ROCHESTER INSTITUTE OF TECHNOLOGY CLUB RESOURCE CENTER



Club President's Handbook

RIT - Club Resource Center (CCL)

As Updated Summer 2011

GENER	RAL CLUB INFORMATION
(CONTACT INFORMATION
(CLUB GUIDELINES & RESPONSIBILTIES3
I	RELIGIOUS CLUB GUIDELINES9
(CLUB SPORTS GUIDELINES11
	Agreement to Participate Form17
	Activity Detail Form19
	RIT Club Sports Injury Report20
(CLUB RESOURCES & SERVICES21
(CLUB CAUCUS FINAL REPORT 2004-200523
IMPOR	RTANT DATES
	GENERAL CLUB DATES32
	FINANCE CERTIFICATION SESSIONS
	EVR
1	
FORM	ATION & RECOGNITION FORMS
I	INTENT TO FORM APPLICATION34
A	APPLICATION FOR RIT CLUB RECOGNITION35
OLLADA	PEDI V DEDODEC
	TERLY REPORTS
	FALL QUARTERLY REPORT41
\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	WINTER QUARTERLY REPORT46
`	YEARLY REPORT51
FINAN	ICAL & TRAVEL FORMS
	APPLICATION FOR ADDITIONAL FUNDS
	STUDENT ORGANIZATION TRAVEL APPLICATION59
DUDGI	
	ET FORMS & INFORMATION
	CLUB BUDGET MANUAL65
	BLANK BUDGET WORKSHEET
(CLUB BUDGET PACKET
EVENT	PROGRAMMING & PLANNING
I	RESERVATION CONTACT LIST102
(CONTRACT PROCESS
	Contract Request Form 104
I	POSTING PROCEDÛRE FOR ADVERTISEMENT & ANNOUNCEMENTS105
9	SAU DISPLAY CASE PROCEDURES109
	Display Case Agreement112
	Display Case Layout113
I	PROMOTION DISTRIBUTION FORM114
	Poster & Flyer Locations115
I	EVENT TRANSPORTATION116
	EVENT REGISTRATION
MISCE	LLANEOUS FORMS
	ADVISOR OF THE YEAR APPLICATION
	CLUBSPACE APPLICATION
(CLUDSFACE AFFLICATION119

GENERAL CLUB INFORMATION

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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 or soon-to-be-recognized student organizations are expected to follow these policies and the procedures as administrated by Student Government and the Club Resource Center; if found to have violated these guidelines, a suspension of privileges may result for the student group.

Definition of 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 and complements RIT's mission, vision, and values.

The President of RIT, as the chief administrative officer on the campus, 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, SG 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 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;
- Partakes 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.

Privileges Associated with Recognition

Recognition includes but is not limited to the following privileges:

- Use of the RIT name as part of its organizational name
- Affiliation with RIT programs and activities
- Requesting of Institutional funds and opening of an Institute financial account.
- Use of Institute space, equipment, services and other resources as deemed appropriate.
- Access to administrative services as provided by Student Government
- Listing in Institute publications
- Access to leadership training materials and resources
- Sponsorship/promotion of activities on campus

- Distribution of literature, flyers or organizational print materials on campus
- Eligibility for campus awards or honors
- Sponsorship of campus fundraisers in accordance with Institute guidelines

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 or its designee.)
- Imply RIT sponsorship of, control over, or responsibility for the activities of the organization

Categories of Recognition

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

Major Student Organizations (MSO), Representative Student Organizations (RSO), Student Service Organizations (SSO)

Please see the latest version of the RIT Student Government Bylaws for the most up-to-date description, processes, and listings of these organizations.

Student Government Clubs

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

- Academic
- Competitive Sports
- Cultural/Religious
- Music/Performing Arts
- Professional/Career
- Special Interest
- Sports/Recreation (non-competitive)

Fraternities and Sororities

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

Special Interest Houses (SIH)

Recognized and managed by the Residence Life

Student Government Club Guidelines

Student groups promoting and practicing academic, recreational, political, cultural, and/or religious endeavors shall normally receive the Recognition of SG providing they meet or exceed the minimum requirements governing Recognition found within these guidelines.

A. Criteria for Student Government Club Recognition

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

1. SG Recognition may be granted to student sponsored organizations pursuing activities that will 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 environment.

The following groups are not considered to be eligible for SG Club Recognition:

- Unions (bargaining units)
- Greek letter social organizations or any organization with selective membership
- College/Departmental student councils or advisory groups
- SG will only grant Recognition to one group for any given interest. Proposed groups sharing similar
 interests and constitutional goals with a recognized group will be encouraged to cooperate with the
 recognized group to promote their common interests.

Students wishing to organize club sports groups are subject to these guidelines in addition to those procedures as specified in the Club Sports Guidelines.

B. SG Club 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 recognized organizations and advised by the Coordinator for Club Administration. In the CRB's absence, decisions will be made by a representative appointed from SG, under the advisement of the Coordinator for Club Administration. All Recognition decisions made by the Club Review Board shall be forwarded to the Vice President of Student Affairs for approval. The President of RIT reserves the right to review all Applications for Club Recognition and make the final decision.

1. Pre-Recognition Status

Student groups who do not have the minimum of 10 members, club officers or advisor may apply for Pre-Recognition status. Groups who have been previously denied Recognition are not eligible to apply for Pre-Recognition status within one calendar year. Pre-recognized groups are entitled to limited benefits for 3 months from the application date to enhance recruitment efforts.

2. Recognition Status

Student groups must complete the Application for Club Recognition. The application will include the club advisor's name, 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 based on the criteria outlined in section V. a.

3. Constitution Review

Recognized groups must submit a completed Constitution and By-laws which incorporate the Recognition criteria and is consistent with the purpose outlined in their Application for Club Recognition. They must be submitted

within 3 months of submitting an Application for Club Recognition; funding will not be granted to any group until their Constitution and By Laws have been approved by the Club Review Board.

