



**STUDENT
ORGANIZATION
AND ADVISOR
RESOURCE GUIDE
2010-2011**

EVERYTHING YOU NEED TO KNOW ABOUT
EMERSON COLLEGE
CLUBS AND ORGANIZATIONS

Brought to you by the Office of Student Life,
150 B
www.emerson.edu/student_life



EMERSON COLLEGE

Fall, 2010

To Our New and Experienced Emersonian Leaders:

The Office of Student Life seeks to advance the mission of the College by providing a range of purposeful out-of-classroom experiences and services that encourage learning and foster a sense of community. We are pleased to serve as your resource for leadership and programming in co-curricular and extra-curricular activities.

The Student Organization and Advisor Resource Guide for both students and advisors is a prelude to your organization's relationship with the Office of Student Life and the College – a relationship that we know will be fruitful, meaningful and productive. This edition is organized to serve as a quick reference for you as you conduct your programming and other organizational activities. The rules and regulations of the College allow the community to work together and keep its members safe and productive. Please be aware of these regulations when planning your programs and conducting your organizational business. Whether it is fundraising, hiring a presenter, taking an excursion off-campus, or accessing campus resources, the Office of Student Life is standing by to assist you! We do expect that both advisors and student organization leaders be familiar with the resources set forth in this document.

One of your first items of business of the year should be to check in with your organization advisor at the start of each semester. Whether appointed this year, or several years ago, your organization advisor is a resource not to be overlooked. Your relationship and regular communication with your advisor is crucial not only for your advisor's signature, but in order to facilitate mentoring, and open lines of communication with faculty and staff who are committed to your success.

If you require any assistance or information, please do not hesitate to contact a member of the Student Life team. We look forward to working alongside you this year to help you make the most of your experience as an Emersonian!

Warmest Regards,

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STUDENT CLUBS AND ORGANIZATIONS

Student organizations that are recognized as official entities of the College may be supported financially through the Student Government Association or they may be recognized and supported by as college department programs or organization.

Clubs and organizations, in cooperation with various college departments, are integrally involved in the majority of campus planned activities and programs. Some of these major programs are New Student Orientation, Family Weekend, ERA Awards, the Spring Musical, Senior Week, and more. For a full listing of student organizations on campus, please visit emerson.edu/student_life.

Student groups provide an excellent opportunity for members to gain life-long skills that they will find useful in their career and personal relationships. Through participation in clubs and organizations, students have an opportunity to develop communication, problem solving, decision making, organization, and leadership skills. Participation provides avenues to employ your academic learning and creative talents amongst your peers. Please note that students must be currently enrolled in a degree program at Emerson College and have paid the student activity fee in order to participate in student clubs or organizations. **To be eligible and/or participate in student leadership positions in programs such as Orientation, ERA Awards and Family Weekend, and SGA elected and appointed positions students must have a 2.7 GPA and be in good academic and social standing at the College.**

DEPARTMENT SUPPORTED PROGRAMS AND ORGANIZATIONS

Department supported programs and organizations have a membership and leadership of faculty, administrators, staff members and/or students, and are governed by College policy. Examples of Department programs and organizations include, but are not limited to the following: Student Alumni Association, SAAC, WERS, EVVYs, Campus Activities Board, Freshman Class Council Committee/Certification Program, Residence Hall Association and Hall Councils, Family Weekend Committee, Free for the Weekend Committee, and Greek Council and Greek Letter Organizations. The sponsoring College department sets the direction for and supervises the progress of the program or organization.

Departments may, on behalf of their department programs and organizations:

- Allocate and provide access to storage or Office space under their supervision.
- Assign an advisor to work with the program or organization.
- Book function and meeting rooms on campus.
- Include the program or organization on the Department's website.
- Participate in the annual Organization Fair as part of the sponsoring Department's table display.
- Post fliers on campus noting the department as the primary sponsor.
- Post their events to the College's web portal, ECommon.emerson.edu.
- Promote the program or organization in the Department's promotional material.
- Request a mailbox in the Campus Center
- Request inclusion in the ERA Awards program.
- Request inclusion of the program/organization in this Handbook at the time of editing each year.
- Sponsor a fundraiser for the program or organization, however, departmental programs or organizations typically are not assigned a separate account and must use the Department as their "bank."

Departmental programs and organizations may submit an application to the Organization Recognition and Review Board for consideration to become a *SGA supported and funded student organizations*. See SGA supported and Funded Organizations in the following section.

SGA SUPPORTED AND FUNDED ORGANIZATIONS

SGA supported and funded student organizations have 100 percent student membership and undergraduate students must hold all leadership positions. *SGA supported and funded student organizations* must be facilitated and directed by undergraduate students and must have a full time faculty or staff advisor. In addition to College policies, SGA supported and funded organizations are also governed by SGA policies. Additionally, these organizations must also abide by the policies and procedures as outline in the Student Organization and Advisor Resource Guide and Treasurer's Handbook.

All student clubs and organizations wishing to take advantage of campus services and facilities must be recognized by Emerson College. These services and facilities include:

1. Use of meeting and activity space on campus, including, but not limited to, spaces in the Campus Center, PPC, Cabaret, Cultural Center, the Bill Bordy Theater and Auditorium, and function rooms in the Little Building;
2. Mailbox in the Campus Center;
3. Inclusion in campus mailings;
4. Use of leadership resource materials;
5. Consultation with professional staff to assist in organization and program development;
6. Listing in the Undergraduate Student Handbook, College Catalogue, College website, and other campus publications; and
7. Eligibility to seek student activity fee funding through the Student Government Association. To apply for college recognition, your club or organization should submit the following materials to both the Office of Student Life and Student Government Association:

- a. List of officers (names, local addresses and phone numbers);
- b. Name, address and phone # of Advisor (must be a current full-time Emerson faculty/staff member or administrator);
- c. Organization's statement of purpose;
- d. List of current members;
- e. Statement on the contribution that the proposed group plans to make at Emerson, and
- f. Constitution.

The materials will be reviewed by the "Organization Recognition Review Board" (ORRB). The ORRB is advised by the Associate Dean of Students, chaired by the Vice President of the SGA, and is comprised of four student representatives and a member of the faculty. Organizations may apply for recognition in the fall semester only.

The President and Advisor of the organization seeking college recognition may be asked to meet with the Associate Dean of Students, Student Government Association Vice President and/or the ORRB to provide the organization with information regarding resources available and expectations. Contact the Associate Dean of Students and/or SGA Vice President for a schedule of ORRB meeting times.

The ORRB also serves as an investigative and advisory body to assist in the resolution of violations that may affect college recognition status.

To maintain status as a recognized student organization, organizations must reactivate each semester by submitting to the Office of Student Life an updated list of officers (names, local addresses and phone numbers) and current Advisor information. Any changes in officers, Advisor or organizational constitution during the academic year must be reported to the Office of Student Life as they occur. Organizations must also file an Anti-Hazing Form each semester. Failure to maintain active status for a period of two consecutive semesters will result in being placed on inactive status for one semester. If a group fails to return to active status during this time they will lose College recognition.

GETTING STARTED

In cooperation with various college departments, clubs, and organizations are responsible for the majority of campus activities and programs. Some of these major programs include New Student Orientation, Family Weekend, ERA Awards, The Spring Musical, Senior Week and more.

Student groups provide an excellent opportunity for members to gain life long skills that they will find useful in their career and personal relationships. Through participation in clubs and organizations, students have an opportunity to develop their communication, problem solving, decision-making, organization and leadership skills. Participation provides avenues to employ academic learning and creative talents.

This section is designed to assist new organizations or revitalizing a dormant organization. This Handbook, along with the staff in the Office of Student Life and the Student Government Association are resources for you to use to have a successful club or organization at Emerson.

Most clubs start out with the idea of organizing some people in order to do something. Follow the steps below and in short order your idea will become a reality.

A. Recognition Principles and Procedures

1. Any student organization seeking to use the Emerson College name and any other resources must gain recognition through the Office of Student Life.
2. The mission of the organization must support the educational mission of Emerson College.
3. Membership within the organization must be open to all undergraduate members of the Emerson Community.
4. Membership policies must not discriminate in any way.
5. Recruitment techniques must not resemble hazing in any way, shape or form.
6. The organization must not have direct involvement from external sources (corporate or non profit).

B. Recognition Privileges

Any student organizations wishing to take advantage of campus services and facilities must be recognized by Emerson College. These campus services and facilities include:

1. Use of meeting and activity space around campus;
2. Mailbox in the Campus Center and copy code for on campus copying;
3. Office or storage space in the Campus Center (if available);
4. Inclusion in campus mailings;
5. Use of leadership resource materials;
6. Consultation with professional staff to assist you in organization and program development;
7. Listing in the Student Handbook, College, Catalogue, college website and other campus publications;
8. Eligibility to seek student activity fee funding through Student Government Association;
9. Invitation to participate in the annual Organizational Fair, Admissions related events and ERA Awards.

C. Applying for College Recognition

Your club organization must submit the following materials to the Office of Student Life:

1. List the officers (name, local addresses and phone numbers);
2. Name, address and phone number, email, and postal address of advisor (must be a current full time Emerson College faculty, staff or administrator);
3. Organization's statement of purpose;
4. List of current members and
5. Constitution

The materials will be reviewed by the "Organization Recognition Review Board" (ORRB). The ORRB is composed of the Association Dean of Students, Vice President of the SGA, four student representatives and a member of the faculty (when available). The ORRB also serves as an investigative and advisory body to assist in the resolution of violations that may affect college recognition status.

The President and Advisor of the organization seeking college recognition may be asked to meet with the Associate Dean of Students and the Student Government Association Vice President to provide the organization with information regarding resources available and expectations.

To maintain status as a recognized student organization, organizations must submit to the Office of Student Life each semester an updated list of the officers (name, local addresses and phone numbers) and current advisor. Any changes in officers, advisor or organizational constitution during the academic year should be reported to the Office of Student Life as they occur. Organizations must also file an Anti-Hazing Form each semester. Failure to maintain active status for a period of two consecutive semesters will result in organization being placed on inactive status for one semester. If a group fails to return to active status after this time they will lose College recognition.

Specific information regarding the recognition application process and policies may be obtained in the Office of Student Life. *The recognition policy for Greek organizations is listed under Fraternities and Sororities in the 2010-2011 Student Handbook pg. 51.*

**Students must be enrolled full-time and matriculating with a GPA of over 2.0 at Emerson College in order to participate in student clubs or organizations.*

To be eligible and/or participate in student leadership positions in programs such as Orientation, ERA Awards and Family Weekend, and SGA elected and appointed positions students must have a 2.7 GPA and be in good academic and social standing at the College.

D. Writing Your Constitution

The next step in becoming a recognized organization is to submit a constitution to the Office of Student Life.

The following are some helpful hints for writing your constitution:

- Keep it simple.
- Avoid confusing legal terms.
- Involve the other members of your group in the process.
- Show a draft to a member of the Office of Student Life for their feedback.
- Make sure your constitution contains appropriate guidelines to govern your organization.
- You should include by-laws, which establish the rules of the organization and the duties of the officers.

E. Responsibilities of Organization Officers

Officers of different organizations have some of the responsibilities in common. Below are the general responsibilities of the positions present in organizations:

1. President, Chairperson, General Manager, Producer

- a. Overall administrations of the organization's business and activities.
- b. Plan and schedule meetings for the executive officers and general membership.
- c. Supervise the organizational officers' management.
- d. Involve the faculty/administrative advisor in organization business.
- e. Delegate responsibilities in order to motivate group members.
- f. Plan the agendas and act as the chairperson at meetings.
- g. Provide input on college policies and procedures.
- h. Communicate feedback to group members when appropriate.

- i. Attend President Council Meeting as called by the SGA President/Vice President.
- j. Attend Treasurer's Workshop sponsored (each year) by SGA.

2. Vice President – Co-Producer

- a. Manage organizational business in the absence of the President.
- b. Accept responsibilities as delegated by the President.

3. Secretary

- a. Attend and accurately record the proceeding of all organizational meetings.
- b. Publish and circulate the minutes of all meetings.
- c. Work with the President to prepare, publish, and distribute meeting agendas.
- d. Maintain all organization correspondence, files and records.

4. Treasurer

- a. Maintain a detailed account of all monies disbursed/received.
- b. Sign (approve) all documents, requests, withdrawals, purchases and transfer funds.
- c. Present a Treasurer's Report at organizational meetings.
- d. Attend Treasurer's Workshop sponsored (each year) by SGA.

5. All Members

- a. Communicate openly and during discussions and meetings.
- b. Attend meetings and actively contribute in a positive manner.
- c. Communicate organization activities to the college and local community.
- d. Work cooperatively with the other officers and members.
- e. Raise and address student needs as deemed necessary.
- f. Act in a professional manner as student representative.

The main goal for all positions is cooperation.

Each member needs to take an active role and interest in group projects and activities.

F. Sample Constitution and By Laws

Sample Constitution:

Article I Name

Section 1: The name of the Organization shall be...

Article II Purpose

Section 1: To promote...To assist...To support...

Article III Membership

Section 1: All currently enrolled, full -time undergraduate Students...

Article IV Name of Officers

Section 1: The officers shall consist of...

Section 2: Each officer shall be elected for...

Article V Advisor

Section 1: The advisor is chosen...

Article VI Executive Board

Section 1: there shall be an executive board...

Article VII Quorum

Section 1: A quorum shall be necessary to...

Article VIII Amendments

Section 1: Any member may submit the text of a proposed amendment change...

Section 2: The by-laws will be amended by a...

Sample By-Laws

A. Membership

1. All members shall be required to...
2. The organization cannot have less than...

B. Finances

1. Allocations from the money collected...
2. All budget requests will be made...

C. Duties of Officers

1. President: preside at...
2. Vice President: chairperson of...
3. Secretary: responsible for...

D. Duties of Advisor

1. To Co-sign...
2. To provide support for the organization by advising...

E. Executive Board

1. The Executive Board consists of...
2. The Advisor acts as...

F. Election Procedures

1. All write-in ballots with 'stray' marks...
2. Elections will take place...
3. All campaign posters...

G. Committees

1. Committees shall include: programs, elections...
2. Each committee will consist of...

H. Amendments to the By-Laws

1. The By-Laws are amended with a...
2. The constitution must be reviewed...

G. Funding Options

Once an organization is recognized and approved by the college ORRB, they are eligible to apply for SGA funding. This finding can come as a one-time allocation or an on going part of the annual Spring Finance Allocation Board budget process. Please contact the Student Government Association Treasurer for more information. Only recognized student organizations with an SGA budget are authorized to conduct fundraising, whether financial in nature or otherwise. Also please note that academic department funds may not be mixed with student activities fee funds in any way.

Organizations may approach other student organizations, academic and student service departments for co-sponsorships.

H. A Note on Recognition

With recognition also comes responsibility of managing your organization's programs realistically within the limitations of existing resources and opportunities. The College seeks to support and encourage all student organizations in their creative process and will offer advice and assistance at every turn. We ask that you recognize that physical and financial resources are limited for both academic and co-curricular programs and seek your assistance in setting priorities and adjusting your plans as these limitations necessitate. We encourage you to seek the advice of both your faculty/staff advisor and the Associate Dean of Students in setting your priorities and in managing your organization's plans.

ACTIVE ORGANIZATIONS AT EMERSON COLLEGE 2010-2011

Visit emerson.edu/student_life for descriptions, websites and updates.

Cultural

Amigos
ASIA (Asian Students for Intercultural Awareness)
ASL Emerson
EAGLE (Emerson Alliance for Gays, Lesbians and Everyone)
EBONI (Emerson's Black Organization with Natural Interests)
Emerson International
Speak Up

Greek

Alpha Epsilon Phi
Alpha Pi Theta
Kappa Gamma Chi
Phi Alpha Tau
Sigma Alpha Epsilon
Sigma Pi Theta
Zeta Phi Eta

Performance

Acappellics Anonymous
Chocolate Cake City
Emerson Comedy Workshop (ECW)
Emerson Dance Company
Jimmys Traveling All-Stars
Kidding Around
Mercutio
Musical Theater Society (MTS)
Noteworthy
Rareworks Theater
Shakespeare Society
Swolen Monkey Showcase
The Girlie Project
This Is Pathetic

Political, Service and Social Advocacy

CPLA (Communication Politics and Law Association)
Earth Emerson
Emerson College Democrats
Emerson Peace and Social Justice
HOPE (Healthy Options Peer Educators)
Imagine Students Reaching Out

Print and Publishing

Berkeley Beacon
Developed Images
em magazine
Emerson Review
Gangsters In Concrete
Gauge Magazine
Hyena
Latent Image
Stork Magazine
The Emersonian Yearbook
Thread
Undergraduate Students for Publishing

Professional Affiliated Chapters

American Marketing Association (AMA)
Audio Engineering Society (AES)
Communication Sciences and Disorders Journal Club (CSDJC)
ECMUN (Model United Nations)
EMCOMM
Emerson Forensics
NBS /AERho (National Broadcast Society)
NSSHLA (National Student Speech, Language & Hearing Association)
PRSSA (Public Relations Student Society of America)
RTDNA/WEBN (Radio Television Digital News Association)
SPJ (Society of Professional Journalists)

Programming and Special Events

Campus Activities Board
ERA Awards

Spiritual and Religious

Emerson Good News Fellowship
Hillel
Newman Club

Student Governance and Councils

Class of 2011
Class of 2012
Class of 2013
Class of 2014
Colonial Hall Council
Freshman Class Council
Greek Council
Little Building Hall Council
Paramount Hall Council
Piano Row Hall Council
Residence Hall Association (RHA)
Student Alumni Association (SAA)
Student Athletic Advisory Committee (SAAC)
Student Government Association (SGA)

Visual and Media Arts

Captured Emotion
EIV (Emerson Independent Video)
Emerson Channel/Emerson Productions
Emerson College Game Developers Association
Emerson Experimental Art
EVVY Awards
Fashion Society
Frames Per Second (FPS)
RAD (Random Arts Delegation)
spec
Warlords
Wax on Felt
WECB
WERS 88.9FM
Women in Motion

ORGANIZATIONS AND ADVISORS

A. ROLES OF AN ADVISOR

Advisors often wonder what their role should be within an organization. There is one very simple answer to that question. The advisor's role should be exactly what the student organization and the advisor mutually decide it should be while balancing institutional expectations. The advisor can be extremely instrumental in teaching skills while encouraging responsibility and ownership and well-run activities. Although each advisor has his or her own style, there are functions and expectations that are similar to all group advisors. Involvement in campus organizations allow students to develop organizational and leadership skills, as well as complement their educational objectives and learn about human behavior. In support of these objectives, it is important that experienced faculty and staff be available to assist students in their organizational endeavors. While the range of student activities and group purposes are diverse, advisors can be valuable resource to the organization in terms of help with procedural matters, College regulations and policies, and event and budget planning. It is crucial that student groups work with committed faculty and staff advisors.

What is an advisor?

An advisor is a coach, teacher, consultant, sometimes disciplinarian, policy interpreter, and participator wrapped into one convenient package. On paper it may look easy. An advisor's participation will largely depend upon the kind of time they have. Effectively utilizing an advisor means involving them beyond signing the budgets each semester. Look ahead for some useful information.

All student organizations must have a full time faculty or staff member serve as their own organization advisor. If you need assistance in identifying an advisor or wish to change advisors, contact the Associate Dean of Students.

1. Teacher and Coach

As a professional person working in a conjunction with the student organization, an advisor is in a position to:

- encourage stimulating ideas and programs which go beyond the strictly social or recreational realm.
- offer support for ideas with higher risk than traditional or proven ones.
- anticipate problem areas and develop the group's ability to foresee them
- help individual members maintain clear expectations.
- provide direction in setting high, yet attainable, goals and objectives of themselves and other members.
- assist in identifying and developing new leadership within the group.
- insist on high standards of excellence.

2. Consultant for Successful Programs and Activities

- Without monitoring your every move, an advisor should consult regularly with officers to encourage planning, delegation and follow-through.
- An advisor can assist the group in attending to the many details involved in running an organization and its programs.
- An advisor has the ability to encourage networking and co-programming with other organizations and departments.

3. Continuity Provider

- High turnover in membership and leadership can leave an advisor as the only member acting as the group's memory/history.
- Without stifling creativity, an advisor should provide input concerning past successes and areas and opportunities for growth.
- Encourage the development of a future for the organization by encouraging goal setting, formal record keeping and delegation of responsibility.

4. Counselor for Individual Students

An advisor should:

- be an empathic listener.
- encourage students to find their own answers.
- make referrals to counseling or other professional services when necessary.
- provide encouragement and support.

5. Interpreter of Policy

An advisor should:

- become familiar with the policies as printed in this Resource Guide and the Undergraduate Student Handbook, and know how/where to find resources on campus.
- discuss with the leadership the culture of the organization (the formal “rules and regulations” and the less formal group expectations).
- maintain their professional demeanor, explain the rationale behind college policies, and be instrumental in changing obsolete ones.
- understand and explain college and state laws regarding hazing policy.

6. Supervisor and Oversight Provider

An advisor should:

- assist in identifying strengths and weaknesses of the organization.
- provide continuous feedback to membership about appropriate and inappropriate behavior.
- support the organization in meetings and events, as they are able, in order to express interest and to help the group follow college policy.
- confront inappropriate behaviors.
- assist your organization’s membership by annually reviewing and following the organization’s constitution.
- communicate any concerns to the Associate Dean of Students immediately.

7. Financial Supervisor

- An advisor should become familiar with the SGA Treasurer’s Handbook, in particular purchasing and cash reimbursement procedures.
- Expect an advisor to work in cooperation with the Associate dean of Students, the funding organization (i.e. the Student Government Association) and group Treasurer to be sure proper accounting procedures are being followed.

8. Contract Reviewer

- An advisor must review college policies and procedures before signing and recommending a contract and/or outside vendor (many of your questions may be answered by the SGA Treasurer, Treasurer’s Manual, and/or the Associate Dean of Students).
- Remember, the only people authorized to sign contracts on behalf of the College and its agents are the Associate Dean of Students and Dean of Students.

9. Active Participant

- An advisor can help the group to remember the social side of their relationship in getting their goals accomplished.
- An advisor should support the group’s programming efforts by attending activities.

It is important that Faculty and Staff advisors understand the responsibilities involved before making a commitment to a student group. Those responsibilities include:

1. **Assisting** officers with understanding their duties, which include administering programs and plans, organizing projects, and making appropriate transitions.
2. **Encouraging** continuity of the organization is preserved through a constitution, minutes, files, traditions, and annual events.
3. **Encouraging** use of parliamentary procedures and make sure that meetings are run in an orderly, efficient manner.
4. **Encouraging** students to understand and apply democratic principles, including recognition of minority opinions and rights.

5. **Attending** as many organization meetings and events as possible
6. **Articulating** campus policies and procedures.
7. Be a sounding board, especially for officers, and **supporting** of all members.
8. **Maintaining** the ability to deal with the same issues each year, and remain fresh.
9. Being a **facilitator**, both among officers of the Executive Board, and between officers and members.
10. Being a **resource** for the students, especially concerning College policies, regulations and services.
11. **Consulting** on program planning and development.
12. **Consulting** with individual students, when necessary.
13. *Consulting with other College departments when problems arise with the student organization.*

B. BENEFITS OF WORKING WITH AN ADVISOR

Extra-curricular and co-curricular involvement opportunities are an integral part of the educational mission of Emerson College. Through an active association with a student organization, many specific life skills can be acquired that will enhance the in-class learning experience and the overall professional and personal development of the individual student. It is in this particular learning environment that a student organization advisor can utilize his/her teaching and/or administrative experience to help student develop in the following areas:

PROBLEM ANALYSIS/DECISION MAKING
PLANNING AND ORGANIZATION
LEADERSHIP
FINANCIAL MANAGEMENT
COMMUNICATION
RELATIONSHIP BUILDING
ADAPTABILITY
INITIATIVE/AUTONOMY
PERSONAL/PROFESSIONAL BALANCE
ACCEPTANCE OF DIVERSITY

Professional staff members in the Office of Student Life are more than happy to consult with organization leaders and advisors to identify specific ways in which to evaluate progress in the above mentioned competency areas.

C. CAMPUS RESOURCES

The Office of Student Life offers a variety of services that can aid student organizations and their advisors. Some specific resources include:

1. Workshops and Presentations

Student Affairs staff members are skilled in facilitating workshops on numerous topics concerning students and organizations. Any group can request that a staff member present a workshop.

2. Freshman Class Committee/Certification Program

The Office of Student Life in coordination with SGA, offers a course during the fall semester that addresses the challenges of being a leader and practical application for student organizations. Any first year student is invited to participate in this class. An experienced student leader co-facilitates the program with the Associate Dean of Students facilitates this program. Formerly known as Freshman Class Council.

3. Consultation

Consulting with other College departments, such as the Office of the General Counsel, the Counseling Center, or the Office of the Dean of Students, as appropriate, when problems arise with the student organization or specialized expertise is required. The College's Office of the General Counsel is available to consult on organization (but not individual) legal issues.

4. Publications

Advisors receive a copy of the Treasurer's Handbook and e-newsletters, and may request an organization's constitution, financial balance and other items. Email sharon.duffy@emerson.edu with any and all requests.

D. METHODS FOR UTILIZING YOUR FACULTY/STAFF ADVISORS

The following are several ideas for working with an advisor.

1. LINK UP TO HIS/HER INTERESTS- Identify the interests of your advisor and ask him/her how they would like to be involved. They may enjoy working on one or two specific projects rather than being involved in many activities.

