

# GORDON COLLEGE

## Campus Events Planning Guide

Your guide to planning, preparing, and presenting  
a student or campus event, on or off campus.

2015 Edition

Center for Student Development  
Lane Student Center  
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# INTRODUCTION

Congratulations and welcome to the world of Student Leadership! The purpose of this guide is to provide a complete overview of Gordon College's resources, policies and procedures that will affect your organization. We strongly encourage you to read through this booklet and refer to it often as it will help your year run smoothly as you work with various departments on campus.

Whether you realize it or not, your hard work as a student leader on this campus contributes to the overall student experience at Gordon. You are an integral part in helping to fulfill the college's mission to "graduate men and women distinguished by intellectual maturity and Christian character, committed to a lifestyle of service, and prepared for leadership roles worldwide." Without the "extra" activities that you creatively plan, organize, and implement and the student organizations in which you participate, the mission would stand incomplete. In fact, research studies have proven that students' involvement with these activities contribute to greater retention rates and increased overall satisfaction with the institution.

Our hope is that your own leadership involvement will be a challenging and rewarding experience filled with life lessons that you will take with you beyond the walls of this institution and into your home, work place and church. It is our belief that this manual as well as the relationships (both professional and personal), which you will build with college staff will not only aid you in having successful, safe, and quality events, but that you will grow in specific leadership skills, intellectually, spiritually, socially and emotionally.

Thank you for your commitment to Gordon's mission and your desire to enhance the lives of the student body through the enthusiasm, energy, and creativity you bring to your leadership position. We look forward to working with you!

Blessings on the year ahead!

Jennifer Jukanovich  
*V.P. for Student Life*

Chris Carlson  
*Dean of Student Engagement*

# SECTION ONE: STUDENT CLUBS AND ORGANIZATIONS

## Center for Student Development (CSD) Organizations

The purpose of the Center for Student Development is to educate our students as whole persons who are committed to Jesus Christ and to challenge students to fulfill their responsibility to serve in the Church and the world. To achieve this goal, we seek to create an educational environment, providing resources, services and experiences that assist students in integrating all dimensions of life, including the intellectual, emotional, physical, aesthetic, social and spiritual.

### **Residence Life, Resident Advisors/Apartment Coordinators: Michael Curtis**

Resident Advisors and Apartment Coordinators (RA/AC) are Gordon students who are selected for their leadership maturity and understanding. The RA's primary responsibilities are to be available to students and to assist the resident director in maintaining an atmosphere that enhances growth. Residence Life programming and events are structured for individual halls and, though helpful, do not have to be submitted on the master calendar (unless they are open to the whole campus).

### **Recreation and Intramurals: Greg Scruton**

Rec-IM Leadership council is made up of the staff Director and several students selected by the Rec-Im director during Spring semester. Rec-IM programming and events are open to the whole campus and must be submitted for Master Calendar approval.

### **ALANA, Director of Multicultural Affairs: Paulea Mooney-McCoy**

ALANA is a student led organization that seeks to promote community awareness and appreciation of various ethnic and cultural backgrounds. Expressions of various cultural histories represented in the student body are encouraged through programs, worship services, and cultural awareness experiences. The intent is to provide support for students from various ethnic, cultural and language backgrounds and enhance unity through increased understanding of diversity within our community.

### **International Student Organization, International Student Advisor: Jocelyn Rioux**

The International Student Organization (ISO) serves the international Gordon student community as well as Gordon students who have lived abroad and/or have cross-cultural interests. With its leadership team it sponsors weekly worship and activities such as an annual day in Boston with an ethnic dinner in the Evening. Underlying all the activities is a common mission to provide a network of support for international students and to enhance the understanding of the larger Gordon community—to enlarge the Gordon world. With the Global Education Office, ISO co-sponsors Global Village Forum, a monthly informal meeting over dinner in which students share their perspective on their respective countries, along with a keynote speaker.

A division of ISO is Mu Kappa, a national organization for students of missionary parents, whose spring 2015 advisor is Professor **Rini Cobbey**. Mu Kappa also serves to meet the needs of missionary students at Gordon College and welcomes students to activities as well as the annual regional Mu Kappa weekend retreat.

# Gordon College Student Association (GCSA) Clubs

## Introduction

The GCSA exists to enhance the lives and education of the students of Gordon College by advocating student needs and concerns to the faculty, staff, administration and trustees of the College, and by establishing, sponsoring, and administering student organizations in the areas of academics, social life and student services. The GCSA serves as the official representative voice of the students to the administration, faculty, staff and trustees of the College and to outside bodies. It is also the overseeing administration for all recognized student organizations of the College. The GCSA Forum shall grant charters to student organizations in order to integrate the organization into the larger network of the GCSA.

## Qualifications for Charter

1. The stated purpose of the organization shall be consistent with the purpose of GCSA
2. The pledged membership of the organization must equal at least 1% of the student population.
3. A member of the faculty, administration, or staff shall pledge to be the Advisor to the organization.
4. Organizations which have received funding from the GCSA for the last three consecutive years automatically qualify for Charter. Branches of the GCSA which are incorporated into the Constitution or Bylaws of the GCSA do not require a Charter.

## Procedure

1. An organization may submit an application for Charter at anytime during the academic year to the Executive Vice President who shall present applications for Charter at the next meeting of the Forum.
2. The Forum may approve applications by a simple majority vote.
3. The Executive President shall present an official Charter to approved organizations.

