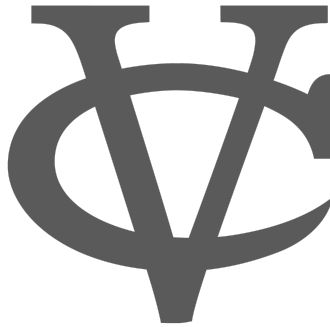**Vassar College**
Office of Campus Activities

Programming Resource Guide

2023-2024

Print Date: August 10th, 2023
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For the most up to date version of this document, please visit campusactivities.vassar.edu/guide/

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Introduction

The Programming Resource Guide is designed by the Office of Campus Activities to facilitate the planning and management of events on campus. The PRG provides the necessary information to ensure a successful event for your department or organization. All events and programs must also always adhere to the policies and expectations in the Student Handbook. VSA organizations must also always follow all guidelines set forth by the Vassar Student Association by-laws and relevant committees.

The "SARC," (Student Activities Resource Center), located in the College Center North Atrium is a student-staffed office created to facilitate event management and leadership development for student organizations and groups. Student organizations are encouraged to utilize the office and its resources.

College departments and offices should work directly with the Office of Campus Activities for all programming and event management needs. All event reservations and space requests are approved through the Office of Campus Activities on a first-come first-served basis.

Departments and offices should contact the Office of Campus Activities as soon as possible to ensure the most successful event possible.

Dennis Macheska, Associate Dean of the College for Campus Activities
Michelle Ransom, Director of Campus Activities & The College Center
Edward Cheetham, Associate Director of Campus Activities and Producing Director of the Powerhouse Theater
William Rush, Associate Director of Campus Activities
Jasmine Mitchell, Assistant Director of Campus Activities
Rose Hartman, Office Specialist
Mary Latham, Administrative Assistant

The Office of Campus Activities oversees and manages the College Calendar including event registration for all campus events, dramatic and musical performances, lectures, art and cultural exhibitions, meetings, rehearsals, etc. The office provides support for departments and students to secure room reservations, review logistical needs, recommend available resources and staff when necessary.

<u>**Event Management**</u>

Event Registration for Student Events

Student Events are reserved on a first come first-served basis. All events must be registered in the SARC Office. Please consider this in your planning. It is best that events be registered at least 3 weeks in advance. More complex or well-attended events should be registered much earlier. Events registered without proper advance notice will not be approved.

<u>Getting your event or program approved</u>:
All student organization events are reviewed for approval by the VSA Chair of Organizations. During the review process, the VSA works closely with the Office of Campus Activities to ensure events are planned effectively, campus spaces are reserved properly, etc. Events are reviewed on a first come first-served basis after an event request form has been submitted in the SARC Office.

In addition to whether or not the desired date/time/location are available, the following key factors are considered when reviewing an event for approval:
- Does the event require a contract?
- Does the event require additional funding from the VSA?
- Does the event require additional logistical or staffing needs such as work orders, security staff, crowd control, firewatch, additional power, etc.?

If the event under review requires any of the above-mentioned needs, a temporary hold will be placed on the requested space for a maximum of two weeks. *This is not an approval of the event*. During this time, the sponsoring organization must work with the SARC and the VSA to ensure its contractual, financial, and/or logistical needs are satisfied. If these needs are not met in the allotted time, the hold will be removed and the event request will be denied. Once these needs are met, the VSA Chair of Organizations and Campus Activities Office will review all the final event details before approving / not approving the event.

Should the event not require any of the above-mentioned needs, the VSA Chair of Organizations and Campus Activities Office will review all final event details before approving / not approving the event.

For an additional resource, please see the flow chart for the VSA organization event approval process on the next page:

VSA Student Organization Event Approval Process

START:
A student organization would like to host an event.

Student organization completes Activity Request Form in the SARC.
(Open M-Th 11am-6pm, 11am-5pm Fr)
SARC Interns will advise student organization on event
date/time/location for availability.

VSA and the Campus Activities Office review the Activity Request Form
given the following parameter:

DOES THE EVENT REQUIRE EITHER OF THE FOLLOWING ITEMS:
- A contract for a performer or speaker (paid or unpaid)
- Additional funding from the VSA Finance Committee

YES

1. Organization is granted a _temporary_ hold for the event space lasting no more than two weeks. THIS HOLD IS NOT AN APPROVAL.

2. Organization turns in signed contract to the Campus Activities Office and/or completes funding application with VSA Finance Committee.

3. VSA reviews funding request and/or contract; Campus Activities signs and returns contract to student organization.

NO
All contract and budget needs are approved and updated in the organization's budget tracker.

DOES THE EVENT HAVE ANY LOGISTICAL NEEDS:
Furniture Work Order   Security Staff
Crowd Control   Firewatch

YES

1. Organization is granted a _temporary_ hold for the event space lasting no more than two weeks. THIS HOLD IS NOT AN APPROVAL.

2. Organization meets with their SARC Intern to process all work order / staffing needs.

3. VSA and Campus Activities review work order / staffing needs.

Media Resources: Check with your SARC Intern to review media/tech options for your event.

NO

VSA and the Campus Activities Office review all final event details.

END:
Event is approved and added to the campus calendar!

Procedures for Event Scheduling

All events organized by academic and administrative departments must be scheduled with the Office Specialist via the EMS online reservation system. Events are scheduled on a first-come, first-served basis. For Student Organization events, an **Activity Request Form** must be **completed in the eSARC Office**. Events should be registered as early as possible to secure the desired date/time and the space. Events registered without proper advance notice will not be approved.

An event will be approved providing:
1. The facility is available on the date and time requested
2. There are no other conflicting events on that day. Some events are singular in nature and programmed by a specific committee or office that approves activities during this time (i.e. Founder's Day, Senior Week, All College Day, Families Weekend). These types of events block out a whole day of programming. If there is an all campus, or large event scheduled on that day, the event will not be approved. The Campus Activities Office prevents programming conflicts by scheduling events based on the following regulations.

Event Regulations

In order to balance a successful programming calendar, the following regulations have been established in regards to student events.

1. No more than 3 plays per weekend (Thur-Sun).
2. No more than 2 a cappella concerts a night; times must not overlap (no more than 6 a cappella performances per weekend, multiple performances for group).
3. Only 1 All Campus event per night

Additionally, the number of events on a given day or weekend may be capped so as not to exceed the College's ability to support all events successfully (facilities work order limitations, security staffing, administrative support, audience, etc.)

Events may not be approved if there is a conflict with another event. In the event of a conflict, the organization will be notified by the VSA Chair of Organizations or SARC and will be encouraged to work with their SARC intern to find an alternate date or time. A conflict most commonly exists when a) two or more events attempt to attract the same audience at the same time, or b) two events are both classified as "all-campus" events.

Event Checklist

The Event Checklist is a tool for student organizations and departments to help ensure all factors are considered when planning an event or program. Please use as needed, and contact your SARC Intern or contact in the Campus Activities Office with additional questions.

STUDENT ORGANIZATION CONTACT INFORMATION
(To be completed by the student running the event with their SARC Intern)

Student Organization: _____Student Organization Budget Number: _____
Primary Contact Name: _____
Cell Phone: _____
Email: _____

EVENT INFORMATION
Event Name:
_____
Event Date:
_____
Event Location: _____Event Alternative/Rain Location:_____
Estimated Number of Attendees: _____
Event Is Open To (check all that apply): Public _____VC Community Only _____ VC Students Only _____
Set-Up Start Time: _____ Event Start Time: _____
Event Finish Time: _____ Clean-Up and Teardown Time End: _____

Event Registration Form Completed and Approved Three Weeks in Advance of Event _____ initial
Security Request Submitted Two Weeks In Advance of Event: Date Submitted: _____ Number of Guards: _____

Completed contracts for performers including W-9 is due a minimum of two weeks in advance and orgs are responsible for completing this process.

Alcohol requests must be made a minimum of five weeks in advance. If you are planning or thinking of having alcohol at your event please schedule an appointment in the Campus Activities Office to meet with Will Rush and Teresa Quinn.

SET-UP DETAIL REQUIREMENTS (Please make sure to attach and submit a diagram to B&G)
Location: _____Scheduled Drop Off: _____Date Scheduled Drop Off Time: _____
Scheduled Break Down/Pick Up: _____Date Scheduled Pick Up Time: _____
Tables (What kind, how many, where, and specific location): _____
Chairs (How many, where, and specific location): _____
Podium (How many, where, and specific location): _____
Inside Risers (How many, where, and specific location): _____
Outdoor Risers (How many, where, and specific location): _____
Stage (Size, dimensions, location): _____
Trashcans (How many, where, and specific location): _____

Other Amenities i.e. Air Voids (What kind, how many, where, and specific location): _____
_____

MEDIA OR TECHNOLOGY SERVICES

Microphone (Stand/Table Top, how many): _____
TV/VCR/DVD (In House System, Media Resources, Rental): _____
Lighting (In House or Rental): _____
DJ (Student or Professional) equipment needed (provided, supplied, or rented): _____
Other: _____
_____

AUXILIARY REQUIREMENTS

Firewatch: Location: _____ Number Needed: _____ Start Time: _____ End Time: _____
Electrician (What needed for and when needed) i.e. setting up a power box, extension cords, etc. outside:
Grounds (Tent Set-Up, Line Detection, Bonfires, etc.):
Carpenter (What needed for and when needed):
Security (How many, when need, duties and tasks to be performed):
Crowd Control (How many, when need, duties and tasks to be performed):

Remember that line detection and permits for tents must be done at least 2 weeks in advance. If a group is using a tent, bounce house, or anything requiring stakes in the ground, please contact the SARC Office for help.
_____

Alcohol (meeting completed, agreement w/vendor complete, food and non-alcoholic beverages purchased):
Y___   N___   N/A___
Contracts (completed, W-9's completed, signed, submitted on Workday): Yes___   No ____   N/A____

ADVERTISING

All advertising requires the Access Statement for individuals with disabilities to be included in all forms of advertisements.
"Individuals with disabilities requiring accommodations or information on accessibility should contact the Campus Activities Office, (845) 437-5370 [or event planner's name & contact number] "

All advertising must be approved and stamped at the information desk located in the College Center before it is posted/hung in all buildings.
Posters/fliers (How many? Where will they be distributed? Copying, color etc.): _____
Bridge Banners (How many? When will it be put up? When does it come down?): _____
TV Screens in Retreat and North Atrium (PowerPoint slides submitted to student desk assistant in CAO):
Publicity Outside of the College (Newspapers, radio ads, TV spots, etc.) goes through the Office of Communication FOUR WEEKS in advance for local publicity and SIX TO EIGHT WEEKS in advance for national publicity. **ALL OUTSIDE PUBLICITY MUST GO THROUGH THIS OFFICE.**

BUDGET

Basic Costs: Performer: _____ FO: _____ Food & Beverages: _____ Stage/Chair Rental: _____ AV Equipment Rental: _____ Advertising & Promotions: _____ Decorations: _____

Hidden Costs: Security: _____ Food for volunteers: _____ Agent Fees: _____ Transportation: _____
B&G Overtime Charges: _____ Hospitality for performers and groups: _____

Estimate Total Cost: _____

<h1 style="text-align:center"><u>Locations and Programming</u></h1>

Before an event space is reserved, all events must go through the event registration process. Please provide accurate contact information upon making a reservation.