4. Recognition Renewal

All SG Clubs are required to re-apply for SG Recognition each year 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

- 1. 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-STUDENTS. RIT Alumni may not hold officer positions or maintain voting privileges within an organization. Alumni members may participate in club events; however access to RIT services through club events may be limited.
- 2. 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. Membership must be accessible to all students with a sincere interest in the group.
- 3. All groups must maintain an active membership of at least ten (10) RIT students.
- 4. 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.
- 5. SG reserves the right to request the current membership list of any recognized group. This list must include all members' 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. SG 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. Alumni members may participate in club events; however access to RIT services through club events may be limited.

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 meetings, signing Student Government financial request forms and providing general assistance to the group as outlined in the Advisor's Manual.

F. Responsibilities of SG Recognized Groups

1. General Club Meetings

All recognized clubs are required to attend monthly General Club Meetings unless previously excused. 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 meetings provide an opportunity for important training and information sharing. The consequences of missing meetings are:

- Missing one meeting, a warning is issued.
- After missing two meetings all privileges (including budget access) will be suspended pending review by the Club Review Board or Coordinator for Club Administration

2. Quarterly Reports

Each quarter (except Summer), groups must submit a Quarterly Report updating Student Government and Club Administration on their organization's events, activities and accomplishments of the previous quarter. The Quarterly Report should also address any changes in membership or leadership as well as any activities and goals for the quarter to come. Groups who complete all Quarterly Reports are eligible for awards.

3. Group Meetings

Groups must meet a minimum of six (6) times per year to be considered active and eligible for Recognition. One (1) of the six meetings must be an "open house" meeting 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 Coordinator for Club Administration 2 weeks prior to the meeting date.

4. Club Review Board

Each quarter eight (8) 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. These specified club representatives will change on a quarterly basis. In an effort to make sure that the clubs are equally represented, the following format will be used to determine the CRB representatives:

- 3 Hobby/Music clubs
- 2 Career related clubs
- 1 Sports club
- 1 Ethnic club
- 1 Religious club

To offer each club adequate time to determine who will sit as a member of CRB, during week five (5) the eight (8) 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 clubs budget being frozen and/or may be required to meet with the Assistant Director for Campus Life – Campus Programming.

5. Renewal

SG recognized clubs are required to renew their Recognition annually during the Fall Quarter of each year (see section B.4.).

G. Benefits of SG Club Recognition

Groups recognized by Student Government are eligible to access the following services through the Student Government office, contingent upon availability and Institute policies.

- Bookkeeping/Budget Services
- Organizational Consultation/Leadership Development
- Van Reservation
- Student Government Grant information
- Copying Account
- Staplers, hole punchers, calendars, Paper cutter/scissors
- Mail/Courier reception
- Computers
- Fundraising information

SG recognized groups are also eligible to reserve meeting space in the Student Alumni Union free of charge and to request access to academic meeting and classroom space when available.

RELIGIOUS CLUB 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 <u>Student Rights and Responsibilities</u>.

CLUB SPORTS GUIDELINES (Also see "Competitive Sports Handbook")

There are currently 18 Competitive Sports Clubs administered by the Rochester Institute of Technology's Center for Intercollegiate Recreation and Intramural Services & Recreation (CIAR) and Center for Campus Life (CCL) and recognized by Student Government (SG). Each club is comprised of enthusiastic, hardworking, and dedicated athletes who organize, fund, and promote their clubs with the ultimate goal of competing against other colleges on both a regional and national level.

Competitive Sports Clubs provide unique opportunities for students to participate, compete, and develop skills in a variety of sports. These clubs actively recruit both new and experienced student athletes during the year, and through weekly practices, prepare for intercollegiate competitions. Competitive Sports Clubs are governed by regulations of both the Department of Intercollegiate Recreation and Intramural Services & Recreation and the Sports Club Federation. Sports club members represent both their club and the Department of Intercollegiate Recreation and Intramural Services & Recreation as well.

The success of the Competitive Sports Club program at RIT is the result of dedicated student leaders volunteering their time, effort, and guidance to their respective clubs. Sport club officers provide strong leadership as well as a vision that carries each club into the new academic year. This handbook has been created to assist you and to develop continuity in the administration and creation of the Competitive Sports Club program. Contained in this handbook are the policies and procedures that each competitive sports club is expected to follow. Additionally, this document contains guidelines for the Club Sports Federation and its successful creation and implementation. We hope this will be a useful resource throughout the implementation of and future longevity of the Competitive Club Sports program at RIT.

Please see the Club Sports Federation Handbook for full guidelines, etc. for <u>Competitive</u> Sports Clubs.

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.

Email Distribution Lists

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 to way 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 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.

Student Government Clubs and Organizations Yearly Report "The Year in Review"

In order to be eligible for awards at the end of the year, this form must be completed no later than mid-April (correspondence from the Club Staff will remind you and provide updated forms if needed).

Please complete the form, using as much detail as possible, and return it to the Club Resource Center or email it to the Club Staff.

* This data is collected strictly for statistical purposes*

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.	How many of these members are First Year Students?	

14

4.	Please list any programs/events in which your club has participated.
Fall (Quarter:
Winte	er Quarter:
Sprin	g Quarter:
Spriii	as Quarter.

5.	Please list any fundraising your club has done this year and note how much was raised.
Fall Qu	uarter:

Winter	Quarter:
Spring	Quarter:

6.	Please list any community service activities in which your club has participated.
Fall (Quarter:
Wint	ter Quarter:
Sprin	ng Quarter:

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

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

Membership List

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	Email	U ID#
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
17.			
19.			
21.			

FINANCIAL & TRAVEL FORMS

APPLICATION FOR ADDITIONAL FUNDS

Award Number: Award Amount: Finance Secretary Approval:	R-I-T student government	Time Stamp: Club Standing (If applicable): For SG Office Use Only Date Funding Needed:
	student government	Amount Requested:
	NOT FOR TRAVE	Г

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 Student Government Information Center (RITreat SAU).

INFORMATION ABOUT THE

CLUB/ORGANIZATION/INDIVIDUAL

PART A.

Club/Organization Name:			
	Event Date		
Start TimeEnd 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? Yes No If ves. please list in memo.			

Please submit the completed form and memo to the Student Government Information Center. 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.

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? Also, make sure you supply other sources of income for your organization if applicable.

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.

