Section I
General Information

This Babson Club and Organization Manual is designed to assist your Club or Organization in becoming familiar with Babson College policies and procedures related to student organizations as well as provide suggestions and helpful hints for productive activities. We encourage you to make use of the resources identified in this manual. As an organization leader, you are responsible for knowing the information found in these pages and informing your members. If the manual does not answer your questions, either call or stop by Student Activities and Leadership in the Reynolds Campus Center for clarification or assistance. For a complete list of Clubs and Organizations, click here.

Although this manual was prepared with the best information available at the time of publication, all information is subject to change. The updated version will always be available on Life@Babson.

Mission Statement & Purpose

Student Activities and Leadership fosters and develops educational, social and leadership opportunities in an engaging environment that produces dedicated leaders and active citizens at Babson and beyond.

Academics are not the only part of your college experience. Student Activities and Leadership believes that the complete college experience involves both academics and student activities. This co-curricular environment is very important for skill development of Babson College student leaders.

Here at Babson, you can join a club or organization or even become the founding president of a new organization. The opportunities are endless...and it's all up to you to create your own experience and a lifetime of memories.

Primary Contact for Student Organizations

Alex Cabal
Assistant Director, Student Activities and Leadership
Student Life Suite, Reynolds 211
781.239.5633 (phone)
acabal@babson.edu
Section II
Requirements and Benefits of Student Organizations

Babson grants registered status to student clubs and organizations whose purpose and activities enhance the social, cultural, recreational and educational functions of the College. **REGISTRATION MUST BE RENEWED IN THE FALL AND SPRING WITH STUDENT ACTIVITIES AND LEADERSHIP.**

**Benefits**

- **Funding** – Groups are eligible for Student Government Association (SGA) funding in accordance with the SGA Constitution.
- **Sponsored Events & Campus Facilities/Resources** – Groups have the ability to organize and implement programs on college property. They also have access to rooms on campus for meetings and functions in accordance with established procedures including Vendor Tables in the Reynolds Campus Center.
- **Transportation** – Campus vehicles are available for groups who have a certified driver. The vehicles must be used for college business and are not intended for personal use. It is recommended that vehicles are reserved 72 business hours in advance. Reservations made after 4:30PM for same day usage AND on Fridays for Saturday and Sunday usage will not be approved. Certification classes are offered through Public Safety. To sign up for a class, please see a dispatcher at the front desk of Public Safety, or e-mail Dayne Forrester at dforrester@babson.edu. More information about vehicle use (including policies and procedures) can be found [here](#).
- **Communication and Marketing** – Groups have the ability to use organizational tools on Life@Babson including roster management and group messaging as well as advertising events to be publicized through LCD screens across campus (email flyers to studentlife@babson.edu)

All registered student clubs and organizations in good standing must meet certain responsibilities to be considered active clubs and organizations on campus:

**Requirements**

- Registration must be completed once per semester.
- Each club/organization must have at least one full-time faculty/staff member as their advisor.
- To maintain an active status, each group must send a representative to the following trainings/meetings: club programing sessions and financial trainings at the beginning of the academic year as well as attending monthly SGA Program Council meetings.

Groups must adhere to all College policies and all local, state, and federal laws. Organizations found in violation of College policy may face sanctioning as outlined in the student handbook. All content by clubs and organizations should, at all times, be appropriate, respectful, and inclusive to students, faculty, staff, and guests of the college based on race, color, religion, sex, gender, gender identity, gender expression, age, national origin, ancestry, sexual orientation, physical or mental ability, veteran, or other protected status.

**Hazing, at any level of membership in the organization, is strictly prohibited at Babson College.** To familiarize yourself with Babson College’s Hazing Policy, please [click here](#). For further definitions and policies regarding hazing, refer to the Babson College Anti-Hazing webpage. Groups must be in compliance with Title IX of the Civil Rights Act, which requires membership and activities to be open to all persons regardless of gender. Organizations are exempt from Title IX requirements only as they relate to their status as a single-sex organization. Groups are accountable for the conduct, safety and general welfare of their members and their guests whenever they represent the organization or are participating in organizational activities.
Fraternity & Sorority Life

Babson College recognizes the positive contributions that fraternities and sororities make to the college community and to individual members. The college is committed to supporting a fraternity and sorority life (FSL) community that lives the values of Scholarship, Leadership, Service, Respect, and Unity. The intention of this section is to articulate the commitment Babson College has to fraternities and sororities and the rights and responsibilities held by fraternities and sororities at the college to further enhance the growth and development of members and the overall fraternal community.

