



MASSACHUSETTS COLLEGE OF LIBERAL ARTS

STUDENT ENGAGEMENT GUIDE

FOR CLUBS AND ORGANIZATIONS

2021-2022

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STUDENT ENGAGEMENT GUIDE

FOR CLUBS AND ORGANIZATIONS

MCLA's clubs and organizations play an essential role in creating and maintaining a supportive community at our institution. This guide, compiled by Student Engagement and Student Government, is a comprehensive set of guidelines and resources to help clubs and organizations develop a presence on campus and create meaningful experiences for students.

SGA OFFICE

The Student Government Association (SGA) Office serves as a central space for Student Government and all of its associated clubs and organizations.

Location & Hours

Campus Center	Monday – Friday 9:00 am - 6:30 pm
Room 316	Saturday 12:00 pm - 3:00 pm

Office Resources

- Banner/poster supplies (Pens, markers, scissors, rulers, paints, banner paper, etc.)
- Die-cut machine (Capital letters, numbers, and punctuation)
- Computers and printers*
- Club equipment/material storage
- Meeting space
- Assistance from the SGA Office staff
- Budgeting help from the SGA Budget Finance Committee, Office Manager, and Programming Assistant

**To use the SGA printers, email sga@mcla.edu with the information and schedule a pickup with the Student Government Office Staff.*

Equipment Rentals

The host is responsible for picking up and returning all pieces of equipment they borrow before and after their club event. **If equipment comes back missing or broken, the club may be responsible for purchasing a replacement with their budget.**

Fender Kit PA Systems: A Fender Kit may be checked out from SGA through the [Equipment Rental Form](#). The Fender Kit is a portable PA system that a club can reserve to play music at their event.

SGA iPad: An ipad may be checked out from SGA through the [Equipment Rental Form](#) for use for club fundraising. Clubs must have an approved [Fundraising Request Form](#) completed prior to reserving the ipad along with the Apple Square reader to collect funds.

All other media needs for club/org meetings and events on Campus should be included in the non-classroom or classroom reservation request and by emailing media services at mediaservices@mcla.edu. *Please note that Media Services usually does not support events past 9pm at night.*

SGA Office Appointments: Bookings

Appointments need to be scheduled through [SGA Office Reservations](#) for purchasing and setting up meetings with office staff. Clubs will also be able to reserve the space to have meetings, make banners, or pick up and drop off supplies.

All meetings with the SGA Office Manager, Programming Assistant, and Office Assistants can be scheduled in person and virtually.

CLUB MEETINGS & EVENTS

Clubs are encouraged to select a meeting platform/space that allows all members to attend. This includes meeting virtually, in person, or in a hybrid fashion. This is a wonderful way to conduct club meetings, executive board meetings, general meetings, one-on-one meetings, or club events.

Meeting or Hosting an Event Virtually through Microsoft Teams

The College encourages the use of the Microsoft Teams platform when a group is hosting a meeting or event virtually. SGA is encouraging groups if they choose to host virtual meetings to use the Colleges supported platform. *SGA will not support additional funding for any other virtual platforms unless a specific need arises.*

- [Microsoft Teams](#)
- [How to access Microsoft Teams](#)
- [Signing into a Teams Meeting](#)

Microsoft Teams can do the following to make your virtual meeting more productive:

- Online video calling and screen sharing
- Online meetings
- Audio conferencing
- Teams and channels
- Conversations within teams and channels
- Chat function
- Poll and survey features
- Document storage in SharePoint

For more information, contact MCLA Tech Help for instructions on using Microsoft Teams. Please visit the section on [“Presence”](#) for further information on how to connect your event/meeting with your club account.

Meeting or Hosting an Event In Person

Clubs may meet or host an event in person if they can find a space that meets their occupancy and set-up needs. ***Until further notice, MCLA has implemented a mask mandate that is required for all students when inside a building or when a 6ft physical distance space outside cannot be maintained.***

To meet in person, clubs must go online to book their desired space* on campus. Reservations for all college spaces need to be submitted either through the [Non Classroom Space Request Form](#) *see below for instructions on how to access the form or through the [Classroom Request Form](#) *see below for instructions on how to access the form, found on the MCLA portal.

