

Student Club & Organization Handbook

Policies & *Procedures* for Student Clubs & Organizations

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Center for Student Leadership and Engagement

The Center for Student Leadership and Engagement (CSLE) contributes to the Bloomfield College of Montclair State University community by offering an array of programs, activities, workshops, and other experiences designed to bridge the gap between students learning inside the classroom with personal development outside of the classroom. The CSLE Office also serves the community through its coordination of the Bloomfield Student Planner, assisting the Student Government Association and Greek Council, the STEP (Student Training Empowerment Project) Retreat, Emerging Leaders and Advanced Leaders Programs, and the DEEP (Diversity Education Empowerment Project) Retreat.

In support of its overall purpose, CSLE actively seeks opportunities for collaboration with other areas within student and academic affairs as the chief means to ensure that each student experiences the best that the campus has to offer.

The Center for Student Leadership and Engagement has put together this Programming Manual to assist your student group in understanding the policies and procedures of CSLE and Bloomfield College of Montclair State University. In developing this manual, we have attempted to select the policies that most directly affect student organizations. This handbook should serve as a guide to help all student clubs and organizations at Bloomfield College of Montclair State University effectively plan programs, events, and activities throughout the academic year. However, because policies and guidelines may change over time, there may be times when you encounter inconsistency. If this occurs, please contact the Associate Director of the Center for Student Leadership and Engagement.

We invite all students and organization members to visit our office for assistance with planning events and activities. The CSLE staff is always happy to answer any questions that you may have about programs, activities, procedures, and services. Our hours are Monday through Friday from 8:30 a.m. to 4:30 p.m. during the academic year. We can also be reached via telephone at (973)-748-9000, extension 1300. We look forward to working with you and your organization over the course of the academic year.

Thank You and Have a Great Year,



Jerryl Sharif

Associate Director, Center for Student Leadership and Engagement

STUDENT GOVERNMENT ASSOCIATION

Each full-time and part-time student is represented by The Bloomfield College Student Government of Montclair State University referred to as "S.G.A.". The purpose of the S.G.A. is to represent all Bloomfield students by proactively participating in the facilitation of communication among all constituency groups in the Bloomfield Campus Community and to help uphold the school's mission of preparing students to attain academic, personal, and professional excellence in a multicultural and global society.

S.G.A. is expected to work in consultation with the Center for Student Leadership and Engagement. S.G.A. oversees the Greek Council and all student clubs.

G.P.A. Requirements

The current G.P.A. eligibility requirement for S.G.A. executive board members, senators, class officers, and organization presidents is a minimum of 2.7. Given the duties and responsibilities of being an organization president or student government executive board member or senator it is important that student leaders have a strong academic foundation. Those students who do not meet the minimum 2.7 G.P.A. minimum requirement will be unable to run for an office and serve in a leadership position.

Each spring, the S.G.A. Executive Board is elected by the student body. Students who wish to obtain information regarding the roles and responsibilities of the various student government positions should contact the CSLE office for a copy of the S.G.A Constitution or obtain it from the Bloomfield website.

Participation in Student Government

Participation in the S.G.A. is not limited to those students who have been elected to an office. All current students have the opportunity to attend S.G.A.'s General Body meetings, serve as a representative of their club or organizations, and to serve on any number of the Executive Committees.

The Vice President of Organizational Affairs (V.P.O.A) of Student Government Association oversees student clubs with supervision from the Center for Student Leadership and Engagement (C.S.L.E.).

STARTING A NEW CLUB

Students who are interested in starting a new club are encouraged to do so, if they have an interest group of students and there is a need for a club that does not currently exist on the Bloomfield Campus. Below is a list of steps to take in order to start a new club or organization on campus.

To start a club on campus, there are certain requirements that must be met. These include having at least five general members and a designated executive board (e-board) consisting of a president, vice president, treasurer, and secretary. The e-board is responsible for overseeing the club's activities and ensuring that it stays true to its mission and purpose. You must have at least a president and treasurer to start. The e-board must have at least a 2.6 GPA and general members must have at least a 2.5 GPA.