2. INCLUDE THE ADVISOR'S SPOUSE/PARTNER & FAMILY- Many advisors are family oriented and may resist involvement since it may reduce their family time. A possible solution is to find ways of involving the advisor's family as well.

3. USE A PERSONAL APPROACH- Some advisors may not feel comfortable walking into a meeting and may feel as if they are intruding. This suggests that a small informal setting may provide the least threat for an advisor's first interaction with students. Discuss the group's expectations of advisor involvement.

4. BE AWARE OF THE FREQUENCY OF INVOLVEMENT- Although it may seem logical to include an advisor in most of your programs, it also must be recognized that the continual involvement by advisors may also feel overwhelming. Therefore, programs involving advisors should be chosen to ensure that experiences are positive, worthwhile, and are planned with clear expectations of an advisor.

5. INVITE YOUR ADVISOR TO ATTEND AN EVENT- Advisors may feel more assured of student interest in their involvement if students initiate the invitation.

6. PLAN AHEAD- Give your advisor two week's notice (or more) of a particular event in which you would like their participation. Do not forget to give them full details of time, place, etc.

7. USE COMMON COURTESY- Do not forget to notify the advisor if the event is canceled or the location has changed. In short, use common sense to advise of any changes to an agreed upon plan.

AN ORGANIZATION'S RESPONSIBILITY TO ITS ADVISOR

1. Notify the advisor of all meetings and events.
2. Consult him/her in the planning of projects and events.
3. Consult him/her before any changes to the structure of the group or in the policies of the organization are made, and before major projects are undertaken.
4. Understand that although the advisor has no vote that he/she should have speaking privileges.
5. Remember that the responsibility for the success or failure of the group project rests ultimately with the group, not the advisor.
6. Talk over any problems or concerns with the advisor.
7. Acknowledge that the advisor's time and energy are donated, and express appreciation.
8. Be clear and open about your expectations for your advisor's role.
9. Periodically, evaluate your advisor and give appropriate feedback.
10. Recognize efforts and show appreciation for an advisor's time and expertise.

“To advise is to change one's life forever.” – anonymous

LEADERSHIP SKILLS

A. WORKING WITH GROUPS

A group is two or more individuals in face-to-face interaction, each aware of her or his membership in the group, each aware of the others who belongs to the group, and each aware of their positive interdependence as they strive to obtain mutual goals.

Effective Groups

There are three core activities of effective groups;

1. Setting and accomplishing goals;
2. Maintaining leadership and membership;
3. Developing and changing in ways to improve its effectiveness.

In order to achieve the ideal and team oriented group, the following activities should occur.

- Group goals must be clearly stated and understood.
- Group members must communicate their ideas and feelings accurately and clearly.
- Participation and leadership must appropriately be distributed among members.
- Appropriate decision-making procedures must be used flexibly to match the needs of the situation.
- Power and influence must be as equal as possible through the group.
- Conflicts arising from opposing ideas and opinions (controversy) are to be encouraged, not discouraged.
- Group cohesion needs to be high.
- Problem solving abilities should be at a high functioning level.
- The interpersonal effectiveness of members needs to be high.

Why People Join Groups

Why do people join groups? At the most general level, we may say that people join groups that meet some individual need(s). What are the needs that are satisfied by group membership?

Some sources of need satisfaction for individuals who join groups include:

- the members of the group
- the activities of the group
- the goals of the group

As leaders, we must also be aware of those factors that motivate member to stay in groups. With the basic understanding of human drives and motivations, it is possible to treat group members as individuals, find areas of common agreement, find challenges that motivate them, as well as understand why they act as they do.

How to Work with Groups

Use these helpful tips when approaching group work.

- Provide opportunities for them to meet new people.
- Keep group's tasks challenging and different.
- For returning members, make the tasks progressively more interesting and challenging.
- Encourage members to try new tasks.
- Openly recognize and compliment efforts; follow-up on a group members accomplishments by writing personal notes.
- Ensure that group members are involved in the overall planning for the group.
- Identify the people/groups that these individuals want to work with and help them get experiences in these areas.
- Keep the activities fun and engaging.

Individual Agendas

The leader should keep in mind the fact that a group continuously works on both the hidden and surface levels. Hidden agendas may prevent the group from moving as fast as the participants would like or expect.

- The leader can look for hidden agendas and learn to recognize their presence.
- A group member may help surface hidden agenda. He/she may take initiative in calling the group's attention to its presence.
- Hidden agendas can be brought into the open and discussed. Enlist the assistance of your advisor and/or the Office of Student Life should you need additional support.
- The leader should not criticize the group for the presence of hidden agendas. They are legitimate and must be worked with just like surface task. The amount of attention that should be given to hidden agendas depends on the degree of their influence on the group's task.
- The leader should help the group find the means of solving hidden agendas. Problem-solving methods are needed as well as other techniques for solving group problems.
- The group should spend some time evaluating its progress in handling hidden agendas. The last fifteen minutes of a meeting should be devoted to such evaluation is often very helpful.
- Better and more open ways of dealing with hidden agendas should become apparent through experience, and as groups mature, hidden agendas are often reduced, thus increasing the amount of energy the group has to devote to its surface tasks.

B. RUNNING EFFECTIVE MEETINGS

There are three basic reasons to hold a meeting:

1. To share information.
2. To bring about change.
3. To build a team.

Pre-Planning Arrangements

- For maximum eye contact and participation, arrange the chairs in a circle or a semi-circle.
- Check with members giving reports or special guests to ensure their attendance.
- Individuals should know the time and location of the meeting and the expectations of participants.
- Prepare the meeting agenda in advance and define meeting objectives.
- Solicit agenda items from other members.

Establish the Ground Gules for the Meeting

- Discussion format
- Formal Rules of Order
- Informal format
- Publicize the meeting at least 48 hours in advance.
- Indicate the ending time, date, and location at least 48 hours in advance.
- Plan all the details of the meeting and assemble your supplies.

Planning An Agenda

Planning the efficient agenda is the best way to insure that meetings are expedient, yet thorough. If your group conducts its meetings in a "semi-formal" manner, it is strongly suggested that each member have a copy of the agenda to refer to during the meeting.

The agenda is normally developed by an officer and added to by other members. It should be compiled in advance. In planning an agenda for a meeting, consider what has to be accomplished and also what should be done in light of the group's goals. The most commonly used format for an agenda goes as follows, but you should use what works best for the group:

AGENDA

(Order of Business)

1. Call to Order (meeting officially begins)
2. Roll Call (silent, written, ordered or omitted)
3. Approval of Minutes of previous meeting
4. Officer Reports
 - President
 - Vice President
 - Treasurer
 - Secretary
5. Committee Reports
6. Old or Unfinished Business (from last meeting)
7. New Business
8. Adjournment

Follow-Up

After the meeting, discuss with the other officers and your advisor any progress issues or problems encountered during the meeting. Ask for feedback regarding the running of the meeting. That may best be accomplished during an executive board meeting. An executive board meeting should be held in advance of every regular meeting and include officers of the organization only. Large organizations, or organizations whose business is to govern member organizations (such as Greek Council and SGA) should develop a format for executive board meetings (and specify the time). Such a meeting will preview the business for each regular membership meeting, set the agenda, and discuss process for any complicated business that the organization faces (i.e. disciplinary action, policy matters, etc.).

Writing Minutes

The minutes are a record of business is done and not what is said. Generally, personal opinion of members and other discussion should be avoided. The secretary, or officer responsible for taking them signs or posts the minutes. When they are published, president should sign the minutes as well. In either case, they should be signed on order to be official. Many organizations use email to distribute meeting minutes and agendas.

The minutes should contain the following information.

1. Name of organization.
2. Kind of meeting (regular or special).
3. Date and place of meeting.
4. Name of those present at the meeting.
5. Approval of previous minutes.
6. All reports and action taken.
7. Main motions carried or lost.
8. All other motions carried which contain information needed at subsequent meetings.
9. Adjournment.
10. Signature.

***The Office of Student Life encourages you to submit copies of your meeting's minutes and agendas to be placed in your organizational file for archival/historical and resource purposes. Email them to studentlife@emerson.edu!**

Meeting Format - Formal

There are two basic types of meeting format. The first type of a formal meeting and is run according to "Robert's Rules of Order" and "Parliamentary Procedures." This is a very formal, structured type of meeting that is usually followed by organizations in a governing position such as the Student Government.

For all motions, all sides should be discussed in order to consider all the alternatives. Try to reach consensus with the members of your group as to how formal your meetings will be. Discussing this at the beginning of the year will ensure that meeting run smoothly all year long. The following chart will assist you in running your meetings according to Robert's Rules of Order.

Parliamentary Procedures at a Glance

Copies of Parliamentary Procedures are available in the Office of Student Life and in the SGA Office. See Appendix of this *Resource Guide* for a helpful chart on Robert's Rules of Order.

Procedural Points

"Point of Parliamentary Procedures"

- Request for help from the Chair in understanding how to accomplish a desired end within the rules.

"Point of Order"

- Reminder to the Chair that something is happening out of order.

"Point of Clarification"

- A request of the Chair for information as to what the parliamentary situation is at the moment (i.e. "what are we voting on?")

"Point of Information"

- A request of the Chair for information you need before making a decision.

"Point of Personal Privilege"

- A request for permission to do something or have something done that affects your, or the body's comfort or well being.

Point by Point

There is no point of anything that allows you to impart information or opinion to the body (out of speakers list order) i.e., a point of information cannot be used to give up information to the body and a point of clarification cannot be used to clarify an item for the benefit of the body. The only way to bring information or opinion pertinent to a motion to the attention of the body is during discussion when you must be recognized.

Meeting Format - Informal

The second format that followed by many organizations/clubs is that of the informal style.

In an informal meeting, rules such as being recognized in order to speak, introduction of motions, and other parliamentary procedures are not employed. The chairperson takes charge of the meeting, but all members are free to contribute at any time. The atmosphere of this type meeting is open and relaxed.

Here are some guidelines to be followed in any type of meetings.

- It is necessary to realize and accept the importance of the meetings.
- Proper planning and organization of meetings can reduce wasted time in a meeting.
- Properly conducted meetings make more productive use of meeting times.
- Plan meetings in advance and notify all members of definite times.
- Have the agenda complete and available at the meeting time.
- Discourage irrelevant interruptions, late arrivals and/or early arrivals.
- Watch the time of your meetings. Have a definite beginning and ending time, and STICK to them.
- Plan RESULTS. Have your meeting contain a purpose so you can feel a sense of accomplishment rather than a sense of a waste of time.
- Keep minutes of all meetings. This also contributes to a sense of accomplishment. It should also contain an itemization of what will be done, when, and by whom.

C. EFFECTIVE COMMITTEES

A committee is formed as a subgroup of an organization to perform an additional function that the organization, as a whole, cannot perform on a temporary or long-term basis. In order to allow the organization to freely continue its normal functioning, a committee consisting of a few members of the organization is needed to accomplish this additional function. Members of the committee usually appoint or elect a chairperson and other officers as needed, the committee must keep close correspondence with its mother organization...reporting any problems, progress, and expenses. Forming committees can be cost effective in developing greater involvement from members who have only been minimally involved.

Use a Committee when:

- Time is available
- Idea generation is needed
- Group decision-making is needed
- Special knowledge/skills required

Do not use a committee:

- The task is to be done immediately
- No idea generation or group input is needed
- All decisions have been made

Defining the Committee:

- Special or Standing
- Purpose
- Parameters of operation/scope of powers
- Resources/limitations (money, time, people, knowledge, etc.)

Recruiting the Committee:

- Who is affected.
- Who has special knowledge/skills
- Styles of communication, thinking, acting
- Task/maintenance balance-
- Number of people on committee

Committee Structure:

- Hierarchy
- Decision-making Process
- Communication Network/Process
- Leadership Style
- Meeting Structure
- Training of members
- Records/Report Structure

Delegating/Assignment of Responsibilities:

- Follow-Up and Evaluation

D. TIME MANAGEMENT

As a student leader, there is a real danger of becoming "over-committed." The necessity of juggling a personal life, social time, academics, and relaxation makes it imperative that you have good time management skills.

Make use of the following "hints" when trying to manage your time.

- Write down your ideas. Do not trust your memory, no matter how good it may be.
- Set your priorities first thing in the morning before any work gets underway.
- Use your peak efficiency time (are you a morning person or a night person?).
- Do not over-commit. **Learn to say "no."**
- Tackle time-consuming projects in stages.
- Concentrate on one item at a time.
- Institute a quiet period/area where you live/work.
- Use your low productivity hour(s) for easy-to-do- projects and casual reading.
- Close the door when you do not want to be disturbed.
- Carry reading material with you at all times. Use waiting time to read.
- Do it now. Do not procrastinate.
- Keep your desk free of papers you are not working on that day. This prevents papers from being mixed up or lost. Have an organized workspace. Have a place for everything.
- Set reasonable deadlines for yourself.
- If further information is not likely to change the decision, make it now.
- Only handle a piece of paper once.
- Use an appointment book.
- Be aware of visitors and how much time they talk.

E. GOAL SETTING- KNOWING WHERE ARE YOU GOING

One of the first steps you, as leader, must take is to **SET GOALS** with your group. This should take place *prior* to any program planning. The entire group membership should be actively involved in establishing its goals. This helps to build a feeling of “group” identity. In addition, specific means actions should be developed to insure that the goals are implemented.

Employ the following techniques to help you in goal setting.

- Make sure your goals contribute to your purpose as stated in your constitution.
- Be sure the goals are those of the entire organization and not an individual's.
- Put the goals in writing. When they are in print, the group will have a greater investment to see it accomplished.
- Make your goals attainable and measurable.
- Prioritize your goals.
- Have target dates and set deadlines.
- Always be flexible about taking on new goals or eliminating obsolete ones.

Try a goal setting exercise to use with the group.

1. Let your group know that they will be setting goals at a particular meeting.
2. Try to hold the GOAL SETTING SESSION at an off-campus location.
3. Have the group to sit in a semi-circle.
4. Tell the group that you will be brainstorming ideas, activities and anything that they would like to achieve.
5. Write down all ideas.
6. Encourage the group to come up with as many ideas as possible. As they slow down, ask questions to get them going such as:
 - What would like to do this year?
 - What is the most important thing you want to see this group do?
7. After the group has generated ideas, ask the group if anyone sees any common themes (i.e. programming, college spirit, faculty involvement, professionalism). Write these down on a clean piece of paper. Open the discussion and attempt to lead the group to a consensus on the common themes that are most important to the organization.
8. After a priority order of goals have been established, discuss means or actions for implementation.
9. Explain that the 5-6 themes will be put into goal statements with the activities and ideas relevant to that goal listed under it. Ask for volunteers to write the goal statements. These volunteers will be instructed to write and send out a draft of the goal statements to the group. Changes should be made at a subsequent meeting and a final copy sent to all members.
10. Evaluate your goals and regularly review. Modifications should be made as necessary.

General Rules for Brainstorming.

- No idea is “stupid”- all ideas are valid.
- Don't judge any of the suggested ideas.
- The more ideas, the better.
- Everyone is expected and should be encouraged to participate.
- Shout out ideas as fast as possible.
- Listen to and build upon other's ideas.

F. MOTIVATION- THE FINE ART OF...

Motivation is a driving force, which allows us too accomplish our goals. We are most highly motivated when there is an incentive for us – something to be gained after or during the completion task.

Dear Leader:

If my best efforts are wanted:

I need to know what is going to happen to me as a person, what will be expected, how my contributions will fit into the group, and what, if any, are the limitations on my actions.

I need a sense of belonging in the organization, a feeling that no one objects my presence; a feeling that I am sincerely welcome; a feeling that I am honestly needed for my total self, not just for my hands, money, etc; a feeling that I am expected to carry purposes forward as reflected by orientation and education.

I need to have a share in planning group goals in a general climate of freedom. My needs will be satisfied only when I feel that my ideas have a fair hearing.

I need to feel that the goals are within reach and they make sense.

I need to feel that what I am doing does contribute to the welfare of people – that it extends in purpose beyond the group itself.

I need to share in making the rules of the group – the rules by which together the group shall like and work toward our goals.

I need to know in some clear detail just what is expected so that I can work confidently.

I need to have responsibilities delegated that challenge, that are within the range of my abilities, and that contribute toward reaching group goals.

I need to see that progress is being made toward the goal the group has set.

I need to have confidence in the leadership of the group. The confidence will be based finally upon assurance of consistent fair treatment from the person in charge on the group, of recognition when it is due, and trust that loyalty will bring an increased measure of security.

I need at any given time to conclude: "This situation makes sense to me."

Sincerely, Your Group's Volunteers

Techniques for Motivating Others:

- Give clear communication in all directions.
- Be sure to collect and give out sufficient information.
- Pay attention to needs, moods, and concerns of others.
- Involve others in tasks and responsibilities.
- Seek assistance from the people with whom you work.

Ways to Motivate People

1. Recognition

- a. Acknowledge a person's accomplishments by telling them you appreciate them.
- b. Point out a person's accomplishments to others.
- c. Compliment someone in front of others.
- d. Emphasize a person's success, don't dwell on failure.
- e. Criticize constructively and privately.

2. Rewards

- a. Give out praise.
- b. Send letters and notes of appreciation.
- c. Take a person to lunch or coffee.
- d. Promote or encourage a person to seek a position with more responsibility.

3. Involvement

- a. Allow a person to initiate his/her own ideas or plan and have input.
- b. Let person know you feel he/she is important.
- c. Listen with interest what others have to say.
- d. Make sure people understand the missions and goals of the group.
- e. If a plan is made, make sure each person supports and understands the plan.

4. Interest

- a. Allow a person to do tasks in his/her area of interest and to try new ideas.
- b. Don't assign tasks that are always repetitive and dull.

5. Self Satisfaction

- a. Let a person take responsibility for his/her own tasks.
- b. Trust a person to carry out with what he/she's started.
- c. Help a person set short term and attainable goals.

6. Socialize

- a. Do get-acquainted activities- The Office of Student Activities and other Student Affairs Offices can help suggest icebreakers.
- b. Don't be over strict about sticking with business ALL the time.
- c. Allow people to work in small groups.

7. The "Grape Theory"

As leaders of a volunteer organization, it is important to be aware of five key needs of volunteers which when met, serve as clear motivators.

Volunteers need:

- G**rowth
- R**ecognition
- A**chievement
- P**articipation
- E**njoyment

G. PROBLEM SOLVING MODEL- GETTING TO THE ROOT OF IT

1. Define the problem

- Who is involved?
- What behaviors describe how people act toward the problem?
- What information do we need
- Is the problem manageable
- Is there agreement?

2. Describe Desired Outcomes

- How will we know when we have solved the problem?
- What outcomes do we want (conditions, behaviors, attitudes)?
- Is there agreement?

3. Purpose Alternatives

- How many different ways could we reach our desired outcomes?
- Have we exhausted all possible ways of succeeding?

4. Analyze Alternatives

- What resources do we need for each alternative (people, time, money, materials)?
- What are the benefits and challenges of each alternative?

5. Select the Best Alternative

- What decision-making technique shall we use?
- Do desired outcomes need reevaluations?
- Is there general agreements on priority?

6. Plan Action Steps

- What procedures will we take?
- Who is responsible for what?
- When will the action take place?
- Do we need a back-up plan?

7. Take Action

- DO IT!

8. Evaluate

- Have we reached the desired outcomes?
- What steps helped or hindered our progress?
- Have we provided feedback to all concerned?
- Will it be necessary to redefine the problem?

H. MANAGING CONFLICTS- A GROUP'S RESPONSIBILITY

Conflicts among group members are inevitable. It is important that you recognize and resolve conflicts as soon as they arise. Although most people tend to avoid conflicts, this is not the most effective way of dealing with them. Conflict, if handled effectively, can be extremely constructive for the group process.

Advantages of Constructive Conflict:

- Increases awareness of problems
- Encourages change
- Energizes the members of a group
- Allows input into decision making
- Strengthens relationships and trust
- Stimulates creativity
- Builds group cohesion

When working through a conflict, do not look at everything as a “win- lose” situation. Be sure that everyone involved feels like something good has come out of the conflict. As a leader, part of your role is to confront and, at times, mediate conflicts between and among group members.

Helpful hints:

- Do not take sides.
- Do not allow yourself to become emotionally involved.
- Assume from the beginning that everyone involved in the conflict has legitimate positions.
- Listen quietly no matter how unreasonable or violent the remarks may sound.
- Judging is not your task- the listener's role is not that of a reformer- avoid an “I'm right – You're wrong ” position
- All expressions and emotions should be allowed to be voiced without interference or negative reaction on the listener's part.
- Listen to and understand whether a person is really conveying one message but meaning to convey something else.
- Avoid interrupting or arguing.
- Remember the importance of individual differences
- Be wary of telling your own experiences or using yourself as an example- listen instead.
- Be aware of your own biases, prejudices, strengths and weaknesses to relate groups or individuals whose personalities may easily clash with your own.
- If the participants cannot possibly talk to one another have them talk separately to you.
- If you encounter a situation that you feel is more serious than you are comfortable working through, enlist the help of your advisor and a member of the student life department.

I. DELEGATION- SURVIVAL SKILLS FOR BEING A STUDENT LEADER

The purpose of delegating responsibility is not only to get members involved, but also to train members to transition or prepare them for roles that may fill in the future. The member who is not involved may feel as though she/he is not needed. This leads to feelings of rejection and eventually a lack of interest.

*When You **Should** Delegate*

- Whenever there is work to be done, organize yourself and divide the responsibilities among the group's members.
- Assess the skills of your members and divide responsibilities according to the qualifications and interests of the group's members.
- Give work and responsibilities to people who are enthusiastic and want to contribute.
- Determine what the person will benefit from doing the work-experience, recognition, and sense of accomplishment.

*When **Not** to Delegate*

- **DO NOT DELEGATE RESPONSIBILITIES THAT ARE YOURS!**
- If you would not do it, do not expect someone else to.
- Do not give a task to someone who does not have the skills to do it, unless you take the time to train skills necessary to perform the task.

How to Delegate

- Ask for volunteers.
- Express confidence that the person will do a good job.
- Allow a person to say "no" if they are not able to and are uncomfortable in undertaking the task.
- Spread the "popular" and "not so popular" jobs around.
- Keep in mind that the individuals in the group need to be recognized, challenged, and receive support.

After Delegating

- Keep communication open.
- Identify resources.
- Be a support but do not take over.
- Be tactful about mistakes. Turn mistakes into learning opportunities.
- Say thank you.
- Demand excellence.

When an event has taken place, the club/organization should discuss it thoroughly at the next possible meeting. Any problems should be talked through so they may be avoided the next time. Accomplishments should be duly recognized and justly rewarded. Positive reinforcement are very necessary ingredients in membership retention.

J. LEADERSHIP TRANSITION – THINK TO THE FUTURE

Preparing for the transition of leadership is one of the most important and frequently underdeveloped activities undertaken by student organizations. The timeline for such a process should begin well before nominations of new leaders. The benefits of planning for transition include: encouraging students to run for office, providing continuity and minimizing post-election disruptions and the advantage of the wisdom of outgoing officers. Preparing for leadership transition is a three-step process:

1. Identify potential officers, hold informational meetings, and informally assess potential candidates;
2. Develop nomination and election activities such as ballots, applications, references, hold a speech night and gain commitment of new officers to participate in post-electoral transition activities; and
3. Develop a format for transition activities-i.e. transfer of files, organizational history, etc

This format should include those things you wish to transfer such as the historical perspective of the organization (documents, policies, procedures, job descriptions, informal norms, dynamics of the group), the previous year's goals and projects (successes, failures, ideas for future projects), resources (services, materials, institutional friends and foes), financial procedures (budgets, outstanding bills, procedures, forms, deadlines, sources of funding), roles of relationships (within organization, with advisor, with administration).

Finally this format should include skill-building sessions such as programming, publicity, goal setting, leadership styles, motivation and team building. The format each club uses to bring about leadership transition differ but can include: workshops, independent study, shadowing, mentoring, learning contracts and structured interviews. Whichever format you choose, you are bound to help your organization in making a smooth transition and to improve continuity.

ERA Awards: This event is held at the end of the Spring Semester. Leadership Transition is formally recognized each year with a ceremony honoring incoming and outgoing Emerson College organization leaders. The responsibilities of offices are "handed down" and awards of excellence are given to outstanding members of the college community.

K. PLANNING A SUCCESSFUL PROGRAM- BACK TO THE BASICS

WHAT IS "PROGRAMMING?"

Programming is the process of organizing and implementing events and activities in order to meet specific goals. Programming is a learning process, both for the programmer and the audience. Through programming we can learn a number of skills that benefit not only our professional lives, but our personal lives as well.

Successful programs are well organized, well publicized, evaluated and designed with a group's specific needs and interests in mind. Programs occur in many shapes, sizes and formats. Every program need not be a major extravaganza- planning a backgammon tournament in the residence halls can be as valuable an experience as organizing and all-campus dance. There is a place for all levels of programming and all types of programming. Programming adds greatly to the Emerson experience by providing opportunities that challenge, entertain and teach us.

WHY DO WE PROGRAM?

We program to meet the needs and interests of our group and our community. Some of these needs and reasons to program are:

- to relax, to be entertained, to have fun
- to develop and strengthen career-oriented skills
- to develop outside personal interests
- to develop life skills, such as budget management, interpersonal communication, problem- solving, decision-making and working with groups
- to develop friendship
- to discuss issues of personal concern
- to build community, within our group, our residence hall and our college

TYPES OF PROGRAMS

The content of any event falls into major categories, each responding to a different need or interest: **Social, Recreational, Cultural, Educational or Community Service Based.**

Social:

Activities designed for relaxation, diversion and personal interaction; parties, study breaks, movies.