Commonly Reserved Spaces

The Office of Campus Activities schedules all meetings and activities occurring in the College Center, the Rose, Jade, and Gold Parlors in the Main Building, the Ordan Meeting Room, the Chapel, the Aula, and the Kenyon Club Room at all times. Some of these rooms require key permission.

The Office of Campus Activities schedules all meetings/activities occurring in a variety of classrooms in Blodgett Hall, Rockefeller Hall, New England Building, Sanders Classroom, Maria Mitchell Observatory, Taylor Hall (see specific use policy), Bridge Building, the Mug, and Kenyon Hall after 5pm Monday-Fri., and on weekends. The Campus Activities Office can check with the Registrar's Office with regard to programs and reservations prior to 5:00pm during the academic term.

The following outdoor locations on the Vassar College campus are also reserved with Campus Activities:, Chapel Lawn, President's Lawn, Library Lawn, Blodgett Lawn, Blodgett Courtyard, Townhouse Circle, Residential Quad,, CDF Quad, Noyes Circle, Joss Beach, Joss Field, Outdoor Amphitheater, Sunset Lake Hill, Shakespeare Garden, and South Commons Lawn.

Second Floor Students' Building / Gordon Commons Programming Policies

During the academic year, the second floor of the Students' Building is available for programming within the building's normal operating hours. All programming requests will be considered in regard to scope, space availability, logistical requirements and appropriateness to the space so as not to interfere with regular dining operations.

All programs should serve to leverage the meal plan and dining program so as not to interrupt services. Private or closed events cannot be reserved in the space, and there can be no outside catering in the space. All furniture must remain in the space at all times, but may be rearranged as long as a) seating is not limited in any way, and b) furniture is returned to its original set-up following the event. Students must still swipe into the building when attending a program in the Students' Building. Any non-student attendees must pay the regular dining rate. The sponsoring organization or department may not charge admission for the event, but the sponsor can pay the appropriate dining rate for any guests.

Any student organization that desires to utilize this space must submit an event request form in the SARC Office. Departments and offices can use the EMS online reservation system to reserve tabling space in Gordon Commons.

Taylor Hall Policies and Procedures

For Taylor Hall rooms: T102, T203, T205, T206, Jade Room:
Rooms in Taylor Hall have technical audio visual equipment that must not be compromised. Due to the frequent use of these spaces as academic classrooms as well as the historic nature of the building, additional crowd control and event staff will likely be required for events in T102/T203. No food is permitted in any of the Taylor Hall auditoriums.

Taylor Hall Auditorium, Room 102:
A Media Resources technician must be present to operate the projection booth and must be requested in advance.

T203, 205, 206, Classrooms:
Do not change any of the room's tech or other settings without first consulting with Media Resources; do not remove or rearrange any furniture. Please remember to lock up afterward.

For Receptions:
If you are using the Jade Room for a reception, you will need to request a table from your SARC Intern (student organizations) or the Campus Activities Office (College departments).

Key Permission (for all Taylor Rooms):
The Campus Activities Office Specialist will need the name of a contact person who will be responsible for picking up the key for the room. The key will be at the CRC/Main Lobby Security window. You must return the key after the lecture/event or you will be charged for key replacement.

Reserving Other Campus Facilities

The following spaces listed below are not managed by the Office of Campus Activities.

Departments may reach out to these offices individually. Student organizations are **still required to register their event in the SARC** and have their event approved by the VSA *prior* **to gaining access to these spaces**. Once the event is registered, the SARC staff will manage the event space reservation on behalf of the organization.

All **Residential Parlors and Spaces** are reserved through the House Advisor of that residence:

Bianca Keesler - Cushing and Noyes Houses
Molly Murray - Jewett House
Eva Fontanez - Main House, Terrace Apartments and Town Houses
Suzanna Stockey - Raymond and Strong Houses
Dylan Stratton - Davison and Lathrop Houses
Kris Van Nostrand - Josselyn Ferry House, and South Commons

Athletics Spaces
Athletics and Fitness Center, Walker Field House, Kenyon Gym and Squash Courts, Josselyn
Tennis Courts, Prentiss Fields, Weinberg Sports Pavilion
Reservations should follow this link http://campuscalendar.vassar.edu/virtualemscampus/
Questions to Matthew Brennie at mbrennie@vassar.edu

Environmental Cooperative at the Vassar Barns
Reserve via EMS, the College's online reservation system
Contact Jennifer Rubbo at jerubbo@vassar.edu

Vassar Farm and Ecological Preserve
Collins Field Station, Field Station Pavilion
Contact Keri VanCamp, Field Station and Ecological Preserve Manager x7404

Additional academic spaces not managed by the Campus Activities Office include:
Frances Lehman Loeb Art Center
Kenyon Hall Dance Studios and the Frances Daly Fergusson Dance Theater
Skinner Hall of Music
Thompson Memorial Library
Vogelstein Center for Drama and Film

*Should a student org wish to inquire about these spaces, they **must first register their event in the SARC** and have their event approved by the VSA **prior** **to gaining access to these spaces**. Once the event is registered, SARC staff will manage the event space reservation on behalf of the organization.*

Student Performance and Theater Spaces

The Campus Activities Office is committed to assisting all departments and student organizations in identifying suitable spaces for their events and programs.

Each of the identified theater and performance spaces below are unique, and therefore, have their own policies and regulations with regard to student performances. In order to make sure a production is operating within the constructs of what is feasible, it is essential that the producing team members meet with your SARC intern to review and sign a **Performance and Theater Agreement** before planning and designing your performance within the space. Please be aware that student organizations utilizing these spaces may not store or leave any materials (personal items, set pieces, props, etc.) in these spaces at any time outside of the organization's specific reservation time period for the space.

The following spaces have been identified for use by student organizations and department sponsored theater productions and performances:

Blodgett Auditorium
Kenyon Club Room   Rockefeller Hall, rooms 200 and 300
Matthew's Mug   Sanders Classroom Auditorium

The spaces identified above are meant to serve as a guideline for spaces that can be utilized for student events. Student organizations may request spaces outside of those outlined above but are subject to approval on a case-by-case basis.

If a student organization or department is found to be in non-compliance with the above outlined criteria they may lose their privilege to reserve space or sponsor student organization productions. In addition, a student organization and/or sponsoring department will be charged for any additional cleaning and/or damages which result from any misuse of the space.

The criteria outlined above are meant to serve as a framework for what can be done. It is also intended to provide a structure for departments and student organizations to refer to as they are planning and thinking about their productions.

Reserving Space for Meetings and Rehearsals

In order to reserve a room, the participants must represent a Vassar department or VSA organization. Space on campus is not intended for individual use. Rooms are reserved on a first-come, first-served basis. There is a convenient online scheduling system in place, intended for meetings or rehearsals. Please go to: http://scheduling.vassar.edu. The Office of Campus Activities reserves the right to assign or designate a suitable alternate space.

For individual descriptions of a specific room's media capabilities, go to the Vassar homepage, then the CIS homepage to the following link: http://computing.vassar.edu/media-resources/classrooms/index.html

Online Request Guide
For Tabling in the College Center, College Center Circle, Students' Building, or outside the Students' Building; V-Cash Machines; Karaoke Machine; Community Kitchen
1. Go to https://vas.emscloudservice.com/web/ and login with your Vassar username and password.
2. To create a reservation, choose the appropriate template you have access to.
3. Fill in Date, Start and End Times (required)
4. Under "Locations" you may choose a specific Building, or leave "All"
5. Spaces for meetings or rehearsals are listed under Building. Choose one by clicking the green select (+) indicator next to the room.
6. Under "Attendance & Setup Type" enter number for attendance (required)
7. The next screen requires details. Fill in all the required fields:
    a. Event Name
    b. Event Type
    c. Group (VSA Organization)
    d. Contact
    e. Phone
    f. Email
8. Submit your request by clicking "Create Reservation." You will receive an email of the summary of your request, followed by another email with your reservation confirmation.

<u>Planning an Accessible Event</u>

Every Vassar College sponsored event must be held in a wheelchair accessible location on or off campus when the event is open to the public or campus community at-large, and the event does not require advance notice or registration. Even with advance planning, relocation may not always be possible, either because of the nature of the program or the number of events scheduled or a lack of alternative accessible venues.

As an event planner, you have an ***ethical*** and ***legal*** responsibility to ensure that people with disabilities are able to attend and participate in your event. Vassar's obligation to consider the needs of participants with disabilities extends to any event sponsored by the College, student organization, department, or group whether held on or off-site and whether or not members of the public are invited to attend. In very few circumstances, such as a private social function or a meeting where the participants are known and no accommodations are required, it may not be necessary to plan for the needs of participants with disabilities.