1. Contact CSLE at csle@bloomfield.edu with the following
 - a. First & Last Name
 - b. Name of Potential Club
2. CSLE will contact the Student Government Association to set up an appointment.
3. You must give a presentation to the Student Body within the first three S.G.A meetings at the start of the semester. The S.G.A. e-board will give you a **Club Creation 101: How to Start A Club PDF** of what is needed for your presentation. You will not be allowed to give a presentation until everything is completed in the PDF.
4. If approved, the club is on a one semester probation, the group can reserve space on campus, and complete all programming requirements set forth in the Handbook. However, a budget will not be allocated to your club until the club has been officially voted back in.

PREPARING A CONSTITUTION

The constitution should lay down the fundamental principles on which the club is to operate. Constitutions for any club or organization give consistency to the organization. The constitution should be simple and allow members some flexibility as to the conduct of the club. As membership changes, the constitution remains and guides the members so that the original purpose and principles of the club are not forgotten or lost.

A constitution should fit the needs of your club and not be a carbon copy of the constitution of another club. Procedures must be included for changing and modifying the constitution,

because through experience, it will become obvious that certain changes will benefit the group. At other times, a constitution may become so outdated that it will need to be completely rewritten or revised. If adopted, the old constitution is discarded and the new constitution becomes the governing instrument of the organization.

S.G.A. recommends that clubs wishing to establish a new club that does not exist on campus use the model constitution guide available in the C.S.L.E. office.

CAMPUS ADVISOR

All clubs/organizations must have a Campus Advisor in order to be recognized. An advisor is a currently employed campus faculty/staff member who agrees to assist, guide, and support all activities executed by the organization, including attending events and programs.

If your Advisor changes during the academic year, it is the responsibility of the club/organization to inform the Center for Student Leadership & Engagement. Keep in mind that your Advisor volunteered for this position because they want to help you; they are not being paid for their time.

CLUB ACCREDITATION (REQUIREMENTS)

Each semester, clubs and organizations are to complete their accreditation packet detailing everything needed to ensure they stay and remain active. The accreditation is given out to clubs e-board prior to the semester starting. After that it can be found on the Bloomfield website. Failure to complete the accreditation process will result in clubs losing points.

Community Service

- *Each club is required to complete 10 hours of community service as a whole per semester. *subjected to change**

Campus Engagement

- *Attend events from one of the following options: C.A.P.S (Personal Counseling), Center for Student Success , CSLE, Greek Council, or Student Affairs (Others TBD by CSLE).*

Club/Organization Accountability

- *Rosters of the E-board & general members must be uploaded at the beginning of each semester.*
- *Club Constitution must be uploaded at the beginning of each semester. All club constitutions should be updated with current information.*
- *Student Organization Action Plan (S.O.A.P.) Form must be filled out prior to each semester. Five must be completed for each club.*
- *Attendance at the Student Government Meeting.*
- *Monthly Meetings with Campus Advisor.*
- *Completion of programs for the semester. Clubs are required to complete five programs per semester. One must be with an active Greek Council recognized organization. One must be with the S.G.A. e-board team.*

Bonus Points

- *Each opportunity can only be awarded once. Bonus points will not be considered/reconsidered during the scoring grace period. Additional bonus point opportunities may become available throughout the semester. *subject to change**

CLUB ACCREDITATION OUTCOMES

Five Star Chapter – Active and 5 Star Chapter

Point Range: 190 and above

5 Star Chapters status states you are an active, recognized club organization and within good standing with the Office of CSLE and the University. Being active means your club is allowed to have new members, host events on campus, have voting rights at SGA bi- weekly meetings, and participate in SGA wide events (including Formal, Welcome Week, Spring Festive, etc.). 5 Star Chapters will be awarded for their accomplishment yearly.

