Recognized Student Organization Handbook

Office of Student Involvement
Mount Holyoke College

Revised as of August 16, 2023

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SECTION ONE: Office of Student Involvement

Mission Statement

As part of the Division of Student Life, the Office of Student Involvement exists to support students in co-creating a vibrant and inclusive co-curricular campus life that enhances tradition, by providing innovative community programming, ensuring effective implementation of campus-wide programs, and encouraging student leadership and involvement.

Staff Positions

- Director of Student Involvement
  Laura Sattler
- Associate Director of Student Involvement
  Jaime Decaro
- Technical & Event Production Manager
  Tim Dietrick
- Coordinator of Student Involvement & Events
  Justin Terlisner
- SGA Student Business Office Coordinator
  Kimberly Lavoie

Location

Community Center
Blanchard Hall, Room 327

SECTION TWO: Recognized Student Organizations

DEFINITIONS

Recognized Student Organizations

Recognized student Organizations include all recognized student organizations, club sports, and Class Boards as well as all components of the Student Government Association such as the executive board and committees.

Club Sports

Student Organizations who are recognized and supported by Athletics, the Office of Student Involvement, and the Student Government Association. For additional information reference

the [recognition of student organizations section](#). Club sports are also held accountable to the [Club Sports Handbook](#).

Class Boards

The Class Boards will carry out a student-led mission under the guidance of the Mount Holyoke College Office of Student Involvement. First, the Class Boards will serve as a community-building organization focused on forging unity amongst members of each individual class at Mount Holyoke College. Secondly, they shall serve as a bridge between the classes to create campus-wide community. Finally, the Class Boards shall serve to develop the traditions of Mount Holyoke and strengthen student ties to the College both while they are students and once they have graduated as Alumni. The Class Boards are governed by the [Constitution & ByLaws of the Class Boards of MHC](#).

Student Government Association

The Student Government Association is governed by the Constitution of the Mount Holyoke College Student Government Association. We, the students of Mount Holyoke College have organized ourselves into a student government in order to:

1. Provide a productive tool for students in governing their non-academic lives and academic interests at the College;
2. Articulate and represent matters pertinent to the students and other constituencies of the College;
3. Establish and maintain communication channels among students, faculty, administrators, and trustees.

Recognized student organizations

Student Organizations who are recognized and supported by the Office of Student Involvement and the Student Government Association. For additional information reference the [recognition of student organizations section](#).

POLICIES AND EXPECTATIONS OF RECOGNIZED STUDENT Organizations

All recognized student Organizations are held to the policies and expectations outlined in order to maintain recognition. Failure to meet these may include, but is not limited to, freezing of student group accounts, moratorium on holding events or sponsoring projects, a resolution and disciplinary process, being placed on inactive status, and or dissolution of the student group.

Officers

Students who are [abroad & not enrolled at MHC cannot participate in college activities](#), including holding an officer position in a student organization. They will also not have access to Embark.

College Honor Code, Student Handbook, & Standards of Conduct

All student Organizations are held to the policies and procedures as outlined in the [Student Handbook](#) as well as local, state, and federal laws, similar to individual students. A student group and its officers and membership may be held collectively and individually responsible when violations of College policy, the [Honor Code](#), and or community standards by the organization or its member(s):

- Take place at organization-sponsored or co-sponsored events, whether sponsorship is formal or tacit.
- Have received the consent or encouragement of the organization or of the organization's leaders or officers.
- Were known or reasonably should have been known to the membership or its officers.

To Note:
- Student Organizations will follow the same general student resolution and disciplinary processes. In any such action, individual determinations as to responsibility will be made and sanctions may be assigned collectively and individually and will be proportionate to the involvement of each individual and the organization.
- Student Organizations will include but are not limited to recognized student organizations, student government association, club sports, class boards, etc.
- The Honor Code Council will serve as the hearing board for student group conflict that is either referred by the Office of Student Involvement or when a group's constitution does not have procedures for managing conflict.

Student Group Conflict Resolution

All officers of a recognized student group should know and understand that it is an expectation of their role to work to resolve group conflict, steps to resolution can include:
- Having a process for conflict resolution outlined in the group's constitution.
- Meeting with involved members to mediate a conversation.
- Connecting with the Office of Student Involvement to develop a plan for resolution.
- Connecting with the Ombuds Office to develop a plan for resolution.

It is highly encouraged that all recognized student Organizations have a process for mediating conflict and internal challenges between and among members, as well as any group conflicts that arise, clearly stated in their group's constitution. **All recognized student Organizations will be required to have a process outlined in their constitution.**

To Note:
- If a recognized student group does not have a process for conflict resolution clearly stated in their group constitution, the Office of Student Involvement reserves the right to mandate conflict resolution for the group and or for individuals and between individual members.
- As stated above, the Honor Code Council will serve as the hearing board for student group conflict that is either referred by the Office of Student Involvement or when a group's constitution does not have procedures for managing conflict.
- Failure to participate in mandated conflict resolution may result in, but is not limited to, freezing of student group accounts, moratorium on holding events or sponsoring projects, a resolution and disciplinary process, being placed on inactive status, and or dissolution of the student group.

Anti-Hazing Policy

All recognized student Organizations are expected to be knowledgeable of, and comply with all elements of the [Massachusetts Anti-Hazing Statute - Mass Gen. L. Ch 269, sections 17, 18, and 19](). All recognized student group active members are required to fill out and submit the anti-hazing agreement by the end of September at the start of each academic year. This document is combined with the required Waiver and Release form provided by the Five College Risk Management department. Student group members will be prompted to review and sign the combined agreements when they first log into their group in Embark, MHC's Involvement platform. Failure to have all members sign the agreement will result in the group being placed on inactive status.

Certain student organizations, such as the SGA, FPSA, and class boards that act as governing bodies or represent a constituency based upon enrollment in the College, require only the signatures of officers and other actively participating students, not the entirety of their constituency.

All recognized student group constitutions must state that: *Hazing will not be used as a condition of membership in this organization. All active members will sign the yearly anti-hazing waiver as required by Massachusetts Commonwealth law.*

Inclusivity

Mount Holyoke College strives to build and maintain a campus environment that is inclusive, pluralistic, and free of discrimination.

All recognized student group constitutions must state that: *Membership in (name of group) is open to all persons without regard to race, color, creed, religion, national or ethnic origin, sex, sexual preference, age, marital status, citizenship or disability. All Mount Holyoke College students may be members.*

General Expectations

In addition to the above, recognized student Organizations are expected to meet the following requirements to remain in good standing with the College:
- Complete the annual re-recognition process.
  - SGA Committees will work directly with the Chair of Committees and the Appointing Board for the re-recognition.
- Refrain from all partisan election campaigning on campus, or with campus funded resources in accordance with HC's political activities policy
- Maintain financial responsibility:
  - Follow SGA Student Business Office guidelines and regulations
  - Meet all financial obligations in a timely manner
  - Ethical and responsible use of funds
  - Do commit funds in excess of current available funds in account
- Register all events with the Office of Student Involvement and follow the event policy and procedure as outlined for student events

Recognized student Organizations should also:
- Maintain a current constitution on file with Student Involvement, which should outline the procedures for officer transition.
- Follow end of year procedures:
  - Officer transition: choose new officers to ensure a smooth start-up for the next year.
    - Officers must be currently enrolled students - students who are studying abroad or otherwise on leave cannot serve as an officer.
  - Gather up receipts and financial paperwork to prepare for audits.
  - Clean up your belongings in the Organization Resource Room by the end of the Reading Period.

