



# Club Head Info and Spending Guide

## Fall 2025 - Spring 2026

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BSG Fiscal Committee Chair: Vishal Parkash

BSG Treasurer: Damien Ramirez

BSG Student Life Chairs: Rosie Schneider & Georgia McCauley

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## **Club Accessibility Statement**

The Office of Student Activities supports student leaders in managing their clubs and hosting events that will impact the student body. The Office of Student Activities supports students in managing their clubs, hosting events, and creating spaces that will impact the student body.

All clubs are created and managed by students. All club meetings and events, and student managed spaces are open to any currently enrolled undergraduate student at Bard. Clubs receive funding from the undergraduate student activities fee.

Clubs are intended to serve as a space for students with a particular interest or affinity to gather and all students are urged to be sensitive when they enter or occupy such spaces. We seek to embody the values of diversity, equity, and inclusion as well as respect, empathy, and understanding.

Guests, including faculty, staff, or non-Bardians, may attend club gatherings at the invitation or with the permission of a club head. Student hosts are responsible for the behavior of their non-Bardian guests.

## Fall 2025 Schedule

<b>Wednesday, September 3, 2025</b>	<b>Club Registration Deadline 5PM</b>
<b>Thursday, September 4, 2025</b>	<b>First-Time Club Head Training - MPR 5-7PM</b>
<b>Saturday, September 6, 2025</b>	<b>Club Fair - Campus Center Quad 1-3PM</b> <b>Rain Location: Campus Center</b>
<b>Monday, September 8, 2025</b>	<b>Budget Proposals Due by 11:59 PM</b> <a href="https://tinyurl.com/Budget-Proposal-Fall-2025"><u>https://tinyurl.com/Budget-Proposal-Fall-2025</u></a>
<b>Tuesday, September 9, 2025</b>	<b>Budget Review Sign-Up</b>
<b>Wednesday, September 10 through Friday, September 12, 2025</b>	<b>Budget Review - Student Government Office</b> <b>Campus Center 203</b>
<b>Friday, September 12, 2025</b>	<b>Draft Budget Emailed to all Students</b>
<b>Sunday, September 14, 2025</b>	<b>Budget Amendments Due to <a href="mailto:fischair@bard.edu">fischair@bard.edu</a> by 8PM</b>
<b>Monday, September 15, 2025</b>	<b>Budget Forum - MPR 6PM</b>
<b>Thursday, September 18, 2025</b>	<b>First Check Requests and Purchase Requests Due by 5PM, and every Thursday thereafter.</b> <b>All purchase requests must be submitted here:</b> <a href="https://tinyurl.com/Club-Spending-Fall-2025"><u>https://tinyurl.com/Club-Spending-Fall-2025</u></a>  <b>Amazon Carts can only be submitted Tuesday 5PM through Thursday by 5PM each week.</b>
<b>Friday, September 26, 2025</b>	<b>First Checks Issued, and every Friday thereafter.</b> <b>Allow at least 2 weeks for check requests to be processed.</b>
<b>Thursday, November 20, 2025</b>	<b>Due to Thanksgiving Break, all requests submitted after 5PM, November 20 will not start processing until December 4</b>
<b>Thursday, December 4, 2025</b>	<b>Deadline for ALL Purchase Requests</b> <b>Deadline for Budget Transfers</b>
<b>Thursday, December 11, 2025</b>	<b>Deadline for Check Requests, Payroll Requests and Preallocation Requests for Spring 2026</b> <b>Extension Deadline for Purchase Requests (Items) with Treasurer Permission Only</b>
<b>Sunday, December 14, 2025</b>	<b>Last Day to Hold Events</b>
<b>Friday, December 19, 2025</b>	<b>Final Checks Issued</b>

## Spring 2026 Schedule

<b>Wednesday, January 28, 2026</b>	<b>Club Registration Deadline 5PM</b>
<b>Thursday, January 29, 2026</b>	<b>Club Head Training - MPR 5-7PM</b>
<b>Saturday, January 31, 2026</b>	<b>Club Fair - Inside Campus Center 1-3PM</b>
<b>Monday, February 2, 2026</b>	<b>Budget Proposals Due by 11:59 PM</b> <a href="https://tinyurl.com/Budget-Proposal-Spring-2026"><u>https://tinyurl.com/Budget-Proposal-Spring-2026</u></a>
<b>Tuesday, February 3, 2026</b>	<b>Budget Review Sign-Up</b>
<b>Wednesday, February 4 through Friday, February 6, 2026</b>	<b>Budget Review - Student Government Office Campus Center 203</b>
<b>Friday, February 6, 2026</b>	<b>Draft Budget Emailed to all Students</b>
<b>Sunday, February 8, 2026</b>	<b>Budget Amendments Due to <a href="mailto:fischair@bard.edu">fischair@bard.edu</a> by 8PM</b>
<b>Monday, February 9, 2026</b>	<b>Budget Forum - MPR 6PM</b>
<b>Thursday, February 12, 2026</b>	<b>First Check Requests and Purchase Requests Due by 5PM, and every Thursday thereafter.</b> <b>All purchase requests must be submitted here:</b> <a href="https://tinyurl.com/Club-Spending-Spring-2026"><u>https://tinyurl.com/Club-Spending-Spring-2026</u></a>  <b>Amazon Carts can only be submitted Tuesday 5PM through Thursday by 5PM each week.</b>
<b>Friday, February 20, 2026</b>	<b>First Checks Issued, and every Friday thereafter.</b> <b>Allow at least 2 weeks for check and purchase requests to be processed.</b>
<b>Thursday, March 12, 2026</b>	<b>Due to Spring Recess, all requests submitted after 5PM, March 12 will not start processing until March 26</b>
<b>Thursday, April 30, 2026</b>	<b>Deadline for ALL Purchase Requests</b> <b>Deadline for Money Transfers</b>
<b>Thursday, May 7, 2026</b>	<b>Deadline for Check Requests, Payroll Requests and Preallocation Requests for Fall 2026</b> <b>Extension Deadline for Purchase Requests (Items) with Treasurer Permission Only</b>
<b>Tuesday, May 12, 2026</b>	<b>Last Day to Hold Events</b>
<b>Friday, May 15, 2026</b>	<b>Final Checks Issued</b>

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## WHAT IS THE CONVOCATION FUND?

Club money comes directly from the Convocation Fund, which is composed of the Student Activities Fee that each Bard student pays each semester. This fee has been rolled into tuition costs so financial aid allotments can help cover them. This fund is the pot of money that the Fiscal Committee divides and allocates to the clubs requesting a budget. It is important that when you request your budget, you intend to use up the entire budget so that the Convocation Fund money (money coming directly from students) doesn't go to waste.

## HOW TO GET A CLUB BUDGET

**If any of these steps are not completed, you will not receive a budget.** Please read the detailed descriptions below on how to properly complete each step.

1. Submit a Questionnaire and an Itemized Budget to the Fiscal Committee
2. If requested by the Committee, sign up & attend a Budget Review meeting
3. Attend Budget Forum

### Questionnaire:

Every budget proposal must complete a questionnaire, which should provide an overview of your club. Prepare to answer the following questions:

1. What is your club's purpose or mission? How many members does it have? Or, if starting or reviving a club, who do you anticipate joining your club?
2. How does/will your club contribute to campus life?
3. What activities or events did your club engage in last semester, if applicable? What were your club's successes? Were there any problems encountered? If reviving a club, you can talk about the club's activities in years past.
4. What activities or events do your club hope to engage in this semester? Which are the most important and why?

