

Vassar College
Office of Campus Activities

Programming Resource Guide

VassarTogether - Fall 2020



Table of Contents

<u>Introduction</u>	Page 3
<u>Event Management</u>	Page 4
Event Registration for Student Events	Page 4
SARC Intern Staff and VSA Organizations	Page 7
Procedures for Event Scheduling	Page 14
Event Regulations	Page 14
Event Checklist	Page 15
<u>Locations and Programming</u>	Page 18
Commonly Reserved Spaces	Page 18
Taylor Hall Policies and Procedures	Page 18
Reserving Other Campus Facilities	Page 19
Student Performance and Theater Spaces	Page 20
Reserving a Location for Meetings and Rehearsals	Page 21
Online Request Guide	Page 22
<u>Plan an Accessible Event</u>	Page 23
<u>Programming Resources</u>	Page 26
On-Campus Resources Directory	Page 26
Equipment Available (on-campus) for Reservation	Page 26
Catering and Vassar College Campus Dining	Page 27
Transportation (Campus Vans)	Page 28
Media Resources	Page 28
<u>Contracts</u>	Page 29
Contract Process and Procedures	Page 29
Important Notes	Page 30
<u>Regulations and Policies</u>	Page 31
Tabling and V-Cash	Page 31
College Center Installations and Exhibition Policy	Page 31
Publicity (on-campus/off-campus)	Page 32
Posting Policy for all Posters, Flyers, Signs, and Banners	Page 32
Guidelines for VSA Organizations planning Controversial or Prominent Speaker/Events	Page 34

College Center Bulletin Boards	Page 35
Chalking Policies for Campus Sidewalks	Page 35
Policies for Theatrical Prop Weapons	Page 36
New York State/Town of Poughkeepsie Policies	Page 37
<u>Vassar College Programming Policies</u>	Page 39
All Campus Parties	Page 39
Study Week Policies (per the Committee on College Life)	Page 39
Exam Week Policy	Page 39
Protocol for Higher-Risk Activities	Page 40
<u>Budgeting for an Event</u>	Page 42
Labor and Service Requests	Page 42
Payment Procedures	Page 43
Purchase Requisitions for Non-Catalogue Items	Page 44
Supplier Invoice Requests	Page 46
Purchase Orders (PO Numbers)	Page 47
<u>Student Employment Office Payment Procedures</u>	Page 49
<u>Acknowledgements</u>	Page 51

Introduction

The Programming Resource Guide is designed by the Office of Campus Activities in order to facilitate event planning and management on campus. It provides the necessary information to ensure a successful event for your department or organization. When planning events, the PRG will assist you with the necessary steps from start to finish. Each step on the road to a successful event is outlined in detail. ***Given the increased health and safety measures required by all community members by way of the Vassar Together guidelines, it is important that everyone in the Vassar community be especially mindful of the programming policies in this document.***

The PRG is just one of many resources provided by the Office of Campus Activities. Another is the “SARC,” the Student Activities Resource Center, located in the College Center north atrium. The SARC is a student-staffed office created to facilitate event management and leadership development for student organizations and groups. The SARC is staffed with program interns trained by the Office of Campus Activities staff in all facets of event planning and execution. Student organizations are encouraged to utilize the office and its resources. Contact the SARC at x7854. Hours of operation are posted on the SARC office door in the College Center.

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.

Teresa Quinn, Associate Dean of the College for Campus Activities
Michelle Ransom, Director of Student Activities and the College Center
William Rush, Assistant Director of Campus Activities
Jasmine Mitchell, Campus Activities Program Manager
Edward Cheetham, Producing Director of the Powerhouse Theater
Dayle Rebelein, Office Specialist
Gail Beckwith-Ecker, 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 stage when necessary. We organize and supervise the dissemination of campus information through the College Infosite, and Information Center.

Event Management

The information on the following pages will help guide you to successful campus programming. If you need additional assistance, call the Office of Campus Activities at x5370 or the SARC at x7854.

Event Registration for Student Events (*for VassarTogether, Fall 2020*)

During the Fall of 2020 the Student Activities Resource Center (SARC) will be operating online (eSARC).

All student events sponsored by VSA Organizations are reviewed and reserved on a first-come, first-served basis. All events must be registered via the eSARC Office. You will need to 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.

Getting your event or program approved:

All student organization events are reviewed for approval by the VSA Chair of Organizations. ***Even events/programs that do not require physical space are required to be registered via the eSARC and approved by VSA.*** 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 via the eSARC Office.

The eSARC will operate as a virtual workspace from 12pm-6pm Monday-Friday. VSA Org leaders may visit the “office” to register programs and plan events. SARC Interns staff the virtual office and will be prepared to offer support for virtual programs, limited social gatherings, and other org-sponsored student initiatives.

To visit the eSARC, please visit the following link between the hours of 11am-5pm Monday-Friday: bit.ly/vassaresarc

In addition to whether or not the desire date/time/location are available, the following key factors are considered when reviewing an event for approval:

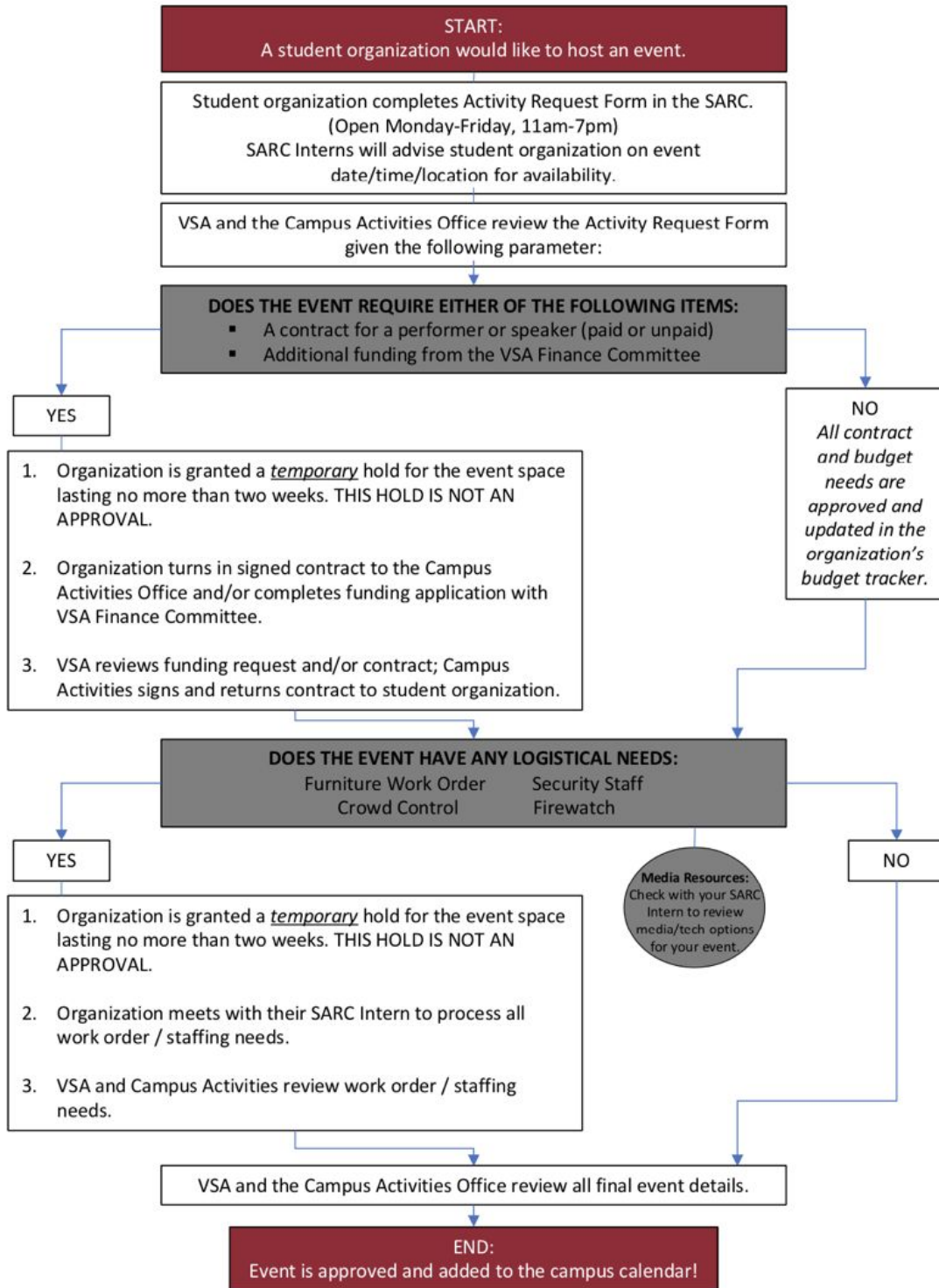
- Does the event require a contract?
- Does the event require additional funding from the VSA?

- Does the event require any additional logistical or staffing needs such as work orders, security staff, crowd control, firewatch, additional power, etc.? These considerations are particularly important to consider to ensure proper social distancing and the health and safety of all event participants.

If the event under review requires any of the above-mentioned needs, the event will be granted a temporary hold on their requested event/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 eSARC 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.

VSA Student Organization Event Approval Process



SARC Intern Staff and VSA Organizations

Sonali Deshpande	sdeshpande@vassar.edu
Taylor Gee	tgee@vassar.edu
Johnson Lin	johnsonlin@vassar.edu
Louis Lopez	llopez@vassar.edu
ilia mahns	imahns@vassar.edu
Spencer McGrath	smcgrath@vassar.edu
Eloudia Odamy	eodamy@vassar.edu
Samantha Sze	ssze@vassar.edu
Happy Xu	hxu@vassar.edu

Full Organizations	SARC Intern
Accidentals	Sonali Deshpande
African Students Union	Eloudia Odamy
Aikido	Louis Lopez
Aircapella	Sonali Deshpande
Amnesty International	Johnson Lin
Archery	ilia mahns
Asian Students Alliance (ASA)	Samantha Sze
BAM	Sonali Deshpande
Barefoot Monkeys	Spencer McGrath
Beauty and the Beats	Sonali Deshpande
Big K!dz	Louis Lopez
Big Night In	Taylor Gee
Black Students' Union (BSU)	Samantha Sze
Britomartis	Sonali Deshpande
Burlesque	Spencer McGrath
Camerata	Sonali Deshpande
Ceramics Club	Louis Lopez

Chabad Jewish Community	Johnson Lin
Challah For Hunger	Johnson Lin
Chinese Student Community	Eloudia Odamy
CHOICE	Johnson Lin
Climbing Team	ilia mahns
Coalesce Dance Ensemble	Spencer McGrath
Comedy Normative	Samantha Sze
Contrast	Taylor Gee
CoOPERative	Sonali Deshpande
Council of Alana Seniors	Eloudia Odamy
Crafts Not Bombs	Johnson Lin
Democracy Matters	Johnson Lin
Feminist Alliance	Happy Xu
Flypeople	Spencer McGrath
Forum for Political Thought	Johnson Lin
French Club	Eloudia Odamy
Future Waitstaff of America (FWA)	Sonali Deshpande
Gender Inclusivity in STEM	Happy Xu
Generations	Happy Xu
Grassroots Alliance for Alternative Politics	Johnson Lin
Greek-Mediterranean Society (GMS)	Samantha Sze
Habitat for Humanity	ilia mahns
Happily Ever Laughter (HEL)	Louis Lopez
Healing 2 Action	Johnson Lin
Home Brewed	Sonali Deshpande
Hunger Action	Johnson Lin
HYPE	Spencer McGrath
Iced Brew	ilia mahns
Idlewild	Sonali Deshpande
Indecent Exposure	Happy Xu
Japanese Association for Students (JAS)	Eloudia Odamy
Korean Dance Crew (KoDC)	Samantha Sze
Latinx Student Union (LSU)	Eloudia Odamy
LiNK (Liberty in North Korea)	Johnson Lin

