



# Class Coordinating Board Guidebook

– Fall 2012 –

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## I. Introduction to CCB

The Class Coordinating Boards (CCB) were formed 9 years ago by a collaboration of the Divisions of Campus Life & Alumni Relations in order to support activities for the senior class during their last year at Brown. After meeting great success, CCB expanded to every class.

The CCB mission is to build and maintain a sense of community at Brown. This is done through work within the individual classes, between classes, and between current students and alumni. CCB seeks to present opportunities for students, alumni, and community members to meet, network, form partnerships, work together, and build a stronger community.

Additionally, the Class Boards serve as an intermediary for alumni engagement with the university, thus easing the transition from student to alumnus and providing a mechanism for remaining connected with the community after leaving Brown.

Each year's Class Board trains the next to be Class Leaders, to interact and build community within their own classes and with the community of Brown alumni.

## II. The Class Coordinating Board Mission

*The Class Boards seek to be an avenue through which Alumni and Students can meet, network, form partnerships, work together, and build a stronger community.*

**The Class Boards seek to fulfill three (3) major goals:**

1. To build a **Class-Based connection** amongst students in their respective classes while at Brown and after graduation.
2. To build a **community** amongst the students at Brown by providing social programming to supplement existing University resources and events.
3. To build an **Alumni-Student connection** based on mentoring, networking, and community building. Precisely, to build bridges between students on campus and the Brown Alumni Community.

**At Present:**

- CCB, since its inception, has been tremendously successful in accomplishing their goals of building community and class-based connections between students at Brown.

- CCB has built a sustainable and reliable model for providing programming at Brown and for building community. For the past 5 years, the CCB has put on events ranging in budgets from \$500 to \$125k successfully, and each year, the Senior Class has had a surplus budget, which it has donated back to the Brown Annual Fund, to its Class Treasury, and to the Classes below it as seed funding.
- CCB has forged partnerships with many departments in the University including the Student Activities Office, the Dean of the College, Alumni Relations, various student groups, and the Office of Student Life at RISD. By fostering such collaborations, the CCB has managed to spread its outreach quite far.
- Class Boards have recruited and trained leaders from each Brown class to serve as Class Officers, thus building a team of committed individuals to serve both their classes and their Alma Mater for years to come. More than 200 individuals have served on the Class Boards since their inception.

### **Goals for the Future: Networking with Alumni**

- **A Desire to Connect**
  - Though the Class Boards have been very successful with their first two goals, there exists much room for growth in the work being done to connect students and alumni.
  - Many students desire to connect with Brown alumni and many alumni desire to be more directly connected to Brown students.
  - At present, there exist very limited resources and opportunities for students and alums to reach out to one another for networking, partnerships, and support. As such, within CCB may exist the solution

## **III. CCB Policies and Constitution**

### **1. Attendance Policy**

- One unexcused absence per semester
- No retroactive excuses
- After two offenses, you will be dismissed from your position
- We will be taking attendance and keeping track of lates. This doc will be available for everyone to see so that you know your status.

### **2. Late Policy**

- Meetings will begin promptly at 10:15 (no one should be late coming from any other meeting that ends at 9), and will end promptly at 10:45.
- We will cut off our meetings so that you can get somewhere else by 11 pm. We will stick to our schedule, so please commit to 30 minutes per week. If necessary, we may email you prior to the meeting if we expect to take 45 minutes (for busy times such as leading up to a full-board event like Gala).
- 2 Lates = 1 unexcused absence

### **3. Shift Policy**

- If you do not assist with required shifts and do not adhere to the attendance policy, you do not get to work senior week.
- We will keep track and update a doc with shifts worked, and anyone falling behind will either be asked to leave the board or given the opportunity to work extra shifts/put in extra time helping out in order to make up for the disparity. Make-up shifts will only be permitted on a case-by-case basis.
- Incentive for people who work the most shifts: fun times with B+K, plus a secret senior week incentive.

#### IV. Important Resources

a. **Student Activities Office (SAO)** - CCB's main resource for all event-planning needs. The [SAO](#) is located on the 2<sup>nd</sup> floor of the Stephen Robert '62 Campus Center. There you will find advisors, student financial account offices and conference rooms. As a CCB member, you should be very familiar and comfortable with the SAO staff. Below is some more specific information pertaining to the SAO.

