

**Club Caucus Final Report
2004-2005**

Club Caucus 2004-2005

Final Report Outline

- I. Introduction
 - a. History of where clubs were in the past and trends that lead to the Caucus
 - b. Describe the beginning stages of the Caucus
 - i. How the committee topics were picked
 - c. Introduce the four committee topics and Chairs
 - i. Recognition and resources
 - ii. Activity related administration
 - iii. Administration and communication
 - iv. Mission Statement
 - d. Discuss the charges given to each committee
- II. Recognition and Resources
 - a. Co-Chairs
 - b. Charge
 - c. Deliberations
 - d. Recommendations
- III. Activity Related Administration
 - a. Co-Chairs
 - b. Charge
 - c. Deliberations
 - d. Recommendations
- IV. Administration and Communication
 - a. Co-Chairs
 - b. Charge
 - c. Deliberations
 - d. Recommendations
- V. Mission Statement
 - a. Co-Chairs
 - b. Charge
 - c. Deliberations
 - d. Recommendations
- VI. Conclusion
- VII. Recommendation Chart
 - a. Short term recommendations
 - b. Long term recommendations

I. Introduction

Clubs have existed at RIT in some way shape or form as long as the institution has been in existence. Over the past seven years there has been an explosion in the number of groups

recognized and funded by Student Government. In 1998 there were a total of 89 clubs on campus. Currently, there are 160 clubs on campus. This is 79% increase over 7 years and a 11% percent increase each year. There has been no significant increase in the average number of members per club, but the amount of students involved in clubs has jumped from 2670 to about 4800. Because of this tremendous increase there was a noticeable strain on services and considerable inconvenience to students requesting services. There have also been only minor changes in the club budgeting process, which means that there are less resources for each club. Because of the increased need for services and resources it was decided in the Summer of 2004 that there would be a Club Caucus to review specific issues and challenges and find solutions to help Student Government clubs and organizations to operate more efficiently and for Campus Life and RIT to recognize issues that are facing clubs currently and potentially in the future.

The Club Caucus was designed with student input in mind. First there was a needs assessment at a Club Meeting to find the areas in most need. Issues were brought up by students and surveys were taken to find the issues that were standard across all the clubs. Clubs then had time to bring these issues back to their constituents and also add more issues if needed.

With key issues identified, 4 categories were created and committee chairs and members were selected. The committees and the co-chairs were as follows:

Recognition and Resources

Michael D'Arcangelo- Director for the Center for Campus Life
Shawn Jameson- President-RIT Players

Activity Related Administration

Ryan Giglia- Assistant Director for Campus Life
Joanna Prescott- President- Equestrian Club

Administration and Communication

Andrew Quagliata- Coordinator for Student Services-Campus Life
Christopher Stilson- President-RIT Model Railroad Club

Mission and Vision

Carol Reed- Associate Director for Campus Life
Nathan Holland- President-Gospel Ensemble

A meeting with the committee chairs followed to discuss their charge and making recommendations. Each charge and recommendation will be discussed individually below and the results of best practices and survey results are located in the appendix.

This report is organized into the following major sections:

Section I. Introduction
Section II-V. Committee Reports
Section VI. Conclusion and Recommendations
Section VII. Appendix

II. Recognition and Resources

Co-Chairs:

Michael D'Arcangelo, Director for Campus Life
Shaun Jameson, Student (President of the RIT Players)

Charge:

The committee is charged with the task of reviewing the key issues identified and discussed during Phase I (Needs Assessment) of the Club Caucus including:

- Storage of Club equipment or belongings
- Security
- Funding of Club Budgets (Lack of funding)
- Copying charges

This Committee will conclude with short term (18 months) and long term (3-5 years) recommendations that will address the above issues.

Recommendations

- Remove copying budget lines from each respective budget
- Discontinue the creation of new Club Sports for 2005-2006
- Re-evaluate the current Club Budget process
 - Complete current process under current guidelines
 - Discontinue current process for 2006-2007 budgets; adapt new process
- Initiate a space review with the Reservations office to consider additional flexibility for student organizations' programs and meetings
- Eliminate cubicles in Club Space
- Re-evaluate security of Club Space
- Move advisement for religious clubs and budgets to the Center for Religious Life for coordination
- Review club systems at benchmark universities

III. Activity Related Administration

Co-Chairs:

Ryan Giglia, Assistant Director for Campus Life, Programs
Joanna Prescott, Student (President of the Equestrian Club)

Charge:

This committee is charged with the task of reviewing the key issues identified and discussed during Phase I (Needs Assessment) of the Club Caucus including:

- Van Limitations
- Sport Clubs need more access to fields
- Faster Event Registration process
- More access to advertising
- Tech-Crew Charges
- Room Reservation

The Committee will conclude with short term (18 months) and long term (3-5 years) recommendations that will address the above issues.

Recommendations

- Implement online funding request
- Implement online event registration
- Create online handbook for clubs
- Work with Residence Life to implement a more "club friendly" posting policy
- Saturday Budget open office hours (some evenings)

- Implement one or more electronic screens in SAU to advertise events
- Purchase vans so clubs and organizations are able to take more students to events in a safe, cost-effective manner

IV. Administration and Communication

Co-Chairs:

Andrew Quagliata, Coordinator for Student Service, Campus Life
Christopher Stilson, Student (President of the RIT Model Rail Road Club)

Charge:

This committee is charged with the task of reviewing the key issues identified and discussed during Phase I (Needs Assessment) of the Club Caucus including:

- Better access to money
- Redundancy in paperwork
- Too many Guidelines and not enough access
- Clearer process for protocols
- More advisor involvement

The Committee will conclude with short term (18 months) and long term (3-5 years) recommendations that will address the above issues.

