

ROCHESTER INSTITUTE OF TECHNOLOGY

CLUB PRESIDENT'S HANDBOOK & POLICY MANUAL

2007-2008



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GENERAL CLUB INFORMATION

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CLUB GUIDELINES

Overview

The purpose of this document is to provide Recognition guidelines for those organizations sponsored and operated by students at RIT.

Definition of Recognition

Recognition is an official status given to various student groups who wish to function at RIT. It grants certain privileges and responsibilities to these organizations. These privileges are granted with the assumption that the organization acts within and complements the Institute's educational mission as listed in the RIT Education and Access goals.

The President of RIT, as the chief administrative officer on the campus, or his/her designee may grant or withdraw Recognition from any campus organization (see section V. B. 2).

Recognition requires that each group must agree to carry on their activities *in a manner that complies with RIT's Student Rights and Responsibilities and Institute's regulations and does not violate federal, state, or local laws*. Official Recognition can be refused or revoked at any time if the group:

- contradicts the objectives and mission of SG and/or RIT, *or the spirit of these Guidelines*;
- engages in activities that interfere with normal activities of the Institute or the rights of others within the Institute;
- engages in activities that present danger to property, personnel and/or functions of the Institute;
- refuses to comply with federal or state laws, or Institute rules and regulations.

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 (see section V. G below)
- 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

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

Student Government Clubs

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

Student Government Club Sports

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

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

Honor Societies

Recognized by Student Affairs or Academic Deans as appropriate to their Colleges

Media Groups

Recognized by the Vice President of Student Affairs or his/her designee

Academic Department Organizations/Councils

Recognized by the Dean

Special Interest Houses

Recognized by the Department of Residence Life

Funding

Recognized Student organizations are eligible to receive funds collected from the Student Activities Fees. The Student Activities Fees are overseen by the Vice President for Student Affairs and distributed under the direction of the Director of the Center for Campus Life. Major Student Organizations are allocated base budgets which remain relatively fixed from year to year and are reviewed by the Student Government Finance Committee. Clubs recognized by Student Government are placed into a Tier system. This makes the club eligible to submit requests for base budgets which may change annually and must be justified. This Tier system has been created to help serve the clubs better; to use all of the money given to clubs and to limit the amount of money in rollover. The criterion that determines what Tier the club has been placed into is based on the clubs historical spending. In Tier 1 you receive \$0 a year and the club operates solely on fundraising. In Tier 2 the club receives a fixed amount (\$400) from year to year. The club can still apply to AFAF during the year. The club must be in good standing to receive the budget. In Tier 3 the club must apply for their budget as usual. The club will be scheduled for a budget hearing after they have handed their budget in. Also the club can still apply to AFAF but the finance committee will look closer at the requests. (The club must also still be in good standing to receive their budget.) The club however can still apply to AFAF during the year. They are also eligible for financial grants which are allocated by the Student Government Finance Committee. All other groups, including Fraternities and Sororities, are eligible for co-sponsorship grants which are overseen by the Student Government Finance Committee. Grants are allocated for special, one-time events, programs or activities which promote the organization's goals.

Organizations are not eligible to request funding for activities and programs which:

- Actively campaign for legislative changes or initiatives external to RIT
- Promote involuntary membership or proselytizing of an ideology, value or doctrine
- Solicit donations or support for agencies or individuals not affiliated with RIT

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.

2. 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
3. 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.
4. 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

1. 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 Cultural 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 Services
- Organizational Consultation/Leadership Development
- Van Reservation
- Student Government Grant information
- Copying Account
- Phone call Relay/Messaging
- Staplers, hole punchers, calendars, Paper cutter/scissors
- Long Distance Calling Account
- Mail/Courier reception
- Computers, Typewriters
- Fundraising information
- Vax/Grace Accounts

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 Student Rights and Responsibilities.

CLUB SPORTS GUIDELINES

Statement of Philosophy

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

Purpose and Direction

Mission

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

Vision

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

Objectives of Club Sports

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

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

Policies for Club Sports

A. Terms of Recognition

1. Varsity vs. Club
Club sports can only be recognized in areas where RIT does not sponsor both a varsity and intramural sport.
2. Recognition is an official status given to various student groups who wish to function at RIT. It grants certain privileges and responsibilities to these organizations. These privileges are granted with the assumption that the organization acts within and complements the Institute's educational mission as listed in the RIT Education and Access goals.

3. The President of RIT, as the chief administrative officer on the campus, or his/her designee may grant or withdraw recognition from any campus organization (see section V.B.2).
4. Recognition requires that each group must agree to carry on their activities *in a manner that complies with RIT's Student Rights and Responsibilities and Institute's regulations and does not violate federal, state, or local laws.*
5. Official Recognition can be refused or revoked at any time if the group:
 - Contradicts the objectives and mission of SG and/or RIT, or *the spirit of these Guidelines*
 - Engages in activities that interfere with normal activities of the Institute or the rights of others within the Institute
 - Engages in activities that present danger to property, personnel and/or functions of the Institute
 - Refuses to comply with federal or state laws, or Institute rules and regulations. (*RIT's Students Rights and Responsibilities Handbook pg48*)
6. Alumni are not allowed to participate in any competitive activity, including practices, official meets or games, and formal scrimmages. (Alumni scrimmages may occur when properly administered through event registration.)
7. There will be a Club Sport Meeting Quarterly and it is required that all members from Club Sports teams attend. This meeting will be coordinated by the Assistant Director for Campus Life Programs and the Center for Human Performance.
8. For the Budget process please see the Club Budget Manual, which can be found online at <http://clubs.rit.edu/resources.php>.

B. Eligibility

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

C. Club Coach Responsibilities

1. Position Title: Club Coach (Men's and Women's)
2. Center: Intercollegiate Athletics
3. Supervisor: Director of Intercollegiate Athletics
4. When applicable, the coach is a *volunteer* position and may be staff, faculty, or non-RIT community member (non-student) who has specialized in the area of concern and is approved by the Assistant Director for Intramurals and Club Sports. All expenses must be approved by Campus Life and Student Government prior to travel and equipment purchases.

