



BC Undergraduate
Student Government

2024-25

EVENT PLANNING GUIDEBOOK



Contacts:

General Inquiries: support@bcstudentgov.org

Club Support: clubs@bcstudentgov.org

Funding Questions: treasurer@bcstudentgov.org

SAIL Office: studentact@brooklyn.cuny.edu

Central Depository: CD@brooklyn.cuny.edu

Brooklyn College Student Center,
Room 311

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WHO WE ARE

UNDERGRADUATE STUDENT GOVERNMENT

The Undergraduate Student Government (USG) is the representative governing body of the undergraduate student population that is tasked with serving the undergraduate students of Brooklyn College.

USG works to address the issues and interests of students through a number of initiative such as campus events, student club oversight, advocacy, providing essential student support, and more.

THE USG CLUB FUNDING COUNCIL (CFC)

The Club Funding Council (CFC) is a branch of USG, chaired by the USG treasurer and tasked reviewing grant requests of any duly-chartered USG student organizations. CFC consists of six (6) undergrad student members appointed by the USG Treasurer and approved by the USG Student Senate.

All grant requests under \$1000 may be fully approved by CFC, while requests over \$1,000 must be approved by the USG Executive Cabinet. The Club Funding Council meets weekly during the Fall 2024 semester on Thursdays during common hours in the USG Office. CFC only approves *funding*, not purchasing.

USG meetings calendar: <https://link.bcstudentgov.org/usg-governance>



KEY TERMS TO KNOW

The Fiscal Year (FY)

The 12-month period for which the budget is applicable. For Brooklyn College, this is July 1 through June 30. We are currently in Fiscal Year (FY 2024)

Student Activity Fee (SAF)

All Undergraduate students pay a \$118.55 student activity fee that funds student life at the college. Of that fund, \$10.55 from each student goes into the pool for all clubs on campus to request funds from.

Event Request Form (ERF)

All student club events must be submitted electronically on Bulldog Connection via the ERF. Once submitted, all communication regarding the event will occur through Bulldog Connection. Incomplete ERFs can't be processed.

Grant Request

The section of the ERF where funding is requested. You will need a cost breakdown, vendor quotes, and a justification to complete your grant request.

Chartfields

A series of numbers that tells us which budget to take funding from. Club Treasurers will be given this information via email.

KEY TERMS TO KNOW

Bulldog Connection

Bulldog Connection is Brooklyn College's club hub! This is where you'll be able to file all your paperwork, as well as where other students can hear about, RSVP, and check-in for events

Central Depository

The Central Depository Office is dedicated to working with Student Clubs to make purchases. After Your Funding is approved, you'll need to follow up with them to actually order the item

Brooklyn College Association (BCA)

This voting body meets once a month during the Fall and Spring semesters payments to a vendor that are over \$999. Clubs cannot spend over \$999 with a vendor before BCA approval.

Non-PO Voucher

The Non-PO Voucher is a form submitted to CD after receiving the goods or services, that allows payments to be sent to the vendors you used.

TGAC

The Temporary Grant Approval Committee, or TGAC, consists of USG's President, Treasurer, and one elected member of CFC. TGAC meets during times when classes are not in session and in emergency situations. If you feel that your request meets this criteria, email USG.

KEY PIECES TO KNOW AND PREPARE BEFORE YOU START



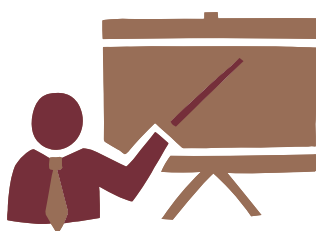
BREAKDOWN

A detailed itemized breakdown of what you are buying and how much it costs. If you are co-sponsoring, include all costs on one breakdown. You can make a copy of the sample here: link.bcstudentgov.org/SampleBreakdown



QUOTES

A written quote from the vendor that shows the cost of the items you listed in the cost breakdown. DO NOT AGREE TO PAY. You can see a list of preferred vendors here, who can provide quotes: link.brooklyn.cuny.club/VendorList



JUSTIFICATION

Why does this event need SAF Funding? What lower-cost options were available, and why did you opt for this choice? Are my purchases within the allowed uses of the Student Activity Fee?



