


STUDENT CLUBS AND
ORGANIZATIONS
MEETING
FALL 2020



DISCLAIMER:

- The following guidelines are guiding principles for Albion College Student Clubs and Organizations as of 8/26/20
 - However, all items are subject to change as federal, CDC, state, local and campus frameworks change and evolve
 - Other campus entities may have made exceptions and may operate differently than the student organization guidelines presented here.
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OPERATING PARAMETERS:

- Indoor gatherings are limited to 10 persons or less.
 - Capacity in certain rooms may be less than 10.
 - Indoor room capacities have been reduced across campus from pre-Covid capacity.
 - Indoor gatherings also require participants to wear facial mask and practice physical distancing.
- Outdoor gatherings are limited to 100 person or less.
 - Outdoor events also require participants to wear facial masks and practice physical distancing.
 - Outdoor events are subject to city noise ordinance that begins at 11:00 PM
 - Outdoor gatherings are subject to weather conditions and there are no indoor backups for groups larger than 10 persons for inclement weather

ORGANIZATION MEETINGS:

- Virtual meetings are the safest and most accessible way to host a student organization meeting.
 - Google Meet and Zoom platforms are helpful technical supports in hosting virtual meetings.
- In-person meetings can occur if
 - Inside, your group is 10 persons or less, with masks and distancing
 - Outdoor if your group is 100 or less, with masks and distancing
 - As the host of a meeting you have the responsibility of creating a safe environment for that meeting to occur.
 - An Event/Meeting Request Form is required to be submitted and approved for any in-person meeting.

HOSTING EVENTS:

- Virtual events are the safest and most accessible way to host an event.
 - Google Meet and Zoom platforms are helpful in hosting virtual events.
 - Speakers, facilitators, and entertainers/performers can be contracted to provide virtual style events.
 - Many organization conferences will be held virtually
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GUIDELINES FOR SHOWING MOVIES/FILMS:

- DVD's and video tapes may not be used as an event or entertainment unless the public performance rights (copyright) has been purchased or secured
- <http://www.albion.edu/campusprograms/event-scheduling-and-program-policies/movie-viewing>

HOSTING IN-PERSON EVENTS:

- In-person events may be sponsored if they adhere to the capacity requirements for indoor and outdoor events, face masks are worn, physical distancing is observed, and the event is managed for the safety of all participants, the College and the community.
- All in-person events must be approved prior to being advertised.
- All in-person events will complete the Event/Meeting Request Form to receive approval.
- Pre-planning will be required as rushed; undeveloped plans may not be granted a quick approval.

HOSTING IN-PERSON EVENTS CONTINUED:

- If your Event Request Form is approved, the host(s) of the event are responsible for all aspects of the event including creating a safe environment for gathering and event management.
 - The host(s) of the event are responsible for ensuring capacity for the venue is not exceeded.
 - If an event reaches capacity the host(s) must either close the event to additional participants or start a socially distanced wait line and allow those waiting to enter when space becomes available.
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HOSTING IN-PERSON EVENTS CONTINUED:

- If event host(s) anticipate a crowd over capacity, the event planners could plan to live stream the event to another campus location to accommodate overflow and maximize the number of people able to engage in that event.
- Some events may have an advanced sign-up to help manage capacity.
- Maximum capacity is set by guidelines provided by the State of Michigan but could be lower depending upon the venue you are requesting as well as the activity being performed in that space.

HOSTING IN-PERSON EVENTS CONTINUED:

- Several tents and outdoor classrooms have been created for outdoor locations
- Tents will have chairs, electric and lighting.
- Tents and other outdoor spaces can be reserved by contacting Karen Hiatt (khiatt@albion.edu) or calling 517-629-0336.
- Indoor rooms and spaces are also reserved by Karen Hiatt (khiatt@albion.edu)

HOSTING IN-PERSON EVENTS CONTINUED:

- Guest speakers, facilitators, performers, activity providers who are not currently Albion College faculty, staff or students may not come to campus for in-person events. (They can be engaged for virtual events.)
- Physical contact between participants may not take place during in-person events.
- Food and beverages may not be served at events or meetings unless those items are pre-packaged in individual servings by a licensed food provider.

HOSTING IN-PERSON EVENTS CONTINUED:

- Advertising of the event or meeting should include capacity of the event and any other expectations of the participants.
- Advertising should include expectations for attendees surrounding the use of masks and physical distancing
- Advertising should detail how the event will be managed once capacity is reached (wait line, live streaming to another location, etc.)

THE ROCK AND ALBION TODAY:

The Rock

- Reservation – 24 hour rule a myth, but use good judgment
- Only paint the rock and the pedestal


Albion Today

- <http://www.albion.edu/campusprograms/albion-today>
- Submit by 8am the day you want it to go out, if starting on weekends, must submit by Friday at 8am
- Albion Today publishes at 10am

OFF CAMPUS ACTIVITIES:

- Student Organization travel is not prohibited at this time.
- College vans and vehicles may not be reserved.
- Community Service Projects may not occur in an in-person format.
- Virtual Community service engagement is encourage and permitted.


