Club ReFuel

Barnard College

Mandatory Session
Club Information Packet
2014 - 15 Academic Year

Brought to you by Barnard College Student Life
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Group Designees

The ‘Group Designees’ are the members of or your GBB, ABC, IGB or SGB recognized group that are chosen by the Executive Board of the group to reserve space through Events Management. Each group may have only two (2) designees.

Group Name: __________________________________________

Group Email: __________________________________________

Group Designee # 1:

Name: ________________________________________________

Email: ________________________________________________

Phone: ________________________________________________

Position in Group: ______________________________________

Group Designee # 2:

Name: ________________________________________________

Email: ________________________________________________

Phone: ________________________________________________

Position in Group: ______________________________________

---------------------------------------------------------------------------------------------------------------------

Raffle Ticket

Enter to win a Student Life $200 Co-Sponsorship for this academic year!

Group Name:

Group E-mail:
Student Life

SL Office Hours:
Monday – 9am – 5pm
Tuesday – 9am – 5pm
Wednesday – 9am – 5pm
Thursday – 9am – 5pm
Friday – 9am – 5pm

Contact Info:
Email: StudentLife@barnard.edu
Phone: 212-854-2096
Fax: 212-854-1112
Location: 3rd Floor, Room 301 Diana Center

Advisor Contact Information and Advising Hours

Alina Wong – Associate Dean for Student Life
Email: awong@barnard.edu
Office Hours:
Meetings by appointment:
Monday through Friday, 9am – 5pm
Drop – in Advising Hours:
Monday through Friday, 9am – 5pm (most days)

Michael Abamont – Program Director for the Glicker-Milstein Theatre
and Arts Initiatives
Email: mabamont@barnard.edu
Drop – in Advising Hours:
Monday – 2pm – 3pm
Tuesday – 2pm – 3pm
Wednesday – 2pm – 3pm
Friday – 2pm – 3pm
(Or by appointment.)
Barnard College 2014/15 Posting Guidelines

At Barnard College, we believe in collective responsibility for creating respectful, inclusive, and welcoming campus communities. This includes the physical environment and sharing space. The purpose of the Posting Guidelines is to make clear the expectations for publicizing events and programs.

Postings not in compliance with this policy or for events whose date has passed may be removed without notice. Your assistance and that of your department or student club/organization is greatly appreciated to maintain a beautiful campus environment. Regulations related to posting are detailed below. Violation of this policy may result in disciplinary action.

POSTING: Fliers/posters may be posted only on designated bulletin boards using push pins or painter’s tape. Designated bulletin boards will include a Barnard sign indicating the space as designated posting area. Visit the Student Life office for an inventory of designated bulletin board locations.

Posting on bulletin boards that are designated for specific offices, departments, or organizations is prohibited, unless prior written authorization is received from the party responsible for the board (i.e. a Department Chair may provide authorization for posting on their department bulletin board in an academic area, should they choose to do so).

CHALKING: With permission, chalking is permitted only on sidewalks along Lehman walk and in front of the Diana Center and Altschul Hall or on sidewalk/slate in the uncovered portion of the Quad. Chalking is not permitted on the outside surface of any building, any vertical surfaces (including on stairs), or on any sidewalks underneath an overhang. All individuals must seek and obtain approval from the Student Life Office one week prior to chalking.

FREQUENTLY ASKED QUESTIONS:

1. **With what can I post?** Pushpins or tacks should be used for posting on designated bulletin boards. Blue painter’s tape is the only type of tape and/or adhesive that may be used. NEVER use stickers, scotch tape, duct tape, packing tape, masking tape, glue or “fun tack” type materials. Improperly posted items may be removed without notice.

2. **Where can I post?** Posting is only permitted on designated bulletin boards. Posting or taping flyers/posters to windows, doors, door frames, in or around elevators is prohibited. Any materials posted other than on a designated bulletin board will be removed.

3. **Can I chalk for my event?** Chalking is restricted to student clubs/organizations only. All individuals must seek and obtain approval from their Student Life advisor one week prior to chalking. With permission, chalking is permitted on sidewalks only. Chalking is not permitted on the outside surface of any building, any vertical surfaces, or on sidewalks underneath an overhang.

4. **Who is permitted to post on campus?** Only student clubs recognized by a Barnard College or Columbia University governing board, council/student government, or academic and administrative offices may post on Barnard’s campus, following the above guidelines.
5. **What content is not permitted on my posting?** Profanity, vulgarity, or other offensive language not conducive to the educational environment may not be included on postings. Any postings that have inappropriate and/or derogatory information directed to one specific member, or group of members, of the Barnard community will not be tolerated. The provided approved posting areas are not personal message boards. They are solely for sharing information that is intended to benefit the campus community as a whole. Any such posting may be removed if found posted, at the discretion of the professional staff. Effort would be made to discuss such decision with the responsible party/organization, if identifying information is included on the posting.

6. **What content is important to include on my posting?** It is important to include date, time and location for any event promotion – reminder posters that indicate “tonight” or “tomorrow” without a date can create confusion. It is always helpful to include a point of contact – who to reach out to for more information.

7. **How long can my posting stay up?** Fliers posted in approved locations will be removed each Sunday. Be sure your promotion includes the date/time/location, as applicable! The College reserves the right to remove any fliers whose program date has passed.

8. **Can a student/organization post in the Residence Halls?** In the Residence Halls, groups may leave approved (Student Life stamped) posters at the Office of Residential Life & Housing (110 Sulzberger) – in this case they will be given to RAs to advertise within 48-72 hours of receipt. Materials provided within 3 days of an event date may not get posted. To include one poster for each residence hall floor, you will need to provide 100 copies of your flier. There is no solicitation or putting fliers under doors in Residence Halls.

9. **How will violations be handled?** This policy is meant to guide individuals, groups, clubs and organizations as well as academic and administrative departments in appropriate use of designated bulletin boards. Students and student organizations will be subject to student conduct action for violation of any aspect of this policy. **Possible Sanctions** include, but are not limited to, verbal or written warning, campus posting restriction for a specified period of time, educational project or assignment, and loss of campus posting privileges. A charge may be assessed if improper posting results in damage to property or requires extensive clean up. Academic or administrative offices with material posted in violation of this policy will be notified for appropriate action.
Postings not in compliance with this Barnard Posting Policy or for events whose date has passed may be removed without notice. Your assistance and that of your department or student club/organization is greatly appreciated.

