THE ADVISORS

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Maria Pasquali
GBB/SGA Bookkeeper
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Office: 301 Diana Center

Office Hours: Mon, Tues, Thurs & Fri, 10AM-3PM

What Your Advisor Expects of YOU
- Ask us questions; the earlier, the better
- Communicate, communicate, communicate
- Meet deadlines
- Timely response to correspondence
- Utilize our experience and our skills

Sample 1st Meeting/Retreat Agenda
- Expectations for the Board & Each Position
- Review your Constitution
- Team Builders & Communication Activities
- Goal Setting and Planning your Calendar
- Review Club ReFUEL Information
- Review Budget & Spending Policies
- Schedule Regular Meetings

Sample Regular Meeting Agenda
- Old Business
- New Business
  - Position Updates
  - Discussion
  - Workshops/Community Activities
- Create Task List & Delegate Tasks
- Review Calendar/Timelines

Suggested Google Drive Shared Folders
- E-Board Information (Contact info, constitution, attendance tracking, transition documents, etc.)
- Budget (Reconciliations, tracking, online receipts, contracts, etc.)
- Events (Publicity, space confirmations, vendor information, etc.)
- Minutes & Meeting Agendas
- Photos
Let’s Plan an Event!

1. Make Plans Early
   - Start your early planning at least 2 months in advance
   - Meet with your advisor to discuss initial plans

2. Identify Program Goals to Accomplish
   - What are our goals?
   - What do we want our audience to get out of this program?
   - Brainstorm Program Ideas
   - What are the available resources?
   - Ensure adequate volunteers/club members to plan and carry-out event
   - Project a target audience
   - Determine promotion and collateral materials
   - Search for co-sponsorship and fundraising opportunities

3. Prepare Budget
   - Create a realistic budget (with actual estimates for all costs, e.g. honoraria, publicity, printing, food, decorations, travel, registration fees, A/V, equipment, facility, campus security, etc.)
   - Prepare a detailed budget
   - Fundraise, if necessary; discuss procedures with your advisor
   - Check deadlines and submit applications for funding sources
     - Joint Council Co-sponsorship Committee (JCCC)
     - Governing Board at Barnard (GBB) Co-sponsorship
     - Student Life Community Activity Co-Sponsorship
     - Barnard Green Fund
     - SGA Endowment Fund

4. Plan Logistics and Set Timeline
   - Select possible dates (consider religious and cultural holidays, weather, midterms, as well as other major events on campus)
   - Create Timeline for tasks and logistics
     - Determine what needs to be accomplished to plan this program
     - Determine how long it will take to accomplish each step of the planning
     - Work backwards to plan your tasks accordingly
   - Reserve space
   - Discuss contracts and forms of payment with your advisor
   - Purchase supplies and make catering order
   - Plan and finalize your set-up
   - Create and proofread print materials
   - Remember deadlines (and plan before the actual deadline)!!

5. Delegate Tasks
   - Recruit students/organizations who are interested in helping plan this program
   - Set clear deadlines and expectations for tasks to be completed before the event
   - Make a minute-to-minute schedule of your event, and who is responsible for which part of the program
6. Finalize Details
- Confirm reservations, food, contracts, payment, deliveries
- Finalize budget
- Plan a set-up and clean-up crew & time
- Check publicity
- Wheelchair Access
- Recycling
- Print evaluation forms

7. Complete the Process
- Remove publicity within 24 hours of your event
- Send thank you notes and/or emails
- Clear financial advances, submit any receipts, complete financial paperwork
- Obtain feedback on event
- Develop file for your successor with timeline, actual budget, sample publicity and all correspondence

BARNARD EVENTS MANAGEMENT
Office Location: 006 Milbank
Office Hours: M-F 9AM to 5PM
Phone: 212.84.8021
Email: spaceres@barnard.edu

⇒ Club designees may reserve space
ems.barnard.edu/virtualEMS
⇒ You must be one of the 2 Designees to log-in. Barnard students log-in with your UNI & password, Columbia students must request an account.
⇒ Need help using Virtual EMS? Check out the helpful YouTube Tutorials online at http://barnard.edu/eventsmgmt/requests

INSTRUCTIONAL MEDIA SERVICES
AUDIO VISUAL TECHNOLOGY SERVICES
Office Location: Sulzberger Annex, 2nd Floor
Phone: 212.84.2418
Email: IMATS@barnard.edu and avservices@barnard.edu
https://imats.barnard.edu/

⇒ James Room and Event Oval require Barnard AV Techs
  - Space and AV Support must be requested 4 weeks in advance
  - Subject to availability and scheduling
  - Events must stop at designated end time
  - Student clubs may hire external AV (who must provide their own equipment)
  - Sunday thru Thursday, 8 am - 10 pm
  - Friday and Saturday, 8 am - 11 pm
⇒ DIY equipment available via IMATS website

IMPORTANT DEADLINES
for Events @ Barnard!