Recreational:

Combines the benefits of social interaction with physical exercise; volleyball, basketball, skating, biking, skiing, softball games.

Cultural/Educational:

Exploring serious (though not always career or academic oriented) issues and ideas. Appreciation for the fine and performing arts; Museum trips, mini-courses, workshops, discussion groups.

Community Service Based:

Activities with people outside of your particular group. These activities are enjoyable and serve to broaden your perspective, visiting nursing homes, collecting toys, benefit walks or clean ups.

PLANNING A SUCCESSFUL PROGRAM

Great programs don't just happen- they are the result of hard work, attention to detail, commitment, follow through and a whole lot of energy and enthusiasm. Follow the suggested guidelines below as you start your way down the path to successful programming!

1. ASSESS NEEDS AND INTERESTS

- Use interest surveys or questionnaires and informal group discussions to determine needs and interests.
- Suggestion boxes also work well.

2. DEVELOP A PURPOSE

- Identify objectives and formulate rationale for a program and what you hope to accomplish.
- Determine what needs you will be meeting and what experiences you want for your participants.

3. INITIATE A PROGRAM

- Brainstorm ideas.
- Sort and evaluate ideas.
- Decide upon an idea for the program.

4. IMPLEMENT THE PROGRAM

a. CHECK YOUR PROGRAM IDEA

- Is it a new idea or "tried and true?"
- What are the initial reactions by other students?
- Will your event be a free program or will you charge admission?
- Is your idea financially viable?
- Is your idea consistent with college policies?
- Identify your resources (advisor, Associate Dean of Students, SGA)

b. DECIDE FROMAT

- Speaker
- Workshop/demonstration
- Discussion group
- Theme
- Performance with an entertainer
- Panel

c. BUDGET

- Performer \$
- Lights
- Sound
- Food
- Tickets
- Electrician
- Flowers
- Publicity
- Decorations
- Security
- Clean-Up
- Sub-total
- Total
- Profit/Income

d. SCHEDULING

- Dates available
- Appropriate time of the year
- Activities happening on campus- don't compete for participants

e. FACILITY

- What time are the venues available?
- What is the seating capacity of the venue?
- Are staging/lighting/sound equipment available? Will you have to rent them?
- Reserve room as early as possible!

f. CONTRACT (if applicable)

- Negotiate price and terms
- Discuss mutual expectations
- Itemize in writing details of dates, times, equipment, payment
- **Contracts must be signed IN ADVANCE by the Dean of Students.**

g. VOLUNTEER RECRUITMENT

- Recruit volunteers
- Delegate responsibilities

h. EQUIPMENT, SUPPLIES AND SET-UP

- Audio Visual Equipment
- Security
- Housekeeping
- Tables and Chairs
- Stage
- Food
- Volunteers' Schedules
- Sound and Lights
- Climate of room
- Decorations
- Tickets
- Change (cash)
- Budget requests
- Contacts performer a few days prior to event
- Check and recheck Contract Rider items
- Maintenance requests

i. PUBLICITY AND MARKETING

- Identify your target audience (who you are trying to reach) and determine types of community and campus publicity available.
- Posters and fliers to printer
- Teaser arranged
- Announcements
- Word of mouth
- Campus calendar
- WECB/EIV P.S.A.
- Berkeley Beacon ad
- Bulletin Boards/websites: ECommon.emerson.edu, Tackboard, Facebook
- Balloons
- T-Shirts
- Buttons
- Invitations
- Faculty announcement
- Campus Center Information Desk
- AXIS TV in the Campus Center

j. FINALIZE PLANS

- Post schedule.
- Confirm artist/vendor arrival time.
- Confirm volunteer/worker arrival time.
- Pick up check(s).

k. EVALUATION AND FOLLOW UP

- Complete an evaluation.
- Provide final report to budget committee.
- Recognize volunteers.
- Return equipment.
- Pay bills.
- Tie up loose ends.

Program Planning Timeline

5 weeks before the event (or earlier)

- Program organizers meet with executive board member to review timeline and delegate tasks.
- Check activities calendar to avoid conflicting events.
- Reserve the facility and/or necessary equipment.
- Request or create contract.
- Meet with Associate Dean of Students to discuss plans.

4 weeks before the event

- Brainstorm marketing campaign with Publicity Coordinator.
- Inform academic departments about the events.
- Make reservations for food, hotel and transportation.
- Submit article and advertisement for the Berkley Beacon.
- Create rough copy of poster.

3 Weeks before the event

- Process all financial paperwork.
- Finish posters; get them stamped in the Office of Student Life and get to printer.
- Send WERS and WECB bulletin board request.
- Create ticket and launch initial ticket sales after submitting a Fundraising Form to the Office of Student Life.
- Contact Media Services if needed.
- Submit event posting to eCampus.

2 Weeks before the event

- Get additional posters stamped in the Office of Student Life.
- Put out table tents.
- Continue ticket sales.
- Make table tents.

Week of event

- Contact performer and advance the show (special arrangements, meals directions).
- Launch special publicity campaign.
- Put out table tents.
- Staff table with video/audio of performer and sell tickets.
- Remind volunteers and confirm their participation.
- Confirm all details of the event.

Day of the event

- Put extra posters on tables around campus.
- Remind friends of time and location of performance. Be enthusiastic, it will catch on!
- Troubleshoot last minute issues that may arise.
- Meet performer.
- Relax and enjoy the show.

Day after the event

- Take down all publicity and remove table tents.
- Fill out an evaluation form.
- Send thank you notes.
- Review evaluation (at the next meeting).

L. SEVEN STEPS TO STELLAR SERVICE PROJECTS

Community service projects provide many benefits to student groups, even if your group is not a “service-focused” organization. They are great for team-building and boosting morale, they help develop skills and abilities that promote professional development, and of course, you contribute your talents and energy to a cause, foster a sense of connection to the larger community, and learn about social issues.

1. **Clarify the needs and goals of your project with input from your members.** Questions might include: What is the purpose of the project (for instance, team-building or furthering organizational mission)? What do you want participants to take away from the project? What community issues interest your members? Asking these questions will ensure buy-in from group members while framing the rest of the planning process.

2. **Identify a community group:** Which organizations work with the populations that your members expressed an interest in? See the end of this section for a list of organizations Emerson groups have had success with in the past, as well as a list of web-based resources for finding volunteer opportunities.

3. **Contact the organization:** Before you call, prepare a list of questions, including: directions, maximum/minimum number of volunteers, special restrictions (for instance, no open-toed shoes in the food bank warehouse), hours of operation/available dates, a participant list/number confirmation deadline, any special applications that must be completed by participants (particularly important for manual labor and activities that work with children or vulnerable populations) or the primary contact person at the agency.

4. **Confirmation: REALLY important!** The organizations are counting on a specific number of volunteers and have planned activities accordingly. If they expect 20 volunteers to prepare meals for homebound patients and only 5 come, that may mean that some people won’t eat that day. Even in less extreme cases, these non-profit groups are almost always understaffed and have worked hard to accommodate your group. Being respectful and professional are essential. Provide a final count well in advance of the project. Remind participants of any special restrictions or requirements.

5. **Reflection:** The purpose of reflection is to encourage your volunteers/group members to think about their experience in a larger context. Reflections are essential to both the lasting impact of the project for the students, and for the team-building aspects of service projects.

6. **Evaluation and Appreciation:** Make time to get written feedback from both your group members and the non-profit agency. Also, show your appreciation to the community agency with a “snail mail” thank you note that student participants have signed. Congratulate the participants. For example, send a note with numbers: “Today our ten members volunteered for 4 hours at Community Servings, contributing 40 hours of service”). Or send an e-card with a photo from the day.

7. **Tell us about it!** Report your service! Be sure to complete a Community Service Report (see this Handbook) and submit it to Student Life, reporting ANY AND ALL service that your organization completes.

Finding a Service Project:

<https://www.myinterfase.com/emerson/student/> – Community groups post opportunities for Emerson students on eHire <http://www.volunteersolutions.org> – search by zip code, group project, and issue area <http://www.bostoncares.org> – Emerson is a member school; organizes over 200 volunteer opportunities every month (617.723.5800)

Contact Elin Riggs, Assistant Director of Off Campus Student Services more information!

EXPECTATONS AND RESPONSIBILTIES

A. CALENDAR

Keep an eye on the calendar to help your group plan events. Many annual events do not have a set date but generally occur at the same time every year.

September

Emerson Organizational Fair the annual organizational fair which serves as an introduction of the student clubs and organizations to new students and as recruitment for returning and new students.

Student Leadership Retreat: A weekend co-sponsored by the Student Government Association and the Office of Student Life to train and develop both new and veteran leaders.

Freshman Class Committee: Held during the fall, a semester long program for new students interested in becoming involved as student leaders.

October/November

Anti-Hazing Compliance: All club and organization president/chairs are required by Massachusetts Law and College policy to sign anti hazing statement after reading the guidelines to his/her constituency. Typically due the first week in October/February.

Reactivation: club and organization presidents/chairs must complete a membership list to indicate a group's active status on campus. Typically due the first week in October/February. Contact the Office of Student Life for deadlines.

Family Weekend: usually held late October or early November. Student organization involvement in daytime events is welcomed.

Diversity Week: Student organization involvement is welcomed in the development of programs.

December

Elections: Held by groups experiencing loss of leadership in the spring due to graduation, International or External Program study or other reasons.

March

Women's Herstory Month: Student organization involvement is welcomed.

April

Elections: Selection of officers for the following academic year, traditionally held no later then two weeks prior to ERA Awards.

ERA Awards: An activity sponsored by the Student Government Association that celebrates the passing of organizational leadership from outgoing executive councils to incoming executive councils.

Financial Advisory Board (FAB): The process by which an officially recognized club/organization requests a budget from the Student Government Association.

On-Going

ORRB-Organizational Recognition Review Board: The process by which the club/organization seeks official recognition by the college. For more information, please refer to the Student Handbook.

Student Government Association Meetings: Both bodies of SGA, Senate and Executive Council, meet weekly to discuss business and hear financial appeals. Typically, one branch meets Tuesdays, the other on Thursdays.

SGA Treasurers' Workshop: Conducted by the SGA treasurer for all treasurers of clubs/organizations funded by Student Government.

B. EMERSON COLLEGE RULES AND REGULATIONS

ACADEMIC MISCONDUCT

Academic misconduct includes traditional textual plagiarism and its manifestations, including self-plagiarism (submitting work to meet a requirement in one class that was submitted to meet a requirement in another class without the explicit authorization of the class's instructor), falsifying work or academic records, cheating, substitution of work or the work of another, actively participating in or condoning these activities with others, appropriating creative works of art in whole or part (images, sounds, lighting designs, audio tracks, scripts, etc). See "Sanctions" under the Disciplinary Process section and the Policy on Plagiarism in this section for further details pertinent to this matter.

ALCOHOL AND OTHER DRUG POLICY

INTRODUCTION

The Emerson College Alcohol and Other Drug Policy contains information on the College's philosophy regarding alcohol and other drug (AOD) use and abuse by students, faculty and staff ("the Emerson community"), as well as regulations and sanctions regarding the possession, use, manufacture, distribution, sale and advertisement of AODs while on Emerson College-owned or leased property or at off-campus, College-sponsored events. In addition, the Professional Arts Consortium's A Guide to Substance Abuse Prevention booklet provides AOD-related information about federal, commonwealth and city laws, regulations and sanctions; physical and psychological effects of AOD use and abuse; and resources for AOD information, education, and treatment. Taken together, these documents supply all necessary information for compliance with the U.S. Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989.

Extra copies of either publication can be obtained from the Office of the Dean of Students or Emerson's Office of Human Resources.

PHILOSOPHY

It is a goal of Emerson College to provide a safe, productive, and healthy environment in which all members of the Emerson community can learn, work and grow from a wealth of different experiences. The College is determined to establish and maintain working, living and learning conditions that are free from the negative effects of alcohol and other drug abuse. With this in mind, the College encourages responsible decision-making regarding the use of legal drugs (alcohol, tobacco, pharmaceuticals, etc.). Emerson College does not condone the use of illegal drugs.

Emerson College recognizes that the misuse or abuse of any drug can be detrimental to the health, safety, learning and well-being of individuals as well as the Emerson community. Therefore, the College offers substance abuse prevention programs for its students and employees and will identify resources and provide assistance and support for those who have, develop or are in recovery from problems with AODs.

MEDICAL AMNESTY

The overarching priority of Emerson College with respect to alcohol and other drugs is to ensure the safety and well-being of our students. The College is committed to providing guidance so that students can learn to develop a responsible approach to social challenges, including whether to use alcohol, how to do so in moderation and how to comply with local, state and federal laws governing alcohol consumption. Emerson expects students to abide by laws and College policies regarding alcohol and drug possession and consumption. For those students who choose to consume alcohol.

Emerson expects that they do so in moderation and thereby minimize the incidence of alcohol poisoning and alcohol-related injuries. However, the College acknowledges there may be times when students may face medical emergencies involving excessive drinking and/or drug use. In these situations students are expected to call for assistance (e.g. Resident Assistant, Public Safety, 911, etc.) when concerned for their own health or welfare, or that of another student. In order to encourage students to seek prompt and

appropriate attention for alcohol or any other drug intoxication the College has instituted a “Medical Amnesty” policy. Emerson’s Medical Amnesty policy is applicable to the student requesting medical assistance for oneself, student seeking medical assistance for another person, and student for whom medical assistance was sought.

Seeking medical assistance for oneself or a fellow student demonstrates responsible student behavior. When evaluating an alcohol violation the College will consider whether a student sought medical assistance for oneself or another person in need, and in most cases view the act of seeking medical assistance as good judgment and accordingly, not deserving of typical disciplinary sanctions. Thus, if it is determined that the Medical Amnesty policy applies to a given situation the concerned students will not be subject to a disciplinary fine or disciplinary probation. Parental notification and referral to meet with the Counseling Center and Wellness Educator still apply.

Please note that this policy does not excuse or protect those who repeatedly or flagrantly violate the Student Code of Conduct. If a student received Medical Amnesty for a prior incident the availability of amnesty for a subsequent incident is at the discretion of the Dean of Students or his/her designee. If other infractions are concurrent at the time of intoxication including, but not limited to, physical or sexual assault, distribution of illicit substances or property damage this policy does not apply.

RECOGNIZING SIGNS OF INTOXICATION/OVERDOSE

If you drink or have friends who drink it’s important to know the signs and symptoms of alcohol poisoning: It’s not necessary for all of these symptoms to be present before you seek help. Those signs followed by an asterisk may also indicate opiate or sedative/hypnotic drug overdose.

Vomiting

Confusion, stupor*

Seizures

Slow breathing (**less than eight breaths a minute**)*

Irregular breathing*

Blue-tinged skin or pale skin

Low body temperature (feels cold & clammy to touch)*

Unconsciousness (“passing out”)*

Signs of an amphetamine overdose may include:

Rapid heartbeat

Increased temperature/sweating

Behavior changes indicated by increased anxiety, delirium or psychosis

A person who is unconscious or can’t be roused is at risk of dying.

SEEK ASSISTANCE

Even if you don’t see the classic signs and symptoms, but suspect someone has alcohol poisoning err on the side of caution - seek immediate medical care. In an emergency, follow these suggestions:

If the person is unconscious, breathing less than eight times a minute or has repeated and uncontrolled vomiting, call 911. Remember that even when someone is unconscious or has stopped drinking, alcohol continues to be released into the bloodstream and the level of alcohol in the body continues to rise. Never assume that a person will “sleep off” alcohol poisoning.

Don't leave an unconscious person alone. While waiting for help turn them on their side; don't try to make the person vomit. People who have alcohol poisoning have an impaired gag reflex and may choke on their own vomit or accidentally inhale (aspirate) vomit into their lungs, which could cause a fatal lung injury.

Your assistance and support in helping the College keep you and your fellow students safe is most appreciated.

LAWS, REGULATIONS AND SANCTIONS

Emerson College and the members of the Emerson community are responsible for observing and complying with federal, commonwealth, city, and College laws and regulations regarding the use of AODs whenever they are on its U.S. or European campuses or taking part in its activities. Where the legal drinking age at our European campus may differ, Emerson College students will be held to the legal drinking age laws of the hosting countries. All other aspects of this Policy remain in effect at our European campus. In addition, all members of the Emerson community are responsible for ensuring that their guests adhere to the Emerson College AOD Policy, and, when determined appropriate, will be held accountable for violations committed by their guests.

Students or student organizations who violate AOD laws or campus regulations while on

Emerson College owned or leased property or at off-campus, College-sponsored events are subject to a variety of sanctions which may include, but are not limited to, one or more of the following: written warnings; fines; required participation in AOD educational programs; community service; parental notification; loss of residence hall and College privileges; referral for substance abuse evaluation or treatment; housing, disciplinary, or College probation; suspension from housing or the College; dismissal from housing or the College; and prosecution by the appropriate federal, commonwealth, and city authorities.

Faculty and Staff who violate AOD laws or campus regulations while on Emerson College owned or leased property or at off-campus, College-sponsored events are subject to a variety of sanctions which may include, but are not limited to, one or more of the following: written warnings; referral for substance abuse evaluation or treatment; on-the-job disciplinary actions; job suspension; termination of employment; and/or prosecution by appropriate federal, commonwealth, and city authorities.

Concerns and reports about the violation of AOD laws or College AOD regulations should be addressed as follows:

- questions or concerns regarding students' use or abuse of AODs in the residence halls and dining halls should be directed to the Associate Dean/Director of Housing and Residence Life.
- questions or concerns regarding students' use or abuse of AODs on non-residential areas of the campus or at off-campus, College-sponsored events should be directed to the Dean of Students. Likewise, students who are unsure about how to address their AOD concerns should contact the Dean of Students.
- questions or concerns regarding students' use or abuse of AODs at any of the College's external programs should be directed to the respective Director of the program.
- questions or concerns about staff or employees' use or abuse of AODs should be directed to Associate Vice President of Human Resources.
- questions or concerns about whether and where alcohol may be consumed or served on Emerson property should be directed to the Director of Business Services.

A. Alcohol

1. College Wide Regulations

a. Age:

A person must be 21 years of age or older to possess or consume alcoholic beverages. All members of the community are prohibited from serving or providing alcohol to individuals who are under 21 years of age.

b. Authorization:

Faculty and staff who wish to host an event where alcohol will be served on any property owned or leased by Emerson College must comply with the terms as established by Emerson College by submitting an approval form (available on the Business Services website, emerson.edu/business_services/food_services/catering.cfm) to the Director of Business Services, seven (7) business days prior to the event, for review. The form will be forwarded to the Vice President for Administration and Finance for approval.

Students and student organizations who want to hold an event where alcohol is served or present while on Emerson College owned or leased property or at off-campus College-sponsored events must submit a completed "Application for Alcohol at Student Organization Events" at least 21 days before the event for review. Applications are available at the Office of the Dean of Students. The College will typically only authorize requests to allow alcohol service at student events that are sponsored by either the Senior Class or the Graduate Student Association.

Student organizations should present their requests as follows:

- Residence Hall Association, Learning Communities and Residence Life related sponsors should present their proposals to the Associate Dean/Director of Housing and Residence Life;
- Recognized undergraduate student organizations should present their proposals to the Associate Dean of Students; and
- Recognized graduate student organizations should present their proposals to the Director of Graduate Studies.

Final authorization requires the signature of the Dean of Students.

c. Common Source Alcohol Containers

Kegs, beer balls, alcohol by the case, trash can punches or any other central sources of alcoholic beverages are prohibited.

d. Common Areas

Alcohol consumption or possession of an open container of alcohol is prohibited at any time in College owned or leased hallways, lobbies, lounges, stairwells, classrooms, studios, technical facilities, meeting spaces, bathrooms, outdoor areas, vehicles or any other public areas without prior written authorization. Students must obtain such authorization from the Dean of Students and employees must obtain such authorization from the College's Director of Business Services.

e. Intoxication and AOD Impairment

All members of the Emerson community are prohibited from being intoxicated on Emerson College property or at Emerson sponsored events, regardless of age. The College also reserves the right to hold students accountable, regardless of age, for being intoxicated at off-campus, non-Emerson related events or locations. Behavioral symptoms frequently associated with intoxication will be considered in determining intoxication. These symptoms may include, but are not limited to, the following: impaired motor skill coordination, difficulty communicating, vomiting, glazed/red eyes, the smell of alcohol on one's breath, verbal and/or physical aggressiveness, destructive and/or disruptive behavior and engaging in any behavior which may endanger oneself or others. Members of the Emerson community are further prohibited from performing employment duties or participating in classes and student activities while impaired due to the effects of AOD consumption, regardless of whether such impairment rises to the level of intoxication.

Students should be aware that the College may notify their parents or legal guardians if the College determines that their use or consumption of alcohol or other drugs poses a threat to their health or safety, regardless of whether such consumption occurs on or off-campus. At a minimum, when it comes to the College's attention, parents or legal guardians will be notified when a student's level of intoxication requires their being transported to a hospital.

f. Advertising and Postings

i. No postings or announcements may be made, placed or distributed that promote a party or event where individuals under 21 years of age are likely to be served or consume alcohol.

ii. No postings or announcements may be made, placed or distributed that mention, make reference to, allude to or depict alcohol; promote, invite or encourage alcohol consumption; or mention or allude to the amount of alcohol to be served or consumed at a particular party or event.

iii. No postings, announcements, promotions or tickets sales may be made, placed or distributed for non-College-sponsored events at which alcohol will be served or consumed.

2. Student Alcohol Regulations

a. Parties, Activities, and Events

i. Students and student organizations are prohibited from sponsoring an event, party or program where alcohol is served or consumed without written authorization from the Dean of Students.

ii. The commercial distribution of alcohol is prohibited.

iii. The manufacturing of alcohol is prohibited.

iv. Funding, donations, give-aways and other remuneration for Emerson College events and activities by the manufacturers, distributors or sellers of alcohol are prohibited without written authorization.

v. Alcohol is prohibited from all Emerson College student and student organization orientation and initiation activities.

vi. No event may be held where a primary focus is the service and consumption of alcohol.

vii. All College-sponsored student organization events and activities at which alcohol will be served or consumed must have the event's advertising approved by the Dean of Students or his/her designee.

viii. Student events where alcohol is served or consumed must follow the guidelines below:

- a) Admission charges and/or undergraduate student activities fees may not be used for the purchase of alcohol.
- b) Open bars or the serving of alcohol without charge is prohibited unless food and non-alcoholic beverages are also available free of charge. In addition, at least 25% of an event's food and beverage budget must be used for the purchase of food, and at least 25% of an event's food and beverage budget must be used for the purchase of non-alcoholic beverages.
- c) Unless otherwise authorized by the Dean of Students, hosts or hosting organizations are required to provide food and non-alcoholic beverages as a part of any activity or event at which alcohol will be available via a cash bar. Food and non-alcoholic beverages must be available in sufficient quantities (in general, they should be available throughout the entire event) for the expected attendance of the event.
- d) No alcoholic beverages are permitted to be brought into the function area by attendees.

ix. In addition, on-campus student events where alcohol is served or consumed must follow the guidelines below:

- a) Alcohol permitted at an event will be restricted to beer and/or wine.
- b) No alcoholic beverages are to be taken out from the function room.
- c) Alcoholic beverage service will last no longer than three hours in duration, and is to end no later than 11:30 p.m.

x. In addition, student organization sponsored events where alcohol is served or consumed must follow the guidelines below, unless otherwise authorized:

- a) No alcohol other than what is served by the College's dining services (for on-campus events) or a licensed server (for off-campus events) is permitted.
- b) At least two members of the hosting organization and its advisor or designated faculty/staff member need to be present and not drink alcoholic beverages throughout the entire event. For on-campus events, the organization is responsible for arranging to have a member of the College's Public Safety Department present throughout the entire program.
- c) Admission to the program will be restricted to currently enrolled Emerson students and members of the College faculty/staff. Students will be permitted to host one guest and may not leave an event without their guest. At on-campus events, students will be required to sign in their guest at the registration desk.
- d) When deemed appropriate, students and their guests must demonstrate proof of age with a government issued photo ID such as a driver's license or passport.
- e) No one under 21 years of age will be admitted to an on-campus event. The members of the hosting organization, with the assistance of its advisor or designated faculty/staff member and a staff member from the College's dining services will be responsible for monitoring entrance to the event throughout the duration of the program.
- f) The College's dining services (for on-campus events) or the licensed server (for off-campus events) will be responsible for managing the beverage bar in keeping with federal, commonwealth, and city alcoholic beverage laws and regulations. The hosting

organization is responsible for insuring that the Emerson College AOD Policy is observed at all times.

xi. The College also reserves the right to discipline students, regardless of age, if the College determines that the student's service of alcohol to others, including at off-campus, private non-Emerson related events, negatively impacted the College's relationship with, or reputation in, the greater community or posed a danger to any individual's health or safety.

3. Residence Hall Regulations

a. An individual 21 years of age or older may possess and/or consume alcohol only in his/her own room or in the room of another resident who is 21 years of age or older.

b. Personal possession of alcoholic beverages by any one resident 21 years of age or older combined with any guests in quantities exceeding one 12-pack of beer (144 ounces) or one half gallon (64 ounces) of wine or one pint (16 ounces) of liquor (80 proof maximum) or its equivalent is prohibited.

c. An individual 21 years of age or older may possess and/or consume alcohol in the common area of a residential suite only if all suite mates and guests of the suite are 21 years of age or older.

d. Residence hall activities fees may not be used for the purchase of alcohol.

e. Individuals under the age of 21 are prohibited from being in the presence of an open container of alcohol without written authorization.

f. Alcoholic beverage containers of any kind (e.g. bottles, cans, etc.), even if they are empty, are not permitted in any student room except where a student is 21 years of age or older.

g. Alcohol paraphernalia including, but not limited to, beer pong tables or funnels is prohibited.