Recommendations

-Give each club a new Club Handbook at the beginning of each school year containing information on:

- Club Budgets
- Dates for EVR and Financial Certification
 - Explanation of why EVR and Finance Certifications are important
 - Explanation of what EVR and Finance Certifications allow clubs to do
- Dates of Club Meetings
 - What to do if a meeting is missed
 - What happens if more than one meeting is missed
- Dates for when Quarterly/Yearly Reports due
 - Examples of each provided
- How to do a general reservations
- How to reserve certain "special" rooms (SLC, SAU Cafe', Ingle etc)
- Explanation of EAF form
- Explanation of AFAP form

-Advisor Handbook would also be updated accordingly

-Handbooks/information would also be made available online

V. Mission Statement

Co-Chairs:

Carol Reed, Associate Director for Campus Life
Nathan Holland, Student (President of the Gospel Ensemble)

Charge:

Gather the objectives of clubs at RIT and write an all encompassing mission to guide clubs toward future success.

Recommendations

-Club Mission Statement:

Student Government Clubs and Organizations exist to bring students of similar interests together and provide them with opportunities to become effective leaders. These groups enhance the quality of student life by fostering social interaction, leadership development, school spirit and an affinity to RIT. Clubs and organizations promote activities, diversity, service and learning outside of the classroom.

VI. Conclusion and Recommendations

The club caucus was conducted and implemented by current student leaders involved in clubs as well as administration. Each sub-committee was designed to focus on a specific area that was identified earlier in the planning process. The sub-committees were instructed to find specific recommendations that addressed problem areas for clubs. These recommendations will be the cornerstone of continuous improvements to Club Affairs over the next several years.

The suggested recommendations will be implemented according to the deadlines listed below. The club community and Student Government will be updated quarterly on the progress of each recommendation. These recommendations as well as the recommendations from the Center for Campus Life, on the following page, will continually be updated and examined. New recommendations may be added and different approaches to recommendations may be taken to better serve clubs at RIT

VII. Recommendations Chart

Club Caucus 2004 – 2005 Recommendations

<i>Recommendation</i>	<i>Responsibility</i>	<i>Due Date</i>
<i>Remove copying budget lines from each respective budget</i>	Club Affairs	
<i>Discontinue the creation of new Club Sports for 2005 – 2006</i> Benchmark other universities regarding the size, cost, logistical arrangements and diversity of their respective programs.	Club Affairs	May 2006
Recommendations for Change:		September 2006
<i>Re-evaluate the current Club Budget process</i>		

Complete the current process under current guidelines. Discontinue current process for 2006-2007 budgets; determine an appropriate system from the 4 options presented, write appropriate new guidelines, and implement.		February 2006
Re-categorize Clubs for the web site and recognition process; adjust recognition process to facilitate this for the future.		February 2006
<i>Initiate a space review with the Reservations office to consider additional flexibility for student organizations’ programs and meetings</i>	Club Affairs/Student Government	April 1, 2006
<i>Eliminate cubicles in Club Space</i>	Club Affairs/CCL	September 2006
<i>Re-evaluate security in Club Space</i>	Club Affairs/CCL	September 2006
<i>Develop a shared system for the administration of religious clubs and their respective budgets to the Centers for Religious Life and Campus Life</i>	Club Affairs/CRL	December 15, 2005
<i>Review club systems at benchmark universities</i> – regarding optimal size, budget systems, methods of classification and administrative procedures for recognition and financing.	Club Affairs	Initiate November 15, 2005 Provide Preliminary feedback January 15, 2006 Use feedback for budget system by January 30
<i>Implement online funding request system</i>		September 1, 2008
<i>Implement online event registration</i>	CCL	September 1, 2006
<i>Work with Residence Life to implement a more “club friendly” posting policy</i>	CCL/Res.Life	September 1, 2007
<i>Assess the need and Saturday budget open office hours (some evenings)</i>	CCL	January 1, 2006
<i>Assess the Implementation of one or more electronic screens in Student Alumni Union to advertise events</i>	CCL	September 1, 2006
<i>Investigate van guidelines for convenience and practical use by clubs.</i>	CCL	December 1, 2006
<i>Give each club a new Club Handbook at the beginning of each school year containing information on:</i> <ul style="list-style-type: none"> - Club Budgets - Dates for Event Registration and Finance Certification - Dates of Club Meetings - Dates for when Quarterly/Yearly Reports are due - How to do general reservations - How to reserve certain “special” rooms - Explanation of Expense Approval Form (EAF) - Explanation of Application for Additional Funds 	Club Affairs	April 1, 2006

form (AFAP)		
<i>Revise Advisor Handbook would also be updated accordingly</i>	Club Affairs	May 1, 2006
<i>Club and Advisor Handbooks would be available online</i>	Club Affairs/CCL	
<i>Club Mission Statement</i> <i>Text:</i> - Student Government Clubs and Organizations exist to bring students of similar interest together and provide them with opportunities to become effective leaders. These groups enhance the quality of student life by fostering social interaction, leadership development, school spirit and an affinity to RIT. Clubs and Organizations promote activities, diversity, service and learning outside of the classroom.	CCL/club Affairs	December 1, 2005
<i>Initiate a pilot for free copying for clubs</i> - Initiate a pilot project for free copying for clubs and organizations.		October 1, 2005 Evaluation dates: December 15, 2005 and April 1, 2006 Final Implementation September 1, 2006