

Amherst College Student Leader Manual



June 2010

"A leader is best when people barely know he exists, not so good when people obey and acclaim him, worse when they despise him. But of a good leader who talks little, when his work is done, his aim fulfilled, they will say, 'We did it ourselves.'"

—Laozi

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“The leadership instinct you are born with is the backbone. You develop the funny bone and the wishbone that go with it.”
~Elaine Agathe

STARTING & REGISTERING AN ON-CAMPUS ORGANIZATION

Joining an organization while at Amherst requires interest and commitment, but starting an organization demands more: ambition, initiative, and purpose. This section should serve as a general guide to that process.

First Steps

- Formulate a purpose or mission statement that is one line to a couple paragraphs long for your proposed organization. **(SEE APPENDIX ITEM A – SAMPLE MISSION STATEMENT.)**
- If you would like help organizing the club, ask around to find other students interested in the cause.
- Contact Assistant Dean of Students Hannah Fatemi, (hfatemi@amherst.edu, ext. 5773, Keefe Campus Center 116). She can provide guidance and support to your fledgling group.
- Many student groups choose to hold general interest meetings where students can learn more about organizations before committing to joining them. Such meetings should be short and give a good overview of the club’s purpose and proposed activities. The Office of Student Activities may provide start up funds for advertisement for the first meetings of new organizations, so contact Dean Fatemi. Also note, there are no member number requirements.
 - The AAS will provide funding for food at introductory meetings. See page 17 to find the next steps you should be taking.

Amherst College Recognition

- For a club to gain official recognition by the College, its leaders should fill out the Student Organization Registration and Anti-Hazing forms found on the Student Activities Office website:
<http://www.amherst.edu/campuslife/keefe/organizations>
- On the registration form, a group can request a mailing list and group email account. (see page 10)
- Organizations with official recognition can apply for non-AAS funds, reserve spaces on campus, and acquire an e-mail address and webpage.
- All student organizations are required to re-register every academic year.

AAS Recognition

Note: The Judiciary Council (JC) likes to see that a club has already been in operation (generally for a semester) before they consider them eligible for recognition. This is not a requirement by the constitution but rather a precedent held by the JC. In order to get recognition, you must submit a club budget and there must be an open membership policy.

Review and Recognition Board (section F of the AAS constitution)

- The Judiciary Council shall serve as the Review and Recognition Board.
- Recognition shall be granted to a student organization subsequent to the organization's compliance with and fulfillment of the following terms and conditions:

a. Requirements for Organizations

- i. A statement of purpose (a formal letter of intent or a constitution) shall be presented to the Judiciary Council. This statement shall include an explanation of the group or organization (i.e., list of officers and official contacts).
- ii. An organization seeking recognition shall be asked for confirmation that the activities to be pursued are student or campus community-directed. Students shall be in full control of defining an organization's goals.
- iii. An organization shall be requested to submit a statement of non-discrimination for membership on the basis of age, race, sex, sexual orientation, religion, handicap, economic status and national or ethnic origin. Special exceptions may be made by a majority vote of the AAS Senate. **(SEE APPENDIX ITEM B – SAMPLE AAS CLUB RECOGNITION REQUEST)**

b. Process

- i. In Review and Recognition some consideration shall be given to the contribution of an applicant to the campus and campus community's social, political, cultural, and educational life.
- ii. Recognition by the Judiciary Council is a necessary requirement for non-discretionary funding by the Budgetary Committee, but is in no way a guarantee of such funding.
- iii. The recognition of student organizations is subject to evaluation by the Judiciary Council at least once a year, as decided by the Judiciary Council. The Judiciary Council shall give the organization at least two weeks notice prior to evaluation.
- iv. The Judiciary Council recognizes the right of student organizations to appeal any criterion and/or request exemption due to special circumstances. The specific grounds for an exemption shall not be considered grounds for a charge of misconduct.
- v. The organization shall be denied recognition if it, or any activity it sponsors, incites violence or harasses any individual or group.

"If your actions inspire others to dream more, learn more, do more and become more, you are a leader." ~John Quincy Adams

RECRUITING MEMBERS

Here are a few of the many creative ways student leaders have recruited members for their organizations.

Campus Organizations Fair

The Student Activities Office sponsors this event, held annually on Labor Day during Orientation. All student groups registered with the Student Activities Office are given a table to set up publicity materials for their group. At this event, representatives of campus organizations and clubs have the opportunity to speak with interested new and returning students. It is suggested that a sign up sheet be presented to interested students, so that you may collect their contact information. Student leaders can double-check that they have a space by contacting the Administrative Assistant of Campus Center & Student Activities (ext. 8317, Keefe Campus Center 114). The Administrative Assistant of Student Activities will contact all registered student groups at the end of the spring semester to sign up for the fair in August.

Community Engagement Fair

The Center for Community Engagement sponsors this event, held biannually near the beginning of each semester. All student groups with a service or activist focus, as well as representatives from local organizations, are welcome to register for a table to recruit new members/volunteers. To register, contact Jenny Morgan (jmorgan@amherst.edu, ext. 2972, Keefe Campus Center 102). This year's fair is scheduled for Thursday, January 28th from 3-5pm in O'Connor Commons. Make sure to check the CCE website (https://www.amherst.edu/academiclife/cce/engagement/ce_opps_fair) for any updates.

Networking

Students in one organization may be interested in yours if it has a related mission. E-mail recruitment messages to the leaders of preexisting organizations and ask them to pass along your message to members of their group. Also, you may try sending messages to members of relevant Facebook groups. (See the *Networking* section.) In addition, the CCE and other on campus organizations occasionally host networking events. Keep your eye out for posters, table tents, or announcements for these events.

“The most dangerous leadership myth is that leaders are born—that there is a genetic factor to leadership. This myth asserts that people simply either have certain charismatic qualities or not. That's nonsense; in fact, the opposite is true. Leaders are made rather than born.” ~Warren G. Bennis

MANAGING COMMUNICATION

Having an organized system for communication with group members can reduce stress and increase efficiency. Here are strategies that some Amherst students use.

Amherst LISTSERV Mailing List

LISTSERV® is a system that makes it possible to create and manage electronic mailing lists. It has a variety of settings that the list owner (the creator of the mailing list) can change, including the option to archive all messages and only allow the list owner to send messages to the list. Once a LISTSERV is set up, one only needs to send a message to the LISTSERV e-mail address to reach the entire mailing list.

- To apply for a LISTSERV account, go online and fill out the form at <http://www.amherst.edu/~dkmcculloch/listserv/lsform.html>. Deb McCullough will later send you instructions on how to add names to the mailing list.
- To access message archives, set up a password by visiting <http://listserv.amherst.edu/> and following the appropriate link. LISTSERV will send a message to your Amherst e-mail address requesting that you confirm the new password. Follow the link contained in the message. Then, from <http://listserv.amherst.edu/>, click “User Settings.” Your browser window will display the names of all the lists on campus. Clicking your list’s name will bring you to the main menu, from which you can view archived e-mails.

Microsoft Outlook Distribution List

You can create a mailing list called a distribution list in your Amherst Microsoft Exchange account.

- To create a distribution list, log into your Exchange account and go to your “Contacts.” Click “New,” and then click “Distribution List.” Give your list an appropriate name, and then add people to the list by typing their e-mail addresses and clicking “Add.” Save and close when done. Addresses can easily be added or deleted from the list by going back to this screen.
- To send an e-mail to your distribution list, write the distribution list name in the “To” box of a new message.

Getting an Organization account

All student organizations may have an account with e-mail, U: drive access, and web site if they have registered with the Student Activities Office. Fill out the form at <https://www.amherst.edu/campuslife/keefe/services/stuorgform> and IT will get back to you within 72 hours.

Spam Filters

The IT department employs an automated system that marks suspected e-mail messages by adding “{SPAM?}” to the subject line. You can use this marker to automatically send such messages to your “Deleted Items” or “Trash” folder.

- To send suspected e-mail messages to your “Deleted Items” or “Trash” folder, go to the “Tools” menu and then select “Rules and Alerts” when in Outlook.
- Click “New Rule” and then select “Start from a blank rule.” Select “Check messages when they arrive” and then click “Next.”
- Check the box next to “With specific words in the subject.” In the “Rule Description” box, click “Specific words.”
- Enter “{SPAM?}” and click “Add.” Click “OK,” then click “Next.”
- In the next screen select “Delete it,” then click “Finish.” Do not select “Permanently delete it,” because for technical reasons such a rule can't reside on the mail server.

"Creativity is a lot like looking at the world through a kaleidoscope. You look at a set of elements, the same ones everyone else sees, but then reassemble those floating bits and pieces into an enticing new possibility. Effective leaders are able to shake up their thinking as though their brains are kaleidoscopes, permitting an array of different patterns out of the same bits of reality." ~Rosabeth Moss Kanter

USING WEBSITE

All student organizations may have an account with e-mail. See page 7 for details.

Traditional Web Publishing

To create a website on a Windows computer all you need to do is drag files into your W: drive as if it were a local disk. Your website shows up under the address <http://www.amherst.edu/~username>, where username is your Amherst username.

- The supported tool for web page creation and publishing at Amherst College is DreamWeaver. A Keyserved installer is available on Winsoft (the "K" drive). A Dreamweaver tutorial can be found online at https://www.amherst.edu/offices/it/teaching_research/resources/tutorials/dreamweaver.

Content Management System

To access your organization's homepage on the CMS go the Amherst homepage at www.amherst.edu. In the upper-right hand corner of the page click on the link that reads "**Log into My Amherst**" and log in using your organization's account. You can add your group's mission and contact information.

- CMS doesn't require knowledge of an HTML editor such as Dreamweaver. You create and edit content inside your web browser. The system is designed to work with Firefox, the open-source browser that runs on Macs, Windows systems, and Linux computers. Internet Explorer works less well, and, because of its non-standard implementation of the javascript language, Safari on the Macintosh barely works with the CMS and should be avoided for editing tasks.
- You'll find a Getting Started guide, a guide for faculty and academic staff, and other necessary information in the Help section of the CMS at <http://www.amherst.edu/help>.

"Don't agonize. Organize." ~Florynce Kennedy

AMHERST COLLEGE PARTY POLICY

The Party Policy has been approved by the College to facilitate the planning of safe and successful parties and events, to assist in the adherence to College policies and procedures and Town of Amherst and Massachusetts laws and regulations, and to ensure sufficient time for the coordination of facilities, support services and security.

Party Notification Forms can be found located outside of Office 116, Keefe Campus Center.

Party registration is done by completing this Party Notification Form and submitting the form for review to the appropriate representative of the Dean of Students Office at least 5 business days prior to the party. If alcohol will be served or anticipated attendance is 75 or more, it is recommended that organizations should consult with the appropriate representative of the Dean of Students Office at least 2 weeks in advance of the party and/or start of publicity. Parties with an anticipated attendance of less than 75 still need to register the party and consult with the appropriate Dean of Students to determine if there are safety or security concerns.

1) All parties must be registered if any of the following conditions apply:

- a) College collected funds are used
- b) Common or public space is used
- c) The party is being advertised
- d) Alcohol is being served in a common or public space within the dorm

2) Party sponsors are required to sign the Party Notification Form. Party sponsors must have a venue for the party secured in advance of submitting a Party Notification Form (See page 24 for information on how to reserve a space for your party). Party sponsors must also notify the designated contact for the Party Monitors in advance and must have that person sign the party notification form BEFORE it is submitted to the appropriate representative of the Dean of Students Office for approval. This form must be submitted AT LEAST 5 business days prior to the date of the party. The party is not authorized until the appropriate representative of the Dean of Students Office approves and signs the form. Individuals or groups seeking to host parties are encouraged to consult with the Student Activities Office (contact Hannah Fatemi, (hfatemi@amherst.edu, ext. 5773, Keefe Campus Center 116) to receive guidance in party planning.

3) Party sponsors, must be in attendance at all times for the duration of the party and be able to produce a copy of the party notification form if requested to do so by Campus Police. The sponsors of the party will be responsible for the actions of their guests. At least one sponsor must be near the main entrance of a party at all times to meet Campus Police if they arrive at the event.

4) If any damage of facilities or equipment occurs during an event, those identified as being responsible will be charged for the cost of repair or replacement. If the person(s) responsible for the damage cannot be identified, the sponsoring organization or individual(s) will be charged for all damages. Also, the

sponsors of the party should refer to the Party Cleanup guidelines outlined in the Campus Life and General Welfare section of the Student Handbook for additional information.

5) Party Monitors are required if common or public space is used and alcohol will be available. Party Monitors may also be required, at the discretion of the Chief of Campus Police or their designee, based on the expected attendance of the event, regardless of the availability of alcohol. Payment of the Party Monitors is the responsibility of the individual(s) or organization sponsoring the event. Additional security measures in the form of police presence, are required for large parties with an off campus attendance and is to be determined as necessary by the appropriate dean in consultation with Campus Police. Payment of the police officer(s) are the responsibility of the individual(s) or organization sponsoring the event. Parties will end when the Party Monitors leave the party. All parties must end by 2:00am.

IMPORTANT! SEE PAGE 45 FOR THE REGULATIONS REGARDING THE SALE OR DISTRIBUTION OF ALCOHOLIC BEVERAGES

“The difficulties which I meet with in order to realize my existence are precisely what awaken and mobilize my activities, my capacities.” ~Jose Ortega y Gasset

PLANNING ACTIVITIES

Planning an event on campus? The Student Activities Office is a great resource to help students along in planning. Tips to remember:

- Funding must be secured before services can be contracted
- Contracts with speakers/performers/etc. should not be signed before an event or party is approved.
- All events and parties must be approved by the Student Activities Office prior to contracting any services. Students should consult with Student Activities to coordinate any contracts.
- Complete the Event Notification Form OR the Party Notification Form. (Forms can be picked up the form outside Office 116, Campus Center). Once the forms are submitted, students will schedule a meeting with the Director of Student Activities to review the event or party details and policies. The event or party is registered when the Director of Student Activities signs the Event or Party Notification form. **(SEE APPENDIX ITEM I – AMHERST COLLEGE PARTY NOTIFICATION FORM).**
- The Event Notification Form and/or the Party Notification Form must be submitted 5 business days prior to the date of your event.
- Any event that has a catered food service requires 2 weeks advance notice. See Catering and Take Out Policy on page 42 and the Food Protection Questionnaire (Appendix Item K) .
- An EMS (Room Reservation) confirmation (or confirmation in writing by an RC for most spaces in the residence halls) is required for all events. A room reservation confirmation is NOT an Event Notification Form or a Party Notification Form.

Staying organized and planning ahead are crucial to running an effective, successful organization. Below are strategies to help you.