B. Tobacco

1. College-Wide Regulations

a. Smoking is prohibited in all Emerson College owned or leased buildings.

b. Smoking is prohibited within the archway of the 80 Boylston Street entranceway during posted hours.

c. Smoking is prohibited within 25 feet of 150 Boylston Street.

d. Smoking is prohibited in all Emerson College owned or leased transportation vehicles including buses, vans, shuttles, Public Safety patrol cars and Facility Management vehicles.

e. The retail sale of tobacco and tobacco products is prohibited.

f. The commercial distribution of tobacco and tobacco products is prohibited.

g. Funding, donations, give-aways and other remuneration for Emerson College events and activities by the manufacturers, distributors or sellers of tobacco and tobacco products are prohibited.

C. Drugs

1. College-Wide Regulations

a. Possession, use, manufacture, distribution or sale of illegal drugs is prohibited.

- b. Possession, use, manufacture, distribution or sale of drug paraphernalia (e.g. pipes, bong, etc.) is prohibited.
- c. Being under the influence of any illegal drug is prohibited (see "Intoxication" under the All-College Regulations regarding alcohol).
- d. Knowingly being in the company of anyone who is using illegal drugs is prohibited.
- e. Unlawful distribution or abuse of prescription drugs is prohibited.
- f. Use of prescription drugs without a prescription is prohibited.

BUILDING ACCESS

During the following periods: Monday-Thursday, 6:30 p.m.-7:45 a.m.; Friday, 6:30 p.m.-Monday, 7:45 a.m.; and holidays, a current Emerson College ID or Access card ordinarily will be required for entry into College buildings. Persons without a current Emerson College ID or Access card ordinarily will not be admitted, with the exception of the following: (1) faculty and students from other academic institutions authorized to use the Emerson College Library, who will be required to show their current photo ID from their school and sign in, and (2) students from other to academic institutions who are cross registered for classes at Emerson, who will also be required show their current photo ID from their school and sign in. If the individual's school ID is not a photo ID a supplemental, current, government issued photo ID, such as a driver's license, must be shown along with the school ID.

Ordinarily, guests must be "signed in" by the Emerson College individual faculty, staff, or student who will be their "host" while they are visiting. The host must present his / her current Emerson ID or Access card when signing in the guest, and the guest must present a current photo ID and sign the log at the security desk. The host who signs in a guest is responsible for the whereabouts and actions of his/ her guest in the Emerson building at all times while they are signed in. Students will be limited to signing in five (5) guests, unless otherwise authorized. Activity Notifications, such as notifications from Property Management or departments will not serve as authorization for access to the building. They will serve as informational notifications to Public Safety/Security regarding scheduled activities and may provide the name(s) of participants. But, participant entry to the building will be according to the standard procedures, i.e., Emerson ID or Access card or guest admittance.

The College reserves the right to make changes to these policies and procedures without notice, especially in the event of emergencies or other unusual situations.

CAMPUS POSTINGS

A. All hard copy postings must have an official Student Life posting registration stamp. Student Organizations are strongly encouraged to show posters to their advisors prior to obtaining a registration stamp.

To obtain a registration stamp:

1. An original poster, table tent or flyer must be dropped off at the Office of Student Life, 150 Boylston Street, 2nd floor at least 24 hours before the flyer/poster is to be posted or placed.
2. Individuals and groups may not post or place any flyer or notice without the original copy being stamped. Unregistered posters and table tents will be removed.
3. All registered flyers/posters will be stamped with a designation that denotes the end posting date. Flyers/posters will be approved for up to three weeks of posting. Groups may copy that flyer for more general distribution. Poster registration does not imply College endorsement.
4. Student organizations are expected to remove their notices when their event has passed.

5. Alterations to an approved poster are considered unapproved. You must bring your flyer to Student Life for re-approval.

6. All flyers must have Emerson College contact information in order to be approved.

7. All flyers advertising a fundraiser must have an approved Fundraising Form on file with the Office of Student Life before the poster may be stamped for approval.

8. All flyers advertising an event hosted by a recognized student organization in an off-campus location must have a signed contract on file before the posting may be approved.

B. Postings of signs, flyers, advertisements and other materials are permitted on authorized bulletin boards only. All other postings will be removed.

Questions about a specific building posting policy may be directed to Property Management or the following as appropriate:

1. Campus Center - Assistant Director of the Campus Center

2. Cabaret - Assistant Director of the Campus Center

3. Residence Halls - Residence Director

C. No postings may be placed in elevators, on fire escapes, walls, doors, windows, fences, lamp posts or trees.

D. Postings, flyers, advertisements, and other notices are not permitted to be slipped under or placed on residence hall room doors without approval of the Associate Dean/Director of Housing and Residence Life.

E. Postings on the outside of any Emerson-owned or rented property is prohibited.

F. No postings may be placed or distributed that promote a party or event where students under the legal drinking age are likely to be served or obtain alcoholic beverages.

G. No postings may be placed or distributed that mention, make reference to, allude to or depict alcohol, or promote, invite or encourage alcohol consumption.

H. No postings may be placed or distributed for non-college sponsored events at which alcohol will be served or consumed.

I. No postings for non-Emerson related events and activities will be approved for posting. Non- Emerson related events and activities are encouraged to purchase advertising space in The Berkeley Beacon.

J. If an Emerson related event is to take place on property under the jurisdiction of the City of Boston or Commonwealth of Massachusetts (i.e., the Boston Common, the Public Gardens, the Hatch Shell, etc.), a permit must be obtained through the Office of Government and Community Relations. Proof of a permit must be submitted before a poster will be approved in Student Life.

K. If an Emerson organization wishes to reference or credit a non-Emerson entity, a formal contract outlining the relationship will be required before a flyer may be approved. The Dean of Students must review and approve all contracts.

L. Only events sponsored and coordinated by recognized clubs and organizations may post an event on the eCommon calendar or via the Campus Center Axis TV Service.

M. All students are encouraged to post their activities to the College's website portal. Any post can be edited or removed if it is found to violate the Electronic Information Policy. All of the policies related to obtaining an approval stamp pertain to electronic posting submissions to the College's web portal, ECommon.emerson.edu.

Please note: Failure to abide by these policies may lead to loss of posting privileges, College recognition and/or disciplinary action from the College.

COPYRIGHT POLICY

As an institution committed to leadership in communication studies and the performing arts, Emerson College requires that its faculty, staff, and students comply with all applicable laws concerning copyright and intellectual property. Further explanations are provided under the Electronic Information Policy and Intellectual Property Ownership Policy statements later in the *Undergraduate Student Handbook* and at www.emerson.edu/library/about/policies/copyright.cfm.

DEMONSTRATIONS

The College believes in the right and is committed to the protection of all peaceful forms of protest. The campus must be open to a free exchange of ideas where diverse viewpoints can contend for acceptance in an atmosphere free of any recourse to physical force.

In turn, the College will insist that all protests be orderly and carried out with the following regulations:

A. The blocking of corridors or entrances to any area or the use of loud noise to disrupt a conference, meeting, or classroom session is prohibited.

B. Demonstrations may not be conducted in faculty or administrative offices, classrooms, the library, or other academic/performance areas.

C. Picket lines in College corridors are prohibited. Students, faculty or other members of the College community who violate these regulations will be subject to disciplinary action.

ELECTRONIC INFORMATION POLICY STATEMENT

ELECTRONIC MAIL

The following policy describes the degree of privacy e-mail users may reasonably assume. College personnel generally will not read or make available for anyone else to read the contents of any student e-mail files without the permission of the user, unless there are grounds for doing so. Such grounds might include, but are not limited to, maintaining system integrity (such as tracking viruses), meeting legal obligations (such as subpoenas), and performing certain system management functions (such as routing misaddressed messages).

INTERNET USE

Emerson College provides Internet access to support the curricular and informational needs of students, faculty, and staff members. All users are responsible for acknowledging sources, handling potentially offensive material with discretion, and acquiring information which is consistent with one's objectives as a student, faculty or staff member.

Responsibility for acknowledging sources

Documents and other information accessed through the Internet that are used in compiling reports, term papers, journal articles, and the like, must be cited with a proper footnote and bibliographic reference as if the source were a book or other printed work. To do otherwise constitutes plagiarism and will be treated as such.

Responsibility for handling potentially offensive material with discretion

Material can be accessed on the Internet that some may consider to be objectionable or offensive. In no way does Emerson College encourage or endorse accessing such material except for legitimate academic purposes. Users must exercise judgment when choosing the information they access. If there is the reasonable expectation that the accessed information would be considered objectionable

by some, then public terminals (those in open offices, labs, the library and other public places) may not be used and hard copy of such information may not be directed to public printers. Thus, in accessing such material, the user has the responsibility to do so in a private environment, such as a residence hall room or private office, and in such a way that the material does not negatively affect those who may deem it objectionable or offensive. For example, such material should not be forwarded to others without their consent.

Responsibility for Internet use consistent with one's objectives as student, faculty or staff member

The College provides on-campus Internet capabilities to students, faculty, and staff members at the College's expense, for their use on College business and incidentally for personal purposes, so long as this use does not violate College policy or adversely affect others. The Internet is not to be used to cause harm, no matter how minor, to any individual or computer facility. Users are expected to familiarize themselves with the College's electronic policies found on-line at emerson.edu/policy. Users are expected to protect Emerson College's good name and reputation.

Sharing of Copyrighted Files

Most movies, sound recordings, and software applications are copyrighted. Any duplication of copyrighted materials without the express consent of the copyright holder is not only against Emerson College policy, it is against state and federal law. Those laws carry severe penalties, with significant fines and prison sentences for the most serious violations.

VIOLATIONS OF GUIDELINES

Violations of the above policies are considered unethical and may lead to College disciplinary action and/or criminal prosecution. Individuals are encouraged to report information concerning instances in which the above guidelines have been or are being violated.

In accordance with the established College practices, policies, and procedures, confirmation of inappropriate use of Emerson College technology resources may result in termination of access, expulsion from the College, termination of employment, legal action or other disciplinary action.

*A copy of the complete Electronic Information Policy Statement can be accessed through the Emerson College Home Page (emerson.edu/policy).

FUNDRAISING ACTIVITIES

In an effort to both assist student organizations and college department's planning and insure appropriate use of the institution's name, all Emerson student organizations are required to register their intent to conduct any fundraising activities on or off the campus in the Office of Student Life.

On-campus fundraising includes conducting drawings, raffles (see Gambling section for information relate to obtaining a permit for a raffle), and selling of goods and/or services. Off-campus fundraising activities include soliciting merchants, foundations, corporations, parents or alumni for contributions in and of themselves, or in return for an advertisement or service. Lists of parents, alumni or students will only be made available to those student organizations which have received authorization through registration. Fundraising activities benefiting an outside organization/ company/foundation must have a letter of permission from said organization/company/foundation when registering the activity. Only recognized and funded student organizations may fundraise. All funds must be deposited into an on-campus account.

GAMBLING

Gambling or the sale of lottery tickets (e.g. tickets of chance) by individuals is forbidden on campus property.

Recognized student organizations and College departments must submit an application to the City of Boston to obtain a one-day gambling permit in order to host a raffle. A drawing is not considered gambling. Contact the Associate Dean of Students for more information.

GUESTS

Students are responsible for insuring that their guests (i.e. persons they invite on campus) behave in a manner consistent with the *Student Code of Conduct*.

HAZING

Emerson College recognizes that student clubs and organizations including fraternities and sororities function as integral parts of the campus community. The College also believes that the purposes and programs of student groups should be in consonance with its educational mission, and that the orientation, education, and activities of group members should support the institutional mission. Hazing is antiethical to the College's mission and is therefore strictly prohibited.

"Hazing" means any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any student club/organization operating under the sanction of the college.

The term hazing includes, but is not limited to, any brutality of a physical nature, such as beating, forced calisthenics, exposure to the elements, forced consumption of any food, alcohol or other drug, or other substance, or any forced physical activity that could adversely effect health or mental stress, such as sleep deprivation, forced exclusion from social contact, which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of an individual. It is important to note that the willingness of an individual to participate in any activity as described above does not sanction such behavior.

Students and/or student groups found responsible for engaging in any activity which can be described as hazing will be subject to disciplinary action which may include suspension or dismissal of campus privileges or from the campus.

PENALTIES FOR HAZING

Chapter 665 of the General Laws of the Commonwealth of Massachusetts states:

SECTION 17

Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

SECTION 18

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

SECTION 19

Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and section seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization acting through its designated officer, to deliver annually, to the institution an attested acknowledgment stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually, a report with the regents of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams, or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of regents and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.- Approved January 5, 1988

INTELLECTUAL PROPERTY OWNERSHIP POLICY

A. Introduction

The purpose of this policy is to encourage research, publication, and artistic, creative, and pedagogical work of the highest possible caliber and to protect the intellectual property of the College and its faculty, staff, and students.

B. Copyright Law Generally

"Copyright" means that bundle of rights that protect original works of authorship fixed in any tangible medium of expression, now known or later developed, from which they can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device. "Works of authorship" (including computer programs) include, but are not limited to the following: course materials such as syllabi, lesson plans, and lecture notes; written works; musical works, including any accompanying words; dramatic works, including any accompanying music; pantomimes and choreographic works; pictorial, graphic, and sculptural works (photographs, prints, diagrams, models, and technical drawings); motion pictures and other audiovisual works; sound recordings; and architectural works. "Tangible media" include, but are not limited to, books, periodicals, manuscripts, phonorecords, films, tapes, and disks.

You can find a general description of copyright law at emerson.edu/policy/Copyright-Policy.cfm. If you have specific questions about College copyrights, contact the Office of the General Counsel. The Office of the General Counsel can refer you to competent counsel for personal copyright matters.

C. Copyright Ownership Policy

1. Staff, administrators, student employees, and other non-faculty employees.

Emerson College owns the copyright to any works created by staff, administrators, student employees, and other non-faculty employees in the course of their College duties. This includes, but is not limited to, copyright in works such as publications, software, web design, graphic and artistic work, photographs and other visual images, audio recordings, music, dramatic, or theatrical work, and data compilations. If the employee asks, the College may, but is not required to, grant the employee a nonexclusive license to use the work for mutually-agreed purposes.

2. Faculty

Text pertaining to faculty can be found in the Faculty Handbook.

3. Students

a. Student Rights Generally

“Student Works” are those works produced by Emerson students in fulfillment of class assignments, as projects for academic credit, or as projects with co-curricular or extra-curricular organizations. Student Works’ primary purpose is educational. Student Works are owned by the student(s), subject to a non-exclusive royaltyfree license to use the Student Work for the College’s educational, promotional, and public relations purposes if the Student Work is not a confidential educational record.

b. Student Responsibilities

Each student who participates in the creation of a Student Work is responsible for his or her contribution to such Student Work including, without being limited to, ensuring that his or her contribution to such Student Work does not violate or infringe on any copyright, any right of privacy, or any other right of any person, and that such Student Work is not libelous, obscene, or otherwise contrary to law. Each student is responsible for obtaining any necessary permissions for the use of any copyrighted materials the student contributes to in such Student Work.

Any advice or assistance given by any faculty member or other representative of Emerson College to any student in relation to the foregoing responsibilities, or otherwise in relation to the preparation or production of a Student Work, shall not be construed (a) as the assumption of such responsibility or of any liability by such person or by Emerson College; (b) to deem the College or such person a joint venturer with such student; or (c) to grant such student the power, right, or authority to create any obligation or responsibility on behalf of, or otherwise, to bind the College or such person.

Each student who creates or participates in the creation of a Student Work agrees to indemnify and hold harmless Emerson College against any loss, damage, liability, or expense that Emerson College incurs as a result of the preparation or production of such Student Work, including, without being limited to, any material in such work that infringes or violates any copyright, right of privacy, or any other right of any person, or is libelous, obscene, or contrary to law.

c. Limitation on Transfer Rights in Student Works

Student Works may also have market value. However, if a student markets, commercially distributes, or transfers to a third party his or her rights in a Student Work, it may deprive other students of the opportunity to work with the Student Work and hinder faculty supervision of the Work, thereby limiting the primary educational purpose of the Student Work. Students should also be sure that their marketing, commercial distribution, or transfer of rights does not infringe upon the rights of co-authors of the Student Work. Any Student Work that is produced by more than one student is subject to the following policy, and all students agree, as a condition of their attendance at the College, to abide by the provisions of this policy.

Students agree to wait until every student who contributed to the Student Work students has either graduated from Emerson College or is no longer enrolled before distributing their own interest in joint Student Work. This temporary limitation on distribution of joint Student Work includes distribution in any manner, such as by sale or other transfer of the ownership or other rights, license, lease, loan, gift, or otherwise. Students may, however, enter joint Student Work in festivals or competitions. Students shall make joint Student Work available to other students and to faculty members of Emerson College who participated in creation of the Student Work for any use relating to his or her education or to the education of such other students. The Dean of the appropriate school at Emerson College may, in his/her sole discretion, in consultation with the Vice President for Academic Affairs and the President of the College, waive these restrictions for any reason satisfactory to the Dean.

d. Emerson Credit

Emerson College will decide whether or not to put its name on a given Student Work. If so requested by the appropriate dean at Emerson College, the student(s) who owns each Student Works agrees to credit in such Student Work, in a manner satisfactory to the dean, any donor to Emerson College whose donation contributed directly to the production of such Student Work.

e. Destruction of Student Work

It is the obligation of the student to retrieve his or her work. The College has no obligation to preserve student work and reserves the right to destroy it after the end of the semester in which the work was created.

4. Works Created by Outside Vendors and Contractors In general, the College expects to own the copyright in the work of outside vendors and contractors. The College official engaging the outside vendor or contractor and signing the contract is responsible for insuring that the contract protects the College's rights. The College expects that employees engaging outside vendors and contractors on behalf of the College will obtain legal advice from the Office of General Counsel prior to their engagement or the execution of a contract.

D. Disclosure

Faculty or students who create works in which the College may have an ownership interest should make an immediate disclosure, in writing, to the Dean of their respective School.

E. Trade and Service Marks

The College owns certain trademarks and service marks. These include, but are not limited to:

1. Emerson College
2. Emerson
3. E 1880 (design plus date in black and white)
4. E 1880 (design plus date in color)
5. Bringing Innovation to Communication and the Arts
6. EVVY
7. Ploughshares
8. WERS
9. Music for the Independent Mind
10. American Comedy Archives

Faculty, staff, and students must obtain the written consent of the Vice President for Administration and Finance before using Emerson trademarks or service marks (or any phrase or mark likely to cause confusion with Emerson trade marks or services marks) in connection with works in which they have a personal ownership interest..

MASSACHUSETTS LAWS FOR ALCOHOL, FIREARMS AND FIREWORKS

A. Alcoholic Beverages: an individual must be 21 years of age or older to purchase, possess, be served or consume alcohol in Massachusetts. It is illegal to misrepresent one's age with the intent of procuring alcohol, to provide alcohol to an individual under the age of 21, to sell alcohol without a license or to possess an open container of or consume alcohol in public places.

B. Firearms: any person carrying a firearm loaded or unloaded in any building or on the ground of any college or university without the written authorization of the board or officer in charge of said college or university shall be punished by a fine of not more than \$1,000 or by imprisonment for not more than one year or both.

C. Fireworks: their possession, sale and use are prohibited under Massachusetts law.

NAME, LOGO OR MOTTO USE POLICY

Use of the Emerson College (EC) name, logo or motto/tag line is prohibited without advanced approval by the Dean of Students or his/her designee. College recognized student organizations and individual students should direct their inquiries to the Associate Dean of Students in the Office of Student Life. Permission to utilize the EC name, logo or motto/tagline by **recognized student organizations** is typically granted as long as the EC name, logo or motto/tagline isn't altered and is being used for College-related business or activities. Use of the EC name, logo or motto/tagline is **typically not** granted for individual student use.

NON-DISCRIMINATION POLICY

Emerson College is committed to fostering a climate of respect for students, staff and faculty, as well as others who participate in the College's program and activities. As a part of that commitment, Emerson prohibits discrimination or harassment based on an individual's gender, race, color, religion, national origin, ethnicity, age, disability, sexual orientation, gender identity, or any other characteristic protected under applicable local, state or federal law ("protected characteristics"). Emerson also prohibits discrimination or harassment based on an individual's participation in a protected activity (such as reporting alleged discrimination or harassment). This policy complies with federal, state and local laws.

In addition, Emerson expects that its students, faculty, staff, vendors, contractors, alumni and guests (collectively, "members of the Emerson community") will conduct themselves appropriately and refrain from behavior that infringes on the rights of others. Accordingly, individuals who discriminate against or harass others, regardless of whether such conduct rises to the level of unlawful discrimination or harassment, may be subject to disciplinary action, up to including immediate termination of employment, or association with Emerson, expulsion from Emerson.

A. Definitions

1. *Unlawful discrimination is unfavorable or unfair treatment of a person or a "class" of people based on their protected characteristic(s).*

Examples of unlawful discrimination would include denying an individual a job or promotion, or denying a student the opportunity to participate in an educational activity because of his or her protected characteristic(s).

2. *Discriminatory Harassment is harassment based on an individual's protected characteristic(s).* Discriminatory harassment is defined, for purposes of this policy, as conduct that degrades or shows hostility towards an individual because of his or her protected characteristic(s) and which:

- a. has the intent or effect of unreasonably interfering with the individual's employment or educational endeavors, or
- b. has the purpose or effect of creating a hostile, intimidating or offensive working or educational environment ("hostile environment").

3. *Sexual harassment is a form of unlawful sex discrimination.*

A person may be found to have engaged in unlawful sexual harassment if he or she makes unwelcome sexual advances or requests for sexual favors, or engages in other verbal or physical conduct of a sexual nature where:

- a. submission to such advances, requests or conduct by an employee or student is made either explicitly or implicitly a term or condition of his or her employment or educational experience ("quid pro quo" harassment).
- b. such advances, requests, or conduct have the purpose or effect of unreasonably interfering with an employee's or student's professional or educational performance by creating an intimidating, hostile, humiliating or sexually offensive work or educational environment ("hostile environment" harassment).

4. Both men and women can be perpetrators and victims of sexual harassment. Sexual harassment can also involve conduct towards members of the same or opposite sex as the harasser. Whether unwelcome sexual conduct rises to the level of unlawful sexual harassment depends on how severe or pervasive the conduct is. Sexual harassment may include the following:

- a. Unwelcome physical touching of a sexual nature;
- b. Unwelcome verbal communication of a sexual nature (lewd jokes, sexual inquiries or comments about individual's bodies, repeated requests for dates, or comments about one's sexual activity, deficiencies, or prowess); or
- c. Displaying or distributing sexually suggestive objects, pictures, cartoons, graffiti, or written materials.

5. *Unlawful Retaliation is taking negative or adverse actions against someone because he or she has engaged in legally protected activities.*

The College will not tolerate members of its community taking adverse action towards anyone who, in good faith, alleges illegal discrimination or harassment. Nor will the College tolerate retaliation against individuals who cooperate with an investigation related to any investigation or another individual's discrimination complaint. The College may discipline individuals who retaliate. Such discipline may rise to the level of immediate termination of employment, or association with Emerson, or in the case of students, expulsions from the College.

B. Complaint Procedure

Employees and students are encouraged to bring complaints of discrimination or harassment immediately to the attention of the following individuals, or to the attention of the College's General Counsel. The individuals identified below are available to discuss any concerns employees or students may have, as well as to provide information about Emerson's complaint procedure. The College has designated the Associate Vice President for Human Resources and the Dean of Students to investigate complaints of unlawful discrimination. The College will ensure that no person who is the subject of a complaint will be assigned to investigate that complaint. The College's General Counsel and Associate General Counsel are available to provide advice or assistance to the investigating officer.

1. Employee Complaints

Complaints under this policy by an employee of the College, including faculty members (defined as all part-time and full-time professors, assistant professors, associate professors, lecturers, instructors and visiting professors), administrators, or staff, should be brought to the Associate Vice President for Human Resources, 8 Park Plaza, in the State Transportation Building, (617) 824-8580.

2. Student Complaints

Students who believe they have been subjected to unlawful discrimination or harassment may initiate a complaint under this policy by speaking to the Director of Multicultural Student Affairs (617) 824-8637, or the Dean of Students (617) 824-8640, both of whom are located on the 2nd floor of 150 Boylston Street (Max Mutchnick Campus Center).

3. Investigation and Resolution of Student Complaints

The individuals available to receive complaints, identified above, were selected to give students the opportunity to initiate a complaint in a place which they will feel most comfortable doing so. These individuals have the responsibility, after speaking with the Complainant and/or reviewing a written complaint, to ensure that the complaint is promptly directed for investigation to: (1) the Dean of Students, when the Respondent is a student, or (2) the Associate Vice President for Human Resources for all other complaints.

C. Investigation Procedure

Emerson will promptly, equitably, and thoroughly investigate all complaints of discrimination, harassment, or retaliation it receives. All investigations will include private interviews with the individual filing the complaint, the person alleged to have committed the discrimination or harassment, and third-party witnesses, and will include consideration of other relevant evidence. When Emerson has completed its investigation, it will inform both the Complainant and the subject of the complaint that the College has concluded its investigation and the College's determination as to whether sufficient evidence exists to support a claim of discrimination, harassment, or retaliation.

