Check In & Check Out!

Make sure you Check In AND Out of Club ReFUEL. This will be what indicates if you will receive the VEMS Designee form and Allocation Packets.

In order to receive VEMS Designee access (space reservation rights), your President must have attended Club ReFUEL.

In order to receive your Allocation Packet for GBB groups, Barnard Groups, and Dually Recognized groups, your Treasurer must have attended Club ReFUEL.

Groups that are NOT GBB, McAC, SGA, or Dually Recognized will be dismissed prior to the financial section of this presentation.
AGENDA

You and Your Advisor
Getting the Semester Started
Effective Leadership
Using Technology
Event Planning
  □ VEMS/AV/IMATS
Financial Management
GBB & Student Life
After ReFUEL
YOU AND YOUR ADVISOR
YOU AND YOUR ADVISOR

Set up your 1st meeting ASAP!
- Share your hopes for your advising relationship
- Your goals and plans for the semester/year
- How to best get in contact with your Advisor

What Your Advisor Expects of YOU
- Utilize your resources (Club Resource Guide, web, etc.)
- Communicate, communicate, communicate
- The earlier, the more options
- Meet deadlines
- Utilize our experience and our skills: We’re here for you!
GETTING THE SEMESTER STARTED

Sample Agenda for your 1st meeting/Retreat

- Expectations for the Team & Each Position
- Review your Constitution
- Team Builders & Communication Activities
- Goal Setting and Planning your Calendar
- Recruitment Plans
- Review Club ReFUEL Information
- Review Budget & Spending Policies
- Schedule Semester Meetings
EFFECTIVE LEADERSHIP
EFFECTIVE LEADERSHIP

Rights and Responsibilities with Dean Zavadil
- Community Standards
- Bias, Title IX, and Gender-Based Misconduct

Assessing Needs & Community Participation

Accountability & Delegation

Request a workshop, training or facilitator

Inclusive Leadership

There’s a Workshop for That!
USING YOUR MEETING TIME WISELY

Plan Your Agenda Ahead of Time

Sample Agenda

- Old Business
- New Business
  - Position Updates
  - Discussion
  - Workshops/Community Activities
- Create Task List & Delegate Tasks
- Review of Calendar of Events
- Confirm next meeting time
USING TECHNOLOGY
Using Technology

Update your Club Alias (gBear -> Groups)

Use an Online Shared Drive (examples: Google Drive or Dropbox) for documenting

- Keep it organized! Begin with the end in mind!

- Suggested Folders
  - E-Board Information
  - Budget
  - Events
  - Minutes & Agendas
  - Photos
EVENT PLANNING
GENERAL EVENT PLANNING

Event Checklist – RESOURCE GUIDE!
- Plan Ahead
- Always check-in with your advisor
- Browse Space Availability

Inclusive Programming
- Mind Religious holidays and observances
- Avoid stereotypes, hetero-normative and appropriative themes
- Consider accessibility needs of participants

Event Preparation Form for Advisor Meeting
Event Preparation Form

Please bring 6 printed copies to your scheduled event review with a copy of your tentative event request.

Event Type (check all that apply):
- Speaker with Q&A
- Performance/Concert
- Dinner/Gala
- Conference
- Reception
- Film Screening
- Outdoor Event (Be prepared to discuss your rain plan at the event review.)
- Event with Alcohol
- Social Event/Dance
- Other:

Student Group Information
Name of Student Group:

Names, emails, and phone numbers of event coordinators:

Event Information
Event Name:
Location:
Date:
Student Set Up Start Time:
Event Start Time (Doors Open):
Event End Time (Guests Depart):
Student Clean Up End Time:

Guest Details
Expected number of attendees:
Expected number of BC/CUID guests:
Expected number of non-BC/CUID guests:

Will this event be ticketed? Yes No
If yes, will the tickets be free? Yes No
Will you be collecting money at this event, either for tickets at the door or for any other item/donation?
   ○ No   ○ Yes – explain:

Is your event set-up request for facilities complete and accurate?
   ○ No   ○ Yes

Is your A/V request submitted and accurate?
   ○ No   ○ Yes

Will there be speakers or performers at your event?
   ○ No   ○ Yes

   If yes, are speakers/performers Barnard or Columbia students or employees?
      ○ No   ○ Yes

   If no, have you already completed the contracts for speakers/performers?
      ○ No   ○ Yes

Does your speaker/performer have any special requests or specific security needs?
   ○ No   ○ Yes – describe:
Event Description
Tell us about your event, including its purpose, intended audience, and how it serves Barnard and the surrounding community, as applicable:

Please describe the types of decorations you plan to use, if any (this includes flowers, posters, streamers, etc.):

Food & Beverages:
- [ ] There will be no food or drink served at this event.
- [ ] Food and beverages will be provided by Aramark.
- [ ] Food and beverages will be provided by an outside source.
- [ ] We will provide our own snacks, in accordance with the Barnard Food Handling Policy.

**Day-of Schedule of Event**

Please provide a minute-by-minute breakdown of your event from beginning to end.

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<th>Time</th>
<th>Event Detail</th>
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EVENT PLANNING @ BARNARD

Desigenees (2)

Virtual Events Management System (VEMS)
- Just a Room: Classrooms
- Events Space: James Room, Sulz Parlor, Event Oval
- Tabling: Barnard Hall, Diana Center, Barnard Gate, Lehman Walkway

Tutorials on the Events Management website
- Forward these to your designees!
- Watch before contacting Events Management 😊

ALWAYS list your advisor as the 2nd Contact
AV & IMATS

James Room and Event Oval require Barnard AV Techs
- Space and AV Support must be requested 4 weeks in advance
- Subject to availability and scheduling
- Events must stop at designated end time: no exceptions
- Student clubs may hire external Full Service AV
- Sunday thru Thursday, 8 am - 10 pm
- Friday and Saturday, 8 am - 11 pm

DIY equipment available via IMATS – Sulzberger Annex, 2nd Floor
The Glicker-Milstein Theatre is a black box theatre space maintained by Student Life. The space gives priority to events produced by student groups and organizations.