Create a Plan of Action

A plan of action is a general guide about what your organization wants to accomplish and when for the semester. When you have developed the group’s goals and brainstormed activities to meet them, you can sketch out your group’s plan of action onto a calendar or into a Word document. **(SEE APPENDIX ITEM C – SAMPLE PLAN OF ACTION)**

Create a Timeline

When tackling a project, it’s often a good strategy to develop a personal timeline that specifies when certain tasks need to be completed and in what order you plan to complete them. Below is a general event-planning timeline.

Four or More Weeks Before Event—Goal Setting

- Define goals of program (cultural, educational, faculty, community service, social)
- Brainstorm program ideas, keeping in mind target audience

Four Weeks Before Event—Program Development

- Be honest: Do you have enough “advance time” to do this event?
- Determine the needs/interests the program will serve
- Determine how this program meets organization’s goals/mission
- Determine budget for program (see *Funding* section)
- Determine funding source(s)—use organization’s budget, but also collaborate with student organizations, Social Council, Program Board, academic departments, Theme Houses, etc. (see *Networking* section)
- Determine division of responsibilities within your group and with other groups when appropriate.

Three to Four Weeks Before Event—Choosing Dates

- Check for conflicts with major campus events, activities of group members, etc. To do so, please visit the Academic Year at a Glance Calendar at <https://www.amherst.edu/aboutamherst/news/calendar/glance> as well as the Amherst College Events Calendar at <https://events.amherst.edu/upcoming/>. You may also want to check The Community Engagement Calendar, which is great especially if you’re planning a service, fundraising, or engagement event <http://events.amherst.edu/cce/upcoming/>.
- Reserve room for a specified date (see *Reserving Rooms* section)
- Identify speaker/performer
- Ask about performance fee
- Plan food (see *Catering and Take-Out Policy* section). If food will be part of the event review the Food/Catering Policy before contracting services.
- Ask about contract requirements, Event Notification Form, Party Notification Form and Catering and Take-Out policy (see Dean Fatemi for advice on these matters before you sign any form of contract or hire a caterer. Do not make a personal contractual commitment—if you do, you may be personally liable for the contract fee).
- Find out technical/media requirements
- Request promotional materials from speaker/performer (if applicable—create your own publicity for the event in either case)

Two Weeks Before Event—Event Notification Form, Party Notification Form, Catering/Food Policy & Publicity

- Fill out appropriate form through Student Activities office (Event Planning Form, Party Notification Form). Completed Event OR Party Notification forms must be submitted to the Director of Student Activities (Room 116 Campus Center). You must meet with the Director of Student Activities to review the event or party details upon submitting the notification form. An event or party is approved when the Director of Student Activities signs the form.
- If your event has a food service, consult with the Director of Student Activities in advance of contracting the caterer and/or deciding on any food options. All events with food must be approved at least two weeks in advance by the Director of Student Activities and must comply with the College’s Catering and Take-Out Policy.

- Advertise to group members and rest of student body via e-mail, word of mouth, flyers/posters, Facebook, Announcements, etc. (see *Publicity* section)

One to Two Weeks Before Event—Forms and Supplies

- Ensure that an Event Notification Form or a Party Notification form has been completed and is registered with the Student Activities Office. This should be done two weeks before an event.
- Fill out Neighbor Notification Form (including phone number of contact person for event) and distribute to neighbors
- Coordinate hospitality for speaker/performer (if applicable)
- Order any tables/chairs/extra trash cans/media needs (see *Equipment* section)
- Plan decorations

One Week Before Event

- Send reminders to group members and people who have RSVPed to the Facebook event
- Purchase decorations
- Figure out how you are paying for the event—e-mail AAS about their credit card if applicable

Day Before Event

- Send reminder to presenter
- Send reminder to group members and people who've RSVPed to the Facebook event
- Reconfirm any materials/equipment (AV, tables, chairs, etc.)
- Order food
- Purchase non-perishable food as well as cups, plates, napkins, utensils

Day of Event

- Pick up any final food/materials
- Decorate
- Remove any valuables, such as artwork, that you think may be damaged
- Walk through the building 15 minutes before the event to recruit additional participants

After Event

- Clean up space used and take down all advertising/flyers/posters
- Send thank you notes to speaker/performer, volunteers, and other special people (including funding sources)
- Finalize budget expenditures—submit honorarium, all itemized receipts, purchase order copies, etc. to Comptroller

“In organizations, real power and energy is generated through relationships. The patterns of relationships and the capacities to form them are more important than tasks, functions, roles, and positions.” ~Margaret Wheatly

NETWORKING

A network is a supportive system of sharing information and services among individuals and groups having a common interest. You can network with other organizations on-campus and throughout the Five Colleges to throw collaborative events, help each other advertise, and access different funding sources.

On-Campus

- Directory of student organizations registered with Student Activities Office:
<https://cms.amherst.edu/campuslife/studentgroups/>
- Directory of student organizations recognized by the Center for Community Engagement:
https://cms.amherst.edu/academiclife/cce/student_groups
- **SEE APPENDIX ITEM H – RC CONTACT INFORMATION**

Off-Campus

- Directory of student organizations at Hampshire College:
<http://www.hampshire.edu/cms/index.php?id=10797>
- Directory of student organizations at Mount Holyoke College:
http://www.mtholyoke.edu/offices/student-programs/org_lists/
- Directory of student organizations at Smith College: http://www.smith.edu/stud_clubs.php
- Directory of student organizations at UMass: <http://www.umass.edu/csd/rso/category/>
- Consider creating Facebook groups uniting Five College students interested in your focus area (e.g. Five College Martial Arts Enthusiasts), but first search to see if one already exists!

“Some people walk in the rain. Others just get wet.” ~Roger Miller

FINANCING YOUR ORGANIZATION

Please note, once you have funds for an activity/event/organization, the activity will not be approved until an Event Notification Form or Party Notification Form is submitted and approved by the Director of Student Activities. These forms should be submitted before contracts are signed and in advance of publicity for the activity. Always plan ahead to ensure you complete all necessary steps to ensure you will have a successful experience hosting an activity.

Developing a Budget

Once you have a Plan of Action completed (see *Planning Activities* section), you can create a budget for your organization. This is the first step to accessing funds! **(SEE APPENDIX ITEM D – BUDGET WORKSHEET)**

Getting Funding

Nearly every club needs some sort of funding and there are many sources to which you can apply at Amherst. Most sources will want you to prepare a letter that provides a brief synopsis of the event being planned, the location and time of the event, what the funds will be used for, and why funding through the particular source is relevant.

AAS—The Association of Amherst Students (<http://www.amherst.edu/~budgetary/>). AAS has funds available to finance on-campus activities open to the entire student body that will augment student welfare on campus.

Club Budgets

- The Budgetary Committee (BC) requires that organizations be formally recognized by the Judiciary Council prior to considering their budgets for funding (See the *Starting & Registering an On-Campus Organization* section).

Student Activities Co-Sponsorship Fund

- The Student Activities Office at Amherst College is dedicated to supporting events that enrich student life and College community. The Student Activities Office actively seeks to fulfill this goal by assisting student leaders enhance their leadership, organizational and presentation skills by providing co-sponsorship funding to support events planned by recognized student organizations. Find the form online:
www.amherst.edu/campuslife/keefe/funding/stuactcospon

New Registered Student Organization Start-Up Funding

- The Student Activities Office has funding available for newly registered student organizations (RSOs). This funding is to be used to help launch a group, recruit a student membership and to purchase supplies needed to for a group to function. Student leaders of new RSOs should

contact Dean Fatemi (hfatemi@amherst.edu) to find out how to apply for this funding and to find helpful information about managing your RSO, and additional funding resources.

Discretionary Funding

- Every semester the AAS has discretionary funds available to finance on-campus activities not included in a club's initial budget. These activities must be open to the entire student body and should augment student welfare on campus.
- Discretionary funding is available to all individuals or organizations regardless of their standing with the BC.
- Discretionary requests are submitted through the BC website (<http://www.amherst.edu/~budgetary/discretionary.php>). You should submit your Discretionary Request a minimum of two weeks before your activity. **(SEE APPENDIX ITEM E – SAMPLE AAS FUNDING REQUEST)**

Getting Funding

- Once you have gotten approval from AAS, there are two ways you can access the funds.
 - Pay with your own funds and save the receipt. Fill out and turn in a Check Request form (<http://www.amherst.edu/~budgetary/forms/checkrequestform.pdf>). You can expect to receive a reimbursement check in the mail in about two weeks.
 - Contact the Treasurer at least 48 hours in advance if you need to use the BC credit card. Please only use this option if the purchase is large or unfeasible for you to do on your own.

Academic Departments. Certain academic departments offer funds for student-run activities relating to their work.

Anthropology and Sociology. Requests should be made to the academic department coordinator who will consult with other department members. A decision will be made as to whether or not the request will be funded and if so, how much money will be given.

- Academic Department Coordinator: Susan Urquhart (sburquhart@amherst.edu, ext. 2193, Morgan Hall 205)

Biology. Requests should be made to the academic department coordinator who will consult with other department members. A decision will be made as to whether or not the request will be funded and if so, how much money will be given.

- Academic Department Coordinator: Tracie Rubeck (trubeck@amherst.edu, ext. 2314, McGuire Life Sciences Building 329)

Black Studies. The Black Studies Department has a form that must be submitted when funds are requested and requires that the Department is acknowledged in any advertising for an event. **(SEE APPENDIX ITEM F – BLACK STUDIES DEPARTMENT FUNDING REQUEST FORM)**

- Academic Department Coordinator: Karla Keyes (blackstudies@amherst.edu, ext. 5800, Cooper House 109)

English. The English Department grants funds to students for events relating to literary studies. Proposals should be submitted by e-mail to the department Chair who will share the message with the other members of the English Department Finance Committee. The proposal should include the total budget for the event, the amount of money requested, and a list of other funding sources as well as how much each source has contributed. Requests should be made at least two weeks in advance. The Chair will respond by e-mail with a decision. The Academic Department Coordinator will receive a cc of the message, and s/he will arrange the transfer of funds for all approved requests. The Comptroller's office transfers funds to a specific account number, or pays invoices, or sends honoraria checks to guest speakers, or reimburses for submitted receipts; it does not give money directly to students to spend.

- Academic Department Coordinator: Julie Howland (jrhowland@amherst.edu, ext. 2672, Johnson Chapel 3)

European Studies. Requests should be made to the department chair (with a copy sent to the Department Coordinator) who will consult with other department members. A decision will be made as to whether or not the request will be funded and if so, how much money will be given. Requests may be sent by e-mail.

- Academic Department Chair: Heidi Gilpin (hgilpin@amherst.edu, ext. 8503, Converse Hall B3)
- Academic Department Coordinator: Saloma Furlong (sfurlong@amherst.edu, ext. 2312, Barrett 101)

French. Requests should be made to the department chair who will consult with other department members. A decision will be made as to whether or not the request will be funded and if so, how much money will be given. Requests should include a brief description of the event, a budget, and whether or not additional funding has been received from other sources. Requests may be sent by e-mail and should be submitted a month in advance.

- Academic Department Coordinator: Roberta Helinski (rshelinski@amherst.edu, ext. 2317, Barrett Hall 201)
- Department Secretary: Elizabeth Eddy (eaeddy@amherst.edu, ext. 8251, Barrett Hall 201)

German. Requests should be made to the department chair (with a copy sent to the Department Coordinator) who will consult with other department members. A decision will be made as to whether or not the request will be funded and if so, how much money will be given. Requests may be sent by e-mail.

- Academic Department Chair: Ute Brandes (utbrandes@amherst.edu, ext. 2481, Barrett Hall 207)
- Academic Department Coordinator: Saloma Furlong (sfurlong@amherst.edu, ext. 2312, Barrett 101)

Spanish. Requests should be made to the department chair who will consult with other department members. A decision will be made as to whether or not the request will be funded and if so, how much money will be given. Requests should include a brief description of the event, a budget, and

whether or not additional funding has been received from other sources. Requests may be sent by e-mail and should be submitted a month in advance.

- Academic Department Coordinator: Roberta Helinski (rshelinski@amherst.edu, ext. 2317, Barrett Hall 201)
- Department Secretary: Elizabeth Eddy (eaeddy@amherst.edu, ext. 8251, Barrett Hall 201)

Women & Gender Studies. Requests should be made to the department chair (with a copy sent to the Department Coordinator) who will consult with other department members. A decision will be made as to whether or not the request will be funded and if so, how much money will be given. Requests may be sent by e-mail.

- Academic Department Chair: Michele Barale (mbarale@amherst.edu, ext. 2532, Johnson Chapel 18)
- Academic Department Coordinator: Amy Ford (aford@amherst.edu, ext. 5781, Grosvenor House 14)

Center for Community Engagement

- Funding is available through the Center for Community Engagement to provide financial and programmatic support to students or student groups engaged in innovative community work. Check the CCE website (<https://cms.amherst.edu/academiclife/cce>) for the application and other details. If you would like help with your proposal, please contact the Director of Student Leadership and Engagement, Karen Lee (kmlee@amherst.edu, ext. 2931, Keefe Campus Center 102A).
- Student Community Engagement Fund (SCEF) is a source of funding that will provide student groups and individual students funding and support for initiatives and programming that will strengthen the culture of community engagement at Amherst College. Students and student groups may apply for funding from the SCEF through the online web form which can be found at <https://www.amherst.edu/academiclife/cce/students/funding/scef>. In order to be considered for funding at a meeting, all applications must be submitted by 5 p.m. the day before the meeting. Decisions will be released the day after the meeting, no later than midnight. The SCEF committee meets every week in the Center for Community Engagement, recognizing the need for flexibility and availability of funding. This year's meeting time is Wednesdays at 8 p.m.

Department of Diversity and Inclusion

- Contact Paul Murphy (prmurphy73@amherst.edu, ext. 5338, 100 Converse Hall)

Dean of Students/Dean of New Students

- Contact Secretary to Dean Hart, Alice Simmoneau (asimmoneau@amherst.edu, ext. 2337, Converse Hall 105)
- Contact Administrative Assistant to Dean Hart, Stacia Bourne (sbourne@amherst.edu, ext. 2336, Converse Hall 105)

Interdepartmental Student Fund

- The Interdepartmental Student Fund (ISF) is comprised of funding sponsored by various academic and administrative departments. The purpose of the ISF is to support programs and events that seek to educate or build the community on campus. This fund may also support educational opportunities found outside of the traditional classroom to can help enrich a student's academic experience. Contact Dean Fatemi if you have any questions about the allocation criteria for the ISF. Also, find the form online: www.amherst.edu/campuslife/keefe/funding/isf

President's Office. The president's office helps with funding for many types of events, such as speakers and symposia. Simply e-mail President Marx (marx@amherst.edu) with a copy sent to Secretary to the President Betsy Chaisson (chaisson@amherst.edu) explaining the need for the funds, what type of event you are running, and if funds have been solicited from others. A budget is helpful but not mandatory.