- ○ Any borrowed items should be returned.

<u>Advisors</u>

The Office of Student Involvement serves as a functional advisor to all student organizations, providing high-level support and services involving resources and policies. Student organizations are also required to have a content advisor that is more in-tune with the inner workings and goals of the organization. In order to provide a high-level of student support, OSI is encouraging all student organizations to seek the support of faculty and staff who have a basic level of knowledge or interest in their student organization's topic, though an advisor could also be a person who does not have specialized knowledge, but is someone that the group likes and trusts.

Content Advisors for Student Organizations serve a variety of purposes, offering different types of engagement, and participate in different levels of risk. Advisors are typically faculty or staff members who volunteer to help a student organization achieve its goals. Ultimately, the group will determine the destination, or outcome, and the advisor will help the students find the resources and tools they need to get there. Advisors are not decision makes, however, they will provide the guidance necessary to help make organizations make sound, policy abiding choices and help set realistic goals.

Student Orgs: Finding an Advisor
MHC Advisor FAQ

BENEFITS AND PRIVILEGES OF RECOGNITION

<u>Use of the MHC Name</u>

Use of the Mount Holyoke Name denotes official recognition and affiliation with the College, and student Organizations who use it are considered representatives, and should conduct themselves in accordance with the Student Handbook and the Honor Code.

Important Note: Until your group is officially recognized and registered as an MHC student group, you can NOT represent yourselves as an official Mount Holyoke constituent. Meaning that you can not advertise yourselves with the Mount Holyoke name attached to your group, develop logos or material that do so, etc.

<u>Support from the Office of Student Involvement:</u>

Event Sponsorship
Recognized student Organizations can reserve campus space for events and/or meetings.

Fleet Vehicle usage
Recognized student Organizations can reserve fleet vehicles once the approval process has been completed. All drivers must become credentialed with the Fleet Office.

Marketing and Publicity
Recognized student Organizations have access to resources and services to help promote their projects, events, and programs.

Community Center Resources
The Community Center has a number of spaces and resources that can be reserved and utilized by members of the Mount Holyoke Community. Recognized student Organizations have access to:

1. **Storage - ACCESSIBLE ON AS NEEDED BASIS**
   Room 108 is reserved for recognized student organizations who do not have storage elsewhere on campus to store their items. Each group who does not have storage space elsewhere on campus may have up to *2 labeled boxes* in the room (standard plastic bin size or smaller). Organizations who have 3 or more boxes will be contacted to condense their items into 2 boxes; if the boxes remain by the end of the academic year, they may be discarded, at the discretion of Student Involvement. The full policy can be found here.

2. **Digital Signage**
   Recognized student Organizations can submit materials for marketing for ERFed events to be displayed on the digital signs in the Community Center. Do so through the digital signage submission form.

3. **Information Tables and Meeting Rooms**
   Recognized student Organizations can log into EMS, the campus space reservation system, to reserve these. Complete Event Services' Campus Space Request Form a minimum of 3 days in advance.

Support from the Student Government Association:

SGA Senators
All recognized student organizations are encouraged to have a senator. They serve as a representative for their organization within SGA and act as a voting member of Senate.

Funding
Recognized student organizations and club sports receive funding through the Ways and Means Committee. SGA committees and Class Boards can connect with the SGA Treasurer in regards to their funding.

In order to be eligible for SGA funding, your group must:
- Be recognized by the Office of Student Involvement;
- Have 2 members take the online Financial Trainings and pass the associated quizzes;
- Attend audits at the end of each semester

All recognized student organizations that are eligible for SGA Funding can submit a funding application to the Ways and Means Committee. With a couple of exceptions, funding requests will be reviewed on a monthly basis, allowing you to request funds for events happening in a specific month. Student Organizations should make use of their org Google folders to access needed Ways & Means documents.

Use of the SGA Student Business Office
Recognized student Organizations can conduct their financial business with the support of the SGA Student Business Office Coordinator and SGA bookkeepers.

SECTION THREE: Recognized Student Organizations (RSOs)

RECOGNITION OF STUDENT ORGANIZATIONS

Student Organization Model

Recognized Student Organizations

Those organizations who completed the [annual recognition (registration) process](#), which includes submitting a registration form and having officers participate in policy, event and financial training.

Inactive / Defunct Organizations

Organizations that have previously been a RSO but have failed to fully complete the recognition process for the academic year are considered to be inactive. If they do not complete the recognition process for 2 academic years in a row they are considered defunct, and must go through the new org process if they wish to start up again.

New Student Organization Process

All potential student organizations, and individual students, wanting to enter the forming student organization process should review the [intake process for forming a new organization](#). All required steps, guidelines, deadlines, etc. are thoroughly outlined.

Forming Student Organization Process

All potential student organizations, and individual students, wanting to enter the forming student organization process should review the [intake process for forming a new organization](#). All required steps, guidelines, deadlines, etc. are thoroughly outlined.

1. **Forming an Org / Intake Process**
   The Intake Process occurs twice every academic year. For a full review of the process and steps, as well as specific timeline, read through the Office of Student Involvement's [Embark site](#).

2. **Guidelines**
   All potential new organizations must meet the following:
   - The organization must be open to any Mount Holyoke Student who wishes to participate; and

- The organization must be beneficial to the enrichment of the Mount Holyoke community; and
- The organization must fill a unique niche within the Mount Holyoke community; and
- The organization must be unique from the existing organizations on campus; and
- The organization must be sustainable over time; and
- The organization must seek to reflect the educational mission of the college and provide benefit to Mount Holyoke College students and the campus as a whole; and
- The organization must be able to qualify for Ways and Means funding.

Additionally, new organizations must have an advisor and create an org constitution.

3. **Chapter Organizations**
   Organizations that are affiliated or chapters of large national organizations require a greater amount of set-up and coordination than most potential new organizations. Contact the office directly if you are interested in talking about how to set up this kind of organization.

4. **Social Greek-lettered Organizations**
   Social greek-lettered student organizations will be recognized and supported via the Dean of Students Office and the Office of Student Involvement, if Mount Holyoke College is already listed on said organization's charter. Mount Holyoke College is not currently seeking to expand to other such organizations.

