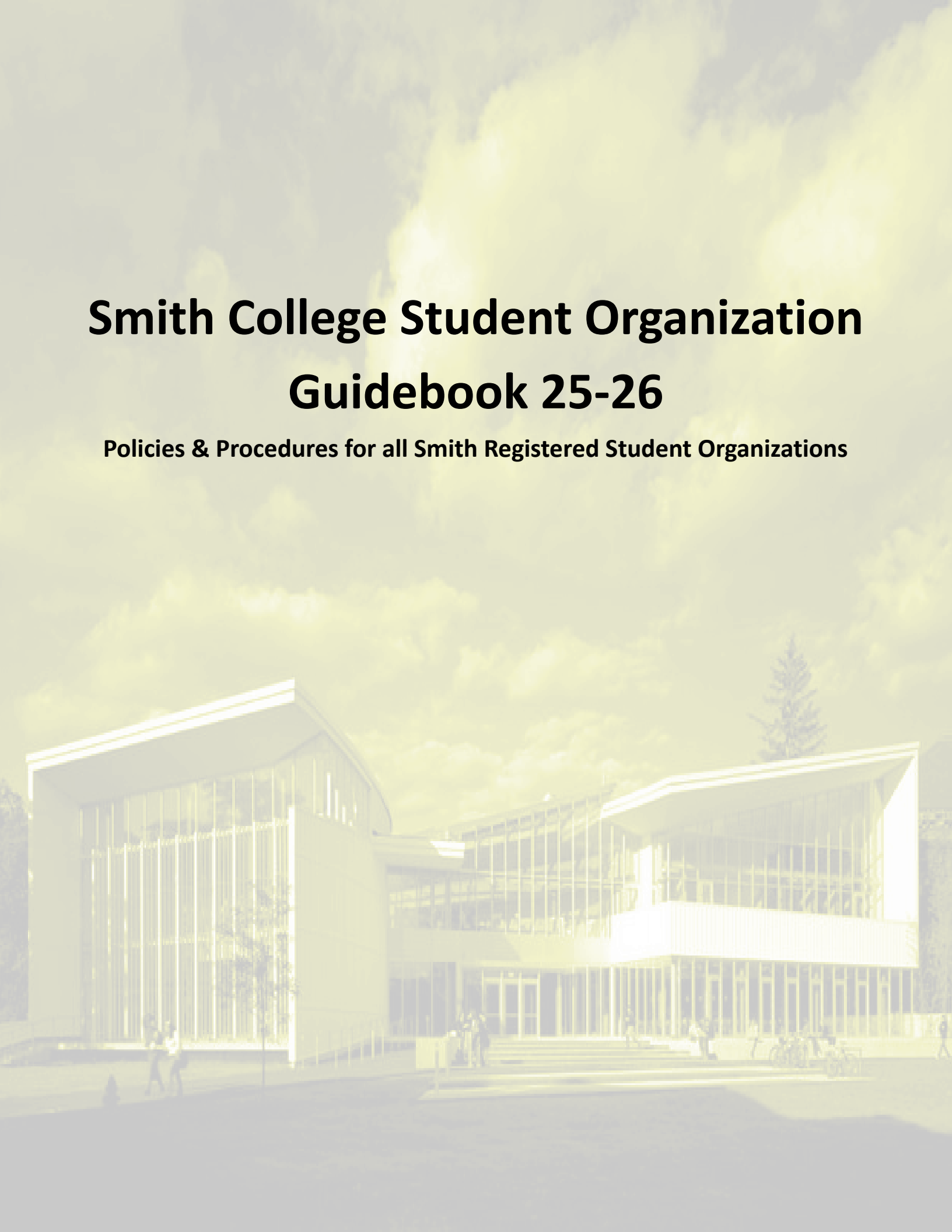# Smith College Student Organization Guidebook 25-26

Policies & Procedures for all Smith Registered Student Organizations

Table of Contents

Welcome

Student organizations are an integral component of Campus Life at Smith, hosting many of the most frequently attended programs and events on campus and providing students with an invaluable opportunity to take advantage of the benefits of co-curricular involvement. Our large and diverse population of student organizations offers our students greater chances to find their place in an organization that provides them with a sense of belonging and community.

Thank you for giving your time, energy, and knowledge to one or more of Smith's student organizations, and for taking the time to understand the policies and procedures by which student organizations operate. Your energy and passion results in a stronger and more vibrant community for our entire campus.

As a student organization, you are responsible for knowing, following, and educating others on the policies and procedures found here. If you have any questions about the following information, a member of the OSE Team will be more than happy to assist you.

Please note that the content of this document is subject to change. Notice of any major changes are generally distributed via email and through the News on The Smith Social Network. Minor changes may be made without formal notification.

Student Engagement Team
Division for Student Affairs

The Office of Student Engagement

While we have done our best to put all the information in this Guidebook to answer your questions and concerns, there are a number of people with whom you are encouraged to discuss your ideas, events and questions. The professional and student staff listed below work closely with several elected SGA office-holders who can provide valuable assistance to your organization. If you are not sure with whom you should speak, the staff in the Office of Student Engagement can direct you to the right person. Early contact with the staff listed below can help an organization avoid later problems and unnecessary hassles. Remember, no question is too small when it comes to the success of your event.

Professional Team:

Tamra Bates, Associate Dean for Student Affairs, Director of Student Engagement
ext. 4967, tbates@smith.edu
Tamra oversees the effective development and administration of a comprehensive activities program, the efficient management of the Campus Center, student staff and event services in accordance with the OSE mission statement. Tamra advises the Student Government Association, Common Goods and the Senior Class and is the administrative coordinator for the Smith Social Network.

Wendy Martinez, Business Advisor for Student Engagement
ext. 4988, wmartine@smith.edu
The Business Advisor works collaboratively with students and student organizations to manage financial transactions, budget oversight and to plan programs and events. They work with house communities to reconcile all House Credit Card expenses, oversee the Org Credit Cards in the OSE and troubleshoot issues that arise with the College issued cards. In addition to their work with organization and house treasurers, they provide oversight to the Student Engagement Team's work in the office and work closely to manage Treasurer Support Services.

Casey Martin, Student Affairs Advisor for Student Engagement
ext. 2633, cmartin64@smith.edu
Casey works collaboratively with students, faculty and staff to implement a diverse range of programs and activities. They oversee the Student Engagement Team's programming work including, but not limited to the Smith 2 Do program, the Nolen Art Lounge and the OSE Programming Calendar. They coordinate First Week activities, Stress Free programs, the You Belong program and advise the Sophomore Class Cabinet.

Julia Walter, Senior Operations Coordinator for Student Engagement
ext. 4839, jwalter@smith.edu
The Operations Coordinator schedules space in the facility for all Smith College users and coordinates all student organization reservations campus wide. They help users navigate the schedule and room set-up process, providing our guests with space and equipment to ensure a successful program and work closely with our student staff to ensure the smooth operation of the Campus Center.

Student Team:

SGA Office Manager
Student Government Association, ext. 4950, sgaoffice@smith.edu
The SGA Office Manager, together with their team, is your primary resource for getting in touch and scheduling an appointment with SGA Cabinet members, for answering questions about the SGA and scheduling vans for student groups. The Office Manager also helps to coordinate the SGA Regalia Loan Program.

Coordinator of House Events
Residence Life, ext, 4958, che@smith.edu
The Coordinator of House Events is responsible for scheduling, coordinating, and registering events sponsored by the house social chairs. They work with the Director of Residence Life and hold weekly office hours in the office in Clark Hall.

VP of Finance
Student Government Association, ext. 4950, sgafinance@smith.edu
A member of the SGA Cabinet and your organization's primary advocate inside the SGA, the VP for Finance and their committee, made up of both a chartering and a budgeting branch, assists organizations with the chartering process, oversees the budgeting process and the Student Activities Fee. A full description of the VP of Finance's duties appears in the SGA Constitution and Bylaws.

Student Organizations at Smith

The Smith Social Network

All recognized Smith student organizations and house communities are registered on The Smith Social Network, an online directory and organization management platform. Student organizations and house leaders utilize the Social Network as a tool to manage the organization's public profile, roster, officers, registered events, and finances. The Social Network can also be used to publicize an organization's events and activities, connect with potential new members, host elections and communicate with current members.

Access the Social Network with your Smith username and password at https://socialnetwork.smith.edu/

Registered student organizations are required to utilize the Social Network to maintain an accurate roster, including a current listing of officers. At a minimum, all organizations must list a primary contact, president, and treasurer. The president and treasurer cannot be the same individual. Five College members of an organization do not have access to the Social Network platform.

Student organizations are required to register all events, performances, meetings, practices and rehearsals in the Social Network and are encouraged to attach a poster to all events to maximize publicity. All registered events on the Social Network will automatically be visible on the mobile CORQ app.

Support for using the Smith Social Network is available in the OSE or through Engage Support which provides online articles and videos available 24/7.

Registered Student Organizations

This section covers the benefits and privileges of a registered student organization (referred to throughout this handbook as "student organization or organization"), the difference between an SGA Chartered and an SGA Recognized organization, how to start a new student organization, and how to maintain your organization's status as a registered student organization.

Student Club and Organization Policy

Smith College is committed to supporting a wide variety of student clubs and organizations that complement the academic mission of the college. Any organization solely funded by the Student Activities Fee must be open to all students without regard to race, color, creed, religion, national/ethnic origin, gender identity, sex, sexual orientation, age, or with regard to the bases outlined in the Veterans Readjustment Act and the Americans with Disabilities Act.

Smith does not recognize the charter of any social fraternity or sorority and thus they are not permitted at the college. Smith has determined that students are best served by the numerous non-exclusive student clubs and organizations that exist on campus, which provide meaningful opportunities for engagement for all our students.

Violation of this policy by any student or student organization constitutes a violation of the code of conduct and may result in disciplinary action.

Registered Student Organizations
A registered student organization is a student group that is officially recognized by Smith College's Office of Student Engagement, with the rights, privileges, and responsibilities of that status.

Student organizations are required to re-register each academic year by the given deadline and must complete the appropriate annual requirements. Failure to register annually or complete the annual requirements may result in revocation of registered status.

Benefits of Registration
Registered student organizations gain access to a number of benefits, including, but not limited to:
- Ability to reserve classrooms, meeting rooms, and major event spaces across campus
- Ability to host events on campus
- Opportunity to promote your organization at involvement fairs
- Ability to table in designated locations across campus
- Posting and advertising privileges
- Ability to apply for office space and/or storage space
- Use of SGA printing services
- Ability to use the Office of Student Engagement office for your organization address and package/mail delivery (Campus Center 106, 100 Elm St. Northampton, MA 01063)
- Ability to utilize the Smith College name, brand, and registered trademarks
- Access to organizational support from the OSE
- Assistance in identifying an organization advisor, if desired
- Access to the Smith Social Network to manage organizational operations, communications, and finances
- Access to an @smith.edu email account for your organization
- As a chartered organization, access to Student Government Association student organization funds or events, programs and equipment.
- Use of the Student Organization Credit Cards in the OSE
- Use of the College's tax-exempt status on most purchases

Un-Registered Student Organizations
An un-registered student organization is a student group that operates through an office or department or uses another organization to sponsor events or programs. An un-registered student organization has a one semester grace period during which they can use the Smith logo and name and have access to an @smith.edu email. After the one semester, un-registered organizations will need to either register with the OSE or stop using the Smith name and email address. As a reminder, all registered student organizations must also be either chartered or recognized through the Student Government Association.

Un-registered student organizations are **unable** to:

- Reserve classrooms, meeting rooms, and major event spaces across campus on their own
- Host events on campus without a sponsoring office, department or other registered student organization
- Promote your organization at involvement fairs
- Table in designated locations across campus without a sponsoring office, department or other registered student organization
- Post and advertise without a sponsoring office, department or other registered student organization
- Apply for office space and/or storage space
- Use of SGA printing services
- Use the Office of Student Engagement office for your organization address and package/mail delivery (Campus Center 106, 100 Elm St. Northampton, MA 01063)
- Utilize the Smith College name, brand, and registered trademarks
- Access organizational support from the OSE
- Access the Smith Social Network to manage organizational operations, communications, and finances
- Access Student Government Association student organization funds or events, programs and equipment
- Use the Student Organization credit cards in the OSE

Registered Student Organization Annual Requirements

In order to retain status as a registered student organization through the Office of Student Engagement, all organizations must complete the requirements outlined below by the stated deadlines. Organizations that fail to complete any of the requirements will be considered inactive and will need to wait until the beginning of the next semester to reactivate their organization. Newly chartered or recognized organizations through the SGA will be contacted by the OSE about completing registration at the time of SGA approval.

Updated Smith Social Network Profile and Officer Listing

At the start of each academic year, every organization must update their profile information, roster, and officers in The Smith Social Network. At a minimum, student organizations must designate a primary contact, a president, and a treasurer. The president and treasurer cannot be the same individual but must both be current and on-campus Smith students. Organizations may designate additional officers as appropriate for each organization. Five-College students may serve as organization officers with the exception of the president and treasurer positions, but will not have access to the Smith Social Network.

All designated leaders serve as the organization's liaison to the College and are responsible for receiving essential communications from the Office of Student Engagement and ensuring the group retains its status as a registered student organization. Opting out, failure to read emails, and/or failure to maintain an accurate listing of officers does not excuse an organization from meeting stated deadlines or requirements. Officers should also be updated in the system following any officer transition.

Required Training

Organization primary contacts and presidents are required to attend the annual training meetings scheduled by the OSE. All treasurers must attend an in-person treasurer training.

Annual training is required in order to remain registered and retain eligibility for funding, space reservations, and more.

The available dates and registration will be communicated to organization primary contacts at the beginning of each semester.

Organization Charter

All organizations must maintain an up-to-date charter, uploaded to its Social Network portal. A charter is a governing document of the organization, an agreement among members of how the organization should be structured and how it should operate. A strong charter provides direction and guidance to the membership and is a resource to resolve disputes about the organization's structure or operations. Charters are meant to be enduring documents and should outline all the specific details of how the organization operates.

The following statements must be included in the charter of every registered student organization. The statements must be included as-is and not edited:

Membership and Statement of Non-Discrimination:

Membership in this organization shall be open to all students in good standing currently enrolled at Smith College (or a Five College institution) regardless of race, color, creed, religion, national/ethnic origin, sex, sexual orientation, gender identity, age, or with regard to the bases outlined in the Veterans Readjustment Act and the Americans with Disabilities Act

Hazing Statue:

In accordance with the Smith College Student Handbook and Massachusetts state law, there shall be no hazing, harassment or mandatory participation in activities in which a member does not wish to participate. Hazing and the punishments are defined by the Smith Student Handbook, which states…..