Student Academics ▾ Student Life ▾ Faculty ▾ Staff ▾ Everyone ▾ Calendars ▾ Forms ▾ Tech Help ▾ Library ▾

MCLA

Upcoming Events

Women's Soccer on Aug 28, 2021: Fisher, MCLA
 First Fun Night 8-28@9:30pm
 Academy Check-In/Welcome 8-29@9:00am
 Academy Time Day 1 8-29@9:30am
 Academy Time 8-29@1:00pm
 Community Speaker: A Shot of Reality 8-29@3:30pm
 B4 Play 8-29@8:00pm
 Academy Time Day 2 8-30@9:00am
 Academy Time Day 2 8-30@1:00pm
 Community Speaker: Messages for the Class of 2021

Employment & Internship Opportunities

business analyst at Innika
 Bilingual Bookkeeper at EPAY WORLD LLC
 Bilingual Customer Technical Support at EPAY WORLD LLC
 Bilingual Deployment Assistant at EPAY WORLD LLC
 Bilingual Sales Director Assistant at EPAY WORLD LLC
 Plant Protection and Quarantine Officer (Plant Health Safeguarding Specialist) - Robbinsville, NJ at U.S. Department of Agriculture's Animal and Plant Health Inspection Service (APHIS)
 Dot Net Developer Entry Level at Centillionz

MCLA Tweets

RT @MCLATRIO: Like our NEW page on Facebook! <https://t.co/USkqGe9a0>
<https://t.co/5KPHQZURr2>
 MCLA_EDU 08-26-2021 11:33:43

RT @BerkshiresToday: Check out our new Fall guide that will make you want to love with The Berkshires this year! #intheBerkshires...
 MCLA_AD 08-25-2021 23:46:21

My Forms (Dynamic Forms)
 Administration and Finance
 Course Override Form - Fall 2021
 Bowman Gallery Application
 CSSE Advising
 Registrar's Forms
Classroom Request Form
Non Classroom Space Request Form
 Human Resources
 IT Equipment Form
 Academic Concern
 Time Block Sheet
 Accessing Anyview
 Student Government Forms
 Bias Incident Report Form

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Feedback

To see if the non classroom space you would like to book is available, [please check here](#). If you wish to see if a classroom space is available before booking you may reach out to the Registrar's Office at 413-662-5216. Please refer to the [Classroom Space Request Form](#) to view each classroom setup.

Please refer to the [Non Classroom Space Request Form](#) to view occupancy and set up for each available room this semester. If you have any questions, please email Jackie Kelly, jacqueline.kelly@mcla.edu in Advancement. If you are booking an event such as a movie night, dance, or a larger scale program, prior approval from the Student Engagement Office will be needed. Please email Jenn Labbanca, jenn.labbanca@mcla.edu to schedule a meeting.

Documenting Engagement on Presence

All in-person and virtual meetings and events need to submit the following on [Presence](#):

- **Attendance** for each meeting and event
- **Agenda** provided on the day of meeting
- **Minutes** taken during meeting

Submitting these will help both SGA and your club to document the level of engagement in your meetings or events. SGA may also consider these documents during the budget process.

Please refer to the [SGA Club Resources](#) page that provides more information on how to submit these. You can also contact SGA Office Manager Amanda Schuler, amanda.schuler@mcla.edu for more information and questions about Presence.

ADVERTISING ON CAMPUS

Advertising your club/organization on campus is a great way to recruit members, promote involvement, and network with our community members. Look below for information on the many ways to advertise at MCLA.

Campus Tabling

The purpose for tabling for clubs/organizations is to help market your event, host a fundraiser, informational, etc.

Tables can be booked for clubs/organizations in the Campus Center Marketplace, the Bowman Hall 1st floor lobby, or outside on the Academic Quad. All tables will need to be reserved through EMS under the [Non Classroom Space Request Form](#) at least a week in advance. *(Please see page 4 of this document to find the reservation form. To see if the space you would like to book is available, [please check here.](#))*

When reserving a table, please note that you are only booking one table at a time. If your club/org feels they need more than one table, you will need to fill out multiple forms.

