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Welcome to Student & Family Engagement at Bristol Community College!

First, I would like to thank you all for your commitment and service to our students. Engagement is a proven tool to support retention, enhance opportunity for personal and professional growth, and lead to higher rates of persistence and employability.

This guide, along with our office support, should serve as a resource guide to advisors of clubs. It contains sections on the role and responsibilities of the advisor, how to register a student group, club finances, and other information for you to use, as needed.

A sample of all necessary forms can be found in this guide. In efforts to be environmentally friendly, provide the most up-to-date information, and be accessible, you will also find each form online. All forms that require approval must include the club advisor’s signature. The forms must then be delivered (hand or via online form) to Student & Family Engagement in G Building. Allow one week to process paperwork.

Along with Advisor training, clubs are encourage to keep in contact touch with Student & Family Engagement so they can be fully supported.

I appreciate you, your time, and hope that this is a fruitful experience for you as I know it will be for our students.

In Collaboration,

Emma Montague
Director, Student & Family Engagement
Emma.montague@bristolcc.edu
Ex: 2425
MEET THE TEAM!

Emma Montague  Director Student & Family Engagement
Michael Fox  Assistant Director Student & Family Engagement
Jeff Craig  Coordinator of Career Planning and Placement
Elizabeth McCarthy  Coordinator of Career Planning and Placement
Renata Garcia  Administrative Assistant
Amy Blanchette  Clerk I
Maurice Cyr  Staff Associate

The Student & Family Engagement team is here to provide our community with core co-curricular programming, leadership opportunities and experiences to support the holistic development of our students during their time here, and beyond.

WHAT DO WE DO IN STUDENT AND FAMILY ENGAGEMENT?

Welcome Center
Orientation
Resource Fairs
Grab & Go Meals
Community Resources
Lockers
Student Senate
Student Clubs
Social Events
First Year Experience
Family Nights

BristolEXP
Welcome Week
Club Fairs
Monthly Mobile Markets
Discounted Bus Passes
Hawk Newspaper
Student Trustee
Student Awards Night
Advocacy
CARE Team
Family Friendly Programming

Find us in G building
Email us: studentengagement@bristolcc.edu
Check out our website: BristolCC.edu/SFE
@BristolSFE
I've been asked to advise a club… What are the perks?

Although there is no monetary compensation for being a club advisor, the returns are still worth the effort:

Knowing you are making a difference, connecting with students about something you are passionate about, having fun with students outside of the classroom, keeping up with campus events and activities, building a community, receiving student appreciation, and personal satisfaction are just some of the benefits you can look forward to.

Advising student clubs at Bristol is a unique opportunity to bond with students outside of the classroom, and in some cases help students connect classroom theory to real-life practice. The experience provides students the opportunity to get to know faculty and staff as real people and often leads to long-term mentoring.
ADVISOR ROLE

New Advisor Appointments

When a new club is formed student members should seek a College faculty or staff member to be the advisor. In unique circumstances, an off-campus advisor could be approved, at the discretion of Student & Family Engagement. All advisors will be required to attend advisors’ meetings when necessary.

The advisor may change each year, this can be determined by the student leaders as they evolve their mission and activities.

There is an exception with program clubs. These clubs promote, sustain and support the associated program and sometimes require affiliation with the parent professional organization. This should be discussed with Student & Family Engagement and reflected in the club’s constitution and by-laws.

The advisor must sign all registration paperwork.

Role and Responsibilities

The responsibility of being a club advisor is very important to the organization’s success.

The advisor is expected to act as a facilitator. Advisors should be familiar with the constitution of the organization as well as the rules and regulations of the College. The advisor may be viewed as a consultant to the students, as well as serving as a liaison between the organization and college administration. The role of the advisor will vary somewhat from group to group depending upon the expectations each has for one another. It is crucial during the initial stages that the groups’ members and advisors discuss, negotiate, and clarify the advisory role.
ADVISOR ROLE

By agreeing to work with the club, the Advisor should avail themselves to the following:

1. Advise the members and officers of the organization in relation to proposed programs & activities;
2. Initiate the club recognition process;
3. Make every effort to be available for meetings and events of the student organization;
4. Monitor student conduct at social events or meetings;
5. Assist the student leaders in complying with the various policies and regulations of the College and its agencies;
6. Sign all calendar, activity, facility and financial requests
7. Sign all contracts and other binding documents;
8. Follow all designated procedures for securing services necessary in carrying out an event, including but not limited to custodial and police services;
9. Provide training to meet leadership needs through workshops and individual meetings when appropriate;
10. Encourage motivation and enthusiasm within the College towards the activities and programs of the club;
11. Act as an advocate of the club to the faculty, staff and administration of the College;
12. Help to mediate within the group and assist with problems that may arise;
13. Assist the club in planning and evaluating their programs and activities with reports submitted to the Student & Family Engagement;
14. Assist the student leaders in developing goals and objectives for the academic year and submitting an annual budget, where appropriate, to meet those goals and objectives;
15. Assist in the proper expenditure of monies for club finances. Discourage student from expending their own money for club needs;
16. Meet with the student leaders to develop program ideas, discuss goals and objectives, identify funding opportunities, and examine difficulties;
17. Give feedback through praise or constructive criticism on individual or group programs and activities;
18. Ensure that all activities are reported to Student & Family Engagement.
ADVISOR ROLE

EFFECTIVE ADVISORS ARE:

PASSIONATE
ADVOCATES
PROFESSIONAL
EDUCATORS
PROBLEM SOLVERS
SUPPORTERS
CHALLENGERS
LISTENERS
HELPERS
ROLE MODELS

Many students will come to see their advisor as a mentor and the success of these relationships can last many years and be rewarding for both the student and the advisor.