EVENT INFO

Basic information including how it aligns with your club's mission statement, expected number of attendees, timing logistics, and, room setup. Certain complex items, such as quad events, speakers, and security can require an extra week of processing time.

CHOOSING A SPACE

If you choose to host your event in the student center, you may select a room, as well as a backup room, that can support your event set-up. For external locations, you must upload permission to use the space.

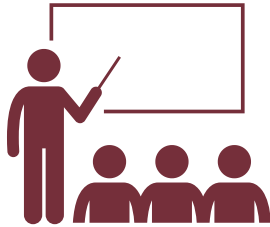
Room capacities represent rooms with no other items added.

Max capacity may be lower based on different setups.

Room Name	Floor Number	Auditorium Capacity	Round Table Capacity
Bedford Lounge	2nd Floor	175	150
Amersfort Lounge	2nd Floor	100	70
Glenwood Lounge	2nd Floor	100	72
Jefferson-Williams Lounge	4th Floor	150	120
Maroney-Leddy Lounge	4th Floor	50	30
Alumni Lounge	4th Floor	150	120
Aviary Conference Room	4th Floor	10-15	10-15
State Lounge	5th Floor	50	30
Occidental Lounge	5th Floor	100	90
International Room	5th Floor	50	30
Ward Room	5th Floor	10-15	10-15
Grog Room	5th Floor	10-15	10-15
Cosmic Room	5th Floor	10-15	10-15
Maroon Room	6th Floor	80	60
Gold Room	6th Floor	250	150
Full Penthouse	7th Floor	200	100
Club Room	Lower Level	150	80

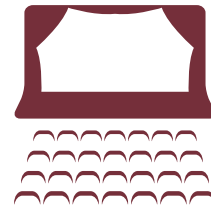
OTHER SPACES ON CAMPUS

Other spaces on campus can be used to host events, but you'll need to make sure they're available before hand:



CLASSROOMS

Only Faculty members are allowed to book classroom space on campus. If you want to book a classroom, please work with your clubs faculty advisor to correctly reserve the space



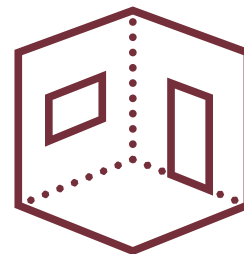
TOW CENTER

Clubs can host events using the Tow Center Lobby and/or Theater. Booking space in the PAC requires you to fill out a separate form in addition to the ERF, and can come with additional costs.



ON-CAMPUS GYMS

Clubs can book gym space in Roosevelt Hall for active events. You can request to reserve one of the two gyms in Roosevelt Extension by emailing _____ from Athletics at _____@brooklyn.cuny.edu

