Student Group Guidebook
2019-20
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Registering a Club or Organization

Clubs and organizations are managed by Student Government’s Committee for Clubs and Organizations (CCO).

To Start a Club:

• Have at least two interested members
• Submit your roster (list of members) and a charter to CCO at CCO@olin.edu.
• Attend spending training
• Attend hazing training
• Complete the risk assessment form (online) for your club
• Have all club members complete a risk waiver
• Clubs can be started at any time of the year, though they will need to submit a funding request to CCO whenever they want to spend money.

To Start an Organization:

• Be a previously-recognized club for at least 1 year
• Have 10 members on your roster which you submit to CCO along with your charter
• Have a demonstrated need for significant or consistent funding
• Attend spending training
• Attend hazing training
• Complete the risk assessment form (online)
• Have all organization members complete a risk waiver
• Organizations will be given a budget for the academic year that they may use at their discretion.

To be, or not to be an organization? Ask:

• What types of events, if any, will our group be hosting? How large will they be?
• Do we have enough members? Will we keep those members?
• Will our timeline for spending let us allow up to 2 weeks for CCO approval?
Spending Training and Hazing Training are organized by CCO every fall, typically within the first two weeks of the semester. Additional sessions may be held throughout the year as needed when clubs are formed.

The Club/Org Risk Assessment form can be found online at Risk Form 2019-20

This risk form will help Olin determine insurance coverage for that year. Often there are no additional steps to take, however, some high-risk groups, such as those that deal with fire or combustibles, may be asked to create a safety manual prior to approval.

This is separate from the risk waiver which must be filled out by every member of the club when they join.

**Club Mailing Lists:**

You can create a mailing list for your group here! Mailing lists can be private to your club/org members, or open to the entire community. Using the admin page, you can manage club members, subscription reminders, administrator info, and more!
Charter length various among groups. At minimum, charters should have the following: Purpose/Mission, Membership, Organizational Structure, Officer Roles & Responsibilities, Elections/Transition Protocol, Club Materials, Purchases & Space, Events & Activities, Amendment Procedures.

While charters must be submitted each year, they are not required to be updated if the functions of the group have not changed. However, a good rule of thumb is to do an in-depth review of your charter every two years.

**Purpose/Mission**

What is the purpose of your organization? Why was it formed? This statement will be what guides your group. It will also be what others use to learn what your group is about.

**Membership**

Who is able to participate in your group? Is there a certain procedure for selecting members? Is it open to non-Oliners? Will it be a BOW group (with members & leaders from Babson, Olin, and Wellesley)?

**Organizational Structure**

What is the structure of your group? How many leaders are there? Who are they? [titles only, responsibilities for each title go in next section].

**Officer and Roles and Responsibilities**

This is where you get into specifics. What are the titles of your leadership positions and what are each of their roles? How long do they serve in their position? Try to be as specific as possible and to not have overlapping responsibilities.

**Elections/Transition Protocol**

How do you fill an open leadership position? Is it an election or selection process? If election, how many votes are needed to win (majority, 3/4’s, etc.). Who is eligible to vote? When do these elections take place? What happens during a vacancy? What is the removal process for leadership? What type of transition documentation do you have? Where will it be stored?

- Note: [All elections/transitions must conclude by CCO New Leadership Training which is at the end of April each year].
How to Create a Charter

Club Materials, Purchases, and Space
What types of materials or supplies will your group need and where will they be stored.

Events and Activities
What type of events or activities will your club engage in? Will these be for members of the club or for the Olin community? If you have regular weekly meetings, where and when do they take place?

Amendment Procedure
What are the rules for changing or updating your charter? Who has to be present? (e-board, general members, etc.) When can amendments take place? (end of year/semester, anytime, etc.)

All charters must have these sections, but more can be added depending on the scope of your group.
Purpose
Soft Robotics club is created to provide students with the opportunity to explore the field of soft robotics. Soft Robotics is the study of robots that have few to no ridged parts. The Soft Robotics Club focuses on teaching soft robotics through both hands on projects reading scientific literature.

Membership
Any student can join the Soft Robotics Club. In order to participate in the fabrication of soft robots, members will have to go through a safety briefing with Soft Robotics Club leadership. People will be considered active members if they attend at least 50% of events. Members must help set up or clean up every time at Soft Robotics Club meetings to remain members.

Officers and Roles
There are two positions in Soft Robotics Club: President and general member. The role of the President (one or more individuals) is responsible for organizing meetings and events, managing purchasing requests, appointing positions for the following year, managing the club supplies (storage, what to buy, etc.), teaching new members fundamentals of soft robot fabrication, and is the prime person responsible for the safety of the club’s members. They establish and enforce safety protocol, and put away supplies.

Transition Protocol
The president will name the leadership of the following year. Other members of the club can pitch their ideas or nominations, but it is ultimately up to the president. Presidents can name as many members President as they deem necessary to run the club.

Club Materials, Purchases and Space
Soft Robotics Club requires a food scale, plastic cups and a toaster oven as well as consumable materials such as Ecoflex 00-30, non-latex gloves, and tongue depressors. All materials will be stored with the President until a more permanent storage space can be obtained. As stated before, the President will be in charge of purchases. Any member of the club is welcome to use materials but must get usage approved by the president.