## Powers and Responsibilities of Chartered Members

1. To affirm the purpose of the GCSA by working to enhance the life of the campus community.
2. To be eligible for funding from the GCSA; and while in Active Status to receive priority for funding over more recently chartered organizations.
3. To inform the Executive Vice President of any changes in the leadership of the organization.
4. To submit budget applications in a timely manner.
5. To be subject to financial accountability by the Financial Affairs Committee.

## Repeal of Charter

Upon the proposal of the Financial Affairs Committee the Forum may vote to repeal the Charter of an organization which holds Inactive or Poor Status for six months over the course of two consecutive years.

## Financial Allocations

The Financial Affairs Committee of GCSA's job is to draft the GCSA budget, including appropriations organizations seeking funding from GCSA, and to submit drafts of the budget to the Forum and respective organizations for debate and approval. They also evaluate the stewardship and financial need of chartered organizations through the year; and propose adjustments of the GCSA budget to the Forum. Programming/ events sponsored by GCSA clubs, councils and organizations must be approved by the Master Calendar and in cooperation with the Event Coordinators, the Campus Events Council.

## **Gordon College Student Ministries (GCSM)**

### **Student Ministries, Director of Discipleship: Lauren Becker**

Gordon College Student Ministries is an association of student-led, staff-advised programs administered by the Chapel Office. Student ministries seek to promote spiritual growth through service, study, prayer and relationships. GCSM consists of four branches: Worship Cabinet, Community Outreach Ministries, Discipleship Ministries, and Short-Term Missions. Student ministry leaders are selected each spring through an application and interview process. Student ministry organizations must submit all applicable campus event/programming for master calendar approval. Fundraising must be approved by the Development office (See Fundraising Section).

### **Other Student Leaders**

Teaching Assistants, athletes and other departmental student leaders are selected by academic departments and individual professors. Occasionally, these student leaders are responsible for campus programming. Educational programming and events must be submitted for master calendar approval, and policies and procedures outlined in this manual must be followed. Regular review sessions and study groups do not need to be submitted unless special accommodations (sound, technical equipment) are needed. This list is not exhaustive and student leaders not included here should follow Event Planning Manual Guidelines. However, only approved student groups with a faculty/staff advisor may organize events and use campus facilities and services.

# SECTION TWO: PROGRAMMING EVENTS

## The Master Calendar

All groups and individuals planning an event must submit their event to the master calendar process before confirming any dates, facilities to be used or services in support of their event.

A master calendar for all campus events is maintained by staff in the Space Planning Office. The campus master calendar notes major, moderate-sized and minor events taking place on campus in order to avoid conflicts in scheduling and planning by different groups and departments, and to provide a central clearinghouse for events at the College.

## Registering Your Event

Registering your event in the master calendar can be done online via the GO site. Once the registration is received and reviewed for any conflict with events already in the calendar, notice will be sent back to the event planner to proceed or to choose an alternate date, time or venue for the proposed event. Please allow extra time in your planning for the registration/approval process.

Events with the following criteria will be required to register the event:

- » Any event over 40 persons or a public access event of any size.
- » Any event for which campus-wide advertising is desired
- » Any outdoor event.
- » Any fundraising or admission-fee event/program.
- » Any event requiring the use of campus facilities or fields.
- » Any event which involves the sale or distribution of an item
- » Any event where catering is requested.
- » Any event requested by a non-Gordon group or individual.

## Exemptions

Routine college business meetings, academic classes, workshops, training, and business associated with the day to day business of the college do not need to be entered to the Master Calendar unless they exceed reasonable facility or staffing accommodations. If you are in doubt, please check with the Space Planning Office.

## Residence Life Programs

Any event planned for the residents of one hall or hall group and which is contained within that hall or in immediate proximity, is not open to the campus community, and does not require campus services/ reservations does not have to be submitted for approval. However, it is helpful to the Master Calendar Process approval for conflicting events.

For more information contact the Center for Student Development, ext. 4263.

## How to Submit an Event to the Master Calendar

- » [go.gordon.edu](http://go.gordon.edu)
- » click on “news and events”
- » click on “event calendar” on left
- » click on “add event” on top
- » follow the steps listed

Your event may take up to 3 business days to approve. Once it is approved, you will receive an email and then you may advertise for your event.



The event registration process is different from the process of reserving a facility on campus and must be completed BEFORE any reservations for a space or for services, or before producing any campus notices announcing the event. Only registered persons will be permitted to make reservations and proceed with promotions to carry out their events.

### Reserving Facilities

Student organizations must make reservations for the use of College facilities through the departments listed in the chart below. Off-campus groups and individuals must make arrangements to use campus facilities through the Space Planning Office. Groups meeting certain criteria for registering their event must register their planned event/activity BEFORE making reservations for a campus facility or reserving campus services for their event. Groups and individuals making requests for campus services should send their requests with sufficient lead-time to the appropriate department. If these services are related to a planned event, this event must be registered in the master calendar before services will be scheduled.