### Itemized Budget:

An itemized budget is a detailed breakdown of your club's anticipated expenditures for the next semester. The level of detail will vary from club to club; some may opt to list individual items they intend to purchase, others may choose to group purchases into categories. If you choose the latter method, be sure to provide the Committee with enough information about how the money will be used in the Comments column. Use the template below only for submitting budget requests.

Club Name	Expenditure	Cost	Comments
Your club name, repeat in every row	The item or expenditure being requested	The total cost of this item or expenditure	Comments explaining why your club is requesting this item (optional)

It is not necessary to sum your club's budget. Information that is outside of these four columns will be ignored.  
Do not use Excel's comment function; these notes will be discarded.

All itemized budgets must be submitted in the .xls, or .xlsx, format.  
If you use a Google Doc for this, be sure to download it into an Excel document to submit!

**Your Questionnaire & Itemized Budget are due to be submitted by:**

Fall 2025 Semester - Monday, September 8, 2025

<https://tinyurl.com/Budget-Proposal-Fall-2025>

Spring 2026 Semester - Monday, February 2, 2026

<https://tinyurl.com/Budget-Proposal-Spring-2026>

THERE WILL BE ABSOLUTELY NO EXCEPTIONS.

\*If you are a new clubhead taking over for a previously existing club, e-mail Fiscal Chair at [fischair@bard.edu](mailto:fischair@bard.edu) to request previous budget materials from your club (optional, but helpful)\*\*

New clubs are limited to \$350 in their first semester.

## **BUDGET REVIEW**

Budget Review is the opportunity to discuss your club's budget with the members of the Fiscal Committee before allocation decisions are made. This will allow the Committee to get a better sense of your club's goals and clear up any confusion that may exist about your submitted budget proposal. You are permitted to waive your ability to meet with the Fiscal Committee but the Committee may decide that more info is needed to provide you a budget, and will ask you to set up a meeting. If you are the Club Head of an existing club, the Fiscal Committee may also inquire about how money was spent in previous semesters and discuss any problems that may have occurred. This makes it crucial that you register ALL your events, meetings, or performances with an OSA Office Manager.

- Failure to show up at Budget Review will result in no budget. There will be no exceptions.
- The sign-up sheet will be emailed to the clubhead listserv by the Speaker on
  - Fall 2025 Semester - Tuesday, September 9th at 9:00 a.m.
  - Spring 2026 Semester - Tuesday, February 3rd at 9:00 a.m.
- The deadline to sign-up for a timeslot is 11:59 PM on
  - Fall 2025 Semester - September 9th
  - Spring 2026 Semester - February 3rd.
- Budget Review Meetings will take place on
  - September 10 through September 12 (Fall 2025) and
  - February 4 to February 6 (Spring 2026) in the Campus Center.

**If anything goes wrong, email [fischair@bard.edu](mailto:fischair@bard.edu). If we don't hear from you, however, there is no excuse. You will not receive a budget.**

## CLUB FAIR

Club Fair occurs on the day of Budget Forum and is where all clubs can showcase their club to the Bard Community. Club Fair is your best opportunity to attract lots of new members, including new Transfer Students students looking for something to get involved in and returning students who have noticed an abundance of free time in their schedules. We encourage every club to go all out in promoting yourselves to prospective members! Club Fair will take place on the Campus Center Quad on Saturday, September 6th and inside the Campus Center on Saturday, January 31st.

## BUDGET FORUM

### MANDATORY FOR ALL CLUBS WITH ACTIVE BUDGETS

ALL Clubs and Charter Clubs with active budgets are REQUIRED to attend Budget Forum.

If a representative for a club with a budget does not attend, 5% of the total allocated to that club will be returned to the Stimulus Fund.

The Budget Forum is where the student body amends and approves the Fiscal Committee's work. If your club disagrees with the budget that was allocated to you by the Committee, you can propose an amendment that would satisfy your needs. If you intend to propose an amendment, it is recommended that you review the entire budget carefully.

There are two kinds of amendments:

A **friendly amendment** is a request for other clubs to give up a portion of their budget to help your club out. This is an entirely voluntary transaction. You can agree with another club head to transfer money or make an appeal to the forum at large.

A **hostile amendment** specifies another club and an amount of money you wish to see transferred to your own club's budget. Such amendments must be voted on by the students in attendance, and if a two-thirds majority agrees with your argument for the funds, the transaction will be completed.

- The draft budget will be emailed to the clubhead listserv on
  - Fall 2025 Semester - September 12
  - Spring 2026 Semester - February 6
- Friendly and Hostile amendments must be submitted to [fischair@bard.edu](mailto:fischair@bard.edu) by
  - 8:00pm on Sunday, September 14 and
  - 8:00pm on Sunday, February 8
- Budget Forum will take place on
  - Fall 2025 Semester - Monday, September 15
  - Spring 2026 Semester - Monday, February 9

## ADDITIONAL FUNDING

The following are different ways of receiving additional funding throughout the semester, even if you did not receive enough funds through the budgeting process. Please read below for details on how to request such funding. **Note that each of these processes also have deadlines.**

## **Stimulus Fund:**

The Stimulus Fund is an amount of money from the Convocation Fund that the Fiscal Committee sets aside at the beginning of each semester to cover additional expenditures. The Fiscal Committee tends to under-fund the club's initial allocations but saves a good portion of the Convocation Fund for the Stimulus Fund. Clubs should spend their budgets on planned purchases or events first, and then apply for additional funding from the stimulus fund. The most active clubs who are spending their money will be rewarded with additional funds!

In order to apply for Stimulus Fund money, submit a request here:

- Funds to be Used During Fall 2025 semester -  
<https://tinyurl.com/Stimulus-Request-Fall-2025>
- Funds to be Used During Spring 2026 semester -  
<https://tinyurl.com/Stimulus-Request-Spring-2026>

Stimulus Fund requests should be made at least two weeks before the funds are needed.

## **Transferring Money:**

It is possible to transfer money from one club's budget to another's, for example, if co-sponsoring an event.

In order to request this transfer, an officer of the club that is giving the money should submit a request here:

- Fall 2025 Semester - <https://tinyurl.com/Transfer-Request-Fall-2025>
- Spring 2026 Semester - <https://tinyurl.com/Transfer-Request-Spring-2026>

Transfer requests should be made at least two weeks before the funds are needed.

If a department or office wishes to transfer money to your club, they should email all the details of the transfer to [studentactivities@bard.edu](mailto:studentactivities@bard.edu).

## **Fundraising:**

Clubs are welcome (and encouraged!) to do your own fundraising for additional funds. When money is raised from outside sources, please bring it to the Office of Student Activities to be deposited into your club account. This can be in the form of cash, or checks made out to "Bard College" with your club name in the memo line on the check. Once the money is deposited into your account, you can spend it however you wish (within the legal guidelines of the college) using the same spending procedures as outlined in the Club Spending Guide. Additionally, any money that you fundraise yourself will roll-over from semester to semester, so you are not restricted to spending it all by the Student Government deadlines. For creative ideas about how to fundraise, feel free to chat with anyone from the Office of Student Activities for ideas.