Events and Activities
Events will be held whenever the President feels like it. They will be held on approximately a weekly basis.

Amendment Procedure
At any point during the semester, members of the club can propose an amendment to the charter. If that amendment is approved by at least 50% of active members (including at least one President), it is law.
Mission Statement
The Franklin W. Olin Players (FWOP) will strive to enhance the culture of the Olin College community through the medium of the performing arts. FWOP-sponsored activities will be student-driven, emphasize the Olin ideal of balanced student interests, and serve to reach and involve the entire Olin community.

Organizational Structure
The organization of FWOP shall consist of two decision making bodies: the Entire Membership and the Board of Directors. The Board of Directors shall consist of the four standing FWOP Officers (FWOPicers): President, Production Manager, and Marketing Director. During a production, the Board of Directors also includes the Theatrical Director and Technical Director for the particular show currently in production.

Membership
There are no criteria for membership in FWOP. Anyone interested may receive FWOP emails, attend meetings, and participate in FWOP activities. A student may initiate membership in FWOP by joining the official FWOP mailing list, attending a meeting, or participating in a show. One does not have to be a member of FWOP to participate in FWOP productions. FWOP membership is not based on the level of a member’s participation.

FWOP Officers Roles and Responsibilities

President [Elected once per year]
As the leader of FWOP, the President has the responsibility of calling and running FWOP meetings, initiating activities, following through with organizing members who volunteer to lead FWOP activities, and making executive decisions when necessary. The President coordinates with Student Activities, and Clubs (SAC) to decide on FWOP’s budget. The President has the duty to enforce the FWOP Charter and all external arrangements and contracts made with other organizations and to ensure that all FWOP Officers are doing their jobs to the best of their abilities. The President shall have a working knowledge of the organizational structure and dynamics of FWOP's counterparts at Babson College and Wellesley College, and in cooperation with the Marketing Director, advertise FWOP’s auditions and productions on the neighboring campuses near Olin College. The President is the most public figure of FWOP and represents FWOP to the community.

Production Manager [Elected once per year]
The Production Manager acts as the Vice President of FWOP and shall perform the duties of President when necessary. The Production Manager oversees the organization budget, coordinates with companies outside of Olin College to secure rights for FWOP productions, and is responsible for FWOP’s collection of set and prop items. The Production Manager focuses on the practicality of the production. The Production Manager shall keep an accurate record of every meeting of the Board of Directors and of the Entire Membership, and shall also ensure that every meeting starts with a bang and ends on a high note.
**Marketing Director [Elected once per year]**
The Marketing Director shall advertise FWOP auditions and productions to groups including but not limited to: Olin College students and parents, Babson students, and Wellesley students. The Marketing Director shall have a working knowledge of the marketing channels available at Olin, Babson, and Wellesley. The Marketing Director shall also maintain and update the FWOP website and Facebook page.

**Technical Director [Elected for each production]**
The Technical Director reports to the Theatrical Director during a production and shall coordinate the sound and lighting design and operation for a production to the satisfaction of the Theatrical Director. The Technical Director shall be in charge of the technical team and shall have a working knowledge of the facility in which the production is being performed.

**Theatrical Director [Elected for each production]**
The Theatrical Director directs a production and shall coordinate the actors, actresses, and technical team as they see fit. The Theatrical Director generally has final say over all matters of the production unless overruled by the Board of Directors or the President of FWOP.

**Additional Roles**
The theatrical director and technical director may appoint assistants as he or she sees fit during a production for such roles including but not limited to: costume designer, set designer, stuff master, stage manager, and musical director.

**Transition Protocol**
In order for FWOP to continue running smoothly for many years to come, every FWOP Officer upon leaving office shall give a report either in writing or orally to their successor explaining the role and imparting the knowledge that the departing officer has learned.

**Elections**
The President, Production Manager, Marketing Director, and Technical Director are elected late in the Spring semester prior to the year they take office. This gives these officers the opportunity to plan FWOP events and direction during the summer, and also ensures that these four vitally important roles are filled by experienced members of FWOP. The Theatrical Director is elected for the duration of one production when the Entire Membership and the Board of Directors see fit to create a production. Elections are run during FWOP meetings or through the FWOP mailing list. There is no minimum number of members that must be present in order to run elections, but the elections must be well advertised to members in advance. Election voting records are not kept.

**Meetings of the Board of Directors**
When the Entire Membership recommends productions to the Board of Directors, the Board of Directors shall consider the production and make a final determination as to if FWOP should create the production. The Board of Directors shall weight the practicality, budgetary requirements, marketability, and student interest of each suggested production before taking a vote. The Board of Directors shall have the authority to change FWOP organization policy but may be overruled by a majority vote of the Entire Membership.
Production Selection
Members of FWOP shall have the power to suggest and recommend productions to the Board of Directors. Shows will be selected through a combination of a vote from the Membership and the willingness of multiple Members of FWOP to assume leadership responsibility for the production. At the end of a semester, the Membership of FWOP will elect the Theatrical and Technical Director for the particular show that is beginning production next semester. The Entire Membership may also assign tasks as necessary to its Officers and fellow members and change FWOP organization policy. Votes of the Entire Membership require a majority of the members present to pass.