Considerations when choosing a table location:

<p>Campus Center Marketplace</p>	<p>Tables are located in the middle of the Marketplace, outside of the Centennial Room.</p> <p>The recommended times to table in the Marketplace are during:</p> <p style="padding-left: 40px;">Lunch: 11:00am - 2:00pm</p> <p style="padding-left: 40px;">Dinner: 4:30pm - 7:00pm</p> <p>When your group arrives to set up, please make sure you find your assigned table (<i>if tables have been assigned</i>).</p> <p>If your club/org is planning to host an event in the Marketplace that may need additional space or tables, you will need to convey those needs when filling out the booking form.</p>
<p>Bowman Hall 1st Floor Lobby</p>	<p>Tables are located in the lobby and can be seen immediately upon coming into the 1st floor entrance from the quad.</p>
<p>Academic Quad</p>	<p>Tables are located in predetermined spots across the Academic Quad.</p> <p>These tables are considered weather-permitting events. In the case of inclement weather, your table will be canceled.</p>

Bulletin Board Postings

There are many bulletin boards located across campus that have spaces for clubs/orgs to post approved flyers. To post on campus bulletin boards, the club/org must submit flyers to the Student Engagement office for approval.

***See Flyer Guidelines below for information on how to create and print your flyer through SGA.**

Bulletin Board Posting Process:

1. Printed flyers must be dropped off physically to the Student Engagement Office (Campus Center 310) to be approved/stamped.

2. If approved, the Student Engagement Office will stamp the flyers and post them on designated bulletin boards.
3. After the flyer's approval has expired (or 2 weeks have passed), the Student Engagement Office will remove postings.

Number of Postings Needed:

<i>Postings 8.5x11 in. or smaller</i>		<i>Postings larger than 8.5x11 in.</i>	
Campus	24	Campus	24
Residence Halls	24	Residence Halls	19
Total	48	Total	43

Flyers will be posted by the Student Engagement staff for no more than **2 weeks at a time. Please make sure you submit your flyer at least a week before the event to give the Student Engagement Staff enough time to post the flyer on the bulletin boards around campus. **Flyers given to the Student Engagement Office within 1 week or later of the event date, the office cannot guarantee flyers will be posted to properly advertise your event.***

To have flyers printed, SGA clubs/orgs must email the SGA Office Manager with their flyer and state the number of copies, the size of the flyer, and if they want them printed in color.

Color-printed flyers will cost \$0.06 per copy from the club's budget. (Ex. To print in color 48 flyers x \$0.06 = \$2.88.) Black and white printing is free.

Flyer Guidelines:

- Flyers must state the host group's name, event name, date, time, and location (if advertising an event)
- Flyers must be submitted for approval 1 week prior to the event date
- Flyers may only be displayed for up to 2 weeks
- Semester-long advertisements are not permitted
- Flyers may only be posted in approved areas by Student Engagement Office staff

Monitor Postings

There are several monitors around campus that regularly display digital flyers. To post on the monitors, email your flyer in a jpeg or png format to studentengagement@mcla.edu.

Marketplace Banners

Banners are a great way to market your club/organization in the Campus Center Marketplace.

Banner Process:

1. Book a Banner Space through the Non-Classroom Space Request form. (*Banners may only be booked for up to 2 weeks.*)
2. After receiving confirmation, a member(s) of your club/org should visit the SGA office to create your banner. You may use the office resources including banner paper, the die-cut letterpress, paint, markers, glue, and other craft supplies.
3. Have your banner stamped by either the SGA Office or Student Engagement Office.
4. Hang your banner in the Marketplace by draping it from the 2nd floor railing. You may only hang your banner on the pre-hung wire using binder clips. If you need additional binder clips, please see the SGA or Student Engagement Office. (***Under no circumstances is a person allowed to climb over the railing to hang a banner.***)

Banner Guidelines:

- Your banner should measure 7.5ft x 4ft (the size of the SGA office table). Remember to leave at least 1 ft of blank space on the top for the banner to be clipped and to hang over the railing.
- All banners need to have the host group's name, event name, date, time, and location (if advertising an event)

MCLA Events App

If you would like your event to be added to the MCLA Events App, email Amanda Schuler, amanda.schuler@mcla.edu to receive instructions.