5. Guidelines to becoming the Coach:

- The President must submit a request for volunteer coach Appraisal Approval
- A short resume showing experience, certifications, licenses and references etc. must be submitted to the Assistant Director for Campus Life and the CCL Sports Coordinator
- A short screening meeting must take place (with the above information ready)
- Once approved the Club Sports Coaches will have access to the SLC complementary membership
- Volunteer coaches are not employees of RIT
- Volunteer coach is a one school year term and can be dismissed by Campus Life and CIAR at any time.

6. Duties are to:

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

7. Specific Duties:

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

8. Evaluation Process:

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

D. Club President Responsibilities

1. Duties are to:

- Administer club meetings
- Serve as a liaison between the club and Student Government, Assistant Director for Campus Life Programs, and Assistant Director for Intramurals and Club Sports
- Hand in a completed roster, insurance coverage forms, release forms for all members and Injury Report Forms
- Keep an updated roster with the Center for Campus Life
- Prepare and submit an annual budget
- Responsible for the conduct of the team
- Update club constitution
- Complete any additional duties which may be outlined in club by-laws
- Ensure that all equipment used by any member is in good working order

- Coordinate travel arrangements for the club when appropriate, including financial transactions and documentation during trips
- Be responsible for ensuring the legitimacy of the officials for each event

E. Club Advisor Responsibilities

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

F. Class Attendance

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

G. Travel

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

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

Different options or Van rentals:

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

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

H. Insurance and Medical Consideration for Participants

1. Each club member must complete an **Agreement to Participate Form** and submit it to the Assistant Director for Intramurals and Club Sports prior to participation in any club activity.
2. Each participant shares with the other members the concern and responsibilities for safety and agrees to follow safe procedures and to avoid unnecessary, hazardous situations.
3. Participants are responsible for discussing any known physical problem which may limit participation in the club sports program with the Student Health Services medical staff (located in the Student Life Center South side, first floor) or with their family doctor, as well as the coach. This must be accomplished prior to participation.
4. Participants are obligated to wear proper dress and required protective equipment.

5. Should an injury occur during participation in the activity, an RIT Club Sports Injury Report (See Appendix 3) must be filed with the Assistant Director for Intramurals and Club Sports and Campus Safety within 24 hours. A copy will be sent to the Assistant Director for Campus Life.
6. **Participants must carry some form of health care insurance.** Personal health insurance is required for all members who will travel off campus to participate in club related activities.
7. An injured participant is responsible for all financial obligations and for any treatment necessitated by an injury.
8. Participants are responsible for proper conditioning as a prerequisite for participation.
9. CPR and First Aid training is highly recommended for members of Club Sports.

I. Game Scheduling

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

J. Scheduling Guidelines

Sports Clubs should:

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

K. Game Officials

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

L. Conduct and Ethical Standards

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

M. Hazing

The RIT definition and policy regarding hazing can be found in the RIT Code of Conduct, Section 10, listed within *The Rights and Responsibilities*.

N. Use of Space

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

Agreement to Participate Form

ROCHESTER INSTITUTE OF TECHNOLOGY RELEASE AGREEMENT

I, _____, wish to participate in the _____ (the "Activity") offered by Rochester Institute of Technology ("RIT"). As a precondition to participating in the Activity, I have read the following Release Agreement (the "Agreement") and agree to its terms.

1. **Assumption of Risk.** I understand that participating in the Activity entails inherent risks including, but not limited to, the risks described in the Activity Detail Form. This Activity Detail form may be attached to this agreement or may be viewed at www.rit.edu/~311www/iaforms.php3. A copy of this form may also be obtained from the Interactive Adventures program office. I have been given the chance to ask questions concerning this Activity Detail Form and all such questions have been answered to my satisfaction. Having read this form, I am fully aware of the risks and hazards associated with the Activity, and hereby elect to voluntarily participate in the Activity. I voluntarily assume full responsibility for any risks of loss, property damage or personal injury, including death, that may be sustained by me as a result of participating in the Activity, unless caused by the gross negligence or wilful misconduct of RIT, its officers, trustees, agents, employees or volunteers (the "Releasees").

2. **Liability Release.** In consideration for RIT allowing me to participate in the Activity, I agree I will not sue the Releasees and I release the Releasees from any and all liabilities, claims, demands, actions, causes of actions, costs and expenses of any nature whatsoever arising out of any loss, damage, or injury, including death, that may be sustained by me or to any property belonging to me, arising from the Activity or while upon the premises where the Activity is being conducted, excepting those claims arising from the gross negligence or wilful misconduct of the Releasees.

3. **Indemnification.** I agree to indemnify and hold harmless the Releasees from and against any loss, liability, damage or costs, including court costs and attorneys' fees, that Releasees may incur arising from my involvement in the Activity, excepting those claims arising from the gross negligence or wilful misconduct of the Releasees.

4. **Warranty of Physical Fitness.** I warrant that I am physically fit and in a condition that will allow me to participate fully in the Activity. I maintain medical insurance that covers me for accidents and illnesses while I am participating in this Activity. I understand the Releasees have not made, nor will make, any investigation into my physical fitness or ability to participate in the Activity and Releasees are relying on my warranty of my physical condition. I assume full responsibility for payment of medical expenses not covered by this insurance incurred as a result of my participation in the Activity.

5. **Emergency Medical Treatment.** I grant the Releasees permission to authorize emergency medical treatment as they deem appropriate, and agree that such action by the Releasees shall be subject to the terms of this Agreement. I understand and agree that the Releasees assume no responsibility for any injury or damage that might arise out of or in connection with such authorized emergency medical treatment.

It is my express intent that this Agreement shall bind the members of my family and spouse (if any), my estate, heirs, administrators, assigns or personal representatives. I agree that this Agreement and any claim arising from my participation in the Activity shall be construed in accordance with the laws of the State of New York, without regard to its conflict of laws provision. The courts in Monroe County shall be the forum for any lawsuits arising from the Activity or incident to this Agreement. The terms of this Agreement shall be severable, such that if a court of competent jurisdiction holds any term to be illegal or unenforceable, the validity of the remaining portions shall not be affected thereby.

In signing this Agreement, I acknowledge that I have read both sides of this Release Agreement form, understand it, and agree to be bound by its terms. I further acknowledge that I sign this Release Agreement voluntarily and I am at least eighteen years of age.

