This guide is a shortened version of the Student Org Handbook (go/studentorghandbook) meant to be distributed by student org leadership to their members if they see fit. It includes a brief introduction to the Student Activities Office, list of important people to know, an event planning checklist, details on how to spend money, and list of relevant student organization policies.

To learn more about Middlebury’s over 150 student organizations check out go/middlink, a comprehensive database of all the groups on campus. Also, be sure to download the phone app Corq to keep up-to-date with student organized events happening here at Midd.

**WHAT IS THE STUDENT ACTIVITIES OFFICE?**
The Student Activities Office oversees programs designed to enhance students’ college experience through social, cultural, spiritual, educational, student-government and physical co-curricular experiences. Student Activities is committed to helping students connect with one another and to facilitating involvement in a wide variety of activities.

The Student Activities team provides support for more than 150 student organizations and advises students in producing countless programs every year. We are located on the first and second level of the McCullough Student Center.

**PEOPLE YOU NEED TO KNOW**
There are many people on campus who are interested in supporting the efforts of your student organization. A few of them are listed below.

**Your Advisor**
Every student organization is required to choose a staff or faculty advisor. Advisors are expected to be actively involved in the student organization and should be willing to share ideas and insights, counsel students, and facilitate learning. An advisor provides continuity and keeps new members and officers informed of the history of the organization.

**Your Cluster Manager**
Each category of student organizations (such as publications or club sports) has been assigned a cluster manager. This person is a knowledgeable member of the student life team and available to answer questions about finances, policies, and procedures. Cluster managers are also charged with providing training and encouraging collaboration among their cluster of organizations. When challenges arise, the cluster managers are ready to assist group leaders, connect them to helpful resources, and work through organizational difficulties. Current cluster managers include:

Doug Adams, *Associate Dean of Students for Residential and Student Life*
Clusters: Commons Councils and Social Houses

Doug Connelly, *Director of Outdoor Programs and Club Sports*
Cluster: Club Sports and Outdoor Interest organizations
Derek Doucet, Associate Dean of Students for Student Activities and Orientation
Clusters: Debate, the Campus, Activist and Political organizations
Sophie Esser Calvi, Associate Director of Global Food and Farm Programs
Cluster: Food organizations
Maria Farnsworth, Student Activities Office and Budget Manager
Cluster: Special Interest organizations
Jennifer Herrera, Associate Director for the Anderson Freeman Resource Center
Cluster: Middlebury Intercultural Leaders Coalition (MILC) organizations
Sam Hurlburt, Student Activities Technical Coordinator
Cluster: Performing Arts organizations
David Kloepfer, Assistant Director of Student Activities for Programming & Events
Clusters: A Capella groups and MCAB
Ashley Laux, Associate Director of the Center for Community Engagement
Cluster: Service Cluster Board organizations
Amy McGlashan, Director of Academic Outreach and Special Projects
Cluster: Academic organizations
Ellen McKay, Scott Center for Spiritual and Religious Life Administrative Program Coordinator
Cluster: Religious Life Council (RLC) organizations
Amanda Reinhardt, Assistant Director of Orientation
Cluster: Publications, Recreation and Visual Arts organizations
Charlotte Tate, Associate Director of the Rohatyn Center for Global Affairs
Cluster: Model United Nations

**FUN FACT!** Some clusters have assisting departments. The assisting departments are – the Center for Community Engagement for the Service Cluster Board (SCB), the Scott Center for the Religious Life Council (RLC), and the Anderson Freeman Resource Center for the Middlebury Intercultural Leaders Coalition (MILC).

**Other terrific people you should know:**
Debby Anderson, Box Office Manager
Tammy Grant, Student Events Specialist in the Office of Event Management
Megyn Pitner, Catering Manager
Peter Dykeman-Bermingham, SGA Finance Committee Chair
Trisha Singh, SGA Constitution Committee Chair
Hannah Pustejovsky, Student Activities Programs Intern
Jin Sohn, SGA President
Hannah Morrissey, MCAB President
**Event Planning Checklist**

Whether it’s screening a film in Axinn, cooking a campus-wide fall feast, or holding a concert in McCullough, all events on campus require forethought and planning. Here are eight steps your organization should undergo to successfully hold an event on campus:

**Step One: Begin with an idea.** Your organization is encouraged to meet with your cluster manager for inspiration while determining what kind of event to hold. Ideas include organizing a symposium, theatrical performance, film, concert, panel and discussion, arts exhibit, or cookout. The possibilities are endless! Keep in mind the reason why you are sponsoring the event.