PURCHASES & VENDORS

Purchasing Items For Your Club

All SGA-affiliated clubs/orgs are encouraged to use their pre-approved SGA budget for purchasing items for their meetings and events. If you have questions about your SGA budget, please look at your clubs Presence site or contact the SGA Treasurer.

Purchase Process:

1. To purchase items or services, the club must fill out the [Expenditure Request Form](#) at least one week prior to needing the items for an event.
2. The SGA Treasurer and SGA Office Manager must approve the purchase through the Presence site.
3. Once the Expenditure Form has been submitted and approved clubs can then make an appointment to use the SGA credit card or Walmart cards using the [SGA Office Reservations](#) bookings.

Purchase Guidelines:

- Purchases can be made in person (e.g. Walmart), online (e.g. Amazon), or over the phone (e.g. Pizza Works).
 - Once clubs make an appointment, they will come up and sign out the card from an SGA Office Assistant or the Office Manager to go shopping.
 - A computer is available to make online purchases right in the SGA Office along with a phone to call places directly for purchasing. **Note: You must get an email from Presence that the SGA Treasurer and Office Manager approved the Expenditure Request before being allowed to purchase your items.**
- Purchased items must follow all college rules and regulations. (*Example: Clubs may not buy and give away a candle as a prize, as that violates Residence Life & Housing guidelines.*) For more information, see section “Giveaways, Prizes & Gifts.”
- Clubs purchasing gift cards must request these as a separate Expenditure Request Form and connect with the SGA Office Manager Amanda Schuler directly on purchasing. (*Names and signatures of recipients are required for the purchase of each gift card. Please see the “Prizes” section for more information.*)

Hiring for Specific Needs and Services

Clubs and organizations may wish to hire MCLA students or vendors outside of the institution for an event. This can include roles such as DJs, speakers, poets, magicians, comedians, van drivers, and tech services.

Prior to requesting services from a current MCLA student or an outside vendor, please contact the SGA Office Manager, Amanda Schuler or the SGA Programming Assistant.

To hire current MCLA students

- To hire current MCLA students, the student must apply for the SGA/Student Affairs Talent job posting and fill out all necessary paperwork with the MCLA Human Resources Office.
- To be compensated for their work, current students must also fill out a timesheet of hours worked. **Students cannot work or perform a service until they have completed these steps.**

For more information, please visit the [MCLA Student Employment website](#).

To hire outside vendors

- To hire outside vendors; an individual or company offering services (speakers, magicians, DJ's, etc), SGA clubs/orgs must fill out the [Expenditure Request Form](#) and must submit a [Contract for Services](#).

For information on how to fill out a Contract for Services; [click here](#).

FUNDRAISING

Any club or organization on campus may raise funds by selling goods or hosting a profitable event. This can be a great way to strengthen your club's presence on campus and raise money for future endeavours. ***Fundraised monies for a club/organization will need to be spent/used within the academic year that they are raised.***

Fundraising Guidelines

Prior to running/hosting any fundraising events or efforts, clubs and organizations must complete the [Fundraising Form](#). This form will need to be completed and approved at least 1 month prior to the anticipated fundraiser date.

Examples of fundraisers include but are not limited to the following:

- Bake Sales
- Raffles
- “Pie-a-professor”
- Selling of items (*pre orders required*)
- Charging admission to an event
- Soliciting (directly asking students/business/alumni for money)

Once the fundraiser has been approved by all the appropriate departments, groups should then follow the event booking procedure and event guidelines (*see sections “Meeting or Hosting an Event In Person” and “Campus Tabling”*).

Bake Sale Fundraisers

Please note these specific guidelines for bake sale fundraisers.