Mahagonny Ensemble	Taylor Gee
Majors	Sonali Deshpande
Measure 4 Measure	Sonali Deshpande
MENASA	Samantha Sze
Merely Players	Sonali Deshpande
Mock Trial	Happy Xu
Multiracial and Biracial Students Alliance (MBSA)	Samantha Sze
Native American Student Alliance (NAISA)	Eloudia Odamy
Night Owls	Sonali Deshpande
Nitrous Oxide	Louis Lopez
NSO (No Such Organization)	Louis Lopez
On Tap	Sonali Deshpande
Outing Club	ilia mahns
PHOCUS	ilia mahns
Portrait: Vassar's Asian/Asian American Students' Magazine	ilia mahns
Primary Care Progress (PCP)	Johnson Lin
Prohealth	Taylor Gee
Project.Period	Taylor Gee
Queer Coalition of Vassar College (QCVC)	Samantha Sze
Quest Scholars Chapter of Vassar College	Louis Lopez
Quidditch	ilia mahns
Relay for Llife	ilia mahns
Sailing Team	ilia mahns
Senior Class Council	Spencer McGrath
Shakespeare Troupe	Sonali Deshpande
Shiva Theatre	Sonali Deshpande
SORI/KSA	Eloudia Odamy
South Asian Students' Alliance (SASA)	Eloudia Odamy
Southeast Asian Students Alliance (SEASA)	Samantha Sze
Squirm	Happy Xu
Students for Equitable Environmental Decisions (SEED)	Johnson Lin

Students for Justice in Palestine	Johnson Lin
Students for Sensible Drug Policy	Johnson Lin
Students of Caribbean Ancestry (SOCA)	Samantha Sze
TBD	Eloudia Odamy
The Limit	Louis Lopez
The Listening Center	Louis Lopez
The Miscellany News	Louis Lopez
The Philaetheis Society	Sonali Deshpande
the Underground	Taylor Gee
UJIMA	Sonali Deshpande
Ultimate Frisbee	ilia mahns
Unbound Student Theater	Sonali Deshpande
unframed	Louis Lopez
Unitarian Universalists	Taylor Gee
Vass Shakers	Spencer McGrath
Vassar Alliance of Women in Foreign Affairs (VAWFA)	Happy Xu
Vassar Animal Rights Coalition (VARC)	Johnson Lin
Vassar Bikes	Happy Xu
Vassar Business Club	Happy Xu
Vassar Catholic Community	Taylor Gee
Vassar Christian Fellowship (VXF)	Louis Lopez
Vassar College Alliance of Theatre Technicians (VCATT)	Sonali Deshpande
Vassar College Equestrian Team	ilia mahns
Vassar College Pre- Veterinary and Animal Science Club (PAWS)	Happy Xu
Vassar College Republicans	Johnson Lin
Vassar College Sound System	Louis Lopez
Vassar Cosmetics	Taylor Gee
Vassar Debate Society	Happy Xu
Vassar Democrats	Johnson Lin
Vassar Devils	Sonali Deshpande
Vassar Disability Coalition (VDC)	Taylor Gee
Vassar Filmmakers	Taylor Gee

Vassar Finance Club	Happy Xu
Vassar Food Community (previously Food Rescue)	Taylor Gee
Vassar Greens	Johnson Lin
Vassar Haiti Project	Eloudia Odamy
Vassar Healthcare Industry Club	Happy Xu
Vassar Improv	ilia mahns
Vassar Insider (previously Vassar Political Review)	Sonali Deshpande
Vassar International Students Association (VISA)	Spencer McGrath
Vassar Jewish Union (Hillel)	Samantha Sze
Vassar Knitwits	Happy Xu
Vassar Law Club	Happy Xu
Vassar Organizing Israel Conversations Effectively (VOICE)	Samantha Sze
Vassar Prison Initiative	ilia mahns
Vassar Quiz Bowl	ilia mahns
Vassar Refugee Solidarity	ilia mahns
Vassar Ski Team	ilia mahns
Vassar Smash Club	Johnson Lin
Vassar Social Dancing Club	Spencer McGrath
Vassar Student Musicians Union (StuMu)	Louis Lopez
Vassar Student Review	Louis Lopez
Vassar Urban Enrichment	Louis Lopez
Vassar Voices for Planned Parenthood	Happy Xu
Vassar's Muslim Student Association (MSA)	Eloudia Odamy
Vassarion	Happy Xu
Vastards	Sonali Deshpande
VC Royalty	Spencer McGrath
VC++	Happy Xu
VCEMS	Happy Xu
VCTV	ilia mahns
ViCE Music	Louis Lopez

ViCE Weekly	Louis Lopez
Woodshed	Sonali Deshpande
Wordsmiths	ilia mahns
WVKR	Louis Lopez