Amherst College Program Board (ACPB).

- The Program Board is a student-directed organization whose purpose is to educate and entertain the community of Amherst College through presentation of events. Program Board co-sponsorship funds are available to recognized student organizations seeking to host educational and entertaining events. In order to be eligible for Program Board Co-Sponsorship, the event must be: Open to the entire campus community, educational or entertaining in nature and well advertised, giving recognition to the Program Board for co-sponsoring. In addition to turning in the co-sponsorship form, please send a representative to the ACPB meeting held on Monday nights at 7:30 p.m. downstairs in Valentine Dining Hall. Find the form online: www.amherst.edu/campuslife/keefe/funding/acpbspon

Residential Life

- Contact Assistant Dean of Students & Director of Residential Life Torin Moore (tmoore@amherst.edu, Converse 105F)

Social Council (SoCo).

- Social Council serves as the organizing principle of social and residential life. Social Council co-sponsorship funds are available to recognized student organizations seeking to host activities that seek to enhance student life and to build school spirit. In order to be eligible for Social Council Co-Sponsorship, the activity must be: Open to the entire campus community, social in nature, well advertised, giving recognition to the Social Council for co-sponsoring. . In addition to turning in the co-sponsorship form, please send a representative to the Social Council meeting held on Monday nights at 7:00 p.m. in the Friedmann Room, Campus Center. Find the form online: www.amherst.edu/campuslife/keefe/funding/socouncilcospon

Multicultural Resource Center. Small amounts of funding are available for cultural and diversity events open to the entire community. These events may be initiated by individual students as well as student groups. Contact the MRC (mrc@amherst.edu, ext.5372, Keefe Campus Center 006)

Setting up a Comptroller Account

- Contact Senior Accountant Gail Mitchell (gmmitchell@amherst.edu, ext. 2808, College Hall 208) with at least three different funding sources.
- Gail can also tell you who has deposited money into accounts you've previously created.

“Great necessities call forth great leaders.” ~Abigail Adams

SPEAKERS/PERFORMERS

Booking a Speaker/Performer

Often speakers or performers have websites with preferred methods of contact for booking. Start communicating with artists early to ensure you can book them! **(SEE APPENDIX ITEM L – CONTACT INFORMATION FOR LOCAL ENTERTAINERS)**

Contracts

Note: before any contract is signed, you must make sure your event is approved by the Student Activities Office! You need to fill out a contract anytime you pay someone for their services. AAS has their own contract to use if you’re using their funds

(<http://www.amherst.edu/~budgetary/forms/contractforservices.pdf>), but there’s a generic contract in the appendix as well. **Talk to Dean Fatemi about appropriate procedures BEFORE signing ANY contracts** (hfatemi@amherst.edu, ext. 5773, Keefe Campus Center 116). **(SEE APPENDIX ITEM M – PERFORMER/SPEAKER CONTRACT)**

Honoraria

An honorarium is the fee paid to the speaker or performer for his or her services. Students can use this link to get the Honorarium form on the Comptroller’s website

(<https://www.amherst.edu/media/view/29912/original/Record%252520of%252520Amherst%252520College%252520Honorarium%252520Payment.pdfm%20Payment.pdf>). Students need an account with the Comptroller in order to process an honorarium (see *Funding* section).

- Contact the speaker or presenter and obtain the information required on the form, including Tax ID Number or Social Security Number, Service Performed, and what they charge.
- Print two completed copies and turn them into the Comptroller’s Office. Please remember to complete the forms within a week of the event so that the speaker or presenter can be paid in a timely manner.

“Don't tell people how to do things, tell them what to do and let them surprise you with their results.” ~ George S. Patton

SCREENING OF FILMS AND COPYRIGHT REGULATIONS

Films are shown on campus for educational or social entertainment purposes. In order to screen a film, compliance with copyright laws must be followed to allow for a public showing. A student group should consult with the Student Activities Office to determine the compliance of the copyright laws.

Most movies and/or documentaries are copyrighted. The copyrights for movies and documentary films may vary. Compliance with the copyright of a film depends upon the specific copyright and the manner and purpose in which the film is to be screened to the public. Signing out a film at the Frost Library, a 5-College Library or renting a film from a video store for a public showing does not automatically equate compliance with copyright regulations. In most cases, a fee must be paid to a licensing company to comply with the copyright. There may be times when a film can be approved to be screened without violation of copyright, specifically for educational purposes, however this approval is specific to the film and type of event.

Please consult with the Student Activities Office to obtain advice on how to proceed if a student group would like to screen a copyrighted film. Compliance is assessed on a case by case basis depending upon the copyright of the specific film and the manner in which the film is to be screened. If a film requires purchase of a license to comply with the copyright, a student group can gain assistance in this process by consulting with the Student Activities Office.

Additional copyright information can be found on the College's website:
<https://www.amherst.edu/library/about/policies/copyright>

“Leadership and learning are indispensable to each other.” ~John F. Kennedy

RESERVING ROOMS

Amherst College offers a wealth of classrooms and other spaces that may be used by student groups. This section will help you find the location best suited to your groups’ needs.

Academic Buildings

Before reserving a space, please check the Event Management System website at <https://ems.amherst.edu/VirtualEMS/BrowseEvents.aspx> to see which rooms are already reserved or on hold for specific dates and times. If the room you wish to reserve is available and you would like reserve it during the school year between 8 am-4 pm, contact Lillian Mosgofian in the Registrar’s Office (lmosgofian@amherst.edu, ext. 2226, Converse Hall 101). If you need to reserve space in an academic building during the school year between 4 pm-8 am Monday-Friday or any time on the weekends, contact Paula Mieczkowski in Public Affairs (pamieczkowski@amherst.edu, ext. 8269, Converse 306).

- Note: if you have food in any of these spaces, you should inform the academic department coordinator (https://cms.amherst.edu/academiclife/dean_faculty/deptschairs) as well.

Alumni House

- Seating: chairs, sofas, 80 people
- May not be booked without a faculty or other staff sponsor present during the event

Alumni House (Conference Room)

- Seating: Table that seats 12, 8 chairs around the perimeter

Chapin Lounge (Chapin Hall)

- Seating: couches and soft chairs for 12, additional seating can be added, 25 people

Cole Assembly Room/Red Room (Converse 108)

- Seating: lecture style, 120 people
- Theater seating descending toward presentation space with four isles
- Only top row corners are wheelchair-accessible
- Consider booking adjoining Converse Lobby for reception after lecture
- Equipment: LCD projector, PC laptop, DVD player, world-wide DVD/VCR combo, slide projector (key required for video and slide projection [but not for laptop projection], training recommended), various microphones are available upon request from Academic Technology Services (see *Equipment* section)
- Remember to book lobby space as well if needed

Fitch Room (Converse Hall, second floor)

- Seating: lecture style, 12 people
- Historic room with fireplace, lots of ambiance

Founders' Room (Alumni Gymnasium)

- Seating: Conference table, chairs, couch, 30 people

Johnson Chapel (Main Chapel)

- Seating: lecture style (two levels), 600 people (however some of the upstairs seating has an obstructed view)

Johnson Chapel 21

- Seating: 35 people
- Equipment: LCD projector, desktop PC, DVD/CD player, region-free DVD player, multi-format VCR

Merrill 1

- Seating: lecture style, 168 people
- Fixed seating in rows descending toward presentation space with aisles on either side of seats
- Equipment: LCD projector, desktop PC, laptop cable, multi-format VCR, DVD player, laser disc player, slide projector, overhead projector (key required, training suggested) (see *Equipment* section)

Merrill 2

- Seating: lecture style, 145 people
- Fixed seating in rows descending toward presentation space with aisles on either side of seats
- Equipment: LCD projector, desktop PC, cable for laptop, multi-format VCR, DVD/CD, region-free DVD, overhead projector, slide projector, PRS system. (key required) (see *Equipment* section)

Merrill 3

- Seating: lecture style, 70 people
- Fixed seating in rows descending toward presentation space with aisles on either side of seats
- Equipment: LCD projector, desktop computer, cable for laptop, multi-format VCR, DVD player, region-free DVD player, 2 slide projectors, 2 16mm film projectors, overhead projector

Merrill 4

- Seating: lecture style, 76 people
- Fixed seating in rows descending toward presentation space with aisles on either side of seats
- Equipment: LCD projector, desktop PC, multi-format VCR, DVD player, laser disc player, overhead projector, slide projector, PRS system (key required for slides only) (see *Equipment* section)

Octagon–Babbott Room

- Seating: chairs, tables, 30 people
- Historic space
- Not wheelchair-accessible, only accessible by stairs

Octagon–Gerald Penny Center

- Seating: chairs, tables, sofas, 40 people
- Contact Octagon monitors (bsu@amherst.edu) to reserve

Paino Lecture Hall (Earth Science 107)

- Seating: lecture style, 60 people
- Five rows of fixed tables, slightly descending toward presentation space
- Equipment: 2 LCD projectors, desktop PC, DVD/CD player, region-free DVD player, multi-format VCR, PRS system, wireless clip-on microphone, wireless hand-held microphone

Porter Lounge (Converse Hall, third floor)

- Seating: chairs, sofas, 40 people
- Fully skylighted room which can be set up as a theater style lecture or with tables/chairs.
- Not wheelchair-accessible: requires climbing of small flight of stairs

Pruyne Lecture Hall (Fayerweather 115)

- Seating: lecture style, 78 people
- Five rows of seats descending toward presentation space with aisles on either side of seating area
- Equipment: LCD projector, desktop PC, multi-format VCR, DVD/CD player, region-free DVD, 6 slide projectors, wireless clip-on microphone (located in drawer in the rack)

Rosen Room (Fayerweather Hall)

- Seating: table and chairs, 10 people

Stirn Auditorium (Mead 115)

- Seating: lecture style, 188 people
- Equipment: Widescreen LCD projector, desktop PC, DVD player, region-free DVD player, multi-format VCR, two 16mm film projectors, 3 slide projectors, laptop cable (key required, training required), various microphones are available upon request from Academic Technology Services (see *Equipment* section)

Other Technology-Equipped Classrooms

- Check online at https://www.amherst.edu/offices/it/teaching_research/classroom_help

Keefe Campus Center

To reserve most spaces in the Campus Center, including tabling and banner space, contact Heather Polson (hmpolson@amherst.edu, ext. 5773, Keefe Campus Center 107A).

Atrium

- Tables
- Easels w/ bulletin boards
- Banner-hanging equipment (Note: banner making supplies [paper, paint, etc.] are available through the Campus Center Manager)
- Piano

Campus Center Theater

- Seating: theater style, 90 people
- Equipment: projection screen, DVD, VCR
- If you need sound tech assistance, schedule this in advance with Assistant Director of Keefe Campus Center & Student Activities Hannah Fatemi (hfatemi@amherst.edu, ext. 5773, Keefe Campus Center 116).

Conference Rooms (103, 201, 207)

- Seating: table, chairs, 12 people
- Equipment: easel, chalk board, portable TV/VCR

Friedmann Room

- Seating: chairs, 100 people (Note: if your group is unable to set up the chairs before your event, you can contact physical plant to do so for a fee)
- Equipment: stage, sound system, portable TV/VCR

Jose Martin Room

- Seating: couches, chairs, 25 people
- Contact La Causa (lacausa@amherst.edu) to check for scheduling conflicts

Multicultural Resource Center

- Seating: couches, chairs, 14 people
- Equipment: TV, DVD player, Portable White Board, Computer, Fax Machine, Easel Pad
- Contact MRC (mrc@amherst.edu) to reserve space

Women's Center

- Seating: couches, pillows, about 15 people
- Equipment: TV, DVD player
- Contact Gretchen Krull (gakrull@amherst.edu) to check for scheduling conflicts

Library

To reserve, contact Senior Bookkeeper/Secretary Barbara Joy (bajoy@amherst.edu, ext. 2378, Level 1 Frost Library).

Barker Room

- Equipment: video/computer projection and videoconferencing facilities

Music

To reserve these spaces, contact Academic Department Coordinator Suzette M. Farnham (smfarnham@amherst.edu, ext. 2364, Music Building 224).

Buckley Music Hall (Note: NO FOOD ALLOWED IN BUCKLEY!)

- Seating: auditorium, 400
- Equipment: stage, risers, lights

Outdoors

To reserve these spaces, contact the Custodial Services Special Services Supervisor, George Shaheen (gshaheen@amherst.edu, ext. 2367)

Open Spaces

- Main quads
- Dorm lawns

Physical Education and Athletics

To reserve these spaces, contact Director of Facilities Donald Faulstick (drfaulstick@amherst.edu, ext. 2303, Alumni Gym 1220). You must make requests very far in advance since these facilities are in almost constant use by the various athletic teams. In order to reserve athletic equipment, contact Tim Atteridge (teatteridge@amherst.edu, ext. 2275) Note: for events such as dances and concerts, a protective flooring may need to be put down.

Alumni Gym

- Large open space for big events

Coolidge Cage

- Large open space for big events

LeFrak Gymnasium

- Large open space for big events

Religion-Affiliated Spaces

To reserve these spaces, contact Religion Department Coordinator Diane Beck (ddbeck@amherst.edu, ext. 2181, Chapin Hall 108).

Cadigan Center

- Seating: large room with comfy chairs, sofas, 20 people
- Dining room with table and chairs, 20 people
- Kitchen
- Outdoor courtyard used for barbequing

Chapin Chapel

- Seating: chairs

Chapin Lounge

- Seating: chairs, sofas, 30 people

Residence Halls

To reserve space in a residence hall, contact the RC for that building/hall and complete a Common Area Reservation Form (**SEE APPENDIX ITEM H – RC CONTACT INFORMATION**). The only exception is the O'Connor Commons in Charles Pratt Basement—in order to reserve, contact Heather Polson.

O'Connor Commons (Charles Pratt Dormitory)

- Seating: tables and chairs, 100 people

Theater and Dance

To reserve these spaces, contact Special Services Coordinator Linda Celi (ltceli@amherst.edu, ext. 2411, 27 Webster Building).