- **Joie Steele** - CCB's specific SAO advisor. Please contact her with any questions related to CCB events, and make sure to keep her informed as to your event plans. She will help us figure out any logistical concerns, such as legal waivers for off-campus trips, in addition to many other things. You should get to know Joie well!
  - [Joie\\_Steele@Brown.edu](mailto:Joie_Steele@Brown.edu)
  - 863-2342
- **Diane Chouinard** - CCB's Financial account manager. Reach out to Diane to access your board's CCB financial account info. She will help you withdraw/deposit money from/into your account, get reimbursed for expenses, and obtain any IPOs (more on that later).
  - [Diane\\_Chouinard@Brown.edu](mailto:Diane_Chouinard@Brown.edu)
  - 863-1168
- **Donna Hustler** - Another resource for financial assistance. If you are making purchases that require the use of a credit card, she can help you with such transactions.
  - [Donna\\_Hustler@Brown.edu](mailto:Donna_Hustler@Brown.edu)
  - 863-1423
- **Event Planning Office Hours** - In addition to these specific people, every Wednesday the SAO holds open office hours from 12-1 PM in Conference Room 225 of the Campus Center. Representatives from Event and Conference Services (including Facilities Event Support & the Scheduling Office) and Media Services will be available to answer your questions and help you with your logistical planning. Feel free to stop by there with any general questions.

b. **Brown Alumni Association (BAA)** - Housed in Maddock Alumni Center across the street from Wayland Arch. CCB responsibility extends past our time at Brown, and as such we would like to work more closely with the [BAA](#). As class

officers, CCB is usually invited to Alumni Weekend festivities in the middle of fall semester, and the BAA typically hosts the kick-off to Senior Week. Be creative as to how you utilize them.

- **Julie Schmidt** - Associate Director of University and Alumni Outreach. She can get you started and point you in the right direction for whatever you may need.
  - [Julie\\_Schmidt@Brown.edu](mailto:Julie_Schmidt@Brown.edu)
  - 401-863-9906
- c. **Senior CCB Board** - The most immediate and approachable resources available to you. We've made it through 3 years of the ins and outs of CCB, and are still on board because of the fact that we love what we do and are eager to see younger boards grow and develop!
  - This year, the senior co-Presidents will hold their own "office hours" for the 15 minutes before our full board meeting. Feel free to come into JWW 501 between 10 and 10:15 pm every Monday and ask us/tell us anything at all. During any other time, you can contact us via the following.
    - [Kelsey\\_Tripp@Brown.edu](mailto:Kelsey_Tripp@Brown.edu)
    - 908-328-9350
    - [Brandon\\_Tomasso@Brown.edu](mailto:Brandon_Tomasso@Brown.edu)
    - 856-305-2212

## V. Important (Mandatory) Training Events

- a. **Party Training** – Every CCB member must attend Party Training before they are allowed to work any events. There are usually 2-3 sessions per semester, so you should attend one as soon as joining CCB! Dates TBD.
- b. **Financial Management Training and Registration** – There is a packet of information we will be forwarding to you that must be read by all financial signatories, and is helpful for other members to understand how our finances work. Financial signatories are traditionally the President and Treasurer and must complete an online test and registration based on the information in this document. Only two signatories are allowed per board.
- c. **CCB Day** – CCB Day is Class Board's annual retreat and bonding day. This is usually held early in the fall semester soon after the new freshmen board has been formed. It is a fun day of training, planning for the year, and a great chance to just hang out and get to know everyone on CCB.

## VI. Event Planning 101

### 1. Choosing A Date

Choosing the right date for your event is critical. Besides making sure that the venue you want is available, you should make sure that your event doesn't

conflict with any University-wide holidays or events, and even with other student group's events. For example, a Class Board study break on the same night as Wriston Rising will most likely not be well attended. Here are some things to consider while choosing a date for your event:

- Choose a date at least **2 weeks ahead of time** to ensure there is time to make your plans, raise funds, advertise, and reserve the appropriate facilities.
- Make sure that your date does not conflict with any major University holidays or events such as Family Weekend or Commencement by reviewing the **Office of the Registrar's [Academic Year Calendar](#)**.
- Check the calendar of upcoming [events at Brown](#).