Making an event accessible is easier if you keep access in mind throughout the planning of your event. This may mean one or more of the following will be needed for someone to fully benefit from your planned event:

- A fully accessible location for the event, including a ramp or elevator, restrooms, eating venues, seating, etc.
- Preparation of program or event hand-outs in alternative formats, such as Braille, for persons who cannot read standard print. The Office for Accessibility and Educational Opportunity can assist you, (845) 437-7584.
- Having a wheelchair lift van for transport of a participant who uses a chair IF transport of all others is being provided for event attendees. Vassar College has a wheelchair accessible van with a chair lift available for campus use.
- Meeting special dietary needs as you plan meals
- Providing sign language interpreters or other accommodations for persons who are deaf or Hard of Hearing which include scheduling the program in a space with a hearing loop or where assistive listening devices (ALD) can be used.
- Responding appropriately to other requests for disability-related accommodations by seeking assistance from the Office for Accessibility and Educational Opportunity.

When planning your event
- All campus events <u>or</u> events open to the public must be scheduled in a wheelchair accessible location.
- Try to hold events in rooms that are inclusive and do not require individuals using wheelchairs to be isolated in one portion of the room away from the central event or activity.
- Communicate as much as possible with participants prior to the event. Events should be advertised at least two weeks in advance with the standard access statement on all publicity, including posters, flyers, web pages, electronic communication, etc. This allows people needing accommodations to request accommodations and provide you with the necessary time to arrange for the accommodation.

Access Statement
This statement MUST be included on all announcements of your event:

Individuals with disabilities requiring accommodations or information on accessibility should contact the Campus Activities Office, (845) 437-5370 [or event planner's name & contact number].

Before the Event Begins
- As soon as possible, notify attendees in need of accommodations when their accessibility arrangements are in place. We encourage you to provide this notification in writing, such as by email.
- Identify, label, and publicize the location of the accessible restroom, the looped room, parking, and TTY telephone closest to your event with fliers.
- Provide preferential seating toward the front of the event for attendees who are utilizing sign language interpreting or real-time closed captioning services (CART). Sign language interpreters should be situated in proximity to the event speaker and within the sight line of the person who is deaf.
- Be sure to walk through your event venue at least three to five days before and the day of the event. Check that power-assisted door openers and elevators are operational. Verify that all paths are clear and free of steps for wheelchair access. The staff in the Office for Accessibility and Educational Opportunity are happy to walk through the site with you and make suggestions.

During the Event
- All event staff should be aware of their general obligation to provide accommodation for people with disabilities. At minimum you will need to identify a person who is prepared to address disability accommodation arrangements prior to the event, or consult with others for assistance in determining what is appropriate.
- Even with conscientious planning, there may be instances when a person with a disability may request accommodation moments before the event begins. Try to address their needs as best you can, and if you can't, encourage them to make their requests further in advance to ensure their attendance and participation at the next event.

Accommodations for Persons who are Deaf or Hard of Hearing
- Commonly requested accommodations for persons who are deaf or have hearing loss include assistive listening devices (FM systems), sign language interpreters, closed captioning in real-time or for films. To arrange for a sign language or oral interpreter or CART services, please contact Campus Activities Office, (845) 437-5370. Contact Media Resources, (845) 437-7479 to arrange for use of an assistive listening device.
- The Office for Accessibility and Educational Opportunity, (845) 437-7584 will be able to direct you to resources for sign language interpreters and real time remote closed-captioning (CART) services. The sponsor of the program is responsible for paying for sign language interpreters and real time remote closed-captioning (CART) services.

These accommodations require at least a week's advance notice to schedule an interpreter or CART services.

Alternative Print Accommodations
- For someone visually impaired, you may need to enlarge events document to a font size of 18 or larger. This can be done by changing the font size in the document or enlarging the document using a copier.
- For Braille, this print accommodation can be handled on campus for most things. Contact the Office for Accessibility and Educational Opportunity for help. Having your documents in a standard .doc format will make the process quick and easy. The Office for Accessibility and Educational Opportunity needs at least a week's advance notice to prepare materials in Braille. At least two weeks' notice is required if your materials include graphics or mathematical or musical notation.
- Some people who are blind, have low vision or reading challenges may also wish to have handouts, playbills, etc. in an electronic format for future reference. Just copy your files as a .doc file onto a CD for them or send them the document by email attachment.

<div align="center">**Programming Resources**</div>

On-Campus Resources Directory
The following offices and departments may be helpful contacts in the programming process. If you are unsure about any of the following resources, please call the Office of Campus Activities.

Campus Activities	x5370
Campus Dining	x7507
Cash Box	Cashier's Office, x5342
Copy Machines	Copy Center, Main Building
	VC Library (basement, 1st floor)
Darkroom	Membership fee required through PHOCUS
	Contact Campus Activities, x5370 for info.
Guest Accommodation	Alumnae House, x7100
Maps	College Center Info Desk
Media Resources	x7479
Notary Public, On Campus	Michelle Ransom, x5371
Powerhouse Theater	Academic Year, x5584
Powerhouse Theater Program	Summer programming Administrative Office, x5902
Powerhouse Theater Program	Summer Box Office, x5599
Press Releases	Communications Office, x7400
Campus Resource Center (CRC)	x5221 / x7333 in case of emergency
Substance Information/Resources	Main Building S-180, x7769
Transportation (Campus Vans)	Security Office, x5200
	http://security.vassar.edu.vehiclerequest.html
VCash Machines	EMS Online Reservation System
WVKR	College Center third floor

Equipment Available (on-campus) for Reservation

A finite amount of equipment is available through the College. A student organization must reserve this equipment with the SARC Office well in advance. Offices and departments should contact the Campus Activities Office. Be advised that any "Moving Labor" indicates a need for custodial services or facilities operations, and will be a charge to your organization/department. Additional tech equipment, tables and chairs must be rented through off-campus agencies. This list details College owned equipment. (Anyone checking out items should go to the Info Desk in the College Center and speak with the attendant or building manager.)

Item	Cost
Air Voids	ID Required
Easels	ID Required
Extension Cords	ID Required
Microphones	ID Required
Microphone Cables	ID Required
Microphone Stands	ID Required
PA System	ID Required
Popcorn Machine	ID Required
Power Strips	ID Required
Portable Speaker/Microphone	ID Required
Projector & Screen	ID Required
Speaker	ID Required
Speaker Stand	ID Required
Chairs, White Folding	Moving Labor
Display Cases	Moving Labor (for use in College Center only)
Easel board	Moving Labor
Garbage Cans	Moving Labor
Podiums	Moving Labor
Risers (4'x8'): 8" ; 16" ; or 24" high	Moving Labor
Snow Fence	Moving Labor
Tables: 6' long, or round tables	Moving Labor
Tablecloths	Campus Dining, reserve in advance

Catering and Vassar College Campus Dining

Vassar Campus Dining Services is happy to provide catering for student organizations with a special Student Express Catering menu which has been created to accommodate student groups and organization needs. V-Cash, credit and department P-Cards are accepted.

Ordering Information

Orders need to be placed at least 4 days in advance, over 50 guests 10 days in advance.. Final counts must be guaranteed 3 business days prior to the event. Student catering is a pickup only at Gordon Commons. Cancellations or changes made within 3 business days of the event may be billed in full.

Planning your Event

Call or e-mail the Vassar College Catering Office (phone: ext. 7624 or send an email to catering@vassar.edu) to place your order.

Guests with Special Dietary Needs
Due to our open kitchens that handle all 9 major allergens and gluten, we cannot guarantee that items are free of the major 9 or gluten. We encourage you to speak with our catering director for both ingredients and additional consultation.

Play it Safe
In order to reduce the risk of foodborne illness we recommend you follow these simple rules; prepared cold food should be stored below 40 degrees and hot food above 140 degrees; prepared foods that are displayed in buffet lines, etc. should not remain out for no more than 4 hours. Please take this information into consideration when determining pick up times. Please ensure you have adequate refrigeration, should you need to store any items before or after your event.

Save the Planet!
Vassar College has created an amnesty program for campus compostable and recycling products. We ask that all pans, service ware, and trays be returned to be disposed of or reused accordingly.

Transportation (Campus Vans)
All requests for vehicle usage on campus must go through the Campus Safety website; please go to security.vassar.edu and click on the Vehicle Request Form link.

Media Resources
Media Resources staff will work with student organizations to recommend rooms, equipment, set-ups and procedures. Many rooms are self-operable, for which there is no charge. Media Resources cannot support ALL events. Events needing additional support beyond the capacity of Media Resources will be referred to an outside contractor at the student group's expense. It is important that students seek this consultation well in advance of an event.

Note: Due to limited equipment resources and heavy demand, equipment is given out with priority to academic needs. Sign-outs are usually limited to three days.

Media Resources Event/Operator Requests

Requests will be considered using the following procedure:
1. If an operator can be scheduled and equipment is available, the request will be approved.
2. If the event can be handled with sign-out equipment, arrangements will then be made for you to pick up and return the equipment at no charge.

3. If either a required operator and/or equipment is not available, the event will need to be referred to an outside contractor at your student group's expense.

It is extremely important to convey your needs to Media Resources before your event. Contact the Media Resources Office at x7479 to review your specific needs. Pre-planning is essential for successful events and to avoid late charges.

Contracts

Contracts can be complex and should always be taken seriously as they are binding documents between Vassar College and any performers, speakers, or vendors. The Director of Campus Activities or Dean of the College for Campus Activities must sign all entertainment/lecture contracts for VSA organizations. In the event of a cancellation or a change of plans, notify the Office of Campus Activities immediately.