- All foods must be protected from unnecessary handling, airborne contamination, and pests. Baked goods should be either:
 - Placed in food storage bags or containers,
 - Wrapped with new food-grade plastic, wax paper, or foil,
 - Or dispensed from a covered food storage container.
- Bare hand contact with the food items should be avoided by using plastic gloves, tissues, bags or utensils (tongs/spoons).
- Good standards of housekeeping and hygiene are expected of persons operating the bake sale. All foods should be displayed on clean counters and the bake sale area maintained in a clean and sanitary condition.
- Individuals shall thoroughly wash their hands before conducting the sale and after any act that could contaminate their hands, such as coughing, eating, or using the restroom.
- A sign or placard stating “Home Baked” must be posted.

- Those donating baked goods should be encouraged to identify/label any product that contains any major allergen. Major allergens include peanuts (peanut butter), eggs, wheat, soybeans, milk and milk products (e.g. butter, buttermilk, cheese) and tree nuts (e.g. almonds, pecans, walnuts, cashews). **A copy of the recipe near the items being sold would be appropriate.*
- The event organizer should either retain a list of who has donated which food items, OR the wrapped baked items should be labeled with the baker's name in order to identify the source of the product.

Ways to Collect Funds

- **Cash:** Please see SGA for a cash box to collect funds. Those in possession of the cash box are responsible for the monies.
- **Pre-order sales:** You may choose to collect money before an order is placed. Deposit all monies collected to the SGA Office Manager.
- **Apple Square Card Reader:** You may reserve the SGA iPad and Apple Square reader to take out when fundraising to allow those to pay by credit card. Please fill out the [SGA Equipment Reservation Form](#) to reserve the days/ times needed.

GIVEAWAYS, PRIZES, & GIFTS

Clubs and organizations may choose to run a giveaway or offer prizes and gifts as part of their meeting or event. This can be an engaging way to promote involvement in your club, incentivize attendance to an event, or simply make an event more enjoyable for its attendees.

Information on Giveaways, Prizes, and Gifts

	<i>Definition</i>	<i>Spending Limitations</i>	<i>Notes & Guidelines</i>
Giveaways	Items given away for free as a way to market MCLA, promote a club, and/or to recruit potential new members.	The individual cost of each item purchased for a giveaway should not exceed more than \$5 .	
Prizes	Items given as a reward to the winner of a	While there is no limit on the amount a club may	When giving a prize, a list of winners and

	competition or in recognition of an outstanding achievement.	spend on a prize, they should be mindful of how much they are spending and strive for creativity. <i>(Gift cards are not always the best prize!)</i>	their signatures needs to be submitted to the SGA Office the day after the event where the prize was given.
Gifts	Items given to a person without payment (a present) for recognition. Clubs and organizations often give gifts to recognize the hard work that members, advisors, and graduating seniors have done for their organization.	The only spending limitation is for gifts given to MCLA employees, which may not exceed \$49 . <i>This amount has been determined by the state of MA for state employees.</i>	It is recommended that gifts are within reason. Please refer to your club or organization's budget when planning to purchase gifts. <i>(Sometimes a simple thank you note is enough!)</i>

Any items given as part of a giveaway, prize, or gift cannot contain prohibited items as outlined in the Residence Life & Housing handbook (e.g. candles).

Gift Cards

If a club would like to purchase a gift card for a giveaway, prize, or gift, they must follow these steps for approval:

1. The club must submit an [Expenditure Request Form](#) for the SGA Treasurer and SGA Office Manager to approve at least 3 weeks in advance of the event date. *Please specify whether a **physical gift card** or an **e-gift card** will be purchased.*
2. Gift cards will need to be purchased through the College's Administration & Finance Office; the SGA Office Manager will assist you in this process. **Gift cards are not purchased with the SGA credit card and is a more detailed process than using the SGA credit card.**

FOOD & CATERING

Clubs and organizations can use funds to provide snacks, refreshments, and prepared food from local restaurants for students during meetings and events. We recognize that food brings people together and is a factor in building community.