STUDENT ORGANIZATION TRAVEL APPLICATION

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
- 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 (RITreat Lounge Mezzanine Level), or Event Registration Office (behind SAU Information

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 legib	oly:
Organization Name:	
RIT E-Mail (please write neatly):	Phone: (
Advisor's Name:	
E-Mail:	Office Phone:
	(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:	
Means of Travel: check all that apply	
Personal Vehicle Airplane	Student Government Van (complete van request on page 5)
Charter Bus Campus Safety V	an Auto Rental Train
Departure Information	A minut Time (and)
	Arrival Time(exp.):
Return Information	Arrival Time(exp.):
	above information):
-	pove information):
Round Trip Distance (miles):	
	(Male: Female: breakdown_needed if staying overnight)
	Hotel Phone: ()
Hotel Address	
l	of participants, hotel name and phone number and rary (if applicable) as an attachment.
Part III. Authorization	
Responsible Organization Representative	e – Name (printed):
Signature:	Title: Date:
Advisor - Name (printed):	
Signature:	Date:
_	on this form and varify 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.

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 breviewed.		
Are you also requesting funds from NTID? _ Yes _ No		

Purpose and benefit of trip. Briefly explain the theme or function of the event as well as

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) (X	
Use of Personal Vehicle (SG reimburses for mileage associated with use of personal vehicle) x x \$0.38 Miles Travel Round Trip Number of Vehicles	+
-	
Means of Transportation: □Air □Train □Charter Bus □Auto Rental □CS Van	+
Cost of Ticket Number of People	
Expected Parking/Toll Charges (remember to save receipts)	+
Overnight Accommodations (four same-sex people to a room)	
Cost of room/night Number of rooms Number of Nights	
Cost of room/night Number of rooms Number of Nights	+
Total Overnight Accommodation Cost =	
Special Accommodations (please explain)	
Conference/Registration Fees	
Cost Per Person Number of People	+
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 / 2	
Total Estimated Expenses Grand Total Request =	
Total Cost Per Person	
Grand Total Request 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 SG & PATS Van Guidelines

Student Government Vans:

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

Parking & Transportation Driver Certification Required: Yes

Fee: Gasoline (Tank must be filled upon return otherwise Parking & Transportation will fill at a cost

of \$4.50 per gallon. A penalty may also be charged of \$25.00)

PATS Vans:

Contact Person: Rick LaClair, 475-7300, email: rllcps@rit.edu Parking & Transportation Driver Certification Required: Yes

Fee: Van Rental & Gasoline (Van charge is \$65/day per van. Tank must be filled upon return otherwise Parking & Transportation will fill at a cost of \$4.50 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?

May check van availability with SG Office Manager prior to completing the EVR.

- Reservation will not be confirmed until the SG Office Manager receives notification from EVR.
- Your organization must have a valid RIT account number.
- 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 seven business days before reserved date if van is not needed by another group.
- Vans cannot be driven more than 800 miles round trip unless approved by the Director of the Center for Campus Life. Trips of this distance should be taking place over the course of several days, and not overnight.
- Any trips exceeding 400 miles round trip will require two certified drivers.
- Vans cannot be used to move any personal items or for shuttling.
- Vans must be parked in the Parking & 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 24 hours prior to trips during normal working hours Monday Friday, (8:30 am 4:30 pm). Acknowledgement from SG or PATS is either a return phone call or e-mail response. There will be a charge for not cancelling unneeded vans.

- The driver is responsible for notifying the Public Safety supervisor, Parking & Transportation 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.
- 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 Parking & Transportation or Public Safety before packet will be given.

How do I know my reservation has been confirmed? You will receive an email from Kathy Hall confirming your request, or your request will be confirmed on the EVR message board.

Rochester Institute of Technology

Club Certification Manual

Processes and Procedures

For SG Recognized Clubs Only



Table of Contents

Table of Contents	31
Contact Information	32
Club Responsibility	33
Budget Information	34
Student Government Club Financial Spreadsheets	6-8
Financial Transactions	
Planning an Event	38
EAF Form	<u>10</u>
How to Complete an EAF Form	11
Particular Transactions	41
Cash Needed	
Reimbursements for Gas and/or Mileage-Non-Overnight Travel.	13
Cash Boxes	13
Check Payment	43
W-9 Form	<u>15</u>
<u>VISA</u>	16-18
VISA Checkout Form	18
Gift Certificates/Gift Cards/Prizes	<u> 19</u>
HUB	
Office Max Purchases	21
<u>Travel</u>	22-23
Vehicle Rental	
SG Additional Awards	<u>25-26</u>
Mileage Form	
Application for SG Additional Funds / Application for Travel Funds	28-29
Sales Tax Exempt Form	30
Deposits/After Hours Deposits/Donations	30
Deposit Form	31
Contract Process	32- <u>33</u>
Contract Request Form	<u>33</u>
Office-Max Supply Form	34
Room Form	35
Official's Voucher	36

Contact Information

Center for Campus Life Financial Services:

Merry Schading, Center for Campus Life Financial Coordinator

Phone: 585-475-5658 Email: <u>mlw0137@rit.edu</u> Fax: 585-475-4060

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 Campus Center, Building 03, Room 1610.

Club Resource Center

Monday through Thursday 10 am to 7:00 pm Friday 10 am to 4:30 pm

Phone: (585) 475-4111 Email: crcccl@rit.edu

Financial Staff:

Dawn Rizzo, Assistant Financial Coordinator

Main Duties: Reviews EAF Forms/SG Additional Awards/Travel Arrangements/Journal Entries

Email: darccl@rit.edu Phone: (585) 475-5798

Carol Giuliano, Clubs Budget Assistant Main Duties: VISA Cards for Clubs

Email: cagccl@rit.edu Phone: (585) 475-6072

Please frequently check your club's folder located in the Club Resource Center Suite.

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 complete financial transactions, individuals—usually officers of the club—need to become Financially Certified by going through an online tutorial and passing a competency exam with a score of 75% or better. Please refer to http://campuslife.rit.edu/cfc/cfc.swf

When you require a financial transaction completed for your club, you will submit an **Expense Approval Form (EAF) at the Club Resource Center.** 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. 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 or placed on hold" When your club is "frozen," your club is unable to complete 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 through email or by 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 Club Budget Process can be found in the Clubs and Organizations section under Resources of the club website, http://campuslife.rit.edu/main/clubs/resources

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 \$400. 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 \$400. You spent your entire budget and you will get the full budget adjustment amount of **\$400**.

Rollover

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

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 Services Office 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 Services uses these spreadsheets in conjunction with RIT's Oracle Financial System. 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 your club's account has been reconciled. This spreadsheet print out for the previous month's activity will be placed in your club's mail folder in the Club Resource Center 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.

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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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Telephone - Rentals/Long						
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
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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		12722	,	, , , , , ,		, , , , , ,	\$0.00
Total Accumulative Balance Available to Spend \$0.00							
					(off onl	ice use	\$0.00
	TOTAL ACTUAL RECONCILED BALANCE AS OF					y <i>)</i>	φυ.υυ

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.

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). You must be EVR-certified in order to register an event.

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 Services staff. 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.

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******

VI\$A(Office	use only)	Date you	need this Transaction	n done by
Requestor's Name			Today's Date	
Email	Phone		Club	
Alternate Contact Name		Phone	eEmail	
Account number to be	used: 09.500	00	00000 Office use only	
Method of Payment/T	ransaction needed:			TIME STAMP HERE
	mum cash allowed is \$200. Give within 5 days. Use Tax Exempt		☐ Office-Max Purch	ase
check. Attach invoices/recei	IT Requires Official Backup in pts /W-9 for all Check Requests omplete Direct Deposit Authori	s. If check is for	☐ Vehicle Rental (From with Financial Coordinator)	om Outside RIT agency need appointment
Hub (After purchase, re	eturn invoice to Club Resource Ce		 AFAF/ATF Appreau Award #	
• \Box VISA (This includes p	ourchases to be made at the RIT B	Bookstore)	● ☐ Transfer of Fund	ls
			Event 1	Date
Company/Individual Name			any's Phone#	
Address		Compa	any's Fax#	
City/State/Zip		Studer	nt's University ID#	
Detailed Description of the purpose of the purchaseif you				expected attendees/items to be purchased and
			Total \$	
Advisor's Name (Please p	rint)		_ E-mail	
Advisor's Signature			_ Advisor's Phone #	

often!	Shipments	
T SHIRT APPROVAL		
(Signature of Center for Campus Life Professional/Manager Staff)	Signature	Pick Up Date

Please fill this form out completely. Your request could be delayed if any information is missing. Check your club's mail folder

How To Complete An EAF Form

You will be requesting different transactions; however, each EAF form 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#, and if paying student, their University ID.
- Provide a complete description of your purchase. See EAF form for details.
- List total \$\$ amount you are spending or plan to spend.
- 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 by the Assistant Director
 of Campus Life Programs prior to purchase by presenting them 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 Services Office to give out account numbers for clubs.

Never give out your club's account number!

Particular Transactions

Important Note:

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

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 also have to wait for a reimbursement. You cannot get reimbursed for sales tax ever.

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 RIT check.

RIT strongly *encourages* the use of RIT's Corporate VISA cards. 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 Services Office 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 the EAF form check

 Cash Needed
- Indicate the amount needed (Please note that there is a \$200 limit on all cash requests.)
- > We offer no travel advances.
- ➤ 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.

\triangleright	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.

Reimbursements for Gas and Mileage for Non-Overnight Travel

Please be aware that if you use your <u>personal</u> car for local non-overnight club business, you may ask for a reimbursement for mileage after your trip. You can receive the cash (Up to \$200), when you come back from a non-overnight trip simply present a completed mileage form, which can be found at the Club Resource Center along with an EAF form.

If you need to get reimbursed for the use of a rental vehicle (SG Van/Public Safety van/Outside rental agency) for local non-overnight travel, you would present the gas receipts and an EAF form in order to get reimbursed after your trip.

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

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

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 immediately.

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. ② You must submit an EAF form to request a cash advance indicating how much you need and in what denominations.

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, original receipts and/or a contract.

If you require a check for a student, we will need their University ID# on the EAF form and the student needs to complete a Direct Deposit Authorization Form—Accounts Payable. This form is available at the Club Resource Center. This form should not be confused with the Direct Deposit Authorization Form—Payroll

- ➤ Follow complete instructions for filling out EAF Form
- ➤ On the EAF form, check □ Check Payment
- > Complete section "Company/Individual that you will be paying" indicating the person to be paid, his/her complete address and University ID if a student needs a check
- Attach a completed W-9 form to the EAF form. You may obtain a copy of this form at the Club Resource Center.
- ➤ If the check payment is for services of a referee, attach an Official's Voucher 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.
- ➤ 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, the CCL Financial Services Office will be receiving a copy of the contract and W-9 from EVR once received. When you register your event, EVR will explain the contract process.
- > 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
- If the check is for a student, the student's bank will be credited.
- If the check must be picked up for a DJ, for instance, you need to indicate that the check is to be picked up by your club and presented to the DJ on the EAF form 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 with proper university ID.

Form W-9
(Rev. December 2000)
Department of the Treasury

Request for Taxpayer Identification Number and Certification

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

$\overline{}$	•		
•	Name (See Specific Instructions on page 2.)		
or type	Business name, if different from above. (See Specific Inst	tructions on page 2.)	
print	Check appropriate box: Individual/Sole proprietor	Corporation Partnership	Other ►
Please	Address (number, street, and apt. or suite no.)		Requester's name and address (optional)
_	City, state, and ZIP code		
Pá	art I Taxpayer Identification Number	(TIN)	List account number(s) here (optional)
	er your TIN in the appropriate box. For		
	viduals, this is your social security number N). However, for a resident alien, sole	Social security number	
	prietor, or disregarded entity, see the Part I		
ins em	ructions on page 2. For other entities, it is your ployer identification number (EIN). If you do not	or	Part II For U.S. Payees Exempt From Backup Withholding (See the
	e a number, see How to get a TIN on page 2.	Employer identification number	instructions on page 2.)
the	te: If the account is in more than one name, see chart on page 2 for guidelines on whose number enter.		>
-	0		

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
- 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 | 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:

- Certify the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify you are not subject to backup withholding, or
- 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:
- You do not furnish your TIN to the requester, or
- You do not certify your TIN when required (see the Part III instructions on page 2 for details), or
- 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

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.

Form W-9 (Rev. 12-2000)

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 financially certified 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 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 that states he/she promises to:
 - Use the card only according to EAF form.
 - Return the card and all receipts (without sales tax) 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 the Club Resource Center area.
 - o Send a representative to return the card and receipts 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.

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, Public 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 of this manual for more information.

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

• Shipping Address:

RIT CCL Financial Services – (Your Club Name Here) VC Order Bldg 03-Room 1610 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, CCL Financial Services 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 CCL Financial Services - (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 print out the order, confirmation page, and/or invoice to return with card when you are through using the card.
- > If making a verbal phone order, make sure you have the company fax/email you a sales order as back up for the charges and submit sales order when you return the credit 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 we may have to order via purchase order.

Please see the Clubs Budget Assistant or the Center for Campus Life Financial Coordinator for additional information.

Visa Checkout Form

Print Name

VISA RESPONSIBILITY PLEDGE By signing this form you promise to: Only use the card according to your EAF form. Your club has \$, do not overspend. 1 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. 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 Clubs Financial 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 Wal-Mart / 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. If you are purchasing for an event, make sure the event is registered with EVR. Is this purchase Student Government Additional Award related? 7 8 Is a package expected to be delivered from this order? Notify Clubs Financial Office immediately if the card is lost or stolen. By Signing this form you understand that: 1 Your club may be placed on "HOLD' and/or fined \$25 if you do not return the card and receipts on time. 2 You must leave your RIT student ID with the Clubs Financial Office until you return the card and receipts. 3 If the RIT Visa card is misused, for any reason, Public Safety will be called to investigate such impropriety. Visa Card # **Date/Time Card Signed Out:** Date/Time Card Returned:

Signature

Print Club Name

Gift Certificates/Gift Cards/Prizes

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

- 1. Fill out an EAF form
- 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. Under RIT regulations, if you purchase a gift certificate or item for a student for less than \$250, we do not have to fill out a Gift Certificate Given Form nor provide a W-9 form. However if you give any amount of gift certificate or item for any amount to staff or faculty, we need them to fill out a Gift Certificate Given Form.

Hub

- **Please remember that there is a three day turnaround time for Hub forms.**
- Follow complete instructions for filling out EAF Form
- ➤ 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.

Free Copying at the Hub

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

Office-Max Purchases

- ➤ Check □ Office-Max Purchase on the EAF form
- There is an 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 an "Office-Max Office Supply Order Form". These forms are 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 *approximately* 24 hours from time of order.

Travel

- 1. The first step, if you are planning any travel related activities for your club, is to register your trip through EVR On-line. You should register your trip at least three weeks prior to date of trip for low risk activity 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. Register trip online with EVR
 - b. If you are requesting additional funding through Student Government for your travel, you need to provide EVR additional information when you register your trip.
 - c. Once you have registered your trip online, 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 individuals.
 - d. If you have indicated that your club is requesting additional funding through Student Government, your request will be forwarded by EVR to the SG Finance Director.
- 2. Follow complete instructions for filling out EAF Form
- **3.** Check \square Travel on the EAF form
- **4.** If this is an SG Additional Awards related expense Check \square 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, airfare vehicles....whatever you need. 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 Photo 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 available at the Club Resource Center
 - 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, a Contract Request Form needs to be completed. Please bring a copy of this form to your meeting with the Travel Representative.
 - 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 Travel Representative at the Club Resource Center. At the appointed time, please bring your completed EAF form and research information.

- **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 Assistant Financial Coordinator.

Vehicle Rental

Van Charges

- You must be a van-certified driver in order to operate a Student Government Van, Public 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 online to register your trip.
- 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 Public Safety vans available. You will be charged \$65 per day.
- **EVR** will assist you with the process of reserving a Public Safety Van.
- For more information on reserving Student Government Vans or Public Safety Vans, please talk with the Student Government Office Manager at 5-2204.
- ➤ If you require an outside vehicle, we will make every effort to reserve the vehicles you require, but please be aware that it is sometimes problematic reserving vehicles to underage drivers. Again, we require that drivers are certified in order to reserve from outside vehicle rental organizations.

Bus Charges

- ➤ Follow complete instructions for filling out EAF Form
- 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 Travel Representative to reserve the bus.
- ➤ Please bring to your appointment a completed EAF form with your advisor's signature to reserve a bus. RIT must use certain bus companies because of insurance issues.
- ➤ 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.

Application for Additional Funds for Travel, Events or other Club needs...

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, Student Athletic Advisory Committee and OUTSpoken.

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.

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 SG Office Manager 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 online. There will be a travel section for you to complete. 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 S.G. Finance Director.

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.

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.

Additional Awards Continued:

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 SG Additional 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 SG Additional Funds Requests for Equipment and Supply purchases or for Event Funding:

- ➤ Follow complete instructions for filling out EAF Form
- \triangleright On the EAF form Check \square 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 SG Additional 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:

- ➤ Follow complete instructions for filling out EAF Form
- ➤ 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 steps in Travel Section

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

Business Mileage Reimbursement Worksheet



Rochester Institute of Technology Accounts Payable Services GEM-1160 Phone: 585-475-7221

Date	Reason for Travel	From	То	Miles Traveled
			Total Miles	
Co	omments:		Rate	\$0.4
			Grand Total	
Travelers Signatu	re·			
Dat	e:			

Award Number:
Award Amount:
Finance Secretary Approval:



Time Stamp:

NOT FOR TRAVEL

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 read the Finance Committee Guidelines available at www.sg.rit.edu and return this completed form with the attached memo (instructions on reverse) to the Student Government office. If your event requires Event Registration, please see the EVR staff at the SAU info desk before submitting this paperwork to Student Government.

PART A.

INFORMATION ABOUT THE CLUB/ORGANIZATION/INDIVIDUAL

Event NameEnd Time	Event Date
Requestor:	
Name:	Position:
Phone:	
Alternate Contact (optional):	
Name:	Position:
Phone:	
Advisor:	
Name:	Signature:
Phone:	RIT Email:
Amount Requested:	Date Needed:
Purpose:	

Please submit the completed form and memo to the Student Government Office. After handing in the completed proposal, you will be contacted by email from the SG Director of Finance with further instructions. You may be asked to come and speak to the Finance Committee to clarify your request—please be prepared to give as much information as possible about your activity.

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? Also, make sure you supply other sources of income for your organization if applicable.

I. Events or Programs:

- 7. In your memo please explain the theme and/or function of the event/program.
- 8. Explain how it will benefit your organization and the RIT community.
- 9. What methods will you and/or your organization use to advertise the event?
- 10. What is the estimated attendance?
- 11. Explain fundraising efforts your club/organization has already completed or plans to do.
- 12. 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:

- 5. In your memo please give a detailed explanation as to how the purchase will benefit your club/organization.
- 6. Please include official estimates of the costs indicating the company who provided the estimate.
- 7. Include any fundraising efforts your club/organization has done and plans to do.
- 8. 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.

7/14/11

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.

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 on the A level of the Campus Center, near the CCL office. After hour deposit envelopes are located to the right 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 Clubs Financial Office, it is not only against Student Government procedures; but your documented fundraising will be understated and so will your expenses Your standing as an SG Club could be jeopardized. 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. In addition to all of this, if you wish to progress upward in club tier, you need to make sure all financial transactions show your club growth. 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

Any other related documentation

Individual Donation
Donor's Name
Complete Home Address
Any other related documentation

Process of Fundraising

- Your club is required to fill out a Deposit Form whenever you are depositing any funds into your club. See form below. This document, when signed, verifies that any money you collected from members for trips or events; money collected from donors; money collected from an event you charged admission is the total amount you are depositing.
- Deposit Forms are 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.
- If your club sold T Shirts or similar items a portion of your club's fundraising will be used to pay sales taxes.

DEPOSIT I	FORM
Today's Date	
We verify that the amount we are depositing today \$	represents <u>all</u> funds
collected or given to	. These funds are best described as:
(Name of Club)	
□ Fundraising	
(Name of Event)	(Date of Event)
(How was the Money Raised?) □ Donation	Members' contributions to club
	ht be contributions to a trip, dues etc.
Signed(Signature of Club member or Officer)	(Printed Name)
Signed	
(Signature of Club member or Officer)	(Printed Name)
Note: If you do not have this form completed at the time you need to deposit your fundraising at the Club Resource Center. Your club account form.	

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. <u>Students, Advisors and Student Clubs may not enter into nor sign any contracts</u> The only individuals that can sign contracts for Student Government Clubs is the Assistant Director for Campus Life Programs.

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.

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.

- a. Register Event with EVR Monday through Friday 1 p.m. to 4 p.m. or online.
- b. 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).
 - i. Once the Contract Request Form (CRF) is **completed**, it should be returned to EVR. 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.
 - **ii.** 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.")
 - **iii.** If your DJ/Speaker/Artist has their own contract, it should be attached to the CRF and returned to EVR.
- c. The Center for Campus Life has professional staff who will create a contract based on your CRF, after receiving it from the club/respresentative. If the artist has their own contract, please attach it to the CRF for the Center for Campus Life to review.
- d. EVR will send the contract and W-9 to DJ both by fax and regular mail.
 - i. The DJ is responsible for signing the contract and W-9 and returning them to EVR *at least two weeks* prior to the event.
- e. EVR will forward the completed contract and W-9 to the Financial Coordinator.
- f. The Financial Coordinator will request a check from RIT Accounts Payable (**This process can take 10-14 days.**)
- g. The Club representative will be notified when the check is available to be picked up from the Club Resource Center.
- h. If these time frames are not followed, we cannot guarantee payment for the day of service. It will be your responsibility to communicate that to the DJ, Speaker or Artist

CONTRA	CT REQUEST FORM				
SPONSORING	CONTACT				
ORGANIZATION:	NAME:	E-MAIL:			
CONTACT PERSON PHONE NUMBER	DATE CONTRACT NEEDED	DATE REQUEST SUBMITTED			
WHAT EVENT IS THIS CONTRACT FOR:					
Service Required: (please check one)					
Create a contract to send to artist	Complete the contract when it arrive	es from the artist			
Students, faculty or staff requesting contracts from the Center for Campus Life Office <u>must complete</u> 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 Artist's Name (please print/spell correctly)					
Agent's Name (please print/spell correctly)					
Agent's Address:					
Agent's Phone Number: Day Evening	agFax	Email			
Date of PerformanceTime or					
Number of Sets Lengt					
Artist's Fee: \$ Agent's Fee: \$(Other benefits (Meals/Travel)				
Full name and address of individual/agency/act to					
Social Security # or Federal Tax ID # (THIS IS A M					
Is the artist an employee of RIT?Yes	No (If so, they must b	e paid through RIT payroll)			
Is the artist a U.S. Citizen?YesN	o				
*Please be aware that:					
 You must register your event with EVR Monday through Friday 1-4:00 pm at the Campus Center Welcome Desk Room Reservations are done separately from Event Registration. The Room Reservation Process does not register your event. This service is also located at the Campus Center Welcome Desk. You are responsible for reviewing the Contract and it's 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 					
more than \$1,000, payment will be written as two se for this is that some artists will break the contract (si drugs/alcohol or have misrepresented their act to the While this is very unusual, it sometimes happens. A second check to be paid at the conclusion of the perf	low up late, and early, perform unde point where you feel you did not rec fou pay the artist the first check at in	r the influence of seive what you purchased).			
Your Signature:					
Signature of Advisor:					
	11/3/2010				

Office Max Supply Form

Please Print Neatly

Club name_	
------------	--

Qty	Office-Max #	Description	Cat. Pg #	Price

Room Form

ROOM # 1	ROOM # 5
1)	1)
2)	2)
3)	3)
4)	4)
ROOM # 2	ROOM # 6
1)	1)
2)	2)
3)	3)
4)	4)
ROOM # 3	ROOM # 7
1)	1)
2)	2)
3)	3)
4)	4)
ROOM # 4	ROOM # 8
1)	1)
2)	2)
3)	3)

4)	4)
Official's Voucher	
Please print carefully to avoid delay of p	navment
rease print carefully to avoid delay of p	ayment
OFFICIAL'S NAME	
SOCIAL SECURITY #	
STREET ADDRESS	
CITY/STATE/ZIP	
******* *** *** ATTACH W-9 FORM	M*************
ARE YOU EITHER AN RIT FACULTY REGULAR PAY CHECK THROUGH (Y/STAFF OR A STUDENT WHO IS PAID A OUR PAYROLL DEPT?
YESNO	
CLUB NAME	
GAME: RIT VS	
DATE:	
AMOUNT DUE OFFICIAL\$	

POSTING PROCEDURE FOR ADVERTISEMENT & ANNOUNCEMENTS

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

Туре	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	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	Walls outside Main Entrance of each tower & adjoining wing.	Duct Tape
	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	
RIT Bus Shelters (Non-glass)	Recommended sizes include: 8.5" x 11" to 2' x 2'	Painters or Masking Tape
Campus Entrances	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 Lowenthall 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	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	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.	Duct Tape
	Banners may be hung on the east wall (on pulleys) by CCL Staff. Leave banners at Information Desk to be hung.	Painters or
	Fliers and poster may be hung on designated bulletin boards.	Masking Tape
	Within the RITreat Lounge, fliers and posters may be hung on concrete surfaces only. Table tents may be used in this area without prior permission.	
	Within the Student Life Center and Field house, fliers should be	

	submitted to the Assistant Director of Athletes (Ext. 5-6561). 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).	
Non Academic Area	Some organizations create and distribute promotional material. Promotional material includes standard information about organizations, rather than events (i.e. WITR, Club meetings, or communities). 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.	
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.

R·I·T

STUDENT ALUMNI UNION DISPLAY CASE PROCEDURES

e of Display:	
ase provide a brief description of the display to be exhibited:	
	-
	- -
	- -
	-
	-
	_
	-
	-
	-
	-
	-
e of Request	

This 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.

SAU Display Case Policy & Procedure

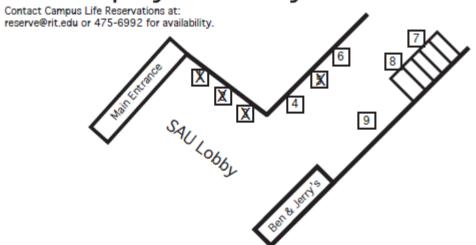
- The Room Reservation Coordinator accepts a Display Case Request Form and makes a pending reservation. He/She then delivers the form to the Building Operations Graduate Assistant for approval.
- If the Graduate Assistant is unavailable, the form is left in a specific file bin next to the GA computer. This file should be checked daily by either the Graduate Assistant or Associate Director.
- The Graduate Assistant or Associate Director approves the Display Case Request Form and the Room Reservation staff then changes the request from "pending" to "confirmed" and to notifies the requester.
- Approved display request forms are filed in a binder which is located in the Room Reservation file cabinet for the Room Reservation & Welcome Center Attendant (WCA) staff to easily access.
- There is a 24-48 hour turnaround time for request forms to be approved.
- Reservations can be made anytime display cases are available, but cannot exceed a two week time frame. A group may request to extend their reservation during the second week of their reservation, providing that the display case is available.
- A Room Reservation Coordinator will send a reminder email, two days before reservation ends, to the contact person reminding them of the date and time to remove their items.
- If a group does not retrieve their items from their assigned display case at the end of their reservation, a WCA staff member will remove them promptly and the items from the display case will be kept in the Associate Director's Office, in Campus Life, Suite A610. The group will be notified by the Graduate Assistant or Room Reservation Coordinator that in order to retrieve their items they must contact the Associate Director. The condition of their items cannot be guaranteed.
- Failure to remove items the first time will result in a warning. After the second time their display case rights may be restricted for the remainder of the academic year.
- Each group or WCA (during the time they open the case for the group) is to fill out a Final Review Form, noting anything that's missing, broken, etc.
- The condition of the display case should be the same, or better then when the group obtained the case. i.e.: no staples, no tape, no scrap paper, and no left over decorations.

My signature below indicates that I have read and agree to the terms within Student Alumni Union Display Case Procedures.

Representative Name (Please Print) email Club/Organization/Department Date

Representative Name (Please Print)	email	Club/Org	anization/Departme	nt]
Reservations Coordinator Name (Please Printer)	nt)	Date		
Campus Center Professional Staff (Please P Or Graduate Assistant Center for Campus Life	rint)	Date		
Rochester Institute of Technology Assigned Display Case: #				

SAU Display Case Layout



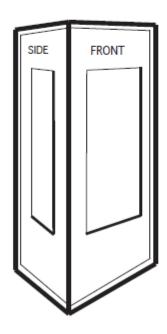
SIDE

Visable Size (Glass Window Dimensions)

69" High 11.5" Wide 15" Deep

Internal Size (Internal Physical Dimensions)

85" High 16.5" Wide 15" Deep



FRONT

Visable Size (Glass Window Dimensions)

69" High 29.5" Wide 8.5" Deep

Internal Size (Internal Physical Dimensions)

85" High 34.5" Wide 8.5" Deep

Center for Campus Life Promotion Distribution Form For RIT Departments & Student Organizations ONLY

Event	t Name			Event Date		
Spon	soring Organization		R	Requested By		
				14 days before the bace is available.	e day of th	ı e
Pleas	e Hang By		_ Date Subn	nitted		
	e CIRCLE the letters for t		•	, .	·	•
All	ow 7 days for posting and d	istribution o	f flyers. Pleas	se submit at least 10	days before	re the event.
			Flyers P (8.5 x 11)	osters (larger) (11 x 17)	Banners	s (3' x 6')
Α	SAU/Campus Center	15	(010111)	9	1	(
В	Gym/Pool Breezeway		4	4		-
С	Grace Watson Hall		2	3		1
D	NTID/LBJ		2	1		-
Е	Commons		2	1		1
F	Academic Buildings	25		10	-	
Total	Posted	50		30	3	
G Apa	artment Complexes		40	0		-
H Res	sidence Halls (RA's)		110	0		-
Total	Distributed		150			
Total	Recommended		200			
Numb	per of flyers/posters attach	ned to this	form for Pos	sting and/or Distribu	ution	
Turn i	n completed form and flyers	to the Welc	come Center i	n lobby of Building 3	. Thank yo	u!
FOR II	NTERNAL USE:					
A	DateBy	E	E Date	By	_	
В		F		-	_	
C	DateBy		G Date	By	_	
D	DateBy		H Date	By	_	
	•					

POSTER & FLYER LOCATIONS ON CAMPUS

When you utilize the Center for Campus Life's Promotion Distribution Form, the following guide will help you determine where the flyers will be hung and the number in each location.

. .

Building Name (#)	Poster	Location 1	Location 2	Notes
A Student Alumni Union (1)	15	All bulletin boards		
B Gym / Pool Breezeway	4	One on each wall		
C Grace Watson Hall (25)	2	Lobby		
DINTID / LBJ (60)	2	Bulletin board at main entrance	By Stair at Main Entrance	
E Dining Commons (55)	2	Main stairwell		
	25			
F College of Liberal Arts (6)		One in East Entrance	Two in West Entrance	
F Wallace Memorial Library (5)	2	Bulletin Boards at Entrance and Exit		Get stamped circulation desk
F Java Wally's (5)	1	On Wall / Door at Entrance		
F College of Science (8)	3	Lower Level on Columns	Stairs at Northwest Entrance	
F College of Business (12)	2	By Stairs at Main Entrance	Vending Machine at Main Entra	nce
F Ross (Computer) Building (10)	0	Bulletin Board in long hallway		
F Hugh Carey Building (14)	1	Stairwell to first floor		
F Crossroads (89)	1	Bulletin Board near restrooms		
F GCCS (70B)	1	Bulletin Board near SE entrance	Bulletin Board in long hallway	
F Micro Eng. & Computer Eng (17)	0	None		
F James E. Gleason Building (9)	4	Stairwells at North and South Ends	Above Mail folders	
F James E. Booth Fine Arts Building (7A)	3	Vending Machines near Southeast En	trance	
F Frank E. Gannett Building (7B)	3	Near Northeast Entrance		

G Apartment Life: 1 Colony Manor	49	Place in interoffice mail envelope and drop in mail box outside Information Desk
H Residence Life: Kate Gleason Hall (35)	110	Place in interoffice mail envelope and drop in mail box outside Information Desk

Total 200

EVENT TRANSPORTION

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

ON TIME EVENT REGISTRATION

WHAT IS EVENT REGISTRATION?

Event Registration, also known as EVR, is a process that helps students plan safe and organized activities. It helps students request services and educates students on how to program successful events. The Event Registration Office is located behind the Information Desk in the lobby of the Student Alumni Union (SAU) and is open from 1:00 PM to 4:00 PM Monday through Friday during the academic year. Due to the need for signatures, the initial intake needs to be done in person, and not via phone or email.

HOW DO I PLAN AN EVENT?

- 1. Start early (3 to 5 weeks before event)!
- 2. Reserve space for your event.
 - a. Visit the Reservations Office behind the SAU Information Desk or call 475-6992 if your event location is in the SAU or other areas on campus.

- b. SAU Reservations also processes all non-credit bearing student requests for academic space through the Registrars Office if space is not available in the SAU.
- c. Residence Hall room reservations are made in Residence Life and Residence Quad reservations are made through area Assistant Directors.
- 3. 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., Tech Crew, Campus Safety) *
 - Event or party occurs outdoors (on campus grounds) *
 - Event is off campus
 - 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 meets one of the above criteria and involves a high-risk activity (i.e., rock climbing, velcro jumping, etc.) *
- * Registration must begin at least 12 working days before the event under these conditions
- 4. Attend an Event Registration Certification session. These sessions are offered throughout the quarter at various times. A schedule of the sessions is posted at the SAU Information Desk and available on the EVR Web site. Sessions last one hour.
- 5. Be prepared to provide the following information to EVR if you determine that your event meets the above criteria
 - Date, time and length of event
 - Name of sponsoring organization
 - Your name, email 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
 - Diagram of the area if event is outside or if several activities will be occurring inside
 - Any Registered Event must have at least one person designated as the Responsible Representative. (The officers of an organization or club will also be considered Responsible Representatives for the event.)

- 6. The Responsible Representative must:
 - Sign the Responsible Representative Accountability Form during Event Registration intake interview
 - Monitor email and take the initiative to provide further information if requested
 - Be identifiable at the event; they will be the first to be approached if any questions or concerns arise.

7. Event Registration Process:

- After your initial visit to the Event Registration office, the remainder of the process occurs via e-mail. This generally involves working out a variety of details regarding your event and addressing questions or concerns that may arise.
- Respond to all addressees via email to any correspondence related to your event.
- Approval/confirmation will be received from administrative offices helping with your event (i.e., Tech Crew, Campus Safety, Catering, Facilities Management)

REGISTRATION OF TRAVEL

- Pick up Travel Applications in Student Government, Campus Life or in EVR.
- Complete the form. It requires details about the event and is also used to request an RIT Van (via SG or Campus Safety) and to request additional travel funds from Student Government.
- Submit the form to EVR.
- The EVR Intake coordinator will review the form with you and process it similar to a regular on campus event. In most instances we will request that the Responsible Representative provide a list of all participants traveling off campus.

CLUB SPACE APPLICATION
CLUBSPACE:
Please print or type clearly. Use additional paper if necessary. PART ONE: Club Information
1. Club name:
Acronym:
2. Is the club affiliated with a department within the institute?YESNO If so, which one?NO
3. Do you currently have space in Clubspace?YESNO
If yes, is the club space with Center for Campus Life?YESNO
If yes, please circle what type of space you have:
office space
lockers: How many What are the numbers
Do you occupy space through your department?YESNO If yes, where is your space located

PA	ART TWO: Space Needs
1.	Please provide specific examples of how your club utilizes the space, including frequency.
	Are you willing to share office space?YESNO Do you use electrical outlets?YESNO
	ART THREE: Contact Club Officer:
	Name
	EmailPhone
<u>htt</u>	enter for Campus Life: p://campuslife.rit.edu ubs and Organizations:
	p://clubs.rit.edu
	T Events Calendar p://events.rit.edu
	rent Registration p://campuslife.rit.edu/evr
	T Homepage p://rit.edu
	AB: p://cab.rit.edu

My RIT Portal: http://my.rit.edu (find your UID here)

Student Government: http://www.sg.rit.edu