TABLING ACTIVITIES:

- Tabling Activity will be permitted, but you must complete and Event/Meeting Request form to receive approval.
 - Persons working tables will be required to wear a mask and to facilitate distancing, tables will be double-wide.
 - Handout items should be kept to a minimum, pre-packaged if possible.
 - Sign-ups for tabling events must be done so in a safe manner, disinfecting writing utensils etc.
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EVENT AND MEETING REQUEST FORM:

- The Event and Meeting Request form may be found on the Campus Programs and Organizations Website and the

THOUGHTS ON PLANNING:

- The semester format is new and uncertain of the rhythm of workload for you and your club / organization members.
 - How much free time people will have in the condensed semester module format.
 - Think about the amount of time and effort required to invest in certain programs/events and does that mesh with academic workload.
 - You have to be prepared for the landscape to change at any time. Any planned program/event may need to be modified or even cancelled on short notice.
 - Build in flexibility for any contractual arrangements, have exit strategies if necessary.
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BOLD PROGRAMS

How to MAKE Virtual Engagement Interactive

- Thursday, September 3 at 5:00 PM and 7:00 PM
- Virtual Link will be sent to Club and Organization Presidents next week.

Purchasing Workshop for Treasurers

- Week of September 7-11
- If you need help/assistance prior to that date, contact Tracey Howard at tlhoward@albion.edu
- Virtual Link will be sent to Club and Organization Presidents/Treasurers next week.

**STUDENT SENATE
APPROPRIATIONS
BUDGET WORKSHOP**

FALL 2020

**GENERAL CLUBS AND
ORGANIZATIONS**



Albion College

APPROPRIATIONS

Albion College Student Senate

Office: 4th Floor of the Kellogg Center

Email: senatecfo@albion.edu

Web: <http://campus.albion.edu/studentsenate/appropriations-committee/>

Campus Programs & Organizations

Office: 312 Kellogg Center

Phone: 517-629-0433

Email: tlhoward@albion.edu (Tracey Howard)

Web: <http://www.albion.edu/student-life/campus-programs-and-organizations/student-organizations/student-organization-resources>

BUDGET FORMS

Forms Located on the Student Senate Website:

<http://campus.albion.edu/studentsenate/appropriations-committee/>

- SAF Guidelines
- Special Status Application Form
- Budget and Funding Request Excel Worksheet

SPECIAL STATUS

- Will not have a classification as Special Status this semester

FUNDING CAPS

- PR (SAF does not fund off-campus PR)
 - \$200 limit per semester
- Clothing/Apparel
 - \$500 limit per semester
- Non-Cultural Food Limit (pre-packaged/individual servings)
 - \$500

FUNDING CAPS

- **Equipment**

- Must support the mission of the Organization
- Must not be available for use elsewhere on Campus (College-owned equipment)
- Must be permanently stored on College property
- Limit \$1000

- **Program**

- Programs are usually events comprised of multiple expenses
- \$3,000 limit per program for General Clubs and Organizations
 - Special Request possible, submit explanation with request

CO-SPONSORSHIPS

- Indicate on your budget request this is a co-sponsorship and who your co-sponsor(s) are.
- Only include the expense items that your organization is co-sponsoring in your budget. Your co-sponsors will do the same in theirs.

EXCLUSIONS

- Salaries/Wages/Honoraria
- Anything giving academic credit
- Non-Campus PR – except paper fliers
- Any item(s) for Pledging/Ritual Events
- Inter/National Dues
- Luxury Items or Gifts
- Alcohol or alcohol-related material(s)
- Donations of money or supplies or gifts to outside group/organizations/causes will NOT be funded
- *See Art 3, Sec VI of the SAF Guidelines for full list*

BUDGET SUBMISSION

- Submit budget requests via email to **senatecfo@albion.edu**
- All items must have accompanying explanation (where you found pricing). You must show that items you are asking for actually cost that amount and not just guess a budget figure.
- An organization's unspent funds do not roll-over from semester to semester, you are only budgeting for Fall 2020
- Deadline for submitting budgets is each **Thursday, at 11:59 PM**

APPROPRIATIONS COMMITTEE REVIEW

- Budgets will be reviewed by Appropriations in accordance with SAF Guidelines
- Make sure you explain where your figures came from. Missing information makes it more difficult to approve your requested items
- Committee will do best to distribute available funds, not all funding requests will be able to be met at requested levels
- Once Appropriations reviews budget requests, they are submitted to Student Senate for final approval.
- Senate will vote to approve budgets on Mondays during their regular meetings
- Organizations will be notified by Wednesday of budget approval/denial

EMERGENCY FUNDING

- Since budgets may be submitted on a rolling basis, there is no emergency funding process.

BUDGET REQUEST FORMS & EVENT / MEETING REQUEST FORMS

- Some budget requests will not need an Event / Meeting Request Form
- Some events/request will not need a budget request
- While some will require both

END OF SEMESTER

Deadline for all Requests

- Direct Pay Requests should be turned in throughout the semester when your expenses arise
- Do not hold all of your expenses until the end of the semester and turn them in all at once.
- Deadline for all expenses is **Sunday, November 22 at 11:59 PM**
- If an organization has programs still going on after this date or receives billing / invoices after this date they may still be turned in. However, all other expenses need to be completed by **December 18**

CAUTION

Unused Budget

- According to SAF Guidelines, organizations must spend at least 70% of their budget
- Please be realistic with budgeting request and only request funds for projects/events that you can manage.
- Should the College close and move to online instruction organizations will not be held responsible for events that have to be cancelled or funds that are not spent. Contractual obligations will be paid even if event must be cancelled

Audits

- All organizations are subject to audit by the CFO and Appropriations Committee.