The FSL community at Babson College is composed of inter/national organizations that seek to make the Babson community, the FSL Community, their chapters, and their members better. Along with the privilege of being a recognized fraternity/sorority comes a responsibility to adhere to all Commonwealth of Massachusetts and federal laws, Babson College policies, and the Undergraduate Honor Code. These policies supersede the rules and procedures of fraternity and sorority chapters, their alumni/ae corporations, and the international organizations. Fraternity and sorority chapters that are unable to operate within these policies and/or laws will lose or be denied recognition as a student organization at Babson College. Chapters and individual members are representatives of Babson College and the FSL community at all times and have the duty to represent both favorably. An important way of doing this is by following the standards and responsibilities set forth in this document. Click here to find important information pertaining to Fraternity & Sorority Life including:

- College Commitment to Fraternities/Sororities
- Fraternity and Sorority Life Code of Conduct
- Accountability and Responsibility Resources/Management
- Expansion and Extension Policy
- Fraternity/Sorority Life and Club and Organizations Policy
- Pillars of Excellence Accreditation Packet

Special Interest Housing Student Organizations

Residence Education offers the opportunity for students to create a special interest community in the residence halls. There are two types of special interest communities, theme based and fraternity & sorority. Theme based groups are often Babson College recognized student organizations that share a passion for a particular theme or interest. Fraternity & sorority groups are fraternal organizations that are recognized by Babson College.

Special Interest Housing is typically in Canfield, Keith and Van Winkle halls. The group will be given a designated floor or tower. The group is expected to maintain full occupancy in the space at all times during the academic year. Floors or towers in the building that are not designated for a group are used as general interest housing for any eligible upper class student.

In the spring semester, typically during the month of February, there is an application for new groups to apply for Special Interest Housing. The application is available on Life@Babson. If the application meets the basic requirements, the group is invited to present to a panel of student affairs staff members. The panel will provide feedback to Residence Education to help in making a decision if a group should or should not be offered Special Interest Housing. Decisions are typically shared in early March, prior to room selection. If offered housing, the group is given a designated living space for an academic year period. There is a housing agreement that must be signed with expectations to maintain the Special Interest Housing space. The space can be taken away if the expectations are not being met. There is a re-application process for Special Interest Housing groups that wish to return for the next academic year. The re-application process typically occurs during the month of February and decisions are typically shared in early March, prior to room selection.

To get more information about Special Interest Housing please email resed@babson.edu or call 781-239-4438.
Section III
Event Planning

There are many steps that go into planning a successful event. In this section, we will highlight various campus partners that will help you complete this process.

Registering Events & Space Requests

All spaces and events on campus can be requested through the scheduling system EMS. Space requests are not official until a confirmation email has been received from the scheduling office. If your event is not approved, you will also receive a message explaining why.

If your event needs any setup (tables, chairs, trash barrels, etc.), or support from facilities, it is necessary to put in a logistics request to your room reservation/event registration in EMS at the time of your room request whenever possible. If not, be sure to add it in at least two weeks prior to the event. There is a drop down list that you can choose from, everything from chairs, to 6’ tables, to decorative plants.

Additional Spaces

The following spaces are also available for student organizations through EMS:

- Any athletics facilities
- Sorenson Performing Arts Theater (for select groups)
- Reynolds Main Street or Global Lounge
- Roger’s Pub
- Chapel (not to be used for social events)
- Residential Hall Spaces
- Vendor Tables (formerly known as Vendor Carts)
- Reynolds Balconies

Please note that Trim Dining Hall is not to be used for student events of any kind.

Programming Hours

Programming can occur anytime. The exceptions are that any amplified music that is outdoors must be turned off at 12AM due to Wellesley noise ordinances. In order for our community to focus on their academics, programming for the semester must end when Quiet Hours start for finals week as noted on the Academic Calendar. Please note that departments are allowed to host programs after this deadline if needed.