DO:
- Trust yourself
- Be visible and available
- Know your limits
- Let students succeed
- Let students fail
- Have integrity
- Direct the club to find answers
- Be a good listener
- Teach leadership
- Ask questions
- Offer reflections

DON'T:
- Control the group
- Run the meeting
- Be the sole recruiter
- Close communication
- Be afraid of new ideas
- Make assumptions
- Know it all
- Take everything seriously
- Show anger or frustration
- Miss events or meetings
- Give up on a student
ADVISOR ROLE

What to think about as a new advisor:
- Review the constitution of the club
- Meet with the officers individually and as a group
- Attend the club's meetings and introduce yourself
- Come to a Student & Family Engagement workshop
- Set up communication expectations
- Assist the club in setting their goals
- Meet with Student & Family Engagement whenever you need to

TIPS & TRICKS
- Establish Rapport - Learn names, remember personal details
- Engage in conversation outside of meetings and events
- Make students feel like you have time for them in your busy schedule
- Always allow students to make their own decisions and learn for their experience
- Failing is a part of the learning process
- Be a part of the club but don't control it
- Most clubs prefer and active advisor who is invested in the club's mission purpose, goals and the development of members
- Let students control any allocated funding - Everything is a learning opportunity
- Always remember that students love snacks
- Be yourself and let students be themselves
ADVISOR ROLE

Do you feel ready to be an advisor for a club?

ASK YOURSELF

Do I know my responsibilities as the advisor of a club?
Do I know the purpose of the group?
Am I familiar with their constitution?
Have I discussed my role as an advisor with the student leaders?
Have I discussed my role as an advisor with my supervisor?
Do I personally know the members of the organization and do they know me?
Is the group inclusive to all students?
Are meetings and activities announced effectively so that everyone can plan to be present?
Do I utilize this reference guide to help the club know how to be successful?
Thank you for commitment to students at Bristol Community College. It is a fact that students who get involved in clubs, organizations and other campus activities enjoy stronger on-campus friendships, feel more connected to the campus and have increased the likelihood that they will persist and complete their education.

We couldn't do it without you.
ADVISOR ROLE

Campus Security Authorities

Campus Security Authorities (CSAs) are identified by the National Clery Act as staff who have a significant responsibility for student and campus activities. In addition to the campus police department, various college staff are considered campus security authorities (CSAs). They include but are not limited to the following staff:

- Code of Conduct Officer,
- Dean of Students,
- Athletic Director, and
- Staff that oversee student activities (all club advisors)

The Clery Act requires that crimes are reported. Although every institution wants its campus community to report criminal incidents to law enforcement, we know that this doesn’t always happen. Even at institutions with a police department on campus, a student who is the victim of a crime may be more inclined to report it to someone other than the campus police. For example, a victim of a sexual offense may turn to an advisor for assistance, or a student whose car was stolen may report the theft to the school’s director. For this reason, the Clery Act requires all institutions to collect crime reports from a variety of individuals and organizations that Clery considers to be CSAs.

Under Clery, a crime is “reported” when it is brought to the attention of a campus security authority or local law enforcement personnel by a victim, witness, other third party or even the offender. It doesn’t matter whether or not the individuals involved in the crime, or reporting the crime, are associated with the institution.

If a CSA receives the crime information and believes it was provided in good faith, they should document it as a crime report. In “good faith” means there is a reasonable basis for believing that the information is not simply rumor or hearsay. That is, there is little or no reason to doubt the validity of the information. It is not necessary for the crime to have been investigated by the police or a campus security authority, nor must a finding of guilt or responsibility be made to disclose the statistic. If you are in doubt as to whether a crime has been reported, rely on the judgement of law enforcement professionals.

*Every year there will be a training by Campus Police for all CSAs.*
CLUB OVERVIEW

What is considered a club at Bristol?

Bristol Student Clubs (clubs) are defined as any organization whose full membership is comprised of students, with students in leadership roles for the group, that has been recognized by Student Senate. These opportunities are open to all Bristol students.

Clubs offer students the opportunity to pursue special areas of interest that enhance their educational experience. Involvement provides students with experiences to help them become more effective employees, responsible citizens and well-rounded individuals.

90+

In the past 10 years there have been more than 90 recognized student clubs at Bristol.

All Clubs must abide by the policies and procedures as prescribed by Student & Family Engagement. They are responsible for knowing and abiding by all college policies and local, state, and federal laws.