### Room Reservations

ROOM	DEPARTMENT	CONTACT	SIT-DOWN OCCUPANCY
AJ Gordon Memorial Chapel	Space Planning	Jeremy DePace (4532)	1500
Easton Dining Hall	Space Planning	Jeremy DePace (4532)	360
Chapel Dining Room	Space Planning	Jeremy DePace (4532)	100
Presidents Dining Room	Space Planning	Jeremy DePace (4532)	24
Lion's Den	Space Planning	Jeremy DePace (4532)	16
CSD Conference Room	Space Planning	Jeremy DePace (4532)	15
Gillies Lounge	Dining Services	Jack Lawrence (4703)	120
Tavilla Conference Room	Space Planning	Jeremy DePace (4532)	42
Phillips Recital Hall	Music Department	Joan Wendt (4549)	150
Classrooms (8 am - 4:30 pm)	Registrar's Office	Scott Kelley (4009)	Varies
Classrooms (after 4:30 pm and weekends)	Space Planning	Jeremy DePace (4532)	Varies
Bob Boharic Conference Room	Physical Plant	Sue Gross (4302)	35
Bennett Center Classrooms	Bennett Center	Greg Scruton (4774) or Natalie Ferjulian (4097)	
Barrington Center for the Arts (BCA) Black Box Theater	BCA Manager	Peter Morse (4751)	120

Barrington Cinema (BCA138)	Space Planning	Jeremy DePace (4532)	70
Stebbins Conference Room (before 4:30 pm weekdays)	Registrar's Office	Scott Kelly (40090)	30
Stebbins Conference Room (BCA) (after 4:30 pm and on weekends)	Space Planning	Jeremy DePace (4532)	30
Residence Hall Lounges	Resident Director (RD)	Resident Director (RD)	Varies
KOSC Chairman's Room/Loggia	Space Planning	Jeremy DePace (4532)	96
KOSC 1 <sup>st</sup> Floor Classrooms	Space Planning	Jeremy DePace	Varies
KOSC Rotunda (202 & 302)	Division of Sciences	Margie Roaf (4971)	15
KOSC 2 <sup>nd</sup> or 3 <sup>rd</sup> floor rooms	Division of Sciences	Margie Roaf (4971)	Varies
Student Ministries Conference Room (AJC308)	Space Planning	Jeremy DePace (4532)	18

\*Field Reservations: Approval for using any campus athletics, recreation, or common fields must be received from the Athletic Department, Recreation intramurals, or Physical Plant. You should identify the field on your Event Submission and contact the appropriate department. Campus field space is at a premium and consideration of the conditions of the field for normal use will be a guide in approving, moving, or declining your field space request.

\*Non-field outdoor areas: Approval for the Mini Quad, Chase patio, Pedestrian Mall, Gull Pond, and other outdoor space must be requested of Physical Plant. Phillips Patio is approved by the Music Department. It is considerate to check with area resident directors as well.

## Dance Policy

### Guidelines

#### *Thematic*

In order to assure that each event is carefully and deliberately planned, we are asking that each dance be based on a theme. Examples are swing dance, '80s dance, disco dance, etc.

#### *Tasteful Music*

The music chosen for play must not be sexually explicit, include profanity, or contain lyrics that promote violence, the use of alcohol, or drugs. We ask that the music reflect the expectations of the College policies outlined in the Student Handbook.

#### *Monitoring*

A staff or faculty member of Gordon College must be present during the event. Student sponsors will be responsible for the monitoring of student behavior, and for the behavior of anyone attending the dance. The student sponsors are also responsible for the condition of the facility after the event.

#### *Use of All Facilities*

Group must leave it cleaner and neater than they found it.

If there are any problems with adherence to the guidelines, your group will be levied appropriate consequences, which may include but are not limited to fines or removal of your group's privilege to host this type of event.

### Process for Approval

In order for a dance to be approved, a dance permit must be obtained and completed by the sponsoring group. Permits can be obtained from CSD. In addition, as with any event, a request must be made to the master calendar. The permit must be approved by the Director of Orientation and Student Activities and the dance must be approved as a master calendar event before the event may proceed.

## Staffing of Events

Adequate staffing of volunteers must be provided in support of your event. Larger events may require additional paid college staff. Your staff is responsible for the safety of the community, protection of the college's property and maintaining an atmosphere that is consistent with the Life and Conduct Statement of Gordon College. Your staff is responsible to respond by contacting Public Safety when necessary, and/or your advisor, or other appropriate college staff in the event of an emergency or other problems before and during the event.

# SECTION THREE: CAMPUS POLICIES

Even the simplest event can become the scene for a serious accident or injury. Gordon requires that all organizations planning activities consider not only the guidelines and policies established in the Life and Conduct Statement, Student Handbook, Faculty/ Staff Handbook and in departmental standards and operating manuals; but also to employ an extra measure of care in thinking through and addressing issues related to the safety and welfare of all involved in the event, performers, patrons and facilities. These issues should be considered in the early stages of event planning and continue through to when the lights go out after the event.

As a student leader, it is important to remember that events of any kind expose the College and its community to risk or injury, risk of damage and risk of liability for which good stewardship and clear thinking in advance can help to mitigate, but never eliminate entirely. Key campus resources in addressing risk and safety issues are Public Safety, Physical Plant, your group's advisor(s), college counsel and the Director of Environmental Health and Safety Officer. Do not make the assumption that these folks are here to tell you, "NO! You can't do that!" Their job is to work with you to ensure a safe program for everyone. A successful program is always good for Gordon, but even a small incident can ruin your program and possibly future programs as well. The following policies exist to help you think through your event and anticipate risks to the community, college or property. Remember thorough planning and communication with departments on campus can eliminate both your organizations' frustrations as well as the campus staff. They are here to help you and your event succeed safely.