<i>Pre-Organizations</i>	<i>SARC Intern</i>
Conversations Unbound Vassar Chapter (CUVC)	Eloudia Odamy
Doctors Without Borders	Samantha Sze
Gradient	Taylor Gee
Jujitsu Club	Eloudia Odamy
Just... Write	Samantha Sze
Let's Nacho - A Bollywood Dance Org	Eloudia Odamy
March for Our Lives	Taylor Gee
Refresh Bolivia	Samantha Sze
Roadway to Research in Data Science, Artificial Intelligence, and Bioinformatics	Taylor Gee
Secular Students Alliance	Taylor Gee
Sikh Student Association	Samantha Sze
Student/Labor Dialogue	ilia mahns
TEDxVassar	Taylor Gee
The Fashion Network	Eloudia Odamy
Universities Allied for Essential Medicines (UAEM)	Taylor Gee
Vassar Asian American Studies Working Group (VASAM)	Eloudia Odamy
Vassar Card Sharks	Samantha Sze
Vassar Cricket Club	Taylor Gee
Vassar FIMRC	Taylor Gee
Vassar Hindu Association	Eloudia Odamy
Vassar Post-Pasteurization Alliance (VPPA)	Eloudia Odamy
Vassar Step Team	Eloudia Odamy
Vassar Toastmasters	Samantha Sze
Vassar Veterans Association	Samantha Sze
Vassar Young Americans for Liberty	Happy Xu

Working Titles	Samantha Sze
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<i>Houses</i>	<i>SARC Intern</i>
Cushing House	Spencer McGrath
Davison House	Spencer McGrath
Jewett House	Spencer McGrath
Josselyn House	Spencer McGrath
Lathrop House	Spencer McGrath
Main House	Spencer McGrath
Noyes House	Spencer McGrath
Raymond House	Spencer McGrath
Strong House	Spencer McGrath
Ferry House	Spencer McGrath
Terrace Apartments	Spencer McGrath
Town Houses	Spencer McGrath
Town Students	Spencer McGrath
South Commons	Spencer McGrath

Procedures for Event Scheduling

For the health and safety of the Vassar community, the guidelines for event scheduling may be adjusted to meet necessary measures including (but not limited to) proper social distancing, personal protective equipment, and sanitation. Guidelines may change frequently as additional college and governmental requirements demand. It is expected that program sponsors review and be aware of current guidelines at the time of their event or space reservation. For the most up to date information, please visit vassar.edu/together/.

All events organized by academic, administrative departments, and student organizations must be scheduled with the Information 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 via the eSARC Office**. Events should be registered as early as possible to secure a room/date/ It is best that events be registered at least 3 weeks in advance, especially for more complex or well-attended events. 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 events on that day that are viewed as conflict. 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, Parents 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 help make events more successful, the following regulations have been set regarding 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
4. Only 2 film screenings per night
5. Only 2 lectures per night, times should not overlap. Exception: If there is an All Campus lecture, such as the Krieger Lecture, no other lectures will be approved.

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, etc.)

Events may also not be able to be approved should there be a conflict with another event. In the case of a conflict, an 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. Most conflicts can be avoided by checking the Calendar on the Vassar webpage click on Events Calendar. Check Master Calendar.

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.

For the Fall 2020, it is required that all events also consider and adhere to all guidelines set forth in the VassarTogether webpage.

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, Bon Fires, 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 [for 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: _____

Locations and Programming

For the health and safety of the Vassar community, the guidelines for programming locations and spaces may be adjusted to meet necessary measures including (but not limited to) proper social distancing, personal protective equipment, and sanitation. Guidelines may change frequently as additional college and governmental requirements demand. It is expected that program sponsors review and be aware of current guidelines at the time of their event or space reservation. For the most up to date information, please visit vassar.edu/together/.

Before an event space is reserved, all events must go through the event registration process. The Office of Campus Activities schedules all activities occurring in the College Center, the Rose, Jade, and Gold Parlors in Main Building, the President's Conference Room, the Chapel, and the Kenyon Club Room at all times. Some of these rooms require key permission, and accurate contact information is important at the time the reservation is made.

Commonly Reserved Spaces

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 policy), Bridge Building, and Kenyon Hall after 5pm Monday-Fri., and on weekends. The Campus Activities can check with the Registrar's Office with regards to programs and reservations prior to 5:00pm during the academic term.

The following Vassar Grounds locations are also reserved with Campus Activities: Ballantine Field, Chapel Lawn, Library Lawn, Blodgett Lawn, Townhouse Circle, Residential Quad, Science Quad, Joss Beach, Outdoor Amphitheater, Sunset Lake Hill, Shakespeare Garden, South Commons Lawn.

For the Fall 2020 semester, the Office of Campus Activities also manages the reservations for the various tents on campus including Rocky Lawn Tent, Chapel Lawn Tent, Library Lawn Tent, Blodgett Lawn Tent, Chicago Tent, Commencement Hill Tents (East and West), and the Loeb Museum Tent.

Taylor Hall Policies and Procedures

For Taylor Hall rooms: T102, T203, T205, T206, Jade Room:

Rooms in Taylor have technical equipment that must not be compromised. Due to the frequent use of these spaces as academic classrooms as well as the nature of the building as a historic site additional crowd control and event staff will likely be required for events in T102/T203. No food is permitted in the rooms in Taylor Hall.

Taylor Hall Auditorium, Room 102:

A Media Resources technician must be present to operate the projection booth. Request in advance is necessary.

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):

Dayle Rebelein, Campus Activities Information 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 can be charged for key replacement.

Reserving Other Campus Facilities

The following spaces are not managed by the Office of Campus Activities. However, student organizations are **still required to register their event in the eSARC** and have their event approved by the VSA **prior to gaining access to these spaces**. Once the event is registered, the SARC staff will inquire about the event space on behalf of the organization. *Due to health and safety restrictions, many of these spaces may not be able to accommodate event or program requests for the 2020-21 academic term.*

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

Lizzie Jauregui - Cushing

Atiya McGhee - Josselyn

Molly Murray - Strong and Raymond

Samuel Rueda - Main and Noyes

Kris Van Nostrand - Lathrop and Davison

Christina Winnett - Jewett

Athletics Spaces

Athletics and Fitness Center, Walker Field House, Kenyon Gym and Squash Courts, Joss Tennis Courts, Prentiss Fields, Weinberg Sports Pavilion

Reservations should follow this link <http://campuscalendar.vassar.edu/virtualemscampus/>

