

# CLUB RESOURCE CENTER CHEAT SHEET

## PERSON TO GO TO:

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**Sarah Griffith**

Phone: 475.6128

Email: sbgccl@rit.edu

***Club Administration Coordinator***

- ✓ Oversees all active clubs on campus
- ✓ Meets with students regarding club standing
- ✓ Works with club sports and Sports Federation Board
- ✓ Advises the Club Review Board process
- ✓ All questions related to club space, club dates and paperwork



**Carol Giuliano**

Phone 475.6072

Email: cagccl@rit.edu

***Clubs Budget Assistant***

- ✓ To take out visa card (see Dawn if unavailable)
- ✓ Ask financial questions & about budgets
- ✓ Ask about forms club's use
- ✓ Help with fundraising ideas



**Dawn Rizzo**

Phone: 475.5798

Email: darcccl@rit.edu

***Asst. Coordinator of Financial Services***

- ✓ Help with travel arrangements (hotel, bus and airfare)
- ✓ Questions about Additional Awards that have been given to your club by the SG Finance Committee
- ✓ If notified that EAF turned in at the desk is incorrect, check with Dawn with any questions
- ✓ Any comments relating to the Club Resource Desk

**Merry Schading**

Phone: 475.6072

Email: mlw0137@rit.edu

***Coordinator of Financial Services***

- ✓ If Carol or Dawn is not available, Merry will be glad to help with any of the above
- ✓ Departmental transfers to your club
- ✓ Questions concerning accounts in Oracle
- ✓ Questions concerning paying any performer



**Beth Crvelin**

Phone: 475.6569

Email: babccl@rit.edu

***Coordinator for Marketing and Event Services***

- ✓ Oversees the Event Registration and Room Reservation Process
- ✓ Oversees student marketing team
- ✓ Helps clubs promote events on campus
- ✓ Helps clubs find creative ways to advertise events



# CLUB RESOURCE CENTER DESK

Phone: 475.4111

Email: [infosg@rit.edu](mailto:infosg@rit.edu)

## WHAT YOU CAN DO??

- ✓ Turn in requests for checks, petty cash or refunds and pick them up once available
- ✓ Make appointments with the Club Staff
- ✓ Deposit money or checks
- ✓ Pick up forms (EAF, Matching Forms, etc.)
- ✓ Pick up packages
- ✓ Turn in tokens (10 tokens = \$20 extra dollars for your budget!!)

## TIPS AND TRICKS!

- ✓ Make sure EAFs are signed by your **advisor**
- ✓ Make sure your club's trip is EVR'd before seeing Dawn ([campuslife.rit.edu/evr](http://campuslife.rit.edu/evr))
- ✓ Please plan your events **early** (Travel as early as 2 months)
- ✓ Check CCL website for forms, club information at <http://campuslife.rit.edu/main/clubs/resources>
- ✓ Don't forget about the drop box on level A, especially for weekend events'

## MARKETING TIPS AND TRICKS!

### Top 5 Ways to Promote Events on Campus:

1. Flyers/Posters/Banners
2. Reporter Ads
3. LCD Screen Displays (Welcome Center, Club Resource Center, Ben&Jerrys, etc.)
4. Online events calendar ([events.rit.edu](http://events.rit.edu))
5. Tabling around campus

Visit [http://campuslife.rit.edu/art\\_request/](http://campuslife.rit.edu/art_request/) to request **free** design!  
*The CCL Marketing Team creates flyers, posters, banners, table tents, tickets, LCD screen slides, and MORE!*

### Top 5 Event Planning Tips:

1. Start planning early! (3-5 weeks before your event is ideal)
2. Consider your budget and determine whether or not additional funding will need to be secured.
3. Check with the EVR Office to see if an event of similar nature is being held around the same time so that you're not competing with other organizations on campus.
4. Reserve your space and register your event with EVR (<http://campuslife.rit.edu/evr>)
5. Consider how you're going to make your event stand out through marketing and promotions. You can utilize the CCL Marketing Team's help for **FREE!**

## CLUB PERKS

### *Did You Know...?*

- Clubs have their own mailboxes; send things to our office, and pick up weekly mail/monthly budget statements!
- Have you met your **Club Student Staff**?
  - Casey Kelly, GA (Club Sports)
  - Rick Pavia, GA (Club Administration)
  - Chris Tarantino, SA (Club Administration)
- For every financial form you hand in correctly, you get a **token**? Ten tokens = \$20 for your club!
- You can join Clubs at RIT on Facebook, or @RITClubs on Twitter for up-to-date information!
- Clubs get up to **175 FREE** black/white single sided copies at the HUB per year?!
- Clubs get their **own access** to an RIT club email, and RIT web space?