Name of Participant (printed)

Signature

Date

THIS IS A RELEASE OF LEGAL RIGHTS. READ AND UNDERSTAND BEFORE SIGNING. (Rev. 4/98)

ACTIVITY DETAIL FORM

Name of Activity:

Date(s) of Activity:

Location of Activity:

Description of Activity:

By participating in these activities you may be exposed to several inherent risks, including by not limited to those listed below:

Bruises, scrapes, head and neck injury, concussions, back injuries, broken bones, loss of limb and possibly even death.

In our effort to conduct a safe event, we request that you conduct your participation with the safety of yourself and others in mind.

Please read and sign the Release Agreement on the reverse side of this form.

RIT Club Sports Injury Report

Name: _____ Date: _____
SS#: _____ Time of Injury: _____
Local Address: _____

Phone: _____
Home Address: _____

Home Phone: _____
Circle One: Student Faculty Staff Alumni Guest
Activity: _____
Location (facility, field etc.) where injury occurred: _____

Nature of Injury: _____

How was injury treated: _____
Was the Ambulance/EMT called? Yes No
Was the person taken to the hospital? Yes No
Ambulance used: RIT Henrietta Other _____

Person filling out this report: Name _____
Phone: _____

Please return this form to: Hale Andrews Student Life Center,
Room 1218, Club Sports Office

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 List

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

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

DCE Accounts

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

Community Service Referral

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

Club Mail Folders

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

Purchasing Office Supplies

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

Final Report Outline

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

Introduction

Clubs have existed at RIT in some way shape or form as long as the institution has been in existence. Over the past seven years there has been an explosion in the number of groups recognized and funded by Student Government. In 1998 there were a total of 89 clubs on campus. Currently, there are 160 clubs on campus. This is 79% increase over 7 years and a 11% percent increase each year. There has been no significant increase in the average number of members per club, but the amount of students involved in clubs has jumped from 2670 to about 4800. Because of this tremendous increase there was a noticeable strain on services and considerable inconvenience to students requesting services. There have also been only minor changes in the club budgeting process, which means that there are less resources for each club. Because of the increased need for services and resources it was decided in the Summer of 2004

that there would be a Club Caucus to review specific issues and challenges and find solutions to help Student Government clubs and organizations to operate more efficiently and for Campus Life and RIT to recognize issues that are facing clubs currently and potentially in the future.

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

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

Recognition and Resources

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

Activity Related Administration

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

Administration and Communication

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

Mission and Vision

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

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

This report is organized into the following major sections:

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

Recognition and Resources

Co-Chairs:

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

Charge:

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

- Storage of Club equipment or belongings
- Security

- Funding of Club Budgets (Lack of funding)
- Copying charges

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

Recommendations

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

Activity Related Administration

Co-Chairs:

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

Charge:

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

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

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

Recommendations

- Implement online funding request
- Implement online event registration
- Create online handbook for clubs
- Work with Residence Life to implement a more "club friendly" posting policy
- Saturday Budget open office hours (some evenings)
- Implement one or more electronic screens in SAU to advertise events
- Purchase vans so clubs and organizations are able to take more students to events in a safe, cost-effective manner

Administration and Communication

Co-Chairs:

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

Charge:

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

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

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

Recommendations

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

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

-Advisor Handbook would also be updated accordingly

-Handbooks/information would also be made available online

Mission Statement

Co-Chairs:

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

Charge:

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

Recommendations

-Club Mission Statement:

Student Government Clubs and Organizations exist to bring students of similar interests together and provide them with opportunities to become effective leaders. These groups

enhance the quality of student life by fostering social interaction, leadership development, school spirit and an affinity to RIT. Clubs and organizations promote activities, diversity, service and learning outside of the classroom.

Conclusion and Recommendations

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

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

Recommendations Chart

Club Caucus 2004 – 2005 Recommendations

<i>Recommendation</i>	<i>Responsibility</i>	<i>Due Date</i>
<i>Remove copying budget lines from each respective budget</i>	Club Affairs	
<i>Discontinue the creation of new Club Sports for 2005 – 2006</i>	Club Affairs	May 2006
Benchmark other universities regarding the size, cost, logistical arrangements and diversity of their respective programs.		
Recommendations for Change:		
		September 2006
<i>Re-evaluate the current Club Budget process</i>		
Complete the current process under current guidelines. Discontinue current process for 2006-2007 budgets; determine an appropriate system from the 4 options presented, write appropriate new guidelines, and implement.		
		February 2006
Re-categorize Clubs for the web site and recognition process; adjust recognition process to facilitate this for the future.		
		February 2006
<i>Initiate a space review with the Reservations office to consider additional flexibility for student organizations' programs and meetings</i>	Club Affairs/Student Government	April 1, 2006
<i>Eliminate cubicles in Club Space</i>	Club Affairs/CCL	September 2006
<i>Re-evaluate security in Club Space</i>	Club Affairs/CCL	September 2006
<i>Develop a shared system for the administration of religious clubs and their respective budgets to the Centers for Religious Life and Campus Life</i>	Club Affairs/CRL	December 15, 2005
<i>Review club systems at benchmark universities –</i>	Club Affairs	Initiate November

regarding optimal size, budget systems, methods of classification and administrative procedures for recognition and financing.

15, 2005

Provide Preliminary feedback January 15, 2006

Use feedback for budget system by January 30

Implement online funding request system

September 1, 2008

Implement online event registration

CCL

September 1, 2006

Work with Residence Life to implement a more “club friendly” posting policy

CCL/Res.Life

September 1, 2007

Assess the need and Saturday budget open office hours (some evenings)

CCL

January 1, 2006

Assess the Implementation of one or more electronic screens in Student Alumni Union to advertise events

CCL

September 1, 2006

Investigate van guidelines for convenience and practical use by clubs.