"Though it is not uncommon for the student community to engage in humorous pranks, all individuals and groups are expected to ensure that such activities never exceed the bounds of good humor and respect for others. Such activities must never infringe on a student's rights, inflict physical or psychological pain, cause personal humiliation or damage to college or personal property, see the Hazing Statute for additional information. Any action that gives rise to such consequences will be subject to disciplinary action and possible prosecution under Massachusetts State Law."

A full sample charter is available on the [SGA webpage](#) and should be used as a guide when drafting or updating the organization's charter.

Student Organization Annual Spring Registration

All registered student organizations must submit a re-registration form annually through the Smith Social Network. The annual registration process opens in April of each year for the following academic year - i.e. a group that is active during the 2023-2024 academic year will need to register between April-the first week of September 2024 in order to remain active for the 2024-2025 academic year.

Organization Names

Registered student organizations must conduct business and promotions under the name which they are registered with the Office of Student Engagement and listed in the Smith Social Network. Requests for an organizational name change can be submitted to the SGA Chartering Committee for approval, sgachartering@smith.edu. Once approved, please contact the OSE so all documents and the official email address can be updated.

Types and Categories of Registered Student Organizations

Types of Organizations

There are two types of student organizations recognized at Smith and are based on SGA Funding designations. Recognized organizations have access to space, email, resources through the OSE but <u>DO NOT</u> receive SGA Funding. These organizations have a charter which is approved by the SGA Chartering Committee but does not need to be presented and approved by the SGA Senate. Chartered Organizations have access to space, email, resources through the OSE and can apply for funding through the SGA Finance Committee. *Both recognized and chartered organizations must complete the annual registration and training with the OSE to be active.*

Organizations that choose not to be formally recognized through the SGA and registered with the OSE are considered Un-Recognized Organizations and must conduct all business through a sponsoring office, department or co-hosting organization. These sponsors assume the responsibility for all events and business practices, including the use of College resources, hosted or co-hosted by the organization, as well as artists, vendors, and other guests brought to campus by the un-recognized organization. Please see the section on [Un-Registered Student Organizations](#).

Student Organization Categories

Upon registration, student organizations may self-select the category(ies) they feel best reflect their organization's activities and mission. The OSE reserves the right to edit an organization's categories as needed. Smith offers the following categories for registered student organizations:

- Academic
- Activist
- Art & Communication
- Art & Performing Arts

- Athletic
- Cultural Heritage
- House
- Political
- Religious
- Special Interest
- Support & Resources

Student Organization Membership and Leadership

Officer Eligibility and Responsibilities

Only currently enrolled Smith students who are attending classes on campus, can hold the position of primary contact, president, co-president or treasurer in a student organization. Any Five-College student, attending classes on campus at their respective campus can hold other positions in the organization. Individual organizations may have additional requirements for leadership roles.

Organization officers are responsible for providing all aspects of leadership for the organization and are responsible for their own actions as well as the actions of organization members. An officer is a member of an organization who accepts responsibility for the organization, including its actions, conduct, and activities. Responsibilities include, but are not limited to, ensuring payment for services and supplies, receiving communications from the College and disseminating information as appropriate, and ensuring that the organization abides by all College policies.

Each student organization writes its own charter, which should outline the primary officer positions, term lengths, and selection method, as well as the basic roles and expectations of each organization officer.

Student organizations should have election and/or officer selection or appointment procedures clearly outlined in their governing documents. Organizations are encouraged to utilize the Social Network to facilitate their organizational elections.

Required Positions

In order to retain registered student organization status, organizations are required, at a minimum, to designate a president and treasurer. These individuals must be current Smith College students, attending class on campus, be assigned the president and treasurer positions on the organization's Social Network roster and one person cannot assume both roles. Additionally, organizations must designate a primary contact, but this individual may serve dually in another position.

Membership

All members of a student organization must be currently registered and enrolled students of Smith College or one of the Five Colleges. For an organization to form and be considered active, there must be at least 10 currently enrolled Smith students who are members.

All currently enrolled students must have access to all student organizations. Organizations that choose to define active membership qualifications must make sure that it is consistent with College policy, including the non-discrimination policy and ensure the qualifications are detailed in their organization charter.

Student Organization Advising

Organization Advisors

All student organizations have full access to the support offered through the Office of Student Engagement. In addition to these resources, some organizations will be assigned a specific Staff Advisor based upon individualized needs and criteria such as levels of training and programming. Some organizations may also opt to have a Faculty or Staff Advisor or work with an Advisor from the community.

Faculty or Staff Advisors

Organizations are not required to have a faculty or staff advisor and the OSE does not assign faculty or staff advisors. Student organizations are encouraged to seek out a member of the community who specializes in their area of interest should this be beneficial. This is particularly helpful to organizations formed around a specific topic area that may be academically or professionally related. Advisors should be added to an organization's Engage roster and be assigned the "Advisor" position template.

External Advisors

Organizations are permitted to have external, non-Smith advisors or coaches, paid or unpaid. Coaches that are paid must be contracted and hired as a coach with Athletics. Other external advisors should be hired as Casual Employees on behalf of the organization through the Office of Student Engagement and subject to all hiring clearance, including background checks, through Human Resources.

Advisors and Coaches are not an elected leader of the group and should act accordingly, providing support, recommendations, and guidance with the purpose of furthering the goals defined by the students in the organization and ensuring safety and compliance with policies. Advisors, both internal and external to the College, working with a student organization in any capacity, shall not direct, coerce, or otherwise exert undue influence over an organization's or individual student's activities and conduct.

Organizations with concerns about the conduct of an advisor should contact the Director of Student Engagement or submit a report via EthicsPoint managed by the Office of Equity and Inclusion.

Advisor Expectations

Organizations should expect the following from any individual working with their organization in the role of Advisor:
- Flexibility, accessibility, and adaptability

- A timely response to questions and inquiries
- A level of knowledge on relevant policies and process
- An ability to connect your organization with the appropriate resource should they be unable to answer your question or support you in solving an issue

Utilizing the OSE
Organizations are encouraged to utilize the team in the Office of Student Engagement as a knowledgeable resource on a wide variety of topics related to Smith policies, organizational management, event planning, group dynamics and conflict, and more.

Some things that the OSE can assist with include, but are not limited to:
- Offer information about critical deadlines and opportunities
- Meet with you about your events and organization concerns
- Process contracts on behalf of your organization
- Assist with event planning and risk management
- Assist your organization in adhering to Smith policies and procedures
- Connect your organization with campus departments, offices, or other student organizations
- Provide support during difficult situations or intragroup conflict
- Offer ideas and answer questions about aspects of managing a successful organization including running effective meetings, planning retreats, motivating group members, recruiting new members, hosting elections, transitioning officers, fundraising, and more.

Forming a New Student Organization
Students interested in forming a new recognized or chartered student organization on campus should follow the steps below, working with the SGA Chartering Committee to complete the process:

1. Develop the initial idea and verify that no other registered student organization is filling that need. Search the Smith Social Network by keyword to see what other organizations may be similar in nature and ensure that there is no overlap with the mission of an existing registered student organization.

2. Gauge interest among your peers. Start a list of interested members for your organization. If the list is greater than 10 people, you can start the process of chartering or recognizing your organization.

3. Decide if you want to charter or recognize your organization. The difference between these two types of student organizations is further explained above in the Types of Organizations section and on the SGA Webpage.

4. Start a charter for your organization using the sample charter provided. We encourage building off of the current format and not taking away any of the pieces currently in the sample format. In the charter you must:
   - Add the new organization's name

- Describe the goals and purpose of the organization
- Describe the frequency of meetings and specifically what will occur during meetings
- Choose to be funded or not funded by the Finance Committee (chartered or recognized)
- Include the nondiscrimination policy requirements and hazing policy requirements

The charter should serve as the governing document of your organization and should be as detailed as you need it so everyone understands the inner workings of the organization.

5. Schedule a meeting with the Chartering Committee Chair by emailing sgachartering@smith.edu. They will offer advice, explain the chartering process, and answer any questions about the charter that still remain or pertain to your student organization.

6. Share your charter Google Doc with the Chartering Committee for review. The Chartering Committee will help you revise your charter, so that you can be approved. If you want to be a recognized organization, the Chartering Committee will vote and the process will be complete. Once approved, the Office of Student Engagement will be in touch about the Smith Social Network and training and once complete, the organization will be official.

7. If you are looking to be chartered, you will be scheduled to attend a hearing at a SGA Senate meeting; this is your opportunity to present and defend your charter. You can set up an additional appointment with the Chair of the Chartering Committee to go over your presentation and answer any last questions about chartering, the hearing, and the process.

8. The week after your hearing, the Senate will vote on your student organization. Once approved, the Office of Student Engagement will be in touch about the Smith Social Network and Organization Leader Training and the organization will be official.

Rights, Responsibilities, and Reporting

Policies at Smith are created and maintained with the purpose of encouraging a culture of ethical, social, professional, compliant, and legal behavior. Policies serve to communicate Smith's values and mission and other requirements while protecting its people and reputation.

All events and activities sponsored, co-sponsored, or hosted by the organization, whether on- or off-campus, must comply in full with applicable College policies, including the regulations governing student organizations found within this Office of Student Engagement Organization Guidebook, the Code of Student Conduct, the Title IX Sexual Misconduct and Related Conduct Policy, the SGA Constitution and Bylaws, as well as any other agreements made with authorized College officials regarding such events and activities. Policies listed in the SGA constitution or bylaws or an organization's constitution or bylaws do not supersede those of the College.

Misconduct by a student organization will be referred to the Smith College Conduct Board and sanctions for organization misconduct may include, but are not limited to, disciplinary warning, revocation and denial of

registration, as well as other appropriate sanctions. Individual members, especially those in positions of leadership, might also be held accountable through a conduct process, depending upon the nature of the incident. The Conduct Board will review each case individually based on the totality of the information known. Members of the College community are encouraged to report violations of the Code of Student Conduct and/or violations or non-compliance with laws, regulations, and College policies.

Hazing

In accordance with the Smith College Student Handbook and Massachusetts state law, there shall be no hazing, harassment or mandatory participation in activities in which a member does not wish to participate. Hazing and the punishments are defined by the Smith Student Handbook, which states…..

> "Though it is not uncommon for the student community to engage in humorous pranks, all individuals and groups are expected to ensure that such activities never exceed the bounds of good humor and respect for others. Such activities must never infringe on a student's rights, inflict physical or psychological pain, cause personal humiliation or damage to college or personal property, see the Hazing Statute for additional information. Any action that gives rise to such consequences will be subject to disciplinary action and possible prosecution under Massachusetts State Law."

Incident Reporting

Every report will be treated with privacy and respect and will be addressed by the Dean of Students Office or the Office of Equity and Inclusion, depending on the nature of the complaint. You can report a concern 24 hours a day, 7 days a week through one of the reporting outlets below.

CareTeam Referral/Student of Concern

Students who are concerned about a member of the Smith community can complete the Student of Concern report. Referrals are monitored Monday through Friday between the hours of 8:30 am and 4:30 pm Eastern. If a report requires immediate outreach or follow-up or is an emergency, please contact Smith College Campus Safety at 413.585.2490 or through the emergency number, 413-585-5555. When a CARE Referral is submitted, a case manager reviews the information in the referral form, references any past referrals, and makes a determination about who is the most appropriate College official or office to reach out to the student. For more information about the CARE Team and outreach process, visit the Student Affairs website.

Discrimination/Harassment

To report a student organization policy violation, including hazing, discriminatory harassment, or unlawful discrimination, please submit an EthicsPoint Report.

Sexual Misconduct/ Sexual Harassment

Students are encouraged to report sexual misconduct, including harassment, sexual assault, domestic and dating violence, and stalking to the Title IX Office even if not directly involved in an incident and even if there is a preference to remain anonymous. All information submitted will be reviewed by the

Title IX Office and a team member will reach out to the person affected by the incident to offer assistance and options. If you are reporting as a third party, someone other than the person affected by the reported conduct, please note that for privacy reasons, the Title IX Office may not inform you of the outcome of the report. Learn more and report an incident by visiting the Smith College Title IX website.

Events and Programming Policies and Procedures

Student organization events are some of the most frequently attended and highly anticipated events at Smith. There are a wide range of processes and policies applicable to organizational events in order to ensure the safe and effective execution of a program.

Guidelines for Vetting Artists and Performers

Your organization is thinking of bringing a big name artist/performer/speaker to campus - where do we start? While deciding on which artists or performers is really up to the organization hosting and funding the event, there are some basic guidelines groups should follow while they are deciding if they have chosen the right person for their institution.

Behavioral/Legal Issues

Has the artist had any issues in the past in regards to behavior? Have they had any controversial public/private issues? In most cases, a simple Google search combined with social media searches will give you enough basic information about an artist. Remember that reading one negative review doesn't mean that they are off the table. Pay attention to the credibility of the source, how the artist has responded and when the incident took place. One negative comment from 20 years ago will live forever on the internet and could overshadow the next 20 years of positive interactions.

Performance

Quality of performance? How is it? Anything in the performance that would disqualify them from your campus/community? YouTube videos, social media and traditional media outlets are good sources for this information. Watch live shows, talk to people that have seen the artists etc. and get a sense of the show. The OSE or your middle agent can help with this as they have seen many artists live or can put you in touch with institutions who have brought them.

Is The Artist Right For My Campus? Before deciding on your short list of folks:

- Surveys: utilizing surveys to take the opinions on campus.
- Soft Polling: check directly with your peers/friends/other area schools to see what they think about the artists you're considering.
- Instincts of the organization: if you think an artist will do well on campus, they probably will. The students are on campus every day, so they will have good insight here.

Ultimately you're trying to make everyone happy which is an impossible task, but if you can show your due diligence when someone asks "why/how did you pick this artist", it will lead to better show experiences for both the students planning the show and those attending.

Developed with help from Pretty Polly Productions 2022

Contracts

A contract must be completed through the Office of Student Engagement whenever a student organization is engaging with a vendor/performer regardless of whether payment is being made for services by an outside individual; the event is on-campus, and/or; the event is recorded or publicly distributed (ex. Zoom event livestreamed on Facebook).

Contracts are also needed when working with a Smith employee or student when the individual is being paid for their services.