Contracts

Any outside performer or vendor of Babson, whether paid or unpaid, is required to enter into a formal agreement with the college. Only the Director of Student Activities and Leadership may sign these agreements. Under no circumstances is a student to enter into a formal or verbal agreement with an outside performer. Outside performers cannot be paid in cash or from personal funds.

If you have any questions about contracts, do not hesitate to reach out to Alex Cabal at acabal@babson.edu. Be aware that contracts can take up to 21 days to fully get processed due to the need to involve campus
partners such as the College’s Legal Counsel and Accounts Payable (including payment), so planning ahead is key when dealing with events that involve contracts.

**Media**

Any A/V needs (projectors, sound, lighting, etc.) must be submitted via your EMS request which will then notify Media Services of your request. This must be completed at least 1 week in advance or the request might not be accepted due to insufficient time to find staff coverage.

**Public Safety**

A Public Safety detail is required for events that include, but not limited to:

- Expected attendance of 100+ participants
- Involves alcohol (including sponsored Pub Nights)
- Outdoor events

Requests must be placed two weeks in advance to ensure Public Safety can provide the coverage needed for the event. There is a 4 hour minimum on reserving a detail. For more information including pricing and to submit a request, please check out [Public Safety’s website](#).

**Roger’s Pub**

Student Organizations may host a “Pub night” by making a request via EMS to reserve the day and time. In order for your event to be officially booked at Pub, please make sure you have received a confirmation email from EMS.

The Pub has the capability to have performances by a DJ, live band, karaoke, comedian, lecturer, and a screen and projector for a presentation from a laptop. Any student organization that hosts a Pub night is required to reserve and pay for a Public Safety Officer.

All forms of entertainment must end by 11:45pm, including all music being shut off. This is to help with clearing out and closing the Pub at midnight. Babson's liquor license ends at midnight, so it is imperative that the Pub close at midnight. Public Safety officers’ detail does not end until the Pub is closed. If it takes longer to close the Pub, then the student organization will be charged the additional time that the officer’s detail is extended. Please also note that there’s a fee associated with using Roger’s Pub during non-operating hours.

Student Organizations may use their sponsored Pub Nights as a fundraiser by asking for a suggested donation at entry; however, organizations may not mandate a “cover charge” for entrance. The Pub is a service that is paid for, in part, by student fees. Any Babson student may enter the Pub during normal operating hours. **Please note that Fraternity and Sororities are not allowed to host fundraisers in Roger’s.**

Feel free to reach out to Alex Cabal at [acabal@babson.edu](mailto:acabal@babson.edu) if you need any assistance organizing a PUB event.

**Catering**

If your event will have food, catering through Babson's food-service provider Sodexo is the preferred and most convenient option. Please familiarize yourself with the [catering policy](http://www.babsondining.com/catering/index.html). Sodexo’s catering website is [http://www.babsondining.com/catering/index.html](http://www.babsondining.com/catering/index.html). You may view the available catering options along with prices.
Contact Rita Hansen, Administrative Coordinator in the Student Life Suite, at rhansen@babson.edu to schedule a time to create and submit a catering order. Rita is available Monday-Friday from 8:30AM-4:30PM.

If Sodexo cannot meet the groups’ catering needs (due to timeline, budget, and food requests) and an outside third party catering vendor is needed, Babson has a list of “approved” vendors that are listed here. These businesses meet the established criteria for insurance and liability coverage, as defined by Babson.

**Cooking Events, BBQs & Baking**

Student groups looking to host Cooking or Barbecue events (i.e. anything that would require students to cook or grill the food themselves) must have meat/poultry/fish purchased through Sodexo. This is due to the Town of Wellesley Board of Health safety requirements to ensure that the meat/poultry/fish was received and stored at proper temperatures and is safe to cook and distribute on campus. Sodexo’s online menu does not include all meat/poultry/fish options that they can special order, so please contact Flavours Catering (781-239-5259) in advance of your event to see all options. Baked goods must be either purchased from Sodexo or an approved vendor. At no point, students are allowed to hire other students to bake for them.