Emerson shall conduct the investigation and resolution of complaints with as much confidentiality as possible, without compromising the thoroughness of the investigation or the rights of the alleged offender.

D. College's Response to Harassment or Retaliation

If the investigation reveals that a member of the Emerson community has engaged in inappropriate discrimination, harassment, or retaliation, Emerson will take prompt remedial action to eliminate the conduct, prevent recurrence and correct its effects, including, where appropriate, imposing discipline on the offender. Such disciplinary action may include, but may not be limited to, a written warning, temporary suspension, and/or immediate termination of employment, or expulsion from the College or its residence halls.

Emerson recognizes the false accusations of discrimination, harassment, or retaliation may have a serious effect upon innocent persons and the community as a whole. Therefore, if the College becomes aware that an individual has knowingly made a false accusation of discrimination, harassment, or retaliation against another, it will take disciplinary action against the individual who made the false accusation.

E. State and Federal Resources for Victims of Unlawful Discrimination, Harassment, or Retaliation

In addition to filing a complaint with Emerson College, as described above, an Emerson student or employee who believes that he or she has been subjected to unlawful discrimination, harassment, or retaliation may file a formal complaint with the government agencies that are identified below. Please note that state and federal agencies only permit individuals to file complaints within a limited time frame from when the discrimination occurred.

Both Employees and Students May Bring Complaints of Discrimination and Harassment to the Following State or Federal Agencies:

Massachusetts Commission Against
Discrimination
One Ashburton Place, Room 601
Boston, MA 02108
617-994-6000
mass.gov/mcad/

United States Equal Employment Opportunity
Commission (EEOC)
John F. Kennedy Federal Building
Government Center Room 475
Boston, MA 02203-0506
1-800-669-4000
eoc.gov

Students May Also Bring Complaints To:

Office for Civil Rights/ED
United States Department of Education
5 Post Office Square, 8th Floor
Boston, MA 02109-3921
617-289-0111
Email: OCR.Boston@ed.gov
Web: ed.gov/ocr

OFF-CAMPUS CONDUCT POLICY

Students have a responsibility as members of both the Emerson College community and the neighborhood community to demonstrate respect and concern for their neighbors. Therefore, Emerson College imposes an obligation upon all its students both resident and non-resident to demonstrate responsible citizenship in their local neighborhood.

Prohibited behaviors include, but are not limited to: excessive noise; illegal possession, use, sale, or distribution of alcoholic beverages; use, possession, or distribution of any controlled substance or illegal drug; drinking alcoholic beverages on the street; manufacture, distribution, or use of false identification cards; objects being thrown or dropped out of windows; disorderly, disruptive or destructive behavior.

The College reserves the right to refer to a hearing body for disciplinary action any student engaged in these prohibited behaviors or any other behavior that is disruptive of its community/city relations, interferes with, or obstructs the lawful missions, processes, and functions of the College, or that is found by the College to be abhorrent or offensive to generally accepted standards of conduct. If found responsible, the student is subject to sanctions up to and including loss of College privileges, suspension, or dismissal from the College.

OFF-CAMPUS EVENTS POLICY

Events held off-campus using, or implying, the Emerson College name, utilizing the Emerson College accounting system and SGA allocated funds, or off-campus events publicized on campus are subject to all College policies and procedures as events held on campus. In addition, to utilize an off campus facility, students must arrange for a contract between the facility and the College. The Dean of Students is the College designee authorized to enter into contractual agreements with an off campus facility on behalf of the recognized student organizations. Contracts signed by students or advisors will not be honored.

A contract is required for use of ANY off-campus facility, regardless of how the facility is being used or cost. The facility must also carry and show proof of general liability insurance with a minimum of \$3,000,000 coverage, naming Emerson College as an additional insured. A Certificate of Insurance must be obtained from the facility indicating the limits of insurance, if the facility is not a pre-approved vendor of the College.

Off-campus events must be registered through the Office of Student Life by meeting with the Associate Dean of Students at least 4 weeks in advance of the event. Although guests of Emerson College students are typically welcomed, attendance by non-Emerson students may be restricted accessing a given event. When permitted, students who present a valid Emerson College ID are permitted to bring up to two (2) non-Emerson guests with them to an event.

When planning an event off-campus, the student planner must set up an appointment with the Associate Dean of Students and provide the following information.

1. Address, phone number and name of a contact at the event site;
2. An original contract, unsigned, on behalf of the College;
3. Depending upon the nature of the event, the organization may be required to provide transportation;
4. Arrangement for a police/public safety detail, if the establishment does not provide one. You must have a public safety detail present if you intend to charge admission at the door, accept donations, host an off-campus performer or where public safety is best served by police presence;
5. Name of the advisor that will be present for the entirety of the event. If your organization advisor cannot be present, you must identify a full-time member of the faculty, staff or administration that is approved by both your organization advisor and the Associate Dean of Students. One advisor to every 50 students is necessary, although more may be necessary for higher risk events;
6. Prepare an itemized budget plan for the event, including sources of funds and ticket sales and timeline. Use of SGA funds must comply with policies and procedures as outlined in the Treasurer's Manual;
7. Understanding that the sponsoring organization assumes full financial responsibility for any/all activities related to this event.

Advisor Responsibilities:

The functions of an off-campus event advisor are two-fold. First, to encourage healthy growth and functioning of a student organization by giving advice and aid, and second, they can help prevent or cure undesirable situations that may develop, or if necessary, bring them to the attention to the Associate Dean of Students.

1. Each event must have a full-time advisor present throughout the entirety of the event. This person must be an Emerson College full-time faculty, staff or administrator.
2. The advisor is to act in the capacity of a college official. If a concern arises that cannot be addressed by the sponsor, the advisor is there to assist.
3. Advisors must be familiar with the policies and procedures for student organizations and policies as stated in the Undergraduate Student Handbook.
4. After the event, the Associate Dean of Students requests that the advisor report any concerns, incidents or questions that may have arisen during the event.

Crisis Management:

If there is an accident/injury at your event, the Emerson College Public Safety must be contacted immediately.

SALES ON CAMPUS

No student may solicit for money, sell or offer for sale, or promote the sale of goods or services by any person, student organization or company on College property or using College resources including, but not limited to, residence hall rooms or addresses, Emerson College telephone numbers, ECnet accounts or computer networks or equipment. This policy does not preclude an individual student from selling a personal item (e.g. used text book, used musical instrument, etc.) from time to time as long as the sale does not violate any institutional policy.

The College may make limited exceptions to this policy for recognized student organizations raising money for the organization or for a registered charity in accordance with the College's fundraising policy so long as all the funds raised go to the organization or charity and none are retained for personal benefit. The written permission of the Associate Dean of Students is required for all solicitations and sales.

SOLICITATIONS

The College does not permit the use of its facilities for the solicitation of contributions for religious, charitable, or political organizations or activities. This includes direct solicitation by members of the College community on behalf of such agencies. This prohibition includes the selling of goods or services, tickets or chances on behalf of religious, charitable, political, or any other groups.

TELEVISION, RADIO AND FILM (TRF) GENERAL LENDING POLICIES

Only Emerson College students enrolled in approved production courses, having authorization from the course instructor, and showing valid Emerson I.D. may borrow Emerson College equipment or use Emerson College facilities for assigned class projects. Equipment and facilities may not be used for any other productions. Equipment may not be signed out for other people, and may not be loaned to other people. Students may not sign out equipment or facilities under the pretext of use for class assignment and then use the equipment or facilities for private use, commercial use, and projects for co-curricular organization projects. Please see TRF Policies and Procedures at: emerson.edu/trf/policies_and_forms.cfm.

TELEVISION, RADIO AND FILM (TRF) POLICY STATEMENT

All Emerson College students, faculty, and staff must adhere to the policies and procedures associated with shooting film/video and/or recording audio and for securing permission to do so:

- On Emerson College Property
- On Public Property
- On Non-Emerson College Private Property (Request for Certificate of Insurance)
- In the Tufte PPC Studios, Journalism TV Studio, Film Soundstage, and Residence Halls

Current Shooting Policies and Procedures and forms may be found at the TRF website: emerson.edu/trf - select "Policies/Forms" or you may pick up a copy at the:

- Equipment Distribution Center (EDC), 1st floor, Little Building
- TRF Studios Support Office, 8th floor, Tufte Performance & Production Center, Rm. 814
- Journalism Television Facilities (JTF) Support Office, 6th floor, Walker Building, Rm. 631
- Film Soundstage, Support Office, 4th floor, Paramount Center, Rm. 405A

At least two weeks prior to a location shoot students should submit the appropriate permit request to the Equipment Distribution Center Manager for processing. These policies and procedures apply to student organizations, The Emerson Channel, Emerson Productions, faculty students and staff.

Location film and video production carries risk. While you may make every attempt to exercise safety precautions on a location shoot, you may be held legally and financially liable in the event of an accident that happens as a result of that shoot.

NOTE:

- The College does **not** provide insurance for equipment on loan from the Equipment Distribution Center (EDC)
- The College does **not** provide insurance on equipment rented outside the College.
- The College does **not** provide workman's compensation insurance for talent including members of SAG and AFTRA.

This is your legal and financial responsibility.

PENALTIES

Violations by students of the following policies and procedures may result in one or all of the following actions:

- A. Suspension of production activities.
- B. Formal charges and disciplinary action by the College as outlined in the Student Handbook.

SHOOTS THAT REQUIRE SPECIAL PERMISSION

- A. Shoots that require the use of firearms (real or prop), smoke or fog machines, live animals, or young children require special additional permission.
- B. Shoots that require access to buildings or locations after hours may require special additional permission and incur additional costs.
- C. The Equipment Distribution Center Manager, TRF, 617-824-8349, can provide procedures that outline requirement for these special requests.

SHOOTING ON EMERSON COLLEGE PROPERTY

A. To insure that the College and its students are in compliance with City of Boston fire regulations and Massachusetts special effects regulations - fires, candles, smoke, cookies, squibs, black powder charges, fireworks, explosive devices or any other flame producing items are **not permitted** on College property.

B. Students are prohibited from making permanent alterations or modifications to Emerson College structures. The use of any prop, set item, special effects apparatus or any other device of any kind that may result in damage to Emerson College property is prohibited. Students are advised to consult with their instructor and the EDC Manager for specific permissions and prohibitions.

C. Use of props and set pieces in Emerson College buildings may require you to adhere to the **Emerson College Policies Relating to use of Performance and Rehearsal Facilities**. This document can be downloaded at www.emerson.edu/trf in polices and forms section.

D. Shoots may not be conducted in the following areas:

- Inside the lobbies of buildings
- In front of or inside building elevators
- On stairways
- In any corridors
- Anywhere else where a building egress might be blocked or impaired in any way
- Elevators and restrooms

E. Certain areas within specific College buildings are off-limits for production shoot locations:

1. At the Walker Building, 120 Boylston Street:
 - a. In the Emerson College Library
2. At the Little Building, 80 Boylston Street:
 - a. Basement, College Fitness Center (without specific permission)
 - b. 1st Floor, Main Lobby
 - c. 2nd Floor, Mezzanine
 - d. 2nd Floor, Dining Hall & Function Rooms
3. At 216 Tremont Street:
 - a. Inside the Bill Borden Theater and Auditorium
4. At the Tufts Performance & Production Center:
 - a. Semel Theater Lobby
 - b. Huret and Spector Gallery
5. At 150 Boylston Street:
 - a. Floor L3
 - b. Floor L2
 - c. Floor 2 - The Quiet Lounge
 - d. Floor 2 - The Cafe
 - e. Floor 1 - Loading Dock, Laundry Room, Lobby, Entry Lounge Area
6. Allen's Alley/Tufts Center Loading Dock
7. Paramount Loading Dock

All reservable rooms and common rooms Campus Center managed properties (Campus Center at 150 Boylston St. and the Cabaret at 80 Boylston Street) may be used with permission of the Director of the Campus Center at 150 Boylston St. (617-824-8680).

SMALL SHOOT

An ON-CAMPUS "small shoot" may be performed on the Emerson campus without a permit if the following criteria are met and above restrictions are not violated:

- A. Single camera on tripod or hand-held or audio recording device.
- B. Shoot or recording will not interfere with scheduled classes, the conduct of normal business or other activities of the College.
- C. Maximum number of cast: 1 and crew: 1.
- D. No peripheral shooting equipment (Nagra, cables, lights, reflectors, C-stands, etc.).
- E. Cast and crew will exercise appropriate judgment, and will seek permission of the appropriate persons.

If your shoot does not meet the criteria of "small shoot" you must apply for a permit to shoot on College property. In order to obtain a permit:

- A. Complete request form A1 (Request for On-Campus Location Permit).
- B. Submit the completed form and your script to your instructor for his or her signature.
- C. Submit the signed form to the Equipment Distribution Center (EDC) Manager, at least two weeks before the shoot.
- D. The EDC Manager will direct the applicant to Property Management. You may be required to obtain permissions from specific department heads or facility managers. You may be contacted with questions about your shoot. If approved, he or she will return the form to you. You may be required to speak with a representative of Emerson College Public Safety regarding fire and safety regulations.

The EDC Manager will contact you and make arrangements for you to pick up the Emerson College Location Permit.

Please note that shooting in the Journalism Television Studio, the Tufte PPC Television Studios, and the Paramount Film Soundstage require a separate permit process (see below).

SHOOTING IN THE TUFTE PPC, THE JOURNALISM TELEVISION STUDIO, OR THE PARAMOUNT FILM SOUNDSTAGE

Any use of the TV studios and control rooms except for classes requires a permit application.

Use Form A4. After filling out the form please turn the form in to the appropriate studio manager:

- PPC TV Studios: Room 814
- Journalism TV Studio: Room 631

A copy of the complete updated TRF policy statement and forms can be obtained by visiting the TRF website: www.emerson.edu/trf - then select policies/forms.

SHOOT GUIDELINES - RESIDENCE HALLS

As a general practice, filming and videoing is not permitted within the residence halls because of the potential for disruption to the community, fire safety and egress concerns presented by lights and other equipment, and building security concerns. Requests are only considered by the Office of Housing and Residence Life when they meet the following conditions:

- As single camera on tripod or hand-held or audio recording device is utilized.
- Shoot or recording will not interfere with residence hall activities or individual student privacy or activities.
- Maximum number of (combined) cast and crew is four people.
- No peripheral shooting equipment (e.g. Nagra, cables, lights, reflectors, C-stands, etc.) is permitted.
- The filming or videoing occurs within the room of the resident making the request and does not spill out into the hallway.
- The filming or videoing can only occur if the resident's roommate(s)/suitemates agree in writing to the filming schedule and activities.
- Furniture cannot be stacked or removed from the room or suite.
- The project must adhere to all College and residence hall rules and regulations (e.g. guest policy, no use of prohibited items, no hanging any items from sprinkler heads or pipes, etc.)
- Requests for filming or videoing from off-campus residents will only be considered if the filming is scheduled to occur in the room of a cast/crew member and that resident agrees to serve as the host responsible for the project and any non-residents involved in the shoot.
- The students must strictly adhere to these guidelines as well as those established by TRF.

Students who wish to shoot film or video within the residence halls should contact the Office of Housing and Residence Life to request permission.

SHOOTING ON PUBLIC PROPERTY

There is a specific process required to film or tape on public property in the City of Boston, and other cities in the Commonwealth of Massachusetts. License fees and other permits may be required by the police departments, fire departments, departments of public works; parks and recreation departments, and/or neighborhood associations. It is the responsibility of the producing student to obtain these permits and authorizations.

SHOOTING ON PUBLIC PROPERTY IN THE CITY OF BOSTON:

A "small shoot" may be performed in the City of Boston, the Esplanade, Boston parks, and the waterfront without a permit if the following criteria are met:

- A. Single camera on tripod or hand held or audio recorder.
- B. Shoot will not obstruct pedestrian access on sidewalk or obstruct streets.
- C. Maximum number of cast: 2, and crew: 2.
- D. No peripheral shooting equipment (Nagra, cables, lights, reflectors, C-stands, etc.). In other words the shoot would be similar to tourists shooting on vacation in Boston.

If the shoot does not meet these criteria you must fill out a City of Boston Film Office Permitting Request Form and then contact the office to schedule an appointment: To schedule an appointment call Patte Papa, City of Boston Film Director, Phone: 617-635-3911, Fax: 617-635-4428. The Boston Film Office is located at Boston City Hall, Room 802.

Information and the City of Boston Permitting Request Form can be found at: cityofboston.gov/arts/film/permitting.asp

If this video or film shoot is for your required course work:

The City requires you submit the City of Boston Film Office Permitting Request Form and Emerson College Form A2 "Request for Public Location Permission" with the appropriate signatures. You are then eligible to utilize the certificate of insurance and the bond the City Film Office has on file with the appropriate signatures.

- A. Fill out form A3 (Request for Certificate of Insurance). Complete the form with the appropriate signatures. Please include names, address, and contact info of the property owner/landlord.
- B. Fill out a City of Boston Film Office Permitting Request Form.
- C. For protection against possible damage to city property, Emerson College provides a bond with a minimum security of \$5,000.00 issued to the City of Boston. To acquire a copy of this bond, please contact the Emerson Department of Purchasing and Risk Management, 617-824-8590. The request for this copy may take at least 48 hours to process.
- D. Submit the forms to the EDC Manager at the TRF Equipment Distribution Center at least two weeks prior to your shoot. Certificates that are presented too late will not be processed by the Emerson Department of Purchasing and Risk Management. Once processed, the completed certificate will be emailed as a PDF file to the applicant. The PDF form can then be printed, faxed or forwarded by the student as needed.
- E. Call the Boston Film Office to schedule an appointment: 617-635-3911. Bring the Certificate of Insurance, the Bond, and the City of Boston Film Office Permitting Request Form to Patte Papa, Film Director, City of Boston Film Bureau. The Boston Film Office is located at Boston City Hall Room 802. Information and the City of Boston Permitting Request Form can be found at: cityofboston.gov/arts/film/permitting.asp.

This procedure above is to be followed for all City of Boston locations except those listed below:

Shooting in Boston Parks, MBTA Property, and Logan Airport Property

Call one of the appropriate people to apply for a permit. Fill out Form A2, obtain the appropriate signatures, and provide the A2 form to the appropriate person below. They may require a letter of request (re: who, what, where, when, why, equipment, etc.) and a fee.

City of Boston Parks: including Boston Public Garden, Boston Common, and the Commonwealth Mall: Call Mary Higgins, Office of Government and Community Relations, Emerson College. Phone: 617-824-8984. Fax: 617-824-8943; mail to: 120 Boylston St., Boston, MA 02116, or hand deliver to 120 Boylston St. 10th Floor Suite 1002.

MBTA: MBTA Public Affairs Office, Lydia Rivera, Phone: 617-222-1510, Fax: 617-222-4539, or mail: MBTA Public Affairs, 10 Park Plaza, Boston 02116.

Logan Airport: Massachusetts Port Properties, Dorothy Connolly-Steele, Phone: 617-568-3705, Fax: 617-568-3703.

The Massachusetts Film Bureau may assist you with additional information and contacts for shooting in other cities and towns outside Boston and give you additional information: Their website is massfilmbureau.com or phone: 617-523-8388. The Massachusetts Film Bureau is located at 198 Tremont Street, PMB#135, Boston, MA 02116.

SHOOTING ON PRIVATE PROPERTY

You can shoot pictures of private property from public property without permission. If you want to go on private property you must ask the owner for written permission. If you do not receive written permission from the owner or his/her official representative you may be trespassing. If you are going to use the final product for commercial purposes, you must also make that known to the owner.

If the property owner asks that you provide a Certificate of Insurance (proof of insurance) for Emerson College, **please fill out Form A3**, Request for Certificate of Insurance, and return it to the EDC Manager at the EDC, 1st floor Little Building - 617-824-8349. You must present this form to the EDC in person, by appointment. Forms dropped off will not be processed. Certificates of Insurance will be emailed to the applicant. After the form is signed by the EDC Manager, the student will deliver the completed form to the Emerson Department of Purchasing and Risk Management on the 13th floor of the Ansin building, 180 Tremont St.

Questions?

Please make an appointment to see the Equipment Distribution Center Manager; Television, Radio, and Film (TRF), Emerson College, Little Building, 80 Boylston Street, 1st Floor, Phone: 617- 824-8349, Fax: 617-824-8817, or call the Production Manager, Television Radio & Film Production (TRF), Phone: 617-824-8936, Fax 617-824-8856

TRIP POLICY (STUDENT ORGANIZATION SPONSORED)

All trips sponsored by recognized student organizations and departments must be registered with the Office of Student Life. College protocol mandates that Trip Registration Forms be completed and submitted to the Office no less than 10 business days before the trip. The Trip Registration Form, a Trip Participant List, and a Risk and Release form will stay on file with the College. Failure to complete and return forms may result in a denial to use equipment and/or College activities money.

A student organization sponsored trip may include, but is not limited to an event where the College (including the SGA) is named as a sponsor and/or a trip where College equipment is used and/or monies are used to fund part or the entire trip. Trip organizers are required to schedule a pre-trip meeting with the Associate Dean of Students at least three weeks in advance of the trip. Please note: unless determined otherwise by the Dean of Students and/or his/her designee, an advisor or advisor designee must accompany the trip. Any questions regarding this policy should be directed to the Associate Dean of Students.

College funds spent on behalf of trip participants are typically non-refundable and nontransferable. Trip participants are financially responsible for all funds expended on their behalf in the event of their cancellation or subsequent ineligibility per College policy. Participants must be registered for a conference, meeting, or competition before travel arrangements will be made.

Students not in good social standing are ineligible to participate in student organization sponsored activities including, but not limited to off-campus film shoots, conference attendance, political/news event coverage, and social or cultural trips.

A Few Items of Note:

* A Trip Registration Form must be submitted **before** any financial paperwork is processed for the trip.

* College funds spent on behalf of trip participants are typically non-refundable and nontransferable. **Trip participants are financially responsible for all funds expended on their behalf in the event of their cancellation or subsequent ineligibility per College policy.**

* Student organizations planning a film shoot must submit a completed and approved TRF form with the Trip Registration Form.

* Travision is the College's travel agent and must be used when booking airline tickets. Please note that a Purchase Order must be processed with 24 hours of making the reservation to receive the charge quoted at the time of the reservation.

* **Students and Advisors should NOT use a personal credit card to secure hotel rooms.** Send Sharon Duffy an email (Sharon_duffy@emerson.edu) with the specifics of the trip - dates of arrival and departure, type and number of rooms, names of each person per room, name, address and phone number of the desired hotel and what you expect to be charged. **We will make the reservations for you using a College AMex.** Once the arrangements have been made, we will send you an email to confirm. When you return, please bring back a receipt and your organization account will be charged.

* Contact Purchasing (x8590) or the SGA Treasurer (sga_treasurer@emerson.edu) with questions regarding ground travel.

WEAPONS

The use or possession of firearms or other dangerous weapons on College property or at any College sponsored event is specifically forbidden. Please note that Massachusetts general laws Chapter 269: Section 10, Paragraph j states:

"Whoever, not being a law enforcement Officer and notwithstanding any license obtained by him under the provisions of chapter one hundred and forty, carries on his person a firearm as hereinafter defined, loaded or unloaded or other dangerous weapon in any building or on the grounds of any elementary or secondary

school, college or university without the written authorization of the board or Officer in charge of such elementary or secondary school, college or university, shall be punished by a fine of not more than one thousand dollars or by imprisonment for not more than one year, or both. For the purpose of this paragraph, "firearm" shall mean any pistol, revolver, rifle or smoothbore arm from which a shot, bullet or pellet can be discharged by whatever means."

For further information regarding what the Commonwealth considers dangerous weapons, see Massachusetts general laws Chapter 269: Section 10, paragraph B at state.ma.us/legis/laws/mgl/269-10.htm.

Possession of realistic replicas of firearms or other dangerous weapons are also prohibited on Emerson property or at Emerson sponsored events (e.g. film shoots, performances, etc.) other than when being employed during a College sanctioned rehearsal or production. Recognized student organizations must receive prior approval for use of such props from the Dean of Students or his/her designee and the Director of Public Safety or his/her designee. Organizations should present their proposal for replica weapon use at least 14 days before intended use.

C. RESERVATION POLICIES AND GENERAL PROCEEDURES

CLASSROOM SPACE RESERVATION

1. Only Current Emerson Students, Officially Recognized Groups and Organizations from the Emerson Community may book classroom space.

2. Requests for classroom spaces must be sent in writing (e-mail) to the Registrar at registrar@emerson.edu, at least 3 business days prior to the event (please note that business days do not include weekends).

The email request must include:

- Individual Name and Name of Group or Organization (if applicable)
- Contact name, phone, email
- Event Title
- Description of event or activity
- Date and exact times requested
- Number of people expected
- Advisor Name and contact information

3. Classroom space may not be used as a theatrical-type rehearsal or performance space. Requests to use a classroom for a film or video shoot location requires Property Management approval of a completed On-Campus Location Permit form A-1. It is recommended that the A-1 form be approved prior to reserving the desired room. Room reservations made in advance of the A-1 form approval are tentative until approval is obtained.

4. No food or beverages are allowed in classroom space unless authorized by Property Management at X 8646.

5. All requests for the Bordy Theater must go through One Stop (X-8880).

6. Student groups wishing to use the Computer, Journalism and Media Arts labs should contact Sarah Ott to set up a meeting.