## **Fundraising Policy:**

Clubs may use their allocated budget to purchase items and sell those items, or create new items to sell. The net profits above the gross costs for materials is able to be donated at the club's discretion. The gross cost for materials must be returned to the club's budget for future use or eventual return to the general fund. Only net profits raised from sales should be given to outside entities or for personal benefit.

**Please Note:** Since Bard College is a non-profit institution it is against the law to use some outsourced fundraising methods like Kickstarter. We learned this the hard way, so please check with the Director of Student Activities before using any online fundraising source!

### **Preallocation Requests:**

Preallocations give your club the opportunity to hold events and spend money within the first 3 weeks of the following semester. Club budgets do not roll-over between semesters, and going through the typical budget allocation process does not give you access to your club funds until the middle of the 3<sup>rd</sup> week of classes. If you have an idea for a specific event and/or purchase to be made during Language and Thinking or during the first three (3) weeks a semester, submit your request via the Stimulus Fund Request Form

- (To Use Funds at the Beginning of Spring 2026)  
<https://tinyurl.com/Stimulus-Request-Fall-2025>
- (To Use Funds at the Beginning of Fall 2026)  
<https://tinyurl.com/Stimulus-Request-Spring-2026>

Be sure to indicate that it is a pre-allocation request. The Fiscal Committee will deliberate and send a response by the end of the semester.

**Please note:** These requests are for money to be used within the first 3 weeks of the semester only – this process does not take the place of the regular budget allocation process that will occur at the beginning of the Fall semester. Additionally, Charter Clubs do not need to request a Pre-Allocation, but they DO need to request permission to use their budget during L&T and must work with the Office of Student Activities to hold these events.

Any budget allocated through the Charter Budget Process is available for club use at the beginning of each semester.

**Please note:** Clubs cannot hold events during L&T without working directly with the Office of Student Activities well in advance. There are limited resources (such as OSA, SoundCrew, & Event Staff) for events during L&T.

## **PURCHASE, CHECK, AND PAYROLL REQUEST SUBMISSIONS**

**Check Requests, Purchase Requests, and Payroll Requests** are collected weekly (every Thursday by 5pm) and processed by the Treasurer and Student Activities via

- Fall 2025 ONLY - <https://tinyurl.com/Club-Spending-Fall-2025>
- Spring 2026 ONLY - <https://tinyurl.com/Club-Spending-Spring-2026>

All forms are brought to the Controller's Office every Monday, where they are also processed weekly. If submitting a Purchase Request, please allow adequate time for all processing and shipping. If submitting a Check Request, the check will be cut approximately 10 days after the Thursday deadline.

**\*\*\* For Check Request and Purchase Requests- ALL supporting documents MUST be submitted at once OR it will automatically be DENIED! (No exceptions) \*\*\***

For help combining all supporting documents to the corresponding forms into one file, please use <https://combinepdf.com/>

When checks are cut, they will be put in student mailboxes by 5:00 PM on Fridays. If checks need to be sent off campus, they will be mailed out the Monday after the date the checks are cut. Please be mindful of this schedule and PLAN AHEAD as much as possible in order to get payments in time for events.

**Payroll Requests** are processed through Student Employment on the regular Payroll Schedule (not through the Check/Purchase schedules). The student being paid must complete appropriate paperwork with the Student Employment Manager located in the Physical Plant. If a student already has a job on campus, nothing extra needs to be done – the student payment will be added to their typical paycheck receiving method (direct deposit, or physical check).

## CLUB SPENDING POLICIES

### Transportation Policies

#### General Transportation

If a club is unable to use a personal vehicle for off-campus use, the club should contact Bard's Transportation Office to reserve a college-owned vehicle. Such a request should be made as soon as possible and at least two weeks in advance of the expected day(s) of travel due to the limited availability of these vehicles. Only Bard Drivers may drive Bard vehicles - visit the Transportation website for information about how to become a Bard Driver.

If no personal vehicle or college-owned vehicle is available, the club is permitted to spend funds on alternative forms of transportation. Due to the higher cost associated with alternative modes of transit, such expenditures will be subsidized at a rate of 50%. Under special circumstances, the Treasurer may grant exemptions to this subsidized rate.

Bard student clubs have several options of paying fellow students for transportation services:

If using a personal vehicle:

- 1) (Both club members and non-club members) The driver is reimbursed mileage at up to the current rate of .67 cents per mile. This is submitted using a check request form. If the driver pays any tolls, a toll receipt must be included on the check request form. Gas is not reimbursed.
- 2) Club members are not paid for their time, as this is deemed as a service to the club.
- 3) Non-club members are currently paid an hourly wage using a payroll request form. The hourly wage is the same as the NY State current minimum wage and cannot exceed double that hourly wage amount for each hour of service, for all time spent in transit rounded up to the nearest hour.

If using a Bard Transportation vehicle:

- 1) (Both club members and non-club members) There is no mileage reimbursement as the student is using a Bard vehicle.
- 2) Club members are not paid for their time, as this is deemed as a service to the club.
- 3) Non-club members can be paid in two ways:

- a. If the driver was provided by the club instead of appointed by Transportation, the driver is paid an hourly wage using a payroll request form. The hourly wage is the same as the NY State current minimum wage and cannot exceed double that hourly wage amount for each hour of service, for all time spent in transit rounded up to the nearest hour.
- b. If a bus was used and the driver was provided by Transportation, the hourly rate of pay is set by the Transportation Department at \$20 per hour with a minimum of four (4) hours. This is paid directly to Transportation via transfer of funds.

The Office of Student Activities can provide a list of Bard-approved student drivers who may be willing to drive on behalf of a student club.

Clubs are given Bard-approved vehicles with a full tank of gas and should not have to stop and pay for gas during the trip. There is a gas pump on Bard property at the Transportation Department.

Student clubs use personal vehicles as well as Bard-approved vehicles to carry club members to off-campus events as well as picking up goods on behalf of clubs.

### **Student Drivers**

For student drivers unaffiliated with the club, hourly wages equivalent to the current NY State minimum wage may be provided for time spent in transit, rounded to the nearest hour. Payment of student drivers is limited to certified Bard drivers utilizing a college-owned vehicle. For exemptions, contact the Treasurer.

### **Uber and Lyft Use**

Uber and Lyft should be viewed as a last resort option for club travel use and also must be approved by the Treasurer beforehand.

### **Travel to New York City**

Clubs often travel to New York City for events. For student travel to New York City, the cost of off-peak Metro North tickets is the cheapest option. Travel to New York City, whether it be on Amtrak or peak-fare Metro North, will be reimbursed to a student at the current rate of an off-peak Metro North ticket. Unfortunately we are unable to purchase Metro-North tickets on behalf of the club, so be sure to save all receipts to submit for reimbursement. For large group travel on Metro North, please stop by the Office of Student Activities well in advance of the trip to discuss options.