4 Star Chapter – Active and 4 Star Chapter

Point Range: 139-189

4 Star Chapters status states you are an active, recognized club organization and within good standing with the Office of CSLE and the University. As an active club , you are allowed to have new members, host events on campus, have voting rights at SGA bi- weekly meetings, and participate in SGA wide events (including Formal, Welcome Week, Spring Festive, etc.). 4 Star Chapters will be recognized for their accomplishments yearly.

3 Star Chapter – Active and 3 Star Chapter

Point Range: 90-138

3 Star Chapter status indicates that you are still a recognized club organization; however, you are currently in average standing with the Office of CSLE and the University. 3 Star Chapter means your club is still allowed to attend and vote at SGA bi- weekly meetings; you will be permitted to have new members for the semester you are a 3 Star Chapter. All clubs who are 3 Stars will be mandated to have a minimum of two meetings (beginning and middle of the semester) with the Advisor of SGA, CSLE and the President of SGA to go over creating a plan and check up on the clubs progress on improving star status.

2 Star Chapter – Probationary Status

Point Range: 40-89

2 Star Chapter status indicates that you are still a recognized club organization; however, you are currently not within good standing with the Office of CSLE or the University. 2 Star Chapter clubs are still allowed to attend and vote at SGA bi- weekly meetings; however, you will not be allowed to have new members for the next semester. All clubs who are 2 Stars will be mandated to have a minimum of three meetings with the Advisor of SGA, CSLE and the President of SGA to go over creating a plan and check up on the clubs progress on improving star status.

1 Star Chapter– Inactive Status**Point Range: 39 or below**

1 Star Chapter status states that you are inactive and NOT a recognized club organization on campus, you will not be able to host any events, have new members, and have a voting right in the SGA bi- weekly meetings.

Notes:

- *Scores will be given out at the end of every month. (Certain scores will be send out and determined by CSLE and SGA Eboard)*
- *Yearly organizational score will be calculated by the average of both semesters*
- *Clubs who receive a score that gives them 3-star status or below will be given a grace period to submit corrections (Determined by CSLE). Organizations receiving 4-star or 5-star scores will not be eligible for grace period resubmissions. Bonus points will not be reconsidered during the grace period.*

GREEK COUNCIL

Greek Council represents the fraternities, sororities and social fellowships at Bloomfield College of Montclair State University. The purpose of Greek Council is to set forth a positive image of all represented organizations; serve as a support group for the organizations; provide a means for discussion of matters of concern to all Greek Organizations; provide programs representative of the fundamental interests and concerns of all represented organizations; and encourage all represented organizations to uphold high educational and professional standards.

The Greek Council will no longer be open to recognize new organizations that fall under "Metro Chapter" status. Only those already existing will be recognized.

The Greek Council is expected to work in consultation with the Center for Student Leadership and Engagement.

G.P.A. Requirements

The current G.P.A. eligibility requirement for Greek Council executive board members, is a minimum of 2.7. Given the duties and responsibilities of being an organization president greek council executive board member it is important that student leaders have a strong academic foundation. Those students who do not meet the minimum 2.7 G.P.A. minimum requirement will be unable to run for an office and serve in a leadership position.

Each spring, the Greek Council Executive Board is elected amongst the Council and is not open to non-greek/social fellowships. Students who wish to obtain information regarding the roles and responsibilities of the Greek Council e-board positions should contact the CSLE office for a copy of the Greek Council Constitution or obtain it from the Bloomfield website.

Campus Advisor

All clubs/organizations must have a Campus Advisor in order to be recognized. An advisor is a currently employed campus faculty/staff member who agrees to assist, guide, and support all activities executed by the organization, including attending events and programs.

If your advisor changes during the academic year, it is the responsibility of the club/organization to inform the office of Center for Student Leadership & Engagement. Keep in mind that your Advisor volunteered for this position because they want to help you; they are not being paid for their time.

ORGANIZATION ACCREDITATION (REQUIREMENTS)

Each semester, clubs and organizations are to complete their accreditation packet detailing everything needed to ensure they stay and remain active. The accreditation is given out to organizations prior to the semester starting. After that it can be found on the Bloomfield website. Failure to complete the accreditation process will result in organizations losing points.