**Non-Profit Gaming: Raffles, Casino Nights, Etc.**

Only certain kinds of non-profit organizations can hold raffles or gaming events. This is an exception to the general law prohibiting gambling in the Commonwealth. The funds raised must be used for educational, charitable, religious, fraternal, or civil purposes or for veterans’ benefits.

Regulated events are listed below:

- A raffle, in which a chance to win is sold to participants and the winner or winners are selected from the chances sold, is regulated by law. Whenever money is charged for the ticket or chance, the raffle can be legally operated only by a non-profit organization. The funds received must be used only for the purposes specified in the law. If no money is charged, anyone can legally operate a raffle and businesses often do so for promotional purposes. Consumer protection laws apply to all raffles.
- Casino nights, offering the opportunity to play games of chance, are also regulated and can legally be operated only by a non-profit organization. The funds raised must be used for specified purposes.
- Bingo games are regulated under the law by the Lottery Commission. For information call 781.849.5555.
- The operation of a lottery by anyone other than the State Lottery Commission is illegal. A lottery is a game in which chances to win are sold but it is possible that no one will win.

**Promoting your Event and/or Organization**

Student Activities and Leadership does not require you to get approval of flyers or any marketing materials prior to distributing them, but there are several guidelines to follow. In addition, there are several resources available to help market your event.

Cannon Copy Center is our preferred vendor for printing advertising materials. Please email canoncopycenter@babson.edu with the following information:

- Advertisement attached
- Number of copies requested
- Size and specifics of the job (i.e. banner, foam board, etc.)
- Sponsoring organization

Please make sure add Rita Hansen (rhansen@babson.edu) to this email as Cannon will ask her for the budget number needed to complete the order.
Advertising in any academic and non-residence hall building is limited to designated posting areas or bulletin boards. No flyers or advertisements may be placed on windows, doors or walls. If you wish to advertise in a residence hall, please ask a Resident Assistant or the Area Director for guidelines for the building.

Foam core laminated posters (from Canon Copy Center and other printing companies) are prohibited in the Reynolds Campus Center. Foam core posters with directions (e.g. arrows) to an event will be allowed only on the event's specified date. To reserve an easel for day of directional signage, please email Angel Seto at aseto@babson.edu. All other foam core posters will be removed and discarded by the Reynolds Building Assistants.

**Babson Logo Use & Branding**

Consistent use of the Babson logos strengthens the Babson brand and reinforces our unified branded house. Use of the Babson logo and any of the brand's defining elements is restricted to communications that represent Babson College.

Current Babson students have access to Babson logos for campus and Babson-related offerings. Students must adhere to the Babson Brand guidelines in all applications of Babson logos. Guidelines and logos are available at www.babson.edu/brandguidelines

All uses of the Babson logo (including ordering promotional materials such as signs, banners, pens, T-shirts, hats, mugs, etc.) must be reviewed and approved by Melissa Jolly, Art Director/Brand Operations Specialist, mjolly@babson.edu.

**Reynolds Campus Center Banner Policy**

Campus departments, recognized undergraduate student organizations, and FME businesses may display banners in the Reynolds Campus Center. The content of banners is limited to:

- Advertising for an upcoming program or event
- An announcement or award
- FME product

When thinking of using banners in Reynolds, please consider the following:

- Banners may not be used to recruit membership to a club or organization.
- All banner content must be appropriate and inclusive to any students, faculty, staff, and guests who may be in the building.
- Banners may only be hung from railings not associated with staircases in Reynolds Campus Center.
- It is the responsibility of the department, club/organization, or FME business to remove the banner. Failure to do so will result in loss of privileges to hang banners in Reynolds.
- Banners do not have to be approved for content but space must be requested through EMS

**Off-Campus Events**

The level of risk for events held off-campus increases when transportation is being used. To continue to maintain a safe environment, additional steps are required by organizations that will be sponsoring an off-campus event. This is to ensure enough time to ensure all safety measures are taken. All off-campus events are required to have a member of the organization serve as the trip leader. **ALL off-campus, overnight events require a chaperone (Babson College employee) to be present for the duration of the event and some off-campus day trips may require the presence of a chaperone.** Determination of advisor requirement will be made by Student Activities and Leadership.
Groups are responsible to read, understand and adhere to our off-campus trip guidelines that can be found here. Please make sure that all responsible parties including organizers and chaperones are aware of their responsibilities during these events.