Common examples of when contracts are needed: performances, guest speakers, DJs, catering, venue rentals, and travel services (e.g. buses, hotel). Failure to adhere to this guidance may be a violation of the Code of Student Conduct.

Note the following when preparing for an event or activity that requires a contract:
- Allow at least four to six weeks for a contract to be fully processed. A contract must be signed by the third-party before it can be submitted for a Smith College signature.
- The contract process must be completed before advertising an event.
- Student organization representatives are not permitted to sign contracts as they are not legal representatives of the College.
- There is no pre-payment of contracts for services (i.e. no deposits). Payment will be initiated upon completion unless otherwise stipulated in the contract. The College's standard payment terms are NET 30 (30 days from invoice date), however, other terms may be negotiated by the College. There are no cash payments and payment cannot be made to a personal Venmo/CashApp/Paypal account.
- Most vendors will need to complete both a W-9 or W-8BEN and a New Suppliers On-Boarding Form in order for payment to be issued. Both documents are sent with the contract and if not returned, may delay the College's ability to issue a prompt payment.
- Payment on a contract cannot be made without a purchase request submitted through the Smith Social Network. Check payment on a contract can take six to eight weeks from the event date.

Types of Contracts
There are four main types of contracts: Smith College Performance Agreements, Smith College Catering Contracts, Vendor Provided Contracts, and a Combination:

- Smith College Performance Agreements are generated by the Office of Student Engagement when requested through the Social Network through the event registration process. These contracts are managed and signed by the Office of Student Engagement.
- Smith College Catering Contracts are generated by the Office of Student Engagement when requested through the Social Network through the event registration process. These contracts are managed and signed by the Office of Student Engagement. A signed contract is needed before payment to local caterers or restaurants can be made with a credit card. Please refer to the section on Hosting An Event With Food regarding catering restrictions across campus.

- Vendor Provided Contracts are provided by the vendor or artist being hired. Typically used for venue rentals and transportation services. These contracts are reviewed and signed by the Office of Student Engagement.
- Combination - Speakers and performers who work with a talent agency often have a standard agency contract. The OSE will typically ask to have the vendor contract attached as an addendum to the Smith College Performance Agreement Addendum. These contracts are reviewed and signed by the Office of Student Engagement and the Controller's Office. These may take longer to review and have signed.

Processing a Contract

1. The student organization, with support from the OSE, should work with the vendor to determine the scope of services, including date, time, and cost. Agree upon program format, location, or virtual platform, and whether the event will be recorded.
2. The student organization completes the events registration form, adding a single or multiple contracts to the request. If there are more than four contracts being requested for a single event, please share an editable Google Sheet with the Director of the OSE with all of the required information. Please note that we cannot issue a contract until the space and funding have both been secured.
3. Upon receipt of the event registration form with contract request, the OSE will manage the rest of the process.
4. Once the contract is signed and returned, the contract will be forwarded to the requestor and the student organization must submit a payment request through the Social Network. It is the responsibility of the organization treasurer to submit the contract for payment. Failure to submit the purchase request will result in a delayed payment.

Booking Space on Campus

With over 150 student organizations, finding available space can be a challenge. The College has several different offices that manage spaces on campus through the 25Live reservation system, with distinct reservation processes and policies. All student organizations reservations are processed through the Smith Social Network event registration process by the Office of Student Engagement through the Operations Coordinator.

Reservations

An advance reservation is required to utilize most spaces on campus. Any academic space will be held the first 3-4 weeks of each semester until all classes have been finalized.

Student organizations are responsible for scheduling, planning, and executing an event held in campus space. Student organizations will do this through the event registration process on the Smith Social Network. Resource requests including tables, chairs, microphones, laptop, etc. should be put in as early as possible, and can be changed or modified up to 10 days in advance of your event by logging into the Smith Social Network and editing your event.

Organizations are not permitted to host organization events in house spaces. Organizations who need assistance finding a suitable space for their event should see the staff in the Office of Student Engagement for assistance.

If an external organization needs to reserve space for their own events, the external organization must work through the Events Management Office. They will be charged as an external client by Events Management.

Cancellation of Space

Your organization/representative who reserves space is responsible for canceling space if you know you are not going to be using it. Please be considerate of other student organizations and campus partners who may be looking for space with very limited availability.

In addition to canceling your event in the Smith Social Network, please reach out to the Sr. Operations Coordinator through the osescheduler@smith.edu to let them know that your space reservation can be canceled.

Accessibility

Every attempt should be made to make an event open and accessible to all members of the community and event organizers are highly encouraged to use the principles of universal design, to assure accessibility for all people. To help with this, please consult the accessibility information listed in this Guide to determine potential locations for your events.

The Accessibility Resource Center (ARC) is available to provide technical assistance on accessibility to student organizations and houses. Both organizations and houses are responsible for making these arrangements for their events, including requesting and paying for sign-language interpreters during conferences, public performances, concerts, and lectures. ARC is located at 103 College Hall, ext. 2071 (voice), ext. 2072 (TTY/TTD), and can help address additional concerns regarding the accessibility of your organization's events. Requests for interpreters should be submitted three (3) weeks in advance to the Accessibility Resource Center.

A Partial List of Accessible Spaces Organizations May Reserve

- Ainsworth 150 Classroom (Capacity: under 50) Located in Ainsworth (level 1). Classroom style space used for small gatherings and presentations.

- Ainsworth 151 (Capacity: 25) Small studio style space with synthetic wood floors, mirror and sound system.

- Ainsworth 304 (Capacity: 50) Large studio space with spring wood floor, sound system, mirror, window shades and lots of light. This is a locked space and must remain locked at all times.

- Bodman Lounge, Helen Hills Hills Chapel (Capacity: 30) Can be used for meetings or small gatherings. Furniture cannot be moved and no additional furniture can be brought in. Food is allowed but the kitchen is not reservable nor an open space that can be used.

- Campus Center Spaces: Reservations for the Campus Center may be made one semester in advance. Fall reservations may be made as early as the first day of classes spring semester. Spring reservations may be made as early as the first day of classes fall semester. Please find a full list of Campus Center spaces on the website.

- Classroom spaces are booked through the Events Management Office. All space reservations for classroom spaces are held until all courses have been assigned which means that reservations for classroom spaces will not be confirmed until 3-4 weeks into each semester. Organizations needing space early should look at non-classroom spaces as these can be booked immediately. For more information on classroom spaces, please see the website.

- Cutter-Ziskind Special Dining Rooms. Located in each house by the main dining rooms. The rooms may only be reserved Monday-Friday during mealtimes for non-Cutter/Ziskind Residents by organizations through the Event Registration Process in the Social Network and by individuals through 25Live. House residents always have a priority over outside groups.

- Dance Studios and Spaces. Use of the dance studios requires approval from the Department of Dance. The dance studios are not multi-use facilities with the exception of T207A. The studios are designed as movement and performance laboratories specific to dance and in service to the academic curriculum needs of the Department of Dance.

  The reservation of the space is only one week in advance. More than 24 hours notice is required and organizations should be contacting them at least 3 days in advance. The Department of Dance needs to be able to reserve space for performances, class preparation, rehearsals and work in the MFA program. Each week the reservations are based on the evolving needs of faculty, staff, teaching fellows, composition courses, seniors, and other coursework/rehearsals.

  - T207a (20 people) is available for all groups who need a movement space with a mirror. This is a classroom and needs to be reset as a classroom after each use. Street shoes should not be used. Changing shoes protects the floor for all others.

  - BERENSON LEEDS (20 people) is available for specialty groups who may need hard soled (non-marking) shoes including tap, flamenco, Irish step, Hip Hop/street styles. Street shoes should not be used. A meeting with the Admin is required before approval.

- BERENSON/COOK (30 people) is a main studio class space. It is available for students in DAN 151, 252, 399, 500 and other courses requiring composition assignments. It is only reservable through direct department agreement. The marley floor has special needs and care and is designed for bare feet and soft shoes/non marking shoes only.

- Davis Ballroom (Capacity: 180-300 depending on setup) Located on the second floor of the Davis building, the ballroom is a large open space which can be set in a variety of arrangements making it suitable for lectures, dinners, and performances. The room is equipped with a laptop, screen and projector. Extra charges may apply for the use of the Davis Ballroom for facilities support.

- Dewey Common Room (Capacity: 32) Located on the first floor of Dewey Hall just inside the ramp entrance. Food is allowed. This space can be used for lectures or presentations, or small gatherings/receptions. Full setup instructions and resources must be entered in the event well in advance. Faculty and staff offices are in this building.

- Duckett Special Dining Room. Duckett Special Dining Rooms A, B, and C are available during lunch and dinner times for meetings of chartered student organizations and academic groups made up of a majority of students paying for meals in college houses. Requests to use the rooms must be submitted in 25Live at least one week in advance; requests submitted less than a week in advance will be denied.

  The Special Dining Rooms are reservable only when classes are in session. They can be reserved Monday through Thursday for dinners and Monday through Friday for lunch. Breakfast or weekend meetings can occasionally be scheduled by recognized student organizations, but must be granted special permission by the dining room manager. These requests should be submitted at least two weeks in advance.

  The capacities of the Special Dining Rooms are: Duckett A: 20; Duckett B: 20; Duckett C: 26. Duckett A and B are separated by a partition that can be pulled back, thus allowing one group to use the space as one large room to accommodate 40 people. Both rooms must be reserved to use it for this purpose.

  Clearing of dishes and glassware is self-service at all times. Dinner dishes must be cleared by 7 p.m. All those using the Special Dining Rooms do so with the understanding that they are guests in Duckett house and are expected to act accordingly.

- Ford Hall Meeting Rooms (146, 246, 346) (Capacity: 12) Small meeting rooms with tech. Food is allowed. Use of rooms is restricted to two days a week, no more than 3 hours, and no recurring reservations.

- Helen Hills Hills Chapel. A more formal setting as well as a holy and sacred space. The CRSL does require program content to be appropriate for the space. Groups of 50 or more do require a custodian to be booked for the event or program at an additional cost to the organization.

- Hillyer Art Building Spaces. Hillyer 103, 109 and Graham Hall are reserved for classes first. Once the semester planning is complete, rooms may be reserved during non-class time. Events need to end by 7 pm.

- John M. Greene Hall (Capacity: 2,000) Located on Elm Street. Admission may be charged. Great for large-scale events and is equipped with a ticket booth. There are charges for custodial coverage and additional charges will apply for programs expecting over 1000 people to meet Fire and Campus Safety Standards. Groups using this space are expected to cover the cost of providing additional lighting and sound equipment if needed.

- Mendenhall:
  - Acting Studio 1 (Capacity: 75) Primarily used by the department, this space can be reserved for rehearsals and performances with special permission. This space has a sprung floor, rehearsal blocks/furniture and some lighting/sound equipment. Nothing else can be left in this space without explicit permission.

  - Acting Studio 2 (Capacity: 39) This is a rehearsal space only - no public events can be held here. The space has a sprung floor and open configuration with a few rehearsal blocks available. Nothing else can be left in this space at any time.

  - Green Room (Capacity: 50) This space is primarily a meeting space - it has tables, chairs, and couches, plus a projector / media system. This space is frequently in use for classes and as a green room for department productions. All furniture must be returned to its original locations if moved. Nothing else can be left in this space at any time.

- McConnell Foyer (Capacity: 60) Can be used for pre- or post-lecture receptions. Food is allowed. No more than one event per day is allowed. Full setup instructions and resources must be entered in the event well in advance.

- Neilson Library. A full list of reservable library spaces can be found on their webpage.

- Resource Center for Sexuality & Gender (Capacity: 40) Located in the basement of Wesley House, the Center for Gender and Sexuality has stackable chairs, folding meeting tables, soft

seating and a partial kitchen. This space is designed to support groups doing work or programs around gender and sexuality. The RCSG is housed below a residential community therefore music and programs that are louder in nature are not allowed use of the space.

- Scott Gymnasium (Capacity: 500-700) Admission may be charged. Large open space. No alcohol permitted.

- Stoddard Auditorium (Capacity: 130) Good for lectures and large meetings. Like classroom spaces, Stoddard is considered a classroom space and is held until all courses have been assigned which means that reservations for classroom spaces will not be confirmed until 3-4 weeks into each semester.

- Sweeney Auditorium (Capacity: 600) Located at the end of Green Street, in Sage Hall. Good for smaller concerts or large meetings. Admission may be charged. Subject to the approval and schedule of the music department.

- Weinstein Auditorium (Capacity: 364) Audio-visual equipment available. Stage-like configuration in the front. Good for small shows and film showings. Admission may be charged. Like classroom spaces, Weinstein is considered a classroom space and is held until all courses have been assigned which means that reservations for classroom spaces will not be confirmed until 3-4 weeks into each semester.

Universal Design Guidelines

The following information is provided to help event organizers use the principles of universal design to assure accessibility for all people at Smith meetings, events and functions. There are four essential requirements that should be addressed proactively and additional accessibility guidelines that will make events more accessible, which should be considered in the planning process and incorporated to the greatest extent possible. Each individually requested accommodation should be made, unless there is a specific reason that it cannot be provided or arranged. Contact the Accessibility Resource Center with questions.

Requirements

Post notice of accessibility: Include a notice on flyers and other means of advertising that allows someone to request accommodations with email, phone number, and a deadline. Sample: This event is wheelchair accessible. Other accommodations can be requested by calling or emailing (event organizer) by (date necessary to make arrangements).

Hold all events in accessible locations: all events/meetings paid for or sponsored by the college must be held in an accessible location. Entrances, pathways, and bathrooms must be accessible.
Informational materials must be accessible: print materials to be read at the meeting or event must be available in large print of at least 16 point font, preferably on 11x17 paper (prepare two copies unless otherwise requested). Any visual PowerPoint or things written on the board must also be read out loud.

Assure communication access: all films and videos shown must be captioned. Use spaces that have assisted listening devices readily available. Use amplification whenever possible, needed, or requested.

Suggested Universal Design Guidelines

Mobility - make the event/meeting space navigable for a wheelchair or someone using walking aids
- Flat or ramped entrance with no stairs
- Elevator or first floor location
- Assure that there is accessible parking close by
- Outdoor events should be held on a flat area, the less grass the better
- Space tables and chairs far enough apart so that anyone can pass between them
- Keep aisles clear and passable (32 inches minimum)
- Remove some chairs from table spaces or have someone to assist in removing chairs
- Low podium, keyboard access, table microphone, or handheld mic with stand for speakers
- Clear access to food area, food within reach from sitting height
- Consider activities with an accessibility/ability lens. Are there equally effective and fun alternatives, could we offer different options for varying interests and abilities?