Questions to JoAnn Acquarulo at jacquarulo@vassar.edu

Vassar Farm and Ecological Preserve

Collins Field Station, Field Station Pavilion

Contact Keri VanCamp, Field Station and Ecological Preserve Manager x7404 or 462-3380

Environmental Cooperation at the Vassar Barn

Reserve via online reservation system

Contact Jennifer Rubbo at jerubbo@vassar.edu

Additional academic spaces not managed by the Campus Activities Office include:

Center for Drama and Film

Kenyon Dance Studios

Frances Lehman Loeb Art Center

Thompson Library

*Should a student org wish to inquire about these spaces, they **must first register their event in the eSARC** and have their event approved by the VSA **prior to gaining access to these spaces**. Once the event is registered, the SARC staff will inquire about the event space 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. *Given the high-risk nature of musical and theatrical performances with respect to the spread and exposure of COVID-19, student performances and theatrical productions can only occur in strict compliance to health and safety guidelines set by the College.*

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 that you are operating in the constructs of what can be done, it is essential that you meet with your SARC intern to review and sign a **Performance and Theater Agreement** before planning and designing your performance within the space - *for the Fall 2020 semester, this will include the requirement and review of a health and safety plan for each rehearsal and show.*

Please be aware that student organizations utilizing these spaces may not store or leave any materials/items/sets/props/etc. in these spaces at any time outside of the organization's specific reservation time of the space.

The following spaces have been identified as spaces that can be utilized for student organizations and departmentally sponsored theater productions and performances:

Blodgett Auditorium
College Center MUG

Rockefeller Hall 200 and 300
Sanders Classroom Auditorium

The identified spaces above are meant to serve as a guideline for the spaces that can be utilized for student organizations. Student organizations may request spaces outside of the outlined spaces above, but they will only be approved on a very limited case-by-case basis.

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

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

Reserving a Location for Meetings and Rehearsals

In accordance with the VassarTogether health and safety guidelines, meetings and rehearsals may not occur during Phase 1 at the start of the semester. At such a time that the College moves into Phase 2, meetings and gatherings will be permitted to occur with no more than 10 people and with strict adherence to wearing masks and social distancing.

Additional attention and careful consideration will be required for meetings, rehearsals, or practices where an increased risk of high-touch surfaces or shared equipment exists. Examples of this can include team or ensemble practices and recreational sport/club reservations. In many cases, a written plan for sanitation and cleaning practices may be required of the event/meeting sponsor.

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 an

availability basis: first-come, first-served. There is a convenient online scheduling system in place, intended for meetings, or rehearsals (no events). Go to <http://scheduling.vassar.edu>. The Office of Campus Activities does reserve the right to assign or designate a suitable alternate space.

For individual descriptions of specific room 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 College Center Circle Tabling; Students' Building Tabling; V-Cash Machines;

1. Go to Vassar homepage. Go to Calendar, then Master Calendar. Select “*Request a Meeting*” and Log In Under “*My Account*” (with your Vassar email and password)
2. To request a room, go to Room Request under Reservations
3. Fill in Date, Start, and End Times (required)
4. Under Facilities you may choose a specific Building, or leave “All”
5. Under Setup Information enter number for Attendance (required)
6. Click of *Find Space*
7. Rooms for meetings or rehearsals are listed under Building. Choose one by clicking the green select (+) indicator next to the room.
8. 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
9. Submit reservation. You will receive an email of the summary of your request; followed by another email with your reservation confirmation.

Plan an Accessible Event

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 and 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 or 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 an 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 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.

Programming Resources

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.

<i>Campus Activities</i>	x5370
Campus Dining	x5833
Campus Tours	Office of Admissions, x7300
Cash Box	Cashier's Office, x5340
Copy Machines	Copy Center, Main Building VC Library (basement, 1st floor and Lockwood)
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 Ilene Cooke, x7200
Powerhouse Theater	Summer Box Office, x5599
Press Releases	Communications Office, x7400
SARC Office	x7854
Security Center (CRC)	x5221 / x7333 in case of emergency
Substance Information/Resources	The Annex, Swift side of Metcalf, x7532
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
Extension Cords	ID Required
Microphones	ID Required
Portable Speaker/Microphone	ID Required
Projector & Screen	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

Catering Guidelines

In order to follow all health and safety guidelines set forth by the Vassar Together plan, the following guidelines have been established for all events that involve food or catering of any kind.

- All catered food must be individually wrapped and packaged.
- No buffets or shared food is allowed. Catering staff must be present for the event and individually serve the food. Catered food drop-offs are not permitted.
- All catered food must be covered by protective shields/ sneeze guards.
- Only disposable plates and silverware can be used.
- Only disposable water/soda/juice bottles can be used. Drinks cannot be self-served.
- Catering staff must wear PPE & gloves at all times. Catering must clean/disinfect all tables at the end of the event.

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. Cash, V-Cash, credit and department P-Cards are accepted.

Ordering Information

Orders need to be placed at least two working days in advance. Student catering is pickup only at Gordon Commons.

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.

Play it Safe

In order to reduce the risk of food borne illness we recommend you follow these simple rules of thumb; 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. We ask that all pans, service ware, and trays be returned to be disposed of or reused accordingly.

Transportation (Campus Vans)

Campus vans will not be available for programming use for the Fall 2020 semester.

Media Resources

For Fall 2020, Media Resources will not be able to assist with student organization events due to the additional demands required for successful outdoor and virtual learning. Select Media Resources equipment is available for check out at the College Center Info Desk. Talk to your SARC Intern to discuss what space might be best for your specific program based on the equipment that already exists in the room, or if you'd like to reserve equipment at the Info Desk.