**Milsbank Hall**
- Across from 105 Milbank, next to exterior doors

**Altschul**
- Tunnel hallway near mailboxes
- Basement level across from elevators
- First floor within the “Altschul Atrium” activity area

**Diana Center**
- Hall leading from Altschul tunnel to Diana Center
- 3rd Floor of Diana Center, bulletin boards
- Any metal-covered ‘Posting’ column

**Lehman**
- Tunnels – north wall between Lehman and Altschul and the east wall across from lockers, between Lehman and Barnard Hall.

**Barnard Hall**
- North foyer (doors near BCRW)
- Tunnel hallway

**Sulzberger**
- Outside Sulz - across from entrance and to the North of the entrance

**Hewitt Hall**
- Leading into Hewitt Dining

**Brooks/Reid**
- To the left of Louis Parlor, first floor*
- Outside at the top of the Reid Gate steps

*Only Barnard students may post approved material at these residential locations, student id is required to enter these areas of a residential building. All other bulletin boards within residence halls are for use by Residential Life & Housing.
Student Life Community Activity Co-Sponsorship (SLCAC) Application

Thank you for your interest in the Student Life Community Activity Co-sponsorship! Each semester Barnard Student Life sets aside a portion of financial resources to assist student organizations who wish to sponsor events and programs that fall outside of their budget allocation. To receive consideration, the application must meet the following requirements:

*Student club/organization must be recognized and in good standing its governing board in order to apply.
*Program, event, or activity should be open to Barnard students and focus on community building.
*Program, event, or activity must take place on Barnard’s campus.
*Strong preference will be given to applications which highlight collaborative efforts and/or new initiatives.
*Co-sponsorship application must be received at least two weeks in advance of the event.

* Required

Student Club/Organization Name *

Application Contact Person *
Who can we notify regarding the status of this co-sponsorship? Please submit a first name, last name, and their Barnard/Columbia email address.

Let's start with the program logistics!

Date of Event *

Month  Day  2014  

What time does your event start? *

Hr  :  Min  AM

Where on the Barnard’s campus will this event take place? *

Has this location been confirmed by UEM or Barnard Events Management? *

☐ Yes
☐ No
☐ We are currently waiting to hear the status of our room reservation

Is there an admission cost? *
Please indicate “yes” or “no”. If yes, be sure to include the cost.
In the next section we'd like you to provide more detailed information about the event and your budget breakdown.

In the space below, please provide a description of your event or activity and share how this program builds community and meets the mission of Barnard Student Life. *
(please limit your response to 300 words)

In the space below, please provide a detailed budget breakdown for the event. *
You must outline how much your club is contributing from its own budget and highlight other associated costs like: AV/Tech, advertising, food, vendors, performers/artists, supplies, etc.

How much support are you seeking from Student Life? *
The amount requested should not exceed $500.

Next Steps
Thanks for completing the Student Life Community Activity Co-Sponsorship form. Before you submit, please review your application to make sure you've included all of the required information. Here's what happens next:

Your co-sponsorship request will be reviewed by Barnard Student Life. You will be notified of the application status within 10 business days. If your request is granted, a staff member will connect with you about the best method to transfer funds into your club account.

Got Questions?
Email us at studentlife@barnard.edu

Submit
Never submit passwords through Google Forms.
The Glicker-Milstein Theatre is a 34' X 50' (1700 Sq. Ft.) black box space that is ideal for performances, lectures, movie filming, film screenings and presentations for audiences up to 110 persons. The GMT is equipped with a general and theatrical lighting system, a movie theatre style projector and screen, a theatre style sound system including hearing assistive devices, WiFi and year round HVA/C. The GMT offers a choice of four seating configurations; "Proscenium" - 75 seats, "In The Round" - 85 seats, "Thrust" - 95 seats and "Floor" - 110 seats. Support Spaces include a spacious lobby with a video screen and comfortable furniture, both men's and women’s dressing rooms with a sink and showers, a shop/build space adjacent to the stage and a greenroom with audio monitor and video screen. There is also street access to the shop/build space for load-in/load-out.

- Three (3) Entrances/Exits
- Enclosed Control Booth
- 25' High Lighting Grid
- Professional Sound and Lighting Systems
- Fixed Projector and Screen
- Upright Piano
- Clear-Com Communication System

- Company Switch for additional power
- Prop and Costume Storage
- Legs and Headers for proscenium look.
- 100+ Lighting Instruments
- Acoustical Wall Panels
- Basic Acting Blocks
- Wireless Microphones

If you would like more information about renting the Glicker-Milstein Theatre for your project, please visit our website at www.barnard.edu/studentlife/glicker-milstein or email GMT@barnard.edu.
# Preliminary Show Request Form

Completed Preliminary Show (or Space) Request forms must be completed a minimum of fifteen (15) business days prior to the event. Provided the GMT is able to accommodate your event, you will receive a Show Confirmation via E-mail confirming the details of your event space request.

**PLEASE PRINT**

<table>
<thead>
<tr>
<th>Date submitted to Theatre Coordinator (Student Life):</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name of Show/Event:</th>
<th>Type of Show/Event:</th>
<th>Audience size (Max 75):</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Day and Date(s) of Show:</th>
<th>Curtain Up/Down Time:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Person Coordinating Show:</th>
<th>Sponsoring Department/Org.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Extension/Phone:</th>
<th>E-Mail Address:</th>
</tr>
</thead>
</table>

*Student Club Advisor’s Name:________________________Signature:________________________Ext.:________________________

Will Technical support (Sound, Lights and/or Projection) be needed for this event?  [ ] No  [ ] Yes* (*if Yes, please describe below)

("Please be aware that there are Technical Fees associated with the use of any Theatrical Lighting, Sound and/or Projections equipment in the GMT. These fees should be discussed with the TC.)