Kirby Memorial Theater

- Seating: 384 people
- Computerized lighting, sound, stretch wire grid
- Attached scene and costume stop

Holden Theater

- Seating: 150 people
- Moveable seating
- Computer controlled lighting and sound systems, catwalks, grid, two dressing rooms

Webster Hall

- Lounge and four studios for dance, acting, directing, and design
- Studios one and three are equipped for informal performances with risers, lighting, and sound equipment
- Studios one and two have sprung hardwood floors for dance and movement

Valentine Dining Hall & Lewis-Sebring

To reserve any of the Terrace or Conference rooms in Valentine, contact the main dining hall at ext. 2221 or Dining Services Receptionist, Lauren Franks (lkfranks@amherst.edu, ext. 2251). In order to reserve any of the rooms in Lewis-Sebring, contact Amherst College Dining Services Catering Office at ext. 2842 or Catering Staff Assistant Danielle Laferriere (dtlaferriere@amherst.edu, ext 5383).

Terrace rooms, conference rooms Atrium / West

- Student groups may table in the atrium or in West
- Only two groups at a time may table

Conference Room

- Seating: table with chairs, 12 people

Terrace Rooms (A & B)

- Seating: two tables with chairs, 15-20 people each
- Rooms can be combined

Lewis-Sebring

- Main dining room capacity: 100 people
- Main dining room with partitions open to smaller dining rooms: 130 people.

Mullins & Faerber Rooms

- Capacity: 24 people each room, 48 total
- Smaller rooms that may be joined with Lewis-Sebring

Reserving Space in the Summer

Contact Special Services Coordinator Irene Berwick (iwberwick@amherst.edu, ext. 8102). She schedules all classrooms, outdoor spaces and meeting spaces except Athletics, Alumni House, Johnson Chapel, and the Cadigan Center.

Room Configuration

If you need ideas on how to best organize the room once you have reserved it, please visit <https://www.amherst.edu/media/view/144887/original/Room%20Set%20Ups.pdf> to find suggested room set ups.

"One finger cannot lift a pebble." ~Hopi

EQUIPMENT

On-Campus

Students must give at least 24 hour notice for any equipment needs. One week's notice is preferred.

Athletic Equipment

- Contact Athletic Equipment Manager Tim Atteridge (teatteridge@amherst.edu, ext. 2275)

Audio/Visual Equipment

- Frost Library, Level A—DVDs/Videos
- Arms Music Library—CDs/Cassettes
- Academic Technology Services
 - Contact Classroom Technology Manager John Kunhardt (jwkunhardt@amherst.edu, ext. 2149, Seeley Mudd)
 - Need approval from full-time staff members to borrow equipment
 - Available equipment (first priority goes to classroom needs): VCRs, televisions, DVD players, laser disc players, portable public address (P.A.) systems with amplifiers and microphones, overhead projectors, 35mm slide projectors, 16mm film projectors, super-8mm film projector, audio cassette players & recorders, audio CD players, laptop computers, LCD projectors, Hi-8mm, 8mm, and VHS camcorders, portable screens, record players, and document cameras
 - For Video Screenings: after the room is booked (see *Reserving Rooms* section), one member of the group must get a five minute training from John Kunhardt about projecting and the get key to that room's media equipment
 - ATS does not deliver; equipment must be picked up from the office in Seeley Mudd

Grill (& Other Miscellaneous) Rental

- The AAS has 1 grill available for student use. Please contact the Secretary of the AAS to find out more information and/or to request use and a reservation.

Piano Tuning

- Contact Academic Department Coordinator Suzette Farnham (smfarnham@amherst.edu, ext. 2364)
- Note: there is a significant fee for this service

Physical Plant—Custodial Office (located outside ground entrance of Moore Dormitory)

- Available equipment: tables, chairs, trash cans, extension cords
- Contact George Shaheen (gshaheen@amherst.edu, ext. 2367)
- There is a charge for delivery and set-up of equipment by Physical Plant

Off-Campus

Audio / Visual Equipment

- Downtown Sounds (www.downtownsounds.com), Northampton, (413) 586-0998 or (800) 564-8863
- Klondike Sound (www.klondikesound.com), Greenfield, (413) 772-2900, info@klondikesound.com
- Pleasant Street Video (www.pleasantstreetvideo.com), Northampton, (413) 584-6762, pstv@choiceonemail.com
- Sounds Easy Video, Northampton, (413) 586-7260
- Wassmann Audio Video, Inc. (www.wassmannav.com), Whately, (800) 286-9744, wassmannav@aol.com

Tent Rental

- Hilltown Tents (www.hilltowntents.com), Ashfield, (413) 628-4577
- Northampton Rental Center, Northampton, (413) 584-5072 or (866) 584-5072
- Northeast Tent Rental, Pittsfield, (413) 499-7475
- Tents for Rent, Webster, (800) 635-8693
- Yankee Tent Rentals (preferred vendor), Montague, (413) 367-2210
- Note: Physical Plant has specific directions on the procedures for setting up tents for your event
 - First request space and receive approval through the building RC.
 - To receive approval from the state, you must register your tent in accordance with the “Dig Safe” law by providing the Dorm Damage Office with the site of your tent and the name of your tent-rental company at least two weeks in advance.
 - Obtain a tent permit form from the Dorm Damage Office and submit this form to Amherst Town Hall two weeks before the event. The Town of Amherst charges a \$25 tent permit fee, which you will need to pay when you visit Town Hall.

Piano Rental

- Falcetti Music (www.falcettimusic.com), Springfield, (413) 543-1002, tonyfalcetti@falcettimusic.com

Grill (& Other Miscellaneous) Rental

- Taylor Rental, 301 Russell Street, Hadley, (413) 584-4184, kelleys@taylorrental.net
- Northampton Rental Center, 59 Service Center Road, Northampton, (413) 584-5072

“The price of greatness is responsibility.” ~Winston Churchill

BOOKING STUDENT SECURITY

Student Security Assistants can be hired to work at concerts, parties, and other social events only AFTER your event or party has been approved by the Director of Student Activities. If you want to host an event or party please consult with the Director of Student Activities to review the event or party details. The Director of Student Activities will determine if and how much security is needed at the event or party. Student should complete an Event or Party Notification Form and schedule a meeting with the Director of Student Activities to discuss the proposed activity.

“Do not go where the path may lead; go instead where there is no path and leave a trail.” ~Ralph Waldo Emerson

TRANSPORTATION

College Van Policies

Conditions for Use

1. Departments and student organizations that use pool vehicles shall identify the driver, the vehicle's intended destination and the purpose for the trip.
2. The driver of the vehicle must pick up the key to the vehicle at the Communications Center on the first floor of the Physical Plant building.
3. The driver must complete the log book by filling in his/her name, vehicle number, time out and signature. The driver must conduct a preventative maintenance and safety check of the vehicle prior to departure. Preventative Maintenance forms will be kept in the vehicle.
4. After use, the driver must fuel the vehicle and record the number of gallons on the Preventative Maintenance and Safety Check Sheet. The sheet, with the amount of fuel put into the vehicle, must be turned in to the Communications Center.
5. Pool vehicles are restricted for trips within a 200 mile radius. Trips farther than 200 miles from the College will require approval from the Chief of Campus Police. Approval will only be granted for unusual and compelling circumstances.
6. Permission to operate College vehicles can be temporarily suspended by Campus Police, the Department Supervisor, or the Environmental Health and Safety Manager pending an investigation.
7. Should weather be inclement, or forecasted to be inclement, to the point that travel becomes dangerous, travel shall be suspended on and off campus for pool vehicles. The determination of inclement weather will be made by the Chief of Campus Police in advance when possible. Should weather conditions change rapidly and become inclement the police department officer-in-charge will make the decision. Indications that travel has become dangerous may include snow covering on roadways, icy conditions, heavy sleet or rain.
8. Pool vehicles may not be used for personal business or pleasure.
9. Vehicles generally may be reserved for a maximum period of 24 hours. In exceptional circumstances, reservations for a longer term will be accommodated but not exceeding three days.

Student Drivers

1. All students wishing to drive Pool Vehicles must be Amherst Students, must take the online Vehicle Safety Assessment Test, and must meet Driver Credentializing guidelines (they must have a valid (not expired) license and must consent to having their driving records checked with motor vehicle registry records. The Amherst College Campus Police reserves the right to refuse driving privileges based on driver history. Furthermore, at the discretion of the Campus Police, an employee or student may be required to pass a practical driving exam (i.e. cones, backing, etc.) before being allowed to operate a vehicle from the pool). Credentialing must be

done prior to trip approval and vehicle use. This must be done at least 72 hours before the scheduled trip.

2. A full list of drivers must be submitted and approved by Amherst College Campus Police prior to any vehicle booking in the EMS database.
3. Vehicles are to be driven to and from the destination, but may include incidental stops. Amherst College vehicles are not to be used for personal business or transporting cargo. Specific destinations including street addresses and times are now required. The requesting department or organization must supply these at the time the request is made in order to book a vehicle. One word destinations, like New York or Boston, are not specific enough.
4. No vehicle can be booked overnight into the next day without approval of the Chief of Police or his designee.

Registering as a Driver

In order to drive an Amherst College vehicle, drivers must register with the campus police each academic year. To register please bring your U.S. Issued driver's license to the campus police; there is a form you must complete and submit to them. Since students customarily have less driving experience than College employees, on the form students will be required to acknowledge that they have read the "Vehicle Operating Guidelines" contained in the Application to Operate Amherst College Motor Vehicles and that they agree to abide by these guidelines. The form will also ask the student to record the details of any moving violations or accidents in which s/he has been involved. Based on the information contained on this form and contained on the MVR report (if one is obtained), the student may or may not be authorized to drive a College vehicle.

Students must also take the online Vehicle Safety Assessment Test. You can access this test by logging into Blackboard and following these links:

1. My Courses
2. Driver Safety
3. Vehicle Safety Program
4. Vehicle Safety
5. Vehicle Safety Evaluation (this is the assessment test you should take)

Vehicle Operation Guidelines

The following vehicle operation guidelines are intended to promote the safe use of Amherst College vehicles.

1. Preventative Maintenance and Safety Check Sheet – The Preventative Maintenance and Safety Check Sheet must be completed prior to driving a pool vehicle. The amount of fuel put into the vehicle after use must be noted on the sheet and the sheet must be turned into the Communications Center. Failure to do the inspection or turn it in may result in loss of driving privileges. Vehicle deficiencies found in the inspection shall be reported to the Physical Plant Service Desk.

2. Accidents – See Paragraph VI for what to do in case of an accident. If an accident is found to be the fault of the operator of the College vehicle, permission to drive in the future may be terminated.
3. Speed – The maximum speed for College Vehicles is the posted speed limit. The speed limit on campus is 15 mph.
4. Drugs and Alcohol – Drugs and alcohol must not be consumed or transported in College vehicles. Any student or employee found operating a vehicle under the influence of alcohol, medication that induces drowsiness, or drugs will have their driving privileges revoked and may face criminal charges. A driver shall not consume alcohol 12 hours prior to driving an Amherst College pool vehicle.
5. Occupancy – Total occupancy, to include the driver, shall not exceed the number of seat belts. Up to 15 passengers may be transported with a Class D License; otherwise, a Class C License is necessary.
6. Cargo – Baggage and equipment should be kept in the trunk or as far back in the vehicle as possible to prevent them from becoming dangerous projectiles.
7. Seat Belts - Massachusetts has a mandatory seat belt law and the College requires that all occupants must use their seat belts. The driver must ensure all passengers of the vehicle are wearing seat belts. The seat belts must remain fastened until the driver has reached the destination. The driver should visually check as well as verbally inform the passengers.
8. Distractions – There should be no loud music, throwing of objects, or other driver distractions. Mobile telephones may not be used by the driver when the vehicle is in motion
9. Signals – Turn and lane change signals must be used to signal the driver's intentions.
10. Speed bumps and pot holes – The driver must slow down and use caution when driving over speed bumps or pot holes. A van should be brought to a complete stop before proceeding over a speed bump. This will avoid damage to College vehicles as well as preventing jolts to passengers in the rear of the vehicle where the jolt is five times greater than in the front.
11. Forward / Reverse Motion – Most vehicle accidents occur while traveling in reverse. Avoid backing whenever possible, such as by choosing pull-through parking spaces. When reverse travel is necessary, proceed slowly and use the assistance of your passengers. Whenever possible, use a ground guide to assist you while backing and while moving through pedestrian areas.
12. Weather Conditions – If it is raining it is recommended that you lower your driving speed under the posted limit. Roads are most slippery at the start of rain. Surface oil and grease form slick films that are not washed away until after 20-30 minutes of hard rain. Strong winds also make steering difficult. In such conditions, speed should be decreased, the driver should have both hands on the steering wheel, and be alert for other vehicles swerving into his/her path. The driver may opt to pull over until adverse conditions have passed.
13. Trips - When there is more than one vehicle traveling to the same destination, the “excursion coordinator” (coach, professor, director, etc.) will be in the last vehicle. Each driver should keep track of the vehicle traveling with him/her. When three or more vehicles are traveling together, and the driver detects that the driver to his rear is missing or has developed problems, the driver in the forward vehicle must immediately turn on hazard flashers, flash his headlights on and off, and sound his horn to the vehicle in front to signal a problem, then pull over to a safe location (note: a curving exit ramp or an area of low visibility is not a safe location). The driver should have passengers get out of the vehicle and away from the road. This procedure

should be repeated for all vehicles. NEVER BACK UP ON A HIGHWAY. Determine the nature of the problem and take appropriate action. Finally, when arriving at the destination or returning to campus, all drivers must wait and check in with the excursion coordinator or sign in at a location pre-designed by the excursion coordinator.

1. It is recommended that the excursion coordinator bring a first aid kit as College vehicles are not equipped with such.
2. Prior to any excursion that exceeds a fifty-mile round trip, the excursion coordinator with assistance shall conduct an inspection of lights, directionals, seat belts, wipers, mirrors, and horn, as well as testing brakes and steering.
14. Mechanical Problems – All actual or suspected mechanical problems must be reported immediately to the Amherst College Campus Police at 542 – 2291 who will notify the College vehicle mechanic.
15. Seat Removal – Only the Physical Plant Garage are permitted to remove or replace seats due to liability reasons.

Any person found using a vehicle improperly may have their privilege to drive pool vehicles revoked.