Communication - assure that everyone can give and receive information effectively.
- Allow closer/reserved seating upon request
- Speakers must face the audience and keep hands clear of their face
- Ask participants to raise a hand before speaking
- Control cross talk, ask people to speak one at a time
- Provide a sign language interpreter or C-Print captioning upon request

Visual – assure that information is communicated in clear and non-visual ways and that the space is navigable.
- Ask participants to say their names when they speak to allow for tracking voices.
- Make handouts/information available online prior to meetings in Word documents or PowerPoint and let participants know where to access the information.
- Give clear directions to the location, i.e. "Turn right after entering the building, the room is 30 feet away on the left down the central corridor." Use clear signage to mark functions or give directions. Have someone available to direct/escort participants to the location.
- Allow service dogs. A service dog is trained to provide assistance with certain tasks for blind or disabled individuals. Owners must remove dogs that are not well-behaved. For more information, see the college policy on Service Animals which is available on the ODS website.

Learning/Attention/Cognitive - make information available through different modalities.
- Give clear instructions/directions
- Use multimedia presentations: speak, write, and demonstrate to communicate information
- Allow use of recording devices
- Designate a notetaker and send notes to participants after the meeting

- Make information/handouts available online prior to the meeting in Word or PowerPoint
- Leave time for questions!

Psychological/Emotional – make space for self-care.
- Consider use of content advisories regarding graphic or explicit material
- Encourage participants to take breaks as needed
- Identify quiet spaces for regrouping or downtime during long events

Environmental Sensitivity – to the extent possible, reduce environmental irritants, such as scents, noise, light, extreme temperatures.
- Establish a voluntary no scents policy
- Ask participants to refrain from wearing perfumes, colognes, or other heavily scented products
- Change a meeting location if the area has recently been painted or has new carpets
- Minimize background noise
- If possible, adjust light and heat controls when requested, depending on the situation

Dietary Concerns – provide food options that consider allergies and accessibility.
- Offer multiple food choices, such as gluten free options
- Avoid common allergens such as nuts
- Label all ingredients in food provided
- Indicate ahead of time what food will be available – i.e. dinner, light refreshments, snacks, dessert only
- Keep food at table level, keep napkins and utensils within reach, have straws

The Americans with Disabilities Act is a comprehensive civil rights law designed to end discrimination and exclusion of people in our society on the basis of disability. The ADA requires colleges to make all of their programs and activities accessible to individuals with disabilities, but its promise of equal access cannot be fulfilled unless everyone takes ownership and works to make access and full participation a reality. These basic guidelines for universal design may be modified to accommodate individual needs and preferences, as well as environmental limitations. While not every guideline can be followed or is needed in every circumstance, proactively providing the four required basics sends the message that accessibility is an important priority and expected as a shared cultural norm. It becomes a habit that reflects our values and allows disabled people to interact equally and seamlessly without constantly having to ask for assistance. It makes our world more accessible and accepting for everyone.

We are all part of the community at Smith and ultimately we need to talk and think and problem solve together so that everyone can participate as equals. If you need assistance thinking through a situation or need help providing a requested accommodation, please feel free to contact ARC at arc@smith.edu or call 413-585-2071.

Hosting an Event with Alcohol

There may be circumstances in which a registered student organization may be permitted to hold events at which alcoholic beverages are consumed, served, or sold. Student organizations wishing to host a student organization-sponsored activity at which alcoholic beverages will be served must comply with all College policies and all applicable federal, state, and local laws pertaining to the procurement, sale, and/or distribution of alcoholic beverages. The Campus Center, the Conference Center and the Alumnae House have liquor licenses held by the College and issued by the State of MA. Any alcohol served in these spaces must be provided by and served by Smith College Catering. All student organization events with alcohol must be registered in the Smith Social Network and approved by the Office of Student Engagement. Please note that submission on the Social Network does not indicate or guarantee approval. Once submitted, each event will be reviewed individually and you will receive a notification when your event has been approved.

Hosting an Event with Amplified Sound

Amplified sound or other disruptive noise occurring outdoors may occur only between 7:00 a.m. and 10:00 p.m. This conforms to the City of Northampton's ordinances regarding zones of quiet (See Northampton Code of Ordinances Chapter 312, Article IV).

Indoor amplified sound may occur only within the hours a building is open by the college and is subject to the rules and policies of the space in which the event is taking place.

Indoor events within undergraduate houses must comply with house quiet hours.

When scheduling programs outdoors, student organizations should keep in mind the impact that any amplified sound will have on campus and the surrounding communities. Smith reserves the right to deny or limit programs that may pose a significant disturbance to the campus community or surrounding neighborhood. If you are planning an outdoor event with sound, your organization must indicate as such on the outdoor space request form and obtain approval from the OSE.

Hosting an Event with Food

Not all spaces on campus allow food, such as classroom spaces. When requesting a space, please make sure food is allowed before completing the reservation process.

While Smith College Catering Services has the first right of refusal for food served in the Campus Center, student organizations may use a catering service in other spaces across campus. Organizations hosting events for more than 10 people are required to have a catering contract for the event. As a reminder, student organizations may not sign any contracts or formal agreements. Follow the contract process and request contracts in advance through the event registration form on the Social Network.

The OSE maintains a list of caters that have already gone through the on-boarding process and are happy to work with student organizations. While you do not need to limit yourself to this list, it is a great place to start if you are just starting your search.

Fundraisers that involve selling food must comply with the policies regarding [Hosting a Fundraising Event](#) and must be registered and approved through the Smith Social Network.

Note that the time needed for catering set-up and breakdown must fall within the event time so please book space accordingly!

Hosting a Sustainable Event

Clubs and organizations can lower the carbon footprint and environmental impact of their events by making sustainable choices when choosing food and drink, setting up the space, and cleaning up after an event. The following information provides guidelines for hosting a sustainable event; contact [CEEDS](#) with questions or for more information.

Food and Drink Options

- Right-size your order; the best way to handle food waste is avoid it in the first place! Ask for RSVPs or estimate numbers from past events. This can also make your events more cost effective.
- Offer vegan and vegetarian options.
- Request reduced packaging; you can ask restaurants to leave out plastic silverware and condiment packets.
- Encourage people to bring their own reusable water bottle. Do not distribute single-use plastic cups.

Setting up the Space

- Use dishes and cutlery that are either reusable or compostable.
- For decor, think reusable and recyclable! Examples include paper decor, items that have been crafted or thrifted, flowers, or other natural materials. The Design Thinking Initiative (DTI) has a lot of materials for creative reuse. Visit Capen Annex during your Open Hours in advance of your event. Click here for up to date [Studio Open Hours](#).
- Minimize printed materials by utilizing digital promotion.

Cleaning Up

- Have bins only for what you need. For example, if everything at your event is compostable and/or recyclable, place the trash can out of sight so no one gets confused.
- Compost bins can be requested for most spaces on campus under "Resources" on the Event Registration Form.
- Save, recycle, or return containers and decor.

- Share leftovers! Small amounts are easy to take yourself or share among friends (especially if you bring along containers); for large amounts, contact foodrescue@smith.edu to see if they are available to pick them up and deliver them to Manna Kitchen (remember to label any allergens!).

Remember that your event's materials and agenda impact our community and our natural world.

Hosting a Fundraising Event

Fundraising sales and/or donation solicitations by registered student organizations are viable fundraising opportunities and may be conducted by a registered student organization on-campus, but may not include soliciting to parents or alumnae. Registered student organizations may solicit funds for organization-sponsored initiatives or with the intent to donate to an external charitable organization. All fundraising activities must be registered and approved in the Smith Social Network.

Selling sponsorship of a club or organization is strictly prohibited. The Office of College Relations and Communications develops relationships with organizations in the City of Northampton and the region. If there is an organization whose purpose is well-aligned with a club or organization, please contact College Relations who can identify and pursue opportunities if they exist.

Smith student organizations may not partner with any business or individual who is primarily concerned with the sale, distribution, or promotion of alcohol or illegal drugs.

Coordinating College fundraising with the fundraising for any candidate for public office, political party, PAC, or any similar politically active organization is prohibited (see Political Campaign and Activity Policy.)

Organizations wishing to host or utilize off-campus vendors in an on-campus fundraising activity must include the name and type of vendor on fundraising application (e.g. selling Dunkin Donuts). Sales and/or solicitation on campus are permitted only when the organization has received the approval to do so through the fundraising approval process.

Organizations wishing to sell food as part of their fundraiser must ensure that the food being sold does not need to be kept at temperature, meaning nothing that must be kept either hot or cold. Only food that can be consumed safely and kept at room temperature is eligible for organization fundraising.

Any funds raised must be deposited into the student organization's account. Funds raised with the intent to donate to an external charitable organization must be held in the safe in the Office of Student Engagement until the fundraiser is completed. These funds should then be brought to a local bank for a bank check made directly to the organization receiving the funds. DO NOT DEPOSIT THESE FUNDS IN YOUR ORGANIZATION ACCOUNT.

Registered student organizations may also partner with vendors to host fundraising events off-campus or with an on-campus food venue (see Profit Shares).

Per the College Development Office, the use of online portals for Student Fundraising is strictly prohibited. This includes but not limited to: GoFundMe, Razoo, Network for Good, Kickstarter, etc.

For all events where attendance will be controlled through ticketing or registration, University Tickets can be used to collect money on-line. To better understand the different means of selling tickets, please see University Tickets. Money from on-line ticket sales is automatically deposited into organization accounts and cannot be cashed out for external donation.

Any fundraising of taxable items (non food or clothing) are subject to the Massachusetts state tax of 6.25%. The Controller's Office automatically deducts the tax amount from any fundraising amount deposited into your organization/house account. Organizations should prioritize selling non-taxable items, but if you do choose to sell taxable items, we recommend including the tax amount in the total price so that it is covered by the customer. Please consult with the OSE office on if an item is taxable.

Any in-person sales should be recorded for each item and submitted to the OSE. Please use the OSE Cash Sales Spreadsheet to track sales. This spreadsheet can be printed and turned in with the cash deposit, or completed online and emailed to ose@smith.edu after the event is over.

If funds are to be raised by individuals or a chartered student organization by a conference, concert, or any other event involving an off-campus group (non-profit organization, social agency, business, etc.), or in the form of a benefit for an off-campus group, the following rules must be observed:
- The sponsoring student group is liable for all financial obligations, as well as the content and organization of the event.
- The sponsoring student group or individual must be in attendance at and throughout the actual event.
- Charges will be made against the sponsoring student organization's account for any excessive cleanup or for damage.
- Publicity must clearly specify if an outside group will benefit from the fundraiser; the cost of admission or if a collection will be taken; and the name of the sponsoring student organization.
- Non-college groups may not publicize events through on-campus publications, nor may they use SGA vehicles or space unless co-sponsored by a chartered student organization.

Hosting an Event with a Raffle or Charitable Game
If you choose to host a raffle or charitable game at, or as an event, you are required by the City of Northampton and the State of Massachusetts to obtain a permit. The raffle permit can be found at the mass.gov website. Organizations interested in obtaining a permit should consult the OSE as early as possible.

Hosting a Political Event or Taking Part in Campaign Activities
Please refer to the Political & Campaign Activities Policy on the Smith College website for the full policy.

Student political clubs and organizations recognized by the college may invite candidates or campaign surrogates of their choosing to speak on campus. Fundraising at such events is prohibited. Smith College is a 501 (c)(3) organization and may not sponsor partisan political events or provide support to particular candidates running for office. With that, posters, social media, emails, and websites advertising any such event should include the following disclaimer: "The opinions expressed will be neither the opinions of Smith College or its Trustees nor sanctioned by Smith College." The leadership of the sponsoring organization of such an event will also issue that disclaimer in the beginning of the event. In addition, the Smith College logo may not be used in any promotional materials, electronic advertising, and/or social media advertising the event.

The date, length, and format of the program and all other aspects of the program should be determined solely by the student organizations, with no involvement by Smith College (except that any College rules generally applicable to all events sponsored by student groups would apply). In addition, facilities must be available to the Smith Republicans, the Smith Democrats, and any similar group (e.g., the Smith Green Party or a group formed to support an independent candidate) on an equal basis.
In summary, student clubs may be formed for partisan or political purposes so long as:

The formation and actions of the club comply with existing college policies.
Any fundraising done by the club on behalf of a candidate, campaign, party or other political organization must take place off Smith property and cannot utilize college resources (including Smith's network resources, directory information and name or logo).
The club does not donate any Smith College resources - either financial or in-kind - to a candidate, campaign, party or other political organization.
The club makes the following disclaimer in all printed and electronic materials, and at any events it hosts: "The opinions expressed here are neither the opinions of Smith College or its Trustees nor sanctioned by Smith College."

Hosting an Event with Outside Sponsorship/External Organizations

Organizations are permitted to partner with external organizations for individual program support, financial support, or more permanent organizational affiliation. Smith student organizations are not permitted to partner with any sponsors or external organizations who primarily promote, distribute, or sell alcohol or illegal drugs. If you are unsure if you should partner with a business or organization, reach out to the OSE to see if a partnership would be appropriate.

When an event is hosted by the registered student organization in partnership with an external organization, the name of the external organization may be included, but the student organization name must also be included. In doing so, the registered student organization name must be the most prominent in size and placement on all signage, promotions, and associated materials. Student organizations are responsible for scheduling, planning, and executing an event held in campus space, as well as for ensuring student organization leaders are present for the duration of the event. Student organizations retain full responsibility for their events. Outside sponsors and

external entities shall not direct, coerce, or otherwise exert undue influence over an organization's or individual student's activities and conduct.

Hosting an Event with Minors

Student Organizations and House Organizations are generally authorized to develop programs as long as the programs meet all requirements and restrictions that are imposed by the Office of Student Engagement and Residence Life. However, programs that will involve minors must be pre-approved by the Director of Student Engagement or Director of Residence Life before any action is taken to create and register the program or event.

Individual students do not have the right or authority to create a program involving non-students or to promise the use of college facilities to any person without approval. Programs and events must be sponsored by a recognized student group, office or department. Student Groups or Houses must utilize 25Live to reserve space through their event registration in the Smith Social Network.

Once the idea for the program has been approved, student program leaders are required to follow the same protocols as any other Program Director for college-sponsored programs with minors. For details see the Smith College website section on [Minor Safety](#).

