge for student organizations.