In the Best Interests of FWOP
It is the President's responsibility to ensure that all FWOP Officers are performing their duties to the best of their abilities; therefore, in the event that a FWOP Officer has neglected their role, has been approached about the issue, and has failed to address it in a timely manner, to the detriment of the organization, the President has the responsibility for the sake of the organization to ask the FWOP Officer to resign. Only if absolutely necessary, the President has the power to remove a FWOP Officer from position. In the case of an open position between normal elections, the President may appoint an interim FWOP Officer to fill the role until the end of the production currently in progress. At the end of said production, if normal elections are not close at hand, a special election shall be called by the President at the next meeting of the Entire Membership. The special election must occur before the first rehearsal of the next production. If no production is in progress at the time of the vacancy, the special election shall be held immediately. The special election shall follow normal election procedures. If any member of FWOP believes that the President is performing his or her role poorly, any member may challenge the President for their position. In the case of a challenge, a special meeting of the Entire Membership shall be called by the Production Manager where the Entire Membership shall elect either the challenger or the sitting President according to normal election procedures.

Amendments
Amendments to the FWOP Charter may be proposed by any member for review at a meeting of the Entire Membership. The proposed amendment should be distributed in advance, and the meeting well-advertised to FWOP members (i.e. an email sent to all members). The amendment will be discussed at the meeting, and a simple majority will be required to carry the amendment.

Ratification
A majority vote at a meeting of the Entire Membership shall be required for ratification.
Spending Training Timeline:
Spending Training is organized by CCO every fall, typically taking place within the first two weeks of the fall semester. Additional sessions may be held throughout the year as needed when clubs are formed. CCO will email club leaders in September with specific dates. If a club is registered later in the year, CCO will work with them to set-up a training date after they submit their roster and charter.

Who has to attend spending training?
Student groups must designate an elected officer as a budget manager who is required to attend spending training. Additionally, anyone who plans on spending club funds must also attend, as only those who have completed training will be eligible for reimbursements or p-card approval. Budget Managers are responsible for maintaining organization finances and keeping track of reimbursements and p-card expenses.

Differences in Club and Organization spending
Clubs and organizations are granted funds differently. When an organization is approved, they are given a specific budget by CCO. That is their budget for the year and they can spend it at their discretion without CCO oversight. Clubs do not have set budgets, and instead must request money from CCO every time they want to buy something by filling out the Spending Form. It may take up to two weeks for expenses to be approved so plan ahead! Budget Managers are responsible for keeping track of their organizations expenses.

Using a P-Card
Purchase Cards are available in the safe in the East Hall kitchen and can be used by anyone who has attended spending training. P-cards work just like a credit card and are the primary means by which you should be spending club funds. When you use a p-card, you must also bring with you Olin’s Tax Exempt form to give to the cashier when you check out. This form is available in the kitchen next to the safe, and is necessary so that stores do not charge us tax for items, since as a non-profit college Olin is tax exempt. After making a purchase, you have two weeks to fill out the online Spending Form. After completing the form, tape your receipt to a blank white piece of paper and return it to the East Hall kitchen where it will be collected by the Vice President of Finance. Receipts must be turned in by the end of the month.
Club/Org Spending

Requesting a Reimbursement

If there is no p-card available at the time you need to make a purchase, you have the option of using your personal funds on official club/organization expenses. You will still need to use an Olin Tax Exempt Form at checkout and complete the online Spending Form to submit your receipt in the same way you would with a p-card. You will also need to have a direct deposit account on file with Financial Affairs. Reimbursement should be turned in within two weeks of purchase.

Spending Online Funds

Whether you are a club or organization, all items purchased online must go through the VP of Finance in order to ensure that the purchase is tax exempt. To make a request for online items, fill out the Spending Form. When planning your timeline remember it may take up to two weeks for the purchase to be approved and just as long for it to ship!

Purchasing Food

If you are buying food for a small group of people, you need to include the names of those people on the CCO Spending Report Form (such as if you bought pizza for the seven people attending FWOP Rehearsal). If your event is open to anyone, names are not needed (such as having refreshments at a FWOP performance). School funds may not be used to purchase alcohol.

Fundraising

Anytime money is collected, such as for ticket sales or a fundraiser, you must contact Student Affairs with the date and purpose in order to obtain a cashbox and change. During the collection period, funds should be dropped off each day to StAR [CC319] where you will fill out a deposit slip. This will ensure that your money is deposited to the school’s account and available for use as soon as possible. Even if you are donating the money, it must still go through the school’s financial processes.

Spending Penalties:

- Not filling out spending forms or turning in your receipts/forms within two weeks of purchase can result in consequences and a revoke of your spending privileges.
- Strike 1: Verbal and Written Warning
- Strike 2: Spending ban for 1 month.
- Strike 3: Spending ban for the remainder of the semester.
Inappropriate/Illegal Spending

Club and Organization funds should only be used to purchase items directly related to their mission. Inappropriate spending includes the purchase of items for personal use, items outside the realm of needs for the club/organization, or illegal purchases under Olin’s Finance policy, such as alcohol.

For example, purchasing t-shirts is acceptable, so long as they are given to members of the club who have a demonstrated investment in the club and are used in conjunction with a club sponsored event or activity. Purchasing t-shirts that do not reflect the club, and which are given out to individuals not associated with the club, would be considered an inappropriate expense.

