

Rochester Institute of Technology

Club Advisor Handbook & Policy Manual 2007-2008



Table of Contents

General Club Information

- Contact Information (pg. 3)
- Center for Campus Life (CCL) Liaison Contact Information (pg. 4)
- Responsibilities of Club Advisors (pg. 5)
- SG Club Guidelines (pg. 7)
- Club Resources (pg. 20)
- Club Caucus 2004 (pg. 22)

Important Dates

- Important Dates to Remember (pg. 29)

Formation & Recognition Forms

- Application for Recognition (pg. 30)

Reports

- Winter Member List (pg. 36)
- Yearly Report (pg. 38)

Financial & Travel Information and Forms

- Financial Certification Manual (pg. 44)
- Student Travel Application (pg. 78)

Budget Information

- Budget Manual (pg. 84)

Event Programming & Planning

- Event Planning (pg. 93)
- Reservation Contact List (pg. 95)
- Contract Process (pg. 96)
- Contract Request Form (pg. 97)
- Movie Copyrights (pg. 98)
- SAU Room Diagrams (pg. 100)
- Event Transportation (pg. 101)
- Posting Procedure for Advertisement (pg. 102)
- Promotion Distribution Form (pg. 106)
- SAU Display Case Layout (pg. 107)
- SAU Display Case Procedures (pg. 108)
- SAU Display Case Agreement (pg. 110)

Miscellaneous Forms and Resources

- Sample Club Constitution (pg. 111)
- DCE Computer Request Form (pg. 117)
- RIT Website Links (pg. 119)

Contact Information

Ryan Giglia
Assistant Director of Campus Life Programs
rjgccl@rit.edu
(585) 475-7058

Phyllis Walker
Coordinator of Student Volunteer Programs
ppwccl@rit.edu
(585) 475-7058

Merry Schading
Financial Coordinator
mlw0137@rit.edu
(585) 475-5658

Kim Nguyen
Clubs GA
clubs@rit.edu
(585) 475-4483

Erich Fiederlein
Club Sports GA
clubsports@rit.edu
(585) 475-4483

Matt Danna
Rep at Large
sgrep@rit.edu
(585) 475-2204

Center for Campus Life (CCL) Liaison Contact Information

Academic:

Mike D'Arcangelo
mndccl@rit.edu

Cultural/Religious:

Ryan Giglia
rjgccl@rit.edu

Liberal/Performing Arts:

Carol Reed
cjr2033@rit.edu

Special Interest:

Beth Crvelin
[babcccl@rit.edu](mailto:babccl@rit.edu)

Matthew Hinton
matthew.hinton@rit.edu

Sports:

Ryan Giglia
rjgccl@rit.edu

Responsibilities of Club Advisors

As a Club Advisor your involvement with students in clubs and organizations can have a tremendous impact in the students learning both in and out of the classroom.

The following responsibilities are important to the success of the organization

1. Know your club.

- Acquaint yourself with the club's history, objectives, constitution, membership, and relationship with other clubs or groups at RIT or elsewhere.
- 2. **Know the RIT and Student Government (S.G.) policies and procedures** (or that of the umbrella organization which may affect your club).
 - Check the section in this manual which delineates RIT and SG rules and regulations which helps to process your club requests and needs. It also would be helpful if you are aware of the RIT and SG system of governance and how RIT and SG function so the club requests are processed quickly.

3. Establish a good working relationship with your club members.

- Get to know the members of your club.
- Utilize the expectations inventory.
- Be honest and open with club members.
- Resist imposing your personal opinions and methods on the club.
- Volunteer your opinions when appropriate
- Listen actively to what your club members have to say, both in meetings and individually.
- Talk with other advisors or student affairs professionals if you have questions and concerns or wish to share your experiences.

4. Support your club.

- Don't feel guilty if you cannot attend all meetings and functions; you have a life apart from RIT and students can learn from that as well.
- Know when it's time to step down from your advisor role.

5. Attend club meetings and activities as often as possible.

This Will:

- Enhance your relationship with student members and show your support.
 - Keep you aware of club functions.
6. **Attend all large campus events sponsored by your club, particularly if alcohol is being served to ensure that Institute regulations are being followed.**
7. **Assist students in meeting their club responsibilities.**
- Be aware of these duties and help students in meeting their responsibilities.
 - Delegate; allow students to "do"

Clarifying Expectations

When working with your club's advisor, it is important to discuss your expectations for their role within the club. Discussing your role and leadership style and comparing it to theirs can be a good starting point. The questionnaire on the following pages can help you to begin that dialogue. You should be honest regarding **your** preferences. By clarifying these expectations with your advisor, it will prevent problems from occurring later on and ensure an effective relationship.

The following two sets of questionnaires should be filled out separately by the advisor and the club/organization members or the executive board. Once this is completed, the advisor and group should share their responses to determine similarities or differences in expectations. Whenever there are differences, both sides should negotiate until a compromise is achieved.

Please contact a staff member in the Center for Campus Life if you would like additional information or resources on this topic.

Student Government Organization Guidelines

Overview

The purpose of this document is to provide official guidelines for organizations sponsored and operated by students at RIT. All recognized student organizations are expected to follow these policies and the procedures as administrated by Student Government. Student Government may choose to suspend privileges for student groups that are found to violate these guidelines.

Definition of Student Government Recognition

Recognition is an official status given to various student groups who wish to function at RIT with the support of Student Government. It grants certain privileges and responsibilities to these organizations. These privileges are granted with the assumption that the organization acts within the complements of RIT's [Mission, Vision, and Values](#). The President of RIT, or his/her designee such as the Vice President of Student Affairs, may grant or withdraw Recognition from any campus organization. Recognition requires that each group must agree to carry on their activities in a manner that complies with RIT's [Student Rights and Responsibilities](#), Student Government regulations, and does not violate federal, state, or local laws. Official Recognition can be refused or revoked at any time if the group:

- Contradicts the objectives and mission of Student Government and/or RIT
- Confutes the goals or spirit of these Guidelines
- Engages in activities that interfere with normal activities of the Institute or the rights of others within the Institute
- Partakes in activities that present danger to property, personnel and/or functions of the Institute
- Refuses to comply with federal laws, state laws, local laws, Student Government and/or RIT's institutional rules and regulations

Privileges Associated with Recognition

Recognition includes but is not limited to the following privileges:

- Use of the RIT and/or Student Government name as part of its organization's name
- Affiliation with RIT Programs and activities
- Opening of a Institute financial account to be run in accordance with the Center for Campus Life
- Requesting of Institutional funds through the Student Government Finance Committee
- Use of Institute space, equipment, services and other resources as deemed appropriate by the Center for Campus Life and/or Student Government
- Ability to host events through access to the Event Registration system
- Will have precedence over non-recognized student organizations and groups for room reservation
- Listing in Institute publications and website
- Sponsorship and promotion of activities on campus or off
- Ability to distribute literature, flyers or organizational print materials on campus
- Financial services
- Organizational consultation/leadership development
- Access to leadership training materials and resources
- Student Government Van reservation
- Photocopying account
- Mail/courier reception
- RIT web space
- RIT email account
- Ability to fundraise in accordance with Institute guidelines
- Eligibility for campus awards or honors

- Ability to participate in Center for Campus Life Club Days to recruit members

Limits of Recognition

Recognition of a student organization by RIT does not:

- Allow the organization to act as an agent of RIT
- Authorize the organization to enter into contracts or otherwise act on behalf of RIT
- Authorize the organization to use:
 - The Institute's name for any commercial purpose or in any way, written or spoken, which may reflect adversely upon the Institute
 - The Institute's logo or any copyrighted symbol of RIT.
 - Such uses of the name or symbols owned by the Institute are allowed only when authorized by the Center for Campus Life.
- Imply RIT sponsorship of, control over, or responsibility for the activities of the organization.
- Allow the recognized organization to recognize other organizations
- Allow proselytizing
 - Proselytizing is the converting of people's party, belief, cause, or religion.

Categories of Recognition

Below are the predominant types of organizations recognized on the RIT campus. Recognition decisions are delegated by the RIT President, or his/her designee, to the following people, departments, or organizations:

Major Student Organization (MSO)

Recommended to the Vice President of Student Affairs or his/her designee by Student Government

Student Government Clubs

Recommended to the Vice President of Student Affairs or his/her designee by Student Government and categorized to one of the following categories:

- Academic / Departmental
 - The primary purpose of the organization is for an extension of the material learned in the classroom
- Art & Entertainment
 - Organizations with the primary purpose of creating or presenting the visual arts, student performances, or promoting talents.
- Cultural / International
 - Organizations that explore and celebrate ethnic, social, and service aspects of different cultures or international groups
- Honorary
 - An organization whose primary focus is scholastic and academic excellence
- Media & Publishing
 - Organizations that practice the creation and presentation of print, broadcast, or electronic media
- Political / Advocacy
 - Any organization that supports or opposes any specific ideology, political thought, or cause
- Professional / Career
 - An organization whose sole purpose and activities engage students for particular professions after graduation
- Religious
 - An organization that has a primary principle of the activity of worship, devotion, prayer, meditation, or study of religious concepts. These

groups generally recognize with a globally recognized religious groups or affiliations.

- Service
 - Organizations that provide opportunities for students to do community service or give back to the global community.
- Special Interest
 - Organizations that offer students opportunities to get involved in different activities not generally offered in any other category.
- Sports / Recreation
 - The primary purpose of membership is to partake in or educate members about a sport or physical activity.

Fraternities & Sororities

Recognized by the Vice President of Student Affairs or his/her designee and RIT Greek Council's Governing Boards through a separate Recognition procedure

Special Interest Houses (SIH)

Recognized by the Vice President of Student Affairs or his/her designee, the Resident Hall Association, and the Center for Residence Life

Funding of Recognized Organizations

Recognized Student organizations are eligible to receive funds collected from the Student Activities Fees. The Student Activities Fees are overseen by the Vice President for Student Affairs and distributed under the direction of the Director of the Center for Campus Life. Major Student Organizations are allocated base budgets which remain relatively fixed from year to year and are reviewed by the Student Government MSO Liaison.

Clubs recognized by Student Government are placed into a Tier system. This makes the club eligible to submit requests for base budgets which may change annually and must be justified. This tier system has been created to help serve the clubs better; to use all of the money given to clubs and to limit the amount of money in left at the end of the year. The criterion that determines what tier the club has been placed into is based on the clubs history of expenses:

- In Tier 1, clubs receive a budget of zero dollars (\$0) per year from Student Government and the club operates solely on fundraising or membership fees.
- In Tier 2, the club receives a fixed amount (determined by Student Government as recommended by the Director of the Center for Campus Life) from year to year. The club must be in good standing to receive the budget, however it is not guaranteed that all clubs will receive a budget.
- In Tier 3, the club must go through budget review with the CCL. The club will be scheduled for a budget hearing after they have handed their budget in. The club must also still be in good standing to receive their budget.

All new clubs start out as Tier 1, unless there is a need to be placed into a different tier effective immediately upon recognition. This will be determined by a combination decision of Student Government and the Center for Campus Life. All clubs may apply for a tier status change during the club budget review process by using the Budget Request Form. Not all clubs that apply for a budget/tier change will be approved. The needs of clubs that want a budget or tier change will be accessed and determined on the following:

- Activity of the club
- Goals and mission of the club
- Programs and services hosted for the RIT community by the club
- Student Government resources that are available
- How the club benefits the overall health of the RIT community

All clubs may request additional funds which are allocated by the Student Government Finance Committee. For Tier 1 status clubs, all financial transactions must be run through either a departmental financial account or a Student Government financial account, unless the club has to report its own financial transactions to a parent organization. Tier 2 and 3 clubs must run all financial transactions through a Student Government financial account. All other recognized groups (including Fraternities, Sororities, MSOs, and Special Interest Housing) are also eligible for co-sponsorship additional funds, which are overseen by the Student Government Finance Committee. Additional funds are allocated for special, one-time events, programs, or activities which promote the organization's goals. Clubs that are not eligible to request funding for activities and programs are organizations that:

- Actively campaign for legislative changes or initiatives external to RIT
- Promote involuntary membership or proselytizing of an ideology, value or doctrine
- Solicit donations or support for agencies or individuals not affiliated with RIT
- Have selective, restrictive, or non-encompassing membership criteria
- Are not open to the student body as a whole and have exclusive membership
- Program to a select and restrictive portion of the student population

Student Government Club Guidelines

Student groups promoting and practicing academic, recreational, political, cultural, and/or religious endeavors shall normally receive the Recognition of Student Government providing they meet the minimum requirements these guidelines:

A. Criteria for a Student Government Recognized Club

Student Government requires that all groups applying for Student Government Club Recognition must meet the following criteria prior to receiving the official Recognition of Student Government and/or other benefits thereof:

1. SG Recognition may be granted to student sponsored organizations pursuing in activities that will better or contribute to RIT's community. These activities must contribute significantly to the intellectual and social development of the student body, serve the education and access goals of the Institute, encourage student participation and leadership, and enhance the general campus atmosphere and environment.
2. The following groups are not to be considered eligible for Student Government Club Recognition:
 - i. Unions (bargaining units)
 - ii. Greek letter social organizations
3. Students wishing to organize religious clubs are subject to these guidelines in addition to those procedures as specified in the Religious Club Guidelines (see Appendix A).
4. Students wishing to organize a sport club are subject to these guidelines in addition to those procedures as specified in the Club Sports Guidelines (see Appendix B).

B. Recognition Procedures

SG reserves the right to delegate Recognition review to the Club Review Board (CRB). The CRB will be comprised of student members from previously recognized organizations and advised by the Center for Campus Life Club Administrator as designated by the Director of the Center for Campus Life. In the CRB's absence, decisions will be made by the Representative at Large, under the advisement of the Club Administrator. All Recognition decisions made by the Club Review Board shall be forwarded to the Vice President of Student Affairs or his/her designee for review. The President of RIT reserves the right to review all Applications for Club Recognition and make the final decision.

1. *Pre-Recognition (optional)*

Student groups who wish to form but do not yet have the Recognition Packet complete, may fill out an Intent To Form (ITF) document. This allows groups to reserve rooms in hopes of gathering membership or an advisor. ITF's expire after 3 months once the ITF has been approved by Club Review Board. Groups who have previously been denied Recognition are not eligible to apply for Pre-Recognition status within one calendar year, unless a club violates the [Student Rights and Responsibilities](#).

2. *Recognition Status*

Student groups must complete the Application for Club Recognition. The application will include the club advisor's name and signature, officer names, membership list, outline of tentative events and promotional paragraph. Applications will be reviewed by the Club Review Board and recommendations to grant Recognition will be made to Student Government.

3. *Recognition Renewal*

All SG Clubs are required to re-apply for Student Government Recognition annually during the Fall Quarter of each academic year with the submission of an Application for Club Recognition. If a group fails to submit an Application for Club Recognition, their Recognition and subsequent benefits can be suspended. Recognition renewal must take place prior to budget review and allocation. Recognition Applications can be obtained in the Center for Campus Life Office and the Student Government Office or online at <http://clubs.rit.edu>.

C. Membership

For the purpose of these Guidelines: the term *student* is defined as all students attending RIT who have paid their Student Activities fees for the current quarter. RIT students who have successfully appealed their Student Activities fees must be considered ineligible student. RIT faculty, staff and alumni will be considered *non-student*. Alumni members may participate in club events; however access to RIT services through club events may be limited.

1. Membership in recognized organizations, including classes of membership, may not be restricted on the basis of race, religion, political beliefs, gender, age, ability, or sexual orientation.
2. Membership must be accessible to all students with a sincere interest in the group.
3. Active membership as defined above includes the following privileges and responsibilities: holding office, voting, authorizing and requesting funds, eligibility for awards, ability to represent the organization.
4. Student Government and the Center for Campus Life reserve the right to request the current membership list of any recognized group. This list must include all members' names and DCE account names. Membership lists will be held in confidence except for election purposes, official Student Government or Campus Life business and Institute requests. No information, in whole or part, will be released to any party external to RIT without the express written permission of the student group involved. Student Government maintains the right to publish the group's contact information and promotional paragraph as recorded in the group's Application for Club Recognition.

D. Officers

1. All club officers must be RIT students in good academic standing (with both RIT and his/her academic department) and may not currently be on a conduct sanction of disciplinary probation or higher and who has paid Student Activities Fees for the current quarter. The Center for Campus Life will have access to student judicial records in the Office of Student Conduct and Mediation Services for verification.
2. RIT Alumni may not hold officer positions or maintain voting privileges within the organizations.
3. It is recommended that a club has, at the very minimum, a President.

4. If the club is applying for Tier 2 or higher status, a financial officer is required. This person must be a different person than the president of the club. At the very minimum, the financial officer must be Financially Certified through the Center for Campus Life.

E. Advisors

Each group is required to maintain an advisor who is a full-time faculty or staff member of RIT. The advisor will be responsible for attending some meetings, signing Student Government financial request forms and providing general assistance to the group.

Advisors are responsible for:

- Knowing the club
- Being familiar with the Institution's and Student Government's policies and procedures
- Establishing a good working relationship with club members
- Supporting the club
- Attending meetings and activities as often as possible
- Attending all large campus events sponsored by your club, particularly if alcohol is being served to ensure that Institute regulations are being followed.
- Assisting students in meeting their club responsibilities
- Being familiar with the Student Government and Center for Campus Life finance system

F. Responsibilities of Student Government Clubs

The following are the expectations of Student Government Clubs. If a club does not fulfill these requirements, then the club may go on probation or suspension.

1. Center for Campus Life Club Meetings

All recognized clubs are required to attend Club Meetings as specified by the CCL. Notification of absences should be made to the Coordinator of Club Administration at least twenty four (24) hours prior to the meeting. Club Presidents should attend or appoint a representative from the club to attend. These required meetings provide an opportunity for important training and information sharing.

2. Membership Lists

All clubs are required to submit a Membership List to the Center for Campus Life winter quarter.

3. Yearly Report

All clubs are required to submit a Yearly Report to the Center for Campus Life by the end of spring quarter.

4. Group Meetings

Groups must meet a minimum of three (3) times per year to be considered active and eligible for Recognition. In addition to the three meetings, one meeting must be an "open house" on the RIT Campus that is open and accessible to all students. The time, date, and campus location of this meeting must be posted in visible and appropriate locations. Groups are encouraged, but not required, to also use campus media to advertise meetings. Notification of the group meeting should be sent to the Club Administrator two (2) weeks prior to the meeting date.

5. Club Review Board

Each quarter five (5) randomly selected clubs will be identified as being required to have one (1) representative of their organization sit as an active member on the Club Review Board (CRB) for a term of one (1) quarter. Chosen clubs may only send one (1) member to be part of the CRB. These specified club representatives will change on a quarterly basis. One randomly selected club from each club category group will be chosen to sit on the CRB:

- Academic, Honorary, Professional / Career (1)

- Art & Entertainment, Media & Publishing (1)
- Cultural / International, Religious (1)
- Political / Advocacy, Service, Special Interest (1)
- Sports / Recreation (1)

To offer each club adequate time to determine who will sit as a member of CRB, during week eight (8) the eleven (11) clubs will be identified for the following quarter. Those clubs will be contacted and by the end of week ten (10) each club will be responsible for providing the name of the club member that will hold a seat on CRB. If the designated club representative does not uphold their obligations as a CRB member, they will run the risk of their club being put on hold and/or may be required to meet with the Assistant Director for Campus Life – Campus Programming. In addition, any other member who is in good standing of a recognized club may join Club Review Board as an active participant of the Board; however, will not have voting privileges.

Appendix A: Religious Club Recognition Guidelines

Recognition of Clubs

Students who wish to form religious clubs will complete an Application for Club Recognition Form, through the RIT Student Government. Prior to the application's approval by the Club Review Board, the application must be submitted to the Director of the Center for Religious Life for an administrative review and discussion regarding the expectations required for a religious club. As with all clubs, membership must be open to all students, and must be voluntary on the part of the participants.

Recognition for religious clubs will allow the club the same privileges as other student clubs as long as they are not affiliated with any external entities or their staff that has not been approved by the Director of the Center for Religious Life. Advisors for all religious clubs must be full-time faculty or staff members at RIT, unless otherwise approved by the Director of the Center for Religious Life, and the Director of the Center for Campus Life.

Privileges for recognized clubs include free use of space, access to institute resources, permission to use RIT's name when advertising events, an ability to obtain funds from Student Government and other formalized funders at RIT, and seek a faculty/staff advisor, as listed in the Club Recognition Guidelines. Space requests will be coordinated through the Center for Religious Life, in conjunction with other offices that coordinate room reservations on campus. All religious clubs will be allowed space for one meeting per week on campus, and other special events that are registered and approved by the Center for Campus Life.

Additionally, the student leaders of these organizations will be required to meet with the Director of the Center for Religious Life on a quarterly basis. The purposes of these meetings are: to discuss their respective programming and meeting calendars; assess their respective needs; facilitate communication to avoid schedule conflicts; and optimally enhance centralized programs. The clubs' activities and meetings will be arranged into a calendar for the center.

Failure to attend these quarterly meetings or work cooperatively with the Center for Religious Life may result in revocation of the organizations' activities and reservations for the quarter.

Recognition of Clubs Associated with External Entities

Students may request to form clubs that are affiliated with external entities. These entities are associated with non-denominational college-based programs (i.e. Hillel, Intervarsity Christian Fellowship, Campus Crusade for Christ). These organizations and their relationship to the club MUST be clearly identified at the time of club application. Regional or national meetings with affiliated programs for external constituencies will be considered an external event and referred to Office of Government and Community Relations as a conference. Clubs may not affiliate with or represent denominational or nondenominational institutions (i.e. churches, synagogues, mosques, or organized communities) without the approval of the Director of the Center for Religious Life. The applications will be reviewed by the Director of the Center for Religious Life and the Assistant Director of Campus Life Programs to assess potential conflict that may occur with institute policies and procedures. External organizations which fail to comply with these standards will not be approved, or may have their recognition rescinded.

Student clubs may not be affiliated with denominational institutions (i.e. churches, synagogues, mosques, traditions, or communities).

Event Registration

Clubs are not required to register business meetings. Events must be registered according to the Event Registration Procedures outlined in the [Student Rights and Responsibilities](#).

Appendix B: Club Sport Recognition Guidelines

Statement of Philosophy

Rochester Institute of Technology Student Government recognizes and supports the role and value of Club Sports as a form of educational recreation, promoting physical cognitive, social, and emotional growth.

Mission

Club Sports at Rochester Institute of Technology provide opportunities for students to participate in selected sports organizations at a greater level of engagement, providing training, skill development, and competitive activities with teams from other universities as alternatives to intramurals and varsity athletic teams. These Club Sport organizations provide athletic activities where sport skills, personal leadership skills, and group dynamics are exercised in a structured manner within the context of a safe and integrated program.

Vision

The vision of the Sport Clubs program is to provide an arena whereby students may become student-initiated and student-managed organizations which are involved in the RIT community in such a manner so as to increase their affinity to the university, experience a team and group phenomena within the context of competitive sports while representing RIT, and create long lasting memories and friendships.

Objectives of Club Sports

The Club Sports Program at Rochester Institute of Technology is recognized by the RIT Student Government and coordinated by the Center for Human Performance in an effort to:

- Develop determination, courage, self-fulfillment, emotional control, and the skills to perform effectively in a competitive environment.
- Ensure the welfare and safety of all participants.
- Promote the health and fitness of students.
- Develop sportsmanship and teamwork.
- Provide programmatic and safety regulations to assist them in program development.
- Provide administrative services and policies that apply equally to all club sports within a manageable system that is overseen by Student Government and the Center for Human Performance.
- Provide a catalyst for promoting school pride, spirit and unity.
- Promote interaction between various colleges.

Policies for Club Sports

A. Terms of Recognition

1. Varsity vs. Club
Club sports can only be recognized in areas where RIT does not sponsor both a varsity and intramural sport.
2. Recognition is an official status given to various student groups who wish to function at RIT. It grants certain privileges and responsibilities to these organizations. These privileges are granted with the assumption that the organization acts within and complements the Institute's educational mission as listed in the RIT Education and Access goals.
3. The President of RIT, as the chief administrative officer on the campus, or his/her designee may grant or withdraw recognition from any campus organization.

4. Recognition requires that each group must agree to carry on their activities in a manner that complies with RIT's [Student Rights and Responsibilities](#) and Institute's regulations and does not violate federal, state, or local laws.
5. Official Recognition can be refused or revoked at any time if the group:
 - Contradicts the objectives and mission of SG and/or RIT, or the spirit of these Guidelines
 - Engages in activities that interfere with normal activities of the Institute or the rights of others within the Institute
 - Engages in activities that present danger to property, personnel and/or functions of the Institute
 - Refuses to comply with federal or state laws, or Institute rules and regulations.
6. Alumni are not allowed to participate in any competitive activity, including practices, official meets or games, and formal scrimmages. (Alumni scrimmages may occur when properly administered through event registration.)
7. There will be a Club Sport Meeting Quarterly and it is required that all members from Club Sports teams attend. This meeting will be coordinated by the Assistant Director for Campus Life Programs and the Center for Human Performance.
8. For the Budget process please see the Club Budget Manual, which can be found online at <http://clubs.rit.edu/resources.php>.

B. Eligibility

1. Participation is limited to students who are registered in the present quarter. Officers and Captains are limited to students who are in good standing (not on a current sanction of Disciplinary Probation or more severe sanction) according to RIT's judicial and academic policies (not on a current sanction of Academic Probation or sanction more severe).
2. Depending on the particular league, participants may not be active or have been previously active in professional sports.
3. Participants must also:
 - Have completed an Agreement to Participate Form
 - Have Medical Insurance coverage
 - Have proof of coverage at all games
 - Meet the membership requirements of the club's Constitution (approved by the Center for Campus Life and the Club Review Board)

C. Club Coach Responsibilities

1. Position Title: Club Coach (Men's and Women's)
2. Center: Intercollegiate Athletics
3. Supervisor: Director of Intercollegiate Athletics
4. When applicable, the coach is a *volunteer* position and may be staff, faculty, or non-RIT community member (non-student) who has specialized in the area of concern and is approved by the Assistant Director for Intramurals and Club Sports. All expenses must be approved by Campus Life and Student Government prior to travel and equipment purchases.
5. Guidelines to becoming the Coach:
 - The President must submit a request for volunteer coach Appraisal Approval
 - A short resume showing experience, certifications, licenses and references etc. must be submitted to the Assistant Director for Campus Life and the CCL Sports Coordinator
 - A short screening meeting must take place (with the above information ready)
 - Once approved the Club Sports Coaches will have access to the SLC complementary membership
 - Volunteer coaches are not employees of RIT
 - Volunteer coach is a one school year term and can be dismissed by Campus Life and CIAR at any time.
6. Duties are to:

- Develop and improve skills
- Coordinate practices and game schedules
- Develop and employ safety procedures
- Attend games, home and away, and practices
- Coordinate equipment and supplies with the club president
- Make sure all injury reports are filed with Campus Safety
- Promote good sportsmanship on and off the field
- Make sure the club follows all Club Sports and RIT policies

7. Specific Duties:

- Advertisement of Student-athletes
- Serve as a positive role model for the student-athletes
- Develop and maintain effective communication with team members
- Utilization of effective motivational techniques
- Develop and implement fair and equitable team policies and training rules
- Establish effective relations and communication with deaf student-athletes

8. Evaluation Process:

- Coach applications must be submitted once a year
- A variation of an upward Appraisal including:
 - Attendance
 - Organizational Skills
 - Knowledge/Coach Skill/ Did education happen?
 - Sportsmanship
 - Followed Club Guidelines
 - Safety Practices

D. Club President Responsibilities

Duties are to:

- Administer club meetings
- Serve as a liaison between the club and Student Government, Assistant Director for Campus Life Programs, and Assistant Director for Intramurals and Club Sports
- Hand in a completed roster, insurance coverage forms, release forms for all members and Injury Report Forms
- Keep an updated roster with the Center for Campus Life
- Prepare and submit an annual budget
- Responsible for the conduct of the team
- Update club constitution
- Complete any additional duties which may be outlined in club by-laws
- Ensure that all equipment used by any member is in good working order
- Coordinate travel arrangements for the club when appropriate, including financial transactions and documentation during trips
- Be responsible for ensuring the legitimacy of the officials for each event

E. Club Advisor Responsibilities

Each group is required to maintain an advisor who is a full-time faculty or staff member of RIT. The advisor will be responsible for attending meetings, signing Student Government financial request forms and providing general assistance to the group as outlined in the Advisor's Manual.

F. Class Attendance

Academics is a priority, no classes should be missed due to practice or athletic events. Choosing to miss class is the sole responsibility of the student.

G. Travel

Before any travel arrangements can be made, a travel form must be completed and submitted to Event Registration (EVR). By submitting a travel form to EVR the travel will be registered. Once the travel is registered, EVR will send you an email confirming the travel. Once that email is sent out, travel arrangements can be made with the SG Bookkeeper. All travel arrangements will be made with the Student Government Bookkeeper at least 2 weeks *prior* to the trip. There will be no reimbursement for travel expenses which are not previously approved. During the actual trip, the club is expected to uphold the image of RIT and act in a sportsmanlike manner when visiting off campus competitions. Team Members and their guests are expected to follow the Code of Conduct contained in the RIT Rights and Responsibilities Handbook regardless of whether they are on or off campus. Groups of team members can be held accountable for the Code of Conduct for official and unofficial business.

Warning: Travel in participants' cars is discouraged and is not covered by RIT insurance policies. The driver's/owner's personal insurance is considered the primary carrier when students choose to travel in their own cars.

Different options or Van rentals:

- Van through SG (free)
- Vans through Campus Safety
- Vans through rental company with discussion of insurance

Coach Reimbursements for travel can only occur when approved by the Assistant Director for Campus Life Programs. The funds will be taken directly from the club sport budget.

H. Insurance and Medical Consideration for Participants

1. Each club member must complete an Agreement to Participate Form and submit it to the Assistant Director for Intramurals and Club Sports prior to participation in any club activity.
2. Each participant shares with the other members the concern and responsibilities for safety and agrees to follow safe procedures and to avoid unnecessary, hazardous situations.
3. Participants are responsible for discussing any known physical problem which may limit participation in the club sports program with the Student Health Services medical staff (located in the Student Life Center South side, first floor) or with their family doctor, as well as the coach. This must be accomplished prior to participation.
4. Participants are obligated to wear proper dress and required protective equipment.
5. Should an injury occur during participation in the activity, an RIT Club Sports Injury Report (See Appendix 3) must be filed with the Assistant Director for Intramurals and Club Sports and Campus Safety within 24 hours. A copy will be sent to the Assistant Director for Campus Life.
6. Participants must carry some form of health care insurance. Personal health insurance is required for all members who will travel off campus to participate in club related activities.
7. An injured participant is responsible for all financial obligations and for any treatment necessitated by an injury.
8. Participants are responsible for proper conditioning as a prerequisite for participation.
9. CPR and First Aid training is highly recommended for members of Club Sports.

I. Game Scheduling

Before home games can be finalized, the president will have to clear times and field reservations through the Office of the Center for Human Performance. The schedule must be submitted to the Assistant Director for Campus Life Programs at least one month prior to the time of the game. All approved schedules and crowd expectations should be reported to Campus Safety and Event Registration.

J. Scheduling Guidelines

Sports Clubs should:

- Arrange a tentative schedule for fall in the spring and for spring in the fall.
- Arrange a schedule with clubs that have comparable ability.
- Advise the opponent's president and RIT if the event has a postponement or cancellation.

K. Game Officials

1. The Center for Human Performance does not approve the officials. Officials must prove league affiliation at least one month in advance of the competition, in conjunction with the Center for Campus Life.
2. Certified game officials must be contacted to officiate all club sports activities. These officials must be paid with a certified RIT check.
3. Payment by RIT Check writing only.
4. Name, address & social security number and completion of a W-9 Tax form are required.
5. Dates of services are required.
6. 10 business days needed for check.

L. Conduct and Ethical Standards

All club members shall be expected to act in a mature, sensible and responsible manner both on and off campus and in club related activities and situations. Each club member is representing RIT and will be expected to be a credit to the RIT Sports Club program. Members collectively have the following responsibilities: The writing of and compliance with their own constitution and by-laws in collaboration and approval from Campus Life. They will need to follow Student Government Club Guidelines, establishment of the duties of their executive boards, and development of an annual budget.

M. Hazing

The RIT definition and policy regarding hazing can be found in the RIT Code of Conduct, Section 10, listed within The [Student Rights and Responsibilities](#).

N. Use of Space

1. Club Sport representatives can request the use of indoor and field facilities for practice and competition through the Assistant Director for Intramurals and Club Sports located in the Student Life Center (SLC).
2. Requests for the Club/Intramural fields and Student Life Center can be submitted to the Main Office of the SLC on a Facility Reservation request form.
3. Upon the completed scheduling of the Intramural programming, unused weekday time will be granted to the Clubs requesting time during the quarter. Saturday and Sunday times are available on a first come, first served basis. Saturday times are 12 noon to 2 p.m. Sunday times are 10 a.m. to 12 noon in the SLC. Approval is based on availability of space and compliance with usage policy.
4. Requested times must coincide with normal building operating hours.
5. The fields behind Grace Watson Hall and the Club field must also be scheduled with the Assistant Director for Intramurals and Club Sports. Special events involving entry fees, outside sponsorship fund-raising activities or social events must be cleared through Event Registration in the Center for Campus Life.

CLUB RESOURCES & SERVICES

Club Review Board

The Club Review Board (CRB) is the student led advisory board which oversees all services, policies and procedures that relate to Student Government's recognized clubs. The CRB is comprised of student representatives from a variety of SG clubs chaired by Student Government Representative at Large and advised by student services. The CRB meets on a weekly basis to discuss and make decisions regarding club issues. Some areas that the CRB has responsibility for include: the SG Club Recognition process, allocation of Club Space, the Tier assignment process and many other issues as they arise throughout the year. The Club Review Board provides an opportunity for the interests and concerns of SG's clubs to be voiced and addressed in a positive and productive manner.

The Club Review Board is an important piece of Student Government's role in RIT's shared governance. In addition, it is an excellent leadership opportunity. CRB members gain valuable skills in teamwork, decision-making, and critical thinking, while working to improve campus life at RIT. If you would like to become involved in the Club Review Board, please contact Student Government or the Center for Campus Life. We encourage wide participation from among SG's clubs and new members are always welcome!

Club Space – 2nd Floor RITreat, SAU

Club Space is designed to provide meeting, storage and office space for SG Clubs. Club Space is located on the mezzanine level of the RITreat in the SAU. It is an excellent site for holding your executive board meetings, storing your club's files or simply visiting with other club members and leaders. Additionally, Club Space is conveniently located near both the Student Government and Center for Campus Life Offices to make completing your club business more efficient.

Applications for Club Space are available at the Center for Campus Life Office. Once you have completed the application, please return it to the CCL office. Club Review Board will review all applications and allocate available space. Applications will be accepted at any time during the year, however space is limited. If a club is allocated club space, it has 2 weeks to claim it.

Club Resource Center – 1st floor of RITreat ,SAU

The Club Resource Center serves a variety of purposes. You can:

- Pick up petty cash and checks
- Hand in Expense Approval Forms (EAF)
- Hand in Club Recognition and Intent to Form applications
- Hand in Applications for Additional Funds (AFAF)
- Make appointments with club financial people
- Make appointments with the SG lawyer
- Get your questions answered
- Make deposits
- Drop off receipts and VISA cards
- Hand in Club Budgets and Quarterly Reports
- Get a club statement printout and account balance
- Find out if your club is frozen and why
- Pick up blank club forms including EAFs, AFAFs, Travel Forms, SG Van Forms, etc.
- Find out about important club dates
- Sign up for Club Days
- Find out when Financial and EVR Certifications are taking place

Email Distribution List

Student Government and the Center for Campus Life utilize an email distribution list for efficient communication with all SG Clubs. This list is comprised of the names and email addresses of club leaders and members who wish to receive information and updates from CCL and SG. This list typically includes the club's executive board, however others are welcome! Please remember to provide updates as your club leaders or members change throughout the year.

If you have questions about the distribution list or need to have your list updated, please contact the Center for Campus Life at 475-7058 v/TTY.

DCE Accounts

Student Government and the Center for Campus Life offer free access to DCE Accounts for SG Club use. Your club or organization can access RIT's DCE, establish a club email address or create a club page on the RIT Web site. All DCE accounts must be approved by your faculty/staff advisor and account usage must follow RIT's Code of Conduct for Computer Use. Please stop by the Center for Campus Life to pick up an application.

Community Service Referral

The Center for Campus Life provides a community service referral system to all RIT students. Individuals and clubs looking for volunteer opportunities in the Rochester community can contact the Community Service Center at 475-6056 v/TTY to obtain information regarding community needs, available projects and long-term volunteer positions, as well as general information regarding community service and service learning. Participating in service events is a great way to develop teamwork and commitment among your club members, while gaining valuable skills and helping those in need!

Club Mail Folders

All Recognized SG Clubs are provided with a mail folder located in the RITreat outside of the Club Resource Center. A Club representative must check this folder weekly in order to pick up important SG, CCL and Institute information. Important information including budget statements, meeting announcements and inquiries from students and departments are delivered to these mail folders. Off-campus mail addressed to clubs is placed here as well. Take advantage of this convenient and easy means of communication and be sure to check your folder often!

Purchasing Office Supplies

SG Clubs and Organizations wishing to purchase office supplies with their SG funds are eligible to receive a discount from *Staples*. Discounted catalogs are available for club use in the Student Government Office. To order your supplies, stop by the SG Office and speak to the SG Operations Manager for assistance in determining and placing your order.

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

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

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

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

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 AFAF form
- Advisor Handbook would also be updated accordingly
- Handbooks/information would also be made available online

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.

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.

Recommendations Chart

Club Caucus 2004 – 2005 Recommendations

Recommendation	Responsibility	Due Date
Remove copying budget lines from each respective budget	Club Affairs	
Discontinue the creation of new Club Sports for 2005 – 2006	Club Affairs	May 2006
Benchmark other universities regarding the size, cost, logistical arrangements and diversity of their respective programs.		
Recommendations for Change:		September 2006
Re-evaluate the current Club Budget process		
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
Initiate a space review with the Reservations office to consider additional flexibility for student organizations' programs and meetings	Club Affairs/Student Government	April 1, 2006
Eliminate cubicles in Club Space	Club Affairs/CCL	September 2006
Re-evaluate security in Club Space	Club Affairs/CCL	September 2006
Develop a shared system for the administration of religious clubs and their respective budgets to the Centers for Religious Life and Campus Life	Club Affairs/CRL	December 15, 2005
Review club systems at benchmark universities – 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
Implement online funding request system		September 1, 2008
Implement online event registration	CCL	September 1, 2006
Work with Residence Life to implement a more "club friendly" posting policy	CCL/Res.Life	September 1, 2007
Assess the need and Saturday budget open office hours (some evenings)	CCL	January 1, 2006
Assess the Implementation of one or more electronic screens in Student Alumni Union to advertise events	CCL	September 1, 2006
Investigate van guidelines for convenience and practical use by clubs.	CCL	December 1, 2006
Give each club a new Club Handbook at the beginning of each school year containing information on:	Club Affairs	April 1, 2006

- 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 form (AFAF)

Revise Advisor Handbook would also be updated accordingly

Club and Advisor Handbooks would be available online

Club Mission Statement

Text:

- 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.

Initiate a pilot for free copying for clubs

- Initiate a pilot project for free copying for clubs and organizations.

Club Affairs

May 1, 2006

Club Affairs/CCL
CCL/club Affairs

December 1, 2005

October 1, 2005

Evaluation dates:
December 15, 2005
and April 1, 2006

Final Implementation
September 1, 2006

Important Club Dates to Remember 2007-2008

September	9/19/07	All Clubs Meeting, 6:30pm, Fireside Lounge
	9/26/07	Club Day, 10am-4pm, SAU Lobby
	9/28/07	Club Recognition Packets are due
October	10/2/07	Club Meeting: Sports , 6:30pm, Clark A
	10/16/07	Club Meeting: Academic , 6:30pm, Clark B
	10/17/07	Club Meeting: Cultural & Religious , 6:30pm, Club Space
	10/23/07	Club Meeting: Liberal/Performing Arts , 6:30pm, Clark B
	10/24/07	Club Meeting: Special Interest , 6:30pm, Clark C
	10/24/07	Club Day, 10am-4pm, SAU Lobby
November	11/14/07	Club Day, 10am-4pm, in the SAU Lobby.
December	12/12/07	All Clubs Meeting, 6:30pm, Fireside Lounge
	12/14/07	Club Day 10am-4pm, SAU Lobby
January	1/15/08	Club Meeting: Cultural & Religious , 6:30pm, Clark A & B
	1/16/08	Club Meeting: Academic , 6:30pm, Clark C
	1/18/07	Club Day, 10am-4pm, SAU Lobby
	1/22/08	Club Meeting: Liberal/Performing Arts , 6:30pm, Alumni Room
	1/23/08	Club Meeting: Special Interest , 6:30pm, Alumni Room
	1/29/08	Club Meeting: Sports , 6:30pm, Clark A (tentative)
February	2/15/08	Club Day, 10am-4pm, SAU Lobby
	2/15/08	Winter Member list Update are due
March	3/12/08	All Clubs Meeting, 6:30pm, Fireside Lounge
	3/21/08	Club Day, 10am-4pm. SAU Lobby
April	4/15/08	Club Meeting: Cultural & Religious , 6:30pm, Clark B & C
	4/16/08	Club Meeting: Academic , 6:30pm, Alumni Room
	4/18/08	Club Day, 10am-4pm, SAU Lobby
	4/18/08	Yearly Reports are due
	4/21/08	Advisor of the Year Applications are due
	4/22/08	Club Meeting: Liberal/Performing Arts , 6:30pm, Clark B
	4/23/08	Club Meeting: Special Interest , 6:30pm, Alumni Room
	4/29/08	Club Meeting: Sports , 6:30pm, Alumni Room (tentative)

Contact Information:

Ryan Giglia Ass't Dir. Campus Life Programs rjgccl@rit.edu 475-7058	Phyllis Walker Community Service Center ppwcccl@rit.edu 475-7058	Merry Schading Financial Coordinator mlw0137@rit.edu 475-5658	Kim Nguyen Clubs GA clubs@rit.edu 475-4483	Erich Fiederlein Club Sports GA clubsports@rit.edu 475-4483	Matt Danna Rep at Large sgrep@rit.edu 475-2204
Academic: Mike D'Arcangelo mndccl@rit.edu	Cultural/Religious: Ryan Giglia rjgccl@rit.edu	Liberal/Performing Arts: Carol Reed cjr2033@rit.edu	Special Interest: Matt Hinton matthew.hinton@rit.edu & Beth Crvelin babcccl@rit.edu	Sports: Ryan Giglia rjgccl@rit.edu	

APPLICATION FOR RIT CLUB RECOGNITION

2007-2008

Check here if you are a **RETURNING** club.

Check here if you're a **NEW** club.

Check here if you've filed an **ITF** form.

Groups applying for Student Government Recognition Renewal should complete this form and return it to The Center for Campus Life, upstairs in the RITreat (x7058). New groups (those which were not recognized last year) can complete this form without the need to complete the Intent to Form (ITF). **Please write neatly.**

SG Contact Information

GROUP NAME: _____ **ACRONYM:** _____

Club Webpage: _____ General Club Email: _____

Person who completed this form: _____ DCE Email: _____

Position in the Club: _____ Phone Number: _____

I, the undersigned, intend to organize the group named above. The purpose of this group and services to be offered are:

Signature: _____

Faculty/Staff Advisor

Advisor's Name: _____ RIT Phone: _____ Home Phone: _____

Advisor's Building-Office Number: _____

Advisor's RIT Department: _____

Signature of Advisor: _____ Advisor's DCE Email: _____

Miscellaneous Information

Target membership (if any) of the group: _____

Regular Meetings (Time/Place): _____

Approximate Membership Number: _____ Dues/Membership Fee: _____

Date of Next Elections: _____

Expected Costs for upcoming year: _____ Expected Costs for future: _____

Executive Leaders

Do not change the title listed. If your leadership goes by different title, please list it in parentheses after the name.

Place a checkmark next to ONE additional person who will be your Student Government representative (optional). This person, as well as the president will be sent all club correspondence.

1. President

Name (print): _____ DCE Email: _____

Local Address: _____ Local Phone: _____

Signature: _____

2. Vice President

Name (print): _____ DCE Email: _____

Local Address: _____ Local Phone: _____

Signature: _____

3. Treasurer

Name (print): _____ DCE Email: _____

Local Address: _____ Local Phone: _____

Signature: _____

4. Secretary

Name (print): _____ DCE Email: _____

Local Address: _____ Local Phone: _____

Signature: _____

List additional executive titles and their names.

5. Title: _____ DCE Email: _____

Name (print): _____ Local Phone: _____

Signature: _____

6. Title: _____ DCE Email: _____

Name (print): _____ Local Phone: _____

Signature: _____

Membership List (1 of 2)

Please document the group's current membership. Student Government asks that student members and non-student members register to be counted as members. **Please complete this form neatly.**

Name	DCE Email	Year in School
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____
14. _____	_____	_____
15. _____	_____	_____
16. _____	_____	_____
17. _____	_____	_____
18. _____	_____	_____
19. _____	_____	_____
20. _____	_____	_____
21. _____	_____	_____
22. _____	_____	_____
23. _____	_____	_____
24. _____	_____	_____
25. _____	_____	_____

Membership List (2 of 2)

Please document the group's current membership. Student Government asks that student members and non-student members register to be counted as members. **Please complete this form neatly.**

Name	DCE Email	Year in School
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____
14. _____	_____	_____
15. _____	_____	_____
16. _____	_____	_____
17. _____	_____	_____
18. _____	_____	_____
19. _____	_____	_____
20. _____	_____	_____
21. _____	_____	_____
22. _____	_____	_____
23. _____	_____	_____
24. _____	_____	_____
25. _____	_____	_____

Outline of Tentative Events

Outline briefly plans and events for this year. This section is necessary for the recognition process. Please update Student Government during the year.

ANTICIPATED OPEN HOUSE DATE: _____
(All clubs are expected to have an open house to encourage new membership)

FALL: _____

WINTER: _____

SPRING: _____

SUMMER: _____

Note: Please keep descriptions brief, but feel free to use extra pages.

Promotional Paragraph

Please write a short paragraph about your group that can be used for publication or for distribution to the general student body. Please try to make it as interesting and informative as possible. This may become a very effective recruitment tool for your group. Make sure to write the paragraph in third person. (Example: The RIT Tiddly-Wink Club will take on Russia's number one team during Spring Quarter. Come on out and learn how you can develop the strength and dexterity to compete in this thrilling event.)

Student Government Recognition and Agency Agreement

We, the undersigned declare that the information stated above is; to the best of our knowledge; accurate and complete. We understand that we will be required to submit a complete Application for Recognition, including membership lists and tentative events at a later date. We acknowledge that failure to do so may result in the loss of our recognition status and privileges.

We, the undersigned, acknowledge that by accepting official recognition we do not automatically become agents of Student Government or RIT able to officially address issues of concern to the students or the Institute. Hence, our group will not advocate issues or promote concerns assuming the support of Student Government, Student Government officials, RIT, or Institute officials. Our group will not communicate to any body and/or person that we speak for all students, the Institute, or any portion thereof beyond our group's membership through any media, communication vehicles, and/or persons.

We do, however, realize our group may approach the Student Senate to seek such privileges for a specific event, lobby or issue. It is further understood that Student Government reserves the right to grant, deny or amend any such requests.

Signature of President: _____ Date: _____

Signature of Advisor: _____ Date: _____

Winter Member List

2007-2008

SG Contact Information

GROUP NAME: _____ ACRONYM: _____

Person who completed this form: _____ E-mail: _____

Position in the Club: _____ Phone Number: _____

Membership List (1 of 2)

Please document the group's current membership. Student Government asks that student members and non-student members register to be counted as members. **Please complete this form neatly.**

Name	DCE Email	Year in School
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____
14. _____	_____	_____
15. _____	_____	_____
16. _____	_____	_____
17. _____	_____	_____
18. _____	_____	_____
19. _____	_____	_____
20. _____	_____	_____

Membership List (2 of 2)

Please document the group's current membership. Student Government asks that student members and non-student members register to be counted as members. **Please complete this form neatly.**

Name	DCE Email	Year in School
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____
14. _____	_____	_____
15. _____	_____	_____
16. _____	_____	_____
17. _____	_____	_____
18. _____	_____	_____
19. _____	_____	_____
20. _____	_____	_____

Student Government Clubs and Organizations Yearly Report

"The Year in Review"

The Ninth Annual Student Government Club Recognition Ceremony will be held at the end of April. We will be recognizing individual clubs for their outstanding service to RIT and participation on campus. In order to be eligible for awards, we need to receive this form no later than Friday, April 18, 2008. You must have completed all previous reports for the 2007-2008 academic year as well.

Please complete the form, using as much detail as possible, and return it to the Center for Campus Life office or the SG Information Center in the RiTreat.

Thanks for your participation!

Club Name: _____

1. When was your club formally recognized (include month and year)?

2. How many members do you currently have?

3. Please list any programs/events in which your club has participated.

Fall Quarter:

Winter Quarter:

Spring Quarter:

Please list any fundraising your club has done this year and note how much was raised.

Fall Quarter:

Winter Quarter:

Spring Quarter:

Please list any community service activities in which your club has participated.

Fall Quarter:

Winter Quarter:

Spring Quarter:

4. Please list any other achievements or awards that your club has received.

5. Please submit a membership list for your club which includes name and email addresses.

MEMBER NAME	RIT EMAIL ADDRESS
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	
21.	
22.	
23.	
24.	
25.	
26.	
27.	

For more names, please attach additional pages as necessary



Club Finance Certification Booklet 2007-2008

Processes and Procedures
For SG Recognized Clubs Only



Table of Contents

Table of Contents	2
Contact Information	3
Club Responsibility	4
Budget Information	5
Student Government Club Financial Spreadsheets.....	5
Financial Transactions.....	8
Planning an Event	8
How To Complete An EAF Form.....	9
Student Government Expense Approval Form (EAF).....	10
Particular Transactions	11
Application For Additional Funds (AFAF)/Application For Travel Funds (ATF)	11
Student Government Application for Additional Funds	13
Campus Connections Bookstore	15
Cash Boxes	15
Cash Needed	16
Check Payment.....	17
Contract Process	18
CONTRACT REQUEST FORM	19
Deposits/After Hour Deposits/Donation Deposits.....	20
Fundraising Process.....	21
Gift Certificates/Gift Cards/Prizes	22
Hub	22
Office-Max Purchases	23
Office Max Supply Form	24
Official's Voucher	25
Sales Tax Exempt Form	26
Travel	26
Business Mileage Reimbursement Worksheet.....	28
Room Form	29
Vehicle Rental	30
Van Charges.....	30
Bus Charges	30
VISA	31
Visa Checkout Form	33
W-9 Form	34

Contact Information

Merry Schading, Center for Campus Life Financial Coordinator

Phone: (585) 475-5658

Email: mlw0137@rit.edu

Fax: (585) 475-6600

If you need to see the Center for Campus Life Financial Coordinator, please make an appointment at the Club Resource Center. The Club Resource Center is located in the RITreat.

Club Resource Center

Monday through Friday

10 am to 4:30 pm

Phone: (585) 475-4111

Email: infosg@rit.edu

Financial Staff:

Dawn Rizzo, Assistant Financial Coordinator

Main Duties: SG Additional Awards/Reviews EAF Forms/Student Government Transactions/Journal Entries

Email: darcl@rit.edu

Phone: (585) 475-5798

Carol Giuliano, Clubs Budget Assistant

Main Duties: VISA Cards/Travel

Email: sgstnt2@rit.edu

Phone: (585) 475-6072

Wan Yin Lui, Student Financial Assistant

Main Duties: Deposits/Data Entry

Email: sgstnt@rit.edu

Please frequently check your club's folder located just outside the Student Government Office in the SAU RITreat.

Club Responsibility

This manual outlines the processes and procedures that Student Government recognized Clubs must follow in order to perform financial transactions here at RIT. In order to transact financial transactions, individuals—usually officers of the club—need to attend a Club Financial Certification Session and pass a competency exam with a score of 75% or better.

For a listing of the current sessions, please refer to <http://campuslife.rit.edu/main> under Club Resources. After these individuals have completed one of these sessions and passed the exam, they are asked to sign the Certificate of Responsibility. When you sign this form, you promise to abide by the rules and procedures outlined in the Club Certification Booklet.

When you require a financial transaction completed for your club, you will submit an **Expense Approval Form (EAF)**. If the Financial Office needs additional information, receipts or backup that is missing from the EAF, an email will be sent to the requestor, the Advisor of the club, and the Assistant Director of Campus Life Programs.

If a second or third email needs to be sent regarding your EAF and there hasn't been sufficient action on the part of your club to rectify any problems, your club may be asked to meet with the Assistant Director of Campus Life Programs and/or the Center for Campus Life Financial Coordinator. Additionally, your club may be asked to have one or more members/officers recertified—which means that they will have to attend another 1 ½ hour Financial Certification Session on how to submit requests. If your club neglects to submit certain required paperwork such as receipts or does not make efforts to follow processes and procedures, your club may be “frozen.” When your club is “frozen,” your club is unable to transact financial transactions until the “frozen” status is removed.

It is your responsibility as a financially certified member to submit requests properly. On the occasion where there is a problem with an EAF form, it is your responsibility to get in touch with the Center for Campus Life Financial staff to rectify the problem immediately. You may do this by way of email or appointment.

We complete club financial requests as quickly as we can. Our turn-around time for most requests is 3 days or less. Please give us sufficient time to complete your requests. Because of work load, we cannot be expected to honor last minute requests. Please think ahead and be courteous.

Budget Information

Information on the Student Government Budget Process can be found in the resources section of the club website, <http://campuslife.rit.edu>

Once your club's budget has been approved or allocated by Student Government, you can start making expenditures any time after July 1. RIT is on a fiscal year accounting basis. Our fiscal year starts July 1st and ends June 30th of the following year. **You must spend your entire allocated budget by 6/30 of the following year in order to get your club's entire allocated budget amount.** *Additional awards you may have been awarded through Student Government during the year do not count toward your total actual expenditures for the year, nor does any departmental support your club receives.*

Example:

You were allocated a budget of \$500. At the end of the fiscal year, June 30, your total expenditures are listed on the Spreadsheets from the Center for Campus Life Financial Coordinator as \$1500. You received an Additional Award from Student Government for a trip your club took in the amount of \$800 and your club received \$100 for Departmental support for the trip. You must subtract the Additional Award of \$800 from your total expenditures of \$1500 and the \$100 Departmental support to get a net amount of \$600 for actual net expenditures.

Your club's end of the year budget adjustment:

You compare \$600 actual net expenditures to the allocated budget of \$500. You spent your entire budget and you will get the full budget adjustment amount of **\$500**.

Rollover:

Your club's fundraising will rollover to the next year depending on the amount of actual expenditures and fundraising your club makes.

Student Government Club Financial Spreadsheets

RIT works on a fiscal year basis. This means that the year starts July 1 and ends June 30 of the following year.

The Center for Campus Life Financial Coordinator keeps an up-to-the-minute spreadsheet that keeps track of all your expenses and deposits. Your club spreadsheet acts like a check register would for your personal checking account. The Center for Campus Life Financial Coordinator uses these spreadsheets in conjunction with RIT's Oracle Financial Program. These spreadsheets list your beginning balance at the beginning of the fiscal year and summarize all transactions.

Your organization will be given a copy of your spreadsheet in the form of a print out (shown on the next page) each month after the Financial Coordinator has reconciled your club's account. This spreadsheet print out for the previous month's activity will be placed in your club's mail folder in the RI-Treat after reconciled. This should be approximately the 20th of the following month.

The "Total Accumulative Balance Available to Spend" on the statement represents your organization's current balance. This is the amount you have available to spend.

09.5XXXX.XXXXX.00.XXXXX.00000

Statement as of

Account		Budget Allocation	Expenses		Income		Balance		
			In-Transit	RIT Records	In-Transit	RIT Records			
Beginning Balance							\$0.00		
External Expense Accounts									
63190	Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
70050	Admin/Professional Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
70450	Tech./Clerical/Sec. Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
70750	Part-time Reg. Tech. Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
70850	Temp. Prof. Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
	Reg. Prof. Staff-Special								
70900	Assignment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
	Faculty-Special Assignment-								
70925	SA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
	Reg. Hourly Spec. Assign.								
70950	Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
71100	Non-RIT Student Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
71150	Grad. Asst. Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
71250	Student Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
71350	Student Work-Study Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
72050	Benefits-Pooled Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
72300	Benefits-Tuition Waiver	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
73100	Copying/Duplicating	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
73150	Supplies-Office	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
73159	Supplies-Office I	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
73500	Supplies-Maintenance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
73550	Subscriptions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
73600	Dues	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
73700	Signage & Info Media	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
74250	Postage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
75000	Professional Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
75050	Honoraria	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
75100	Advertising	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
75150	Temp. Hourly Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
75800	Freight & UPS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
76950	Equipment Rentals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
77250	Telephone	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
78000	Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
78200	Auto Mileage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
78550	Hospitality	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
79250	Recruitment-Students	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
80000	Maintenance & Repairs-Bldgs.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
80200	Equipment Repairs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
80400	RIT Vehicles-Maintenance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
	Equipment Purchases under								
84000	\$1500	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
	Equipment Purchases over								
16200	\$1500	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
86000	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Internal Chargeback Accounts									
	Corporate Education &								
90000	Training	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
90100	Campus Connections	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		

	Campus Safety (Van Certification)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
90145	ETC Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
90170	Facilities Mgmt Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
90180	Food Service Hospitality	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
90182	Food Service/Flex	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
90185	Food Service Catering Sales	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
90200	HUB - Copy Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
90205	HUB - Postage Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
90210	HUB - Printing Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
90215	HUB - Proprietary	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
90220	HUB - Work Orders	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
90221	HUB – Misc. Charge	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
90295	RIT Inn - Room Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
90296	RIT Inn - Hospitality	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
90297	RIT Inn - Conference Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
90240	Tech Crew	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
90310	Misc. Chargeback Telephone - Rentals/Long	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
90370	Distance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
90375	Telephone - Service	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Expenses:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Revenue Account							
54000	Donations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
59000	Fundraising	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
59001	Additional Funds Awards	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
59030	Departmental Support						
59300	Budget	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Revenue:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Current Year Sub-total							
Total Accumulative Balance Available to Spend							
TOTAL ACTUAL RECONCILED BALANCE AS OF				<i>(office use only)</i>		\$0.00	

Financial Transactions

In order for your club or organization to operate, you will need to initiate and carry out financial transactions. A financial transaction is any activity that ultimately causes an exchange of funds into or out of your organization's financial account.

It is recommended that your organization keep financial records to substantiate all financial transactions. For each deposit, you will be given a receipt by the Club Resource Center Staff Assistant. Record this deposit in your organization's records and file all receipts in a systematic way.

For each and every transaction that occurs through your organization, you must submit to the Club Resource Center Staff Assistant a completed **Expense Approval Form (EAF form)** shown on the next page. Make certain that this form is completely and legibly filled in with all information and include necessary signatures of advisors and descriptions as the form indicates. Make sure in the upper right corner of the EAF form that you have indicated the date the transaction needs to be completed by. Do not indicate 'As soon as possible.' You may get copies of the EAF form at the Club Resource Center. Please follow the instructions on how to complete the EAF form starting on Page 11.

Turnaround time for financial requests is normally 3 days for most requests. If you wish to have a check drawn, plan on at least 2 weeks.

It is recommended that you keep copies of all EAF forms you submit and record this disbursement of funds in your organization's records.

Planning an Event

All Events need to be registered with EVR (Event Registration) located in the Student Alumni Union Information Desk which is next to the Candy Counter. You must be EVR-certified in order to register an event. Please see Information Desk for a list of times for these EVR certification sessions.

Start early to plan your event. There are many details that need to be decided and arranged before your event may be held. The most successful events are those that are planned well ahead. It is recommended that you build into your plans an extra amount of time to accommodate snags in the plan if they should occur.

It is highly recommended that when planning an event, you include an appointment with the Center for Campus Life Financial Coordinator. This way you can clarify your financial needs so your event might be more financially successful.

No alcoholic beverages are allowed to be purchased nor reimbursed through club accounts.

How To Complete An EAF Form

You will be requesting different transactions; however, each EAF form (See page 10) should have the following filled out:

- At the top of the form, be sure to indicate the date when you need the transaction completed.
- Fill in your name, today's date, your email address, your phone number and your organization's name.
- Fill in an alternate contact name, phone number, and email address.
- For Method of Payment/Transaction Needed, check off what type of transaction is needed.
- Note: If the purchase is SG Award related, indicate Award number from your Award letter
- Indicate Event Name, Destination if travel related, and Event Date
- Fill in all contact information for Company/Individual you are paying. This includes name, complete address, phone #, fax#, Tax ID#.
- Provide a complete description of your purchase. See EAF form for details.
- List total \$\$ amount you are spending or plan to spend.
- Club Treasurer's signature is not required, but can be used at discretion of club
- Fill in Advisor's Name, phone number, and e-mail address. **Advisor's signature is required!**
- For T-shirt/Clothing purchase, you must get approval of design of the Assistant Director of Campus Life *prior* to purchase by presenting him with a sample of the design.

For instructions on specific types of transactions, please see the "Particular Transaction" section.

It is the responsibility of the Center for Campus Life Financial Coordinator to give out account numbers for clubs.

Never give out your club's account number!

Student Government Expense Approval Form (EAF)

THIS FORM MUST BE FILLED OUT FOR ANY EXPENDITURE YOUR CLUB MAKES.

***** Please allow 3 days turnaround for most requests; 7-10 days for check requests*****

VISA _____ **(Office use only)**

Date you need this Transaction done by_____

Requestor's Name _____ Today's Date _____

Email _____ Phone _____ Club _____

Alternate Contact Name _____ Phone _____ Email _____

Account number to be used: 09.5 _ 00. _____. 00. _____.00000

--

TIME STAMP HERE

Method of Payment/Transaction needed:

- Bookstore (You must make an appointment to sign out an RIT VISA)
- Hub (After purchase, return invoice to Club Resource Center)
- Cash Needed (Maximum cash allowed is \$200. Give Details Below.)
(You must submit receipts within 5 days. Use Tax Exempt Certificate.)
- Office-Max Purchase
- Check Payment (RIT Requires Official Backup in order to draw a check.
Attach invoices/receipts /W-9 for all Check Requests.)
- Travel
- Check to be mailed Check to be picked up @
Club Resource Center
- Vehicle Rental (From Outside RIT agency need appointment with
Financial Coordinator)
- AFAF/ATF Approved Funds
Award # _____
- VISA
- Other _____

Event Name _____ Destination _____ Event Date _____

Company/Individual that you will be paying:

Name _____ Company's Phone# _____

Address _____ Company's Fax# _____

City/State/Zip _____ Company's Tax ID# or SS# _____

Detailed Description of Purchase: (List details of your event including names of attendees or number of expected attendees/items to be purchased and the purpose of the purchase)

Club Treasurer's Signature _____ Total \$ _____
(not required)

Advisor's Name (Please print) _____ E-mail _____

Advisor's Signature _____ Advisor's Phone # _____

Shipments

T SHIRT APPROVAL

(Signature of Assistant Director of Campus Life Programs)

Date Received

Signature

Pick-up Date

Particular Transactions

Important Note:

It is your club's responsibility to make certain the Center for Campus Life Financial Coordinator is aware of all expenses for your events. **If you overspend, your club is responsible for any deficits.** Please deposit all fundraising at the Club Resource Center. Do not spend from Fundraising!

Application For Additional Funds (AFAF)/Application For Travel Funds (ATF)

Now and then organizations need additional funds in order to complete special projects, events, or trips. Additional funding awards are available through Student Government. These awards are decided by the Student Government Finance Committee, which is made up of representatives from the Major Student Organizations here at RIT. The Major Student Organizations are: Student Government, NTID Student Congress, OCASA, WITR, CAB, BACC, Global Union, RHA, and Greek Council.

Clubs may apply for additional funds awards. All these funds come from Student Activity Fees. Forms may be obtained from the Club Resource Center Staff Assistant or online at <http://www.sg.rit.edu>.

If you are applying for funds for equipment and events, use form entitled "Student Government Application for Additional Funds." This form should be filled out completely and handed in to the Club Resource Center Assistant at least one month or more before you need the funds.

If you are applying for travel funds, you will need to go through Event Registration at the Information Desk located in the Student Alumni Union Lobby. There will be a travel form for you to fill out, and your event will be registered with RIT. It is suggested that if you intend to request additional funds for travel you do so at least a month or more in advance of when you need the funds. Your request for additional funding for travel will be forwarded by Event Registration to the Finance Committee via email.

When the Application for Additional Funds Form and/or the Application for Travel Funds are received by the Finance Committee, you will be notified via email when the Finance Committee will meet to review your request. You should be present for this review. When the Finance Committee meets, they will decide if and/or how much Student Government will fund your request. You will be notified promptly, via email, of their decision. Purchases that are award-related are completed in the same way as club purchases—with the VISA card. Travel that is award-related is completed in the same way as club travel.

Please make sure you see the Assistant Financial Coordinator before the completion date listed in the email you are sent or you run the risk of losing, or having to resubmit your application for additional awards. Please be aware—if you need to resubmit your award application, your club's revised award could be substantially less.

After you have completed your award transaction, it is advised that clubs follow up with the Assistant Financial Coordinator to make certain their award has been properly credited to your club.

When you want to access the funds you were awarded:

In order to process your Additional Funds award, your organization MUST show expenses in your organization's account spreadsheets totaling the amount of the AFAF award and for the purposes that the award was made. If you spent less than expected, your account will only be credited for the amount spent.

For Application for Additional Funds Requests (AFAF) for Equipment and Supply purchases or for Event Funding:

- Follow complete instructions for filling out EAF Form on page 11.
- On the EAF form Check AFAF/ATF approved funds?
- **Make certain that you fill out Name of Event, Date of Event and total amount to be spent**
- **Indicate the award number on EAF form.**
- Choose the method of payment:
 - VISA card purchases are strongly recommended as the mode of purchase. However, if your transaction requires a check or cash, please follow the process as outlined above.

Please be aware that an AFAF award does NOT count toward your total expenditures for budget purposes. This is a reimbursement of part of your expenses.

For Awards for Travel Funding (ATF):

- Follow complete instructions for filling out EAF Form on page 11.
- On the EAF form Check AFAF/ATF approved funds?
- Check Travel
- **Make certain that you fill out Event Name (Name of Conference, for example), Destination, Event Date (Date of Travel)**
- **Indicate the award number on EAF form.**
- Follow travel steps outlined on page 23 and 24

Please be aware that an ATF award does NOT count toward your total expenditures for budget purposes. This is a reimbursement of part of your expenses.

Award Number: _____ Award Amount: _____ Finance Secretary Approval: _____	 R·I·T SG student government	Time Stamp: _____ Club Standing (If applicable): _____ For SG Office Use Only Date Funding Needed: _____ Amount Requested: _____
--	--	--

Student Government Application for Additional Funds

For Student Government Clubs/Departments/Individuals/Other Organizations

Use this form for making a request for additional funds for events, programs, or equipment purchases. Please complete this form and return it along with a memo to the Club Resource Center (RITreat SAU).

After handing in the completed proposal, you will be contacted by email from the SG Secretary of Finance. You will be asked to attend a weekly Finance Committee meeting to answer some questions to clarify your request. Please be prepared to give as much information as possible about your proposal. Also, it is an opportunity for you to ask any questions you have. Therefore, please ask any questions you may have at this meeting.

INFORMATION ABOUT THE CLUB/ORGANIZATION/INDIVIDUAL

PART A.

Club/Organization Name: _____	
Event Name: _____	Event Date: _____
Start Time: _____	End Time: _____
Requestor:	
Name: _____	Position: _____
Phone: _____	Email: _____
Alternate Contact:	
Name: _____	Position: _____
Phone: _____	Email: _____
Advisor:	
Name: _____	Signature: _____
Phone: _____	Email: _____
Amount Requested: _____	Date Needed: _____
Purpose: _____	
Are you also requesting funds from other sources? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please list in memo.</i>	

PART B.

INSTRUCTIONS FOR MEMO:

- Please include section I and/or II in your memo.
- Be sure your memo answers the following questions: Who? What? Where? When? Why? How?

I. Events or Programs:

1. In your memo please explain the theme and/or function of the event/program.
2. Explain how it will benefit your organization and the RIT community in general.
3. What methods will you and/or your organization use to advertise the event?
4. What is the estimated attendance?
5. Explain fundraising efforts your club/organization has already completed or plans to do.
6. Include in table format a detailed list of all expenses and **income** that will be associated with the event.

II. Equipment Purchases or other Acquisitions:

1. In your memo please give a detailed explanation as to how the purchase will benefit your club/organization.
2. Please include official estimates of the costs indicating the company who provided the estimate.
3. Include any fundraising efforts your club/organization has done and plans to do.
4. To assist with this request, be sure to include where your club/ organization will be storing the equipment or purchase if storage will be needed.

Campus Connections Bookstore

- Follow complete instructions for filling out EAF Form on page 11
- On the EAF form check Bookstore
- In "Detailed Description of Purchase," list all items to be purchased, quantity, and estimate of cost.
- You must make an appointment with the Clubs Budget Assistant to sign out an RIT VISA card.
- Please note: This is a **new** procedure, and we no longer utilize the Campus Connections Internal Charge forms.
- Please bring your completed EAF to your appointment. The process for using the VISA card will be explained to you at that time.

Cash Boxes

No EAF form is required to use a Cash Box!

- Cash boxes are available at the Club Resource Center for organizations that are having an event and need them. Boxes are First Come, First Served.
- See the Club Resource Center Staff Assistant to sign one out in your organization's name.
- Submit cash to the Club Resource Center Assistant to deposit each day. Do not keep cash overnight. For safety, all cash collected should be deposited into your organization's account only.

If you need some money to make change for an event, please remember that when you sign out a cash box, it isn't automatically filled with change for your event. You must submit an EAF form to request a cash advance indicating how much you need and in what denominations.

Cash Needed

Organizations are strongly discouraged from spending money, then seeking reimbursement. All expenses need to be reviewed and approved **before** they are paid or incurred. If you pay out of your own pocket, you run the risk of not being able to get your money back. If you pay out of your own pocket, you also run the risk of the establishment charging you sales tax. You cannot get reimbursed for sales tax.

Never pay for services (such as DJ, Speaker, referee, Recording Studios, Graphic Artist) with cash and expect reimbursement. You cannot get reimbursed for such expenses. **Services such as must be paid for either through the Accounts Payable process or the RIT Payroll process and therefore must be paid by check.**

RIT strongly encourages the use of RIT's Corporate VISA cards. Student Government has the use of Departmental VISA cards that clubs and others may use. If a VISA credit card may be used for your purchase, please refer to heading "VISA". If you request cash and a VISA card may be used for your purchase, you will be notified and a VISA card transaction will be required.

If you have indicated that you need cash, the Center for Campus Life Financial Coordinator may call or email you to inquire about using the RIT VISA card. If it is **imperative** that you have cash, please see below:

- Follow complete instructions for filling out EAF Form on page 11
- On the EAF form check Cash Needed
- Indicate the amount needed (Please note that there is a \$200 limit on all cash requests.)
- In the "Detailed Description of Purchase" section indicate either the name of the company where you will be making your purchase or the person's name that is to be reimbursed. Describe items purchased.
- If you need cash in order to make change for an event (an advance), please let us know the denominations you will need and the quantity of each.
- Submit the EAF form to the Club Resource Center Staff Assistant
- You will be notified via email when you may pick up the cash. See the Club Resource Center Staff Assistant to pick up cash. You will get the cash in an envelope that gives us pertinent information to find your organization's paperwork for this purchase. **Please keep the envelope to put receipts and leftover cash in when your purchase is complete.** Only the requestor or the alternate contact may pick up the cash.
- **DO NOT PAY TAX!** Use the RIT Tax Exempt Certificate. RIT will not reimburse you for tax. Sales Tax Exemption forms are available from the Club Resource Center Staff Assistant for valid RIT purchases. You may photocopy these forms.
- Submit all receipts taped on an 8 1/2" X 11" piece of paper and all remaining cash in the envelope provided to the Club Resource Center Staff Assistant **within 5 days. Failure to submit receipts and/or remaining cash within 5 days may result in the RIT Cashier putting a "freeze" on your organization's account. If this happens, you may not be able to make any financial transactions for up to 60 days.**

Check Payment

We cannot draw a check with an EAF only! RIT requires official backup to draw checks. Make sure you have sufficient backup for checks, which includes a W-9, an invoice, and/or a contract.

Please be aware that as of September 2006, if you require a check of any kind, you must submit a W-9 form.

- Follow complete instructions for filling out EAF Form on page 11
- On the EAF form, check Check Payment and indicate either Check to be mailed or Check to be picked up at Club Resource Center. **If you do not specify, the check will be picked up.**
- Complete section "Company/Individual that you will be paying" indicating the person to be paid, his/her complete address and Tax ID/Social Security number.
- Attach a completed W-9 form to the EAF form. You may obtain a copy of this form at <http://finweb.rit.edu/Controller/forms/fw9.pdf> (see page 16).
- **IMPORTANT: If you are picking up food from an establishment or having it delivered, make an appointment with the Clubs Budget Assistant. A W-9 form and check payment might be necessary. Sometimes, depending on circumstances, these types of payments MAY be made with the Visa Card. Some small vendors require check payment.**
- If the check payment is for services of a referee, attach an Official's Voucher (See page 37) to the EAF form. Have the referee fill out and sign an Official's Voucher form and a W-9 form. Official Voucher forms are available from the Club Resource Center Staff Assistant.
- If the payment is for merchandise, registration, hotel charges, etc., attach an invoice to the EAF form . Most of these charges, however, should be paid for with the VISA Procurement card. Some small companies do not accept VISA charges. In this case we would pay the invoice by way of check.
- When putting on an event for your organization, certain services require the use of a contract. If a contract is involved, attach a copy of a contract to the EAF form When you register your event, EVR will explain the contract process. Please see the EVR contract process on pages 32-33 for additional information.
- If the check is for registration fees and the vendor does not accept VISA, attach a copy of a completed registration form as back up.
- Submit the EAF form to Club Resource Center Staff Assistant
- The check request will be processed and you will be notified by email when the check is available for pick up. See the Club Resource Center Staff Assistant to pick up all checks. Only the requestor or the alternate contact may pick up the check.

Contract Process

When you are having an event the occasion may arise where you need to pay a DJ or a speaker. This type of payment will require a contract and W-9 form. **Students, Advisors and Student Clubs may not enter into nor sign any contracts.** Ryan Giglia, Assistant Director of Campus Life Programs, is the only individual that can sign contracts for Student Government Clubs.

Please be aware that if a DJ happens to be performing for your club and not charging a fee, a contract is still necessary. Your club has spent money and time in planning this event and your club needs to make sure the DJ will appear.

If you require any Travel arrangements for your speaker or artist, please make a copy of your completed CRF and bring the copy to your travel arrangements appointment. See page 36 for more information.

Looking to have a DJ or Speaker or another type of Artist at your next event?

Follow these steps to bring them to RIT:

Clubs should start the Contract process one month before the event is to take place.

1. During the intake, the EVR staff will ask if your club is having a DJ or Speaker. If so, EVR will give the club a Contract Request Form (CRF).
2. Register Event with EVR Monday through Friday 1 p.m. to 4 p.m.
 - Once the Contract Request Form (CRF) is **completed**, it should be returned to EVR or the SAU Information Desk. This should be done no less than three weeks before the event so that payment is requested in an effort to be made to them on the day of service.
 - Please make sure that the CRF is **COMPLETE**. All blanks should be filled in, and no line should be left empty (even if there is no charge, please write "Zero Dollar".)
 - If your DJ/Speaker/Artist has their own contract, it should be attached to the CRF and returned to EVR or the SAU Information Desk
3. The Center for Campus Life has professional staff who will create a contract based on your CRF, after receiving it from the club/representative. If the artist has their own contract, please attach it to the CRF for the Center for Campus Life to review.
4. EVR will send the contract and W-9 to DJ both by fax and regular mail.
 - The DJ is responsible for signing the contract and W-9 and returning them to
5. EVR *at least two weeks* prior to the event.
6. EVR will forward the completed contract and W-9 to Merry Schading.
7. Merry will request a check from RIT Accounts Payable (**This process can take 10-14 days.**)
8. The Club representative will be notified when the check is available to be picked up from the Club Resource Center in the SAU RITreat.
9. If these time frames are not followed, we can not guarantee payment for the day of service. It will be your responsibility to communicate that to the DJ, Speaker, or Artist.

CONTRACT REQUEST FORM

**SPONSORING
ORGANIZATION:** _____
**CONTACT PERSON
PHONE NUMBER:** _____

**CONTACT
NAME:** _____
**DATE CONTRACT
NEEDED:** _____

E-MAIL: _____
**DATE REQUEST
SUBMITTED:** _____

SERVICE REQUIRED: (please check one)

Create a contract to send to artist **Complete the contract when it arrives from the artist**

Students, faculty or staff requesting contracts from the Center for Campus Life Office **must complete** all the blanks in order to assure a quick and easy completion. **Please get the Contract Request Form to CCL in no less than fifteen working days**, and even more time if possible, **before** the artist is to perform or the agent is requesting the contracts. Contract requests received less than 10 business days before the event, cannot be guaranteed payment to the artist, the night of the event.

No checks can be guaranteed on the performance date, if the completed contract and signed W9 is not received by CCL within 10 business days of the date of the performance. Otherwise, checks will be mailed after the date of performance.

REQUIRED INFORMATION: (Location **MUST BE RESERVED THROUGH RESERVATIONS**)

Artist's Name (please print/spell correctly): _____

Agent's Name (please print/spell correctly): _____

Agent's Address: _____ City: _____ State: _____ Zip: _____

Agent's Phone Number: Day: _____ Evening: _____ Fax: _____

Date: _____ Time of Performance: _____ Location: _____

Number of Sets: _____ Length of Sets: _____

Artist's Fee: \$ _____ Agent's Fee: \$ _____ Other benefits (Meals/Travel) _____

Full name and address of individual/agency/act to whom the check is written (**Be exact about spelling**)

Social Security # or Federal Tax ID # (**THIS IS A MUST FOR PROCESSING**) _____

Has the artist ever been an employee of RIT? Yes* No

*(If Artist is an RIT employee, they must be paid through RIT payroll.)

Please be aware that:

- **You must register** your event with **EVR** Monday through Friday 1-4:00 pm at the SAU Information Desk
- **Room Reservations** are done separately from Event Registration. The Room Reservation Process does not register your event. This service is located behind the SAU Information Desk.
- You are responsible for reviewing the Contract and its additional rider. Check for items such as food, beverage, dressing rooms, special lighting or stage props. After you have reviewed this, you may have concerns about how to provide these items. Contact the Center for Campus Life for an appointment at 475-7058 (V/TTY), so we may assist you. Also, Institute policy **does not** allow the purchase of any alcohol for the Artist's hospitality.
- You will receive a copy of the contract upon completion. You are responsible for reading and enforcing the contract along with your advisor, especially the rider which is attached from RIT and the agent.

NOTE: If the fee is less than \$1,000, the artist should be paid in full at the conclusion of the event. If the fee is more than \$1,000, payment will be written as two separate checks, each for one half of the total amount. The reason for this is that some artists will break the contract (show up late, and early, perform under the influence of drugs/alcohol or have misrepresented their act to the point where you feel you did not receive what you purchased). While this is very unusual, it sometimes happens. You pay the artist the first check at intermission and withhold the second check to be paid at the conclusion of the performance.

Your Signature: _____

Signature Of Advisor: _____
(rev. 2/12/08)

Deposits

Make certain that you promptly bring in any funds collected by your organization for fundraising. You run the risk of losing the money or having the funds stolen if they are not deposited promptly. Your organization will not be reimbursed if you lose funds. Please give your deposits to the Club Resource Center Staff Assistant . You will be asked to count out the money and will be given a receipt to verify the amount. **Make sure you ALWAYS get a receipt for your deposit.** This is your proof that you made a deposit in the correct amount. Keep this deposit receipt along with your organization's other important financial records.

After Hours Deposits

For after hours deposits, please use the Cash Drop Box. It is located in the RITreat, across from "SG Info Desk" on the door of Room 1109. After hour deposit envelopes are located to the left of this door. Please fill out completely and deposit funds in this envelope. A receipt will be placed in your club folder the next business day.

**It is your responsibility as a recognized Student Government club to always deposit all fundraising. If you spend out of your fundraising and do not properly document your fundraising or expenses through the SG Finance office, it is not only against Student Government procedures; but your documented fundraising will be understated and so will your expenses. In the event you apply for additional funding or budget funds, it looks like your club isn't active and doesn't need extra funding. Please deposit and spend out of your club's account.*

Donation Deposits

If your deposit represents a donation from an individual or company, you must let the Club Resource Center Staff Assistant know it is a donation. Otherwise, the donation will be recorded as fundraising. Your club should send a Thank you letter to the donor mentioning the amount given to the club and submit a copy of this letter along with the donation check or cash to the Club Resource Center. You must also supply certain information such as below:

Business Donation

Contact Name
Company Name
Complete Company Address
Any other related documentation

Individual Donation

Donor's Name
Complete Home Address
Any other related documentation

Fundraising Process

- If a club is charging admission to an event, EVR will be giving out a Fundraising form for them to complete and hand in when depositing their fundraising after the event.
- These Fundraising forms will also be available at the Club Resource Center.
- All fundraising should be deposited as soon as possible after the event.
- If a club wants to deposit fundraising and they do not have a completed form, they will be allowed to deposit at the Club Resource Center, but the club will not be credited until we receive a completed form.

Fundraising Form

Today's Date _____

I, _____, verify that the amount I am depositing today \$_____
(Name of person depositing fundraising) (Amount of Deposit)

represents all fundraising that we collected for our event, _____ held _____.
(Name of Event) (Date of Event)

Signed _____
(Financial Director or Treasurer)

Signed _____
(Other officer of Club)

Note: If you do not have this form completed at the time you need to deposit fundraising at the Club Resource Center, you may still deposit your fundraising at the Club Resource Center. Your club account will not be credited, however, until we receive this completed form.

Gift Certificates/Gift Cards/Prizes

For purchasing gift card(s) from Campus Connections, Ben & Jerry's, Java Wally's, Tiger Bucks, outside vendors, etc.

1. Fill out an EAF form according to instructions on page 11.
2. Make an appointment with the Clubs Budget Assistant as you would for any Visa transaction. (She will then go through the proper procedure for checking out a VISA card for a gift certificate).
3. You may then purchase the gift certificate at the authorized location.
4. Once you have completed your purchase, return the **VISA card, receipts** (with no tax) or **pink copy of authorization form** (for Ben & Jerry's, Java Wally's, Tiger Bucks), and the **gift card(s)** to the SG Information Center:
 - The staff will issue you a receipt for the gift certificate.
 - You will then be asked to fill out a gift certificate form.
5. **** If you do not know the name(s) of the recipient(s), it is your responsibility to notify the SG Info Center staff of this when you do.*
6. Notify all recipients to pick up their gift certificate at the SG Info Center. They will be asked to fill out the remainder gift certificate form and a W-9.
7. You should also remind them that this needs to be done in a timely manner.
8. *** All gift certificates will be held at the SG Info Center until all necessary paperwork is filled out. After a certain period, the gift certificates will be forfeited if not picked up by the recipients. **

Hub

Free Copying at the Hub

Clubs are allowed up to 175 free single sided, black and white copies at the Hub per Academic year.

- **Please remember that there is a three day turnaround time for Hub forms.**
- Follow complete instructions for filling out EAF Form on page 11
- Check Hub on the EAF form
- In "Detailed Description of Purchase" section describe the work you want the Hub to do. If you intend to make copies, please include a copy of that material for approval.
- Submit EAF form to Club Resource Center Staff Assistant
- A Hub Services Request form will be placed in your club's mail folder within 3 days. Take this form to the Hub.
- **Get an invoice from the Hub and bring it back to the Club Resource Center Staff Assistant .**
- Your organization's spreadsheet will be updated with exact amount of charges.

Office-Max Purchases

- Check Office-Max Purchase on the EAF form
- There is a Office-Max catalog available from the Club Resource Center Staff Assistant that you may use to shop. We get special pricing from this catalog. Most items are discounted to varying degrees. Office-Max carries a wide variety of items. Items you may not guess would be available. It isn't just office supplies. Please check Office-Max BEFORE purchasing anywhere else.
- **Make certain that you fill out Name of Event, Date of Event and total amount to be spent if appropriate.**
- **If this purchase is Student Government Additional Funding related, indicate the award number where indicated on EAF form.**
- Print advisor's name and email address
- Get advisor's authorizing signature plus their phone number
- Fill out a "Office-Max Office Supply Order Form" (See the next page 35 for a sample form). These forms are also available from the Club Resource Center Staff Assistant .
- Submit the Office-Max Office Supply Order Form and the EAF form to Club Resource Center Staff Assistant .
- Your order will be placed after your organization's balance has been affirmed.
- You will be notified via email when your order is available for pick up. Office-Max orders are delivered 24 hours from time of order.

Office Max Supply Form

Please Print Neatly

Club name: _____

Official's Voucher

Please print carefully to avoid delay of payment

Official's Name: _____

Social Security #: _____

Street Address: _____

City/State/Zip: _____

*******ATTACH W-9 FORM*******

Are you either an RIT Faculty/Staff or a student who is paid a regular pay check through our payroll dept.?

YES NO

Club Name: _____

Game: RIT VS _____

Date: _____

Amount due Official \$: _____

Sales Tax Exempt Form

RIT does not reimburse for any sales taxes paid. Please make sure you have a Sales Tax Exempt Form for all purchases or travel expenditures. The Sales Tax Exempt form may be photocopied. This form should be used for all legitimate RIT financial transactions. You may obtain a copy of the Sales Tax Exempt Form from the Club Resource Center Staff Assistant.

Travel

1. **The first step, if you are planning any travel related activities for your club, is to register your trip through the Event Registration Office or through EVR On-line.** You should register your trip at least three weeks prior to date of trip for low risk activity (please make sure that you do not require additional funding.) You should register your trip **at least one month in advance** for high risk activity, long distances, or trips for which you are making a request for additional funding. Making plans far enough ahead of time helps to insure lower costs for airfare and availability of hotel rooms. Additionally if there are any problems or issues with your travel arrangements, if plans are made further in the future, we have time to correct those problems.
 - a. The EVR intake coordinator will walk you through the Event/Travel intake process. Travel requests can not be processed through the On-Line EVR process.
 - b. If you are requesting additional funding through Student Government for your travel, you need to provide additional information on the Student Organization Travel Application form. Please read carefully the outline stipulating the information that will be needed by the SG Finance Committee, and provide all clear documentation as it is requested.
 - c. Once you have submitted the completed Student Organization Travel Application form, an email notification will go out to the distribution list of individuals who are involved in the approval process for your travel. You will be included on this distribution list, as well as other persons listed on the Travel Application.
 - d. If you have indicated on the Student Organization Travel Application form that your club is requesting additional funding through Student Government, your request will be forwarded by EVR to the SG Finance Director. Please see Page 26 for additional information on Additional Awards.
2. Follow complete instructions for filling out EAF Form on page 10
3. Check Travel on the EAF form
4. If this is an ATF related expense Check AFAF/ATF approved funds and indicate the award number. The award number was listed on the email you received when it was awarded.
5. Investigate online travel sites for costs of hotels and airfare. Do **not** make any arrangements on your own. We will assist you with this.
6. Make sure you have the correct spelling of first and last names of all students who will be traveling. This information must match their IDs.
7. If your arrangement will be for hotels:
 - a. Make sure you know if all of you will be arriving at your destination at the same time and therefore checking into the hotel together.
 - b. Fill out a room chart (See Page 36)
 - c. Know what type of room needed—two double beds—King—Smoking—Non-Smoking
 - d. Know date of arrival and date of departure and times for each.
 - e. Have several hotels researched in case one hotel does not have vacancies.
 - f. Most hotels will allow 4 people to a room, but may charge more. Please plan for this extra cost.
 - g. Center for Campus Life policy states that males and females must have separate rooms.
 - h. Go to Step #9

8. If your arrangement is for airfare:
 - a. Make sure you know day and time the travelers will be capable of traveling. Please be aware, when we sit down to make arrangements, airfare on certain flights might have changed. Make sure you get other times and days that would be acceptable for each person. **It is expensive and time consuming to change airfare itineraries. It is best to make arrangements properly the first time.**
 - b. If your arrangements are for a speaker or performer, please be aware that a Contract Request Form needs to be completed. (See Page 34 for more information on Contract Request Forms.
 - c. Make sure you are aware of accurate times when the speaker or performer can travel as well as various airport locations that are acceptable to the speaker.
 - d. Go to Step #9
9. Make an appointment with the Clubs Budget Assistant at the Club Resource Center Assistant. At the appointed time, please bring your completed EAF form.
10. If travel arrangements are to be made for 10 or fewer people, one hour will be set up. If travel arrangements are for more than 10 people, an hour and a half will be allocated for your appointment.
11. Student Government funds for travel and other expenditures come directly from RIT student activities fees. We need to be thrifty and wise in spending these funds. We also want to ensure that travel funds are being disbursed fairly by all.
12. If you need any other type of travel arrangement or expenditure, please make an appointment with the Center for Campus Life Financial Coordinator.

Reimbursements or Advances for Gas and/or Mileage for Non-Overnight Travel

Please be aware that if you use your **personal** car for local non-overnight club business, you may either ask for a cash advance for mileage or get reimbursed after your trip. You request a cash advance to fund the mileage for the trip, you receive the cash (Up to \$200), when you come back from the trip you present a completed mileage form, which can be found at http://finweb.rit.edu/Controller/forms/mile_reimburemt.pdf, as a receipt plus the necessary EAF form.

If you need money in order to fuel up a rental vehicle (SG Van/Campus Safety van/Outside rental agency) for local non-overnight travel, we can do an advance for gas. You would request an advance for gas. When you come back from your trip, you would present the gas receipts to complete your business. **Failure to submit receipts and/or remaining cash within 5 days may result in the RIT Cashier putting a “freeze” on your organization’s account. If this happens, you may not be able to make any financial transactions for up to 60 days.**

Reimbursements or Advances for Gas and/or Mileage for Overnight Travel

There are no advances for Overnight travel. We would be happy to reimburse you after your trip is completed.

BUSINESS MILEAGE REIMBURSEMENT WORKSHEET

Complete and submit with an Invoice Payment Form to Accounts Payable for processing. For reimbursements less than \$50, complete a Petty Cash Form and take to the Cashier's Office.

Date	Reason for Travel	Destination		Total # of Miles Traveled
		From	To	

Total # of Miles Traveled _____ X **\$0.455** = _____

Traveler's Signature _____

Date _____

Room Form

ROOM # 1

1) _____

2) _____

3) _____

4) _____

ROOM # 5

1) _____

2) _____

3) _____

4) _____

ROOM # 2

1) _____

2) _____

3) _____

4) _____

ROOM # 6

1) _____

2) _____

3) _____

4) _____

ROOM # 3

1) _____

2) _____

3) _____

4) _____

ROOM # 7

1) _____

2) _____

3) _____

4) _____

ROOM # 4

1) _____

2) _____

3) _____

4) _____

ROOM # 8

1) _____

2) _____

3) _____

4) _____

Vehicle Rental

Van Charges

- You must be a van-certified driver in order to operate a Student Government Van, Campus Safety Van, or outside van. There must be a certified driver for every 150 miles.
- Student Government has 3 vans that may be reserved free of charge. Please see the Student Government Office Manager to check for van availability. Then, go to Event Registration and fill out the Travel Form.
- It is the organization's responsibility to make certain that the vans are returned with a full gas tank.
- There are penalties/violations fees that are charged to those individuals/organizations that return vans without refueling. Consult the Van Contract which is included on the Travel Form.
- If there are no Student Government Vans available to use, there are Campus Safety vans available. You will be charged \$65 per day.
- EVR will assist you with the process of reserving a Campus Safety Van.
- For more information on reserving Student Government Vans or Campus Safety Vans, please talk with the Student Government Office Manager at (585) 475-2204.

Bus Charges

- Follow complete instructions for filling out EAF Form on page 10.
- Note: In order to charter a bus, your trip must be registered with EVR. Once that is done, you may make an appointment to meet with the Center for Campus Life Financial Coordinator to reserve the bus.
- Campus Safety will NOT reserve buses. Please bring to your appointment a completed EAF form with your advisor's signature to reserve a bus. RIT **must** use certain bus companies.
- Check Vehicle Rental on EAF form and purpose of trip.
- Costs vary. We will call the bus companies when you come for your appointment.
- Your organization's spreadsheets will be updated with the estimated cost.
- When the actual charges come through, spreadsheets are updated with the exact cost.

VISA

By using the RIT VISA cards, your organization can easily and quickly purchase what they want, when they want it. RIT Accounting encourages the use of credit cards.

A certified Finance representative from your organization needs an appointment with the Clubs Budget Assistant. The Club Resource Center Staff Assistant may make an appointment for you or if she is free, she can see you when you require a card.

Only those who have been financially certified will be allowed to take out a VISA card. Please have several members of your club certified to assure that your club always has a representative that can perform financial transactions. Members go on co-op, drop out of clubs, get sick, or are too busy and cannot take the VISA card out to do the shopping. If your club only has one person certified, you may have problems at some point when you most need to take out a VISA card because there is no available financially certified member.

- **If you intend to purchase from more than one company, you will need one EAF for each company. Please bring these forms to your appointment with the Clubs Budget Assistant.**
- Follow complete instructions for filling out EAF Form on page 11
- On the EAF form, check VISA
- Financially certified representative should bring the completed EAF form to the appointment with Club Budget Assistant.
- He/she will be given the VISA card after signing the Visa Checkout Form (See page 19) that states he/she promises to:
- Use the card only according to EAF form.
- Return the card and all receipts (without sales tax) or a print out of the Website the next business day by 11:00 A.M. to the Club Resource Center Staff Assistant. **Please check your receipts for no tax before leaving the vendor where the transaction occurred, including any online sites you may have used. We do not pay sales tax. If necessary, you will have to fax the tax exempt certificate to the online site. This is your responsibility. You may use the fax machine in Student Government office.**
- Send a representative to return the card and receipts or print out of the Website if you cannot make it by 11:00 A.M. the next day.
- After you have made your purchases, your organization's spreadsheets will be updated with the proper amounts charged.
- If using an Internet site to order, please make sure it is a secure site.

When using an online site: Print out the order, confirmation page, and/or invoice to return with card when you are through using the card.

If your organization does not follow the above procedure, you risk losing the privilege of using the VISA card. Your club may be charged a \$25.00 penalty fee if the card and/or receipts including a print out of the Website used are not returned in time.

Additionally, if the RIT VISA card is misused, for any reason, Campus Safety will be called in to investigate such impropriety.

Certain expenses, including any travel expense such as airfare, hotel, gas, and restaurant charges, may not be made on these VISA cards. See the Travel Section starting on page 26 for more information.

When initiating orders with the RIT VISA Card, please stipulate the following:

- **Shipping Address:**

RIT Student Government – (Your Club Name Here)
VC Order
Bldg SAU-4 Room 1150
Rochester, NY 14623

Phone: (585) 475-4111

It is important to have all orders shipped to our central Receiving Department listed above. If you have orders shipped to your home and they get stolen or lost, Student Government will not be responsible, your club will be. If you have them shipped to the above address, RIT will assist if there are any problems.

- **Billing Address:**

RIT Student Government - (Your Club Name Here)
127 Lomb Memorial Drive
Rochester, NY 14623

- When your order arrives in the Club Resource Center, your club will be notified via email to pick it up. Packages can only be picked up by the Requestor or by the Alternate Contact indicated on the EAF Form (with proper ID). Please pick up your order as soon as possible.
- **If using an Internet site to order, please make sure it is a secure site. Print out the order, confirmation page, and/or invoice to return with card when you are through using the card.**
- It is your responsibility to make certain that for each order you make, you have a receipt and/or print out of Website to submit to the Clubs Budget Assistant.

Merry Schading

Phone: (585) 475-5658

Fax: (585) 475-6600

Note: Any purchase over \$1500 for one item may be considered Capital Equipment. All Capital Equipment MUST be purchased through the RIT Purchasing System. Please see the Center for Campus Life Financial Coordinator for additional information.

Visa Checkout Form

VISA RESPONSIBILITY PLEDGE

By signing this form you promise to:

1. Only use the card according to your EAF form. Your club has \$ _____, ***do not overspend.***
2. FOR SHOPPING IN ESTABLISHMENTS: Return the card and all receipts, without tax, the next business day by 11 a.m., or send a representative to return the card and receipts if you can not make it by 11 a.m. Be sure to check your receipts for tax before you leave the establishment. If you return the receipts with tax, you will be resolving the problem the next day.
3. FOR SHOPPING ONLINE: Please print out a copy of your order and give us this copy when you return the card. We need to know the online site and their USA mailing address. If the mailing address is within New York State, you might be charged sales tax. ***Make sure your online order does not charge tax.*** If need be, fax tax exempt form from Student Government office. It is your responsibility to make certain that your online orders do not contain tax. Failure to abide by these rules may subject your club to penalties.
4. For Walmart / Wegmans / Office-Max Purchases: Make sure to obtain the appropriate card for these establishments. It is recommended that Office-Max purchases be ordered using the Office-Max Supply Form.
5. If you are purchasing gift certificates/cards, make sure the process for this is explained to you.
6. If you are purchasing for an event, make sure the event is registered with EVR.
7. Is this purchase Student Government Additional Award related?
8. Is a package expected to be delivered from this order? Yes No
9. Notify Merry Schading immediately if the card is lost or stolen.

By Signing this form you understand that:

1. Your club may be fined up to \$25 if you do not return the card and receipts on time.
2. You must leave your RIT student ID with the Center for Campus Life Financial Coordinator until you return the card and receipts.
3. If the RIT Visa card is misused, for any reason, Campus Safety will be called to investigate such impropriety.

Visa Card #_____

Date/Time Card Signed Out:

Date/Time Card Returned:

Print Name	Print Club Name	Signature

W-9 Form

Form **W-9**
 (Rev. December 2000)
 Department of the Treasury
 Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give form to the requester. Do not send to the IRS.

Please print or type	Name (See Specific Instructions on page 2.) Business name, if different from above. (See Specific Instructions on page 2.) Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ► Address (number, street, and apt. or suite no.) City, state, and ZIP code	Requester's name and address (optional)
		List account number(s) here (optional)
		Part I Taxpayer Identification Number (TIN) Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 2. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 2. <i>Note: If the account is in more than one name, see the chart on page 2 for guidelines on whose number to enter.</i>
		Part II For U.S. Payees Exempt From Backup Withholding (See the instructions on page 2.) ►

Part III Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 2.)

Sign Here	Signature of U.S. person ►
-----------	----------------------------

Date ►

Purpose of Form

A person who is required to file an information return with the IRS must get your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to give your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

If you are a foreign person, use the appropriate Form W-8. See Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Corporations.

Note: If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

What is backup withholding? Persons making certain payments to you must withhold and pay to the IRS 31% of such payments under certain conditions. This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

If you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return, payments you receive will not be subject to backup withholding. Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester, or
2. You do not certify your TIN when required (see the Part III instructions on page 2 for details), or
3. The IRS tells the requester that you furnished an incorrect TIN, or

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the Part II instructions and the separate **Instructions for the Requester of Form W-9**.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.

Student Travel Application

Form Instructions:

This form is used to request approval for student travel reflecting official institute business. This includes trips in which:

- The participants are members of a Student Government (SG)-recognized club or organization that are traveling for reasons directly related to their mission or goals;
- The participants have been approved to officially represent RIT and use the RIT name (e.g. conference delegates, competitive activities);
- The organization is accessing institute funds (including fundraising monies in an RIT account);
- The organization is utilizing a major service from RIT including vans, buses, or facilities.

Operating Guides:

- This form consolidates many steps in the travel process, including event registration, and also: van reservation, estimated travel expenses, and funds request (if needed or appropriate).
- Completing this form is a request to register a trip; approval is given only when the trip meets general safety and institutional requirements and an email is sent confirming the trip.
- If students are uncertain as to whether they should register a trip, they should contact 475-5796 between the hours of 1:00PM-4:00PM, Monday through Friday.
- Generally, this form should be completed and submitted as soon as you become aware that your group wishes to travel.
- Travel to local locations for low risk activity (that does not require funding requests) should be submitted at least two weeks prior to date of trip.
- Travel involving high risk activity, long distances, or requests for funds require more extensive planning.
- Submit forms at least one month in advance to ensure proper trip authorization and approval.
- Do not confirm travel arrangements with hotels, transportation companies or other businesses associated with your travel until you have submitted this form and spoken with staff in the Event Registration Office.

The process to register a trip:

- Pick up this form from either: the Club Resource Center (RiTreat Lounge), Center for Campus Life Central Office (2nd floor of SAU RiTreat), or Event Registration Office (behind SAU Information Desk from 1:00 PM – 4:00 PM, Monday through Friday).
- The responsible representative initiates the registration by returning this form to the Event Registration Office from 1:00 PM – 4:00 PM, Monday through Friday, and reviewing it with a staff member.
- The person that registers the trip must also be a participant of the trip.
- Trip information is emailed from the Event Registration Office to administrators who provide service approvals.
- Questions and planning are coordinated through email requiring the responsible representative to check his/her email daily for incoming questions, and to respond when appropriate.
- Approval and confirmation is granted when all questions are answered and standards satisfied.

If students are traveling as private individuals or with groups of friends for recreational purposes and they do not meet any of the criteria listed above, registration is not required. We strongly encourage students to notify others (RA/House Manager, a club advisor, roommate, significant others/family) with the exact information about their trip departure and return times, and contact information should a need arise to contact them while they are not at RIT.

Additional Travel Instructions:

Groups must provide a typed list of participants that will travel. If the group is staying overnight in a hotel, hotel reservations should be arranged for same-sex room assignments. For example, if 11 men and 6 women were traveling, three rooms should be requested for the men, and two rooms should be requested for the women.

Part I. Organization Information

Fill in the appropriate blanks and print legibly:

Organization Name:			
Trip Name:			
Name of Responsible Representative:			
RIT E-Mail (please write neatly):	Phone: (_____) _____ - _____		
Advisor's Name:			
E-Mail:	Office Phone:		
Account #:	(only necessary if you are using institute funds)		
Are you requesting additional funding from Student Government? [] Yes [] No (if yes, complete middle page)			

Part II. Travel Information

Description of Trip:			
<hr/> <hr/>			
Means of Travel: check all that apply			
[] Personal Vehicle		[] Airplane	[] Student Government Van (complete van request on page 6)
[] Charter Bus		[] Campus Safety Van	[] Auto Rental [] Train
Departure Information			
Date:	Time (exp.):	Arrival Time (exp.):	
Exact Departure Location:			
Exact Arrival Location:			
Return Information			
Date:	Time (exp.):	Arrival Time (exp.):	
Exact Departure Location:			
Exact Arrival Location:			
Round Trip Distance (miles): _____			
Number of People Traveling: _____ (Male: _____ Female: _____ breakdown needed if staying overnight)			
Hotel Name: _____		Hotel Phone: (_____) _____ - _____	
Hotel Address: _____			
Please include a typed list of participants, hotel name and phone number and Flight itinerary (if applicable) as an attachment.			

Part III. Authorization

Responsible Organization Representative - Name (printed):			
Signature:	Title:	Date:	
Advisor - Name (printed):			
Signature:	Date:		
Please review all information on this form and verify that it is correct before signing.			

Student Government Application for Additional Student Travel Funds

For All Groups Traveling Off Campus

Use this form for making an application for additional funds for travel related expenses. The Event Registration Office will deliver this information to Student Government. You must complete all sections of this packet in order for this request to be processed.

The Student Government Secretary of Finance will invite you to attend a meeting in order for the committee to ask some additional questions in order to clarify your request. Please be prepared to give as much information about the trip as possible.

Purpose and benefit of trip

Briefly explain the theme or function of the event as well as indicate the benefit of the trip to your organization and to the RIT Community, in two to three sentences. Please see below for additional information needed for your request to be reviewed.

Are you also requesting funds from NTID? [] Yes [] No

Attach an official copy of a registration packet or brochure about the trip that indicates the dates of the event.

Determining Travel Costs

In order for SG Finance to review your request for additional funds, information must be provided to offer the committee a clear picture of the purpose of the request. Please submit this form with a proposal to EVR. Your proposal will then be reviewed by the SG Finance Committee. Be sure that your proposal answers the following questions: Who, What, When, Where, Why and How? Please have your proposal outlined in the following manner:

Section I: Events or Programs:

1. Explain the theme and/or function of the event/program.
2. Explain how it will benefit your organization and the RIT community in general.
3. What methods will you and/or your organization use to advertise the event?
4. What is the estimated attendance?
5. Explain fundraising efforts your club/organization has already complete or plans to do.
6. Include in table format a detailed list of all expenses and income that will be associated with the event.

Section II: Equipment Purchases or other Acquisitions:

1. Give detailed explanation as to how the purchase will benefit your club/organization.
2. Include official estimates of the costs indicating the company who provided the estimate.
3. Include any fundraising efforts your club/organization has done and plans to do.
4. To assist with the request, please include where your club/organization intends to store the equipment or purchases if storage will be needed.

SG does not cover all expense items, i.e. meals; if any items that SG does not cover are listed, this may be considered during the committee's review. SG does not reimburse for gas if using a personal vehicle. However, SG does reimburse for mileage which covers the price of gas.

ALL ESTIMATED EXPENSES SHOULD BE FOR STUDENTS ONLY. SG DOES NOT COVER EXPENSES FOR ADVISORS OR NON-RIT STUDENTS.

Part IV. Financial Information

Only complete this section if you are requesting Additional Student Travel Funds from Student Government or if you are a Major Student Organization	Estimated Expenses
Transportation	
Gas (if traveling by SG van or other rental vehicle. Note SG vans get approximately 20 miles/gallon) $(\frac{\text{Price/Gallon} \times \text{Total Distance Round Trip}}{\text{Est. Miles/Gallon}})$	
Use of Personal Vehicle (SG reimburses for mileage associated with use of personal vehicle) $\frac{\text{Miles Travel Round Trip} \times \text{Number of Vehicles}}{\text{Cost of Ticket} \times \text{Number of People}}$	+ _____
Means of Transportation: [] Air [] Train [] Charter Bus [] Auto Rental [] CS Van	
	+ _____
Expected Parking/Toll Charges (remember to save receipts)	+ _____
Overnight Accommodations (four same-sex people to a room) $\frac{\text{Cost of room/night} \times \text{Number of rooms} \times \text{Number of Nights}}{\text{Total Overnight Accommodation Cost =}}$	
	+ _____
Special Accommodations (please explain)	
Conference/Registration Fees $\frac{\text{Cost Per Person} \times \text{Number of People}}{\text{Total Conference Cost =}}$	
	+ _____
Additional Items (please explain) _____ Attach additional pages if need. SG does not fund for meals.	
Total Estimated Expenses =	= _____
Grand Total Request for Additional Travel Funds From Student Government $\frac{\text{Total Estimated Expenses}}{2}$	
	Grand Total Request =
Total Cost Per Person $\frac{\text{Grand Total Request}}{\text{Number of People}}$	
	Total Cost Per Person =
Additional Sources of Funding Received/Expected	Amount
_____	_____
_____	_____
Total Sources of Funding Received/Expected =	

Please return form to the Event Registration Office, located behind the Information Desk in the SAU, Monday – Friday from 1:00 PM to 4:00 PM to review with an Intake Coordinator.

RIT Van Guidelines

Contact Person: Kathy Hall, 455-2204 (v/tty), e-mail: kahhcc@rit.edu

Campus Safety Driver Certification Required: Yes

Fee: Gasoline (Tank must be filled upon return otherwise Campus Safety will fill at a cost of \$3.50 per gallon. A penalty may also be charged of \$25.00)

Who Can Use the Vans?

The Student Government (SG) vans are primarily reserved for any club or organization recognized by the Student Government of Rochester Institute of Technology. Vans may also be reserved by other student groups with an account number and advisor's signature, and for academic trips with departmental approval.

All other departments can reserve a van for a fee with the permission of the SG Office Manager or the Director of the Center for Campus Life. In all circumstances, SG recognized clubs and Major Student Organizations (MSO) receive first priority up to 30 days prior to day of use. Requests must be made at least 48 hours in advance to receive a van. Requests are received on a first come, first serve basis.

What policies regarding van reservations must I know?

- Check van availability with SG Office Manager prior to completing this form.
- Reservation will not be confirmed until the SG Office Manager receives notification from EVR.
- Your organization must have a valid RIT account number.
- Student Government must have a copy of driver's license and van certification card on file.
- Vans may not have more than six passengers and a driver (7 total).
- Vans cannot be taken for more than four days (96 hours) unless permission is given by the SG Office Manager and the Director of the Center for Campus Life or his/her designee.
- At the time of the request, the organization must be in good financial standing with SG.
- Only one van, per group, per request. Second van requests will be granted five business days before reserved date if van is not needed by another group.
- Vans cannot be driven more than 300 miles round trip.
- Vans cannot be used to move any personal items or for shuttling.
- No food or drink allowed in the SG vans.
- Vans must be parked in the Campus Safety transportation area behind Grace Watson upon return. They cannot be parked at the residence halls or apartments.
- When the request is for local use, multiple days, vans must be returned to the Grace Watson lot each night.
- The borrowing organization is responsible for all tolls, fines, fees, or damage while using the van except for those incurred by the driver if negligence is shown.
- The driver and organization will lose van privileges after TWO NO SHOWS OR UNVERIFIED CANCELLATIONS. Cancellations must be received 48 hours prior to trips during normal working hours Monday – Friday, (8:30 am – 4:30 pm). Cancellations must be made to and acknowledged by the SG Office. Acknowledgement is either a return phone call or e-mail response. There will be a \$20 charge for not canceling with SG.
- The driver is responsible for notifying the Campus Safety Transportation supervisor and SG of any accidents or traffic violations that the van was involved in regardless of fault.
- In compliance with New York State Law and RIT policy, the use or possession of controlled substances and alcoholic beverages is prohibited while using the van. There is absolutely no smoking allowed in the van.
- Trip waiver forms must be filled out by all passengers prior to trip.
- Weather Cancellation: Van reservations may be cancelled by the University without prior notice.
- It is the driver's responsibility to be aware of the contents of the van contract that is signed when he/she picks up the van.
- Driver **must** present van certification card and passenger list with emergency numbers at Campus Safety before packet will be given.
- Vans cannot be picked up more than 30 minutes prior to the time indicated on the EVR form.
- SG vans will have On-Star installed for emergencies.

How do I know my reservation has been confirmed?

You will receive an email from Kathy Hall confirming your request.

Penalties/Violations/Fees	Fee
Vans/keys or packet turned in late	\$20
Gas tank not filled when van is returned	\$25 + \$3.50 per gallon of fuel
Failure to cancel van reservation 48 hours prior	\$20
If Campus Safety has to clean the interior of the van	\$50
Using van beyond the reserved time so van is not available for next group	\$65 per day
Van rental to non-academic departments	\$65 per day + 300 free miles
Missing first aid kit	\$25
Lost key remote	\$300

Part V. Van Request

Fill out this section only if your organization is requesting use of a Student Government Van.

DRIVER AGREES TO ABIDE BY ALL VAN REGULATIONS AS STIPULATED IN THE SG VAN CONTRACT

Driver Information

Driver's Name: _____ Phone #: _____

Van Certification # (REQUIRED): _____

Driver's RIT E-Mail: _____ Number of Passengers (max. 6): _____

Driver's RIT Address: _____

Driver's Signature: _____ Date: _____

Driver's License Number: _____ State: _____ Expiration: _____

Date and Time of van use (fill out if dates and times are different from above Travel section)

Date: _____ Time: _____

*** If distance mandates multiple drivers, please include their information with this request.***

Additional Driver Information

Driver #2 Information

Driver's Name: _____ Phone #: _____

Van Certification # (REQUIRED): _____

Driver's RIT E-Mail: _____ Number of Passengers (max. 6): _____

Driver's RIT Address: _____

Driver's Signature: _____ Date: _____

Driver's License Number: _____ State: _____ Expiration: _____

Driver #3 Information

Driver's Name: _____ Phone #: _____

Van Certification # (REQUIRED): _____

Driver's RIT E-Mail: _____ Number of Passengers (max. 6): _____

Driver's RIT Address: _____

Driver's Signature: _____ Date: _____

Driver's License Number: _____ State: _____ Expiration: _____

Student Government
Club Budget Process
2008-2009

Timeline

Tuesday, Feb. 12, 2008	Budget process training meeting
Wednesday, March 12, 2008	Budget proposal assistance at Club Meeting ** Additional budget proposal assistance is available by appt. Please go to the Club Resource Center located on the 1st floor of the SAU RITreat to book an appt. with Merry Schading.
Monday, April 1, 2008	Budget proposals are due by 4:30 pm to: Ryan Giglia - Assistant Director for Campus Life Programs, Center for Campus Life, SAU RITreat - Room 2130 - x 7685 V/TTY
Monday, April 8, 2008 – Friday, April 15, 2008	Initial screening of budget proposals begins **Budget proposals requiring further information or adjustment will be returned and an update will be due in a week's time.
Monday, April 14, 2008 – Friday, April 18, 2008	Notification to clubs confirming receipt of budget proposal and status.
Monday, April 21, 2008 – Friday, April 25, 2008	Final budget review by the SG Budget Review Committee Budget allocations will be made at this time. Club Representatives are invited to be present at their budget hearing. Requests should be made on the budget proposal that you submit .
Friday, May 2, 2008	SG Senate votes on club budgets.
Friday, May 10, 2008	Final Budget allocations available

I. What is the Budget Process?

- The Student Government Budget Process is the process by which RIT student organizations request funds for their group's activities for the upcoming academic year.
- All clubs and student organizations recognized by Student Government and in good standing are eligible for SG funds.
- The SG Budget Review Committee reviews all club budgets and those of the major student organizations under the direction of the Director for Campus Life and Student Government President.
- The SG Budget Review Committee is made up of the Financial Secretary for Student Government, The Assistant Director for Campus Life and the Financial Coordinator.
- The budget process begins during the Winter quarter and ends before the last day of classes in May. All budget proposals submitted by the deadline will be reviewed and allocation decisions made by this time.
- Budget proposals submitted to the Assistant Director of Campus Life Programs by 4:30PM on April 1, 2008 will be eligible for full consideration by the SG Budget Review Committee.

II. How Do I Develop My Operating Budget?

Most funding for event and travel expense is no longer requested through your club's operating budget. All requests for event funding require direct application for additional funds through Student Government. Applications for travel expenses that are not operational expenses require direct application for additional funds through Student Government. Sports clubs are the only organizations that will use Travel Expense as an Operational Expense because their travel is required by leagues.

Step 1. PLAN AHEAD

Since travel and all event expenses will be requested through the Additional Awards process, the below steps will help you develop an "Operating Budget." You will be creating a budget based on those expenses and income that you will incur for normal activities and omitting event related or travel related expenses and income.

- Keep normal activities within the purpose and mission of the club.
- Try to tie activities for your club into your mission statement and your goals.
- Look at activities sponsored in the past (or ask your club advisor) and see if they were successful. Do you want to repeat the activity? If not what else could you do?

Look at costs of these activities.

- Did/will the cost of the activities be justified by the benefit to your club and/or the RIT community?
- Will the cost for the activities need to be increased?

Think about the potential sources of income that your club may have access to.

- Consider the following sources: fund-raisers including vendors, bake sales and raffles; donations or sponsorships from external groups, corporations or parent chapters.
- Be sure to consider realistic estimates of income, as you will be held responsible for the income stated on your budget proposal.

Rank order the expenses and incomes that you would like to propose in your operating budget.

- Due to budgetary restrictions, your club may not be able to afford all the activities or expenses that you would like.
- Rank activities by the benefit to your club and/or RIT community in relation to its cost.
- Include highest-ranking strategies/activities in the budget proposal.

Keep in mind

- Expenses should be approximately the same from year to year. Please be aware that because of changes in excluding travel and events, your allocated budget may be less starting this year.
- If any expense changes more than 10%; this should be noted and explained in your budget.
- Any unused account lines from the previous year's budget should be eliminated unless they will definitely be used in the upcoming year.

Step 2. RESEARCH

Get estimates for the costs of all activities or items to be purchased.

The following resources can help you determine your costs:

- Competitive shopping
- Boise catalog (For office supplies. This is available in the SG office for review.)
- Online Shopping
- Student Government services (copying, vans, vending)
- Prior year budget expenditure (see budgetary control sheet for 07-08)
- Financial Coordinator

Step 3. PREPARING THE BUDGET PROPOSAL

Your budget proposal **must** be presented in a spreadsheet format. Student Government provides a blank budget on-line at <http://campuslife.rit.edu/clubs/resources/index.php> Click on the blank budget icon.

See enclosed RIT SUPER CLUB budget for 2008-09 Academic Year on pp. 6-8.

Budget Proposal Format

- The heading of your budget proposal should include:

Name of club

Academic Year of the Budget Proposal (08-09)

Date of Submission

- Your spreadsheet should be divided into the following four columns:

Line Number	Description	Item Total	Line Total
-------------	-------------	------------	------------

Part 1. EXPENSES

(Round all Expenses and Income to the nearest dollar)

- In the first column, "**LINE NUMBER**",
 - list each account line number as shown on pp. 8-10 [i.e.. 73100]
- In the second column, "**DESCRIPTION**",
 - include the heading for each line number as shown on pp. 8-10 [i.e.. Supplies- Office]
 - categorize your clubs expenses according to the appropriate account line and provide detailed explanations.
- In the third column, "**ITEM TOTAL**",
 - list the total costs of each item described under that line number. [i.e.. \$1.00]
- In the fourth column, "**LINE TOTAL**",
 - put the sum total of all expenses from each line number [i.e.. \$11.00]
- At the bottom of the fourth column add the sum of the all line totals. Label this line "**TOTAL OPERATING EXPENSES**" [i.e.. \$1,051.00]
- Be sure to include all expenses associated with fundraisers (e.g., cost of T-shirts).

Part 2. INCOME

- Use line number 59000 and description heading "**Fundraising**" for columns 1 and 2.
- Outline anticipated fund-raisers for the upcoming year.
- List details about each fund-raiser including:
 - when it will be held
 - if it has been attempted/was successful in the past

- profit projections (revenue minus cost)
- List other sources and projected amounts of income including:
 - contributions from external sponsors or donors
 - internal club donations or dues
- Calculate **"TOTAL FOR 59000 FUNDRAISING"**
 - Add the income amounts together
 - Keep in mind, this amount should be a minimum of 10% of your "TOTAL OPERATING EXPENSES"
- Calculate **"TOTAL AMOUNT REQUESTED"**
 - Subtract "Total Operating Expenses" from "Total for 59000 Fundraising"
- "Total Amount Requested" should be the bottom line figure on your budget proposal.

Keep in mind

- Be sure to check all figures for accuracy.
- If more than one item is being purchased, include an equation multiplying the item cost by number of items being purchased. [i.e.. (2 @ 1.49) two packs of 1000 count staples]
- Include rationale for any changes of 10% or more from the previous year.
- Do not use line 86000 (Miscellaneous) *unless* the item does not fit under any other line!

Submit completed budget proposal by Monday, April 1, 2008 to:

**Ryan Giglia - Center for Campus Life
SAU - Room 2130**

III. What Happens After I Turn in the Club Budget Proposal?

- The SG Budget Review Committee will begin to review club budget proposals for form and basic content as proposals are submitted.
- The SG Budget Review Committee will return those proposals requiring additional information or clarification to the club contact person immediately upon initial review. Those groups will be asked to resubmit an updated budget within a week's time.
- The SG Budget Review Committee will notify the club contact person of the budget proposal's status.
- The SG Budget Review Committee will begin the process of allocating funds based on the criteria listed on pp. 6-7. Club representative are welcome to be present for their club's budget hearing. Requests should be made to Ryan Giglia at the time of your proposal's submission.
- The SG Budget Review Committee will have budget allocation amounts available at the Club Meeting prior to the last day of classes.

IV. Criteria used by SG Budget Review Committee to review budgets:

Due to the growing number of clubs and demand for limited budget money, accounts will be looked at closely.

The SG Budget Review Committee will be:

- Checking closely to see what each club actually spent last year.
- Comparing what the clubs have spent with what the clubs are asking for in the 07-08 year.
- **Checking to make sure that the items listed in each budget for the 08-09 year reflect the purpose of the club.**
- Please refer to pp. 6-7 for specific criteria used by the SG Budget Review Committee in budget allocations.

Although a budget proposal is only an estimate of expected expenses, the SG Budget Review Committee asks that all clubs please list their expenses fairly and with as much accuracy as possible.

The following criteria is used to determine line allocations:

73100-Copying	<ul style="list-style-type: none"> ▪ Last year's copying activity will be reviewed closely to ascertain that copy expenses were used appropriately. ▪ SG will allow \$0.04/copy. ▪ SG will not pay to have copying professionally duplicated since SG supplies a copier (if copies are 8 1/2 x 11). ▪ All copying should be done in the SG office.
73150-Office Supplies	<ul style="list-style-type: none"> ▪ Club must have central office or club space to store supplies. No office space, no supplies allocated. ▪ Expenses should be estimated from the Staples catalog using the RIT discount. (catalog is available in the SG office)
73550-Subscriptions	<ul style="list-style-type: none"> ▪ Only given to clubs with an office or club space. ▪ Please include location of office space on budget proposal. ▪ One subscription for each club allocated.
73600-Dues	<ul style="list-style-type: none"> ▪ SG will subsidize ½ national dues maximum.
74250-Postage	<ul style="list-style-type: none"> ▪ Description of what postage will be used for is required. ▪ \$0.37 for first-class letters.
75050-Honoraria or Annual Speaker	<ul style="list-style-type: none"> ▪ SG allows for \$150 maximum honorarium for speakers.
75100-Advertising	<ul style="list-style-type: none"> ▪ Copying expenses should not be included in this line. ▪ Last year's advertising expenses will be reviewed closely to ascertain that funds were used appropriately. Maximum Reporter Ad allowed is \$129.
78000-Travel	<p>FOR CLUB SPORTS ONLY:</p> <p>SG will review the following information:</p> <ul style="list-style-type: none"> ▪ the location you will be traveling to ▪ how many club members would be able to attend ▪ whether the purpose of the trip is consistent with the club's mission ▪ cost of hotel (number of people in each room) ▪ cost for competition registration ▪ fundraising done by the club to offset costs ▪ portion of trip paid for by members (travelers should pay approximately half of the trip's total cost) ▪ whether the group has requested the SG Van.
78200-Auto Mileage	<ul style="list-style-type: none"> ▪ Auto Mileage Allowance is \$.36 per mile. ▪ For Local Travel Only
78550-Hospitality	<ul style="list-style-type: none"> ▪ SG allows for a maximum of \$70.00/year for hospitality. (Refreshments for recruiting meetings and speakers receptions.)
80200-Maintenance and Repair	<p>SG will review the following information:</p> <ul style="list-style-type: none"> ▪ Brand name ▪ Model number ▪ Quantity of equipment in need of repair. ▪ Where price estimates were acquired from.
84000-Equipment Purchase	<ul style="list-style-type: none"> ▪ The 84000 line is used for equipment purchases up to \$1500. ▪ Sports teams must get approval of coordinator for club sports.
16200-Equipment Purchase	<ul style="list-style-type: none"> ▪ The 16200 line is used for equipment purchases over \$1500 and must be requested through SG Additional Funds requests.
86000-Misc. Expense	<ul style="list-style-type: none"> ▪ All other expenses.
90145-Campus Safety	<ul style="list-style-type: none"> ▪ Student Government Van Certification for Driver. ▪ SG allows up to 2 drivers @ \$30 each.
90370-Telephone Chargeback	<ul style="list-style-type: none"> • Telephone expenses are based on the RIT standard charges for the rental equipment and local calls. There is an additional charge for long distance service. • No individual calling cards, long distance calls will be reimbursed

RIT Super Club Mission and Activities

The RIT Super Club's mission is to prepare its members to become efficient in preparing budgetary proposals and procedures. Expected membership will be over 50 RIT students, which is an increase of 10 students from last year. Membership encompasses almost every college at RIT, but it mostly consists of business students. The club meets on a weekly basis and has the following activities planned for next year:

Sept.	Welcoming party	Party designed to bring in new members. Will show pictures of trips and other events we have done in the past.
Nov.	Speaker on <i>Budgets in the Year 2008</i>	Speaker will come in and explain trends in budget procedures and impacts on the job market.
April	Help other clubs	Help other clubs prepare their budgets for the next year using the newest techniques.

We also do extensive corporate sponsorship drives. These help us establish contacts in the working world that will explain how procedures actually work and help raise some revenues as well.

Submitted by: _____

Phone: _____ Email: _____

Advisor's Signature: _____

Club Sports Advisor's Signature: _____

Yes, we do wish to have a representative present at the budget hearing

Yes, we have club space

Yes, we have office space

RIT SUPER CLUB

Budget for 2008-2009 Academic Year

Date Submitted _____

Line Number	Description	Item Totals	Line Totals
		*Round to the nearest Dollar	
Expense			
73100	Copying/Duplicating		
	(30 @ \$.04) fliers for Welcome party; SG copier	\$1.00	
	(50x3)@\$0.04 one page newsletter distributed to all 50 members once each quarter for three quarters	\$6.00	
	(100 @ \$.04) letter to 100 (potential alumni sponsors) increased because of larger membership	\$4.00	
TOTAL FOR 73100 COPYING/DUPPLICATING			\$11.00
73150	Supplies-Office		
	(2@\$1.49) two packs of 1000 count staples	\$3.00	
	(1@\$1.50) one pack of 100 count envelopes	\$2.00	
	(1@\$15) one box of hanging files for office	\$15.00	
	(1@5) one box of manila folders for office	\$5.00	
TOTAL FOR 73150 SUPPLIES - OFFICE			\$25.00
73550	Subscriptions		
	(1@\$25) subscription to national club publication	\$25.00	
TOTAL FOR 73550 SUBSCRIPTIONS			\$25.00
73600	Dues		
	(50@\$5) Subsidize one half national dues	\$250.00	
TOTAL FOR 73600 DUES			\$250.00
74250	Postage		
	(100@\$0.37) stamps to mail letters to potential alumni sponsors	\$37.00	
TOTAL FOR 74250 POSTAGE			\$37.00
75050	Honoraria		
	(1@\$100) host paid speaker on club affairs	\$100.00	
TOTAL FOR 75050 HONORARIA			\$100.00
75100	Advertising		

	(1@\$129) one Reporter 1/2 page B&W to announce speaker	\$129.00			
	TOTAL FOR 75100 ADVERTISING		\$129.00		
76950	Equipment Rentals				
	(1 @ \$40) slide projector for showing slides at banquet	\$40.00			
	TOTAL FOR 76950 EQUIPMENT RENTALS		\$40.00		
78000	Travel				
	TOTAL FOR 78000 TRAVEL		\$0.00		
78200	Auto Mileage				
	Club trip to Museum of Science for Budget Discussion – Local location. (55 miles @ \$.36 per mile)	\$20.00			
	Note: SG van not used because only 2 members attending.				
	TOTAL FOR 78200 AUTO MILEAGE		\$20.00		
78550	Hospitality				
	(1@\$45) 1 party food tray for guest speaker reception	\$70.00			
	TOTAL FOR 78550 HOSPITALITY		\$70.00		
80200	Equipment Repairs				
	(1 @ \$50) estimate received to fix computer keyboard (Macintosh LC III keyboard -ISC)	\$50.00			
	TOTAL FOR 84000 EQUIPMENT PURCHASES UNDER \$1500		\$50.00		
84000	Equipment Purchases under \$1500				
	TOTAL FOR 80200 EQUIPMENT REPAIRS		\$0.00		
16200	Equipment Purchases over \$1500				
	TOTAL FOR 16200 EQUIPMENT PURCHASES OVER \$1500		\$0.00		
86000	Miscellaneous				
	TOTAL FOR 86000 MISCELLANEOUS		\$0.00		
90145	Campus Safety Chargeback				
	(2 @ \$30) Van Certification	\$60.00			
	TOTAL FOR 90145 CAMPUS SAFETY CHARGEBACK		\$60.00		
90370	Telephone				
	(12 @ \$19.50) rental for phone	\$234.00			
	Long distance charge phone used to find potential sponsors	\$25.00			
	TOTAL FOR 90370 TELEPHONE		\$259.00		
TOTAL OPERATING EXPENSES FOR 2005-2006			\$1,076.00		
Income					
59000	Fundraising				
	(4 @ \$44) proceeds from vendor in October, December, January and March	\$176.00			
	(10 @ \$25) Goal for alumni sponsorship	\$250.00			
	(2@\$15) proceeds from bake sales in September	\$30.00			
	(50 @ \$1) Dues from members	\$50.00			
	TOTAL FOR 59000 FUNDRAISING		\$506.00		
TOTAL AMOUNT REQUESTED			\$570.00		

Chart of Accounts

Student Government Clubs 2008-2009

Revenue Account	
01.56100.59000.00xxxxx.00000	Income
Expense Accounts (by line)	
01.56100.73100.00xxxxx.00000	Copying/Duplicating
01.56100.73150.00xxxxx.00000	Supplies-Office
01.56100.73550.00xxxxx.00000	Subscriptions
01.56100.73600.00xxxxx.00000	Dues
01.56100.74250.00xxxxx.00000	Postage
01.56100.75050.00xxxxx.00000	Honoraria
01.56100.75100.00xxxxx.00000	Advertising
01.56100.76950.00xxxxx.00000	Equipment Rentals
01.56100.78000.00xxxxx.00000	Travel (Allocated to Sports Clubs Only)
01.56100.78200.00xxxxx.00000	Auto Mileage
01.56100.78550.00xxxxx.00000	Hospitality
01.56100.80200.00xxxxx.00000	Equipment Repairs
01.56100.84000.00xxxxx.00000	Equipment Purchases under \$1500
01.56100.16200.00xxxxx.00000	Equipment Purchases over \$1500
01.56100.86000.00xxxxx.00000	Miscellaneous
01.56100.90145.00xxxxx.00000	Campus Safety Chargeback (Driver Certification)
01.56100.90370.00xxxxx.00000	Telephone Chargeback

Event Planning

1. **Start early** (3 to 5 weeks or *more before event*)!
2. **Consider your budget & decide what type of activity you'd like to host.**
3. **Decide on the event date & time to make your room reservation.** (Must be a recognized student organization or a matriculated student at RIT)

If your event location is in the Student Alumni Union (SAU) or other areas on campus:

- Visit the Reservations Office behind the SAU Info Desk or call, X6992 (v/TTY). Reservation requests can also be made online (<http://campuslife.rit.edu/main/sau/reservation>).
- Residence Hall room reservations must be made with area secretaries for each hall. Some facilities may require contact with other departments. For a complete list, visit: <http://campuslife.rit.edu/sau/evr/resources/Roomscontact.pdf>

To make your reservation, know the following information:

- Date, time and length of event (include set up and clean up time)
- Type of event (Private, RIT Community, or Public)
- How many will attend
- An alternate date or location, should your first choice not be available

4. **Initiate the Event Registration process:** Use the criteria below to determine if your event needs to be registered. You must register if:
 - Institute funds are used (including money earned from fundraising)
 - Services are required from RIT departments (i.e., FMS, Tech Crew, Public Safety)
 - Consumption of alcohol is planned (permitted only in Ritz, SAU Cafeteria, and Fireside Lounge; licensed caterer required)
 - Event or party occurs outdoors (on campus grounds)
 - All or part of event extends past normal building hours
 - An outside caterer is used
 - Event is attended by people who are not members of the RIT Community
 - Event or party is publicized in a public manner on or off campus (i.e., advertised via posters, fliers, cards, banners, or Web site)
 - Event is co-sponsored by an organization or a club recognized by RIT through Student Government or through an RIT department
 - Event meets one of the above criteria and involves a high-risk activity (i.e., rock climbing, use of hot tubs, velcro jumping, etc.)
 - Event is taking place off campus.

Event Registration is located behind the information desk in the Student Alumni Union (SAU). The EVR office is open Monday-Friday from 1-4pm. To become a certified EVR user, please visit <http://campuslife.rit.edu/evr>. Once certified, you can register your event independently.

Be prepared to provide the following information:

- Date, time and length of event
- Name of sponsoring organization
- Your name, e-mail address and phone number
- Organization advisor's name, e-mail address and phone number
- Organization/department account number or other payment method
- Theme/name of event
- Admission charge—amount and whether the price is the same for all guests
- Who will be invited (members? guests? students? public?)
- Location of event and what activities will take place
- Types of beverages to be served (alcoholic vs. non-alcoholic)
- Types of food and cost, if any, to participants
- Services you may need for your event (Tech Crew, FMS, Public Safety)
- Room diagram showing how the reserved space should be set up

5. **Speakers, DJs, Performers/Artists:** If you're having a speaker, DJ, performer/artist at your event, you must fill out a Contract Request Form (CRF). If your speaker, DJ, performer/artist has their own contract, please attach it to the CRF and return to the EVR Office or SAU Information Desk.
6. **Marketing & Advertising:** Once you have completed the EVR component of event planning and your event has been pre-approved by the EVR staff, start thinking about how to make your event stand out. How will you entice others to attend your event?

Common Marketing & Advertising Methods Include:

- Flyers, Banners, Websites, the RIT online event calendar (<http://events.rit.edu>), Radio Announcements, Informational Tables, Display Cases, and pre-event promotions (ticket raffles, contests, etc.)
7. **The Little Details:** Perhaps the most fun aspect of event planning, this is when you'll decide how to make your event unique! Consider what kind of atmosphere you want to create. Use decorations, music, lighting, costumes, and more to enhance your theme or motif!
 8. **Finalizing the Event:** One week before the event takes place, make sure all of your details are in place:
 - Has your EVR event summary been confirmed?
 - Have all service providers confirmed services?
 - Have you purchased your decorations?
 - Are your food and beverage needs in place?
 - Do you have members from your organization scheduled to staff the event?
 - Have you stayed within your original budget?

If you have questions about planning a successful event, the room reservation process, or EVR, contact the Center for Campus Life (x6569v/tty). Your success is our success!

Revised 1/08 BAB

RIT Facility Reservation Contact List

Location (capacity)	Contact	Phone	Email
Student Alumni Union			
1829 Room	SAU Reservations	x6992	reserve@rit.edu
Alumni Room	SAU Reservations	x6992	reserve@rit.edu
Clark A, B, C	SAU Reservations	x6992	reserve@rit.edu
Fireside Lounge	SAU Reservations	x6992	reserve@rit.edu
Ingle Auditorium	SAU Reservations	x6992	reserve@rit.edu
SAU Lobby	SAU Reservations	x6992	reserve@rit.edu
Display Case in RITreat and near 1829 rm	Student Government	x2204	kahhcc@rit.edu
Food Service Locations			
SAU Cafeteria (486)	Chrissy Bice	x5655	cjbfsc@rit.edu
Ritzskeller	Nicole Gilbert	x2376	nrgfsr@rit.edu
SAU Game Room	Nicole Gilbert	x2376	nrgfsr@rit.edu
Gracies	Janet Oliveri	x2049	jaofsg@rit.edu
Dining Commons	Dean Engdahl	x6360	daefsd@rit.edu
Crossroads	Lon Chase	x2409	lacfsd@rit.edu
Residential Quads			
Baker, Colby, Gleason	Eleanor Oi	x2974	ehorla@rit.edu
NRH, Sol, Fish, Gibson Quad	Stephanie Bauschard	x6741	sxbrla@rit.edu
Ellingson/Perterson/Bell Quad	Wendy Stapf	x6046	wmhsar@rit.edu
Athletic Facilities			
Gordon Field House & Activities Center	John Tassone	x6477	john.tassone@rit.edu
Ice Rink	Margo Clements	x5126	mxcice@rit.edu
Athletic & Recreation Fields	CIAR Reservations	x7663	
Student Life Center	CIAR Reservations	x7663	
Clark Gym & Aux	CIAR Reservations	x7663	
Tennis Courts	CIAR Reservations	x7663	
Greek Lawn	CIAR Reservations	x7663	
NTID Reservations – LBJ & Hugh Cary Buildings			
Classrooms in Hugh Cary	Mary Bellanca	x7050	mjbeqa@rit.edu
Classrooms in LBJ	Joanne Helmick	x5692/tty	JHelmick@ntid.rit.edu
LBJ Street & Dyer Arts Center	El Kaigler	x6406	elk3152@rit.edu
Panara Theater	Jim Orr	x6251	jmo5601@rit.edu
Student Development Center (bldg 55)	Joanne Helmick	x6239	jhelwick@ntid.rit.edu
Other Locations			
Interfaith Center - Skalny & Sun Room	Donna Podeszek	x2135	dkpcpm@rit.edu
Residence Halls Conference Rooms	Jen Jeroy	x6023	jrjrla@rit.edu
Grace Watson Lobby (non-vendors)	SAU Reservations	x6992	reserve@rit.edu
Library Group Study Rooms	Susan Roethel	x2565	srgwml@rit.edu
Bausch & Lomb Conference Rooms	Awilda Ruiz	x5512	axroem@rit.edu
CIMS (bldg. 78)	Kathryn Martinez	x2872	ktmgss@rit.edu
COE Xerox Auditorium (129)	Patti Steverns-Zeiner	x2207	pesisc@rit.edu
COS Atrium	Karen Ester		kmeeee@rit.edu
GCCIS Auditorium	Ann Gottorff	x5327	ragsse@rit.edu
GCCIS Room 2400 (50)	Joanne Roets	x4779	ixrgla@rit.edu
Webb Auditorium (313)	Ginny Gross-Abbey	x7728	ginny@it.rit.edu
Carlson Auditorium (144)	SAU Reservations	x6992	
Ritchie's (under Gibson Hall)	SAU Reservations	x6992	
Megan White		x6022	
Outdoor Spaces			
Quarter Mile:			
Kate Gleason to end of Greek Row	Eleanor Oi	x2974	ehorla@rit.edu
Sundial in Dorm Quads	Eleanor Oi	x2974	ehorla@rit.edu
Residential to Gym/Pool Breezeway	CIAR Reservations	x7663	
Outside SAU & Admin Circle	SAU Reservations		*no barbeques*
Tiger to Infinity Loop (and Kodak Quad)	SAU Reservations		reserve@rit.edu
Other Areas:			
Parking Lots	Event Registration	x5796	evrccl@rit.edu
Field to North of J Lot	SAU Reservations		reserve@rit.edu
Lyon Crescent	SAU Reservations		reserve@rit.edu
Volleyball Courts outside NRH	SAU Reservations		reserve@rit.edu
BBQ Area outside Grace Watson Hall	SAU Reservations		reserve@rit.edu

Contract Process

Looking to have a DJ or Speaker or another type of Artist at your next event? Follow these steps to bring them to RIT:

Clubs should start the Contract process one month before the event is to take place.

- 1) Register Event with EVR Monday through Friday 1 p.m. to 4 p.m.
- 2) During the intake, the EVR staff will ask if your club is having a DJ or Speaker. If so, EVR will give the club a Contract Request Form (CRF).
 - Once the Contract Request Form (CRF) is **completed**, it should be returned to EVR or the SAU Information Desk. This should be done no less than three weeks before the event so that payment is requested in an effort to be made to them on the day of service.
 - Please make sure that the CRF is **COMPLETE**. All blanks should be filled in, and no line should be left empty (even if there is no charge, please write "Zero Dollar".)
 - If your DJ/Speaker/Artist has their own contract, it should be attached to the CRF and returned to EVR or the SAU Information Desk.
- 3) The Center for Campus Life has professional staff that will create a contract based on your CRF, after receiving it from the club/representative. If the artist has their own contract, please attach it to the CRF for the Center for Campus Life to review.
- 4) EVR will send the contract and W-9 to DJ both by fax and regular mail.
 - The DJ is responsible for signing the contract and W-9 and returning them to EVR *at least two weeks* prior to the event.
- 5) EVR will forward the completed contract and W-9 to Merry Schading.
- 6) Merry will request a check from RIT Accounts Payable. (**This process can take 10-14 days.**)
- 7) The Club representative will be notified when the check is available to be picked up from the SG Info Center in the RITreat.
- 8) If these time frames are not followed, we can not guarantee payment for the day of service. It will be your responsibility to communicate that to the DJ, Speaker, or Artist.

CONTRACT REQUEST FORM

SPONSORING
ORGANIZATION: _____
CONTACT PERSON
PHONE NUMBER: _____

CONTACT
NAME: _____
DATE CONTRACT
NEEDED: _____

E-MAIL: _____
DATE REQUEST
SUBMITTED: _____

SERVICE REQUIRED: (please check one)

- Create a contract to send to artist Complete the contract when it arrives from the artist

Students, faculty or staff requesting contracts from the Center for Campus Life Office **must complete** all the blanks in order to assure a quick and easy completion. **Please get the Contract Request Form to CCL in no less than fifteen working days**, and even more time if possible, **before** the artist is to perform or the agent is requesting the contracts. Contract requests received less than 10 business days before the event, cannot be guaranteed payment to the artist, the night of the event.

No checks can be guaranteed on the performance date, if the completed contract and signed W9 is not received by CCL within 10 business days of the date of the performance. Otherwise, checks will be mailed after the date of performance.

REQUIRED INFORMATION: (Location MUST BE RESERVED THROUGH RESERVATIONS)

Artist's Name (please print/spell correctly): _____

Agent's Name (please print/spell correctly): _____

Agent's Address: _____ City: _____ State: _____ Zip: _____

Agent's Phone Number: Day: _____ Evening: _____ Fax: _____

Date: _____ Time of Performance: _____ Location: _____

Number of Sets: _____ Length of Sets: _____

Artist's Fee: \$ _____ Agent's Fee: \$ _____ Other benefits (Meals/Travel) _____

Full name and address of individual/agency/act to whom the check is written (**Be exact about spelling**)

Social Security # or Federal Tax ID # **(THIS IS A MUST FOR PROCESSING)** _____

Has the artist ever been an employee of RIT? Yes* No

*(If Artist is an RIT employee, they must be paid through RIT payroll.)

Please be aware that:

- You must register your event with **EVR** Monday through Friday 1-4:00 pm at the SAU Information Desk
- Room Reservations are done separately from Event Registration. The Room Reservation Process does not register your event. This service is located behind the SAU Information Desk.
- You are responsible for reviewing the Contract and its additional rider. Check for items such as food, beverage, dressing rooms, special lighting or stage props. After you have reviewed this, you may have concerns about how to provide these items. Contact the Center for Campus Life for an appointment at 475-7058 (V/TTY), so we may assist you. Also, Institute policy **does not** allow the purchase of any alcohol for the Artist's hospitality.
- You will receive a copy of the contract upon completion. You are responsible for reading and enforcing the contract along with your advisor, especially the rider which is attached from RIT and the agent.

NOTE: If the fee is less than \$1,000, the artist should be paid in full at the conclusion of the event. If the fee is more than \$1,000, payment will be written as two separate checks, each for one half of the total amount. The reason for this is that some artists will break the contract (show up late, and early, perform under the influence of drugs/alcohol or have misrepresented their act to the point where you feel you did not receive what you purchased). While this is very unusual, it sometimes happens. You pay the artist the first check at intermission and withhold the second check to be paid at the conclusion of the performance.

Your Signature: _____

Signature Of Advisor: _____
(rev. 2/12/08)

Movie Copyrights

What's a Copyright?

- A copyright is a set of exclusive rights granted by the government for a limited time to protect the particular form, way or manner in which an idea or information is expressed. Copyright may subsist in a wide range of creative or artistic forms or "works", including literary works, **movies**, musical works, sound recordings, paintings, photographs, software, and industrial designs.
- Copyright is a type of intellectual property.

If you want to show a movie...

- Has to be at an **Educational Institution**
- Non-profit Organization
- **No** Admission Charge
- Need to buy the copyright

But if I rent a movie?

- **Neither** the rental or the purchase of a video carries with it the right to show it **outside of the home**
- **HOME** video
- Home videos mean just that, they are for the home.
- You are watching the movie inside your home with family members or close group of friends

When you DON'T need the license

- When the film is for educational purposes (ie. During class)
- Private showing with family or close friends not in a public place
- What counts as a Public Place?
- Examples include:
 - Restaurants, clubs, public libraries, daycares, **lounges, meeting rooms, non-classroom use at schools or universities** etc...
 - Public Performance License must be obtained

How to obtain a Public Performance License

- It's easy!
- Fees are determined by:
 - Number of times you show the movie
 - What time you show the movie
 - Estimated audience expected

Who to call?

- Films, Inc.
1-800-323-4222
- Swank Motion Pictures
1-800-876-5577
NY Office: 1-800-876-3344 (Brian Fox)
- Motion Picture Licensing Corp.
1-800-338-3870
- Criterion Pictures USA, Inc.
1-800-890-9494
847-470-8164

Penalties

- Willful Infringement is a federal crime
- Punishable as a misdemeanor
- Maximum sentence of up to 1 year in jail **and/or** a \$100,000 fine
- Inadvertent Infringes are subject to civil damages ranging from \$500-\$20,000 for **each** illegal showing

SAU Room Diagrams

- Room Diagrams
 - [1829 Room](#)
 - [Alumni Room](#)
 - Clark Meeting Rooms
 - [A](#)
 - [B](#)
 - [C](#)
 - [Fireside Lounge](#)
 - [Ingle Auditorium](#)
 - [RITreat](#)
 - [RITz SportsZone](#)
 - [SAU Cafeteria](#)
 - [SAU Lobby](#)

Event Transportation

Transportation for RIT events, activities, and programming can be obtained from two departments on campus. These departments offer services to student clubs and organizations, Residence and Apartment Life programmers, and in some cases, faculty and staff. Campus Safety Driver Certification is required. For information about obtaining this certification, contact Jeff Meredith at 475-7300 (v) / 475-4914 (TTY).

Services are provided by the following:

RIT Transportation

Contact: Campus Safety 475-7300 (v)/ 475-4914 (TTY); leave message as to date and time needed; they will call back to confirm reservation.

Who can use: Any RIT Department, College, Student Club or Organization with an RIT account number.

Available: 4 Vans (6 Passenger + Driver); number per request limited to availability
Buses available from outside companies; Campus Safety will handle requests

Fee: Vans are \$65/day plus gasoline; 200 free miles per day
Bus rates vary; consult Campus Safety

Student Government

Contact: Kathy Hall 475-2204 (V/TTY) email: kahhcc@rit.edu

Who can use: Any recognized Student Government Club or Major Organization (top priority). Vans may be reserved by other student groups with an account number and advisor's signature, and for academic class trips with departmental approval. All other departments can reserve a van for a fee.

Available: 3 Vans (6 Passenger + Driver); limit of two vans per group per request

Fee: Gasoline

Posting Procedure for Advertisement & Announcements

1. **Rationale:** The Procedures for Advertisements and Announcements are guidelines that communicate a sense of order regarding how posters, flyers and other printed media should be distributed at RIT. Following guidelines will re-enforce community expectations regarding fire codes, cleanliness and clarity of information, as well as accountability for student organizations that sponsor events.

2. Definitions:

Type	Materials	Measurements
Flyers	Cloth, Paper	8.5" x 11"
Posters	Cloth, Paper	11" x 17"
Banners	Cloth, Paper, Vinyl	2'x 3' to 6' x 9' maximum
Sandwich Boards	Constructed plywood, fiberglass	2.4' x 8' maximum Sheets of plywood joined at top with hinges
Table Tents *	Heavy weight paper	Not to exceed approximately 8.5" x 3" on one side and should stand freely on table

**Prior approval must be received by location manager in order to advertise in Food Service Facilities.*

3. Advertisements should display:

- Sponsoring person or group
- Date of event
- Time of the event
- Theme of event
- Location of event
- Date signs were hung

4. All advertisements must be removed 48 hours after the event by the student organization; failure to do so may result in removal by FMS or other facility staff.

5. How to Post

- Use two staples, tacks, masking or painters tape.
- **DUCT TAPE ON UNPAINTED BRICK OR CEMENT ONLY.**
- **NO TAPE OF ANY KIND on painted surfaces, glass, or dry wall.**
- **NO GLUE.**

6. Where NOT to Post

- **DO NOT** post on glass or light poles/fixtures, mailboxes or pre-existing campus signage.
- Off campus: No event may be advertised or promoted off-campus, including on the Internet, unless first registered through Event Registration (EVR). RIT apartments are considered **on** campus.
- No advertising is permitted in the Gordon Field House and Activities Center or in the Schmitt Interfaith Center.

- Do not post advertisements on student doors in the residence halls or apartments.
- Do not post anything on the glass in Grace Watson Hall Lobby. Posters will be removed and discarded.
- No signage will be permitted on Jefferson Rd. at the Lomb entrance; this includes professional or hand-made signage.
- No hand-lettered signs are allowed on Andrews and Lomb Drives.

7. Where to Post

Outdoor Locations		Materials
Academic Areas	<ul style="list-style-type: none"> ▪ Walls on Clark Gym facing residence halls (east walls) ▪ Left (west wall) as you leave the Student Alumni Union front doors. ▪ Breezeway between Gym and Pool. ▪ Most academic buildings have bulletin boards designated for hanging of flyers (i.e., College of Engineering, College of Liberal Arts and College of Imaging Arts and Sciences). Student organizations should contact the Dean's office to determine which boards or stairwells are appropriate for signage in each academic area. 	Duct Tape
Residence Hall Area	<ul style="list-style-type: none"> ▪ Walls outside Main Entrance of each tower & adjoining wing. ▪ Staff in the residence halls have established days when posters are removed. Student organizations are advised to contact the Residence Life office to determine that schedule so that they can hang flyers and posters 	Duct Tape
RIT Bus Shelters (Non-glass)	<ul style="list-style-type: none"> ▪ Recommended sizes include: 8.5" x 11" to 2' x 2' 	Painters or Masking Tape
Campus Entrances	<ul style="list-style-type: none"> ▪ Only professionally made signs approved in advance (e.g. for camps, move-in) will be allowed at campus entrances (except as noted above – Lomb entrance). This includes East River Rd., Ward Rd., John St., Fredrick H. Minett Dr., Wiltsie Dr., and Perkin's Rd., and Lowenthal Rd. The approval process for professional signage should begin with Director for Campus Life, through the Event Registration Office, with final approval will be given by the Vice President for Student Affairs. ▪ Any signs desired to be placed on Andrews Dr. must be approved prior to posting. No hand-made signage will be permitted on Andrews Dr. The approval process for professional and hand-made signage should begin with Director for Campus Life, through the Event Registration Office. 	Professional signs only
Indoor Locations		Materials
Academic Areas	<ul style="list-style-type: none"> ▪ Designated bulletin boards in academic buildings. ▪ Advertisements for bulletin boards in the Wallace Library must be approved at the Circulation Desk. 	Staples

Residence Hall Area	<p>Walls in the Student Alumni Union (SAU): stairwell from the main level to the basement (A level) with no more than 3 of the same posters or flyers on one wall.</p> <p>Banners may be hung on the east wall (on pulleys) by CCL Staff. Leave banners at Information Desk to be hung.</p> <p>Fliers and poster may be hung on designated bulletin boards.</p> <p>Within the RTreat Lounge, fliers and posters may be hung on concrete surfaces only. Table tents may be used in this area without prior permission.</p> <p>Within the Student Life Center and Field house, fliers should be submitted to the Assistant Director of Athletes (Ext. 5-6561).</p> <p>Advertisements in the Ritter Ice Arena must be approved by the Rink Manager, and the content should be restricted to athletic events Ext. 5-5615.</p>	Duct Tape Painters or Masking Tape
Non Academic Area	<p>Some organizations create and distribute promotional material. Promotional material includes standard information about organizations, rather than events (i.e. WITR, Club meetings, or communities).</p> <p>Distribution of this material should be coordinated and posted through the administrators responsible for each respective building if a permanent location has not been designated for the organization.</p>	
Promotional Materials	Questions regarding the procedures should be forwarded to the Center for Campus Life (Ext. 5-7058).	Duct Tape Painters or Masking Tape

8. Sandwich Boards

- Outside the Student Alumni Union entrance on the Quarter Mile
- In the Science/Engineering/Arts and Printing academic quads
- The entrance to Gracie's and the residential quads
- *External signage may be placed or hung only on the assigned locations as indicated above. Organizations may not generally construct or place other large signs on campus, but should utilize the external electronic boards.*
- External Signage may be proposed and requested for an event location, during the duration of an event only, if specified at time of event registration. This will only be permitted if approved; it should not be assumed that it is permitted to post an external sign during the duration of the event.

9. Chalking for the purpose of advertising may occur ONLY on:

- Sidewalks on the residence hall side of campus
- The Quarter Mile EAST of the Student Alumni Union
- Brick sidewalk leading to the entrance to the Student Alumni Union by the Administrative Circle

- NOT PERMITTED ON BUILDINGS or other vertical surfaces

10. Alcohol Policy

- Events are not permitted to emphasize or advertise the presence, use or sale of alcohol (including logos).

11. DISCIPLINARY ACTION MAY BE WARRANTED FOR VIOLATION OF THESE PROCEDURES:

Organizations violating the Posting procedures for Advertisement and Announcements will be notified in writing as a warning by the Center for Campus Life as violations are brought to their attention. Warnings will be communicated to club president and advisor. All warnings will advise the organization to correct the situation within 48 hours. A second violation will serve as a written notice to the organization to be placed in their file; any further violations will be forwarded to the Center for Campus Life or Office of Student Conduct for consideration. Warnings will be kept on file for a calendar year.

A second violation will be forwarded to the Center for Administrative Action which may be referred to student organizations (Student Government or Club Review Board) to consider limiting an organization's privileges (e.g. ability to register events, reserve space in the Student Alumni Union or apply for funds through Student Government).

Organizations with repeated and severe violations will be referred to the Office of Student Conduct and Conflict Resolution.

Center for Campus Life

Promotion Distribution Form

For RIT Departments & Student Organizations ONLY

Event Name: _____ Event Date: _____

Sponsoring Organization: _____ Requested by: _____

Posters will not be hung any sooner than 14 days before the day of the event advertised.

Please Hang By: _____ Date Submitted: _____

Please **CIRCLE** the numbers for the locations where you want the flyers/posters hung. We are unable to accommodate special hanging requests.

Allow 7 days for posting and distribution of flyers. Please submit at least 10 days before the event.

		Flyers (8.5 x 11)	Posters (larger) (11 x 17)	Banners (3' x 6')
A	SAU	15	9	1
B	Gym/Pool Breezeway	4	4	1
C	Grace Watson Hall	2	3	1
D	NTID/LBJ	2	1	0
E	Commons	2	1	1
F	Academic Buildings	25	10	0
Total Posted		50	30	4
G	Apartment Complexes	40	0	0
H	Residence halls (RA's)	110	0	0
Total Distributed		150		
Total Recommended		200		

Number of flyers attached to this form for Posting: _____

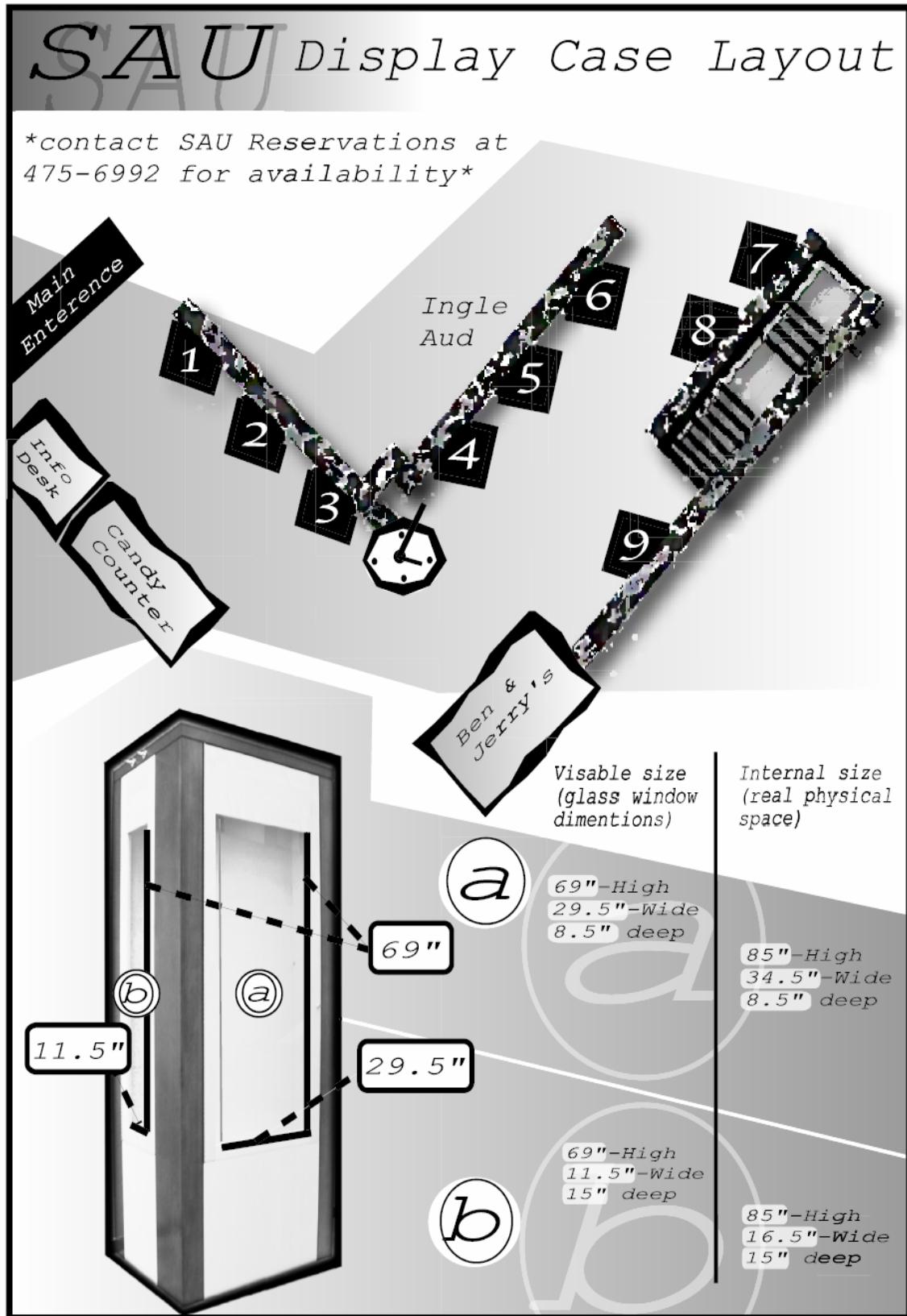
Number of flyers attached to this form for Distribution: _____

Turn in completed form to the Information Desk in the SAU

FOR INTERNAL USE			
Date: _____	By: _____	Location: _____	
Date: _____	By: _____	Location: _____	

(Rev 2/13/08)

SAU Display Case Layout



SAU Display Case Procedures

I. Exhibitor Agreement

- 1) There are six (6) display cases in the Student Alumni Union (SAU) lobby for use by RIT students, faculty, staff, alumni, invited guest and non-affiliates. These cases are free of charge for members of the RIT community and invited guests.
- 2) Display cases are available on a first come, first serve basis upon the 'opening of the books' for the academic year by contacting the SAU Reservations Office at 475-6992.
- 3) A confirmation of your reservation and copy of this policy will be emailed to the requestor. The requester will abide by the policies herein and this document will serve as an agreement between the Center for Campus Life (CCL) and requester.
- 4) Display cases may only be reserved for two weeks at a time. Display time periods are generally one to two weeks per event or as set by the Center for Campus Life. Reservations begin at Noon on Monday and end on the following Monday at Noon.
- 5) The display case must contain a substantial display. A poster or flyer does not constitute a display.
- 6) The name and/or logo of the organization sponsoring the display must be prominently exhibited along with any other materials.
- 7) The Center for Campus Life reserves the right to deny or remove any display.
- 8) The contents of the display do not reflect or express the views of RIT or the Center for Campus Life.

II. Expectations

- 1) All display cases must adhere to the Student Rights and Responsibilities Handbook, appropriateness of the public space and positively reflect on the University, its student organizations, and its departments.
- 2) The exhibitor is expected to use all of the display cases reserved by him/her or cancel the reservation in a timely manner to make case(s) available to others. If a reserved display case is not used by 4:00 P.M. on the Tuesday following the start of the reservation period, the requestor will forfeit the reservation for that case and the Center for Campus Life will reassign that display case.
- 3) Access to the display cases can be obtained at the SAU Information Desk by, (1) presenting your reservation confirmation, or (2) by providing your name and organization and the date your display is scheduled to go up, to the Information Desk Attendant. For security purposes, please ask the Information Desk Attendant to lock the case(s) if you must leave the building while hanging your exhibit. We will be happy to unlock the case upon your return.
- 4) The exhibitor must supply his/her own materials to hang the display. (Thumbtacks, T-pins, or pushpins are recommended.) Paper is also allowed for backgrounds in the cases, but must be removed at the end of your display period. You may not use nails or any other material that can cause damage to the display cases. Do not place tape on the glass or any

other wood surfaces of the display case. Any costs incurred because of damage will be the responsibility of the exhibitor.

- 5) The exhibitor is expected to adhere to the dates indicated on the agreement. Failure to remove the display by the designated time may result in denial of privileges for future use of display cases.
- 6) If the Center for Campus Life is forced to remove materials from a display in order to make the case available for the next reservation, the Center for Campus Life is not responsible for any damages and/or losses that may occur to the materials and may charge for associated labor costs.
- 7) The Center for Campus Life is not able to store display case items once a reservation has ended. Please remove the contents before the reservation has expired, or the items maybe lost or disposed of.
- 8) The visible interior dimensions of the primary (A side) cases are: 5 ft 9 in high x 2 feet 5.5 in wide x 9 in deep. The visible interior dimensions of the secondary (B side) cases are: 5 ft 9 in high x 11.5 in wide, 1 foot 3.5 in deep.

III. Insurance Information

- 1) RIT maintains a fine arts policy that provides coverage against risks of loss and damage from external causes for groups and organizations directly affiliated with RIT. Certain exclusions apply, including but not limited to normal wear and tear, latent defect, loss or damage caused by dampness or atmospheric condition, acts of war or insurrection, flood or earthquake. Losses due to these exclusions are the assumed risk of the exhibitor.
- 2) Internal groups and/or organizations who desire the benefits of this coverage need to develop a complete inventory list of the items to be utilized for this display. This list should include the appraised value of each item. Whenever possible, a certified appraisal of an item should be attached to this list. If an appraisal is unavailable, and a loss occurs, items will be valued as per the terms of the RIT insurance policy.
- 3) Upon display of these items, an appointment should be made with the Coordinator for Student Services (Institute) in the Center for Campus Life. Both representatives will reference the condition of each item on the inventory list. Both the Institute and the exhibitor will sign off on this list. In an event of loss, the exhibitor needs to notify the Center for Campus Life immediately.
- 4) External Organizations are required to carry their own insurance to cover loss and/or damage to any and all exhibits.

SAU Reservations
585-475-6992 V/TTY
Center for Campus Life
34 Lomb Memorial Drive
Rochester, NY 14623

SAU Display Case Agreement

Title of Display: _____

Please provide a brief description of the display to be exhibited:

Date of Request _____

While this is not a contract, the agreement acknowledges the expectations of RIT students, faculty, staff, alumni, invited guest and non-affiliates utilizing the Display cases in the RIT Student Alumni Union.

By my signature below, I have read and agree to the terms within Student Alumni Union Display Case Procedures.

Name of Club/Organization/Department

Representative Signature

Email

Reservations Coordinator Name

Date

Coordinator for Student Services
Center for Campus Life
Rochester Institute of Technology

Date

Sample Club Constitution

November 1, 2005

ARTICLE I. NAME

The name of this organization shall be **Sample Club**

ARTICLE II. DERIVATION OF AUTHORITY

The **Sample Club** shall recognize that it receives its right to function as an Institute Organization from Student Government of the Rochester Institute of Technology in accordance with The Club Guidelines and The Student Government Constitution.

ARTICLE III. PURPOSE

The purpose of the organization is to **Sample repeatedly.**

ARTICLE IV. RIGHTS AND RESPONSIBILITIES

- Section 1. The **Sample Club** has a right to pursue any activities in achieving its stated goals and/or purpose, as long as those activities are not in violation of any rules and regulations of Student Government and the Rochester Institute of Technology.
- Section 2. The **Sample Club** shall have at least one member of the Executive Board, or other responsible party present at each regularly scheduled club meeting.
- Section 3. The **Sample Club** shall strictly adhere to all the rules and regulations of Student Government and the Rochester Institute of Technology.
- Section 4. The **Sample Club** has the right to obtain a seat on the Club Review Board, in accordance with the policies of the Student Government Club Guidelines.

ARTICLE V. MEMBERSHIP

- Section 1. Membership is open to regularly enrolled undergraduates, post graduates, faculty, staff and night students, in good standing with the Institute and who meet and fill requirements based on **sampling techniques**.
- Section 2. Active members shall be those in good standing and who have met the qualifications set forth in the Student Government Club Guidelines. Only active members are eligible to vote.
- Section 3. A member in good standing shall be an active member who has consistently attended **sampling activities**. Only members in good standing shall be eligible to vote.

- Section 4. A member may resign by submitting the intention in writing to the President and **Director**. The resignation shall be read to the members at the next business meeting, although it becomes effective upon submission.
- Section 5. A member shall be declared inactive if he (she) misses without excuse from the director any three sampling sessions.

ARTICLE VI. OFFICERS

- Section 1. The **duties** of the officers in this organization shall be in order of rank: President, Vice-President, Treasure, and Secretary, though the **Sample Club** may choose to rename these positions.
- Section 2. Qualifications for office shall be to maintain good academic standing as defined by R.I.T. (not on academic probation). In order to be nominated for office, member must have been active in the club during the previous quarter (not including summer quarter).
- Section 3. The officers shall be elected in the manner provided in the constitution and shall serve one calendar year, beginning after elections. Officers are eligible for re-election.
- Section 4. No officer may hold more than one office simultaneously.
- Section 5. An officer may resign from office by submitting the intention in writing to the Executive Board. The resignation becomes effective upon submission to the Executive Board. Upon resignation, the Coordinator of club affairs must be informed.

ARTICLE VII. ADVISORS

- Section 1. There shall be at least one club advisor.
- Section 2. Nominations for an advisor shall come from the floor, by any active member, the meeting after the officer election.
- Section 3. The election of an advisor shall take place at the next business meeting, a simple majority necessary, a quorum being present.
- Section 4. Only R.I.T. Staff and faculty are qualified to become an advisor, unless with permission of the Coordinator of Club Affairs and or the Club Review Board.
- Section 5. Upon resignation, the Coordinator of Club Affairs must be informed.
- Section 6. The duty of the advisor shall be to insure that the club follows Institute rules and regulations.

ARTICLE VIII. DUTIES OF OFFICERS

- Section 1. President:
- A. Preside over all regular and special meeting of the organization.
 - B. Exercise general supervision over regular club activities.
 - C. Appoint all committees, regular or special.
 - D. Preside over the executive Board.
 - E. Shall attend or send an alternative member all monthly general club meetings.

- Section 2. Vice-President:
- A. Take over the duties of the President in the temporary absence of the President.
 - B. Be an ex-officio member of all committees within the club.
- Section 3. Treasurer:
- A. Take over the duties of the Vice-President or Secretary in the absence of either, or both.
 - B. Supervise all financial transactions of the organization and keep all financial records.
 - C. Maintain regular contact with the Secretary of Finance of Student Government.
- Section 4. Secretary:
- A. The Secretary shall take over the duties of the Treasurer in the temporary absence of the Treasurer.
 - B. The Secretary shall keep an accurate roll of members and keep the minutes of all meetings.
 - C. The Secretary shall be responsible for maintaining and updating all paperwork with Student Government.

ARTICLE IX. EXECUTIVE BOARD

- Section 1. The management of this organization shall be vested in the Executive board.
- Section 2. The Executive Board shall be composed of the President, Vice-President, Treasurer, Secretary, and Advisors or equivalent titles if appropriate.
- Section 3. The Executive Board shall meet as needed and report to the members at the following business meetings.
- Section 4. The Executive Board shall fill any permanent vacancy of office by appointment, excepting the Presidency.
- Section 5. In the case of a permanent vacancy in the office of the Presidency, a special election shall be held in the manner of annual elections AS SET FORTH IN THE CONSTITUTION.

ARTICLE X. MEETINGS

- Section 1. Meetings shall be called as needed (or at least once a month) at a time and place determined by the Executive Board.
- Section 2. The Annual meeting shall take place during spring quarter. After the annual meeting annual reports to Student Government **shall** be presented.
- Section 3. Special meetings may be called by the president upon 24 hours written notice to the members.
- Section 4. In order for any business to take place at a meeting, a quorum shall be presumed unless challenged from the floor by a member in good standing.

ARTICLE XI. ELECTIONS

- Section 1. Elections shall take place as needed.
- Section 2. Nominations for office shall be made from the floor at the meeting prior to the annual meeting by any member in good standing. A person may be nominated for more than one office.
- Section 3. The order of election shall be President, Vice-President, Treasurer, and Secretary.
- Section 4. Votes shall be cast by secret ballot.
- Section 5. A voting quorum shall consist of one more than half the voting members.
- Section 6. Induction of new officers shall take place at the meeting after elections.

ARTICLE XII. IMPEACHMENT

- Section 1. Any officer of this organization can be impeached.
- Section 2. Impeachment may be initiated by petition, in writing, by 25% or more of the active members, when presented to the members in a regular meeting.
- Section 3. At the next meeting the accuser (members signing petition) and accuse' (officer) shall present their case to the members. After both cases are heard, a written vote shall be taken.
- Section 4. Conviction of impeachment shall require a 2/3 vote by the members in good standing present, a quorum being present.
- Section 5. Conviction of impeachment shall cause removal from office and loss of all privileges thereof.
- Section 6. The filling of an office vacated by impeachment shall be by a special election held in the manner of annual elections.

ARTICLE XIII. AMENDMENTS

- Section 1. An amendment to this constitution may be proposed by any member in good standing, in writing, at any business meeting. There must be copies of the amendment made for all members.
- Section 2. The proposed amendment shall require a 2/3 affirmative vote of all members in good standing present.
- Section 4. Before the proposed amendment shall become operational it must be approved by the Coordinator of Club Affairs.

ARTICLE XIV. BY-LAWS

- Section 1. Although it is recommended that written copies be handed out to all members, By-laws of this organization can be proposed verbally at any meeting by any member in good standing.
- Section 2. An immediate vote, after discussion, shall be taken by a show of hands and a simple majority is necessary for passage, a quorum being present.
- Section 3. By-Laws do not require the approval of the Department of Club Affairs.

Section 4. There will be no hazing of any kind within this organization in accordance with the New York State Hazing Laws.

ARTICLE XV. PARLIAMENTARY AUTHORITY

Section 1. The parliamentary authority of this organization shall be its Constitution and By-Laws. The latest edition of Robert's Rules of Order shall be the parliamentary authority of all matters not covered in the Constitution or By-Laws.

ARTICLE XVI. HAZING

Section 1. Any action or situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with this chapter, as well as any action intended to subject a member of the R.I.T. community to personal humiliation is prohibited.

Section 2. **HAZING IN THE FIRST DEGREE (d120.16)**
A person is guilty of hazing in the first degree when, in the course of another person's initiation into or affiliation with any organization, he or she intentionally or recklessly engages in conduct which creates a substantial risk of serious physical injury or death to such other person or a third person and thereby causes such serious injury or death to such person or to a third person

Hazing in the first degree is a Class D Felony.

Effective date: November first, two thousand five.

Section 3. **HAZING IN THE SECOND DEGREE (d120.17)**
A person is guilty of hazing in the second degree when, in the course of another person's initiation or affiliation with any organization, he or she intentionally or recklessly engages in conduct which creates a substantial risk of physical injury to such other person or a third person and thereby causes such injury.

Hazing in the second degree is a violation Class E Felony.

Effective date: November first, two thousand five.

Section 4. **HAZING IN THE THIRD DEGREE (d120.18)**

A person is guilty of hazing in the third degree when, in the course of another persons initiation or affiliation with any organization, he or she intentionally or recklessly engages in conduct which creates a substantial risk of physical injury to such other person or a third person.

Hazing in the second degree is a violation Class A Misdemeanor.

Effective date: November first, two thousand five.

ARTICLE XV. PARLIAMENTARY AUTHORITY

Section 1. The parliamentary authority of this organization shall be its Constitution and By-Laws. The latest edition of Robert's Rules of Order shall be the parliamentary authority of all matters not covered in the Constitution or By-Laws.

ARTICLE XVI. HAZING

Section 1. Any action or situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with this chapter, as well as any action intended to subject a member of the R.I.T. community to personal humiliation is prohibited.

Section 2. **HAZING IN THE FIRST DEGREE (d120.16)**

A person is guilty of hazing in the first degree when, in the course of another person's initiation into or affiliation with any organization, he or she intentionally or recklessly engages in conduct which creates a substantial risk of serious physical injury or death to such other person or a third person and thereby causes such serious injury or death to such person or to a third person

Hazing in the first degree is a Class D Felony.

Effective date: November first, two thousand five.

Section 3. **HAZING IN THE SECOND DEGREE (d120.17)**

A person is guilty of hazing in the second degree when, in the course of another person's initiation or affiliation with any organization, he or she intentionally or recklessly engages in conduct which creates a substantial risk of physical injury to such other person or a third person and thereby causes such injury.

Hazing in the second degree is a violation Class E Felony.

Effective date: November first, two thousand five.

Section 4. **HAZING IN THE THIRD DEGREE (d120.18)**

A person is guilty of hazing in the third degree when, in the course of another persons initiation or affiliation with any organization, he or she intentionally or recklessly engages in conduct which creates a substantial risk of physical injury to such other person or a third person.

Hazing in the second degree is a violation Class A Misdemeanor.

Effective date: November first, two thousand five.

Rochester Institute of Technology
Information & Technology Services
DCE Computer Account Request Form

Date Requested _____

Please ask your advisor to furnish the following information: (Please print) The account will be in the advisor's name since we expect that the advisor will remain constant. This does not interfere with the advisor's other RIT computer accounts and is charged directly to the Student Affairs Division, not to the advisor's department. This account can be used for e-mail and your web page.

Advisor's Name (First, MI, Last) _____

Advisor's UID (_____) Advisor's RIT Phone# _____

Advisor's RIT Address: Dept/College _____ Bldg/Room _____

Computer Account: **Club account**Budget Account: **01.30200.74000.30.00000.00000**Changes to current club account: (if requesting change in space, or other changes to an existing club)

Please choose up to a 5-character username for your organization. All accounts must end in www.
_____ WWW

I will comply with the policies of the Rochester Institute of Technology and the Information Technology Services as they apply to the use and billing of computing services. This includes the RIT Code of Conduct for computer use. I understand that Internal Accounts should not be used for any commercial or funded activities including consulting or funded research.

Advisor's Signature _____

Validation from one of the below representatives
that the organization is in good standing:

Clubs- Ryan Giglia (Campus Life)
RHA & Special Interest Houses- Tara Loomis (Residence Life)
Greeks- Jessica Berner (Campus Life)
Major Student Organizations- Michael D'Arcangelo (Campus Life)

Student Representative's Signature _____**Student Affair's Approval** _____ (Ryan Giglia)

After the account is created, ITS will send the password to Ryan Giglia in the Student Affairs who will forward it to the advisor to share with the organization.

To be completed by ITS
Computer Username Issued _____ Initials _____ Date _____

Organization Name: _____

Your Name: _____

Your Position/Title (ex. Treasurer) _____

Your DCE Account/Telephone number _____

Guidelines

The division of Student Affairs is pleased to be able to extend the opportunity for clubs and major student organizations the privilege of receiving a free DCE account. Whether you wish to be connected to the RIT home page or not, the Student Affairs Division requires that:

- You adhere to and follow the RIT On-line committee guidelines
- That you do not violate copyright laws
- The use of pornography is prohibited
- The appearance of the page needs to have been proofread for accuracy. This includes links that exist (even if they are under construction or are upcoming).
- Information should be factual in nature (no personal comments) with regard to introductory and informational pages
- Information should present positive aspects of your organization or RIT.
- The page should be easy to follow/use.
- The page should be an accurate reflection of your organization's values/mission/purpose and goals.
- The quality of the page should be equal to that established by other home pages on RIT's site. Resources are available for your use. They include the Computer Science House, Wallace Library, ITS and University News Services.
- The page should have a reasonable mix of text and graphics so that people without a graphic interface to the web can still find information and make use of the page without becoming frustrated.
- If there is an "interactive" piece to the page, a clear system of accountability for that piece needs to be established at the onset with the group and the advisor.

Should there be a non-compliance with these guidelines or if we receive notice of any violations of the above standards, we will remove the page immediately until the organization can replace and/or correct the violation.

Should there be a continual problem with a particular group, the Director of Campus Life will review the case and determine whether the group will be allowed continued access.

I have read and understand these guidelines:

Signature of Organization Representative

Date

Signature of Organization Advisor

Date

RIT Website Links:

Center for Campus Life:

<http://campuslife.rit.edu>

Clubs and Organizations:

<http://clubs.rit.edu>

Clubs Connection Portal:

<http://campuslife.rit.edu/clubsconnection>

RIT Events Calendar

<http://events.rit.edu>

RIT Homepage

<http://rit.edu>

CAB:

<http://cab.rit.edu>

Student Government:

<http://www.sg.rit.edu>

My RIT Portal:

<http://my.rit.edu>

(find your UID here)