**Step Two: Develop a planning proposal.** Once you have an idea of your event, develop a timeline of tasks leading up to the event. Consider and contact potential co-sponsors. Determine a realistic expectation of event attendance. Decide on catering needs. Calculate how much funding is necessary and how much is available. Determine possible dates and times for the event.

**Step Three: Meet with cluster manager.** Your organization should meet with your cluster manager and discuss the planning proposal. If your event includes co-sponsorships, these commitments must be confirmed, and you must specify the dollar amounts that each organization is committing to the project. Make sure to confirm your budget for the event. If the event requires a contract, your cluster manager will need to initiate this process after you have obtained funding and scheduled the location. Set up a time to touch base with your cluster manager each week leading up to the event.

**DID YOU KNOW?** Verbal agreements are legally binding in the state of VT, so be careful not to commit to an event before confirming space and funding availability!

**Step Four: Obtain funding.** The most common source of funding for your organization is the student activities fee, which is administered by the SGAFC. If your organization’s budget limits their ability to hold an event, you should request additional money from the SGAFC or in the case of the RLC, MILC and SCB, your cluster board. If you want to bring a speaker to campus, you must meet with the MCAB Speakers Committee. If you request your own concert, you should utilize the MCAB Small Concerts Initiative. The Innovation and Collaboration Fund (ICF) also encourages collaboration between organizations.

**Step Five: Schedule the event.** Scheduling events may involve communication with Student Activities or your assisting department and Event Management. Requests should be submitted using the online form found at [go/scheduling](#). Tammy Grant will help you with all organization scheduling after you’ve submitted the request. Check out [go/25live](#) to find helpful information about spaces on campus, including availability, capacity, and accommodations.
Step Six: Organize the program activities. *Three to four weeks* before the event, your organization should make publicity materials such as posters or banners. Arrangements for special equipment including audiovisual services, tables, etc., should be made. Catering arrangements should be completed. Two to three weeks prior to the event, all campus support and notifications should be finalized, and all checks for payment should be requested. Students may receive a temporary timecard for a one-time payment for a performance or service. For more information on publicizing events, visit the Publicity section below. Also, review the Additional Event Planning Considerations below for more information on catering.

Step Seven: Accomplish the program. The day before the event, your organization should make a final check-up on the facility, seating, catering, and equipment for the event. During the day of the event, your leaders should ensure that all responsibilities are carried out and details are underway to ensure a smooth operation. Immediately after the event ends, be sure to clean up the space, return all borrowed equipment, and remove all publicity materials around campus.

Step Eight: Evaluate the program. In order to improve on future programming, think about what went right and what could be improved about the event. Following a major event, your organization’s leaders may want to meet with their cluster manager and event organizers.

For assistance with developing a specific event plan, please contact Student Activities or your cluster manager.

**Spending Money**

There are six ways to spend your organization’s money:

1. In-Town or Campus Charge
2. Reimbursements
3. Credit Card Charges
4. Invoices
5. Transfer to Another College Account
6. Services Performed

**Vouchers**

As a member of a student organization, the most common type of payment you will make will either be an in-town/campus charge or a reimbursement. For both of these charges you are required to fill out a voucher.

Vouchers are the primary means through which the college processes payments. **A voucher must be filled out every time you expect a payment to be issued on behalf of your organization.** Keep in mind when filling out a voucher that all of the information provided will be used to process
payment. If a voucher is not complete, payment will be delayed. You can find the Student Activities voucher at go/savoucher. Complete and print the online form to process.