Fun fact: In the 2014-2015 academic year, the GMT housed 71 performances. 54 of those were produced by student organizations.

If your group or organization is interested in programming in the GMT or if you would like to know more about what we do, come by Student Life or email Michael Abamont, Program Director, at gmt@barnard.edu.
EVENT PLANNING EXTRAS

Not on VEMS
- Chalking, Altschul Atrium, Lehman Lawn, Sulz Tower (BCID only)
- 302 Diana Center - Student Life Conference Room (On the Student Life site)

Event Reviews
- Events Management will reach out at least 3 weeks prior to your event
- Bring 6 copies of Events Prep Form
- Tuesdays (and Thursday when necessary) 2-4 pm

Travel Waivers
- Student Organization Travel Waiver
- Student Organization Strenuous Activity
Student Life

Resources for Student Organizations

FORMS
Club Resource Guide (pdf)

Co-Sponsorship Funding Opportunities from Barnard College
  - Community Activity Application
  - Leadership Development Grant

Event Preparation Form (pdf)
Posting Policy
Travel Waivers
  - Student Organizations Travel Waiver for Strenuous & Physical Activity
  - Student Organization Travel Waiver

EVENTS
Activities Day
Activities Day will take place on Friday, September 11th from 12:00 - 4:00 p.m. on College Walk and Leeman Lawn for both Columbia and Barnard to allow new and returning students the opportunity to check out all of the recognized clubs available to students.

All GBB recognized groups will be hosted on Barnard's campus (Barnard Gate, Leeman Lawn, and Leeman Walkway), and student clubs recognized by Columbia's governing boards (i.e., ABC, SGB, IGB, IGC, Club Sports, Community Impact, Councils) will be at Columbia. Dually recognized clubs may decide at which campus they'd like to table.

Are you a GBB recognized group? All GBB clubs and Barnard specific organizations will be hosted on Barnard's campus. If you are a dually-recognized club, you may table at either Barnard's or Columbia's campus. Check-in for student organizations will begin at 11:00 am at your respective campuses. To register, clubs should complete this form at their earliest convenience so that we can reserve tables. The deadline to complete the form is Friday, August 28th by 12:00 pm. If you have any questions regarding student club registration please email...
PUBLICITY

Essentials for Good Publicity
- Correct Date, Time, Location
- Inclusive imagery
- Easy to read from far away
- Stands out

Publicity through Student Life
- Club Events Wall (2nd floor of Diana Center)
- 2 emails to all students each semester
- Facebook

Posting Policy
- Flyers
- Banners
- Chalking
FINANCIAL MANAGEMENT
MONEY MANAGEMENT

Budget Planning & Accountability
- Responsible and Ethical Use of Funds
- Review Former Budgets and Project Costs
- Additional Funding Options
  - JCCC, Presidents and Provost Fund, CIF
  - Barnard Student Life Community Activities
  - GBB Club of the Month
  - GBB Co-Sponsorships
  - Fundraising (PDF from Annual Giving on Student Life Website)
  - Barnard Green Fund
  - SGA Endowment Fund

There’s a Workshop for That!
GBB Expenditure Policies

Intended to Encourage the Best Use of Club Budget

Budget
Only activated after attending Club ReFuel AND upon receipt of Club Registration Form

Examples of Policies

Event Expenditures - Total spending on food and all-food related products may not exceed $2.50 per attendee for study breaks and $5.00 per attendee for food events

Charity Events - Groups may use their allocation to hold charity events, but may not donate their club allocation to a charity

Apparel - Groups may not use more than 20% of their budget on apparel

Transportation - GBB will subsidize costs for contests, conferences, etc. within reason

Fundraising - A great way to raise money!! All money fundraised must be submitted to Maria, and all unused funds will carry over to the next year
# GBB Monthly Reconciliation Form

**Purpose**

- **GBB Website**
  - “Club Finances and Resources”

- **Fewer than 5 Purchases**
  - Google Form

- **More than 5 Purchases**
  - Excel Sheet (pictured on left)

**Finance Questions**

gbbfinance@gmail.com

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### Monthly Reconciliation

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<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 returned by October 1st, 2015**
CLUB FINANCE PACKETS

Maria Pasquali, SGA Bookkeeper
Mon, Tues, Thurs 10am to 3pm, Fri 12-5pm (Wed – no office hours)

What’s in your packet?
  Your Account Number
  Allocation amount
  (Forthcoming) Print Code

Contracting at Barnard
  Templates
  Must be submitted to Student Life 3 weeks Prior to your event!

GBB Expenditure Policies

How to Spend Money – RESOURCE GUIDE!
  Vouchers
  SGA Credit Card
  Check Request
  Purchase Order
GOVERNING BOARD AT BARNARD (GBB)

Mission of GBB

Newsletters

Town Halls

Executive Board

Role of the General Rep
BARNARD STUDENT LIFE

301 Diana Center

GBB Advisors
- Seek advisement (club related or otherwise)
- Consultations and referrals
- Signatures for paperwork

Liaison to non-GBB groups

Rentals and decorations for GBB groups

Student Life Website
NOW WHAT?

- Pass this info on to your board/members
- Evaluation Form for Club ReFUEL
- Designee Form
- GBB Registration Form
- Schedule meeting with Advisor
- Book a workshop with Student Life: http://tinyurl.com/WorkshopsBarnardSL
- Do some awesome club stuff!
QUESTIONS, COMMENTS, & CONCERNS