IF A CLUB IS NOT CURRENTLY IN EXISTENCE ONE MAY BE CREATED UNDER THE REGISTRATION PROCESS...
What does the status of a club mean?

When starting a new club, students must first meet with a member of Student & Family Engagement. Following that meeting, each new club will go through three stages:

**ESTABLISHMENT PERIOD**
- Meet with Student Senate representatives
- Create mission statement and constitution
- Eligible to plan and host events and meetings on campus under the advisement of Student & Family Engagement
- This period typically lasts from a month to one semester and should be used to gain membership and find an appropriate Advisor
- An amount of funding can be allocated for student clubs in the Establishment Period

**RECOGNITION**
- Once the Establishment Period has ended, new clubs may be invited by Student Senate to be recognized
- Once recognized, student clubs are eligible for seed funding through Student Senate

**REGISTRATION**
- Once recognized by Student Senate, student clubs must register their club every semester in order to be eligible for funding
- Registration takes place at the end of the spring semester or the start of the fall semester
For accessibility and ease of access to information, our Clubs are divided into several categories including but not limited to the following:

**SERVICE CLUBS**

Service clubs are those who have service as a main objective. Many students who participate in service clubs are eligible for co-curricular credit and recognition for a minimum of 10 hours of service. One role an Advisor may play is to support logistics of a group community service project. Please connect with our partners in Civic Engagement for more information.

**SPORTS CLUBS**

Sports clubs are those whose primary purpose is to provide an opportunity for all students to actively practice and play competitive sports. We collaborate with our colleagues in Athletics & Recreation to support these initiatives and ensure all liabilities are addressed.

**PROGRAM CLUBS**

Clubs within this category are those organizations associated with programs of study and may be affiliated with the parent professional association. The clubs promote, sustain and support the associated program and educate students with current and future issues, trends and experiences of the profession. Although most of these clubs are open to all students, some may require the students be enrolled in the specific Program of interest.

**SOCIAL CLUBS**

Clubs that fall into this category are social in nature. Their purpose is to provide educational and social opportunities for all interested students. In an effort to enhance student growth and development, students will explore, experience and enjoy club activities.
ALL CLUBS MUST REGISTER WITH STUDENT AND FAMILY ENGAGEMENT EVERY ACADEMIC YEAR TO BE RECOGNIZED BY THE COLLEGE AND THUS FUNCTION ON CAMPUS. ANY CLUB THAT DOES NOT REGISTER WILL BE DEACTIVATED.

Clubs are registered once the following forms have been received and approved:

REGISTRATION REQUEST FORM
The advisor and the president of each club must review all statements and provide their signatures at the bottom of the form to acknowledge that they read and agree with the statements.

ORGANIZATION OFFICER LIST
Every club must have an advisor, a president, treasurer, and a secretary. If officer contact information changes, please update Student & Family Engagement.

CLUB CONSTITUTION
If changes are made to the constitution, an updated copy must be submitted. For new student organizations, a constitution must be submitted and approved before the official registration is granted.
REGISTRATION

ONCE THE CLUB COMPLETES THE FORMS STUDENT & FAMILY ENGAGEMENT WILL SUBMIT THE CLUBS' INFORMATION TO STUDENT SENATE FOR RECOGNITION. ONCE APPROVED, STUDENT SENATE WILL DEPOSIT MONEY INTO THEIR ACCOUNT TO BE USED AS SEED MONEY. THE AMOUNT VARIES YEAR TO YEAR BASED ON BUDGET.

*Once Registered, all Clubs are responsible to keep track of activities and data:*

**Activity Sheet**
Every club is expected to submit an Activity Sheet for every activity planned. This is to be done prior to the event. This includes field trips, fundraisers, etc.

**End of Year Report**
At the end of the academic year, each club MUST submit an end of the year report, made easier by keeping Activity Sheet records.
CLUB PLANNING

GENERAL INFORMATION, GUIDELINES & POLICIES

At any given time there are many activities and events taking place. Student & Family Engagement is committed to offering support, however it is the responsibility of the individual clubs or organization to plan, organize, and schedule their activities and events.

When planning activities and events, clubs and organizations must adhere to Bristol rules and regulations. **There are policies and procedures in place to assist in the coordination including but not limited to the following:**

On-Campus Events and Activities

Plans must be made **two weeks in advance** through the Events Scheduling Office. Staff will discuss the needs of the organization and determine the availability of the requested location. A Club Space Request Form must be completed. The Space Request Form should include: brief description of the nature of the event, time and date, type and location of the requested space, the equipment or services that you will need. If the event will occur outside of a standard classroom, please create a diagram detailing the setup of the room, and attach it to the request.

**The organization will be responsible for any and all accrued expenses.**

When completed, please submit Request Form to the Event Scheduling office for approval. Upon approval, you will receive a confirmation of the event.
When planning an off-campus event or activity, the organization must file a waiver for each individual attending the event. This waiver, the Acknowledgement of Risk and Consent Form/Waiver of Liability, must be completed by each and every student who participates and submitted to Student & Family Engagement. The advisor should bring a copy of these forms with them to the activity and should file these with Student & Family Engagement.