DID YOU KNOW? The SCB, RLC, and MILC all process vouchers directly from their offices. SCB has a specific voucher at go/scbvoucher, and MILC has a specific voucher at go/milcvoucher.

Your treasurer must sign and submit the voucher to Student Activities or your assisting department for processing. Failure to receive the treasurer’s signature on the voucher will delay the reimbursement process. Each Friday, a member of the SGAFC will review and approve the vouchers that have been submitted to Student Activities that week. For Cluster board organizations, vouchers are reviewed and approved by their assisting departments. Because there are so many steps involved, it is imperative that vouchers are submitted in a timely fashion.

**Receipts are Critical**
Make sure you turn in all receipts within two weeks of purchase. Note that receipts must now be ITEMIZED to successfully process a reimbursement.

STUDENT ORGANIZATION POLICIES

Hazing
Your organization cannot engage in acts of hazing. Hazing is defined as any act committed by a person, whether individually or in concert with others, against a student in connection with pledging, being initiated into, affiliating with, holding office in, participating in, or maintaining membership in any organization or team affiliated with Middlebury College; and which is intended to have the effect of, or should reasonably be expected to have the effect of, humiliating, intimidating or demeaning the student or endangering the mental or physical health of the student. Hazing also includes soliciting, directing, aiding, or otherwise participating actively or passively in the above acts.

The college will use a “reasonable person” standard when evaluating such conduct and its potential effects. Hazing occurring on or off the Middlebury College campus may lead to disciplinary proceedings against individuals. Hazing may also lead to the probation, suspension, or termination of a student organization. For the policy, visit: http://www.middlebury.edu/about/handbook/student_policies/hazing

Anti-Harassment/Discrimination Statement
Middlebury College is committed to maintaining a diverse and inclusive campus environment where bigotry and intolerance are unacceptable. Discrimination and harassment, including sexual harassment, and related retaliation, as defined by applicable law and the corresponding terms of this policy, are antithetical to Middlebury’s mission and are not allowed within your organization. Middlebury strictly prohibits conduct that constitutes unlawful discrimination and harassment, including sexual harassment, as well as related retaliation, as defined below. Middlebury will take reasonable and appropriate remedial action to prevent unlawful discrimination, harassment, and related retaliation, eliminate any hostile environment,
prevent its recurrence, and correct its discriminatory effects on the complainant and others, if applicable. Membership, tryouts, and participation for your organization must be open to all individuals. Your organization’s events and activities cannot exclude any student. For the policy, please visit: go/anti-harassment.

Non-Discrimination Statement
At Middlebury, we strive to make our campus a respectful, engaged community that embraces difference, with all the complexity and individuality each person brings. Inclusion is of high importance to your organization, its leadership and membership. Middlebury College ("Middlebury") complies with applicable provisions of state and federal law which prohibit discrimination in employment, or in admission or access to its educational or extracurricular programs, activities, or facilities, on the basis of race, creed, color, place of birth, ancestry, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, marital status, service in the armed forces of the United States, positive HIV-related blood test results, genetic information, or against qualified individuals with disabilities on the basis of disability and/or any other status or characteristic as defined and to the extent protected by applicable law. Middlebury also complies with all other anti-discrimination protections that might be provided by particular states in which it operates educational programs; questions about the scope of any such protections should be addressed to the Compliance Officer/Title IX Coordinator and/or the on-site administrative representative for the particular program at issue. The Compliance Officer/Title IX Coordinator coordinates Middlebury's efforts to comply with any and all federal and state laws that prohibit discrimination on the basis of one or more of the protected characteristics listed above. For the policy, visit: http://www.middlebury.edu/about/handbook/general/nondiscrimination.

Academic Commitment
Academic commitments always take precedence over your organization’s events. The Student Activities Office in no way approves, authorizes or condones absences from academic commitments for any student organization purposes. Any conflicts between academic commitments and student organizations are to be addressed by the student with the involved faculty member. While students and faculty are always free to work through conflicts on a case-by-case basis to their mutual satisfaction, it is important to note that conflicts due to student organization activities are not considered “Explained Absences.”

For additional student org policies, please visit: go/studentorgpolicies.