Purchasing Food

Food can be purchased with the SGA credit card with club funds by filling out an [Expenditure Request Form](#) in Presence and booking a time to use the credit card under the [SGA Office Reservations](#).

Clubs may also purchase food items from stores such as Big Y, Walmart, etc.

Catering from Aramark

Follow the below process when ordering through MCLA (Aramark) to cater a campus event.

1. At least **3 weeks** prior to your event
 - reach out to MCLA Catering Manager Jerel Dydowicz, j.dydowicz@mcla.edu
 - cc SGA Office Manager Amanda Schuler, amanda.schuler@mcla.edu to receive quotes before officially ordering
2. Fill out the SGA [Expenditure Request Form](#) with the numbers from the quote for the expenditure to be approved.
3. Once the expenditure has been approved through the SGA Expenditure Request process, confirm with MCLA Catering Manager to place the order. ***SGA Office Manager Amanda Schuler, amanda.schuler@mcla.edu must be cc'd on this confirmation!**

Catering from a Local Restaurant

Follow the below process when ordering from a local restaurant to cater a campus event.

1. At least **1 week** prior to your event, fill out the SGA [Expenditure Request Form](#).
2. The SGA Treasurer and Office Manager must approve the purchase through the Presence site.
3. Once the Expenditure has been submitted and approved clubs can then make an appointment to use the SGA credit card using the [SGA Office Reservations](#) bookings.
4. Clubs must provide a list of students who attended the catered event. The list must be delivered to the SGA Office (Campus Center, rm 316) the next business day along with the paid itemized receipt that shows everything that was ordered for our records.

5. Catered food that is further than walking distance for a pickup must be **delivered** to campus. Clubs may use additional funds for delivery fee and reasonable tip (no more than 15% of the total bill).

SHOWING FILMS & MEDIA

Student organizations may sponsor films or shows of other media on campus, provided they comply with all copyright regulations.

Guidelines for Showing Films & Media

- Student organizations must obtain permission from the individuals who have the rights to the film or digital media prior to showing the film.
 - The cost of obtaining a license to show a film is the responsibility of the club/org to purchase.
 - Please contact the Student Engagement Office to learn how to obtain movie licensing. Email Jenn Labbance, jenn.labbance@mcla.edu .
- Organizations **may not** use DVD's rented from local distributors, personally owned items, or online streaming services (e.g. Netflix) to show videos to mass audiences. This is a violation of the law, as these are intended for home viewing purposes only.

Private vs. Public Screenings

Private	Public
<p>An individual personally invites a few friends over to watch a movie or a TV show that's no longer available on TV. They buy or rent a DVD or Blu Ray disc from the store or a digital video file from an online store and show the film or TV episode in their home that night. This is considered a private home screening.</p>	<p>An individual or group who hosts a meeting/gathering, creates a public Facebook event, or hangs posters to invite others (residents from their residence hall, members of a department or student organization) to watch a movie. This is considered a public screening and infringes the copyright of the movie or TV show the individual is showing.*</p>

*The ONLY exception to this is in the case of face-to-face classroom instruction by a faculty member for a registered academic course. The faculty member may show the film/movie outside the normal class period (at night for example), however, it is only for those students who

are registered for the class. Acceptable attendance for films in which the copyright is not purchased only includes students registered for the class, the instructor, and guest lecturer(s). The movie must also be shown in spaces that are designated for instruction; therefore, library screening rooms, residence hall or program house lounges, meeting rooms, or other function spaces do not qualify. A faculty member cannot show it for their class AND open it up to the rest of the campus – **in that case public screening rights must be purchased.** [Freel Library resource to showing films within the classroom.](#)

Resources for Screening Public Media

Freel Library: Our library has obtained public screening licenses on *some* titles available through the catalog or online resources with the following requirements. Questions on library resources can be directed to the [Freel Library Staff](#).

[Films on Demand](#)

[MCLA Licensed Streaming Films](#)

**The Freel Library does have an existing relationship with Kanopy, Docuseek, Swank, and Alexander Street and can help with the logistics of getting titles from those distributors.*

Please contact the Student Engagement Office to learn how to obtain movie licensing. Email Jenn Labbanca (jenn.labbanca@mcla.edu).