Another example of inappropriate spending would be purchasing a blender for a smoothie event, and then a member of the club/organization keeping the blender for personal use. If an item is bought by Olin funds, then that item belongs to the respective club/organization and not individual students.

Organizations who have supplies or gear and are no longer active should give their remaining materials and items to Student Government prior to dissolving.
Travel

Olin College 7-Passanger Van

Olin College has a 7-passanger van that is available for students to use for official college activities. Examples of official activities include passionate pursuits, co-curriculars, and student group activities.

Only individuals who have been van-trained may request use of the van. To receive training:

- Contact Brenda Wight in Financial Affairs for a background check form.
- Once you have been cleared, you will need to schedule a road test with Public Safety by calling 781-239-5555.

Once you have been trained, you may reserve the van by emailing olinvan@olin.edu. Keys are available for pick-up in the mailroom, Monday-Friday 9am-5pm. There is a box by the mailroom window for after-hour key drop-off. Please be sure to return keys as soon as your reservation ends.

Reimbursement for Van Travel

If you are traveling with the Olin van, you can use either the p-card to pay for gas or use personal funds and be reimbursed. Simply fill out the CCO Spending Form, print it, and attach your receipt as you would with any other purchase.

Traveling in a Personal Vehicle for College Activities:

Travel in a personal car is reimbursed by mile rather than amount paid for gas. You cannot use a p-card to pay for gas if you are traveling in a personal vehicle. Instead, you will need to fill out both the Student Travel Form and the CCO Spending Form. Use the total calculated from the Travel Form as the amount you are requesting to be reimbursed.

Traveling To An Event or Overnight:

Students traveling overnight as part of a club/org must contact Jen Edmunds or Cindy Chan for the appropriate waiver form prior to participating.
In keeping with the Honor Code, Olin College students may not directly or indirectly support or participate in hazing.

**What is hazing?**

Hazing is any action taken or any situation created intentionally [on or off campus] that causes embarrassment, harassment or ridicule and risks emotional and/or physical harm to members of a group or team, whether new or not, regardless of the person’s willingness to participate.

**So what does that mean exactly?**

Put simply, even if someone agrees to engage in an activity it does not mean that activity isn’t hazing. People have a desire to fit in, and are more hesitant to say “no” to something that everyone else is doing, or something they believe will make them a part of the group. People may be hazed without even realizing that they are, as hazing activities often find themselves disguised by words such as “tradition” or “bonding.”

**Types of Hazing:**

- **Subtle Hazing**
  - These types of hazing are often taken for granted or accepted as harmless or meaningless
  - Requiring new members to perform duties not assigned to other members
  - Extreme Exercise (calisthenics, runs, push-ups, etc.)
  - Sleep deprivation
  - Confinement in a small place

- **Harassment Hazing**
  - Behaviors that cause emotional anguish or physical discomfort in order to feel like part of a group
  - Any form of interrogation
  - Yelling or screaming
  - Personal servitude or chores
  - Lineups and drills
  - Wearing of embarrassing or uncomfortable clothing

- **Violent Hazing**
  - Behaviors that have the potential to cause physical and/or emotional, or psychological harm
  - Capturing or kidnapping
  - Total or partial nudity at any time
  - Pushing, shoving, tackling, or any physical contact
  - Forced consumption of anything (alcohol, water, food, etc.)
Hazing

Effects of Hazing

Physical Trauma
Traumatic injuries have been caused by hazing practices. Many times we first hear about an act of hazing when it has reached a physical extreme, and when someone has been physically injured, or when someone has died. Many times the act of hazing is exposed when a victim is hospitalized.

Psychological Trauma
Sometime because of shame or self-blame we do not hear about the psychological effects of hazing, and these many cases do not make the news, or are reported in the same way that physical trauma is. But the negative psychological effects of hazing can be long-lasting and just as traumatic to the victim. These can include depression, withdrawal from activities, struggle academically, and shame. This harm can persist into adulthood and can undermine the well-being of a person.

How to Determine if an Activity is Hazing

Ask yourself:
• Would we get in trouble if an employee or police officer walked by and saw us?
• Am I being asked to keep these activities a secret? Why?
• Am I doing anything illegal?
• Does participating in this activity violate my values or those of this organization?
• Is this causing emotional or physical distress to others or stress to myself or others?
• Would I feel comfortable participating in this activity if member of my family were watching? A policeman? A reporter?
• Is there risk of injury or a question of safety?

If you answer “yes” to any of these questions, it is probably hazing!

How to Prevent Hazing:
• Hazing is denied by using aliases: Pranks, students, antics, traditions, initiations, rites of passage, bonding, etc. Defining hazing helps overcome denial
• Alcohol reduces inhibitions and the ability to resist or protest, creating feeding grounds for hazing activities
• Know that “severity” is not always measured in observed harm – mental distress can be just as devastating to the individual as physical injury
• Recognize that tolerance for little hazing usually leads to big hazing
• Avoid power imbalances, as there is a risk of coercion.
• Open, honest discussion, coupled with strong enforced policy, prevents hazing
• Report! Avoid the temptation to quit or walk away from a situation rather than speak out

Remember:
Assess the Situation
Speak Out
Remove Yourself Safely
Get Help
**General Laws** are Session Laws or sections of Session Laws that are permanent in nature and of general application. General Laws are codified according to subject matter in a multi-volume publication entitled the General Laws of Massachusetts. The official version of the General Laws is now published every two years, with cumulative pamphlets released periodically.

