

STUDENT ENGAGEMENT HANDBOOK

BENNINGTON 2017-2018

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INTRODUCTION TO THE OFFICE FOR ENGAGEMENT

The Office for Student Engagement (OSE) is an extension of the Office of Student Life and is located in the UpCaf. The mission of the Office for Student Engagement is to enhance the educational experience of students by supporting the development of student-driven programming and through the introduction of social, intellectual, recreational, community service, and leadership-oriented programming that further enhances the student experience and perspective.

The OSE maintains primary oversight of campus clubs and organizations, student event planning, athletics and recreation programming and facilities, community engagement through Bennington Achieving Community Through Services (ACTS), and a myriad of leadership opportunities.

Anyone with questions or suggestions is encouraged to contact the OSE directly at studentengagement@bennington.edu.

The UpCaf

The UpCaf is a 24/7 work and social space designated specifically for student use and is among the only campus spaces (not located within a house) that students and student groups may reserve exclusively (staff and faculty have been asked not to reserve the room unless it has direct ties to co-curricular, community engagement, or leadership work). That said, the space includes three full-time OSE staff with offices that run adjusted operating hours (as compared to the Student Life Office) Monday–Friday, 10:00am–6:00pm.

UpCaf Amenities

Gallery Space. With more than 50 feet of available wall space complete with mounting hooks and runners, the UpCaf is available as a gallery space for any persons looking to showcase and exhibit work. Anyone interested in scheduling an exhibition is encouraged to email studentengagement@bennington.edu for more information and to schedule a meeting with OSE staff.

Kitchenette. The kitchenette in the UpCaf features a hot/cold water cooler, a coffee maker/tea station, mini-fridge, and microwave. These shared utilities are available 24/7 for student use. Whenever possible, the OSE keeps a full container of coffee grounds, coffee filters, and a variety of teas stocked for around-the-clock access. When making coffee, please follow the instructions printed at the station closely. While the process is simple, a misstep will result not only in a terrible cup of coffee but a sizeable mess to clean up in the process.

Printer Access. The OSE features a high-speed color printer/copier/scanner and a variety of paper and craft supplies for use by student groups when preparing materials for events, meetings, and functions. Please see page 12 for additional information on accessing the printer and printing supplies.

Computer Station. The OSE has two iMacs available for general web surfing, word processing, and media editing. While these computers are linked directly to the UpCaf printer, you'll need permission to access paper supplies. Please refer to page 12 for more information.

Reservable Conference Space. The UpCaf can be reserved by students and OSE staff or for events that have specific community engagement ties with faculty and staff members ahead of time. A regularly updated blackboard outlining all room-reservation dates and times within a given month is located in the room for your convenience.

Projector Screen. For late-night screenings and PowerPoint presentations (and settling YouTube bets), the OSE has a projector and 12-foot mounted projection screen available for your convenience with an assortment of adapters to fit most peripherals. Please follow all instructions closely as indicated on the table located between offices 201 and 202.

Ping Pong Table. Self-explanatory, but the OSE is wholly in support of regular ping pong breaks between meetings, homework sessions, or simply because it's fun. Balls/paddles are located next to the table; if there are ever issues locating equipment or something becomes broken, please email OSE staff immediately so that we can take care of repair and/or replenishment needs ASAP.

24/7 Drop Box. A secure, 24-hour drop box is located next to the UpCaf reservation blackboard for submitting new club forms, Budget and Events Committee proposals, SEA grant letters, reimbursement envelopes, and any other documents you need to hand off to OSE staff members or OSE-advised student groups. The drop box is emptied daily and you will be notified if any follow-up is needed.

Staffing/Staff Rolls/Contacts

Matt Scott '06

Director for Student Engagement

msscott@bennington.edu, UpCaf 201



As Director for Student Engagement, Matt has primary oversight over the function of engagement opportunities through clubs and organizations and serves as advisor to PAC and the Budget and Events Committee. Matt has years of experience with event programming and is an excellent resource for many aspects of the process both on and off campus. Additionally, Matt is an acting member of the Land and Building Use Committee as well as serving on the Bennington Radio Community Advisory Board.

Allison Kuhlman

Assistant Director for Student Engagement

allisonkuhlman@bennington.edu, UpCaf 202



As Assistant Director for Student Engagement, Allison oversees the Bennington Athletics and Recreation program, as well as provides general support to other programs and initiatives on campus. Allison also has a background in student development theory and leadership, specifically with facilitation style, organization development, and leadership theory. If you are interested in learning more about the Meyer Recreation Barn, available intramural and club sports on campus, outdoor recreation opportunities, or just looking to learn more about how you can stay active and involved on campus, contact Allison.

Anya Piotrowski

Assitant Director for Community Engagement
anyapiotrowski@bennington.edu, UpCaf 203



As Assistant Director for Community Engagement, Anya oversees the Bennington ACTS community engagement program and various aspects of Student Employment. Anya has a background in applied social justice and community engagement. She has a passion for bridging the conversations around community engagement, social justice, and self-care as a means of rethinking how we build community on- and off-campus. If you are interested in learning more about Bennington ACTS, including the new Becoming Engaged opportunities, resources in the community, civic engagement, or off-campus Federal Work Study opportunities, you can contact Anya by emailing acts@bennington.edu or coming up to the OSE.