## **Title IX and Sec. 504 Grievance Policy**

Here are some questions from Physical Plant personnel to help prepare your organization in advance for safety concerns:

Will there be paper, furniture, or wood used in the construction of your set, props, or accouterments?

- » Paper products must be flame resistant and have documentation from the manufacturer
- » Furniture must meet same regulations as dorm room furniture.
- » Wood construction (booths, staging, games, etc.) must meet approval of Physical Plant before it/ they can be used.

How many people will most likely be attending?

- » Each building has its own legal occupancy limit. Check with Physical Plant or Space Planning for occupancy rating for each room/building.
- » If the general public is invited: Public Safety must be notified to discuss traffic and parking issues. They must be notified two weeks or more before the event. Some events require Wenham Police or Fire details, and Public Safety will have to make that decision. The attendance figure and presence or absence of fire are key ingredients in this decision process.

Will there be fire involved?

- » Candle: not allowed except for religious purposes. Faculty/Staff advisor must be present throughout the entire event.
- » Campfire: must obtain permit from Wenham Fire Department. Fire permit is available from the Public Safety website.

What building are you using?

- » A.J. Chapel restrictions apply on staging, material, etc. Always check with Physical Plant.

Need to rearrange a room (PDR, ODR, Gillies, etc.)?

- » You must check with Space Planning and Physical Plant first. Furniture may not be moved without a work order in the PDR and Frost.
- » Safety personnel will be by just before your event to check it for safety.

Do you need extra electrical power?

- » Physical Plant is eager to help you; do not run extension cords without them!

### **Dances and Noise Considerations**

Gordon is in close proximity to its neighbors. Therefore any event planning amplified sound, outdoor events and dances will have restrictions placed upon them, which should be considered in advance. Such considerations include but are not limited to: time of day, location, music, volume, equipment, and the nature of the activity. Approved events which do not comply with these considerations may be asked to change their operations or may be canceled. Should there be any complaints during an event in operation, the events' sponsoring organization will lower the noise. Subsequent complaints will warrant removal or possible cancellation of the event.

### **Contractual Agreements**

Student leaders should never in any circumstances commit the College to any contractual agreement, purchase, or obligation without the advisor approval. If the advisor has any questions, the Space Planning Office should be contacted prior to signing the contract.

### **Political Involvements**

The College will consciously pursue a non-partisan stance. Individual administrators, faculty, staff, and students, as members of the community, have the rights of citizens. When they speak or act as private persons, they must avoid creating the impression that they speak or act for the College. In consideration of these principles, the following guidelines are submitted to avoid harassment in living and dining quarters and to avoid possible disruption of the educational process.

- » There will be no political solicitation by outside groups allowed on campus.
- » Authorized student organizations may set up tables for solicitation of political interest only in Lane and must be consistent with guidelines as well as Life and Conduct Statement.
- » In recognition that discussion of politics is a part of the educational process, there must be opportunity for both sides of a question or issue to be heard.
- » This statement applies to local, state, and federal elections.

### **Title IX and Sec. 504 Grievance Policy**

Gordon is in compliance with Title IX of the Educational Amendment of 1972 and the regulations pertaining thereto. This means that the College does not discriminate on the basis of race, color, sex, age, disability, veteran status or national or ethnic origin in the educational programs, in the activities in which it operates or in its employment practices.

## **Public Viewing of Copyright Films**

According to federal law, no individual or group may publicly show a film that is copyrighted unless the appropriate royalty fees have been paid. This applies to any rented or purchased movie, film, documentary, etc.

Private showings are those to which you invite only a small, intimate circle of friends to watch a film with you in a residence hall room, apartment or lounge, are permitted by copyright law as long as no admission fee is charged and there is no advertising for the showing.

Public showings are those to which you want to invite more than a circle of your friends; for example, the campus community at large or the members of a particular department or club. These showings must fulfill the following conditions:

If the purpose of the performance is primarily educational (for example, the Provost Film Series), you may show the film without getting permission from the copyright owners, as long as the following criteria are met: (1) You do not charge an admission fee, (2) the copy of the film you are using for the showing was lawfully made and legally obtained, (3) The event is submitted and approved on the Master Calendar and CTS is notified.

If the purpose of the performance is primarily entertainment, you must get permission from the copyright owners and pay any royalties prior to showing the film.

## **Vendors**

Vendors from off-campus are not permitted to sell items on Gordon's campus without the approval of the Space Planning Office. Students are not permitted to sponsor parties or events at which items will be sold without Master Calendar Approval. Fundraising events or projects must be approved by the development office. (See Fundraising).

# SECTION FOUR: CAMPUS SERVICES

## **Center for Student Development (CSD)**

Located on the Mezzanine floor of Lane Student Center, ext. 4263

The Center for Student Development houses many of the student leadership programs including but not limited to, Orientation, Housing, Residence Life, GCSA clubs and organizations (student activities), Leadership Programs, International Student Organization, and Intercultural Affairs. CSD also oversees the Master Calendar Process on campus as well as several room reservations (see complete list under room reservations).

## **Space Planning**

Located on the ground floor of MacDonald Hall, ext. 4532.

With regards to event planning, Space Planning regulates the use of the Lane Student Center as well as reserves many of the public areas on campus. (See complete list under programming events, scheduling facility services). Questions regarding specific activities, decorations or set-up in these public areas may be directed here.

