Yale Divinity School Resources

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Introduction

The Community Life Committee (CLC) is a Standing Committee of the General Faculty of the Yale Divinity School. The mission of the CLC is to create a sense of belonging and cultivate community for the YDS students, staff and faculty. The CLC organizes monthly community events to create spaces for the YDS Community to gather and build relationships. In addition, the CLC is responsible for governing the Student Groups of the Yale Divinity School.

**Community Life Council**
Jeanne Peloso, Ph.D. Associate Dean of Student Affairs
Lynn Sullivan, Director of Community Equity
Pamela Bloomfield, Student Services Coordinator
JaQuan Beachem MDiv ‘21: Diversity and Inclusion Student Liaison
Essence Ellis MDiv ‘21: President, YDSG
Molli Mitchell MDiv ‘22: Digital Director of Community and Belonging
Julian Sieber MDiv ‘22: Online Community Designer

**Community Life Committee**
Emily Bruce, Director of Campus and Outreach Ministries, Andover Newton at Yale
Cathy George, Associate Dean of Berkeley Divinity School (Fall 2020)
Ned Parker, Associate Dean for Institutional Advancement, Andover Newton at Yale
Daryl Denelle MDiv ‘22
Maria Hackett MDiv ‘22
Cameron Kritikos MEM ’23 MDiv ‘23

This handbook details Yale Divinity School and Yale University policies and procedures that govern all YDS Student Groups. This handbook details information necessary for event planning and financial support from the Office of Student Affairs. Please note that some of the policies and procedures in the handbook are subject to change. Student Group Leaders will be notified of any important changes as they are made. The online version of this manual found on the CLC Webpage will provide a link to the most recent version of the handbook.

In order to receive funding, group leaders are expected to attend a mandatory training regarding fiscal responsibilities and standard YDS student policies and procedures.

Updated September 17, 2020
YDS Recognized Student Group Leaders
2020-2021

Asian Students Association: Jonathan Lee and Jessica Yu
Club Creole: Martine Bruno and Sarah Menard
Community Justice Coalition: Jalen Ware-Parks
Disciples of Christ Student Group: Kelsey Creech
DivineAbilities: Bed Bond and Daryll Denelle
Divinity Colloquium: Matt Branum, Victoria Slabinski, Jericha Tumblin
Divinnovation: Mecca Griffith and Sarah Yang
DivOut: Skyler Keiter-Massefski and Zachary Ludwig
Evangelical Fellowship: Matei Epure
FERNS: On pause for Fall 2020
International Student Fellowship: An Hoa Nguyen and Ike Harijanto
Korean Evangelical Students: Daniel Kim
La Comunidad: TBD
Lutheran Student Group: Laura Schueler and Peter Strobel
Methodist Studies: Sophia Gamber, Anna Grace Glaize
Movements: Kelsey Creech and Tori Crook
Multiracial & Multiethnic Student Group: Taylor Lindquist
Native Crossroads: Wyatt Reynolds
PAGOD - Pilinix Association of Graduate Students of Divinity
   Coordinators: David de Leon, Geronimo DeSumala, Victoria Slabinsky
Reformed Students Group Coordinators: Kathryn Post and Nathan Leach
Roman Catholic Fellowship: Katie Rich, Kaitlyn Russo, Julian Sieber
Unitarian Universalist Student Group: Ann Kadlecek, Tara Humphries, Ethan Loewi
The Word at Yale: Christy Stang
YDS Anglican Fellowship: Ben Crosby and Phoebe Oler
YDS Interfaith: Basya Gartenstein and Alicen Roberts
YDS Women’s Center: Sarah Ambrose and Leah Snavely
YDS Adventist Campus Fellowship: Stephen Erich
Yale Black Seminarians: Jalen Ware-Parks
Yale Divinity Drama: Matthew Blake and Phoenix Gonzalez

Updated September 17, 2020
Forming a New Student Group

Proposals for a New Student Group may be submitted twice a year. Students hoping to start a New Student Group should review the information below and schedule a meeting with the CLC Coordinator to discuss the New Student Group. The CLC Coordinator will require the New Student Group to submit an application.