Engaging at Bennington

Clubs, Organizations, and Other Student Groups

A wide variety of active clubs and organizations on campus afford you the opportunity to compete locally and regionally through intramural sports, dance in the Bennington Movement Collective, farm at the Purple Carrot Farm as part of the Bennington Sustainable Food Project, build houses for low-income residents through Habitat for Humanity, and much more. For additional information on how to start a club or an organization, connect with an advisor, find funding for club events, make space or room reservations, or receive assistance with transportation and advertising, see page 11.

Community Engagement

Building and engaging community at Bennington College and within the surrounding communities is an integral part of the Bennington student experience. Students engage locally, nationally, and internationally through Field Work Term, CAPA, study away/study abroad, Federal Work Study jobs, and more. The OSE houses Bennington Achieving Community Through Service (ACTS) Program, a program made up of four core components: Community Engagement Database, ongoing service opportunities, Becoming Engaged, direct support to talk through your goals for engaging with the community, and more. See page 17 for more details.

Recreation and Athletics

The Bennington Athletic and Recreation Department (B.A.R.D.) serves as an umbrella to a variety of athletic and recreational engagement initiatives, including club and intramural sports, outdoor recreation initiatives, hands-on experiential learning, an NCAA athletics partnership with Southern Vermont College, and our campus fitness center, the Meyer Rec Barn. B.A.R.D. recognizes the reciprocal relationship between physical activity and one's overall wellness, and invites staff, faculty members, and students to engage in positive and holistic recreational and athletic programming regardless of skill level or experience. To learn more about B.A.R.D., see page 20.

THE BASICS

Starting a New Campus Club or Organization

Students who don't find what they are looking for among the many pre-existing club offerings are encouraged to create their own. New campus groups are founded regularly and evolve to best fit the dynamic needs of our campus community. Any group of two or more students interested in starting an organization on campus can register through the Budget and Events Committee on behalf of the OSE. Once approved, groups are assigned a staff advisor and a club budget and may request funding for events and supplies through the Budget and Events Committee. As a registered campus club, you are also entitled to participate in various leadership and skill-building workshops as presented by the Bennington Facilitate Leadership: Explore, Expand, Excel (FLEX) series. The process for starting your own club at Bennington begins here.

Distinction Between Clubs and Organizations

A campus **Club** is a student-driven group that may or may not have regular meetings, may or may not have staff/faculty advisement, and may/may not meet regularly for discussion/conversation/activity built around a common interest. Clubs, by nature, are open to the entire campus community for participation and may or may not have a hierarchical leadership structure, although two primary points of contact are required. A club's annual "club budget" of \$100 per academic year may be augmented by written proposals to the Budget and Events Committee in support of additional event and supply funding needs. Examples of campus clubs include Songwriters Circle, Classic Film Series, Bennington Connects, and the Animation Club.

A campus **Organization** is defined as a student group, which almost always accompanies direct advisement from a staff or faculty member, and has specific ties to the overall form and function of the student body, the co-curricular processes, and/or other processes that Bennington as an institution deems of critical/historically significant importance. Membership to an organizational body typically involves a hiring process, as most positions require substantial time commitments and work completed. Examples of campus organizations include PAC, the Budget and Events Committee, The Silo, and Student Educational Policies Committee (SEPC).

Accessing the New Club Proposal Form

For anyone wishing to access a new club proposal form, it may be filled out in its entirety online by visiting the Student Engagement page on the Bennington website. The completed form should then be submitted to the Budget and Events Committee for review. This may be done by either emailing your completed proposal form to budgetandevents@bennington.edu, or by dropping off a printed copy at the 24-hour drop box located in the UpCaf. Once the committee has reviewed this proposal, it is then again reviewed by the staff in the OSE prior to final approval. Please note that the Budget and Events Committee meets bi-weekly, thus it could take up to two (2) weeks before a final decision has been reached with regard to a submitted proposal.

Setting Up a Campus Email Account

Setting up a campus email for your club or organization is easy, and many groups choose to create one simply to avoid the hassle of delegating contact emails between members when dealing

with outside parties. Additionally, having a specific email account that is not tied to a single member means that it can stay current even as members graduate and transition from Bennington. Email the OSE to set up a time for new email creation, and we will work with you and the IT department to complete the process. New emails typically take less than 48 hours to set up. At your request, the OSE is happy to keep a record of your club/organization email password in the event it is forgotten.

Getting your Group on the Bennington Page

Any campus club or organization wishing to have its own section on the Bennington.edu webpage is encouraged to do so with the help of the OSE. This space may be used to relay relevant contact information, links, photos, coming events, and other resources to both internal and external sources. Please note: Having a club-specific email account is a prerequisite to the creation of your own web extension within the bennington.edu domain. To set up your group page on the Bennington website, email the OSE at studentengagement@bennington.edu for more information and to set up a meeting time.

Advisor Roles/Option to Request an Advisor

In the same way your academic advisor provides leadership, guidance, and support in your career as a student, a club advisor can serve in this very same capacity, helping you maximize your co-curricular efforts by providing additional institutional support to your goals and objectives. Every new club or organization is automatically assigned advisement through OSE staff, although groups are welcomed and encouraged to seek out an advisor who will best support the work that a given club or organization pursues. Additionally, the OSE works closely with a wide

variety of staff, faculty members, and community partners and is happy to find a fit for your group upon your request.