### **Food**

#### **Parkhurst Club Catering**

Clubs must spend 20% of their food budget on food through Parkhurst. Anything can be ordered through Parkhurst's catering, but here's a link to the menu: [Parkhurst Club Catering Menu](#)

#### **Walmart Pick-up and Sam's Club Orders**

In order to purchase food and items from Sam's Club, Walmart, or any other timed pick-up, you must go to the store's website, create a shopping list and print it to attach to the Purchase Request. The shopping list must show the item(s), item number(s) and quantity needed.

The Purchase Request you submit to the Student Government Treasurer MUST include the date, approximate time you would like the items ready for pick-up and the full name of the individual who will be picking up the order. Walmart, Sam's Club, and many other retailers often check the ID of the individual picking up items to ensure that the correct person is picking up the order.

## **Hannaford Orders**

In order to purchase food and items from Hannaford you must go to the web-site, create a shopping list and print it to attach to the Purchase Request. The shopping list must show the item(s), item number(s) and quantity needed. The club member who completes the Purchase Request will be sent a Hannaford Gift Card to complete the purchase at Hannaford. You MUST give your receipt after the purchase to the Office of Student Activities.

## **Amazon Orders**

Bard College has partnered with Amazon Business in order to simplify the purchasing process for Amazon Orders. For Amazon orders, follow the instructions on the 1-page handout. The Purchasing Department will not approve the order you submit via the website until they receive the approved Purchase Request from the Student Government Treasurer and Office of Student Activities.

**Please Note:** The Business account does not include two-day or expedited shipping! Please plan the orders well in advance to allow for processing time on our end, and additional shipping time once the order is processed by the Controller's Office. This process will include automatic tax exemption for most items and business pricing.

Additional information is provided on the “Amazon Orders – Club Instructions” links on the Club Resources site.

## **Costumes, Uniforms, and Other Attire**

Costumes must remain in the ownership of the club. All clothing purchased and customized for club members **must first be approved by either the Fiscal Committee Chair or the Treasurer**. Unless explicitly exempted by the Chair or the Treasurer, customized items will be subsidized at 50% of the final cost.

## **Foreign/International Purchases**

Bard cannot place orders on international websites for goods and services. All websites must be US-based. (Example: walmart.com is acceptable, walmart.ca is not acceptable) Clubs may order internationally on their own if they deem necessary but must submit a check request to be reimbursed. If seeking reimbursement, all receipts must be in English and the amount(s) paid must be in US Dollars (or converted to US Dollars by the company). Students cannot make the conversion themselves.

## **Payments to Students**

Payment for student services rendered at club-hosted events is limited to specialized services that could otherwise not be provided without payment to a student. Those services include, but are not necessarily limited to musical performances, and related artistic performances. The maximum payment to a student can not exceed the current NY State minimum wage for each hour of service.

## **Event Host Fee**

Event Host Fees can be paid to anyone taking on responsibility for events registered with alcohol only. To become an Event Host a club member must go through Alcohol Training prior to the event. The maximum amount for an Event Host Fee is \$250 per event.

## **Gift (Senior Stoles vs Dinners) and Exclusionary Events**

Events should not be exclusionary in nature, but open to all students. Invite-only events are not permitted with club funds.

Gifts cannot be given to students.

Stoles may be given to seniors to wear at commencement in recognition of their service to a particular club.

### **Prize/Raffle Limits**

Non charter clubs can spend up to \$100 on prizes/raffles. Charter clubs can spend up to \$1000 on prizes/raffles. The Fiscal Committee would need to approve requests above those amounts.

### **Overnight Conference Attendance**

Clubs using their budget to take an overnight trip should be for the express purpose of conference attendance, training, or if it is central to the club's mission, such as a camping club. Staying at a hotel using club funds requires the presence of a Bard staff or faculty member to provide accountability.

### **Prohibited Expenditures**

The following items are prohibited from use through the Convocation Fund. Those are:

- Alcohol (can contact OSA regarding Event Host role)
- Capital Projects (cannot invest in infrastructure, without approval of OSA)
- Compensation for running a club (such as payroll or stipend) (exemption for Central Assembly members)
- Customized items for club members (can be subsidized 50%)
- Fog Machines (could set off fire detection systems and impact those with breathing problems)
- Strobe Lights (could impact those with light sensitivity)
- Club Facilitated Off-Campus Overnight Retreats (exemptions approved by OSA for conference invitations)
- Private food for students (all events where food is provided **must be publicized** and take place on Annandale Campus)
- Posters and website design (provided by OSA Marketing Interns) (exemption for specialized logo)
- Gift cards (they are considered taxable income) (exemption made when purchasing items at Hannaford, students are given Hannaford gift card to purchase exact list of items) (exemption given for purchasing gift cards to be used as prizes in up to \$50 increments, but must provide rationale and proof of event)

### **Shipping**

Clubs using their budget to take an overnight trip should be for the express purpose of conference attendance, training, or if it is central to the club's mission, such as a camping club. Staying at a hotel using club funds requires the presence of a Bard staff or faculty member to provide accountability.

## **HOW TO SPEND YOUR BUDGET**

### **How to Spend Club Budgets:**

Purchase Requests, Check Requests, and Payroll Requests are the three main ways to spend a club budget. A Purchase Request will instruct the College's Purchasing Office to buy something for the club. A Check Request will issue a check to reimburse any individual for purchases made on behalf of a club or pay outside an individual whom you have contracted to perform services for the club. Payroll Requests will pay a current Bard

Student for a service they performed for a club they are not affiliated with. All forms can be found online in the Club Resources section of Bard College's Student Activities webpage.

**Use a Purchase Request when:**

- You want to purchase something online
- You want to pay for food from a restaurant/purchase items from a store that accepts credit card payments over the phone or online (no in-person credit card payments allowed)
- You want to make travel and accommodations for outside artists

Please use the Registered Vendor List when creating your purchase requests for items/food. Any vendor requested that is not on the preferred vendor list will require a four (4) week minimum processing deadline. Failure to adhere to submission deadlines will result in denial of your request.

**Use a Check Request when:**

- You want to reimburse someone/yourself for a club purchase - Please note: multiple receipts can be attached to a single request if the reimbursement is all for the same individual.
- You want to receive a gas mileage payment (gas receipts are NOT reimbursable)
- You want to pay an outside performer/artist/lecturer
- You want to pay any restaurant that only accepts checks

**Please note:** There will be absolutely no cash advances.

Purchase Request and Check Request methods take AT LEAST TWO WEEKS to be processed.  
Payroll Requests follow the Student Payroll Schedule.

**All spending methods take AT LEAST TWO WEEKS to be processed.**

Please plan out your spending well in advance.

**Use a Payroll Request when:**

You want to pay a BARD STUDENT for a service (DJing/photography/videography, etc.) - Please note: the student cannot be a member of your club. Paying club members for services is against policy.