   In order to be considered recognized, and to operate at the College, such organizations must be in communication with the Office of Student Involvement and:

   - Complete the annual recognition process
   - Supply their membership roster each semester
   - Have a Mount Holyoke College faculty or staff advisor in addition to their chapter advisor
   - Supply their Mount Holyoke advisor and Chapter Advisor contact information on a yearly, or as changed, basis
   - Notify Student Involvement of their intention to recruit, including supplying a timeline of the recruitment and initiation process
   - Where appropriate provide information and a timeline of new member development programs
   - Provide a copy of their charter, with Mount Holyoke College listed

- All members who are registered students at Mount Holyoke College must complete the annual anti-hazing waivers at the start of the fall semester and or as new members are initiated

Re-Recognition Process

Orgs are expected to go through the re-recognition process annually, starting in April for the following academic year, and then completing the subsequent re-recognition steps outlined within Embark.

Dissolution of RSO Status:
1. Orgs who fail to complete any of the Registration/Recognition steps by the deadlines will be deemed inactive for that academic year, and will not be allowed to access the resources needed to conduct Org business or listed in the online Org Directory.
2. If any given Org does not get recognized for two consecutive years, they are considered defunct.
   a. Any items in the Resource Room (Blanchard 108) will be discarded.
   b. Any money left in their Campus Account will be transferred to SGA.
3. Once an RSO is defunct, any student wishing to restart the group must go through the forming organization process.

FUNDING RESOURCES AND PROCEDURES FOR RECOGNIZED STUDENT ORGANIZATIONS

Funding

All student organizations recognized by the Office of Student Involvement are eligible to receive funding through the Student Government Association, specifically the Ways & Means Committee. Organizations should read through the below and follow the steps as outlined in the Ways & Means Guidelines.

Organizations should note that any organizational costs not covered by Ways & Means funding must be covered by the organization itself; the Office of Student Involvement and Mount Holyoke College are not responsible for covering outstanding costs whether for vendor fees, contracted work, catering, supplies, etc. Organizations can fundraise, within the outlined guidelines, in order to cover additional monetary needs.

If the organization does not have the funds to cover projected costs, the organization will need to postpone the intended project until such time as they have the funds. Student leaders should reach out to the Office of Student Involvement for additional guidance.

Authorized Signer Training / Financial Training - SEE EMBARK FOR DETAILS
- In order to receive funding through the SGA Ways & Means Committee and to access funds in an RSO's Student Business Office account, an organization must:
  (1) have completed the required steps for recognition with the Office of Student Involvement, and
  (2) have at minimum two Officers complete the Financial Training for Authorized Signers, and

- The Officers who complete the financial training to become Authorized Signers should be the Treasurer or equivalent, and the Chair or President of the organization.

Accessing Ways & Means Funding - SEE WAYS AND MEANS EMBARK SITE
- Once two members from each recognized student organization pass their Authorized Signer Training, they will be assigned a representative from the SGA Ways & Means Committee who will be their main contact and support in the funding process throughout the year.
- Once the Authorized Signers have met in person with their Ways and Means Representative they will be granted access to their org's W&M Google Folder and the funding application form.
- Applications for funding can be submitted once a month to request funding for the following month; applications must be reviewed by the W&M representative prior to submission.
- All recognized student organizations should completely read the W&M Guidelines.

Accessing Org Accounts

- Once two members from each recognized student organization pass their Authorized Signer Training, your org's account will be accessible within the SGA Student Business Office.
- The [SGA Business Office](#) serves the banking needs of all recognized student organizations and residence halls on campus, regardless of their funding sources. This includes deposits, withdrawals, transfers, monthly statements, campus bill payments, etc.
- Go directly to the Student Business Office on the 3rd floor of Blanchard or email sga-bookkeeper@mtholyoke.edu.

Fundraising

Organizations may fundraise but are cautioned to fundraise for their group with care. MHC policy does not allow organizations to solicit funding from outside organizations, including local or corporate sponsors, without direct consultation with a Department or Office at the College. While donations may be accepted and deposited into an Org Campus Account, Recognized Student Organizations represent the Mount Holyoke community and College and are therefore restricted from competing for outside funding.

Food prepared by students for the purpose of fundraising (bake sales, boba tea, etc) may not be sold. Foods in 'factory packaging" are permitted (e.g. Oreo six-packs), unless they require heat or refrigeration, with approval from Student Involvement.

All such events and bake sales must be approved by Student Involvement.

Organizations wishing to fundraise must complete the [Fundraising Request form](#) in Embark at least 7 days before the fundraising is set to begin.

Organizations may not solicit donations through email or email alumni directly to fundraise.

Organizations should [use the PayPal feature in Embark to collect payments](#). All fundraised money must be collected via the Embark PayPal account and/or checks and cash can be deposited into the student organization's account in the SGA Business Office.

The use of online crowdfunding portals for student fundraising is prohibited. This includes, but is not limited to: GoFundMe, Razoo, Network for Good, Kickstarter, etc. These online portals are strongly discouraged due to the high fees and potential *personal* tax implications. Mount Holyoke alum, parent, or friend data may not be used in the execution of such outside campaigns (they cannot set up an individual fundraiser for an RSO).

If a student group uses a crowdfunding platform, they are in violation of Student Involvement policy and will be required to meet with the Associate Director and SGA Business Office Manager to review their group standing.

Money Transfer Services & Payment App Policy

The use of Money Transfer services or Payment Apps of any kind for student organization fundraising or other org business is not permitted. Money Transfer services and Payment Apps may include but are not limited to PayPal, Venmo, Zelle, Square Cash, Google Wallet, Apple Pay, Dwolla, Skrill, Payoneer, Payza, 2Checkout, Intuit, ProPay, WePay and others. We do not endorse these systems because:

- These Money Transfer Services place all liability and responsibility on the individual who has set up the account and or whose personal account is linked to the service.

- There are potential **personal** tax implications for use of such services.
  "Beginning in 2022, the IRS will require reporting of payment transactions for goods and services sold that meets or exceeds $600 in a calendar year. Anyone who receives at least $600 in payments for goods and services through Venmo, or other payment app, can expect to receive a Form 1099-K." See Venmo tax FAQ for more information.

- As per best practices and SGA Business Office business practice, there needs to be a record of income and expense details for accounting purposes in your student organization account. This is not possible when a Money Transfer Service is utilized.

Any donation or payment can be set up using the Embark PayPal feature noted above.

Audits
- Every organization who has had access to SGA funds is required to participate in an audit with their Ways and Means Representative at the end of each semester.
- During this Audit, Authorized Signers will be required to review their org account with their Ways and Means Representative and provide verification that all purchases made with SGA funding were done so in accordance with the expectations of Ways and Means approval during the application process.
- Any SGA W&M funding remaining unused in the Student Organization's Business Office Account at the end of each semester will be transferred back into the Ways & Means SGA account to be redistributed to organizations in the subsequent semester.
- Any orgs who used SGA funding in a way that was not previously approved by the Ways and Means Committee will be subject to losing future access to SGA funding, be required to return the funding, etc.