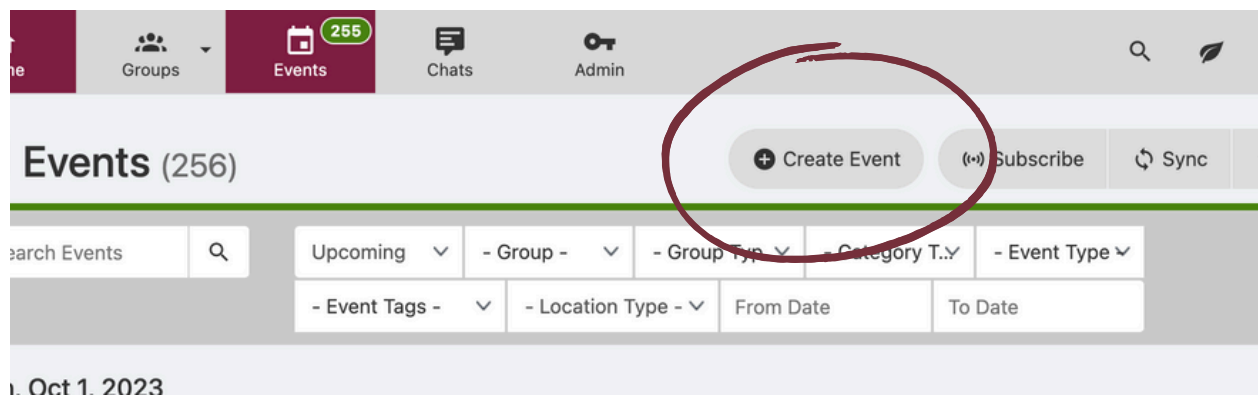


WQC ROOMS

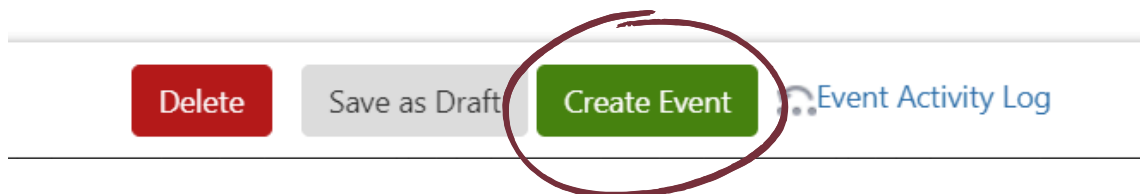
Clubs can book the multipurpose and dance studio spaces in the West Quad Center. You can request to reserve one of the rooms in West Quad Center by emailing Maria Ortiz at mortiz@brooklyn.cuny.edu

HOW TO FILE AN ERF

If you're a member of a club board, you'll have the ability to file an ERF by going to the Event tab and selecting create event. You are **required** to submit an ERF for any official meeting of the club. You are not allowed to promote or spend money on any event that does not have an approved ERF.



The first page includes all of the public-facing info for the event, including the Name, Date, and Location, of your event. You can also select any co-hosts, as well as configure RSVP options, like max attendees and max per person RSVPs. If the event is co-hosted, please include every club's info in one ERF and breakdown.



Once you finish the first page, hit the Create Event button to start the Administrative portion of the ERF. This form will dynamically change based on the information provided. Read every question carefully and try to answer with as much detail as you can.

TIMELINE FOR SUBMISSIONS

BC Student only, No Funding	2 Weeks
Open to other CUNY Students and/or Invited Guests	3 Weeks
Purchases/Grant Request needed	3 Weeks
Fundraising to be done at event	3 Weeks
Open to the General Public	5 Weeks
Event on the Quad	5 Weeks
Needs Additional Staff (Security, Stagehands, etc.)	5 Weeks
Service Payments	4 Weeks
Outside Contracts	8 Weeks

**THESE ARE MINIMUMS!
PLEASE SUBMIT EVENTS AS
SOON AS YOU CAN!**

EVENT APPROVALS

Once filed, ERFs must be approved via the following workflow:





WHAT IS A PRE-SET EVENT MEETING?

For Events with complicated components, the Division of Student Affairs may request a meeting before the workflow begins to make sure everyone's on the same page about what you need to have your event succeed. Some factors that may mean you'll need a Pre-Set meeting include:

- Events Open to the Public
- Events on the Quad or in the Tow Center
- Events with over 150 Attendees
- Any submitted Party
- Any submitted Demonstration/Protest

A Pre-SET meeting lets Student Affairs know exactly what you need so they can make sure to offer the best options possible, even if there's some confusion in your ERF submission.



SAIL

Each club has an assigned liaison in the SAIL office based on the club's category who reviews your ERFs first and is always available to help out!



