



Bay State College

Office of Student Involvement and Leadership

31 St. James Avenue, 2nd Floor
Boston, MA 02116
Phone (617) 217-9228
kstaine@baystate.edu

STUDENT ORGANIZATION POLICIES

All student organizations who wish to remain in active status through the Office of Student Involvement and Leadership, must abide by the policies outline below.

STUDENT ORGANIZATION FUNDING & EVENT MANAGEMENT

- All funding requests will be approved by the Office of Student Involvement and Leadership. All events and items requested will be purchased utilizing the Student Activities Fee which is managed by the Office of Student Involvement and Leadership. The Student Activities Fee will be provided for events and/or services which is open and available to every student enrolled in the Day Division, and there needs to be an obvious benefit to the entire student body. The benefit of all spending requests will be determined by the Office of Student Involvement and Leadership.

It is the responsibility of the sponsoring organization to be aware of all funding policies and/or restrictions.

- The Office of Student Involvement and Leadership will not fund purchases of alcohol, national dues exceeding \$500.00, miscellaneous accounts, academic/study supplies, newsletters, academic clothing (lab coats, scrubs, etc.), phone bills, travel costs*, private functions, office supplies, weapons of any kind, membership drives (excluding organizations that are nationally affiliated, but do not receive funding from their national affiliation, who have formal mandated recruitment processes) for student organizations, labor fees, closed events, or materials intended for a possession of a single individual (excluding prizes). All purchases must be for a good and/or service that will be open to all students at Bay State College.

To better understand the above funding restriction, below is a list of items that will not be approved by use of the Student Activities Fee managed by the Office of Student Involvement and Leadership:

Alcoholic Beverages	Ammunition, Weapons, & Firearms
Hazardous Materials	Prescription Drugs
National Dues (In Excess of \$500.00)	Operational Costs
Organization Retreats	Travel Costs*
Academic Supplies	Academic Clothing (Lab Coats, Scrubs, etc.)

Please see **Section IV for specific travel arrangements policies and/or restrictions.*

- All active student organizations are able to submit funding requests for organization clothing items and promotional giveaways with their logo/name, as well as request to have food at their organization meetings. These requests will be approved through the Office of Student Involvement and Leadership. While organizations are permitted to submit requests for these items, these items have restrictions and are to be broken down by the below pricing allowances:

Food at Organizational Meetings	\$150.00 Per Semester
Apparel/Promotional Items	\$350.00 Per Student Organization Per Academic Year

**Any student organization who wishes to go above the allotted spending allowances for food at organizational meetings or apparel/promotional items, will need to cover the costs out of pocket.*