Club Requirements

Two Points of Contact

It is a requirement that every club and organization have at least two points of contact. These student representatives serve a critical role in the function of the club or organization in that they are expected to serve as a liaison to the OSE when outreach is required. It is not expected that this role necessarily serve as a “club leader”; however, oftentimes those who identify as the leader of a given club or organization happen to serve a function in that contact capacity as well. Stated simply, the OSE needs two points of contact for a given club in the event that one member is unavailable for any reason. We use these points of contact as a means of disseminating club/organization-related information and to extract information from the group when needed.

Minimum Number of Members Required

While there is no stated minimum to the number of members required to be an active club/organization, it is expected that in the interest of creating an inclusive environment, each group is actively pursuing opportunities to create connections and invite new members into the group, supporting its relative growth and longevity. Historically, groups of fewer than five don't lend themselves to long-term sustainability in the way that larger ones do. All that said, no two groups are alike in this way, and the engagement office is here to support your efforts in any way it can.

Inclusive Practice

Membership to clubs at Bennington is to be made available to any and all students without

exception. Additionally, any events proposed and overseen by a specific club or organization must be made open to the entire campus community whenever possible. For this reason, while groups are welcomed and encouraged to create events making use of public spaces, and/or produce functions in collaboration with community partners, particular care must be made to promote it thoroughly and to work with engagement office staff to assure transportation and other logistic opportunities are provided. For more information on inclusive practice as an institutional foundation, please see page 28 of the Student Handbook.

Finances

Club Budget

New and continuing clubs receive a club budget of \$100 for the academic year (July 1 through June 30). This budget is not rolling and starts fresh at the beginning of each academic year, so that any unused portion goes back into the general operating budget of the student activities fund. Clubs make use of their budgets for everything from snacks at meetings to supplies and equipment for regular club use or for special events. When clubs require additional funding for a given event or initiative, they may submit a written proposal to the Budget and Events Committee in support of their funding request. (Please see page 10 for additional information regarding all Budget and Events Committee proposals.)

Accessing Your Club Budget

Accessing your club budget may be done in one of several ways outlined below.

Reimbursement. The most common and preferred method of spending your club budget is to pay for the goods you need out of pocket,

and then to submit receipts to the OSE for reimbursement. Turnaround time for a reimbursement is typically five days, so plan ahead if you think you will be needing reimbursement sooner than that. It is important to note that Bennington College is a nonprofit organization, and as such, any purchases made on behalf of Bennington College are eligible for tax-exempt status (that includes club purchases). Not all businesses take tax-exempt cards, but MOST do. If you are planning to shop locally and would like to save a few dollars that might otherwise get tied up in the tax, drop by the Office of Student Engagement for a tax-exempt card, which will void out the tax in your purchase. Please note that any tax you DO pay will come directly out of your club budget, so plan ahead and get the tax-exempt card whenever possible!

College-Issued Check. If you are using your club budget to pay for a guest speaker/performer/lecturer, it is status quo to pay that person via College-issued check. This gives the guest a record of payment that they can track when doing taxes, banking, and so on. If you anticipate needing a check for this reason, contact the OSE at least two (2) weeks prior to the date the event takes place so that we have ample time to have this check cut. Additionally, visiting performers/speakers/clinicians are required by law to complete a Federal W9 form prior to their check being issued. OSE keeps these forms handy and is happy to guide you through this process from start to finish. Email studentengagement@bennington.edu if you think you'll need to have a check cut.

Petty Cash. In rare instances, OSE may provide cash up front for your purchase; however, the Office of Student Life keeps only a small amount of cash on hand at any time and is unlikely to

approve a petty cash request unless there are outstanding/extenuating circumstances attached. Receipts for ANY petty cash purchases are required to OSE within 24 hours of purchase, no exceptions. Please contact Matt Scott in OSE directly if you feel one of these circumstances is justified.

Online Purchases. The OSE has a credit card available for online purchases. In addition, the office maintains an account with Amazon Prime that can often help cut costs by offering free, two-day shipping on many items. If you have online purchases to make, please contact Matt Scott in the Office of Student Engagement to set up a time to order these products online together. In addition to convenience, ordering with the engagement credit card is optimal because any receipts required are automatically forwarded to the engagement offices (thus there is nothing you need keep track of/return).

The Budget and Events Committee

The Budget and Events Committee (B&EC) is a student-led committee advised by the OSE dedicated to providing budgetary and event planning support both to student organizations and students interested in planning events for the Bennington College community. Through the B&EC, clubs and organizations are encouraged to submit written proposals in support of funding those events and activities. In addition, the Budget and Events Committee provides the first round of proposal review prior to the ratification of any new campus club or organization.

Proposal Guidelines. The Budget and Events Committee meets bi-weekly to review funding proposals, and maintains both an active Facebook page, Bennington College webpage, and

email account to ensure you can contact someone as efficiently as possible with new proposals and inquiries. As such, the group also maintains a digital submission form and detailed how-to guide on their homepage for your convenience when assembling a new proposal. Access to both documents can be found online on the Student Engagement page on the Bennington website.

Submission Deadlines. Submission deadlines for the Budget and Events Committee are established at the beginning of each academic term. Please visit the B&EC Facebook page and/or Google Drive for a document containing this term's proposal timeline. **Please note** that proposal submissions are required to hit the Budget and Events Committee email inbox by 5:00 pm the day before a review session takes place. Proposals submitted after this time frame will be rolled over to the next review cycle (two weeks following). Finally, due to the fluctuating volume of received proposals in a given week, please **allow up to 72 hours** for a response regarding your funding proposal, and up to 10 days for a determination regarding any club and organization.

