Effective Use of BruinLink

- Event Submissions and Approvals
- Forms - What and When
- Roster Management
- Financial Functions
What to Submit to BruinLink

Sport Club Practices
Fundraisers
Organization Meetings
On-Campus Events
Off-Campus Events
Conferences or Conventions
This is your organization’s calendar of events. All events must be submitted at least 3-5 days in advance. If you are traveling off campus, you are required to submit requests at least 14 days in advance.
RSVPs are ideal for trip planning or limited seating events. You can do this via invite or open under the “RSVP Option.”

On-Campus: If you do not have an event confirmation from Event Services for your location, please put “TBD” in the location. Once you have the location, please edit your event.

Be thorough in your description, giving as much detail as necessary.

Double check your start and end times before submitting!

For Programming Type, you need only choose between Campus Only, Organization Only, or Invite Only.

RSVPs are ideal for trip planning or limited seating events. You can do this via invite or open under the “RSVP Option.”

Maximum Number of RSVP Spots Allowed

135
Important Note:

Be knowledgeable about your organization’s classification. If you are unsure, please look at the Student Organization Classification document in the Student Activities BruinLink page!

Currently organizations are allowed to bring in their own food as long as the total cost remains below $250. Should the total exceed that amount, organizations are required to use Dining Services for their catering needs.

Important Note:

Review the MyBelmont Calendar for Protected Events in GREEN. Absolutely no other activity (programs, meetings, etc.) can occur while they are taking place.

On/Off Campus

My event is: (required)

- On-Campus
- Off-Campus

Have you reviewed the BIC Calendar so there are no conflicts with Protected or other approved events?

(required)

- Yes
- No
Affiliated Organization Travel Checklist

Submit event approval on BruinLink at least 14 days prior to anticipated travel date

If event is over **50 miles or overnight**, additional event questions will be generated on the event form. Advisor is required to travel with organization as well.

Each member travelling submits both forms below at least 3 days in advance of event:
- Health Disclosure Form
- Assumption of Risk and Release Form

Office of Student Activities reviews event and travel roster for completion of forms and renders final approval

Organization Presidents can request a copy of the completed forms at least 3 days prior to the travel date

Registered/Fraternity and Sorority Organization Travel Checklist
Important forms are located under Campus Links on the BruinLink main page.

**Travel and High Risk Forms**

**Assumption of Risk and Release**
- Must be completed *each time* your organization travels or has a high-risk event
- Requires identification of any additional risk(s) that might occur as a result of participating in the event
- E-signature signifies release of Belmont’s liability for potential harm

**Health Disclosure Form**
- Needs to only be completed *once per academic year*
- Includes emergency contact information, allergy, recent injury information, etc.

All Sport Clubs must have forms on file prior to competing. Consult the Sport Club Manual on the Student Activities BruinLink Document page for additional requirements.
Ordering Items for Your Organization

Any item, t-shirt or promotional item your organization desires to create must be approved by Student Activities prior to ordering.

Promotional Item Request Form must be submitted at least four weeks in advance.

Branding Policy
Organizations recognized by the University as Charted and Affiliated have the privilege of using the Belmont University name and logo and, when approved, an additional mark as identified by the Office of Communications.

The Belmont University logo signifies the University’s endorsement and should be placed on all Chartered and Affiliated organization materials used as the official identifier.

The logo consists of the image and the text as one entity and may not be manipulated/separated in any way. The logo may only be reproduced in blue (PMS 281) or black. The logo may also be reversed out in white from 100% of the background color. For visuals and complete branding guidelines go to: http://www.belmont.edu/oc/pdf/brandbook.pdf
**Solicitation Approval Form**

Be specific and thorough in what your organization is seeking to have donated and the purpose for soliciting for donations.

A copy of the organization’s solicitation letter must be submitted to the Office of Student Activities prior to sending out.

If your organization is planning to solicit more than three businesses, please upload an Excel or Word document with the names and locations.

Please submit the individual names of the businesses (or individuals) and their addresses below. If you have more than three you are seeking to solicit, please upload a file with all of the pertinent information using the file attachment below.

**Purpose for Solicitation of Donations (include amount/products seeking to have donated) (required)**

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If you have more than three businesses or individuals to solicit, please upload a Word or Excel document with the information below.

[Upload File]
Benefits of Managing Your Organization Roster

- Effective communication among members
- Ability to review and manage program & meeting attendance
- Edit and assign leadership positions
- Provide contact information for interested students

You have the ability to message all your members or a select group, without having to create a Google contact list.
All Recognized Student Organizations have the opportunity to have an on-campus agency account for their funds. Organizations do not need to worry about signing the account over to new leadership at the conclusion of each year. Easy budget transfers for SGA Grant Petitions and MVR payments.

With an on-campus agency account your organization will receive monthly updates on balances, as well as debits and credits to the account.
Purpose
Under the guidance and leadership of the Office of Student Activities at Belmont University, the Student Government Association aspires to ensure a vibrant campus community by providing opportunities for Belmont’s recognized student organizations to petition SGA for financial assistance through the Grant Petition process. Additionally, SGA desires to show their support for newly recognized student organizations by allowing them to petition for modest start up funds through the Grant Petition process. Since participating in SGA’s Grant Petition process is a benefit for recognized student organizations only, SGA encourages all recognized student organizations to participate in the Grant Petition process. Grant Petitions are available twice a semester; four opportunities within an academic year. Grant Petition dates can be found on both the BIC calendar and SGA’s BruinLink page.