All classroom space is reserved on availability basis and all academic requests are given priority. Requests require a minimum of 3 business days to process.

CULTURAL CENTER RESERVATION POLICY

The Division of Student Affairs has space at the Cultural Center (150 Boylston Street) for use by recognized student clubs, organizations and departments on space available basis. This campus facility can be reserved for student activities, special events, meetings, and educational purposes.

The goal of the Campus Center is to accommodate the meeting and function needs of Emerson's current community members (SGA recognized clubs/organizations and College departments) and major campus events. Individual use is limited to academically sponsored pursuits. Policy infractions will result in an official warning as issued by Campus Center Management. Those in receipt of more than 2 warnings will be subject to disciplinary action as sanctioned by the Director of Student Activities/Campus Center. To ensure that space is used effectively and allocated fairly, the following guidelines apply at all times.

1. The Student Code of Conduct is in effect at all times. Violations of the Student Code of Conduct and all other College policies as outlined in Undergraduate and Graduate student handbooks and catalogues as well as in other official institutional publications will be subject to disciplinary action through the College's disciplinary process.
2. Policy infractions will result in an official warning as issued by Campus Center management. Those in receipt of more than 2 warnings will be subject to disciplinary action as sanctioned by the Director of Student Activities/Campus Center and or the College Conduct Coordinator as applicable.
3. Smoking, alcohol, drugs, and the use of candles or open flames are strictly prohibited in the Cultural Center.
4. All means of egress must remain clear at all times so as to allow for easy exiting in the event of an emergency.
5. City/building fire code mandates that meeting/event attendance may not exceed a room's noted capacity. (Cultural Center Room L156 = 30)
6. The furniture in the Cultural Center may not be moved out of the rooms.
7. Keys for the Cultural Center will be handled by members of the Campus Center staff only.
8. Only current members of the Emerson College community (those with a valid Emerson College ID) may request the Cultural Center space.
9. The "Contact Name" listed on this form assumes responsibility for their assigned space and must be present for the entire length of the reservation.
10. Reservation requests must be made in person (phone reservations will not be accepted.)
11. There is a limit of 4 usage hours on the Cultural Center reservations.
12. A group, individual or event cannot have any more than five (5) active meeting room reservation dates in the Cultural Center reservation system without special permission from the Director of Multicultural Student Affairs.
13. All members of the Emerson College community must present their valid Emerson College Identification Card when requesting access to Student Activities managed spaces.
14. Any guests (individuals not affiliated with the College) must be signed in as dictated by the College Guest Policy through the Main Level Campus Center Security Booth.
15. Room reservations are held only fifteen minutes past the initial reservation time. If the group/individual that reserved the room has not shown up, the reservation will be lost and the room may be given out to someone else. A "no show" may result in a loss of future reservations and/or reservation privileges.
16. Cancellations must be made within 24 hours of the reservation. A "no show" may result in a loss of future reservations and/or reservation privileges.
17. Priority bookings for the Cultural Center will be granted to SGA recognized clubs and organizations.
18. If you are collecting an admission fee or donations, you must attach a copy of the approved "Fundraising Application" that you filed with the Office of Student Life to this request form.
19. When making arrangements with other departments for your event (e.g. ARAMARK, Media Services, etc.) please be sure to indicate it on this form and to fill out the appropriate and respective departmental paperwork, and arrange for drop off and pick up times.

20. Paper or other items cannot be taped or otherwise attached to the doors, walls, or ceilings of the Cultural Center spaces.
 21. Any person/organizations reserving the Cultural Center are responsible for the clean-up of the rooms after use and will be subject to a \$25.00 minimum cleaning fine if the room is not left in satisfactory condition. Likewise, if folding a meeting room table, please follow the directions for folding accordingly so as to avoid breakage and damage.
 22. Any person/organizations reserving the Cultural Center are responsible for any damage occurring during their use of the room and will be charged a repair or replacement fee when applicable.
 23. Any persons/organizations who do not vacate the Cultural Center at the appointed closing time will be subject to appropriate sanctions as seen fit by the Director of Multicultural Student Affairs.
 24. No bikes, scooters, skateboards or rollerblades are allowed in the Cultural Center.
 25. No live animals/pets are permitted in the Cultural Center.
- Any exceptions to these policies will be made at the discretion of the Director of Multicultural Student Affairs.*

Hours of Operation

Reservation Hours
Monday-Friday 8:45am-12am
Saturday 10am-10pm
Sunday 12pm-12am

Holiday and Summer Hours

Requests for special events should be directed to the Director of Student Activities/Campus Center.

FUNCTION ROOMS

The **One Stop Shopping** Function Room Reservation Service operates through the Facilities Knowledge Center (FKC), the same organization which receives and dispatches maintenance and housekeeping work requests to Facilities Management. The service, commonly identified as "Facilities Services", is an outsourced, off-campus 24/7 operation staffed by FKC Customer Service Representatives.

The One Stop Shopping service is available only to current student, faculty and staff members of the Emerson College community.

HOW TO PLACE A RESERVATION

First - Know Which Room You Want

Review the *Rooms, Availability, Rental Rates, Setup Options, and Use* guidelines provided in this document to be sure you are requesting the appropriate function room. Additional information can be found at www.emerson.edu/property_management

Then - CALL

From On Campus-

Extension 8880

From Off Campus-

1-866-585-4520 (*toll free*)

Be prepared to provide the Customer Service Representative with all of the following information to ensure that your request is accurate and complete.

1. Your Name
2. Your Phone Number
3. Contact Person Name (if different)
4. Contact's Phone Number (if different)
5. Department or Organization Name
6. Account Number
7. Room Requested
8. Function – Day
9. Function Date
10. Function Start Time
11. Function End Time
12. Room Reservation Start Time
13. Room Reservation End Time
14. Title and Description of the Function:
15. Number of Persons Attending (*cannot exceed the listed room and setup capacity.*)
16. Type of Room Set-up Requested

17. Catering: (yes/ no)
18. Type of Catering
19. Audio/Visual – Media Services Required: (yes/no)
20. Type of Media Services Required

***All of the above is required information!
Reservation requests lacking this information will not be accepted.***

RESERVATIONS & CANCELLATIONS – REQUIREMENTS & RESTRICTIONS

1. College recognized departments, organizations, student organizations and management approved non-Emerson organizations are allowed to reserve and rent function space. Reservations are on a first-come first-served basis. Non-Emerson organizations must be directly affiliated with the College.

2. ALL RESERVATION REQUESTS MUST BE SUBMITTED IN ADVANCE

- No less than seven (7) business days in advance of date requested for catered functions.
- No less than two (2) business days in advance of date requested for non-catered functions.
- No less than 48-hours in advance for “Promo Tables.”

3. ALL RESERVATIONS MUST BE COMPLETE NO LESS THAN (7) BUSINESS DAYS BEFORE THE DATE OF THE FUNCTION. Management reserves the right to deny any reservation which is incomplete with information missing beyond that time.

REQUIRED TWO-HOUR INTERVAL BETWEEN ROOM RESERVATIONS

A two-hour interval between reservations for a function room is required. This interval is for Facility Management and Property Management maintenance and preparation of the space for scheduled functions. Customer Service Representatives taking reservation requests cannot waive this requirement.

4. DEPARTMENT ACCOUNT NUMBERS AND PURCHASE ORDER NUMBERS

- The 16 digit department or organization account number is required to reserve a room. The FKC Customer Service Representatives are instructed not to accept reservation requests without this number being provided. Student organizations who do not have their account number should contact the Office of Student Life for assistance at (617) 824-8680.
- The appropriate Purchase Order number (five digits) is required for food/catering requests. Catering requests cannot be honored unless a valid Purchase Order number is provided no less than seven (7) business days in advance of the function date. *Purchase Orders are issued by the Purchasing Department.*

5. The reservation work order is a REQUEST, not a confirmation of the reservation. The request is confirmed ONLY if you do not receive a cancellation within (2-5) business days from the work order issue date. If there is a problem or question concerning your reservation, management will try to contact you within (2-5) five business days after you place the reservation request. This does not guarantee that a problem or question affecting the reservation will not arise at a later date.

6. Recognized student organizations may reserve function rooms at no charge provided no conflicting request from a paying user is received two weeks or more prior to the date requested. Should a conflicting request be received, the student organization will have the option of paying the room rate or relinquishing the reservation.

7. All functions, unless otherwise waived, are subject to room rental fees. Academic function room use will be evaluated on a case-by-case basis to determine if the rental fee is appropriate.

8. Function rooms, including dining rooms, auditoriums, as well as classrooms, seminar rooms, and lecture halls cannot be used for performance, dance or activities which are contrary to the normal and intended use of the space and/or which in the judgment of management are inappropriate for the space. Requests for playing music (live or pre-recorded) will be handled on a case-by-case basis and must be approved in advance by the management.

9. Management reserves the right to deny use of the space requested if, in its judgment, the use is inappropriate for the space and/or likely to result in policy, rules and / or guideline violations.

10. **Cancellations:** Two (2) business days' advance notice is required to cancel a function room reservation without incurring rental or service charges. **Cancellation of any function less than two (2) business days prior to its start time is billable in full to the requesting department or organization.**

11. Rooms must be vacated no later than 30-minutes after the end of the reservation period. Extended use of a reserved room is not permitted without management approval and will incur additional cost if approved.

12. The user is financially responsible for any damage or excessive cleaning which may be required. For functions not catered by ARAMARK the user is responsible for the cleanup of the room after use and will be subject to a \$25.00 minimum charge if the room is not left in satisfactory condition.

13. All users must adhere to the Emerson College Alcohol and Other Drug Policy and associated procedures. This policy and procedures is detailed in the Emerson College Student Handbook and as published by the Department of Human Resources.

14. Departments and individuals sponsoring events should notify the Office of Public Affairs whenever their events include celebrity guests and/or topics that are likely to be of interest to the college community at large and/or outside news media. Event sponsors should notify the Department of Public Safety whenever they anticipate having audiences that could meet or exceed room capacity and when any other potential safety or security issues arise.

FUNCTION ROOM POLICIES

1. Posters, including notices, signs, directions, decorations and the like on walls, windows, doors, ceilings, etc., are not permitted without advance approval by management. Informational or directional signs pertaining to a function can be displayed on a portable sign board or easel.
2. Decorating of any kind, including free-standing, wall-mounted or ceiling hung decorating is not permitted without advance approval by management.
3. ***Use of candles or open flames is not permitted.***
4. Users must not impair traffic flow outside of function rooms.
5. Filming or videotaping in function rooms is restricted. Requests to use, or the intent to use a function room to film or videotape must be submitted and/or approved in advance by management.
6. Housekeeping or maintenance problems, including for example cleanup of spills, are to be reported to Facilities Management via the Facilities Knowledge Center (ext. 8880 or 1-866-585-4520). Negligence and failure to report problems could incur additional expense to the user.

AUDIO VISUAL EQUIPMENT

Please note that two (2) business days' advance notice is required for equipment requests. All equipment is subject to availability.

The Media Services Center (MSC) delivers and sets up a large variety of equipment in the College's meeting spaces. The types of circulating equipment available for use in these rooms are listed below. Also MSC is available to assist in the setup of any installed in room equipment. Any questions regarding audio-visual equipment, or the support of this equipment can be directed to Media Services Staff at (617) 824-8676. Please visit www.emerson.edu/media_services for more information regarding our services.

Computer Options

Macintosh laptop
PC laptop
Internet video streaming kit

Audio Options

Digital, analog, and IP based telephone conferencing
Analog cassette playback
Compact disc playback
Voice reinforcement

Video Options

Video camcorder (Mini-DV)
Video (DVD, VHS, SVHS, and Minidv) playback deck
Data/video projector
Document camera
Projection Options
16mm film
35mm slide
Overhead transparency

The following rooms are equipped with video projection: Charles Beard Room, Dining-1, Bill Bordy Theater and Auditorium.

CATERING SERVICE & GUIDELINES (Food and/or Beverages)

If you are requesting Catering Services, please provide the following details:

1. Set up time
2. Meal time
3. Ending time
4. Special programs (awards/speaker/video)
5. Menu selection from ARAMARK Catering Brochure

CATERING GUIDELINES

A representative from ARAMARK will contact you to confirm your catering requirements. However, it is recommended that you contact ARAMARK individually by calling ext. 8060 to discuss the details of your function and the catering you are requesting.

ARAMARK provides a complete catering experience for the entire College community. Arrangements may be made for any occasion, from the most formal dinner to a simple coffee service. The Catering Menu is available through the Business Services web page at <http://www.emerson.edu/business%5Fservices/> and clicking on Food Services.

Guidelines for the Emerson College Community to follow to ensure the success of your event:

- Go to <http://emerson.catertrax.com> at least five business days in advance of your event to place your order.
- If you are a new user, please register.
- When placing your order, you must copy your department head
- Dining Services will not provide service to any event without copying the authorized department head.
- After placing your order you and the department head will receive an e-mail copy of the invoice.
- Confirmation will come via e-mail.
- **ORDERS ARE CONFIRMED IF THE DEPARTMENT HEAD DOES NOT DECLINE THE ORDER. (Student organizations should see page 66 of this Resource Guide for details on securing catering approval.)**
- Any event changes must occur within three business days.
- Cancellations must be made 48 hours before your event. You will be responsible for any costs incurred up to the time of cancellation.
- The approved event sheet will serve as the catering invoice and will be charged to your budget through accounts payable.
- Dining Services will not provide service to any event without payment through cash, credit card, check, EC Cash, or department account number.

THE MAX MUTCHNICK CAMPUS CENTER USAGE AND RESERVATION POLICIES

General Conduct

1. The Student Code of Conduct is in effect at all times. Violations of the Student Code of Conduct and all other College policies as outlined in Undergraduate and Graduate student handbooks and catalogues as well as in other official institutional publications will be subject to disciplinary action through the College's disciplinary process.
2. Campus Center/Cabaret Policy infractions will result in an official warning as issued by Campus Center/Cabaret management. Those in receipt of more than 2 warnings will be subject to disciplinary action as sanctioned by the Campus Center administration and/or the College Conduct Coordinator as applicable.
3. The organization/person requesting the space will be financially responsible for facility and/or equipment in the event of loss or damage (including, but not limited to that resulting from theft, abuse, gross misuse) while it is in their possession/under their use.
4. Event hosts/sponsors are responsible for guests of the College involved in or in attendance of their event and for upholding the College Guest Policy.
5. Smoking, alcohol, drugs, and the use of candles or open flames are strictly prohibited in the Campus Center.
6. All means of egress must remain clear at all times so as to allow for easy exiting in the event of an emergency.
7. No bikes, scooters, skateboards or rollerblades are allowed in the Campus Center.
8. No live animals/pets are permitted in the Campus Center.

Reservation Procedure

9. Only current members of the Emerson College community (those with a valid Emerson College ID) may request Campus Center space.
10. Students, organizations, and departments may only reserve a total of five (5) dates at a time within the Campus Center without special permission from the Campus Center administration. Additional requests will not be taken until at least one of these reservations has been used.
11. Reservation requests must be made in person (reservations over the phone or via e-mail will not be accepted).
12. There is a limit of 4 usage hours on meeting room reservations and promotional table reservations and 2 usage hours for piano rooms.
13. Cancellations must be made within 24 hours of the reservation. Room reservations are held only fifteen minutes past the initial reservation time. If the group/individual that reserved the room has not shown up, the reservation will be cancelled by Campus Center staff and the room may be given out to someone else. A "no show" may result in a loss of future reservations and/or reservation privileges.
14. Priority bookings for the Cabaret, Multipurpose Room, Cultural Center and Resource Room will be granted to SGA recognized organizations.
15. The "Contact Name" listed on this form assumes responsibility for their assigned space and their guests, and must be present for the entire length of the reservation.
16. Once confirmed, the requester's name as listed on the original request form cannot be changed without the approval of the Campus Center management staff (campuscenter@emerson.edu.) Any changes must be confirmed at least three days in advance of the event date. The requestor will serve as the main point of contact for Campus Center staff.
17. All members of the Emerson College community must present their valid Emerson College Identification Card when requesting access to Campus Center managed spaces.
18. Any guests (individuals not affiliated with the College) must be signed in as dictated by the College Guest Policy through the Main Level Campus Center Security Booth.
19. Only SGA recognized organizations may fundraise or seek donations. A Student Life Fundraising Application must be completed, signed, and submitted to the Campus Center staff prior to the event in order to fundraise or seek donations (see Student Life Office).
20. A Television/Radio/Film form must be completed, signed, and submitted to the Campus Center staff prior to the event in order to film or record the event (see TRF Office).

Room Usage

21. City/building fire code mandates that meeting/event attendance may not exceed a room's noted capacity. (Room 113 = 10, Room 114 = 10, Room 117 = 10, Room 118 = 20, Room L151 = 30, Room L153 = 12, Room 232 = 10)
22. The furniture in Meeting Rooms 113, 114, 117, 118, L151, L153 and 232 may not be moved out of the rooms.
23. Keys for Campus Center rooms will be handled by members of the Campus Center staff only.
24. The media systems located within Room 118 or L151 may be requested as needed and are to be operated with assistance from the Campus Center staff.
25. Room 232 may only be used as a meeting room during Campus Center business office hours. No auditions, rehearsals, performances, or filming may take place in Room 232 M-F between 9 am and 5 pm.
26. The piano rooms only accommodate piano and voice rehearsals. Other instrumentation and acoustics are not allowed in these spaces as the level of noise disrupts the course of other activities and business on Lower Level 1.
27. The Resource Room may be requested as an alternative office space for those student organizations that do not have their own assigned office, or as an alternative meeting room location for up to 12 people. Due to proximity of club/organizational offices, the Resource Room cannot be used for rehearsals or auditions.
28. The promotional table can be requested by students, organizations, or departments in order to promote upcoming events, opportunities for involvement, or to conduct Student Life approved fundraising activities.
29. When making arrangements with other departments for your event (e.g. ARAMARK, Media Services, etc.) please be sure to indicate it on the reservation form and to fill out the appropriate and respective departmental paperwork, and arrange for drop off and pick up times as part of your reservation time.
30. Paper or other items cannot be taped or otherwise attached to the doors, walls, or ceilings of Campus Center spaces.
31. The Campus Center staff will conduct a pre- and post-event inspection of the space. This inspection will confirm the room/equipment inventory and operability, and the overall conditions of the space. Any person/organizations reserving rooms in the Campus Center are responsible for any damage occurred during their use of the room and will be charged a repair or replacement fee when applicable.
32. Students, organizations, and departments are responsible for clean up of the space. If the space is left in an unsatisfactory condition, there will be a minimum cleaning charge of \$25.00.
33. Any persons/organizations who do not vacate the Campus Center at the appointed closing time will be subject to appropriate sanctions as seen fit by the Director of the Campus Center.
34. Failure to comply with the above policies and/or cooperate with the Campus Center staff or other College personnel during the course of an event will result in the immediate suspension or termination of the event and potential loss of future reservation privileges.

OPERATING HOURS – MAX MUTCHNICK CAMPUS CENTER AT 150 BOYLSTON STREET

<i>Regular Operating Hours</i>	
Monday, Tuesday, Thursday, Friday, & Saturday	9:00 AM - 12:00AM
Wednesday	9:00 AM - 2:00 AM
Sunday	12:00 PM - 12:00 AM
<i>Vacation Hours</i>	
Monday - Friday	9:00 AM - 5:00 PM
Vacation Weekends	CLOSED
<i>Dates of Interest for 2010-11</i>	
Tuesday, September 7 th	First Day of Fall 2010 Classes, Regular Operating Hours Resume
Monday, October 11 th	Columbus Day – Campus Center OPEN
Thursday, November 11 th	Veteran's Day – Campus Center OPEN

Wednesday, November 24 th	Early Close at 5 PM (Thanksgiving Break)
Thursday, November 25 th - Sunday, November 28 th	CLOSED (Thanksgiving Break)
Monday, November 29 th	Regular Hours Resume
Friday, December 17 th - Thursday, December 23 rd	VACATION HOURS
Friday, December 24 th - Sunday, January 2 nd	CLOSED
Monday, January 3 rd - Sunday, January 16 th	VACATION HOURS (Winter Break)
Monday, January 17 th	CLOSED
Tuesday, January 18 th	First Day of Spring 2011 Classes, Regular Operating Hours Resume
Monday, February 21 st	President's Day – Campus Center OPEN
Friday, March 4 th	Early Close at 5pm (Spring Break)
Saturday, March 5 th - Sunday, March 13 th	VACATION HOURS (Spring Break)
Monday, March 14 th	Regular Hours Resume
Monday, April 18 th	Patriot's Day – Campus Center OPEN
Friday, May 6 th	Summer Vacation Hours Begin
Monday, May 30 th	Memorial Day – Campus Center CLOSED
Thursday, July 4 th	Independence Day – Campus Center CLOSED

Please direct any questions about operating hours to campuscenter@emerson.edu
You may reach the Max Mutchnick Information Office by phone at 617-824-8680.

CABARET/MULTIPURPOSE ROOM RESERVATION PROCEDURES

The Cabaret (80 Boylston Street, Lower Level) is a performance space available for use by students, organizations and departments on a space available basis.

Student Cabaret requests for Fall 2010 will be accepted beginning on Tuesday, September 7th at 9:00AM. Spring 2011 requests will be accepted on Tuesday, January 18th at 9:00AM.

When reporting to the Campus center to request the Cabaret, please take the following into consideration (especially on the first day that requests are accepted):

- No requests will be processed before 9 AM the first day of class each semester (**arriving at the Campus Center prior to 9 AM will in no way secure your request.**)
- At 9 AM, those students waiting to request Cabaret bookings will select a number card which will indicate the order in which their request will be reviewed.
- Cabaret Reservations must be requested in person in at least 14 days (two weeks) in advance for crew assignments to be made and access memorandums to be generated.
- Cabaret reservation priority will be given to SGA recognized groups and their performance related activities.
- Cabaret requests only become a “confirmed” reservation once you are in receipt of an e-mailed confirmation notice from Cabaret management.
- Once confirmed, reservations cannot be “swapped” from one group or individual to another. If you no longer need a date you have reserved, you must inform the Cabaret management staff (Cabaret@emerson.edu) so that the date can be assigned to a group on the Cabaret request wait-list.
- Once confirmed, the “Contact’s” name as listed on the original request form cannot be changed without express permission from Cabaret management (Cabaret@emerson.edu.)
- Note that the Cabaret is also used by College departments for classes, Open Houses, and the like. These annual bookings have already been made.
- Before completing a Cabaret Request Form – please consult the listing of departmental bookings to avoid requesting a date that is already reserved.

CABARET USAGE POLICIES

Any exceptions to these policies will be made at the discretion of the Director of the Campus Center.

General Conduct

1. The Student Code of Conduct is in effect at all times. Violations of the Student Code of Conduct and all other College policies as outlined in Undergraduate and Graduate student handbooks and catalogues as well as in other official institutional publications will be subject to disciplinary action through the College's disciplinary process.
2. Campus Center/Cabaret Policy infractions will result in an official warning as issued by Campus Center/Cabaret management. Those in receipt of more than 2 warnings will be subject to disciplinary action as sanctioned by Campus Center administration and/or the College Conduct Coordinator as applicable.
3. The organization/person requesting the space will be financially liable for facility and/or equipment in the event of loss or damage (including, but not limited to that resulting from theft, abuse, or gross misuse) while it is in their possession/under their use.
4. Event host/sponsors are responsible for guests of the College involved in or in attendance of their event and for upholding the College Guest Policy.

Reservations

5. Only current members of the Emerson College community (those with a valid Emerson ID) may request a reservation for the Cabaret.
6. Cabaret requests must be made in person at least 14 days (two weeks) in advance at the Information Desk of the Campus Center, 150 Boylston Street.
7. Students, organizations, and departments may only reserve a total of five (5) dates at a time. Additional requests will not be taken until at least one of these reservations has been used.
8. No more than three (3) days can be reserved consecutively in the Cabaret.
9. Requests only become confirmed reservations once an e-mailed confirmation from the Campus Center/Cabaret management staff has been received.
10. Once confirmed, reservations cannot be "swapped" from one group or individual to another. If you no longer need a date you have reserved, you must inform the Cabaret management staff (Cabaret@emerson.edu) at least one week in advance of your event so that the date can be assigned to a group on the Cabaret wait-list. A "no show" on the part of a requestor may cause loss of reservation privileges or require disciplinary action in the future.
11. Once confirmed, the requestor's name as listed on the original request form cannot be changed without the approval of the Campus Center/Cabaret management staff (Cabaret@emerson.edu.) Any changes must be confirmed at least one week in advance of the event date. The requestor will serve as the main point of contact for Cabaret Staff Members and Cabaret management.
12. Only SGA recognized organizations may fundraise or seek donations. A Student Life Fundraising Application must be completed, signed, and submitted to the Campus Center staff prior to the event in order to fundraise or seek donations (see Student Life Office).
13. A Television/Radio/Film Form must be completed, signed, and submitted to the Campus Center staff prior to the event in order to film or record the event (see TRF Office).

Room Use

14. The Cabaret's maximum capacity is as follows: Seated= 120; Standing= 200. These counts are not to be exceeded at any time and include all cast, crew and staff members.
15. Smoking, alcohol, drugs, and the use of candles or open flames are strictly prohibited in the Cabaret. The use of liquids or food items during a performance is also prohibited.
16. All means of egress must remain clear at all times so as to allow for clear access to exits in the event of an emergency.
17. Cabaret users must meet their Cabaret Staff member(s) in the space at the set-up time noted on this form. Any changes in crew needs must be arranged at least one week in advance through the Campus Center/Cabaret management staff (Cabaret@emerson.edu.)
18. Keys for the Cabaret will be handled by members of the Campus Center/Cabaret Staff only. If the Sound/Light booth is to be utilized, the Cabaret Staff will be solely responsible for its operation.

