

Bristol Community College **Student Club Handbook**



October 2025

Welcome

Welcome to Student Engagement & Belonging at Bristol Community College!

I want to express my gratitude for your dedication and service to Bristol. Your engagement is a powerful tool that supports your success, enhances personal and professional growth, and leads to greater career outcomes.

All club resources are available on our Canvas page, Student Clubs at Bristol, ensuring you have easy access to everything you need. We are always here to help you maximize your club involvement and make the most of your leadership experience.

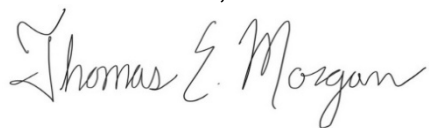
This guide, along with our office support, serves as a comprehensive resource for student leaders. It includes sections on the roles and responsibilities of club officers, how to register a student group, club finances, and other essential information.

All necessary club forms are available online through Canvas. Forms requiring approval must include the club advisor's signature and be submitted to the Office of Student Engagement & Belonging, located on the first floor of the G building on the Fall River campus, or via email at studentengagement@bristolcc.edu. Please allow up to one week for processing.

We encourage you to stay in touch with the Office of Student Engagement & Belonging to receive full support. Remember, we are here to help you succeed and make your club experience as rewarding as possible.

Thank you for your time and commitment. I hope this experience is as fruitful for you as it will be for the students who join your groups!

In Collaboration,

A handwritten signature in cursive script that reads "Thomas E. Morgan".

Thomas Morgan, Director of Student Engagement & Belonging
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G103, Fall River campus

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Meet the Team

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The Student Engagement & Belonging team is here to provide the Bristol community with core co-curricular programming, leadership opportunities, and experiences to support the holistic development of our students during their time here, and beyond.

Find us in Fall River in the G Building and on every Bristol campus:

- Email us: StudentEngagement@BristolCC.edu
- Website:
<https://bristolcc.edu/studentservices/resources/studentengagementandbelonging/>
- Social Media: @StudentEngagement

Types of Clubs

Our clubs are categorized into the following groups:

Service Clubs

Focused on community service, some of these clubs offer co-curricular credit for a minimum of 10 service hours. Advisors support logistics for group projects. Contact the Experiential Education Center for more details.

Recreation Clubs

These clubs provide opportunities for students to engage in competitive sports. We work with Athletics & Recreation to support these activities and manage liabilities.

Academic Clubs

Linked to academic programs, these clubs may be affiliated with professional associations. They support and promote their respective fields, educating students on current and future trends.

Social Clubs

These clubs offer educational and social opportunities, enhancing student growth through various activities.

Clubs Overview

All clubs must abide by the policies and procedures outlined by the Office of Student Engagement & Belonging, Student Senate, Bristol Community College, and the Commonwealth of Massachusetts. Clubs are responsible for knowing and abiding by all college policies and local, state, and federal laws.

Club Life Cycle

ESTABLISHMENT PERIOD

- Create a mission statement and constitution.
- Eligible to plan and host events and meetings on campus under the advisement of the Office of Student Engagement & Belonging. This period typically lasts from a month to one semester and should be used to gain membership and find an appropriate advisor.

RECOGNITION

- Once the Establishment Period has ended, new clubs may be invited by Student Senate to discuss their mission and be recognized.
- Once recognized, student clubs are eligible for access to club funding through Student Senate or the Office of Student Engagement & Belonging.

REGISTRATION

- Once recognized by Student Senate and the Office of Student Engagement & Belonging, student clubs must register their club annually to be eligible for funding.
- Registration takes place at the end of the spring semester or the start of the fall semester.

Registration

Registered clubs receive the following:

- The right to schedule and utilize campus facilities.
- Use of Bristol's name as part of the club's name.
- Eligibility for funding through Student Senate and the Office of Student Engagement & Belonging.
- The right to post approved flyers and advertisements across all four campuses and electronically via the Office of Student Engagement & Belonging.
- Ability to conduct fundraising activities on campus.
- Club information posted on the Student Clubs at Bristol Canvas page.

Registered clubs are responsible for:

- Knowing, understanding, and adhering to all Office of Student Engagement & Belonging and Bristol Community College policies and procedures.
- Registering each year with the Office of Student Engagement & Belonging.
- Assuring that all events and activities are consistent with the mission of the club, the Office of Student Engagement & Belonging, and Bristol Community College.
- Working with their club's advisor and Office of Student Engagement & Belonging staff.
- Maintaining membership to all Bristol Community College students.
- Actively recruiting to maintain the longevity of the club.
- Updating Student Senate and the Office of Student Engagement & Belonging of any changes to the organization, its structure, or constitutional amendments.
- Not discriminating based on race, ethnicity, national origin, gender identity or expression, sexual orientation, age, ability, class, marital status, family status, military status, citizenship status, or any other protected identity.