Community Service

- *Each organization is required to complete 10 hours of community service per active member each semester. *subjected to change**

Graduate Chapters/Alumni Chapters are excused from community service.

Campus Engagement

- *Attend events from one of the following options: C.A.P.S (Personal Counseling), CSLE, Student Government, Student Affairs or Center for Student Success (Others TBD by CSLE).*

Club/Organization Accountability

- *The Organization Constitution for their chapter must be uploaded for the fall semester only.*
- *Rosters must be uploaded at the beginning of each semester.*
- *Proof of Insurance must be uploaded at the beginning of each semester. All proof of insurance must not be expired.*

Organizations are required to carry a minimum of \$1,000,000 for each occurrence and \$2,000,000 in general aggregate coverage. Insurance policies are required to list the following entities as the certificate holders or additional insured, Bloomfield College of Montclair State University, the State of New Jersey and the New Jersey Educational Facilities Authority (NJEFA).

If the organization's certificate is not current, all activities must cease until a new certificate is submitted and the organization will be deemed inactive. The Office of CSLE may reinstate an organization after a valid insurance certificate is provided.

- *Contact Information of Alumni/Graduate Chapter/Advisor.*
- *Student Organization Action Plan (S.O.A.P.) Form must be filled out prior to each semester. Four must be completed for each organization.*
- *Attendance at the Greek Council Meeting.*
- *Monthly Meetings with Campus Advisor.*
- *Completion of programs for the semester. Organizations are required to complete four programs per semester. One must be with an active Greek Council recognized organization. One must be an active S.G.A. recognized club.*

Bonus Points

*Each opportunity can only be awarded once. Bonus points will not be considered/reconsidered during the scoring grace period. Additional bonus point opportunities may become available throughout the semester. *subject to change**

ORGANIZATION ACCREDITATION OUTCOMES

Five Star Chapter – Active and 5 Star Chapter

Point Range: 190 and above

5 Star Chapters status states you are an active, recognized Greek organization and within good standing with the Office of CSLE and the University. Being active means your organization is allowed to have new member education/intake, host events on campus, have voting rights at Greek Council bi-weekly meetings, and participate in Greek Life wide events (including Greek Week, Meet the Greeks, etc.). 5 Star Chapters will be awarded for their accomplishment yearly.

4 Star Chapter – Active and 4 Star Chapter

Point Range: 139-189

4 Star Chapters status states you are an active, recognized Greek organization and within good standing with the Office of CSLE and the University. As an active organization, you are allowed to have new member education/intake, host events on campus, have voting rights at Greek Council bi-weekly meetings, and participate in Greek Life wide events (including Greek Week, Meet the Greeks, etc.). 4 Star Chapters will be recognized for their accomplishments yearly.

3 Star Chapter – Active and 3 Star Chapter

Point Range: 90-138

3 Star Chapter status indicates that you are still a recognized Greek organization; however, you are currently in average standing with the Office of CSLE and the University. 3 Star Chapter means organizations are still allowed to attend and vote at the Greek Council bi-weekly meetings; you will be permitted to have recruitment/intake for the semester you are a 3 Star Chapter. All organizations who are 3 Stars will be mandated to have a minimum of two meetings (beginning and middle of the semester) with the Advisor of Greek Council, CSLE and the President of Greek Council to go over creating a plan and check up on the organization progress on improving star status.

2 Star Chapter – Probationary Status

Point Range: 40-89

2 Star Chapter status indicates that you are still a recognized Greek organization; however, you are currently not within good standing with the Office of CSLE or the University. 2 Star Chapter organizations are still allowed to attend and vote at the Greek Council bi-weekly meetings; however, you will not be allowed to have recruitment/intake for the next semester. All organizations who are 2 Stars will be mandated to have a minimum of three meetings within the semester with the Advisor of Greek Council, CSLE and the President of Greek Council to go over creating a plan and check up on the organization's progress on improving star status.