Funding Priorities
SGA budgets up to $20,000 of their $41,000 operating budget for Grant Petition funding. In an effort to support the multitude of requests from student organizations and to stretch the Grant Petition budget as far as possible, SGA gives priority to the following requests with campus-wide programming receiving top priority:

• Campus-wide Programming
  • Programming targeting the majority of campus
  • Students serving as the primary audience
  • Open to all students

• New Student Organizations
  • Modest start up funds in order to get the organization off to a successful start
  • New recognized student organizations only
  • Must petition within one academic year of receiving new recognition status

• Physical Resources
  • Equipment that will benefit student programming or the general student population at large

• Conference & Registration Fees
  • Educational and professional development experiences through conference attendance
  • Must demonstrate potential positive impact to Belmont as a result participation
  • Student presentations at conferences are strongly encouraged
The Grant Petition application is located on SGA’s BruinLink page under Forms.

To be eligible to apply for Grant Petitions, organizations must have attended all Presidents’ Council meetings in the spring semester.

Questions about the process? Contact the SGA Treasurer, Nick Miller at sga@belmont.edu
Event Services Updates

• Reminder to all student organizations that your organization must continue to submit event space requests through EMS, as well as event requests through BruinLink this semester.

• For meetings or small-scale events, please submit all event space requests through EMS at least 14 days in advance.

• For large scale events, please submit all event space requests through EMS at least 30 days in advance.
Any and all questions related to requesting space on campus should be directed to Christa Schneider, Master Scheduler. Email: christa.schneider@belmont.edu

Requesting Space via EMS

Once you have logged into your EMS account, the Reservations tab will appear. You will need to select either Classroom Request or Event Space Request in order to proceed.

Classroom Requests should be for any classroom in any building. An Event Space Request should be for the larger event areas such as Maddox Grand Atrium, Beaman A & B, or Neely Dining Hall.

You are also able to view any previous requests from your account under the Reservations tab.
Note: Although a space may be available at the time of your organization’s request, it may not be able to be fulfilled. Other programs may be occurring at the time of your request which would affect Event Services’ ability to satisfy all requests.

Select the best room for your request by clicking on the green plus sign next to the room.
If you do not have a confirmation from Event Services within five days of requesting the space, contact Christa Schneider via email at christa.schneider@belmont.edu or phone (615) 460-6786.

Provide all requested information for Event Services to properly review the request.

Unless it is a Convocation, student organizations should select “Student Organization Event” for all programs, meetings or practices.
EXPEDITING YOUR RESERVATION REQUESTS
In order to ensure that your request requires minimal processing time, please be sure of the following:

Provide complete contact information for you and the primary event contact. Indicate whether you expect to have food at your event.

Provide all known A/V requests and set-up/ configuration needs in the Booking Notes section.
Dining Services Updates

• Food expenses exceeding $250 at any student organization meeting or event must be contracted through Dining Services (Sodexo) with at least two weeks notice on the event.

• Any food under $250 total cost can be brought in by the student organization, with the understanding that all clean-up and trash removal is the responsibility of the student organization. Failure to do so will result in a housekeeping fee from Event Services.

• Food truck requests must be submitted through EMS as an event in order to be reviewed by Event Services for approval.
LEADERSHIP DEVELOPMENT SERIES

Sponsored by The Office of Student Activities

January 11th at 10am in the Treehouse: Finance the Sequel

January 25th at 10am in the Treehouse: Social Media and Your Organization

February 25th at 10am in McWhorter 102: Transitions and Leadership Development

March 18th at 10am in the Treehouse: Intentionality in Your Organization

Presidents’ Council Dates for Spring:
January 14th, February 4th, March 11th, April 1st
All meetings will be held in McWhorter 110
New Leadership Opportunity

- **Leadership Lunches**
  - An opportunity for a small number of student leaders to have lunch with a campus leader to discuss leadership in action as it relates to Belmont University. Boxed lunches will be provided to the first 10 students who RSVP to each date. RSVP to Sara Stacy at sara.stacy@belmont.edu with the date you would like to attend. All lunches will begin at noon and end at 1pm in the Student Affairs Conference Room on the first floor of the Beaman Student Life Center.
  - January 23rd with Dr. Jon Gonas, Associate Professor of Finance
  - February 6th with Dr. Jason Rogers, University Counsel
  - February 20th with Dr. Susan West, Chief of Staff and Vice President for Presidential Affairs
  - March 27th with Brooke Dailey, Director of Admissions
  - April 10th with Dr. Andrew Johnston, Associate Provost and Dean of Students
Online Training is Almost Complete!

Please take the following assessment in order to complete the spring semester student organization training. You have until January 20th to complete the online quiz.

Click here to begin quiz.

Thank you for participating in spring student organization training!

If you have any questions, please contact the Office of Student Activities at (615) 460-6407.