SECTION FOUR: EVENT PLANNING AND EXECUTION

Event Planning Process

1. **Event Policy and Procedure**
   - All recognized student Organizations are held accountable to the policy and procedure as outlined.

2. **Deadlines**
   - SGA Ways & Means, Funding Request Deadline (for recognized student organizations) - Due the first Saturday of the month prior to your event in the academic year. For instance, if your event is in November you must apply in October. For all events in September, funding must be applied for in April of the previous academic year.
     i. Contact your Ways & Means representative for any questions regarding when the deadline for your next event might be.
   - ERF deadline - 14 days out from the day of the event.
     i. "The Event Registration Form (ERF) is required to be completed in order for an event to happen. The ERF is due 14 days prior to your proposed event. The ERF is sent directly to Student Involvement and needs to be approved by the office before work orders for events (e.g. tech orders, facilities orders, etc.) can be created and processed."
     ii. An ERF is not required for:
        1. Simple meetings, those expected to be less than 25 people, gathering for the purpose of a meeting or similar purpose, not needing any custom event services, and not intended to be open to anyone outside of your organization.
        2. Private events held in residence hall common spaces with no service (technology, catering, etc.) needs.
        3. Private events held in the Cultural Centers with no service (technology, catering, etc.) needs.
   - Campus space request deadline - 16 days out from day of event
     i. Requests for event spaces are due 16 days prior to your event. You can request a space for your event using the EMS Web App. The Campus Space Request is received by Event Services and tentatively holds a space for an event. A space is not confirmed until an Event Registration Form is received and approved by the Office of Student Involvement and can be released at any time.
   - Event Management meeting - 14 days out from day of event

      i.   Production meetings must be scheduled with the Technical and Event Production Manager of Student Involvement at least 14 days prior to your event to ensure your technical needs can be met within the scope of what we can provide. This step is only required if your event has specific technical needs or if you have questions about what Student Involvement and Stage Crew can provide.
- Alcohol permit - 30 days out from day of event
  - i. If you plan to serve alcohol at your event, you must inform the Assistant Director of Dining Services and the Student Event & Special Programs Coordinator at least 30 days prior to your event. This allows time for an alcohol permit to be requested and processed.
- Event captain meeting - 7 days out from day of event
  - i. The Office of Student Involvement requires all events to have two event captains present at all times. If an org is hosting a concert or a party (events with an open floor, amplified sound, diminished lighting) they must attend an event captain training with the Student Event & Special Programs Coordinator at least 7 days prior to their event to review event safety protocols and the schedule of the evening. Orgs that are collaborating with other internal or external organizations must have all collaborating orgs appoint at least one event captain in addition to the two original event captains to also attend this training.
- Missing these deadlines can result in consequences such as losing services for your event and even cancellation of your event.

3. **Policies and Protocols**

All policies and procedures related to events should be reviewed by student event planners, in addition to this section of the handbook. Policies can be found here.

4. **Event Levels**

Event Levels are used by Student Involvement to determine how best to support student group events. These are determined utilizing the following criteria:
- LEVEL 1 - Using a campus space but not using any campus services (e.g. technology support, Stage Crew, food & beverage, etc.)
- LEVEL 2 - Using a campus space and need to use campus services (e.g. technology support, Stage Crew, food & beverage, etc.)
- LEVEL 3 - Complex stage event with multiple acts and technology needs (e.g. cultural show, a cappella jam, etc.)
- LEVEL 4 - Dance party or concert with an open floor, diminished lighting, and amplified sound

Level 3 and 4 events further defined:
- ○ Classified as having a mix of the following criteria: inherently more complex in nature, multiple acts or performers moving on and off the stage, hiring of an outside vendor for production services, one to four or more microphones, requires a stage manager, may have more than one event date, rehearsals leading up to a performance, musical performances, musical instruments, might have video as a component, Theatrical Stage Lighting incorporating changes in lighting over the course of the event (lighting cues), dance performances, might be serving food, low or custom audience lighting
  - ■ Examples: Chapin and Blanchard cultural shows, Variety shows, Hack Holyoke, Spring Weekend, etc.

To Note: All Level 3, and some Level 4, events require an in person meeting with the Technical and Event Production Manager to solidify rehearsals and advance technical needs.

5. **Event Management Meetings**

   Event management meetings are available upon request and will be accommodated on an as needed basis. Event Management meetings typically take anywhere from 15-30 minutes. If you are meeting with the Technical and Event Production Manager or the Event Coordinator to plan a Level 3 or 4 event please have the following ready for your meeting:
   - ○ A general plan or outline of the schedule of your event (what time acts/performances occur and what order)
   - ○ What you feel you might need for microphones and sound
   - ○ Any ideas or goals you have for lighting
   - ○ A technical rider if your event has an artist/performer(s) providing one or some brief details about said artist or performer(s)
   - ○ Any contracts you have with artists/performers/production services
   - ○ Any plans you have for decorations
   - ○ A diagram if your event has a need for a custom setup onstage or in the venue (templates are available upon request just ask!)
   - ○ An idea of what roles folks in your org. will take on (stage manager, MC(s), front of house staff, event captains)
   - ○ Any ideas you have to make your event special (think outside the box!)

6. **Events Requiring Rehearsal Time**

- There are many events that require rehearsal time in order for them to be most successful. It's generally assumed that if you fall into the level 3 category of events that you will need at least one full dress rehearsal.
- Most often Cultural shows are annual events with rough scheduling happening in advance of the normal 14 day ERF deadline. Please note that rehearsals are **always** scheduled and coordinated directly with the Technical and Event Production Manager, so that the office has time to staff with the student stage crew.
  - Keep in mind that it is not always possible to have as many rehearsals as you would like. We will always do our best to accommodate your goals and needs.
- As of June 1st, 2016 Student Involvement guarantees that you will have four rehearsal nights with <u>at least two tech and one dress. rehearsals with sound, lighting, and stage crew</u>. You may have access to the space for additional evenings leading up to your event, but you will have limited use of sound and lighting in Chapin. Lighting and sound cues should be planned out and ready by the end of the first tech rehearsal. Use your time valuably and come ready with a plan.
  - Additional tech. rehearsals can be coordinated through the Technical and Event Production Manager, but are not guaranteed.
  - For example: Cultural Show to happen on Friday 1/6/2020. General or rough rehearsal on Sunday or Monday, Tech. rehearsals on Tues/Wednesday and a dress rehearsal on Thursday. Rehearsals should be 3-4 hours with stage crew sound/lighting.
- All events requiring rehearsal time, are required to have an event management meeting with the Technical and Event Production Manager. This should occur around the time the ERF is submitted ideally two weeks before the night of your first rehearsal.
- After this meeting you will receive an email with any follow up questions or action items for your show. While we do our best to disseminate the information to Stage Crew, you will still need to connect with them in person to discuss specific details such as lighting looks or volume changes. Remember that these are <u>student </u>stage crew, and come prepared.

The success of your event is largely based on how you communicate your ideas to Stage Crew.