1 Star Chapter– Inactive Status**Point Range: 39 or below**

1 Star Chapter status states that you are inactive and NOT a recognized Greek organization on campus, you will not be able to host any intake events, and have a voting right in the Greek Council. Your organization's banner will be taken down in Talbott Hall in the Student Center until you have improved your status for the next semester (gained probation/active status) determined by the Office of CSLE.

Notes:

- *Scores will be given out at the end of every month. (Certain scores will be send out and determined by CSLE and Greek Council Eboard)*
- *Yearly organizational score will be calculated by the average of both semesters*
- *Organizations who receive a score that gives them 3-star status or below will be given a grace period to submit corrections (Determined by CSLE). Organizations receiving 4-star or 5-star scores will not be eligible for grace period resubmissions. Bonus points will not be reconsidered during the grace period.*

EVENT REGISTRATION AND ROOM REQUEST PROTOCOL

Recognized clubs/organizations may reserve facilities for meetings, events & programs. CSLE office will reserve space for departments in the Student Center and the Main Quad along with RA's from the Residence and Education & Housing.

CSLE will not reserve space for students who are not a part of a club, organization, or associated with a department.

CSLE will give access to a document with a google link to fill out a form to reserve space on campus. The link will change regularly from semester to semester. Those in need of the link should contact the CSLE office.

Step 1: Fill out the Room Reservation Form

- ALL EVENTS MUST BE SUBMITTED AT LEAST 14 DAYS PRIOR TO THE DESIRED DATE.
- ANY EVENT SUBMITTED THAT IS NOT 14 DAYS IN ADVANCE WILL NOT BE APPROVED.

Step 2: Wait for preliminary response from CSLE

- CSLE WILL RESPOND WITHIN 48 HOURS (2 DAYS) TO APPROVE OR DENY EVENT VIA EMAIL.
- IF DENIED, RESPONSES CAN BE CHANGED AFTER BEING SUBMITTED.
- IF YOU DO NOT RECEIVE A EMAIL RESPOND WITHIN IN 48 HOURS, STOP BY CSLE.

Step 3: Set-up

- ONCE APPROVED, YOU MUST SUBMIT YOUR SETUP TO CSLE WITHIN 24 HOURS (1 DAY)
- IF NOT SUBMITTED, THERE IS NO GUARANTEE YOUR SETUP WILL BE THE WAY YOU PREFER
 - ESTIMATE OF HOW MANY GUESTS
 - LAYOUT OF THE EVENT (TABLES, CHAIRS, ELECTRIC IF NEEDED)
 - IF YOU NEED AUDIO OR A COMPUTER, PLEASE INCLUDE THAT IN YOUR ROOM RESERVATION FORM. CSLE WILL GIVE YOU THE EQUIPMENT THE DAY BEFORE YOUR EVENT. YOU MUST BRING IT BACK THE FOLLOWING DAY.

COMMUNITY SERVICE

Bloomfield College of Montclair State University student clubs and organizations are required to do a minimum amount of community service in order to remain active with S.G.A. and the Greek Council. The CSLE Office keeps tracks of all supporting documents and forms for those who have successfully completed hours of community service.

Students who are not a part of a club or organization can be welcomed and encouraged to submit their community service hours to the office of CSLE for record keeping purposes.

Please note some of following that counts towards community service hours:

- *Documented volunteer service provided to others, outside of your organization.*
- *In regards to “walks”, no more than 4 total hours can be accounted for in regards to community service for being a participant or competing in a walk. If members are there helping out with set up and execution of a walk, that can be accounted for under community service requirements.*
- *If an organization is hosting a donation drive/table, those hours for hosting the drive/table can count for community service hours.*

Please note some of the following that does not count towards community service hours:

- *Donations such as canned goods, clothes, etc. **do NOT count** as community service hours. That is a donation and is classified as philanthropy.*
- *If you are receiving compensation (payment, housing, etc.) for work that you are doing it does not count as community service hours.*
- *Service hours “approved” by your own organization will not be accepted.*
- *Babysitting*

Proof of video/photos must be submitted when turning in community service hours. Failure to complete both the form and submit proof will result in no hours being documented for records.

