Beyond Boston Co-op Connector Program

The Beyond Boston Co-op Connector Program seeks to build and strengthen the Northeastern University Community in co-op locations outside of the Boston area. As a Connector, you will work with Co-op Connections staff (and occasionally with area alumni) to help plan/promote events and program for students. Co-op Connectors act as a liaison between students in their co-op area and Co-op Connections at Northeastern University.

As a Connector your responsibilities include:

- Communicating with local co-ops students to determine “event interest” in order to bring student focus to your co-op city
- Scoping out potential event locations and or/activities; researching your co-op city for exciting ideas!
- Establishing a Facebook page for your co-op city. This page will be used for promoting Co-op Connections sponsored events, as well for casual dialogue ad correspondence
- Working with Co-op Connections to promote Welcome Event (as well as attending the event)
- Representing Northeastern University at local admissions events**
- Meeting with senior level Northeastern Staff that is visiting your co-op location**
- Promoting NU athletic events/game watches in your area**

**these duties may, or may not, be included in your term

Connector Recruiting Process:

First Step: Fill out the Beyond Boston Connector Application

Second Step: You will be contacted to select a 30 min slot to set up a phone/skype interview. During this call we will discuss the position, expectations, procedures & policies. Please read this entire packet before the interview.

Third Step: We receive numerous applications per city, therefore we will be evaluating you based on our phone conversation. You will be contacted by a Co-op Connections via email to be notified whether or not you were chosen for the position.

Fourth Step: You will be asked to send a profile picture and short bio (5-7 sentences) about yourself to our office. This will be sent to all the co-ops in your area with a brief program “Introduction”. At this time students will be given the opportunity to “Opt Out” of the program.

Fifth Step: After you are introduced you will be emailed the complete list of students in your area.

Sixth Step: Develop connections: Create a Facebook page for your city, start emailing students, etc.

Seventh Step: Fill out your first Event Proposal and let the fun begin!
Event Planning Process:

- Reach out to other Connectors (if applicable) & fellow co-ops to begin generating ideas
- Fill out online "Event Proposal Form" (found on our website) **TWO weeks prior to any proposed event date**
- You will be notified via email once your event has been approved. At this point you will send out an Event Invitation to all co-ops in your area. (The event approval email will have specific details about your event. PLEASE READ THE ENTIRE EMAIL)

**THE PURCHASING OF THE TICKETS:**

- **For times when the actual admission tickets cost MORE than your allocated funds per student**
  After your event is approved, Co-op Connections will put the remaining balance as a "ticket" on NUCAREERS (accessed through MyNEU → Career Development → NUCAREERS → Co-op Connections Events on the left hand side). At this point you will instruct students to purchase their ticket by a certain date ("purchase by" date). Once students have purchased their tickets on NUCAREERS, and the official deadline has passed, Co-op Connections will buy tickets for the actual event (+ extra for Connectors). At this time you will be emailed the list of student that purchased tickets online.
  - Tickets will be emailed or sent via postal services
  - Please check to make sure you can print tickets, or that you do not need the credit card or ID for ticket pick-up
  - Once the tickets are purchased, no additional tickets may be purchased
  - You must send out a confirmation email to all registered students 1-2 days before the event

- **When the actual tickets cost LESS than your allocated funds per student**
  Once your chosen R.S.V.P date has passed, you must notify Co-op Connections of the TOTAL number of students that would like to attend. The tickets will be purchased that day and no additional tickets can be added to the order.
  - For RSVP only events, you must tell students in your invitation, that if they RSVP “yes” and are a “no-show” they will be charged for the cost of their ticket (this excludes sickness and emergencies)

Day of the Event

- Arrive at location at least 15 minutes prior to start of event
- Bring a list of students that have registered and "check students in"
- Bring the tickets and/or ticket confirmation
- **If you plan on being reimbursed:** Remember to keep ALL of your receipts (you will need both an itemized receipt and a copy of your signed credit card voucher)
  - Please note: Co-op Connections DOES NOT reimburse for alcohol. All receipts MUST be alcohol-free
- You must take at least one picture!
After the Event

- Fill out “Event Follow-Up Form” within the next SEVEN days. Remember to attach a picture from the event!
- Complete the Connector Reimbursement Form (if applicable)
  - Attach all receipts!
- Contact Christine Zarzicki at c.zarzicki@neu.edu or Katelyn Zahler (West Coast locations) if you have any questions or concerns

Policies to Remember:

1. You must fill out an Event Proposal Form at least TWO weeks before your event
2. Co-op Connections will NEVER reimburse you for an event that was not officially approved, or that has already passed
3. Co-op Connections will only reimburse up to 20% gratuity (even if you have “extra money” remaining in your dinner budget, please don’t add it to the tip. You will be responsible for anything over 20%)
4. We cannot reimburse a receipt that has alcohol on it. If students are 21+ they must request a separate check or purchase their alcohol at the bar
5. You are not permitted to plan events at venues that are 21+
6. You are NEVER permitted to sign a contract that is associated with an official Co-op Connections event. If you receive a contract, please forward to Co-op Connections immediately as it will need to be sent to University Counsel for approval. Contracts can take up to a month to be processed
7. If you are submitting a proposal for an event that requires physical activity (hiking, ice skating, etc.) all students must sign a waiver (provided by Co-op Connections). If the activity is very dangerous or risky, it will likely be denied
8. In order to qualify for the $100 gift card you must complete THREE events AND follow all of our guidelines:
   a. The Event Proposal Must be received TWO WEEKS before the event date
   b. The Event Follow Up Form must be submitted within SEVEN days of your event
   c. You MUST take at least one photo (please make sure it is not blurry)
Event Types and Expense Budget per Term

Co-op Connectors can plan up to four events per term. You may only plan one event from each category. If you successfully plan and execute THREE of the four events, you will earn a $100 bookstore gift card.

Co-op Dinner: $25/student (including tax & tip – tips should not exceed 20%)
- Choose a restaurant in your city that accommodates your budget and is within close proximity to students
- Must find a restaurant that will take our credit card over the phone/fax or you must pay and be reimbursed
- A potluck dinner may be planned, using the dinner funds

Co-op Cultural Excursion: $15/student
- Museums
- Film festivals
- Art galleries
- Pre-planned city happenings
- Historical tours/sites

Co-op Entertainment Event: $25/student
- Broadway show/musical
- Sporting events
- Harbor Cruises
- Comedy Shows
- Trip to the zoo/aquarium/wildlife tour
- Bowling night/arcades/amusement park

Co-op City Tour: $20/student
- Any tour of your city: architecture, hop-on hop-off bus, historical, culinary, etc

There are a number of restaurants and excursions that will fit into this budget. If you decide you would like to plan an event/select a more expensive restaurant that will exceed the budget, NU co-op students will be responsible for any additional cost.

Past Events have included:
- Trip to Alcatraz
- Tickets to see a Nets Game
- The International Spy Museum
- Co-op dinners, potlucks & BBQs
- A trip to the Warner Brothers Studio
- Bowling Nights
- A Bullfight
- A Day Trip to an Amusement Park
- Comedy Shows and Improv Nights
- And more!
Thank you for your interest in our program and we look forward to speaking with you!

Sincerely,

Christine Zarzicki
Associate Director Co-op Connections

Katelyn Zahler
Assistant Director, Co-op Connections