Membership

All registered Bristol Community College clubs must be open to all currently enrolled Bristol students.

Student clubs cannot discriminate based on race, color, religion, sex, national origin, age, disability, ancestry, medical condition, source of income, marital status, family status, military status, veteran status, citizenship status, sexual orientation, or any other protected status.

All students may participate in co-curricular life on campus if they have good conduct and academic standing (GPA of at least a 2.0). For a thorough description of student conduct policies and requirements for good academic standing, please refer to the Bristol Student Handbook at <https://bristolcc.edu/studentservices/resources/studenthandbook/>.

Constitution Requirements

The constitution should be the basic framework for an organization.

ARTICLE I: NAME

State the club's official name.

ARTICLE II: PURPOSE

State the purpose of the club's creation and its objectives.

ARTICLE III: MEMBERSHIP

A: State who is eligible for membership of the club (assuring no discrimination).

B: State the rights and privileges of members.

C: Note that members must be current Bristol students and have a cumulative GPA of 2.0 or greater.

ARTICLE IV: MEETING

A: State how often meetings will be held during the academic year.

B: State the procedures for calling regular and/or special meetings.

ARTICLE V: EXECUTIVE BOARD

A: State the club officers and each of their duties.

B: State the process for filling officer vacancies within the Executive Board.

ARTICLE VI: ELECTIONS

A: State the officer positions that will be selected by the membership, length of term for each officer, and how many times a person may hold the same officer position.

B: State the procedures for nominations and timeline for when they take place.

C: State how nominees will present their qualifications and how and when elections are held.

ARTICLE VII: COMMITTEES/DIVISIONS

State what standing and/or ad-hoc committees or what divisions will exist in the club and the function and composition of each.

ARTICLE VIII: AFFILIATIONS

A: State any club affiliations with local, state, regional, or national associations/organizations.

ARTICLE IX: ADVISOR

State procedures to determine the selection of the advisor.

ARTICLE X: RATIFICATION

State how the constitution will be approved by the membership.

ARTICLE XI: AMENDMENTS

State how amendments to the constitution will be proposed and how they will be ratified.

ARTICLE XII: STATE MANDATES AND CAMPUS POLICIES FOR CLUBS

A collection of policies and state mandates that must be included in all recognized Bristol club constitutions.

Club Recognition

The Office of Student Engagement & Belonging and the Student Senate encourages the formation of new student clubs.

Here are the requirements to become an official club on campus:

- Every club must have a faculty or staff advisor.
- Clubs must be open to all members of the Bristol student body.
- Students interested in forming a new student club will be required to submit certain documentation to the Office of Student Engagement & Belonging.
- Recognition of a student club by the College or the Student Senate shall not imply approval or endorsement of the club or its activities.
- All student clubs and their members are subject to the College's policies and procedures, including the Student Code of Conduct and Policy on Affirmative Action, Equal Opportunity, & Diversity.

To become recognized, clubs must:

- Complete a New Club Interest Form, available on the Student Clubs at Bristol Canvas page.
- Once that form has been reviewed and approved by Student Engagement & Belonging, those interested will complete the Club Officer Form and Club Constitution Form.
- If approved, the new club will receive permission to start reserving on campus spaces, and permission to advertise club events on campus.

Advisor

Every club needs an advisor.

An advisor is a Bristol faculty or staff member who provides support and guidance to officers and members of a club. They not only serve as a representative of the club in an official capacity, but also as a student advocate. An advisor is one who gives ideas, shares insight, provides a different perspective, and encourages all club members. The advisor should be a caring individual with a genuine interest for students, the organization, and their programs and activities.

When approaching a potential advisor, make certain that they have a clear understanding of your organization's purpose as well as what would be required of them, their duties, and the time commitment involved. Don't forget that advisors volunteer their time to support student organizations, so this can be a big commitment. If possible, choose someone who shares some of the same interests as your club and someone who you can contact easily. It is best to meet with your advisor regularly to keep them updated on the activities and decisions of the organization. Advisors can be a great resource for your club, so take advantage of their experience and insight.

Event Planning

The campus is always buzzing with activities and events. The Office of Student Engagement & Belonging is committed to offering support; however, it is the responsibility of individual clubs or organizations to plan, organize, and schedule their activities and events.

