

## SECTION III

### **SUPPORT AND SERVICES FROM THE AASC**

The AASC provides concrete support and services for clubs and groups with the goal of helping them do their work of keeping alumnae connected to the college.

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## **Support and Services to Clubs and Groups**

The following services are available to clubs and affinity groups:

Lists and mailing labels of alumnae within their area.

The opportunity to use the AASC's bulk mail permit at cost to send club newsletters (see Bulk Mail Guidelines on page 28).

The AASC will keep important historical documents for each organization at the Alumnae House. These include the letter of determination from the IRS regarding tax-exemption, a copy of bylaws and all amendments, current financial and annual reports, and copies of newsletters sent to the AASC.

The AASC invites the organization president, or president-elect, to attend the clubs leadership conference held every two years in Northampton. This day-and-a-half conference focuses on the basic structure, responsibilities, and requirements of each organization and officer. Additionally, conference attendees build skills and share ideas for membership, programs, student recruiting, and scholarship fundraising and are reacquainted with Smith College. The AASC assumes the expenses for accommodation, including hotel and meals for the delegate for the duration of the conference. The organization assumes the cost of the delegate's travel. "Clubsidies" are travel subsidies available to clubs and groups with small treasuries to enable a club representative to attend the clubs leadership conference.

The speakers program provides alumnae, faculty, and staff speakers to clubs worldwide. See the faculty speaker program information here [http://alumnae.smith.edu/speakers\\_program/index.php](http://alumnae.smith.edu/speakers_program/index.php)).

Automatic insurance coverage for all club events is provided under the college's policy.

The AASC maintains a list of all club and affinity group contacts.

New organizations can apply for financial assistance for an initial survey or outreach. Contact the assistant director for clubs for details.

Clubs are also supported by Regional Club Coordinators, alumnae volunteers who have previously served as club and group leaders (see Section IV).

## **Bulk Mail Guidelines**

### **Permit**

In the upper right-hand corner of the mailing piece (where stamps are normally affixed) there is a box with the words "Bulk Rate," "Nonprofit Organization" and "U.S. Postage Paid." This permit imprint must also include the name of the city and state where the permit is held and the permit number. The requirements for permit imprints are A one-time nonrefundable fee (in addition to the annual bulk mailing fee), must be paid to the post office at the time you apply for assignment of the permit number.

All pieces within each permit imprint mailing must be identical.

The permit imprint must be a color that contrasts with the color of the mailing piece and large enough to be easily read.

The permit imprint must be made by printing press, hand stamp, lithography, mimeograph, computer printer, or similar device. It may not be typewritten or hand-drawn directly onto the mailing piece.

### **Minimum Qualifications**

Each third-class bulk mailing must consist of a minimum of 200 pieces or 50 pounds. All pieces in the mailing must belong to the same processing category, for example, all letters, all flats, or all machinable parcels.

### **Deposit**

Bulk mail may not be dropped into collection boxes or left on a post office receiving dock. It must be deposited during operating hours at a bulk mail acceptance unit at the post office where your permit is held. Therefore, **select the main post office in the city most convenient for your needs.**

### **Warning**

Solicitations for a for-profit company cannot be mailed under a nonprofit bulk permit. For instance, if the club sells Smith tennis balls to raise money, it cannot advise the reader to call the ball manufacturer for ordering information, it must instead refer the reader to a Smith volunteer or organization phone number.

*Complete instructions on third-class/bulk-mail preparation may be obtained from your local post office.*

### **Returned Mail**

When mail is returned from the post office:

Check with the Smith College Advancement records department to see if the alumna has changed her address since the mailing.

If the records department does not have a more current address, remail the piece via first-class mail.

If mail is returned a second time, the alumna is considered "lost."

### **The "Lost" Alumna**

To trace a "lost" alumna, consider consulting

A classmate in the area

A housemate from alumna's college house

A relative who is also an alumna

City directories  
Telephone books

## **Confidentiality of Alumnae Information**

Alumnae names, addresses, and biographical information are entrusted to the AASC by each individual alumna. This information is protected and confidential. All information, regardless of the form in which it is released, is subject to the rules and regulations regarding confidentiality.

Alumnae names, addresses, and biographical information are released only to officers (or their designated representatives) for the purpose of organization business.

Permission is granted to individual alumnae organizations of the college to use individual names and addresses from the AASC database for their directories.

It is understood that, in releasing this information, the intent is to use it only for non-commercial, personal purposes and only with Smith alumnae and club/affinity group members.

No part of any confidential alumnae information, as released to club/group officers or their designated representatives, may be reproduced or transmitted in any form or by any means electronic, mechanical, photocopied, or otherwise, without the express written consent of the club/group officer or the executive director of the Alumnae Association of Smith College.

If you wish to order labels or lists that include a club area or affinity group membership other than your own, the AASC must receive approval from the other organization's president before your order can be processed.

The AASC releases information in the following formats:

- Lists of alumnae living within a club area
- Self-adhesive mailing labels
- Online directory lists

## **Insurance Coverage for Organization Events**

Smith clubs and groups are automatically covered by the college's general liability policy. However, organizations may be asked by a vendor (such as a hotel) to provide evidence of insurance to comply with a specific contract. In this case, a certificate of insurance can be issued on the organization's behalf. These requests (which should be made at least two weeks in advance of an event) may be sent to

Jeanne Pitts

Fred C. Church Insurance Co.  
Tel: 800-225-1865, ext. 7262  
Fax: 978-454-1865  
Email: jpitts@fredcchurch.com

Please supply the following: organization name, contact person, description of event, date, time, and location.