Applications must be submitted to the CLC coordinator by the following dates to be considered for approval:
   January 20\textsuperscript{th}

The CLC Coordinator will present the application to the CLC Committee of the Yale Divinity School. The CLC Committee will vote on the proposal for the New Student Group. If approved, the New Student Group will complete a training with the Associate Dean of Student Affairs and will be come active under a provisional status:
   February 15\textsuperscript{th}
Application for a New YDS Student Group

1. Name of the Proposed New Student Group: _________________________________

2. A description of the Proposed New Student Group’s Objectives. Be specific as to why the mission of this Proposed New Student Group is different from current recognized YDS Student Groups.
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

3. A list of group members: _____________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

4. A list of proposed activities: __________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

5. An itemized budget for the semester: _________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

Updated September 17, 2020
Scheduling a Student Group Event

1. All Student Groups must register their events online through the Event Request Form. All Event Request Forms should be submitted 2 weeks before a planned event. No form will be evaluated less than 2 days before an event.

   The information on the following page is required to be submitted for an Event Request at YDS or found here: https://covid19.yale.edu/sites/default/files/files/sponsored-event-approval-form.pdf

2. Fall 2020 Yale University Guidance on In-Person Gatherings: https://covid19.yale.edu/campus-life/events-gatherings
## Event Request Form

**Application for Event Approval**

<table>
<thead>
<tr>
<th>Sponsoring School or Department</th>
<th>Date(s)</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Contact</th>
<th>Start time to end time:</th>
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</thead>
<tbody>
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<td></td>
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</table>

<table>
<thead>
<tr>
<th>Contact Phone</th>
<th>Expected Attendance (including support staff, if any)</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Explain why this event cannot be held virtually or postponed:

What is the purpose/rationale for holding this event in the fall of 2020:

Confirm that no food or beverages and no high-aerosolization activities (singing, woodwinds/brass, vigorous exercise) will be a part of this event:

Who will be responsible for arranging cleaning, posting signage available from Yale Printing & Publishing Services’ (YPPS) “Returning to Yale” collection, setting up the space and monitoring compliance during the event? How will attendance only of invited guests be assured?

Event location (provide details, including COVID maximum capacity as calculated by Facilities):

Event activities/agenda (e.g., announcements, talks, presentations, Q&A, photography, etc.):

Explain how physical distancing will be achieved and maintained. Will seating be fixed?

If the event is planned for outdoors, explain plans for inclement weather.

Is the use of a tent proposed? If so, approvals from Facilities, Fire Code Compliance, and EHS are required. □ yes □ no

Recommended by: HSL _____________________ Date: __________________________

Approved by: Dean/Head of College/Vice President ________ Date:__________________________

Updated September 17, 2020
YDS Student Group Budget

Recognized YDS Student Groups are eligible for funding throughout the school year. Each student group is allotted $75.00 per semester for Fall 2020. Funding is not available while school is out of session.

In order to receive access to funding, Student Group Leaders are required to attend a Student Group Leader Training with the Office of Student Affairs.

Once the Student Group Leaders have completed the training, the Student Group must submit a Budget Proposal to the CLC Coordinator by the following date: October 5th

If the Student Group Leader Training and Budget Proposals are completed, the Student Group may have access to funding. Accurate accounting should be maintained by the Student Group Leaders.

Procedure for Spending Student Group Funds:
1. Student Group will submit an Event Request Form as described on previous page. Requests for funding must be made 2 weeks in advance of the event.
2. The CLC Coordinator and OSA will review Event Request and Spending Request.
3. If the event is approved, the Student Group Leader will reserve the use of the P-Card with Pamela Bloomfield.
4. Purchases for all Student Groups must be charged on the Office of Student Affairs P-Card. Out of pocket expenses submitted for reimbursement are prohibited.

NOTE: At this time, food and drink cannot be purchased with Yale funds.
Additional Funding

YDS Student Groups may use funding from the OSA. Additionally, YDS Student Groups may petition other Yale University organizations for financial support. Please see the Associate Dean of Affairs for alternative funding opportunities. YDS Student groups may not use funding from outside of the University to support YDS Student Group events.

Student organizations may solicit funds from Yale University Departments and Centers outside of the Divinity School. Student organizations should discuss their fundraising efforts with OSA, to allow the OSA to coordinate requests across all YDS Student Groups.

