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, access to your financial accounts, and Allocation Packets.
★ In order to receive VEMS Designee access (space reservation rights), your Executive Board 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.
New Student Orientation Program
Welcomes first-year and transfer students into the Barnard community.

Arts Education
Provides resources and guidance to students who are involved in student theatre or are interested in theatre practice.

Social Justice Education
Works alongside students to empower them as critical thinkers, community builders, and social change agents.

Identity and Inclusion
Facilitates identity exploration and leadership development programs by connecting people of shared identities and experiences to build networks of support and solidarity.

Community Building
Brings the Barnard community together to celebrate and collaborate by providing spaces and resources for specific student communities and the campus-wide community.

Student Leadership and Clubs
Provides holistic support and guidance for student clubs and organizations as well as student's personal leadership development.
The Governing Board at Barnard (GBB) upholds the values of Barnard College by promoting the personal and intellectual development of students as leaders. We hold GBB clubs and their members to the high expectations of Barnard College: rigorous standards, self-awareness, holistic learning, and social accountability. Reflective of the Barnard mission statement, GBB believes that participation and leadership in student clubs will empower students “to achieve the personal strength that will enable them to meet the challenges they will encounter throughout their lives.” We strive to provide a strong sense of community and dedication to student life on Barnard's campus.

GBB

- Founded in 2013 - clubs were formerly recognized under SGA
- Newsletters
- Town Halls
- Executive Board
- Role of the General Rep
- With GBB, all Columbia and Barnard recognized groups may program on both campuses - no need for dual recognition!
Welcome!
Why are we here?
Who is here?
Programming
Money Stuff
After ReFUEL

Look for this symbol!

There's a Workshop for That!

AGENDA
You and Your Advisor

Set up your first meeting ASAP!

Utilize your resources

Communicate frequently

Meet deadlines
Using Technology

Update your Club Alias
Use and online shared drive
Keep it organized - begin with the end in mind!
EVENT PLANNING
Early Considerations...

What is your program?
What will your program accomplish?
Who will benefit?
What is the purpose and goals of the program?
Recruitment? Provide service to the college? Have fun?
Is your program realistic and can it be done?
Will your group be able to implement the event?
Are students interested in this event?

Create a timeline in order to accomplish tasks.
Allow enough time to complete all desired plans.
Be flexible.
Delegate to others with clear instructions.
Create to-do lists to keep track of details.
Meet regularly with your advisor to discuss problems or questions.
Hold regular meetings with your club to keep them updated on the event.

Did you know you can rent decorations and other random event items from Student Life?
Barnard College | Student Life

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: [Fill In]

Names, emails, and phone numbers of event coordinators:

---

Event Information

Event Name:
Location: [Fill In]
Date: [Fill In]
Student Set Up Start Time: [Fill In]
Event Start Time (Doors Open): [Fill In]
Event End Time (Guests Depart): [Fill In]
Student Clean Up End Time: [Fill In]

Guest Details

Expected number of attendees: [Fill In]
Expected number of BC/CUID guests: [Fill In]
Expected number of non-BC/CUID guests: [Fill In]

Ticketing:
Will this event be ticketed? ☐ Yes ☐ No
If yes, will the tickets be free? ☐ Yes ☐ No

*Please note: If you are charging money for tickets via an online system, you MUST use TIC and are not permitted to use EventBrite or any other external service. GRB-Only Recognized Groups may use EventBrite for FREE ticketing for BC/CUID holders. EventBrite or any other electronic system (e.g., Venmo) may NOT be used to collect money. Dually Recognized Groups may use EventBrite for FREE ticketing and should speak with their Columbia advisor regarding use of electronic system to collect money to be deposited into their CU accounts.*
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? If no, please specify any updates/changes that are needed.

☑ No ☑ Yes 2桌子 (GF) & 6椅子 panel

Is your A/V request submitted and accurate? If no, please specify any updates/changes that are needed.

☑ No ☑ Yes we need an extra mic (standing mic)

Will there be speakers or performers at your event? (Please visit the Contracting at Barnard website for related guides, templates, and forms.)

☑ 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 in the process

Does your speaker/performer have any special requests or specific security needs?

☑ No ☑ Yes -- describe:
Tell us about your event, including its purpose, intended audience, and how it serves Barnard and the surrounding community, as applicable.

We hope to foster an intersectional conversation about queerness in music. Often times, this is left out of the broader dialogue. We hope these conversations extend this one event & can create broader change.

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.

