



# Bryn Mawr Leadership Orientation Workshop

**BRYN MAWR**

SELF GOVERNMENT ASSOCIATION



# Objectives

- To provide students with a toolkit to navigate and access resources that are available through Bryn Mawr College.
- To provide club leaders with important information regarding the budgeting process.
- To foster collaboration and networking between student leaders.

# Reserving Spaces

- All students, staff, administrators, and faculty members can reserve spaces, equipment, etc. on campus!
  - All you need is a Bryn Mawr e-mail address.
- via Virtual EMS
  - the link can be found by going to <http://www.brynmawr.edu/conferences/>
- Need to request spaces/equipment at least 24 hours in advance.
- Requests are confirmed within at least 2 days.

# Tips for Reserving Spaces

- You **DO NOT** need to be a group/club to reserve a space on campus. **ANY** individual student can reserve a space on campus.
- Make sure to reserve the actual starting time of your event.
  - setup and breakdown is built into the event.
  - i.e. If your event begins at 2:00pm and ends at 4:00pm, then reserve it from 2:00pm until 4:00pm. The necessary equipment that you requested will already be setup.
- Describe your event in as much depth as possible when submitting request.
- Contact Conferences & Events if you need to make any changes to your reservation submission.
- Pay attention to other events going on on campus.
- If you are having an outdoor event, make sure you have secured a rain-site and a rain-date.
- Reservations to Rhoads Dining Hall and Goodhart Auditorium require additional forms.

# Equipment

- You must reserve any equipment via [Virtual EMS](#).
- Think carefully about the kinds of equipment you will need
- Examples of what you can reserve:
  - Music Stands
  - Easels
  - Tables
  - Chairs
  - Student Sound Party Pack
  - Multimedia Equipment
  - Microphones
  - Projector
  - CD/DVD Player
  - Conference Phone
  - iPod Connection
  - Flip Chart Stands

# Using Virtual EMS

1. Go to <http://www.brynmawr.edu/conferences/>.
2. Click "Reserve Space" on the left sidebar.
3. Click "Virtual EMS."
4. If you are a new user, click "My Account" --> "Create An Account."
5. If you are a returning user, enter your e-mail address and password to login.
6. If you want to make a reservation, click "Reservations" --> "Room Request."

# College Spaces and the Honor Code

- Students, faculty, staff, administrators, and visitors are all expected to follow the rules laid out by the State of Pennsylvania and Bryn Mawr College.
- PLEASE RESPECT THESE POLICIES!
- Follow the Honor Code!
  - take care of the spaces you reserve
  - clean up after yourself
  - be careful with equipment
  - be considerate towards staff working your event
- Thank people that help you plan!

# Catering Forms

- Any organization or person who is granted permission to use an outside caterer must have an [Insurance and Indemnification Agreement](#) completed, releasing the College from any liability flowing from the service of food covered by the exemption. This form must be completed and submitted to the Dining Services Office 48 hours prior to the event.
- The organization or person making the request must submit a completed [Request for Food/Beverage Waiver](#) form to the Office of Conferences and Events at least 48 hours IN ADVANCE of the date of the event. This form must first be approved by the Director of Dining Services.
- In situations, where an outside caterer is not providing food or services, a [Request for Food/Beverage Waiver](#) is all that is needed.
- No potentially hazardous food items will be approved for a Catering Waiver. (Items containing protein or dairy. Items which must be held hot or cold to maintain food safety).

No catering exemptions shall be granted for events to be held in Wyndham, Erdman, Haffner, or Rhoads Dining Halls, or the Campus Center Café. Under no circumstances will outside food services providers be granted use of or access to any of the College's commercial kitchens or the equipment contained in those kitchens.