19. Students and organizations are responsible for the set-up of their event. A Cabaret staff member will be assigned to assist you as needed. The Cabaret must be returned to its original set-up at the close of each event.
20. The Cabaret Staff will conduct a pre- and post-event inspection of the space. This inspection will confirm the equipment inventory and operability and the overall conditions of the space.
21. Students, organizations, and departments are responsible for clean up of the space. If the space is left in an unsatisfactory condition, there will be a minimum cleaning charge of \$25.00.
22. Music/sound must adhere to Emerson College's standard of a reasonable level. Sound may not disturb or intrude on the space or activities of other tenants.
23. Carpentry, painting, or the like, for the purpose of building sets, decorations, etc., will not be allowed to take place inside this facility. Set components must be prefabricated off-site and brought into the space for assembly.
24. Set pieces, props, materials, etc. must meet building and fire code regulations, and must have prior approval before use. All materials must be removed from the space at the conclusion of the event, and cannot be stored in the space.
25. Nothing may be attached to or hung from the Cabaret's lighting pipe grid, ceilings, or walls without approval from the Campus Center/Cabaret staff. No person(s) may hang from the pipe grid at any time.
26. Failure to comply with the above policies and/or cooperate with the Cabaret Staff or other College personnel during the course of an event will result in the immediate suspension and/or termination of the event and potential loss of future reservation privileges.

Operating Hours: The Cabaret operates daily during the academic year from 9 a.m. – 12 a.m. The space is not available during College vacations or holiday breaks as operation is dependent upon staffing resources.

The Cabaret (80 Boylston Street, Lower Level) is a performance space available for use by SGA recognized organizations and College departments on a space available basis. This facility can be reserved through the Max's Information Booth at 150 Boylston Street for rehearsals, dramatic performances, comedy shows, concerts and performance based spoken word events, as well as other events.

MULTIPURPOSE ROOM USAGE POLICIES

Any exceptions to these policies will be made at the discretion of the Director of the Campus Center.

General Conduct

1. The Student Code of Conduct is in effect at all times. Violations of the Student Code of Conduct and all other College policies as outlined in Undergraduate and Graduate student handbooks and catalogues as well as in other official institutional publications will be subject to disciplinary action through the College's disciplinary process.
2. Campus Center/Cabaret Policy infractions will result in an official warning as issued by Campus Center/Cabaret management. Those in receipt of more than 2 warnings will be subject to disciplinary action as sanctioned by the Campus Center administration and/or the College Conduct Coordinator as applicable.
3. The organization/person requesting the space will be financially responsible for facility and/or equipment in the event of loss or damage (including, but not limited to that resulting from theft, abuse, gross misuse) while it is in their possession/under their use.
4. Event hosts/sponsors are responsible for guests of the College involved in or in attendance of their event and for upholding the College Guest Policy.

Reservation Procedure

5. All members of the Emerson College community must present their Emerson College ID when requesting access to the Multipurpose Room.
6. Multipurpose Room reservation requests must be made in person at least three days in advance at the Information Desk of the Campus Center, 150 Boylston Street.
7. No more than three (3) days can be reserved consecutively in the Multipurpose Room.
8. Students, organizations, and departments may only reserve a total of five (5) days at a time. Additional requests will not be taken until at least one of these reservations has been used.

9. Only current members of the Emerson College community (those with a valid Emerson College ID) may request a reservation for the Multipurpose Room.
10. Requests only become “confirmed” reservations once an e-mailed confirmation from the Campus Center management staff has been received.
11. Once confirmed, reservations cannot be “swapped” from one group or individual to another. If you no longer need a date you have reserved, you must inform the Campus Center management staff (CampusCenter@emerson.edu) at least one week in advance of your event so that the date can be assigned to a group on the Multipurpose Room wait-list. A “no show” on the part of a requester may cause loss of reservation privileges in the future, and possible fines.
12. Once confirmed, the requester’s name as listed on the original request form cannot be changed without the approval of the Campus Center management staff (CampusCenter@emerson.edu.) Any changes must be confirmed at least three days in advance of the event date. The requestor will serve as the main point of contact for Campus Center Management.
13. Only SGA recognized organizations may fundraise or seek donations. A Student Life Fundraising Application must be completed, signed, and submitted to the Campus Center staff prior to the event in order to fundraise or seek donations (see Student Life Office).
14. A Television/Radio/Film form must be completed, signed, and submitted to the Campus Center staff prior to the event in order to film or record the event (see TRF Office).

Room Usage

15. The Multipurpose Room's maximum capacity is 55 - This count is not to be exceeded at any time.
16. Smoking, alcohol, drugs, and the use of candles or open flames are strictly prohibited in the Multipurpose Room at all times. The use of liquids or food items during a performance is also prohibited
17. All means of egress must remain clear at all times in order to allow for clear access to exits in the event of an emergency.
18. Keys for the Multipurpose Room will be handled by members of the Campus Center staff only.
19. Students and organizations are responsible for the set-up of their event. A Campus Center staff member will assist you as needed. The Multipurpose Room must be returned to its original set-up at the close of each event.
20. The Campus Center will conduct a pre- and post-event inspection of the space. This inspection will confirm the equipment inventory and operability and the overall conditions of the space.
21. Students, organizations, and departments are responsible for clean up of the space. If the space is left in an unsatisfactory condition, there will be a minimum cleaning charge of \$25.00.
22. Due to its proximity to administrative offices, the Multipurpose Room can only support quiet (meaning that the sound system cannot be used) meetings and pre-approved gatherings during Campus Center business office hours. No amplified sound, singing, physical activity (e.g. dancing) or vocalization of any kind will be approved in the Multipurpose Room Monday –Friday between 9:00am and 6:30pm.
23. Carpentry, painting, or the like, for the purpose of building sets, decorations, etc., will not be allowed to take place inside this facility. Set components must be prefabricated off-site and brought into the space for assembly.
24. Set pieces, props, materials, etc. must meet building and fire code regulations, and must have prior approval before use. All materials must be removed from the space at the conclusion of the event, and cannot be stored in the space.
25. Nothing may be attached to or hung from the Multipurpose Room’s lighting pipe grid, ceilings, or walls without advance approval from the Campus Center staff. No person(s) may hang from the pipe grid at any time.
26. The Multipurpose Room’s lighting system may not be altered or reconfigured. Use of the lighting system constitutes the use of the pre-programmed lighting presets only.
27. Failure to comply with the above policies and/or cooperate with the Campus Center staff or other College personnel during the course of an event will result in the immediate suspension or termination of the event and potential loss of future reservation privileges.

STUDENT ORGANIZATION CUBBY ASSIGNMENTS AND USAGE GUIDELINES

Requests for Student organization cubby assignments will be accepted on the first day of classes in September of each academic year.

APPLICATION

In order to request a Student Organization Cubby, please download the "Student Organization Cubby Request Form" from the Mutchnick Campus Center website, www.emerson.edu/student_activities, or pick up a form at the Commons Desk located on L1 of the Campus Center.

Twenty-four 36"x22"x18" storage cubbies are located on L1 of the Campus Center and are only available to student organizations that are recognized by the Emerson College Student Government Association and that do **not** have assigned office space within the Campus Center. As the number of available cubbies is limited, cubbies will be assigned to organizations as requests are received and will be based on justifiable need. The final decision for the cubby assignment rests with the Campus Center administration.

Clubs and organizations that are assigned a cubby are responsible for the condition of the cubby and will be charged for any damages to said cubby. Access to the cubbies begins on the first day of classes in September, and the cubbies must be cleaned out by the last day of the semester in May. Please be mindful that cubbies are **not** automatically renewable. Student organizations must submit a request each academic year with the Campus Center administration.

Student organizations may gain access to their cubby by visiting the Commons Desk on L1 of the Campus Center. Only students with a valid Emerson College ID and those that have been identified as authorized users will be granted access. The organization president is responsible for submitting a list of organization members who are authorized to access the cubby, and must also provide updates and/or changes to this list throughout the academic year to the Campus Center by sending an e-mail to campuscenter@emerson.edu.

If all of the cubbies have been allocated, student organizations may request to be placed on a waiting list until a cubby becomes available. Waitlisted organizations will have two full business days to respond to an offer of an available cubby at which point the next waitlisted organization will be contacted.

By signing the Student Organization Cubby Agreement Form, student organizations agree to abide by the terms and conditions set forth by the Mutchnick Campus Center that are outlined below.

TERMS & CONDITIONS

- ◇ Only one 36"x22"x18" cubby will be assigned per student organization.
- ◇ Student organization presidents must provide an access list with the names and Emerson ID numbers of organization members authorized to access the assigned cubby. It is the responsibility of the organization's president to ensure that this access list is kept up to date by contacting campuscenter@emerson.edu with changes.
- ◇ Emerson College and the Max Mutchnick Campus Center will not accept responsibility for damage or loss of the contents of any cubby.
- ◇ Upon assignment and during use of a cubby, student organizations are held responsible to report any damage or needed repairs to campuscenter@emerson.edu. (If your cubby door does not open or shut properly, do not force it; report it immediately).
- ◇ The Mutchnick Campus Center administration reserves the right to open a cubby with or without the consent of the student organization in instances where cubby procedures are being abused or in the case of an emergency.
- ◇ Flammable materials, dangerous chemicals, explosives or weapons of any kind are strictly prohibited inside the cubbies. Illegal or controlled substances such as drugs or alcohol are also strictly prohibited.
- ◇ Cubby assignments operate on a per academic year basis; there is no automatic renewal.
- ◇ Cubbies must be cleaned out by the last day of the academic year. Notices to vacate cubbies will be sent out via e-mail a few weeks prior to the deadline. It is the student organization's responsibility to ensure the email address provided on the agreement is current and active to ensure notices are being received.

If you should have any questions, please contact the Mutchnick Campus Center at (617) 824-8684 or at campuscenter@emerson.edu.

AXIS TV

Students, organizations, or departments may request that approved Emerson College related event and service announcements be posted to the active displays located in the Campus Center lobby, in the Student Lounge on the second floor, and on Lower Level 1.

Submissions must be for a confirmed, upcoming Emerson College-affiliated event or service and are not for personal use.

Submissions should be in the following formats:

Video formats: *.ASF, *.AVI, *.MPEG, *.MPG, *.SWF and *.WMV are supported.

Image formats: *.BMP, *.EMF, *.EPS, *.EXIF, *.GIF, *.ICO, *.JPG, *.PNG, *.PSD, *.TIF, *.TIFF, *.WMF are supported.

**PowerPoint presentations are also supported.*

All submitted files must be less than 20 MB in order to be uploaded to the display system.

In addition to announcements, the daily event schedule for the Campus Center and the Cabaret are displayed, along with the current local weather conditions.

**If you should have any questions, please contact the
Mutchnick Campus Center at (617) 824-8684 or at campuscenter@emerson.edu**

OFFICE OF THE ARTS MANAGED SPACES POLICY AND INFORMATION PARAMOUNT BLACK BOX, BRIGHT SCREENING ROOM, SEMEL AND GREENE THEATERS

The Office of the Arts operates several of Emerson College's performance facilities on campus including the Paramount Black Box, Bright Family Screening Room, Paramount Studios and Semel and Greene Theatres. These spaces are available for student use and the application procedure will be posted online in the fall and spring. Availability is limited and priority is given to the academic needs and Office of the Arts programming. Student use requires the presence of a Technical Supervisor at the project's expense, and based on the nature of the project, the Office of the Arts may require additional staffing as well.

Contact Bonnie Baggesen at 617-824-8363 or via email at Bonnie_Baggesen@emerson.edu for more information or assistance.

PARAMOUNT STUDIOS STUDENT USE POLICY

Students are welcome to check out space in the Paramount Studios for both individual and student group use.

- The Paramount Center contains 9 rehearsal studios and 6 practice rooms. The studios are equipped with a mirrored wall, at least one wall of dance barres, a sprung floor, and additional rehearsal materials that can be requested for use during a reservation. Practice rooms are equipped with a piano, music stand and chairs.
- Studio reservations are made exclusively in person at the space reservation desk in the 3rd floor atrium of the Paramount Center. Space reservation hours will be posted at the beginning of each semester and all reservations must be made during that time.
- Space can be reserved up to 48 hours in advance (i.e. If it is a Monday, space can be reserved for that day, as well as for Tuesday and Wednesday). An individual or student group may reserve up to 5 hours of space per day and may only occupy ONE space at a time.

- The person who made the reservation must present a valid Emerson Student ID at the time of the reservation. Student groups may book space through a liaison. At the time of the reservation, the student must sign off on the studio policy and agree to follow all posted rules and regulations.
- Failure to follow studio policy, as well as failure to arrive for a scheduled space reservation will result in a loss of space.

Contact Brittany Burke via email at Brittany_Burke@emerson.edu for more information or assistance.

GYMNASIUM USE FOR FUNCTIONS / SPECIAL EVENTS POLICY & PROCEDURE

1. A request form may be obtained by contacting the Athletics Office, located on L2 of 150 Boylston Street. Note that the Associate Dean of Students' approval signature will be necessary before submitting an application sponsored by an SGA recognized student organization.
2. The Athletic Director reviews the application with Property Management.
3. If initially approved, the request is then reviewed with Facilities Management and Property Management to insure that it is logistically possible to meet the requirements of the request. A minimum two-day commitment of the gymnasium space for the floor cover is required: one day preceding the event for installation, one day following for removal. Additional time may be required for physical set up, i.e., tables, chairs, catering, etc.
4. When it is determined the request is approved and will proceed, Property Management becomes involved with the end user regarding details of the function / special event.

RELATED EXPENSES

Floor Cover

The gymnasium floor must be covered for all function/special event uses. The installation of the floor cover is performed by the Facilities Management Department. The cost of installation and removal of the floor cover, dependent upon scheduling in coordination with the athletics gymnasium schedule is \$400 - \$600.

Facility Management will provide the specific cost quotation and a project authorization for the end user to approve and provide their account number to which the expense will be charged.

Rental Rate

In addition to the floor cover expense, the rental cost for function / special event use of the gymnasium is a flat rate of \$500.

Catering Discount: If the total expense of catering exceeds \$2,000 the rental cost will be limited to \$250.

If you have questions, contact the Associate Dean of Students at 617-824-8637 or via email at sharon_duffy@emerson.edu.

STUDENT ORGANIZATIONS PLACING ARAMARK ORDERS

One of the most convenient means of providing food at an event is to utilize the College's on-campus vendor, ARAMARK. When placing an order with ARAMARK, visit the Catertrax website at <http://emerson.catertrax.com/> **at least two weeks in advance** to select your menu, obtain prices and check availability of certain menu items. You must also provide the date, time, and location of the event that is being catered, along with your organization account number. Consult with Property Management as to whether food service is permissible in your venue.

For menu assistance, contact ARAMARK at 617-824-8060 or consult the catering/student catering menu, which is available in the Office of Student Life, the SGA Office, and online at http://www2.emerson.edu/business_services/food_services/catering.cfm.

Please note the following process to be used when ordering Aramark:

1. Go to the Catertrax website – either by visiting <http://emerson.catertrax.com/> or by clicking on "Catering" from the Business Services website (http://www2.emerson.edu/business_services/food_services/catering.cfm). **I HIGHLY recommend**

- the ONLY the President and/or Treasurer take the responsibility to manage the Catering orders for your organization!** This will avoid confusion and heart ache later!
2. Register yourself as a new user.
 3. You can then “Create New Catering” by clicking on the green box to select your items.
 4. Select and confirm your items; enter your customer and event details; review your order and then check out.
 5. When you check out, you will be asked to supply the email of your budgetary authority to approve the order. **For all SGA recognized student organizations, you MUST send your catering order approval request to the following: The President/Treasurer and Advisor of your organization, the SGA Treasurer (SGA_Treasurer@emerson.edu) and to the Associate Dean of Students, Sharon_Duffy@emerson.edu. If any of these folks are missing, your order will NOT be approved.**
 6. When you submit your order, you get an email with your order, as does the approval manager you named as the budgetary approval sources.
 7. The President/Treasurer and Advisor of your organization will need to send approval to the SGA Treasurer and Associate Dean of Students via email noting their approval of the expense. If we do not hear from them, we will assume the order is NOT approved (and note this is MY policy, and not ARAMARK’s) and as such, we will deny the order.
 8. We will also deny orders if your budget cannot handle the charges as outlined in the order, or if the event you are hosting is not an approved event.
 9. All SGA Recognized Student Organizations are expected to follow the protocols expressed in the Treasurers Manual. Catering orders placed outside of these policies may not be approved. Contact the SGA Treasurer with additional questions.
 10. There are a number of policies outlined on the new catering site, please refer to this email first as these are the policies we will follow.
 11. SGA organizations may NOT purchase bottled water without the expressed approval of the SGA Treasurer. You may request carafes of water.
 12. Keep a copy of your email order for your records.
 13. If you experience any problems in your service/order, it is your responsibility to alert the Associate Dean of Students within 24 hours of your event, otherwise, we must assume your order was fulfilled and we will authorize immediate payment.

A few notes:

- If you are looking for a custom order, or want to order items off the posted menus, you will need to contact the Catering Manager directly to place an order. The same would go for discussing price adjustments for “out of the ordinary” orders.
- You can cancel orders within 48 hours of the event without being charged for the event.
- You must place your event at least 5 days in advance of the event – when you select your date, you may find the date to be highlighted red, yellow or green. Red=they cannot accept your order; Yellow= you must call the Catering office to see if they can accommodate your date given the late notice; or Green = “good to go!”
- There is a tutorial at <http://emerson.catertrax.com/shoptutorial.asp> if you are so inclined!
- **Reimbursements will NOT be processed for Aramark charges.**

POSTING AN EVENT TO ECOMMON.EMERSON.EDU

Most students have come to rely on eCommon (<http://ecommon.emerson.edu>) as their primary way to get information on things that are happening around campus! Please be sure to encourage your group to post as often as possible and appropriate! Remember, only recognized student organizations and academic departments may post their events to eCommon! If your organization is listed as co-sponsoring an event, please be sure that the group has considered the event carefully before attaching it’s name as ultimately, it would be the co-sponsoring organization that shares in the responsibility for the event!

Additionally, Public Affairs determines which event entries ultimately become posted as a news story or announcement – so please be sure to submit your items completely!

Lastly, be reminded that all events sponsored by recognized student organizations may not be listed as open to the public!

Go to <http://ecommon.emerson.edu/> and log in using your ECNet username and password to post an event.

Student organizations may post Events only. News is reserved for Public Affairs use only. Contact Public Affairs to explore appropriateness of posting a news item. Some event items submitted by student organizations may be converted to an Announcement and this is done at the discretion of Student Life – contact the Associate Dean of Students to inquire. When submitting your “event” note in the event title, “Please convert into an announcement” and that will signal to the Associate Dean of Students your request. **Individuals may not post an event on eCampus unless sponsored by a recognized and active student organization.**

Login using your EC Username and Password and select “Post an Event.” Students must complete the requested information in the online form in full.

Once a request for posting on behalf of a student organization is submitted, a notice is sent to the Associate Dean of Students for approval and the group is notified of the status of the posting request. The Associate Dean of Students will edit the posting if necessary and as appropriate. Be sure to have completed your Fundraising form/Trip Registration Form before submitting a posting related to a fundraiser or a trip!

STUDENT ORGANIZATION GROUP STUDIO WEBPAGES ON THE PAGES.EMERSON.EDU

All student organizations may create a website free of charge on pages.emerson.edu for organization business and function. If your organization wants to edit/update/access an existing page, please have your President email Sharon Duffy at sharon_duffy@emerson.edu with the name, ID#, email address of the student authorized to access the page. Please make sure your advisors are cc-ed on this email and use “Organization Pages Website Access” as the subject line. There is no deadline on this and the group may change your user at any time! It is free and easy to use!!! To view a directory of existing pages, visit: <http://pages.emerson.edu/Organizations.html>

STUDENT ORGANIZATIONS PLANNING OFF CAMPUS TRIPS

All trips sponsored by recognized student organizations must be registered with the Office of Student Life. College protocol mandates that a Trip Registration Form be completed and submitted to the Office of Student Life **no later than 10 business days before the trip.** The Trip Registration Form, trip participant list and each Risk and Release Form will stay on file with the College. Failure to complete and return forms may result in a denial to use equipment and/or College activities money.

A student organization sponsored trip may include, but is not limited to, an event where the College (including SGA) is named as a sponsor and/or where College equipment and/or monies is used to fund part or all of the trip. **It is advised that trip organizers schedule a pre-trip meeting with the Associate Dean of Students.** Please note, unless determined otherwise by the Dean of Students and/or his/her designee, an advisor or advisor designee must accompany the trip. Any questions regarding this policy should be directed to the Associate Dean of Students.

A Few Items of Note:

- * A Trip Registration Form must be submitted **before** any financial paperwork is processed for the trip.
- * College funds spent on behalf of trip participants are typically non-refundable and nontransferable. **Trip participants are financially responsible for all funds expended on their behalf in the event of their cancellation or subsequent ineligibility per College policy.**
- * Travision is the College's travel agent and must be used when booking airline tickets. Please note that a Purchase Order must be processed with 24 hours of making the reservation to receive the charge quoted at the time of the reservation and service charges may be added to the ticket fare.

* **Students and Advisors should NOT use a personal credit card to secure hotel rooms.** Send Sharon Duffy an email (Sharon_duffy@emerson.edu) with the specifics of the trip - dates of arrival and departure, type and number of rooms, names of each person per room, name, address and phone number of the desired hotel and what you expect to be charged. **We will make the reservations for you using a College AMex.** Once the arrangements have been made, we will send you an email to confirm. When you return, please bring back a receipt and your organization account will be charged.

* Contact Purchasing (x8590) or the SGA Treasurer (sga_treasurer@emerson.edu) with questions regarding ground travel.

STUDENT ORGANIZATIONS USE OF CONTRACTS

Contracts are used to bind vendors and non-Emerson individuals to services offered in exchange for payment. All services must be contracted, regardless of whether the service provider is being paid for their service.

Contracts must include the following:

- Date, time, and location of the event/service
- Type of event/service
- Amount being charged
- Contact information including mailing address
- Valid Social Security Number or Tax Identification Number (see Appendix for W9)
- Proof of Commercial/Business Liability Insurance or signed Liability Waiver (*see Appendix*)
- Completed W-9 form (see Appendix)

It is recommended that student organizations contract with agencies or individuals accustomed to working with contracts. In most cases, the service provider will submit a signed contract for review. In rare instances, you may encounter a service provider who does not have a standard prepared contract for review. In these cases, you may use the sample contract provided in the Appendix of this *Resource Guide*. Service providers may also submit a contract rider to communicate additional requirements or expectations.

Processing guidelines for contracts:

All contracts must be pre-approved by the Office of Student Life and the Dean of Students before services are rendered and before the SGA Executive Treasurer will process any paperwork.

NO CONTRACTS MAY BE SIGNED BY STUDENTS OR ADVISORS! A student/advisor is not an agent of Emerson College or the Student Government Association. A student/advisor signed contract is NOT binding to Emerson College or SGA.

A minimum four-week turnaround time is required for review of all contracts submitted.

See the Off-Campus Events policy in the Student Organization and Advisor Resource Manual for contracts involving the use of off-campus venues. Please note: **All contracted speakers/performers/guests of the College must provide proof of insurance liability (NOT Health Insurance) or sign an insurance waiver with the Office of Purchasing and Risk Management BEFORE services may be rendered.** A guest may NOT perform or speak on campus without compliance of this policy. Contact the Associate Dean of Students with any questions.

STUDENT ORGANIZATIONS USE OF EMERSON COLLEGE NAME AND LOGO

Use of the Emerson College (EC) name, logo or motto/tag line is prohibited without advanced approval by the Dean of Students or his/her designee. Student Organizations and individual students should direct their inquiries to the Associate Dean of Students in the Office of Student Life. Permission to utilize the EC name, logo or motto/tagline by **recognized student organizations** is typically granted as long as the EC name, logo or motto/tagline isn't altered and is being used for College-related business or activities. Use of the EC name, logo or motto/tagline is **typically not** granted for individual student use.

The PDF of the Identity Standards Manual can be found on line on the Public Affairs website at http://www2.emerson.edu/creative_services/identity_manual.cfm and contains approved standard graphic elements of the Emerson College identity system.

STUDENT ORGANIZATIONS USE OF OFF CAMPUS VENUES

The following is a list of guidelines, policies and items to consider as your organization begins to look to hold a performance at an off-campus venue. You may share this list with the representatives at the off-campus venues you explore. Any questions may be directed to Sharon Duffy, Associate Dean of Students.

Meet with the Associate Dean of Students to discuss potential venue plans and to review off-campus events policy **at least 2 months** in advance. Earlier is better! Additionally, discuss all plans with your advisor!