When planning activities and events, clubs and organizations must adhere to Bristol rules and regulations. There are policies and procedures in place to assist in the coordination including but not limited to the following:

Event Approvals:

- To be approved by the Office of Student Engagement & Belonging or Student Senate, final plans for any on-campus event, program or activity must be submitted to the Office of Student Engagement & Belonging no less than two (2) weeks prior to the event. Events should be submitted using the Event Submission Form, available on the Student Clubs at Bristol Canvas page.
- The organization/club will be responsible for all accrued expenses. All Purchase Request forms must be submitted and approved by the Student Senate prior to any event approval, if the amount of the purchase exceeds \$1,000. Anything below \$1,000 can be approved by the Office of Student Engagement & Belonging staff.

Vendor Contracts:

- If a professional is being contracted for an event, all contracts, technical riders, insurance policies, and other related materials must be reviewed and signed by the Director of Student Engagement & Belonging.
- If you are working with any off-campus vendors or contracts, you must submit a Purchase Request form with this information at least one month in advance.
- **Please do not sign any contracts, place any orders, or spend any money on behalf of Bristol Community College before you**

receive approval, in writing, from the Office of Student Engagement and Belonging.

On-Campus Advertising (Physical):

- **All physical materials posted on the campus must be reviewed, approved, and stamped by Business Services before they may be posted.** Postings include any information tacked, tied, or stapled to any surface on campus. They can be reached at BusinessServices@bristolcc.edu.
- Materials may only be posted on designated bulletin boards and may not be posted on bulletin boards designated for college use or departmental use only. Bulletin board space is available on a first-come, first-served basis. All users of college bulletin boards are expected to respect the materials posted by other individuals and organizations and may NOT cover any existing posted material.
- Posters must clearly indicate the name of the responsible organization and contact person; the name of the event, its time, date, and location; any admissions fees; the expiration date; as well as required disability contact information.
- The maximum length of time any posting may be displayed is three (3) weeks. The sponsoring group should remove all flyers within two (2) days after the event or deadline. Repeated failure to remove expired flyers may impact a club's future ability to gain flyer approval.
- The Office of Student Engagement & Belonging is not able to print club flyers. The best way to print is to submit your flyer in an email, stating how many copies you would like (maximum 50) and if you would like them to be in color, to the Bristol Copy Center at CopyCenter@bristolcc.edu. Please CC StudentEngagement@bristolcc.edu in this email so that we may transfer club funds to the Copy Center for your print fees. The Copy Center is located in the C building on the Fall River campus.
- Materials may not be distributed or posted in the following locations:
 - On parked vehicle
 - In elevators, or around the elevator doors or buttons.

- On glass doors and/or windows.
- On stairs or in stairwells.
- Over fire doors and exit signs.
- On any electric light fixtures or switches.
- At bus stops.
- On any emergency call boxes.
- Any outside area.

On-Campus Advertising (Digital):

- Digital print materials may be posted on the following locations:
 - Bristol Mobile App- download on mobile app store
 - Digital monitors (Submit at <https://bristolcc.edu/bristolcommunity/facultystaff/marketingcommunications/forms/campusmonitorrequests.html> at least two days before the message is scheduled to begin. All messages should have a start and end date.)
 - The Office of Student Engagement & Belonging's social media accounts. Bristol is moving away from student-led social media accounts. If you would like to post about your club, please submit content to StudentEngagement@BristolCC.edu.

Off-Campus Events and Activities: Waivers and Liability

- When planning an off-campus event or activity, the organization must complete a waiver for each individual (student and guest) attending the event. This includes an Acknowledgement of Risk and Consent Form/Waiver of Liability. These forms are available from, and must be submitted to, the Office of Student Engagement & Belonging.
- All off-campus activity participants must agree that Bristol Community College has the right to enforce the standards and conduct described herein, in its sole judgment, and that it may impose restrictions, up to and including removal and termination from the event, for violating these standards or for any behavior detrimental to or incompatible with the interest, harmony, and welfare of the College, the event or other participants.

Finances

All clubs have access to two accounts: Club Funds and Agency Funds.

Club Funds:

- These funds come from the Bristol Student Activities Fee and are overseen by the Bristol Student Senate. Requests for Club Funds under \$1,000 can be approved by the Office of Student Engagement and Belonging staff. Requests of \$1,000 or more in Club Funds will require a member of your club to discuss your request at a Bristol Student Senate meeting. Club Funds can only go towards purchases that are open and available to all Bristol Community College students.

