



# **Club E-Board Manual**

**RIT – Club Center (CCL)**

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## **Student Government Organization Guidelines**

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### **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 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
- Allow for separate club budgets or accounts outside of the Student Government account issued in the Club Center

## **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.

## 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

2. 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. 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 online at [clubs.rit.edu](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. All-Club Mandatory Meetings*

All recognized clubs are required to attend quarterly All-Club Meetings unless previously excused by the Club Administration Coordinator. Notification of absences should be made to the Coordinator of Club Administration at least twenty-four (24) hours prior to the meeting. If notification of absence cannot occur within 24 hours prior (due to emergency purposes) then please notify the Club Administration Coordinator within 24 hours following 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 hold on the account and a warning issued – to erase the hold the club must contact the Club Administration Coordinator.
- After missing two meetings all privileges (including budget access) will be suspended pending review by the Coordinator for Club Administration. Two meetings missed could result in the club becoming disabled.

#### *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. *Yearly Reports*

At the end of the year groups must submit a Yearly Report updating Club Administration on their year in review. This will include overall activities and accomplishments, as well as goals and objectives for improvement, growth, and retention in the following year. Changes in membership will be reflected in this paperwork as well.

4. *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.

5. *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

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 Club Coordinator. All privileges will be suspended until this meeting occurs.

6. *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**

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### **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 at least once as an informal touch-base. The purposes of these meetings are to see how the club is progressing and developing, and how the Center for Religious Life can advocate on their behalf.

Failure to 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 local, national, or regional 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/weekly meetings. Events must be registered according to the Event Registration Procedures outlined in the Student Rights and Responsibilities. (See Event Registration Portion)

## **CLUB SPORTS GUIDELINES (Also see “Competitive Sports Handbook”)**

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There are currently 20 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 Competitive Sports Clubs.**

## CLUB RESOURCES & SERVICES

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### 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 a Student Government Representative and advised by the Club Administration Coordinator. The CRB meets on a weekly basis to discuss and make decisions regarding club issues. The CRB reviews the SG Club Recognition Process. 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 the Center for Campus Life. We encourage wide participation from among SG's clubs and new members are always welcome!

### Club Space – SAU: Basement Rooms and Storage Lockers

Club Space is designed to provide meeting, storage and office space for SG Clubs. **Club Space is not guaranteed – it needs to be requested through the Club Center.** Club Space is located in the basement of the SAU, and there are also lockers available to clubs assigned through the Club Center. 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. Club Space is utilized to store club equipment and belongings.

Applications for Club Space are available at the Club Center in the Campus Center. Once you have completed the application, please return it to the Clubs Graduate Assistant. 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

The Center for Campus Life utilizes 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 Sarah Griffith, Club Administration Coordinator, at 475.6128.

### 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 Club Center and see the Club Administration Coordinator to pick up an application – The Administration Coordinator must sign off on this application.

**Community Service Referral**

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

**Club Mail Folders**

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

**Purchasing Office Supplies**

SG Clubs and Organizations wishing to purchase office supplies with their SG funds are eligible to receive a discount from *Staples*. Discounted catalogs are available for club use online, and questions can be directed to the Club Center. To order your supplies, stop by the Club Center for assistance in determining and placing your order.

## **SAMPLE YEARLY REPORT**

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### **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 Center or email it to the Club Staff.

**\* This data is collected strictly for statistical purposes\***

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?

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

Fall Quarter:

Winter Quarter:

Spring Quarter:

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

Fall Quarter:

Winter Quarter:

Spring Quarter:

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

Fall Quarter:

Winter Quarter:

Spring Quarter:



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

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

<b>Membership List</b>
------------------------

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.**

	<b>Name</b>	<b>Email</b>	<b>U ID #</b>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____
13.	_____	_____	_____
14.	_____	_____	_____
15.	_____	_____	_____
16.	_____	_____	_____
17.	_____	_____	_____
18.	_____	_____	_____
19.	_____	_____	_____
20.	_____	_____	_____

## FINANCIAL & TRAVEL FORMS

### APPLICATION FOR ADDITIONAL FUNDS

Award Number: \_\_\_\_\_

Award Amount: \_\_\_\_\_

Finance Secretary Approval: \_\_\_\_\_



Time Stamp: \_\_\_\_\_

Club Standing (If applicable): \_\_\_\_\_

For SG Office Use Only

Date Funding Needed: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

**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 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 Name** \_\_\_\_\_ **Event Date** \_\_\_\_\_

**Start Time** \_\_\_\_\_ **End Time** \_\_\_\_\_

Requestor:

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Alternate Contact:

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Advisor:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Date Needed: \_\_\_\_\_

Purpose: \_\_\_\_\_

Are you also requesting funds from other sources? ☐ Yes ☐ No *If yes, 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

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# Student Travel Application

### Form Instructions

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

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

### Operating Guides:

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

### The process to register a trip:

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

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

### Additional Travel Instructions:

Groups must provide a typed list of participants that will travel. If the group is staying overnight in a hotel, hotel reservations should be arranged for same-sex room assignments.