DANCES & CONCERTS

There are a few different types of dances or concerts that can be hosted by clubs and organizations on campus, each of which has different definitions and requirements. If an organization is interested in hosting one of these, please read the different types of options below before moving forward.

Level A

A1. This is a dance that would only be open to MCLA students and **no outside guests**.

- Dance would be held between 6:00pm - 11:00pm.
- The dance would need to be over and cleaned up before 11:15pm.
- The dance would need to be supervised by
 - (a) the club advisor, *the supervising advisor would need to be approved by the Student Engagement Office no later than one week in advance*

or

- (b) by a member of the Student Engagement staff.
- This level of dance does not require hiring a Public Safety Officer or hiring a professional DJ.

A2. This dance would only be for club members, no other MCLA students or non-MCLA guests.

- Special permission can be granted for this dance to go after 11:15pm if circumstances are warranted.
- The dance would need to be supervised by
 - (a) the club advisor, *the supervising advisor would need to be approved by the Student Engagement Office no later than one week in advance*

or

- (b) by a member of the Student Engagement staff.
- This dance does not require hiring a Public Safety Officer or hiring a professional DJ.

Level B

This dance would be open to all MCLA students and their approved guests with proper guest passes from Public Safety or an RA.

- Dance would be held between the hours of 6:00pm - 1:00am.
- A hired Public Safety Officer **and** 2 staff members from the Student Engagement Office must be present at all times.
- This type of dance would be required to meet all of the tasks in the Dance Protocol document; contact Student Engagement for a copy of the Dance Protocol packet.

Level C

This is a concert where an artist of any musical type is performing on campus.

- The concert/dance would need to be supervised by
 - (a) the club advisor,

or

- (b) by a member of the Student Engagement staff. The event would need to meet the rules, guidelines, and responsibilities outlined in the Dance Protocol Packet. This event does not need to be one of the dates posted on the exterior, although the

- The date needs to be approved and a meeting must be set at least **1 month** in advance to discuss the event and make a plan.
- Events open to the public would require a hired Public Safety Officer or more depending on the scope of the event.

For further questions, please contact the Student Engagement Office.

For more details regarding the planning of a dance, please review the Dance Protocol Packet.

TRAVEL

Taking trips off campus* either around the Berkshires or beyond is a great bonding experience for clubs/organizations. Please read this section for guidelines for travel. These rules represent some, but not all, of the guidelines that clubs/orgs are expected to follow when planning a trip.

The timeline for booking a club/org trip can take up to **3 weeks** from start to finish. Please be prepared to plan and book early!

**Any student participating in a college sanctioned trip must abide by all MCLA institution policies regardless of location.*

Transportation

Please note that transporting students to off campus events in personal vehicles is prohibited.

Below are a variety of options for how to transport your club/org members to an event.

MCLA Vans

- Driving range: 50 miles (*special allowances can be made on a case-by-case basis*)
 - Depending on the trip, an advisor may need to be present.
- No more than 2 MCLA Vans should be booked for anyone one destination; if planning on more than 24 students on a trip*, Clubs/Orgs may need to book a charter bus/school bus
- Van Sizes (*Van availability is dependent at time of booking-**planning early is key***)
 - *Example: Club/Org requests two 12 passenger vans hoping that 24 students (this number includes the 2 van drivers, one for each van) can attend, but only

two 8 passenger vans are available. Meaning only 16 students (this number includes 2 van drivers, one for each van) can attend.

