Broadway Cares: Continuing to Raise Awareness

Cassandra Utt

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Broadway Cares

Continuing to Raise Awareness

Cassandra Utt
To the new Executive Members of Broadway Cares,

Congratulations on your new position in Broadway Cares! The organization was started in the fall of 2011 to provide a unique opportunity to the BGSU community.

Being in an executive position in a new organization can be stressful but Broadway Cares has become quite respected throughout the university. Communicate clearly and professionally throughout your term and you will find help when you need it. Don’t be afraid to ask questions when you are not sure what to do.

This lengthy document is here to assist you in your transition into this role. Please read and refer to this when you encounter questions.

Best of luck,

Cassie Utt
2011-2013 President
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-Broadway Cares Mission-

The mission of Broadway Cares is to use the talents of Bowling Green State University students in order to raise awareness for HIV and AIDS as well as raising funds to support Broadway Cares/Equity Fights AIDS in New York City. This mission is designed to serve a number of goals, in order to:

1. Utilize the talents of Bowling Green State University students and offer them performance opportunities.

2. Spread HIV/AIDS Awareness to the Bowling Green State University (BGSU) Campus and surrounding community.

3. Raise money to support Broadway Cares/Equity Fights AIDS in New York City and the AIDS Resource Center of Ohio in Toledo.

4. Foster collaboration between many student organizations on campus as well as other organizations in the community.

5. Assist BGSU and BGSU students in being part of the national network of Broadway Cares/Equity Fights AIDS.

6. Organization an annual benefit performance to raise awareness and funds for HIV/AIDS.

7. Provide an annual workshop in collaboration with Broadway Cares/Equity Fights AIDS and a Broadway Touring Company.
CONSTITUTION of

Broadway Cares

Preamble

Broadway Cares exists to use the talents of Bowling Green State University students in order to raise awareness for HIV and AIDS as well as raising funds to support Broadway Cares/Equity Fights AIDS in New York City.

Article I. Name of the Organization

Section 1. The name of this organization shall officially be known as Broadway Cares.

Article II. Affiliation with Other Groups

Section 1. This group is unofficially associated with Broadway Cares/Equity Fights AIDS in New York City and the AIDS Resource Center of Ohio in Toledo.

Article III. Mission, Purpose, Aims, Functions of the Organization

Section 1. The mission of Broadway Cares is to use the talents of Bowling Green State University students in order to raise awareness for HIV and AIDS as well as raising funds to support Broadway Cares/Equity Fights AIDS in New York City.

Section 2. Spread HIV/AIDS Awareness to the Bowling Green State University (BGSU) Campus and surrounding community.

Section 3. Raise money to support Broadway Cares/Equity Fights AIDS in New York City and the AIDS Resource Center of Ohio in Toledo.

Section 4. Collaborate with student organizations on campus and organization in the community to achieve the above goals.

Article IV. Membership Requirements

Section 1. Members shall be required to uphold a good academic standing with BGSU in order to participate in the group. Failure to maintain a good academic standing will result in the student being put on probation and made to meet with the advisor or president periodically to improve their academic standing. If there is no improvement after the probation period, the student will be removed from
the organization. If the student re-attains a good academic standing, they will be taken off probation.

Section 2. Members who wish to participate in the end of year benefit performance must take part in singing and dancing auditions held by members of the executive board and/or advisor, and admitted based on a decision of the executive board. Members must audition each year to be considered for the end of the year cabaret. More details on auditions can be found in the bylaws.

Section 3. Members must be undergraduate or graduate students of BGSU.

Section 4. Members have the right to vote on changes to the Constitution. They can also request to vote on anything decided upon by the Executive Board. Members are encouraged to voice their opinion and attend Executive Board meetings.

Section 5. Broadway Cares welcomes any student into the organization. Broadway Cares does not discriminate based on race, creed, color, sex, religion, national origin, age, disability, veteran’s or marital, or any protected status.

Article V. Officers

Section 1. President:

a. The President’s job is to coordinate and oversee the direction of Broadway Cares as well as be the primary contact for external relations.

b. The President will also lead all organizational meetings and will keep track of the vote when a vote is taken. For this reason, the President will not vote unless there is the case of a tie. In this case, the President will be the deciding vote.

c. The President will organize and lead the Executive Board and prepare and distribute the agenda for each meeting.

d. The President will assist in the coordination of Executive Board selection and auditions for members.

e. The President will enforce the Constitution and Bylaws.

f. The President must meet with advisor as seen fit.

g. The President will complete other duties as assigned.

Section 2. Vice President:

a. The Vice President shall assume all the responsibilities and powers of the President in the absence of the President.
b. The Vice President shall perform such executive duties as may be delegated by the President.

c. The Vice President will lead, plan, and organize fundraising efforts for the campus organization.

Section 3. Treasurer

a. The Treasurer's job is to collect the funds for the organization as well as keep specific records of money spent and money gained.

b. The Treasurer will keep detailed, up to date, records of all money that goes through the organization and be able to show these records immediately if any other officer wishes to see them.

c. The Treasurer will be in possession of the cash box for the organization at all times. The President will keep the key to the cashbox at all times. All funds that the organization brings in will be put in the cash box until they can be deposited into the organization's on-campus account. Funds must be deposited into the on-campus account within 24 hours.

d. The Treasurer will know all monetary procedures through the Office of Campus Activities and go through the Treasurer's Training each year, as required by the Office of Campus Activities.

e. The Treasurer will prepare and present at the Annual Funding Hearing each year. The will also present at additional funding hearings as necessary.

Section 4. Publicity Coordinator

a. The Publicity Coordinator will be responsible for creating and distributing all forms of publicity for the group, including social media.

b. The Publicity Coordinator will also be the primary contact with other organizations related to publicity and publicizing the group.

Section 5. Secretary

a. The Secretary is responsible keeping minutes for all Executive Board meetings and General meetings and distribute to all in a timely manner.

b. The Secretary is responsible for taking attendance at each meeting and rehearsal.

c. The Secretary is responsible for obtaining schedules from all members.

d. The Secretary will create a rehearsal schedule based on schedules obtained from members.
e. The Secretary will organize the completion of thank you notes to donors.

Section 6. Director

a. The Director will create a unified vision for all performances throughout the year.
b. The Director is responsible for planning the logistics of the performances. This includes lighting, stage managers, set design, and other items as necessary.
c. The Director will facilitate all rehearsals by blocking scenes and coaching acting.
d. The Director will coordinate with the Music Director and Choreographer for artistic vision.
e. The Director will reserve rehearsal space for additional rehearsals.

Section 7. Music Director

a. The Music Director will be in charge of rehearsing all group numbers in the organization. He/she will create rehearsal plans for each rehearsal and show them to the executive board.
b. The Music Director will also be responsible for the acquisition of the needed instrumentalists. This includes but is not limited to: auditions, scheduling a rehearsal pianist, acquiring sheet music, arranging music, and rehearsing the instrumentalists outside of vocal rehearsals.
c. The Music Director will coordinate with Director and Choreographer for artistic vision.
d. The Music Director will reserve rehearsal space for any additional rehearsals.

Section 8. Choreographer

a. The Choreographer will be in charge of all choreography and dance moves for all numbers in the benefit. This includes, but is not limited to: creating the choreography, teaching the choreography, rehearsing with outside dance groups, and creating dance routines for the auditions.
b. The Choreographer will coordinate with Director and Music Director for artistic vision.
c. The Choreographer will reserve rehearsal space for additional rehearsals.

Section 9. Election of Officers

a. Each officer on the executive board will be elected during March of the preceding academic year.
b. The officers will serve a term of one (1) academic year beginning in March when they are elected and culminating after the cabaret the following year.
c. Officers will be elected during a meeting with at least 4/5 of the members of the organization (including the entire executive board) present. Elections will consist of each candidate giving a sixty (60) second speech followed by ninety (90) seconds of questions and answers from the group. Once all candidates for a certain position have given their speeches, the candidates will leave the room and the group will have a five (5) minute discussion followed by a vote. The candidate winning the vote of at least fifty-one (51) percent of the total organizational membership will be the officer for the following year. In the result of a tie, the President will have the deciding vote.

Section 10. Removal of Officers

a. In the case of the removal of an officer, the executive board must submit the request for impeachment and all reasons for impeachment to the officer in question at least 2 weeks prior to their hearing.

b. A hearing will be held with at least 4/5 of the members of the organization (including the entire executive board) present. The officer in question will be allowed two (2) minutes to talk to the organization to defend their position. They will then leave the room and the members present will discuss for five (5) minutes before taking a vote. The vote to impeach the officer needs at least fifty-one (51) percent of the entire organizational membership to pass.

Section 11. Appeal Removal of Officers

a. An appeal must be submitted to the executive board within seven days after the removal hearing. The officer in question will present to the executive board and answer any questions that they may have. The executive board must agree on a decision unanimously, if a unanimous decision is not possible, the president will have the final vote. In the case that the President is the officer in question, the Vice President will have the final vote.

Section 12. Resignation of Officers

a. In the case that an officer chooses to resign from their position in Broadway Cares, they must meet with the President and Advisor explaining their decision and assisting the President and Advisor on how to complete the assignments for that office.

b. The officer choosing to resign must compile a document with tasks and assistance to the person chosen to take over for that officer.

c. A letter to the members of the organization stating reasons for resignation is encouraged.

Section 13. Vacancies
a. In the case of a vacancy, current officers first have the option to remain in their position. When a vacancy occurs in the Presidency, the Vice President shall become President and a new Vice President shall be elected in the manner previously stated. If a vacancy occurs in both the offices of President and Vice President, the Treasurer and Publicity Coordinator will temporarily serve as these offices, respectively, and will appoint members to assist in accomplishing all tasks. If a vacancy occurs in the position of Music Director or Choreographer, it is the President’s responsibility to find someone to fill those offices. If a vacancy occurs in the offices of Treasurer or Publicity Coordinator, the Vice President will complete their assignments until the Executive Board appoints someone to the vacant office. All appointments are temporary until new elections are held.

Section 14. Holding Multiple Offices

a. In the case of an urgent removal or resignation of an officer, another officer may hold more than one office temporarily until a replacement can be found.

Article VI. Faculty Staff/Advisor

Section 1. The Advisor will be a non-voting member of the organization for at least one academic year.

Section 2. Duties

a. The Advisor is not required to attend organizational meetings, but he or she may attend if he or she wishes.

b. The Advisor is encouraged to attend Executive Board Meetings and take part in the discussion, even though they will not take part in any voting.

c. The Advisor must meet with the President as seen fit.

d. The Advisor must advise the Executive Board of Broadway Cares in all areas of concern.

e. The Advisor, acting in accordance with the best interest of Broadway Cares and BGSU policies, may veto any action. The Executive Board can appeal any such veto.

Section 3. Advisor Selection

a. Advisors will be selected in March for the following Academic Year by the Executive Board.

b. The President is responsible for reaching out to the prospective advisor and informing him/her of their duties and mission of the organization.
c. The Executive Board can choose to ask an advisor to continue and in that case the President is responsible for talking to the advisor and discussing their future with the organization.

Section 4. The new advisor will be asked to attend an executive board meeting at end of the preceding academic year where they will learn what the organization does and what will be asked of them the following year.

Article VII. Meetings

Section 1. The Executive Board

a. The Executive board will be made up of the President, Treasurer, Publicity Coordinator, Vice President, Secretary, Director, Musical Director, and Choreographer.

b. The Executive Board will meet once per week and the President will preside over the meetings.

Section 4. General Body

a. The General Body consists of all members of the organization.

b. The General Body will meet once per month in order to update all members on the progress of the organization as a whole. The President will preside over these meetings.

Section 5. The President is able to call a meeting at any time for reasons that they and the Executive Board find pressing. There must be at least 5 days notice and members cannot be punished for not attending an impromptu meeting.

Article VIII. Quorum

Section 1. Voting

a. In order to conduct a vote of any kind, at least four fifths (4/5) of the members of the related board must be in attendance.

b. The vote must be won by at least fifty percent (50%) of the members present (unless otherwise stated in the constitution for a certain type of vote).

c. No official vote may take place without the President of the organization present, unless extreme circumstances force other actions to be taken. If the president is unable to attend the vote due to extreme circumstances (the definition of “extreme” will be determined by the president) they may defer temporarily defer their rights and responsibilities to another member of the executive board.
d. For each specific team, every member of that team is a voting member on the issues presented in the meeting. Any visiting parties will not be permitted to vote.

e. For each vote, the presiding officer of the meeting will not vote unless there is a tie. In the case of a tie, the presiding officer will be the tie breaker.

Article IX. Referendum and Recall

Section 1. Procedures

a. The presiding officer will decide how to effectively run each meeting.

Section 2. Membership

a. In order to conduct business, at least three fourths (3/4) of the members of the board must be present.

Article XI. Amendments

Section 1. Executive Board Vote

a. In order to amend the constitution, an amendment must be submitted in writing to the President of the organization at least two (2) weeks prior to an Executive Board vote.

b. The Executive Board will then be given at least one (1) 7-day week to review the amendment on their own time. The following Executive Board meeting will consist of a discussion, led by the President, about the amendment. All members of the Executive Board must be present for this discussion.

c. After a discussion, the Executive Board will vote on the amendment. The amendment requires a four fifths (5/6) majority of the Executive Board members in order to pass.

d. Changes made to the constitution will be put into effect a week from passing the amendment.

Section 2. General Body Vote

a. Following the Executive Board’s approval of the amendment, the President will present the amendment at the following General Body meeting.

b. The General Body will then discuss the amendment and vote on the amendment.

c. The General Body may overturn the Executive Board’s decision by a three fourths (3/4) majority vote.
Signature

Signature

Signature

Revision Date: ____________
Officer Positions:

*Note: Make sure that the officers are fully committed to the organization. Having exec members who are not committed and not willing to respond, is not worth the hassle and the other officers will end up doing everything on their own. However, it is normal to become over committed throughout the year and strong communication and acceptance of these times is necessary. Do not hesitate to talk with the Executive Board about stressful times and delegate work to others.

1. President

2. Vice-President

3. Treasurer

4. Publicity Coordinator

5. Secretary

6. Director

7. Music Director

8. Choreographer

9. Appointed Positions as seen fit
   - Artistic Coordinator
-Event Planning Basics-

1. Information Desk

- Contact Information (also located in Contacts)
  - Location: BTSU Second Floor (near multi-purpose room)
  - Phone #: 419-372-2741

- Services
  - UAO Office – They have a key and can unlock the door for Co-Directors.
  - Ticket Selling – They provide a venue for tickets to be sold/distributed.
  - Information to Students

2. Event Planning

- Contact Information (also located in Contacts)
  - Location: 231 Bowen-Thompson Student Union
  - Phone #: 419-372-9000

- Services – All reservations must be done by calling or going to Event Planning.
  - Room Reservation
    - Plan Ahead!
    - Have a 1st choice and 2nd choice before contacting Event Planning.
    - Know the set up for the room.
  - Window Splash Reservation
    - Know the location you would like as a first choice.
      - Mezzanine (By sorority houses)
      - Clock Tower (By the book store)
      - Pub/Bistro
    - Have a design roughly drawn for approval by Event Planning.
- Paint can be found in the UAO office or the Paint Poster Room.
- Put down old newspapers so that paint does not get on ANYTHING.
- The window splash must be washed by noon on the date agreed upon with Event Planning.
- Refer to page & & for Window Splash Policies
  - Union Table Reservation
    - Reserve as soon as you know when the event will be held.
    - Have PT members sign up for their availability.
    - Remind PT members of their times.
    - Know what you want the table to look like.
    - Refer to page & & for Union Table Policies.
  - Paint the Rock Reservation
    - Refer to page & & for Paint the Rock Policies.
  - Banner Space Reservation
    - Refer to page & & and & & for Banner Space Policies

3. Catering

- Contact Information (also located in Contacts)
  - Location: **231 Bowen-Thompson Student Union**
  - Phone #: **419-372-6951**
- Plan Ahead
  - Call or visit the office as soon as you can to get the best service.
  - The earlier the better but 3 weeks will be plenty of time contact them and secure catering services.
- Think outside the box; ask if unique menus are possible by calling or visiting the office.
- Keep your budget in mind. Catered food tends to be expensive, make sure to double check the budget before you confirm your order.

4. OCA(Office of Campus Activities)
• Contact information (also located in Contacts)
  o Location: **401 Bowen-Thompson Student Union**
  o Phone #: **419-372-2343**

• Services:
  o Paint and Poster Key
  o UAO Office Key
  o And More! If you have a question about student org’s – ask them!

5. Poster Room

• Key can be obtained from OCA during business hours and the Information Desk.
• This room provides paint, paint brushes, butcher block paper, and overhead projection.

6. Performance Space

• Heskett Dance Studio
  o Contact the Department of Theatre and Film Office
• Donnell Theatre/ Eva Marie Saint/ Bryan Recital Hall
  o Event Space Request Form
    ▪ Attached in additional documents
  o Contact Susan Hoekstra, Keith Hofacker, and Steve Boone for event coordination.
  o Have a relative time frame in mind before starting this process.
  o Research other events that will be planned throughout the year and if we will lose many members to those large events.
  o Turn the form in months in advance. This is very important as the form takes a very long time to be accepted.
  o Check up on the status of the form often so that it not forgotten but not so much that you become a pest.
-Advertising-

• Advertising Advice
  o Plan Ahead!
  o For large events have a plan B in place.
  o Contact way in advance and send updates and reminder emails.
  o Have an idea of what you want and who you want to target.

• Ways to Advertise
  o BGNews
    ▪ Contact Information (also located in Contacts)
      • Location: **210 West Hall**
      • Phone #: **419-372-6966**
    ▪ Services
      • News Articles
      • Advertisements
      • Hockey Game Spreads
  o Radio
    ▪ Contact Information (also located in Contacts)
      • Location: **120 West Hall**
      • Phone # WFAL:
      • Phone # 88.1:
    ▪ Services:
      • Radio Interviews
      • Radio Advertisement
  o TV Screens
    ▪ Union
    ▪ CMA
    ▪ Stroh Center
    ▪ Dining Halls
    ▪ Wolfe Center
- Posters/Flyers/Handbills’ from Stampers
  - Contact Information (also located in Contacts)
    - Location: **Bowen-Thompson Student Union**
    - Phone:
    - E-mail:
  - How to get items printed
    - E-mail file or stop by Stampers with file on flash drive
    - Send the following information
      - How many copies
      - Color or not
      - Colored paper or just white
      - Size
      - UAO Funding codes
      - When you would like them to be completed
  - Following up
    - Stampers may or may not e-mail you saying that the posters are done – be sure to check back at the end of the day.

- Table Tents

- Campus Update
  - Submit a campus update by 5:00 pm the day before
  - Go to this website for submission:
    - [http://www.bgsu.edu/offices/mc/campusupdate/page13966.html](http://www.bgsu.edu/offices/mc/campusupdate/page13966.html)

- Chalking
- Sic Sic
- Facebook/Twitter
  - Use the Facebook and Twitter wisely to advertise events, accomplishments and HIV/AIDS awareness.
-Finances-

1. Budget

- The Treasurer should keep a detailed budget at all times. Please see additional financial documents for past yearly budgets.
- For additional questions about the budget please contact advisor, Mike Freyaldenhoven or the Office of Campus Activities to set up a meeting with a financial graduate advisor.

2. Funding

- Spot Funding
  - Broadway Cares has received this two years in a row.
  - You can only ask for 75% and it is beneficial to show how the organization is contributing to the event.
  - The purpose of spot funding is to assist organizations in last minute purchases.
  - Please see additional financial documents for the spot funding application.
  - There will be a hearing where the treasurer/president will present the budget and explain why the Student Budget Committee (SBC) should give the organization money.

3. Training and Workshops

- The Treasurer will be required to attend Treasurers training at the beginning of the year.
- Additionally, there will be meetings throughout the semester for the treasurer to meet with a financial graduate student in the Office of Campus Activities. These meetings are just to make sure there are no questions and assist in the budget.
Additional Financial documents:

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**Applications not fully completed will NOT be considered for funding**

Student Budget Committee

Spot Funding Application

Organization name: _____________________________________________________________

Contact name: ____________________________ Number of Members: ____

Contact email: __________________________  Contact phone: _________________________

This application is to be used to apply for Spot Funding from the Student Budget Committee. Spot Funding is funding supplemental to the annual funding process. Organizations are required to sign up for a short hearing to present their application. For the full list of hearing dates, contact the Office of Campus Activities.

Please list and describe the activities for which funds are requested on the Proposed Activities page. Please include an up to date, current, year-long budget. This should include incurred expenses as well as projected expenses.

A completed application must include:

- SBC spot funding application cover page
- Statement regarding off-campus accounts
- Proposed activities page(s)
- Complete, up to date, year-long budget for the organization with detailed, specific line items in budget for all activities, including for the proposed activities
Applications are due by 5:00 pm the Monday prior to the next available hearing. Decision letters will be available the Tuesday following the hearing. For assistance, please attend an SBC help session. Help sessions are offered the Tuesday before a hearing. Please contact the Office of Campus Activities for locations.

________________________   ____________________   ____________
Printed Name of President       President Signature       Date

________________________   ____________________   ____________
Printed Name of Treasurer       Treasurer Signature       Date

________________________   ____________________   ____________
Printed Name of Advisor         Advisor Signature       Date
## Proposed Activities

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<th>Activity:</th>
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<tr>
<th>Anticipated date(s):</th>
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<table>
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<th>Amount expected to spend on activity</th>
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<tbody>
<tr>
<td>Org. Contribution: $</td>
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<tr>
<td>SBC Funds Requesting: $</td>
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<table>
<thead>
<tr>
<th>Co-Sponsor(s) and funds contributed:</th>
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<tbody>
<tr>
<td>when applicable</td>
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<table>
<thead>
<tr>
<th>Activity description:</th>
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<td><strong>Activity:</strong></td>
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<tr>
<td>Anticipated date(s):</td>
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<td>Anticipated attendance:</td>
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<td>Org. Contribution: $</td>
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<td><strong>SBC Funds Requesting:</strong> $</td>
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<tr>
<td>Co-Sponsor(s) and funds contributed:</td>
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<tr>
<td><em>when applicable</em></td>
</tr>
<tr>
<td>Activity description:</td>
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</tbody>
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*For additional activities* | **Activity** | **Budgeted** | **Actual Transactions** |
Use of this budget template is not required. Organization may attach a separate budget using a different template but **submission of a budget is required**. Budget must be up-to-date, year long, and have detailed specific line items for all events.
Statement Regarding Off-Campus Accounts

Organizations that receive funding from the Student Budget Committee are prohibited by university policy from operating an off-campus account. An off-campus account includes, but is not limited to, checking or savings accounts at a local bank.

Please read the below statement and sign, acknowledging understanding.

I state that this organization is willfully choosing to apply for funding support from the Student Budget Committee, as supported by the General Fee of Bowling Green State University. I understand that operation of an off-campus account is prohibited for any organization supported by university dollars. I understand that if this organization receives funding, the organization must immediately close any off-campus accounts that existed prior to receiving funding. I understand that operating an off-campus account after receiving of University funding will result in immediate forfeiture of all funding.

________________________  ____________________  ____ ________
Printed Name of President     President Signature     Date

________________________  ____________________  ____ ________
Printed Name of Treasurer     Treasurer Signature     Date

________________________  ____________________  ____ ________
Printed Name of Advisor       Advisor Signature       Date
Student Budget Committee
Budget Modification Application

Organization name: _____________________________________________________

Alternative, abbreviated, or prior names: _________________________________

Contact name: _________________________________________________________

Contact email: ______________________  Contact phone: _____________________

Only if applicable, mark any of the following categories which apply to the organization. Sections of SBC Policy reference these categories.

___ Media organization

___ Sports club

___ Political organization

___ Religious organization

___ Mission is to raise funds for philanthropies

Please fill out completely. Applications not completely filled out not will be considered for modification. Please outline your request on the Proposed Activities Page. Also, if you are creating a new budget line, you must attach a letter explaining the proposed activity or expenditure.
For the submitted packet include:

- SBC budget modification funding application
- Proposed activities page(s)
- Letter explaining newly created budget lines

Submit all the above information, in a typed format, along with this form signed to the Office of Campus Activities. Applications are due by 5:00 pm the Monday prior to the next available hearing.

________________________ ____________________  ____________
Printed Name of President President Signature Date

________________________ ____________________  ____________
Printed Name of Treasurer Treasurer Signature Date

________________________ ____________________  ____________
Printed Name of Advisor Advisor Signature Date

This form is available online at: http://www.bgsu.edu/getinvolved/orgs
Proposed Activities

Current Budget Line Name: __________________________________________

Current Budget Line Amount: ________________________________________

Proposed Budget Line Name: ________________________________________

Proposed Budget Line Amount: _______________________________________

Total Funds being moved in this transaction: ____________________________

Reason for moving funds:
______________________________________________________________
______________________________________________________________
______________________________________________________________
______________________________________________________________

► If you are creating a new budget line (i.e. one that is not pre-existing on your annual funding budget), please attach a letter explaining the proposed activity/expenditure.

Current Budget Line Name: __________________________________________

Current Budget Line Amount: ________________________________________
Proposed Budget Line Name: ________________________________________

Proposed Budget Line Amount: _______________________________________

Total Funds being moved in this transaction: ____________________________

Reason for moving funds:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

▶ If you are creating a new budget line (i.e. one that is not pre-existing on your annual funding budget), please attach a letter explaining the proposed activity/expenditure.
Budget Modification Under $100

Organizations may apply to move Student Budget Committee Funding in amounts below $100 from pre-existing line items to pre-existing line items at any time during the academic year.

Modifications require the approval of the organization’s president and treasurer, as well as the Office of Campus Activities.

Completed applications should be submitted to the Office of Campus Activities, 401 BowenThompson Student Union. Organizations will be notified via email when their application has been reviewed. Modifications that are not approved by the Office of Campus Activities may be submitted for review by the Student Budget Committee during the next hearing time available.

Budget Modifications over $100, or modifications that create new line items, must be submitted to the Student Budget Committee for approval.

Organization name: ______________________________________________________

Alternative, abbreviated, or prior names: ________________________________

Treasurer’s Name: ______________________________________________________

Treasurer’s email: ________________ Treasurer’s phone: ________________

Printed Name of President President Signature Date

_________________________________________ _____________________________
Printed Name of Treasurer Treasurer Signature Date

To be completed by the organization

To be completed by OCA

Financial Consultant Jaye Baum-Gangwer

Office of Campus Activities Office of Campus Activities Proposed Activities

Current Budget Line Name: __________________________________________

Current Budget Line Amount: ________________________________________

Proposed Budget Line Name: ________________________________________

Proposed Budget Line Amount: ________________________________________

Total Funds being moved in this transaction: ____________________________

Reason for moving funds:

► Line Items must be pre-existing. If you are creating new line items, please complete the “Student Budget Committee Budget Modification Application.”

Current Budget Line Name: __________________________________________

Current Budget Line Amount: ________________________________________

Proposed Budget Line Name: ________________________________________

Proposed Budget Line Amount: ________________________________________

Total Funds being moved in this transaction: ____________________________

Reason for moving funds:

► Line Items must be pre-existing. If you are creating new line items, please complete the “Student Budget Committee Budget Modification Application.”
2013-2014 Annual Funding

Applications for Student Budget Committee (SBC) Annual Funding are now available and are due by Sunday, February 3, 2013 by 11:59 PM. Late applications will not be accepted. Incomplete applications will not be reviewed.

It is important that you read the full instructions prior to completing your application to ensure that your application is complete.

What is Annual Funding?
Annual Funding is the process for student organizations to request funding for the next academic year. Funds being requested now will be available July 2013 - June 2014. This is the only opportunity for organizations to request funding for a year-long budget. Annual Funding applications will be built and submitted through OrgSync. The Office of Campus Activities has prepared an instructional checklist to help you navigate the OrgSync process, linked below.

How to apply for Annual Funding
To complete the budget request you must be a member of your organization's portal and have administrative access. It is important that you check that you have these permissions well in advance of the application deadline, as to ensure that you have the ability to learn the system and create your budget before the deadline.

Annual Funding requests must comply with the Student Budget Committee policies. Please be sure to review these policies before building a budget, as certain types of requests are prohibited by policy.

One member of your organization must attend an Annual Funding Help Session.

Organizations that have attended a Help Session and submitted the budget online, may sign up for a hearing by calling the Office of Campus Activities at 419-372-2343 or stopping into 401 Bowen-Thompson Student Union beginning February 4, 2013. This is a required step and necessary for your application to be considered complete! Please have your schedule ready when you sign up for a hearing time; hearings will not be rescheduled. Organizations must attend their scheduled hearing in order to receive funding; missed hearings cannot be rescheduled. Hearings are 10 minutes long if requesting less than $10,000 and 20 minutes long if the organization is requesting over $10,000.

Organizations should bring a printed copy of their budget with them to their hearing or a laptop in which they can access their budget. The SBC will not have a copy of your budget available for you during your presentation.

Annual Funding Checklist
A checklist has been prepared for your use. Please ensure you’ve included all details, as incomplete applications will not be reviewed.

PLEASE NOTE: OrgSync does not have an Auto-Save feature. Please save your budget every 15-20 minutes to avoid losing your budget.

IMPORTANT DATES

Annual Funding Hearings
February 8, 9, 10
February 15, 16, 17

Annual Funding Help Sessions
Monday, January 14, 7:00 PM - 8:00 PM, 315 BTSU (groups A - B)
Wednesday, January 16, 7:00 PM – 8:00 PM, 315 BTSU (groups C - F)
Thursday, January 17, 7:00 PM - 8:00 PM, 315 BTSU (groups G - N)
Tuesday, January 22, 7:00 PM - 8:00 PM, 206 BTSU (anyone who cannot attend another session or organizations that would like to bring multiple representatives)
Wednesday, January 23, 7:00 PM - 8:00 PM, 315 BTSU (groups O - S)
Thursday, January 24, 7:00 PM - 8:00 PM, 315 BTSU (groups T - Z)
Resources
2013-2014 SBC Funding Policy
Historical Funding Trends

Current SBC Members
Jonathan Zachrich, Undergraduate Co-Chair
Heath Parish, Graduate Co-Chair
LaShaunda Brown-Clopton
Josh Eckert
Bryanna Hambrick
Shayna Smith
LaDarrius Steele
Corrie Jones
Janie Rauscher
Chelsea Corbitt
Meredith Hassenrik

If at any point in the annual funding process you have questions please contact the Office of Campus Activities at 419-372-2343.
Ohio Department of TAXATION

Sales and Use Tax Blanket Exemption Certificate

The purchaser hereby claims exception or exemption on all purchases of tangible personal property and selected services made under this certificate from:

(vendor's name)

and certifies that the claim is based upon the purchaser’s proposed use of the items or services, the activity of the purchase, or both, as shown hereon:

BOWLING GREEN STATE UNIVERSITY PURCHASES ARE EXEMPT FROM SALES TAX BASED ON THE EXEMPTION FOUND IN SECTION 5739.02(B)(1) OF THE OHIO REVISED CODE "SALES TO THE STATE OR ANY OF ITS POLITICAL SUBDIVISIONS"

Purchaser must state a valid reason for claiming exception or exemption.

BOWLING GREEN STATE UNIVERSITY

Purchaser's name

319 ADMINISTRATION BUILDING

Street address

BOWLING GREEN OHIO 43403

City, state, ZIP code

CONTROLLER

Signature

Title

1/2/2013

Date signed

89-037146 Federal ID Number: 34-6402018

Vendor's license number, if any

Vendors of motor vehicles, titled watercraft and titled outboard motors may use this certificate to purchase these items under the "resale" exception. Otherwise, purchaser must comply with either rule 5703-9-10 or 5703-9-25 of the Administrative Code.

This certificate cannot be used by construction contractors to purchase material for incorporation into real property under an exempt construction contract. Construction contractors must comply with rule 5703-9-14 of the Administrative Code.
1. Securing the Date and Location
   a. Contact Susan Hoekstra and Steve Boone over the summer to figure out where the benefit will fit best.
b. Try to stay away from the musical. Find out when rehearsals start and when that performance is. This will heavily play into the amount of conflicts.

c. Turn in the Event Request Form to Keith Hofacker months in advance

2. Marketing
   a. Sit down with Exec Board, Advisor and PR to develop a plan.
   b. Contact Marketing and Communications to see what they can create for campus wide e-mail and possible BG Homepage banner.
   c. Successful Marketing Ideas:
      i. BGNews – announcement and articles
      ii. Campus Radio
      iii. Posters in the Community and on Campus
      iv. Union Tables with Handbills for event
      v. Facebook – Events, statuses, pictures
      vi. Twitter
      vii. Chalking around campus
   d. Have a plan B in place, just in case.

3. Volunteers
   a. Organizing the volunteer schedule is very detailed and can get overwhelming. The more you work with others and delegate leads to less stress the day of the show.
   b. Meet with Exec to brief all through the Day of Show Schedule and where they will be assigned.
   c. Have a diagram for Advisors, Exec, and additional point people showing where everyone will be the day of the show.
   d. Create a volunteer list of tasks for what will happen directly following the show.
   e. Be very upfront with all expectations for members the day of the show.
      i. Be on time.
      ii. Respect everyone.
      iii. Positive Attitudes.
      iv. Willingness to help where needed.
v. Leaving when everything is done and they are dismissed. Not before.

f. E-mail reminders never hurt!

4. Raffle/Silent Auction
   a. Raffle with Community Donations
      i. Bags and tickets in Broadway Cares Storage
      ii. Get loud and personable people to sell the tickets.
   b. Silent Auction with Signed Items
      i. Keep the audience informed of when the auction will be over and how much time they have left.
   c. Head of Raffle/Silent Auction
      i. Not able to bid on silent auction items

Additional Benefit documents:

Community Fundraiser Letter .................................................................................................................. 41
2012 Broadway Through the Years Benefit Poster ............................................................................. 42
2013 Gender Bender Benefit Poster .................................................................................................. 43
March 2012

To Whom It May Concern:
In 2009, it was estimated that 17,000 people died in America from AIDS. This disease continues to affect many lives and does not receive the attention or funding required to effectively overcome the problem. In an effort to combat this issue, Bowling Green State University students have partnered with the national charity Broadway Cares/Equity Fights AIDS to create a local organization dedicated to raising awareness and funds for HIV/AIDS education, treatment, and services.

In the past, students have created small events to raise money for the cause, but this year we have collaborated with many organizations on campus, gained support from the College of Music and the Department of Theatre, and recruited a group of talented and diverse individuals to really impact our campus and community. We have also reached out to the AIDS Resource Center of Ohio in Toledo and have been able to get much advice and support from them. To accomplish our mission, we will be holding a benefit performance where all proceeds will go to Broadway Cares/Equity Fights AIDS.

The performance will be held on campus, January 19th at 2:00PM and 7:00PM in the Eva Marie Saint Theatre in the new Wolfe Center for the Arts. The event is free, however, we will be accepting donations at the door. Those in attendance can also choose to make donations through a silent auction and raffle starting at 7:00PM, which will include items signed by Broadway stars and community gifts.

We are asking for donations of any sort. We would like to raise at least $2,000 this year, and in order to do that we need your help. We are accepting monetary donations of any amount, as well as items that can be used in our silent auction and raffle.

Thank you for your time and consideration and hope that you will be able to support us support the fight against HIV/AIDS. What we do together really does make a difference.

Sincerely,

Cassandra Utt

President
Benefit performance to raise money for Broadway Cares/Equity Fights AIDS (national charity in NYC)

**Monday, April 23rd**

Show is at 8:00pm and Silent Auction/Raffle starts at 7:00 PM (includes items donated from the community and items signed by the stars of Broadway.)

Donnell Theatre in the Wolfe Center for the Arts
"Gender Bender"
Benefit Performance

January 20th
2 and 7 PM
Eva Marie Saint Theater
Wolfe Center

The event is free, but there will be a silent auction and raffle at this event. Please come and help support the fight against AIDS.
-Broadway Touring Cast Workshop and Show-

1. Purpose

• The Broadway Touring Cast Workshop has two main goals. First, to provide professional development opportunities for the students. Second, raise money and awareness for HIV/AIDS and the national charity, Broadway Cares/Equity Fights AIDS.

2. Advertisement

• Campus Update
• Facebook Event and Updates
• Word of Mouth
• Classroom advertisements by talking to the professors
• E-mail campaigns

3. Time and Location

• It has been successful in the past to work with Colleen Murphy from the Department of Dance to hold the workshop during a dance class. Also, work with Dr. Michael Ellison on possibly information about the Department of Theatre and Film.

4. Additional Details

• Provide craft supplies from the Office. Review what is already in the office and buy additional supplies as seen fit.
• Provide snacks and drinks. These can be different based on the time of day.
What is HIV?
HIV stands for 'human immunodeficiency virus'. HIV is a virus (of the type called retrovirus) that infects cells of the human immune system (mainly CD4 positive T cells and macrophages—key components of the cellular immune system), and destroys or impairs their function. Infection with this virus results in the progressive deterioration of the immune system, leading to 'immune deficiency'.

The immune system is considered deficient when it can no longer fulfill its role of fighting off infections and diseases. Immunodeficient people are more susceptible to a wide range of infections, most of which are rare among people without immune deficiency. Infecions associated with severe immunodeficiency are known as 'opportunistic infections', because they take advantage of a weakened immune system.

What is AIDS?
AIDS stands for 'acquired immunodeficiency syndrome' and is a surveillance definition based on signs, symptoms, infections, and cancers associated with the deficiency of the immune system that stems from infection with HIV.

What are the symptoms of HIV?
Most people infected with HIV do not know that they have become infected, because they do not feel ill immediately after infection. However, some people at the time of seroconversion develop “Acute retroviral syndrome” which is a glandular fever-like illness with fever, rash, joint pains and enlarged lymph nodes.

Seroconversion refers to the development of antibodies to HIV and usually takes place between 1 and 6 weeks after HIV infection has happened.

Whether or not HIV infection causes initial symptoms, an HIV-infected person is highly infectious during this initial period and can transmit the virus to another person. The only way to determine whether HIV is present in a person’s body is by testing for HIV antibodies or for HIV itself.

After HIV has caused progressive deterioration of the immune system, increased susceptibility to infections may lead to symptoms.

HIV is staged on the basis of certain signs, symptoms, infections, and cancers grouped by the World Health Organization (WHO).
# Contacts

## Offices/Departments:

<table>
<thead>
<tr>
<th>Name</th>
<th>Location</th>
<th>Email</th>
<th>Phone #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Planning</td>
<td>231 Union</td>
<td>N/A</td>
<td>419-372-9000</td>
</tr>
<tr>
<td>Catering</td>
<td>231 Union</td>
<td><a href="mailto:catering@bgsu.edu">catering@bgsu.edu</a></td>
<td>419-372-6951</td>
</tr>
<tr>
<td>OCA</td>
<td>401 Union</td>
<td><a href="mailto:involved@bgsu.edu">involved@bgsu.edu</a></td>
<td>419-372-2343</td>
</tr>
<tr>
<td>UAO Office</td>
<td>408 Union</td>
<td><a href="mailto:myuao@bgsu.edu">myuao@bgsu.edu</a></td>
<td>419-372-2486</td>
</tr>
<tr>
<td>Bookstore</td>
<td>The Bookstore</td>
<td><a href="mailto:bookstore@bgsu.edu">bookstore@bgsu.edu</a></td>
<td>419-372-2851</td>
</tr>
<tr>
<td>Dining</td>
<td></td>
<td><a href="mailto:dining@bgsu.edu">dining@bgsu.edu</a></td>
<td>418-372-2891</td>
</tr>
<tr>
<td>Res Life</td>
<td>470 Math Science Building</td>
<td><a href="mailto:reslife@bgsu.edu">reslife@bgsu.edu</a></td>
<td>419-372-2011</td>
</tr>
<tr>
<td>Rec Center</td>
<td>Student Recreation Center</td>
<td></td>
<td>419-372-2000</td>
</tr>
<tr>
<td>Wellness Connection</td>
<td>Student Recreation Center 214</td>
<td><a href="mailto:wellness@bgsu.edu">wellness@bgsu.edu</a></td>
<td>419-372-9355</td>
</tr>
<tr>
<td>Stroh Box Office</td>
<td>Stroh Center</td>
<td><a href="mailto:tickets@bgsu.edu">tickets@bgsu.edu</a></td>
<td>419-372-0000</td>
</tr>
<tr>
<td>The Birds</td>
<td></td>
<td><a href="mailto:thebirds@bgsu.edu">thebirds@bgsu.edu</a></td>
<td>419-372-2843</td>
</tr>
<tr>
<td>Sic Sic</td>
<td></td>
<td><a href="mailto:sicsic@bgsu.edu">sicsic@bgsu.edu</a></td>
<td>419-372-7400</td>
</tr>
</tbody>
</table>
### Theatrical Contacts:

<table>
<thead>
<tr>
<th>Name</th>
<th>Location/Position</th>
<th>Email</th>
<th>Phone#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michael Ellison</td>
<td>Musical Theatre</td>
<td><a href="mailto:Ellison@bgsu.edu">Ellison@bgsu.edu</a></td>
<td>419-372-0472</td>
</tr>
<tr>
<td>Geoff Stephenson</td>
<td>Musical Theatre</td>
<td><a href="mailto:gstephe@bgsu.edu">gstephe@bgsu.edu</a></td>
<td>419-372-8623</td>
</tr>
<tr>
<td>Keith Hofacker</td>
<td>Scheduling</td>
<td><a href="mailto:kwhofac@bgsu.edu">kwhofac@bgsu.edu</a></td>
<td>419-372-2954</td>
</tr>
<tr>
<td>Susan Hoekstra</td>
<td>CMA Event Planning</td>
<td><a href="mailto:shoekst@bgsu.edu">shoekst@bgsu.edu</a></td>
<td>419-372-8654</td>
</tr>
<tr>
<td>Steve Boone</td>
<td>Dept. Theatre</td>
<td><a href="mailto:sboone@bgsu.edu">sboone@bgsu.edu</a></td>
<td>419-372-7178</td>
</tr>
<tr>
<td>Dr. Ron Shields</td>
<td>Dept. Theatre</td>
<td><a href="mailto:rshield@bgsu.edu">rshield@bgsu.edu</a></td>
<td>419-372-6812</td>
</tr>
<tr>
<td>Sara Chambers</td>
<td>Dept. Theatre</td>
<td><a href="mailto:schambe@bgsu.edu">schambe@bgsu.edu</a></td>
<td>419-372-3142</td>
</tr>
<tr>
<td>Jane Schoonmaker Rogers</td>
<td>Voice</td>
<td><a href="mailto:janesro@bgsu.edu">janesro@bgsu.edu</a></td>
<td>419-372-8404</td>
</tr>
<tr>
<td>Sean Cooper</td>
<td>Voice</td>
<td><a href="mailto:scooper@bgsu.edu">scooper@bgsu.edu</a></td>
<td>419-372-2341</td>
</tr>
<tr>
<td>Christopher Scholl</td>
<td>Voice</td>
<td><a href="mailto:cscholl@bgsu.edu">cscholl@bgsu.edu</a></td>
<td>419-372-5261</td>
</tr>
</tbody>
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### Marketing and Advertisement:

<table>
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<tr>
<th>Name</th>
<th>Location</th>
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<tbody>
<tr>
<td>Marketing and Communication</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>BGNews</td>
<td>210 West Hall</td>
<td><a href="mailto:thenews@bgsu.edu">thenews@bgsu.edu</a></td>
<td>419-372-6966</td>
</tr>
<tr>
<td>88.1 Radio</td>
<td>120 West Hall</td>
<td></td>
<td>419-372-8657</td>
</tr>
<tr>
<td>WBGU TV</td>
<td>245 Troup Ave.</td>
<td><a href="mailto:wbgufeedback@bgsu.edu">wbgufeedback@bgsu.edu</a></td>
<td>419-372-2700</td>
</tr>
<tr>
<td>WFAL</td>
<td>120 West Hall</td>
<td></td>
<td>419-372-9325</td>
</tr>
<tr>
<td>Key Magazine</td>
<td>28 West Hall</td>
<td></td>
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<tr>
<td>BG24</td>
<td>BG24</td>
<td><a href="mailto:bg24news@live.com">bg24news@live.com</a></td>
<td>419-372-2997</td>
</tr>
<tr>
<td>Tom Bigly</td>
<td>BG24</td>
<td></td>
<td>330-402-6443</td>
</tr>
<tr>
<td>Stampers</td>
<td></td>
<td><a href="mailto:stampers@bgsu.edu">stampers@bgsu.edu</a></td>
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Additional People:

<table>
<thead>
<tr>
<th>Name</th>
<th>Location</th>
<th>Position</th>
<th>Email</th>
<th>Phone#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mike Freyaldenhoven</td>
<td>401 BTSU</td>
<td>BCBG Advisor</td>
<td><a href="mailto:mfreyal@bgsu.edu">mfreyal@bgsu.edu</a></td>
<td>419-372-9434</td>
</tr>
<tr>
<td>Jaye Baum-Gangwer</td>
<td>401 BTSU</td>
<td>OCA Publicity</td>
<td><a href="mailto:jbaum-g@bgsu.edu">jbaum-g@bgsu.edu</a></td>
<td>419-372-2343</td>
</tr>
<tr>
<td>Sue Houtz</td>
<td>401 BTSU</td>
<td>OCA Secretary</td>
<td><a href="mailto:shoutz@bgsu.edu">shoutz@bgsu.edu</a></td>
<td>419-372-2343</td>
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</table>
## Useful Websites

<table>
<thead>
<tr>
<th>Name</th>
<th>Web Site</th>
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<tr>
<td>1. Campus Update Form</td>
<td><a href="http://www.bgsu.edu/offices/mc/campusupdate/page13966.html">http://www.bgsu.edu/offices/mc/campusupdate/page13966.html</a></td>
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<tr>
<td>Document Title</td>
<td>Page</td>
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<tr>
<td>--------------------------------------</td>
<td>------</td>
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<tr>
<td>Window Splash Policy</td>
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<td>Banner Space Policy - Outdoor</td>
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</table>
Window Splash Policy

This is a wonderful advertising opportunity offered to registered student clubs and organizations. Requests must be in conjunction with campus-wide events.

The west entrance (mezzanine) windows and Pub windows have been designated as possible locations for window splash events. Only registered student clubs and organizations are permitted to conduct window splash events in the Student Union. Requests for a window splash event should be directed to the Director of the Bowen-Thompson Student Union’s designee. Requests will only be considered for window splashes held in conjunction with campus-wide events.

• If approved, the window splash may be scheduled for up to seven (7) days. Window splashes may be put up any time after 12pm on Monday and must come down by the following Sunday by the close of the building. Failure to properly remove the window splash by the designated time will result in a $30 charge for the sponsoring organization. An organization is permitted to reserve a window splash for a maximum of three times per semester.

• A meeting with the Director’s designee must be scheduled before approval for a window splash is given. Times will be designated for painting the windows, and for cleaning the windows.

• The Student Union must approve all plans for painting the windows, including supplies to be used, and for cleaning the windows at the conclusion of the window splash.

• Failure to meet with the Director’s designee at least 5 working days before the window splash reservation begins may result in the window splash reservation being canceled.

• The window splash must list the sponsoring organization, time, date, name, and place of event (when appropriate), and event must be open to the entire campus.

• The sponsoring organization will provide all the paint, brushes, drop cloths, and other materials needed. Only water-based paint may be used. The Student Union will provide materials needed for cleaning the windows.

• Failure to paint a window splash or to take down a window splash on the designated dates may result in consequences. A warning will be issued for the first offense; a second offense may prevent the organization from reserving window splash space for the remainder of the year.

Any damages to Student Union property or equipment, or any additional cleaning required, will be billed to the sponsoring organization. Charges may occur as well if the window splash is placed on the wrong set of windows, inappropriate paint is utilized, the splash is placed on the exterior side of the windows, etc.

*This information provided by Event Planning.
-Painting the Spirit Rock-

The Spirit Rock is located in the grassy area between the Wolfe Center for the Arts and Kreischer Quadrangle.

1. The Rock can be painted by only one group or organization per day.

2. The Rock may not be reserved for consecutive days.

3. The group or organization painting the Rock assumes liability for any individual or member of the group/organization who may be injured or may incur clothing damage.

4. Groups/organizations must furnish their own paint and supplies to paint the Rock.

5. ONLY the Rock can be painted. Painting on sidewalks, lampposts, grass, or buildings is not permitted; otherwise, the group/organization will be held financially responsible for cleaning costs.

6. Whatever is painted on the Rock must be in good taste. Anything profane or obscene is not permitted. What is painted reflects on you and your group/organization.

7. The Rock may be reserved for painting between the hours of 7 pm – 11 pm.

Painting the Spirit Rock is a great campus tradition!

Have fun!

*This information provided by Event Planning.*
Contact Tables

Contact tables in the Student Union are available to registered student organizations, University departments, and approved commercial vendors.

Please find listed below the policies for use of contact tables in the Bowen-Thompson Student Union.

1. Table space may be reserved for a maximum of one week (7 days) per event or activity per semester.

2. Ten (10) table spaces are available in the first floor lobby. Exact table location is determined on a first-come, first-serve basis.

4. Prospective users of table space forfeit their space if not in use within one hour of the starting time specified on the reservation request form. Repeated failure to cancel a table reservation 24 hours prior to contracted time may result in loss of privilege to use table space.

5. Student organizations sponsoring a commercial vendor must take the reservation request form to the Office of Campus Activities Office (Room 401) for consultation on contracting procedures.

6. The name of the sponsoring organization must be displayed. Signs are to be displayed on T-stands or at the table. Posting on walls, columns, and windows is not permitted.

7. Failure to comply with contact table policies and/or the reasonable requests of Student Union administration may result in cancellation of the current and/or future contact table reservations.

Available Equipment
One table and two chairs are provided for each organization/department. One T-stand or easel per table may also be requested. Requests for A/V or the use of additional equipment must be made when submitting the reservation request, or no later than one business day prior to reservation date.

Policies Governing Use of Contact Tables
- At least one member of the sponsoring organization must be present at the table for the duration of the reservation. More than two representatives at one time is not permitted.
- The organization’s representatives must stay behind the contact table, must not aggressively solicit the organization’s materials, and must not block traffic.
• Distribution by means involving shouting, yelling, or physically approaching individuals is prohibited, as is any interference with normal functions or interruption of the free flow of traffic, inside or outside the building.

• Literature, promotional items, or other ‘giveaways’ may only be distributed from contact tables located in the Student Union. All literature distributed must clearly identify the sponsoring organization or department. All individuals or organizations distributing literature will be held responsible for cleaning up litter resulting from its distribution.

• Activities such as the signing of petitions or sale of items may only take place at a contact table.

• Credit card solicitation is not permitted.

• The use of audio/visual equipment using sound (including a radio, boombox, TV, VCR, DVD, CD, or tape player) is subject to prior approval by Student Union staff. The use of audiovisual equipment will be limited to a maximum of one contact table per day and is given on a first come, first served basis. The volume must be kept at a reasonable level, as determined by Bowen-Thompson Student Union staff. Requests for the use of such equipment must be made at the time the request is initiated, or no later than one business day prior to the reservation date.

• Audio-visual equipment may only be used in the designated space.

• Audio/visual equipment without sound may be used as space allows.

• Contact tables and chairs must remain in designated area.

• Items for sale must be approved by the Director of the Bowen-Thompson Student Union or a designee which may include the Director of Dining Services or the Director of the University Bookstore. Student organizations may sell items which are not in direct competition with items sold by the University Bookstore, University Dining Services, or other service areas of the Bowen-Thompson Student Union. If the item(s) to be sold are considered to be in direct competition, the activity may be subject to additional review by Student Union staff.
• The sale or distribution of any material that is racially or sexually offensive to members of the BGSU community will not be approved.
• The sale of food items, including baked goods, drinks, candy, etc., is subject to approval by the Bowen-Thompson Student Union Director or Dining Services Director, and, if necessary, the Environmental Health and Safety Office.
• Eating meals at the table distracts from the presentation your organization wishes to make and is discouraged.
• Please leave the table and floor area clean. All items must be removed when the table is unoccupied.

Mezzanine Space
Space in the Bowen-Thompson Student Union mezzanine area is available for programming and vendors appropriate for the space. This space is located on the north wall, and allows for two 6’ tables in that area. Only one activity at a time will be permitted due to space limitations. Use of audio-visual equipment is limited so as not to interfere with other events and functions of the Student Union. Other policies related to vendor use of reservable space apply.

Liability
The Bowen-Thompson Student Union is not responsible for items left on or at tables and does not provide storage for such items. Items are the sole responsibility of the student organization, university department, or commercial vendor.

UNDERSTANDING AND THE AGREEMENT TO COMPLY WITH THE ABOVE CONDITIONS FOR USE OF CONTACT TABLES IS INDICATED BY THE SIGNED RESERVATION REQUEST AND CONTRACT.

*This information provided by Event Planning.
-Outdoor Events-

Designated campus ground spaces may be reserved by departments, student organizations, or groups outside the University. Spaces reserved through the Bowen-Thompson Student Union are as follows:

- Union Mall
- Corridor between Education, Eppler, BA, and Olscamp
- Field west of Kreischer
- Space west of Education Building
- Field north of Anderson Arena
- Field northwest of Field House
- Bell Tower Mall

The major exceptions to campus ground reservations are Intramural Fields and grounds adjacent to residence halls or small group living units. Additional policies and procedures regarding the use of campus grounds can be found in the Bowling Green State University Student Handbook.

**Policies governing use of outdoor space**
- Request must be approved by the Director of the Student Union or designee, and, if necessary, the Dean of Students or designee.
- Requests must be made at least 10 university working days prior to the event.
- Use of amplification equipment is not permitted in the vicinity of classrooms during regularly scheduled class hours. Sound equipment must not disrupt normal functions of the University.
- The failure of an organization or department to provide the Student Union with notice of cancellation of a proposed activity or event at least two (2) University working days prior to the scheduled activity or event may result in the denial of a future permit for use, unless the cancellation is necessitated by events reasonably beyond the control of the organization or department.
- If food/beverage is served, food must be supplied by University Dining Services. Registered student organizations may request an exception by completing a “Standard Food Policy Exception Form,” which can be obtained from the Student Union Administrative Office (231 Student Union), and must be completed 14 days prior to the event.
- If Audio/Visual equipment is needed, requestor must contact Instructional Media Services (372-6993) at least two (2) working days in advance. Charges apply.
- To rent tables and chairs outside, requestor must contact Materials Handling (372-2121) at least one (1) working day in advance. Charges apply.
- The Bowen-Thompson Student Union has the right to deny outdoor space if the event is deemed to be in poor taste and/or in conflict with the mission and values of Bowling Green State University. Final determination will be made by the Director of the Bowen-Thompson Student Union and/or designee.

*This information provided by Event Planning.*
-Outside Banner Space-

A registered student organization or University department may reserve one banner location for a maximum of one week (7 consecutive days) per event. Banners must be secured with rope, visibly seen (no bailing twine or wire or similar type of string may be used) and must be removed by the sponsor at the conclusion of the reservation period, or following the event. Banners must be no larger than 54” X 75” (a full-sized flat sheet). All supplies must be provided by sponsor. The banner must display the name of the sponsoring organization, time, date, name, and place of event, and event must be open to the entire campus.

Use of banner space is prohibited by non-University organizations.

Banner locations reserved through the Bowen-Thompson Student Union are as follows:

Business Administration – Room for 2 banners at grouping of 3 trees along sidewalk running east-west across from the southeast end of the BA building.

Moseley Hall – Room for 1 banner at grouping of 2 trees at northeast corner of Moseley Hall.

Pedestrian Mall (Union Oval) – Room for 2 banners. Banners are to be hung between 2 trees.

Other Outdoor Banner Space Areas

Residence Hall and Small Group Living Units – These areas are handled by the Office of Residence Life, 372-2011.

*This information provided by Event Planning.*
Banners, advertising student clubs and organizational events, are a colorful addition to a student union and are an excellent way to promote campus events. They provide an easy, inexpensive method of advertising events (which is paramount in today’s economy with the limited budgets of student clubs and organizations), and provide a stimulating visual upon entrance to the building. There are butcher block paper and texas markers in the Student Union Paint/Poster Room to make these banners.

Below are the policies for the hanging of banners inside the Bowen-Thompson Student Union.

1. Only registered student organizations are permitted to hang banners in the Student Union and only in designated, reservable spaces.

2. Banner space may only be reserved to advertise an event open to the entire campus.

3. There are four designated banner spaces in the Student Union: two by the Clock Tower entrance facing east and two by the Clock Tower entrance facing west. These will be hung by Student Union staff from the railings with mechanisms provided by the Student Union.

4. Banner space can be reserved for a maximum of one week (7 consecutive days) per event and in only one location at a time. Banners cannot be moved around during the week.

5. Banners must be dropped off before 5 pm (M-F) in Room 231 of the Bowen-Thompson Student Union the day prior to hanging. Banners to be hung on Saturday, Sunday, or Monday must be dropped off on the previous Friday.

6. The Bowen-Thompson Student Union has the right to deny banner space if the banner is deemed to be in poor taste and/or in conflict with the mission and values.
of Bowling Green State University. Final determination will be made by the Director of the Bowen-Thompson Student Union and/or designee.

7. The requesting organization is responsible for making the banner. Materials for making a banner (butcher block paper and texas markers) can be found in the Paint/Poster Room (Room 406 of the Student Union), and may be utilized by making arrangements through the Office of Campus Activities.

8. Banners will be taken down and thrown away after the reservation has ended unless prior arrangements have been made to pick up the banner at a designated time and place. If arrangements have been made for the organization to pick up the banner after the banner reservation is complete, the pick-up location of that banner will be in Room 231. Banner will be kept for 24 hours and then discarded.

9. Banners must be no larger than 8 feet in length and 3 feet in height (see diagram below).

10. Banners must list sponsoring organization, time, date, name, and place of event.

*This information provided by Event Planning*
-Event Space Reservation Form-

PLEASE USE THIS FORM FOR NEW EVENT REQUESTS ONLY

Contact Name: __________________________ Day of Event Contact: __________________________

Address: ________________________________ (if different from person placing reservation)

Phone #: __________________ Fax #: __________ E-Mail Address: ____________________________

Organization: __________________________ Accounting Fund: ____________________________

(Please spell out any abbreviations.)

Type of Group: □ Registered Student Organization □ Academic Department □ Administrative Department
□ Non-Registered Student Organization □ Campus Organization □ Community Organization

Type of Event: ____________________________ (e.g., meeting, workshop, lecture, banquet, reception, film)

Event Title: ______________________________

Attendance: ____________ Is the event open to the public outside of the group’s membership? □ Yes □ No

Date(s) of Event: __________________________

(Month) (Day) (Year) (If recurring, please include start and end date.)

Requested Time of Event: From ________ □ am □ pm To ________ □ am □ pm

Total Time of Space Reservation: From ________ □ am □ pm To ________ □ am □ pm

(including time needed for your organization’s preparations and post-event cleanup)

Building Preference: □ Yes, please indicate __________________________

Room # Preference: □ Yes, please indicate ______

□ No Preference

If requesting a non-classroom space, what set-up style is needed?
□ Theatre □ Conference □ Classroom □ Banquet □ Other __________________________

Will this event require Audio/Visual equipment? □ Yes □ No □ Maybe, will decide later.

(Audio/Visual equipment for Academic spaces should be arranged with the Classroom Technology Services office in Room 118 Ohsborn Hall, 419-372-6993.)

Please indicate Audio Visual equipment needed and any additional special needs from the facility: __________________________

__________________________________________________________

Is this an event with food? □ Yes □ No □ Maybe, will decide later.

If your response is yes or maybe, you must contact University Dining Services Catering Arrangements Office at 372-6951.

Event Planning and Reservations
Bowen-Thompson Student Union, Suite 231
Bowling Green, Ohio 43403-0141
419-372-9000 FAX: 419-372-7940
MASCOT REQUEST FORM

Thank you for your interest in the Bowling Green State University Falcon Mascots! We are pleased that you are considering the BGSU mascots, Freddie and Frieda for your function or event. There are a few things to remember when requesting an appearance from Freddie and/or Frieda:

Completion of this form is only a request and does not guarantee an appearance. All requests must be submitted via this online form. Requests must be made at least three weeks prior to the event. We encourage you to make your request as early as possible, requests will be responded to on a first-come, first-served basis. You will receive notification from the mascots within two weeks of your request.

Pricing is as follows for the BGSU mascots:

- **University Events:** No cost
- **Non-Profit Events:** $50 (1 hour appearance) per mascot
- **Commercial/ Corporate/ Private Parties:** $100 (1 hour appearance) per mascot

*Payment must be made prior to the scheduled appearance to:

**BGSU Mascots**
1000 Wooster Street
Student Union, 301Q
Bowling Green, Ohio 43403

*Checks only. Please make check out to BGSU University Mascots.*

*Additional travel fees will be required for appearances over 20 miles from BGSU.*
Organization type: ___________________________ I would like to request: ___________________________

Contact Name: ___________________________ Contact Phone: ___________________________
Contact Email: ___________________________ Contact Fax: ___________________________

Mailing Address: ___________________________
City: ___________________________ State: _______ Zip: ___________________________

Event Name: ___________________________
Event Location: ___________________________
Event Date: ___________________________ Event Time: ___________________________

Continue to fill out form if the request is not a University event.

Event Address: ___________________________
City: ___________________________ State: _______ Zip: ___________________________

On-site Contact Name: ___________________________
On-site Contact Cell Phone Number: ___________________________

Event Description:

Anticipated Audience Size: ___________________________
Estimated drive from BGSU: ___________________________

Directions to event location from BGSU:

Once finished, please select File > Save. Then, attach the saved PDF document to an email and send it to:
Anne Marie King, M. Ed. - ameiers@bgsu.edu
Interim Coordinator of Spirit Programs
Office of the Dean of Students
-Student Org Catering Discounts-

**Mixed Green Salad** – $18.99 / 8-12 people  
**Caesar Salad** – $19.99 / 8-12 people  
Add Chicken $31.99 / 8-12 people  
**Grill-out To Go** – $46.99 / 8-12 people  
Hamburgers, Hotdogs, Buns, Condiments  
**Classic Baked Ziti** – $44.99 / 8-12 people  
**Traditional Meat Lasagna** – $54.99 / 8-12 people  
**Pasta Vegetali** – $49.99 / 8-12 people  
Wheat Pasta tossed with diced Tomatoes, sautéed Mushrooms, and fresh Baby Spinach  
**Fettucini Alfredo** – $42.99 / 8-12 people  
Classic Spinach Fettuccini Pasta with homemade Alfredo sauce  
Add Chicken- $54.99 / 8-12 people  
**Pasta Putanesca** – Fettuccini and spiced Marinara- $43.99 / 8-12 people  
Add Grilled Chicken $55.99 / 8-12 people  
**Chicken “Tamale” Pie with Chips and Salsa** – $59.99 / 8-12 people  
**Curried Coconut Chicken & Rice with Grilled Pitas** – $59.99 / 8-12 people  
**Wings, Wings, Wings** – $26.99 / 8-12 people  
Choose a sauce: BBQ, Buffalo, Teriyaki, Hot, Medium, and Mild  
Add Celery Sticks and Ranch or Blue Cheese – $4.99  
**Student Vegetable Platter** – $10.99 / 10-12 people  
**Student Cheese Platter** – $11.99 / 10-12 people  
**Student Fresh Fruit Platter** – $14.99 / 10-12 people  
**Student Planner Pizza** – $8.99 / 1 topping  
Additional Toppings / $.50ea  
**Student Sub Platter** – $29.99 / 10-12 people  
**Bagels & Cream Cheese** – 11.99/dozen  
**Muffins** – $11.99/dozen  
**Student Cookies** – $10.99/dozen  
**Student Brownies** – $11.99/dozen
**Stampers Price List 2011**

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<td>Stapling - Machine</td>
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<td>Stapling - Saddlestitch</td>
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<td>Folding - Machine. Stragiht</td>
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<td>Cutting</td>
<td>1.00 per cut ($2.00 min charge)</td>
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<td>Drill Punch</td>
<td>0.01 per sheet</td>
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<td>Collating - Manual</td>
<td>0.02 per sheet</td>
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<tr>
<td>Inserting</td>
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<td>Label Attachment</td>
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<td>Binding - Spiral or Comb</td>
<td>0.90 (Small)</td>
<td>1.30 (Medium)</td>
<td>1.60 (Large)</td>
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<tr>
<td>Padding</td>
<td>0.46 per pad ($5.00 min charge)</td>
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<th>Other Services</th>
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<td>0.75 (6x9)</td>
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<td>Document Design</td>
<td>20.00 per hour ($10.00 min charge)</td>
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<tr>
<td>Rush Charge (all services)</td>
<td>20.00</td>
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</table>
Poster Advertising Policy for Residence Halls-

Permission

1. Only University departments and registered student organizations in good standing are permitted to display posters or fliers in the residence halls.
2. Posters/fliers for residence halls must be approved by the Office of Residence Life, 470 Math Sciences Building. Please see the Information Center at the Bowen-Thompson Student Union for table tent and posting policy within the Union.
3. The Office of Residence Life has the right to refuse any advertising done within residence halls that does not support the goals and objectives of the department, the Division of Student Affairs or the University community.
4. Failure to obtain permission or adhere to the guidelines stated in this policy forfeits the organization/department's right to display posters/fliers in the residence halls for the remainder of the year.

Posters/Fliers Requirements

To obtain approval by the Office of Residence Life for distribution and posting at designated locations in the residence halls, posters/fliers must contain the following:

- description of event/activity/service
- identification of the sponsoring organization or department
- whether there is any charge for the event
- the date/time/location of the event
- reason for the event/activity/service
- contact person's name, phone number or e-mail address

A sample of the proposed poster/flier should be submitted to the Office of Residence life before posters are made in the event that changes must be made. The poster should be no larger than 8.5”x11”.

The Office of Residence Life staff will ask the representative of the organization/department to stamp the posters/fliers at the front desk. One poster/flier will be kept by the Office of the Residence Life for their records.

Posters/fliers approved by the Office of Residence Life must then be submitted to the main desk of the residence halls. Posters/fliers will be taken down after the event.

Quantities of Posters/Fliers

Flyers will be posted in common areas of the residence halls in designated areas only. Only large, campus wide event postings and notices will be posted on individual residence hall floors. Examples of these types of event flyers include Homecoming, Family Weekend, Dance Marathon, registration or financial aid information, etc. Permission to post on every residence hall floor will be granted by the Senior Associate Director of Residence Life or designee.

It is the organization/department's responsibility to count and separate the appropriate number of posters/fliers for each residence hall and/or RA. The posters/fliers should be grouped and labeled with the residence hall name.

<table>
<thead>
<tr>
<th>Building</th>
<th># of RAs</th>
<th># of Posters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ashley/Batchelder</td>
<td>22</td>
<td>2</td>
</tr>
<tr>
<td>Centennial</td>
<td>17</td>
<td>2</td>
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<tr>
<td>Compton/Darrow</td>
<td>22</td>
<td>2</td>
</tr>
<tr>
<td>Location</td>
<td>Rooms</td>
<td>Beds</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>-------</td>
<td>------</td>
</tr>
<tr>
<td>Conklin North</td>
<td>9</td>
<td>2</td>
</tr>
<tr>
<td>Falcon Heights</td>
<td>14</td>
<td>2</td>
</tr>
<tr>
<td>Founders</td>
<td>15</td>
<td>2</td>
</tr>
<tr>
<td>French House</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Harshman (Anderson, Bromfield &amp; Chapman)</td>
<td>33</td>
<td>2</td>
</tr>
<tr>
<td>Kohl</td>
<td>12</td>
<td>2</td>
</tr>
<tr>
<td>McDonald North/West &amp; French House</td>
<td>18</td>
<td>3</td>
</tr>
<tr>
<td>Offenhauer</td>
<td>18</td>
<td>2</td>
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<tr>
<td>Sororities</td>
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<tr>
<td>Fraternities</td>
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<td><strong>Total</strong></td>
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<td><strong>50</strong></td>
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</table>

For information on advertising in any of the dining centers, please review BGSU Dining’s marketing information.

Any questions regarding this policy may be directed to the Office of Residence Life at (419) 372-2011 or reslife@bgsu.edu.
-Timeline of Past Events-

Spring 2009

First performance by BGSU students to benefit Broadway Cares/Equity Fights AIDS

Spring 2010

Performance off campus by BGSU students to benefit Broadway Cares/Equity Fights AIDS - $476.50

October 2011

Official Student Organization formation began

November 2011

Broadway Through the Years Auditions

February 2012

“Jersey Boys” Workshop held in Eppler with over 50 students

Students went to see “Jersey Boys” in Toledo and participated in a question and answer session after the show.

Broadway Cares BG was featured in the BGNews.

April 2012

“Broadway Through the Years” Benefit held in the Thomas and Kathleen Donnell Theatre in the Wolfe Center for the Arts - $1,235.53

Broadway Cares BG was featured in the BGNews.
September 2012

Campus Fest Recruitment

October 2012

Downtown Bowling Green midnight bake sale

December 2012

World AIDS Day Zumbathon in the Wolfe Center for the Arts

Cookies and Condoms event at the Union Tables to raise awareness for World AIDS Day

January 2013

“Gender Bender” Benefit held in the Eva Marie Saint Theatre in the Wolfe Center for the Arts - $1,611.14

February 2013

“Mary Poppins” Workshop held in Eppler with about 50 students

Students attended “Mary Poppins” in Toledo and were given a backstage tour after the show.

Broadway Cares BG was featured in the BGNews.

Broadway Cares presented at the Annual Budget Hearings to receive funding for the 2013-2014 school year

University Activities Organization’s event LOL with UAO raised funds for Broadway Cares/Equity Fights AIDS

March 2013
Awarded Student Organization Suite Office to be shared with Men’s Chorus

April 2013

Key Magazine featured Broadway Cares on the cover and in a story

April 2013

Broadway Cares named Outstanding Organization of the Year

Broadway Cares held elections for the upcoming executive board

UAO approached Broadway Cares to collaborate on an event with the touring cast of the Adams Family
-Future Goals-

- Recruitment and Retainment
  o Based on observation of the member development seen last year. Discussions are occurring focusing highly on member recruitment. We plan to utilize on campus organizational events, such as campus fest and the get involved fair. Plans to create a more structured organization will also help with the retention of individuals. In the fall we plan to hold a large campus wide Broadway Cares kickoff to get students excited about the cause.

- Annual Benefit Location
  o Based on the development of the organization, our performance is in high demand. This past year we did not have enough seating at either showing of the benefit performance. We hope to acquire a larger venue in the Wolfe Center for the Arts.

- Financial Donation Goal
  o Our goal for the coming year is $5,000 raised for Broadway Cares/Equity Fights AIDS in New York City. We are implementing ways for our members to raise money online. We will also be implementing the fundraising aspect much sooner in the process so that the members have the time needed to raise money for a great cause.
1. BGNews- “Jersey Boys” cast visit student theatre workshop

2. BGNews- April 14, 2012 – Broadway Cares to host performance, increase awareness

3. BGNews- January 14, 2013- UAO to host Bo Burnham for LOL in February

4. Comedian Bo Burnham performs for third annual LOL with UAO

5. BGNews – February 27, 2013 – Broadway cast to host workshop

6. Key Magazine- Spring 2013 Cover and Featured Story

7. BGNews- April 22, 2013- Throwback radio opera delights campus audience on its 74-year anniversary
-Thank you!-

Dr. Jane Schoonmaker Rodgers
Dr. Michael Ellison
Joe Norton (BCFEA)
Mike Freyaldenhoven
Jason Eschhofen
JD Caudill
Kara Bergman
Chris Lortie
Erin Magill
Jessica Davis
Lacey Bodette
Eric Batts
Jeremy Davis
Bessie Smith
Andrew Dayton
Eric Judzik
David Baker
AJ Owens
Jim Dadchik
Steve Boone
Dr. Ron Shields
Robert J. Sebo
Eli Bricket
Jordan Stine
Logan Cypher
Student Budget Committee
Dr. Mary Ellen Mazey
Jodi Webb
Dean Carr
Christopher Scholl
Geoff Stephenson
Colleen Murphy
Cast of 2012 Benefit
Cast of 2013 Benefit