Events Requiring Campus Safety, NPD and/or NFD

Some events may require Smith College Campus Safety, Northampton Police and/or Northampton Fire due to the size or nature of the event. Events could include:
- Large On-Campus Events with Alcohol
- Events taking place in on-campus buildings outside of the building operating hours
- Events in JMG that are using the balcony or executing a large community presence and in need of cross walk assistance.
- Any event using vapor indoors thus requiring the disabling of the fire safety system

Campus Safety may also be required at other events as deemed necessary by College officials. This may include events with high-profile speakers, concerts, events with large crowds, or events with the potential for protest. In line with its mission to prioritize student and community safety, the College reserves the right to evaluate and determine the need for Campus Safety at on-campus events. The host organization is responsible for costs associated with Campus Safety presence. Financial support for these costs may be available through the SGA Funding process.

Campus Safety must be scheduled to arrive 30 minutes prior to the event start time and 30 minutes after the event concludes with a three hour minimum. Campus Safety also reserves final rights to determine the need and number of officers staffed for the event. For more information or to request Campus Safety for an event, please reach out to the OSE.

Insurance, Waivers, and Planning Events with Risky Activities

Organizations wishing to hire an entertainment vendor (production companies, inflatables, novelties, games, etc.) must work with the Office of Student Engagement in partnership with the Five College Risk Management Office. Insurance requirements put forth in the Smith College Performance Agreement must be agreed to and Certificates of Insurance must be on file before the event is allowed to take place.

All Club Sports Organizations require participants to sign a waiver prior to participation as part of Club SportsParticipation Requirements. All Club Sport leaders will work with Athletics to ensure that this happens. Events with physical activities must sign waivers prior to participation. Consult with the OSE to determine whether a waiver will be required. Five College Waivers can be provided to you for your organization members to sign.

At the discretion of the College, organizations may be asked to submit a risk management plan for review and approval by the College.

University Tickets

University Tickets is our on-line ticketing platform. Through your event registration, you can request tickets be put on sale for your event through University Tickets. By answering a few short questions, the OSE can set up the online ticket sales for your event. The OSE will manage the ticket sales and provide a complete list of sales and will call-list at the end of ticket sales. Money from on-line ticket sales, minus the platform and credit card fees which need to be covered by the organization, will be moved into your organization account monthly.

Smith Social Network Mobile Check In

Mobile Check-In allows you to check people into your events right from your smartphone. Tracking attendance allows you to access people who may be interested in joining your organization, provide support to SGA funding applications and to follow up with folks who attended your event for feedback and evaluation.

Using Mobile Check-In is easy!
- From your mobile device, go to the app store and download the 'Campus Labs Event Check-in' App.
- Login to the app with your Smith Credentials.
- Once ready, you will be prompted to enter your event code. This code is available on the event page you created when you registered your event in the Smith Social Network.
- Go to your org page on the Social Network.
- Find the event. Open the event, a code will be provided. Enter that code into the app.
- Once the code is entered, the app will need to access your camera. This will allow you to scan student event pass QR codes.

Students can find their event pass in the CORQ app, once they have logged in. Remind students to save their event pass to their Apple of Google Wallet or to take a screenshot and save as a photo. A student's event pass does not change while they are a student at Smith and saving it to their device will make it easier for them to access without having to log in to CORQ every time.

Evaluating Your Events

Remember that after your event is over, it is important that you take some time as an organization to evaluate. Taking the time to talk about the event - the planning and execution - and writing down some notes is important to the success of your future events. Remember that everyone in the organization had a part to play, so asking them how it went, what would you change, what did not go so well and how do you fix this for the future is an important part of the process.

For your convenience, an Event Evaluation is available for your use under Forms in the Smith Social Network. You can also make a folder in the Smith Social Network under Documents and uploading your evaluation notes means that next year's event planners will move forward with the wisdom of this year's planners.

Evaluating the event will also help with the budget request for an annual event. Having some data about the number of people in attendance, actual costs and how people felt about the event can help as you put together the next funding application.

Freedom of Expression and Dissent

The Smith College Policies on Freedom of Expression and Dissent can be found in the Student Handbook.

Student Organization Travel

Individual members or groups of members may travel for student organization purposes, including competitions and conferences. Any individual or group of students traveling on behalf of a student organization and/or for student organization-related activities must register their travel with the Office of Engagement and follow the applicable policies for traveling, conduct, and purchasing. Student organizations traveling should note that the Code of Student Conduct applies both on- and off-campus.

Domestic Travel

All domestic student organization travel must be registered with and approved by the Office of Student Engagement through the event registration form on the Smith Social Network. Whenever possible, Smith College vehicles should be requested and used for all organization domestic travel. Travel should be registered at least ten business days prior to the trip and a trip leader should be identified. Travel registration must be accompanied by the Five College Travel Waiver, which includes a signature and emergency contact for each student participant.

Short-Term International Travel

Per the Short-Term International Travel Policy, short-term international travel is defined as all student travel abroad that is funded by the College, whether in whole or in part; all travel that results in academic credit; all travel that is arranged by the College; and all official trips made by recognized student groups.

Recognized student groups should be in touch with the Director of Student Engagement as early in the trip planning process as possible to talk through policy, the process for approval and the development of an emergency plan.

The complete policy and guidelines are available on the [Lewis Global Studies Center website](#).

Driving

Any student or staff member driving any Smith College vehicle on behalf of a student organization must be an authorized driver, registered through the Five College Risk Management Office. Students must complete the Driver Credentialing Process each year (August-August), as outlined on the [SGA website](#). Students are not authorized to drive until they receive a notification stating approved driver status and College vehicles will not be reserved until two credentialed drivers have been identified for each vehicle requested. The process can take several weeks so please plan accordingly.

Finances and Fundraising Introduction

All student organizations are required to use the Office of Student Engagement for banking and financial purposes. This section provides an overview of financial policies that impact registered student organizations. Organizations using Student Government funds should also refer to the [Student Government Association Bylaws](#) and [Funding Policies](#) for additional guidelines regarding SGA funds.

As an organization, you are responsible for determining how much funding your organization needs and how you want to acquire that funding. A variety of funding sources are available and include, but are not limited to, the Student Government Association, member dues, and fundraising.

Select officers of your organization can access your organization's financial resources through the Smith Social Network. This includes viewing accounts balances, requesting SGA Funding, submitting purchase requests, and tracking expenditures.

Plan ahead. Payment processes can take anywhere from three business days to six or more weeks depending on the nature of the purchase and time of year. Your patience is appreciated.

Student Organization Finance Accounts

All student organizations have access to a finance account, viewable under the Finance Tab on the organization's Social Network page. An account will only be visible if the officer has permission to access the Finance tab.

Student Government Association Funding

The SGA funds organizations through the Student Activity Fee (SAF) which is voted on every year by the student body. Within the SAF, there is a designated line for student organizations. Chartered, registered student organizations are eligible to receive money for their organization throughout the year through the SGA Fall/Spring Funding Application, available under the [Forms tab](#) on the Smith Social Network. Most organizations are not given a yearly allocation, but can apply through the year for events and

programs that they are looking to host. Money is also available for supplies and equipment for organizations with those needs. Some organizations are percentage funded and receive a certain percentage of the SAF Allocation to Organizations at the beginning of the year for programs and events for the entire year. Currently the percentage funding rate for Unity Organization is 2% and is 1.67% for Club Sports, Debate and Smith Model United Nations. Organizations that are percentage funded cannot come back to finance for more funding throughout the year with the exception of requesting Equipment or Sawyer Funding. Organizations interested in changing the percentage should be in contact with the SGA Vice-President of Finance.

All monies, including fundraising revenue and membership dues, must be deposited into the organization account. Donations to the organization are also deposited into an organization's revenue account once received from Smith's Development Office. All money deposited as fundraising revenue will roll forward to the next year as long as the organization is not in debt. Fundraising monies will be used to cover organization debt and items not funded under the SGA Finance Funding Policies first and whatever remains will be rolled forward to the next fiscal year.

Student organizations are not permitted to have external bank accounts or other financial management accounts outside the College.

Fiscal Year and Downtime

The Smith College fiscal year runs from July 1-June 30 each year. All student organization purchases must be completed (contracts and necessary forms submitted, purchase made) by the annually-specified deadline in mid-May. Between mid-May and June, spending is only permitted for special circumstances and must be approved by the OSE prior to purchasing.

Organizations can spend from revenue funds beginning in July. The start date for spending from Student Government Association funds is after the first Finance Meeting of the new semester.

Sources of Funds

There are five types of funding available through the SGA Finance Committee: Student Organization Fund, Organization Equipment Fund, Organization Conference Fund, SGA Sawyer Fund and the Five College Organization Fund. All funding can be applied for on the SGA Fall/Spring Funding Form, available under the Forms Tab on the Smith Social Network. Applications are due by 5 pm each Monday and will be heard by the Finance Committee each week. Approved funding will be moved into organization accounts by the end of that week.

Student Organization Fund

Available to any SGA chartered organization, the student organization fund's purpose is to cover qualified expenses throughout the year on a continual basis, at Finance Committee's discretion.

Organization Equipment Fund

Available to any SGA chartered organization, the equipment fund's purpose is to cover any expenses for equipment associated with the functioning of that organization, as the Finance Committee determines appropriate that will last for a minimum of five years.

Organization Conference Fund

The Organization Conference Fund helps fund Smith Organizations attend a conference that is not necessary for the organization to maintain national affiliation that is taking place off campus. Organizations looking to go to a day conference within driving distance can apply for up to seven (7) members of their organizations to attend. Students staying overnight can apply for up to four (4) members of their organization to attend.

SGA Sawyer Fund

The SGA Sawyer Fund helps fund large events (ie. over 500 people) held on the Smith College campus. Any individual or organization in the Smith community may apply. The event must be free of charge and open to all Smith students and the larger community.

Five College Organization Fund

Available to any student who is a member of a funded student group or organization funded by Amherst College, Hampshire College, Mount Holyoke College, or University of Massachusetts Amherst. Its purpose is to cover qualified expenses throughout the year covered by the affiliated institution for its own students, but unavailable to Smith students. If there exists a student organization at Smith that has the same or similar purpose as the Five College organization, funding will not be provided at the discretion of the Finance Committee. The Finance Committee will review retroactive applications as long as they are submitted within the same academic year the expenses were incurred.

Mid-Year Audit

Organizations that receive SGA funding may be required to participate in a mid-year or end of year audit. Audits are not aimed at finding fault with the organization, but rather to ensure that the financial committee of the SGA is serving the organizations in the best way possible, and that our system runs smoothly. Organizations are required to complete the audit process when asked and failure to do so could result in deduction of available funds for the remainder of the year. The Student Government Association Finance Committee facilitates this process.

Member Dues

Student organizations are permitted to collect dues from their members. Dues should be paid via cash or check to the organization and deposited by the treasurer into their Social Network account through the Office of Student Engagement.

Organizations that collect dues from their members must still be open to all students regardless of their ability to pay. With this in mind, organizations must have a process where students can request aid from the organization to cover a portion of their dues or a waiver process to cover the entire amount.

Donations and Fundraising

Donors and Gifts to Student Organizations

While organizations cannot solicit gifts from parents and alums, individuals can donate to student organizations through the online giving portal, Giving To Smith, operated through the Office of Alumnae Relations and Development. Within the giving portal, individuals can direct funds to a specific organization. Donations made to an organization are tax-deductible to the extent allowed by law.

Unsolicited donations can also be received via check. Checks should be made payable to the Smith College and should note the designated purpose of the gift (student organization name) in the memo line. Check donations will be routed to Gift Accounting for appropriate recording and gift acknowledgement and then deposited in the organization account.

Fundraising

Sales and/or solicitations by recognized student organizations are viable fundraising opportunities.

Organizations wishing to have off-campus vendors participate in an activity must include the name and type of vendor on space reservation forms. Smith student organizations may not partner with any business or individual who is primarily concerned with the sale, distribution, or promotion of alcohol or illegal drugs.

Profit Shares

To hold a fundraiser in conjunction with a local restaurant, also known as a profit share, organizations should consult with the OSE before proceeding.

Fundraising for Charitable Organizations

Student organizations may raise funds for nonprofit organizations. Please consult the policy for donations under General Financial Policies.

Collecting and Depositing Funds

There are three primary ways that funds can be deposited into an organization's account(s):
- Collecting Cash and Check Payments
- Collecting Credit Card Payments
- Collecting a Student Organization or Departmental Transfer

Collecting and Depositing Cash and Checks

Student organizations with cash or checks on-hand from member dues or other fundraising activities should deposit it to their revenue account through the OSE as soon as possible. Organizations and

organization members are strongly discouraged from keeping money in student organization spaces, student rooms, or private residences. Cash can be brought to the OSE in CC 106 between 9 am-4 pm Monday through Friday and afterhours and on weekends when the Campus Center is open to the Information Desk for deposit. Organizations are responsible for completing a deposit slip with all the information needed to correctly deposit funds. If the cash is from fundraising sales, a cash sales spreadsheet must also be completed. Deposits will be recorded in the organization accounts the following business day.

All checks should be made out to "Smith College" with the name of the organization in the memo field. Do not endorse the check. When depositing checks, the deposit is subject to reduction should a check be returned for nonsufficient funds.

Reserving an OSE Cash Box

When you register your event on the Smith Social Network, you can request to use a cash box. Cash boxes can be picked up in the Office of Student Engagement, CC 106, Monday through Friday 8:30am-4:30pm, or at the CC Info Desk Monday through Friday 4:30pm-12 Midnight and on Saturday and Sunday 9am-12 Midnight. Cash boxes have $25.00 in small bills so you will be able to make change for purchases. When you finish vending for the day, bring the cash box back to the Office of Student Engagement or the Information Desk, the $25 starter fee will be removed and the remainder of the proceeds will be deposited into your organization account. Organizations that do not return a cash box at the end of the day will be charged $25/day the box goes unreturned.

Collecting Credit Card Payments

Registered student organizations can reserve a credit card reader for an event or fundraiser taking place in the Campus Center or outside on Chapin Deck. All credit cards will incur processing fees, which are deducted from the overall amount credited to the organization. Deposits are made into student organization accounts monthly.

Prohibited Purchases and Expenditures

Student organizations may not use any College funds for the following reasons including, but not limited to:
- College News Service – newspaper subscriptions
- Donations & contributions
- Fines & Penalties
- iTunes or Spotify accounts
- Magazine Subscriptions
- Moving Expenses
- Netflix or other streaming sites
- Payments to individuals via CashApp, Venmo, PayPal Accounts, or other similar apps
- Prohibited items outlined in the Student Handbook, Student Conduct & Social Responsibility (alcohol, firearms, fireworks, and hazardous materials)
- To reimburse for unapproved travel or events

- To reimburse for personal payment on a contract

Payment Methods

There are multiple payment methods that can be used to make purchases for the student organization. The policies and timelines associated with the different forms of payment vary, including what form of payment can be used for each good or service you are purchasing.