### **Smith College's Liability Policy**

Smith College's general liability policy covers each Smith organization for amounts it may be legally obligated to pay as compensation to an injured party for bodily injury, personal injury, property damage, or advertising injury.

There is no coverage for taxes, fines, civil or criminal penalties, cost of compliance for non-monetary awards, or any other uninsurable matter.

Individual alumnae are covered under the college's general liability policy "while acting within the scope of her duties or while acting at the direction of or performing services for or on behalf of that Included Entity (Smith College)."

There is no territorial restriction in this policy, and coverage is worldwide. There is also no exclusion of coverage for a claim brought because of an accident resulting from alcohol being served at an event. The AASC does, however, have clear guidelines around the service of alcohol at a club event (see page 29.)

### **Accidents and Claims**

Any demand in writing is considered a claim by our underwriters (it does not have to be a suit). **Any** claim, regardless of cause of loss, should be immediately telephoned and sent to the Five College Risk Management Office (see address below) and to the AASC. A copy of the claim should also be sent to the treasurer or CFO of the college.

### **Auto Accidents**

The college has extended its auto policies so that organizations have non-owned auto coverage. This provides coverage over member's personal auto policies.

### **Additional Coverage or Claims**

Smith clubs with specific questions regarding policy exclusions should contact the risk manager at the address/phone number listed below.

For additional information or questions regarding policy or claims, contact the risk manager at  
Five College Risk Management Office  
Beth Carmichael, Risk Manager  
c/o Mount Holyoke College  
111 Central Services, South Hadley, MA 01075  
(413) 538-2731; FAX (413) 538-2127, [ecarmich@mtholyoke.edu](mailto:ecarmich@mtholyoke.edu)

## **Statement of Liquor Liability**

The Drug Free Schools and Communities Act of 1989 (PL 101-226) requires that all institutions of higher education adopt and implement a program to prevent the unlawful possession, use, and distribution of illicit drugs and alcohol by members of the Smith community as a condition of receiving funds or any other form of financial assistance under any federal program.

Although the general risk insurance coverage provided through the college's policies to class, club, and affinity group events includes host liquor liability coverage, please note that criminal malfeasance is not covered—serving liquors to minors (under age 21 in Massachusetts) is a criminal offense.

## **On-Campus Service**

College Dining Services holds the liquor license for Smith College. Under Massachusetts State Liquor Laws, Dining Services is the only entity on campus that is licensed to sell alcohol. The two sites for the sale of alcohol on campus are Davis Center and the Smith College Club. Alcohol may only be provided as part of an event involving Dining Services. Under no circumstances may a group planning a function provide their own liquor. Dining Services is required to provide servers that are trained in serving liquor and are familiar with Massachusetts Liquor Regulations.

## **Off-Campus Service**

Organizations serving alcohol at an event must be in compliance with all state regulations concerning the service and consumption of liquor. When working with caterers, ensure that they are properly licensed to serve alcohol.

## **General Statement on Serving Liquor**

The liability in Massachusetts for a person or organization serving alcohol to someone who is intoxicated and has an accident, injuring themselves or others, is enormous. In Massachusetts, the place/institution/person who last served liquor to that individual is liable. On campus, Dining Services personnel refuse to serve alcohol to anyone they deem intoxicated.

Please be aware of the liquor laws in your community when serving alcohol at an event. Be careful in all situations where alcohol is present.

## **Speakers Program**

Dedicated to bringing the best of Smith College to local organizations, the speakers program is one of the most popular outreach programs. Outstanding faculty, administrators, alumnae, and current students engage alumnae on a broad range of topics in a wide selection of disciplines through educational lectures, discussions, or performances. Speakers can also provide information and updates about the latest campus initiatives.

Speaker programs range from formal to informal, and can be on a weeknight or a weekend day, a reception or dinner, in someone's home or at a local restaurant. The speakers program brochure is updated annually and posted online (<http://alumnae.smith.edu/groups/speakers.pdf>). Contact the Assistant Director for clubs at (800) 526-2023 ext. 4 with questions, ideas, or comments about speakers or programming.

### **Some guidelines:**

Speaker availability varies depending upon prior semester commitments and other related factors. Requests are filled accordingly.

If an organization is interested in a specific speaker or topic not listed in the brochure, please let the assistant director for clubs know.

Potential invitees:

Prospective students (consult with your AAC)

Parents of undergraduates

Professors from local colleges in the same area of expertise.

The AASC encourages clubs and affinity groups to co-sponsor speakers with other Smith organizations, Ivy or Seven Siblings organizations.

Please write or call the AASC, not the speaker.

After initial contact by the AASC, all arrangements are to be made between the speaker and the organization. The organization is responsible for keeping the speaker and the AASC informed about program plans.

The AASC requests feedback on your program. The assistant director for clubs will contact the organization directly after the event.

The AASC provides round-trip air travel, meal expenses and overnight accommodations in a hotel for the speakers.

Be prepared:

Keep in mind the speaker's needs for the program (audiovisual equipment, performance space and water for their talk) and hospitality (such as providing transportation to and from the airport).

Plan the meeting so that club/affinity business is kept to a minimum or is omitted completely.

Assign a host to the speaker in order to help them meet others and feel comfortable.

Provide nametags and introduce the speaker to the audience.

College speakers do not receive honoraria, but many clubs choose to make a donation to Smith in honor of their faculty speaker.

Write a thank-you note.

Gather as large an audience as possible.

Ask faculty for a pre-lecture reading assignment to stimulate discussion, if the organization is interested.