## **2. Reserving Space and Facilities**

When researching available venues for your event, you should consider the amount of people you expect to attend, the activities you are planning, and the facilities you may need. A study break for the freshmen class, for example, would probably be more successful in a more intimate venue, such as Mo-Champ Lounge, rather than Sayles Hall.

- It is better for your event venue to be filled up than to have a large excess of space – venues that fill up more quickly make your event seem more popular, and venues that are too large seem empty and less inviting.
- That said, you should check out the **Office of University Event and Conference Services' [space directory](#)** for detailed information about room capacities and facilities.
- In general, it has proven better to underestimate the number of attendees at your events, unless they are well-established events such as Gala or the Foam Party.
- Make sure that the venue you want is [available on the date of your event](#) through **Scheduling Services**.
- Make a [space request](#) and do not make any solid plans until that request has been approved. A confirmation of your request is not the same as an approval.
- Media services, catering, and other facilities requests such as for tables and chairs must be requested through the relevant offices, and do not come with the room reservation. (More info on making these reservations in following sections).
- Keep in mind that there may be special policies pertaining to certain space requests, such as Green Space requests, venues not booked through the scheduling office, and off-campus spaces such as the Haffenreffer Outing Center (the new site of our retreat!).

## **3. Registering the Event**

Events should be registered with the SAO, especially if you are expecting more than 100 people or planning to serve alcohol.

- Fill out an [Event Registration Form](#) and meet with the SAO as soon as possible.
- Events with alcohol must be registered at least 3 weeks in advance. No alcohol at events unless you are second semester juniors or higher and have gotten SAO/Senior CCB permission.
- Events expecting **more than 50 people** should complete a [Fire Safety checklist](#) to ensure compliance with RI fire codes.
- Events expecting **more than 100 people** should be reviewed by the [Department of Public Safety](#) to address emergency safety considerations.
- Events with **more than 300 people** should be reviewed by the [Fire Safety Office](#), as you may need to be assigned a Fire Marshall.

#### 4. Event Budgeting

It is very important to think about everything you will need for your event, and determine what costs you will have to cover. As a **UCS Category III** student group, CCB qualifies for certain fees to be waived, provided that you make reservations far enough in advance. This student group categorization is the highest a student group can achieve.

Always consider the following costs and pointers when planning events:

- **Facilities and Media Services** - Reservations for facilities rentals (tables, chairs, podiums, large speakers) are made through [Event Services](#) and reservations for media equipment (projectors, screens, microphones) are made through [Media Services](#).
  - ▶ Tables usually cost between \$8 and \$11 and must be reserved well ahead of the event. [Additional fees](#) include set-up and break-down/clean-up fees.
  - ▶ To contact someone directly about facilities requests, email Debbie Lister at [Deborah\\_Lister@brown.edu](mailto:Deborah_Lister@brown.edu).
  - ▶ When reserving media services equipment, be aware of the hours during which you can pick up the requested equipment. For example, if you are having a movie night on a Saturday night, make sure that someone is available to pick up your projector and screen before Media Services closes on Friday afternoon, and that you have planned a safe place to store this equipment.
  - ▶ You must reserve facilities and media services **at least 10 days before your event** or you will be assessed a \$150 expediting fee.
  - ▶ As a Class III student group, CCB can get media services equipment at no cost, as long as the reservation is made **10 days prior to the event**.
- **Dining-** Also consider fees incurred by certain catering requests. If you want to have any heated food or drink, Brown Catering Services requires you to also hire an attendant for the station.
- **Budget Planning-** The SAO has an [Event Budget Worksheet](#) to help plan your budget.

#### 5. Food and Catering at Events

If you are planning on having food at your event, there are several important factors to consider.

- You can order common foods and beverages through [Brown Catering Services](#).
- If you would like to use an outside food vendor, such as Kabob and Curry or Meeting Street, you must ensure that they are on the [Brown First](#) approved vendors list. If they are not Brown approved, you must make a formal request through the SAO and explain why they offer a service not otherwise attainable through a Brown-approved vendor.
- Most of the organizations through which CCB receives funding do not allow their funds to be used for food. This means that food is typically funded via our Class Board raised funds, which are limited. Bear this in mind as you determine where to get your funding and how it will be used (see below).