Charles Amerson

Club Categories: Sports & Recreation, Publications & Media, Referenda Groups

Email: Charles.Amerson@brooklyn.cuny.edu



Da'Nashja Davis

Club Categories: Greek Lettered, Hobby and General Interest, Performing Arts, Volunteer & Service, Political & Social Awareness, Health & Wellness

Email: danashja.davis@brooklyn.cuny.edu



Renée Straker

Club Categories: Cultural & Identity Based, Academic & Professional, Spirituality & Faith-Based

Email: rstraker@brooklyn.cuny.edu

WHAT CFC LOOKS FOR

CFC reviews your grant request and decides how much funding to allocate to your event. They review how the event aligns with your organization's mission statement, and what alternatives are available. CFC also makes sure that all the supporting details for your request, including your cost breakdown and vendor quotes match. CFC has set a few rules for all clubs requesting funding:

- No club can receive more than \$10,000 over the Fiscal Year
- The cost of each event should not exceed \$30 per attendee
- Clubs are limited to one merch order a semester, and the cost of each item should not exceed \$15 per item
- USG may cover up to 50% of individual club travel requests
- All requests must be submitted as per the posted timeline

Grant Requests are assessed on an individual basis. USG and CFC reserve the right to reject or edit requests they feel mishandle Student Activity Fees. All CFC meetings are open to all students and will be listed on the [USG Governance Calendar](#).

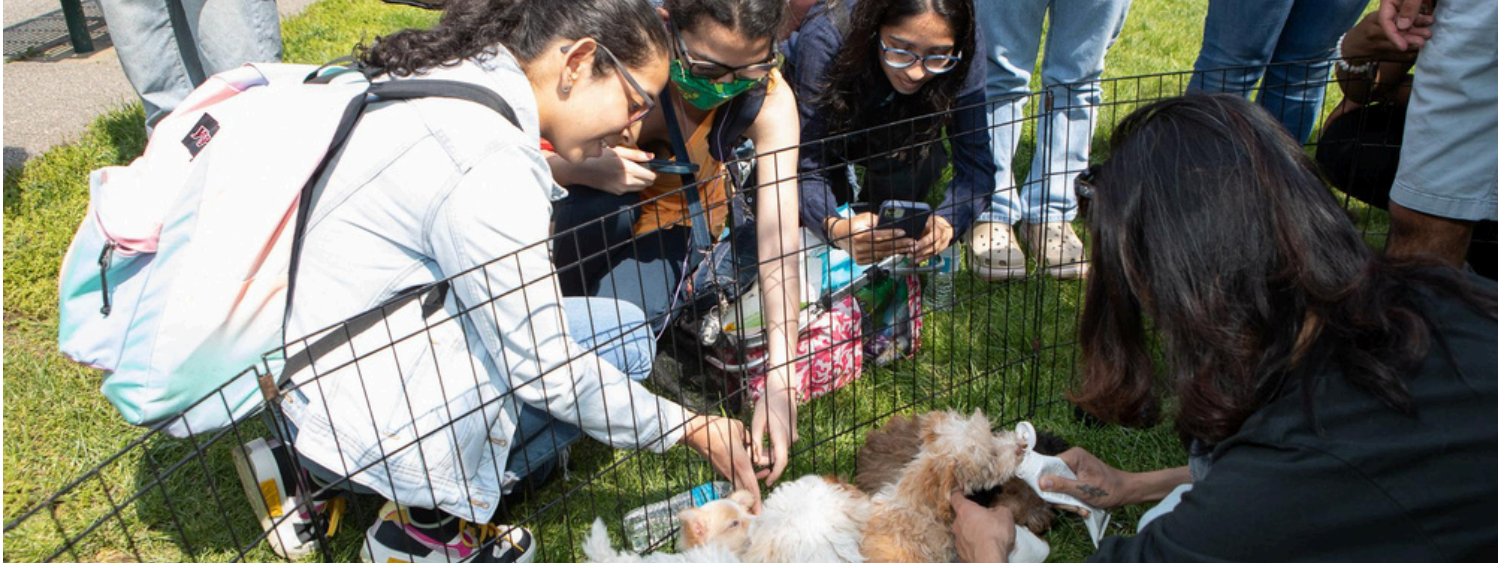


MAKING PURCHASES

Once your ERF is approved, you can start making the purchases you were approved to make.

**AT NO POINT WILL ANY FUNDS MOVE
THROUGH STUDENTS HANDS!**

You'll need to work with Central Depository (CD) to submit the paperwork you need to make orders. CD handles all payment, and you aren't allowed to enter in to a formal agreement with any vendor without CD's explicit approval.