7. **Contracts and waivers**
   a. Contracts

If you are planning on hiring any service or performer, including DJs, presenters or lecturers, you must complete a standard MHC contract. All contracts MUST be reviewed and signed by a Student Involvement professional staff member, student signatures are not sufficient. Blank standard contracts are available in the Student Involvement office. For additional information see Contracting Procedures.

b. Waivers
Events which include group travel, high risk activities, legal collaborations and co-sponsorships, or commitments of large sums of student organization funds may require specific college approved Risk Management Waivers. Specifics should be discussed with the Director of Student Involvement.

Creating Inclusive Events

Events should be inclusive of the entire MHC Community. All aspects of your event should be considered when making your event as inclusive as possible. Things to consider when discussing inclusivity of your event are:

- **Marketing and publicity** - Are the advertisements for your events easy to access for everyone? Are there multiple platforms that students, staff, and faculty can learn about the information of your event?
- **Accessibility** - Can those with different mobility needs physically get to your event? Will there be assisted listening devices needed? If you're showing a film or video, is closed captioning turned on? Consult with Student Involvement if you have any questions on making your event accessible.
- **Entry fees/ticket prices** - Could the entry fee or ticket price to your event prevent some MHC community members from attending? Consider using a suggested donation or sliding scale for entry fees and ticket prices. All events that have any sort of SGA funding must be free and open to the MHC community.

For good practices and tips for making your events more accessible please connect to the Office of Student Involvement.

Event Relocation Policy

Even with conscientious planning, there may be instances when a program, activity, or service is located in a facility that does not provide access for participants with disabilities. The College is committed to providing access to our programs and activities. To inquire about accessible features of a venue or to request the relocation of an event, contact the host or office of the program, activity, or service. Contact the Section 504 Coordinator in instances where the host or

office contact is unknown or unresponsive. Requests should come in at least two weeks in advance (whenever possible) so there is sufficient time to provide adjustments or relocate an event. For further information, see the Student Handbook or [Disability Services](#).

Outdoor Events

1. **Sound curfews:**
   a. In order to respect the rights of the Mount Holyoke and South Hadley residential community, all outside events must comply with MHC and South Hadley noise regulations. Outdoor events with the potential of disturbing neighbors must conclude by 11pm.
   b. In addition to late night sound curfews, it is also important to consider the acoustic impact that your event might have on offices, classrooms, and neighbors during the day and evenings. Letting folks know about your event ahead of time can prevent frustrations and conflicts.

2. **Tents & EZ-ups**
   a. The Office of Student Involvement maintains three *EZ-up tents* that can be reserved for use at a recognized student event, by requesting them on your Event Registration Form.
   b. *Tents* are not permitted on the Mount Holyoke Campus except by special permission. All requests for tents at student events must go through the Director of Student Involvement.
      i. Commercial grade tents require special approval. You should allow at minimum 30 days for the approval to utilize a commercial grade tent.
      ii. Tents must be part of a registered campus event. They must not block paths or roads (unless by special Campus Police arrangement) and cannot be left unattended.

3. **Campus Services**
   Offices and departments that will help to make your outdoor event possible will sometimes require more communication of your service requests than might be needed for an indoor event. Delivery of furniture; access to power, water supplies, pa systems; dig-safe approval for tents and large inflatables and the like require coordination. Start your planning early and work with Student Involvement to identify which departments you will need to be in touch with, and to obtain permissions and support for unique requests.

Events in ResHall Common spaces

Mount Holyoke College makes available the opportunity for students to host small, community friendly events in the Common Spaces of Residence Halls, like hall bonding activities, holiday gatherings, game nights, TV & sports viewing, etc. Recognized student Organizations are eligible to reserve common room spaces, and should do so through the Office of Residential Life. Organizations must still follow all event policies as set out by the Office of Student Involvement.

Events in Cultural Centers

Recognized student Organizations affiliated with the various MHC Cultural Centers are able to reserve those spaces. For details on how to do so, reference the Cultural Center Reservation Policies and Guidelines.

SECTION FIVE: TRAVEL

Travel Approval

This policy applies to all college-sponsored travel inside the United States that is coordinated by an Office of Student Involvement recognized student group. RSO international travel is not permitted for the 2023-2024 academic year.

The Office of Student Involvement must approve all travel prior to any recognized student group confirming travel, making reservations, or paying any costs. Funding from the SGA Ways & Means Committee can not be applied for until the trip is approved by Student Involvement. Any travel that is not approved by Student Involvement could lead to consequences for the student group, including loss of funding, inability to travel for the following year, and or de-recognition of the group. For expectations and policy regarding voluntary and college sponsored travel, please review the [Five College Risk Management Guidelines](#).

Recognized Student Organizations, SGA/SGA Committees & Class Boards:
All students who are leading college-sponsored travel on behalf of a recognized student organization, SGA, or a Class Board are required to follow the guidelines for trip leaders. These include submitting:
- Recognized Student Organization Travel Request form
  - Domestic (anything happening 50 miles or more outside of the 5 College area) and/or an overnight trip: Submitted at least 4 weeks prior to anticipated travel
  - *International: Submitted at least 90 days prior to anticipated travel - not allowed at this time*
- Planning Checklist and Travel Documentation form
  - Submitted at least 5 business days prior to departure, if approved
- Travel Waivers
  - Submitted online per each participant at least 5 business days prior to departure
- *Copies of all traveling student passports, visas, etc. (specific to international travel)*
- Meeting with the Associate Director or Director to review the travel policies.

Club Sports teams:
All students who are leading college-sponsored travel on behalf of a club sports team are required to follow the guidelines for trip leaders. These include submitting:
- Club Sports Travel Documentation form
  - Must be submitted at the beginning of each playing season (for most teams, each semester). The Club Sports Competition Schedule & Travel Checklist will be uploaded in this form.

- Club Sports Competition Schedule & Travel Checklist consists of:
  - Competition Schedule
  - Participant roster, including emergency contact information
  - Emergency Planning & Management
- Travel Waivers
  - Submitted online by each participant per each travel event (whether social or a competition)
- *Copies of all traveling student passports, visas, etc. (specific to international travel)*
- Meeting with the Associate Director or Director to review the travel policies.

[For the full policy](#).

Transportation

1. **Fleet Vehicles**

   Mount Holyoke College owns a [small fleet of vans, sedans & buses](#) which are available for departmental and student group use. Any person who wishes to drive a van or sedan must be tested and approved. Departments and Organizations wishing to reserve vehicles can request vehicles by using the [Fleet Reservation Form](#).

   a. Student Organization Fleet Vehicle Eligibility

   Student Organizations must meet the following qualifications prior to being able to use Fleet Vehicles:
   - Reservations can only be made 14 days in advance. In trying to keep vehicles open to as many Organizations as possible, student Organizations can only make 3 reservations in the 14 days timeframe.
   - Vehicles can only travel 200 miles away from campus. If an employee is accompanying the group, vehicles can travel 250 miles away from campus. If traveling over 50 miles from the college, the group must register their travel as per the Travel Policy.
   - The organization must register with Student Involvement and complete a Fleet Vehicle Authorization form, which can be picked up in the office. When this is signed and forwarded to the Fleet office, the organization may then make reservations.
   - The group must have a college financial account as Organizations are responsible for usage fines when incurred by drivers authorized by the organization.
   - All drivers MUST be Fleet authorized prior to driving. Vehicles will not be released to an unauthorized driver.

    b. Driver Authorization

       To learn more about getting authorized, review the [Fleet Services website](#).