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. Michelle Ransom, Director of Student Activities and the College Center, 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 must be emailed to the Office of Campus Activities at campusactivities@vassar.edu two-weeks in advance of your event and/or agreed to 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 his or her own contract, you must use the Vassar College Performer Contract.
5. In order to process a contract every vendor, speaker, or performer must submit a completed and signed W-9 to the Vassar Accounts Payable department. The W-9 must be submitted online and completed prior to the contract being submitted on Workday using the Payee Registration Form.
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 only cut Thursdays. Do not expect to get a check cut on the same day that 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:

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 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

The College Center Circle and the walkway outside the Gordon Commons are the ONLY locations for tabling on campus. 6 tables total - 4 at the College Center Circle, 2 at the Gordon Commons are available each day for use by VSA organizations or Departments. Reservations work on a first come/first served basis. Groups must set up and tear down their tables each day. Reserve tables through the online reservation system (as you would meeting rooms). Keys to the table room can be found at the info desk.

Below are the regulations and policies for Tabling:

1. Materials/information may *only* be displayed on the tables There are no exceptions.
2. Music must be played at a reasonable volume as not to be disruptive to the rest of the tables.
3. No food is permitted at tables for Fall 2020. Only catered food is permitted if served by caterers. Visit the Campus Dining guidelines for complete information on catering guidelines.

College Center Installations and Exhibition Policy

Every installation/gallery exhibition must be affiliated with an organization or department and adhere to the guidelines in each respective area. The policies and procedures for installations and exhibitions set forth 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 Michelle Ransom, Director of Student Activities and the College Center. 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 the 10'x10' perimeter of the designated space.
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 will be considered for installations as requested.

Guidelines for Exhibitions in the College Center:

1. An application must be completed and returned to Michelle Ransom, Director of Student Activities and the College Center. 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)

Advertising is one of the most important steps in programming, because it advertises your event and spurs interest and improves attendance. You can publicize your event in many ways:

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 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. Postings are defined as posters, fliers, zines, quarter sheets, and any other paper or physical means of distributing information. Everyone is advised to be mindful that postings should be sensitive to our broad campus community.

All postings must adhere to the following guidelines:

1. Any postings on campus (academic buildings, common areas in residential houses, excluding room doors, etc.) must be stamped for approval in the Campus Activities office and follow the guidelines as noted below and as listed in the Programming Resource Guide (<https://campusactivities.vassar.edu/docs/PRG.pdf>). Specific guidelines for postings for academic bulletin boards are at the discretion of academic departments in each building, in conjunction with the Dean of the Faculty Office.. The Office of Campus Activities will work with any organization or individual to ensure that their poster is within these guidelines. As such, approval of any posting may take additional time as it is reviewed.
2. Hate speech/symbols, postings that incite violence, and any postings that violate college policy are 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>)

3. The name of the organization or individual responsible and the date of the event must be on the flyer. If there is no date related to the announcement, the flyer will stay in place for three weeks or until the date of the event.
4. Access Statement - This statement must be included on all event announcements.
Individuals with disabilities requiring accommodations or accessibility should contact the Campus Activities Office (845) 437-5370 (or event planner's name and contact number.)
5. Postings can only be placed on designated bulletin boards inside a building.
6. Postings cannot be placed on the exterior walls of buildings, on doorways, walls, or windows.
7. Sponsoring organizations or individuals are expected to remove old flyers.
8. Flyers should not be written on or otherwise tampered with to destroy their original purpose.
9. Anyone wishing to erect, attach, or post signs, banners, postings of exceptional size (beyond 11"x17") or decorations in non-student-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. 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.

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.

Guidelines for VSA Organizations planning Controversial or Prominent Speaker/Events

This 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
- 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 be the “MC” 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

Opening Statement – to be created by the sponsoring organization, to be read prior to the event:

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 program and that opinions expressed are those of the presenters only, not the college
- No recording or photos permitted
- No interruptions or disruption during speaker remarks
- Warning system – one warning for disruptions and then asked to leave
- During Q&A: there should be “one microphone” for questions – host holds mic and only one person speaking
- Only one question should be asked at a time; 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 can answer, then move on. No debate, no back and forth.
- No follow-up questions
- Note the firm end time of the event.

De-escalation Tactics:

- 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 (and restate their comments briefly in the form 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 if there is anything I can do to get you to hand the mic back over to me so I can do my job here. I really don’t want to have to ask you to leave. Can you 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 already at administrator level then turn over to Safety & Security)

Debrief:

Schedule time to meet and debrief following the event.

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, or windows. All postings must clearly identify the individual or organization responsible for the event. The only allowance for postings on doors must be given and approved by the Director of the College Center. To post in the Residential Houses, contact the ROC.

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, Assistant Director of Campus Activities. Include contents, location, and duration of the display. Also, indicate if you will clean up or want Facilities Operations to clean. Chalk must be cleaned up when the event is over.

Facilities Operations cleaning cost estimate is \$75

Organization cleanup estimate is \$30 to have hose and water source provided and picked up.

If not cleaned up when it should be, Facilities Operations will automatically be called and organization budget will be charged.

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 Safety and Security 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 rehearsals starting.

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 returns to 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.

New York State/Town of Poughkeepsie Policies

For the health and safety of the Vassar community, the guidelines for state and local policies may be adjusted to meet necessary measures including (but not limited to) proper social distancing, personal protective equipment, and sanitation. Guidelines may change frequently as additional college and governmental requirements demand. It is expected that program sponsors review and be aware of current guidelines at the time of their event or space reservation. For the most up to date information, please visit vassar.edu/together/.

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 him during the event. The License cost to the vendor is \$20 for 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, Canopies

In accordance with the Fire Code of New York State Chapter 24; a permit shall be required from the Town of Poughkeepsie Office 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

In accordance with the VassarTogether health and safety guidelines, in-person events and programs may not occur during Phase 1 at the start of the semester. At such a time that the College moves into Phase 2, events and gatherings will be permitted to occur with no more than 10 people and with strict adherence to wearing masks and social distancing.