Please indicate your desired stage setup/audience seating arrangement:  [ ] Proscenium  [ ] Thrust*  [ ] In the Round*  [ ] Floor Seating Only (No Risers)*  [ ] Soft Legs and Headers (Standard with Proscenium Setup)  [ ] Soft Legs and Headers Removed*

Please indicate your desired flooring for this event:  [ ] Stage Floor  [ ] Marley Floor (Dance Only)*

("Please be aware that there are Technical Fees associated with the moving and adjustments of the audience seating risers and the removal of soft legs and headers. These fees should be discussed with the TC.)

Will this event require any additional set-up other than standard audience seating?  [ ] No  [ ] Yes (*if Yes, please describe below)

Will this event require Event Security? (You must complete and submit an Event Security Form to the TC if you answer YES to any of the following questions.)

<table>
<thead>
<tr>
<th>Are you advertising off campus?</th>
<th>[ ] No</th>
<th>[ ] Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is money being collected at this event?</td>
<td>[ ] No</td>
<td>[ ] Yes</td>
</tr>
<tr>
<td>Is this a high profile event?</td>
<td>[ ] No</td>
<td>[ ] Yes</td>
</tr>
<tr>
<td>Is alcohol being served at this event?</td>
<td>[ ] No</td>
<td>[ ] Yes</td>
</tr>
</tbody>
</table>

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Please submit to: Michael C. Abamont, Director of Programming for the Glicker-Milstein Theatre and Arts Initiatives
Room 301, Diana Center. Tel: 212-854-2096 E-mail: GMT@Barnard.edu
## GBB Club Adviser List

* Dually Recognized

<table>
<thead>
<tr>
<th>Pre Professional Club Name</th>
<th>Adviser</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barnard + Columbia Architecture Society*</td>
<td>Michael Abamont</td>
</tr>
<tr>
<td>CU Pre-Veterinary Society*</td>
<td>Michael Abamont</td>
</tr>
<tr>
<td>Network for Pre-Medical Students</td>
<td>Alina Wong</td>
</tr>
<tr>
<td>Pre-Health Students Organization</td>
<td>Alina Wong</td>
</tr>
<tr>
<td>Psyched: Barnard Psychology Club</td>
<td>Alina Wong</td>
</tr>
<tr>
<td>Smart Women Lead</td>
<td>Alina Wong</td>
</tr>
<tr>
<td>The Athena Pre-Law Society</td>
<td>Alina Wong</td>
</tr>
<tr>
<td>The Entrepreneur Club at Barnard</td>
<td>Alina Wong</td>
</tr>
<tr>
<td>Smart Women Securities</td>
<td>Alina Wong</td>
</tr>
<tr>
<td>Strong Woman Strong Girls</td>
<td>Alina Wong</td>
</tr>
<tr>
<td>Eyes on Fashion</td>
<td>Michael Abamont</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cultural Club Name</th>
<th>Adviser</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asian American Alliance*</td>
<td>Alina Wong</td>
</tr>
<tr>
<td>Barnard Organization of Soul Sisters (BOSS)</td>
<td>Alina Wong</td>
</tr>
<tr>
<td>Caribbean Students Association*</td>
<td>Alina Wong</td>
</tr>
<tr>
<td>Chinese Students Club*</td>
<td>Alina Wong</td>
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<tr>
<td>Club Bangla*</td>
<td>Alina Wong</td>
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<tr>
<td>Club Q</td>
<td>Alina Wong</td>
</tr>
<tr>
<td>Club Zamana*</td>
<td>Alina Wong</td>
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<tr>
<td>Columbia Japan Society*</td>
<td>Alina Wong</td>
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<tr>
<td>Haitian Students' Association*</td>
<td>Alina Wong</td>
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<tr>
<td>Korean Students Association*</td>
<td>Alina Wong</td>
</tr>
<tr>
<td>Liga Filipina*</td>
<td>Alina Wong</td>
</tr>
<tr>
<td>Mujeres</td>
<td>Alina Wong</td>
</tr>
<tr>
<td>Organization of Pakistani Students*</td>
<td>Alina Wong</td>
</tr>
<tr>
<td>Sounds of China*</td>
<td>Alina Wong</td>
</tr>
<tr>
<td>Taiwanese American Students Association*</td>
<td>Alina Wong</td>
</tr>
<tr>
<td>Turath, The Arab Students Association*</td>
<td>Alina Wong</td>
</tr>
<tr>
<td>African Students Association</td>
<td>Alina Wong</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Special Interest Club Name</th>
<th>Adviser</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barnard Chemical Society</td>
<td>Michael Abamont</td>
</tr>
<tr>
<td>Barnard Writing Collective</td>
<td>Michael Abamont</td>
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<tr>
<td>Columbia University Sign Language Club</td>
<td>Alina Wong</td>
</tr>
<tr>
<td>Hispanic Scholarship Fund*</td>
<td>Alina Wong</td>
</tr>
<tr>
<td>McIntosh Activities Council</td>
<td>Alina Wong</td>
</tr>
<tr>
<td>Philolexian Society*</td>
<td>Michael Abamont</td>
</tr>
<tr>
<td>Take Back The Night</td>
<td>Alina Wong</td>
</tr>
<tr>
<td>Barnard Civil Liberties</td>
<td>Alina Wong</td>
</tr>
</tbody>
</table>
Performance Club Name
Bacchantae
Bach Society*
CoLab Performing Arts Collective
Columbia Clefangers*
Columbia Musical Theatre Society*
Columbia Raas*
CU Film Productions
Columbia University Flute Choir
CUPAL*
Columbia University Wind Ensemble*
Control Top
CU Dhoom*
CU Players*
King's Crown Shakespeare Troupe *
Latenite Theatre
NOMADS
Orchesis*
Raw Elementz*
Sabor*
Taal*
VDay
WBAR
XMAS!
New Opera Workshop
The Mechanicals
Third Wheel Improv
Roya

Publications Club Name
Awaaz Magazine
Barnard Bulletin
Echoes
Hoot Magazine
Nine Ways of Knowing
Zine

Other Club Name
Barnard Eco-Rep
Barnard Outdoor Adventure Team
Skip Stop
The Spectator
Cava

Adviser
Michael Abamont
Michael Abamont
Michael Abamont
Michael Abamont
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EVENTS MANAGEMENT @ BARNARD

Events Management is dedicated to the success of Barnard’s numerous on campus events and activities. We coordinate the scheduling of on-campus events and provide event consultation and advancement for students, faculty, staff, and administrators.