The Student Endowment for the Arts (SEA) is a campus board designed to support artistic endeavors of students working in visual art, music, drama, dance, and writing through grant opportunities based on written proposal. The board itself is comprised entirely of students working across the spectrum of academic disciplines and are elected with the expectation of maintaining applicant confidentiality while reviewing proposals in an objective, professional, and organized manner. The SEA has a maximum allotment per-person per-grant cycle of: \$500 for Project Grants Proposals and \$250 for Materials Grants Proposals. Proposal guidelines are specif-

ic to each type, and the proposal process itself follows a thorough application process.

The SEA maintains a very active Facebook page with grant cycle information. The SEA bi-laws and guidelines can be found at bit.ly/2u5hLkp. Outside of Facebook, the SEA is very responsive to e-mails, you can reach the SEA via sea@bennington.edu.

Fundraising. Clubs and organizations looking for sustained long-term financial support for their group are welcomed and encouraged to fundraise in support of a given project or goal. Bake sales, car washes, and other industrious methods have all been employed to help support new and continued initiatives. If you are interested in fundraising either on campus or in the Bennington community, it is strongly advised that you arrange a meeting with the engagement office prior to moving forward.

Fundraising Guidelines and Best Practices.

For all the benefits of fundraising, it is important to recognize that there are restrictions that are mandated both by OSE and Bennington College itself. As a community dedicated to promoting an inclusive atmosphere, asking anyone for money (even through an exchange of goods or other services such as a bake sale) should feel voluntary and reciprocal. That said, keep the following in mind when planning your next fundraising initiative to jumpstart a successful venture.

1. Do not solicit staff or faculty via email. Staff and faculty email accounts are for official College business only. Unsolicited fundraising emails are strictly prohibited and mandated not only by OSE, but additionally by the Human Resources office. If you have questions or require addi-

tional clarity on this, please email Matt Scott at msscott@bennington.edu for more information.

2. Be respectful! It goes without saying that while you have only the best of intentions when fundraising, not everyone has the means or interest to participate. Take the time to design a fundraiser that represents your cause honestly and invites participation without being intrusive.

3. Plan ahead. Being thorough in the planning and execution of your fundraiser not only encourages participation, but also can be a morale booster for your club or organization. Consider advertising through *College Week*, *Coffee Hour*, and with posters or flyers. See page 15 for more information.

4. Reserve space. Dependent on the type of fundraiser you are looking to organize, it is common to require the use of a dedicated space or table in Down Commons as a suitable anchor for the event. Because many spaces on campus are reservable on a first-come-first-served basis, it is important to reserve your space early to avoid conflicts the day of. Please refer to page 13 for a list of location-specific contacts and procedures.

Asset Accounts. Some groups choose to track their funding internally by appointing a club treasurer, while others choose to set up an asset account through the business office to track this income. Deciding whether an asset account is right for your group is simply a matter of personal/group preference, although any OSE staff member would be happy to walk you through the process and help weigh the pros and cons of each.

Transportation

Campus Van/Shuttle

There are myriad ways to get around the Bennington community and beyond with the assistance of GMX shuttles and the campus shuttle van. For more information on GMX and van shuttle times, please visit the transportation section on the Bennington website.

Reserving a 15-Passenger Van

Campus vans are available for rental through OSE, although Campus Safety formally manages the process. Any club or organization wishing to set up a van reservation is encouraged to contact the OSE to set up a meeting time to firm up the logistics of travel. Event time, date, location, number of passengers, and all other logistical considerations are required prior to scheduling a van, so it is important to have such details firmed up prior to meeting. Drivers for your campus trip may be established in one of two ways, and with separate costs outlined below.

Club Member as Van Driver

If you have a club member on the approved driver list through Campus Safety, that club participant may drive the campus van at no charge to the club or organization. It is important to note that this driver must willingly opt-out of payment for their time, otherwise the hours they accrue for driving will be assessed at the College hourly rate of \$10/hour and your club budget will be charged for this expenditure. Anyone wishing to seek out approval as a driver through Campus Safety may do so provided they have a valid driver's license and a clean driving record, and pass a series of tests facilitated by the Campus Safety office.

Appointed (Outside) Driver as Van Driver

For groups without an approved driver available, Campus Safety can appoint a driver for your trip; however, the club or organization will be billed at \$12/hour for this fee. If this is a requirement, Campus Safety can make these driver arrangements for you provided you indicate "driver needed" when filling out the reservation form at the Engagement office.

Printing and Advertising

UpCaf Printer and Supplies

The UpCaf offers free printing and an assortment of cardstock, colored, and construction paper for use by clubs and organizations for marketing and advertising. Located in the UpCaf, the printer's paper supply is kept in a locked cabinet near the meeting tables and includes standard 8.5x11 and 11x17 paper. The lock's combination is changed each term and is available to club and organization members. If you need to use the printer, please ask a staff member for the combination. The printer is not to be used for personal use, such as printing homework assignments or readings. For more information with regard to printing for events, please see page 15, "Advertising for your Event."

Posters

The Office of Student Life has available services for printing and distributing flyers and posters. Once you have created your poster or flyer, you may email the PDF (or other appropriate file type) to posters@bennington.edu. Please include your name, your requested amount of copies, and dates you need the posters or flyers posted. In addition, you can also print your own posters and flyers and distribute them on your own (see above).