If a student is in need of the Community Service form they can visit the CSLE office or go to the website.

BUDGETS

The CSLE office only approves student organizations that are eligible for financial support. All current activated clubs funds are allocated to them by S.G.A. subjected to the approval of CSLE. All current organizations funds are allocated to them by the Greek Council subject to the approval of CSLE. All clubs/organizations are not guaranteed funding or the same amount of funding.

Club/Organization funds allocated by S.G.A. or Greek Council may be used for programming, activities & events. Funds must be used under the following guidelines:

- Educational programs provided for the current students of Bloomfield.*
- Recreational and social activities for the current students of Bloomfield.*
- Transportation in support of these programs.*
- Payments for contractual services provided for these programs.*
- Student Publications, printing and other media.*

FUNDRAISING

The Center for Student Leadership & Engagement and B.C.S.G. encourage all student organizations to actively raise funds for their organization's use. In order to ensure that any fundraising activities are not considered inappropriate with regard to prize distribution or financial misappropriations, all student organizations are required to adhere to these fundraising guidelines.

These fundraising guidelines and procedures are designed to allow student clubs and organizations to conduct fundraising events for the purpose of generating additional funds to supplement funds needed to enhance programming and permit contributions to recognized non-profit charitable organizations.

- Any event, program or activity that the club or organization charges for admission is considered a fundraising activity and must have a Fundraising Registration Form completed.*
- All proceeds must immediately be submitted to C.S.L.E. for deposit into the student club/organization account. Failure to do so will result in disciplinary action such as not being able to fundraise on campus grounds.*
 - o Money fundraised on campus can be used to purchase items and programs including t-shirts and other clubs/org. paraphernalia, co-sponsoring events on another campus, donations to charity, and to pay national dues/fees. Any other use must be approved by C.S.L.E.*
 - o Money fundraised by an organization, and not used for the year, will not be rolled over into the following year's budget.*

FLYERS/PUBLICITY

Bloomfield College of Montclair State University offers a wide range of advertising options for your clubs and organizations. Many advertising methods are free and all are low cost. Advertising your program, event, and organization through more than one means of posting is a great way to improve attendance at events and recognition of your club/organization.

- Events must be approved and the club/organization must complete the Room Reservation Form before advertising any event.

 - *This includes advertising on Facebook, Twitter, or other online networking sites.**
- All advertising materials must be approved/stamped by the CSLE Office.

 - *Flyers/Video can be submitted to the csle@bloomfield.edu for approval*
 - *Flyers/Videos will not be accepted if it has errors or any offensive language that may offend others.*
 - *Flyers/Videos can be approved only by the Associate Director or the Coordinator from the CSLE Office.**
- It is the club/organization's responsibility to remove flyers or other publicizing materials immediately following the event.*
- Events can be advertised by the following methods:

 - *Flyers*
 - *Digital Signboards (student center, dining hall, science building, library)*
 - *Table Tents*
 - *Other ideas for advertising are encouraged but must be approved by the CSLE Office.**
- Marketing should include:

 - *Start and end times of the Party/Event.*
 - *Either open to current bloomfield students only or non bloomfield students welcomed along with current bloomfield students.**
- Cost of admission, if applicable.

 - *Other information for parties open to outside guests should include arrangements for presale of tickets, no outside beverages allowed.**

Tabling

Clubs/Organizations can set up a table in the lobby of the Student Center to promote an activity. Proper authorization and paperwork must be completed at least two weeks prior.

Digital Signage

Student clubs & organizations may advertise their events, activities, and programs through the digital sign boards located throughout campus.

Please follow the following guidelines for posting on Bloomfield Campus digital signage:

- Fliers must be submitted in landscape only.*

Please remember that slides appear for 7-10 seconds, so keep your digital signage flier easy to read with only the necessary text.

Flyers

Student Clubs & Organizations may post fliers on campus for their events, programs and activities. All flyers must be posted on bulletin boards, please refer to the 'Bloomfield Flyer Access' section for approved locations for posting fliers.