Organization Credit Cards/P-Cards

If a student organization needs to make an approved purchase for goods, they may utilize an OSE credit card or procurement card (P-Card). All P-Card requests must be submitted via the Forms Tab on the Smith Social Network and should be done 48 hours in advance. The Treasurer is the only member who can request the card, but any member of the organization can attend the appointment to use the card. Once the request has been approved, the organization will come in during their scheduled time to make the purchase(s).

Organizations cannot take a photo of the P-Card or save the information for future use. P-Card information should never be saved on websites or apps without prior permission from OSE professional staff.

The OSE has the right to deny usage of the card for any reason, including that an item to be purchased does not fall within Student Organization Funding Guidelines or that your organization does not have funds to cover the expense.

- Organization Carry-Out P-Card:
  - Spending limit of $100 and can be checked out to make in-person purchases off campus.
  - The card is due back by a specified time with an itemized receipt to the OSE.
  - This card cannot be used for online purchases (use in-house card) or in-house catering orders (must be paid via catering contract).
  - Failure to return the card on time and with an itemized receipt could result in your organization's inability to reserve the card in the future.
- Organization In-House P-Card:
  - Higher spending limit for larger purchases but cannot leave the OSE Office.
  - Please come prepared to your appointment, either with items already in your online cart or with a detailed list of what will be purchased. Time slots are 30 minutes, so there will not be time to browse. Please bring your own laptop to make purchases.
  - Purchases made on Amazon or Weee! should only be made using the OSE online accounts.
  - This card should not be used for vendor or catering payments (must be paid via catering contract), shipping expenses (use mail services), or any prohibited organization purchases as outlined above.

- All receipts from purchases must be emailed to ose@smith.edu before the student using the card can leave the office. All packages will be delivered to CC 106 and students will be notified to come and pick them up as soon as they arrive. Organizations have 24 hours to come in and claim their packages.
- Organization Travel P-Card:
  - The Student Organization Travel Credit Card is intended for local travel and meal expenses for organizations away from campus on an organization sponsored trips ie. Debate or Model UN Tournaments. Organizations must use the In House Credit Card to book hotels and travel to and from the conference or tournament.
  - The Treasurer must submit the request. Once approval has been granted, the Treasurer may designate any member of the organization to pick-up the card.
  - The travel card must be picked up for the weekend by Friday at 4 pm and returned to the OSE by Monday at 12 noon with all itemized receipts.
  - Misuse of the travel card will be brought to the attention of the Community Standards Board and may result in your organization losing the opportunity to use the procurement card in the future.
  - The items purchased are for your Student Organization and not for personal use.
  - An itemized receipt or other detailed proof of purchase must be either emailed to ose@smith.edu or brought in as hard copies to the CC 106 Office.
  - Final cost of the purchase(s) will be deducted from your organization's budget on the Smith Social Network once the charge hits the bank.

Invoices and Contracts

Invoices and Contracts are submitted through the Purchase Request system for payment through the College. All artists and vendors must have a current W-9 or W-8BEN (no more than 3 years old from the date of submission) and New Suppliers On-Boarding Form on file with the Controller's Office. These forms will be sent with the contract when issued. If you are paying a new vendor Invoice, we may need to send these separately and have them completed and returned before payment can be issued. If you are unsure if you have a new vendor, please check with the OSE and they can help you with that information.

The College's standard payment terms are NET 30 (i.e. 30 days from invoice date or from the date of services rendered/event, whichever is later). Checks are mailed to individuals. A vendor may choose to receive a direct deposit instead of a paper check and that would be indicated by them on the New Suppliers On-Boarding Form.

Checks can take up to three to six from request approval to being paid out. This process may move faster if everything is in order by the time the purchase request is submitted. Payment cannot be initiated until after services have been fulfilled, unless stated otherwise in the contract. Vendors should be informed in advance about this timeframe.

Transfers

Student organizations may need to make a payment to a Smith department or another student organization for various reasons; this is done by submitting a purchase request for a transfer in the Smith Social Network.

Student organizations can transfer funds the following ways:
- Org Account to Org Account
- Org Account to House Account
- Org Account to a College Departmental Account

Smith Vehicles, Facilities, Catering and Other Institutional Charges

In conjunction with hosting an event, student organizations may incur fees or charges for facilities, van usage, grounds, Campus Safety, catering, or other auxiliary services. In most instances, these charges will be deducted from the student organization accounts automatically. These deductions may not show up in their Social Network account until the financial quarter has closed and we find them in Workday through the reconciliation process and as a result your Social Network Finance balance may not be as up to date as you think it is. If you have any questions or need to look at your Workday balance, please make an appointment with the Office of Student Engagement.

Reimbursements

Requests for reimbursements must meet the following criteria.
- All reimbursement requests must be accompanied by an itemized receipt and must be in English. Bank statements will not be accepted in lieu of an itemized receipt. Itemized receipts must include the vendor's name, items purchased, purchase total, and payment method.
- For purchases of food, an attendee list must be included with the receipts.
- The total amount must be equal to or less than the total shown on the receipt(s) provided.
- If a student needs to submit a purchase request for their own reimbursement, it is recommended that an officer other than the individual being reimbursed should submit the purchase request in the Social Network. If a treasurer needs to submit a reimbursement to themselves, they should include a certified message from the primary contact of their organization authorizing the reimbursement. This can be a screenshot of an email or text, or a signed letter, and needs to be uploaded along with the receipt into the supporting documentation section of the purchase request.
- Reimbursements to the same payee with the same type of spend category can be submitted in one request.
- Reimbursement requests must be submitted no later than 30 days from purchase date.
- There will be no reimbursement for any item that is a violation of policy (Code of Conduct, Student Handbook, etc). This includes but is not limited to reimbursement for purchase of a prohibited item, for payment to a vendor that required a contract, for purchase of gift cards, etc.

Mobile Payment Apps

Student organizations are not permitted to make payments to an individual via mobile payment applications such as Venmo, Paypal, CashApp, etc. Requests to reimburse payments made by organization members via mobile payment applications will be denied.

The Office of Student Engagement discourages the use of any mobile payment applications for the collection of organizational funds (dues, fundraisers, etc.), as they require the user to connect to a personal bank account. Individuals who choose to use these payment applications for personal or organization transactions do so at their own risk and will be responsible for complying with relevant IRS regulations.

Organizations are not permitted to utilize mobile payment applications or individual bank accounts for day-to-day business, and/or ongoing storage of organizational funds. Funds received through mobile payment applications are not considered tax deductible donations.

Monthly Recurring Payments

When accompanied by a purchase request in the Social Network, an organization may utilize a Smith P-Card to set up a recurring payment (subscription, etc.). If your organization uses a Smith P-Card to pay for any monthly or annually recurring charges, the treasurer is responsible for providing receipts after each new charge. The finance officer is also expected to keep track of the expenses to make sure your organization has the funds to cover the expenses. In the case where these recurring expenses exceed the initial request, a new one will need to be submitted in order to keep accurate financial records. Organizations can set up recurring payments with the Business Advisor in the OSE.

Travel Reservations and Expenses

Student organization activity such as competitions or conferences may necessitate group or individual travel away from campus. Individuals and groups traveling on behalf of their student organization and utilizing organizational funds must make their own arrangements and reservations. This section details policies related to making reservations and facilitating travel-related expenses.

Hotels

Organizations can book directly through the hotel itself or a travel website i.e.Hotels.com, Expedia. To utilize organizational funds for a hotel reservation, the organization requests the use of the Organization In-House P-Card at least two weeks prior to the travel date.

If the booking is reserved directly through the hotel, the student organization is responsible for contacting the hotel, requesting the hotel's credit card authorization form, and submitting the form to the OSE for completion. The completed form will be returned to the hotel by the OSE staff, allowing the organization to check in without the physical credit card.

Note that some hotels may request an individual's credit card be on file for room charges and incidentals. The College credit card will only be authorized to cover the cost of the room (including hotel fees and taxes).

Student organizations must email the itemized hotel receipt to OSE within five business days following their return.

Airfare/Bus/Train

Organizations can book directly through the company itself or a travel website i.e. Expedia. To utilize organizational funds for a travel reservation, the organization requests the use of the Organization In-House P-Card at least two weeks prior to the travel date.

Smith College Vehicles/Zip Cars/Mileage

Student organizations may request Smith College Vehicles through the event registration form on the Smith Social Network. Any student driving must be a credentialed driver through Five College Risk Management and have completed the Drivers Safety Fundamentals course through United Educators (see section on Student Travel.) Student organizations will be charged mileage at the current rate found on the Facilities Management website as well as any tolls while using the vehicle.

Smith College Vehicles must be requested FIRST. Only if a Smith vehicle is unavailable or if a request is denied, may an organization then book a Zipcar using the Organization In-House P-Card.

It is common that Zipcar charges will change after a trip based on fees, mileage, trip extensions, etc. Receipts must be submitted before AND after a trip to confirm the final charge to the in-house credit card. Please email both receipts to ose@smith.edu.

Smith College vehicles and personal vehicle use will only be reimbursed for mileage based on the federal reimbursement rate. **There will be no reimbursements for gas**.

Charter Bus/Bus Rental

Organizations wishing to charter a bus or other form of transportation must utilize a transportation vendor approved by the Office of Student Engagement. Student organizations should work with the OSE to reserve the bus and complete any contracts.

General Student Org Financial Policies

Contracts

Students and student organizations are not permitted to sign contracts. Payment will not be made on contracts that are not executed following the Smith process. In addition to a fully executed contract, a purchase request in the Smith Social Network is required to make a payment on a contract. The student organization is responsible for submitting the purchase request in a timely manner. Please see Contracts under Events and Programming Policies.

Donations

Student organizations may donate funds to nonprofit organizations as long as that money has not been deposited into their organization account. Organizations should make note of their wish to donate funds on the OSE deposit slip. Student Government Association funds may not be used for donations. Organizations wishing to donate money to nonprofit organizations may keep their raised money in the safe in the OSE until they are finished raising funds and are ready to send the fund. At that time, the organization should collect the funds from the OSE and take it to their local bank for a bank check made out to the organization receiving the donation. The organization can then send this to the organization directly.

Gift Cards

The purchasing of gift cards is prohibited. Gift cards purchased by individuals on behalf of the organization will not be reimbursed with organization funds.

Negative Accounts

If a student organization's account goes into the negative, the organization will receive notification and must meet with a member of the OSE Team to develop a plan for repayment. No purchases will be approved until a plan is in place. Until the repayment plan is created, the organization is ineligible to receive additional student body funds. Chartered organizations are eligible to enroll in the SGA Finance Matching Program for the current year, which can be found under the Forms Tab on the Smith Social Network.

Tax Exempt Status

All registered student organizations may utilize the Smith College's tax-exempt status when making organizational purchases. If a vendor or entity requests your organization's tax ID number or W-9, simply provide them with Smith's Tax ID number (041843040) and W-9, found on the Smith Purchasing website.

Publicity and Marketing

The Smith College Policy on Posting of Information can be found in the Student Handbook. Current policies will be under review during Fall 2026 and the website will be updated accordingly.

There are a number of tools available to student organizations to support promotion and recruitment activities. For assistance or guidance in this area, contact the Office of Student Engagement.

Content Guidelines

Posters, banners, chalking, digital displays, and other publicly posted content must meet the following criteria:
- Must clearly display the name or logo of the sponsoring student organization.
- When an event is hosted by the registered student organization in partnership with an external organization, the name of the external organization may be included, but the student organization name

must also be included. In doing so, the registered student organization name must be the most prominent in size and placement on all signage, promotions, and associated materials.

- Posted content must promote a specific event, program, or initiative. Content should include the event name, date, time, location, cost, and a contact name and phone number/email address for questions.
- Content may not include discriminatory language or any content that promotes actions contrary to Smith policy.
- Content must not promote alcohol or other drug consumption.
- Materials may not be displayed until 20 days before the event, and all postings relating to an event must be removed within two business days of the event's completion.
- Postings on bulletin boards cannot exceed 11" x 17" in size.
- Posting is limited to one posting per event on any bulletin board and must not overlay other materials. The posting must be attached by masking/painters tape, push pins, or staples only.
- No content may be attached to trees, bathroom stalls, doors, windows, sidewalks, benches, walkways, stairs, trash cans, newspaper boxes, recycling bins, Smith signs or statues, or gates.
- Posting to painted, wallpapered, plastic, metal, or glass surfaces is prohibited.
- Some College spaces have their additional posting policies specific to that space. Student organizations must follow the posting policies for the specific building.
- Postings in violation of the policy will be removed without notice to the organization and failure to comply with content guidelines or location-specific posting policies may result in withdrawal of posting privileges, and may result in referral to the Conduct Board.

Posting Mediums and Locations

Banners

Members of the Smith community (students, faculty and staff) are allowed to advertise Smith College events by hanging banners in the Campus Center. All banners must be approved by the Office of Student Engagement and will be hung by facility staff on Monday by 12 noon. Any banners not dropped off to the OSE Office, CC 106, by the 12 noon deadline will not be hung. Unauthorized banners will be removed. No more than 14 banners will be hung at any given time, except those for special all-college events. Banners must be picked up on the Tuesday after removal from CC 106; banners not picked up within 24 hours will be recycled. Banners should be reserved in advance by submitting a request through the Smith Social Network under Forms.

Chalking

Smith College allows chalking on campus under the following guidelines:
- Only erasable chalk may be used (grease-based chalk is not permitted).
- Chalking may be done only on asphalt roads and walkways.
- Chalkings should be signed with the full name of the person or group responsible.
- Other individuals or groups within the community may add to the chalkings or remove them.
- The administration of the college may remove all the chalkings in any specific area of campus.

Cleaning charges as a result of chalking on buildings or bricks or places other than cement sidewalks will be billed to the student organization responsible. No spray chalk is permitted on campus.

Digital Displays

Student organizations can attach a jpeg to their event registration form in the Social Network for display on the screens in the Campus Center or send directly to ose@smith.edu. Digital displays are also available in Nielson Library, using [this Google form](#), Ford Hall and Clark Science Center

The Smith Social Network

Student organizations are encouraged to add a flier to their registered events or meetings in the Social Network. Only organization events posted in the Social Network will be considered for cross-promotion on the Office of Student Engagement social media accounts.