Accidents

For all accidents:

1. Safely stop at the scene. If there is an emergency, call “911,” or the local police department. Have passengers get out of the vehicle and away from the road, exiting from the side away from traffic if possible.
2. Be as calm and courteous as possible.
3. Notify Communications / Amherst College Campus Police at (413)542 – 2291. All accidents, no matter how minor, must be reported on a motor vehicle accident form and the College incident report form. Copies of these forms are available in the Communications Center and the Physical Plant.
4. Do not discuss the accident with anyone other than police and College Officials except to obtain driver, vehicle, insurance carrier, and witness information.
5. Acknowledge only facts to the other driver and avoid telling the other driver that you or the College is at fault for the accident. Be courteous and avoid confrontational language like “fault” and “blame.” Be sure to provide the Communications Center with your written report when you return to campus. They will in turn notify the Director of Physical Plant and the Insurance Office.
6. In the event of bodily injury...
 1. Make absolutely certain that police are informed that there are injuries.
 2. Keep the injured warm and still. Never move a person unless life threatening conditions exist.
 3. If the injured is taken from the scene for medical treatment, find out where.
 4. Notify Campus Police at (413) 542-2111 so that the injured’s family can be contacted.

Breakdown Procedures

1. If the vehicle should break down on the road, the driver should:
 1. Notify the Shift Commander at the Amherst College Campus Police at (413) 542-2291.

2. Make arrangements to have the vehicle towed to the nearest garage.
3. Make arrangements for alternate transportation or lodging.
4. If the vehicle has been in accident, the driver must follow the procedures outlined above, in paragraph VI.
2. The Amherst College Campus Police:
 1. Shift Commander may authorize payment for towing and alternate transportation.
 2. Shift Commander should also notify the Chief of Campus Police or, if unavailable, the Director of Physical Plant as soon as possible.
 3. Shift Commander should notify the College mechanic as soon as possible during the next working day. Shift Commander should file a complete report of action taken and submit report to the Chief of Campus Police. If the vehicle has been in an accident, the Shift Commander should contact the Chief of Campus Police as needed. He/She should also insure that the Procurement Supervisor is notified the following working day. The College Mechanic should:
 1. Make contact with the garage where the vehicle was towed and evaluate the problem. He may authorize repairs up to \$1000.
 2. Make arrangements for the pick up of the vehicle.
 3. Make a complete written evaluation of the vehicle with recommendations for future use.
 4. If the vehicle has been in an accident, the mechanic must contact Procurement Supervisor before authorizing repairs.

AAS Vans

The AAS has three vans available for student use from the first day of classes in the fall until the last day of classes in the spring. All requests are handled online. The policies are as follows:

- Students can submit requests for van usage up to one month in advance of their trip date.
- Requests must be made through the AAS website van request form (<http://www.amherst.edu/~aas/vans/request/>) and include the name of the group requesting the van, contact person, date and time of trip, destination, and purpose of trip. Requests must also include a statement expressing commitment to adhere to AAS Budgetary Committee non-discrimination, accessibility, and admittance policies as detailed in the AAS constitution.
- No group can reserve the van more than three times per month.
- Priority will be given to AAS Budgetary Committee recognized clubs but all students are encouraged to apply as long as usage abides by AAS Budgetary Committee non-discrimination, accessibility, and admittance policies.
- Usage will only be approved for trips that have a clear value to the student body and fall within the scope of a group's purpose.
- The contact person will receive an approval slip signed by the AAS Secretary through campus mail. The slip must be presented to campus police in order to receive keys for the van.
- Van usage policies are the same as the Amherst College Pool Vehicle Policy.
- The AAS Secretary will maintain the master schedule of van usage through the AAS website (<http://www.amherst.edu/~aas/vans/schedule/>).

CCE Vans

The Center for Community Engagement Office currently manages the use of six 7-passenger mini-vans. Due to the large number of requests for vans, the staff prioritizes requests by students, groups or classes involved in service and activism or other forms of community involvement. When considering a vehicle request, the staff takes into consideration public transportation alternatives, the number of students involved, and the order in which requests are received.

- There is an online van reservation form (http://www.amherst.edu/academiclife/cce/student/cce_vans) that must be filled out in order to request a van.
- Requests must be received a minimum of 48 hours in advance.
- Requests will be processed and a response will be sent within 3 business days (Monday–Friday) of receipt.

PVTA (www.pvta.com)

The Pioneer Valley Transit Authority (PVTA) is free for Amherst Students when they show their ID except in the summer. A ride without an ID is \$1.

- Check maps and schedules online at <http://www.pvta.com/mapsandschedules.html>.
- There is a stop on the Amherst College campus outside of Converse Hall.

ZipCar (www.zipcar.com/amherst)

- Amherst College students 18+ can join Zipcar for \$35/year. They can then reserve either of the two Zipcars on campus for use. (Members age 21+ also have access to thousands of Zipcars all around Boston, Chicago, London, Los Angeles, New York, Philadelphia, Pittsburgh, San Diego, San Francisco, Toronto, Vancouver and Washington DC.) \$8/hr (weekdays), \$9/hr (weekends) or day rate of \$66 (weekdays), \$72 (weekends).
- Low hourly and daily rates include gas, insurance and reserved parking.

Shuttle Services

- Valley Transporter (www.valleytransporter.com), (800) 872-8752 or (413) 253-1350
- Seemo Shuttle (www.seemoshuttle.com), (800) 908-2829
- Bluebird Airport Shuttle and Car Service (www.bluebirdairporttransportation.com), (413) 221-4512

Limousine Services

- Carey Worldwide Chauffeured Services, (800) 336-4646
- Exclusive Car Service, Inc., (877) 695-4665.
- Royal Coach Limousines, (800) 325-1976 or (413) 592-1000

Charter/School Buses

- Entertainment Tours, Worcester, MA, 01602, (800) 310-9900
- First Student, Belchertown, MA, 01007, (413) 323-8316
- Five Star Transportation, South Hadley, MA, 01075, (413) 538-6840

- Michael's Limousine, Ludlow, MA, 01056, (413) 533-8470
- Laidlaw Transit, Chicopee, MA, 01020, (413) 594-8151
- Lizak Bus Service, Warren, MA, 01083, (413) 436-5262
- First Student–Springfield, Springfield, MA, 01109, (413) 736-6781
- Dufour Escorted Tours, Huntington, MA, 01050, (413) 667-3216

Commercial Buses

- Peter Pan Bus Lines (www.peterpanbus.com), (800) 237-8747

Trains

- Amtrak (<http://www.amtrak.com>)

Air

- Nearest airport: Bradley International Airport (Windsor Locks, CT), approximately an hour away
- Airports two to two and a half hours away: Logan Airport (Boston, MA), Green Airport (Providence, RI), Manchester Airport (Manchester, NH), and Albany International Airport (Albany, NY)

“Leadership is much more an art, a belief, a condition of the heart than a set of things to do. The visible signs of artful leadership are expressed, ultimately, in its practice.” ~Max Depree

FOOD/CATERING

Catering and Take-Out Policy (as of January 01, 2010)

In accordance with the requirements of the Massachusetts Department of Public Health and the Amherst Board of Health, Amherst College has implemented the following protocols for all events that will include the consumption of food, including catered and take-out fare. This policy is designed to reduce the risk of food borne illness from meals that are improperly prepared, maintained or served. The requirements identified here in this policy are applicable to faculty, staff, students and anyone using Amherst College facilities.

This policy applies to the following types of events:

- a) Catered events (using a caterer licensed by the Town of Amherst),
- b) When take-out food is acquired from a local restaurant (which must be less than 30 minutes from event site), and
- c) Events where food is being prepared by someone other than the food preparation staff from Amherst College Dining Services.

All Amherst College scheduled events where food is to be served, must be approved by the appropriate Event Manager, using the proper request form(s) as indicated below. Event Managers include, but may not be limited to, Registrar’s Office, Room Reservations Office, Summer Programs, Valentine Dining Services and the offices of the Dean of Students. For events being catered, notice must be given to the Event Manager at least 14 days prior to the event, to permit enough time to secure permits from the Town of Amherst, to perform the appropriate background check on the caterer or restaurant, and to arrange for the site inspection by the local health department.

Catered Events

- If faculty, staff, students or anyone utilizing an Amherst College facility will be hosting an event which is to be catered by a licensed caterer other than Valentine Catering, the event organizers shall:
 - Schedule the event, 2 weeks in advance, through the appropriate Event Manager, Room Reservation Coordinator, or Student Activities
 - Complete the necessary paperwork, which includes identification of the location, time of the event, and caterer to be used, as well as the types of foods being served
 - Faculty, staff and others utilizing an Amherst College facility, who are hosting an event, shall first contact the Room Reservation Manager of that facility where the event will be located, and make sure the necessary paperwork is completed, including the **Food Protection Questionnaire for Catered Events (SEE APPENDIX ITEM K -**

FOOD PROTECTION QUESTIONNAIRE) which is to be completed by the caterer.

- Student groups must contact the Student Activities Office prior to contacting a caterer, and shall complete the **Event Notification Form (SEE APPENDIX ITEM J - EVENT NOTIFICATION FORM)**, and shall provide the caterer with a copy of the **Food Protection Questionnaire for Catered Events (SEE APPENDIX ITEM K -FOOD PROTECTION QUESTIONNAIRE)** for completion.
- The College, through the Office of Environmental Health & Safety and the Amherst Board of Health, will determine if the requested caterer
 - Is licensed and approved by the Town of Amherst Board of Health
 - has/or will obtain the necessary Temporary Food Permit, through the town, at a cost of \$50.00
 - Has the appropriate level of insurance (\$1,000,000.00) to serve food at Amherst College.
- For catered events, in addition to the above, the licensed caterer shall:
 - Remain on site as long as their food is being served,
 - Provide a server or on-site manager/designee who is Serv-Safe trained,
 - Maintain appropriate temperatures, both cold (<40 deg F) and hot (>140 deg F), for the duration of the food service,
 - Post signage (8 ½" x 11") that indicates that the food may contain nuts, dairy, seafood or other potential food related allergens , and
 - Be expected to appropriately discard or remove from the site any food that has not been consumed at the end of the event.
- **Exceptions**
 - If a caterer is delivering food that is not considered potentially hazardous, such as bagels, donuts and coffee etc., they would not be required to remain on site, or serve this type of food.
 - It is the responsibility of the event requester to discard any remaining food / beverage that is not consumed within 1 ½ hours after arrival at the site
 - If items such as cream and milk are left on site for coffee and tea, these items must remain on ice
 - If cheese and/or meat platters, shrimp or similar food is to be served at an event, they must also be kept on ice or refrigerated

Local Restaurant Take-Out

- If faculty, staff, students or anyone utilizing an Amherst College facility will be providing food from a local area restaurant (take-out), the event organizer shall:
 - Schedule the event 1 week in advance through the appropriate Event Manager, Room Reservation Coordinator, or Student Activities Office, and

- Complete the necessary paperwork, including identification of the location, time of the event, restaurants from which the food will be obtained, as well as the types of foods being served.
 - Faculty, staff and other persons utilizing an Amherst College facility who are hosting an event shall first contact the Room Reservation Manager of the facility where the event will be located, and make sure the necessary paperwork is completed including the **Food Protection Questionnaire for Catered Events (SEE APPENDIX ITEM K - FOOD PROTECTION QUESTIONNAIRE)**
 - Students shall complete and submit the **Event Notification Form (SEE APPENDIX ITEM J - EVENT NOTIFICATION FORM)** to the Student Activities Office 1 week in advance of the event
- Obtain the take-out food from a restaurant that is less than 30 minutes from the event site
- Be responsible for picking up the cold or hot food from the restaurant, to verify that the temperature has been appropriately maintained, and
 - Insure that the food (including meats, pizza, salads and dressings) is consumed within 1 ½ hours, from the time of actual pickup
 - Any uneaten food must be disposed of at the end of the 1 ½ hour time frame, unless
 - The cold food has been kept at a temperature of < 40 degrees F for the duration of the meal
 - The hot food has been kept at a temperature of > 140 degrees F for the duration of the meal

Food Prepared by Students

- When students prepare food for events on campus, other than those meals cooked and served specifically to residents in their own residence hall, they shall:
 - register the event, 1 week in advance, through the Student Activities Office. The “event” is officially registered after it has been signed for by the Student Activities Office.
 - Identify an Amherst College faculty member or staff sponsor for the event, to secure the needed resources for the function
 - Not charge or request donations for the food items being served
 - Not prepare or serve potentially hazardous food that include, but may not be limited to meat, poultry, fish, uncooked or partially cooked eggs, mayonnaise, custard, or any foods that would be required temperature control.
 - Have received (in advance) the necessary food and sanitation training, provided by a Serv-Safe qualified person at Dining Services
 - Hand washing sinks (with soap and hot water) must be located within 20’ of the food preparation and serving area(s)
 - Indicate, using a small sign, that the food may contain nuts, dairy, seafood or other potential food related allergens

For additional information on the Amherst College Catering and Take-Out Policy, please contact Environmental Health & Safety or Student Activities Office.

Amherst College Catering Services through Valentine

- To request catering from Amherst College, contact the Catering Staff Associate at (413) 542 2842.
- All catering requests should be made at least five (5) days prior to the event, with the exception of those for larger, more detailed events which must be made at least two (2) weeks in advance. A guest count will also be required at that time.
- All requests include paper supplies, appropriate condiments, candles (for evening functions), and white or ivory linen cloths for food and beverage display tables for no extra charge. However, charges will apply for additional skirting and linens, flower arrangements, table and chair arrangements, and china service.
- The bill for your charges will be sent through the Amherst College Comptroller's Office. The Dining Services Staff Associate will answer any questions regarding specific charges and/or tax exempt status.
- If the scheduled event is cancelled, a student may cancel his/her catering request up to 3 days prior to the scheduled date. If a student chooses to cancel within those three days, he or she may be charged for a percentage of the guaranteed guest count.
- For more information, please visit <http://www.amherst.edu/~dining/catering/index.html>

Eating in Valentine or Lewis Sebring

- If you want to have non-Amherst students eating in the cafeterias, contact Dining Services with specific group numbers and dates to make reservations.
- Pay on the day of by writing your groups' account number on the form at the card swiper station (see *Funding*).

Alcoholic Beverages

Any organization or group of students who plans to sponsor an event in public space at which alcohol is available must fill out and submit a party notification form. These forms are available at the Dean of Students' Office and must be returned there.

- If Amherst College is providing all the food for your event, the price of bar set-up and labor is figured into the price of the beverages served at your event.
- In the event that your group provides alcoholic beverages for their own function, bartenders/wine servers will be billed out by Dining Services at the rate of \$15.00 per hour.

REGULATIONS REGARDING THE SALE OR DISTRIBUTION OF ALCOHOLIC BEVERAGES

Under Massachusetts Law

1. A person must be at least 21 years of age to legally purchase alcoholic beverages in Massachusetts.

2. Purchase of an alcoholic beverage by an underage person or any arrangement with another person to procure such drinks is a crime punishable by a mandatory \$300 fine.
3. Willful misrepresentation of one's age or the age of another person in order to purchase or receive alcoholic beverages is a crime punishable by a fine of up to \$1,000 or by imprisonment of up to six months or both.
4. Any person who purchases for or furnishes a drink to someone underage commits a crime punishable by a fine of up to \$2,000 or by imprisonment of up to one year or both.
5. No person may serve an alcoholic beverage to anyone who is obviously inebriated.