6 weeks prior to your event, book space on VEMS for large/mid-sized events. 3 days are needed if the event is for a small seminar, panel, meeting, or lecture.

6 weeks prior to your event, submit your AV requests, and finalize 4 weeks prior to the event.

3-4 weeks prior to your event, you should have your Event Review with Events Management and other offices.

3 weeks prior to your event, any contracts for vendors, speakers, company, etc. must be submitted to your advisor.

2-3 weeks prior to your event, complete the Event Preparation Form and review with your advisor.

1-3 weeks prior to your event, make supply, food, or service orders for the event. To make purchases, see Maria Pasquali in 301 Diana.
PUBLICITY!

BANNERS on the 2nd Floor of DIANA!

The front of the banner must include the name of the event, date, location, sponsoring student club(s), and contact information (email, Twitter handle, Facebook page).

The back of the banner must include the name of the organization, banner coordinator contact information, club advisor, and affiliated governing board.

What can be posted?
- Events occurring on the Barnard or Columbia campus.
- Events occurring off campus that are open to Barnard students and sponsored by a student club or organizations.
- All events must be open to Barnard students.

Reservation and Submission Procedures
- Reservations are managed by Barnard Student Life.
- Only properly reserved banners reviewed by Student Life will be hung - all other banners will be removed.
- Each student club or organization may only reserve one space each week and can reserve banner space up to four times each semester (non-consecutive weeks).
- Banners will be hung by Student Life staff by 10 am on Monday and will be removed by 10 am the following Monday.

Reservations must be made in the Student Life office
- First come, first served basis; in person only.
- Reservations may be made in advance within the semester.
- Student clubs must use the poster board supplied by Student Life – no posters of difference sizes or materials will be accepted.
- Borrow markers from Student Life or use your own.
- Student clubs may pick up poster board at any time.
- Bring banner to Student Life by Thursday at 10 am for review. You will be notified by 3 pm if your banner will be posted on Monday or if changes are necessary.
- If changes are needed, final banner must be submitted by Friday at noon.
- All banners must be reviewed by a Student Life advisor to ensure that all necessary event and contact information is included.

FLYER FLYER FLYER!

- ONLY post on designated bulletin boards
- Use ONLY push pins or blue painter’s tape
- Flyers shall not be larger than 11”x17”
- Designated bulletin boards will include a Barnard sign indicating the space as designated posting area. Posting in bathroom stalls, elevators, doors, door frames, hallways, and stairwells is prohibited.
- Posting on bulletin boards that are designated for specific offices, departments, or organizations is prohibited, unless prior authorization is received from the party responsible for the board (i.e. a Department Chair or SGA VP of Communications).
- Use painter’s tape ONLY.
- We recommend posting no more than three fliers for an event on each bulletin board.
- Fliers posted in approved locations may be removed or covered by other postings after the event has passed, or the information is no longer relevant.
- The College reserves the right to remove any fliers whose program date has passed.
- Be sure your promotion includes the date/time/location, as applicable!

CHALK IT UP!

Chalking can occur only on sidewalks along Lehman walk and in front of the Diana Center and Altschul Hall or on sidewalk/slate in the uncovered portion of the Quad. Chalking is not permitted on the outside surface of any building, any vertical surfaces (including on stairs), or on any sidewalks underneath an overhang.

PROCEDURE:
- Student Groups must receive Barnard Student Life advisor approval at least one week prior to chalking
- Chalking may be used to advertise events happening at Barnard
- Email your advisor with the following information:
  - Name of group & contact info
  - Event Details: Name, Date, Time, Location
  - Planned Location and Dates of chalking (maximum three days)

*For the most updated policy, please visit: http://barnard.edu/sites/default/files/postingpolicymar232015_5.pdf
**LET’S BUY SOME STUFF!**

It is more than 1 week before I need my purchase and I’m approved to purchase...

- **FOOD!**
  - On-Campus Caterer
  - Delivered or Picked-up

- **SUPPLIES!**

- **SERVICES!**
  - TALK TO YOUR ADVISOR! You’ll likely need a Purchase Order & a Contract!

