



Beyond Boston Co-op Connector Program

The **Beyond Boston Co-op Connector Program** was created to build and strengthen the Northeastern community in co-op locations outside of Massachusetts. As a **Connector**, you will work with our staff to help plan and promote events/programs 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 all local co-ops students to determine event interest, ultimately bringing student focus to your co-op city
- Researching activities, event locations and venues
- Attending the Welcome Event in your city (and potentially running set-up/registration)
- 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)
- 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 for a 30 min phone interview. During the interview we will discuss the position, expectations, procedures & policies. [Please read this entire packet before the interview.](#)

THIRD STEP: You will be contacted via email to be notified whether or not you were chosen for the position.

FOURTH STEP: You will submit a profile picture and short bio (5-7 sentences) about yourself. 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: Once you are “introduced” you will be emailed the complete list of students in your area.

SIXTH STEP: 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 and area co-ops to begin generating ideas
- Fill out online "Event Proposal Form" **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. (Your event approval email will have **specific** details about your event. PLEASE READ THE ENTIRE EMAIL)
- **THE PURCHASING OF THE TICKETS:**
 - **When the actual admission tickets cost MORE than your allocated funds per student:**

After your event is approved, Co-opConnections will put the *balance after subsidization* as a "ticket" on MyTickets. At this point you will instruct students to purchase their ticket by a certain date. Once students have purchased their tickets on MyTickets, Co-op Connections will buy tickets for the actual event (+ extra for Connectors). At this time you will be emailed the list of student who purchased their tickets on MyTickets.

 - Tickets will be emailed
 - **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**

You will choose an RSVP date. 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 events with an RSVP, you must tell students about our NO-SHOW POLICY**
 - **NO-SHOW POLICY: If they RSVP "yes" and are a "no-show" they will be charged for the entire cost of their ticket (there are limited exceptions)**

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 group picture!

Post-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, iceskating, 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 cannot exceed 20%)

- Choose a restaurant in your city that works with your budget and has NO ROOM FEE for large parties
- You must find a restaurant that does not require a contract
- You must find a restaurant that will take our credit card over the phone/fax
- If they will not take a credit card prior to event, you must pay and be reimbursed
- A potluck dinner may be planned, using the dinner funds

Co-op Entertainment Event: \$25/student (waivers are needed with “physical” events)

- Sporting events
- Comedy Shows (18+ only)
- Shows/plays/musicals
- Harbor Cruises
- Trip to the zoo/aquarium/wildlife tour
- Bowling night/arcades/amusement park

Co-op Cultural Excursion: \$15/student: An event that can only take place in YOUR city. Unique. Cultural.

- Historical sites/tour
- Monuments
- Museums
- Art festivals
- Galleries

Co-op City Tour: \$20/student

- Any tour of your city: architecture, hop-on hop-off bus, historical, culinary, etc

Past Events have included:

Trip to Alcatraz, a Cubs Game, the International Spy Museum, the Exploratorium, Co-op dinners, potlucks & BBQs, A trip to the Warner Brothers Studio, Bowling Nights, A Bullfight, Kayaking, EMP Museum, Escape the Room, Great America, Comedy Shows, Broadway and Off-Broadway shows, Ghost Tours, Planetarium, Taco trucks, Theme parks and more!

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.



Thank you for your interest in our program and we look forward to speaking with you!

Sincerely,



Christine Zarzicki
Associate Director *Co-op Connections*

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