Student events held in the Presidential Dining Room must have advisor present during the whole event and any additional set-up must be submitted as a work order. Student groups are not permitted to move PDR furniture.

## **Lane Student Center**

Student groups wishing to advertise functions or sell items or services may call the Space Planning Office (x4532) to reserve space in the main entrance.

## **Dining Services**

Located in lower Lane across from the mail room, ext. 4703

Events hosted/ sponsored by student organizations in Lane or other public buildings that are serving food must be catered by Dining Services or be approved by the Director of Dining services. This request must be filed at least two weeks in advance, longer for larger events.

## **Gilles**

Student Venues Council, advised by the Director of Dining Services, oversees student use of the Gillies facility. Student organizations must have the SVC director's approval prior to hosting an event in this space. Events may not take place during regular dining hall hours, and room must be returned to original arrangements immediately following event.

## Mailroom

Please check ahead with mailroom manager to determine if current mailroom workload permits mailroom employees to distribute your announcement/brochure or if you will need to be responsible for distribution.

If your event involves an outside vendor or business approval by the overseeing campus dept. is required. Please be certain of this ahead of time. Approval by the Director of Auxiliary Services may also be required.

Any flyer, brochure or announcement should be at LEAST the size of a half sheet of 8.5" x 11" paper. Folding and securing with tape or wafer seal is OK. A slightly smaller size may be fine if a heavier paper or card stock is used.

If campus courier envelopes are used be certain previous name/department shown is completely crossed out before re-addressing. NEVER begin flip side until first side is filled and "X"ed out. Double check that your courier envelope DOESN'T show two conflicting delivery destinations (one on each side!) before dropping them off at the mailroom.

Any materials must be distributed during regular mailroom business hours, Monday-Friday, 9-4 p.m. Rule of thumb: plan ahead; when in doubt, please consult mailroom manager.

## Transportation

Passenger vans are available from the Physical Plant for College-related or College-sponsored events only. School Policy prohibits the use of College vehicles to transport school age children grades K-12. Approved drivers can make reservations using an online form located on the campus website. Instructions, policies and rates are also available online.

### *How to Make a College Bus and/or Van Reservation*

Licensed college van or bus drivers can make a reservation.

- » From the GO site:
- » On the upper left hand side under links, click the Community link
- » Under the Category heading click on the Transportation link
- » Under the Transportation heading click on Van Reservation
- » Read through the page so you understand the charges, rules and regulations
- » Click on the "I Accept" button at the bottom of the page if you agree to the terms
- » Fill out the request form completely or it will be rejected
- » You must put a valid account number on your reservation or it will be rejected
- » You should receive an email response as to the status of your request within 1 day

## Center for Technological Services (CTS)

Located in Jenks Learning Center, ext. 4500.

### How to Plan an Event with CTS:

Fill out the form and if there are audio/visual/computer needs, be sure to give some indication of what will be needed under CTS set up. Events that are planned for A.J. Chapel need to be at least 4 weeks in advance so that a student tech crew can be hired for the event. Once your event is approved, make sure that you then email [CTS@gordon.edu](mailto:CTS@gordon.edu) a detailed request of what your audio/visual/computer needs are. It may be helpful to go through this checklist:

- a. Do I need projection for a computer or a DVD/VCR player?
- b. Do I need projection for transparencies?
- c. Do I need a screen?



- d. Do I need audio?
- e. Do I need microphones?
- f. Do I need a sound system?
- g. Do I need access to the Ethernet network?
- h. Do I need to reserve equipment from CTS?
- i. Do I need training in using the technology?
- j. Does the event need to be video or audio recorded?

Please be aware that any set ups or other needs (such as video/audio recording) that take place outside of regular working hours (Mon–Fri, 8 a.m.–4:30 p.m.) will need to be charged back to the requesting department. Please provide an account number for this purpose. The usual charge for a student worker is \$10 per hour. If the request is last minute (less than two days away), we usually need to double that rate in order to find a student willing to re-arrange his/her schedule.

If a staff person is required at an after hours event, the charge is \$35 per hour.

### **Creating a Video to Show at Your Event:**

If you have a movie created on a computer, be sure to allow some extra time to preview this in the room that it will be presented in.

Often, something that looks and sounds good on the computer, will NOT look or sound good on the big screen. So it is important to leave enough time to fix any glitches.

Also, if you need to burn a DVD, this process can take several hours, so once again, you need to allow time for this. CTS is happy to assist you with this – just call and make an appointment.

## **Design Center**

Located on the 2nd floor of the Physical Plant Building, ext. 4259

The Design Center is available for student groups for printing, copying, or designing. They also do large format poster printing and have machinery for folding, collating, hole punching, saddle-stitching, shrink-wrapping, etc. Projects will take approximately 4 weeks when there is design and/or pre-press work involved, so plan ahead! Copy jobs (color and black & white) take less time, and can usually be turned around in a couple of days. They keep several colors/weights of paper in stock, and also have generic letterhead and envelopes, check req forms, petty cash vouchers, and mailing labels available for purchase.

**Please note:** The use of Gordon College name or Logo must be approved by the College of Communications Department, ext. 4235.