## 6. Getting Funding

Class Board is one of the most well-funded groups on campus, both due to our reputation and the creative event programming we continually bring to Brown's campus. As an organization, we also strive to take advantage of various sources of funding available to us. Below are some important resources to consider while planning your events.

- **UFB Supplemental Funds**- You can go into UFB on Tuesday and Thursday nights at 8 pm in the large New Dorm A Conference Room in order to ask for extra funding for specific events. Please follow these steps to request supplemental funds from UFB.
  1. Prepare a comprehensive report for UFB with cost breakdowns and reasons why you need to request these funds.
  2. Contact our UFB representative for '12-'13, **Abeba** (currently a sophomore at Brown), at [abeba\\_cherinet@brown.edu](mailto:abeba_cherinet@brown.edu), to speak to her about our request prior to the
  3. Register online here: <http://students.brown.edu/UFB/index.php> at least 24 hours prior to the meeting.
- **Late Night Fund**- Available to student groups with original, substance-free event ideas which occur at least 10 pm- 12 am and serve as alternatives to programming where alcohol may be served. In order to apply visit their webpage and download their application at [http://brown.edu/Administration/Student\\_Activities/funding/late\\_night.html](http://brown.edu/Administration/Student_Activities/funding/late_night.html).
- **Fundraising** – We have raised considerable funds from selling tee shirts for various events, such as Spring Weekend and Senior Week, as well as Class of 2013 shirts and shirts honoring Ruth Simmons for her service to the university. These sales are difficult to coordinate and business ventures can be tricky, so please consult with Senior CCB before ordering anything.

## 7. Making Payments

- **Inter-department purchases** (such as Metcalf Copy Center or Brown Ding Services) - ask Diane Chouinard for an Internal Purchase Order (IPO). This document, once signed by a financial signatory will authorize funds to be transferred from our account to the vendor.
  - ▶ **Select Brown-first Vendors**- Some outside vendors that are Brown approved can also accept IPO's. Examples include Kabob and Curry and Ben & Jerry's.
- **Reimbursements**- When a vendor is not connected to Brown through a financial agreement, or if you must make quick purchases for the board (even online), you can pay yourself and be reimbursed. Just save your receipt, write your Box number on the back and give it to a financial signatory. They can submit it to Diane and she will issue a check to your mailbox. Reimbursements may take 1-2 weeks for processing, however.
- **Invoices from Providence Vendors**- Never agree to use a vendor in Providence (or Rhode Island) without having a contract/invoice written up and submitting it to the SAO at least a week in advance. Remember never to sign or otherwise authorize an invoice without consulting the SAO and getting their stamp of approval on the invoice.
- **DJ's, musicians and other individual services**- See Donna or Diane in the SAO to get an I9 form for them to fill out. A signatory must then sign off on the document so that they can be paid. As such, they fall under university payroll, so income tax will be taken out of their payment.

## 8. Advertising

Always allow yourselves ample time to advertise events. At least 1-2 weeks prior. Consider following methods of reaching out to student body, but keep your mind open to whatever else you may dream up!

- **Class Email** - Presidents can send an email to their class advertising events. Do not abuse this privilege. Be professional. Important administrators see the emails you send.
  - ▶ Always authorize these emails with Senior CCB before sending.
  - ▶ Presidents have access to all class years, but should consult with presidents of each class before reaching out to their respective classes.
  - ▶ Emails are as follows:
    - community.classboard.firstyear@lists.brown.edu
    - community.classboard.sophomore@lists.brown.edu
    - community.classboard.junior@lists.brown.edu
    - community.classboard.senior@lists.brown.edu
- **Posters** – Use your own printing or Metcalf Copy Center (second floor of bookstore café) to print.
  - ▶ Get an IPO in order to pay at Metcalf. 8 by 11's, 11 by 14's, color, black and white, up to you.
  - ▶ Note that Facilities takes down posters from most locations Tuesday evening.
  - ▶ In order to hang posters in SAO or on bulletin boards in JWW or Faunce, submit copies for authorize at info desk in Faunce.