Vendor Contracts

Many times when planning an event, you ask a person or company to come to campus to perform their service. If this occurs, a contract must be completed and signed by the Director of Student & Family Engagement.

Advertising & Events Policy

It is important for clubs to have the opportunity to publicize their meetings, activities, and events. Clubs are able to advertise through the use of; flyers, posters, and messages on the Campus Monitor System. Please read the policies on posting flyers around campus and/or content on the monitors.
CLUB PLANNING

GENERAL INFORMATION, GUIDELINES & POLICIES

Flyers and Posters

All materials posted on the campus must be reviewed, approved and stamped by Student & Family Engagement before they may be posted. Postings include any information tacked, tied or stapled to any surface on campus. The normal size of posting is 8½" x 11" or smaller; limited larger postings are permitted. Materials may only be posted on designated bulletin boards and may not be posted on bulletin boards designated for college use or departmental use only.

Bulletin board space is available on a first come, first served basis. All users of college bulletin boards are expected to respect the materials posted by other individuals and organizations and may NOT cover any existing posted material.

To ensure that all individuals in the college will be able to fully participate in College-sponsored events, please use the Bristol access statement graphic on any flyers or posters you create.

For access, contact:
Office of Disability Services
508.678.2811 ext.2955
ODSAccess@BristolCC.edu

This statement reads as follows: If you need accommodations to access this program email ODSaccess@bristolcc.edu or call ODS 5086782811 ext 2955. It can be obtained on the college’s web site at the following link:
Flyers and Posters

Posters must clearly indicate the name of the responsible organization and contact person, the expiration date, as well as required disability contact information. The maximum length of time any posting may be displayed is two weeks. The sponsoring group should remove all flyers within two (2) days after the event deadline. Approval of subsequent requests by an individual or organization to post materials may be negatively impacted by any failure to comply with this or any other college policy.

Materials may not be distributed or posted in the following locations:

- On parked vehicles
- In elevators or around the elevator doors or buttons
- On glass doors and/or windows
- On stairs or in stairwells
- Over fire doors, exit sign
- On any electric light fixtures or switches
- At Bus stops
- On any emergency call boxes
- On any outside area
The hallway monitors serve as an electronic bulletin board for announcements that relate to the general College community. The message stream is run electronically from the office of Media Services. Messages can be posted regarding class cancellations, campus events, and student activities, general and emergency messages. A Campus Monitor Message Request Form must be completed by the organization and submitted to the Linda Viveiros in College Communications in room D101 or via email to Linda Viveiros@BristolCC.edu. This form can be found on page 55 or in Public Folders. Please submit the form at least two days before the message is scheduled to begin. All messages should have a start and end date.

Only messages from organizations affiliated with the College, including student groups, are accepted. Messages on the monitor should contain information relating to on-campus announcements and activities of a timely nature. Partisan messages of any sort, personal greetings, or messages from off-campus organizations are not accepted. However, partisan groups with an on-campus affiliation may announce events or invite attendance to meetings, etc., using the monitors. The College reserves the right to determine appropriateness, timeliness, and frequency of any message, and to refuse to post any message that does not adhere to this standard.
FINANCES

Clubs are expected to follow proper budget and expenditure procedures. All financial paperwork must be completed and signed by an organization officer and its advisor. It is the responsibility of the student leaders and advisor to follow proper bookkeeping guidelines.

It’s recommended to meet with Student & Family Engagement to go over specifics of club budgets each semester.

ALL CLUBS HAVE 2 ACCOUNTS:

1. The first account is the one where college finances are deposited. This account includes Senate and college allocated funds.

2. The second account is where monies collected from dues, fundraising and donations are deposited. It is imperative that these funds are immediately deposited into this account.
FINANCES

Deposits to Agency Accounts

All funds raised and/or received by or for an Agency Account must be deposited in the Student Accounts Office in accordance with the College’s policy. As an agency of the Commonwealth of Massachusetts state law requires all funds be deposited within 24 hours of collection. Maintaining such funds as a change fund in a desk drawer is inappropriate. Collecting funds and disbursing straight from those funds is inappropriate. All receipts must be deposited to the Agency Account, and all disbursements must be expended from the Agency Account. Please note all deposits should be verified, especially those that have loose coins. Several agency accounts have similar names and functions. To ensure credit is applied to the proper agency account, deposits must indicate both the entire Club name and Account Number.

REMEMBER
FINANCES

Need a little more money?

SEED MONEY

$XXX will be deposited into the account of the clubs who submit the required registration paperwork.