# Student Government Application for Additional Student Travel Funds

For **All** Groups Traveling Off Campus

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

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

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

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Are you also requesting funds from NTID? \_ Yes \_ No

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

## Determining Travel Costs

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

### Section I: Events or Programs:

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

### Section II: Equipment Purchases or other Acquisitions:

1. Give detailed explanation as to how the purchase will benefit your club/organization.
2. Include official estimates of the costs indicating the company who provided the estimate.

3. Include any fundraising efforts your club/organization has done and plans to do.
4. To assist with the request, please include where your club/organization intends to store the equipment or purchases if storage will be needed.

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

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

## Part IV. Financial Information

<b>Only complete this section if you are requesting Additional Student Travel Funds from Student Government or if you are a Major Student Organization</b>	Estimated Expenses
<b>Transportation</b> <b>Gas</b> (if traveling by SG van or other rental vehicle. Note SG vans get approximately 20 miles/gallon) $\left( \frac{\text{Price/Gallon}}{\text{Total Distance Round Trip}} \right) \div \frac{\text{Est. Miles/Gallon}}{\text{Est. Miles/Gallon}}$	_____
<b>Use of Personal Vehicle</b> (SG reimburses for mileage associated with use of personal vehicle) $\frac{\text{Miles Travel Round Trip}}{\text{Number of Vehicles}} \times \$0.38$	+ _____
<b>Means of Transportation:</b> <input type="checkbox"/> Air <input type="checkbox"/> Train <input type="checkbox"/> Charter Bus <input type="checkbox"/> Auto Rental <input type="checkbox"/> CS Van $\frac{\text{Cost of Ticket}}{\text{Number of People}} \times \text{Number of People}$	+ _____
<b>Expected Parking/Toll Charges</b> (remember to save receipts)	+ _____
<b>Overnight Accommodations</b> (four same-sex people to a room) $\frac{\text{Cost of room/night}}{\text{Number of rooms}} \times \frac{\text{Number of Nights}}{\text{Number of Nights}}$	+ _____
<b>Special Accommodations</b> (please explain) _____	_____
<b>Conference/Registration Fees</b> $\frac{\text{Cost Per Person}}{\text{Number of People}} \times \text{Number of People}$	+ _____
<b>Additional Items</b> (please explain) _____ Attach additional pages if need. SG does not fund for meals.	_____
<b>Total Estimated Expenses =</b>	= _____
<b>Grand Total Request for Additional Travel Funds From Student Government</b> $\frac{\text{Total Estimated Expenses}}{\text{Grand Total Request =}}$	_____
<b>Total Cost Per Person</b> $\frac{\text{Grand Total Request}}{\text{Number of People}}$	_____
<b>Additional Sources of Funding Received/Expected</b> _____ _____ <b>Total Sources of Funding Received/Expected =</b>	_____

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 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.

## **POSTING PROCEDURE FOR ADVERTISEMENT & ANNOUNCEMENTS**

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

2. Definitions

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

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

3. **Advertisements should display:**

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

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

## 5. How to Post

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

## 6. Where NOT to Post

- ◆ **DO NOT** post on glass or light poles/fixtures, mailboxes or pre-existing campus signage.
- ◆ Off campus: No event may be advertised or promoted off-campus, including on the Internet, unless first registered through Event Registration (EVR). RIT apartments are considered **on** campus.
- ◆ No advertising is permitted in the Gordon Field House and Activities Center or in the Schmitt Interfaith Center.
- ◆ Do not post advertisements on student doors in the residence halls or apartments.
- ◆ Do not post anything on the glass in Grace Watson Hall Lobby. Posters will be removed and discarded.
- ◆ No signage will be permitted on Jefferson Rd. at the Lomb entrance; this includes professional or hand-made signage.
- ◆ No hand-lettered signs are allowed on Andrews and Lomb Drives.