Our team helps event organizers determine the best spaces and set-ups for events. We work directly with the fulfillment department, such as Facilities Services, Public Safety, and Instructional Media and Technology Services to arrange the necessary logistical support.

From simply locating the best room to managing the most complex conference, our staff is here to help!

If you are one of the two designees responsible for making event requests for your group, please create a VEMS account.

BARNARD STUDENTS — Login using your eBear username and password or UNL.
COLUMBIA STUDENTS — Request An Account. Please enter a Columbia e-mail address only.

You will be able to begin making event requests once you have been notified by Events Management (within 48 business hours) that your account has been activated.

Once your account is active, log in, click the "Requests" tab and make the appropriate selection to begin the event request process.

"Just a Room" - If you need a space - with no additional set-up or AV support - you may make a request 3 business days prior to your event.

Event Request - If you need a space with resources like set-up, catering, or AV support - you may make an event request 14 days prior to your event.

Tabling Request - If you need to request usage of a 6' table (e.g. info table, bake sale) - with no additional set-up or AV support - you may make a request 3 business days prior to your activity.

Make your request online at: ems.barnard.edu/virtualEMS

Once your request is submitted Events Management at Barnard will contact your group's advisor to determine if the event is approved. If approved, Events Management will review the request and contact you if more information is needed. Some events may require an Event Review at least 3 weeks prior to the event. Once all event information is entered you will receive an e-mail confirming your event.

Have Questions?
Visit our Website at http://barnard.edu/eventsmgmt
Also check out our VEMS Tutorial Videos at barnard.edu/eventsmgmt/requests

BARNARD EVENTS MANAGEMENT
Office Location: 006 Milbank
Office Hours: M - F 9:00am - 5:00pm
Phone Number: 212-854-8021
E-Mail: spacesres@barnard.edu
HOW CAN YOUR CLUB USE IMATS?

IMATS provides services and resources for teaching and learning, and supports the audiovisual needs of the college.

Instructional Media Services (IMS)

Equipment Office Hours:
M-Th 9am - 8pm | F 9am - 6pm

Located on the 3rd floor of the Barnard Library, IMS provides an assortment of equipment that you can take out to record your events, including:

- Video Cameras
- Tripods
- Microphones
- Audio Recorders
- Projectors
- ...and more!

Need help creating a video? We also offer training and workshops!
To request equipment or training, fill out the Equipment Request Form at imats.barnard.edu/equipment-request.

Audio Visual Technology Services (AVTS)

Technician Support Hours:
Su-Th 9am - 10pm | F-Sa 9am - 11pm

AVTS provides specialized audio visual services, equipment, and operators for extra-curricular activities and special events. Available event packages include:

- Banquet or Reception
- Film Screenings
- Lecture with or without PowerPoint
- Panel Discussion
- Meeting
- Outdoor Event
- Phone or Video Conferencing (Skype)

To request AV support for an event, submit the request to Events Management, at ems.barnard.edu/virtualems.

CONTACT US
Lehman Hall 307
imats@barnard.edu
212-854-2418

@BarnardIMATS
/BarnardIMATS
GBB Information and Materials

GBB Availability:
GBB will have open hours to be held in the Student Leadership Collective Office.

Contact Info:
Email: GBB@barnard.edu
Phone: 212-854-2126
Fax: 212-854-1112
Location: SLC Office, Diana Center, room 101 (inside Liz’s Place)

GBB Executive Board

Therese Chen – Executive Chair
Email: tlc2135@barnard.edu

Rosie Deng – Vice Chair
Email: rd2550@barnard.edu

Fatima Koli – Communications Chair
Email: fak2116@barnard.edu

TBD – Finance Chair
Email: gbbfinance@gmail.com

For the month of September, GBB will hold office hours on Wednesday, 12noon – 1pm, in the SLC Office. Office hours are subject to change and an updated schedule will be posted in our GBB newsletters. If you would like to schedule an appointment to meet with GBB, please send an email to gbb@barnard.edu. GBB will schedule to have you meet with a GBB representative sometime during the week, in the SLC Office in the Diana Center.

GBB Mission Statement:

The Governing Board at Barnard (GBB) is dedicated to representing, advocating for, and recognizing clubs at Barnard College. GBB supports clubs’ efforts to promote student activity and learning outside of the classroom. We collaborate with the other members of the Student Leadership Collective (SGA and McAC), the Barnard administration, and other governing boards of Columbia University to maximize campus opportunities and events for the greater student body. GBB recognizes groups with members from all undergraduate schools at Columbia University and enriches communities at Barnard and Columbia by providing resources to connect students through clubs, organizations, and events.
GBB Club Guidelines

Article I. Criteria for Membership in the GBB

To be a recognized group under the GBB, a group must:

Clause 1. The organization must be composed of at least ten members and at most one-fourth of the membership may consist of graduate students.

Subclause 1: The number of people in each group is subject to review by the GBB Executive Board.

Clause 2. The executive board of the organization must be composed of at least one-third Barnard students. The President, Vice President or Treasurer, or their equivalents must be a Barnard student.

Clause 3. The organization must present an appropriate constitution and membership list to the Vice Chair and GBB. The constitution must include a list of all the officers, a description of their duties and procedures for their election. A majority vote is needed for recognition.

Clause 4. In cases when the purposes and/or goals of the new organization are the same as those of an existing GBB recognized organization, the two groups will be encouraged to merge. GBB reserves the right to deny recognition for a club if a similar club is already in existence.

Clause 5. No clubs involving membership on an exclusive basis shall be recognized at Barnard College; nor shall organizations that discriminate on the basis of race, gender, religion, age, sexual orientation or ability.

Subclause 1: An identity-based group (such as a women-only, ethnicity- or nationality-based group) can be reviewed on a case-by-case basis.

Clause 6. No organization affiliated with a political party, candidate or organization, be it national or political, shall be recognized by the GBB.

Clause 7. No club recognized by the GBB shall charge its members dues, nor shall a Barnard or Columbia organization require dues payment from Barnard students.

Article II. Club Registration Procedure

Clause 1. The activation of all clubs shall be renewed each fall upon submission of the Registration form. A club that registers will be active for the entire academic year, and need not re-register in the spring semester.
Subclause 1. All information on the registration form must be filled out. This includes the contact information for club officers.