- **Tableslips** - For tableslip printing- ask someone for how to format to 4 per page before Metcalf charges you a set-up fee. Tableslipping policies and estimated numbers per dining hall are available here: [http://brown.edu/Student\\_Services/Food\\_Services/eateries/tableslips.php](http://brown.edu/Student_Services/Food_Services/eateries/tableslips.php) Note times when you can tableslip and also black and white restriction.
- **Morning Mail** – Submit items for inclusion in morning mail using <http://morningmail.brown.edu/>. Must be submitted before 3 pm the day before you would like the item to appear in the mail. Must submit events to university calendar before Morning Mail will accept them. You can do so through morning mail’s homepage.
- **Facebook** – You all know what to do here. Make an event, a group, whatever. Reach out to friends and be sure to utilize your classes’ facebook page as well.
- **Brown Student Agencies Digital Bulletin Board** – To have a powerpoint slide advertising your event appear on one of BSA’s television bulletin boards around campus, go to following link: <http://brownbsa.com/groups/billboards> and submit.

## 9. Ticket/Merchandise Sales

When planning to sell tickets or merchandise for CCB, consider following tips:

- **Planning Shifts** - Announce sales well in advance and recruit other classes to help you if you are unable to fill the shifts you need for sales. Send out a google doc with available times and ask for people to sign up. Try to sign your own board up for shifts AFTER other boards have taken the times they can work. Shifts are mandatory, so alert Senior CCB if folks are not doing their share. Also monitor online shift tracker for individual service record to CCB. People with less shifts should be the first to sign up for shifts in order to keep their place on the board.
  - On google doc- please include all instructions for job details to your staffers so there is no confusion.
- **JWW Tables**- Email [Sao@brown.edu](mailto:Sao@brown.edu) to reserve for day.
- **Main Green Table**- Email [Sao@brown.edu](mailto:Sao@brown.edu) to reserve a table and chair to take out to the green. Also put in a space request with the scheduling office (link above- same as reserving rooms).
- **Cashbox**- Go to administrative SAO office where student worker is located. Put down a \$20 deposit and take a cash box for use with sales. Give to Diane when done for the day and she can store it until your next day of sales. You will get the deposit back after the cashbox is returned and the money from sales has been deposited. Never leave unattended during sales. Be sure to return it to Diane’s office before 5 pm.

## 10. Pre-Event Meetings/Event Management Plans

- Sometimes, for potentially alcohol-related events (such as dances), you will need to have DPS staffers and/or outside security workers (GHM).
  - Before the event, be sure to arrive early to tell them your event plan and acclimate them with your event. You can post them

wherever you would like and give them instructions for what to do.

- Do the same pre-event meeting with your CCB staffers. Make sure they are on the same page before the start of your event.
- Try to always have an event diagram for people to see their assignments and know how the room should be arranged.

## 11. Day of Event Checklist

Be sure to have the following items as necessary for your event on the day of. Some may need to be obtained well advance from the SAO during the workday.

- **From SAO**
  - **Cashbox** if selling tickets with Money bag. The **money bag** is a secure bag used to transport money. Put the money in it at the end of the night and have a DPS officer transport you to the Brown Office Building to deposit it in a secure location. Ask Diane for bag and get cashbox from SAO.
  - **Capacity Counter**- When getting the cash box, ask in the same office for a counter. This counter is to make sure you do not hit capacity for the event.
- **Food** – be mindful of how you are transporting food/what your needs will be on the night of the event in terms of setup and food maintenance/preparation. You may need a BUDS staffer or special supplies rented from their office.
  - Utensils!
  - Napkins
  - Cups
  - Plates/bowls
- **Media Services**
  - Send request well in advance (at least 10 days)
  - Ask for event staffing if you do not know how it is all set up.
  - You can reserve laptops from Media Services if you would rather not use your own.
  - You can also get screens, projectors, a stand for the projector, speakers, etc.
  - Dongle- If projecting from a Mac, be sure to get a dongle so you can plug the projector into the Mac. You can request one from Media Services or borrow from a friend.
- **Facilities**
  - If you need large speakers- have Facilities deliver them. Order well in advance, however.
  - Make sure tables have been delivered and set them up as you see fit.