Contract Process and Procedures
1. Before engaging in any contract negotiations, you must have the space for your event reserved and confirmed.
2. All contracts can be dropped off in the Office of Campus Activities, or emailed to the Office of Campus Activities at campusactivities@vassar.edu two-weeks in advance of your event and/or agreed upon payment date.
3. Work with your agent or artist to find out if they have their own contract. If they have their own contract, this is the contract you should work from.
4. If the artist/performer does not have their own contract, you must use the Vassar College Performer Contract.
5. In order to process a contract, every vendor, speaker, or performer must submit the Vassar Payee Registration Form online on Workday.
6. Once received, your contract will be edited and signed by the Campus Activities Office. If there are any questions or concerns regarding your contract, your organization head and/or the person who dropped off the contract will be contacted.
7. You will receive an email with an electronic copy of your signed contract. Typically, contracts take between three and five business days to be reviewed. If you do not receive an email within this timeframe, please email campusactivities@vassar.edu to check on the status of your contract.
8. Using your fully executed contract, the organization's treasurer must submit a Supplier Invoice Request on Workday. The request will be approved by the VSA Chair of Finance.
9. Checks are cut on Thursdays only. Do not expect to get a check cut on the same day you drop off the completed paperwork.
10. It is your responsibility to pick up the check in advance of your event.
11. Pick up the check from Accounts Payable (be sure that your contact information, including your phone number, is included) and hold it until the performance.
12. Pay your artist immediately after their performance unless other arrangements have been agreed to in the contract.
13. If you have questions regarding the process, please contact your SARC Intern. Copies of all necessary paperwork are available in the SARC Office located in the College Center.

Important Notes for Managing Contracts:

1. Vassar students should *never* sign a contract on behalf of the College. Contracts should only be signed by a college signatory.

2. Agreements by some performers and other vendors can often be binding *even without* a written document. In order to prevent confusion and ensure you or your organization are not mistakenly entering into a binding agreement, please add the following text to your communications with third party vendors:

    "Please note that this summary of terms and conditions is preliminary only. It is our intent to include all applicable terms and conditions in a formal written agreement to be approved and signed by all parties. Absent such an agreement, there will be no binding contract between us."

3. If you are ever unsure about negotiating with a vendor, agency, or performer, please schedule an appointment with the Office of Campus Activities *before* you reach out to an outside party.

Regulations and Policies

Tabling and V-Cash
There are three locations on campus for tabling: the College Center Atriums, College Center Circle, and the walkway outside of the Students' Building (Gordon Commons).

Reservations work on a first come first served basis, and table space is limited at each location to avoid crowding. Groups must set up and tear down their tables each day. Reserve tables through the online reservation system (as you would meeting rooms). No reservations are available on days in which the College Center Atriums are being used for popular events such as, but not limited to Munchie Mondays, Tasty Tuesdays, or Thursdays (when the Farmer's Market is in the College Center). Keys to the table room can be found at the College Center Info Desk.

Below are the regulations and policies for Tabling:

1. Materials/information may *only* be displayed on the tables reserved in the north or south atrium. There are no exceptions.
2. Music must be played at a reasonable volume as not to be disruptive to the rest of the College Center.
3. Only pre-cooked food is allowed for sale in the College Center. Only warming trays are allowed - no electric frying pans, woks, broilers, etc.
4. For any non-Vassar/off campus clients/guests of a student organization - a representative of the organization must accompany the guest while in the College Center and be seated at the table at all times.
5. V-Cash Machines are reserved on a first-come first-served basis via the online reservation system (as you would for the meeting rooms).

Information regarding V-Cash Terminals (7)

V-Cash Machines accept V-Cash only. Machines can only be used
 by VSA Student Organizations. Student organizations can log in using their assigned organization's PIN. If a student organization does not have a PIN, please contact the Card Office via email card@vassar.edu or call ext. 3333

All activity for V-Cash sales will be paid monthly.
For lost or misplaced peripherals please contact the Campus Activities office at x5371.
Please note: For security reasons, the Card Office will no longer accept handwritten ID numbers; all IDs must be swiped at the time of purchase. No exceptions will be made.

College Center Installations and Exhibition Policy
Every installation/gallery exhibition must be affiliated with an organization or department and adhere to the guidelines of each respective area. The policies and procedures for installations and exhibitions include any single-day projects that are only affiliated with an event or program.

Guidelines for Installations in the College Center
1. All installations in the College Center must be registered with the Director of Campus Activities. To begin the process of having an installation please complete the installation application at rebrand.ly/artexhibitionapp
2. The sponsoring organization/department is responsible for the safety and integrity of the installation as most campus locations have 24 hour access with limited security and oversight. The college is not responsible for stolen or damaged work.
3. Size Limitations: The installation must fit within a 10'x10' perimeter.
4. Durations: three days is the limit for any installation. If left up after three days, the installation will be removed by Facilities Operations and the organization will be charged.
5. Other campus locations may be considered for installations as requested.

Guidelines for Exhibitions in the College Center:
1. An application must be completed and returned to the Director of Campus Activities. Applications are located in the SARC Office and Campus Activities Office.
2. Exhibits can be up for a maximum of two weeks.
3. Exhibitions must be installed by a professional, provided by the Office of Campus Activities. They will work with you on the best way to display your work.

Publicity (on-campus/off-campus)
The Office of Communications (located on the second floor of Main Building, Box 9, x7404 or x7690.) writes or approves all press releases and is available to help with the publicity of campus activities and events. Please contact the Office of Communications 5-6 weeks in advance for local publicity of your event, and 8-12 weeks in advance for national publicity.
Event planners must also include the following statement on registration forms for conferences, workshops, or other events that require advance registration.

"Individuals with disabilities requiring accommodations or information on accessibility must contact the Campus Activities Office, (845) 437-5370 (or event planner's name and contact number)."

To reserve a display space on the College Center second floor "bridge," please visit the SARC. Posters cannot be larger than 36"x44." Poster cannot cover the clocks and must be hung in the spot your poster has been assigned.

Posting Policy for all Posters, Flyers, Signs, Table Top Flyers, and Banners
Display areas, digital signs, and bulletin boards provide a space for members of the community to share information about relevant events and topics. Postings are permitted on campus bulletin boards in designated areas in academic departments and buildings, residential houses, and the College Center. Everyone is advised to be mindful that our College community is made up of students, faculty, staff, alumni, and members of the Poughkeepsie community and that postings should be sensitive to our broad campus community.

All postings (including digital signage) must adhere to the following guidelines:
1. All postings must include the name of the organization or individual responsible and the date of the event. If there is no date related to the announcement, the flyer must include a date by which the poster will be removed.
2. Posters can only be placed on designated bulletin boards inside a building.
3. Posters cannot be placed on the exterior walls of buildings, on doorways, walls, or windows.
4. Sponsoring organizations or individuals are expected to remove old flyers.
5. All College Center and Gordon Commons postings must be stamped for approval in the Campus Activities office and follow the guidelines listed in the Programming Resource Guide (https://campusactivities.vassar.edu/docs/PRG.pdf). Other postings in Residential houses and Academic Departments must be approved by the corresponding department and be in compliance with all relevant guidelines outlined in this policy.
6. Hate speech/symbols/images on posters are all strictly prohibited, postings on campus must also adhere to the College's policy against discrimination and harassment (https://eoaa.vassar.edu/policies/non-discrimination.html). Additionally, posters that incite violence are not allowed.
7. When it's brought to the attention of the Associate Dean of the College for Campus Activities that a poster may include hate speech/symbols/images, they may refer the poster to the SARC Controversial Speaker Review Group and/or Poster Review Group for a discussion.
8. The Poster Review Group includes the Associate Dean of the College of Campus Activities, the Associate Dean of Religious and Spiritual Life and Contemplative Practices (RSLCP), the Associate Dean of the College for Student Growth and Engagement (SGE), Director of Campus Activities, the VSA representative for Equity and Inclusion, the VSA Director of Organizations, a representative from the sponsoring organization, the Engaged Pluralism (EP) Director of Restorative Practices, and the Chair of the Committee on Inclusion and Equity (CIE). The Poster Review Group will have a conversation about the poster, and if they cannot come to agreement about acceptable

content, the decision on whether it constitutes hate speech/symbols/images will be referred to the Dean of the College and Dean of the Faculty, who will make the final decision by consensus.

9. Stamped postings of any kind should not be written on, torn down, or otherwise tampered with to destroy their original purpose.
10. Please be advised that approval of postings may take up to two business days.
11. Anyone wishing to erect, attach, or post signs, banners, posters of exceptional size (beyond 11"x17") or decorations in non-College-Center buildings are responsible for obtaining prior approval from the designated manager of that building or area. Please contact the Campus Activities office if there is a question as to who is the designated manager for a particular building.

Postings that do not meet the policies set forth here or which violate New York State fire codes will be removed and discarded. Stamps do not infer that the college endorses the views expressed by the posting but rather that the poster meets the requirements for posting as stated above. If someone has a concern with the content of the poster the sponsor listed on the posting will be contacted. Campus Activities and Residential Life staff are also available to assist as needed when content issues arise. If a poster is mistakenly approved prior to the poster review process Campus Activities, may need to direct the removal of posters and refer the group to the appropriate group for review and approval.

The College accepts no responsibility for items that have been removed and/or discarded. The College acknowledges that a policy of this nature may not anticipate every possible issue that may arise. As a result, the College reserves the right to impose reasonable restrictions and/or requirements concerning the time, place, and manner of publicity. These restrictions may be in addition to, or in place of, those outlined in the policy.

College Center Bulletin Boards
Signs and notices must be stamped for approval at the Info Center. Only 4 copies of any one sign or notice is allowed to be posted in the College Center. Approved signs/notices may be posted on designated bulletin board spaces only. No postings on doors*, walls, pillars, or windows. All postings must clearly identify the individual or organization responsible for the event. To post in the Residential Houses, contact the ROC for posting and stamping guidelines.
(*The only allowance for postings on doors must be approved by the Director of the College Center.)

Chalking Policies for Campus Sidewalks

Chalking on campus sidewalks can only be done for events that have been approved. Once approved, email the dates you want to chalk to William Rush, Associate Director of Campus Activities. Please include contents, location, and duration of the display. Chalking must be cleaned up after 72 hours by the sponsoring organization or department. If the chalk is not removed, Facilities Operations will remove it with a cleaning cost estimate of $75. The Organization's cleanup estimate is $30 to have a hose or water source provided and picked up.

Guidelines for VSA Organizations planning Controversial or Prominent Speaker/Events

The information below is a summary of the key points in the Peacekeeping and Moderator training. Event sponsors should use this information to help ensure the success of their event.