Agency Funds:

- These funds consist of money that your club has fundraised. The above restrictions do not apply, but you must receive approval from Student Engagement and Belonging before a purchase can be completed. **Please note that your club has sole access to your club's fundraised money for up to three years before it will be transferred into Club Funds for all to use.**
- All funds raised and/or received by or for an Agency Account must be deposited in the Student Accounts Office in accordance with the College's policy. As an agency of the Commonwealth of Massachusetts, state law requires the deposit process to begin within 24 hours of collection.
- Fundraising events are allowed on Bristol's campuses, but please check in with the Office of Student Engagement and Belonging at least two weeks prior to the event to ensure these events comply with Bristol policies.

Anytime a club wishes to use either of these funds, a **purchase request form** must be completed. This form can be found on the Student Clubs at Bristol Canvas page.

Vendor Selection Summary

- Purchase requests involving a contract of \$1,000 or more require a Vendor Selection Form. Please reach out to the Office of Student Engagement & Belonging for assistance with this.

Preferred Vendors

- Bristol Community College has preferred vendors that we must use for catering, office supplies, apparel, and giveaways. All food for events must come from Epicurean Feast, Bristol's dining vendor. Please reach out to the Office of Student Engagement and Belonging for these contacts.

Large Items and Specialized Equipment

- The Office of Student Engagement & Belonging may deny purchase requests for large, expensive, or specialized equipment. This is often due to factors such as:
 - Required training or insurance that Bristol does not currently provide
 - Limited frequency of use
 - Risk of damage or malfunction
 - Insufficient storage space on campus
- We encourage students to explore rental options if their events require such equipment. Examples include large lighting setups, sound systems, or high-cost technology that does not serve the broader student population.

Campus Policies

Student Expression

To ensure that individuals and groups who are not affiliated with the College understand the College's policies and procedures concerning expressive activities on campus, all unaffiliated individuals or groups must first contact the Office of the Vice President for Student Services and Enrollment Management at 774.357.2150 at least five (5) business days before engaging in any expressive activities on College property in order to ensure proper planning and the availability of security, facility equipment, and/or personnel and/or food services to the extent requested or required. Non-affiliated guests may be subject to reasonable time, place, and manner restrictions. Speech intended to incite violence or that is considered harassing, threatening, defaming or obscene is prohibited. It shall not be inferred or implied that any guest speaker program, whether sponsored or non-affiliated, conducted in accordance with this policy is approved or endorsed by the College.

Expressive Behavior for Non-Affiliated Individuals or Groups

The College recognizes and supports the rights of students to engage in constitutionally protected expressive activities on campus, including speaking, non-verbal expression, distributing literature, displaying signage, and circulating petitions. Expressive activities may be conducted at any publicly accessible outdoor area on campus.

Nothing in this policy shall be interpreted as limiting expressive activities at any other publicly accessible location on College property so long as the expressive activity or related student conduct does not disrupt College activities or functions or violate any other applicable College policies. Disruptive activities, which are generally prohibited, may include obstructing building entrances or exits, walkways, sidewalks, vehicular or pedestrian traffic on or adjacent to campus, and/or interfering with the College's academic mission, classes, meetings, events, ceremonies, or with other essential processes of the College. The College reserves the

right to impose reasonable and content-neutral time, place, and manner restrictions on expressive activities as constitutionally appropriate and to prohibit any expressive activities that seek to incite imminent violence or constitute harassment, threats, defamation, or obscenities. It shall not be inferred or implied that any expressive activity conducted in accordance with this policy is approved or endorsed by the College.

The College strongly encourages students who wish to engage in expressive activities in publicly accessible locations on campus to contact the Office of the Vice President for Student Services and Enrollment Management at 774.357.2150 to schedule the desired location in advance to minimize possible conflicts. Priority for use of specific locations is given to students who register their activities with the College. Use of any non-publicly accessible locations on campus by any student must be scheduled through the Office of the Vice President for Student Services and Enrollment Management.

When distributing literature on campus, it is strongly recommended that all such literature bear the name of the individual, club, or organization distributing the materials. The distribution of literature for the purpose of solicitation or commercial activity is strictly prohibited.

Guest Speakers

As part of the educational process, students, faculty, and staff are encouraged to invite guest speakers to campus who have demonstrated expertise in an area of interest to the College community. Recognized student clubs, organizations, programs, or departments may invite to the College any person who contributes to the intellectual or cultural life of the College. Individual students wishing to invite a speaker to campus should seek the sponsorship of a recognized student club or organization. For more information, contact the Office of Student Engagement & Belonging.