Subclause 2. The accounts for Stage 2 clubs will be activated for the semester at FUEL.

Clause 2. Unregistered clubs may still request a budget for the following year; however they will not have access to their account unless they have registered.

Clause 3. If a club fails to register for two consecutive semesters, the club shall be placed on probation, the terms of which are determined by the Vice Chair, the GBB, and the club’s Student Life advisors.

Clause 4. If a club fails to be registered for four consecutive semesters, the club is officially deactivated and must go through the recognition process again.

Clause 5. Newly recognized groups seeking Stage 2 allocation must register within one month of their recognition.

Article III. Club Guidelines and Standards

Clause 1. All clubs must submit Monthly Reconciliation forms to the Finance Chair the first day of the following month.

   Subclause 1. A Monthly Reconciliation form is still required if a club does not spend a portion of its allocation during a given month and until a Monthly Reconciliation form is submitted.

   Subclause 2. Clubs that fail to submit a Monthly Reconciliation form shall have their accounts frozen for the entirety of the following month.

Clause 2. In the beginning of the year, the Vice Chair and the Finance Chair will provide all clubs with a list of the type of events and expenses that the GBB allocation will and will not fund through the Budget Guidelines given out at FUEL.

Clause 3. Each club is required to meet their Student Life Advisor at least twice per semester.

Clause 4. The Student Life Office must approve all contracts involving outside speakers, caterers, speakers, etc. Requisition forms are then submitted, along with the contract, to the GBB Finance Chair. In case of contracts involving social functions, approval must be replaced at least two weeks before the dates set for said function.

Clause 5. All financial transactions must go through the GBB Bookkeeper.

Clause 6. All clubs are required to attend FUEL.

Clause 7. All clubs are required to report change in leadership and constitution to the Vice Chair.

Clause 8. In the spring, all clubs must provide the GBB with contact information for their executive board for the upcoming academic year.
Article IV. Club Probation

Clause 1. Clubs may be designated to a probationary period as determined by the GBB Vice Chair and the Student Life Advisers, taking into consideration individual circumstance.

Clause 2. Reasons for probation include but are not limited to the following club bylaw violations:

1. Failure to hold one event on Barnard’s campus for the semester
2. Failure to meet with the club’s Student Life advisor at least twice per semester
3. Failure to register for two consecutive semesters
4. Violations of College or University policy

Article V. Club De-Recognition

Clause 1. Any serious violation of the conditions stated in the GBB by-Laws shall serve as a reason for the GBB, on the recommendation of the GBB Vice-Chair, to revoke a club’s recognition.

Clause 2. The GBB Vice-Chair and the GBB will meet with the Executive Board of the club in question and present its findings to the GBB.

Clause 3. The club in question will be allowed to present its case before the GBB.

Clause 4. A majority vote of the members of the GBB and club leaders at the semesterly Town Hall is needed for de-recognition of a club.
GBB Budget Guidelines

The Budget Guidelines are intended to encourage the best possible use of GBB funds to promote GBB's mission of enhancing Barnard's community. GBB and Barnard College provide needed spaces to nurture particular aspects of the community, by promoting efforts to reach out to those who may be enriched by engagement with these aspects, and by bringing together the community as a whole. Specifically, the guidelines are intended to promote fundraising and collaboration and to discourage excessive internal "gifts" (i.e. direct student financial support). If at any time a particular guideline becomes a hindrance to a club's efforts to pursue our shared mission, please consult the GBB Vice Chair or Finance Chair. All guidelines are negotiable and feedback is invaluable and appreciated.

Article I. USE OF GBB ALLOCATION

Section 1. General Procedures

Clause 1. Activation: Budgets are activated only after a group's attendance at Club ReFuel AND upon the receipt of the Club Registration Form. Budgets are only active until the last day of finals.

Clause 2. Debt: Initial budget allocations for the year will be reduced by the entirety of the debt from the previous year.

Clause 3. Monthly Reconciliation: The Monthly Reconciliation process is essential to ensuring enforcement of budget guidelines. Any use of GBB funds assumes timely and consistent completion of Monthly Reconciliation forms. If a club does not complete these forms, the club's account will be frozen until the form is received.

Clause 4. Summer Activities: Reimbursements will not normally be granted for summer activities, but may be considered on a case-by-case basis. Please consult the Vice Chair prior to your purchase.

Clause 5. Charities: Groups may not use their allocations or GBB co-sponsorship money to donate to a charity. Groups that hold a charity event must cover the expenses of that event before donating money to a charity or charities.

Section 2. Organizational Costs

Clause 1. Publications: All publications should come out at least one week before the last day of the academic year. Publications must fundraise a percentage of total costs to be determined in consultation with the GBB Finance and Vice Chairs.

Clause 2. T-Shirts and Other Clothing: Groups may not spend more than 20% of their budget on T-Shirts. Groups must fundraise 50% of all T-shirt costs.

Clause 3. Costumes and Uniforms: Clothing will be considered equipment and will not be subject to the T-shirts/Clothing guideline if the clothing is purchased not as gifts but with the intent for use in performance(s) or for use in future years.

Clause 4. Flyers: $25 is the maximum expenditure on flyers for any single event serving 50 or more people. $15 is the maximum expenditure for flyers for an event serving less than 50 people.
Clause 5. Speakers: GBB will not pay for travel and lodging for speakers. Honoraria of speakers will be subsidized within reason.

Section 3. General Event Guidelines

Clause 1. Cost per Attendee: Total spending on food and all food-related products (i.e. utensils, napkins, tablecloths, etc.) may not exceed:

Subclause 1. $2.50 per attendee for a study break or snack event. Inter-club bonding events are considered under this category.

Subclause 2. $5.00 per attendee for sit-down dinners or other events wherein food is a primary focus of the event.

Subclause 3. $7.50 per attendee for formal banquet-style meals, only once per semester.

Clause 2. Collaboration: Please notify the Finance Chair if you intend to collaborate with other clubs on events or activities. GBB will reward collaboration with exceptions to budget guidelines and by giving favorable consideration to the collaborative effort in the process of making annual allocations. GBB does not allow groups to use their allocation to co-sponsor other groups financially.

