

Center for Religious and Spiritual Life

Guidelines for CRSL Supported Student Organizations

Smith's Center for Religious and Spiritual Life (CRSL) supports the work of related student organizations. In order to achieve a harmonious working relationship, the Center has established protocols for logistics and staff support.

Programs

- CRSL Supported Student Organizations can collaborate and request co-sponsorship with CRSL on programs, activities, events and special initiatives. They can also request support from CRSL for holiday services and celebrations.
- All sponsorships must be approved by the CRSL director, Matilda Cantwell.
- In some cases the sponsorship idea will be brought before the Student Advisory Board for input and feedback prior to a final decision.
- Requests should be submitted within 3-6 weeks prior to the activity for proper consideration.
- The Center requests proposals in writing and that they include date, time, program description, budget, resources, and needed support.
- Students are expected to think through needed logistics and provide event set up but are welcome to request assistance from CRSL staff in the planning stages.

Space Reservations

- Student Organizations are expected to use 25Live to make on campus space reservations and follow the Office of Student Engagement procedures regarding policies and approval time. Students unfamiliar with 25 live can arrange for training from Maureen Raucher and/or Kim Alston.
- Center staff can also assist *unchartered* student organizations with space reservations. Student leaders/organizers from these groups are expected to adhere to established deadlines for approvals and Campus Center protocols.

Funding

- Student Organizations can request funding for programs including speakers, transportation, accommodations, logistical support and refreshments from the Center for Religious and Spiritual Life.
- Funding is limited and must be approved by Maureen Raucher or Matilda Cantwell. Students must submit a written request or in the case of reimbursements provide receipts of approved purchases.
- For new proposal requests a meeting with the director, Matilda Cantwell is required and can be made by Maureen or Kim.
- Use of the Center's Procurement Card must be approved by Center staff and will require the accompaniment of a detailed receipt for every purchase.

- Students who need funding for emergencies or personal circumstances may apply for funding on the Dean of the College website or the CRSL website.
- The Smith Student Aid Society, which provides support for art supplies, eye glasses, emergencies, winter clothing, summer study, etc., has a mailbox in the Chapel lower level, Room B11. Students should email Anne White directly for questions and follow up.

Marketing

- Student groups are expected to assist in their own marketing efforts e.g. creating flyers, posters, and signs as well as posting to internal Smith networks and social media accounts if warranted.
- CRSL does not release student names and emails to outside groups as a rule to protect student privacy. However, the Center staff can send communication to students using its internal databases, as appropriate. Student orgs can request specific databases as appropriate to send out information on their organization or programming.
- Student organizations which collaborate with CRSL are asked to give recognition to CRSL on marketing materials i.e. *Sponsored by the Center for Religious and Spiritual Life*.
- CRSL can promote student org activities on its website at www.smith.edu/religiouslife. Leaders can send electronic flyers/posters to Kim and Maureen for publication.

Resources

- CRSL Supported Student Organizations can reserve Center spaces including the sanctuary, Bodman Lounge (B1), and kitchen (B2), using 25Live. Organizations also have access on a first-come first served basis to the student room (B4), Reading Room (B13), Blue Room (B5) and Wright Hall Prayer Space, in Wright 004. The Reading Room can be used for small meetings and can be informally reserved with Maureen and Kim.
- Both prayer spaces have special guidelines which must be adhered to such as the removal of shoes before entering the space.
- The Chapel kitchen must be reserved and has special guidelines for its use as well.
- Students are welcome to use the student room (B4) and its computers provided that it does not interfere with the work of the Center's work study students.
- The Center also provides access to supplies including a multi-functional device, color printer, paper, office supplies, religious books, and some specialty items.
- The Center can also support a small budget for meeting refreshments.
- We can provide staff representation at events when given adequate notice.

Program Coordinator Contacts

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