



Club Head Guide

Fall 2022

David Ferguson, Director of Student Activities & Bertelsmann Campus Center
Richanna Lindo, Assistant Director of Student Activities & Bertelsmann Campus Center
Marissa Theriault, Assistant Director of Student Activities & Bertelsmann Campus Center

BSG Fiscal Committee Chair: Sam Marcus
BSG Treasurer: Zaara Masud
BSG Student Life Chair:

Thursday, September 1, 2022	Club Fair - Outside Campus Center 5-7pm Club Head Training - MPR 7-9pm
Friday, September 2, 2022	Club Budgets 101 Workshop – Red Room 7:00 pm Club Spending 101 - Red Room 6:00pm *Mandatory for all new clubheads
Monday, September 5, 2022	Budget Proposals Due by 11:59 pm https://forms.gle/uuHwvcM6NdEZD8xi9
Tuesday, September 6, 2022	Budget Review Sign-Up
Tuesday, September 6, 2022 to Friday, September 9, 2022	Budget Review - Student Government Office
Friday, September 9, 2022	Draft Budget Emailed to all Students
Sunday, September 11, 2022	Budget Amendments Due to fischair@bard.edu by 8 pm
Monday, September 12, 2022	Budget Forum - MPR 6pm
Tuesday, September 13, 2022	First Check Requests and Purchase Orders Due by 5:00pm, and every Tuesday thereafter. All purchase requests must be submitted here: https://tinyurl.com/club-spending-fall22
Friday, September 23, 2022	First Checks Issued, and every Friday thereafter. Allow at least 2 weeks for check requests to be processed.
Wednesday, November 23, 2022	Deadline for Purchase Order for Items and Money Transfers
Wednesday, November 30, 2022	Deadline for Check Request or Purchase Order for Food Deadline for Preallocation Requests for Spring 2023
Wednesday, December 7, 2022	Extension Deadline for Purchase Orders with Treasurer Permission Only
Friday, December 9, 2022	Final Checks Issued
Sunday, December 11, 2022	Last Day to Hold Events

What is the Convocation Fund?

Club money comes directly from the **Convocation Fund**, which is composed of the Student Activities Fee that each Bard student pays each semester. This fee has been rolled into tuition costs so financial aid allotments can help cover them. This fund is the pot of money that the Fiscal Committee divides and allocates to the clubs requesting a budget. It is important that when you request your budget, you intend to use up the entire budget so that the Convocation Fund money (money coming directly from students) doesn't go to waste.

How to Get a Club Budget:

If any of these steps are not completed, you will not receive a budget. Please read the detailed descriptions below on how to properly complete each step.

1. Submit a **Questionnaire** and an **Itemized Budget** to the Fiscal Committee
2. If requested by the Committee, sign up & attend a **Budget Review meeting**
3. Attend **Budget Forum**

Questionnaire:

Every budget proposal must complete a questionnaire, which should provide an overview of your club. Prepare to answer the following questions:

1. What is your club's purpose or mission? How many members does it have? Or, if starting or reviving a club, who do you anticipate joining your club?
2. How does/will your club contribute to campus life?
3. What activities or events did your club engage in last semester, if applicable? What were your club's successes? Were there any problems encountered? If reviving a club, you can talk about the clubs activities in years past.
4. What activities or events do your club hope to engage in this semester? Which are the most important and why?

Itemized Budget:

An itemized budget is a detailed breakdown of your club's anticipated expenditures for the next semester. The level of detail will vary from club to club; some may opt to list individual items they intend to purchase, others may choose to group purchases into categories. If you choose the latter method, be sure to provide the Committee with enough information about how the money will be used in the Comments column. Use the template below only for submitting budget requests.

Club Name	Expenditure	Cost	Comments
Your club name, repeat in every row	The item or expenditure being requested	The total cost of this item or expenditure	Comments explaining why your club is requesting this item (optional)

It is not necessary to sum your club's budget. Information that is outside of these four columns will be ignored. **Do not use Excel's comment function; these notes will be discarded.**

All itemized budgets must be submitted in the .xls, or .xlsx, format.

If you use a Google Doc for this, be sure to download it into an excel document to submit!

Your Questionnaire & Itemized Budget are due to be submitted by Monday, September 5 2022

<https://forms.gle/uuHwvcM6NdEZD8xiq>

THERE WILL BE ABSOLUTELY NO EXCEPTIONS.

If you are a new clubhead taking over for a previously existing club, e-mail Fiscal Committee at fisccomm@bard.edu to request previous budget materials from your club (optional, but helpful)*

New clubs are limited to \$350 in their first semester.