- Fliers must be approved by a member of the CSLE professional staff. If the flier is not approved it will be removed from the Student Center.*
- Please do not post flyers on doors, walls or windows around campus.*
- It is your responsibility to take down flyers the day an event occurs to ensure posting space for other events around campus.*
- We ask that you please post flyers neatly in the appropriate areas.*
- Do not remove other flyers or cover flyers with your own. If there is no space on a bulletin board, choose another location from the 'Bloomfield Flyer Access' list.*

Others

If your club or organization has a unique way to advertise events on campus, you must seek approval from CSLE Associate Director prior to posting promotional materials. CSLE staff encourages you to think outside the box when advertising events.

BLOOMFIELD FLYER ACCESS

Science Building (College Hall)

- Upon entering the side entrance, located on the right.*
- Basement: Next to the women's bathroom and soda machine.*
- Basement - Across from the snack bar.*
- Basement - Straight down hallway next to the exit near Room 2.*
- Basement - Across from Room 35.*
- First Floor - On the left side of the front door entrance in the front of the building.*
- First Floor - Down the hall on the right side across from Room 104.*
- First Floor - Across from Room 140 and the water fountain.*
- Second Floor - On the right side of the hallway across from Room 217 and next to Room 204*

Divisions of Nursing

- On the first floor upon entering the building on the right side.

Gym

- Upon entering the side entrance, there is a bulletin board on your left side by lower steps.

Knox Hall

- From the side entrance, directly in front of the payroll office.
- Outside of the Registrar's Office next to the phone and ladies bathroom.
- On the second floor next to the Financial Aid Office.

Voorhees (EOF)

- Enter through the side with the ramp, make a left and there is a bulletin board on your left.

Westminster Hall

- First Floor – through the entrance doors on the right.
- Downstairs - on the right, next to the soda machine.

Student Center (Talbot Hall)

- First Floor - Upon entering, there is a large bulletin board on the left.
- First Floor- There is a large bulletin board next to the elevator.
- Second Floor - When entering the Commuter Lounge there is a bulletin board.
- Second Floor - When entering the Game Room there is a bulletin board.
- Second Floor - Across from the nook area (by the vending machine) is a large bulletin board.

Library

- On the Liberty Street entrance, there is a clear post with multiple slots for flyers.

Dining Hall

- On your left just through the entrance.

Career Services

- In the computer lab there is a small bulletin board (limited space).

Student Affairs/REH

- Small bulletin board outside the front entrance (limited space).

LEADERSHIP OPPORTUNITIES

Leadership opportunities that are available to all students and strongly encouraged for club and organization leaders are listed below. More opportunities and information are available; you may inquire at the CSLE office.

- S.T.E.P. Retreat - (Student Training Empowerment Project)*
- D.E.E.P. Retreat - (Diversity Education Empowerment Project) Retreat*

TRIP POLICY

The Center of Student Leadership & Engagement plans and organizes exciting trips for the enjoyment of bloomfield students. For the safety and convenience of the students, the following guidelines have been developed.

All Bloomfield students must sign up for trips on a first-come-first serve basis.

- 1. Students must show Bloomfield Student ID in order to sign-up.*
- 2. Students can only reserve a space for themselves and must sign up for a trip in person.*
- 3. Money must be given to a professional staff member in the CSLE office first before filling out the form to sign up for the trip. If a student wishes for a receipt the CSLE can provide that upon request only.*
 - 1) Once you have submitted your payments no refunds will be given out if the student no longer wishes to attend.*
 - 2) Some trips may require a deposit that will be returned to the student upon arrival for the trip. If the students fail to show no refunds will be given out.*
- 4. Students will fill out the google form for the trip. Everything must be filled out. Failure to submit the form properly will result in you losing your place on the trip.*

If a student signs up regardless if the event was free or not and does not show for three consecutive trips will result in the student being placed on Ban list for Trips involving CSLE, S.G.A. and Greek Council for the remainder of the semester.