**Chapter 269: Section 17. Hazing; organizing or participating; hazing defined.**

Section 17. Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term “hazing” as used in this section and in Sections 18 and 19, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person.

Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug, or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action. (Amended by 1987, 665.)

**Chapter 269: Section 18. Failure to report hazing**

Section 18. Whoever knows that another person is the victim of hazing as defined in Section 17 and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable.

Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars. (Amended by 1987, 665.)

**Chapter 269: Section 19. Copy of Secs. 17–19; issuance to students and student groups, teams, and organizations; report.**

Section 19. Each institution of secondary education and each public and private institution of postsecondary education shall issue to every student group, student team, or student organization which is part of such institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team, or student organization, a copy of this section and Sections 17 and 18; provided, however, that an institution’s compliance with this section’s requirements that an institution issue copies of this section and Sections 17 and 18 to unaffiliated student groups, teams, or organizations shall not constitute evidence of the institution’s recognition or endorsement of said unaffiliated student groups, teams, or organizations.
Hazing — General Laws of Massachusetts

Each such group, team, or organization shall distribute a copy of this section and Sections 17 and 18 to each of its members, plebes, pledges, or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually to the institution, an attested acknowledgement stating that such group, team, or organization has received a copy of this section and said Sections 17 and 18, that each of its members, plebes, pledges, or applicants has received a copy of Sections 17 and 18, and that such group, team, or organization understands and agrees to comply with the provisions of this section and Sections 17 and 18.

Each institution of secondary education and each public or private institution of postsecondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full-time student in such institution a copy of this section and Sections 17 and 18.

Each institution of secondary education and each public or private institution of postsecondary education shall file, at least annually, a report with the regents of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams, or organizations and to notify each full-time student enrolled by it of the provisions of this section and Sections 17 and 18 and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution’s policies to its students. The board of regents and, in the case of secondary institutions, the board of education, shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report. (Amended by 1987, 665.)
Reserving a Room—Astra

Astra is Olin’s room management platform, which can be access through the Olin Portal. Select the “Our Community” tab and click on the “Ad Astra Access Page” link in the Reserve a Space section.

On the new page, choose “Request Events” from the left column.

Under Event Information enter room request details:

- **Event Name**: name of your meeting, group or event.
- **Attendance**: # of people who will be at meeting [Note the number of people you enter here will effect which rooms will be available to use; i.e. if you have a request with 15 people Ad Astra will only show rooms which hold 15 or more people].
- **Event Type**: Choose from the drop down menu the option that closest matches the type of request you are submitting.
- **Privacy Level**: Should always be PUBLIC – keeping the request public allows others to see that the room is reserved.
- **Customer**: Select from drop down menu which descriptions best represents you.
- **Contact**: Choose from the drop down menu the person who will be able to answer any questions pertaining to the request, this person will also receive the confirmation email. If the name you are looking for is not on the list of contacts please email: roomscheduling@olin.edu.

Add Meetings

- **Single Meeting**: This is to be used when you have 1 single meeting; this meeting could go more than one day [i.e. you have an Event/Meeting that begins Monday morning and ends Friday afternoon].
- **Recurring Meeting**: This is to be used when you have an Event/Meeting which will occur for numerous days. [i.e. every Monday in September from 4:00pm – 5:00pm]
Event Planning 101: Room Reservations

Timings:
Single Meetings will block the room requested from the beginning date and time entered until the ending date and time entered. If this spans over a few days no other person will be able to book that room at all during that time frame. If you need a room numerous days for a few hours each day (i.e. Monday, Tuesday and Wednesday from 8:00 am – 4:00 pm) please use the Recurring Event Option.

Recurring Meetings will give you the following time options:

- **Irregular Occurrence**: If Event/Meeting occurs every second week of the month for the days selected check off check off “second” if it is every third week check off “third” etc.
- **Every Occurrence**: Use if Event/Meeting is every week during the days selected for the date range entered.
- **Every Other Occurrence**: Use if Event/Meeting is every other week during the days selected for the date range entered.

Selecting Rooms:
After you verify your time and date, click “Pick Rooms” and then “View All Rooms” This will bring up a list of rooms that are available for you to reserve. You can filter the results by building using the top menu. Once you select the room you would like to use, you will return to the previous page where you will need to assign the room to an event date/time.

Note, event scheduled in the library or dining hall must also be confirmed with library or dining staff.

If you have an additional Event/Meeting request you can click on Add Meetings: [either Recurring or Single] which will just add more meetings to this reservation request. Please note if you do this the Event/Meeting name and Contact info will remain the same and the Confirmation will all be on one email. However you will be able to enter different date(s), time(s) and # of people for new Event/Meeting; as well as select the room(s).
Event Planning 101: Room Reservations

Schedules:
The “Schedules” Link allows you to view any Events/Meetings and Classes for a specific date or time. You can view which rooms have an Event Status of Scheduled, Requested, Canceled, Tentative or Declined based on the Selection Criteria you choose. To view this information, enter Date, Time and Building and choose Event Status and Click on the Apply Filter button.