2. **Vehicle Rental**

In situations where Fleet Vehicles are not available, student Organizations may rent a vehicle(s). When necessary, cars rented for College travel should be in the most economical price bracket offered by the auto rental agency. In order to reduce fuel costs, travelers are encouraged to choose mid-size or compact cars whenever possible.

Students must be at least 21 years of age (18 years of age if renting a ZipCar) and have written authorization from an authorized person (the Office of Student Involvement) before renting or driving a rented vehicle on College business. Any student driver of a rental vehicle must be a [credentialed Fleet/College Vehicle driver.](#) Student renters must also follow [Insurance Requirements](#), as outlined by the Five Colleges.

All rentals must be coordinated with the SGA Student Business Office.

3. **Alternate Forms**

When Fleet Vehicles are not available, students are encouraged to seek alternate forms of travel such as the bus, train, or plane. All such travel must be pre-approved by the Office of Student Involvement. Student Organizations can work with the SGA Student Business Office, who will connect them with MHC Financial Services, in booking such travel or may pay out of pocket and be reimbursed.

4. **Ways & Means funding**

If seeking Ways & Means funding for travel, make sure to review all guidelines first. Funding must be approved prior to travel being booked and paid for by the recognized student organization.

Accommodations

1. **AirBnB**

Student Organizations will often book accommodations at a hotel, but may also utilize AirBnB as long as the following guidelines are followed:
- AirBnB rental must be a vacant apartment or house, not an extra bedroom.
- A minimum of 3 people per rental is required.

SECTION SIX: MARKETING AND PROMOTION

Marketing Policies

1. **Use of MHC name**

   Until your group is officially recognized and registered as an MHC student group, you can NOT represent yourselves as an official Mount Holyoke constituent. Meaning that you can not advertise yourselves with the Mount Holyoke name attached to your group, develop logos or material that do so, etc.

2. **Posting in the Community Center (Blanchard Hall, Great Room, Dining Commons)**

   Flyers and posters are a means of publicizing events at MHC. Guidelines for use are below.

   Flyers may not be posted in the Community Center except in the following spaces:
   1. The rolling bulletin board in the vestibule outside of the Dining Commons;
   2. The bulletin board behind the Information Desk in Blanchard Hall;
   3. The bulletin board outside of the Student Involvement Studio, room 304, Blanchard Hall

   Flyers may not be posted on interior or exterior walls, banisters, windows, doors, whiteboards, bathroom stalls, posts/pillars, or tables. Relatedly, drawing or writing on any building surface is not permitted.

   All materials must:
   - Comply with Mount Holyoke College's [Non-Discrimination Policy](#).
   - Include the identifying name/affiliation for the sponsor of the materials, and contact for more information.
   - Not exceed 11"x17"
   - Be free from the mis-use of copyrighted materials.
   - Not promote the abuse of alcohol (and/or illegal substances). A party can advertise "beer and wine available, w/21+ID", but should not advertise "buck-a-beer" or "kegs", etc.
   - During campus elections be compliant with the [regulations of ACE](#)
   - Never block fire equipment or be posted on fire doors.

   Be courteous!
   - Not remove prematurely or alter other people's postings, as this is a breach of the Mount Holyoke College Honor Code.

- Be careful to not cover other postings or spam/post multiple pages of the same announcement on a single board.
- Abide by posting guidelines and/or ask permission when flyering on neighboring campuses or at area businesses.
- Remember that bulletin board postings are for temporary, short-term announcements. In most areas, postings are removed immediately after an event has concluded, and/or they have lingered for more than two months.
- When posting and designing publicity material, consider how various members of the College community might respond to the content and appearance of the advertisement. Think inclusivity.
- Advertise how the event is accessible and/or list a contact in the sponsor group that folks can call on to ask questions and advance accessibility requests.
- Post only on tackable, designated surfaces intended for this purpose (bulletin boards).
- Not post on lampposts, glass doors or windows (inside or outside of windows), banisters, wooden panels, walls, painted surfaces, etc.

Handouts & Table Tents

Small handouts, brochures, etc. are also prohibited from being littered across tables in Blanchard Hall and the Dining Center vestibule. This policy is in place for several reasons:

- Tape from posting flyers on unauthorized surfaces can damage the paint or varnish of the furnishing and walls.
- Loose flyers left on tables either pile up or end up on the floor; this creates more work for the housekeeping staff. Flyers, handouts, etc. that are left on tables are considered litter and will be disposed of accordingly.
- Similarly, your group is welcome to table in the vestibule outside of the Dining Commons by reserving a table through the EMSWeb app, but please do not leave flyers strewn across or taped onto the tables when you are not using the table.

Questions about posting options can be discussed with the Office of Student Involvement in Blanchard room 327, or by calling 413-538-2478.

Posting around campus
- Please refer to the **LITS** website for the library [posting guidelines](#).
- If you wish to post flyers on bulletin boards inside the **residence halls**, please read the Office of Residential Life's [Poster Policy For Residence Halls](#) document. If you have questions about their poster policy, please email res-life@mthoyoke.edu.

- Academic and business office bulletin boards may have their own posting guidelines on each board - look for them and ask someone in the building.

3. **Chalking**

   Mount Holyoke College allows chalking on campus under the following guidelines. Individuals will be held responsible for any damage and/or cleanup if these guidelines are not followed.
   - Only erasable chalk may be used (grease-based chalk is not permitted)
   - Chalking may be done only on asphalt roads and walkways
   - Chalkings should be signed with the full name of the person or group responsible
   - Organizations or individuals may be asked to remove chalking when necessary
   - Absolutely no chalking on any brick or building surface
   - No chalking in any area that is protected from rain
   - All chalking must be appropriate for the general public including children and any campus guests

Marketing Options

1. **Online Events Calendar and Word Out**

   Once a recognized student group has submitted an Event Registration Form they will be sent a link to submit information to the College events calendar, this link will also be used to populate events and programs for the twice weekly Dean's Corner e-newsletter.

2. **Printing (Mail & Copy Center)**

   Posters, fliers, etc. can be printed through the Mail & Copy Center. Utilize their [website](#) for specific information on how to upload files, get costs, etc.

3. **Digital Signage**

   Recognized student Organizations can submit materials for marketing to be displayed on the digital signs in the Community Center. Do so through the digital signage submission form.

