

Bryn Mawr College

Student Organization Handbook

2026-2027

Office of Residential Life & Student Engagement

Rev. September 2026

Welcome

To the Bryn Mawr Community:

The Office of Residential Life & Student Engagement is proud to be your one-stop shop for all things student organizations. We have over 100 student organizations to choose from here at Bryn Mawr, so there is sure to be a place for all to participate. If nothing piques your interest, we would be happy to help you start your own group.

Please take a moment to read and review all policies and procedures listed in this handbook. As student leaders, you are required to follow these policies and make sure your organization stays in compliance. If there are any questions about what is listed, please do not hesitate to reach out to us at studentengagement@brynmawr.edu or visit us in Campus Center 102.

Though every effort is made to incorporate information about policies as they impact student organization business, there may be other policies, procedures, and handbooks that apply. It is your responsibility to be aware of all policies and their application. These include, but are not limited to:

- College-wide policies not mentioned here
- Undergraduate Student Handbook
- Other department/divisional policies and procedures

The College reserves the right to change any policy or procedure listed in this handbook at any time without notice.

We want all student organizations to feel welcome and successful here on campus. Please do not hesitate to reach out to us with any questions or concerns via the following methods:

- Email: studentengagement@brynmawr.edu
- Call: 610-526-7871
- Visit: Campus Center 102

Sincerely,

Romi Dehler

Romi Dehler
Associate Director for Student Engagement

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Student Club and Organization Privileges & Expectations

At Bryn Mawr College, we are dedicated to supporting a diverse range of student clubs and organizations aligning with our educational philosophy and mission.

It's important to note social fraternities or sororities are not permitted at Bryn Mawr College. Our students are best served by non-exclusive student clubs and organizations. As such, we do not recognize the charter of any social fraternity or sorority, and no College facilities can be used for their activities.

Clubs and organizations may join national organizations, but only with explicit permission from the College. It's important to note that under no circumstance is an individual student or student club permitted to sign any contract, agreement, invoice, charter, or other document or binding agreement on behalf of the College.

Any student violating the following policies will be considered in breach of the social honor code.

Student Club & Organization Privileges

- Authorization to reserve College space, services, or equipment.
 - <https://www.brynmawr.edu/inside/offices-services/conferences-events/bryn-mawr-community/reserving-space>
- Student Finance Committee (SFC) funding is available if the organization meets all the Self-Government Association (SGA) appropriation requirements and is approved for the financing.
- Ability to use student media for advertising or dissemination of information.
- Access to the College student engagement platform.
 - <https://brynmawr.campuslabs.com/engage/>
- Use of the Office of Residential Life & Student Engagement office and supplies (with prior approval).
- Ability to conduct fundraisers on campus.

Student Club & Organization Expectations

- Ensure all contracts are sent to the Office of Residential Life & Student Engagement for review and signature.
- Not hold activities/events after the last day of class without permission from the Office of Residential Life & Student Engagement.

- Attend mandatory training at the start of the school year and participate in additional leadership development opportunities through College departments and offices.
- Adhere to all College, state, and federal policies, as well as the Honor Code, both on and off campus.
- Students and their clubs will be held responsible for the conduct of their guests while on College premises, at College-sponsored or supervised activities, and at functions sponsored by any club. Not participate in initiation rituals, hazing, and exclusionary processes for any reason.
- Use the Student Engagement Platform to:
 - Register the group
 - Maintain rosters and club leadership
 - Update and record finances
 - Make available constitutions and statements of purposes
- Clubs and organizations who wish to be Bi-Co (Bryn Mawr College & Haverford College) or Tri-Co (BMC, HC, and Swarthmore College) must follow all registration requirements for the other campuses and be prepared to verify their registration at the other campuses if requested by the Office of Residential Life and Student Engagement.
- At the end of each academic year, the following transition items should occur:
 - Update Primary Contact and Officers on Student Engagement Platform
 - All organization-related documents (including a list of any equipment/materials owned by the organization and their location) in one place that is accessible to new leadership. Examples include:
 - Student Engagement Platform
 - Shared cloud storage

Registration, Recognition, & Closure

Annual Club Registration

- Student organizations must re-register with the Office of Residential Life & Student Engagement each academic year to maintain their active status. Failure to re-register will result in an inactive status.
- A current constitution must be on file with the Office of Residential Life & Student Engagement via the Student Engagement Platform.
- Clubs must send a representative to a mandatory Fall Semester training workshop. Make-up dates are available per request. The training workshop typically takes place on the day before classes start.
- Student organizations must have ten (10) members from Bryn Mawr to register.
- Three (3) Bryn Mawr members must be willing to be listed as President, Vice President, and Treasurer.
 - If you are a Bi-Co or Tri-Co group and members from the other institutions serve in these roles on a day-to-day basis, that is okay. For the sake of sharing information related to these specific positions via our Student Engagement Platform, we need Bryn Mawr students listed in those roles.
- Re-registration will be available via the Student Engagement Platform for two (2) weeks after the mandatory Fall Semester training.
- If an organization is Bi-Co or Tri-Co affiliated, they must affirm the following:
 - The recognition process on the other campus(es) has started/is complete.
 - Have at least five (5) students from each of the other campuses to be recognized as Bi-Co or Tri-Co.
 - Organizations must be prepared to provide a list of names and emails of all Bi-Co or Tri-Co members if requested by the Office of Residential Life & Student Engagement.
- If an organization is affiliated with a regional/national organization, contact information for an individual that acts as your group's advisor must be provided. General contact information (e.g., info@groupname.com) is not acceptable.

New Club Recognition

- Petitions for new clubs are accepted in September and January within the first two weeks of the semester. The following requirements must be met:
 - The club must be different from any existing campus club.
 - Clubs must have a minimum of ten (10) members from Bryn Mawr to be recognized.

- The club must have a President, Vice-President, Treasurer at the time of petition.
- Additional information:
 - Five (5) additional students must be from the other colleges to be considered Bi-Co or Tri-Co.
- Students may host an event to gain interest and members from the student body.
- Process for New Organization Recognition:
 - New orgs seeking recognition must submit all required paperwork with the two-week submission window established by the Office of Residential Life & Student Engagement. The required paperwork includes:
 - Application via Student Engagement Platform
 - Names and emails of ten (10) potential members from Bryn Mawr
 - List of three (3) members willing to serve as President, Vice-President, and Treasurer
 - Completed organization constitution. A template constitution is available via the Office of Residential Life & Student Engagement's website.
 - If affiliation with a regional/national group is desired, contact information for an individual that acts as your group's advisor must be provided. General contact information (e.g., info@groupname.com) is not acceptable.
 - If submitted before the deadline, the Office of Residential Life & Student Engagement will review for preliminary approval.
 - Once approved, the application packet will be sent to the SGA Executive Board for SGA approval.
 - If approved, the application packet will be returned to the Office of Residential Life & Student Engagement for final approval.
 - After final approval, the Office of Residential Life & Student Engagement will create an organization page and organization funding accounts on the Student Engagement Platform.
 - New Clubs budgeting for the first time with SGA will receive a maximum of 250 dollars during the budgeting phase. More may be requested from Mid-Semester Review.

Denied or Terminated Clubs

- New or returning clubs and organizations may be denied or terminated due to:
 - A club is not meeting the requirements outlined by the Handbook's Policies and Procedures.
 - A similar club or organization already exists.
 - The club or organization fails to comply with the Handbook.

- A club or organization's inability to finalize the registration packet and submit the information promptly.

Club & Organization Closure

- If your club or organization decides to become inactive, please submit a letter or email, signed by the organization's president, to the Office of Residential Life & Student Engagement.
- Inactive clubs or organizations have no privileges as active clubs or organizations.
- Any club or organization that could complete annual registration in the fall but does not will be considered closed.
 - For example, if an organization is active in the 2025-2026 school year but fails to complete the annual registration process in Fall 2026, they will be considered closed.
- Inactive clubs or organizations that wish to return must complete the new organization process at the beginning of the semester they wish to return.

Financial Procedures

Organization Account Information

- All recognized organizations are automatically given two internal accounts managed by the Office of Residential Life & Student Engagement. Both accounts are accessible via the Student Engagement Platform. Accounts that will be created:
 - SGA Funds
 - Fundraising
- Off-campus bank accounts are not allowed for any reason and will not be supported by the Office of Residential Life & Student Engagement in any capacity.

Requesting Funding through SGA

- All recognized student organizations can request funding through SGA. If approved, funds are deposited into their SGA Funds account on the Student Engagement Platform.
- SGA Funds accounts are cleared after every semester and do not rollover between semesters or academic years.
- General Budget Process:
 - Beginning of each semester:
 - The SGA Treasurer(s) will open a budget submission process via the Student Engagement Platform.
 - A line-item budget is required to be submitted based on requirements outlined by the SGA Treasurer(s).
 - If submitted by the deadline, the Student Finance Committee will complete a review process. Budgets may be approved, adjusted, or denied.
 - Upon final decision, the amount approved will be added to the organization's' SGA Funds account.
 - Mid-semester Review:
 - If a student organization needs additional funds or would like to reallocate their initial budget, they can participate in mid-semester review.
 - A new budget process will open via the Student Engagement Platform where organizations participating can submit a completely new line-item budget.