### **Process:**

1. ALL text files should be e-mailed to [design@gordon.edu](mailto:design@gordon.edu). Include specs (quantity, colors, size, date needed, etc.) so that a job ticket can be created.
2. After the first edits are made, customer will return copy to the Design Center for a second round of edits and pass-along for quality control edit.
3. After the quality control edits are completed, copy will be signed off on by customer/coordinator and returned to the Design Center for final proofing.

**Please note:** Any customer-based delay in the proofing process (such as delayed return of text proofs) could affect the final delivery date of the project. Please make every effort to be timely in the return of proofs.

**Please note:** If the job is a reprint of an existing job, customer may make small changes (date changes; updating statistical information; minor sentence alterations) BY HAND directly to the most recent printed version. This piece may be taken directly to Design Services for updating, OCCM proofing and outsourcing to printer. If you have questions, please call Design Services at ext. 4259.

## **Sample Prices:**

**Graphic Design:** \$60/hour

**Color Copies:** approximately \$1/side (depends on quantity and paper type)

**Black & White Copies:** approx. 5–12¢/side (depends on quantity and paper type)

## **Physical Plant**

Located behind Jenks Learning Resource Center, ext. 4302

Physical Plant strives to maintain a safe, clean and attractive learning and working environment. When planning an event it is important for student groups to communicate with Physical Plant in order to insure a safe and effective event.

### **Work Orders and Custodial Service**

Work Orders may be submitted online (Campus Departments > Physical Plant > Work Orders) at least two weeks in advance of the event. For simple set-ups, one week is acceptable. Work Orders must be clear and detailed (location, what time, etc). For larger events, contact Custodial Services regarding clean-up. Your student organization is responsible for clean-up, but Custodial Services may assist with access to vacuums, cleaning supplies, etc).

### **Student Organizational Responsibility**

Student organizations are responsible for the space and property of the event venue. Damages to carpet, floors and furniture must be reported immediately, and Physical Plant/Space Planning reserve the right to deny their services for any organization not in cooperation with these departments and regulations as well as impose appropriate fees for damage.

Remember, you as the student leaders are responsible for all your guests and their behavior.

## **Campus Events Council**

Located in Lower Lane, down the hallway from the Mailroom, ext. 4298

### **Purpose and Mission of Organization**

The Campus Events Council (CEC) at Gordon College is a student directed organization that seeks to enhance the lives of the student body by creating fun, cultural and entertaining activities both on and off campus. CEC's main goal is to create space for students to relax from their studies and to help foster relationships and memories that will last beyond the walls of this institution.

### **Event Planners and Resources for Student Leaders**

CEC's primary responsibility is to plan events. Therefore, they seek to function as a resource for all student clubs and organizations in event planning. They have established relationships with various departments on campus and are trained in specific details regarding event planning. In the past, they have also collaborated with existing organizations to combine visions and ideas for events. Student Leaders should take advantage of this resource.

### **Sound Equipment**

CEC has a large sound system available to borrow for major events. The steps for borrowing are as follows:

1. Contact them at [CEC@gordon.edu](mailto:CEC@gordon.edu) or x4298 at least one week prior to the event. They appreciate earlier notice as well.
2. You must have an individual who is knowledgeable in setting up and running their

equipment. They do not provide a technician.

3. You will be asked to complete a form detailing the equipment you have borrowed and agreeing to the responsibility and liability issues involved.

4. You must be overly cautious with their equipment. It is available to the campus at no cost, but is very costly to replace. CEC reserves the right to deny use of their sound equipment.

# SECTION FIVE: CAMPUS ADVERTISING POLICIES

## Campus Advertising

### Sign Policy

- » Campus advertising can only be done after an event is approved to the master calendar.
- » All signs must be approved by CSD and have the CSD stamp on them.
- » Sticky tack is the only adhesive agent that can be used to hang signs or posters.
- » Thumb tacks may be used on bulletin boards.
- » No signs are allowed in Frost Hall or other academic buildings excluding Jenks.
- » Signs must be taken down in a timely manner.
- » Signs will be removed if hung inappropriately.
- » Permission to advertise may be suspended if guidelines are ignored.

### Allowed Advertising Locations

- » Lane Student Center: on bulletin boards and the pillar at the bottom of the Gillies stairs by the mailroom. NOT on doors and NOT on walls
- » Jenks Learning Resource Center: on plexi-glass bulletin boards in library foyers, on bulletin boards on classroom levels, not on doors
- » A. J. Gordon Memorial Chapel: on advertising kiosk only
- » Campus Residence Halls: at RD's discretion

### Table Tent Policy

Table tents in the Easton Dining Room, Chapel Dining Room, or Gillies Lounge must be approved in advance by the Director of Space Planning. Tents must be free-standing and not attached to table surfaces with any adhesive including sticky tack. They remain in place for a maximum of three days. It is the responsibility of the group who distributes the tents to dispose of them at the close of the three day period. The Custodial staff are authorized to dispose of any non-authorized tents, or tents that have become soiled, wet or otherwise unsightly.

### Off-Campus Advertising

Posting of flyers in off-campus locations (such as coffee shops or grocery stores) is permitted as overseen by the individual off-campus establishment.

Official notices regarding campus events through mediums such as newspapers or radio must go through the College Communications office.

# SECTION SIX: FINANCIAL GUIDELINES

## Getting Cash (up to \$200)

See advisor and get a petty cash form and tax-exempt forms. Take petty cash vouchers to the cashier in McDonald at Student Financial Services. Up to \$200 in petty cash can be taken out in advance.