Postering/Flyers

Student organizations may hang flyers on designated bulletin boards around campus. Some posting locations may have their own policies; the content guidelines noted above apply in all posting locations.

The Sophian

Student organizations can submit letters to the editor, opinion pieces, and story ideas, as well as place advertisements in The Sophian. For more information on The Sophian advertising, email sophian@smith.edu.

WOZQ

Smith's campus radio station has a strong and devoted followership. Capitalize on this by working with WOZQ on your event, pitching a blog, or advertising with WOZQ. For more information on advertising, contact them via email at wozq@smith.edu.

Smith E-Digest

A list of notices, events, announcements and exhibitions is distributed every Tuesday and Thursday during the academic year (every Tuesday in the summer) to all Smith e-mail accounts and posted at www.smith.edu/edigest. [Submit an eDigest item](#).

Tabling/Vending

Student organizations may reserve outdoor space and indoor space in the Campus Center for the purposes of tabling/vending. Tabling/vending is commonly used to promote an organization or conduct fundraising activities. To reserve space, submit your Event Registration on the Social Network.

Illegal Publicity

- Any publicity for fundraising events circulated prior to OSE approval of the event registration.
- Using any doors of college buildings or campus houses.
- Using any painted or glass surface.
- Using light posts, statues, columns, windows, banisters, or sidewalks.
- Using trees, rocks, or other parts of nature.

- Anything put up that does not include the sponsoring organization name and contact information.
- Anything put up by an outside commercial firm (in places other than the general bulletin boards in the Campus Center).
- Distributing e-mail messages to the campus at large.
- Social events that encourage drinking or drunkenness as themes, and the advertisement of such events, will not be permitted.
- Advertisements with language or illustrations that are sexually explicit are not permitted.
- Posters, flyers or other forms of publicity for house parties may not be placed beyond Smith campus boundaries. Under no circumstance may posters be placed in Northampton or in surrounding towns, or may announcements be made on the radio or Internet.
- Private house, private organization and personal parties are private events hosted by Smith students and cannot be advertised for the general public by any means.

Consequences of Illegal Publicity
- For the first infraction, the organization will be notified of the infraction, which may or may not be before the removal of the publicity occurs.
- The second infraction will result in a $50 fine.
- The third infraction will result in a $100 fine and being taken to the college Community Standards Board for further sanctions.

After each infraction, the delinquent organization shall be given written notification of the infraction. Following notification, three (3) days will be given to remove any additional posters that violate this policy. The College reserves the right to remove discriminatory, harassing or otherwise potentially offensive or illegal content immediately. SGA, as well as the Division of Student Affairs will enforce this policy.

Smith Brand Guidelines

Brand identity is a visual link that ensures that all of the college's communications, including that from student organizations, promote positive and meaningful interactions with people as often as possible—from the first contact or message. Student organizations should ensure materials reflect the Smith brand and follow Smith's Brand Guidelines and Smith Style Guide available on the College Relations webpage in creating a distinct look for your materials.

Student organizations are permitted to create their own logos. Organizations must not misuse the Smith logo (i.e. adding text to the Smith logo, changing the color of the Smith logo, overlaying graphics on the Smith logo, etc).

Using the Smith Logos
The College's logo is intended to present a positive image of Smith and may not be altered in any way. Smith requires all individuals, groups, departments and organizations to submit their artwork for approval before using the trademarks for merchandise. All student organizations that use College funds and/or desire to purchase merchandise that includes a Smith institutional mark must follow the below guidelines and process. Examples of "merchandise" include t-shirts, hats, pens, backpacks, mugs, etc.

- All merchandise must include the language "Smith" or one of the institutional logos in at least one prominent location (e.g., back, front, pocket, or sleeve).
- Merchandise must be purchased through an approved vendor.
- After you design your artwork, you must have it approved by College Relations

Smith Email Address

Registered student organizations will have an email created for them from ITS through the Office of Student Engagement. Any change to the email or the password must go through the OSE. All student organization email falls under the [Policy on Use of Email for Official College Communication](#).

Organization Websites & Social Media Accounts

The Smith Social Network hosts all recognized student organizations, houses and many campus departments. Through your organization page you can post information about your organization, upcoming events and keep track of members. Organizations may also find that maintaining an organization website and/or social media account is an easy way to help publicize your organization and planned events. All recognized organizations may host a website on the College's server. Only those pages that live on the college's server may be linked to the main Clubs and Organizations page, which is linked directly to the Social Network.

In order to have an organization website, organizations must designate a web manager and list this person on their recognition form for the current year. Web Managers must be current Smith students. If this manager changes during the year, the Director of the OSE should be notified via an email and your Social Network Roster should be updated.

Each organization's web manager accesses their organization's page through their own personal Sophia account. Students can apply for a Sophia account through ITS, located in the basement of Seelye Hall. After they have received an account, an email must be sent to the Director of Student Engagement with their name and the name of their organization. If this is a new website, they should also include the preferred URL for the website, i.e. www.smith.edu/ceramics. Once access has been granted, the web manager will receive an email confirming their access from the OSE. Students cannot share Sophia accounts. If the web manager changes or more than one person needs to access an organization's website, each person must have their own Sophia account in order to receive access.

Students should be aware of the actions that are normally prohibited by law regarding the creation and management of websites. The Policy on Acceptable Use of Computer Resources created by the College includes, but is not limited to, the following:
- Fundraising and advertising by groups or individuals other than officially recognized campus organizations.
- Use of computer resources for the purpose of commercial or profit-making activities not relevant to the mission of the College.
- Use of computer resources in such a manner that might cause congestion of the network or that incapacitates, compromises, or damages College resources.

- Use of audio, pictures, videos, movies, or likenesses of people without their written consent.
- Use of copyrighted audio, video, images, text, or software without permission of the copyright owner.
- Downloading, or making available for download to others, audio and video MP3 files without the permission of the copyright owner.
- Use of Smith's computer resources to engage in any illegal activity.
- Smith College does not approve of the use of images or text which is abusive, profane, or obscene in e-mail or on web pages.

A full copy of the policy is available on the [Smith College Acceptable Use of Computer and Electronic Resources Policy](#), and questions regarding the policy should be directed to ITS.

Media - Campus Press and External Press

Smith College is committed to the free and open exchange of ideas in a safe and respectful educational environment. We recognize that part of the educational process involves engaging with the greater community. While Smith is a private, residential college on private property, it welcomes the public, and the media, to much of its campus grounds and many of its events. The college's starting position is one of media access; we manage media access in order to protect the learning environment and to honor the rights of privacy reasonably expected by our community in the context of a residential campus.

Events open to the media include those announced as open to the public and most events happening outdoors. Some speakers or performers might restrict or preclude recording, photography or media coverage; in those instances, the college will attempt to notify the media in advance.

Media wishing to cover events or report on other stories at Smith need to contact the Office of College Relations for authorization and are generally required to be accompanied by college staff. Decisions regarding media access are the purview of the administration, as delegated to the Office of College Relations. College Relations may, in its discretion, limit or preclude outside news media access to campus grounds with or without prior notice, including, but not limited to, in situations involving emergencies or failure to comply with college policies.

Student media are afforded the same editorial freedoms and privileges and held to the same expectations as the general media.

The college cannot guarantee complete privacy or anonymity at public events. Members of the Smith community who do not wish to be filmed, photographed or recorded at public events should let College Relations know in advance. Staff will do their best to honor such requests by working with the authorized media covering the events.

For more information, contact the Director of Media Relations, 413-585-2191.

Using Copyrighted Materials

Copyright is a form of protection provided by U.S. law to authors of "original works of authorship" from the time the works are created in a fixed form. Copyright protection in the United States exists automatically from the moment the original work of authorship is fixed. A work is "fixed" when it is captured (either by or under the authority of an author) in a sufficiently permanent medium such that the work can be perceived, reproduced, or communicated for more than a short time. A copyrighted work cannot be copied, performed, distributed, or displayed without permission from the copyright holder. Examples of copyrightable works include literary works, musical works, dramatic works, choreographic works, pictorial and graphic works, and more.

Registered student organizations, students, and other members of the College community are expected to know what is permitted or not under copyright law, to respect the rights of copyright holders, and to exercise their rights, including their right of fair use, in compliance with laws, College policies, and any binding agreements. In addition to consulting with the OSE, student organizations should review Copyright Basics, a publication of the U.S. Copyright Office and other publications of the U.S. Copyright Office to better understand U.S. copyright law.

Users of copyrighted works ultimately bear the responsibility for complying with the law and any permissions, licenses or other agreements granting a right to use a work. Violation of a holder's rights in a copyrighted work may result in statutory or other damages, fines, or more severe penalties.

The College may require the presentation of proof that permission to use a copyrighted work, as planned, had been obtained. The College reserves the right to bar the showing of a film, playing of music, a dance performance, play or other use of a copyrighted work if there are reasonable concerns that the showing, playing, or use likely violates the rights of the holder of the copyright.

Fair Use

Generally, fair use is any copying of copyrighted material done for a limited and "transformative" purpose. ("Copying" can mean both creating a physical copy of a work or an excerpt of it, or inserting a work or excerpts of it into another work.) The most common recognized "transformative" purposes are commentary, criticism, and parody. Whether or not a student organization's use of copyrighted work falls within the boundaries of fair use is determined by weighing several factors. Student organizations should consult with the Office of Student Engagement before using copyrighted material to determine whether fair use applies.

Public Domain and Creative Commons

In general, U.S. copyright lasts for the life of the author plus seventy years after the author's death at which point the work becomes part of the public domain. Works can also enter the public domain if they are factual (charts or calendars), they are published before a certain date, or the creator has assigned their work to the public domain. When something is in the public domain, the work is owned by the public and organizations do not need to seek permission to use it. There are many places online to find books, images, audio, and videos in the public domain, including:

- Project Gutenberg: 60,000+ eBooks that can be downloaded
- Metropolitan Museum of Art: includes more than 400,000 images from The Met collection.
- Smithsonian Institution Public Domain Images: a collection of 3,000+ images housed on Flickr.
- Prelinger Archives: thousands of public domain films (advertising, educational, industrial, and amateur).

A creator can also place a Creative Commons license on their work. Creative Commons licenses are free copyright licenses that creators can use to indicate how they'd like their work to be used. Creators can choose from a set of six licenses with varying permissions and restrictions. You can find Creative Commons-licensed content at search creativecommons.org. You can utilize a Google Advanced Search to filter by usage rights. Learn more about the different Creative Commons Licenses here.

Common Copyright Situations
Each use of a copyrighted work raises unique questions. See below for common situations in which a student organization may need to obtain permission from a copyright owner. Note that this is not an all-inclusive list and student organizations are ultimately responsible for ensuring compliance with copyright laws.

Images
Most photographs/images are copyrighted, and use of them is subject to copyright restrictions. Student organizations must only utilize images for which they have confirmed permission either because the image is in the public domain, a Creative Commons license exists, or a license was obtained directly from the copyright owner.

Films and Movies
Films and movies can be played publicly only with a proper license. Generally, no film or movie rental, purchase, or stream carries the right to exhibit it outside an individual's home.

In order to show a film as a public performance a student organization must purchase a Public Performance License for each instance they would like to show a film/movie. This can be done by contacting one of the following agencies that handle public performance licenses for many different film companies. If a license is not available through these agencies, the student organization will need to contact the film/movie creator to obtain license purchasing information.
- Swank Motion Pictures, Inc.
- Criterion Pictures USA
- Motion Pictures Licensing Corp.

Some Netflix original educational documentaries are available for one-time educational screenings. Titles that are available for educational screening will display a grant of permission on their details page. For more information visit help.netflix.com.

Proof of obtained copyright must be on file with the OSE for the film or movie to be shown on campus.

Music Licensing

Smith has agreements with Broadcast Music, Inc. (BMI), the American Society of Composers, Authors and Publishers (ASCAP) and the Society of European SonSmithriters, Artists and Composers (SESAC). These agreements allow College faculty, student groups and staff to play or perform music at College events and functions on the College's campus at no cost to you. Please check the music catalogs with these companies before playing music at your events:

- Broadcast Music, Inc (BMI)
- American Society of Composers, Authors and Publishers (ASCAP)
- Society of European SonSmithriters, Artists and Composers (SESAC)
- Global Music Rights (GMR)

Resources and Other Information

Organizational Conflict Management

The Office of Student Engagement, the Office of Equity & Inclusion and the Wurtele Center for Leadership are available to assist student organizations in the resolution of organizational conflict. The emphasis in managing incidents of potential behavioral and organizational policy violations is on equitable and inclusive practices.

This approach focuses on involving the affected parties and seeks to repair harm that was done and is fundamental to our work in upholding community norms. This does not mean that students who violate policy and cause harm do not face consequences. It means those consequences are grounded as much as possible in determining what harm occurred and what can be done to repair it.

The goals of this practice are to identify:
- What happened
- What harm was caused
- Who was harmed
- How can the harm be repaired

Student organizations can also tap into the LEAD Scholars Program and the LEAD Corps, through the Wurtele Center and OEI, who "offer themselves as solution and experience designers. They'll learn and practice deeper facilitative leadership strategies, such as deep listening, radical collaboration, emergent strategy and liberatory design. As solution designers they will work to support community members in creating solutions to problems arising in such communities as clubs, organizations and teams. As experienced designers they will create and offer facilitated conversations and workshops about social justice and lead programs in houses and communities around campus."

Mail and Packages

Student organizations may direct mail and packages to the Office of Student Engagement::
[Student Organization Name] Campus Center 106, 100 Elm St. Northampton, MA 01063.

Mail and packages sent to the above address will be collected by the OSE Team. If mail is received for your organization, an email will be sent to the organization's Primary Contact. Mail can be picked up during business hours in the OSE, Campus Center 106.

Mail not picked up within 10 business days will be opened by the OSE Team. Checks will be deposited into the organization's account, important information will be scanned and emailed to officers, and mail determined to be junk mail (e.g. magazines, advertisements, donation requests) will be discarded.

Officer Transition

Upon the transition of officers, the organization is responsible for the timely and effective transition of documents, passwords, and other materials and information. The Office of Student Engagement does not maintain this information on behalf of student organizations. The organization must also update The Smith Social Network to accurately reflect the officers in its portal within 10 business days of transition. For more information on updating positions in the Social Network, consult the help guide.