CCL

December 1, 2006

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

Club Affairs

April 1, 2006

- Club Budgets
- Dates for Event Registration and Finance Certification
- Dates of Club Meetings
- Dates for when Quarterly/Yearly Reports are due
- How to do general reservations
- How to reserve certain “special” rooms

- Explanation of Expense Approval Form (EAF)
- Explanation of Application for Additional Funds form (AFAF)

Revise Advisor Handbook would also be updated accordingly

Club Affairs

May 1, 2006

Club and Advisor Handbooks would be available online

Club Affairs/CCL

Club Mission Statement

CCL/club Affairs

December 1, 2005

Text:

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

Initiate a pilot for free copying for clubs

October 1, 2005

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

Evaluation dates:
December 15, 2005

and April 1, 2006

Final
Implementation
September 1, 2006

IMPORTANT DATES

GENERAL CLUB DATES

SEPTEMBER	9/19/07	All Clubs Meeting, 6:30pm, Fireside Lounge
	9/26/07	Club Day, 10am-4pm, SAU Lobby
	9/28/07	CLUB RECOGNITION PACKETS ARE DUE
OCTOBER	10/2/07	Club Meeting: Sports , 7:30pm, Clark A
	10/16/07	Club Meeting: Academic , 6:30pm, Clark B
	10/17/07	Club Meeting: Cultural & Religious , 6:30pm, Club Space
	10/23/07	Club Meeting: Liberal/Performing Arts , 6:30pm, Clark B
	10/24/07	Club Meeting: General , 7:30pm, Clark C
	10/24/07	Club Day, 10am-4pm, SAU Lobby
NOVEMBER	11/14/07	Club Day, 10am-4pm, in the SAU Lobby.
DECEMBER	12/12/07	All Clubs Meeting, 6:30pm, Fireside Lounge
	12/14/07	Club Day 10am-4pm, SAU Lobby
JANUARY	1/15/08	Club Meeting: Academic , 6:30pm, Clark A & B
	1/16/08	Club Meeting: Cultural & Religious , 6:30pm, Clark C
	1/18/07	Club Day, 10am-4pm, SAU Lobby
	1/22/08	Club Meeting: Liberal/Performing Arts , 6:30pm, Alumni Room
	1/23/08	Club Meeting: General , 6:30pm, Alumni Room
	1/29/08	Club Meeting: Sports , 6:30pm, Clark A (tentative)
FEBRUARY	2/15/08	Club Day, 10am-4pm, SAU Lobby
	2/15/08	WINTER MEMBER LIST UPDATE ARE DUE
MARCH	3/12/08	All Clubs Meeting, 6:30pm, Fireside Lounge
	3/21/08	Club Day, 10am-4pm. SAU Lobby
APRIL	4/15/08	Club Meeting: Academic , 6:30pm, Clark B & C
	4/16/08	Club Meeting: Cultural & Religious , 6:30pm, Alumni Room
	4/18/08	Club Day, 10am-4pm, SAU Lobby
	4/18/08	YEARLY REPORTS ARE DUE
	4/21/08	ADVISOR OF THE YEAR APPLICATIONS ARE DUE
	4/22/08	Club Meeting: Liberal/Performing Arts , 6:30pm, Clark B
	4/23/08	Club Meeting: General , 6:30pm, Alumni Room
	4/29/08	Club Meeting: Sports , 6:30pm, Alumni Room (tentative)

FINANCE CERTIFICATION SESSIONS

DAY	DATE	TIME	LOCATION
Friday	9/7/07	10:00 AM – 11:30 AM	Clark A
Monday	9/24/07	3:00 PM – 4:30 PM	1829 Room (1510)
Tuesday	10/02/07	12:00 PM – 1:30 PM	1829 Room (1510)
Thursday	10/25/07	2:00 PM – 3:30 PM	Clark C
Monday	11/5/07	2:00 PM – 3:30 PM	1829 Room (1510)
Tuesday	1/15/07	12:00 PM – 1:30 PM	1829 Room (1510)
Wednesday	1/23/08	2:00 PM – 3:30 PM	1829 Room (1510)
Thursday	2/14/08	2:00 PM – 3:30 PM	Clark A
Monday	3/24/08	12:00 PM – 1:30 PM	1829 Room (1510)
Tuesday	4/15/08	3:00 PM – 4:30 PM	Clark A
Wednesday	5/14/08	10:00 AM – 11:30 AM	1829 Room (1510)

SESSIONS BEGIN PROMPTLY. PLEASE ARRIVE ON TIME. THOSE ARRIVING LATE WILL BE REQUIRED TO ATTEND ANOTHER SESSION.

REMEMBER: You must be certified to initiate a financial transaction. Please plan on attending one of the above sessions.

If you require an interpreter please submit your request to <http://www.ntid.rit.edu/accessservices/sr>

EVR CERTIFICATION SESSIONS

Can either be done online at: <http://campuslife.rit.edu/evr> or you can email Carol J. Reed at cjr2033@rit.edu for arrangements.

APPLICATION FOR RIT CLUB "INTENT TO FORM" 2007-2008

Groups applying for SG Recognition need to complete this form and return it to the Assistant Director for Campus Life Programs, Center for Campus Life, upstairs in the RITreat (x7058). Twenty -four hours after submitting this form, the group is entitled to Intent to Form (ITF) privileges for a period of three months, or until full SG recognition is granted, whichever comes first. Groups not recognized within three months of the day ITF status was issued may renew their ITF status **only once**.

SG Contact Information (For Administrative Purposes)
(Normally the President, Secretary, or Recruitment Officer)

GROUP NAME: _____ **ACRONYM:** _____

Contact Name: _____ Phone: _____ Email: _____

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

Signature of Contact: _____

Date: _____

APPLICATION FOR RIT CLUB RECOGNITION

APPLICATION FOR RIT CLUB RECOGNITION

2007-2008

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

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

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

Groups applying for Student Government Recognition Renewal should complete this form and return it to The Center for Campus Life, upstairs in the RITreat (x7058). New groups (those which were not recognized last year) need to complete the Intent to Form (ITF) and the Recognition Application. You may pick up an ITF form at the above location.

SG Contact Information

GROUP NAME: _____ **ACRONYM:** _____

Club Webpage: _____ General Club Email: _____

Person who completed this form: _____ DCE Email: _____

Position in the Club: _____ Phone Number: _____

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

Signature: _____

Faculty/Staff Advisor

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

Advisor's Building-Office Number: _____

Advisor's RIT Department: _____

Signature of Advisor: _____ Advisor's e-mail: _____

Miscellaneous Information

Target membership (if any) of the group: _____

Regular Meetings (Time/Place): _____

Approximate Membership Number: _____ Dues/Membership Fee: _____

Date of Next Elections: _____

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

Executive Leaders

You **MUST** have four E-board members to submit this form. **Do not change the title listed. If your leadership goes by different title, please list it in parentheses after the name.**

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



1. President

Name (print): _____ DCE Email: _____

Local Phone: _____ Local Address: _____

Signature: _____



2. Vice President

Name (print): _____ DCE Email: _____

Local Phone: _____ Local Address: _____

Signature: _____



3. Treasurer

Name (print): _____ DCE Email: _____

Local Phone: _____ Local Address: _____

Signature: _____



4. Secretary

Name (print): _____ DCE Email: _____

Local Phone: _____ Local Address: _____

Signature: _____

List additional executive titles and their names.



5. Title: _____ DCE Email: _____

Name (print): _____ Local Phone: _____

Signature: _____



6. Title: _____ DCE Email: _____

Name (print): _____ Local Phone: _____

Signature: _____

Membership List (1 of 2)

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

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

Membership List (2 of 2)

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

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

Outline of Tentative Events

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

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

FALL: _____

WINTER: _____

SPRING: _____

SUMMER: _____

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

Promotional Paragraph

[illegible]

Student Government Recognition and Agency Agreement

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

Signature of President: _____ Date: _____

REPORTS

WINTER ROSTER

RIT Student Government Clubs and Organizations

Roster – Winter 2007-2008

Organization Name: _____

MEETINGS

Regular Meeting Place: _____ Day: _____ Time: _____

Submitted by: _____

Advisor's Signature: _____

Please attach your club's member list.

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

- | | | |
|-----|-------|-------|
| 1. | _____ | _____ |
| 2. | _____ | _____ |
| 3. | _____ | _____ |
| 4. | _____ | _____ |
| 5. | _____ | _____ |
| 6. | _____ | _____ |
| 7. | _____ | _____ |
| 8. | _____ | _____ |
| 9. | _____ | _____ |
| 10. | _____ | _____ |
| 11. | _____ | _____ |
| 12. | _____ | _____ |
| 13. | _____ | _____ |
| 14. | _____ | _____ |
| 15. | _____ | _____ |

16. _____
17. _____
18. _____
19. _____
20. _____
21. _____
22. _____
23. _____
24. _____
25. _____

YEARLY REPORT

Student Government Clubs and Organizations Yearly Report

“The Year in Review”

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

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

Thanks for your participation!

Club Name: _____

1. When was your club formally recognized (include month and year)?
2. How many members do you currently have?
3. How many of these members are First Year Students?

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

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.

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

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

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

Student Travel Application

Form Instructions

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

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

Operating Guides:

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

The process to register a trip:

- Pick up this form from either: the Club Resource Center (RITreat Lounge), Center for Campus Life Central Office (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. For example, if 11 men and 6 women were traveling, three rooms should be requested for the men, and two rooms should be requested for the women.

Part I. Organization Information

Fill in the appropriate blanks and print legibly:

Organization Name: _____

Trip Name: _____

Name of Responsible Representative: _____

RIT E-Mail (please write neatly): _____ Phone: (____)____-____

Advisor's Name: _____

E-Mail: _____ Office Phone: _____

Account #: _____ (only necessary if you are using institute funds)

Are you requesting additional funding from Student Government? ☐ Yes ☐ No (if yes, complete middle page)

Part II. Travel Information

Description of Trip: _____

Means of Travel: check all that apply

☐ Personal Vehicle ☐ Airplane ☐ Student Government Van (complete van request on page 5)

☐ Charter Bus ☐ Campus Safety Van ☐ Auto Rental ☐ Train

Departure Information

Date: _____ Time (exp.): _____ Arrival Time(exp.): _____

Exact Departure Location: _____

Exact Arrival Location: _____

Return Information

Date: _____ Time (exp.): _____ Arrival Time(exp.): _____

Exact Departure Location (if different from above information): _____

Exact Arrival Location (if different from above information): _____

Round Trip Distance (miles): _____

Number of People Traveling: _____ (Male: _____ Female: _____ breakdown needed if staying overnight)

Hotel Name: _____ Hotel Phone: (____)____-____

Hotel Address _____

**Please include a typed list of participants, hotel name and phone number and
Flight itinerary (if applicable) as an attachment.**

Part III. Authorization

Responsible Organization Representative – Name (printed): _____

Signature: _____ Title: _____ Date: _____

Advisor - Name (printed): _____

Signature: _____ Date: _____

Please review all information on this form and verify that it is correct before signing.

Student Government Application for Additional Student Travel Funds

For **All** Groups Traveling Off Campus

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

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

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

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

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

Determining Travel Costs

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

Section I: Events or Programs:

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

Section II: Equipment Purchases or other Acquisitions:

1. Give detailed explanation as to how the purchase will benefit your club/organization.
2. Include official estimates of the costs indicating the company who provided the estimate.
3. Include any fundraising efforts your club/organization has done and plans to

do.

4. To assist with the request, please include where your club/organization intends to store the equipment or purchases if storage will be needed.

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

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

Part IV. Financial Information

Only complete this section if you are requesting Additional Student Travel Funds from Student Government or if you are a Major Student Organization	Estimated Expenses
Transportation Gas (if traveling by SG van or other rental vehicle. Note SG vans get approximately 20 miles/gallon) $\left(\frac{\text{Price/Gallon}}{\text{Total Distance Round Trip}} \right) \div \frac{\text{Est. Miles/Gallon}}{\text{Est. Miles/Gallon}}$ Use of Personal Vehicle (SG reimburses for mileage associated with use of personal vehicle) $\frac{\text{Miles Travel Round Trip}}{\text{Miles Travel Round Trip}} \times \frac{\text{Number of Vehicles}}{\text{Number of Vehicles}} \times \0.38 Means of Transportation: <input type="checkbox"/> Air <input type="checkbox"/> Train <input type="checkbox"/> Charter Bus <input type="checkbox"/> Auto Rental <input type="checkbox"/> CS Van $\frac{\text{Cost of Ticket}}{\text{Cost of Ticket}} \times \frac{\text{Number of People}}{\text{Number of People}}$	 + +
Expected Parking/Toll Charges (remember to save receipts)	+ _____
Overnight Accommodations (four same-sex people to a room) $\frac{\text{Cost of room/night}}{\text{Cost of room/night}} \times \frac{\text{Number of rooms}}{\text{Number of rooms}} \times \frac{\text{Number of Nights}}{\text{Number of Nights}}$ Total Overnight Accommodation Cost =	+ _____
Special Accommodations (please explain) _____	_____
Conference/Registration Fees $\frac{\text{Cost Per Person}}{\text{Cost Per Person}} \times \frac{\text{Number of People}}{\text{Number of People}}$ 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 $\frac{\text{Total Estimated Expenses}}{\text{Total Estimated Expenses}} \div \underline{\quad}$ Grand Total Request =	_____
Total Cost Per Person $\frac{\text{Grand Total Request}}{\text{Grand Total Request}} \div \frac{\text{Number of People}}{\text{Number of People}}$ Total Cost Per Person =	_____
Additional Sources of Funding Received/Expected Amount _____ _____ Total Sources of Funding Received/Expected =	_____

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

RIT Van Guidelines

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

Campus Safety Driver Certification Required: Yes

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

Who Can Use the Vans?

The Student Government (SG) vans are primarily reserved for any club or organization recognized by the Student Government of Rochester Institute of Technology. Vans may also be reserved by other student groups with an account number and advisor's signature, and for academic trips with departmental approval. All other departments can reserve a van for a fee with the permission of the SG Office Manager or the Director of the Center for Campus Life. In all circumstances, SG recognized clubs and Major Student Organizations (MSO) receive first priority up to 30 days prior to day of use. Requests must be made at least 48 hours in advance to receive a van. Requests are received on a first come, first serve basis.

What policies regarding van reservations must I know?

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

- Driver **must** present van certification card and passenger list with emergency numbers at Campus Safety before packet will be given.
- Vans cannot be picked up more than 30 minutes prior to the time indicated on the EVR form.
- SG vans will have On-Star installed for emergencies.
- **How do I know my reservation has been confirmed?** You will receive an email from Kathy Hall confirming your request.

RIT VAN GUIDELINES CONTINUED

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

Part V. Van Request

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

DRIVER AGREES TO ABIDE BY ALL VAN REGULATIONS AS STIPULATED IN THE SG VAN CONTRACT	
Driver Information	
Driver's Name: _____	Phone #: _____
Van Certification #: _____ (**REQUIRED**)	
Driver's RIT E-Mail: _____	Number of Passengers (max. 6): _____
Driver's RIT Address: _____ _____	
Date and Time of van use (fill out if dates and times are different from above Travel section)	
Driver's Signature: _____ Date: _____	
Driver's License Number: _____ State: __ Expiration: _____	
* If distance mandates multiple drivers, please include their information with this request.*	
ADDITIONAL DRIVER INFORMATION	
Driver #2 Information	
Driver's Name: _____	Phone #: _____
Van Certification #: _____ (**REQUIRED**)	
Driver's RIT E-Mail: _____	Number of Passengers (max. 6): _____
Driver's RIT Address: _____ _____	
Driver's Signature: _____ Date: _____	
Driver's License Number: _____ State: __ Expiration: _____	
Driver #3 Information	
Driver's Name: _____	Phone #: _____
Van Certification #: _____ (**REQUIRED**)	
Driver's RIT E-Mail: _____	Number of Passengers (max. 6): _____
Driver's RIT Address: _____ _____	
Driver's Signature: _____ Date: _____	
Driver's License Number: _____ State: __ Expiration: _____	

Last updated 10/5/05

BUDGET FORMS & INFORMATION

Rochester Institute of Technology

Club Certification Booklet

2007-2008

Processes and Procedures

For SG Recognized Clubs Only



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Contact Information

Merry Schading, Center for Campus Life Financial Coordinator

Phone: 585-475-5658

Email: mlw0137@rit.edu

Fax: 585-475-6600

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

Club Resource Center

Monday through Friday

10 am to 4:30 pm

Saturday

11 am to 2 pm

Phone: 475-4111

Email: infosg@rit.edu

Financial Staff:

Dawn Rizzo, Assistant Financial Coordinator

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

Email: darcl@rit.edu Phone: 585-475-5798

Carol Giuliano, Clubs Budget Assistant

Main Duties: VISA Cards/Travel

Email: sgstnt2@rit.edu Phone: 585-475-6072

Wan Yin Lui, Student Financial Assistant

Main Duties: Deposits/Data Entry

Email: sgstnt@rit.edu

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

Club Responsibility

This manual outlines the processes and procedures that Student Government recognized Clubs must follow in order to perform financial transactions here at RIT. In order to transact financial transactions, individuals—usually officers of the club—need to attend a Club Financial Certification Session and pass a competency exam with a score of 75% or better. For a listing of the current sessions, please refer to <http://campuslife.rit.edu>. Look under Club Resources. After these individuals have completed one of these sessions and passed the exam, they are asked to sign the Certificate of Responsibility. When you sign this form, you promise to abide by the rules and procedures outlined in the Club Certification Booklet.

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

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

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

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

Budget Information

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

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

Example:

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

Your club's end of the year budget adjustment:

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

Rollover

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

Student Government Club Financial Spreadsheets

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

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

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

Account		Budget Allocation	Expenses		Income		Balance
			In-Transit	RIT Records	In-Transit	RIT Records	
ing Balance							\$0.00
External Expense Accounts							
63190	Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
70050	Admin/Professional Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
70450	Tech./Clerical/Sec. Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
70750	Part-time Reg. Tech. Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
70850	Temp. Prof. Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
70900	Reg. Prof. Staff-Special Assignment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
70925	Faculty-Special Assignment-SA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
70950	Reg. Hourly Spec. Assign. Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
71100	Non-RIT Student Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
71150	Grad. Asst. Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
71250	Student Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
71350	Student Work-Study Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
72050	Benefits-Pooled Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
72300	Benefits-Tuition Waiver	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
73100	Copying/Duplicating	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
73150	Supplies-Office	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
73159	Supplies-Office I	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
73500	Supplies-Maintenance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
73550	Subscriptions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
73600	Dues	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
73700	Signage & Info Media	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
74250	Postage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
75000	Professional Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
75050	Honoraria	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
75100	Advertising	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
75150	Temp. Hourly Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
75800	Freight & UPS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
76950	Equipment Rentals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
77250	Telephone	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
78000	Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
78200	Auto Mileage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
78550	Hospitality	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
79250	Recruitment-Students	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
80000	Maintenance & Repairs-Bldgs.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
80200	Equipment Repairs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
80400	RIT Vehicles-Maintenance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
84000	Equipment Purchases under \$1500	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
16200	Equipment Purchases over \$1500	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
86000	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Internal Chargeback Accounts							
90000	Corporate Education & Training	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
90100	Campus Connections	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
90145	Campus Safety (Van Certification)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