Please work directly with Alex Cabal (acabal@babson.edu) when organizing an off-campus event/trip. Working with Alex will ensure that all necessary steps are being followed properly.

Section IV  
Finances

According to college policy, no outside bank accounts are permitted for student organizations due to tax exempt policy and liability. Fraternity and Sorority Life organizations are the exception because bank accounts are registered through their national headquarters. The policies listed in the SGA section for the following are the same for groups that have their own funding accounts (not allocated through SGA): reimbursement, check request, purchase card (p-card) use, contracts/vendor agreements, and account transfers.

As stated in SGA by-laws, each group should have someone serving in the President and Treasurer role and can never be the same person for checks and balances purposes.

Tax Information

Due to the College’s status as a tax-exempt organization, Babson is not liable for any state sales tax. For purchases with a p-card or if you have been given approval to receive reimbursement, you should give all vendors the College’s tax-exempt number E 04-2103544. Student Activities and Leadership can also provide you a paper copy of our tax-exempt form.

Organization Dues

- Only organizations that don't/can't have an open membership are permitted to charge dues to members (e.g. club sports, fraternities, sororities)
- Dues amounts must be clearly stated in the organization’s constitution and have been approved by the organization’s membership.
- Non-national organizations are able to charge dues, but must never exceed $100 per person per semester.
- A budget must be developed and presented to the membership showing how dues money will be allocated and spent. Student Activities and Leadership has the ability to request to see your budget at any time.
- Changes to the dues must be approved by the organization’s membership and Student Activities and Leadership. All changes must be finalized during the semester prior to going into effect.
- All organizations that charge dues must have a payment/fundraising plan available to any member who has demonstrated financial difficulty.
- All dues money must be deposited into a Babson College account set up for the organization, the process of which is explained below in the Cash Collecting section.

Fund Acquisition

- Any student organization that intends to collect cash will be required to have a financial account through Babson College. This includes charging membership dues, sponsoring a Pub night where an entry donation will be instituted, fundraisers, or soliciting monetary donations for a charity
organization. Please contact Alex Cabal at acabal@babson.edu if you’re not sure if your group has an account with the college or if you want to create one.

- If an organization does not currently have one, one can be created with a two-week notice. The organization will get a budget number created by Financial Services that will be associated with the organization. No student organization may have a bank account outside of Babson College due to tax exempt policy and liability. Fraternity and Sorority Life organizations are the exception because bank accounts are registered through their national headquarters.
- Cash boxes are strongly encouraged for every event in which cash is collected. They are available to be signed out at Reynolds 211.
- All money collected must be deposited by the next business day to Student Activities and Leadership.
- Student Organizations, at no point in time, should be keeping petty cash.
- Disallowed expenses for organization’s funds include, but are not limited to:
  - Alcohol (with the exception of CAB and Senior Week Committee)
  - Drugs (including over-the-counter medications, i.e. aspirin)
  - Tobacco products
  - Fines, penalties or charges incurred by personal negligence
  - Personal products/expenses

**Ticketing**

If you are selling tickets, please work with Alex Cabal (acabal@babson.edu) at least three weeks prior to launching ticket sales to coordinate the sale. All ticket sales must go through www.ovationtix.com. Working with Alex will ensure that your group is set up properly to begin selling tickets.

Depending on your event and how it is funded, you may be able to deposit the money from ticket sales into your group’s account. If your event is funded through SGA, you may need to return any profit SGA or donate it to a charity.

**Fundraising & Raffle Procedures**

The Commonwealth of Massachusetts requires reporting of fundraising by profit and non-profit groups. Additionally, any funds raised through a raffle-type event have tax obligations attached. The following information is designed to assist organizations in developing an effective fundraising program and the necessary reporting that accompanies such events. Organizations that fail to adhere to fundraising guidelines will be prohibited from holding fundraisers for one calendar year.

**Fundraising** is defined as: an event (either one time or ongoing) where an organization receives funds through sales, auctions or donations. Procedures include:

- Schedule an appointment to meet with Alex to discuss your event.
- Publicize and hold your event.
- Deposit funds within 1 business day to Student Activities and Leadership. At that time, you can make work with Alex to either deposit the money into your group’s account or request a check for charitable organization.