- If submitted by the deadline, the Student Finance Committee will complete a review process. Budgets may be approved, adjusted, or denied.
- Upon final decision, the amount listed in the organization's SGA Funds account will be adjusted as appropriate.

Tax-Exempt Information

- Tax-exempt purchases can be made on behalf of organizations by the Office of Residential Life & Student Engagement. These requests must be made in a timely fashion via the College's Student Engagement Platform.
- Organizations are not inherently tax exempt as individual entities, nor can they use the College's tax-exempt status beyond the supported purchases mentioned above. If more information on tax exempt status is desired, please contact Residential Life & Student Engagement.

Accounting of Funding

All accounting of student organization finances occurs in the Student Engagement Platform.

- Purchases (including reimbursements) are submitted as Purchase Requests via the organization's Finance tab of the Student Engagement Platform.
- Fundraised monies (cash and checks only) are submitted to the Office of Residential Life & Student Engagement for deposit. Once deposited, the Office of Residential Life & Student Engagement will update the organization's Fundraising account on the Student Engagement Platform.
- Accounts are automatically updated as purchases are completed.
- Roll over of funds:
 - SGA funds do not roll over between semesters or academic years. The SGA Funds accounts are cleared twice a year due to each semester having separate budgeting processes.
 - Fundraising monies do roll over and remain until spent.

Purchase Types

The following are the different types of purchases that can be made on behalf of student organizations. All the following processes are completed as Purchase Requests via the Finance tab on your organization's page on the Student Engagement Platform.

Supplies Purchases

When supplies are determined that need to be purchased, the Office of Residential Life & Student Engagement can assist in making purchases via Amazon (only). We recommend these requests be submitted at least two (2) weeks before you need to the supplies for event prep, not two (2) weeks before your event date.

Required Information:

- Item name(s)
- Direct URL link to each item
- Desired quantity of each item
- Desired color/size (if applicable) of each item

Reimbursements

If the item(s) was purchased by you personally, and you are requesting reimbursement, you must submit the following documentation.

Required Information:

- Payee name
- Payee ID number
- Club Name
- Box Number
- Photo of received item, if items were shipped to you
- Receipt (must include the following):
 - Name of the store
 - Date purchased
 - Method of payment
 - Itemized list of items purchased with their prices
 - Total price.
 - If the item was shipped, wait to receive the receipt that says "Shipped". Do not attach a receipt that says "Not Shipped", it will not be accepted.

Contracts

As a reminder, students may not, under any circumstances, sign contracts on behalf of Bryn Mawr College. Students may solicit quotes only from vendors for services at events. **Please note:** the College cannot offer meals, transportation, or overnight accommodations for vendors. The quote plus all vendor contact information is necessary for a contract request.

Contract requests **must** be submitted no later than four (4) weeks before the event date. If requests are not submitted by this time, contracts cannot be guaranteed. Contract requests made after the four (4) week deadline will only be considered on a case-by-case basis.

Required information:

- Event Start Time
- Event End Time
- Type of Event (ex. lecture, dance, musical performance, training/coaching/workshop)
- In-Person or Virtual Event
- If Virtual, where is the vendor participating from? (state or country)
- What specifically will the vendor be hired to do?
- Vendor Name
- Vendor Phone Number
- Vendor Mailing Address
- Vendor Email Address
- Whether or not the vendor is a College Student or Graduate Student at any non-Tri-Co College or University
- Agreed cost to pay vendor
- Budget you would like to use: SGA Funds or Fundraising

Hiring Peers (including Haverford students)

Organizations may wish to hire their peers (including Haverford students) to complete tasks on behalf of their events or organizational work. All students will be paid at the Level One pay rate – this is nonnegotiable. To request the hiring of a peer for organizational work, submit the following information.

Required Information:

- Name of student you would like to hire
- Email of student you would like to hire
- ID number of student you would like to hire
- Class year of student you would like to hire
- Description of the work this student will be performing
- Date of work
- Number of hours that will be worked
 - *Please note:* The number of hours submitted via the request will be the total number of hours the student will be paid. They can be paid less than this request but cannot be paid for more. It is highly recommended that you determine the numbers of hours in writing before submitting the

request so there is no confusion in what students are ultimately approved to work.

Once the information is received, the following will occur:

- The Office of Residential Life & Student Engagement will review for accuracy and approve the request withing the Student Engagement Platform.
- Residential Life & Student Engagement will submit the necessary paperwork through the Workday system.
- Once approved by Human Resources, a new position will appear in the hired student's profile on Workday. This position will report to Romi Dehler.
- It is the duty of the hired student to complete their timesheet via Workday as they complete their work. If the student does not submit their time sheet, no payment will be made.

Department Transfers

When internal purchases are made on campus, they are considered department transfers. Examples of department transfers include, but are not limited to, catering orders and van rentals. It is the responsibility of the organization to submit that a department transfer took place.

Required Information:

- Department Receiving Payment
- Amount Spent

Cash Advances

If a cash advance was approved, students who used the cash advance must submit paperwork to reconcile the amount given advance versus the actual amount spent.

Required Information:

- Who made the purchase?
- Purchaser's ID number
- Club Name
- Box Number of Purchaser
- Photo of received item, if items were shipped to you
- Receipt (must include the following):
 - Name of the store
 - Date purchased
 - Method of payment
 - Itemized list of items purchased with their prices
 - Total price.

- If the item was shipped, wait to receive the receipt that says "Shipped". Do not attach a receipt that says "Not Shipped", it will not be accepted.

Recommendations Regarding Gifts

- First, determine if the purchasing of the gift meets the criteria of the [Bryn Mawr College Expense Policy](#).
- Second, if the purchase meets the criteria, remember that gifts can be determined to be income by the Internal Revenue Service (IRS). This would mean claiming the gift as taxable income on a tax return. We recommend that gifts are kept to a maximum of \$25.00 per gift, with this in mind.
 - Please note that the above information should not be considered tax/legal advice. If you have questions about how a gift would impact filing a tax return, please contact a financial/tax advisor or lawyer.
- Cash and gift cards cannot be given as gifts. Additionally, gift cards cannot be purchased using college funds.

Fundraising Policy for Individual Students, Clubs and Organizations

Bryn Mawr College permits individual students and student clubs/organizations to raise funds and host donation drives on campus. Fundraising activities must benefit the collective student club/organization or a charitable organization with 501(c)(3) status.

All fundraisers must be approved by the Office of Residential Life & Student Engagement two weeks before the start of the fundraiser.

Individual students and student clubs/organizations wishing to participate in fundraising or donation activities must partner with and have the ongoing approval of a college administrative office before the event.

Individual students and student clubs/organizations are not permitted to solicit local businesses, national corporations, or alumnae/i for monetary donations or sponsorship.

Fundraising activities must be staffed entirely by the membership of the sponsoring student organization. A visible sign indicating sponsorship must be displayed at all times.

Fundraisers may not exceed two weeks.

College funds cannot be used to purchase gift cards. Reimbursement for gift card purchases will not be provided.

Student Finance Committee (SFC) Funded Clubs and Organizations

- SFC-funded clubs/organizations cannot use SFC funds as a donation for any charitable purpose.
- SFC-funded clubs/organizations cannot use SFC funds to purchase items intended as a donation to charity.
- SFC-funded clubs/organizations cannot charge admission to SFC-funded events.

Clubs may use SFC funds to purchase supplies for fundraisers.

Bake Sales

The sale of food on campus by any student club/organization is limited to items that will not spoil without refrigeration. Generally, these items are baked goods such as cookies or cupcakes.

- All items must be wrapped in individual portions before being sold. The wrapping must permit the buyer to see the food and avoid contamination.
- A list of all ingredients used to prepare the bake sale item must be provided on the table where the item is for sale.

Donation Drives

Donation drives are permitted to collect new and unused items, such as clothes, canned goods, and supplies.

- Donation drives must be connected to, have received approval from, and provide the name, phone, and email address of a contact person from an established 501(c)(3) non-profit charitable organization.
- Individual students and student clubs/organizations can partner with a 501(c)(3) non-profit charitable organization to create an online wish list that enables donors to purchase and directly send items to the organization. The wish list must be in the name of the 501(c)(3) non-profit charitable organization and not an individual.
- Perishable food items and water cannot be collected through donation drives.
- Individual students, student clubs, and organizations must contact the staff building liaison in each public building where they would like to collect items. If collecting in dorms, the dorm presidents must approve the placement of the collection bin.
- Collection bins must be monitored regularly, and donations must be removed at least twice weekly.
- Student clubs/organizations must provide their collection bin.
- Donation drives cannot last longer than 14 days.

- A sign must be posted on each collection bin that indicates the charitable organization's name, the donation drive's name, a contact person and contact information, and the ending date of the drive.
- Bins must be picked up within 24 hours of the ending date of the drive.
- After the drive, the individual student and student clubs/organizations must pay to ship and/or transport the collected items to the charitable organization.

Collection and Use of On-Campus Monetary Donations and Merchandise Sales

The College promotes and encourages fundraisers for all clubs and organizations, either for club and organization use or to be donated directly to a 501(c)(3) non-profit charitable organization. The Office of Residential Life & Student Engagement and the Self-Governing Association (SGA) recognize all fundraising events and activities by student organizations. The collected club and organization funds will be rolled over to the following semesters.

Student fundraising activities must comply with College, municipal, state, and federal policies.

- *Collection of Funds*
 - Funds raised shall be exclusively for the non-profit use of the sponsoring club or organization or donated directly to a 501(c)(3) non-profit charitable organization.
 - No individual student can receive monetary gain or reimbursement from the group's fundraising. Funds raised must not be used for personal expenses.
 - Students may raise funds from individuals only. College departments must not contribute to a 501(c)(3) non-profit charitable organization with College funds.
 - Students must not use any personal social payment platforms (including, but not limited to, Venmo, PayPal, GoFundMe, and Square).
 - Clubs are not allowed to hold bank accounts or social payment services (including, but not limited to, Venmo, PayPal, GoFundMe, and Square)
 - Individual students, student clubs, and organizations can accept cash and checks payable to Bryn Mawr College.
 - Officially recognized student clubs and organizations may work with the Office of Residential Life & Student Engagement to create a fundraising storefront. The storefront allows for debit and credit cards to complete purchases. All funds will be automatically submitted using the fundraising account code. Please reach out to Studentengagement@brynmaur.edu for more information.

- Student clubs/organizations must keep accurate records of funds raised and spent. These records must be submitted with any monies raised to the administrative office with which the student works no later than the next business day after the fundraiser's conclusion.
- All 501(c)(3) non-profit charitable organizations must provide the College with a current W-9 form before distributing funds.
- Neither the student club/organization nor 501(c)(3) non-profit charitable organization shall state or imply the College is a donor to the fundraising event or charitable organization.
- *Prohibited Use of Funds*
 - Funds raised cannot be used to support political candidates.
 - Door-to-door solicitation for profit in residence halls is prohibited.
 - Advertising of any alcoholic beverages or gambling is prohibited.
 - Alcoholic beverages or gambling-related items may not be offered as awards or prizes.
- *Use of Funds*
 - Money raised from a fundraiser cannot be used without depositing it into a fundraising account. All monetary donations must be returned to the Office of Residential Life & Student Engagement within two working days of receipt.
 - The Residential Life & Student Engagement office manages the Club & Organization fundraising account.

Club & Organization Conduct Procedures

- If a club is not in accordance with the policies listed above, the club/organization may be subjected to review by the Office of Residential Life & Student Engagement and placed on interim suspension or have their club status revoked.
 - Club revocation and interim suspension apply to club status; individual students will not be subject to a conduct-related process unless referred to the Honor Board.
- Process
 - A member of the campus community, who believes a club or organization has violated the regulations set forth herein, should immediately notify the Office of Residential Life & Student Engagement. The notice to the office may be oral or in writing but must contain sufficient detail to allow the College to investigate the allegations of misconduct or violation. Violations may also be received via referral from the Honor Board.
 - Once a violation has been reported, the club leadership will receive notice within five (5) business days.
 - The Office of Residential Life & Student Engagement shall meet with the President and/or officers of the club or organization, the complainant and witnesses. The meetings are designed to determine facts and gather information.
 - The club or organization shall be informed of the results of the investigation, and what, if any, resolution(s) will be imposed upon the club or organization.
 - Clubs or organizations have the right to appeal the results of an investigation. The appeal must be submitted via writing to the Dean of Student Life within five (5) business days of receiving the original written decision. If this occurs, an additional investigation will take place.
- Interim Suspension
 - While serving interim suspension, the club or organization is required to cease and desist from functioning pending further evaluation of the circumstances that led to the suspension. The interim suspension notice provides the club or organization with specific information regarding what they can and cannot do while serving an interim suspension.
 - The College has the right to issue an interim suspension to a club or organization when:
 - The club or organization engages, or threatens to engage in behavior(s) which pose a danger of causing harm to others;
or

- The club or organization exhibits behavior(s) that renders them unable to effectively function.
- Revocation
 - Clubs or Organizations found responsible for violating any College, federal or state, procedures and/or laws may lose recognition status.

*Bryn Mawr College wants to make the club and organization experience positive.
Please discuss any questions, concerns, or comments you may have with the Office of
Residential Life & Student Engagement.*

Risk Management

Club and Organization Off-Campus Activity Policy (including Travel)

All clubs interested in activities held off campus that involve significant risk and liability must obtain approval from the Office of Residential Life & Student Engagement at least ten (10) business days before the scheduled activity date. College funds, including Self-Governing Association (SGA) funds, cannot be used to support unapproved off-campus activities.

The following activities are not permitted: rugby, racing (including but not limited to auto and bike), parachuting, sailing, gliding, hot air balloon rides, all recreational aircraft rides and activities, all helicopter rides and activities, all shooting range events and activities, and all recreational diving and underwater sports of any kind.

To receive approval of the off-campus activity/trip, the following information must be submitted by the ten (10) business day deadline via the Student Engagement Platform:

- List of all students participating, their ID number, their Bryn Mawr email address, their cell phone number, and if they are registered for the college health insurance plan.
- Emergency contact for all participants (name, relationship, phone number, and email)
- Method of transportation (e.g., College vans, personal vehicles, flights)
 - If by college vehicle, list of all drivers
 - It is highly recommended that you use College vans, as your organization would be covered by the College's auto insurance. Information can be found here:
<https://www.brynmawr.edu/inside/offices-services/transportation/rental-service>
 - If by personal vehicle, list of all drivers and owners
- Itinerary of trip
 - Destination(s)
 - Program(s) in which the organization is participating
 - Flight numbers, if applicable
- Notes:
 - If any of the above information changes prior to the activity/trip, it must be communicated to Student Engagement via email at studentengagement@brynmawr.edu

- Haverford College and Swarthmore College members of Bi-Co/Tri-Co organizations that go on off-campus activities/trips must complete all required paperwork related to student travel for their specific campus.

Party Policy

Bryn Mawr College is committed to maintaining a social atmosphere that emphasizes the safety of all students, whether or not they choose to drink. Moderation, concern for others, and individual accountability should be characteristic of all social activities on campus.

The responsibilities and procedures outlined in the Party Policy are in addition to those required by the Social Honor Code, the College Substance Use policies, and state and federal law.

Violations of the College Alcohol and Drug Policies and/or Bryn Mawr College Party Policy that come to the attention of Campus Safety, Residential Life, Student Engagement, or the Student Success Office will result in an investigation by these departments. They may result in a Dean's Panel, by which sanctions will be issued on a case-by-case basis.

In the event that law enforcement officials confront students for unlawful behavior alleged to have occurred, the College will cooperate fully with their investigation.

Party Definition

A Party is an event, wet (with alcohol) or dry (without alcohol), where 30 or more people gather at one time in a residential dorm space.

Wet parties cannot be held in public spaces.

Public spaces include: Cambrian Row, the Campus Center, Goodhart, Guild Hall, Old Library, Schwartz Gymnasium, Student Life and Wellness building, all corridors, stairwells, landings, basements, attics and courtyards, laundries, all dining halls, Pembroke Dance Studio, classroom buildings, The Dorothy Vernon Room, Canaday Library, and outdoors on College grounds.

To hold a dry party in a public space, you should reserve the space at least two weeks in advance through the Office of Conferences & Events (x7329, email: roomres@brynmawr.edu).

Completion of the Party and Public Space Notification Forms

Any student (i.e., party host) in the College community who wishes to host a social event in a dorm living room or an individual's room with more than 30 people in attendance should read and complete the Party Notification Form in order to help throw a safe and responsible party that abides by the conditions stated in the College Alcohol and Drug Policies and in the Bryn Mawr Party Policy.

The form is required for both wet and dry parties held in dorm spaces.

Any student in the College community who wishes to host a social event in a public space must reserve the space two weeks in advance through the Office of Conferences & Events and must complete the Public Space Notification Form.

Parties and Events which require a Party or Public Space Notification Form are not permitted to occur after the last day of classes.

Reading and completing these forms will help to inform party hosts of their legal liabilities under Pennsylvania state law and allow College officials to help minimize risk to hosts, their guests, and the entire College community.

Party Training

Any student wishing to act as a host, server, or bouncer at a party must complete the Party Training Course.

Completion of the course will permit a student to host, serve, or bounce parties during the academic year in which the session was attended. Students must be retrained each academic year.

The Course will cover the following information: 1) Pennsylvania state and other applicable laws and liability concerning the distribution and consumption of alcohol; 2) the potential for legal liability and potentially the award of damages for party hosts, servers, bouncers, guests, Bryn Mawr College and its agents; and 3) tips to ensure safety and respect of residents who live in the dorm where the party will be held.

Party Advertisement

Because the majority of students are not 21 years of age, the legal drinking age, mass advertisement for wet parties is not permitted.

Mass advertisement includes signs, fliers, posters, mass emails, all campus invitations, and all online and social media advertisements and postings.

Dry parties may be advertised using printed and electronic material. A copy of the advertising for dry parties should be attached to the notification form when submitted.

Advertising for the party may not begin until the event is approved.

Dry parties are not open to the public and cannot be advertised outside of the Tri-College community or on any online or social media platform.

Party Levels

To help promote the safety of all guests, those wishing to host a party must select a party level. Party levels were developed, along with defined roles, to make it easier for students to throw a successful party that ensures compliance with the Bryn Mawr College Party Policy, the College's Alcohol Policy, and federal and state law.

Level 1

- *Level 1* 30-60 guests expected
- Two hosts and two servers must be present at all times.
- Batten, Brecon, Denbigh, Merion, Pembroke East, Pembroke West, and Radnor living rooms have a capacity of 60 people and can host Level 1 parties.

Level 2

- 61-100 guests expected
- Two hosts, two servers, and three bouncers must be present at all times.
- Erdman, Rhoads North, Rhoads South, and Rockefeller living rooms have a capacity of 100 people and can host Level 1 and Level 2 parties.

Level 3

- 101+ guests expected
- Hosts wishing to have a Level 3 party must meet with Student Engagement and Campus Safety two weeks prior to party to determine needs. Hosts should be aware that an increased level of support may be necessary.
- Guest sign-in required
- Wristbands required for identifying those over 21
- Parties held in multiple dorm lounges within the same dorm at the same time will be considered Level 3 parties.
- Health and safety concerns in relation to specific parties or events may require additional restrictions.

Staffing

No more than two shifts are permitted for any party or event. Shift one is the first two hours of the party or event and shift two is the last two hours of the party or event.

Alcohol Limits

Party hosts, servers, bouncers, and guests should keep in mind the legal drinking age is 21 years old in the United States. Students under 21 must not be served alcohol.

Guests at wet parties must be served no more than four drinks at any party. Common source containers (other than kegs) are not permitted.

Party Host Responsibilities

The following are the responsibilities that party hosts must take on at a party. Please be aware that the only people permitted to act as party hosts at the party are those who are listed on the party form as party hosts.

Before the party:

- Discuss with the dorm president specific dorm policies concerning quiet hours, bathrooms, use of common areas, smoking, etc.
- Discuss the party with Housekeeping in order to determine pre-existing damage to the party space and obtain supplies for the post-party clean up.
- Obtain signatures of the appropriate dorm president on a party notification form and submit the form to Student Engagement by 9 a.m. the Tuesday prior to the event date.
- If party is a wet party, hosts must identify at least one host who is 21 years -old, and a 21-year- old host must be present at all times during the party if alcohol is to be served.
- Read the College Alcohol Policy and statements concerning applicable Pennsylvania state law in this Handbook.
- Notify dorm residents that a party will take place by posting signs that include the party's date, time, location, and hosts. Residents should be notified 72 hours in advance and should be able to contact hosts with questions or concerns.
- Purchase food and beverages, including non-alcoholic beverages.

During the party:

- Hosts must make sure that servers and bouncers understand the role they are to play in the party and should check in with them throughout the party.
- Hosts must prominently display a sign stating "You must be 21 years of age to consume alcoholic beverages in the Commonwealth of Pennsylvania."
- All hosts wear the party host button provided by the Student Engagement Office.
- Hosts must post the approved party notification form near the entrance.
- Hosts must be sober at all times and must not be drinking during the party.
- One host who is 21 years of age must be present at all times if alcohol is to be served.
- Hosts must provide food and non-alcoholic beverages.

- Must designate a bathroom for party guests and designate areas that are off-limits to guests.
- Hosts must end the party by 2 a.m. Parties must not exceed more than four hours in length.

After the party:

- Hosts must clean up immediately and thoroughly. They must not leave the mess overnight.

Server Responsibilities

The following are the responsibilities that servers must take on at a party:

- Servers are responsible for setting up, maintaining, and serving from a designated area from which all alcohol will be served. As a server, you are the only person permitted to distribute alcoholic beverages.
- Servers must be clearly identified and should wear the server button provided by the Student Engagement Office at all times during the party.
- Servers must be sober at all times and must not be drinking during the party.
- Servers must ensure that no one under the age of 21 is served alcohol.
- Servers must refuse to serve people who are visibly intoxicated and/or seem in danger of hurting themselves or someone else.
- Servers must mark the hand of those they distribute drinks to each time they serve a drink and serve no more than four drinks per party attendee.

Bouncer Responsibilities

The following are the responsibilities that bouncers must take on at a party. Bouncers may switch positions with other bouncers during the party if they wish and should be aware that they may be called upon to perform the following duties at any time during the party:

- Bouncers must be clearly identified and should wear the bouncer button provided by the Student Engagement Office at all times during the party.
- Bouncers must check ID's at the door. Bouncers must check to make sure that everyone attending the party is either a Tri- Co member or a guest of a Tri-Co member.
- Guests must be signed in at the door (for level 3 parties). A guest is someone other than a Tri-Co student.
- Bouncers must keep track of the party space capacity with a counter (provided by the Student Engagement Office). Bouncers must know and enforce the capacity of the party space and should stop admitting guests to the party once capacity is reached.
- Bouncers must be stationed at every entrance point to the party and must make sure that party guests only enter through the designated entranceway.

- Bouncers must be stationed in any hallway leading to the party location and must prevent access to the dorm from the party. They must make sure the party remains in the reserved party space.
- Bouncers must make sure that no one brings in or leaves the party with alcohol and must turn away people who are visibly intoxicated.
- Bouncers must assist the host when she wants to eject someone from the party.
- Bouncers must be sober at all times and must not be drinking during the party.

Guest Responsibilities

- Guests must be members of the Tri-Co community or guests of a Tri-Co community member.
- Tri-Co community members are not permitted to bring more than three guests to a party.

It is the responsibility of the Tri-Co community member to ensure that guests abide by College policies, the Honor Code, and Pennsylvania state law; behave responsibly, keeping in mind their own personal safety and the safety of others; cooperate with the requests of party hosts, bouncers, and servers and College personnel to ensure that order and student well-being are maintained; attempt to intervene when individuals seem in danger of hurting themselves or anyone else; and notify hosts about potential problems and alert Campus Safety if assistance is needed.

Substitutions

Should someone scheduled as a host, server, or bouncer not be able to work the party, the main party host must inform the Student Engagement Office by noon on the day before the party. It is the responsibility of the main party host to make sure the substitution meets all qualifications and is aware of the responsibilities involved.

Substitutions can be emailed to studentengagement@brynmawr.edu.

Violations

Students are encouraged under the Honor Code to report violations occurring at parties. Students wishing to report violations should contact either the Honor Board or any member of the Student Success staff to report the violation.

Violations may be investigated by the Honor Board and/or any member of the Student Success staff. Depending on their severity, violations may be referred to the Honor Board and/or may be subject to a Dean's Panel.

Sanctions for violation of the Party Policy may include but are not limited to escalating monetary fines, all- campus educational programs and/or campaigns, and/or revocation

of party host, server and/or bouncer privileges for the duration of the violator's time at the College.

Party Fund

After the party, hosts can submit one original receipt with a party fund reimbursement request to the Student Engagement Office to receive a refund for non-alcoholic beverages and food.

Reimbursement is only available for registered parties and is based on the party level selected.

Level 1: \$30, Level 2: \$60, Level 3: \$90.

Guidelines in Support of Protests and Demonstrations

Bryn Mawr College affirms the importance of free inquiry, open expression, and peaceful assembly as foundational to its liberal arts mission. These principles are set forth in the College's Statement on [Freedom of Speech & the Limits of Dissent](#), [By-Laws of the Faculty](#), [The Honor Code](#), and other governing documents. The College encourages open dialogue and recognizes the rights of both speakers and dissenters in the civil expression of their ideas.

During the 2024–2025 academic year, Bryn Mawr College students, faculty, and staff called for greater clarity regarding college guidelines and expectations around campus events and demonstrations. In response to these calls for clarity, the College is sharing the following Guidelines in Support of Protests and Demonstrations ("Guidelines"), which aim to uphold Bryn Mawr's strong commitment to free expression, safety, and the uninterrupted pursuit of its academic mission [and reinforces the Final Policy for Peaceful Protest and Demonstrations issued on January 21, 2025](#). These Guidelines are designed to ensure the safety and well-being of all community members, support the rights of all students, faculty, and staff to express themselves in accordance with College policies and community standards, and protect the College's academic, residential, and administrative functions from disruption.*

Application

These Guidelines apply to the following:

- All Bryn Mawr College students, faculty, staff, guests, visitors, and registered student organizations, and
- All activities, including but not limited to events, gatherings, teach-ins, protests, and demonstrations, taking place on campus, regardless of whether they are spontaneous or scheduled in advance.

- These Guidelines do not extend to protests and demonstrations taking place off campus.
- In the event of conflict or inconsistency between these Guidelines and other College policies, these Guidelines shall govern.

Peaceful Demonstrations and Symbolic Expression

The College prioritizes both expressive freedom and institutional integrity. Clarity in policy is critical to achieving that balance. To ensure the broadest possible protections for freedom of expression and support, members of the College community may:

- Assemble peacefully provided the activity does not block building entrances, disrupt College operations, or interfere with research or the education of students.
- March through campus walkways as long as pedestrian and emergency access remains unobstructed.
- Host a teach-in, vigil, panel discussion, or film screening.
- Distribute flyers and leaflets.
- Post signs, banners, or chalking in designated areas and in accordance with the Posting Policy. For example, chalking on walkways (that are not historic surfaces or safety hazards) is supported.
- Wear armbands, T-shirts, or buttons to show solidarity with a movement during class or events, provided it does not materially interfere with instruction or employment.

To ensure the broadest protection of free expression, we provide the following non-exclusive examples of conduct that would interfere with the free expression of others, disrupt the operations of the College, or create health, safety, or welfare concerns:

- Entering a private event or refusing to relocate from a building or area that is closed or limited to invited guests
- Preventing audience members from entering an event or disrupting the speaker once the event has begun
- Preventing members of a class from being able to hear a lecture, presentation, or take an exam
- Preventing a speaker from giving a lecture or presentation by shouting or otherwise creating a significant interruption
- Engaging in expression that targets individuals with harassment, threats, or incitement to commit violence
- Excluding, isolating, or targeting individuals based on their actual or perceived association with a particular nationality, ethnic, religious, or racial group

- Engaging in speech, including social media, that constitutes discriminatory harassment directed at a specific person or group (including threats based on race, ethnicity, religion, sex, gender, disability, age, or other protected status)
- Obstructing passage into or out of College buildings by blocking doorways, pathways, impeding traffic, or obstructing the visibility of buildings
- Preventing College employees from entering their workplace or preventing students from entering residence halls, classrooms, dining halls, etc.
- Defacing, removing, or covering flyers or posters, or removing the property of others
- Failing to provide identification or identify oneself upon request. Bryn Mawr College affiliates, guests, and/or nonaffiliates participating in protests, demonstrations, or other acts of free expression on our College campus are expected to provide identification upon request.
- Organizing encampments, assembling tents, or temporary structures on campus without prior approval.
- Participating in any overnight demonstrations on any campus location
- Using bullhorns inside of College buildings.
- Using Bryn Mawr College technical infrastructure, including college computers, networks, licensed services and software, and messaging systems to interrupt college operations, business, or functions, or threaten or incite harassment or violence.

Guidelines to Support Free Expression

These Guidelines are intended to support the College community in organizing meaningful gatherings while ensuring campus operations remain safe and effective. These Guidelines also consolidate and clarify existing policies related to events, space usage, demonstrations, and expression.

Pre-Planning and Accountability:

- Bryn Mawr community members are required to comply with the Facilities Use and Reservations policy. Our existing event scheduling platform should be used to reserve locations for speakers or other expressive activities using dedicated space, including tabling, installations, and camping.
- Pre-scheduling demonstration or protest activities is strongly encouraged but not required. Such pre-scheduling can help reduce the potential for conflicts with other scheduled activities and address any health or safety needs through pre-event planning. There may be circumstances in which it is not possible to meet this expectation, for example, in the case of a spontaneous demonstration or a protest held in response to an unanticipated event. In such cases, organizers should contact the College as soon as possible. A demonstration or protest

should be registered through Conferences and Events, following typical event registration protocols. Use of amplified sound should be indicated in the notes section of the reservation request.

- Even in circumstances where events are not pre-scheduled, organizers are responsible for ensuring that the demonstration complies with College Policies and all the other provisions of these Guidelines and for contacting the College as soon as possible.
- Indoor demonstrations or protest activity will be subject to regular building rules. Priority for space usage will be given to academic programs and College-recognized groups.
- Non-affiliated individuals must comply with all College policies, guidelines, and instructions from authorized officials, or they will be escorted off campus.
- Faculty, staff, and students may invite guests (i.e., those individuals or groups not formally affiliated with the College) to join in acts of public expression on campus, but faculty, staff, and students and student clubs are responsible for informing their guests of College guidelines and policies and are accountable for the actions of their guests.

Use of College Spaces and Event Sponsorship:

- Use of space after-hours must be approved and confirmed by Conference and Events.
- Requests for sound amplification must be submitted as part of the space reservation process. See Section C (Sound) for more information.
- Encampments or overnight demonstrations are not permitted in any campus location.
- Structures (e.g., tents, banners on poles) require approval from the Dean's Office, who may consult with Facilities Services and/or Campus Safety as needed to determine impact to campus grounds and safety of the community.
- Demonstrations are not allowed in the following spaces:
 - Private offices, residences, or labs;
 - Libraries, archives, and museums;
 - Classrooms in use or immediately scheduled for any purpose;
 - Campus buildings housing essential operations (e.g., safety, health services, LITS);
 - Sculptures, fountains, or other College art installations.
- Bryn Mawr-affiliated individuals and groups may not sponsor events on behalf of non-affiliated organizations to bypass College policies.
- Contracts related to campus events must be reviewed by the Student Engagement Office (for student organizations) or the Office of the Provost (for academic events). Students lack authority to execute contracts on behalf of the College.

Sound:

- Indoor Spaces: Bullhorns are not permitted inside of College buildings.
- Outdoor Spaces: Amplified sound is allowed in outdoor spaces when classes are not in session and does not disrupt the education of students or the operation of the College. Demonstration organizers and participants should be aware that the use of public streets for protests or demonstrations is subject to Lower Merion Township and/or Montgomery County regulations and may require a permit.
- Subject to the limitations above and other campus policies, amplified sound may not disrupt the education of students, College activities, or College operations on any day of the week, including weekends.

Posters, Signs, Banners, and Chalking:

- All registered student clubs/organizations and members of the community must follow the Posting Policy as outlined; failure to follow the policy may result in a social honor board or Dean's Panel.
- Posters and banners must be removed within 24 hours of an event's conclusion or within two weeks of posting.
- Only washable chalk may be used and must be limited to ground-level outdoor surfaces. No chalk, signage, or spray paint is allowed on buildings, sculptures, or directional signage.
- Tampering with or removing approved signage by others is a violation of these Guidelines.

Livestreaming, Filming, and Media Access:

- Events held in College-managed spaces may not be livestreamed without prior approval from the Office of Communications and Marketing and the Dean's Office.
- External media outlets must present credentials and may be asked to restrict photography or videography to specific areas during demonstrations.
- External media outlets are not allowed inside any Bryn Mawr buildings without approval from the Office of Communications and Marketing.

Use of the Bryn Mawr College Name and Branding:

- Use of the College's name, logo, or other identifiers in connection with events or publications must be approved by the Office of Communications and Marketing.
- Personal activities may not imply endorsement by Bryn Mawr College
- Students, faculty, or staff may list their affiliation as needed, but are prohibited from using Bryn Mawr College brand elements on personal social media accounts, business communications, or other personal endeavors in ways that might be interpreted as representing Bryn Mawr College or an endorsement of Bryn Mawr College. The College may require a disclaimer to accompany the use of the Bryn Mawr College name if the use of name has the possibility of implying an improper institutional endorsement.

Reporting:

- Reports of doxxing, cyberbullying, threats, or other safety concerns should be directed to Campus Safety at 610-526-7911 or submitted through the [online reporting portal](#). To learn more about what doxxing is and how to protect yourself, visit Bryn Mawr's [Protecting Against Doxxing](#) page.
- If you ever experience discrimination or harassment, or witness someone else as a target, contact Cary Carr, Associate Director of Civil Rights and Bias Response at ccarr1@brynmawr.edu or 610-526-7863.

Violations and Related Policies*

- [Equal Opportunity Statement and Statement of Policies Concerning Sexual Harassment and Other Forms of Harassment and Discrimination](#)
- [Policies, Guidelines, and Handbooks](#)

*The College reserves the right to modify these Guidelines when there is a reasonable expectation that conduct may threaten safety, suppress others' right to speech, or disrupt the education of students or operation of the College. Failure to abide by these Guidelines and related College policies may result in disciplinary and/or legal action, including but not limited to potential suspension and citation for trespassing. Non-affiliated individuals must comply with College guidelines, policies, and directives from authorized officials, or they will be escorted off campus.

If a student's conduct impacts the operations of the College and its property, the safety and well-being of self, others, or the community at large, but does not involve prohibited conduct under the Equal Opportunity Statement and Statement of Policies Concerning Sexual Harassment and Other Forms of Harassment and Discrimination, then the conduct is investigated and resolved by the College administration. Students organizing protests and protest participants are expected to familiarize themselves with the information provided in all related policies and guidelines.

Students, faculty, and staff engaging in protests and demonstrations off campus are still subject to applicable College policies. Employees have the right to engage in certain protected activities under the National Labor Relations Act. Any employee wishing to participate in protests or demonstrations during assigned working hours on topics not covered under the National Labor Relations Act, including during free expression activities, must comply with the staff vacation policy and other absence policies.

Hazing Policy

Bryn Mawr College is committed to providing a welcoming, inclusive, and respectful environment for all community members.

We value the community and relationships that traditions help to build among current students, and the connections to past and future generations they create. Because we value relationships that are founded in respect, it is incumbent upon each generation of students to evaluate not only traditions but also all student-run activities, including those designed to welcome new members to clubs, teams, and dorms, to eliminate any elements that may be construed as hazing.

Hazing, in all forms, on- or off-campus, is expressly prohibited by the College under state law, College policies, and the Honor Code. The infliction of mental or physical discomfort, embarrassment, harassment, or ridicule on a community member for the purposes of initiation or entry into any organization, club, or group is inconsistent with Bryn Mawr's values and will not be tolerated.

Allegations of hazing will be investigated and may lead to a Dean's Panel and/or criminal charges. Procedures for the conduct of a Dean's Panel are found elsewhere in this Student Handbook. In addition to the educative measures and warnings important to all responses to misconduct or insensitivity, sanctions for individuals who violate this policy may include restorative action such as community service or education assignments, separation from the College, and/or referral to law enforcement. Furthermore, individual student organizations such as clubs or athletic teams may be sanctioned and prohibited from hosting events or participating in activities as a group.

The College recognizes that there are activities that can help to build community and that there are other activities which may cause harm. What may seem like harmless fun to some may be deeply humiliating to others and affect them in other negative ways. Students should be aware of their rights, responsibilities, and resources available to them so that they can make informed decisions. We expect all students to educate themselves about this policy and its rationale and understand what constitutes hazing under the Bryn Mawr College Hazing Policy, other College policies, and Pennsylvania State Law.

Club Sports

Definition & Recognition

A club sport is a registered student organization intended to promote the common interests of a particular sport or activity through participation and competition.

Participation in a club sport is completely voluntary. Membership is open to all current students regardless of skill level. No student may be discriminated against by any organization at Bryn Mawr College for reasons of age, color, ethnic or national origin, disability, marital status, political or social affiliation, race, religion, sex or sexual orientation.

To be recognized as a club sport at Bryn Mawr, each organization must agree to abide by the guidelines and expectations outlined in this handbook.

Club sport practices and matches are limited to Bryn Mawr and Haverford College students whose names appear on the official roster. Alumnae or students on leave are excluded.

Eligibility for some club sports may depend on various league or divisional rules established by outside organizations. Practices and schedules vary since all activities are organized and administered by students.

Current Club Sports (2026-2027) include:

- Fencing Club
- Gymnastics Club
- Badminton Club
- Bryn Mawr Cheer Team
- Sneetches Ultimate Frisbee Club

Other relevant information for recognition purposes:

- No dance groups are considered club sports
- The following activities are not permitted: rugby, racing (including but not limited to auto and bike), parachuting, sailing of any kind, gliding of any kind, hot air balloon rides, all aircraft rides and activities, all helicopter rides and activities, all shooting range events and activities, and all recreational diving and underwater sports of any kind.

Guidelines & Requirements

- All clubs must submit the following documentation to Student Engagement at the beginning of each semester by the deadline established by Student Engagement. Additional members cannot be added after this date.
 - Official Squad List/Roster (Names, ID Numbers, and Email Addresses)
 - Contact Information (email and phone number) of team captain(s)
 - Number of club meetings per week, length of each meeting, and examples of what occurs at meetings
 - Name(s) and email(s) of coach(es), if applicable
 - If using off-campus facilities, the facility name, facility address, and facility contact person
- There shall be no practice or competition until all club sport requirements have been met.
- Requests for transportation as early as possible.
- No alcohol may be consumed nor be in the possession of any participant at the site of or in transit to or from any event.
- Club sport members are expected to function in a mature and responsible manner on and off campus in all club-related activities. Club sport programs and/or individuals may face disciplinary action for inappropriate behavior while representing Bryn Mawr College. Inappropriate conduct could jeopardize the club's continued status as a member of the club sports program.
- Club teams are responsible for the behavior of any teams or groups they bring to campus. It is the club's responsibility to communicate and enforce the policies in this handbook.
- Each club sport is obligated to obtain the approval of Student Engagement before any trips.
- Club sports cannot compete on Bryn Mawr's campus against outside competition without medical personnel appropriate to the event.
- Club sports are not permitted to spend money or make purchases until they receive their budget from SGA.

Responsibilities of Captain(s)

- Serve as liaison between the club and Student Engagement
- Be aware of and comply with all club sport rules and regulations as stated in the Student Organization Handbook.
- Ensure timely communication with Student Engagement and completion of necessary paperwork (rosters, schedules, registration forms, facility request forms, travel forms).

- Maintain (add and delete as semester/season continues) current roster information for each team member, including each team member's participation hours.
- Report any accident/incident that occurs during on-campus or off-campus practice or competition to Student Engagement within 24 hours of the occurrence.
- Maintain equipment for your team.
- Conduct club meetings/practices sessions and provide on-going daily management such as reserving facilities for practice and/or competition.
- Consistent use of athletic facilities is at the discretion of Bryn Mawr Athletics. It is the captain's responsibility to meet with and receive approval from Athletics.
- Facilities can be reserved for home events by using EMS (Event Management System), so long as group has prior approval from Bryn Mawr Athletics.
- Submit budget requests to SGA.
- Meet financial obligations incurred as a club.
- Provide Student Engagement with a copy of all contracts and agreements. Under no circumstance is an individual student or student club permitted to sign any type of contract, agreement, invoice, charter, or other document or binding agreement on behalf of the College.
- Ensure all club members comply at all times with the Bryn Mawr College code of conduct and the information contained in this handbook.
- Some clubs do require First Aid/CPR training. Outdoor Club, if functioning, must keep First Aid kit.

Club Sport Coaches

- Each Club may identify one or more coaches or instructors to assist with practice and competition. Coaches and instructors must abide by the following guidelines:
 - The selection of the coach/instructor is the responsibility of the club and is subject to the approval of the College.
 - The coach/instructor is a paid position. Coaches are considered miscellaneous temporary employees of the College each semester. Coaches are employees from the first day of the semester to the last day of the semester. They are not employed over breaks or during the summer. They cannot work outside of the semester terms of employment.
 - Coaches are funded through the club's SGA budget. The club must have available funding for employment.
 - The Coach/Instructor has an obligation to protect the safety of club members and should ensure steps are taken to reduce the risk of injury.
 - The club officers, not the coach/instructor, must serve as the liaison between the club and Athletics.

- Coaches and Instructors should help to ensure good sportsmanship at all times. Club members and coaches/instructors should conduct themselves in a manner consistent with Bryn Mawr College's ideals and policies.
- Must be First Aid/CPR certified.

Risk Management

Individuals who choose to participate in club sports are doing so at their own risk. We recommend all participants to undertake a sports physical prior to participating. It is also recommended that a minimum of two (2) participants become First Aid/CPR certified.

Insurance

- Participating students are covered by the College's student health insurance program, unless waived, and auto coverage. Sports clubs are also covered by the College's General Liability policy; therefore, the College is insured against any claims resulting from personal injury or property damage resulting from a club activity.
 - Sports clubs are not included in the College's Intercollegiate Sports program, which provides additional coverage for injuries student-athletes incur as part of their involvement in the College's intercollegiate sports program.

Off-Campus Activities/Trips

- As previously mentioned in this handbook's overall section on Risk Management, the following information is required to be submitted at least ten (10) business days in advance of an activity/trip for approval via the Student Engagement Platform:
 - List of all students participating, their ID number, their Bryn Mawr email address, their cell phone number, and if they are registered for the college health insurance plan.
 - Emergency contact for all participants (name, relationship, phone number, and email)
 - Method of transportation (e.g., College vans, personal vehicles, flights)
 - If by college vehicle, list of all drivers
 - It is highly recommended that you use College vans, as your organization would be covered by the College's auto insurance. Information can be found here: <https://www.brynmawr.edu/inside/offices-services/transportation/rental-service>
 - If by personal vehicle, list of all drivers and owners

- Flight numbers, if applicable
- Itinerary of trip
 - Destination(s)
 - Program(s) in which the organization is participating
- *Notes:*
 - If any of the above information changes prior to the activity/trip, it must be communicated to Student Engagement via email at studentengagement@brynmawr.edu.
 - Haverford College and Swarthmore College members of Bi-Co/Tri-Co organizations that go on off-campus activities/trips must complete all required paperwork related to student travel for their specific campus.

Sport-Specific Requirements

- The following activities require club leaders to successfully complete an outdoor emergency preparedness class and hire a professional guide selected by the student club and formally approved and contracted with the College: hiking, climbing (all kinds, including but not limited to rope and rock), and camping.
- Professional instruction and support are required for all skiing, snowboarding, and ice-skating activities.
- In addition, prior approval and participant liability waivers are required for all equestrian and gymnastic activities.

Emergency Protocol

- In the case of medical emergencies on campus, contact Campus Safety immediately. Campus Safety may be reached at (610) 526-7911 or any of the call boxes on campus (indicated by blue emergency light).
 - Provide the dispatcher with your name, the name of the individual in need of medical attention, and your exact location; the dispatcher will notify paramedics and appropriate personnel of the emergency, if needed.
 - All Bryn Mawr Campus Safety team members are trained in first aid and CPR and AED use.
- Severe injuries that require immediate medical attention include but are not limited to head or neck injuries, loss of consciousness, difficulty breathing, heavy bleeding, convulsions, or severe pain.
- Any injury that occurs while participating in a club sport event (both on an off campus) should be reported to Student Engagement via email (studentengagement@brynmawr.edu) as soon as the immediate emergency has past and within 24 hours of occurring.

PE Credit for Club Sport Participation

All students listed as part of the roster at the beginning of the semester will see the course “Club Sport” listed on Bionic as a PE course (note that it will not be the actual club/sport name).

Club members who wish to receive PE credit must agree to participate in the club for a minimum of 6 hours. A maximum of .5 PE credit can be awarded each semester, and a maximum of 1 PE credit can be earned by Club Sport participation per year. Students cannot receive credit for more than one Club Sport each semester.

It is the club leader's responsibility to accurately track hours of Club Sport PE participation for the members on the submitted roster. Only the club leader can submit hours for participants. Student Engagement is not able to edit participation hours.

At the end of the semester, the main contact of each Club Sport will be contacted to provide a report on activity. This report must be completed by the deadline for club members to receive PE credit. Only one report per club will be accepted, and no one should submit the form individually. No credit will be awarded after the deadline to submit the final report on activity is due. Those who appeared on the beginning of the semester form but not the end of semester report will receive a grade of NC.

If no one listed on a club sport roster receives credit over two semesters, or if a club sport is not registered for PE credit over two semesters, this club will lose their club sport status and will need to re-apply.

It is the participant's responsibility to track their PE credit on Bionic. If a participant has any questions about their credit hours, they should email studentengagement@brynmawr.edu within one semester. For example, if a student believes they should have received credit for Fall 2025, they would need to email by the end of Spring 2026. If this student is on the club sport roster and participated in enough hours, we can retroactively correct this administrative mistake and grant the credit. We will not be able to provide retroactive credit due to administrative error if the participant reaches out after this deadline. We are never able to change any participation hours or add students to rosters of past semesters.

Please note: The Athletics Department may determine eligibility for Club Sports who wish to receive PE credit using the information submitted on the roster form at the beginning of each semester.

Event Planning

Recommended Timelines/Resources

It is highly recommended that you begin planning your events as soon as possible. Though Bryn Mawr is a small, highly collaborative campus, there are a variety of issues that may come up when planning an event and could disrupt your planning timeline. The Office of Residential Life & Student Engagement encourages you to have your event fully planned (e.g., space reserved, food ordered, and purchase requests submitted) no later than four (4) weeks before your event date.

Important Resources:

- Office of Residential Life & Student Engagement
 - Areas of support: general event planning, idea generation
 - Campus Center 202
 - studentengagement@brynmawr.edu
- Conferences & Events
 - Areas of support: room reservations, event logistics
 - Campus Center Ground Floor
 - roomres@brynmawr.edu
- Dining Services – Catering
 - Areas of support: food for events – reminder: Dining Services is the exclusive caterer for all public spaces (including outdoors) on campus. If you want food at your events, you must begin your conversation with their team
 - catering@brynmawr.edu

Supplies and Vendors

Documentation of all purchases must be submitted via the Finance tab of your organization's page on the Student Engagement Platform. Please refer to the "Purchase Types" subsection of the "Financial Procedures" section of this handbook for more specific information about purchase processes and timelines.

Reminders to consider:

- The Office of Residential Life & Student Engagement can assist purchasing supplies in advance via Amazon only.
- Students are not allowed to sign any vendor contracts on behalf of the College. You can ask for quotes that are then submitted for contract processing.

Use of Copyrighted Work

The purpose of this statement is to educate the Bryn Mawr community on the responsibility one must take when holding public viewings of films, pictures, videos, DVDs or any other licensed production. These laws and policies are different from usage within an academic space (e.g., a classroom). Student organizations are not covered by the academic use exemption and must abide by the following requirements.

Intention of US Copyright Laws: Copyright laws are intended to protect the rights and interests of authors and artists, to protect their due credit and financial compensation for their works against piracy, against other people stealing their deserved credit and profits. Copyright laws are also intended to protect the licenses and patents belonging to inventors and entrepreneurs.

Items that are protected under US Copyright Laws: (1) literary works; (2) musical works, including any accompanying words; (3) dramatic works, including any accompanying music; (4) pantomimes and choreographic works; (5) pictorial, graphic, and sculptural works; (6) motion pictures and other audiovisual works; (7) sound recordings; and (8) architectural works. (Source: Library of Congress – US Copyright Law; <http://www.copyright.gov/title17/92chap1.html#102>).

Procedures to follow for Public Viewings: Student organizations may sponsor slide shows, videotapes, DVDs, or films on campus. In addition, they must either (a) receive written permission from the copyright owner to hold a public viewing or (b) pay for the use of the public viewing using a distributor (see below). Simply purchasing or renting a slide show, videotape, DVD or film from a store or checking one out from a library does not comply with copyright laws.

Distributors/Licensing Corporations:

Criterion <http://www.criterionpicusa.com> or 800.890.9494

Motion Picture Licensing Corporation <http://www.mplc.com> or 800.462.8855

Swank Motion Picture <http://www.swank.com> or 800.876.5577

If copyright law is not properly followed, the individual, the student organization, and the College may all be held financially liable.

The Office of Residential Life & Student Engagement is happy to assist any organization wishing to host public viewings/using copyrighted works. Please reach out to use at studentengagement@brynmawr.edu.

Note: the above information was adapted from the University of Texas at El Paso's Student Organization Handbook (found here: <https://www.utep.edu/student-affairs/selc/student-organizations/handbook.html>)

Selling Tickets

Tickets are not allowed to be sold to any events that are directly funded by the Student Finance Committee of SGA.

If a non-SFC funded event takes place off campus, ticket selling is allowed. All off-campus events are open to Bryn Mawr students only. Tickets are first-come, first-served. If payment is required, you must pay when you sign up. Refunds for cancellations are given up to one week before the event. Refunds will not be given if the cancellation is made less than one week before the event.

Accessibility Policy for College Events

Bryn Mawr College strives to provide equal access to all College-sponsored activities and events. When requested, reasonable accommodations for College events will be made in order to ensure equal access. Requests for reasonable accommodations at events might include:

- Preferential seating
- Sign language interpreters
- Captioned media
- Alternative formats (e.g. large print, braille, electronic copies) of printed materials
- Program location moved to a more accessible space
- Assisted listening device

All Bryn Mawr College event advertisements (including, but not limited to, print publications such as brochures and flyers, website and email announcements/publications, and social media event pages) must include the following statement:

Bryn Mawr College welcomes the full participation of all individuals in all aspects of campus life. Should you wish to request a disability-related accommodation for this event, please contact the event sponsor/coordinator. Requests should be made as early as possible.

In addition, when event advertisements are posted online, they must be accessible, in accordance with the [College's Web Accessibility Guidelines](#).

Event advertising should also include information regarding accommodations that have been secured for an event. For example, “Computer Assisted Real-Time Translation (CART) services will be provided at Convocation.”

Should an event sponsor/coordinator need assistance in evaluating a request or in procuring services to provide an accommodation, please contact Access Services for advice and/or consultation.

Marketing

Advertising Options

There are a variety of marketing options available to student organizations at Bryn Mawr. The following is a non-exhaustive list.

- Social media (student organization managed profiles)
- Posters
 - Each area of campus has public-access bulletin boards. Please follow the guidelines of each area and the Posting Policy below.
- Chalking
 - Only washable chalk may be used and must be limited to ground-level outdoor surfaces. No chalk, signage, or spray paint is allowed on buildings, sculptures, or directional signage.
- Daily Digest
 - <https://www.brynmawr.edu/inside/offices-services/communications-marketing/daily-digest-submissions>
- Student Engagement Platform
 - Organization pages are able to create events for RSVPs and news articles for additional marketing

Posting Policy

Within the Residence Halls

- As a part of the Posting Policy Awareness Plenary Resolution (Fall 2012), the “residence halls” section of the complete Posting Policy should be posted on boards as a helpful reminder of the following guidelines.
- All bulletin boards will be labeled as “Free Space”, “HA Board”, or “SGA Board” by the Dorm Leadership Team during DLT Training Week.
- Posts related to inter/intra-campus events, clubs, etc. can be posted on bulletin boards labeled as “Free Space”. SGA related material (eg. Mawrk Notes, Plenary Advertisements, etc.) can be posted on bulletin boards labeled as “SGA Boards”. Posts related to the specific Hall or posted by the Hall Advisor can be posted on bulletin boards labeled “HA Board”.
- Students may post in bathroom stalls in dorms only if the tape used will not affect the door’s surface. Posting in bathrooms should be done sparingly. Please, only Newsletter style postings and no more than 4 posts in each stall at a time.
- All posts must be dated (either the date it will be posted or the date of the event advertised) by the individual prior to posting

- All posts must include a contact email address or phone number.
- Dorm Presidents are in charge of removing outdated posts posted on the free space boards and the SGA boards.
- Hall Advisors are in charge of removing outdated posts posted on the Hall Advisor Boards and in the hall bathrooms.
- Size of posted literature will be restricted as follows:
 - Items announcing specific events, parties, lectures may not exceed 24" X 36".
 - Items announcing regular scheduled meetings or events may not exceed 11" X 17".
 - Items of general information (for example, books for sale, apartments to rent, etc.) may not exceed 8 1/2" X 11".
 - Posters or banners exceeding 24" X 36" may be hung in two places on campus: over the McBride Gateway (Pem Arch) and over the mezzanine of the Campus Center with permission from Conferences and Events
- Students posting any sort of material must follow the Bryn Mawr Honor Code and practice Self Governance while doing so.
- Consistent infractions of Posting Policy within dorm spaces will be addressed by the Dorm Presidents.

Academic/Administrative Spaces

All buildings/spaces that are not residence halls or those spaces within a residence hall whose primary function is unrelated to student housing will be included in the policy for academic/administrative buildings.

- All restricted bulletin boards will be labeled to identify the information that may be posted on that board. Each building will include at least one bulletin board for general information.
- All items on general bulletin boards must be dated and must include a Bryn Mawr College contact email address or phone number.
- Items on department labeled bulletin boards are the responsibility of the department. Items posted on department bulletin boards unrelated to the department may be removed.
- Items may be posted only on bulletin boards. Materials fastened to any other surface will be removed. The only exception is banners hung over the McBride Gateway. Persons and groups in violation of this may be assessed all or part of the costs of removal and repair of damage.
- Only one flyer per event per general bulletin board will be allowed. Cork strips in contiguous areas constitute one bulletin board.
- Size of posted literature will be restricted as follows:

- Items announcing specific events, parties, lectures may not exceed 24" X 36".
- Items announcing regular scheduled meetings or events may not exceed 11" X 17".
- Items of general information (for example, books for sale, apartments to rent, etc) may not exceed 8 1/2" X 11".
- Posters or banners exceeding 24" X 36" may be hung in one place on campus: over McBride Gateway.
- The length of time an item may stay posted is as follows:
 - Items announcing specific events will be removed after the event is over.
 - Items announcing regularly scheduled meetings or events will be removed after 14 days, unless information is updated.
 - Items of general information will be removed after 14 days.
 - Posters or banners on the McBride Gateway will be removed after seven days.

The Outside Grounds

The outside grounds include lamp posts, street signs, sidewalks, exterior walls and doors, utility poles, trees and other immobile objects considered part of the property.

- Items may not be posted (tacked, tied, taped, stapled) on any outside areas except on bulletin boards provided expressly for this purpose. All outdoor bulletin boards will be labeled for general notices. Persons and groups in violation of this may be assessed all or part of the costs of removal and repair of damage. Students may get special permission to post outdoors through Conferences and Events.
- The size of any notice posted outside may not exceed 11" X 17" and must include a Bryn Mawr College contact email address or phone number.
- Items announcing specific events will be removed after the event. Items of general information will be removed after 14 days.
- Chalking is permitted on horizontal surfaces only, where rainwater can potentially wash away the chalk after an event; no chalking under Pembroke Arch or Rockefeller Arch, for example. No chalking on vertical spaces (eg. Erdman walls).
- As much as possible, all expired or improperly posted items will be recycled. Persons wishing to reclaim a posted notice must do so immediately after the expiration date of the notice. The College assumes no responsibility for retaining posted information.
- Students posting any sort of material must follow the Bryn Mawr Honor Code and practice Self Governance while doing so.

General/Miscellaneous

It is recommended that advertisements for events include the following statement:

- Please contact Access Services at extension x7351 if accommodations are needed.

Social Media Policy

Purpose:

These Guidelines establish expectations for the creation, management, and use of social media accounts by Recognized Student Organizations (RSOs) at the College. The intent is to support free expression, community engagement, and student leadership while ensuring that online activity aligns with the College's mission, values, and commitment to a safe, inclusive, and respectful learning environment.

These Guidelines are not intended to restrict lawful speech or advocacy but to provide clarity regarding responsibility, accountability, and appropriate use of organizational social media platforms.

Scope:

These Guidelines apply to all social media accounts that:

- Represent or are reasonably perceived to represent a Recognized Student Organization
- Use the organization's name, logo, symbols, or affiliation with the College.
- This includes, but is not limited to, accounts on platforms such as Instagram, TikTok, X (formerly Twitter), Facebook, Discord, GroupMe, and similar digital or social networking platforms.

Requirements:

- Register account with Student Engagement during Annual Registration or within five (5) business days of profile creation.
- Indicate that profile is student-run in the bio and does not represent the views of the College
- Be respectful of others who interact with the account – assume that all posts, comments, etc., are public and will be available in perpetuity
- Do not share confidential information or infringe on intellectual property rights
- Work within group to determine content and voice – consistency of voice is okay, but content should represent all group members

Prohibited:

- Promoting that content is representative of the college or that the account is an “official” channel of the college
- Doxxing and/or posting other content meant to incite violence/hatred
- Posting nudity (unless a work of art), alcohol (unless at a college-sponsored event), and/or drug use (even if legal).

Accountability:

- If accountability actions are required, the person listed as President of the organization will serve as the initial contact.
- Request deletion of posts deemed in conflict with Student Engagement or College policies
- Ask clubs to remove college's name
- Request or Require deletion of account if guidelines are violated multiple times
- Request or Require deletion of account that has been inactive for a period of time greater than one school year
- Specific accountability measures would be determined based on the outcome of investigation by Student Engagement and/or Honor Board hearing.

Campus Resources

Office of Residential Life & Student Engagement

RLSE supports a variety of functions on campus including, but not limited to, co-curricular life and operations in the dorms, Owl Programming Board, and Traditions.

Contact Information:

- Campus Center 202
- Residential Life
 - reslife@brynmawr.edu
 - 610-526-7331
 - <https://www.brynmawr.edu/inside/offices-services/residential-life>
- Student Engagement
 - studentengagement@brynmawr.edu
 - 610-526-7871
 - <https://www.brynmawr.edu/inside/offices-services/student-engagement>

Conferences & Events

Conferences & Events handle all room reservations and set-up for campus spaces, including outdoor locations. They can also assist in connecting you with any other individuals/departments necessary to support your event.

Contact Information:

- Campus Center Ground Floor
- roomres@brynmawr.edu
- 610-526-7329
- <https://www.brynmawr.edu/inside/offices-services/conferences-events>

Dining Services

Dining Services oversees all catering and food service in public spaces at Bryn Mawr. You must begin all conversations regarding food orders with the Catering team when you plan to serve food at your events.

Contact Information:

- catering@brynmawr.edu
- <https://www.brynmawr.edu/inside/offices-services/dining-services/catering>

Campus Safety

Campus Safety supports all efforts to keep campus secure by providing a variety of services to support the well-being of everyone on campus. If you plan a large event, it is highly recommended you reach out to them for a conversation.

Contact Information:

- John Maloney Memorial Building (next to Park Science)
- 610-526-7911
- <https://www.brynmawr.edu/inside/offices-services/campus-safety>

Access Services

Access Services provides support in creating an equitable campus for all participants. The office can help support those who need specific accommodations and can provide information to those planning events on how to make experiences more accessible.

Contact Information:

- Guild Hall First Floor
- accessservices@brynmawr.edu
- <https://www.brynmawr.edu/inside/offices-services/access-services>

Athletics

Groups that want to work in partnership with our athletics teams/department can reach out to Athletics Communications for more information.

Contact Information:

- Lauren Gusikoff – Director of Athletics Communications
 - 610-526-5365
 - lgusikoff@brynmawr.edu
- Maggie Balderstone – Asst. Director of Athletics Communications
 - 610-526-7524
 - mbaldersto@brynmawr.edu
- <https://gobrynmawr.com/>

Health & Wellness Center

A trio of departments (Counseling Services, Health Services, and OwlWell) provide services and programming that honor the complete individual in body, mind, and emotion.

Contact Information:

- Student Life & Wellness Building (The Well)
- General questions:
 - nurse@brynmawr.edu
 - bmccounseling@brynmawr.edu
 - OwlWell@brynmawr.edu
- For appointments, please follow the instructions listed on each department's webpage:
 - <https://www.brynmawr.edu/inside/offices-services/health-wellness-center>
- 24/7 support:
 - Nurse Triage for medical concerns:
 - Access Nurse 24/7
 - Call: 610-517-4921
 - Mental Health & Crisis Support:
 - ProtoCall 24/7
 - Call: 610-526-7778

Career & Civic Engagement

Home to all things professional development, Career & Civic Engagement can assist you in job-related searches as well as finding community service opportunities for yourself and your orgs.

Contact Information:

- Student Life & Wellness Building (The Well)
- 610-526-5174
- <https://www.brynmawr.edu/inside/offices-services/career-civic-engagement-center>

Self-Government Association (SGA)

SGA creates and implements rules and processes related to undergraduate student life at Bryn Mawr. All undergraduate students are members of SGA and vote in peers to serve in a variety of executive roles. Notable aspects overseen by SGA include the Honor Board, which enforces the Honor Code, and student organization funding, which is handled by the Treasurer(s).

Contact Information:

- General Email: sga@brynmawr.edu
- Financial questions: sgatreasurer@brynmawr.edu
- Honor Board: honorboard@brynmawr.edu
- <https://sga.blogs.brynmawr.edu/>