4. **Information Tables**

   Recognized student Organizations can log into EMS, the campus space reservation system, to reserve these. Complete Event Services' [Campus Space Request Form](#) a minimum of 3 days in advance.

5. **Involvement Fair**

Every September and January, Student Involvement holds the annual Involvement Fair where MHC's 120+ student organizations and on-campus offices are available for students to check out and gather more information.

Social Media Usage Guidelines

1. **Professionalism**
   a. If your group has a social media profile(s), remember that everything you post to that account(s) - whether that is a public or private post - is a representation of your organization and, as a recognized student group, a representation of Mount Holyoke College. Please keep professionalism in mind when posting to your group's account(s).

2. **Language**
   a. Your organization is a **group** of people. Always use "we/us" language when engaging with your audience and creating posts.
   b. Use correct spelling /punctuation /grammar.

3. **Post Content**
   a. Every post - regardless of platform should have a photo and be brief.
   b. If you notice a question posted on one of your platforms, please make sure you know the answer before posting! Responses should be posted within 24 hours.
   c. Retweet and share content.
   d. If you do an Instagram story, tag MHCStudentLife

4. **Dates**
   a. When posting about events don't use numerics for the Month/day (ex: 8/28/15). Correct format: August 28, 2015. Include day of the week as well.

Best Practices

- Be sure you have a clear and effective name and "look" for the material that will announce your event.
- Before reproducing and distributing any materials, give it the test…an extra set of eyes/ears. Look at the promotional materials as if you were someone who knew absolutely nothing about the upcoming event or have a friend or advisor who has not been directly involved in your event planning to look over your materials. Does the image/wording/audio track of the advertising get its message across to you clearly?

- Have you remembered to include the WHAT / WHERE / WHEN / WHO and the Contact and Sponsor info for your event? If you have a website with more info, have you included the address on all of your materials?
- Smart publicity conveys confidence, quality and all of the important event facts in an easy to grasp fashion. You should prepare as many of the following as time and resources will allow.
- Plan ahead - the most successful area coverage requires several weeks lead time to meet deadlines. When designing your advertising be creative and inventive but don't forget to include all necessary information. Follow posting guidelines. Care should be taken to avoid any offensive language or illustrations, and to remember that events that are held on campus reflect upon the reputation of Mount Holyoke College. Discretion and good common sense are required.

SECTION SEVEN: POLICIES AND PROCEDURES

Event Policy and Procedure

This policy applies to all Mount Holyoke student sponsored events and programs, including those held by recognized student Organizations, that occur on-campus. All events that meet the previous criteria are subject to the enactment of these policies. This policy is administered by the Office of Student Involvement on behalf of Mount Holyoke College, and outlines the responsibilities and tools necessary for sponsors to comply with room capacity limits, fire-code regulations, and state laws.

Students and recognized student Organizations wanting to hold these types of events, are required to review and follow the full policy and protocols as outlined.

It is important to note that the Office of Student Involvement, on behalf of the College:
- Reserves the right to modify or cancel an event if the policy and procedure have not been followed;
- May invoke the ability to change venues, require the event to be ticketed, etc. contingent on the circumstances of the event;
- Will, as needed, connect to any paid vendors, speakers, performers, etc. and or their agent prior to the event;
- Share information with campus partners such as Event Services, Media Services, Public Safety, Five Colleges, etc.;
- And reserves the right to do so without permission from the student organizer.

Students should also note that they, or their organizing group, may be held accountable for additional costs associated with the event, including but not limited to audio-visual equipment, facility set-up, catering, rentals, security, etc.

Exceptions to this policy may be made for:
1. Simple meetings, those expected to be less than 25 people, gathering for the purpose of a meeting or similar purpose, not needing any custom event services, and not intended to be open to anyone outside of your group.
2. Private events held in residence hall common spaces with no service (technology, catering, etc.) needs.
3. Private events held in the Cultural Centers with no service (technology, catering, etc.) needs.
    a. Cultural Center Reservation Policies and Guidelines

4. Unanticipated circumstances such as world events, vendor cancellation, etc. This decision must be approved by the Director of Student Involvement, and an exception is not guaranteed and may prohibit future event approval.
    a. Important to also note, a one time exception does not guarantee a second exception.
    b. All decisions will factor in available resources.

Alcohol Policy, Student Events

Mount Holyoke College permits the consumption of alcoholic beverages at social functions only within the stipulations of the Commonwealth of Massachusetts and the town of South Hadley that govern the purchase and selling of alcoholic beverages. Such social functions include all events held on campus and sponsored by any student, alums, staff, or faculty member of the College, as well as any College sponsored function held at an off-campus location.

The College expects all faculty, staff, and students to become familiar with the laws and with the College's policies governing alcohol and to consider the penalties and risks that can result from violations. Students and recognized student Organizations wanting to hold events with alcohol present are required to review the Alcohol Policy for Student Events. For the full MHC Alcohol Policy, reference the MHC Student Handbook.

For Community Center events wishing to serve alcohol, recognized student group planners must discuss their requests with Dining Services (ext. 2522) at least 30 days prior to their event. Events in Chapin and other locations also require a permit in advance of 30 days. For events catered by Willits-Hallowell, please contact Catering Services (ext. 2285). *These services are NOT available in Residence Halls for student events*. Sponsors of student events need to complete a Student Involvement Event Registration Form (ERF) before placing any Beer & Wine service requests.

You will be asked to review and sign the Alcoholic Beverage Services Policies and Bartending Services Statement when you contract your bartending services.

Campus Food Policy

The Campus Food Policy applies to all events and programs including food sales, international food events, festivals, Cultural Centers, etc. that are sponsored by students and recognized student organizations. Important to note:

- The College requires that all food and drink <u>served at events</u> in the Community Center must be purchased through or approved by Dining Services (x2522). Contact them to discuss your options.
- Catering for other campus locations can use Dining Services Catering or Willits Hallowell Catering, or any licensed caterer/restaurant approved for a student event by the Office of Student Involvement. *If an off-campus caterer is used, additional state licensing may be required.*
- Any and all food prepared or served by students must meet all criteria of the legally binding food policies outlined on this site.
  - For purchased items from a local store or take out from a licenced establishment and you are providing the items at no cost (cookies, bottled beverages, chips, popcorn, cotton candy. pizza, sandwiches etc) no permit is required.
  - Potentially Hazardous Foods (PHF) may not be prepared by staff or students and served at events (i.e. potluck type meals that require time and temperature controls).
  - Non PHF items being prepared and served at events and not being sold (i.e. brownies, cookies etc.) a permit would not be required but the attached guidelines would need to be followed.
- Food prepared by students for the purpose of fundraising (bake sales, boba tea, etc) may not be sold. Foods in 'factory packaging" are permitted (e.g. Oreo six-packs), unless they require heat or refrigeration, with the approval of Student Involvement. Any food or beverages items that are for sale at any gathering or event will require a permit.
- Most food sales are not allowed must display item ingredient lists prominently so that buyers are aware of any allergens in the food. Ingredient sheets can be picked up at the Office of Student Involvement; come in person to Blanchard 327.