## **INSTRUCTIONAL GUIDE ON HOW TO COMPLETE AND SUBMIT PURCHASE/CHECK/PAYROLL REQUESTS**

### **PURCHASE REQUESTS:**

When you want to purchase something online, make a purchase over the phone, or pay for travel and accommodations of an outside artist:

## **Online Orders:**

### **REQUIRED ATTACHMENTS: Shopping Cart Printout**

1. Go to the website that you wish to purchase the items, and add the items to the Shopping Cart. Click on the Shopping Cart, which should show you all of the items you wish to purchase, and the total amount of the purchase, including the desired shipping costs/delivery fees. If the shopping cart does not have shipping costs listed, go through the process of purchasing the items until you see the total cost including shipping. The club will be held accountable if the club goes over budget due to shipping charges.
  - a. **Please note:** Although tax costs will be automatically added in the Shopping Cart, if the Purchasing Office can deduct those costs since the College is tax-exempt they will.
2. Create a .PDF page with the total costs listed, which will be the **Shopping Cart** that you will attach to the Purchase Request. Make sure the URL is visible on the .PDF
3. Complete the online Purchase Request form on the website. On the sheet, please fill out the following sections:
  - a. “Company Name”: Name of the company you’re ordering from
  - b. “For online orders: Web Address”: URL of the online store
  - c. “Company Phone Number ”:
  - d. “Cell phone and email of person making request”: The contact information for the individual completing the Purchase Request in case follow up is needed.
  - e. Fill in the “Date” and the “Club” whose budget the funds will be taken out of.
  - f. “NAME OF INDIVIDUAL TO SHIP ITEMS TO”: the full legal name (so that B&G knows who the package is for; they will email you when the package arrives on campus)
  - g. Indicate whether this purchase “Is/was for an event?”. If so, indicate the “Event Title” and “Date” of the event.
    - i. Please note: This is crucial for the Purchasing Office so that they can make sure the shipping options/arrival of the package coordinate with the date of the event.
  - h. In the “Description of Purchase” section, you just need to summarize what the purchase/products are and for what event.
    - i. Example: “Glow sticks for Black Light Party”.
    - ii. If the purchase wasn’t for a specific event, please include the reason for the purchase.
      1. Example: “Flavored condoms for the DimeStore”.
    - iii. If the purchase request is for gift cards (must be \$50 or lesser amount), the reason MUST be included.
      1. Example: “Will be used as a student raffle prize at club event on Oct. 31”
    - iv. Include the “Quantity”, “Unit Price”, and “Amount” per item/purchase, if necessary. If this information is listed on the attachment, there is no need to write each item in this section
      - i. Calculate and write down the “Total” of the purchase.
      - j. “Club Head (print)” & “Club Head (sign)": Print and sign
4. Attach the shopping cart as a .PDF along with the Purchase Request, and submit it using the Club Spending Submission Portal.

## **Food/Restaurant Orders:**

### **REQUIRED ATTACHMENTS: Itemized Invoice**

1. Visit or call the restaurant/store that you wish to order from. Ask for an itemized invoice of the items you wish to purchase; make sure it includes all of the items, tax, tip, delivery fee and the total amount of the purchase.
  - a. **Please note:** We encourage students to tip up to 10% for services as appropriate on delivery orders (Tips are not allowed on pick-up orders.) Please be sure to indicate the tip you'd like to give.
  - b. **Please note:** You should ask if a restaurant accepts tax-exempt forms, but the Purchasing Office usually pardons tax costs for prepared food from a restaurant.
2. Complete the online Purchase Request form on the website. On the sheet, please fill out the following sections:
  - a. "Company Name": Name of the restaurant/store you're ordering from
  - b. "Company Address / City, State, Zip Code": Full address of the restaurant/store
  - c. "Company Phone Number": Phone number of the restaurant/store  
"Cell phone and email of person making request": The contact information for the individual completing the Purchase Request in case follow up is needed.
  - d. Fill in the "Date" and the "Club" whose budget the funds will be taken out of.
  - e. Indicate whether this purchase "Is/was for an event?". If so, indicate the "Event Title" and "Date" of the event.
    - i. Please note: This is crucial for the Purchasing Office so that they can make sure the delivery of the food/items coordinate with the date of the event.
  - f. In the "Description of Purchase" section, you just need to summarize what the food/products are and for what event.
    - i. Example: "Hana Sushi Large Party Platter for ASO Food Festival".
    - ii. If the purchase wasn't for a specific event, please include the reason for the purchase.
      1. Example: "Assorted Tea Collection for Tee Club Giveaways".
    - iii. Include the "Quantity", "Unit Price", and "Amount" per item/purchase, if necessary. If this information is listed on the attachment, there is no need to write each item in this section.
    - iv. Please note whether this is for pick-up or delivery. Include the delivery costs and tip here as well.
  - g. Calculate and include the "Total" of the purchase.
  - h. "Club Head (print)" & "Club Head (sign)": Print and sign the name.
3. Please make sure to write DETAILED delivery or pickup instructions on the form.
  - a. Date and Time
  - b. Exact Location
  - c. Phone number to call and/or text when delivery driver is here
  - d. Name of individual meeting the delivery person or picking up the order
4. Attach the itemized invoice as a .PDF along with the Purchase Request, and submit it using the Club Spending Submission Portal.

### **Travel and Accommodations for Outside Artists:**

**REQUIRED ATTACHMENTS: Shopping Cart and all of the necessary personal information** that the travel/hotel company requires (artist's name, full address, phone number, email, dates they are staying/arriving & departing, etc). You need to make sure you receive all of this information from the artist prior to submitting a Purchase Request for their accommodations.

1. Go to the website where you wish to purchase the hotel room or travel ticket with the specific dates/times necessary, and add the items to the Shopping Cart. Click on the Shopping Cart, which should show you all of the items you wish to purchase, and the total amount of the purchase, including all taxes and fees.
  - a. **Please note:** Although tax costs will be automatically added in the Shopping Cart, if the Purchasing Office can deduct those costs since the College is tax-exempt they will.
2. Create a .PDF page with the total costs listed, which will be the Shopping Cart that you will attach to the Purchase Request. Make sure the URL is visible on the .PDF
3. Complete the online Purchase Request form on the website. On the sheet, please fill out the following sections:
  - a. “Company Name”: Name of the company you’re reserving from
  - b. “For online orders: Web Address”: URL of the online store
  - c. “Company Phone Number ”: If using a chain hotel, you must use the LOCAL phone number
  - d. “Cell phone and email of person making request”: The contact information for the individual completing the check request in case follow up is needed.
  - e. Fill in the “Date” and the “Club” whose budget the funds will be taken out of.
  - f. Indicate whether this purchase “Is/was for an event?”. If so, indicate the “Event Title” and “Date” of the event.
  - h. In the “Description of Purchase” section, you just need to summarize what the purchase/products are and for what event.
    - i. Example: “Hotel stay for Outside Artist for Halloween Party”.
    - ii. Include the “Quantity”, “Unit Price”, and “Amount” per item/purchase, if necessary. If this information is listed on the attachment, there is no need to write each item in this section
    - i. Calculate and write down the “Total” of the purchase.
    - j. “Club Head (print)” & “Club Head (sign)": Print and sign
4. Attach the shopping cart as a .PDF along with the Purchase Request, and submit it using the Club Spending Submission Portal.