Responsibilities of VSA organization:

Prior to event:
- Meeting with SARC Intern and Will Rush
- Meet with the Controversial Speaker Review Group at least two weeks prior to the event. The group includes the Associate Dean of the College of Campus Activities, the Associate Dean of Religious and Spiritual Life and Contemplative Practices (RSLCP), the Associate Dean of the College for Student Growth and Engagement (SGE), Director of Campus Activities, the VSA representative for Equity and Inclusion, the VSA Director of Organizations, a representative from the sponsoring organization, the Engaged Pluralism (EP) Director of Restorative Practices, and the Chair of the Committee on Inclusion and Equity (CIE). The Review Group will have a conversation about the nature of the event, review drafts of any publicity, and discuss ways to mitigate potential harm on campus. If acceptable outcomes cannot come from the meeting an additional review by the Dean of the College and Dean of the Faculty will take place and their final decision will be made by consensus.
- Peacekeeper training with Safety & Security and Campus Activities
- Effective communication, advertising (be clear about who is invited, the nature of the event, and the intended audience)

Day of event:
- Hosting student organization is responsible for the speaker
- A moderator should be identified in advance and serve as "Emcee" for the event. This person should manage the flow of the event.
- Any Safety & Security and/or Administrators attending the event should be introduced to VSA org sponsors
- Ensure all event space requirements are upheld
  - Room capacity, stage boundaries, clear means of egress, etc.

<u>Opening Statement – to be created by the sponsoring organization, to be read prior to the event:</u>

The sponsoring organization should make an introductory statement about the nature of the event, to set basic norms and guidelines for the event. The statement should include **all** of the following:

- Make clear who is sponsoring the program and that opinions expressed are those of the presenter(s) only, not the college
- No recording or photos permitted
- No interruptions or disruption allowed during speaker remarks
- Warning system: one warning for disruptions and then asked to leave
- During a Q&A segment there please provide an additional microphone for questions – Emcee/host holds mic and only one person speaks at a time or mic is set up in space and audience cues for questions.
- Only one question per person; no "two-part" questions
- Keep questions short and concise and/or questions in writing only; the floor should be relinquished once the question is asked. In other words, questions should be asked, the speaker answers, then move on. No debate, no back and forth.
- No follow-up questions
- Note the firm end time of the event.

<u>De-escalation Tactics:</u>

- Remain calm, speak in a calm voice
- Do not touch or grab the person
- Do not argue with the person about their point of view
- Restate the Q & A guidelines
    - "We are operating under time constraints and we've set this up so short questions can be asked of the speakers by the entire audience."
    - "Please let me know what your question is and please be very short" -- or , "Your question as I understand it is BLANK then restate their comments briefly in the form of a question) .
- If the person persists, respond to apparent feelings - not the topic
    - "I can see this means a lot to you and you have a lot of knowledge on the matter but we've asked these speakers to campus so we can hear from them. Please allow me to make sure others in the audience have a chance to ask their question."
- If they still continue, ask the questioner:
  "Is there anything I can do to persuade you to hand the mic back over to me so I may continue my role as host? I really don't want to ask you to leave. Please hand me the mic now."
- If non-compliance persists tell the person they can speak with an administrator/Safety & Security outside of the room (if the questioner is already at the administrator level then turn over to Safety & Security)

<u>Debrief:</u>
Schedule time to meet and debrief following the event.

Campus Assembly Policy

I. OVERVIEW:
Right to Assembly
In keeping with Vassar's [Statement of Academic Responsibility and Respect for Persons](), this policy details the rights and responsibilities of students' freedom of assembly, such as, but not limited to, vigils, rallies, protests, and other forms of gathering for the expression and exchange of ideas (each an "Assembly").

Permitted Assembly
Vassar supports students' rights to Assembly and freedom of expression. Peaceable Assemblies are permitted on the Vassar College campus to the extent that they do not infringe on the rights of others, violate student privacy, violate [College policies and regulations](), including but not limited to the [College's Non-discrimination and Harassment]() policy.

Guidelines for Assembly
Full guidelines for planning all types of campus activities can be found in the College's [Programming Resource Guide](). Definitions and prohibited items for an assembly are included in [Section IV]() and [Section V]() of this policy. The College expects everyone to use their best efforts to engage in the planning process of a Registered Assembly but it understands that it might not always be possible for organizers to meet with Vassar officials prior to an Assembly. In these instances, anyone organizing or participating in an Assembly is expected to be familiar with Vassar College policies; follow the guidelines under Unregistered Assemblies; and to follow directives provided by College officials on the day of the event.

Priority on Safety
Vassar's responsibility to ensure the safety of its community will be the foremost priority in all decisions regarding an Assembly. Therefore, the College reserves the right to implement rules and parameters regarding the time, place, and manner for any Assembly on college property. The Safety Office practice is to not chase except in cases of individual safety or the safety of others.

II. REGISTERED ASSEMBLIES
Limitation to Vassar Groups
Only Vassar College community members may organize campus Assemblies. (Note: labor actions, including any action held during union contract negotiations, must occur off campus.) The organizing group for an Assembly must be affiliated with the Vassar community, a VSA organization or department to gain access to resources (ex: space reservation, equipment and furniture, funding). Student organizations must register and organize any Assembly following the

regular VSA student organization programming process as outlined in the College's
[Programming Resource Guide](#).

Planning Meeting
Following the proper registration of a student organization's event, students or groups planning an Assembly should schedule a planning meeting with the Offices of Campus Activities and Campus Safety. The Offices of Campus Activities and Campus Safety will provide guidance to individuals and groups planning an Assembly.

Safety Measures
Campus Activities and Campus Safety will collaborate with organizers to ensure safety measures are in place. This may include arranging for campus security presence, determining safe locations, and establishing boundaries to avoid disrupting college operations. Organizers may request conditions and resources for their Assembly, but ultimately safety plans will be set by Vassar. An Assembly will ordinarily occur in outdoor area that does not disrupt or impede access to other events or venues or create hazardous conditions.

III. UNREGISTERED ASSEMBLIES
In the case of unregistered assemblies, recommended places to assemble are the Chapel Lawn or College Center Circle during daylight hours. The Old Bookstore may be used if weather is inclement. See the guidelines below.

Guidelines for Unregistered Assemblies
Organizers are required to engage with College administrators and staff before and during an assembly to ensure adherence to College policies and that any requests related to health and safety are followed. Because of the proximity of these designated spaces to other buildings and classrooms, sound amplification or loud noises that disrupt the educational function of the College in conjunction with such an Assembly is prohibited during weekday business hours (Monday through Friday, 9 am – 5 pm) and at any time when scheduled events are taking place nearby. Students are reminded that actions during Assemblies remain subject to the other guidelines set forth within this policy, as well as policies in Student Regulations and the College's Non-Discrimination and Harassment Policy.

IV. ASSEMBLY GUIDELINES
Compliance with College Policies
All Assemblies must comply with existing college policies, including those related to the use of space, noise levels, the distribution of materials and posting policy. Organizers should include Assembly guidelines in their announcements/communications before and during their event.

Documentation of Event

In all cases, behavior at the Assembly will be documented by campus officials in the course of their official duties. Vassar reserves the right to request IDs and take photos and make recordings at any Assembly, as is consistent with NYS law.

Application to Specific Assemblies

It is important to note that these guidelines describe general procedures. The College reserves the right to make exceptions to this policy in the event that unique or emergency situations require it do so for the best interest and safety of the Vassar community.

Violations of Policy

Failure to comply with instructions or guidelines set by Vassar will result in students, organizers, or participants being addressed through the Community Expectations and/or applicable processes (e.g., Non-Vassar participants may be banned from campus and employees may be held responsible through human resource guidelines).

V. DEFINITIONS:

Vassar community members:

For purposes of this policy, members of the Vassar community are:
- Current Students
- Current Faculty
- Emeriti Faculty who lease Vassar properties or are otherwise active members of the Vassar community
- Current Administrators and Staff

Non-Disruptive Assembly:

Peaceful, non-threatening, and/or nonviolent actions are not considered a disruption if they do not impede an event or the routine course of the College's business.
Examples of non-disruptive events include:
- Silent assembly
- Turning one's back on a speaker
- Holding posters or signs that do not block the speaker or impede the event

Disruptive Assemblies:

Gatherings that interfere with College operations, activities, access to facilities, movement of vehicular or pedestrian traffic, emergency response, fire egress, general safety, or the routine course of College business and educational functions are considered disruptive, including damage to property and infringing on the rights of others. These types of disruption will be investigated and adjudicated by Vassar College through Community Expectations, when appropriate.

For the purpose of illustration of this policy, examples of disruptive events include, but are not limited to:
- Standing up or holding up signs that obstruct the view of others at an event
- Shouting, speaking from a bullhorn or playing music or noise in a manner that interferes with the right of a speaker to be heard or interferes with the operations of the college
- Sitting in or otherwise occupying a building in a way that impedes the operations of the college, or interferes with another event, or violates fire codes. This is inclusive of tactics that include coercion, intimidation, or harassment
- Incidents involving violence, damage to or destruction of property, or threat to physical safety

V. PROHIBITED ITEMS

The following items are prohibited at demonstrations on the Vassar College campus:
- Weapons and any other dangerous or deadly instruments, including knives, bullets, explosives, air-guns, spring-guns or any instrument in which the propelling force is a spring, air, piston or CO_2 cartridge, or any other item prohibited by law.
- Any item that can be used as a weapon or create a safety hazard.
- Any item that appears to be a weapon, inclusive of toy guns, toy knives, etc.
- Items that create flame or contain hazardous materials.
- Full face masks or any other item worn to evade identification during an event.
- Alcohol, illegal drugs, or other illegal substances/items.
- If deemed necessary for safety reasons, all bags inclusive of backpacks, luggage, purses, etc.

Guidelines for Engaging Vassar Alums and Parents in College or AAVC Programming

Vassar College (through various offices and student organizations) and the Alumnae/i Association of Vassar College (through regional clubs, reunions, and affinity programs) engage thousands of alums and parents each year in support of the Vassar community. These alums and parents graciously volunteer their time and expertise as mentors, speakers, panelists, moderators, hosts, facilitators, and more. The college is grateful for their service and would be unable to offer such programming without their help.