Students and recognized student organizations wanting to have food at events are required to review and follow the [Food Policy](#) in its entirety. Those wanting to utilize off-campus caterers must also follow the [MHC Policy Regarding the Use of Off-Campus Caterers](#).

Contracting Procedure

If you are planning on hiring any service, including DJs, performers or lecturers, you will need to have a completed MHC contract, signed by a professional member of Student Involvement, whether the person or vendor is paid or unpaid. A standard Mount Holyoke contract must be completed for all performers and services; blank standard contracts are available from Student Involvement. An MHC contract must be completed in addition to any contract provided by the artist or service. The MHC Contract has specific legal terms that minimize risk for the college

and protect you from personal liability.

To Note:
- ALL contracts committing any college and/or SGA funds, any campus venue(s) and/or any campus services MUST be reviewed and signed by a professional staff member of Student Involvement. Student signatures are not sufficient.
- A contract is a useful document that clearly states the terms of any arrangement, to be signed by both parties. Contracts put everything in writing so the agreement is clear to all involved. Once signed, the agreement is binding.
- A contract reflects the terms of a negotiated agreement. It is very common for proposed contract terms to be altered prior to signing, even if the terms are presented in writing and even if they are described as 'standard.' A good contract protects both you and the college from liability and serves as a tool to clarify the terms of the agreement.
- Please do NOT sign any contract without consulting with experienced contract negotiators in Student Involvement.
- For additional information on negotiating contracts.

Additional Information:
1. When contracting artists or performers (individuals) -
    - Contracting and vetting should happen in collaboration with Student Involvement.
    - In order to pay the artist/performer, you will need:
        i. Signed standard MHC contract
        ii. Completed W9 form

2. When contracting vendors and service providers - certificate of insurance and contracts
    - Contracting and vetting should happen in collaboration with Student Involvement
    - All vendors are required to submit a **Certificate of Insurance (COI)** to Student Involvement. Any vendor who does not meet this requirement or operates in a manner not in line with safety guidelines will not be hired and may not be allowed back.
    - In order to pay the vendor, you will need:
        i. Signed standard MHC contract
        ii. Completed W9 form
        iii. Copy of COI
        iv. *Potentially, a final invoice*

To Note: COI's are not required for artists or DJ's performing unless they are also providing sound, lighting or video.

3. The SGA Business Office and our college accountants require that every contract of a United States citizen be accompanied by a federal IRS W9 Form.

International Presenters must be considered on a case by case basis to evaluate visa requirements. Several weeks and sometimes months can be needed for this process, be in touch with our office early!

For efficiency, convenience, and consistency Student Involvement has drafted several versions of useful MHC contracts. They are available in the Office of Student Involvement. Please be sure to use the one best suited for your needs. MHC approved contracts must be used in all hiring/contracting situations and take precedence over any contracts that vendors or performers might supply to you.

Contract paperwork should be completed as early as possible, ideally no later than 30 days prior to your event. For your convenience you may FAX contracts to and from our office. 413-538-2431

Crowd Management Law (MA)

This policy has been developed in response to MA Law: 527CMR10.13(2)(d-e) Requirements for Crowd Managers, which requires that the event holders provide certified crowd managers for events held in facilities with an occupancy load of 100 or more persons, subject to certain criteria. This policy covers all events that feature entertainment by live band or recorded music generating above normal sound levels and that have a specific area designated for dancing.

The College will require that all parties held in facilities with an occupancy load of 100 or more persons be in compliance with 527CMR10.13 (2)(d-e). As this applies to student events:

● Student events that feature entertainment by live band or recorded music generating above normal sound levels and that have a specific area designated for dancing that will be attended by fewer than 100 students will be held in venues that have an occupancy load of 99 persons or less. These venues will not be required to have a designated crowd manager.

- Events that feature entertainment by live band or recorded music generating above normal sound levels and that have a specific area designated for dancing that will be attended by 100 or more students will comply with 527CMR10.13(2)(d-e).
- Green Mountain Security
    - Green Mountain Security, the primary crowd management company utilized by Mount Holyoke College, will be hired at the discretion of the Office of Student Involvement. Group hosts will be informed when they are being hired and Event Captains will be introduced to Green Mountain Security representatives on the day of the event.

DJ Requirements

1. **Hiring WMHC DJs**
   Many student Organizations choose to hire a WMHC DJ for their events. Your group can contact WMHC directly do so, and can expect to pay a fee for usage of WMHC's equipment as well as the hourly DJ rate.

2. **Contracting a Professional DJ**
   ALL DJ's must sign (in advance) a legal MHC contract to perform on campus. Contracts committing college funds must be signed by a Student Involvement professional staff member, in advance of any event advertising. When professional DJs are hired they should be contracted to provide their own sound gear or your group should work with Student Involvement to hire a sound vendor. Anyone providing sound equipment must also supply a Certificate of Insurance (COI) to the College.

   For specifics about Contracting Procedures.

3. **Informal "DJ-ing"**
   For registered events in the Community Center, you may bring an ipod or laptop from which to play music. Stage crew will assist in connecting your technology to the house system. Laptops and Ipods must have headphone-out jacks in excellent condition.

Film Leasing Policy

The laws governing the "screening" (showing) of copyrighted videos, DVDs, and even streaming web sites are very specific and enforceable with penalties ranging from fines to imprisonment. As a student programmer, it is your responsibility to know the rules and abide by them. Excellent FAQ's can be found at: Criterion Films and Swank Motion Pictures. More information

regarding Mount Holyoke College's policies on film showings can be found at Media Copyright Laws.

Students and recognized student Organizations wanting to show films on campus, are required to review and follow the Film Leasing Policy in its entirety.

Guest Policy

Student Organizations hoping to have more than 15 guests on campus any given night must follow the on-campus hosting policy, as found through the Office of Residential Life and in the Student Handbook.

Minors on Campus

Anytime your student group will invite and host minors (those under 18 years of age) on campus, you must connect directly with the Office of Student Involvement well in advance of the proposed event. The office will review key guidelines and protocols to have in place.

Policy on Activities Related to Political Campaigns

All Mount Holyoke community members - students, faculty and staff - must comply with the policy on activities related to political campaigns. For the full policy please review the MHC website.

Pre-Sale Ticket Protocol

In the event that your organization would like to utilize pre-sale tickets, or when required to do so, particularly for large events or parties the pre-sale ticket protocol must be followed.

Raffle Regulations (MA)

Mount Holyoke College adheres to the Commonwealth of Massachusetts' laws regarding gambling and raffles. Only qualified non-profit organizations that have obtained a permit and act in accordance with M.G.L.c.271.s.7A and, if applicable, 940 CMR 12, can conduct raffles. An individual cannot hold a raffle even if a portion of the proceeds will be donated to a qualified

nonprofit organization. For additional information, please visit the Massachusetts Attorney General website.