

Center for Religious and Spiritual Life Community Participation Guidelines

Smith's Center for Religious and Spiritual Life (CRSL) values community collaboration and welcomes participation from community members and organizations. In order to achieve a harmonious working relationship, the Center has established the following protocols to guide interactions with staff and offer important information on the programming process.

- CRSL develops its programming schedule one or two semesters prior to implementation. Community organizations and individuals who want to collaborate with CRSL on programs, activities, and events should submit a proposal in writing for consideration.
- The proposal must be approved by the Interim Director of Religious and Spiritual Life and fit into the Center's goals and objectives for the year as well as the Center's mission.
- In some cases the proposal will be brought before the Student Advisory Board for input and feedback prior to a final decision.
- Proposals should be submitted preferably the semester before the intended date but at least 4-6 weeks prior for proper consideration.
- Proposals should include date, time, program description, budget, resources, and requested support.
- Collaborators are expected to assist in marketing efforts e.g. creating flyers, posters and press releases. The Center will use its normal College channels for on campus promotion and when warranted, marketing to the community.
- The Center makes space reservations for programs in accordance with Smith Events Management procedures and guidelines which can take up to two weeks for approvals.
- Priority consideration is given to proposal ideas which align most closely to Center goals.
- Community partners are expected to adhere to CRSL established deadlines.
- CRSL does not release student names and emails to outside groups as a rule to protect student privacy. However, the Center can send communication to students using its internal database, as appropriate.
- All marketing flyers and posters must be approved by CRSL before distribution on campus and should include CRSL, Smith, and access logos.