EVENT PLANNING

The OSE produces more than 100 events annually in conjunction with student clubs, organizations, and community partners. A critical function of the office is to assist Bennington students with the logistical, planning, and safety considerations associated with executing events both on and off the Bennington campus. As it is central to the core values of a Bennington education that students serve as the driver of their college experience, in working with OSE it is never our intention to plan out your event for you, but rather to provide tools, the experience, and the perspective to help you do better work and best serve the campus community in the process. Below are some of the most common logistical questions/considerations in event planning. Please use them as a launch pad for your work and feel free to augment this with conversation and 1-on-1 planning with any/all of the OSE staff.

Reserving Spaces

A fundamental step in event production is deciding upon the physical location you will be inhabiting. Considerations for this location include not only finding a location that provides adequate space for your needs and attendance, but also those of and including handicap accessibility, proximity to power/electrical outlets, acoustics, and overall ambience. Many campus spaces have the capacity to be reserved for events and functions, although in all instances that buildings coordinator will have the final approval based upon availability and practicality. Follow up for a complete list of available spaces and their coordinator and reservation process. Please note: In instances where a space requires a faculty or staff sponsor for space approval, OSE

is happy to serve that role provided we have had an opportunity to review your event details with you beforehand.

Bringing Guest Speakers & Entertainers to Campus

One of the most exciting opportunities presented to campus clubs, organizations, and motivated community members is the potential to bring in outside speakers, performers, and community partners which enrich and enliven the work that you do. The scope of this opportunity is limited only by the imagination and the budget (if required) to meet the needs of the guest and presentation itself. All that said, outside of initial e-mail contacts with these outside entities, it's always in your best interest to schedule a consultation with an OSE staff member so as to avoid any potential missteps. (Important Note: E-mail may serve as legally binding documentation, as such you should avoid discussion of finances with any potential speaker/entertainer prior to conversation with OSE staff.) Please e-mail the OSE at studentengagement@bennington.edu with any questions or to set up a preliminary meeting regarding your guest speaker ideas.

A/V Requests

Whether for an event or a house party, a proper sound system is often a staple of house communities and social events throughout term. Sound systems are typically broken into two categories based on the intended application of their use:

1. A “party pack” used by a DJ in conjunction with a house party or social event.
2. A sound system intended for use in conjunction with a live band, speaker, or performance.

Reserving a Party Pack (for House Parties)

To reserve a party pack for a **house party**, you must (a) register your party with housing@bennington.edu and (b) provide housing with the name of a sober/wellness person, a sober/wellness room, and a location for water and breadsticks **at least one week in advance of your party**. Following that, email Matt Scott via mscott@bennington.edu with your party pack request. To assure availability, you should email Matt at least seven (7) days in advance of your house party. Matt will arrange for a pickup location and date at that time. It is strongly suggested that whomever you delegate as DJ for the evening should schedule a “party pack training” to be sure they are familiar with the ins and outs of the equipment being loaned out. **This greatly reduces the likelihood of accidents or the possibility of broken equipment (which the house then becomes responsible for)**. You must return the party pack to the Down Caf the day following your event **unless prior arrangements have been made otherwise**.

Reserving a Party Pack (for Events and Social Gatherings)

To reserve a party pack for an event or social gathering, email Matt Scott via mscott@bennington.edu with your party pack request. Be sure to **include date, time, and location** in the details of your event request. To ensure availability, you should email Matt at least seven (7) days in advance of your event/social gathering. Matt will arrange for a pickup location and date at that time. It is strongly suggested that whomever you delegate as DJ for the evening should schedule a “party pack training” with Matt to be sure they are familiar with the ins and outs of the equipment being loaned out. **This greatly reduces the likelihood of accidents or the possibility**

of broken equipment (which the club/organization/hosts then becomes responsible for, for the associated repair/replacement costs).

Reserving Sound Systems (for Bands, Speakers, Lectures, and so on)

Because sound systems for events generally require additional consideration and equipment (beyond that of a standard party pack) a student center event manager is required to oversee the setup, operation, and breakdown of all equipment. That said, and due to the additional requirement of staffing your event, a minimum of **ten (10) days notice** is required to ensure a sound system for your function. If you are unsure of what your needs are for an event, a meeting with Matt Scott is strongly encouraged to determine the specifics of your request. Please email Matt directly at mscott@bennington.edu to begin this process.

Reserving Video Projectors and other Equipment

As OSE does not directly oversee or own video-specific technology, its rental and use must be coordinated with media services. For all related inquiries, please email Matt Scott, who will then put you directly in touch with media services to make arrangements for equipment availability and accessibility.

Food and Catering Overview

In the hierarchy of event planning, food is often among the very first considerations, not only as a means of drawing attendance, but in affirming the integral relationship between nourishment, conversation, and community. It is exceedingly common that campus groups will use most, if not all, of a club budget within a given year to-

ward food purchases at local grocers or restaurants, offsetting that expense with **Budget and Events Committee** proposals when anticipated attendance dictates a particularly large purchase. In other instances, it may be desirable or even critical to work collaboratively with dining services to cater your event. In any and all instances, plan to follow purchasing protocol outlined in the Finances section on page 9.

Catering through Aramark

When planning for events where expected attendance is large, or the scale of food required exceeds the time/energy a group has available to acquire/prepare it, it can be quite beneficial to take advantage of campus catering. Campus catering can provide a myriad of dining options including snacks, meals, and beverages—even working off recipes you’ve provided them. Cost varies greatly, so if something like this is of interest to your group, email OSE for more information and to set up a consultation with Aramark directly.