BEFORE YOUR EVENT

Once your event is approved, to start the purchasing process, you'll need to fill out a purchase form and send it, with a written quote from the vendor, to CD@brooklyn.cuny.edu. (If ordering promotional items, also attach your artwork.) Once reviewed, the purchase form will be sent back to you signed by a staff member.

For Food Vendors - You may call the vendor to place the order. Please let the vendor know the date, time, and location of the order. Please let our office know when you place the order. You may give the vendor the signed form when the food is delivered. After the order is placed CENTRAL DEPOSITORY staff will follow up with the vendor to complete payment (if applicable).

For Promo Items - Central Depository will review and order the items. The items will be delivered to the Central Depository for pick up by the club.

For Amazon Orders - All clubs that want to order items from Amazon must complete the Amazon Order Form. Add all the items approved for your event to an Amazon wishlist and link it in the form. Please submit your Amazon order as soon as possible as Brooklyn College can not guarantee shipping times. Central Depository will confirm that your order was placed to the email included in the form.

For Target Orders - All clubs that want to order items from Target must complete the Target Order Form. Target orders are **capped** at 10 items. You can't submit multiple orders for the same event. Target orders are done via pickup by a point person in the club. They must be submitted at least 48 hours before when the items are needed.

SERVICE PAYMENTS

If your event includes a service payment, which includes but is not limited to a performer, speaker, or DJ, you must complete the Service Payment Information Form in advance. This form includes:

- Full Legal Name,
- Full Address including zip code,
- Phone number,
- Email address,
- Full Scope of work, and
- The amount being paid (payments over \$999.99 need BCA approval first).

Once the form is completed, Central Depository will reach out for a Substitute W9 form and a copy of the event confirmation. Try to submit all necessary documents at least 1 month before your event. Once this paperwork is submitted, your vendor will receive an email from the CUNYbuy Platform. They will need to submit additional information before you can move forward. This process may take some time, so please submit your ERF extra early!

PURCHASES OVER \$999

All purchases over \$999 require additional approval from the Brooklyn College Association (BCA) before they can be placed. BCA meets once a month during the Fall and Spring semesters. It is important to take timing into account when planning for your events because BCA will generally only approve requests after an ERF or Non-Event Purchase Request has been submitted. For events that need BCA approval, we recommend

You can view all scheduled BCA meetings in the BC Governance section at <https://www.bcstudentgov.org/about/calendar>.

To submit BCA requests, you can reach out to Central Depository, or directly to Jessica Bradley-Tammaro, at Jessica@brooklyn.cuny.edu



AFTER YOUR EVENT

After your event, you'll need to email paperwork@brooklyn.cuny.club:

- Any Final Invoice/Receipt from your vendors
- Your Event Flyer (You can use the event listing on Bulldog Connection)
- An Event Sign-in Sheet (You can get a self-sign-in QR code for your event using Bulldog Connection)
- The Non-PO Voucher with your club's chartfield information

REIMBURSEMENTS

Reimbursements are NOT recommended and NOT guaranteed. A reimbursement is a method of purchasing by which a student purchases items for their club personally and gets paid back by Central Depository. This method is ONLY used in very specific, urgent scenarios which must be justified by the club. Always reach out to the Central Depository prior to spending your own funds to see if the items can be purchased another way. In the select cases that the reimbursement method is used, reach out to Central Depository to begin the process of vendor registration which tends to take 1-2 months.

**Need help or support with filling out any
of these forms?**

**Email CD@brooklyn.cuny.edu to contact
Central Depository!**



GOOD LUCK!

We know your event will be great :)



REACH OUT WITH ANY QUESTIONS!

General Inquiries: support@bcstudentgov.org

Club Support: clubs@bcstudentgov.org

Funding Questions: treasurer@bcstudentgov.org

SAIL Office: studentact@brooklyn.cuny.edu

Central Depository: CD@brooklyn.cuny.edu