The college is committed to fostering partnerships with students, college employees, and alum volunteers that produce transparent communications, thoughtful advance planning, and appropriate recognition for alum and parent participation in all Vassar-related programs.

Following are our guidelines:

Planning and Outreach: Advance planning and coordination (which varies from 4-6 weeks to a year depending on the ask and the individual being asked) is strongly encouraged *before* inviting alums and parents to participate in programming. There are many tools through which students, employees and alums can access contact information for alums and parents (VassarNet, the alum directory, personal networks, LinkedIn, etc.). Both Jannette Swanson (jaswanson@vassar.edu, career-related programs) and Willa Vincitore '92 (wvincitore@vassar.edu, non-career programs) are available to assist with these tools/coordination (and obtaining contact information).

Vassar alums and parents volunteer for the college all the time. Please coordinate in advance with the offices of Career Education or Alumnae/i Engagement to avoid duplication of effort, reduce burnout and fatigue (on the part of volunteers), and also illustrate that the college as a whole works collaboratively to respect their time and expertise. These offices can also help you craft your outreach to promote successful outcomes, recognition and gratitude for their service.

Reimbursement: If the sponsoring organization or department is in a position to offer reimbursement or a subsidy to alum and parent volunteers for travel, meals, and lodging, we encourage this practice. The amount of reimbursement or subsidy should be clearly communicated in advance when the invitation is issued. If the sponsoring department is not in a position to offer reimbursement or subsidy, this should be made clear up front.

Note: Some alums and parents are able to cover these expenses themselves, while others cannot participate without support. Clear communication about what the organization is able to reimburse is a best-practice. Our offices can help craft communications that express this respectfully and transparently.

Contracts/Fees/Honoraria: Unless the sponsoring organization is contracting with an alum or parent's business to offer a specific product or service (beyond sharing expertise as a mentor or speaker), Vassar and the Alumnae/i Association (AAVC) do not pay speaking fees or honoraria to alums and parents (this practice is consistent with Vassar's peer institutions).

Occasionally exceptions are warranted (such as trainings, workshops, performances, commissioned art installations, etc.). For questions related to exceptions, write to: alumniengagement@vassar.edu.

Note: While academic departments are encouraged to follow these guidelines, alum and parent participation in academic programs is at the discretion of academic departments, in conjunction with the Dean of the Faculty Office.

Inviting Alums and Parents to Attend Events: (when they are not featured guests/speakers) is also a wonderful way to include community members in Vassar activities. The Office of Advancement can help distribute invitations, but 3-4 weeks advance notice is required to allow sufficient time for distribution and collection of RSVPs. If you are interested in inviting alums or parents to participate in your events (virtual or in person), please contact alumniengagement@vassar.edu.

Policies for Theatrical Prop Weapons

Prop weapons include but are not limited to: guns (non-firing, rubber, and toy), knives, swords, daggers, spears, bows and arrows, crossbows, slingshots, nooses, handcuffs, shackles, restraints, and any other implements fashioned or used in a threatening manner, whether capable of inflicting actual bodily harm or not.

Illegal Prop Weapons

No firearm may be used that is capable of firing projectiles in any form. There will be no use of blanks, caps, or any other explosive device. Any and all gunshots must be accomplished through the use of sound effects, either recorded or by a stage device such as a slap-stick.

No weapon will be allowed that is capable of firing a projectile, such as a bow and arrow or crossbow. All such weapons must be incapable of firing and used for visual effect only.

No cutting implements will be allowed unless the cutting edges/points have been dulled and rendered incapable of cutting or piercing by a company that specializes in prop weapons. No retractable knives or swords will be allowed.

All prop weapons must be approved by Campus Safety and Campus Activities prior to the start of rehearsals.

Training

Stage combat is defined as any physical confrontation, armed or unarmed, in which bodily harm is represented, with or without actual physical contact. Slapping and shoving can easily cause injury and are considered to be stage combat. Self-injury is also considered to be stage combat. All actors engaging in stage combat while using a prop weapon must receive safety training prior to the start of rehearsals.

Storage and Use

One designated student per production will be responsible for oversight of all prop weapons used in a production. At least 24 hours prior to checking out prop weapons from the prop weapon closet, students must submit a written transportation plan which lists each date that a prop weapon will move between locations.

The designated student must pick up prop weapons from the Prop Weapon Closet (key at the College Center Info Desk) and must retain responsibility for the prop weapons until their return to the prop weapon closet. Prop weapons must be transported in opaque, secure containers, and must be secured in a locked cabinet. At no time may prop weapons be stored in a Residential Dorm. Unsecured prop weapons will be eliminated from the production.

All prop weapons must be treated as real weapons (which in fact, they are). They are not toys. All guns must be handled as if loaded; all edged weapons must be treated as sharp. Signage must be put around the outskirts of a rehearsal to alert passersby that a fake weapon is being used, and this signage must be removed at the end of a rehearsal.

Off-Campus Travel for VSA Organizations

College sponsored trips or off-campus events must be registered in the SARC and approved by the VSA. Although it may be quite easy to do, and many trips are low-cost and often use students' personal vehicles, all trips must be registered and take the following steps written below before the trip or off-campus event.

1. Register the event in the Student Activities Resource Center (SARC).
2. Complete the Off-Campus Travel Form.
   You will be asked to complete a form indicating the list of students attending any trip off campus. The form will ask you to submit names, 999 numbers, and emergency contact information. It will also ask for some basic information about the days of travel and accommodations. Please use the link here to access this form: bit.ly/vsatravelform
3. Collect and turn in the Off-Campus Travel Waiver.
   Any students traveling must complete and sign the Off-Campus Travel Waiver before leaving campus. All waivers must be turned into the College Center Info Desk prior to travel. Copies of the waiver may be found in the SARC, or in the Campus Activities Office. You may also visit bit.ly/vsatravelwaiver and print the form at your convenience.
4. Complete the Vehicle Request Form.
   All requests for vehicle usage on campus must go through the Campus Safety website; vassar.agilefleet.com and click on the Vehicle Request Form link. All drivers must have completed the van safety program. Trips that are greater than 90 miles, are out of state, OR are overnight may require additional approval. Please note you will be asked to provide your organization's budget number. If you do not know your budget number, please contact your organization's treasurer.

Trips will not be approved until the steps above are completed. Please allow as much time as possible to complete this information.

For additional questions about the VSA org off-campus trip process please contact the VSA Chair of Organizations at vsaorgs@vassar.edu or Will Rush at wrush@vassar.edu

New York State/Town of Poughkeepsie Policies

Town of Poughkeepsie Noise Ordinance
Quiet hours for residential areas are in effect from 10:00pm-7:00am every day of the week. Unreasonable noise, including that of private parties, should not be heard from residential areas nearby.

Health Department Food Regulations

The Health Department requires that all vendors - whether they are selling or just providing food on campus to an event that is open to the public or in a publicly accessible area - provide us with a food permit for a 2 day event with several vendors. Each vendor needs to apply for a 1 day permit with the Department of Health 10 days prior to the event. The vendor must have this license with them during the event. The License cost to the vendor is $20 for a multiple day vendor event. That application needs to be completed 10 days prior to the 1st day of the event and the cost is $250.

Requirements for Tents and Canopies

In accordance with the Fire Code of New York State Chapter 24; a permit shall be required from the Town of Poughkeepsie Zoning Department for the erection and use of each tent, membrane structure, and/or canopy (this includes bouncy houses or other inflatables). This permit will be in addition to any Chapter 90 (Special Event) permit. Application/permit and insurance requirements are listed below. Should you have any questions please contact the Campus Activities Office (administrative departments) or visit the SARC (student organizations). Tents and Membrane Structures having an area in excess of 200 square feet and canopies in excess of 400 square feet will require a permit. Additionally, any tent, membrane structure, or canopy with an occupant load in excess of 300 or more people will require a separate permit from the Town of Poughkeepsie.

Definitions

- Membrane Structure - "An air-inflated, air supported cable or frame covered structure as defined by the Building Code of New York State and the not otherwise defined as a tent or canopy."
- Tent - "A structure, enclosure or shelter constructed of fabric or pliable materials supported by any manner except by air or the contents it protects."
- Canopy - "A structure, enclosure or shelter constructed of fabric or pliable materials supported by any manner except by air or the contents it protects and is open without sidewalls or drops on 75 percent or more of the perimeter."

A canopy is an architectural projection or structure composed of a rigid structure over which a membrane covering is typically attached, providing overhead weather protection, a means of identity or decoration. It may be supported by both the building to which it is attached and stanchions at the outer end or may be free-standing and completely supported by stanchions. Note the definition requires that the canopy be overhead only, except for a drop on one side or 25 percent of the perimeter. Structures with more than 25 percent of their perimeter enclosed by drops fall under the definition of a "Tent."

Vassar College Programming Policies

All requests for student organization events must begin in the SARC Office. All requests will be made following the event registration process as detailed on page three of the Program Resource Guide. Once an event has been approved, the sponsoring organization must comply with the following rules and regulations for all events.

All Campus Events

All-Campus Events are defined as large events that are the primary event on a given night, and aim to attract the entire student body to a single program. Like all other programs, All-Campus Events must be registered in the SARC. Given the increased expected attendance and heightened attention to these events, All-Campus Events should be registered as far in advance as possible in order to satisfy all necessary requirements to host the event successfully.