Bay State College

Office of Student Involvement and Leadership

31 St. James Avenue, 2nd Floor
Boston, MA 02116
Phone (617) 217-9228
kstaine@baystate.edu

- All active student organizations who wish to utilize the Student Activities Fee allocated by the Office of Student Involvement and Leadership to fund traveling costs, must abide by the following restrictions:
 - Student organizations must request funding to cover the cost of room, board, and travel for the accompanying adviser/chaperone
 - A student organization, in no way, can allocate for souvenir costs unless such items are included in the conference registration costs.
 - Student organizations still must abide by the policy of only being able to request up to \$700.00 for conference/travel fees.
 - If an organization is traveling over hundred (100) miles, they must be accompanied by an approved chaperone. Chaperones must be a staff/faculty member of Bay State College and be approved by the Office of Student Involvement and Leadership.
 - There will be no funds allocated to flying costs, unless approved by the Office of Student Involvement and Leadership.
 - Organizations are only to request funding for travel if their destination is within 225 miles. Any organizations who wish to travel outside this restriction will need to provide their own funding and/or be approved by the Office of Student Involvement and Leadership.
 - Any student organization who wishes to travel off campus, must have every participant complete an official Bay State College Student Waiver prior to the start of the event in question.
- Student organizations must request funding for an event no less than eight (8) business days prior to the actual event as this helps better manage access to funding, such as credit cards and check requests for payment. All funding requests must be submitted to the Associate Director of Student Experience for approval. In the event that purchases are made prior to the date that the funding request was approved, said purchases will not be reimbursed, unless a formal semester or academic long budget was approved previously.
 - Student organizations must submit a formal funding request on the most updated Funding Request Form that is provided by the Office of Student Involvement and Leadership. This form will be available to all student organizations electronically on the college website. All forms must be filled out with all required information, and must be signed off by a student organization represented, as well as their assigned advisor. All student organization related forms can be located on the BSC website.
 - All Funding Request Forms must be filled out completely, or they will not be accepted.
 - An active member of the student organization must sign off on the form.
 - An active, and designated advisor must sign off on the form.
 - All Funding Request Forms must be submitted by the student organization, not by the advisor.
 - All Funding Request Forms must be submitted within a timely manner to the Office of Student Involvement and Leadership for final approval.
 - All Funding Request Forms must be submitted prior to any forms of payment are solidified, event sign ups, or marketing initiatives have started.
 - Any and all reimbursements will be provided by check from Bay State College. There will be at least a two week waiting period upon proof of purchase. Without exceptions, all requests for reimbursements must be accompanied by a valid receipt. All items must be outlined and listed on the receipt; The Office of Student Involvement and Leadership will not cover the costs of deposits that were made out-of-pocket.
 - All debts incurred during a college-sponsored event, must be presented for payment within two (2) weeks of the event. Failure to do so will result in the debt being borne solely by the student organization. If there



Bay State College

Office of Student Involvement and Leadership

31 St. James Avenue, 2nd Floor
Boston, MA 02116
Phone (617) 217-9228
kstaine@baystate.edu

is less than two (2) weeks remaining in the current semester, all receipts and reimbursement submissions must be turned in by the final day of classes/finals.

- Any fraud or misrepresentation on the part of the organization could face no longer receiving further funding from the Office of Student Involvement and Leadership; student organizations that face potential fraud or misrepresentation, can potentially go through a formal conduct process through the Department of Student Affairs. All debts the said student organization in question has procured: past, present, and future, will not be the responsibility of the Office of Student Involvement and Leadership and, thus said organization will be liable. The student organization in question may appeal to the Associate Director of Student Experience, who will present the appeal to the Department of Student Affairs.
- All student organizations which are sponsored by the Student Activities Fee must be advertised at least four (4) business days prior to the event and all advertising materials must be approved by the Office of Student Involvement and Leadership. If any advertising materials are found to have violated any policies outlined, the student organization may be placed on probation. If there is a reoccurring issue, the student organization could face not being able to request additional funds from the Student Activities Fee for the remainder of the semester and/or academic year.

Any and all marketing materials that are approved by the Office of Student Involvement and Leadership are permitted to be posted on the designated bulletin boards on campus.

For all digital marketing outlets (campus televisions, electronic newsletters, etc.), student organizations must submit marketing material to the Office of Student Involvement and Leadership at least four (4) days prior to the event.

All student organization marketing materials, in which funding is being utilized from the Student Activities Fee, must include the following statement: "This event is sponsored by your Student Activities Fee." Failure to include the SAF statement, will result in marketing material not being approved.

- If any student organizations utilize the Student Activities Fee in which any fees are charged to attendees (entrance fees, bake sales, fundraisers, etc.), that student organization in charge of the event is permitted to retain the earned funds and does not need to return any profits to the Office of Student Involvement and Leadership.
 - All funds retained must be used for group purposes only; if a student within the organization accesses the funds for personal use, both the student and the organization could potentially face a penalty and face further conduct action.
 - Any money that is profited from an event must be reported to the Office of Student Involvement and Leadership for tracking purposes and held by the Office of Student Involvement and Leadership or handled directly by the student organization's advisor.
 - Collection for alcohol-related events is prohibited.
- Active student organizations are permitted to submit a semester long budget for the fall semester only. All semester long budgets must be submitted to the Associate Director of Student Experience by the second-to-last meeting of the spring semester, unless otherwise stated. A semester long budget is not an official approval for student organization events, but an estimated amount of monthly expenses that the organization in question expects to spend over a semester-long period.