In order to derive maximum benefit from a guest speaker's presence on campus, it is recommended that prior to extending a final invitation, the recognized student club sponsoring the guest should consult with the

faculty or staff advisor and the Office of Student Engagement & Belonging. Faculty sponsoring a guest speaker should consult with their Program Coordinator and Dean, with final approval coming from the Vice President for Academic Affairs. Staff sponsoring a guest speaker should consult with their division Vice President prior to extending a final invitation. This process shall assist the College in its efforts to offer a full, varied, and balanced program of guest speakers that will result in the broadest exchange of ideas and opinions.

A guest speaker program may be subject to reasonable time, place, and manner restrictions. Speech that is intended to incite violence or that is considered harassing, threatening, defaming, or obscene is prohibited. It shall not be inferred or implied that any guest speaker program conducted in accordance with this policy is approved or endorsed by the College.

Alcohol and Other Drugs Policy

Occasionally, Bristol Community College hosts events where liquor may be served to individuals over the age of 21. Liquor is served only with a college permit, which requires both administrative approval and Campus Police oversight. Historically, there have been very few events with student representation. If a student of legal age attends this type of event, they will be permitted to use alcohol. However, they are reminded of the Expectation of Behavior in the Student Code of Conduct. Inappropriate behavior will not be tolerated when attending an approved event. Similarly, employees are expected to comply with the Standards of Ethical Conduct.

Requests for alcohol use on campus must be made at the same time as an event request is made via the event management system, VEMS. Please refer to the Event Request policy for more information. In the process of creating an event, according to the Event request policy, the requester will confirm if alcohol will be served. If the answer is “yes”, the requester must complete an Alcohol Permit request and submit to Event Management. Event Management will coordinate the liquor permit request with Campus Police. The alcohol permit must be made at least six weeks prior to an event. See the related Alcohol Event Request Policy.

No alcoholic beverages may be consumed, served, sold or stored on any college campus without the advance written approval from the Vice President of Administration and Finance. This approval process is initiated at the time of the event request and will be processed through Event Management and with Campus Police. This approval includes ensuring a valid permit has been obtained and that when alcohol is served or sold by anyone, it must be served or sold strictly in accordance with applicable state law. The approval also requires a responsible person as the event's contact and will include all arrangements for the delivery, service, sale, storage, and removal of alcoholic beverages on Bristol Community College property.

Bristol Community College, in accordance with legal mandates and its philosophy of establishing and maintaining an environment of learning and a supportive environment in which to conduct the business and mission of the college, supports the following statements:

1. Manufacture, Distribution and Use of Alcohol and Other Drugs

- The unlawful manufacture, distribution, dispensing, possession or use of alcohol or of a controlled substance is prohibited on the campuses of Bristol Community College including while using a motor vehicle owned or leased by the college, or as a part of any college-related activity. College-related activities include offsite work such as internships or volunteer activity performed as a Bristol student or Bristol employee.
- The State Liquor Control Act, M.G.L. Chapter 138 regulates "alcoholic beverages" as that term is defined by law. The law defines "alcoholic beverages" to be "any liquid intended for human consumption as a beverage and containing one half of one percent or more of alcohol by volume at sixty degrees Fahrenheit." Approved exceptions for alcohol use are limited to college events, with an approved liquor permit. See Section V on Event Management, which describes the process for approved exceptions.
- Students or employees who violate these restrictions shall be subject to appropriate disciplinary action, up to and including, suspension, expulsion or discharge and shall also be subject to referral for criminal prosecution in accordance with the Student Code of Conduct, the Non-Unit Professional Handbook, or applicable Collective Bargaining Agreements. When students or employees are convicted of violating a criminal drug or alcohol statute related to a college activity, the college shall ordinarily expel or discharge the offender absent mitigating circumstances, in accordance with the Student Code of Conduct, NUP Handbook and Collective Bargaining agreements.

2. Massachusetts Regulations

- Massachusetts Regulations Bristol Community College shall cooperate in the enforcement of federal, state and local laws concerning illegal drugs and alcoholic beverages. Massachusetts statutes pertaining to illegal drugs and alcohol include:
 - Massachusetts General Laws, Chapter 94C (Controlled Substances Act)
 - Massachusetts General Laws, Chapter 272, Section 59 (Public Drinking)
 - Massachusetts General Laws, Chapter 90, Section 24 (Operating Under the Influence, Open Containers)
 - Under-age drinking is prohibited at Bristol Community College.