- All organizations that wish to hold an All Campus Event must have appropriate staffing from Safety & Security and Crowd Control, and organization members must be present for the duration of the event and be attentive and coherent.
- Staffing Requirements - All staffing requirements (event staff, firewatch, custodial, and security) will be discussed in advance between the event sponsor and SARC intern.
- The sponsoring student organization(s) must provide student staff all designated entrances for the event. These volunteers and event organizers must arrive prior to the event and are responsible for managing check in and identification of all guests in collaboration with security.
- Any visibly impaired or intoxicated guests are not to be admitted to any events. The student organization in collaboration with security is responsible for refusing guests entrance and assisting them in finding appropriate services.
- Event Walk-Through - A minimum of thirty minutes prior to the event a mandatory event meeting will take place at a predetermined location with the student organization leaders, building manager, Campus Activities staff member and/or organizational advisor, security, firewatch, and any other involved individuals. During this meeting the following will be covered:
    - An overview of the entire event, expectations, and timeline from start to finish
    - A review of the floor plan that must indicate security and firewatch placement, the event
    - Entrance, entertainment location, food, water, and alcohol service set-up
    - The designated entrance and required identification, ticketing, wrist banding, and/or markings for event attendees
    - The determined event meeting point for all staff that will be utilized throughout the event to address any issues that occur during the party
    - A detailed review of the event emergency protocol with all individuals

All-Campus Event Emergency Protocol

Every half hour throughout the entirety of the event - or as often as agreed upon by the staff at the event - a representative from each group present at the walkthrough meeting should check-in at the designated location to share any concerns, changes, or updates to the event.

In the event of a fire alarm the building and/or event location is to be evacuated using all exits.
- After the building is evacuated, firewatch, the head security officer for the event, college administrator, and student organization representative will meet in a predetermined location to review procedures for effective (if possible) re-entry.
- The college administrator, security officer, and firewatch will make the decision to continue or cancel the event, with student input .
- If it is determined that the event will continue, a re-entry pattern will be established utilizing all available staffing.

All Campus Events with Alcohol

All policies for all-campus events apply, and in addition the student organization must first complete the Event Registration form. Prior to the approval of the event, the student organization must receive permission to have alcohol at their event from the Associate Dean of the College for Campus Activities. Approval for alcohol at an event must occur at least six weeks in advance, in order to secure a liquor license and alcohol caterer for the event.

Alcohol Service Rules and Regulations
1. There will be no "open bars" permitted.
2. No one under the age of 21 may purchase, possess or consume any alcoholic beverage.
3. If an organization wants to admit guests from local colleges to any event serving alcohol, a member from the organization must be at the door, or the entrance to the event, and record their names and addresses. The students must have ID from the college, and another state approved ID.
4. It is mandatory that all organizations provide non-alcoholic beverages and food, in addition to alcoholic beverages, for the duration of the event.
5. All-campus events with alcohol must be staffed with a licensed and contracted third-party alcohol vendor, serving alcohol to only 21 and older, in a specific designated space. Only those individuals 21 and older will be permitted in the designated area. Alcohol will not be permitted outside of this area.
6. The officers of the organizations sponsoring the event shall be responsible for any infraction of College Regulations.

College Emergency Response Policy
All events that bring in large outside groups (field trips, conferences, etc.) must submit a copy of the participant list including names and contact information for each individual and their emergency contact person 3-5 days prior to the event. This information should be sent to campusactivities@vassar.edu.

All outside registrants for such events must be registered as a Vassar guest upon arrival to campus. All guest policies and rules will apply. If participants will be staying overnight at the college, arrangements must be made with Residential Life.

No persons are allowed to sleep in any academic or administrative building, according to New York State law.

Study Week Policies (per the Committee on College Life)
The following criteria is utilized to evaluate requests for activities during study week:
1. The event is a one time/one day activity
2. The event is voluntary and attendance is not mandatory
3. The event is not disruptive to students who are studying or preparing for exams
4. The event is not an irresistible attraction for the majority of the community
5. The event does not last longer than an hour.
6. The event must end by 9pm.

The overall goal of programming during study week is to provide students with a break from their studies. Appropriate activities for this time period are those which students can easily attend and/or produce and are not so large or time consuming as to distract students from their *end of the semester* academic responsibilities. Activities cannot be scheduled inside or within close proximity to academic buildings. As always, activities and events sponsored by student organizations must be registered in the Office of Campus Activities and approved by the VSA Chair of Organizations.

Exam Week Policy
No student activities are permitted during Exam Week.

Budgeting for Events

Labor and Service Requests

Vassar's unionized employees through the Facilities Operations Service Center provide for the moving of furniture, carpentry work, electrical set-ups, firewatch, air-conditioning and heat. Facilities Operations staff are also responsible for all event needs including set-up and logistics (tables, chairs, risers, cleaning, etc.). In order to obtain services from the Facilities Operations, VSA organizations must have their SARC Intern complete a Service Request Form. Academic and administrative departments must contact the Office of Campus Activities for any request involving equipment at least 3 weeks before the event. . The College requires firewatch, Event Staff, and/or security at most events. Sponsors are responsible for adhering to all College regulations.   The Office of Campus Activities and SARC will submit *all* service requests.

Labor Costs
Costs associated with service requests are billed after the work is complete. Costs are primarily based on the *labor and time* associated with the work requests (custodians, electricians, firewatch, crowd control, etc.). The Office of Campus Activities and SARC can provide event organizers with cost estimates, but a final bill cannot be known until after the work is complete. Facilities Operations will bill the student organization or department's budget number directly.

Special Event Charges
The costs for various types of special events are the responsibility of the sponsoring organization, department or office. Services for events such as banquets, receptions, major lectures, outdoor events, and concerts are provided according to the specifications of the sponsor, in conjunction with the Office of Campus Activities and SARC. The request must be submitted to Service Response at least two weeks in advance of the event. Facilities Operations service requests submitted later than 2 weeks before the event may not be fulfilled. Some examples of work requiring service requests include:
  ● Set-up, break-down
  ● Gym floor covering
  ● Installing temporary fencing
  ● Setting up risers
  ● Moving furniture out of a room
  ● Installing temporary power
  ● Installation of temporary banners and directional signage
  ● Utility mark-outs/line detection requests for tent installation - NY law requires a signed release when digging to prevent damage to underground utilities. Any utility mark-out requires a submitted Service Request.

The following hourly rates will be charged for billable work for the 2023-24 Academic Year:
Custodial and Grounds Services $30.00/hr.
Trades/Shop services (carpentry, plumbing, electricity, etc.) $45.00/hr.
The charges on a work request will also include any materials that are needed. Estimates will be provided upon request in advance of completing the work. There is no charge for administrative oversight by Facilities Operations managers. Normal work is done in teams of 2, so it is important to factor that into your cost estimate.

Payment Procedures

Vassar College uses a finance system called Workday for all financial and purchase needs. Workday tracks spending, and allows members of the college to process all payments and purchases online.

Payment Procedures for Students
The easiest way to make purchases is with a Vassar-issued "P-Card" credit card. Organizations can apply for P-Cards to make online purchases and local store purchases. Student organization treasurers can speak with the VSA Direcctor of Finance about getting a P-Card. The Director of Finance determines all standards and guidelines for student organization use of P-Cards.

Purchase Requisitions
Knowing how to purchase on-campus goods and services is essential in the event planning stage. Programs usually require help and assistance from people and places that specialize in certain areas of operation needed for your event.

There are **two types of Workday requisition forms** used in purchasing: *Purchase Requisitions for Non-Catalogue Items* and *Supplier Invoice Requests*. Below are guidelines for completing the two kinds of requisitions.

Student Organizations must use the Workday portal used by all Vassar employees to complete purchasing requests. Log into Workday through the VassarOne single sign-on system. Read, print out, and download instructions for using Workday at http://workdayinfo.vassar.edu [All the instructions sheets mentioned in this document are available through that website.]
All requisitions will be submitted by the organization's treasurer, and approved on Workday by the VSA Director of Finance. All requisitions for alcoholic beverages must be approved by the Associate Dean of the College for Campus Activities.

Purchase Requisitions for Non-Catalogue Items
Used for purchase orders (used for the purchase of supplies, and services)

To place a purchase requisition or process a purchase order, a student organization treasurer must log on to their Workday account and follow the steps below. For more information, visit workdayinfo.vassar.edu. For assistance, call (845) 437-7224 or email workday@vassar.edu.

A Purchase Order is required PRIOR to <u>any</u> purchase of commercial goods or services made with Vassar funds. <u>A purchase order is the accepted instrument used to procure goods, materials and services</u> for the college community. It spells out the agreement between the buyer and the seller, and once accepted, has the legal force of a binding contract, committing the buyers to accept and pay for the described goods and the supplier to deliver them as ordered.

workday. VASSAR — **Finance** — Creating a Requisition for a Non-Catalogue Item — **All Employees**

Creating a Requisition

A requisition is required for any expenditure of more than $1,000. Expenditures of less than $1,000 can be made with the Purchase Card (P-Card).

1. Type "Create Requisition" in the Workday search box and click on the result that is listed.
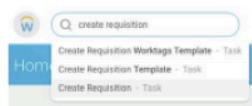
2. In the **Requisition Type** field, select the desired requisition type from the menu, then click **OK**.

3. Click **Request Non-Catalog Items**.

4. Under **Non-Catalog Request Type**, select either **Request Goods** or **Request Service**.

5. Type a description in the **Item Description** field (e.g. "pastries for meeting").

6. Select a category from the **Spend Category** menu. (*Formerly "account code" in Banner*).

7. Select a supplier (vendor) from the **Supplier** menu.

8. Enter **Quantity** (number of items being purchased).

9. Enter **Unit Cost** (for each item being purchased).

10. Select the **Unit of Measure** (e.g. batch, bundle, dozen).

11. *Optional: Add notes in the Memo field.*

12. Click **Add to Cart**, then **OK**.

13. Click on the image of the cart in the upper right corner to check out.

14. Click **Checkout**.

15. Review **Shipping Address** screen. If accurate, click **Next**.

16. Review **Information** screen.
    a. *Optional: Complete Sourcing Buyer field.*
    b. *Optional: Check the High Priority check box.*
    c. *Optional: Type a Memo to Suppliers.*
    d. *Optional: Enter Internal Memo to Vassar colleagues (e.g. "Accounts Payable will not pay this, I will pay with my "P-Card").*
   e. *If accurate, click Next.*

Indicate if you're planning to contact a vendor directly to pay with your P-Card (purchase card). Otherwise the Accounts Payable office will pay the supplier.

17. On the **Attachments** screen, add any relevant files or documents (e.g. quotes, contracts, etc.) by dragging and dropping the file(s) into the box or by clicking **Select files** and browsing for them on your computer. Click **Next** when done.