**KEEP ALL RECEIPTS!** You must return all receipts and/or change to the cashier within 2 weeks. Only handle cash that YOU have taken out, and be prompt about returning it.

It is a good idea to make 2 copies of the receipts: keep one for you, and give one to your advisor. Return any change and the original receipt to the cashier. If you make purchases and need to be reimbursed, be advised that the College will not reimburse you for tax, as we are a tax-exempt institution. Be sure to use your tax exemption form for EVERY taxable purchase. Any petty cash voucher that cannot be substantiated due to missing documentation will be turned over to payroll in order for the Payee to be taxed for additional wages in the amount of Petty Cash received.

## Paying Student Workers

- » Make sure the student has a correctly filled out W-4 form on file in the Student Employment Office
  - » Make sure they have an I-9 on file at the Student Employment Office
  - » Make sure they have correctly signed up for Direct Deposit by filling out the form in the Student Employment Office or updating their Direct Deposit information in the Student Payroll office.
  - » For each position, make sure a Payroll Authorization form has been completed by their supervisor.
  - » Make sure a student timesheet is completely and correctly filled out
- » Return the timesheet to the supervisor or the Student Payroll office by the correct date—check the Payroll Schedule.

## Contact Information

When you run into a payroll question or problem, please don't hesitate to contact [studentpayroll@gordon.edu](mailto:studentpayroll@gordon.edu).

## Purchasing

### On-Campus Purchase (Bookstore, Departmental Charges)

Use your account numbers for on-campus charging of items or services (ie. Design Services, Dining Services, Bookstore, CTS, etc). Keep copies of e-mails and account payments. These charges must be approved by your advisor.

### Off-Campus Purchase

Call companies/individuals to get estimate for order/services. Fill out purchase requisition form and send to the Controller. The Controller will approve that your group has enough money in your budget and will send it back to Ken Ebersole in Purchasing, at which time Ken can give you a purchase order (PO) number. Place the order with the company using the PO number. When your order comes in, you will receive a PO form in triplicate. Sign the form and send the yellow copy and invoice to the Business Office, and keep the green for your records.

**Please note:** All office supplies must be purchased online at Office Depot. You must always present a tax exemption form with purchases as Gordon is not required to pay tax. Please note that tax will not be reimbursed to you if you fail to use a tax exemption form.

## **Purchasing F.A.Q.s**

*How early in advance should the purchase process be initiated?*

When researching the items to be purchased, find out from the company how many days it takes for you to receive your purchase once the order is placed. To this add 5-7 business days, which is the time it takes from the sending of the requisition via inter campus to the placing of the order. Requisitions can be faxed to the Controller's Office for a faster turn-around.

*Who should student organizations call when they have questions?*

Information and requisitions can be obtained with Ken Ebersole in the purchasing office in lower Lane ext. 4210, or email Ken.Ebersole@gordon.edu.

*What are past frustrations to avoid?*

Frustration can be avoided by starting the purchasing process timely.

*What will help student organizations have an effective and successful event working with your department?*

Filling out all the information on the requisition, so purchasing can contact vendor and the student placing the order if necessary.

## **Cash Deposits**

Cash deposits should be brought immediately to the cashier's office for deposit into your group's account. A safe is available in Public Safety for extreme need of cash safety, for example over a weekend while the cashier is not open.

## **Fundraising**

The College supports and encourages efforts to raise funds for approved ministry, department, academic and student organization efforts, particularly from friends, family, and your home church. Fundraising policies have been developed in order to be sensitive to members of the community and to be in compliance with IRS regulations.

Contact the Development Office BEFORE initiating any fundraising projects to receive an application and instructions for your specific fundraiser.

Many fundraising efforts are activities or services rendered for a contribution. It is commonly understood that these contributions are actually payments—not really gifts—and therefore do not qualify as charitable deductions. It is very important that those participating in these events/activities realize up front that their payment is not a gift.

In order for an individual's donation to be considered a true gift and comply with IRS regulations, there are specific criteria and steps that must be followed. The IRS has a very stringent definition of a gift, and Gordon College must comply in order to maintain its status as a 501(c)(3) charitable organization. All fundraising efforts must be approved through the process listed below, whether contributions qualify as charitable deductions or not.

Gordon will not provide lists of alumni and/or donors for solicitation. The College carefully coordinates fundraising requests among alumni, parents, and friends, therefore, it is our policy to never lend or distribute lists for solicitations not initiated or overseen by the Development Office. (Policy also maintains high priority of donor privacy.)

## Fundraising Activities Not Permitted

- » Door-to-door solicitation for cash, coins, sales, etc. in the residence halls or offices
- » Raffles
- » E-mail solicitations

- » Donations directly from campus departments in lieu of payment for hours worked for a regular student employment position
- » Selling products or services in which a percentage of the sales goes back to the sponsoring organization, i.e., magazine subscriptions, credit cards, etc.
- » Off-campus charities or organizations.

All fundraising activities (on- and off-campus) must be approved by the Development Office. Contact Nicole Dumas or Ann Givens (x4233) for an application and fundraising information.

## **Steps to a Successful Fundraiser**

Working closely with the Development Office and your organization/group advisor, you can conduct a well-organized and successful fundraiser.

### *Plan, plan, plan.*

Plan your fundraising project well in advance of your need. From start to finish the process will take about ten weeks total. If materials are to be ordered through Design Services or another vendor, add the necessary production time indicated.