### **Purchase Request FAQs:**

**Q: I want to order something with a custom design that's on my own online account. Do I need to provide my login information?**

**A: Yes.** Login and password information from an online merchant is required for custom purchases.

**Q: I must pay for the costs of travel for the outside artist per our agreement with them. Is it possible for outside artists to pay their own travel/accommodations and be reimbursed?**

**A: Yes.** If part of paying the outside artist is paying for their accommodations, you can use the club budget to pay for their transportation and hotel room. Again, you will need at least two weeks prior to the event/date of arrival in order for the Purchase Request to be processed. If the artist chooses to pay their own travel/accommodations to be reimbursed by the club, note that taxes are not reimbursable costs, and all receipts submitted are bound by the same requirements as all Bard clubs/students on a Check Request.

## **CHECK REQUESTS:**

When you want to reimburse someone for a club purchase, receive gas mileage payments, pay a restaurant via check, or pay any outside artist:

## **Reimbursements:**

**REQUIRED ATTACHMENTS: Itemized receipts** are needed if an individual made a last minute purchase for a club and would like to be reimbursed with club funds afterward.

### **BEFORE YOU MAKE THE PURCHASE:**

1. Bard is a tax-exempt institution, and we cannot reimburse taxes paid for purchases made. No tax-exempt forms will be given out.

### **DURING THE PURCHASE:**

1. Obtain and keep the itemized receipt of the purchase to later attach to the Check Request. In order for the receipt to be valid, it must:
  - a. Include a list of items purchased, as well as the total paid
  - b. Identify the vendor and the date
  - c. Demonstrate proof of payment; invoices are not sufficient if they do not indicate that they were paid
2. **Please Note:** Some local stores and restaurants may not give you itemized receipts, but you should ask if they can give you one or an invoice of the order that has proof of payment on it, it can be stamped or confirmed by the cashier/owner in writing.

### **AFTER THE PURCHASE:**

1. Complete the online Check Request form on the website. On the sheet, please fill out the following sections:
  - a. “Is this reimbursement/payment for a current Bard student?”: Circle YES or NO
  - b. “Bard Student ID”: The ID number of the Bard Student being reimbursed, if applicable
  - c. “Check payable to”: The full legal name of the individual being reimbursed
  - d. “Mailing address for Non-Bard Student / City, State, Zip Code”: If the check is to be made payable to a non-current student complete the full address section. If the check is made payable to a current Bard student, the check will be placed in their Campus Mailbox.
  - e. “Mail check to (If different from above)": If the check is made payable to an individual and you would like the check to be mailed to an address that is not the individual's permanent address, please complete their full address.
  - f. “Cell phone and email of person making request”: The contact information for the individual completing the check request in case follow up is needed.
  - g. Fill in the “Date” and the “Club” whose budget the funds will be taken out of.
  - h. Indicate whether this purchase “Is/was for an event?”. If so, indicate the “Event Title” and “Date” of the event.
  - i. In the “Description of Purchase” section, summarize what the purchase/products are and for what event. You do not need to list each item you purchased as long as it is all listed on the attachment. Also, several receipts can be attached to one check request as long as the same individual is being reimbursed for all of them.
    - i. If the purchase was made for a specific event
      1. Example of what to write: “Food/ingredients/supplies for Italian Dinner Night”.
    - ii. If the purchase was not for a specific event, please include the reason for the purchase.
      1. Example of what to write: “Buckets of black paint to repaint the floors of the Old Gym”.
  - j. Complete the “Quantity”, “Unit Price”, and “Amount” per item/purchase, if necessary. If this information is listed on the attachment, there is no need to write each item in this section

- k. Calculate and write down the “Total” of the purchase(s).
  - l. “Club Head (print)” & “Club Head (sign)": Print and sign
- 2. Attach the itemized receipt as a .PDF along with the Check Request, and submit it using the Club Spending Submission Portal.
  - a. Please note: Reimbursement for purchases MUST be submitted within 30 days of the purchase. There will be no exceptions to this rule.

**Gas Mileage:**

**REQUIRED ATTACHMENTS: Itemized Receipts and Google Map with Destination Address showing number of miles driven (round trip)**

If you want to be reimbursed for gas mileage - for example - using a personal vehicle for a club trip or you carpooled with club members for an off-campus event, you would complete and submit a Check Request. The college can reimburse for gas mileage up to .725 cents per mile driven.

1. Go to Google, input the Departure and Arrival locations. Use the “Print Route” option that Google Maps gives you; this will be the printout that will need to be attached to the Check Request. It should indicate the total miles at the top of the page.
2. Complete the online Check Request form on the website. On the form, please fill out the following sections:
  - a. “Is this reimbursement/payment for a current Bard student?”: Circle YES or NO
  - b. “Bard Student ID”: The ID number of the Bard Student, if applicable
  - c. “Check payable to”: The full legal name of the individual being reimbursed
  - d. “Mailing address for Non-Bard Student / City, State, Zip Code”: If the check is made payable to a non-current student, complete the full address section. If the check is made payable to a current Bard student, the check will be placed in their Campus Mailbox.
  - e. “Mail check to (If different from above)": If the check is made payable to an individual and you would like the check to be mailed to an address that is not the individual's permanent address, please put down their full address.
  - f. “Cell phone and email of person making request”: The contact information for the individual completing the check request in case follow up is needed.
  - g. Fill in the “Date” and the “Club” whose budget the funds will be taken out of.
  - h. Indicate whether this drive “Is/was for an event?”. If so, indicate the “Event Title” and “Date” of the event.
  - i. In the “Description of Purchase” section, indicate where the trip went and for what reason.
    - i. Example: “Gas mileage reimbursement for carpooling to Boston for CUPSI Tournament”.
  - j. “Quantity”: the total miles that the Google Maps Printout indicates = the total miles driven. Please double the amount if you made a round trip.
  - k. “Unit Price”: write down \$0.67.
  - l. “Amount”: multiply the “Quantity” by the “Unit Price”
  - m. Calculate and write down the “Total” of the purchase.
  - n. “Club Head (print)” & “Club Head (sign)": Print and sign
3. Attach the Google Maps Printout as a .PDF along with the Check Request, and submit it using the Club Spending Submission Portal.

**Restaurants Requiring a Check:**

**REQUIRED ATTACHMENTS: Itemized Receipt/Invoice and a W-9 Form** (W-9 instructions on page 22)

**FILLING OUT THE CHECK REQUEST:**

1. It is highly recommended that you submit a Check Request at least two weeks prior to the event. This way, you can pay the restaurant at the time of the event instead of sending the check via mail after the event.
2. Complete the online Check Request form on the website. On the sheet, please fill out the following sections:
  - a. "Is this reimbursement/payment for a current Bard student?": Select NO
  - b. "Bard Student ID": Skip this line
  - c. "Check payable to": The name of the restaurant being paid
  - d. "Address / City, State, Zip Code": Indicate their full address (It is usually the same address listed on the W-9 Form).
  - e. "Mail check to (If different from above)": If a restaurant would like to receive the check at the delivery drop-off or to another address, please indicate on that line.
  - f. "Cell phone and email of person making request": The contact information for the individual completing the check request in case follow up is needed.
  - g. Fill in the "Date" and the "Club" whose budget the funds will be taken out of.
  - h. "Is/was for an event?": Yes. Indicate the "Event Title" and "Date" of the event.
  - i. In the "Description of Purchase" section, you just need to summarize what the payment is for and for what event.
    - i. Example: "Catering for Club Showcase".
    - ii. Include the "Quantity", "Unit Price", and "Amount" per item/purchase, if necessary. If this information is listed on the attachment, there is no need to write each item in this section.
  - j. Calculate and write down the "Total" of the payment.
  - k. "Club Head/Member (print)" & "Club Head/Member (sign)": Print and sign
3. As this is for a restaurant order, Please make sure to write DETAILED delivery instructions on the form.
  - m. Date and Time
  - n. Exact Location
  - o. Phone number to call and/or text when delivery driver is here
  - p. Name of individual meeting the delivery person
4. Attach the receipt/invoice and W-9 as a .PDF along with the Check Request, and submit it using the Club Spending Submission Portal.