Items to be aware of as you look at venues:

- a) A facilities site manager/staff member must be on site with your group the entire time your organization will be in the space (regardless of rehearsal or performance). Emerson College students may not utilize a venue that does not have the ability to providing staffing support and oversight.
- b) The facility must be in close proximity to the campus and must be accessible via public transportation.
- c) The facility must carry and show proof of general liability insurance with a minimum of \$3,000,000 coverage, naming Emerson College as an additional insured. A Certificate of Insurance must be obtained from the facility indicating the limits of insurance.
- d) Emerson College pays for services in full after all services have been rendered. The College will not leave deposits under any circumstances. This also holds true for cleaning deposits, security deposits, etc.
- e) You will be required to have an Emerson faculty/staff member on site with you at all times. It will be your responsibility to secure the staffing and for developing the staffing schedule BEFORE a contract is reviewed. The Staff/Faculty member on site serves as the on-site College representative and is responsible for notifying the Associate Dean of Students regarding any incident that occurs and for completing an incident report.
- f) You may be required to have a Boston Police officer on site for your performances if a formal security system does not exist in the venue. This expense will be your responsibility.
- g) Tickets to your performance must be sold or secured in advance. There will be no tickets sold at the door. No cash will be on hand at the door.
- h) The event is only open to Emerson College community members and their guests. All ticket holders will need to present a valid Emerson College ID for entrance. Non-Emerson guests must present an ID and sign in as a guest at the door. Guests must be accompanied by their Emerson student for entrance. No general public will be admitted. The venue is not authorized to advertise the performance in any newsletters or publications they may distribute.
- i) No alcohol is permitted at off-campus events.
- j) Neither students nor advisors are authorized to sign into contractual agreements on behalf of the College or its agents (i.e. a student organization). All student organization contracts must be reviewed by the Associate Dean of Students and the Dean of Students of Emerson College. The Dean of Students is the person authorized to sign contracts on behalf of student organizations for the College.

Items that will need to be in place before a contract is reviewed. Be advised that under no circumstances will a contract submitted be reviewed without all of the following submitted. Please also be advised that submitting a contract does NOT automatically mean a contract will ultimately be signed and approved.

- a) A detailed contract from the venue, complete with the dates and times to address the items above with the venue before a contract is drafted to ensure compliance. If lighting is also be arranged through the venue, attach a price quotes for tech as well.
- b) A schedule of facility management staffing (include names, positions of staff assigned)
- c) A schedule of Emerson College faculty/staff staffing (include name, telephone number and email address)
- d) A detailed schedule of your tech, load in, load out and performance times.
- e) An invoice from the venue, a W9 and copy of their insurance liability certificate.

- f) Confirmation via email from your advisor that he/she is aware of your intentions and has been involved in the planning process of the performance.

Do not begin advertising or ticketing your performance until you have received confirmation that the contract has been reviewed and approved. Contact the Associate Dean of Students for more information.

STUDENT ORGANIZATIONS USE OF WORK OBTAINED BY A THIRD PARTY

Student organizations that are officially recognized by the College or receive any funding or financial support from the College **may not** reproduce, distribute, broadcast, publicly perform, publicly display or otherwise use work obtained from third parties (individuals, organizations, or entities), unless the student organization first submits a completed and signed copy of the license agreement (Licensor's Release Form) in the appendix of this Resource Guide to the Associate Dean of Students which clearly grants the College the rights to reproduce, distribute, broadcast, publicly perform, publicly display or otherwise use the work. Students and student organizations should also observe the requirements of the College's intellectual property policy, which can be found at <http://www2.emerson.edu/policy/intellectual-property-policy.cfm>.

MISSION STATEMENT REVIEW

Along with reactivating each semester, all student groups must submit a **Student Organization Mission Statement Review** whereby each group reviews the mission statement of the group, communicates revisions and engages in an exercise where the student organization mission statement is correlated to the College's Mission Statement. All organizations will be provided with the mission statement of Emerson College, as well as the mission statement of each group as published in the Undergraduate Student Handbook. The exercise requires responses to the questions posed below. Please answer the following questions. Please provide specific examples or anticipated plans. If you believe your group does NOT expressly or clearly support the mission statement of Emerson College, please note strategies you will employ this semester to do so.

1. What events/activities/processes/services/guiding principles/philosophies does your group engage in that **promotes civic engagement**?
2. What events/activities/processes/services/guiding principles/philosophies does your group engage in that **encourages ethical practices**?
3. What events/activities/processes/services/guiding principles/philosophies does your group engage in that **fosters respect for human diversity – specifically, what does your group do to create a culture of inclusion**?
4. What events/activities/processes/services/guiding principles/philosophies does your group engage in that **inspires students to create and communicate with clarity, integrity and conviction**?
5. What are three goals your organization has set for itself to achieve in the current academic year?

Please contact the Office of Student Life with any questions or for assistance.



EMERSON COLLEGE

Trip Registration Form

This form is to be completed by the sponsoring academic department, sponsoring faculty or sponsoring student organization.

This form must be returned to the Office of Student Life, 150 Boylston St., no later than 10 business days prior to the trip.

It is advised that you meet with the Associate Dean of Students at least 3 weeks prior to the trip to discuss travel plans and policies.

Please refer to pg. 148 of the Undergraduate Student Handbook for details on the Student Organization Sponsored Trip Policy

Please note that only full-time students, in good academic and social standing may participate in College sponsored trips.

Organization Name: _____

Contact Name: _____

Contact Phone Number and E-mail: _____

TRIP INFO

Trip Location: _____ Trip Purpose: _____

Departure Date: _____ Departure Time: _____ Return Date: _____ Return Time: _____

Site Address: _____

Site Phone Number: _____

Please circle all that apply: Overnight Trip Day Trip Film Shoot Class Activity

Number of Participants: _____

TRAVEL INFO

Travel Agency/Tour Operator (if used): _____

Agency Contact and Phone Number: _____

Travel Methods (check all that apply): Flight _____ Bus _____ Train _____ Car _____ Rental _____

Please note: All final travel arrangements are to be submitted to the Office of Student Life no later than 5 business days before the start of the intended trip. Flight itineraries are required for all members of the Emerson Community traveling via airlines to take part in the trip.

Car Rental Company (if used): _____

Car owner's name, make and model of car, and license plate number: _____

HOTEL INFO

Hotel / Lodging: _____

Hotel / Lodging Address: _____

Contact Number of Hotel / Lodging: _____

FILM SHOOTS

For all film shoots, we request a copy of an approved TRF form be attached to this form.

(Forms are available by contacting the TRF Office at x8978). Please attach approved TRF form.

Advisor(s) Attending: _____

Advisor's Signature: _____

Date of Advisor's Signature: _____

Additional Details: _____

Please submit Assumption of Risk and Release forms for each individual attending the trip.

Only one Trip Registration form per trip is necessary.

Only legible original copies, pdf's, scans, or faxed versions of this form will be accepted. Pictures of a completed form are not acceptable.

Student Life Use

TRF Form Attached: _____ Travel Itineraries Received: _____ R&R Forms Received: _____



EMERSON COLLEGE

Assumption of Risk and Release: Field Trips and Off-Campus Activities

This form is to be fully completed by all participating students, faculty advisors, or staff.

This form is to be returned to the Office of Student Life, 150 Boylston Street, no later than five (5) business days prior to the trip.

This form will be maintained on file within the Office of Student Life.

Please note that only full-time students, in good academic and social standing may participate in College sponsored events.

This release is executed by _____ to Emerson College, Boston, MA. In
(Participant's Name)
consideration of being permitted to participate in _____, I, the undersigned, am in full
(Activity)
recognition and in appreciation of the dangers and hazards inherent in this activity and during transportation to and from
Boston, MA, and _____ beginning on _____ through _____, 20_____
(Location) (Date) (Date) (Year)

I hereby agree to assume all the risks and responsibilities surrounding my participation in this activity or any activities undertaken as an adjunct thereto; and further, I do release, and forever discharge Emerson College, the Student Government Association, the Residence Hall Association and all of its officers, agents, and employees from and against any and all claims, demands and actions, or causes of action, on account of damage to personal property, or personal injury, or death which may result from my participation, and which result from causes beyond the control of and without the fault or negligence of Emerson College, the Student Government Association, the Residence Hall Association, its officers, agents, or employees, during my participation as aforesaid; I also hereby understand that only full-time students, faculty, and staff are eligible to attend College-sponsored field trips and are eligible to be covered under the College's umbrella insurance policy;

By submitting this form, I authorize the Office of Student Life to run both disciplinary and academic checks to verify my good standing with Emerson College. If I am deemed ineligible and/or do not meet the GPA requirements, I will be notified and will be unable to attend/participate. Trip participants are financially responsible for all funds expended on their behalf in the event of their cancellation or subsequent ineligibility per College policy. * (2010-2011 Undergraduate Student Handbook, page 148).

Insurance Carrier/Provider: _____ Coverage Date: _____
Policy Number/Holder: _____
Coverage(full,emergency, etc.): _____

In witness whereof, I have read and understand the above statement. _____
(Student Signature)

I cause this release to be executed on _____ and I intend to be legally bound hereby.
(Date)

(Student Email Address) (Emerson ID Number) (Student's Phone Number)

(Parent Signature - if student is less than 18 years of age)

*In case of an emergency, please contact:
Name: _____ Relationship: _____
Address: _____
Phone: _____

*Names and contact numbers will be provided to the Dept. of Public Safety 24 hrs prior to departure of trip in case of emergency.

Only original copies, pdf's, scans, or faxed versions of this form will be accepted. Pictures of a completed form are not acceptable.


EMERSON COLLEGE
Fundraising / Solicitation Application

*Please note that only recognized and funded Emerson College student organizations/departments may fundraise.
 All funds collected must be deposited into an Emerson College account for processing.*

- *On-campus* fundraising includes sollicitating donations, charging an entrance fee to an event or activity, conducting authorized raffles, and the selling of goods/services/tickets. *Off-campus* fundraising activities include solliciting merchants, foundations, corporations, parents or alumni for contributions in and of themselves, or in return for an advertisement or service.
- **Please note: Running a raffle requires a permit from the City of Boston. Please see the "Fundraising Activities" and "Gambling" sections of the 2010-2011 Undergraduate Student Handbook (page 129) for further details.**
- This application must be completed, regardless of whether the money/goods/service is to benefit an Emerson College student organization/department or an outside charitable agency.
- Applications must be submitted no later than 5 business days in advance of the proposed event to the Office of Student Life, 2nd Floor, 150 Boylston Street. Contact 617-824-8637 with any questions!

Event Details

Organization: _____ Today's Date: _____
 Date of event: _____ Time of event: _____ Location: _____
 Amount Charged \$ _____ Purpose: _____

Please describe the event:

Name of outside vendor or sponsor (if applicable): _____

Recipient(s) of Funds (if a student organization, please list name of organization and account number):

Please check ALL groups that will be sollicited:

Students: _____ Parents: _____ Faculty/Staff: _____ Alumni: _____

Other (describe): _____

The following signatures are required, in the order listed below:

1. _____	_____	_____
Signature of Person in Charge of Fundraiser	Phone and email:	Date:
2. _____	_____	_____
Signature of Organization President/Chairperson	Phone and email:	Date:
3. _____	_____	_____
Signature of Organization Advisor	Phone and email:	Date:

-----Do Not Write Below This Line-----

Approved: _____ Denied: _____ Comments: _____

Associate Dean of Students Date



American Red Cross

February 14, 2006

Dear Ms. May:

On behalf of the American Red Cross, thank you for your decision to raise money for the Disaster Relief Fund. Your donation helps the victims of Hurricane Katrina and hundreds of other disasters across the community each year.

This letter is to acknowledge that you will be fundraising on February 14, 2006 and February 16, 2006 at the Emerson performance of *Hello Again*. It must be made clear to everyone participating in this event that it is not an American Red Cross-sponsored event, but is done independently with all the proceeds benefiting the American Red Cross Disaster Relief Fund. As a reminder, you may not use the Red Cross emblem (consisting of a red cross symbol) in connection with your program. If you have any questions, please feel free to contact me at 617-375-0700, Ext. 277.

Thank you for supporting the American Red Cross. Your efforts will make a difference in many people's lives, and your fundraising is greatly appreciated.

Sincerely,

NICOLE

Nicole Arsenault
Development Associate
American Red Cross of Massachusetts Bay



EMERSON COLLEGE

Community Service Announcement Form

To be completed by sponsoring academic departments, sponsoring faculty or sponsoring student group and to be returned to the Office of Student Life, Campus Center, 150 Boylston Street, 2nd Floor, no later than two weeks after the project.

Report to be included in the mid-year, and annual Campus Community Service Report

EVENT DETAILS

Today's Date: _____

Student Organization Name: _____

Emerson Contact Person: _____ Phone #: _____
(Event Chair)

Name/Website of Community Organization: _____

Contact Person from Community Organization: _____

Briefly Describe the Type of Service (what activities did you complete):

Date(s): _____ Time Commitment: _____
(# of hours of service)

Location: _____

Name and/or Number of Members Involved: _____

How much money was raised (if applicable): _____

Would you recommend this service project? Y N

Would you recommend the site? Y N

Briefly describe the reflection/educational component (if applicable): _____

Please include any pictures from the event (they can be e/mailed to Student Life).


EMERSON COLLEGE
Greek Life Pledging Registration Form

To be completed by the sponsoring recognized Greek organization and to be returned to the Office of Student Life, Campus Center, 150 Boylston Street, 2nd Floor, no later than 1 business day after pledge activities have commenced. See below for Pledge Dates for the current semester.

Fall 2010

Today's Date: _____

Organization Name: _____

President: _____ Phone: _____ Email: _____

Pledge Master: _____ Phone: _____ Email: _____

	Pledge Name	Address	Year of Graduation	Phone Number
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____

Pledge Dates

Start Date: _____

End Date: _____

Organizational President Date

Organizational Advisor Date

Pledge Master Date

Please Note:

Pledging during the Fall 2010 semester must not begin until **September 27, 2010** and must end no later than **November 22, 2010**. Groups that cannot complete their process by November 22 must stop November 22 and may resume their process in the spring semester.

This form is due back to the Office of Student Life 1 business day after pledge activities have commenced.



Hazing Form

To be completed by sponsoring academic departments, sponsoring faculty or sponsoring student group and to be returned to the Office of Student Life, Campus Center, 150 Boylston Street, 2nd Floor Room 240

Acknowledgement Form Regarding Massachusetts General Laws Chapter 269, Sections 17, 18 & 19

Name of Organization

As President or designated chief officer of the student organization cited above, I certify that I have received a copy of MGL c.269, SS 17, 18 and 19 and that each of the members, plebes, pledges or applicants has received a copy of section 17, 18 and 19, and that the organization understands and agrees to comply with the provisions of Section 17, 18, and 19.

President's Names (please print)

Local Address

Local Phone #

President's Signature Date

Advisor's Signature Date

Please return to Office of Student Life, Campus Center, 150 Boylston Street, 2nd Floor

ENTERTAINER AGREEMENT

The following will serve as an agreement (contract) between _____ (name of organization or department) _____ (name and full address) as “Entertainer” and Emerson College, hereinafter the “Client.”

TERMS

- 1) The Entertainer will provide a presentation/service for the Client’s _____ (name of event) on _____ (day of week), _____ (month and date), 2010.
- 2) The entertainer will arrive for set-up at (time) _____.
- 3) The entertainer will provide a presentation/service from (time) _____.
The entertainer will break-down from (time) _____.
- 4) The time allotted includes set-up and take down of equipment.
- 5) The entertainer will be providing the following service(s) _____
_____.

LOCATION

The Client’s event will be held at the Emerson College’s _____ (specify room, room location and address).

EQUIPMENT

The Client will/will not (circle one) provide media equipment. _____ (specify equipment or attach a contract RIDER – see ADDITIONAL REQUIREMENTS) will be provided by the Client/Entertainer (circle one). The Client shall not be held accountable for any lost, stolen or damaged items.

THIRD PARTY MATERIAL

If the Entertainer’s presentation contains any software code, images, graphics, text or other material not created solely by Entertainer (collectively, “Third-Party Material”), Entertainer will identify all Third-Party Material in writing, on a Rider to be attached to this contract. Entertainer agrees to, at its sole expense, obtain appropriate written permission of the copyright holder, where necessary, to use the Third-Party Material in connection with the presentation before services are rendered.

ADDITIONAL REQUIREMENTS

Please attach a detailed contract **RIDER** if additional requirements are expected. A RIDER specifying additional requirements/requests (circle one) is/is not attached.

COMPENSATION

The Client will pay the Entertainer \$ _____ (specify amount) for all components of the package. The Client will make full payment via College check within twenty-one days after services are rendered. Entertainer must provide a completed W9 and provide a certificate of liability insurance or sign an “Emerson College Liability Release, Waiver, Discharge and Covenant Not to Sue” form upon signing on this contract BEFORE services are rendered. Failure to provide these materials will render this contract null and void, the Entertainer will not be authorized to provide services and Emerson College will not provide payment in full or in part.

Pursuant to Massachusetts law, Client shall withhold all applicable taxes, including without limitation performing entity taxes, on all payments due to Artist. At Client’s discretion, Client may choose to withhold from each individual payment or to withhold entire amounts due from the final payment.

CANCELLATION

In the event of a cancellation due to circumstances beyond either the Entertainer’s or Client’s control, both parties will work to find a mutually convenient date to reschedule. If both parties cannot agree on a mutually convenient date, or if rescheduling the event would frustrate the purpose of the agreement, the agreement will be considered null and void with each party being responsible for their own expenses that may have been incurred.

INDEMNIFICATION

Entertainer agrees to indemnify, defend, and hold harmless Client, its Board of Trustees, affiliates, officers, agents, students, and employees from and against any and all claims, suits, actions, demands, damages, judgments, losses, liabilities, expenses, and costs (including, but not limited to, court and arbitration costs and reasonable attorney fees), which may arise from or relate to any actual or alleged breach of this Agreement or which may arise from or relate to Client’s performance of the services, except to the extent such are caused by the sole fault or negligence of Client.

If the Terms and Conditions of this agreement meet your approval, please sign and return this original document only.

Entertainer Signature

Dr. Ron Ludman, Dean of Students
Emerson College
120 Boylston Street
Boston, MA 02116

Entertainer (Print Name)

Tax ID #

Date

Entertainer Full Address

Date



EMERSON COLLEGE

LIABILITY RELEASE, WAIVER, DISCHARGE AND COVENANT NOT TO SUE

Name of Department/Student Organization: _____

Date, Time and Location of Service: _____

Type/Nature of Service: _____

1. I, _____, an individual with an address

_____ desire to provide speaker and related services for Emerson College, with an address at 120 Boylston Street, Boston, Massachusetts 02116, as described in the Contract (the "Contract") between Emerson College and _____ (the "Services"). In consideration of the Contract, I agree to the terms of this liability release, waiver, discharge, and covenant not to sue.

2. I understand that Emerson College is not responsible or liable for any loss, property damage, or personal injury I may incur as a result of providing the Services, and knowing the risks involved in providing the Services, I agree to assume all the risks surrounding my provision of the Services.

3. I forever release, waive, discharge, and covenant not to sue Emerson College, its Board of Trustees, officers, agents, employees, and students (hereafter called the "Releasees"), from and against any and all liability for any harm, injury, damages, claims, demands, actions, causes of action, costs, and expenses of any nature, that I may have or that may hereafter accrue to me, arising out of or related to any loss, damage, or injury, including, but not limited to, suffering and death, that may be sustained by me or my property, whether caused by the negligence or carelessness of the Releasees, or otherwise, while providing the Services. In other words, I agree that I cannot sue or recover anything from Releasees if anything happens to me or to my property as a result of Releasees' past or future negligence or as a result of my provision of the Services or any event related to my provision of the Services.

4. It is my express intent that this Release shall bind the members of my family and spouse, and my estate, family, heirs, administrators, personal representatives, or assigns, and shall be deemed as a "Release, Waiver, Discharge and Covenant" not to sue the above-named Releasees. I further agree to hold harmless, indemnify, and defend Releasees from any claim by me or my family, arising out of my provision of the Services, other than claims for nonpayment of the contract Terms.

5. In signing this Release, I acknowledge and represent that I have fully informed myself of the content of this Release by reading it before I sign it, and I understand that I sign this document as my own free act and deed; no oral representations, statements, or inducements, apart from the foregoing written statement, have been made. I understand that Emerson College does not require me to provide the Services, but I desire to do so. I further state that I am at least eighteen (18) years of age and fully competent to sign this Release; and that I execute this Release for full, adequate, and complete consideration fully intending to be bound by the same.

6. I agree that this Release shall be construed in accordance with the laws of the Commonwealth of Massachusetts. If any term or provision of this Release shall be held illegal, unenforceable, or in conflict with any law governing this Release, the validity of the remaining portions shall not be affected thereby.

THIS IS A RELEASE OF LEGAL RIGHTS. READ AND BE CERTAIN YOU UNDERSTAND IT BEFORE SIGNING.

Print Name of Vendor _____

Signature of Vendor _____

Date of signature _____

LICENSOR'S RELEASE FORM
USE OF WORK OBTAINED FROM A THIRD PARTY

Student organizations that are officially recognized by the College or receive any funding or financial support from the College may not reproduce, distribute, broadcast, publicly perform, publicly display or otherwise use work obtained from third parties (individuals, organizations, or entities), unless the student organization first submits a completed and signed copy of the below license agreement (Licensor's Release Form to the Associate Dean of Students which clearly grants the College the rights to reproduce, distribute, broadcast, publicly perform, publicly display or otherwise use the work. Students and student organizations should also observe the requirements of the College's intellectual property policy, which can be found at <http://www.emerson.edu/policy/intellectual-property-policy.cfm>.

Name of Licensor(s) (Insert name and if joint owners, all owners' names):

Licensed Materials (insert title and description):

Extent of License (check one):

Emerson may use the licensed materials in their entirety.
 Emerson may use the following excerpts from the licensed materials (insert description of portion of licensed materials being authorized):

Scope of License (check one):

Emerson may use the licensed materials in any and all media whether now known or hereafter devised (including, without limitation, internet, electronic and on-line use).
 Emerson may broadcast the licensed materials only in the following media:
_____ on the following dates and times

I, the undersigned, hereby irrevocably grant to the Trustees of Emerson College on behalf of _____ (*insert student organization/department*), and the College's employees, students, faculty, and agents (collectively "Emerson") a non-exclusive license to reproduce, distribute, broadcast, publicly perform, publicly display or otherwise use the work identified above as the "Licensed Materials" in connection with Emerson's presentation, broadcast and re-broadcast of non-profit and educational programming or in connection with Emerson's non-profit educational mission ("License"). Where the Licensed Materials are used within Emerson student productions, I also expressly authorize the students who have worked on said productions to submit clips of said productions to student contests or awards programs and to include clips of said productions in their resume reels. I understand that this License in no way creates or assigns to me any rights or ownership in any work of intellectual property that Emerson may create incorporating the Licensed Materials.

I confirm that: (i) I have the right to grant the rights hereunder, (ii) the rights I have granted herein will not conflict with any commitment or understanding I have with any other person or entity, (iii) that the Licensed Materials contains no unlawful materials and no materials that violate or infringe the rights (including, without limitation, copyright) of any individual, group, corporation or other entity; and (iv) that Emerson has no financial commitment or obligations to me now or in the future related to this Release. I expressly release and indemnify Emerson from and against any and all claims known and unknown arising out of or in any way connected with the above granted uses and representations.

I understand that Emerson College will act in reliance on this Release. I represent that I have read the above Release prior to its execution, and that I am familiar with the contents thereof. This Release, which has been signed as a contract under seal as of the date stated below, will be governed by and construed under the laws of the Commonwealth of Massachusetts (excluding the conflict of laws rules thereof).

Licensor's Signature: _____
Licensor's name and address: _____
Date: _____

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GYMNASIUM SPECIAL EVENT REQUEST

DATE SUBMITTED: _____

* REQUESTOR: _____

Email: _____

DEPT: _____

Phone: _____

DEPT. ACCOUNT #: _____ - _____ - _____

LOCATION REQUESTED: Gymnasium

Skybox

GYM FLOOR COVER

The day before the event must be available for scheduling the installation of protective floor cover, and delivery

INSTALLATION:

set up of furniture, catering equipment, etc.

DAY: _____

DATE: _____

EVENT:

DAY: _____

DATE: _____

START TIME: _____

END TIME: _____

GYM FLOOR COVER

The day following the event must be available for scheduling removal of furniture, catering, and removal of the protective floor cover.

REMOVAL:

DAY: DATE:

EVENT TITLE: _____

EVENT DESCRIPTION: _____

EST. ATTENDANCE: Min: _____

Max: _____

CATERING:

Reception:

Buffet Meal:

Plated Meal:

Other (Describe): _____

PHYSICAL SET UP:

Tables (seating): _____

Chairs (seating): _____

Tables (catering): _____

Tables (other): _____

Other: _____

RENTALS:

Items: _____

Delivery: Day: _____

Time: _____

Pickup: Day: _____

Time: _____

MEDIA:

Requirements: _____

Requestor – Complete Above Only Submit to Athletic Director

APPROVALS

* Student organization requests require Assoc. Dean of Students review before submission to Athletic Director.

Athletic Director: _____

Notes:

Facilities Management: _____

Est. Costs: _____ Notes:

Property Management: _____

Est. Costs: _____ Notes:

Request for Taxpayer Identification Number and Certification

Give form to the
requester. Do not
send to the IRS.

Print or type See specific instructions on page 2.	Name (as reported on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶	
	<input type="checkbox"/> Exempt from backup withholding	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code		
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3. Note, if the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number								
or								
Employer identification number								

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign Here	Signature of U.S. person ▶	Date ▶
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Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding,
- or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes you are considered a person if you are:

- an individual who is a citizen or resident of the United States,
- a partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or

• any estate (other than a foreign estate) or trust. See Regulation section 301.7701-6(a) for additional information.

Foreign person. If you are a foreign person, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien.

Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.