- Club/Orgs will need to decide a process for trip sign up/wait list or select a new date for the trip when the number of vans requested is available.
Remember, it's never too early to begin the Van Booking Process!
- Van Sizes available to reserve
 - 8 passenger (number includes driver)
 - 11 passenger (number includes driver)
 - 12 passenger (number includes driver)

MCLA Van Booking Process

1. Be prepared to start this process at least 3 weeks before anticipated travel time.
2. Fill out the [Student Travel Request Form](#) with the following information. *Vans will **not** be booked for clubs/orgs who do not answer all of the below required booking details.*
 - a. Club hosting the trip
 - b. Destination (name and address)
 - c. Date and time of departure, and the date and time of arrival back to campus
 - d. Number of vans needed (1 or 2 vans)
 - e. Number of students (including the driver) attending **Reminder: depending on the nature of the event an advisor may be required to attend, please consider when advertising available spots.*
 - f. Van driver name(s) (first/last)
3. Once a van reservation is confirmed by the SGA Office Manager, fill out the [Expenditure Request Form](#) to request using club funds if needed for the trip (parking, admission tickets, etc). *This along with the Student Travel Request Form must be approved prior to travel.*

Van Drivers

Students are encouraged to become van drivers for their club/organization. If the club/org does not have any approved Van Drivers or any willing student who is participating in the trip, they may have to pay for a certified student to drive.

To become a certified van driver, *students must be at least 20 years old with 2 years of driving experience*. Interested students need to contact Public Safety at 413-662-5284 or visit them at 277 Ashland Street.

Hiring a Van Driver

1. After you have filled out the Student Travel Request Form, make sure to fill out the [Expenditure Request Form](#) for approval to spend funds on a certified driver.
2. Clubs must then have student(s) apply for the [Van Driving Pool](#) job posting and fill out all necessary paperwork with the MCLA Human Resources Office.
 - a. To be compensated for their work, current students must also fill out a timesheet of hours worked. Students **cannot** work or perform a service until they have completed these steps.

For more information, please visit the [MCLA Student Employment website](#).

Enterprise Rentals

Clubs may decide to or be required to rent Enterprise vehicles if MCLA vans are not available (due to booking unavailability or the nature of the destination).

The club/org will need to use club funds to pay for the rental vehicle(s), as well as gas and other expenses.

1. Be prepared to start this process a minimum of 3 weeks before anticipated travel time.
2. Fill out the [Student Travel Request Form](#) with the following information. *Enterprise Rentals will **not** be booked for clubs/orgs who do not answer all of the below required booking details.*
 - a. Club hosting the trip
 - b. Destination (name and address)
 - c. Date and time of departure, and the date and time of arrival back to campus
 - d. Number of vans looking to rent
 - e. Number of students attending **Reminder: depending on the nature of the event an advisor may be required to attend, please consider when advertising available spots.*

3. Then fill out an [Expenditure Request Form](#) to request using club funds. *This must be approved prior to travel.*

Please note that the college follows the Enterprise age and driving requirements for those driving the rental vehicle.

Chartered Bus/School Bus

- Clubs and organizations will need to budget for the price of a bus when planning a trip:
 - School Bus: estimated \$80 per hour (*varies depending on destination/mileage*)
 - Chartered Bus: around \$2,000
- Depending on the trip, an advisor may be needed to be present.

Chartered Bus/School Bus Booking Process

1. Be prepared to start this process a minimum 3 weeks before anticipated travel time.
2. Fill out the [Student Travel Request Form](#) with the following information. *Buses will **not** be booked for clubs/orgs who do not answer all of the below required booking details.*
 - a. Club hosting the trip
 - b. Destination (name and address)
 - c. Date and time of departure, and the date and time of arrival back to campus
 - d. Number of buses looking to rent
 - e. Number of students attending **Reminder: depending on the nature of the event an advisor may be required to attend, please consider when advertising available spots.*
3. Then fill out an [Expenditure Request Form](#) to request using club funds. *This must be approved prior to travel.*

Meals

While it is not required that clubs provide meals for their attendees, they may choose to cover certain meals on a trip.

If a trip's duration is longer than 4 hours, clubs/orgs may provide funding to partially cover or fully cover a meal. *It should be noted that if a club/org is covering certain expenses already (e.g. ticket to a concert or other venue tickets of admission), the club can ask members to fund or bring their own food.*

Overnight/Conference Travel Trips

This type of trip needs to be coordinated with the SGA Office Manager, Amanda Schuler amanda.schuler@mcla.edu and the Student Engagement Office.

Planning for a conference or overnight trip should be planned at least **2 months** before the anticipated trip.