[http://www.brynmawr.edu/dining/programs/BMC\\_catering\\_policy.html](http://www.brynmawr.edu/dining/programs/BMC_catering_policy.html)



# Advertising

- Planga
  - <https://brynmawr.planga.com/>
- Ways to network events:
  - Activities Emails, Facebook, Twitter, YouTube, Planga, Mawrk Notes

# Posting Policy

- The Posting Policy is in regards to any information tacked, tied, taped, or stapled to any surface on campus. Posting on campus is allowed only on bulletin boards.
- The policy divides the campus into 3 areas
  - residence halls
    - post on "general-notices" bulletin boards, not HA boards.
    - date.
    - Hall presidents are responsible for removing posts that have been up for more than 14 days.
  - academic/administrative spaces
    - post on "general" bulletin boards, they should be labeled.
    - date.
    - items on department labeled bulletin boards are the responsibility of the department, and if information is unrelated it may be subject to removal.
    - only one flyer per event per bulletin board may be posted.
  - outside grounds
    - Items may not be posted on any outside areas except designated bulletin boards.
    - outside grounds bulletin boards will be labeled for general notices.
    - posters outside may not exceed 11in x 17in.
    - Items announcing events will be removed after the event, and items announcing general information will be removed after 14 days.
    - chalking is permitted on sidewalks only.

# People to Contact

- **Conferences & Events:** Lisa Zernicke and Deb Chadwick
- **Student Activities:** Mary Beth Horvath
- **Civic Engagement Office:** Nell Anderson and Ellie Esmond
- **Career Development Office:** Michaile Rainey
- **Pensby Center:** Vanessa Christman and Stephanie Nixon
- **Access Services:** Stephanie Bell

# The Budgeting Process

- Attend the mandatory club workshop (CHECK!)
- Submit budgets
- Interview with SFC

# Budget Submission

- ›Use template found on Moodle
- ›Submit completed budget on Moodle
- ›Submit ticket and 1 paper copy of budget to SGA House
- ›Sign up for an interview slot at SGA House
- All materials are due **FRIDAY 9/14 at 3 pm**

# Budget Interviews

- □ Sign up for a slot in SGA House
- › Interviews : Dalton 212E
- › 9/16: 8:30-11pm
- › 9/17: 8:30-11pm
- › 9/18: 8-11pm
- › Interviews are an informal chance to ask questions about specific items listed in your budget
- › Please be on time- no Bryn Mawr time!

# Finalizing the Budget

- ›Budget voted on by SGA assembly on 9/23
- ›Balance can be found on Moodle

# Getting Reimbursed

- ›Use form found on **Moodle**, in **Campus Center**, or on **Activities website**
- ›Attach itemized receipt within **30 days of purchase**
- ›Submit to SGA House or drop box in Campus Center
- ›Expect payment within 2 weeks from the following Sunday



# Reallocation

- ›Must be approved by SFC before reallocation occurs
- ›Form found on Moodle and Student Activities website

# Cash Advances

- ›Requests submitted at least two weeks before you need the money
- ›Maximum of \$500

# Contracts

- □ For hiring DJs, speakers, coaches- anyone who you hire for a service or performance
- › Plan early! Some contracts can take up to a month
- › **Students may not directly pay performers!**
- › Forms available on Moodle and Student Activities

# Things to Keep in Mind

- ›Online ordering: submit confirmation of payment-document that shows how you paid
- ›Food at meetings: Can consist of a max of \$50 or 10% of budget
- ›Apparel: Funds can be allocated only towards costumes as part of a performance, not for group tshirts, etc.

# Special Events Funding

- ›For large, one-time events benefiting entire campus
- ›Proposals due **9/18**
- ›Apply on Student Activities
- ›Interview with Exec Board on **9/19**
- ›Present proposal to assembly on **9/23**

# Other Funding Sources

- ›If your club is hosting service events, you can request transportation funding from the CEO (i.e. SEPTA, BMC van rental)
- ›Alliance of Multicultural Organizations
- ›Owl Investment Group



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Keep us involved! Let us know how we can help!