18. In the table under the **Goods** or **Services** header, scroll across to the right to find three accounting fields and fill them in: **Fund, Cost Center, Function**

19. Click **Submit** to submit your requisition. You will see the name of the person who next needs to approve the requisition.

Using a worktag in a requisition

Expenditures supported by a grant, project, gift, or endowment will need to be referenced with an additional worktag, which can be selected in the **Additional Worktags** field.

1. When creating a requisition, on the **Review and Submit** screen, scroll right in the **Goods** or **Services** table until you see the **Additional Worktags** field.

2. Click in the **Additional Worktags** field and then click the menu icon.

3. Select **Gift**, **Grant**, or **Project** from the menu. Once selected the rest of the budget numbers will change.

Splitting a budget in a requisition

Goods requisitions can be split by quantity or amount. Service requisitions can only be split by amount.

1. When creating a requisition, on the **Review and Submit** screen, scroll right in the **Goods** table until you see the **Splits** field.

2. Click the zero in the **Splits** field.

3. Complete **Split By** field. You can split by **Amount** or **Quantity**.

4. Click the **+** sign to start the split.

5. Choose the percent or the amount.

6. Edit the **Fund**, **Cost Center**, and **Function** fields as needed to reflect the categorization of the the expenditure.

7. Click **Done** to finalize the split.

Once the requisition is completed, receipts corresponding to the purchase order should be checked and signed, indicating that the service was rendered, and then submitted on Workday.

To document that a purchased item was received, a student organization treasurer must log on to their Workday account and follow the steps below. For more information, visit workdayinfo.vassar.edu. For assistance call (845) 437-7224 or email workday@vassar.edu.
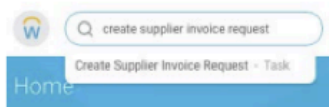

workday. VASSAR

Finance

Creating a Receipt

All Employees

Creating a Receipt

A receipt is required to document that a purchased item was received. This follows after a requisition is approved and turned into a purchase order, and an item is then purchased.

1. Type "My Requisitions" in the Workday search box and click on the result that is listed.
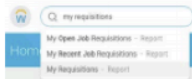
2. On the **My Requisitions** screen, *optionally* use the fields to refine the set of requisitions you'll see, then click **OK**.

3. In the table under **Procurement Requisitions**, check the Purchase Orders column to find the PO number (e.g. PO-000123).

4. Hover your cursor over the Purchase Order number until the **Related Actions** button appears. Click on the button, click **Receipt**, and click on **Create**. (See image.)

5. Click **OK**.

6. *Optional:* Add note in *Memo* field.

7. In the table under the Goods Lines header:

   a. Enter the number of items received in the **Quantity to Receive** field.

   b. Select **Submit**. *The receipt has now been sent to Accounts Payable to alert them that goods have been received.*

8. Click **Done**.

Supplier Invoice Requests
(for reimbursements and fees/payment to non-Vassar individuals)

To place a supplier invoice request, submit a contract for payment, or process any other check request, a student organization treasurer must log on to their Workday account and follow the steps below. For more information, visit workdayinfo.vassar.edu. For assistance call (845) 437-7224 or email workday@vassar.edu.

All contracts must be brought to the Director of Campus Activities for signature before being uploaded. Please allow two weeks for processing.

The college's tax-exempt status does not permit reimbursement of sales tax.
Important notes to keep in mind for Invoice payments:
- Checks are processed and available on Thursdays.
- All forms must be submitted at least 3 days prior to the check run date.

- Timing is very important! Plan ahead to allow yourself enough time to get all required signatures and upload the fully executed document in Workday in time to process.
- Keep in mind payment dates promised to vendors.
- When paying someone for services provided, you must supply us with their address and Social Security Number. Print out a W-9 form from the Vassar Accounting website (http://accounting.vassar.edu/forms/) or pick up from the Campus Activities beforehand and include a completed copy of the form with the requisition for payment. (The College needs this information for tax purposes.)
- **Do not pay people for services out of your own pocket or door receipts.**

Vassar VSA Corporate Card Policy

The purpose of this policy is to provide students with information about the credit card program and to provide a guide for the use of their Vassar issued credit card in a manner which is consistent and fair to each student, while managing costs and ensuring compliance with Federal and State regulations and College policies.

In an effort to provide students with an efficient, cost effective method for making small dollar purchases of goods or services as required during the normal course of their duties, or when traveling for approved VSA purposes, the College has established a credit card program with JP Morgan. As a card holder, the student will have: 1) a flexible and convenient way to pay for goods, services and travel-related expenses, 2) reduced need to request purchase orders and check requests, 3) reduced need to use personal funds and request reimbursement.

How to request a Corporate Card:

All Corporate Card requests will need the VSA Director of Finance approval. Please note that personal expenses are not to be paid for with College issued credit cards. Any violator will be subject to disciplinary action.

To request a credit card application, contact the VSA Director of Finance.

Please note:
- Cards are issued in the student's name and are paid by the College, but safekeeping over the card is the responsibility of the card holder.

- Sharing of the card is prohibited, even between members of the same department or division of the College.
- Transaction and monthly limits will be authorized by the VSA Chair of Finance.

Card holders will be expected to adhere to the guidance set forth in this policy. Any violator will be subject to disciplinary action, including but not limited to credit card revocation and/or the requirement to reimburse the College for any unauthorized charges.

Please note the following guidelines, responsibilities, and expectations.

Responsibilities of the Cardholder:

- Cards are issued with monthly and individual transaction limits as per the VSA Chair of Finance. If a card holder requires higher limits to support VSA activities, credit card limits can be adjusted with the VSA Chair of Finance approval.
- Card holders must obtain an itemized receipt for each purchase. Card holders should be especially mindful of this when purchasing meals, as some restaurants will only return the summary receipt with the total and the tip. In this case, a detailed receipt which lists the meals and drinks purchased must be requested and retained. In the event that a receipt is lost, card holders must complete a Missing Receipt Affidavit form and attach it to their Corporate Card transaction line.
- Card holders need to reconcile their transactions in Workday by submitting an Expense report. This will ensure that the appropriate budget information is selected.

Purchasing Guidelines:
- The credit card program is intended for VSA business, therefore Vassar issued credit cards may not be used for personal expenses. If a card holder accidentally uses their Vassar credit card for personal expenses, they should alert the VSA Chair of Finance and contact the Procurement Department on how to reimburse the College for the expense.
- Vassar is exempt from sales tax in NY, NJ, TX, and FL and as such the cardholder should inform the vendor and request that sales tax be removed from any purchases made in those states. Vassar's New York tax exempt ID appears on the face of the credit card, just beneath the card holder's name and should be provided to the vendor for their documentation. Contact procurement@vassar.edu for a hard copy tax exempt form.
- Lost credit cards and fraudulent activity must be reported to the Procurement department at 845-437-5845 or procurement@vassar.edu

Student Employment Office Payment Procedures

Payment Procedures for hiring current Vassar Students through the VSA:
Any current student hired to provide service of any kind (DJ, musician, campus band, etc.) must be paid through the Student Employment Office.
Students can only be hired at minimum wage and cannot be hired for an organization of which they are an active member.
For hiring non-students (off-campus) please refer to the below Section "Off-Campus Vendor Policy"
Student Employment questions? Email: stuemp@vassar.edu or Call: 845-437-5286

In Advance of the Event:
The student you are hiring must have an I-9 form completed and on file with Student Financial Services– contact their office to see if the student is eligible for hire *(Students who have previously worked on campus have already completed these forms and do not have to re-submit.)*

DO NOT hire students who have not completed these forms - *Students cannot work or be paid until these required forms are completed.*

I-9 Form (Employment Eligibility Verification): The student hired must bring specific documentation and complete this form in person in the Student Financial Services Office. The I-9 form requires specific proof of citizenship such as an original, unexpired passport or original social security card or birth certificate in addition to a school ID or driver's license.
Photocopies, FAX copies and expired documents are not accepted. For more information, please visit:
https://studentfinancialservices.vassar.edu/jobs/students/required-forms.html

You must complete a contract, which is available in the Campus Activities Office or SARC. Leave in the Contract Bin in the Campus Activities Office.

After the event:
Verify the student hired did work and submit the VSA Hiring Form to the VSA within one week following the event.

VSA Hiring Form or Online Procedure to hire and pay a Vassar Student

Please contact the VSA Office to receive the information you will need to complete to pay another student. A separate payment is required for each individual hired. In the case of a band, one form is completed for each band member.

Information required:
> *Dept Name: (Fill in with the name of your organization)*
> *Contact Information and Budget Line*
> *Begin and End Dates and Duties*
> *One-time payment amount*
> *Student's name and Vassar ID*
> *Sign form*

Payment Procedures for hiring off-campus vendors through VSA:

If the person you are hiring is from off campus (and not a current Vassar student), they are considered a "vendor" and not an "employee."

Payment must be processed through Workday.
All vendors must complete a contract - which is available in the SARC - or provide a contract/invoice provided by the agency.

New vendors who have never done business with Vassar before will need to register before payment can be processed. New vendors can register using the Payee Registration Form: https://wd1.myworkdaysite.com/supplier/vassar/VassarCollegeSupplierRegistration

Once the organization has received a signed contract by Campus Activities, the organization's treasurer must submit a Supplier Invoice Request on Workday. The request will be approved by the VSA Director of Finance.

Things to keep in mind for Invoice payments:

Checks are processed and available on Thursdays after 3:00 PM. Paperwork must be received at least 10 days prior to the check run date.

Timing is very important! Plan ahead to allow yourself enough time to get all required documents submitted on Workday and over to the Controller's Office in time to process. Keep in mind payment dates promised to vendors.

> *Important:*
> *Students should never pay vendors for services out of their own pocket or door receipts.*

Acknowledgements

This document serves as a guide for the College's programming policies, as of the publishing date of this document. Vassar College acknowledges that this document and the policies therein may not encompass every possible circumstance or program. Therefore, the College may stipulate additional requirements to support specific campus programs or events, in order to ensure the safety and well-being of the Vassar community.

All programs and events at Vassar College must be in compliance with all College regulations, and the College Policy against Discrimination and Harassment.

Notes: