

Club Center
Located in the Campus Center Bldg. 3 Room 1610

Person to go to concerning financial transactions:

Carol Giuliano

Phone 475-6072 email: cagccl@rit.edu

- To take out visa card
- Ask financial questions
- Ask about budgets
- Ask about forms clubs use
- Help with fundraising ideas

Dawn Rizzo

Phone: 475-5798 email: darcccl@rit.edu

- Help with travel arrangements (hotel, bus and airfare)
- If Carol G not available to take out a credit card you can see Dawn
- Questions about Additional Awards that have been given to your club by the SG Finance Committee
- Supports Greek Council, AALANA and Cultural Programming
- If notified that EAF turned in at the desk is incorrect, check with Dawn with any questions

Robin Amico

Phone: 475-6072 email: rxsrla@rit.edu

- If Carol or Dawn is not available, Robin will be glad to help with any of the above
- Departmental transfers
- Questions concerning paying any performer

What you can do at the Club Center Desk phone: 475-4111 email: crccl@rit.edu

- Turn in requests for Checks, petty cash or refunds and pick them up once available
- Make appointments with Carol, Dawn, and Robin
- Deposit money or checks
- Pick up forms
- Pick up packages
- Turn in tokens
- Drop off HUB requests
- Check Club mail folders

Tips:

- Must be financially certified. This is quick and easy. Go to the Center for Campus Life website and select Finance Certification. There is a brief slide show followed by a quiz. If you score 75 or over you are certified and automatically added to our certification list.
- Make sure EAFs are signed by advisor, and if ordering anything with your club logo, you will need to have the logo approved by Sarah Griffith. If you are submitting a HUB request, you must bring an example of what is to be printed.
- Event Register (EVR) your clubs events
- Make sure your club's trip is EVR'd before seeing Dawn to make travel arrangements
- Please plan your events early. (Travel as early as 2 months)
- Check CCL website for forms, club information at <http://campuslife.rit.edu/main/clubs/resources>
- Don't forget about the drop box on level A, especially for weekend events