Note: Any person who violates law is liable for his/her own actions and may be subject to civil or criminal complaints.

Under College Policy

1. No college or dorm/house funds may be used to purchase alcohol.
2. The following provisions apply to the service of alcohol at all-campus parties in public areas of the dormitories:
 - No one under the age of 21 shall be allowed access to a TAP room. Party monitors will check identification at the main entrance to the party and at the door of the TAP room. Acceptable identification will include: for Amherst students, a college ID; for their guests, two IDs with birthdates, one of which has a picture. Students who are 21 will have clearly visible stamps placed on their hands at the entrance to the party. Amherst College Campus Police officers will monitor the TAP room periodically to make sure that no one under 21 has entered it. If officers determine that this rule has been violated, they will close the party immediately.
 - Party monitors will also ensure that students do not leave the TAP room with alcohol. No alcohol is permitted in any common area other than the TAP room. If Campus Police officers detect a violation of these rules, they will terminate the party.
 - After two violations of the college alcohol policy, a house/social group will be denied permission to hold a party for a month.
 - Parties will cease when monitors leave for the night.
3. All party sponsors should provide an appropriate amount of equally accessible nonalcoholic beverages whenever alcoholic beverages are available.
4. Sale of alcoholic beverages without a liquor license is prohibited, as is any attempt to raise money or charge admission at an event at which alcohol is served.
5. If college officials learn that a student has been convicted of driving while intoxicated at any time between first enrollment at Amherst and graduation, whether in the vicinity of campus or anywhere else, that student will be denied parking privileges, and thus the capacity to keep a car on campus, for

the remainder of his or her stay at Amherst.

6. Kegs are prohibited from first-year residence halls. A fine of \$100 will be assessed to any person or residence that violates this regulation. No hard liquor is permitted to be served at any public parties in the residence halls except for seniors-only parties sponsored by the Student-Alumni Relations Committee.

- A Town of Amherst bylaw requires a keg license, which can be obtained at the Amherst Police Department, for the possession of beer kegs anywhere in the town. There are substantial monetary penalties for violating this bylaw. The College Council has also passed a policy which will result in a \$100 fine for possessing an unlicensed keg on the Amherst College campus.

Off-Campus Catering

Note: See Catering and Take-Out Policy for information about registering an approved food service. Take-Out food cannot be delivered; it must be picked up from the restaurant and served within a 1.5 hours after pick up.

- Amherst Chinese, 62 Main Street, Amherst, MA, 01002-2328, phone: (413) 253-7835
 - Chinese food, organic, farm-fresh ingredients with no preservatives or additives
 - Accepts purchase orders
- Antonio's Pizza, Amherst, MA, (413) 253-0808
 - Accepts purchase orders
- Atkins Farms Country Market (www.atkinsfarms.com), 1150 West St., Amherst, MA, 01002, phone: (413) 253-9528, fax: (413) 256-3117, info@atkinsfarms.com
 - Accepts purchase orders
- Baku's African Restaurant, 197 N. Pleasant St., Amherst, MA, 01002, phone: (413) 253-7202, fax: (413) 256-6030
 - Authentic African cuisine with gluten & lactose free menu selections available
 - Accepts purchase orders
- Black Sheep (www.blacksheepdeli.com), 79 Main St., Amherst, MA, 01002, phone: (413) 253-3442, fax: (413) 253-6544, blksheep@crocker.com
 - NY-Style delicatessen, European-style bakery, caterer, & gourmet foods
 - Accepts purchase orders
- Bub's Bar-B-Q (www.bubsbbq.com), Sunderland, MA, (413) 548-9630, deac@bubsbbq.com
- Chef Bill (www.chefbill.com), 50 Arnold Rd., Pelham, MA 01002, phone: (978) 927-9006
 - Personal chef, romantic dinners for two, cooking lessons, parties.
 - Accepts purchase orders
- China Dynasty (www.chinadynasty4u.com), 351 Northampton Rd, Amherst, MA 01002, phone: (413) 256-8800
 - Chinese food
 - Accepts purchase orders
- Creative Catering, Florence, MA, (413) 585-0707
- Elegant Affairs, Springfield, MA, (413) 734-9267
- Festive Occasions, Southampton, (413) 527-8482

- Fresh Side, 61 Main St, Amherst, MA, 01002, phone: (413) 256-0296
 - Accepts purchase orders
- Grand Occasions (www.grandoccasionscatering.com), Northampton, (413) 586-7565
- Henion Bakery (www.henionbakery.com), 174 No. Pleasant St., Amherst, MA , 01002, phone: 413-253-4909
 - Accepts purchase orders
- House of Teriyaki, 1177 N. Pleasant St., Amherst, MA, 01002, phone: (413) 549-3666
 - Japanese, Korean food, Sushi bar
- La Veracruzana (www.laveracruzana.com), 63 S Pleasant St, Amherst, MA 01002, phone: (413) 253-6900
 - Mexican food
 - Accepts purchase orders
- Lone Wolf (www.thelonewolf.biz), 63 Main St., Amherst, MA 01002, phone: (413) 256-4643
 - Upscale restaurant serving breakfast, lunch and dinner, offering on- and off-premise catering
 - Accepts purchase orders
- Loose Goose Café (www.loosegoosecafe.com), 1 E. Pleasant St., Amherst, MA, 01002, phone: (413) 549-4667, fax: (413) 549-4644
 - Local restaurant/cafe serving breakfast and lunch items. Sandwiches, soups, salads, desserts and more.
 - Accepts purchase orders
- Noble Feast (www.noblefeast.com), Shelburne Falls, MA, (413) 625-6033, alan@noblefeast.com
- Old Towne Caterers, South Hadley, (413) 533-5700
- The Olde Hadleigh Grille (www.theoldehadleighgrille.com), Hadley, (413) 586-9800
- Panda East Chinese Restaurant (www.pandaeastamherst.com), 103 N Pleasant St Ste 2, Amherst, MA, 01002, phone: (413) 256-8923
 - Chinese and Japanese dishes that includes numerous appetizers, soups, noodles, moo shu, fried rice, casseroles, as well as vegetable, beef, pork, seafood, and poultry dishes
 - Accepts purchase orders
- Panera Bread (www.panerabread.com), 351 Russell St., Hadley, MA, 01035, phone: (413) 387-6336, (413) 387-6446
 - Bakery/cafe specializing in fresh bread and pastries daily, also serves soups, salads, and sandwiches.
- Party Girls, Hawley, MA, (413) 625-0200
- Pengyew Catering (www.pycatering.com), 355 Rocky Hill Rd., Florence, MA, 01062, phone: (413) 584-0577, fax: (413) 584-0577
 - Voted Best Caterer 2006, Valley Advocate Readers' Poll.
 - Accepts purchase orders
- Portabella Catering, Route 9, Amherst, MA, 01002, phone: (413) 256-6900, fax: (413) 259-0010

- Award-winning eclectic American fare, specializing large events, corporate and weddings
- Accepts purchase orders
- The Pub (www.virtual-valley.com/thepub/), Amherst, (413) 549-1200
- Rao's Coffee (www.raoscoffee.com), 17 Kellogg Ave, Amherst, MA, 01002-2150, phone: (413) 253-9441, fax: (413) 253-1679
 - Breakfast items
 - Accepts purchase orders
- Sibie's Pizza, 481 West St, Amherst, Ma 01002, phone: (413) 256 6100
 - Pizza, sandwiches, subs

Beverages (all deliver unless otherwise noted)

- Amherst Wines and Spirits (www.amherstwinest.com), Amherst, (413) 549-0900, amwine@juno.com
- Dave's Soda and Pet Food City (www.shopsjunction.com/pet-supplies/dave's-soda-and-pet-food-city.htm), Hadley, (413) 584-7511, davespetcity@yahoo.com
- Liquors 44, Hadley, (413) 253-9344
- People's Pint Brewpub – Alden Booth '83 (kegs only) (www.angelfire.com/band/peoplespint/), Greenfield, MA, (413) 773-0333
- R & P Package Store, Amherst, (413) 253-9742
- Russell's Package Store, Amherst, (413) 253-5441
- Spirit Haus (www.spirithaus.com), Amherst, (413) 253-5384, info@spirithaus.com
- South Amherst Liquor Mart (No Delivery), Amherst, (413) 256-6996

Supermarkets

- Big Y, located along B37 and B43 bus routes
 - Possible to get donations if you plan far enough ahead
- Stop & Shop, located along B37 bus route
 - Possible to get donations if you plan far enough ahead

“There are two ways of spreading light—to be the candle or the mirror that reflects it.” ~Edith Wharton

PUBLICITY

Usually the more types of media you utilize when publicizing an event, the more people will come. Be creative! Please remember that an Event or Party Notification form must be submitted and approved in advance of any publicity.

Electronic Publicity

Campus Intranet (an internal homepage featuring news of particular interest to Amherst students, faculty and staff)

- Any student, faculty or staff member may announce official college events or news on the Intranet. Announcements will be reviewed by the Office of Public Affairs and may be edited for length. Announcements will be posted to the Intranet daily.
- To submit an announcement to the Campus Intranet go to the Intranet home page and click on “Submit an Announcement” on the left in the “Announcements” box. Follow the instructions on the page, filling out as many fields as possible, and then click Submit.

e-Digest (a weekly e-mail digest sent every Tuesday during the academic year except during vacations to all Amherst students, faculty and staff)

- All announcements submitted to and approved for the Intranet will automatically be collected and distributed in the e-Digest.
- Go to <http://amherst.dailyjolt.com>

Facebook

- Log-in at <http://www.facebook.com>
- Click “Event” under “Applications” on the left
- Click “Create an Event”
- Fill out event information, add a picture, and invite people from your friends list
- Add other people as “admins” to your event so that they can invite other people
- You can send messages to everyone who has RSVPed to the event with reminders

Paper Publicity

Calendar & News (a print document featuring a calendar of all college-sponsored public events on campus, as well as selected news announcements, sent every Thursday during the academic year (except during vacations) to all students, faculty and staff)

- The calendar listings include all college-sponsored public events for which space on campus has been reserved.
- Official news announcements are culled from those submitted to the Intranet and e-Digest.

News Releases (sent from the Office of Public Affairs to reporters interested in hearing about on-campus news and events)

- To suggest an event or accomplishment for a possible news release, call the Director of Media Relations Caroline Hanna (info@amherst.edu, ext. 8417, Converse Hall 306)
- For more information about News Releases visit <https://www.amherst.edu/aboutamherst/news>. **(SEE APPENDIX ITEM N – SAMPLE PRESS RELEASE)**

Campus Publications

- *The Amherst Student* (<http://amherststudent.amherst.edu/current/>, astudent@amherst.edu)
- *The Indicator* (theindicator@amherst.edu)

Posters

- 8" x 11" or 11" x 17" are standard sizes
- Posters should be placed in public areas such as Valentine, Frost Library, Keefe Campus Center and the dorms. Know the audience to which you are advertising and target areas that they frequent.
- Consider using recycled paper to cut costs and go green!

Table Tents

- 5.5" x 8" is the standard size
- Make 125 for Val
- Must register table tents with Lauren Franks in Dining Services (lkfranks@amherst.edu, ext. 2220). The Dining Services office is located in the basement of Valentine.
- Can only stay out for three days!
- Must pick them up the day after the event or you'll be fined
- Check https://www.amherst.edu/campuslife/dining/table_tents to find more info.

Mailbox Stuffing

- Can be any size paper
- Only use for major events
- Can stuff mailboxes from 9 am-11 am each weekday
- Must sign in with Postmaster

Other Publicity

Chalking

- Chalk info in front of key buildings on campus (Val, Keefe, Merrill, Frost, etc.)

Tabling

- Reserve tables in the Val atrium (through Lauren Franks) or the Keefe Campus Center (through Heather Polson, hmpolson@amherst.edu, ext. 5773, Keefe Campus Center 107A).
- Be active in tabling!
 - Have a gimmick to draw people to your table
 - Greet people enthusiastically

Banners

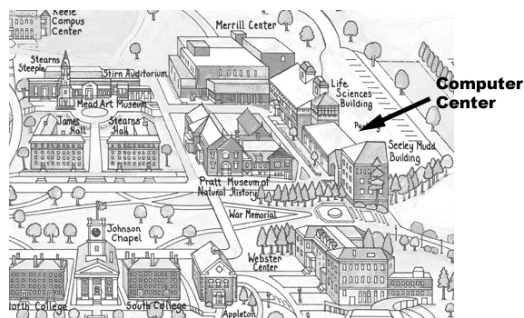
- To hang banners in the Keefe Campus Center Atrium, contact Heather Polson (hmpolson@amherst.edu, ext. 5773, Keefe Campus Center 107A).
- The Campus Center Manager keeps materials – paper and paint.