90160	ETC Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
90170	Facilities Mgmt Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
90180	Food Service Hospitality	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
90182	Food Service/Flex	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
90185	Food Service Catering Sales	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
90200	HUB - Copy Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
90205	HUB - Postage Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
90210	HUB - Printing Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
90215	HUB - Proprietary	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
90220	HUB - Work Orders	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
90221	HUB - Misc. Charge	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
90295	RIT Inn - Room Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
90296	RIT Inn - Hospitality	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
90297	RIT Inn - Conference Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
90240	Tech Crew	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
90310	Misc. Chargeback	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
90370	Telephone - Rentals/Long Distance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
90375	Telephone - Service	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Expenses:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Revenue Account							
54000	Donations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
59000	Fundraising	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
59001	Additional Funds Awards	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
59030	Departmental Support						
59300	Budget	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Revenue:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Current Year Sub-total							\$0.00
Total Accumulative Balance Available to Spend							\$0.00
TOTAL ACTUAL RECONCILED BALANCE AS OF							\$0.00
							<i>(office use only)</i>

Financial Transactions

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

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

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

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

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

Planning an Event

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

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

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

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

Student Government Expense Approval Form (EAF)

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

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

VISA _____ (Office use only)

Date you need this Transaction done by _____

Requestor's Name _____ Today's Date _____

Email _____ Phone _____ Club _____

Alternate Contact Name _____ Phone _____ Email _____

Account number to be used: 09.5__00._____.00._____.00000

Method of Payment/Transaction needed:

TIME STAMP HERE

☐ **Bookstore** (After purchase, return validated form to Club Resource Center)

☐ **Hub** (After purchase, return invoice to Club Resource Center)

☐ **Cash Needed** (Maximum cash allowed is \$200. Give Details Below.)

☐ **Office-Max Purchase**

(You must submit receipts within 5 days. Use Tax Exempt Certificate.)

☐ **Travel**

☐ **Check Payment** (RIT Requires Official Backup in order to draw a check. Attach invoices/receipts /W-9 for all Check Requests.)

☐ **Vehicle Rental** (From Outside RIT agency need appointment with Financial Coordinator)

| Check to be mailed | Check to be picked up
@

Center Club Resource

| AFAF/ATF Approved Funds

Award # _____

| VISA

| Other _____

Event Name _____ Destination _____ Event Date _____

Company/Individual that you will be paying:

Name _____ Company's Phone# _____

Address _____ Company's Fax# _____

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

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

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

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

Advisor's Signature _____ Advisor's Phone # _____

Shipments

T SHIRT APPROVAL _____
(Signature of Assistant Director of Campus Life Programs) Date Received Signature Pick-up Date

How To Complete An EAF Form

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

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

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

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

Never give out your club's account number!

Particular Transactions

Important Note:

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

Campus Connections Bookstore

- Follow complete instructions for filling out EAF Form on page 11
- On the EAF form check ☐ Bookstore
- In “Detailed Description of Purchase,” list all items to be purchased, quantity, and estimate of cost.
- Submit the EAF form to Club Resource Center Staff Assistant
- Within 3 days you will receive, in your club’s mail folder, a Campus Connection Charge Authorization form that you may take to the Bookstore to make your purchases.
- Make your purchase at Campus Connections and be certain that there is *no tax* added to your purchase.
- Return the pink section of the Campus Connection Charge Authorization form to the Club Resource Center Staff Assistant after the cashier rings up your purchase. Your organization’s spreadsheet will then be updated with the exact amount of the purchase.

Cash Needed:

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

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

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

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

- Follow complete instructions for filling out EAF Form on page 11
- On the EAF form check ☐ Cash Needed
- Indicate the amount needed (Please note that there is a \$200 limit on all cash requests.)
- In the “Detailed Description of Purchase” section indicate either the name of the company where you will be making your purchase or the person’s name that is to be reimbursed. Describe items purchased.
- If you need cash in order to make change for an event (an advance) , please let us know the denominations you will need and the quantity of each.
- Submit the EAF form to the Club Resource Center Staff Assistant
- You will be notified via email when you may pick up the cash. See the Club Resource Center Staff Assistant to pick up cash. You will get the cash in an envelope that gives us pertinent information to find your organization’s paperwork for this purchase. Please keep the envelope

to put receipts and leftover cash in when your purchase is complete. Only the requestor or the alternate contact may pick up the cash.

- **DO NOT PAY TAX!** Use the RIT Tax Exempt Certificate. RIT will not reimburse you for tax. Sales Tax Exemption forms are available from the Club Resource Center Staff Assistant for valid RIT purchases. You may photocopy these forms.
- Submit all receipts taped on an 8 ½" X 11" piece of paper and all remaining cash in the envelope provided to the Club Resource Center Staff Assistant **within 5 days.** **Failure to submit receipts and/or remaining cash within 5 days may result in the RIT Cashier putting a "freeze" on your organization's account. If this happens, you may not be able to make any financial transactions for up to 60 days.**

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

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

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

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

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

Cash Boxes

No EAF form is required to use a Cash Box!