Possible funding sources within Yale University include:

- MacMillan Center for International and Area Studies
- The Yale College Council (for groups and events including undergraduate students)
- The Office of International Students and Scholars
- Yale’s Cultural Centers (Afro-American Cultural Center, Asian American Cultural Center, La Casa Cultural, Native American Cultural Center)
- RITM: Yale Center for the Study of Race, Indigeneity, and Transnational Migration
- The Graduate and Professional Student Senate (GPSS)
- Student organizations at other Yale schools who have an interest in your group or event, or whose members are invited to participate in your group or event

When receiving funds from another Yale entity, YDS student organizations are expected to comply with any and all funding guidelines set forth by the awarding Yale entity.

**Prohibition on Outside Bank Accounts**

Yale Divinity School does not allow student organizations to keep outside bank accounts because of Yale University’s status as a non-profit institution which requires that the University have oversight of any expenditure made on behalf of an official entity of Yale.
Alcohol Policy

YALE DIVINITY SCHOOL ALCOHOL POLICY

Members of the Yale Divinity School bring to the community varying backgrounds, attitudes and experiences with regards to the use of alcohol. Some of these attitudes are formed or informed by religious belief, as well as by philosophy, addiction and trauma histories, preference, and health issues. Both the consumption and the non-consumption of alcohol play a role in our community, and all activities and events where alcohol is served must be attentive to both groups. As a community of adults, it is understood that the responsible use of alcohol has its place in our common life. As a community of future religious, educational and civic leaders, it is also understood that such use must be in full compliance with state law and must take into account the liability issues inherent in alcohol service and consumption as well the impact on the YDS community. The following policies and procedures have been adopted by the Divinity School and are effective immediately.

1. Connecticut state law provides that that alcoholic beverages may be dispensed only to those that are 21 years of age or older. Further, state law prohibits the dispensing of alcohol to any intoxicated person. Though most members of our community are 21 or over, any underage students, spouses or guests attending such events may not be served.
2. Alcohol may only be served or consumed on the YDS campus in the context of school or student government/organization sponsored events. Alcohol may not be consumed during academic classes, in individual study sessions or at informal gatherings on campus. For purposes of this policy, YDS Campus shall include the Sterling Divinity Quadrangle property and academic building, as well as outdoor public spaces such as the Divinity farm and fire pit. The Divinity School apartments are subject to the policies of Yale Graduate Housing, and are not subject to the YDS alcohol policy.
3. All alcohol served at YDS-sponsored events shall be procured by YDS. Community members may not bring their own alcohol to any officially sponsored YDS event.
4. All events involving alcohol must be sponsored by a YDS office, faculty member or student organization. No events planned by individual students may involve alcohol. If a student organization plans an event collaboratively with a YDS office or a faculty member, student event rules must be followed.

Student-Sponsored Event Policies are as follows:

a. When a student organization wishes to serve alcohol at an event (on or off campus), permission must be requested of the Office of Student Affairs. An application form will be made available. Approval to serve alcohol is contingent on clear designation of the organization sponsoring the event as well as the individuals in charge of the event, along with a clear and reasonable plan for serving the alcohol. Further, the Office of Student Affairs reserves the right to limit the amount of alcohol purchased and/or served at any event.

b. Student Government/Organization may not publicize the presence of alcohol at an event until formal approval has been received. Once approval is received, all advertisements must make it clear that both alcoholic and non-alcoholic beverages will be served.

c. Beer, wine and champagne are the only alcoholic beverages that may be served at YDS-sponsored events.

Updated September 17, 2020
d. At any event where alcohol is served, those wishing to consume alcohol must present valid ID proving date of birth. Individuals of legal drinking age shall be given a wristband identifying their legal status. Student Affairs shall provide the wristbands.

5. Whenever alcohol is served, equally available and equally appealing non-alcoholic beverages must be served. Should the event run out of non-alcoholic beverages, the service of alcohol must cease.

6. Whenever alcohol is served, substantial snacks or a meal must also be served. Should the event run out of food, the serving of alcohol must cease.

7. Only one drink at a time may be served to an individual.

8. The last service of alcohol shall be at a time no later than 30 minutes prior to the advertised end of an event. Depending on the size and scope of the event, the Office of Student Affairs may set an earlier last service time.

9. When alcohol service has ceased, any remaining alcohol must be secured in a locked space. The location of that space will be pre-determined at the time that the event is approved.