INCENTIVE PROGRAM

$XXX will be deposited into the account of the clubs and organizations who do ALL FOUR of the following prior to May 1:

1. MARKET YOUR CLUB
2. HOST ONE EDUCATIONAL ACTIVITY
3. ONE ACTIVITY THAT BENEFITS THE CLUB
4. HOST A COLLEGE WIDE EVENT
FINANCES

A Club who qualifies for INCENTIVE FUNDING could do something like this:

**Marketing:**
- Facebook
- Events Calendar
- Web Page
- Brochure

**One Educational Activity Examples would include but not be limited to the following:**
- Sponsor a training
- Bring in a speaker
- Do a voter registration drive
- Promote a program
- OxFam or other anti-poverty activity
- Provide information on an issue

**One Activity that Benefits the Club Examples would include but not be limited to the following:**
- Recruitment Efforts
- Club Fairs
- Fundraising Efforts
- Attend Leadership Training
- Attend Organizational Training (facilitate a meeting, minute-taking, treasurer reports, etc)

**One College Wide/Community**
- Participate in Family Nights/Open House
- Sponsor a dance, karaoke, a movie
- Organize a college-wide social event (Like the cardboard canoe races)
- Organize a window decorating contest
- Participate in a service activity
- Participate in a Clothing/Toy/Food Drive
- Collaborations with other Clubs and/or Organizations
FINANCES

Keep in mind:

All funds will be allocated on a “first come, first serve” basis. The Senate intends to administer funds until the funds are depleted in their account.

There is no guarantee that funds will be available.
FINANCES

BUDGET REQUESTS

If a club wishes to request additional funding from the Student Senate, they should complete and submit a Budget Request Form.:

- Student & Family Engagement will forward the request to the Senate and arrange a date for the request to be heard at a Senate meeting.
- The organization must send a representative to the meeting so that they can explain their budget request. After the presentation, the representative will leave the meeting so that the Senate can discuss the merits of the request. They will vote to approve or deny the request. Student & Family Engagement will notify the Advisor and student leaders of the Senate decision.
- Senate will consider the submission of required forms such as Activity Reports and End of the Year Reports from the previous year, as well as the current year, in their budget decisions. The Senate is also interested in the organization’s fundraising efforts.
- If approved, the fiscal department will deposit the money after receiving a copy of the Senate meeting minutes. Please allow ten (10) to fourteen (14) days for this to occur.

The Senate is under no obligation to approve the organization’s request. They consider each request individually without comparison to decisions made in the past or to other clubs.
FINANCES

REQUEST FOR EXPENDITURES

A Request for Expenditures (RFE) form must be completed in order to purchase an item or service or to reimburse for expenses. This is a 3 part carbonless form. Do not make copies. Additional forms may be obtained from Student & Family Engagement, Student Accounts or any divisional office. The RFE is completed whenever funds are expended.

All RFE’s must be signed by the club advisor as the requestor. It is then taken to Student & Family Engagement for the Director’s approval. If the form is completed correctly and there is a proper budget the Director will approve the form and forward the RFE to the Accounting Department.

FOR REIMBURSEMENT

- Put the name, address, and social security number of the person or business being reimbursed on the VENDOR section. The check will be made out to whoever is listed as VENDOR.
- Every RFE must have a Social Security Number (or student ID #) if the check is being made out to a person or a Federal ID Number if the check is to be made out to a business.
- Sales tax cannot be reimbursed. The only taxes that can be reimbursed are room tax and meal tax.
- Every RFE must be accompanied by a receipt.
- Check off the Paid Receipt Attached box.
- The club account number should be listed on the RFE.
- Give a brief description of the purchase.

FOR PAYING A BILL:

The process for paying a bill is the same as for reimbursements with the following exceptions: The RFE must be accompanied by an invoice and you should check off the Bill/Invoice Box.

FOR ISSUING A PURCHASE ORDER

The club prepares the RFE the same as described above. The requester should check off the Issue Purchase Order box.
FINANCES

KEEP IN MIND...

- If the request is over $1,000.00, a Vendor Selection Summary Form must be prepared and attached to the RFE.
- Quotes or written bids must be solicited from vendors unless the item can be purchased from a Massachusetts Higher Education Consortium (MHEC) contract or other State contract.
- For purchases costing between $1,000.00 and $2,000.00, it is College policy to obtain written quotes.
- For purchases totaling $2,000.00 or more, written bids must be obtained. To initiate the bidding process, contact the college’s purchasing office. Once a vendor has been determined, the organization will be asked to fill out a Results of Bidding form. This form will be forwarded to the purchase agent, along with the completed Vendor Selection Summary form and the completed RFE.

At the time the Purchase Order is created in the Accounting Department (which takes at least two days), the encumbrance will be created and will appear on the organization’s Monthly Expenditure Reports. At this time the requester (the organization’s advisor), will be mailed a Pink Receiving Slip. When the goods or services are received, the requester should sign the Pink Receiving Slip and forward it back to the college’s purchasing agent. They will then release the Purchase Order for payment and the Vendor will be paid. At this point, the encumbrance is liquidated and the actual expense is charged.

If the Purchase Order is an emergency, please put a Fax Number on the RFE to help expedite the process.
STATE MANDATES

State of Massachusetts Regulations on Homemade Foods

In 2000 the state of Massachusetts developed regulations and provisions that appeared to ban the use of home-made foods used in bake sales in all public arenas including churches, schools and colleges. The law, which also targeted food served at holiday parties and as classroom treats, has been open to interpretation from town to town. Some towns will not allow the sale of food prepared in a kitchen that has not been inspected by a health inspector, while others allowed it.

