



THE ADVISORS

Alina Wong
Associate Dean for Student Life
awong@barnard.edu
Office: 303 Diana Center

Emy Cardoza
Assistant Dean for Student Life
ecardoza@barnard.edu
Office: 303 Diana Center

Paulina Abaunza
Associate Director for Student Life
pabaunza@barnard.edu
Office: 301 Diana Center

Michael Abamont
Program Director for the Glicker-Milstein Theatre
and Arts Initiatives
mabamont@barnard.edu
Office: 301 Diana Center

Ana Angeles
Program Coordinator for Student Life
aangeles@barnard.edu
Office: 301 Diana Center

Karina Beras
Program Coordinator for Student Life
kberas@barnard.edu
Office: 301 Diana Center

Jess Malcolm
Theatre Coordinator
jmalcolm@barnard.edu
Office: 301 Diana Center

Maria Pasquali
GBB/SGA Bookkeeper
mpasqual@barnard.edu
Office: 301 Diana Center
Office Hours: Mon, Tues, & Thurs 10AM-3PM
Fri 12PM-5PM

CLUB BASICS | CLUB BASICS | CLUB BASICS | CLUB BASICS | CLUB BASICS

What Your Advisor Expects of YOU

- Ask us questions; the earlier, the better
- Communicate, communicate, communicate
- Meet deadlines
- Timely response to correspondence
- Utilize our experience and our skills

Sample 1st Meeting/Retreat Agenda

- Expectations for the Board & Each Position
- Review your Constitution
- Team Builders & Communication Activities
- Goal Setting and Planning your Calendar
- Review Club ReFuel Information
- Review Budget & Spending Policies
- Schedule Regular Meetings

Sample Regular Meeting Agenda

- Old Business
- New Business
 - Position Updates
 - Discussion
 - Workshops/Community Activities
- Create Task List & Delegate Tasks
- Review Calendar/Timelines

Suggested Google Drive Shared Folders

- E-Board Information (Contact info, constitution, attendance tracking, transition documents, etc.)
- Budget (Reconciliations, tracking, online receipts, contracts, etc.)
- Events (Publicity, space confirmations, vendor information, etc.)
- Minutes & Meeting Agendas
- Photos

1. Make Plans Early

- Start your early planning at least 2 months in advance
- Meet with your advisor to discuss initial plans

2. Identify Program Goals to Accomplish

- What are our goals?
- What do we want our audience to get out of this program?
- Brainstorm Program Ideas
- What are the available resources?
- Ensure adequate volunteers/club members to plan and carry-out event
- Project a target audience
- Determine promotion and collateral materials
- Search for co-sponsorship and fundraising opportunities

3. Prepare Budget

- Create a realistic budget (with actual estimates for all costs, e.g. honoraria, publicity, printing, food, decorations, travel, registration fees, A/V, equipment, facility, campus security, etc....)
- Prepare a detailed budget
- Fundraise, if necessary; discuss procedures with your advisor
- Check deadlines and submit applications for funding sources
 - [Joint Council Co-sponsorship Committee \(JCCC\)](#)
 - [Governing Board at Barnard \(GBB\) Co-sponsorship](#)
 - [Student Life Community Activity Co-Sponsorship](#)
 - [Barnard Green Fund](#)
 - [SGA Endowment Fund](#)

4. Plan Logistics and Set Timeline

- Select possible dates (consider religious and cultural holidays, weather, midterms, as well as other major events on campus)
- Create Timeline for tasks and logistics
 - Determine what needs to be accomplished to plan this program
 - Determine how long it will take to accomplish each step of the planning
 - Work backwards to plan your tasks accordingly
- Reserve space
- Discuss contracts and forms of payment with your advisor
- Purchase supplies and make catering order
- Plan and finalize your set-up
- Create and proofread print materials
- Remember deadlines (and plan before the actual deadline)!!

5. Delegate Tasks

- Recruit students/organizations who are interested in helping plan this program
- Set clear deadlines and expectations for tasks to be completed before the event
- Make a minute-to-minute schedule of your event, and who is responsible for which part of the program

6.