Advertising Your Event

Advertising is often the final step in an event planner’s “to do” list; however, the information it encompasses is comprised of many essentials you should have confirmed well in advance of finalizing the logistical and delegation-based elements of your event. In some way, your advertisement should ideally include some mention (or all) of the following information: Date, time, location, the organizing body (club, organization, or other group), a brief description of what the event is, any contact information, and sponsorship by any campus organizations if applicable.

Outside of digital advertising methods such as Facebook and Instagram, the Office of Student

Life and OSE also offer several campus options to help spread the word about your pending event. **Tabling** is the most direct way to conduct outreach to your peers. Whether you are advertising for an event, gathering input, starting a new club, fundraising, or something else entirely, tabling allows you a space to have intentional conversations with students. Tabling is most successful between 11:45 am and 1:00 pm and 5:00 to 6:30 pm. Various Tabling locations are available between the Dining Hall and DownCaf. To reserve a table email studentengagement@bennington.edu with your requested date/time/location and any other needs you may have.

College Week is a physical publication distributed on Monday of each week to dining hall tables and staff/faculty offices that summarizes the pending events for the coming week. Simply email collegeweek@bennington.edu with a complete summary of the information for the details outlined above and submit by Thursday at noon for submission to the following week’s publication.

Coffee Hour is a publication distributed to house chairs to stimulate conversation among house communities each Sunday during Coffee Hour. Submissions to *Coffee Hour* are broken into sections based upon their intent (academic, co-curricular, institutional, and so on) and are generally more descriptive than *College Week* submissions. To submit to *Coffee Hour*, simply email your completed blurb to coffeehour@bennington.edu, by noon on Thursday for submission to that Sunday’s publication.

Posters may be printed in OSE free of charge for clubs and organizations with prior approval of the OSE. For more information on printing procedure, please see page 12. Posters may be left

with the Student Life desk monitor and can even be hung up for you. Simply drop off your completed poster before noon on Monday, Wednesday, or Friday. A typical poster run of 25 should do the job. For special events, there are also individual house chair folders located in Student Life for getting posters and printings directly to a house. Simply drop off your completed poster with the desk monitor and let them know it should go into the house chair folders. A typical poster run of 18 should do the job.

College Calendar: Submissions can be made by visiting: [Benninton Homepage](#) > [News&Events](#) > [Calendar Submissions](#)

ENGAGING WITH THE COMMUNITY

Upon arriving to Bennington College, you enter both the Bennington College community and the communities straddling the College, namely the Village of North Bennington to the north of campus and the Town of Bennington to the south of campus. Just as we reflect, both individually and collectively, on how we shape and are shaped by the campus community, so too must we ask ourselves how we would like to engage in the interwoven communities extending beyond our campus.

The Bennington Achieving Community Through Service (ACTS) Program provides a myriad of ways for you to learn, connect, and engage in the intersection of community building, community engagement, social justice, and service. Whether it's organizing a conversation about power and privilege, mentoring youth, preparing meals, or developing a project of your own, Bennington ACTS provides the resources for you to 'burst the bubble.' Bennington ACTS has four main components outlined below. If you have any questions, or would like to receive a weekly email on Bennington ACTS happenings, contact Anya Piotrowski at 802-440-4370 or acts@bennington.edu.

Four Components of Bennington ACTS

Community Engagement Database

Bennington ACTS keeps an up-to-date database of more than 30 organizations in the surrounding communities looking to engage students on a variety of projects and issues. Alongside a description of the organization, the database includes a description of the volunteer needs, contact information, location, and public transportation

options through Green Mountain Express. The Community Engagement Database allows you to connect directly with whichever organization, issue, or project appeals to you most.

Bennington ACTS Volunteer Opportunities

If you are looking for a bit more structure or short-term commitment, Bennington ACTS organizes numerous volunteer trips to assist local organizations. For example, there are trips throughout the term to Meals On Wheels and Second Chance Animal Center. To learn more about past or upcoming trips, check out *College Week* or email acts@bennington.edu.

In addition to recurring trips, Bennington ACTS hosts events like the American Red Cross Blood Drive, Winter Blitz, and United Ways of Vermont's Day of Caring, which bring together larger groups of students to give back to the community. To learn more, email acts@bennington.edu.

Becoming Engaged Series

The Becoming Engaged Series is an interactive opportunity for students to connect on engagement issues monthly via a monthly speaker series, monthly "come to the table" conversations and workshops open to all, visiting non-profits tabling on campus, recommended resources connected to the monthly theme, and more. Each month will focus on a different topic relevant to community building, community engagement, and social justice, including: owning our stories as a means of building community, conflict resolution, active listening, male privilege, and toxic charity. Email acts@bennington.edu or stop by the UpCaf to find out which events are happen-

ing soon or if you would like to be involved in the planning process.

Advising

Interested in becoming involved but not sure where to start? Want to know more about one of the organizations on the Community Engagement Database? Working on a class project that involves local organizations and wondering who to contact? We can help! Stop by the OSE or email acts@bennington.edu to schedule a meeting.