Therefore, in 2009, the Massachusetts Department of Public Health defined what is and is not allowed so that the regulations are fair and consistent from town to town. The state allows its residents to operate home-based businesses to produce low-risk foods, such as cakes, cookies, breads and confectioneries, however there are certain stipulations.

- Residential kitchens are strictly limited to the preparation of non-potentially hazardous foods (non-PHFs), such as baked goods, confectioneries, jams and jellies. Non-PHFs such as cakes and cookies, which have PHF ingredients, are acceptable.
- The preparation and sale of potentially hazardous foods (PHF) such as cream-filled pastries, cheese cake, custard and other foods which can support the growth of disease causing bacteria are strictly prohibited.
- In addition, perishable foods that require refrigeration, such as meat, cut fruit and vegetables, tomato and barbeque sauce, pickled products, relishes and salad dressings are not permitted in residential kitchens.
- All foods that are manufactured or packaged using processes that require state or federal control (e.g., acidification, hot fill, vacuum-packaging, etc) are prohibited. Garlic-in-oil products are not permitted.
- All foods prepared in a residential kitchen must be labeled with all ingredients (in order of amount by volume), list of allergens, name of residential kitchen, address and/or phone number, and sell-by date, if required.

Clubs can still sell store bought items or food that has been cooked in a kitchen that has been inspected by the local health department.

Popcorn Machine Rental
Student & Family Engagement owns a popcorn machine and will make it available to clubs for a $25.00 rental fee. This fee includes rental of the machine, popcorn and individual serving size paper bags. The request must be received two weeks prior to the event.
STATE MANDATES

By state mandate, we must provide the Massachusetts Hazing Law, to be followed by all Clubs and enforced by Advisors and administrators.

MASSACHUSETTS HAZING LAW
COMMONWEALTH OF MASSACHUSETTS
GENERAL LAWS 269:17, 18, 19

269:17 HAzing; ORganizing or PArticipating; Hazing Defined.
Section 17. Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one, [sic] year, or both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

269:18 Failure to Report Hazing.
Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.
STATE MANDATES

MASSACHUSETTS HAZING LAW
COMMONWEALTH OF MASSACHUSETTS
GENERAL LAWS 269:17, 18, 19 (Continued)

269:19 Copy of secs. 17-19; issuance to students and student groups, teams and organizations; report
Section 19. Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team, or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams, or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its member, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually, a report with the regents of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communication the institution's policies to its students. The board of regents and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

Bristol Community College, in cooperation with the Commonwealth of Massachusetts, is required to inform every student of the prohibition against hazing.
BRISTOL POLICIES
Alcohol & Other Drug Policy

The College is committed to maintaining a drug free work and learning environment for employees and students. This Drug and Alcohol policy is established to provide required information and guidance for all college employees and students.

Scope:

On December 12, 1989, Congress amended Title XII of the Higher Education Act of 1965. This amendment, known as the “Drug-Free Schools and Communities Act of 1989” requires that every educational institution receiving federal funding certify its adoption and implementation of programs designed to prevent use of illegal drugs and abuse of alcohol by students and employees. Prior federal law applicable to the College regulated only criminal drug activity of federally grant-funded employees and recipients of federal aid.

Bristol Community College, in accordance with legal mandates and its philosophy of establishing and maintaining an environment of learning and a supportive environment in which to conduct the business and mission of the College, will enforce the following policies:

1. The unlawful manufacture, distribution, dispensing, possession or use of alcohol, except as provided in Section 4 herein, or of a controlled substance is prohibited on the campuses of Bristol Community College including while using a motor vehicle owned or leased by the College, or as a part of any College-related activity. Students or employees who violate these restrictions shall be subject to appropriate disciplinary action, up to and including, suspension, expulsion or discharge and shall also be subject to referral for criminal prosecution. Where students or employees are convicted of violating a criminal drug or alcohol statute related to a College activity, the College shall ordinarily expel or discharge the offender absent mitigating circumstances. Mitigating circumstances shall include, but shall not be limited to, considerations of disability under federal and state law.

2. Under-age drinking is prohibited at Bristol Community College functions and on any part of the College campuses.
3 Bristol Community College shall cooperate in the enforcement of federal, state and local laws concerning illegal drugs and alcoholic beverages. Massachusetts statutes pertaining to illegal drugs and alcohol include:

Massachusetts General Laws, Chapter 94C (Controlled Substances Act)
Massachusetts General Laws, Chapter 272, Section 59 (Public Drinking)
Massachusetts General Laws, Chapter 90, Section 24 (Operating Under the Influence, Open Containers)

Prescribed penalties under Chapter 94 range from mandatory probation for a first conviction for possession of a class E substance, e.g. marijuana, to a period of imprisonment of up to two years and a fine of two thousand dollars ($2,000) for each subsequent conviction related to sale or distribution. Prescribed penalties under Chapter 90, Section 24 range from a fine of one hundred dollars ($100) to imprisonment for not more than two years and a fine of one thousand dollars ($1,000). Federal judicial guidelines also exist which imposes penalties for violation of federal criminal statutes related to drugs and alcohol. Other towns within the College’s service area may have similar or additional penalties in place related to alcohol and drug use.