## 12. Post-Event Cleanup

- For most events, you will be required to pay a \$70 facilities management clean-up fee. Sometimes we can avoid it with lower scale events, especially if you have CCBers stay after and clean. Do what you can.
- Always have CCB clean up as much as possible before leaving an event. If no facilities clean-up request has been issued, you need to make the room spotless before you leave. Put things back where you found them and throw away trash. Assign a post-event clean-up shift if necessary.

## VII. Traditional CCB Events by Class

Suggestions and pointers to get you going, but it is entirely up to your own creativity what you do and how you do it! Hence, the beauty of CCB...

### a. Freshmen

- **Pumpkin Painting at Fall Fest** – Student groups come to perform on Simmons Quad (formerly known as Lincoln Field/Live on Lincoln), SPEC provides seasonal foods such as cider, apple pie, and pumpkin pie, and CCB provides other fun activities such as pumpkin painting or pumpkin bowling! This event is usually held in late October.

### b. Sophomores

- **Sophomore Slump Month** – A month of activities to get the sophomores excited and foster class unity! Sophomores are traditionally left out after the excitement of freshman year is over and can become “stuck in a rut” when trying to plan for their future. Past events have included study breaks, concentration panels in conjunction with [MAPS](#), study abroad panels, hookah nights, karaoke nights, ice skating, and even late night hot cocoa and pillow fights. SS month usually takes place in February or March, and consists of 6-8 events spread out over a few weeks.

### c. Juniors

- **Six Flags New England Trip** – This trip is one of CCB’s most successful events, and is traditionally headed by the junior class during the fall semester. We usually provide at least two busses (appx. 100 people), subsidize tickets, and transport students to Six Flags Fright Fest for the day.
- **Mr. and Mrs. Brown** – The junior class has traditionally helped out by running the popular Mr. and Mrs. Brown pageant for the senior class. This event usually takes place in the week leading up to Spring Weekend, and consists of around 5 contestants of each gender competing in various areas such as talent and formal wear. There is usually a theme and fun videos prepared beforehand that are played throughout the show. Popular professors, the audience, and the senior class presidents typically act as judges for the show, and the year’s Mr. and Mrs. Brown are crowned.

### d. Seniors

- **Senior Nights** – The events we’ve all been waiting for, CCB is finally allowed to serve alcohol at events (a major obstacle to competing with frats, bars and other popular weekend evening activities on campus). There are usually 5-6 senior nights held per semester at various popular bars around campus such as Spats, the English Alehouse, the GCB, Lola’s Cantina, and pubs on Wickenden Street. The nights are usually held on Thursday nights and provide great drink deals and specials for Brown seniors. We do not subsidize the alcohol (we are not permitted), so we request drink specials from the vendor and subsidize a number of entry/appetizer items for members of the senior class.
- **Senior Prom** – This dance is usually held in Alumnae Hall in the early half of spring semester. It is typically semi-formal and kicks off the spring semester for the senior class. Underclassmen are expected to staff this event so that the Seniors can enjoy their prom.
- **Senior Week** – The week between the end of exams and commencement, this event (or, rather, these 25 events) consumes the majority of senior year planning. Seniors work the entire year working to plan these events, and in the spring, each senior takes on a few mentees out of the underclassmen in order to teach them for later years and gain assistance with some of the planning. During the actual week, CCB members are given first priority to work the events (they are paid and attend all events for free!). Working senior week is a privilege, however, that depends on a CCBer’s dedication to the board and fulfillment of baseline expectations. During the week, so that the seniors can enjoy their last week at Brown, the junior class President and Vice President usually act as managers to make sure everything runs smoothly.

#### e. Full-Board Events

- **Gala** – Brown’s only campus-wide formal, this one of CCB’s most well-known and popular events. CCB will form a committee of members from each board to head Gala, which is typically held at a beautiful venue in late February. CCB members will be required to work at least one shift at the event, but will otherwise be able to come and enjoy the event free.
- **Foam Party** – This popular event has been somewhat controversial in the past. It is usually held directly after the Friday Spring Weekend concert. We would like to continue the tradition of having a CCB event during Spring Weekend, but it does not necessarily have to be a foam party. Again, a committee of members from each board will take on this event or another Spring Weekend festivity.
- **Holiday Party** – This event is usually held right before reading period at the end of fall semester and is a collaboration of all boards. Each board chooses one activity to run and we do festive things such as ornament decorating, gingerbread houses, fancy hot chocolate, and play holiday-themed movies.
- **Class Competitions/Scavenger Hunt** – This event has been on CCB 2013’s radar for years (as of Fall 2010) and needs to come to fruition. We would use this idea as a jumping-off point for another school-wide event that every class can participate in.