Bennington ACTS Student Engagement Coordinator

The Bennington ACTS student engagement coordinator holds a host of responsibilities that accentuate the mission of the Bennington ACTS program. This includes but is not limited to the bulk of outreach for Bennington ACTS events and opportunities and planning for, participation in, and assessment of Bennington ACTS events and offerings. You can contact the coordinator with any questions about Bennington ACTS or to sign up for an event by emailing acts@bennington.edu or Anya Piotrowski.

Selling Wares on Campus

1. The OSE encourages any student who is interested in selling their homemade wares to do so. In the past, students have sold baked goods, artwork, books, pottery, and much more. Students typically have the most success selling their items during mealtimes at a table in DownCaf. To reserve a table, email Anya Piotrowski.

2. The Office for Student Engagement regularly schedules non-College affiliated vendors to visit campus and sell their wares. These wares vary from vendor to vendor and could be anything from records to jewelry. Vendors pay a \$50 fee to the Student Life Office per visit to set up on campus and sell their wares. If you know of an off-campus vendor who is interested in selling their wares on campus, please have them email OSE.

INSTALLATIONS

Most space on campus has the potential to serve as a host site for the installation of short-term sculptural, mixed format, or other pieces. That said, the process of installation is one with which great care need be taken to ensure its form, function, and intent does not conflict with other planned events and does not cause harm to the physical environment or others in the process. For this reason, outside of meeting with an Office of Engagement staff member, in all instances any installation request must also be funneled through Bennington's Land Building Use Committee (LBUC) by way of written proposal. The Land Building Use Committee is comprised of members of Buildings and Grounds, Campus Safety, Student Life and select faculty members who meet on an ad hoc basis to review an installation proposal through the lens of many stakeholders. For a full description outlining LBUC committee procedure, please continue.

Land Building Use Committee (LBUC) Procedure

It is the intent of the Land and Buildings Use Committee to set policies governing the enhancement of our surroundings, the protection of the environment, and the maintenance and safety of the campus. For any projects that involve the buildings or the landscape of the College, the Land and Buildings Use Committee requires this application and complete documentation. Permission will be granted only after approval by LBUC.

Projects that are not specifically related to an academic class or coursework, involve an event of any kind, or are sponsored by outside organizations, must be directed to Matt Scott in OSE

prior to the Land and Building Use Committee.

Because campus buildings and spaces differ in type and use (academic, residential, social, recreational, administrative, and so on), the considerations for the acceptance of proposals may differ between spaces or buildings. At the discretion of the committee, applicants may be asked to engage building users or representatives and/or the committee may consult with them prior to making final decisions about proposals.

The decision process, depending on the complexity of the proposal, generally takes a minimum of one week, therefore **students are strongly encouraged to submit their proposals one or two weeks in advance of their installation date**. Students are also encouraged to discuss anticipated safety and construction questions with Ken Collamore in Campus Safety and Angel Kwasniak in Buildings and Grounds prior to submission, as questions relating to these concerns often can hold up the process. Having to request additional details for a proposal can also hold up the process, so please be as specific and clear as possible when writing the description portion of the application.

It also may be helpful to meet with Erin McKenny, Building & Grounds Design and Planning Coordinator, prior to submitting your proposal if you have any questions about how to complete the form or anticipate that your proposal may be more involved. Copies of the form are available in the Office for Student Engagement. Please submit signed and completed proposals to Erin McKenny at emckenny@bennington.edu (preferred) or drop off at her office in Barn 119.

BENNINGTON ATHLETIC & RECREATION DEPARTMENT

Meyer Recreation Barn

The Meyer Recreation Barn (MRB) is located to next to the Biomass and Maintenance building (off College Drive) and serves as the campus' athletic and wellness facility. The MRB houses an aerobics room, climbing wall, yoga/dance studio, free weight room, sauna, and showers. Any student, staff, or faculty member (and guest of staff or faculty) may use the MRB. Guests must present a government-issued ID and sign a waiver (see below).

Meyer Recreation Barn Equipment

Available exercise equipment at the MRB includes treadmills, rowing machines, ellipticals, bench presses, steppers, stationary bikes, free weights in a variety of sizes, and state-of-the-art climbing wall equipment. There is DirecTV access for some cardiovascular machines, and a CardioTheater system that allows patrons to listen to a variety of television and movie channels while working out.

Meyer Recreation Fitness Classes

The MRB has offered a range of exercise classes, including yoga and karate. In spring 2017, a Zumba class as well as a certified student fitness trainer and self-defense classes were added. Group classes take place during the week and change during each academic term. For more information on what classes/dates/times are currently offered, please visit the MRB page on the Bennington website.

Meyer Recreation Monitors

The MRB employs Bennington College students each term as Meyer Recreation Barn Monitors (MRBM). The role of the MRBM is to swipe

in MRB guests, monitor the daily activities of MRB operations, act as a resource for MRB guests, distribute and collect appropriate waivers and liability forms, maintain a clean/sanitary MRB environment, and act as a daily liaison to the AD for Student Engagement. MRBM are employed at the start of each academic year and remain for the remainder barring positive work performance and availability. For more information about MRBM and how to become one, visit the MRB page on the Bennington website.

Waiver and Liability Form

All faculty/staff/guests are required to fill out a waiver before using any of the gym equipment in MRB. Waivers are available through the MRBM desk and need to be signed/dated before facility use. In addition, all guests must present a government-issued photo ID to use the MRB. In the event that a guest does not provide identification, they will be asked to retrieve the appropriate ID in order to use the MRB.