<table>
<thead>
<tr>
<th>Time</th>
<th>Event Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>4:30</td>
<td>set up w/ digital boards, tables, chairs, mics</td>
</tr>
<tr>
<td>5:00</td>
<td>vagabon &amp; Adult mom soundcheck</td>
</tr>
<tr>
<td>5:30</td>
<td>add. set up &amp; panelists arrive</td>
</tr>
<tr>
<td>6:00</td>
<td>doors</td>
</tr>
<tr>
<td>6:20</td>
<td>start panel w/ sadie Dupuis, Lynn, Nick, Steph &amp; Laetitia</td>
</tr>
<tr>
<td>7:20</td>
<td>end panel</td>
</tr>
<tr>
<td>7:25</td>
<td>Q &amp; A</td>
</tr>
<tr>
<td>7:35</td>
<td>Adult mom</td>
</tr>
<tr>
<td>8:05</td>
<td>vagabon</td>
</tr>
<tr>
<td>8:35</td>
<td>clean up - over</td>
</tr>
</tbody>
</table>

* doors
* mic check
* set up
* clean up
Inclusive Programming

Mind religious holidays and observances

Avoid stereotypes or heteronormative or culturally appropriative themes

Consider accessibility needs of all participants
Events Management

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. Additionally, we assist in finding appropriate resources such as publicity and catering, and work with event organizers on registration needs, along with providing day-of support for selected events.

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

Events Management Staff

Elizabeth Lulla
Director
212.854.8021
elulla@barnard.edu

Amanda Gates-Elston
Associate Director, Events
212.854.8076
agatesel@barnard.edu

Anthony Otero
Associate Director, Reservations & Scheduling
212.854.6478
aotero@barnard.edu

Isabel Cueto
Administrative Assistant, Reservations & Scheduling
212.854.8021
icueto@barnard.edu

Lindsay Antilino
Administrative Assistant, Events
Virtual EMS

- Allows users with or without an account to view spaces and availability
- Pictures, set-up types and installed technology are all available for viewing
Events Management

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For our Barnard Community...

Make Your Event Request Online

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

- Use your Barnard Username and Password to create an account
- Allow up to 1 week for activation
- Once approved, begin requesting space
Request Templates

- “Just a Room”
- Event Request— with resources
- Special Permission— Event Spaces
- Table Request
- Table Request— Fundraising
“Just A Room” Template

- You agree to use the room “as is”
- No changes to existing furniture placement or additional tables needed
- You are using only existing technology or you do not need technology assistance
- If yes, we only need 3 business days notice

Notes:
- You must enter REAL start and end times
- Do not add set-up/breakdown times
Event Request- with Resources Template

- You are requesting an event space
- You need a specific set-up (round tables, 6’ tables, extra chairs)
- You need AV support or services beyond what is installed (conference phone, Skype, panel mics, Q&A mics)
- You are using catering
- The event is at least 2 weeks away

Notes:
- Enter REAL start and end times
- Do not add set-up/breakdown time
Table and Fundraising Table Templates

- Tables may be reserved with 2 weeks notice
- Only one fundraising table is allowed per floor, per day
- If you are having a bake sale, you will be placed at a fundraising table without a tablecloth
- Table cloths are available upon request
- Each table has a max of 2 chairs
Other Considerations

ALWAYS LIST YOUR ADVISOR AS YOUR 2ND CONTACT!

AV & IMATS must be requested in advance

Not on VEMS: Contact your Barnard advisor or Student Life
- Altschul Atrium, Lehman Lawn, Sulz Tower (BCID only)
- 302 Diana Center - Student Life Conference Room (On the Student Life site), Barnard 306 - Dance Studio

Schedule an Event Review 3 weeks prior to event

Travel Waivers: Barnard students going anywhere for any reason with any student club!

Student Organization Travel Waiver
Mass mail - did you know you can ask your advisor to send a mass mail to the entire Barnard campus twice a semester?

Chalking

Banners

Social media
MONEY
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 Campus Events
  - GBB Co-Sponsorships
  - Fundraising (PDF from Annual Giving on Student Life Website)
  - Barnard Green Fund
  - SGA Endowment Fund
- Fundraising & Cash Boxes
- CONTRACTS
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

Example Sheet!
- Editing access will only be shared with Treasurers only
- Utilize this to help you keep track of your finances

Finance Questions!!
gbbfinance@gmail.com
CLUB FINANCE PACKETS

Maria Pasquali, Student Life 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
LET’S BUY SOME STUFF!

It is more than 1 week before I need my purchase and I'm approved to purchase...

FOOD!

SUPPLIES!

SERVICES!

And it’s going be...

On-Campus Caterer

Delivered or Picked-up

Is it at any of the following vendors?
Ivy League, Columbia Hardware, Village Quarters, Morton Williams, Famiglies, Westside Market, AppleTree

No

How much do you think it will cost in total?

Under $500

Are you planning to pay out of pocket?

Yes

Absolutely not!

Have you placed the order already?

No

Yes

Does the Vendor take Credit Card?

No!

You need a Purchase Requisition Form

Get the form at 301 Diana

Yes!

You can use the Credit Card!

See Maria in 301 Diana
Her office hours are below

You need to submit Check Request!

Get your voucher at 301 Diana
And make sure you get a receipt and invoice

$500 & Over

You can use a Voucher!

Get your voucher at 301 Diana

QUICK NOTES:

- Make sure you start this process at least ONE week before you need your purchase!
- You're NOT allowed to take the credit card out of 301 Diana.
- Double check the delivery date for items purchased online
- WE ARE TAX EXEMPT! So make sure to not get charged taxes, because you will not be reimbursed. The form is in 301 Diana
- Talk to your advisor if you have any questions about the nature of your purchase.
- In a time sensitive emergency, you can get up to $50 in petty cash from the SGA Bookkeeper.

<table>
<thead>
<tr>
<th>SGA Bookkeeper</th>
<th>MON</th>
<th>TUES</th>
<th>WED</th>
<th>THURS</th>
<th>FRI</th>
</tr>
</thead>
<tbody>
<tr>
<td>MARIA PASQUALI</td>
<td>10AM</td>
<td>10AM</td>
<td>OUT</td>
<td>10AM</td>
<td>12PM</td>
</tr>
</tbody>
</table>
There's a Workshop for That!

There's a Workshop for That!

New York Students' Bill of Rights
All students reporting dating violence, domestic violence, sexual assault and/or stalking have the right to:
1. Make a report to local law enforcement and/or state police;
2. Have disclosure of domestic violence, dating violence, stalking and sexual assault treated seriously;
3. Make a decision about whether or not to disclose a crime or violation and participate in the conduct process and/or criminal justice process free from pressure by the College;
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
5. Be treated with dignity and to receive from the College courteous, fair, and respectful health care and counseling services, where available;
6. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
7. Describe the Incident to as few College representatives as practicable and not be required to unnecessarily repeat a description of the incident;
8. Be protected from retaliation by the College, any student, the respondent and/or their friends, family and acquaintances within the jurisdiction of the College;
9. Access to at least one level of appeal of a determination;
10. Be accompanied by an advisor of choice who may assist and advise a reporting individual or respondent throughout the conduct process including during all meetings and hearings related to such process, and
11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or conduct process of the College.

On Campus Student Services
www.studentlife.fas.harvard.edu/services
- Primary Care Health Services and Furness Counseling Center offer confidential medical and mental health support for students.
- Interim measures, accommodations, reporting (disciplinary process and/or police)
- Rape Crisis/Anti-Violence Support Center
- Visi Woman

Off Campus Community Resources
- Safe Horizon www.safehorizon.org
- LGBT Resource www.lgbtq.org
- New York City Alliance www.nypl.org

Online Information and Support Resources
RAINN.org www.nationalhotline.org

Victim Blaming
Victim blaming often ties people hold about violence. Some people may believe that in order for someone to be a victim of sexual assault that some sort of struggle must have ensued during the incident. Being aware of the myths associated with misconduct, is an important step in supporting without victim blaming.

Sexual or Gender-Based Misconceptions
This is an umbrella term that encompasses the spectrum of sexual violence. It includes sexual harassment, sexual assault, intimate partner violence, and stalking.
Resources for Student Organizations

RESOURCES AND FORMS

Club Resource Guide (pdf)
Club ReFUEL at Barnard slides (pdf)
Request a Leadership Workshop
Co-Sponsorship Funding Opportunities from Barnard College
  - Community Activity Application
  - Leadership Development Grant
Event Preparation Form (pdf)
Posting Policy
Fundraising Tips by Barnard Annual Giving

TRAVEL WAIVERS
  - Student Organizations Travel Waiver for Strenuous & Physical Activity

Related Links
  - Governing Board at Barnard
  - Events Management
  - Posting policy
  - Contracting at Barnard
  - Leadership and Social Justice Education
NOW WHAT?

- Pass this info to your members
- Designee Form
- GBB Registration Form
- Schedule meeting with Advisor
- Book a workshop with Student Life: http://tinyurl.com/WorkshopsBarnardSL
- Leadership Development Workshops
- Do some awesome club stuff!

There's a Workshop for That!
Leadership at the Intersections  
September 29th | 11AM | Diana 302

#ShowMeTheReceipts: A Crash Course for Treasurers  
October 13th | 11AM | Diana 302

Event Planning 101  
October 27th | 11AM | Diana 302

Communicating through Conflict  
November 10th | 11AM | Diana 302

Overcoming Imposter Syndrome  
December 1st | 11AM | Diana 302