Budget Review:

Budget Review is the opportunity to discuss your club's budget with the members of the Fiscal Committee before allocation decisions are made. This will allow the Committee to get a better sense of your club's goals and clear up any confusion that may exist about your submitted budget proposal. **You are permitted to waive your ability to meet with the Fiscal Committee but the Committee may decide that more info is needed to provide you a budget, and will ask you to set up a meeting.** If you are the Club Head of an existing club, the Fiscal Committee may also inquire about how money was spent in previous semesters and discuss any problems that may have occurred. **This makes it crucial that you register ALL your events, meetings, or performances with a SPARC Event Planning Intern.**

- **Failure to show up at Budget Review will result in a penny budget. There will be no exceptions.**
- **The sign-up sheet will be emailed to the clubhead listserv by the Speaker on September 6th at 9:00 am.**
- **The deadline to sign-up for a timeslot is 11:59 PM on September 6th.**
- **Budget Review Meetings will take place on February 11 & 12 in the Campus Center**

If anything goes wrong, email fischair@bard.edu. If we don't hear from you, however, there is no excuse. You will not receive a budget.

Club Fair:

Club Fair occurs on the day of Budget Forum and is where all clubs can showcase their "thing," whatever it may be, to the Bard Community. Club Fair is your best opportunity to attract lots of new members, including new Transfer Students students looking for something to get involved in and returning students who have noticed an abundance of free time in their schedules. We encourage every club to go all out in promoting yourselves to prospective members! Club Fair will take place throughout the first floor of the Campus Center this year on February 16th.

Budget Forum:

MANDATORY FOR ALL CLUBS WITH ACTIVE BUDGETS

ALL Clubs and Charter Clubs with active budgets are REQUIRED to attend Budget Forum. If a representative for a club with a budget does not attend, 5% of the total allocated to that club will be returned to the Stimulus Fund.

The Budget Forum is where the student body amends and approves the Fiscal Committee's work. If your club disagrees with the budget that was allocated to you by the Committee, you can propose an amendment that would satisfy your needs. If you intend to propose an amendment, it is recommended that you review the entire budget carefully.

There are two kinds of amendments:

A friendly amendment is a request for other clubs to give up a portion of their budget to help your club out. This is an entirely voluntary transaction. You can agree with another club head to transfer money or make an appeal to the forum at large.

A hostile amendment specifies another club and an amount of money you wish to see transferred to your own club's budget. Such amendments must be voted on by the students in attendance, and if a two-thirds majority agrees with your argument for the funds, the transaction will be completed.

- **The draft budget will be emailed to the clubhead listserv on Friday, September 9.**
- **Friendly and Hostile amendments must be submitted to fischair@bard.edu by 8:00pm on Sunday, September 11**
- **Budget Forum will take place in person this year on Monday, September 12.**

Additional Funding throughout the Semester:

The following are different ways of receiving additional funding throughout the semester, even if you did not receive enough funds through the budgeting process. Please read below for details on how to request such funding. **Note that these processes also have deadlines at the end of the semester (refer to the table on the first page).**

Stimulus Fund:

The Stimulus Fund is an amount of money from the Convocation Fund that the Fiscal Committee sets aside at the beginning of each semester to cover additional expenditures. The Fiscal Committee tends to under-fund the club's initial allocations but saves a good portion of the Convocation Fund for the Stimulus Fund. Clubs should spend

their budgets on planned purchases or events first, and then apply for additional funding from the stimulus fund. The most active clubs who are spending their money will be rewarded with additional funds!

In order to apply for Stimulus Fund money, submit a request here:

<https://tinyurl.com/stimfund>

Stimulus Fund requests should be made at least two weeks before the funds are needed.

Transferring Money:

It is possible to transfer money from one club's budget to another's, for example, if co-sponsoring an event.

In order to request this transfer, an officer of the club that is giving the money should submit a request here: <http://tinyurl.com/clubtransfer>

Transfer requests should be made at least two weeks before the funds are needed.

If a department or office wishes to transfer money to your club, they should email all the details of the transfer to studentactivities@bard.edu.

Fundraising for your Club:

Clubs are welcome (and encouraged!) to do your own fundraising for additional funds. When money is raised from outside sources, please bring it to the Office of Student Activities to be deposited into your club account. This can be in the form of cash, or checks made out to “Bard College” with your club name in the memo line on the check. Once the money is deposited into your account, you can spend it however you wish (within the legal guidelines of the college) using the same spending procedures as outlined in the Club Spending Guide. Additionally, any money that you fundraise yourself will roll-over from semester to semester, so you are not restricted to spending it all by the Student Government deadlines. For creative ideas about how to fundraise, feel free to chat with anyone from the Office of Student Activities for ideas.

Please Note: Since Bard College is a non-profit institution it is against the law to use some outsourced fundraising methods like Kickstarter. We learned this the hard way, so please check with the Director of Student Activities before using any online fundraising source!

Pre-Allocation Requests:

Pre-allocations give your club the opportunity to hold events and spend money within the first 3 weeks of the following semester. Club budgets do not roll-over between semesters, and going through the typical budget allocation process does not give you access to your club funds until the middle of the 3rd week of classes. If you have an idea for a specific event and/or purchase to be held/made during **Language and Thinking/Citizen Science** or in the first 3-weeks of the semester, submit your request via **the Stimulus Fund Request Form** <https://tinyurl.com/stimfund>. **Be sure to indicate that it is a pre-allocation request.** The Fiscal Committee will deliberate and send a response by the end of the semester.