**Checks to Pay Outside Artists/Lecturers/Vendors:**

You can pay for outside performers to come to the events.

**REQUIRED ATTACHMENTS: Documentation of Agreement** between the club and the outside individual **and W-9 Form** (see W-9 instructions on page 22)

**CREATING AN AGREEMENT:**

1. Before the club agrees with an outside performer/artist to come to an event, make sure the club and the outside performer/artist both agree on a payment amount that the club can actually afford. **DO NOT** promise a payment amount that the club will rely on Stimulus Funds for; the Stim Fund request will be denied if you have already made an agreement with an outside group.
2. The agreement between the club and the outside performer/artist can be informal (such as an email thread or other message exchanges) or formal (such as a contract). Whatever type of agreement it is, it needs to include: the performer's name, the date, time, location and name of the event, what service they are providing, and the payment amount agreed upon. Both parties (the club and the outside performer) must show that you mutually agreed upon a payment amount.
  - a. **Please note:** before signing any formal contract, you must consult with the Office of Student Activities first. Schedule an appointment to review and agree to the contract on behalf of the College.

#### **FILLING OUT THE CHECK REQUEST:**

1. It is highly recommended that you submit a Check Request at least two weeks prior to the event. This way, you can pay the outside individual at the time of the event instead of sending the check via mail after the event.
2. Complete the online Check Request form on the website. On the sheet, please fill out the following sections:
  - a. "Is this reimbursement/payment for a current Bard student?": Select NO
  - b. "Bard Student ID": Skip this line
  - c. "Check payable to": The full legal name of the outside individual being paid
  - d. "Address / City, State, Zip Code": Indicate their full address (It is usually the same address listed on the W-9 Form).
  - e. "Mail check to (If different from above)": If a student would like to hand the check to an individual during the event please indicate the student's name and the check will be placed in their campus mailbox
  - f. "Cell phone and email of person making request": The contact information for the individual completing the check request in case follow up is needed.
  - g. Fill in the "Date" and the "Club" whose budget the funds will be taken out of.
  - h. "Is/was for an event?": Yes. Indicate the "Event Title" and "Date" of the event.
  - i. In the "Description of Purchase" section, you just need to summarize what the payment is for and for what event.
    - i. Example: "DJ Ogun Payment for SMOG Show".
    - ii. If you paid them hourly, include the number of hours in "Quantity" and the rate per hour in "Unit Price". If you paid them a lump sum, skip "Quantity" and "Unit Price" and write it in "Amount".
  - j. Calculate and write down the "Total" of the payment.
  - k. "Club Head/Member (print)" & "Club Head/Member (sign)": Print and sign
3. Attach the agreement of services and the W-9 as a .PDF along with the Check Request, and submit it using the Club Spending Submission Portal.

#### **W-9 FORM INSTRUCTIONS:**

1. A W-9 is a United States Federal Government form and can be found online. All individuals and U.S. companies must complete and submit this form for any check payments. Please instruct your vendor to provide one to you. Incomplete forms cannot be accepted.

- a. If the performer is not a U.S. citizen and does not have a US Social Security Number, please contact the Office of Student Activities prior to making any arrangements to discuss options for payment and Bard's Foreign National Information Form. Bard's Foreign National Information Form must be completed and attached to the check request before the payment can be processed.

### **Check Request FAQs:**

**Q: I went to Hannaford, and I purchased things for my club and for myself. Can I submit a receipt that has personal items on it?**

**A: No.** Please make sure to separate personal items from club items before you complete the purchase so that the club purchases are on a separate receipt.

## **PAYROLL REQUESTS:**

### **If you want to pay a current Bard student for certain services:**

You can hire Bard students who are known for their DJing, photography, videography, driving skills and who are not affiliated with your club for events. Only current Bard students can be paid using this form.

### **REQUIRED ATTACHMENTS: None**

### **FILLING OUT THE PAYROLL REQUEST:**

1. Because the club is paying a Bard student for a service, you have to wait until after the event to submit their Payroll Request. These forms are processed through Student Payroll, not through the typical club check run schedule. If they do not currently have a job on campus, they must visit the Student Employment Office in the Physical Plant (1st floor of B&G barn) to fill out the appropriate paperwork. These payments will come directly from Student Employment on the same schedule that paychecks are on. (If the Bard student the club is paying already has a job on campus, this amount will simply be added to their typical paycheck/direct deposit.)
2. Complete the online Payroll Request form on the website. On the sheet, please fill out the following sections:
  - a. "Student's Name": Put the name of the student being paid
  - b. "Their Student ID": ID number of the Bard student being paid
  - c. "Name of person making request": The full name of the club head filling out this request (PLEASE NOTE: you cannot complete a request to pay yourself or any current member of your club for a service)
  - d. "Email of person making request": The email address of the club head filling out the request
  - e. Fill in the "Date" and the "Club" from where the funds will be taken.
  - f. Indicate whether this payment "Is/was for an event?". If so, indicate the "Event Title" and "Date" of the event.
  - g. In the "Description of Purchase" section, you just need to summarize what the payment is for and for what event.
    - i. Example: "Photography Payment for ISO Cultural Show".
    - ii. If the payment isn't for a specific event, please include the reason for the purchase.
      1. Example: "Driving from Bard to Poughkeepsie to pick up Bard Free Press issues".
  - h. Include the number of hours in "# of hours" and the rate per hour in "Pay Rate" section.  
Please note: The maximum pay rate for a student providing a service other than driving can not exceed double the current NY State minimum wage..
  - i. Calculate and write down the "Total" of the payment.

- j. “Club Head (print)” & “Club Head (sign)": sign
  - i. **Please note:** Only a few clubs can pay their club members for select services. Please speak with the Office of Student Activities if the club falls into this category. If you performed a service for a club, you cannot sign your own Student Payment Request.
2. Submit the form using the Club Spending Submission Portal.

#### **Payroll Request FAQs:**

##### **Q: Is it possible to pay one of my club members to drive us around?**

**A: No.** However, student drivers unaffiliated with the club can get paid. Hourly wages equivalent to the current NY State minimum wage may be paid for time spent in transit, rounded to the nearest hour. Payment of student drivers is limited to certified Bard drivers utilizing a college-owned vehicle. For exemptions, contact the Treasurer.

##### **Q: I've heard of club members getting paid an “Event Host Fee”. What is that?**

**A:** Payment for taking on the responsibility of an Event Host at large events where alcohol is provided is permitted. For more information about this concept, visit the Office of Student Activities.