All requests for student organization events must begin in the SARC Office with your SARC Intern. All requests will be made following the event registration process that is covered in specific detail on page three of the Program Resource Guide. Once your event has been approved you must comply with the following rules and regulations for your event.

All Campus Parties

In accordance with the VassarTogether, county, and state guidelines, all-campus events and parties will not be permitted in person for the Fall 2020 semester. These events should be planned in a virtual format moving forward.

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

The overall goal of programming during study week is to provide students with a break from their studies. Activities which students can easily attend and produce are not so large or time consuming that students are distracted from their end of the semester academic responsibilities are appropriate to this time period. 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.

Protocol for Higher-Risk Activities

Based on national studies and best practices in higher education, some campus/student activities may be deemed to pose a higher risk of infection and spread of COVID-19. Some of these activities include *but are not limited to* **singing, dancing, recreational group activities, theater performances, playing wind instruments, and activities that require regular contact with shared surfaces.**

Upon their reservation and subsequent approval, activities deemed to be of higher risk must take additional measures for the health and safety of all participants, and the health of the greater Vassar community. It is the responsibility of any organization engaging in these higher risk activities to be aware and follow all of the guidelines below:

- **Higher risk activities may ONLY occur outside, or under tents** (with the exception of dance orgs with arrangements in Kenyon Dance Studios).
- **A minimum of 6 feet of physical distance** is required during any higher risk activity. This physical distance *must* be maintained for the duration of the activity.
 - *Activities involving **singing** require a minimum of 12 feet physical distance.*
- **Masks must be worn at all times**, including when stationary and with more than 6 feet of social distance.
 - If wearing a gaiter, the garment must be doubled over to provide more than one layer of protection.
 - Fleece gaiters are not permitted as a suitable face covering.
- Strict adherence to the **maximum of 25 individuals** may be present at the activity location. This includes any individuals (audience, coach, instructors, etc.) that may not be participating in the higher risk activity itself, but are still present.
 - *Activities involving **singing** may only have 10 individuals present.*
- **Hand sanitizer** must be used at the start of any higher risk activity, and at the conclusion of the activity.
 - All participants should take a break every 30 minutes to re-sanitize their hands.
 - *For any activities involving **singing**, outdoor rehearsals should stop for 10 minutes after each 30 minute segment to allow aerosols to disperse.*
- **Shared equipment** must be properly sanitized and disinfected throughout the activity.
 - Any shared equipment should be sanitized before it is used at the beginning of the activity, and again at the conclusion of the activity.
 - Shared equipment should be re-sanitized every 30 minutes.
- **Attendance** must be taken prior to the start of any higher risk activity, and reported using the Higher Risk Activity Report Form **here: bit.ly/vcsafetymonitor.**

A designated Safety Monitor must be present at all times for the duration of the activity. The designated monitor must complete the **Higher Risk Activity Report Form**, and is responsible for understanding and ensuring all participants are adhering to all of the guidelines listed above. *The monitor MAY NOT participate in the activity, and should be specifically assigned to ensure the safety of all participants.* It is the responsibility of the safety monitor to halt the activity at any time that the above mentioned guidelines are not followed.

For additional questions about higher risk activities, please contact the Office of Campus Activities at campusactivities@vassar.edu, or Will Rush at wrush@vassar.edu.

Budgeting for an Event

Labor and Service Requests

After checking the College Calendar for available dates and after reserving a room for your event, you must assess your technical needs (i.e.; moving furniture, setting up chairs or tables). Labor for moving furniture, carpentry work, providing electrical set-ups, firewatch, air-conditioning and heat must be provided by Vassar's unionized employees through the Facilities Operations Service Center. In order to obtain services from the Facilities Operations Service Response Center, VSA organizations must have their SARC Intern complete a Service Request Form. The College requires firewatch, Event Staff, and/or security at most events. Sponsors are responsible for adhering to the regulations. Departments need to contact the Office of Campus Activities or for any request involving equipment at least 3 weeks before the event to discuss event needs, set-up, and logistics (tables, chairs, risers, etc. in other locations on campus). 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 departments budget number directly.

Special Event Charges

The costs for various types of special events are the responsibility of the sponsoring 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 able to be fulfilled. Some examples of service requests work 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 the 2020-21 billable work:

Custodial and Grounds Services \$30.00/hr. Trade services \$45.00/hr. The charge on 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 Chair of Finance about getting a P-Card. The VSA Chair 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 Chair of Finance. All requisitions for alcoholic beverages must be approved by the Assistant 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)

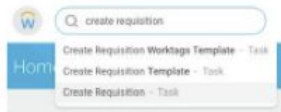
To place a purchase requisition or process a purchase order, a student organization treasurer must log on to their Workday account and follow the steps below. For more information, visit workdayinfo.vassar.edu. For assistance, call (845) 437-7224 or email workday@vassar.edu.

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

Split by		Amount	Item	Amount Split	Remaining Amount to Split
Percent	50	25.00			
Percent	50	25.00			

Menu	*Fund	*Cost Center	*Function	Custom-Fin Worktag
	X FD4000 Private Gift Fund - Unrestricted	X 70001 Alumnas(I) Affairs and Development (AdvC)	X 81 Fellowships & Prizes	
	FD1000 Current Unrestricted Fund	20221 User Services	22 Academic Support	

Before the fifth business day of every month, every student organization with a P-Card must reconcile their charges by **Verifying P-Card Transactions**.

To verify P-Card Transactions, 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.



Verifying (Reconciling) P-Card Transactions

All Employees

Transactions without a purchase order (for purchases up to \$1,000)

1. Type "Verify procurement card transactions" in the Workday search box and click on the result that is listed.



2. Click on **Select** for the transaction you want to reconcile, then click **OK**.
3. Under **Procurement Card Transaction** header, attach your receipt.
4. Click on the arrow next to the **Transaction Details** header to see details of your purchase.
5. Scroll to the right to the **Item and Category** field. Select a **Spend Category** that corresponds to your order. *Spend Category was referred to as Account Code in Banner.*
6. Scroll further right to confirm accounting information fields: **Cost Center**, **Fund**, **Function**, **Additional Worktag** (for grant, award, gift, project).
7. Click **Submit**.