3. Massachusetts Penalties

- Prescribed penalties under Chapter 94 range from mandatory probation for a first conviction for possession of a class E substance, to a period of imprisonment of up to two years and a fine of two thousand dollars (\$2,000) for each subsequent conviction related to sale or distribution (Class A-E substances). Prescribed penalties under Chapter 90, Section 24 range from a fine of one hundred dollars (\$100) to imprisonment for not more than two years and a fine of one thousand dollars (\$1,000). Federal judicial guidelines also exist which impose penalties for violation of federal criminal statutes related to drugs and alcohol. Other towns within the college's service area may have similar or additional penalties in place related to alcohol and drug use.

4. Risks of using alcohol and other drugs

- The following medical risks are associated with alcohol and other drug use:
 - **Overdose.** An overdose can happen due to unknown purity, strength or even type of drug one may get illegally. It can also happen due to increased tolerance because one needs increased dosages to achieve the same effect. An overdose of alcohol and/or other drugs can cause psychosis, convulsions, coma, or death.
 - **Dependence.** Continued use of alcohol and other drugs can lead to psychological and/or physical need for them.
 - **Ill Health.** Long-term use of alcohol and other drugs can destroy a healthy body and mind. Generally, alcohol and other drug abuse can lead to organ damage, mental illness, malnutrition, failure to get treatment for existing diseases or injuries, and even death. Chronic drinking also has been associated with increased rates for heart disease, liver damage, ulcers and gastritis, and adrenal and pituitary gland damage. Injection of drugs presents special risks of getting HIV/AIDS, hepatitis and other infectious diseases. Alcohol and other drug use can also affect the health of a child in the womb and result in birth defects, fetal alcohol syndrome, drug dependency, or death. Because the quantity of alcohol likely to injure a developing fetus is unknown, the United States Surgeon General has specifically counseled women not to drink any alcohol during pregnancy.
 - **Accidents.** When alcohol or other drugs affect an individual's perception and/or reaction time, accidents become more likely.

State Mandates

Massachusetts Hazing Law Commonwealth of Massachusetts General Laws 269:17, 18, 19

- ***269:17 HAZING; ORGANIZING OR PARTICIPATING; HAZING DEFINED. Section 17.***
 - Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one, [sic] year, or both such fine and imprisonment.
 - The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.
- ***269:18 FAILURE TO REPORT HAZING. Section 18.***
 - Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

By state mandate, we must provide the Massachusetts Hazing Law, to be followed by all Clubs and enforced by advisors and administrators.

State Of Massachusetts Regulations on Homemade Food

In 2000 the state of Massachusetts developed regulations and provisions that appeared to ban the use of home-made foods used in bake sales in all public arenas including churches, schools and colleges. The law, which also targeted food served at holiday parties and as classroom treats, has been open to interpretation from town to town. Some towns will not allow the sale of food prepared in a kitchen that has not been inspected by a health inspector, while others allowed it.

Therefore, in 2009, the Massachusetts Department of Public Health defined what is and is not allowed so that the regulations are fair and consistent from town to town. The state allows its residents to operate home-based businesses to produce low-risk foods, such as cakes, cookies, breads and confectioneries, however there are certain stipulations.

- Residential kitchens are strictly limited to the preparation of non-potentially hazardous foods (non-PHF), such as baked goods, confectioneries, jams and jellies. Non-PHF such as cakes and cookies, which have PHF ingredients, are acceptable.
- The preparation and sale of potentially hazardous foods (PHF) such as creamfilled pastries, cheesecake, custard and other foods which can support the growth of disease-causing bacteria are strictly prohibited.
- In addition, perishable foods that require refrigeration, such as meat, cut fruit and vegetables, tomato and barbeque sauce, pickled products, relishes and salad dressings are not permitted in residential kitchens.
- All foods that are manufactured or packaged using processes that require state or federal control (e.g., acidification, hot fill, vacuum-packaging, etc.) are prohibited. Garlic-in-oil products are not permitted.
- All foods prepared in a residential kitchen must be labeled with all ingredients (in order of amount by volume), list of allergens, name of

residential kitchen, address and/or phone number, and sell-by date, if required.

Clubs can still sell store bought items or food that has been cooked in a kitchen that has been inspected by the local health department. Please check with the Office of Student Engagement & Belonging if you intend to sell any food products not provided by Bristol's dining vendor, Epicurean Feast.

**THANK YOU FOR BEING
A CLUB LEADER!**