Student Government Association Office & Student Organization Resource Center

Located on the lower level of the Campus Center in CC 004, the SGA Office & Student Organization Resource Room is here to support, with space, resources and SGA assistance, all of our 150 student organizations. The space is open during building hours and is staffed by the SGA Support Team from 11 am-7 pm Monday-Friday. In addition to finding materials for creating banners, accessing Canva on the public use computer and offering space for groups of students to informally meet and plan, the SGA Support Team can help with Smith vehicle reservations, questions about funding, printing and driver credentialing.

Printing and Copying Services

The Student Government Association offers free use of their printing and copying services to registered student organizations wanting to make flyers and posters for general use around campus. For requests that are over 30 pages/event, organizations must take their copying to Paradise Copies at 21 Conz St. in Northampton with their Cost Center & Activity Code for assistance.

To have your materials printed, please email sgaoffice@smith.edu at least 24 hours before desired pickup. Once your request has been approved, the flyers will be placed in your organization mailbox located in the Resource Room. PLease remember, the SGA Office is not open on the weekends for printing services so please plan ahead!

Organization Mailboxes

Each organization is provided a mailbox in the Student Organization Resource Center in CC 004. Mailboxes should be checked throughout the semester as mail reviewed through the OSE will be placed here as well as flyers requested through the SGA Office.

Poster Making

A poster maker and laminator are available for your use. Organizations will be charged for poster creation at $5 per poster and $5 for lamination. Please give us at least 24 hours to complete your request. Please contact the OSE, CC 106 for assistance.

Lockable Space & Storage

Small, lockable organization spaces are available on a first-come, first-served basis. Organizations apply and reserve the space for the year through the Smith Social Network. Once approved, organization chairs will be given a single key to this space for a $5 cash deposit which is returned to the student when the key is returned at the end of the semester/academic year. There will be a spare key to each space available only to the organization's officers with OneCard in the OSE during business hours. Organizations that have other designated space on campus for storage will not be allowed to have a cabinet in the Campus Center.

The back storage room in the Resource Room is available for organizations with no other assigned space on campus. Currently, organizations are limited to 2 clearly labeled, clear 18-gallon bins. No food or candy can be stored in the closet. All bins must be labeled by the SGA Support Team.

OSE Equipment

The Office of Student Engagement offers a variety of items that organizations can borrow for, some for a small fee and some free of charge. Button Makers, Coolers, FujiFilm Instax Mini Polaroid Camera, Outdoor Movie Equipment and a variety of Outdoor Games are all available. The reserve, please complete the OSE Equipment Use Form on the Smith Social Network under Forms.

APPENDIX 1: Club Sports Guidelines

Guidelines, Policies, Resources

Club sports allow students to participate in competitive sports (compete against other schools), Performance and Recreational (play primarily on campus). All undergraduate students, from novices to experienced athletes, are welcome to participate, regardless of ability. Participating in a sports club allows students to experience being part of a team, assume leadership positions, establish an outlet for physical activity, and foster appreciation for a large spectrum of different sports.

Because sports clubs are both a student organization and an athletic pursuit, assistance and collaboration between OSE (Office of Student Engagement) and the Department of Athletics is essential to the success of the sports club program. The following policies and procedures should clarify this unique structure and simplify the processes for sport clubs. All Club Sports need to operate under the policies of the SGA for Clubs and Orgs at Smith College, the Student Organization Guidebook as it is presented here, and the Department of Athletics Sports Club Guidelines outlined in this appendix.

Advisors and Resources

A member of the athletics department will advise all operations of sports clubs. Please see below for who advises specific organizations and/or who might serve as a resource for your club based on needs:
- Equestrian and Cheer Club
  - Adviser, Kelsey Hunter, Assistant Athletic Director, klhunter@smith.edu
- Ice Hockey, Rugby Club
  - Jess Duff, Associate Athletic Director, x2713, jduff@smith.edu
- Ultimate, Fencing, Squash and All Other Performance and Recreational Sports Club Advisor, Theresa Collins, Assistant Athletic Director, x2710, tcollins@smith.edu.
- Athletic Facility scheduling: Will approve and schedule all practices and competitions, and assist with planning for events. Theresa Collins, x2710, tcollins@smith.edu.
- Athletic Department Business Manager: Will assist with budget and financial questions and any All Star Transportation needs. Donna Gingras, x2706, dgingras@smith.edu
- Director of Student Engagement: Will work with clubs to be recognized, renewed, and chartered. Tamra Bates x4967, tbates@smith.edu
- Business Advisor for Student Engagement: all financial issues and questions. Wendy Martinez x4988, wmartine@smith.edu

Club Sports Board Member Expectations

All members of any club sport are expected to review, understand, and follow all guidelines and hold themselves and the club members accountable. To be active, all sports clubs must be recognized as student organizations for the current year, have completed training outlined by the OSE and Department of Athletics, have a system of officers, and be chartered through SGA to receive funding. It will be the responsibility of the officers of each club to create the charter, account for funds, submit annual budgets, and submit recognition paperwork at the end of the academic year for the following year.

Funding and Budgets

Only chartered club sports can receive money from the Student Government Association. The Coordinator of Club Sports will advise the club sports officers about the management and operations of their club and determine the budget needs along with the athletic department business manager. The Coordinator of Club Sports will create club budgets after reviewing requests from the club treasurer, hire coaches/advisors, and approve schedules and practice plans at the beginning of each semester. In their first year of recognition, the club will not be allowed to compete off campus. Club Sports will be asked to declare a primary season of competition: fall, winter, or spring, and may select a second competition season if desired.

Advisor Meetings

Competitive Club officers must meet with their advisor regularly, attend all scheduled sports club meetings, maintain a current and updated roster on the Smith Social Network, and comply with all SGA chartered organization requirements to remain in good standing with the college.

Participation and Requirements

Any student who wishes to participate in a club sports must complete a waiver form on the Five College Risk Management website. Go to the following page and follow the instructions to access your waiver. A student cannot participate until this form has been completed.

All students participating in competitive travel teams must also complete the Emergency Contact Information Form.

Travel Rosters

All travel teams must keep a shared document in G-drive and share it with the Advisor and Coordinator of Club Sports. Dates and travel party information must be kept up to date. Only members on the approved roster may participate in practice and competition. This document will be in the club team's shared drive and should include the date, destination, the names of all travelers, at least one cell phone contact, and estimated departure time and return to campus. Failure to do so could jeopardize the club's use of College vans.

International Travel

If a club sports group wants to travel internationally, please refer to the Short Term International Travel section of the Guidebook.

Reserving Space

Only club sports recognized by the Office of Student Engagement can reserve college spaces and athletic facilities. Club Sports will follow the policies and procedures for student organizations to reserve college spaces through the Events Registration Form on the Smith Social Network.

Spaces for practices can be scheduled on a semester-by-semester basis. You must work through Theresa Collins, Assistant Athletic Director for Facilities.   Any hosting events must go through the Social Network. Priority for athletic spaces goes to Classes, Varsity sports, club sports, and general organizations.

Shared Space Assignment during Priority Season
Club Sports that are in session will be prioritized during their competitive season.
Rugby - Fall (Upper Field)
Ultimate - Spring (Upper Field)
Fencing - Scott Gym
Ice Hockey - Scott Gym

Athletic Practices
All practices must be reserved and confirmed through the assistant director of facilities. Please email tcollins@smith.edu with club space requests. Inclement weather or poor field conditions often result in practices and competitions being canceled or rescheduled. Team coaches and captains will be notified of cancellations as early as possible.

Unauthorized use of college facilities for practices or competitions will result in losing scheduling privileges.

Scott Weight Room
The Scott Intercollegiate Weight Room is available to reserve when not assigned to other varsity teams. Club teams can sign up for 1.5 hour time slots most evenings and on weekends. Any club using the intercollegiate weight room must go through an introductory training. A list of dates and times will be sent to clubs that request the space. Scott Weight Room Policies

Competitive Clubs and Hosting Competitions
Any time a club in a high-risk injury sport invites a team to campus to play a game or scrimmage, an EMT or athletic trainer must be on-site during the competition. Club sports are asked to set their competitive schedule a semester in advance, if possible. All home competitions must be approved. Any last-minute requests will be denied.

The Coordinator of Club Sports will review the schedule to determine whether space and adequate funding exist to support the event. In their first year, Club Sports Teams will not be allowed to compete off campus.

Club sports are responsible for paying direct costs for on-campus events, which include, but are not limited to, site supervision, facility opening/closing personnel, facility cleaning/set-up charges, and field ground support. Club Sports will be billed for these expenses and should budget accordingly.

Budget

Club Sports are financed through an annual allocation from the SGA Finance Committee to Athletics to work with each club. The process for each year is as follows:

- Each club will submit a proposed budget for the following year through each Club's share drive under the club name in the "Specific Club Shared GDrive" sheets file. (The President and Treasurer should have access to this file)
- The club treasurer or another club officer must meet with the Coordinator of Club Sports early in the fall semester to review the budget request.
- Budgets will be approved by the Coordinator of Sport Clubs and allocated to each club account in the Smith Social Network. All finances, income and expenditures for a club must be administered through the Smith Social Network.

Reminder: Club social dues and/or SGA allocated funds are not to be used for the purchase or procurement of alcoholic beverages or the payment of traffic/parking violations. All money in Club Sports accounts, whether allocated or fundraised, is bound by the policies outlined in the [Finances](#) Section of this Guidebook and all SGA Funding Policies.

Fundraising

 All fundraising endeavors must be approved by the Director of Student Engagement and the Coordinator of Club Sports through the Smith Social Network Event Registration process. Applications to fundraise must be submitted on-line 14 days in advance of the date of the event. The application must be approved before the organization can hold its fundraising event. Any funds raised during the fundraising event should be placed in the club's account and will roll from year to year.

Club officers must also submit a Club Special Event Form for any tournament, fundraiser, or special event hosted in the athletic facility or on the athletic fields. This form must be completed two weeks before the event and is submitted in addition to the other forms required by student organizations.

Please refer to the section on [Fundraising](#) for additional details.

Hiring a Coach and/or Clinicians

Chartered Competitive Club Sports are eligible to request permission to secure a coach/advisor. The club board must assist the Coordinator for Club Sports to write a job description. Once approved, the Coordinator of Club Sports posts the job with Human Resources.

The Coordinator of Club Sports will receive application materials for all applicants, interview them, and determine hiring suitability and salary offer. Members of the club will be involved with the interview process whenever possible. Coaches/advisors will be hired as Casual Employees and must meet hiring regulations established by Smith College. Full-time employees of the College are not eligible for hire. Volunteer coaches/advisors must be approved by the Coordinator of Club Sports and must complete paperwork provided by the Athletic Department and Human Resources.

Clubs may want to bring an instructor onto campus for some of their practice sessions. Organizations would complete a contract request as part of the Event Registration process in the Smith Social Network; the OSE can assist with this process.

For clubs that hire a coach or instructor who works with them off campus, the club must request that the instructor invoice them for expenses (services and/or equipment). Upon receipt of such an invoice, the club can process it through the purchase request system in the Social Network.

Transportation

Funding for transportation to events off campus should be included in the budget request made by club sports. Club sports are eligible to use Smith College vans and must follow policies established by the College. Vans can be reserved through the Events Registration process on the Smith Social Network. All student drivers also need to complete the defensive driving training and credentialing process to be able to drive college vehicles.

Club sports coaches and athletes must be driver credentialed by the college to be eligible to drive any college vehicles. Students should complete the driver credentialing process as outlined on the SGA website.

Please refer to the Student Organization Travel section for further details and the SGA website for credentialing information.

Injuries, Insurance, and Support

If you are injured while participating in a sport club offical event, file a Club Sports Injury Report Form and Email to tcollins@smith.edu and healthservices@smith.edu.

If you have questions about whether the injury needs immediate attention or can be seen the next day, you can call the on-call nurse at Health Services. Tell them what sport you were doing and what you think your injury is. If you think you may have a concussion, indicate to the nurse that you had a head injury.

When calling to make an appointment, tell the person that you are a club sport athlete and got injured doing your sport. Be sure this person knows if you think you might have a concussion. **Injuries should be reported immediately or at least the next day.** When dealing with a possible concussion, getting an appointment needs to be the priority. Take the first appointment offered. You should be filing insurance claims if you have co-pays for any visits.

Smith Claim Form

Claims Filing Procedures

FAQ for Excess Sports Insurance

Code of Conduct Expectations for All Members

Sexual Harassment and Abuse

Harassment can include "sexual harassment" or unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature. 'Sexual assault' is when you are forced, coerced or tricked into doing sexual things when you don't want to. Sexual assault is a form of sexual violence and covers a wide range of unwanted sexual behaviors that can involve strangers or people you know. If you've been sexually assaulted, remember it's not your fault, and it's never okay for someone to force you to do something you are uncomfortable with.

Bullying

Bullying is deliberate behavior that is usually repeated and causes harm to someone else. It can be verbal, physical, psychological, or social. It can happen in person or online. It can either be really obvious or hidden from others. It can be an individual person doing the bullying or a group of people who have greater power over someone else.

Alcohol and Drug Consumption

Any form of alcohol or drugs cannot be used during informal or formal club activities, including during away contests. Any use of alcohol and drugs during any team function or team social event is not allowed, including when traveling as a team.

Hazing

Hazing is any act committed against someone joining or becoming a member or maintaining membership in any organization that is humiliating, intimidating, or demeaning, or endangers the health and safety of the person. Hazing includes active or passive participation in such acts and occurs regardless of the willingness to participate in the activities! Hazing creates an environment/climate in which dignity and respect are absent.

Probation Policy and Eligibility to Participate

Probation is a warning status that indicates the College's concern about a student's behavior as a college community member or performance in the classroom. There are two forms of probation. Disciplinary probation is imposed by the student-run Conduct Board for violations of the standards of college behavior. Academic probation is imposed by the Academic Honor Board.

Students on academic or disciplinary probation may not run for or hold elected or selected office, either campus-wide or within their house or compete in intercollegiate or club sport athletics. Occasionally, an exception may be made in consultation with the Director of Athletics and the appropriate dean for either form of probation. Normally, students who participate in club activities, including sports clubs, may not participate in team practices or competitions.

Academic Probation

Academic Probation – A student whose academic record is below 2.0 cumulatively or in a given semester, will be placed on academic probation for the subsequent semester. Notification of probationary status is made in writing to the student and her academic advisor. Instructors of a student on probation may be asked to make academic reports to the class deans' offices during the probation period.

The administrative board will review a student's record at the end of the probationary semester to determine what further action is appropriate. At that time, the Board may require a student who is unable to improve her record to change her course program, complete summer study, or withdraw from the college.