##### **Q: Can I pay a student who can design a website for my club?**

**A: No.** Payment to students for event planning, web design, or poster design is prohibited. Clubs should use OSA Publicity and Marketing for these free services.

## **TRACKING CLUB SPENDING**

**Clubs are responsible for keeping track of their budgets to ensure they are not overspending.** Clubs should appoint a Club Treasurer responsible for approving these forms and keeping a ledger. For assistance with creating a ledger, please contact the Office of Student Activities.

For questions about spending, please contact the Student Government Treasurer at [bsgtreas@bard.edu](mailto:bsgtreas@bard.edu). Club remaining balances are available via the public ledger online. The link will be updated after the Budget Forum each semester. The budgets will be updated every Wednesday after the Treasurer processes requests each week. Additional questions can be directed to the Office of Student Activities.

## **PRINTING**

#### **Printing at Central Services**

Email a PDF indicating the club to be charged for printing, whether the attachment(s) is color or B&W, paper size, quantity to be printed, and date needed by to: [printjob@bard.edu](mailto:printjob@bard.edu) and [studentactivities@bard.edu](mailto:studentactivities@bard.edu). The Office of Student Activities will email Central Services the club's account number and you will receive an email when your attachment(s) are ready to be picked up at Central Services in the Carriage House.

If using Canva for creating posters, do not use the poster setting. Please size to 11 x 17 only.

## PLANNING EVENTS

**Office of Student Activities** - Office Managers – meet with them to reserve spaces, coordinate B&G services, submit SoundCrew requests, and register your events. Office of Student Activities (Campus Center, 218).

**Publicity** – the Office of Student Activities can also help you publicize your events through posters. Go to the OSA website to submit a poster request <https://studentactivities.bard.edu/poster-request/>. Poster designs are free for all students, and you can use your club budgets to pay for the printing costs through Central Services.

**Bard Daily Mail:**

ALL club meetings and events can be added to the calendar on the campus-wide Bard Daily Mail - just specify if you'd like your event to appear at the time of registration! All events and meetings must be registered to appear on the calendar.

**Alcohol Training Workshops:**

If your club wants to hold any events with alcohol, at least two event hosts from your club must attend one of the following training sessions with Student Activities. The scheduled training dates/times will be shared at a later date.

**\*\*Please note:** we do not schedule individual alcohol training for Event Hosts. If you plan on serving alcohol at your event this semester, you must attend one of these training sessions before your event takes place.

## ADDITIONAL CLUB RESOURCES

**Club Spaces & Storage:**

If your club has a space on campus or a storage cabinet in the Campus Center – be sure to follow-up with the Office of Student Activities about accessing that space (via key and/or security access list)! If you don't currently have storage space but would like some, follow-up with the Office of Student Activities.

**Please note:** All club storage lockers MUST be cleared out at the end of the spring semester with the exception of Charter Clubs. This is to ensure that all cabinets are being utilized by consistently active clubs and organizations.

**Club Head Listserv:**

All officially recognized Club Heads are added to the [clubhead@bard.edu](mailto:clubhead@bard.edu) listserv each semester. This listserv will be used for us to send reminders about important information and deadlines. We also encourage you to utilize this listserv to publicize your club events, and reach out about collaboration opportunities!

**Equipment Rental:**

All clubs have access to rent multiple types of equipment the Office of Student Activities possesses - free of charge - to use at your club's events. Equipment includes portable speakers, microphones, DJ headphones, electronic and board games, outdoor games, popcorn machine (popcorn included), outdoor movie screens, crafting supplies, water coolers, and many more items (see the office for a complete list of items).

Link - [Equipment Rental Form](#)

## FAQs

**Q: I want to order something with a custom design that's on my own online account. Do I need to provide my login information?**

**A: Yes.** Login and password information from an online merchant is required for custom purchases.

**Q: I must pay for the costs of travel for the outside artist per our agreement with them. Is it possible for outside artists to pay their own travel/accommodations and be reimbursed?**

**A: Yes.** If part of paying the outside artist is paying for their accommodations, you can use the club budget to pay for their transportation and hotel room. Again, you will need at least two weeks prior to the event/date of arrival in order for the Purchase Request to be processed. If the artist chooses to pay their own travel/accommodations to be reimbursed by the club, note that taxes are not reimbursable costs, and all receipts submitted are bound by the same requirements as all Bard clubs/students on a Check Request.

**Q: I went to Hannaford, and I purchased things for my club and for myself. Can I submit a receipt that has personal items on it?**

**A: No.** Please make sure to separate personal items from club items before you complete the purchase so that the club purchases are on a separate receipt.

**Q: Is it possible to pay one of my club members to drive us around?**

**A: No.** However, student drivers unaffiliated with the club can get paid. Hourly wages equivalent to the current NY State minimum wage may be paid for time spent in transit, rounded to the nearest hour. Payment of student drivers is limited to certified Bard drivers utilizing a college-owned vehicle. For exemptions, contact the Treasurer.

**Q: I've heard of club members getting paid an "Event Host Fee". What is that?**

**A:** Payment for taking on the responsibility of an Event Host at large events where alcohol is provided is permitted. For more information about this concept, visit the Office of Student Activities.

**Q: Can I pay a student who can design a website for my club?**

**A: No.** Payment to students for event planning, web design, or poster design is prohibited. Clubs should use OSA Publicity and Marketing for these free services.

## CONTACTS

If you have questions about acquiring a budget and about additional funding requests:

**Email the Fiscal Chair** ([fischair@bard.edu](mailto:fischair@bard.edu))

If you have questions about spending your budget:

**Email the Treasurer** ([bsgtreas@bard.edu](mailto:bsgtreas@bard.edu))

If you have questions about collaborating with Student Government:

**Email the Speaker of the Student Body** ([speaker@bard.edu](mailto:speaker@bard.edu))

If you have specific, complex questions about the club world that cannot be answered by reading through this guide: **Email the Office of Student Activities** ([studentactivities@bard.edu](mailto:studentactivities@bard.edu))

## LINKS

### Public Club Ledger:

- Fall 2025 - <https://tinyurl.com/Public-Ledger-Fall-2024>
- Spring 2026 - <https://tinyurl.com/Public-Ledger-Spring-2026>

### Club Transfer Request Form:

- Fall 2025 - <https://tinyurl.com/Transfer-Request-Fall-2025>
- Spring 2026 - <https://tinyurl.com/Transfer-Request-Spring-2026>

### Club Stimulus Fund Request Form:

- Fall 2025 - <https://tinyurl.com/Stimulus-Request-Fall-2025>
- Spring 2026 - <https://tinyurl.com/Stimulus-Request-Spring-2026>

### Club Budget Proposal Submission Form:

- Fall 2025 - <https://tinyurl.com/Budget-Proposal-Fall-2025>
- Spring 2026 - <https://tinyurl.com/Budget-Proposal-Spring-2026>

### Club Spending Submission Form:

- Fall 2025 - <https://tinyurl.com/Club-Spending-Fall-2025>
- Spring 2026 - <https://tinyurl.com/Club-Spending-Spring-2026>

### Equipment Rental Form:

- [Equipment Rental Form](#)