Transactions with a purchase order (for purchases more than \$1,000)

1. Type "Verify procurement card transactions" in the Workday search box and click on the result that is listed.



2. Click on **Select** for the transaction you want to reconcile, then click **OK**.
3. Select the appropriate purchase order number in the **Purchase Order** field.
4. Attach your receipt.
5. Click on the arrow next to the **Transaction Details** header to see details of your purchase.
6. Scroll to the right to **Item and Category** field. Select a **Spend Category** that corresponds to your order. *Spend Category was referred to as Account Code in Banner.*
7. Scroll further right to confirm accounting information: **Cost Center**, **Fund**, **Function**, **Additional Worktag** (for grant, award, gift, project).
8. Click **Submit**.

Supplier Invoice Requests

(for reimbursements, petty cash, 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.

Creating an Invoice Request

This is a payment request and will replace the direct payment (DP)/long form in Banner.

1. Type "Create Supplier Invoice Request" in the Workday search box and click on the result that is listed. The **Primary Information** screen will appear.



2. In the **Company** field, choose **Vassar College**.

3. In the **Supplier** field, choose supplier from the menu prompt or by typing supplier's name in search box.
If you can't find your supplier from the list, you'll first need to complete a "Create Supplier Request."

4. The **Currency** field will default to U.S. dollars (USD).

5. **Required:** Enter **Supplier Reference Number** into field. This will print on the invoice. Use specific information such as a supplier invoice number or event date, etc.

6. Information entered in the **Memo** field appears as a description on the payment to the supplier.

7. Under the **Fields** heading, choose whether the invoice request is for **Goods** or **Service**.

8. Enter an **Item Description**.

9. Select a **Spend Category** from the menu prompt (e.g. consulting, lectures, honoraria, etc.).

10. In the **Quantity** field, if the item is a good, enter the amount received. If the item is a service, the quantity will default to zero.

11. Enter the total invoice amount in the Extended Amount field.

12. Complete the fields for **Cost Center**, **Fund**, and **Function**.

13. *Optional:* Use the **Additional Worktags** field to indicate corresponding grant, gift, program, event, etc. If a worktag is used the budget fields will auto-populate: **Function**, **Cost Center**, **Fund**.

14. *Optional:* To add additional line items to the invoice request, click the "+" (Add) button next to the **Lines** header on the left side of the page.

15. Click on the **Attachments** tab (just above the **Lines** header). 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.

16. At the bottom of the page, click **Submit**.

If this is a wire payment request, attach the wire banking information and make a note in the Memo field.



For more information, visit workdayinfo.vassar.edu
For assistance, call 437-7224 or email workday@vassar.edu



1

All attachments that are contracts with a W-9 form must be brought to Michelle Ransom, Director of Student Activities and the College Center 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 uploaded 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.**

Purchase Orders (PO Numbers)

A Purchase Order is required PRIOR to any purchase of goods or services made with Vassar funds. A purchase order is the accepted instrument used to procure goods, materials and services 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.

If you wish to buy in person from a store, order an item, or obtain outside services, you must first obtain an authorized Vassar College purchase order. The supplier will want it as a guarantee of payment; in effect, it allows you to charge goods and services.

Each transaction (short form requisition) requires a separate purchase order number.

Guidelines for obtaining a purchase order:

- Complete the Create Requisition task in Workday following the steps outlined on Page 33. Fill out all the pertinent information and submit it to the VSA Chair of Finance for approval.
- If the transaction is less than \$1,000, and the company takes a credit card, the VSA Chair of Finance will place the order for you on their credit card. If the company does not take a credit card, submit your requisition on Workday.

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.

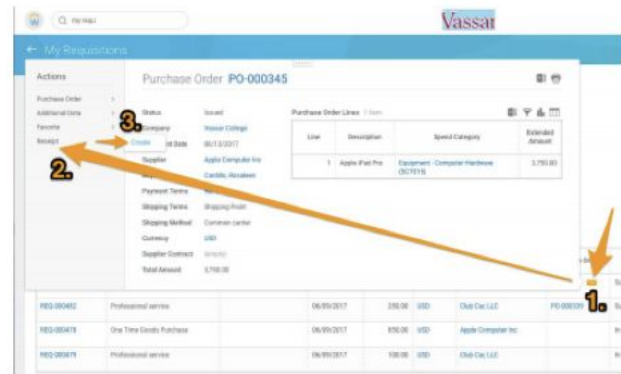
Creating a Receipt

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**.



Note about New Vendors:

All new vendors must complete an application before they can be paid. Please allow extra time for this process. Use the "Vendor/Individual Payee Registration Form" from the Vassar Accounting website (<http://accounting.vassar.edu/forms/>)

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 for hiring form or on-line procedure you will need to complete to pay the student. One form 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

If form is handed in prior to the Friday before the 2 week pay cycle ends, payment will be processed on the current pay cycle and checks will be paid the following Friday. See the student pay schedule on the Student Employment website for exact dates.

Payment Procedures for hiring off-campus vendors through VSA:

If the person you are hiring is from off campus (not a current Vassar student), he/she is considered a “vendor” and not an “employee.”

Payment must be processed through Workday.

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

The off campus person(s) must complete a W-9, using the Payee Registration Form found on the Vassar Accounts Services website.

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 Chair 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 3 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.

***DO NOT PAY PEOPLE FOR SERVICES OUT OF YOUR OWN POCKET OR DOOR
RECEIPTS***

Acknowledgements

This document serves as a guide of 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: