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Starting a Club:

Contact the Club Oversight Committee (COO) Chair for advice on creating a new club. This person also chairs the committee which decides if you are to be put on trial status.

Trial status lasts for 12 weeks. During this time you are given $50 to try out being a new club. Although the budget is small and should last 12 weeks you are responsible for creating campus events or co-sponsoring an event with another club, to help get your club’s name out on campus. Other requirements include sending a rep to meetings at BelCon and BelFAST.

Step-By-Step Direction to Start A New Club::

1. Go online to the BelCon website and click onto the left side link labeled “clubs”
2. At the top of the page, click “create a new club”
3. Fill in the following information and submit your proposal

   Club name
   Mission Statement/Purpose
   Events club is planning
   Contact Information: name, email, and box numbers
   Leader/President
   Co-Leader/Vice President
   Treasurer
   Faculty/Staff Advisor
   When will club leadership change?
   At semester
   End of the academic year?
   Six charter members
   Constitution
   This can be uploaded and attached to the proposal
4. The final item needed for a club proposal is a constitution, which you will upload to the BelCon website. This should be kept up to date, and when going to COO in seeking Trial Status you should bring printed copies, as they may ask you questions or ask you to make some changes. A sample constitution is provided in this packet, as well as online at belcon.beloit.edu under “clubs”; it may be used as a template for your club’s constitution.

**Beloit College Sample Club Constitution:**

**Date of recognition/revision:**

Article I: Name and Purpose  
*Section 1: Name*  
State the name of the club - you may abbreviate the name after this section if you identify that abbreviation here.

*Section 2: Purpose/Mission*  
State the purpose/mission of your organization. This can be in a list format or in a paragraph.

*Section 3: Affiliation:*  
If your organization is affiliated with any regional/national organizations, please state those affiliations here.

Article II: Membership  
*Section 1: Members*  
Recognized clubs must be open to any Beloit College Student. Non-students [e.g., faculty/staff] are not allowed to be full members, but they can be non-voting, affiliate members. State all categories for membership – voting, affiliate, non-voting, etc.

Article III: Officers  
*Section 1: Elected Officers*  
List the positions (e.g., President, Vice-President, etc.) and their responsibilities. You may wish to clearly identify who is responsible for attending BelCon and BelFAST meetings. Term
of office should also be addressed (e.g., academic year, April 1 – March 31). Typical positions and duties include:

- President: preside at meetings, call special meetings, appoints committee chairs, runs the election process
- Vice-President: assumes President’s duties in his/her absence, schedules meeting/practice rooms/facilities, assumes primary contact with BelCon
- Secretary: takes and distributes minutes of all club meetings, notifies members of meetings, handles the official correspondence of the club
- Treasurer: keeps all financial records, notifies organization of financial issues, prepares budget/allocation requests, primary funding board representative

Section 2: Vacancy in Office
In the event a vacancy should occur (resignation or removal), provisions must be made to fill the vacancy. Officer succession should be addressed, and grounds for removal of an officer must be clearly identified. The process for removing an officer and methods of appealing should be acknowledged, as well as how the officer will be replaced.

Article IV: Elections

Section 1: Nomination Process
State how officer candidates will be nominated and the timeline associated with the nomination process.

Section 2: Election
Designate the election procedures, method of voting, and when the elections will be held.

Article V: Advisor

Section 1: Selection
Indicate how your club will choose an advisor. While all clubs are strongly encouraged to seek an advisor who is an employee of
Beloit College, please refrain from naming a specific person in the constitution.

Article VI: Meetings
Section 1: Meetings
Address how often meetings and regular club activities will occur.

Section 2: Notification
Specify how members will be notified of meetings and activities.

Article VII: Amendments
Section 1: Ratification
Identify the process to be used regarding proposed constitutional amendments: voting procedures, timeline, etc.

Section 2: Submission to COO
Any changes made to this constitution must be submitted to Club Oversight Organization (COO)

To Activate a Current Club:
Clubs must activate each semester. Activation allows access to the club’s budget.

- Go to the BelCon website
- On the left side, click on “clubs/organizations”
- Click on the club you wish to activate
- Fill in the required information
- Contact Information: name, email, and box number
  - Contact 1
  - Contact 2
  - Treasurer
  - Advisor
- Name of the individual allowed to access club account (usually the Treasurer)
- Club meeting time
- Club meeting location
- Website address (optional)
• For help setting up a website contact the BelCon Director of Inventory and Technology

• Review Fiscal Policies
  o Fiscal policies can be found at belcon.beloit.edu under “access your money” select “budget and fiscal policies” link

• Click Submit

Club Expectations:

• As BelCon Clubs receive funding from Student Activities Fees, they are expected to advertise all events held, in a reasonable fashion, and should be open to all of campus.
• Advertising outside of club meetings and your listserv should be considered crucial in expanding membership and keeping students aware of your activities.
• Clubs must attend and keep their BelCon and BelFAST votes by sending regular representation.
• If a club is listed as “club sport” or participates in physical activities, all members must sign an insurance waiver prior to participation.
• Clubs with Special Interest Houses MUST send a representative to Residential Life Committee Meetings or they will risk losing their house, and complete a Special Interest Housing Review form in the Spring Semester.
• Clubs must be activated each semester, failure to do so could result in the freezing of the club account
  o Keep an up-to-date copy of their club constitution online at the BelCon website.
• Follow all Beloit College policies as listed in the Student Handbook
• Submit an annual budget request to the BelCon Budget Committee during the Spring Semester Budget Process (look for signs around campus and announcements at BelCon meetings)
- Abide by BelCon fiscal policies
  - If you have questions, contact the BelCon Treasurer

**Executive Boards: Pro’s and Con’s**

**Pro’s**
- This is a group of dedicated individuals who can also delegate tasks and have assigned roles/duties expected of them
- Members can choose their involvement level in a clearer fashion
- More organized for events
- Steering committee/body
- Individuals further develop leadership abilities
- Clear contact people for the club

**Con’s**
- Not all clubs feel comfortable with assigned labels
- Some clubs are structured to have one contact and the entire club equally sharing work
- Sometimes there are not enough members for an entire “board”
- Officers can be difficult to replace if someone goes abroad or drops out.
- Training of new officers takes time not everyone has.
**Helpful Contact Information:**
The Student Activities, Campus Center, and Residential Life offices are open Monday through Friday from 8:00 a.m. to 4:30 p.m.

**Student Activities & Campus Center**
Telephone: (608) 363-2301  
*Christine Behling, Director of Campus Center*

*Audra Cooke, Director of Student Activities*
Email: cookea@beloit.edu

*Jennie Hartzheim, Assistant Director of Student Activities*
Email: hartzhei@beloit.edu

*Candy Nelson, Secretary Student Activities & Campus Center*
Email: nelsoncg@beloit.edu

**Residential Life:**
Telephone: (608) 363-2350
Email: reslife@beloit.edu

**AV Media Services:**
Telephone: (608)363-2578
Email: AV@beloit.edu

**Security:**
Telephone: (608)363-2355
Email: security@beloit.edu

**Physical Plant:**
Telephone: (608)363-2200
Email: physicalplant@beloit.edu

**BelCon Director of Inventory and Technology:**
*Kayla Nimis*
Email: dit@belcon.beloit.edu
**Event Ideas:**

**Movies**
- Make sure you have the copyright to publicly show the movie (refer to copyright policy in the Student Handbook)
- Student Activities can assist you with obtaining the copyright to show the movie.
- Reserve an appropriately sized room early
- Discussions after documentaries can help make it an academic event

**Lectures/Debates**
- Professors
- College staff and administration members
- Bring in professional speakers
- Important community members

**Food**
- Sunday night dinner
- Free food/snacks at meetings
- Dinner and a movie (Refer to copyright policy in the Student Handbook)

**Parties**
- Meet-and-Greet Socials at the start of the semester
- Register all-campus parties: There is a social registration form that must be filled out and given to the Residential Life office.
- Co-host with other clubs

**Games**
- Themed bingo
- Jeopardy
- Finals de-stress

**Discussions**
- After documentaries or other movies
- Themed topics relating to your club

**Weekend or Break Trips**
- Volunteer work
- Camping trips
Talk with other clubs

- Brainstorm ideas
- Work together to set-up and facilitate events
- Co-funding for tight budgets

Reserving Space for Your Events:

The Intercultural Center

The IC is on the ground floor of 609 Emerson. You can reserve it by calling the IC at 608-363-2125 or emailing howard@beloit.edu

Their policies are as follows:

- Phone use must be cleared with IC Staff
- Even when reserved for groups, the IC will remain open for normal traffic, unless otherwise agreed upon.
- Please notify the IC of cancellations within 24 hours
- Smoking, alcohol, and other drugs are not allowed
- The group is responsible for cleanup and must put furniture back to its natural order when finished
- An IC staff member must be on site at all times
- The IC is not responsible for personal items that may be lost or damaged
- Courtesy to others is expected at all times. The IC reserves the right to ask a group to leave and/or cancel future reservations as it sees necessary
Pearsons

If you need to reserve a room, contact the Office of Campus Center (608)363-2301 as soon as possible.

Available rooms and approximate capacity:

- 3rd Floor Conference Room (seats 16)
- The Main Dining Room (seats 150),
- Pearsons 2nd floor lounge/ Moore lounge (seats 120),
- Weeks lounge (seats 40), the TV Lounge (seats 40),
- Mead room (seats 12)
- Java Joint (46-120)
  - The Java Joint can’t be exclusively reserved, but it is a wonderful place to hold special events and meetings that are open to all of campus.

Eaton Chapel and Wilson Theater

To reserve these rooms you should contact the Music department (608)363-2366 as soon as possible. Eaton Chapel seats nearly 600. The Wilson Theater holds 330 comfortably for speakers, slide presentations, and films. Please remember that there are classrooms next to both the Wilson and the main room of the Chapel. Because of the sound bleed from room to room, it is the policy of the Music department not to allow music events when these classrooms are occupied. Contact Security about opening the room early on the day of the event, especially if there is set-up needed.
Classrooms, Lecture Halls, & Other Academic Spaces

If you need to reserve any academic areas on campus you must contact the Registrar’s Office (608)363-2640. Places to reserve include Richardson Auditorium (seats 80), WAC South lounge with TV/VCR, 1st floor International Education House, etc. If you need audio-visual equipment contact AV at least 2 weeks before the event. AV can also help with set-up of the event’s AV equipment.

Residence Hall Lounges

If you intend to hold an event in a residential building’s lounge, you must contact and receive approval from the Office of Residential Life (608)363-2350 and the Resident Assistant (RA) for the floor on which you wish to hold the event. All lounge reservations are subject to approval by the RA, this includes the Mauer Link. Mauer residents will be given priority use of the Link.

Commons, President’s Lounge, & Kohler Room

These are great spaces for dinner or lunch meetings. To reserve Commons and the President’s Lounge contact Commons at (608) 363-2575. Kohler room reservations should be directed to Residential Life at (608) 363-2350. Guest speakers, debates, or professor discussions can be held at these locations during a meal time.

Important Student Handbook Policy Highlights:
Complete Copy of the Student Handbook is available at www.beloit.edu/studentaffairs/Handbook/STUDENTHANDBOOK.pdf

CHALKING POLICY
The use of water-soluble chalk is permitted on horizontal surfaces exposed to weather. Areas where chalking is not permitted include buildings, vertical surfaces, painted surfaces, porches, wooden surfaces, under the Chamberlin walkway, in the MI tunnels, under the walkways of the ‘64 Halls, and other surfaces not exposed to weather. The use of
spray-on chalk is prohibited on the Beloit College campus and sidewalks. Those responsible for chalking inappropriate areas may be charged for the cost to clean or repaint the surface. Other disciplinary action may result.

COPYRIGHT LAW GUIDELINES POLICY
All students, organizations, and clubs, are expected to comply with the copyright laws and use restrictions printed on copyrighted materials. These laws govern reproduction of materials and possible use for public performances. Students, clubs, and organizations do not meet the conditions which would allow them to show films or videos publicly and/or to hold advertised showings of films (except the Film Series committee, which purchases a license to show each film.) According to the Beloit College Copyright Committee, “Films or videos, even in a face-to-face classroom setting, may not be used for entertainment or recreation, whatever the work’s intellectual content.” Most films or videos obtained through video rental outlets or purchased in retail stores include a license for “home use” only. Because this concept becomes especially complicated on a college campus and is even more complex when clubs and organizations have “houses” and “floors” it is strongly recommended that students adhere to the strictest interpretations of the law, which defines “home use” as showing a movie in a private place (such as a residence hall room) to “a normal circle of family and its social acquaintances” (Title 17, Section 101). Questions regarding what constitutes a private versus public showing should be directed to the Student Activities Office. Therefore, student organizations and clubs may not provide public showings of rented videos or films without the purchase of appropriate public performance rights as this is a violation of copyright policy and the law. Persons and groups are prohibited from advertising a viewing of a film or video unless the appropriate rights are purchased for the film. If you have questions regarding purchasing movie rights, please contact the Student Activities office. Any publicity found on campus advertising an illegal showing will be removed immediately and the individual(s) or club(s) will have to cancel the event.

Violations of this policy may result in sanctions issued by the Dean of Students office, or a designee. If a club or organization funded by BelCon violates this policy, that body and/or the Student Activities office may
pursue action as well. More information on copyright law as it applies to films can be obtained at www.mplc.com/copyright_law.html.

SIGN POLICY
Campus Signs should promote educational engagement or serve as a means to advertise campus events. Student’s signs should respect other individuals and the community as a whole.

Sign Policy
1. Signs cannot promote alcohol or drug use when advertising for social events.
2. Signs are not allowed on any door glass.
3. No signs are permitted on railings, lamp posts, or any fire safety equipment such as “Fire Exit” signs and fire alarm pull boxes. Signs placed on these objects can pose serious safety hazards and/or deface college property.
4. You are responsible for removing your posters after the event advertised occurs, or if the posters are rendered illegible.
5. Signs must cite sources
6. BTYB is required on all posters

Advertising:

- Round Table (rndtable@beloit.edu)
- Mail Center Slide Show Board
  - Email slides one week in advance to the BelCon Director of Inventory and Technology (dit@belcon.beloit.edu)
- WBCR (wbcr@www.beloit.edu)
  - Telephone: (608) 363-2402
  - Beloit College Box 39
- Stuboard Bi-Daily emails
  - Any faculty or staff member can submit an email for the Stuboard Bi-Daily Summary
  - Should be sent to faculty/staff member at least 24 hours in advance.
- Fliers: Always put event dates and a BTYB
  - Refer to sign policy
  - Student Activities will hang fliers for $2 per 50 fliers
BelCon and Beloit College Master Calendars
  o Master Calendar Event Submission forms online at http://www.beloit.edu/~pubaff/pdfs/master_calendar_submission.pdf
  o BelCon Calendar Event Submission form online http://belcon.beloit.edu/calendar-add.php

Event Checklist:

Before Event:

- Prepare budget.
- Reserve campus facilities.
- Obtain funds from a club account, BelFAST, or another funding organization. Remember, BelFAST funds can’t reimburse and does not fund off-campus food expenses.
- Reserve vans if going off campus
- Meet with Director of Student Activities before requesting a contract from a performer. After meeting with the Director, request to have the contract sent to you from the performer or use a Beloit College contract (available from Student Activities).
- Register event with the Beloit College master calendar in the Office of Public Affairs and the BelCon calendar on belcon.beloit.edu
- Have contract approved in Student Activities Office, and signed by performer.
- If you receive money from non-student funding sources (departments or offices on campus) ask the department or office
to transfer the money to your club account. (*Please note that a contract will not be completed until all funding is secured.*)

**Logistics:**

- Make arrangements for audio/visual equipment
- Make arrangements for food and drink.
- Make arrangements for transportation and housing for guests or those leaving campus. Performers, bands, etc. are not permitted to stay in common areas (lounges, hallways, etc.) of college owned facilities. If they are staying in student rooms, they must be registered thru Security as a guest and obtain a guest pass.
- Buy necessary materials for decorations.
- Obtain necessary volunteers.

**Publicity:**

- Design, print and hang posters, table tents, or other publicity.
- Contact other campus organizations for additional publicity.
- E-mail. Your club advisor or the Director of Student Activities can send a stuboard email.
- Post your event to the BelCon calendar online ([http://belcon.beloit.edu](http://belcon.beloit.edu)).
- Announce your event at campus-wide student meetings: BelCon, BelFAST, Residential Life, etc.
- Don’t forget word of mouth; tell everyone you know about the event!
Evaluating the Event:

☐ Follow up on financial matters, including turning in receipts and change to your Treasurer, who should then take it to the Student Activities Office.

☐ If your event was an off-campus trip, start planning for your on-campus event. All off-campus trips must bring something back to school.

☐ Complete an off-campus expense report and turn in with all receipt for trip/event to the Student Activities Office. An off-campus expense report can be downloaded from belcon.beloit.edu.

☐ Determine if the event accomplished its goal.

☐ Were there any problems that could be avoided with the next event?

☐ What was the response of people at the event? (Did they like it? Were there suggestions for improvement or change?)

☐ Was the club pleased with the event?

☐ Did the time fit the event (should it be held earlier, later, or a different day, for different attendance results)?

☐ What’s next? (Should there be a follow-up event? How do you keep the momentum of the group going? etc.).
IMPORTANT REMINDERS:

- You can have Student Activities hang your fliers for $2 (per 50).
- Do not hang posters on glass, it is a fire hazard and they will be removed.
- **NEVER** show movies unless you own the rights – renting or buying the DVD doesn’t count. **It is illegal to show movies publicly, free or not, unless you own the rights.**
- For a complete listing of all policies, please refer to the Student Handbook.
- Stop by the Student Activities Office with questions.

**FAQ’s:**

**How do I activate my club?**

Go onto the BelCon website and update the information for your club contacts, etc. and update your club meeting times and locations.

**What is BelCon?**

BelCon stands for Beloit Student Congress and is the voice of the student body which distributes portions of Student Activities fees through its committees such as Programming Board and BelFAST and through the Spring Budget process to all recognized clubs on campus. The first section of the meeting is structured as a student forum and the second section of the meeting is the business portion. All recognized clubs must send a representative and any residential hall may send a representative for each floor. The meeting is open to all students, but only representatives are able to cast a vote.
Can other members of my club come to BelCon?

YES! All students are welcome to come to our weekly meetings, but there is only one vote per club. We discuss a variety of school-wide issues during student forum (the first section of the meeting).

How many people can support my club’s BelFAST proposal?

As many people you want, if you need help presenting to the BelFAST body we encourage you to bring people who are excited and involved in your event. All presenters will be asked to leave the room during the voting process.

How do I spend my club budget?

- For reimbursement, bring in your itemized receipt to Student Activities within 3 weeks of purchase.
- Take out a cash advance, limit of $150 per person per day. Stop by Student Activities to take out a cash advance.
- Have a check issued for an invoice, contract, etc. Stop by Student Activities to make it happen.
- Only the person who is named as the individual who is authorized to access the account may do so.

How do I request money from BelFAST?

1. Go to the BelCon website and click on “funding proposal”. Start filling in your proposal. You will need to have:
   - Name, email address, box number, phone extension or cell phone number
   - A valid proposal must have a title, proper date of the event itself, location, number of expected participants.

2. Is this event off-campus? If so, please remember the following:
   - Only 75% of the total proposal can be funded through BelCon sources, including club funds and BelFAST.
   - Student Activity fee money (ie: BelFAST, club budgets, etc.) cannot be spent off campus without prior approval of Budget Committee.
• Remember that in order to be reimbursed for off-campus events you must fill out an off-campus expenditure report found on the BelCon website.

3. Suggested supplemental funding resources:
   • Fundraising (cannot use club funds to fundraise)
   • Personal contributions from members going on trip
   • Academic departmental funding
   • Conference fund from the Academic Dean’s office

4. Submit completed proposal via BelCon website
5. Present your proposal for approval at BelFAST.
6. Remember you cannot be reimbursed for money spent (example: contract, supplies, etc.) prior to BelFAST approving your funding proposal!
7. KEEP ALL RECIPETS related to your events.

When are proposals due?

All proposals are due to Funding Oversight Committee (FOC) by 4:00pm on Thursdays when FOC meets. There will be no exceptions, any proposal not complete by then will not be discussed at the following BelFAST meeting (Mondays, 9:00pm, Mathers A & B).
Here are some of the reasons proposals are not considered complete even though they have been submitted. Check your proposal for their most common errors. Make sure to check the following items:
   • Are you within the 80% rule?
   • Contact information needs full name and phone number
   • Plan far enough in advance (propose at least 3 weeks before your event to be safe)
   • Valid club sponsor
   • Always check fiscal policies found on the website

How do I pay for a student DJ?

Email the BelCon Treasurer to be approved by Budget Committee. FOC will not place your proposal on the BelFAST agenda without the prior approval of Budget Committee.
Can I fundraise with my club budget?

Student Activities Funds cannot be used to buy/make anything and then have student’s charged for it. Any/all materials for fundraising for your club cannot come from your budget. This includes baking and cooking ingredients.

Can I put my event on the BelCon calendar?

Feel free once you’ve registered or received funding for your event. Don’t forget to have your club representatives for BelCon and BelFAST announce your activities at meetings.

Can I use Facebook to advertise?

Yes, we encourage responsible Facebook advertising for events and club meetings, but we do not encourage clubs to replace a general email listserv with Facebook. Not all students have Facebook or check it regularly. Don’t forget, movies cannot be shown without the rights, and some companies check online!

Can I have club T-Shirts?

According to the BelCon fiscal policies, Section O, “No non-food items over five dollars ($5.00) may be purchased for permanent distribution to students without the approval of Budget Committee.” If you have any further questions, contact the BelCon Treasurer.

Fundraising Ideas:

Remember no Student Activities fees (club funds, BelFast, etc.) may be used to fundraise, as stated in the BelCon fiscal policies. For questions or help contact the BelCon Treasurer.

- Bake sales
  - If your club does not have a house, arrange to use a kitchen early!
- You can always bake treats at a club meeting
- It doesn’t hurt to ask your friends outside the club for help

- **Sunday night dinners**
  - Pasta, BBQ, milk, and cookies, etc.

- **Craft sale**
  - Brainstorm ideas with your club members

- **Second-hand clothing sale**
  - Have members search give-and-take boxes and/or their closets

- **Yard Sale**
  - Get rid of all the junk accumulated in members’ rooms/
    check out dorm give-and-take boxes

- **Fundraiser Auction**
  - You can also make a blind auction and have people bid
    on mystery items in a bag

- **Dance-a-thon**
  - Advertise a reasonable prize (talk with Budget Committee
    for Bylaws) and create an entry fee

- **Raffles- require a license through state government**
  - Talk with Budget Committee about buying prizes

- **Pie throwing**
  - Talk with your club/advisor for help and advice
  - Maybe pie some volunteers in the face for a small fee!

- **Make and sell calendars**
  - You can have themes related to your club
  - Be careful not to make too many, or you’ll be stuck with
    them

- **Make recycled jewelry**
  - Get creative! Use buttons, fabric scraps, bottle caps, etc.

- **Sports tournaments**
  - Have teams/individuals submit a fee to compete
  - If you want your event held in the Sports Center, contact
    Breeze Barlament (Recruiting and Fundraising Event
    Coordinator)
    - Breeze Barlament: barlamen@beloit.edu
      (608) 363-2238
Tips for Organizing Your Club:

- Set up a regular meeting time and place
- Plan out what you want to accomplish at every meeting, especially if it involves planning events.
- Delegate tasks to your fellow club members, don’t take it all upon yourself and trust your fellow club members to be responsible.
- Work as a team, allow each member to contribute and be creative with their ideas.
  - Work with individual members’ strengths and interests.
- Divide the work with clear assignments
  - Check up on members who have larger tasks, but remember to still encourage them.
- Keep track of your budget
  - You can get a printout of your club’s account in the Accounting Office.
  - Copies of vouchers and cash-transfers are available in the Student Activities Office.
- Submit Your Budget and Club Reviews on time!
  - Budgets come from the BelCon Budget Committee in the Spring Semester
  - Club Reviews come from the Club Oversight Committee in the Spring
- Keep a Binder
  - If your club has an annual weekly or monthly events keep track of ideas and events held.
  - Don’t forget to include resources used
- Use Your Club Resources
  - The BelCon executive board and Student Activities can answer questions
  - Other club leaders can help with co-hosting events, which takes away the burden.