### *Why and how*

Write a fundraising plan—a brief statement of why you wish to raise funds and a description of how you plan to go about it. Apply for permission to raise funds. Contact the Development Office (ext. 4237) for a Fundraising Application and instructions for your specific fundraiser. Submit the completed application along with required signatures to the Development Office. Your plan should include:

- » Project purpose
- » Dollar goal
- » Timetable
- » List of participants
- » Account number
- » Draft of your appeal letter, brochure or art design

Upon approval of your project you may post your event on the Master Calendar. The Development staff will instruct you on the proper procedures to ensure that your gifts are receipted correctly.

### *Please Keep in Mind*

1. Tax-deductible donations given to Gordon College for a project or ministry will be used for that specific purpose. If for any reason the funds are not needed for that purpose, they will be used for similar projects at Gordon. Charitable donations are not refundable.
2. Monies given for the use of an individual are not considered gifts by the IRS. They cannot be recognized as a donation to the College or as tax-deductible for the donor. For example, a check intended for the golf team but made out to superstar student golfer/fundraiser Tyger Forrest cannot be considered a donation. Furthermore, funds given to an individual may end up being taxable for that person. For these reasons gifts to individuals are discouraged.

## **Account Numbers**

You will be assigned College account numbers for the money your group will raise and disburse. This must be done prior to the start of actual fundraising.

## **Track Expenses and Income**

During your project, keep careful track of your fundraising expenses and income. Weekly reports of charitable donations will be sent to your faculty/staff advisor as receipting is completed. The report will state how much has been received as a result of each person's solicitation efforts and will also list the name of each donor. Any monies received by your group that are not tax-deductible will not appear in this report and should be tracked separately by your treasurer.





### *Thank the people who helped you*

Be sure to thank your donors with a note or phone call as soon as possible after receiving their gifts. They will not only appreciate it; they will also be more likely to consider another gift in the future.

### *Submit a final report*

A report of total money raised and expenses is requested at the end of the project. This report will be made available to our auditors upon request and is intended to provide verification that the wishes of the donor have been honored.

If you have any questions or need clarification on any point, please contact the Development Office: Nicole Dumas or Ann Givens (ext. 4233). They are glad to help.

### *Applications*

Completed applications must be received at least two weeks prior to the date of the fundraiser. Some fundraising activities require additional time for approval. Applications for fundraisers utilizing support letters or other designed and printed material must be received at least three-four weeks prior to the date you wish to mail your letters (support letters and designed material must be approved by the Office of College Communications and Marketing and this requires additional time). Please allow the additional time you will need for printing or production of your material.

## **Risk Management General Procedures**

The primary objective of Risk Management is to protect the College from loss. In any event outside the realm of normal routine that may cause a possible risk to individuals or the community, appropriate risk releases should be signed and collected.

Legal questions should be directed to the Finance and Administration Office.

# APPENDIX

## Campus Resources

### Lane Student Center

#### *Dining Services*

Lisa Calmus (Director of Dining Services)

- » Catering requests/approves food not ordered from Dining Services

#### *Purchasing*

Ken Ebersole (Purchasing Assistant)

- » Purchase order #'s for large purchases (T-shirts, etc)

#### *CSD*

Director of Orientation and Student Activities

- » General student activities

Jacqueline Benton (Executive Assistant to the VP for Student Life)

### MacDonald

#### *Space Planning Office*

Ron Hilton (Director of Campus Facility Use and Space Planning)

Jeremy DePace (Administrative Assistant/Program Coordinator)

- » Reserves all rooms in Lane, Tavilla Conference Room, Ferrin Conference Room, Frost Lobby, and A.J. Memorial Chapel (see room reservations)
- » Grants permission for anything “unusual” in Lane.

#### *Cashier's Window*

Shirley Pitman (Cashier)

- » Business for reimbursements and petty cash

### Frost

#### *College Communications Office*

Cyndi McMahon, (Director of Marketing Communications)

### Jenks

*CTS (Center for Technology Services)* x4500, [cts@gordon.edu](mailto:cts@gordon.edu)

Anita Coco (Director of Client Services)

Chris Imming (Director of Media Services)

Chris Hansen (Director of Network & information Services)

## **Physical Plant**

Paul Helgeson (Director of Plant Operations and Sustainability)

Mark Stowell (Director of Facilities and Grounds)

» Approves use of ANYTHING outside

John Soucy (Environmental Health and Safety Officer)

Josh Lowe (Lead Custodian, Set-up, Material Handler)

Sue Gross (Physical Plant Office Manager)

### *Van Reservations*

vanreserve@gordon.edu

Jeff O'Brien (Fleet Manager)

## **Barrington Center for the Arts**

Peter Morse, Manager, x4751

» Reserves rooms in Barrington Center for Arts

## **Bennett Athletic Center**

Greg Scruton (Director of Campus Recreation and Director of Fitness and Wellness) x4774 / Natalie Ferjulian (Assistant Director) x4097

» Reserves Bennett Facility (aerobics room, classroom, etc.)

Jon Tymann (Athletic Director)

» Approves the use of Athletic Fields

## **Rogers Reception Center**

Glenn Deckert (Chief of Police)

## **A.J. Gordon Chapel**

Tom Haugen (Chaplain) x4215

Amanda Lane (Administrative Assistant) x4213

» Approves event for Chapel credit

# NOTES