Finalize Details

- Confirm reservations, food, contracts, payment, deliveries
- Finalize budget
- Plan a set-up and clean-up crew & time
- Check publicity
- Wheelchair Access
- Recycling
- Print evaluation forms

7.

Complete the Process

- Remove publicity within 24 hours of your event
- Send thank you notes and/or emails
- Clear financial advances, submit any receipts, complete financial paperwork
- Obtain feedback on event
- Develop file for your successor with timeline, actual budget, sample publicity and all correspondence

IMPORTANT DEADLINES for Events @ Barnard!

6 weeks prior to your event, **book space on VEMS** for large/mid-sized events. 3 days are needed if the event is for a small seminar, panel, meeting, or lecture.

6 weeks prior to your event, submit your **AV requests**, and finalize 4 weeks prior to the event.

4-5 weeks prior to your event, reach out to Barnard Events Management at spaceres@barnard.edu to **schedule your Event Review**.

3-4 weeks prior to your event, **complete the Event Preparation Form** and review **with your advisor**, prior to your scheduled Event Review.

3 weeks prior to your event, any **contracts** for vendors, speakers, company, etc. must be submitted to your advisor.

2 weeks prior to your event, check-in with your advisor for any last minute changes or advice.

1-3 weeks prior to your event, make **supply, food, or service orders** for the event. To make purchases, see Maria Pasquali in 301 Diana.

EVENTS MANAGEMENT

BARNARD EVENTS MANAGEMENT

Office Location: 006 Milbank

Office Hours: M-F 9AM to 5PM

Phone: 212.854.8021

Email: spaceres@barnard.edu

- ⇒ Club designees may reserve space ems.barnard.edu/virtualEMS
- ⇒ You must be one of the 2 Designees to log-in. Barnard students log-in with your UNI & password, Columbia students must request an account.
- ⇒ Need help using Virtual EMS? Check out the helpful YouTube Tutorials online at <http://barnard.edu/eventsmgmt/requests>

IMATS/AVTS

INSTRUCTIONAL MEDIA SERVICES AUDIO VISUAL TECHNOLOGY SERVICES

Office Location: Sulzberger Annex, 2nd Floor

Phone: 212.854.2418

Email: IMATS@barnard.edu and avservices@barnard.edu

<https://imats.barnard.edu/>

- ⇒ **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
 - Student clubs may hire external AV (who must provide their own equipment)
 - Sunday thru Thursday, 8 am - 10 pm
 - Friday and Saturday, 8 am - 11 pm
- ⇒ **DIY equipment available via IMATS website**

Be sure your promotion includes the date, time, & location, as applicable!



FLYER FLYER FLYER!

- ONLY post on designated bulletin boards
- Use ONLY push pins or blue painter's tape
- Flyers shall not be larger than 11"x17"
- Posting in bathroom stalls, elevators, doors, door frames, hallways, and stairwells is prohibited.
- Posting on bulletin boards that are designated for specific offices, departments, or organizations is prohibited, unless prior authorization is received from the party responsible for the board (i.e. a Department Chair or SGA VP of Communications).
- Flyers posted in approved locations may be removed after the event has passed, or the information is no longer relevant.

Designated Flyer Locations

- Milbank Hall** - Across from 105 Milbank, next to exterior doors
- Altschul Hall** - Tunnel hallway near mailboxes; Basement level across from elevators; Altschul Atrium
- Diana Center** - Hall leading from Altschul tunnel to Diana Center; 3rd Floor of Diana Center, across from elevators/by stairwell
- Barnard Hall** - North foyer (doors near BCRW/Barnard Hall exit); Tunnel hallway
- Hewitt Hall** - leading into Hewitt Dining

For more info:



BANNERS on the 2nd Floor of DIANA!

The front of the banner must include the name of the event, date, location, sponsoring student club(s), and contact information (email, Twitter handle, Facebook page).

The back of the banner must include the name of the club, contact information, club advisor, and affiliated governing board.