Clause 3. Parties: Groups must break even on parties. A party is defined as a social gathering that does not include a show, presentation, discussion, and forum and does not serve directly as a study break. Formals and dances fall under the category of party. If unsure as to whether an event qualifies as a party, consult the Vice Chair and Finance Chair.

Clause 4. Non-CU personnel and Non CU Undergraduates: The admission prices at events for non-CU undergraduate students must be proportionately higher than those for CU undergraduates. Groups cannot use their allocations to subsidize the cost of non-CU undergraduate participation in club activities and events.

Section 4. Off-Campus Event Guidelines

Clause 1. Off-Campus Events: GBB does not fund events that take place off-campus, such as trips to restaurants, plays, concerts, etc. If the group is participating in a competition or conference, it may be funded within reason.

Clause 2. Contests and Tournaments: All awards for contests and tournaments at events must be paid for from the profits generated by the event. If profits are not generated by the event, consult the Finance Chair. Awards can be donated to charities.

Clause 3. Registration: GBB will subsidize registration fees within reason.

Clause 4. Transportation: GBB will subsidize transportation costs within reason.* GBB will consider subsidizing travel within NYC on a limited basis.

Section 5. Fundraising

Clause 1. Fundraising: Fundraising can be a great way to raise money and is highly encouraged by the GBB. However, groups must at least break even (i.e., revenues must be equal to or greater than expenses) on items bought for fundraising purposes. All fundraising monies must be submitted to Maria for deposit into the group's account.
GBB Club Registration Form Fall 2014

Please fill out the following information. In order to activate your account for the year and gain access to Barnard’s campus, this form must be filled out in its entirety and returned to GBB’s Executive Chair.

General Club Information

Name: __________________________________________

Governing Board: __________________________________________

Club e-mail: __________________________________________

Executive Board

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Preferred Email</th>
<th>Class Year</th>
<th>School</th>
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We understand that...
1. We must follow all rules and regulations set forth in GBB’s Club Guidelines.
2. Clubs recognized by governing boards other than GBB must follow all applicable rules and regulations set forth in GBB’s Club Guidelines when programming at Barnard.

By signing this form we agree to comply with the above rules set by the GBB and understand that a failure to do so will result in: our account being frozen, being placed on a semester probation, forfeiting of our ability to program on campus, and further disciplinary actions as determined by the GBB.

Signed,

President ___________________________ Treasurer ___________________________
GBB/SGA BOOKKEEPER INFORMATION

Maria Pasquali – GBB/SGA Bookkeeper

Contact Info:
E-mail: mpasquali@barnard.edu
Phone: 212.854.2097

Office Hours: Monday – 10am – 3pm
            Tuesday – 10am – 3pm
            Wednesday – OFF
            Thursday – 10am – 3pm
            Friday – 12noon – 5pm

Financial Information

This financial information is to help you navigate Barnard College accounting services:

- To eliminate the need for emergency petty cash and emergency check requests.
- To assure participating vendors that payment will be processed upon billing.
- To eliminate ‘out-of-pocket’ expenses.

Please always remember to remind vendors that Barnard College and your student group are tax exempt. Always bring a tax exempt form with you when making purchases.
BUDGETING ‘HOW TO’s’


SECTION I: Purchasing Large Orders

A. Please follow the ‘Purchase Order’ procedures for bulk purchases of $500.00 or more.

1. Determine which company you will be using. Call the company to find out how much money the goods will cost and when they can be delivered. Ask the company for a purchase quote, and a complete W9 if vendor is being paid for the first time.

2. Pick up a “Purchase Requisition” Form from Student Life office. Complete the form by doing the following:
   a. Make sure to put club name, contact name, on the top left-hand corner box mark Department/Grant (account name)
   b. Send Requisitioner’s copy of Purchase Order TO: SGA Bookkeeper.
   c. Suggested Source: Vendor’s name and address.
   d. Ship To: Central Receiving 76 Claremont Ave. New York NY 10027.
   e. Deliver To: SGA Bookkeeper Student Life 301 Diana.
   f. Stock NO/Description: List all pertinent information regarding the goods to be purchased, quantity, cost, etc. On the bottom of the “Purchase Requisition” Form write in large capital letter, “CONFIRMING ORDER” (this means you will be calling the company back to place the order). If “CONFIRMING ORDER” is not written on the Purchase Requisition Form, the purchasing office will just mail the order and that may take longer to process.
   g. Have the “Purchase Requisition” form signed by your Student Life advisor.

3. Bring the signed form with an attach quote to SGA Bookkeeper.

4. The Purchasing Office will generate a Purchase Order (PO) number usually on the same day. You must call or stop by to find out your (PO) number from the SGA bookkeeper.

5. Place your order with the company. Be sure to give your club name, and contact name and phone number.

6. SGA bookkeeper will receive a “Purchase Order” Form from the Purchasing Office: the yellow and pink sheets state a contract with the company and that your order has been sent out.

7. When the order arrives, goods will be delivered to Student Life, club contact will be notified and it must be picked up from Student Life. When you receive your order verify its contents. You must give the packing slip and any invoice with your order to the SGA bookkeeper.

8. Your Student Life advisor or SGA bookkeeper must sign the yellow and pink copy of the “Purchasing Order” receipt in the lower left-hand corner under “Completed Shipment”. SGA bookkeeper will send the proper forms to have the payment processed.

9. The money will be automatically deducted from your account.

10. Be sure to mark the purchase in your records. The Pink copy of the “Purchasing Order” receipt of the “Purchasing Requisition” form is for SGA to file at Student Life.

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PURCHASE ORDER

The Purchase Order is completed by the Purchasing Department upon receipt and approval of the Purchase Requisition.

Vendor Contact Information

Purchase Order Number (pre-determined)

Date PO was printed

Requisition Number from which PO was generated

All information given, required for the order, including description, quantity, unit, unit price, subtotals and totals, is entered here.

Information regarding requisitioner, including name, extension and department, is entered here.

Director of Purchasing's signature
SECTION II:  Credit Card Purchases

Please follow these procedures for purchases less than $500.00.