Canceling Event Requests
To cancel an Event which has been requested please email RoomScheduling@olin.edu. Please do so as soon as you know you will not need that room.

You must notify Public Safety if your event is after business hours (5555)

Work Orders and Room Set-Up
Once you have reserved a room in Astra, you can submit a work-order to request a specific set-up for the room. Select “Notify Me” in order to receive notifications for when the request has been completed.

Media & Technology:
If you need media and technology equipment or support, email the IT Help Desk at HelpDesk@olin.edu
Catering
- View Olin’s catering menu at http://rebeccascafe.com/olin/
- Catering can be ordered online or through Himanshu Dubey, Catering Manager at catering@olin.edu or 781-292-2360
- Requests for items not on the catering menu can sometimes be accommodated, so it’s always helpful to reach out!

Events with Alcohol
Alcohol may be present at campus events, so long as certain measures are taken. To have alcohol at your event:
- You must submit a request to the Office of Student Affairs and Resources (StAR) at least one month prior to the event, with the following information:
  - Event Name
  - Date, Time, Location
  - Hosting Group
  - Main Contact
  - Event Purpose
- Request a Police Detail through Public Safety
- Have certified/trained volunteers checking ID’s
- Limit the event to students who are 21 or older
  - If you would like to include individuals under 21 at your event, you can do so as long as there is a separate area where alcohol is being served (ex. roped off, separate room, etc.)
Event Planning 101: Contracts and Payments

Larger events with an outside vendor require the use of a contract. The details of how to process contracts and payments are outlined below.

Steps to Processing a Contract:

- Contact Ashlee Talbot in StAR at ashlee.talboe@olin.edu with the details of your event (date, time, location, club/org hosting, etc.) along with the contract and a W9 form
  - A W9 form is a tax form which contains important financial information about the vendor and is needed in order to process payment. Some companies may send you the form automatically, but if not you will need to request it.
- Ashlee will verify the information in the contract and then send it to Patricia “Patty” Gallagher in Financial Affairs to sign. As Chief Financial Officer, Patty is the only person authorized to sign contracts. Students should never sign contracts.
- Once Ashlee receives a signed copy of the contract, she will send it to you to return to the vendor, with both Olin and the vendor having a copy for their records.
- Sometimes high-risk activities, such as inflatables, require a certificate of insurance or workers compensation form from the company. StAR will let you know if these forms are needed.

Paying a Vendor:

- The ideal method of payment for any Olin activity is through a p-card. However, if the vendor or company does not accept p-cards, you will need to submit a check-request, along with an invoice. These can be brought to the StAR office in CC319.

Sample Events that Require Contracts:

- Movie rentals
- Guest Speakers
- Carnival games, rides, or activities
- Novelty items and give-a-ways such as hats, t-shirts, etc.
- Bus reservations
**Event Planning 101: Movie Rights**

**Information about Movie Rights:**
When you buy a DVD or pay for a streaming service such as Netflix or Hulu, it is only for personal, private use within your home (or in Olin’s case, your room on campus). To license a movie for public showing, you must go through a licenser group such as Swank or Criterion.

Due to the auditorium being a public space, you cannot show a movie in it without first acquiring the rights to do so as it is otherwise a violation of copyright law.

**FAQ’s About Movie Screenings:**

**What is a public performance?**
A public performance is any type of showing that takes place outside of a person’s home.

**What if I wanted to show a movie in my room using a projector and sound system?**
If you have a special set-up in your room, it is fine to show movies there as it is still considered home-viewing. However, you shouldn’t hang flyers or otherwise advertise the showing as doing so would make it a public event.

**What if I were to watch a movie in one of the lounges?**
The Residence Halls are your private living space, but they also have public areas so it’s a tricky realm to navigate. Showing a movie in the lounge with a couple of friends and microwave popcorn is one thing, whereas having 10 people in the lounge with pizza, popcorn, and soda for a Study Break program that you advertised is another. We want to be able to allow people who might not have TV’s in their bedrooms to be able to use the ones in the lounges, but at the same time we want to make sure that we are not in violation of copyright law.

**But what if we aren’t charging people to watch the movie?**
A license is required for all public performances, even if no admission is charged.

**Who is responsible if a film is shown without a license?**
Anyone involved in the showing of the film could be implicated, both the organizers of the screening as well as the attendees. However, the ultimate responsibility will fall on the owner of the venue, which in this case would be Olin College.

**If we are a college club/organization, are we covered under the fair use doctrine?**
Certain aspects of copyright law allow for the showing of films without a license for educational purposes, but this only applies to those shown within the confines of the classroom. Even if you have an educational purpose in showing the film, since you are not a teacher in a classroom it is not considered fair use.
Event Planning 101: Movie Rights

Okay, so I know now that I need to buy rights in order to show a movie, but that probably costs thousands of dollars, right?

Not at all. If it did cost that much money we would probably be paying a lot more for a movie ticket at the theater! License fees vary depending on the movie, audience size, and how often you show the film for. Older movies with a single showing for an audience of 200 can range from $100-300, whereas recently released films can be up to $700.

So, how do I work with Swank or Criterion?