WAMH 89.3 FM Radio Station

- <http://www.amherst.edu/~wamh/>, wamh@amherst.edu, ext. 2224

Printing Options

Seeley Mudd Computer Center

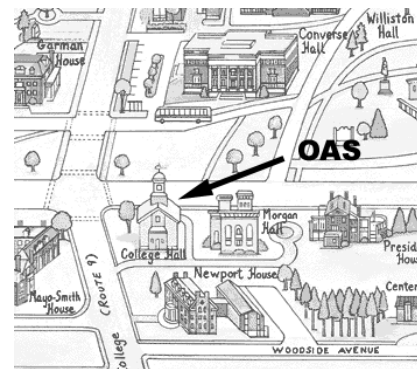


- Hours: 9 am–3 am Sunday–Thursday, 9 am–midnight Friday, 9 am–9 pm Saturday
- Printing fees are added to your bill for next semester
- If you only have a few things to print, this is cheapest option

Printer	Cost per page	Cost per page (double-sided)
Black and White Laser	Letter (8 1/2 x 11): \$.05 Ledger (11x17): \$.10	Letter (8 1/2 x 11): \$.06 Ledger (11x17): \$.12
Color Laser	Letter (8 1/2 x 11): \$.35 Ledger (11x17): \$.70	Letter (8 1/2 x 11): \$.70 Ledger (11x17): \$1.40
Large Format Printer	\$.50 per inch on the longest side of your document* Sample Prices: Letter (8.5"x11"): \$5.50 ANSIC (22"x17"): \$11 ArchD (36"x24"): \$18 ArchE (48"x36"): \$24 ISOB0 (39.37"x55.67"): \$27.84	Not available

OAS (Office of Administrative Services)

- OAS is almost always the cheapest place to have copies made
- Hours: 9 am–4 pm Monday-Friday
- Requests usually take 24 hours to be completed, though requests dropped off early in the day can be completed by late afternoon
- Copies are \$0.03/page, table tents are \$7.50 for the group (covers every table in valentine)
- Also provides cutting services, padding services, booklet making, spiral binding, and heat binding
- Contact OAS Manager Barbara St. Onge (bastonge@amherst.edu, ext. 2820, College Hall 3)



Collective Copies

- 71 S. Pleasant St. near the Peter Pan bus stop and La Veracruzana
- More expensive than OAS but can do immediate printing
- Hours: 8 am–10 pm Monday-Friday, 11 am–3 pm Sunday, 9 am–3 pm Saturday
- To contact: feedback@collectivecopies.com, www.collectivecopies.com, (413) 586-5829

CopyCat Print Shop

- 37 E. Pleasant Street
- More expensive than OAS but sometimes cheaper than Collective Copies
- To contact: www.copycatprintshop.com, (413) 549-2854

“When I dare to be powerful, to use my strength in the service of my vision, then it becomes less and less important whether I am afraid.” ~Audre Lorde

EVALUATIONS

If you’d like feedback on how effective or enjoyable your event turned out to be, consider having participants fill out evaluations when it’s over. You can hand out the forms at the activity’s close or send them out later by e-mail. **(SEE APPENDIX ITEMS O & P – SAMPLE EVALUATION FORMS #1 & #2)**

"We know not where our dreams will take us, but we can probably see quite clearly where we'll go without them."
~Marilyn Grey

MERCHANDISE

T-Shirts

- CampusTshirt.com: <http://www.campustshirt.com/>
- Donnelly/Colt Progressive Resources Catalog:
<http://www.donnelycolt.com/catalog/custom.html>
- Ethix Supply: <http://www.ethixsupply.com/index.php?cPath=45>.
- JustShirts: http://www.justshirts.ca/onlinestore_wholesale.htm
- No Sweat Apparel: <http://www.nosweatapparel.com/products/wholesale.html>
- North Country Fair Trade: <http://00674e0.netsolhost.com/products.htm>
- Nueva Vida Women's Sewing Cooperative: <http://www.fairtradezone.jhc-cdca.org/order.htm>
- Union Made Screen Printing:
http://unionmaidscreenprinting.com/index.php?option=com_content&task=section&id=4&Itemid=26

Miscellaneous (note: Amherst purple is PANTONE 267C)

- ABF Promotions, White Plains, NY, (914) 764-9125
- BookWear (www.bookwear.net), (802) 598-6750
- Boston Sullivan and Co., Medford, MA, (781) 396-5110, BostonSullivan@aol.com
- Buttons by Wilson (www.buttonsbywilson.com), Florence, MA, (413) 586-8554, gregory@excell.net
- Collegiate Promotions Corporation, (800) 486-4776, cpcpromo@aol.com
- Concept Promotions (www.concepttp.com), Newburgh, NY, (800) 327-6098, sales1@concepttp.com
- Cyrk (www.cyrk.com), Dedham, MA, (781) 461-2900
- Data Associates, Inc. (Jim Covenor), (781) 890-1356 ext. 243
- Hastings (www.ajhastings.com), Amherst, (413) 253-2840, info@ajhastings.com
- Inter-all Corporation, Granby, MA, (413) 467-7181
- MDR Promotions, Louisiana, mdrpromo@charter.net
- Promopeddler (www.promopeddler.com)
- Richard Lustberg and Co., Inc., New York, NY, (212) 586-4404, rhltreunions@aol.com
- Stran and Company (www.stran.com), Boston, (617) 822-6950, sales@stran.com
- Stratton-Crooke Enterprises, Scarsdale, NY, (914) 725-5166, strattoncrooke@aol.com
- The School Seal, Waltham, MA, (781) 647-9043
- The Charles Overly Studio, Worcester, MA, (800) 245-5052
- Youssef Fadel, Amherst, (413) 237-4907, yfadel@comcast.net

APPENDIX

ITEM A – SAMPLE MISSION STATEMENT FROM A BETTER CHANCE

Our mission is to substantially increase the number of well-educated young people of color who are capable of assuming positions of responsibility and leadership in American society.

ITEM B – SAMPLE AAS CLUB RECOGNITION REQUEST

AAS Club Recognition Request
3/6/2006

Students for Fair Work Practices

Mission (*See appendix Item A for sample mission statements*):

To educate the Amherst College community about issues related to fair work practices, including but not limited to workers' rights (including the right to unionize and the prevention of sweatshop labor).

Leadership Chart (*breaks down the leadership within your organization and shows what projects they are working on*):

- Wal-Mart Awareness Group (2 Co-Chairs)
- Students Against Sweatshops (Chair)
- Socially Responsible Investing Advisor (Chair)
- other projects to be determined

Non-discrimination statement (*[Organization Name] will not discriminate...*):

Students for Fair Work Practices will not discriminate on the basis of age, race, sex, sexual orientation, gender expression or identity, religion, handicap, economic status, or national or ethnic origin.

Past semester's events:

- participation in the Orientation Fair in fall 2005
- tabling in the campus center about Wal-Mart
- film screening of "Wal-Mart: The High Cost of Low Price"
- op-eds in "The Amherst Student" about labor issues
- rallies at the local Wal-Mart in Hadley

Contact Information:

- Destiny Stoney (dstoney09)
- Alina Chee (achee09)
- Julio Duarte (jduarte09)

ITEM C – SAMPLE PLAN OF ACTION

Amherst College Wal-Mart Awareness Group

Fall 2005 Plan of Action

Target Issues/Goals:

- raise awareness about Wal-Mart's anti-women and anti-labor practices to Amherst students, other area students, and the larger Pioneer Valley community
- create alliances with diverse campus and local student organizations, as well as community labor and feminist organizations (UFCW, Jobs With Justice, USAS, PPLM, MA NOW) on appropriate issues
- use campus and local media to raise awareness

Phase I: Orientation (Aug 28 – Sept 5)

- theme: "Wal-Mart Always Discriminates"
- not an all-out boycott, but to educate consumers on the problems with Wal-Mart (have some Target vs. Wal-Mart comparison); reasoning behind this is to be sensitive to class issues and the potential harm done to workers
- flyers posted in all dorms about Wal-Mart's anti-women and anti-labor practices
- have information during the Gender/Sexuality Donut Social on August 29 and at the Campus Organization Fair on September 5 with handouts, email sign-up, signs, buttons, stickers
- write op-ed in the student newspaper about the problems with Wal-Mart

Phase II: Administration & Community Outreach (September-October)

- get Amherst to sign onto the Workers Rights Consortium (a collection of over 140 colleges and universities that are dedicated to fair labor practices); supposedly Amherst used to be part of it, but hasn't since President Marx took over
- work with community organizers who are opposing the planned expansion of Wal-Mart into a SuperCenter

Phase III: Wal-Mart Awareness Week (Nov 14-18)

- dates are tentative based on national action
- theme: "Wal-Mart Always Discriminates"
- tabling in the campus center with handouts, email sign-up, signs, buttons, stickers
- Wednesday, November 16 screening of "Wal-Mart: The High Cost of Low Prices" (in Fayerweather 115 at 8 pm)
- ideally, use this week to announce the success of Phase II; if Administration won't agree to either to WRC, use the week to pressure the Administration to agree (petitions, etc.)
- other possible action ideas: protest outside local Wal-Mart, bring in a speaker (Al Norman?), march/rally
- using media: student newspaper(s) and local media (print/TV)

ITEM D – BUDGET WORKSHEET

Decide: Date, Time, and Length (*early evening, dinner time, late night, 1 hour, 2 hours, 4 hours, etc.*)

Refreshments

food: (pizza, wings, Sugar Jones cookies, Fresh Side, full meal, desserts, none, etc.)

Item(s)	Cost	Amount Requested	Amount Received	Received from
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drink: (assorted diet and regular sodas, juice, milk, water, tea, etc.)

Item(s)	Cost	Amount Requested	Amount Received	Received from
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Decorations

Item(s)	Cost	Amount Requested	Amount Received	Received from
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Entertainment (*background music, D.J., band, string quartet, none*)

Item(s)	Cost	Amount Requested	Amount Received	Received from
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Honorarium for Speaker

Item(s)	Cost	Amount Requested	Amount Received	Received from
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Travel Costs for Speaker (flight/transportation, hotel, meals)

Item(s)	Cost	Amount Requested	Amount Received	Received from
---------	------	------------------	-----------------	---------------

Publicity (posters, flyers, table tents, etc.)

Item(s)	Cost	Amount Requested	Amount Received	Received from
---------	------	------------------	-----------------	---------------

Other Activities/Items

Item(s)	Cost	Amount Requested	Amount Received	Received from
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ITEM E – SAMPLE AAS FUNDING REQUEST

Association of Amherst Students
Funding Request
Al Sharpton Speaking Engagement
Saturday, April 3, 2004

Al Sharpton is currently a candidate for President of the United States and has long been a leading advocate for civil rights and social justice issues. He states that he is “running [for President] to revive and reclaim our democracy - and to make America ‘A More Perfect Union.’” He writes, “Everywhere I go throughout America during this campaign I will be challenging and urging students and grassroots activists, local city councils and mayors, county commissioners and school boards, state legislators and governors - as well as local and national leaders and organizations - to pass proclamations and resolutions, and to lobby Congress to support the four amendments in my platform: the RIGHT to vote (H.J. Res. 28), the RIGHT to a public education of equal high quality (H.J. Res. 29), the RIGHT to health care of equal high quality (H.J. Res. 30), and the ERA, equal RIGHTS for women (H.J. Res. 31).

And, yes, I will challenge members of the U.S. House and Senate - and all the presidential candidates - to support this legislation. This campaign will serve as a launching pad and beginning for a new human rights and constitutional rights movement in this country. We are going to fight for each of these amendments - one at a time - throughout this campaign and beyond.

I'm running to win, and nobody knows - until they are actually nominated in Boston in July, 2004 - who will win the Democratic nomination and be elected President in 2004. We do know that only ONE of us will win. And if I do not secure the nomination, I vow to support any of the Democratic candidates running, over George W. Bush or any other Republican presidential nominee.

But if I can help to advance this 10-point agenda, my campaign, the Democratic Party, and the American people will all have won and been well served.

This platform provides a rationale for my running, and gives meaning and uniqueness to my campaign. Other Democratic candidates are running on a platform of good PROGRAMS - most of which I support. I'm running on a platform of HUMAN RIGHTS and CONSTITUTIONAL AMENDMENTS that will greatly benefit ALL of the American people.”

His “Top Ten” includes:

- 1) Raise issues that would otherwise be overlooked—for example, affirmative action, anti-death penalty policy, African and Caribbean policy.
- 2) Increase political consciousness and awareness.
- 3) Stimulate more people to get involved in the political process.
- 4) Increase voter registration.
- 5) Strengthen our REAL national security by fighting for human rights, the rule of law, and economic justice at home and abroad.

- 6) Fulfill American democracy by supporting voting rights or statehood for the 600,000 disenfranchised citizens of the District of Columbia.
- 7) Declare the RIGHT TO VOTE A HUMAN RIGHT and supporting H.J. Res. 28, a constitutional amendment.
- 8) Declare EDUCATION A HUMAN RIGHT and supporting H.J. Res. 29, a constitutional amendment.
- 9) Declare HEALTH CARE A HUMAN RIGHT and supporting H.J. Res. 30, a constitutional amendment.
- 10) Rejuvenate the idea of putting AN EQUAL RIGHTS AMENDMENT FOR WOMEN (ERA) in the Constitution and supporting H.J. Res. 31, a constitutional amendment.

This event, co-sponsored by the Amherst College Political Union and the Black Students Association, will not serve as a political rally, but rather a forum for Amherst community members to hear Reverend Sharpton's perspectives on a number of important issues. This talk will serve an important educational purpose and will foster continued dialogue within and among the community.

This speaking engagement will coincide with Black Alumni Weekend 2004. The mission of Black Alumni Weekend is to evoke solidarity among Black alumni, students, faculty, and staff of Amherst College, creating a shared community, forever honoring past experiences with the hope of illuminating present and future achievements. Reverend Al Sharpton's talk will be open to the entire Amherst community.

Costs associated with the event:

\$5000 – speaking fee
\$500 – travel expenses
\$250 – 2 nights lodging at the Lord Jeffery Inn
\$100 – Valley Transporter to/from airport
\$150 – meals
\$50 – publicity

Funding requests will be submitted to:

	Amount Requested	Amount Received
Association of Amherst Students	\$5000	\$3500
Affirmative Action Office	\$250	
Black Studies Department	\$200	
Student Activities Office	\$500	
Interdepartmental Fund	\$750	
LJST Department	\$100	
Political Science Department	\$250	
Dean of Students Office	\$100	
Amherst College Program Board	\$400	

ITEM F – BLACK STUDIES DEPARTMENT REQUEST FORM

Name of Sponsoring Organization:		
Contact person(s):	Phone #:	A/C Box #:
	E-Mail:	
Location of Event:	Date of Event:	Time(s):
Name of Event:		
Type of Event :		
Purpose of Event:		
Describe how the event will benefit the Amherst College community:		
Open to the public:	Handicapped Accessible?	
Yes	Yes No	
No	(Charles Drew House is <u>not</u> handicapped accessible.)	
Admission Charged?	Yes No	If yes, how much? \$_____
Amount Requested: \$_____		N.B. The Department contributes only to events that are open to the entire Amherst College community and that are held in handicapped-accessible venues. Payment of funds is contingent upon providing proof that the Department was acknowledged in advertisements as a source of funding for event.
Internal Use Only		
Date Received:	Contribution Amount: \$_____	Approved by:
Account #:		Date:

ITEM G – GENERAL FUNDING REQUEST LETTER

Funding Request

Speaker: Al Sharpton

Al Sharpton is currently a candidate for President of the United States and has long been a leading advocate for civil rights and social justice issues. He states that he is running “running [for President] to revive and reclaim our democracy - and to make America ‘A More Perfect Union.’” He writes, “Everywhere I go throughout America during this campaign I will be challenging and urging students and grassroots activists, local city councils and mayors, county commissioners and school boards, state legislators and governors - as well as local and national leaders and organizations - to pass proclamations and resolutions, and to lobby Congress to support the four amendments in my platform: the RIGHT to vote (H.J. Res. 28), the RIGHT to a public education of equal high quality (H.J. Res. 29), the RIGHT to health care of equal high quality (H.J. Res. 30), and the ERA, equal RIGHTS for women (H.J. Res. 31).”