## 7. Where to Post

Outdoor Locations		Materials
Academic Areas	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.  Staff in the residence halls have established days when posters are removed. Student organizations are advised to contact the Residence Life office to determine that schedule so that they can hang flyers and posters	Duct Tape
RIT Bus Shelters (Non-glass)	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 Lowenthal Rd. The approval process for professional signage should begin with Director for Campus Life, through the Event Registration Office, with final approval will be given by the Vice President for Student Affairs.  Any signs desired to be placed on Andrews Dr. must be approved prior to posting. No hand-made signage will be permitted on Andrews Dr. The approval process for professional and hand-made signage should begin with Director for Campus Life, through the Event Registration Office.	Professional signs only
Indoor Locations		Materials
Academic Areas	Designated bulletin boards in academic buildings.  Advertisements for bulletin boards in the Wallace Library must be approved at the Circulation Desk.	Staples

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

## 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



## 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.

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Representative Name (Please Print)	email	Club/Organization/Department	Date
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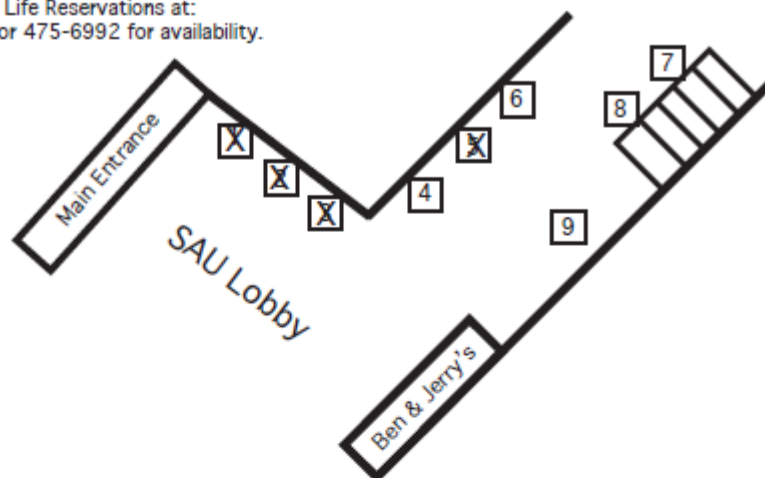
Reservations Coordinator Name (Please Print)	Date
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Campus Center Professional Staff (Please Print)	Date
Or Graduate Assistant	
Center for Campus Life	
Rochester Institute of Technology	

# SAU Display Case Layout

Contact Campus Life Reservations at:  
[reserve@rit.edu](mailto:reserve@rit.edu) or 475-6992 for availability.



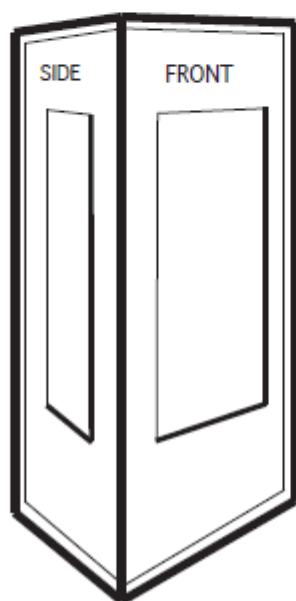
## SIDE

Visible Size  
 (Glass Window  
 Dimensions)

69" High  
 11.5" Wide  
 15" Deep

Internal Size  
 (Internal Physical  
 Dimensions)

85" High  
 16.5" Wide  
 15" Deep



## FRONT

Visible 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

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

Event Name \_\_\_\_\_ Event Date \_\_\_\_\_

Sponsoring Organization \_\_\_\_\_ Requested By \_\_\_\_\_

Posters will not be hung any earlier than **14** days before the day of the event advertised, unless space is available.

Please Hang By \_\_\_\_\_ Date Submitted \_\_\_\_\_

Please CIRCLE the letters for the locations where you want the flyers/posters put up.

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

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

Number of flyers/posters attached to this form for Posting and/or Distribution \_\_\_\_\_

Turn in completed form and flyers to the Welcome Center in lobby of Building 3. Thank you!

FOR INTERNAL USE:

___ A	Date _____	By _____	___ E	Date _____	By _____
___ B	Date _____	By _____	___ F	Date _____	By _____
___ C	Date _____	By _____	___ G	Date _____	By _____
___ D	Date _____	By _____	___ 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		
D NTID / 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)	4	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 Entrance	
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 Entrance		
F Frank E. Gannett Building (7B)	3	Near Northeast Entrance		
	25			
G Apartment Life: 1 Colony Manor	40	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**

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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](mailto: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

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### 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.

## **RIT Helpful Website Links:**

**Center for Campus Life:**

<http://campuslife.rit.edu>

**Clubs and Organizations:**

<http://clubs.rit.edu>

**RIT Events Calendar**

<http://events.rit.edu>

**Event Registration**

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

**RIT Homepage**

<http://rit.edu>

**CAB:**

<http://cab.rit.edu>

**Student Government:**

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

**My RIT Portal:**

<http://my.rit.edu>

(find your UID here)