## VIII. Resources Specific to Positions

### a. President and Vice President

- **Listserv information** – The presidents typically have access to our Class Board [listservs](#), which allow us to send emails the entire student body, by class. Please use these lists with discretion, and confirm your messages with the senior presidents and/or the SAO before sending any emails. To request access to these lists, contact Diane Chouinard.
- **Senior President Responsibilities** – Please refer to the separate documentation for more specific details about the responsibilities of the senior co-Presidents. Important things to realize, should you be running for this position, are that, in addition to weekly meetings with the SAO regarding Senior Week planning, the senior presidents are also responsible for organizing certain things such as the freshmen elections in the fall, sitting on the BAA Board of Governors, managing the committees for Gala and other CCB-wide events, as well as providing support and assistances to all of the other boards. Weekly meetings with SAO advisor also expected.

### b. Treasurer

- **Account Information** – Access group funding and budget information using **Mygroups**.brown.edu. Each class has a separate account for UFB funding and all four boards share a raised funds account.
- **IPO/Reimbursements** – Ask Diane or Donna for this. Sign it and you can have anyone submit it to a vendor as payment.
- **UFB Allocated Funds** – UFB funds are allotted for each semester through Spring Budgeting, and if unused at the end of the semester, they do not rollover. Unused funds are returned to UFB. UFB supplemental funding allotted for specific events on a case-by-case basis is only available for the event at hand.

### c. Secretary

- **Google Drive** – Secretaries are encouraged to make use of collaborative note-taking resources, such as [Google Drive](#) (formerly Google docs).
- **When2meet** – Another helpful website for scheduling meetings times is [when2meet](#).
- **Duty for note taking at GB meetings**- Rotates each week between the boards.

### d. Public Relations

- **SAO Advertising Policies** – There are certain policies that we must adhere to while advertising our events, such as the [Posting and Publicity Regulations](#), [banner hanging guidelines](#), and the [Visual Identity Guidelines](#) for the use of Brown logos.
- **Organizational Mailings** – Mail Services offers [guidelines](#) on how to distribute mailings, table-slips, flyers, brochures, and pamphlets to the students' campus boxes.

e. **Alumni Relations**

- **Brown Alumni Association** – Work with presidents to coordinate CCB involvement in alumni events such as Fall Alumni Awards Weekend, Reunion Weekend, etc.
- **Brainstorm** other ways CCB can link up with alumni and use the Maddock Center as a resource.

f. **Community Outreach**

- **Community** is undefined for CCB. It can be the Brown community, the Providence community, or the larger community outside of Providence. It is up to you how this position operates and which communities you serve.
- **Brainstorm** ways CCB can contribute to these communities and perhaps even ways CCB can foster service initiatives on campus.

g. **Information Technology**

- **Website hosting** – There is information regarding how to obtain a brown.edu URL, as well as how to update our website, which we edit through weebly.com, that Kelsey currently has and will be added here shortly.
- **Facebook coordination** – The IT officer is primarily responsible for maintaining a Facebook group for their class and working with the PR officer to coordinate Facebook events and messages for their board's events.

IX. **Random Other Notes**

- **Off-campus events** – Be sure to get a waiver drafted by SAO well in advance of off campus events that require bussing. All students must sign a waiver before leaving for the trip.
- **Movie rights** – If showing a film, you must pay for the rights to show the film.
- **SAO closet** – We have a closet in the Kasper Multipurpose Room for storage. If you need access, reach out to a president who has the combination.
- **UFB Spring Budget Requests** – You should also apply for Spring Budgeting at the end of the year in order to secure funds for next year. Juniors spearhead the process and must be sure to request seed funding for the incoming freshman class board.