**Raffles** are defined as: an event (either one time or ongoing) where an organization receives funds through an event where chances to win are sold for cash. There are a lot of tax obligations and paperwork that go along with raffles. If your group decides to do this, please meet with Alex Cabal as soon as possible.
• When holding a raffle or any type of contest where prizes are given away (door prize, etc.) it is against College policy to give away cash prizes (including Visa/AmEx gift cards). Contact Alex Cabal at with any questions.

If your group is interested in organization a silent/live auction, please contact Alex Cabal (acabal@babson.edu) to set up a meeting to discuss plan and logistics.

**Student Government Association**

Active registered groups have access to receive funding through Babson College’s Student Government Association. The VP of Finance oversees the budget allocation process and the Ways & Means Committee, which helps with the budget approval process noted below

**Requirements to Receive Funding from SGA**

• Organization must be registered with Student Activities and Leadership.
• To be eligible for funding, organization must have been in attendance at the last SGA Program Council meeting and must not have missed any meetings during that semester.
• Organization may not have an outstanding balance due to SGA, must have been reviewed for previous semester's allocated budget, and must not be on probation for any misuse of past SGA funds.

**Budget Submission Process**

• Budgets are submitted through the Finance tab on your organization’s Life@Babson page located on the left menu of the page.
• Click on “Create Funding Request” to submit a budget request.
• Complete the form, answering every question, being as detailed as possible.
• Please make separate finance requests for each separate event.

**Budget Approval Process**

• Budgets under $500 will be reviewed solely by the VP of Finance.
• Budgets over $500, but under $2,500 will be reviewed by the W&M Committee. You will receive a meeting time in which you will have to present your budget in front of the committee.
• Budgets over $2,500 will be reviewed by the W&M Committee and if approved, it must then also get a 2/3 vote from SGA at the next general meeting in order to be officially approved.
• If the budget is not approved as submitted, it must be readjusted and sent through the funding process again.
• The outcome of each request will be communicated to the organization through the original submission on Life@Babson.

**Performer Payment Request**

• Babson College Performer, Service, or Consultant Agreements are required for any outside individual, group, or vendor that is providing a service/performace for Babson College (comedian, speaker, performance group, etc.). The specific form used depends on the type of vendor used.
• Only the Director of Student Activities and Leadership may sign these agreements on behalf of Babson College.
• Drop off all agreements and check request forms with Alex Cabal (acabal@babson.edu) least 4 weeks in advance.
Purchasing Card

All Babson College purchasing cards (p-cards) are available for student organizations once your budget has been approved. Contact Rita Hansen, Administrative Coordinator in the Student Life Suite, at rhansen@babson.edu to schedule a time to utilize a p-card. Groups may reserve a p-card in two hour blocks Monday-Friday from 8:30AM-4:30PM. Any online purchases must be done in the Student Life suite with Rita’s guidance.

Check Requests

- The SGA Check Request/Reimbursement form can be found in the document section on the SGA’s Life@Babson page.
- Form must be filled out and original receipts or invoices must be attached to the form.
- A W-9 form is required for all requests. Please be sure to circle if the person that is being reimbursed is on the payroll for the college (Failure to do so could prolong re-payment). W-9 forms are available in the documents section of the Student Activities and Leadership’s Life@Babson page.
- Submit original and 1 copy of the check request form and all corresponding paperwork to the mailbox of the SGA VP of Finance which is located on the bottom of the check request form.
- NOTE: Babson College cuts all checks on Wednesdays. It is important that if you are hoping to receive a reimbursement or pay an invoice that SGA receives all materials at least a week in advance.

Reimbursements

- If a student has already been approved for funding through the W&M Committee, students may purchase supplies for events with their personal funds and submit reimbursement requests to SGA using the same form as a check request. To avoid issues, SGA highly recommend to use purchasing cards whenever possible. All original receipts must accompany the reimbursement form. STUDENTS MAY NOT PAY A PERFORMER/VENDOR DIRECTLY. Remember to bring the tax exempt number.
- Students may pay for anything related to their event other than for a service. A check request with a W-9 and the appropriate agreement is the only way we can pay vendors for a service or performance. Students will not receive a reimbursement in this case.
- Reimbursements can take 2-3 weeks to be processed before a check is sent.
- Submit original and 1 copy of the check request form and all corresponding paperwork to the mailbox of the SGA VP of Finance which is located on the bottom of the check request form.