4 No alcoholic beverages may be consumed, served, sold or stored by students, guests, invitees, educators, administrators or executives of the College at any of the College campuses or satellites or in any motor vehicle owned or leased by Bristol Community College without the advance (not less than 90 days) written approval of the College President. The College requires a liquor permit when serving alcohol. This permit is attained by having Campus Police submit a liquor application with the City or town the function is being held. Since the licensing board at each City or Town only meets once a month, the application for this license should be submitted at least 60 days before the function. All events where alcohol is desired to be served must have the President’s approval. If, after having secured the required written approval, alcohol is served or sold by anyone, then it must be served or sold strictly in accordance with applicable state law. All arrangements for the delivery, service, sale, storage and removal of alcoholic beverages at the education campuses or satellites of Bristol Community College shall be coordinated with the Vice President of Administration and Finance who shall identify and retain the name of the responsible person.
The College will present campus-wide drug and alcohol education programs on an annual basis. This is in addition to other educational opportunities available in current or future academic offerings. Drug/Alcohol Abuse Education and Prevention Programs and Assistance are offered through the College Health Services Office. Confidential, individual counseling and referral services are available to any student or employee who seeks assistance. The Coordinator of Health Services, Carol Constantine, R.N, and Director of Counseling, Michael Bensink are available to provide support services and counseling. They can be reached at 508-678-2811 ext. 2232 and ext. 2379 respectively.

The following medical risks are associated with drug and alcohol use. (a) Overdose: An overdose can happen due to uncertain purity, strength or even type of drug one may get illegally. It can also happen due to increased tolerance, because one needs increased dosages to achieve the same effect. An overdose can cause psychosis, convulsions, coma or death. While the risks of drug overdose are more common and frequently, more severe, extreme quantities of alcohol can similarly result in psychosis, convulsions, coma or death.

**Overdose**
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**Dependence**
Continued use of drugs or alcohol can lead to psychological and/or physical need for them.

**Accidents**
When drugs or alcohol affect an individual’s perception and/or reaction time, accidents become more likely.
III Health
Long-term drug or alcohol use can destroy a healthy body and mind. Generally, drug or alcohol abuse can lead to organ damage, mental illness, malnutrition, failure to get treatment for existing diseases or injuries, and even to death. Chronic drinking also has been associated with increased rates for heart disease, liver damage, ulcers and gastritis, and adrenal and pituitary gland damage. Injection of drugs presents special risks of getting AIDS, hepatitis and other infectious diseases.

Drug and alcohol use can also affect the health of a child in the womb and result in birth defects, fetal alcohol syndrome, drug dependency or death. Because the quantity of alcohol likely to injure a developing fetus is unknown, the United States Surgeon General has specifically counseled women not to drink any alcohol during pregnancy.

For any member of the Bristol Community College community who is experiencing substance abuse problems, the College stands ready to offer confidential supportive services and referral for treatment, as appropriate and available. Information concerning substance abuse and rehabilitation counseling programs and the applicability of employee and student insurance is available through the following College offices: Health Services, Counseling, and Human Resources.

Additionally, the State Department of Public Health, Division of Substance Abuse provides an information and referral hotline (800-327-5050) (TDD 617-547-2111) to provide confidential assistance. Treatment covered by required medical insurance.

Massachusetts General Laws, Chapter 15A, ‘7B (St. 1988, Chapter 23, ‘22) and 117 Code of Massachusetts Regulations Section 3.04 require that students taking nine (9) or more credits per semester certify their participation in a qualifying student health insurance program, or in a health benefits’ program with comparable coverage. Students who do not possess adequate medical insurance must purchase the Massachusetts Regional Community Colleges’ Student Accident and Sickness Insurance Plan. This plan provides the following benefits related to drug and alcohol abuse:
Hospital Confinement Benefits
Drug Abuse Benefit – When a covered person is confined in a legally operated and duly accredited public or private facility for the care and treatment of drug abuse, the Company will pay the same benefits provided for other illnesses, not to exceed 30 days for the treatment of drug abuse, subject to the policy aggregate maximum benefit of $25,000.00.

Non-Hospital Confinement Benefits
Mental Illness, Alcohol and Drug Abuse Benefit – The Company will pay for treatment by a fully licensed psychiatrist, psychologist, psychiatric nurse, or independent clinical social worker, not to exceed fifty ($50) per visit, for an aggregate benefit of five hundred dollars ($500), during the policy period for treatment of a mental or nervous condition or disorder, or for alcoholism or drug abuse.
Sample Paperwork

CLUB REGISTRATION FORM

Student Organization Registration Request Form
Student and Family Engagement Office

Organization Name: ____________________________
Academic Year: ____________________________
Estimated Number of Members: ____________
Meeting Day & Time: ____________________________
Is this a new club? [ ] Yes [ ] No

Organization Objectives:

Constitution Template

Club Constitution File Upload:

The Student President and the Staff Advisor must read each of the statements below and check each box.