1. Determine which company you will be using.
2. Fill out the GBB/SGA Credit Card Approval Form. (see attached)
3. The club treasurer and your Student Life advisor must sign the Credit Card Form before making any purchase.
4. Request final approval from the GBB/SGA Bookkeeper. All purchases are done in Student Life.
5. Provide the vendor with the following information:
   i. -Your name and club name.
   ii. -Identify as a Corporate Purchasing Card Order for Barnard College
   iii. -Billing Address
      1. Barnard College
      2. 3009 Broadway
      3. NY, NY 10027
   iv. -Location for delivery (301 Diana)
   v. -Shipping Address
      1. Barnard College/club name
      2. 76 Claremont Avenue
      3. NY, NY 10027
   vi. -Corporate Purchasing Card Account Number
   vii. -Expiration Date
   viii. -Tax Exempt number
6. When the purchase is completed, ask the vendor for the total order amount (including shipping charges) and Vendor Reference Number (i.e. Invoice or Order Number)
7. If purchase is done online please print itemized invoice.
8. When you received your package verify its contents against the packing slip and your order information. If the order is incorrect contact vendor. IT IS MANDATORY that you bring the packing slip and any invoice with your order to the GBB/SGA bookkeeper.
9. Monies for the purchase will be automatically deducted from your account.
10. Be sure to record this purchase in your journal to keep your records.

SECTION III:  Pre-Approved Local Vendors

These are vendors that accept our approved vouchers and have our tax-exempt number on file.
1. Famous Famiglia (Marosa), Morton Williams, Columbia Hardware, Ivy League, Apple tree, Westside Market.
2. You may obtain a voucher from the GBB/SGA bookkeeper or your Student Life advisor.
3. Give this form to the vendor instead of paying cash.
4. For all voucher purchases you must bring the receipts to the GBB/SGA bookkeeper.

NOTE: Towards the end of the school year, Vendor’s bills will be sent to GBB/SGA bookkeeper. These bills MUST be paid. Please let GBB/SGA bookkeeper know about any outstanding invoices. If an invoice comes in after Fiscal Year closing, monies will be deducted from the budget of the following academic year.
Student Life
Barnard College
3009 Broadway
New York, NY 10027-6598
Ph: 212-854-2096
Fx: 212-854-1112

(Current Date)

Morton Williams
Associated Supermarket (Broadway)
Account Number 6175
2941 Broadway
New York, NY 10025
Telephone 212-666-4190

AUTHORIZATION FOR STUDENT PURCHASE
(Valid upon presentation of Student I.D. Card)

This letter authorizes _____________________________ of the student organization
(Name of authorized student)

_________________________ to purchase merchandise for the Barnard College department of Student Life, Governing

Board at Barnard (Account Number)______________________________

Please do not allow any purchase without signed approval below, and the proper identification.

/s/

Alina Wong, Michael Abamont, Maria Pasquali

__________ __________________
Student Signature Date of Purchase

__________ __________________
Amount of Purchase Invoice Number

Please mail Invoice to:
Barnard College/ Student Life
301 Diana center
3009 Broadway
NY, NY 10027-6598
Attn: Maria Pasquali

NOT AUTHORIZED FOR ALCOHOL OR MEDICINE
SECTION IV: Requesting a reimbursement

Before making ‘out of pocket’ club purchases, it is strongly encouraged that you consult with your Student Life advisor and/or Maria Pasquali. Reimbursements are taken from your club account and ‘out of pocket’ purchases should follow the same ‘spending guidelines’ outlined by GBB. Please keep in mind that ‘out of pocket’ spending should be a last resort option and that reimbursements for spending over $100 that were not discussed in advance may not be approved.

For any miscellaneous expenses incurred. Original receipts must be attached. If receipt is handwritten it must be signed and stamped by store’s owner or authorized salesperson. If paid with a credit card you must attach an itemized invoice and copy of the credit card payment. If purchase is done online attach a copy of the itemized invoice and a copy of your credit card statement.

Please bring a tax exempt form when buying goods for your events. You will not be reimbursed for any tax charges.

1. Fill out the “GBB/SGA Check Request Form”
2. Your club treasurer and the Student Life advisor must sign the “SGA Check Request Form” in order to be processed.
3. Return signed form with original receipts to Student Life in the bookkeeper’s mail box. She will bring finalized form to the Controller’s office
4. It is best to drop off your completed “GBB/SGA Check Request Form” by noon on Tuesday, so that it will be ready for pick-up on Monday after 12:00PM in Student life. Usually Check Requests will be processed within a week.

A Check Request must be filled out when you co-sponsor an event with a Columbia Student organization. Please provide paperwork to show agreement between organizations for co-sponsorship.

SECTION V: Contracts

Before you make an agreement with a performer or speaker you must meet with your club Student Life advisor to determine which contract to fill out. (There are different contracts for Speakers and for Performers).

- The contract is an agreement between “BARNARD” and Speakers, Performers. Not you, student organizations or Student Life.
- Social Security Number or Federal Tax ID Number and W9 are required at all times. No exceptions.
- A Check Request must be filled out if contract is under $500.00. A Purchase Order if contract is over $500.
- A contract is binding when all appropriate signatures are acquired.

Check Request or Purchase Order and contract must be signed before submitting them to SGA Bookkeeper 15 days prior to the event. A contract will not be honored after the event.

These contracts are not binding for services rendered by Barnard College employees or students. Faculty or staff are paid by the college. Additional paper work is required in order to complete the payment process for these individuals. Students who are being hired must fill out an employment contract at the office of Career Development.
SECTION VI:  Petty Cash

Petty Cash will be given for emergency use ONLY. See the SGA bookkeeper first. If she is unavailable, contact your Student Life Advisor for possible alternatives.

SECTION VII:  Making a Deposit.

For cash, gifts in the form of a check, or co-sponsorship from non-BC organizations. All deposits must be made within 24 hours of an event, tabling, ticket or t-shirt sales.