Please note: These requests are for money to be used **within the first 3 weeks of the semester only** – this process does not take the place of the regular budget allocation process that will occur at the beginning of the Fall semester. Additionally, **Charter Clubs** do not need to request a Pre-Allocation. Any budget allocated through the Charter Budget Process is available for club use at the beginning of each semester.

Please note: Clubs cannot hold events during L&T or Citizen Science without working directly with the Office of Student Activities well in advance. There are limited resources (such as SPARC, SoundCrew, & Event Staff) for events during L&T and CitSci. **Charter Clubs DO need to request permission to use their budget during L&T and Citizen Science and must work with the Office of Student Activities to hold these events.**

How to Spend your Budget:

Purchase Orders and **Check Requests** are the two main ways to spend your club budget. For a much more detailed explanation of each process and required attachments, please refer to the **Club Spending Guide**.

Use a Check Request: Please note: Multiple receipts can be attached to a single request if the reimbursement is all for one individual.

- If you want to reimburse someone/yourself for a club purchase
- If you want to be reimbursed for gas mileage
- If you want to pay an outside performer/artist/lecturer

Use a Student Payment Request: MAXIMUM PAYMENT 100.00

- If you want to pay a BARD STUDENT for a service (DJing/photography/videography,etc.)

Use a Purchase Order:

- If you want to purchase something online
- If you want to pay for food from a restaurant/purchase items from a store **that accepts American Express**
- If you want to make travel and accommodations for outside artists

**All spending methods take AT LEAST TWO WEEKS to be processed.
Please plan out your spending well in advance.**

Planning Events:

Office of Student Activities - Office Managers – meet with them to reserve spaces, coordinate B&G services, submit **SoundCrew** requests, and register your events. Office of Student Activities (Campus Center, 218).

Publicity – the Office of Student Activities can also help you publicize your events through posters. Go to the OSA website to submit a poster request <https://studentactivities.bard.edu/poster-request/>. Poster designs are FREE for all students, and you can use your club budgets to pay for the printing costs through Central Services.

Bard Daily Mail:

ALL club meetings and events can be added to the calendar on the campus-wide Bard Daily Mail - just specify if you'd like your event to appear at the time of registration! All events and meetings must be REGISTERED to appear on the calendar.

Alcohol Training Workshops:

If your club wants to hold any events with alcohol, at least two event hosts from your club must attend one of the following training sessions with Student Activities. The scheduled training dates/times will be shared at a later date.

****Please note – we do not schedule individual alcohol training for Event Hosts. If you plan on serving alcohol at your event this semester, you must attend one of these training sessions before your event takes place.**

Additional Club Resources:**Club Spaces & Storage:**

If your club has a space on campus or a storage cabinet in the Campus Center – be sure to follow-up with the Office of Student Activities about accessing that space (via key and/or security access list)! If you don't currently have storage space but would like some, follow-up with the Office of Student Activities.

Please note: All club storage cabinets MUST be cleared out at the end of the Spring Semester with the exception of Charter Clubs. This is to ensure that all cabinets are being utilized by consistently active clubs and organizations.

Club Head Listserv:

All officially recognized Club Heads are added to the clubhead@bard.edu listserv each semester. This listserv will be used for us to send reminders about important information and deadlines. We also encourage you to utilize this listserv to publicize your club events, and reach out about collaboration opportunities!

Student Government Workshops:

Club Budgets 101 - Friday, September 2, 7:00 pm Red Room

Find out more details about how to draft club budgets, as well as how to track and manage your club funds throughout the semester. *Strongly encouraged for first-time club heads!

Club Spending 101 - Friday, September 2 6:00 pm Red Room

Find out more details about how to spend your club money through the Check Request and Purchase Order process. *Mandatory for any club that overspent more than \$50 last semester and all new clubheads

Contacts:

If you have questions about acquiring a budget and about additional funding requests:

Email the Fiscal Chair (fischair@bard.edu)

If you have questions about spending your budget:

Email the Treasurer (bsgtreas@bard.edu)

If you have questions about collaborating with Student Government:

Email the Speaker of the Student Body (speaker@bard.edu)

If you have specific, complex questions about the club world that cannot be answered by reading through this guide: **Email the Office of Student Activities** (studentactivities@bard.edu)

Public Club Ledger:

Club Transfer Request Form: <http://tinyurl.com/clubtransfer>

Club Stimulus Fund Request Form: <https://tinyurl.com/stimfund>

Club Budget Proposal Submission Form: <https://tinyurl.com/Budget-Proposal-Fall22>

Club Spending Submission Form: <https://tinyurl.com/club-spending-fall22>