Student President
☐ [ ] [ ] We understand that our organization shall be open to all registered Bristol students.
☐ [ ] [ ] We understand our obligation to comply fully with the letter and spirit of the laws pertaining to having. Failure to conduct our activities and ourselves accordingly may result in disciplinary action by the college and/or criminal prosecution against the individual members, the organization, or both.
☐ [ ] [ ] We attest that we have distributed the Having Act Information Sheet and shared this having information with all of our members. The entire membership of our organization hereby agrees not to participate in any having activity of any kind. We further agree to report any known having activity to the appropriate official.
☐ [ ] [ ] We have received the Alcohol and Other Drug Policy. We attest that we distributed the policy and shared the information with all of our members. The entire membership of our organization hereby agrees to adhere to all guidelines. We understand that failure to abide by this policy is grounds for disciplinary action, which may include probation, suspension, or expulsion from the college.
☐ [ ] [ ] The Advisor has received and read the Role and Responsibilities of the Student Organization Advisor and agrees to the expectations.
☐ [ ] [ ] Send at least one representative to Student Organization Training.

Open the links below in a new browser tab or window to prevent losing form data.

Having Policy: Commonwealth of Massachusetts General Laws Part IV Title I Chapter 288, Section 17

Having Policy: Commonwealth of Massachusetts General Laws Part IV Title I Chapter 288, Section 18

Having Policy: Commonwealth of Massachusetts General Laws Part IV Title I Chapter 288, Section 19

Bristol Community College Drug and Alcohol Policy

(Date)

Student President

Staff Advisor

Student and Family Engagement

Save Progress Submit Form

CLICK HERE to access the Club Registration Dynamic Form
# CLUB OFFICER LIST

**Student Organization Officer List**

Student and Family Engagement
Fall River Campus, Room G101
774-357-2222
StudentEngagement@bristolcc.edu

---

**Organization Name:**  
**Academic Year:**

---

**Advisor Information**

- **Name:**  
- **Email Address:**  
- **Bristol Phone Ext.:**  

---

Please complete ALL contact information for all organization officers.

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Student ID (990 #)</th>
<th>Email Address</th>
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</thead>
<tbody>
<tr>
<td>President</td>
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<tr>
<td>Vice-President</td>
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<tr>
<td>Secretary</td>
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<tr>
<td>Treasurer</td>
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</table>

List other organization officers below.

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Student ID (990 #)</th>
<th>Email Address</th>
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**Please submit this form as officers change.**

---

**Person Submitting This Form:**

**Date:**

---

**Student and Family Engagement:**

**Date:**

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[Save Progress] [Submit Form]
# Club Space Request Form

**Club Name:**

**Person making request:**

**Email Address:**

**Club Advisor Name:**

**Event Name:**

**Event Description:**

**Type of Room:**

**Anticipated Attendance:**

**Date of Event:**

**Setup Time:**

**Start Time:**

**End Time:**

**Food Served:**

**Set-up Needed:**

*If yes, please attach diagram/SETUP details here:*

**Number of Tables:**

**Number of Chairs:**

**Outside Signage:**

**Inside Signage:**

**Audio Visual Needs:**

**Other Needs:**

*Clubs must be active in order to secure space for meetings and events.*

*Space cannot be secured with less than 72 business hour notice.*

*Submit the completed form to the Student and Family Engagement Office.*

---

**Click here to access the Club Space Request Form Dynamic Form**
Complete one activity sheet for each club activity. Submission of this form might affect funding.

Club Name:  
Club President:  
Club Advisor:  
Club Activity:  
Activity Date:  
Type of Activity:  

Purpose of Activity:  
Location of Activity:  
Expected Attendance:  
Is there food involved?  
Estimated Cost of Event:  

Is the event open to the public?  

Special needs and/or circumstances:  

Other activity information:  

(Click to sign)
Person Submitting This Form  
Date  

Student and Family Engagement  
Date  

Save Progress  Submit Form
# END OF THE YEAR REPORT

**Club End of the Year Report**  
Student and Family Engagement

<table>
<thead>
<tr>
<th>Academic Year:</th>
<th>Please Select —</th>
<th>Club Name:</th>
<th>Club President:</th>
<th>Club Advisor:</th>
</tr>
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</table>

List all activities that the club participated in or sponsored:

<table>
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<tr>
<th>Name of Activity</th>
<th>Date</th>
<th># in Attendance</th>
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</table>

*(click to sign)*

Person Submitting This Form: ____________________________  Date: __________

Student and Family Engagement: ____________________________  Date: __________

CLICK HERE to access the END OF THE YEAR REPORT Dynamic Form
NEXT STEPS

Again, thank you for being a Club Advisor. If you ever need additional support, please do not hesitate to reach out. We ask that if you decide to step away from your Advisor role that you try to find a replacement so the club can continue with their activities.

Wishing you, your student leaders, and your club every success!!

The Student & Family Engagement Team