Is it at any of the following vendors? Ivy League, Columbia Hardware, Village Copier, Morton Williams, Famigilia, Westide Market, AppleTree

- **NO!**
- **YES!**
  - How much do you think it will cost in total?
  - Under $500
    - Are you planning to pay out of pocket?
      - Absolutely not!
      - Yes
        - Have you placed the order already?
          - No
          - Yes
            - Does the Vendor take Credit Card?
              - No!
              - Yes!

  - $500 & Over
    - You need a Purchase Requisition Form
      - Get the form at 301 Diana!

- **You can use a Voucher!**
  - Get your voucher at 301 Diana!

- **You can use Aramark!**
  - Visit the site below to place an order: https://cateringatbarnard.catertrax.com

- **Quick Notes:**
  - Make sure you start this process at least ONE week before you need your purchase!
  - You’re NOT allowed to take the credit card out of 301 Diana.
  - Double check the delivery date for items purchased online
  - WE ARE TAX EXEMPT! So make sure to not get charged taxes, because you will not be reimbursed. The form is in 301 Diana
  - Talk to your advisor if you have any questions about the nature of your purchase.
  - In a time sensitive emergency, you can get up to $50 in petty cash from the SGA Bookkeeper.

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**SGA Bookkeeper**

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<tr>
<th></th>
<th>MON</th>
<th>TUES</th>
<th>WED</th>
<th>THURS</th>
<th>FRI</th>
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<tbody>
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<td>MARIA PASQUALLI</td>
<td>10AM - 3PM</td>
<td>10AM - 3PM</td>
<td>OUT</td>
<td>10AM - 3PM</td>
<td>12PM - 5PM</td>
</tr>
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**New York Students' Bill of Rights**

**All students reporting dating violence, domestic violence, sexual assault and/or stalking have the right to:**

1. Make a report to local law enforcement and/or state police;
2. Have disclosures of domestic violence, dating violence, stalking and sexual assault treated seriously;
3. Make a decision about whether or not to disclose a crime or violation and participate in the conduct process and/or criminal justice process free from pressure by the College;
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
5. Be treated with dignity and to receive from the College courteous, fair, and respectful health care and counseling services, where available;
6. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
7. Describe the incident to as few College representatives as practicable and not be required to unnecessarily repeat a description of the incident;
8. Be protected from retaliation by the College, any student, the respondent and/or their friends, family and acquaintances within the jurisdiction of the College;
9. Access to at least one level of appeal of a determination;
10. Be accompanied by an advisor of choice who may assist and advise a reporting individual or respondent throughout the conduct process including during all meetings and hearings related to such process; and
11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or conduct process of the College.

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**On Campus Student Services**

- www.barnard.edu/doc/titleix
- Primary Care Health Services and Furman Counseling Center offer confidential medical and mental health support for students.
- Interim measures, accommodations, reporting (disciplinary process and/or police)
- Rape Crisis/Anti-Violence Support Center
- Well Woman

**Off Campus Community Resources**

- CVTC – St. Luke’s Crime Victim’s Treatment Center www.cvtcnyc.org
- Safe Horizon www.safehorizon.org
- LGBT resource www.avp.org
- New York City Alliance www.svfreenyc.org

**Online Information and Support Resources**

RAINN.org
Notalone.gov

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**Reporting Information**

Amy Zavadil

Associate Dean for Equity and Title IX Coordinator azavadil@barnard.edu

(212) 854-0037 · 105 Milbank Hall · http://barnard.edu/doc/titleix

Confidential Support: Furman Counseling Center

(212) 854-2092 · 100 Hewitt Hall

Rape Crisis/ Anti-Violence Support Center:
Advocates (212) 854-4357 · 105 Hewitt Hall

For Crimes Occurring in New York City:
New York Police Department Sex Crimes Report,
(212) 267-7273 or District Attorney’s Hotline, (212) 335-9373

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**Terms**

**Victim Blaming:** Victim blaming is often tied to myths people hold about violence. Some people may hold misconceptions about victims, offenders, and the nature of violent acts. For example, some people may believe that in order for someone to be a victim of sexual assault that some sort of struggle must have ensued during the incident. Being aware of the myths associated with misconduct, is an important step in supporting without victim blaming.

**Sexual or Gender Based Misconduct:** This is an umbrella term that encompasses the spectrum of sexual violence. It includes sexual harassment, sexual assault, intimate partner violence, and stalking.