Reservation and Submission Procedures

- Reservations are managed by Barnard Student Life and are first come, first served.
- Only properly reserved banners reviewed by Student Life will be hung - all other banners will be removed.
- Each student club or organization may only reserve one space each week and can reserve banner space up to four times each semester (non-consecutive weeks).
- Banners will be hung by Student Life staff by 10 am on Monday and will be removed by 10 am the following Monday.
- Student clubs must use the poster board supplied by Student Life - no posters of difference sizes or materials will be accepted.
- Bring banner to Student Life by Thursday at 10 am for review. You will be notified by 3 pm if changes are necessary.

*For the most updated policy, please visit: http://barnard.edu/sites/default/files/postingpolicy-mar232015_5.pdf

CHALK IT UP!

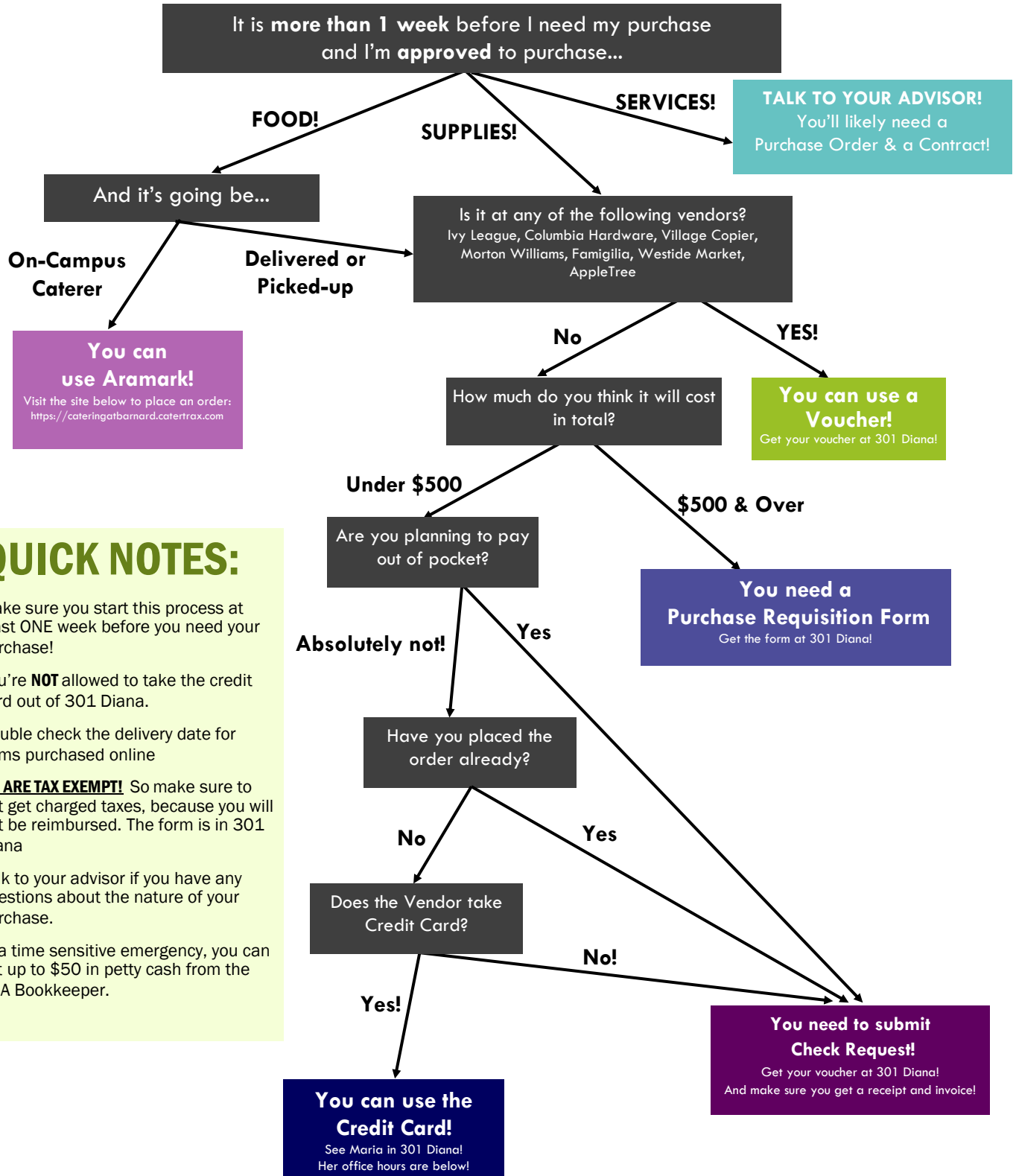
Chalking can occur only in front of the Diana Center and Altschul Hall or on sidewalk/slate in the uncovered portion of the Quad. Chalking is not permitted on the outside surface of any building, any vertical surfaces (including on stairs), or on any sidewalks underneath an overhang.