Account Transfers

- If you are going to use services from any other department on campus (i.e. Facilities, Public Safety) you must complete the Journal Transfer portion of the SGA Check Request/Reimbursement form. Departments on campus will provide an invoice with the proper account in which to transfer the money.
- If you are purchasing food from Sodexo, you must provide the SGA account number when placing the order online through the Babson Catering website. Please contact the SGA VP of Finance for this number. See Section IV for instructions on how to order food through the catering website.
- Submit original and 1 copy of the check request form and all corresponding paperwork to the mailbox of the SGA VP of Finance which is located on the bottom of the check request form.
Section IV
Advisor Resources

Student Activities and Leadership at Babson College requires that each Club or Organization have a faculty or staff advisor. This requirement will offer the opportunity to share knowledge and experiences between students and professionals within the Babson College community. The co-curricular relationship will positively compliment the classroom learning and the overall experience for the student leaders.

If a club or organization no longer has an advisor, please immediately contact the Alex Cabal, Assistant Director, Student Activities and Leadership, at acabal@babson.edu who will serve as an information source for all advisors.

Expectations of the Advisor

All clubs and organizations are required to identify at least one faculty or staff member who has agreed to serve as their advisor each semester. Faculty/Staff advisors are required to be informed of general university policies, rules and regulations applicable to student organizations. The advisor must inform the Student Activities and Leadership when the student organization fails to heed his/her advice regarding activities not in accordance with university policy. Faculty/Staff advisors are strongly encouraged to fulfill the following expectations from Student Activities and Leadership. Advisor responsibilities should be mutually negotiated between advisors and students, and may include, but are not limited to, the following:

- To assist students in developing strategies and goals that provide for member ownership, feedback and involvement.
- To be aware of the student organization's mission, goals and objectives and assist the group in updating those annually.
- To assist the student organization in program development and planning, including assisting organizations in managing liability and risk.
- To encourage the officers and individual members to preserve the continuity of the group by keeping records to document the group's history and providing transition activities for new officers.
- To assist the club or organization in maintaining an inclusive environment by abiding by all college policies and procedures.
- To attend organization meetings and events as much as possible.
- To articulate campus policies and procedures.
- To be a facilitator among officers and between officers and members.
- To be familiar with national organizational structure and services, if applicable.
- To be a resource for students especially in regard to understanding college policies, regulations and services.
- Providing assistance in the administration of financial affairs of the student organization.
- To inform Student Activities and Leadership if he or she is no longer able to serve or does not wish to serve as advisor to the student organization.

Expectations of the Organization

In order for the advisor/organization relationship to be successful, the student leaders must be aware of their responsibility to their advisor. Expectations of an organization include:

- Establish and share a job description for the advisor that clearly defines his/her responsibilities and anticipated lines of communication.
- Meet with the advisor to familiarize him/her to the activities of the organization.
• Notify the advisor of all meetings, activities, and programs. Establishing an attendance schedule at organization meetings, which is mutually agreed upon by the advisor and the student organization.
• Provide meeting minutes in a timely manner.
• Meet regularly with your advisor to discuss organization matters. Officers should maintain a close relationship with the advisor and should provide opportunities for the advisor to meet other members.
• Consult the advisor prior to making significant changes to the structure of the organization.
• Consult the advisor when any significant organization policy changes are made.
• Allow the advisor to share their thoughts and ideas.
• Show respect and value for the advisor whom the organization chose to serve as a guide and mentor.
• Consider all advice and guidance provided with an open-mind and a sincere interest of improvements of daily operational and special event/activity needs.
• Confirm the appointment of the advisor each year. The organization must be certain the advisor will serve before submitting his/her name as advisor.
• Show appreciation for the time given by the advisor. With the exceptions of a few organizations that have designated full-time employees who advise, the advisor is volunteering his or her time outside of their normal job description to help the organization and its leaders.