Meyer Recreation Barn Aerobics Room. The MRB features a room specifically for aerobic and cardio activities. The room includes a television with DirecTV and DVD player, free weights, a boxing dummy, and space for cardio/aerobic activities.

Meyer Recreation Barn Yoga/Dance Studio.

The MRB yoga/dance studio is located on the second floor of the MRB and is utilized for group classes and other dance-related activities. Reservation of the space for additional activities or events must be made through the assistant director for student engagement at allisonkuhlman@bennington.edu

Climbing Wall. The MRB features a fully functional climbing wall that is monitored by belay-certified climbing wall monitors. The climbing wall is open at specific times during the week and weekend and is only to be used with a climbing monitor present. All students who utilize the climbing wall will wear the appropriate equipment and shoes if they wish to climb. For safety reasons, if the climbing wall is not open, students may only free climb up to the blue line marked clearly on the wall. No exceptions will be made for guests wishing to climb without a climbing monitor present. Failure to follow this policy will result in revoked access to the MRB.

Sauna. The MRB offers a sauna for use by any MRB guest. The sauna remains open only when the MRB is open and an MRBM is present. All guests must be appropriately covered and wear sandals or flip-flops. Failure to follow this policy will result in the sauna being locked. Guests are also asked to be respectful and courteous to others when utilizing the sauna.

Showers. The MRB offers the usage of showers to any guest when the center is open and an MRBM is present. Shampoo and soap are provided in dispensers by the center; guests should provide their own towels when using the MRB showers. Appropriate footwear is required and guests are expected to be respectful and courteous to others when utilizing the shower.

Meyer Recreation Barn Personal Storage Cubbies. The MRB has small, square cubbies for personal item storage located next to the sauna in the main hallway along with several coat hooks. Guests are encouraged to keep their loose, personal belongings in the cubbies during their use of the MRB. Any items stored more than one

month may be removed and put into a lost and found at the MRBM desk.

Club and Intramural Sports

The Office of Student Engagement offers multiple club and intramural sports students of any athletic ability to join. The following club/intramural sports are offered through our office:

Ultimate Vermonster Frisbee Team. The Ultimate Frisbee team meets during the fall and spring term and participates in two to three tournaments each season. Led by one or two team captains, any students wishing to play on the team should contact allisonkuhlman@bennington.edu prior to the start of a season.

Soccer. The soccer team meets two to three times per week during the fall usually 4:00–6:00pm. The team usually participates in six to eight games per season and includes both home and away games. Indoor soccer takes place in March of spring term and is located at the Bennington Sports Center.

Archery. The archery club is a smaller group of students who enjoy recreational archery on campus. During the week, students are able to utilize practice targets on campus, weather permitting.

Basketball. The basketball team plays one to two times per week in both the fall and spring term. During the fall term, students have the opportunity to play outdoors until the end of November, transitioning to indoor basketball at the Village School of North Bennington. Shuttle service is available for students wishing to attend these practices. In the spring, basketball will resume outdoors weather permitting.

Dodgeball. The dodgeball team plays during both the fall and spring term. On average, we have rotating teams of eight to 15 that play 8:00–10:00pm, usually on Wednesday evenings. Games are played in Greenwall Auditorium and include students of any athletic ability.

Equestrian Team. The equestrian team is local and rides with advisor Tara Lowary at Taraden Barn. Students of any ability are eligible to participate, and lessons can be scheduled during the week. The equestrian team competes in regional shows and usually has two to three shows per term.

Southern Vermont College Athletics

Through a partnership with Southern Vermont College and the NCAA, all Bennington students are now eligible to try out and compete with Southern Vermont College's Division III athletic programs. Possible opportunities include men's and women's soccer, men's and women's volleyball, men's and women's basketball, women's lacrosse, baseball, softball, men's and women's cross-country, and outdoor track and field. Interested students should contact Allison Kuhlman for more information.

Rental Equipment

Recreational equipment is available for students, staff, and faculty members to rent from the Office of Student Life throughout the fall and spring terms. To rent equipment, please visit the Office of Student Life located in Barn 113 and fill out a rental request form. A staff member will take the rental fee and help you collect the rental equipment. All equipment is to be returned by the time signed for on the rental form.

Outdoor Programs and Initiatives

Bennington offers outdoor recreation facilities for students who are looking to stay physically fit outdoors, including soccer fields, an archery range, ultimate Frisbee spaces, and basketball courts. Students can also walk or bike the campus Blue Trail, an easy hike winding through the wooded parts of campus and connecting to several trails throughout the region, including the Mile-Around Woods. Long Trail, Vermont's oldest long-distance hiking trail, is a short drive from campus. A brand-new biking trail also connects Bennington College to the town of Bennington and runs from Hicks Avenue—near the Benmont Avenue bridge—behind the Walmart and Price Chopper plaza, behind the Hannaford plaza, past the Morse Industrial Park, under the Route 279 overpass, up Route 67A, and ending at Bennington College. Through the Bennington bike-share program, Bennington College community members can also borrow a bicycle at no cost through Campus Safety.

B.A.R.D. Coordinators

Bennington Athletic and Recreation Department coordinators are students hired to assist at a variety of sporting events and on-campus recreational activities. The B.A.R.D. coordinator's responsibilities include spray-painting the soccer field lines, washing team uniforms, assisting with the setup of larger athletic events (including annual homecoming festivities and dodgeball games), and so on. B.A.R.D. coordinators are hired at the beginning of each academic year and are supervised by the assistant director for student engagement.

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