1. Fill out Deposit Voucher. Please make sure to list currency count, check amount, check number and payee’s name.
2. Two members of the organization must count and sign the Deposit Voucher.
3. Bring money to Student Life and give it to the Bookkeeper. She will count and sign it.
4. **DO NOT LEAVE THE MONEY ON THE BOOKKEEPER’S DESK!** The Bookkeeper will **NOT be held responsible for money left unattended.**
5. If bookkeeper is not available ask your advisor to place the monies in the Student Life safe. If the event is after the office is closed go to Public Safety and ask for the monies to be placed in the safe. You must pick it up and follow step 2 by the next day.
6. The Bookkeeper will fill out a “Cash Receipts Voucher” and forward it to the Business Office. Deposits will then be recorded in Barnard general ledger under your club’s budget records.
7. Be sure you mark the deposits in your record for reconciliation purpose.
8. If a check is received from an outside source/vendor, the check must be made payable to ‘Barnard College’.

SECTION VIII:  Reconciliation

Reconciliation is for your previous month’s expenses. You must fill out one even if you do not use any funds. The monthly reconciliation form is due by the **FIRST BUSINESS DAY OF EACH MONTH.**

You can obtain a reconciliation form in the GBB website on the “Resources for Clubs” link under “Club Finance”. The form will also be linked in GBB newsletters. Failure to hand in or email the reconciliation form will result in the freezing of your account. Reconciliation is a useful tool to fill out your Budget packet.

1. Fill out the “Monthly Reconciliation” form.
2. Be specific in your expense and income entries (describe transactions).
3. Please include name of the vendor / person next to entry (e.g. Morton Williams) Co-sponsorship, Purchase Order, Credit Card, etc.
4. Email the complete form to gbbfinance@gmail.com, by the first of the month.
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<th>PRICE</th>
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**TOY EXPERT, INC**
2871 BROADWAY
NEW YORK, NY 10025

04/26/2012 12:33:15
Merchant ID: 000000002562747
Terminal ID: 03622373
938204020888

**CREDIT CARD**
MC SALE

**CARD #:** XXXXXXXXXX0005725
**INVOICE #:** 00007
**Batch #:** 000045
**Approval Code:** 095174
**Entry Method:** Manual
**Mode:** Online
**Tax Amount:** $0.00
**Cust Code:**
**Auv Code:** YYY

**SALE AMOUNT:** $83.00

**NO CASH REFUND**
**EXCHANGE ONLY WAITING 15 DAYS**

**CUSTOMER COPY**
SGA Credit Card Approval Form
FOR PURCHASE UNDER $500.00

Organization: ___________________________ Account No: 90-00-5040-9-580504

Org. Representative Name: ___________________________ Email: ___________________________

Signature of Student Life Advisor: ___________________________ Date __________

Signature of Organization Treasurer: ___________________________ Email: ___________________________

Event Name: ___________________________ Event Date: __________

Transaction Description: ____________________________________________________________

Number of original receipts attached ___________________________
(Please attach a copy of the transaction page, if purchase online)

Representative Signature ___________________________ Date __________ Telephone ___________________________

The use of the credit card is for student organization only. If the credit card is used in a manner not consistent with the "transaction description" listed above, I am personally responsible to reimburse Barnard College.

Shipping:
Maria Pasquali/Your Org. Name
76 Claremont Avenue
New York, NY 10027

Billing:
Maria Pasquali/Your Org. Name
3009 Broadway
New York, NY 10027

**For Office Use Only**

Vendor Name: ___________________________ Amount Spend: $ __________

Approval Signature: ___________________________ Transaction Date: __________

Comments: ____________________________________________________________
CHECK REQUEST FORM

Date: ____________

Organization: __________________________ Account No: 90-00-5040-9100 580504

Check ONLY one:
1) Are you requesting a check? __________
2) Are you requesting a transfer to another BC account? __________
   If yes, to account number: __________________________

The Amount that you are requesting for the check: $ ________

Make Check Payable To: __________________________

SOCIAL SECURITY NUMBER/FED.ID#: __________________________
Address: __________________________
City, State, Zip: __________________________
Telephone: __________________________

This money was / will be used for the following purposes:
__________________________________________________________

- The Check Request will not be processed without original receipt or invoice and required signatures.
- In general, if the Check Request is handed into College Activities Office meeting the requirements listed above by noon on Tuesday, the check will be ready for pick up by 2:30PM on Monday.

Prepared by: __________________________ Date: ____________

Signature of President or Treasurer of Organization: __________________________
Telephone Number: __________________________

Signature of Organization Advisor: __________________________ Date: ____________

************************************** For SGA Use Only**************************************
I hereby authorize the above: Payment: ___ Transfer: ___

Vice-President of Finance, Student Government Association

Check Number: ________ Voucher Number: ________ Check Date: ________

Signature: __________________________ Received by: __________________________ Pick up Date: ________

(White copy for Controller Office, Yellow for S.G.A. and Pink for Club)
Petty Cash Request Form

Student Name: ___________________ Phone: ___________________ Date: ____________

Organization: GBB/SGA Account No: ___________________

Event Name: ___________________ Date: ____________

Trans. Description: __________________________________________

Approved By: Maria Pasquali Received By: ___________________

Final Amount Expenses $__________________________

I am personally responsible to bring receipts, change if any, and tax charges to GBB/SGA Bookkeeper within 24 hours of my event.

Amount Received: $__________________________ Initials: ___________________
Student Government Association
Governing Board at Barnard
Deposit Voucher
Date:

Organization: ______________________

Account Number: 90-00-5040-9_______-440302

Source of Receipts (Ticket sales, Items Sold etc)

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TOTAL CURRENCY(1) __________
TOTAL CHECKS (2) __________
TOTAL DEPOSIT(1+2) __________

(2) TOTAL of CHECKS

Receipt Number: ______________________
Receipt Date: ______________________

Must be sign by two people*

Counted By: ______________________
Approved By: ______________________

*Money count and signature must be done at the end of event.
Government Board at Barnard  
Monthly Reconciliation  

Month: September '14  

Organization:  

<table>
<thead>
<tr>
<th>Event Description</th>
<th>Expense</th>
<th>Income</th>
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| TOTALS                  |         |        |

| PREVIOUS BALANCE       |         |        |
| (Last month's balance) |         |        |

| ENDING BALANCE         |         |        |
| Previous Balance - this month's expenses + this month's income |         |        |

Please include your e-mail address if you would like a confirmation letter.  

** THIS MUST BE EMAILED TO: gbbfinance@gmail.com BY THE FIRST OF THE MONTH**