

B I O L C O M M N I C O L E G E

CLUB ADVISOR HANDBOOK



WELCOME!

Welcome to Student & Family Engagement at Bristol Community College!

First, I would like to thank you all for your commitment and service to our students. Student & Family Engagement is a proven tool and I'm not sure



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ADVISOR FOR NEW CLUBS

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ADVISOR ROLE

Campus Security Authorities

Campus Security Authorities (CSAs) are identified by the National Clery Act as staff who have significant responsibility for student and campus activities. In addition to the campus police department, various college staff are considered campus security authorities (CSAs). They include but are not limited to the following staff:

- **Code of Conduct Officer,**
- **Dean of Students,**
- **Athletic Director, and**
- **Staff that oversee student activities (all club advisors)**

Every institution wants its campus to be a safe place where students can study and live. However, we know that crimes do happen. If a crime occurs on campus, a student who is the victim of a crime may be more inclined to report it to the campus police department.





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FINANCES

ALL CLUB HEAD ACCOUNTS :

THE ALLOCATED FUND ACCOUNT



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THE AGENCY ACCOUNT is where monies collected from dues, fundraising, and donations are deposited.

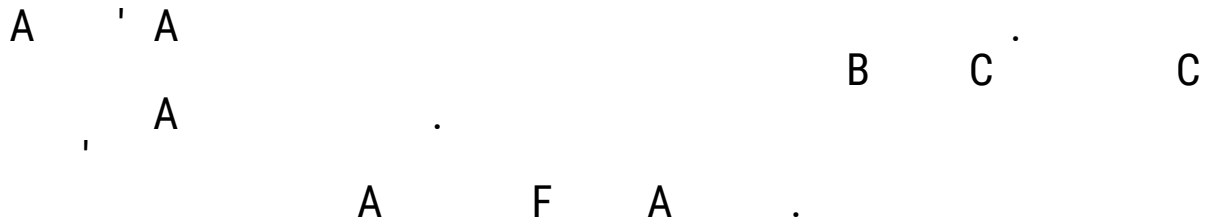
Clubs are expected to follow proper budget and expenditure procedures. All financial transactions must be approved by Club President, and Club Advisor, then be sent to Student & Family Engagement!

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ALLOCATED FUNDS

Every academic year that a student club is recognized by Student Senate, they have the ability to receive

FINANCE



Collecting funds and disbursing straight from those funds is inappropriate. All receipts must be deposited to the Agency Account, and all disbursements must be expended from the Agency Account.



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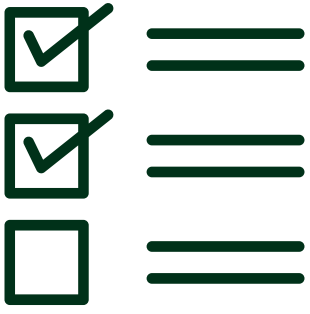
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EVENT PLANNING

BEFORE YOU EVEN START
PLANNING YOUR EVENTS
HERE ARE SOME THINGS
TO THINK ABOUT :



Only messages from organizations affiliated with the College, including student groups, are accepted. Messages on the monitor should contain information relating to on-campus announcements and activities of a timely nature. Par

CAMPUS POLICY



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CAMPUS POLICY

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In order to ensure that individuals and groups who are not affiliated with the College understand the College's policies and procedures concerning expressive activities on campus, all unaffiliated individuals or groups must first contact the Office of the Vice President for Student Services and Enrollment Management at 774.357.2150 at least five (5) business days before engaging in any expressive activities on College property in order to ensure proper planning and the availability of security, facility equipment and/or personnel and/or food services to the extent requested or required. Non-affiliated guests may be subject to reasonable time, place, and manner restrictions. Speech intended to incite violence or that is considered harassing, threatening, defaming or obscene is prohibited. It shall not be inferred or implied that any guest speaker program, whether sponsored or non-affiliated, conducted in accordance with this policy is approved or endorsed by the College.



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POLICY ON GUEST SPEAKERS

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STATE MANDATES

In 2000 the state of Massachusetts developed regulations and provisions that appeared to ban the use of home-made foods used in bake sales in arenas including churches, schools and colleges. The law, which also covered food served at holiday parties and as classroom treats, has been open to interpretation from town to town. Some towns will not allow the sale of food prepared in a kitchen that has not been inspected by a health inspector, while others allowed it.

• **PLANNING** Kitchens are strictly limited to the preparation of non-potent
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BRISTOL POLICY

- Occasionally, Bristol Community College hosts events where liquor may be served to individuals over the age of 21. Liquor is served only with a college permit, which requires both administrative approval and Campus Police oversight. Historically, there have been very few events with student representation. If a student of legal age attends this type of event, they will be permitted to use alcohol. However, they are reminded of the Expectation of Behavior in the Student Code of Conduct. Inappropriate behavior will not be tolerated when attending an approved event. Similarly, employees are expected to comply with the Standards of Ethical Conduct.
- Requests for alcohol use on campus must be made at the same time as an event request is made via the event management system, VEMS. Please refer to the Event Request policy for more information. In the process of creating an event, according to the Event request policy, the requester will confirm if alcohol will be served. If the answer is “yes”, the requester must complete an Alcohol Permit request and submit to Event Management. Event Management