This event, co-sponsored by the Amherst College Political Union and the Black Students Association, will not serve as a political rally, but rather a forum for Amherst community members to hear the Reverend Sharpton’s perspectives on a number of important issues. This talk will serve an important educational purpose and will foster continued dialogue within and among the community. This speaking engagement will coincide with Black Alumni Weekend 2004 (April 2-4). The mission of Black Alumni Weekend is to evoke solidarity among Black alumni, students, faculty, and staff of Amherst College, creating a shared community, forever honoring past experiences with the hope of illuminating present and future achievements. Reverend Al Sharpton’s talk will be open to the entire Amherst community.

Costs associated with the event:

\$5000 – speaking fee
\$500 – travel expenses
\$250 – 2 nights lodging at the Lord Jeffery Inn
\$100 – Valley Transporter to/from airport
\$150 – meals
\$50 – publicity

Total: \$6050

Secured:

AAS: \$3500
Dean of Students (Lieber): \$100
Office of Diversity and Inclusion: \$250
Black Studies: \$100
Student Activities (Dean Fatemi): \$500

TOTAL: \$4450

(still need: \$1600)

Reverend Sharpton will be able to draw a large audience and engage students who might not normally be attracted to political issues, because he is so well-known and often controversial. We would like the [insert office or department here] to contribute \$[**insert requested amount here**] to help pay for part of Rev. Sharpton's speaking fee.

ITEM H- AMHERST COLLEGE PARTY NOTIFICATION FORM

AMHERST COLLEGE PARTY NOTIFICATION FORM

Organization/Person(s) Sponsoring the Event: -

Individuals responsible for the event who will be in attendance at all times taking full responsibility for any damage, ID checking, enforcement of State laws regarding alcohol and the serving of alcohol. Print names here and sign at the bottom under Party Sponsor Responsible Individual(s): _____

Description of event:

Date of the event: _____

Location of the event: _____

Time of event: Begin _____ End _____

Name of Administrator or RC who gave permission to use facility:

Expected attendance: _____

Will there be alcohol at the event? _____

Type and quantity: _____

What food and non-alcoholic beverages will be provided? (Required when alcohol is provided, please list):

Will there be a charge/donation to enter? _____ To purchase food? _____ To purchase beverages? _____

A WINE AND MALT (BEER) LICENSE IS MANDATORY AT ANY EVENT AT WHICH WINE AND BEER ARE BEING SERVED AND THERE IS AN ADMISSION CHARGE, DONATION OR ANY OTHER ATTEMPT TO RAISE MONEY.

1. I/we the undersigned, have read, understand and agree with the Party Policy and the College and MA Commonwealth regulations and laws regarding the sale and distribution of alcoholic beverages detailed on the reverse of this form.

2. I/we assume responsibility for arranging for the clean-up and for restoring the contents of the facility to their appropriate locations.
3. I/we agree to check for and report any damage that results from this activity to the Resident Counselor or Administrator responsible for the facility.

REQUIRED SIGNATURES:

1. Party Sponsor Responsible Individual(s)
Security)

2. Head Party Monitor (Lead Student

3. Authorized Representative of Dean of Students Office:

ITEM I – EVENT NOTIFICATION FORM

Amherst College Event Notification Form

All events must be registered within 5 business days of the date of the proposed event.
All events that have food must comply with the College's Catering and Take-Out Policy.

Please note: This form is to be filled out for programs/activities which require use of Amherst College grounds and facilities, yet does not fall under the classification of a "party". If you are not sure as to what category your event falls under, please consult with the staff in the Student Activities Office in rooms 112, 114, 116 in the Campus Center.

Name of Event: _____

Date of Event: _____ Time of Event: _____

Location of Event: _____

Organization and/or Person(s) Sponsoring the Event: _____

Primary Contact Name, Phone and Email: _____

Description of Event:

Will there be food at the event? Circle yes or no

If yes, the food service must comply with the College's Catering and Take-Out Policy and be approved in advance by the Director of Student Activities.

If yes, type and quantity: _____

Will there be alcohol at the event? Circle yes or no

If yes, type and quantity: _____

Will there be a charge/donation to enter? Circle yes or no

By signing below, I/we agree to abide by all rules and regulations as set by Amherst College for conduct and use of facilities. I further acknowledge that I/we understand our responsibility to arrange for clean-up and for restoring the contents of the facility to their appropriate locations. I/we further agree to check for and report any damage that results from this event to the appropriate person who authorized use of the space and/or event.

Required signatures:

1. Responsible Individual(s)

2. Authorized Representative of Amherst College

Please forward the completed form to the Assistant Dean of Students & Director of Keefe Campus Center/Student Activities in room 116 Campus Center or to Box 1908.

ITEM J – FOOD PROTECTION QUESTIONNAIRE



AMHERST COLLEGE

Amherst, MA 01002

FOOD PROTECTION QUESTIONNAIRE FOR CATERED EVENTS

Date of Event: _____ Event Time: _____

Building for Event: _____ Rm: _____

1. Caterer will be: _____ ☐ Delivering ☐ Serving

Name of Caterer

2. List all foods that you will be chilling, cooking and/or reheating at Amherst College.

On Ice / Refrigerated

Cooking

Reheating

● Serv-Safe trained person on site? ☐ Yes ☐ No

● Required sign (8 1/2" X 11") indicating the catered food may contain nuts, dairy, seafood or other potential food related allergens. ☐ Yes ☐ No

3. List all potentially hazardous foods (PHF) and the individual intended temperature required.

4. List the required temperature for each food as it leaves your preparation site.

5. How will the PHF be kept at or below 41°F? _____

6. How will the PHF be kept at or above 140°F? _____

7. Time of PHF → Setup _____ Served _____ Removed _____

8. List all equipment that will be supplied for event, including food thermometer, cleaning wipes, heating units, ice, utensils and non-latex gloves.

Signature

Please return completed form to Environmental Health & Safety - Fax to 413 542-5789

ITEM K – CONTACT SHEET FOR LOCAL ENTERTAINERS

On-Campus Performers

A Capella Groups

- Bluestockings: <https://cms.amherst.edu/campuslife/studentgroups/bluestockings>
- DQ: <https://cms.amherst.edu/campuslife/studentgroups/dq>
- Route 9: https://cms.amherst.edu/campuslife/studentgroups/route_nine
- Sabrinas: <https://cms.amherst.edu/campuslife/studentgroups/sabrinas>
- Zumbyes: <https://cms.amherst.edu/campuslife/studentgroups/zumbyes>

Jazz Ensemble & Combos

- For roster, pictures, and other information:
<https://cms.amherst.edu/academiclife/departments/music/performances/jazz>
- To inquire about booking, contact Bruce Diehl (jazz@amherst.edu, ext. 8308)

Disc Jockeys

- ABC Productions, Easthampton, MA, (413) 527-7787
- Ed Carey (www.djnevent.com), (603) 682-8246, info@djnevent.com
- DJ Dennis, Springfield, MA, (800) 957-6700
- DJ Jeff Goulet, (413) 527-0888
- Premier Talent Group (www.premiertalentgroup.com), Boston, (800) 326-3866
- Rack-A-Disk, Boston, (800) 326-3866
- “The” Dance Party, Western MA, (800) 987-0350

Bands

- The Boston Jazz Band, Concord, (978) 369-7572
- The Debbie Weyl Band (Contemporary country), Amherst, (413) 259-1750
- Don Bastarche Big Band, Westfield, (413) 568-2052
- Gary and the Wombats (www.garyandthewombats.com), Concord, (978) 369-3200,
JohnDunton1000@aol.com
- The Memories (1950s & 60s rock and doo-wop), Holyoke, (413) 532-1329
- New Reunion Dixieland Band (Richard Klein '61), Philadelphia, (215) 878-9255 or (215) 686-7948
- Orange Crush (www.ocrush.com), Connecticut, (860) 939-9272, ocrush1@hotmail.com
- Snuffacation (www.snuffacation.com), Walpole, MA, (508) 944-0842,
booking@snuffacation.com
- Swingtime Band, Amherst, (413) 256-8729

Area Booking Agent:

- Eastern Entertainment (Roger), Northampton, (413) 584-6324
 - doesn't represent any particular group/act, helps book local events for colleges and institutions such as Taste of Northampton, formals for Smith College, Yankee Candle, etc.

ITEM L – PERFORMER/SPEAKER CONTRACT

Artist: _____

Event Name: _____

Event Location: _____

Event Date: _____ Event Time: _____

Arrival Time of Artist: _____ Sound Check Time: _____

Length of Performance: _____

Fee: _____ Check Payable To: _____

Social Security or Federal Tax ID Number: _____

Additional Provisions: _____

Artist Name (Please Print)
Print)

Amherst College Representative Name (Please
Print)

Artist Signature

Amherst College Representative Signature

Date

Date

Address

Account Number to be Charged

City, State, Zip

Account Name

Phone

Fax

ITEM M – SAMPLE PRESS RELEASE

FOR IMMEDIATE RELEASE

Contact: Caitlin Keyes

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AMHERST COLLEGE WOMEN TO JOIN SEVERAL THOUSAND WORLDWIDE IN PERFORMANCE OF EVE ENSLER’S PLAY “*THE VAGINA MONOLOGUES*”

U.S. Senator John Kerry, Northampton Mayor Claire Higgins and State Representative Ellen Story among many donating prizes for raffle to fund sexual violence prevention programs

AMHERST, MA—February 1, 2005—As women in the Middle East, Africa, South America and Asia fight for freedom from violence and oppression, the women of Amherst College are asking the citizens of Western Massachusetts to take a closer look at the situation at home. This year, a group of almost 50 Amherst College students and staff members will be performing their eighth annual rendition of Eve Ensler’s *The Vagina Monologues* at the school. The women are using this opportunity to highlight the continued lack of freedom from violence that women face, even here in Western Massachusetts.

This February, more than 600 colleges and 940 community groups in 42 countries across the world are putting on performances of this Obie-award winning play to celebrate positive images of women, increase awareness of sexual violence and raise money to revitalize anti-violence organizations in our community. The eighteen monologues in the Amherst College performances address the violence that women have faced and continue to face in Bosnia, in Iraq, in bedrooms across the country, and even on the Amherst College campus.

The show runs at Amherst College from February 10-12 at 8pm in the Cole Assembly Room in Converse Hall at Amherst College. Tickets to the show are \$10 (\$5 with a student ID). All of the proceeds from the show will be donated to the New England Learning Center for Women in Transition (NELCWIT), a non-profit organization in Greenfield, MA, which provides services for survivors of rape and domestic abuse. NELCWIT plans to use the money to help support its shelter for female victim/survivors and to augment its “Door to Safety” fund, which provides low-cost items such as bus tickets and new locks to women in danger of violence, in an effort to help them better protect themselves.

U.S. Senator John Kerry, Northampton Mayor Claire Higgins, Massachusetts State Representative Ellen Story have joined national celebrities like Madonna and Gloria Steinem and local businesses owners to raise money for NELCWIT through their donations of memorabilia, gift certificates and other prizes for this year’s Amherst College Vagina Monologues raffle. Raffle tickets cost \$2 and will be sold at the Amherst College performances of *The Vagina Monologues*.

This year’s raffle prizes include dinner for two with State Representative Ellen Story at Carmelina’s restaurant; lunch with Northampton Mayor Claire Higgins at the Hotel Northampton; an autographed poster from John Kerry; one hour massages from the Amherst Family Chiropractic Center for Natural Health, Mary Wing at Holistic Touch, the Shiatsu Studio, and Janice Luzzi at Therapeutic Massage for Natural Health; gift certificates to Happy Valley Gifts, Valley Books, Zanna, Judie’s

Restaurant, Food for Thought Books, Hair East, Raven Books, Bueno y Sano, Ben and Jerry's, Elegant Nail Spa, Hair East and Tanning Spa, Amherst Hairstylists Caren's Place, Judie's, Starbucks, Hastings, A.J. Hastings, Little Black Dress; fine art prints from R. Michelson's Galleries and Melissa Harris at Creatrix; baskets of sex toys, oils and games from Xandria.com; autographed CDs from Ani DiFranco, Lindsay Lohan, Nina Sky, Jojo, Dar Williams, Brand New, the Clarks, Trapt and 40 Below Summer; copies of Eve Ensler's book *The Vagina Monologues* autographed by Gloria Steinem, and baskets of crafts, pottery and jewelry.

The Vagina Monologues explores the mystery, humor, pain, power, wisdom, outrage, and excitement buried in women's sexuality. Based on interviews with hundreds of women—from a Long Island antiques dealer to a Bosnian refugee—*The Vagina Monologues* brazenly explores questions that are seldom asked like: Do women like their vaginas? What do women call their vaginas? If a vagina could talk, what would it say?

The Monologues are a huge source of inspiration and empowerment for women of all ages. "I find the most powerful aspect of the Monologues is the opportunity for women to join together to break the silence of sexual violence; a silence that has kept so many women from healing," explains Gretchen Krull, one of the coordinators for the Amherst College production. "We, the Monologues cast, speak not only for ourselves, but for those women who feel they cannot. We are here at Amherst College to celebrate what is possible if fear, shame and guilt are not present: positive female sexuality."

Tickets to the performances are \$10 (\$5 with student ID) and can be reserved ahead of time by e-mailing ACVaginaMonologues@gmail.com before February 9, 2005. For more information, call Gretchen Krull at (413) 542-8180. Tickets may available at the door. For more information on the international V-Day movement, visit www.vday.org.

ITEM N – SAMPLE EVALUATION FORM #1

Event: Exploring Class Dynamics

Name (optional):

Please tell us what you found most valuable about this workshop.

Please tell us what about this workshop you would change in the future.

We want to continue to offer events that are useful to you in your work. Please suggest topics you would like to see included/expanded upon in future sessions.

How did you hear about this workshop?

ITEM O – SAMPLE EVALUATION FORM #2

The Religious Tolerance Council would like to thank you for joining us for Interfaith Dialogue Weekend. Please take a few minutes to provide us with your feedback. Your responses will help shape future events.

Unhelpful..... Helpful

What Do We Mean by Tolerance?:

1 2 3 4 5

Keeping the Faith at College:

1 2 3 4 5

ScaredSacred Viewing & Discussion:

1 2 3 4 5

Religion & Social Change:

1 2 3 4 5

Collaboration Brainstorming Session:

1 2 3 4 5

Dessert Social:

1 2 3 4 5

Would you be interested in another event like this?

_____ Yes! My e-mail address is: _____

_____ No

Thank you for your participation!