Bay State College

Office of Student Involvement and Leadership

31 St. James Avenue, 2nd Floor
Boston, MA 02116
Phone (617) 217-9228
kstaine@baystate.edu

- If a student organization submits a fall semester budget ahead of time, the student organization is still required to submit a Funding Request Form, which will still receive final approval or denial for the event/item in question.
- The Office of Student Involvement and Leadership reserves the right to void any submitted semester long budgets.
- A student organization may be approved no more than \$700.00 per academic year for expenses to utilize for conferences and/or travel costs. This does not mean that any or all student organizations are entitled to \$700.00 per academic year, simply that an organization should not request any more than said amount.
- If an event is charging admission, a reasonably higher admission must be charged for non-Bay State College students. This is to ensure that Bay State College students are treated fairly, due to already paying a Student Activities Fee.
- Any student organization that is hosting an event with limited spaces, must hold a first-come, first-serve sign up through the Office of Student Involvement and Leadership. All sign-ups will operate through the Office of Student Involvement and Leadership.
- Approval for an off-campus event sponsored by the Student Activities Fee will be at the discretion of the Office of Student Involvement and Leadership, as to whether it benefits the entire student population.
- All active student organizations must follow the following guidelines when submitting a Funding Request Form:
 - To request funding from the Student Activities Fee, groups must be registered as an active student organization through the Office of Student Involvement and Leadership. Student organizations are able to obtain the Student Organization Re-Registration Form from the Bay State College Website at: <http://www.baystate.edu/campus-life/clubs-activities/>
 - Student organizations must obtain the Funding Request Form from the Bay State College website, or by reaching out to the Office of Student Involvement and Leadership
 - Student organizations must fill out the Funding Request Form in its entirety, and submit it to the Associate Director of Student Experience
 - Funding Request Forms must include a student representative signature, as well as being signed off by the organizations advisor for the student group
 - Forms must be submitted in person by a student organization representative
 - Forms will not be accepted for the following reasons:
 - There are missing signatures from a student representative and/or advisor
 - All required event information is not filled out
 - Payment options are not selected (Credit Card, Reimbursement, Check, etc.)
 - The newest version of the form is not being utilized
- Once a student organization has submitted the Funding Request Form, they will need to need to set up a meeting with the Associate Director of Student Experience Leadership to review the form, event, and go over all event management processes to ensure the event is successful.



Bay State College

Office of Student Involvement and Leadership

31 St. James Avenue, 2nd Floor
Boston, MA 02116
Phone (617) 217-9228
kstaine@baystate.edu

- Once approved for funding, it is the responsibility of the student organization and its representatives to work with the Associate Director of Student Experience for payment options, funding assistance, etc.
- All active student organizations must follow the following guidelines when submitting a Grievance in regards to student organization funding:

In the event that a funding request is denied by the Office of Student Involvement and Leadership, the student organization who was denied funding may take the following students:

- Contact the Associate Director of Student Experience Leadership and request the funding request be reevaluated in writing
- If the reevaluation is approved, the student organization will be requested to construct a new funding request proposal, with revised items, new budget, etc.
 - The submission of a new funding request will go to the Department of Student Affairs for final approval
- If the student organization submits a funding request to be evaluated, and it is denied a second time, there will be no further opportunities for appeal.

STUDENT ORGANIZATION LEADERSHIP WORKSHOP

The Office of Student Involvement and Leadership is invested in making sure that all student organizations at Bay State College have the information and support they need in order to navigate the school year successfully. At the beginning of each semester, each student organization is required to participate in the Leadership Workshop sponsored by the Office of Student Involvement and Leadership. This mandatory training session for student organizations who wish to be recognized by the Office of Student Involvement and Leadership will provide information on what is needed to start the year off right and what processes and/or procedures need to be completed in order to stay recognized, receive funding, and have successful programs.