Olin College has contacts with both licensors who are more than happy to help you with booking a film! A key benefit of working with a licensor is that you can get access to movies before they are released to the public on DVD or streaming sites (sometimes even ones still in theaters!)

SWANK – Bailey Bestgen—bbestgen@swankmp.com

CRITERION – Lois McDonald—lois.mcdonald@globaleagle.com

Once the details are confirmed, a contract and invoice will be sent to Ashlee Talbot in StAR, along with the DVD. (DVD’s cannot be mailed directly to students). She will sign off on all paper-work confirming the license.

What if I already own a DVD or have access to the film on a streaming site, do I still have to request a copy of the DVD from the licensor?

Not always. To re-iterate, when you purchase a DVD from the store it is for home-use only, but once you buy a license, you can use your personal copy of the DVD to show at a public event. This can only be done for the particular date and time on your license.

Streaming movies can be a bit trickier. Swank can license almost all streaming services, excluding YouTube. At the moment, Criterion can only license DVD’s, but they will be able to license streaming sites in the future. Each company has different movies available, so it’s always good to check with both to see what your options are.

What if I have more questions?

Questions are more than welcome! Swank and Criterion both have FAQ’s that are helpful, and a full outline of copy-right law can be found here or here.

Specific questions about showing movies publicly at Olin can be directed to Ashlee Talbot in StAR.

Just remember, many people worked hard to make the films you enjoy, so it’s important that we pay them for their services!
Important Contacts:

**Office of Student Affairs & Resources**

Ashlee Talbot  
Program Coordinator & Assistant Hall Director  
ashlee.talbot@olin.edu  
781-292-2328

**Student Government 2019-20:**

Evan New-Schmidt  
Director, Committee of Clubs & Organizations  
Evan.New-Schmidt@students.olin.edu

Meg Ku  
Assistant Director, Committee of Clubs & Organizations  
mku@olin.edu

Kyle Emmi  
Vice-President of Finance, Student Government  
kyle.emmi@students.olin.edu

**Facilities Services:**

Alex Balestieri  
Customer Response Manager  
abalestieri@olin.edu  
781-292-2318

**Financial Services:**

Wanda Cabana  
Financial Services Coordinator  
Wanda.Cabana@olin.edu  
781-292-2427

Jen Edmonds  
Assistant Vice-President for Financial Affairs & Risk Assessment Coordinator  
jedmonds@olin.edu  
781-292-2417

Cindy Chan  
Manager of Accounting  
Cindy.Chan@olin.edu  
781-292-2424
Student Government at Olin is comprised of a governing body, known as the Council of Olin Representatives (CORe), as well as four Student Experience Organizations. The purpose of each Student Experience Organization is unique, as they individually have their own missions and functions, however, each of these organizations is deemed vital to the education and college experience of the student body as they all address aspects of Olin's central philosophies, founding precepts, and goals.

The four Student Experience Organizations at Olin include the Honor Board, the Student Activities Council (SAC), the Committee for Clubs and Organizations (CCO), and the organization to Support, Encourage, and Recognize Volunteerism (SERV).

**THE COUNCIL OF OLIN REPRESENTATIVES (CORe)**

CORe is a student experience organization centered around two complementary mission areas. First, CORe is the representative body that acts as the student body government, helps shape continuous improvement goals for the student body, and works to amplify the value of student input in all change initiatives that occur at Olin College. Second, CORe is further charged with coordinating action initiatives where student input is involved as necessary, ensuring the realization of student body goals and change initiatives. CORe also helps to fund student clubs, organizations, and initiatives.
THE HONOR BOARD
The Olin College Honor Board administers the Olin Honor Code and ensures that it meets the evolving needs of the Olin Community.

Responsibilities:
- To engage the Olin Community in the discussion and administration of the Honor Code and related policies (see appendices in the Student Handbook)
- To use the resources available to the Olin Community to productively and effectively resolve reported violations of the Honor Code and related policies
- To continually evaluate the efficacy of the Honor Board procedures and the Olin Honor Code and address shortcomings therein.

THE STUDENT ACTIVITIES COMMITTEE (SAC)
The Student Activities Committee (SAC) is the major programming groups on campus responsible for hosting a number of events throughout the year. Their team consists of a student director and assistant director, as well as general body members from the Olin Community. Recognizing that there is more to college than just homework and studying, SAC strives to provide opportunities for socialization and entertainment at least once a week.

COMMITTEE FOR CLUBS AND ORGANIZATIONS (CCO)
The Committee for Clubs and Organizations, lead by a director and assistant director, oversees and distributes funds to all clubs and student organizations. CCO maintains and expands a continuous and diverse set of social opportunities for the student body with the help of the Student Activities Committee (SAC), club presidents, and student organization leaders.