10. Alcohol served at an event must be consumed at that event. Participants may not remove open containers from the site. Event planners must develop an effective method for preventing alcohol and food from leaving the designated party area.

11. Event organizers, security, and faculty/staff sponsors may shut down the event or the service of alcohol at any time, if it is determined that the event has become unsafe or unmanageable.

12. Event organizers, security, servers, and faculty/staff advisers may deny service or entrance to any individual who is determined to be intoxicated.

13. The Office of Students Affairs shall determine, for each event, the appropriate requirements for serving alcohol. Factors to be considered will include size of event, time of day, location, and what other activities will accompany the alcohol service. Typical serving requirements include, but are not limited to:

   a. Only TIPS or RSERVE trained individuals or certified bartenders may serve alcohol. If RSERVE or TIPS trained individuals are utilized the following requirements must be met.
      1. The servers certificates must be on file with the office of risk management.
      2. The servers must be currently enrolled in a school other than YDS. The Office of Student Affairs shall provide a list of suggested sources of servers, but acquiring and
      3. The servers must not consume alcohol while on duty.
      4. The servers must stay for the duration of the event.

14. Security Officers shall be hired from Yale Police. The cost for such officers shall be borne by the group.

15. A member of the faculty or staff must be present on campus for the duration of the event.
Student Group Conferences

Student Groups may hold Conferences. Currently, all Student Group Conferences must be held virtually.

Conference Planning
YDS Student Groups need to submit a Student Group Conference Application to the CLC.

Student Group Conference Applications are due the following dates:
Fall Conferences: Application due February 1st the preceeding semester
Spring Conferences: Applications due June 1st the preceeding year

There are a limited number of spots for Student Group Conferences. The CLC will consider each application for Conference approval.

Conference Funding
The cost of a Conference on the YDS campus will vary depending on the number of people and the space required for the Conference. The Student Group is responsible for raising all funds to support the conference. Funds must be raised before the final Conference schedule is advertised. Registration cannot begin with the funding established. Here are some estimated costs:

One Day Friday Conference: $5,000 - $10,000
   150 Participants
   Breakfast, lunch, dinner
   2 Keynote speakers ($250 honorarium, travel expenses, hotel)
   Old Common Room and Old Refectory

One Day Saturday Conference: $7,000 - $12,000
   150 Participants
   Breakfast, lunch, dinner
   2 Keynote speakers ($250 honorarium, travel expenses, hotel)
   Old Common Room and Old Refectory
Student Group Conference Application

1. Name YDS Student Group: ________________________________

2. A description of the Proposed Student Group Conference. Include a title for the Conference and a brief mission statement for the Conference.

   ____________________________________________________________

   ____________________________________________________________

   ____________________________________________________________

   ____________________________________________________________

3. A description of the proposed audience: ________________________________

   ____________________________________________________________

   ____________________________________________________________

4. A description of proposed activities: ________________________________

   ____________________________________________________________

   ____________________________________________________________

5. An itemized budget for the Conference and proposed funding sources: ________

   ____________________________________________________________

   ____________________________________________________________

   ____________________________________________________________

   ____________________________________________________________

Updated September 17, 2020
Audio Visual Services

If audio-visual support is required for a student event, please give as much notice as possible, preferably a month. This is especially important if the event will take place outside of business hours or on weekends.

No requests for A-V support will be considered within 2 weeks of the event date.

Requests for A-V Services are considered on the basis of the event and available resources in the A-V office.

Audio Visual Services
Sachin Ramabhadran
Media Coordinator
203-996-8716
sachin.ramabhadran@yale.edu

Publicity for Event

The Communications Office can help promote events. Website/Blog/Facebook groups for special events can be coordinated through Communications Department if they are needed. Additionally, YDS Student Group events may be advertised on the monitors at the front desk and lobby area by the N125 Conference Rooms.

Communications Office
Brock Harmon
Associate Director of Communications
203.436.4912
Campbell.harmon@yale.edu

The Office of Student Affairs (OSA) also has tools for Student Groups to promote their events.

- YDS Students have access to post their Student Group Events on the “Current YDS Student” Facebook page. OSA Staff do not post on this page, students may post.
- Student Group Leaders can also submit their events to DivMail (divmail@yale.edu). A Daily DivMail Digest is distributed to the YDS Community each afternoon by 5:00pm.

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