While the Leadership Workshop is open to all members of each student organization, it is a requirement that at least two (2) members of the student organization are in attendance. There will be a variety of dates and times available for the Leadership Workshop that is hosted each semester.

All student organizations need to make attending the Leadership Workshop a priority. Not attending this workshop will impact a student groups ability to be recognized, request funding, and meet other expectations set forth by the office.

For questions regarding the mandatory Leadership Workshop, please contact the Office of Student Involvement and Leadership.

RISK MANAGEMENT AND EVENT WAIVERS

The Office of Student Involvement and Leadership, along with the Department of Student Affairs, require that all student organizations who are hosting an off-campus event, or an event that requires physical activity, that all involved participants sign off on a waiver created by Bay State College. The waiver ensures that all involved



Bay State College

Office of Student Involvement and Leadership

31 St. James Avenue, 2nd Floor
Boston, MA 02116
Phone (617) 217-9228
kstaine@baystate.edu

participants recognize that they are taking part in an off-campus event and/or physical activity, and they are participating in safe and non-harmful events.

If an event involves potential risk of harm for its involved participants or includes off-campus travel, student organizations are required to have a waiver created by the Office of Student Involvement and Leadership, which would be specific to the event in question. The Event Waiver indicates voluntary participation and highlights that the participant is participating at their own risk. Despite signing off on a waiver, student organizations are encouraged to still proactively plan for all possible risks, utilizing other methods to ensure safety for all those involved. An Event Waiver is only active for the specific event/activity that is outlined in the typed up document and is not permitted to be reused for any reason. The Event Waiver must be created by the Office of Student Involvement & Leadership.

All Event Waivers must be kept with a staff member of the college, specifically the Assistant Director of Student Involvement and Leadership and/or advisor of the student organization. All waivers must be signed by participants while signing up for specific event and turned it immediately. No student shall sign off on a waiver for another student. If a student does not complete a waiver, they are not permitted to attend the event in question.

CHAPERONE RESPONSIBILITIES

All student organizations who request funding for off-campus programming are required to have a chaperone, unless otherwise specified by the Office of Student Involvement and Leadership. Chaperones must be a staff/faculty member and are not permitted to be a student of the college.

Any chaperone who signs up to accompany a student organization, must fully understand that they will be taking responsibility of the group and represent Bay State College during the full duration of the trip.

It is the responsibility of the chaperone to report any behavior problems to the Office of Student Involvement and Leadership upon returning. Any serious behavioral issues should be reported to the Department of Student Affairs immediately.

All chaperones will be responsible for the following:

- Assume general responsibility for behavior and must contact proper channels if needed
- Maintaining a headcount for all students who are participating in event
- Treat students in a professional and respectful manner
- Provide students with a contact number in case of an emergency
- Have all students who are attending complete an official Event Waiver
- Inform students that they must follow all Bay State College policies and procedures

All chaperones who participate in a college-sponsored event, must abide by the rules and responsibilities outlined for all students. This includes the restriction on the use of alcohol and/or non-prescription drugs for the duration of the trip, monitoring students behavior, and modeling appropriate behavior.



Bay State College

**Office of Student
Involvement and
Leadership**

31 St. James Avenue, 2nd Floor
Boston, MA 02116
Phone (617) 217-9228
kstaine@baystate.edu

AMENDMENTS TO THE STUDENT ORGANIZATIONS POLICIES

If the Office of Student Involvement and Leadership feel that a change needs to be made to the Student Organizations Policies, an updated version will be uploaded to the college website and all student organizations will be informed.

A motion to amend the Student Organization Policies by a member of an active student organization, the student organization and/or member must notify the Associate Director of Student Experience with a proposed amendment. If the proposed amendment has been approved, an updated version of the policies will be uploaded to the college website and all student organizations will be informed.