Responsibilities
- Ensuring that the student activities fund is fairly and reasonably distributed and used by SAC, clubs, and student organizations throughout the year
- Responsible for maintaining a current list of student clubs and organizations, as well as other issues of club administration.
- Via the Student Activities Committee, CCO is charged with throwing campus-wide events, facilitating club events as requested, and maintaining a public calendar of events

SUPPORT, ENCOURAGE, AND RECOGNIZE VOLUNTEERISM (SERV)
SERV is governed by two elected student officers and a StAR advisor who together foster community awareness, increase involvement in community service activities, and generally work to support and coordinate community service activities at Olin. They coordinate with outside groups seeking volunteers, plan one-time and whole community events, charter projects, make budgeting decisions, and generally deal with community service concerns that arise throughout the year.
Reimbursement/ Check Request Form

Check/Direct Deposit Request Form

Payee: YOUR NAME
Address: 

For Accounts Payable Use Only:
Check #: 
Amount: 
Date Paid: 

Date of Request: TODAY’S DATE

If payee is a student, check here: X

Payee ID #: STUDENT ID NUMBER
Invoice #: (leave blank if none)
Invoice Date: DATE ON RECEIPT/INVOICE

If payee is an employee, check here: 
If payee is a vendor or consultant, check below:
W-9 on file: 
W-9 attached: 
If payee is a 1099 vendor, check here: 

Is the payee a U.S. citizen, a Permanent Resident Alien, or a U.S. Entity? Check one below:
Yes: 
No: 
If NO, then please contact Nick Tatar (x3326) for required Alien Information Form.

Invoice Description:
(note: system limits to 24 characters here) What did you buy? Example: FWOP - Wood for Stage Construction

Account # | Account Description (function/obj code/project) | Amount
---|---|---

Total $ | Total Spent

Additional Description: (can add notes below for your reference only -- these notes will not be input in system)

And additional info that might be important

REQUESTOR’S SIGNATURE: 

Your Signature
(This validates that all information provided above is correct, particularly the required tax related information)

AUTHORIZED SIGNATURE: 

(This validates that all information provided above is correct, particularly the required tax related information)
## Travel Reimbursement Form

### STUDENT TRAVEL EXPENSE REPORT

**Effective January 2017**

**Please return to Financial Services Department**

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Check #</th>
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<tbody>
<tr>
<td>(To be filled in by Financial Services)</td>
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</table>

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Destination</th>
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<table>
<thead>
<tr>
<th>Club/Org Name (if applicable)</th>
<th>Purpose of Trip</th>
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<tr>
<th>Account #(s) (to be filled in by approver)</th>
<th>Amount</th>
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<th>Departure Date</th>
<th>Return Date</th>
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### Expense Summary:

*NOTE: Original Itemized Receipts must accompany this form. Report should be completed within one week of expense being incurred or completion of travel.*

<table>
<thead>
<tr>
<th>Day:</th>
<th>Sat</th>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
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<th>Total</th>
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<td>Rental Car:</td>
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<td>Breakfast</td>
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<td>Lunch</td>
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<td>Unallowable dining expenses</td>
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<td>Hotel</td>
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<td>Other (laundry, tips, etc.)</td>
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<td>Daily Totals</td>
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<td>Foreign Conversion Rate (if applicable)</td>
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<td>Total Expenses</td>
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</table>

### Payment Summary:

<table>
<thead>
<tr>
<th>Student Signature</th>
<th>Date</th>
<th>Total Expense</th>
<th>Less: Total Advances</th>
<th>Balance Due</th>
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<table>
<thead>
<tr>
<th>Approver Signature</th>
<th>Date</th>
<th>Balance Due</th>
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</tbody>
</table>
Olin College of Engineering

Funds for Deposit

Account Number: _________________________________

Amount: ___________________________ ID #: ___________________________

Payer: ____________________________________________ (may use up to 31 characters)

Description (shows in the GL/budget review): ________________________________ (may use up to 24 characters)

Cash [ ] Check [ ]

Prepared By: ___________________________

Received By: ___________________________ Date: ________________

Please forward to Financial Services, Milas Hall, Room 316

DO NOT SEND CASH VIA CAMPUS MAIL!
# Petty Cash Form

## Check/Direct Deposit Request Form

<table>
<thead>
<tr>
<th>Payee</th>
<th>YOUR NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td></td>
</tr>
</tbody>
</table>

**For Accounts Payable Use Only:**

- Check #
- Amount
- Date Paid

**Date of Request**

- TODAY’S DATE

**If payee is an Olin student,** check here ☑

**Payee ID #**

- STUDENT ID NUMBER

**If payee is an employee,** check here ☐

**Invoice #**

**If payee is a vendor or consultant,** then check one below:

- W-9 on file ☐
- W-9 attached ☐

**If payee is a 1099 vendor,** check here ☐

**Is the payee a U.S. citizen, a Permanent Resident Alien, or a U.S. Entity?** Check one below:

- Yes ☐
- No ☐

If NO, then please contact Nick Tatar (x2326) for required Alien Information Form.

---

## Invoice Description:

*(note: system limits to 24 characters here)*

- Petty Cash - (EVENT/ACTIVITY)

<table>
<thead>
<tr>
<th>Account #</th>
<th>Account Description (function/obj code/project)</th>
<th>Amount</th>
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</thead>
<tbody>
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<td>Amount Requested</td>
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<td></td>
<td>Amount Requested</td>
</tr>
</tbody>
</table>

**Total** $ Amount Requested

**Additional Description:** *(can add notes below for your reference only -- these notes will not be input in system)*

*And additional info that might be important*

---

**REQUESTOR’S SIGNATURE:**

*Your Signature*

(This validates that all information provided above is correct, particularly the required tax related information)

**AUTHORIZED SIGNATURE:**

*(This validates that all information provided above is correct, particularly the required tax related information)*