PROCEDURE:

- Student Groups must submit Chalking requests through VEMS, as you would submit a space reservation request.
- Chalking may only be used to advertise events happening at Barnard
- Groups may request three days maximum for chalking on campus
- On the day the chalking reservation begins, come to the Student Life office in Diana 301 to pick up sidewalk chalk



LET'S BUY SOME STUFF!



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.

SGA Bookkeeper	MON	TUES	WED	THURS	FRI
MARIA PASQUALI mpasqual@barnard.edu	10AM - 3PM	10AM - 3PM	OUT	10AM - 3PM	12PM - 5PM

SEEKING HELP



Student Life
BARNARD COLLEGE

Listen. Believe. Refer.

When sexual violence occurs it impacts individuals and a community; it impacts those who know and care about the survivor. Support is important as an individual begins to acknowledge and heal from their experience.

Sexual violence impacts the individual who is assaulted or experiences sexual violence, as well as those who care for and support the individual. Some tips to consider if you someone you know discloses assault or other violation of sexual boundaries:

Unconditional support: the survivor has trusted you with their experience and wants most to be believed and supported, even if it is difficult to understand.

Patience: allowing the survivor to share information as they are inclined, without asking for details (that may be traumatizing to recall), demonstrates patience.

Power is central to assault – and healing. Sexual assault is about power and control; healing comes with restoring individual power - over ones self and personal choices.

Options: it may help to offer options, allowing the survivor to choose; to report or not, to seek medical and mental health support, all with or without a support person present. Provide encouragement but remain open to options.

Resources: share information without pressuring, every student has rights and resources (see reverse). Respect boundaries, but revisit the conversation in the event that it overwhelms the person who has disclosed.

Time: trauma impacts every individual in unique and unpredictable ways, and one's response may evolve over time. A survivor's response may be informed by traumatic experiences.

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 disclosures 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.

Reporting Information

Molree Williams-Lendor

Executive Director for Equity and Title IX Coordinator

mwilliam@barnard.edu

(212) 854-0037 · 105 Milbank Hall · <http://barnard.edu/doc/titleix>

Confidential Support: Furman Counseling Center

(212) 854-2092 · 100 Hewitt Hall

Rape Crisis/Anti-Violence Support Center:

Advocates (212) 854-4357 · 105 Hewitt Hall

For Crimes Occurring in New York City:

New York Police Department Sex Crimes Report,

(212) 267-7273 or District Attorney's Hotline, (212) 335-9373

On Campus Student Services

www.barnard.edu/doc/titleix

- Primary Care Health Services and Furman 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
- Well Woman

Off Campus Community Resources

- CVTC – St. Luke's Crime Victim's Treatment Center
www.cvtcnyc.org
- Safe Horizon
www.safehorizon.org
- LGBT resource www.avp.org
- New York City Alliance
www.svfreennyc.org

Online Information and Support Resources

RAINN.org
Notalone.gov

Terms

Victim Blaming: Victim blaming is often tied to myths people hold about violence. Some people may hold misconceptions about victims, offenders, and the nature of violent acts. For example, 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 Misconduct: This is an umbrella term that encompasses the spectrum of sexual violence. It includes sexual harassment, sexual assault, intimate partner violence, and stalking.