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

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

Check Payment

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

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

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

W-9 Form

Form W-9 (Rev. December 2000) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification	Give form to the requester. Do not send to the IRS.
Please print or type	Name (See Specific Instructions on page 2.)	
	Business name, if different from above. (See Specific Instructions on page 2.)	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
Part I Taxpayer Identification Number (TIN) Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 2. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 2. Note: If the account is in more than one name, see the chart on page 2 for guidelines on whose number to enter.		List account number(s) here (optional)
<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 5px; margin-right: 10px;"> Social security number <div style="display: flex; justify-content: space-around; width: 100%;"> <div style="border-bottom: 1px solid black; width: 20px;"></div> <div style="border-bottom: 1px solid black; width: 20px;"></div> <div style="border-bottom: 1px solid black; width: 20px;"></div> <div style="border-bottom: 1px solid black; width: 20px;"></div> <div style="border-bottom: 1px solid black; width: 20px;"></div> <div style="border-bottom: 1px solid black; width: 20px;"></div> <div style="border-bottom: 1px solid black; width: 20px;"></div> <div style="border-bottom: 1px solid black; width: 20px;"></div> </div> </div> <div style="margin: 0 10px;">or</div> <div style="border: 1px solid black; padding: 5px;"> Employer identification number <div style="display: flex; justify-content: space-around; width: 100%;"> <div style="border-bottom: 1px solid black; width: 20px;"></div> <div style="border-bottom: 1px solid black; width: 20px;"></div> <div style="border-bottom: 1px solid black; width: 20px;"></div> <div style="border-bottom: 1px solid black; width: 20px;"></div> <div style="border-bottom: 1px solid black; width: 20px;"></div> <div style="border-bottom: 1px solid black; width: 20px;"></div> <div style="border-bottom: 1px solid black; width: 20px;"></div> <div style="border-bottom: 1px solid black; width: 20px;"></div> </div> </div> </div>		Part II For U.S. Payees Exempt From Backup Withholding (See the instructions on page 2.)
Part III Certification Under penalties of perjury, I certify that: <ol style="list-style-type: none"> 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 I am a U.S. person (including a U.S. resident alien). Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 2.)		
Sign Here	Signature of U.S. person ▶	Date ▶
Purpose of Form A person who is required to file an information return with the IRS must get your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.		
Use Form W-9 only if you are a U.S. person (including a resident alien), to give your correct TIN to the person requesting it (the requester) and, when applicable, to: <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> 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 The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or 		
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).		
Certain payees and payments are exempt from backup withholding. See the Part II instructions and the separate Instructions for the Requester of Form W-9 .		
Penalties Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.		
Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.		
Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.		
Misuse of TINs. If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.		

VISA

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

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

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

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

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

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

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

Certain expenses, including any travel expense such as airfare, hotel, gas, and restaurant charges, may not be made on these VISA cards. See the Travel Section starting on page 23 for more information.

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

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

Phone: (585) 475-4111

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

- **Billing Address:**
RIT Student Government - (Your Club Name Here)
127 Lomb Memorial Drive
Rochester, NY 14623
- When your order arrives in the Club Resource Center, your club will be notified via email to pick it up. Packages can only be picked up by the Requestor or by the Alternate Contact indicated on the EAF Form (with proper ID). Please pick up your order as soon as possible.
 - **If using an Internet site to order, please make sure it is a secure site. Print out the order, confirmation page, and/or invoice to return with card when you are through using the card.**
 - It is your responsibility to make certain that for each order you make, you have a receipt and/or print out of Website to submit to the Clubs Budget Assistant.

Merry Schading Phone: 585-475-5658
Fax: 585-475-6600

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

Visa Checkout Form

VISA RESPONSIBILITY PLEDGE

By signing this form you promise to:

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

By Signing this form you understand that:

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

Visa Card #_____

Date/Time Card Signed Out:

Date/Time Card Returned:

Print Name	Print Club Name	Signature

Gift Certificates/Gift Cards

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

1. Fill out an EAF form according to instructions on page 11.
2. Make an appointment with the Clubs Budget Assistant as you would for any Visa transaction. (She will then go through the proper procedure for checking out a VISA card for a gift certificate).
3. You may then purchase the gift certificate at the authorized location.
4. Once you have completed your purchase, return the VISA card, receipts (with no tax) or pink copy of authorization form (for Campus Connections, Ben & Jerry's, Java Wally's, Tiger Bucks), and the gift card(s) to the SG Information Center:
 - o The staff will issue you a receipt for the gift certificate.
 - o You will then be asked to fill out a gift certificate form.

**** If you do not know the name(s) of the recipient(s), it is your responsibility to notify the SG Info Center staff of this when you do.*
5. Notify all recipients to pick up their gift certificate at the SG Info Center. They will be asked to fill out the remainder gift certificate form and a W-9.
6. You should also remind them that this needs to be done in a timely manner.

**** All gift certificates will be held at the SG Info Center until all necessary paperwork is filled out. After a certain period, the gift certificates will be forfeited if not picked up by the recipients. ****

Hub

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

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

Travel

1. The first step, if you are planning any travel related activities for your club, is to register your trip through the Event Registration Office or through EVR On-line. You should register your trip at least three weeks prior to date of trip for low risk activity (please make sure that you do not require additional funding.) You should register your trip **at least one month in advance** for high risk activity, long distances, or trips for which you are making a request for additional funding. Making plans far enough ahead of time helps to insure lower costs for airfare and availability of hotel rooms. Additionally if there are any problems or issues with your travel arrangements, if plans are made further in the future, we have time to correct those problems.
 - a. The EVR intake coordinator will walk you through the Event/Travel intake process. Travel requests can not be processed through the On-Line EVR process.
 - b. If you are requesting additional funding through Student Government for your travel, you need to provide additional information on the Student Organization Travel Application form. Please read carefully the outline stipulating the information that will be needed by the SG Finance Committee, and provide all clear documentation as it is requested.
 - c. Once you have submitted the completed Student Organization Travel Application form, an email notification will go out to the distribution list of individuals who are involved in the approval process for your travel. You will be included on this distribution list, as well as other persons listed on the Travel Application.
 - d. If you have indicated on the Student Organization Travel Application form that your club is requesting additional funding through Student Government, your request will be forwarded by EVR to the SG Finance Director. Please see Page 26 for additional information on Additional Awards.
2. Follow complete instructions for filling out EAF Form on page 11
3. Check ☐ Travel on the EAF form
4. If this is an ATF related expense Check ☐ AFAF/ATF approved funds and indicate the award number. The award number was listed on the email you received when it was awarded.
5. Investigate online travel sites for costs of hotels and airfare. Do **not** make any arrangements on your own. We will assist you with this.
6. Make sure you have the correct spelling of first and last names of all students who will be traveling. This information must match their IDs.
7. If your arrangement will be for hotels:
 - a. Make sure you know if all of you will be arriving at your destination at the same time and therefore checking into the hotel together.
 - b. Fill out a room chart (See Page 36)
 - c. Know what type of room needed—two double beds—King—Smoking—Non-Smoking
 - d. Know date of arrival and date of departure and times for each.
 - e. Have several hotels researched in case one hotel does not have vacancies.
 - f. Most hotels will allow 4 people to a room, but may charge more. Please plan for this extra cost.
 - g. Center for Campus Life policy states that males and females must have separate rooms.
 - h. Go to Step #9
8. If your arrangement is for airfare:
 - a. Make sure you know day and time the travelers will be capable of traveling. Please be aware, when we sit down to make arrangements, airfare on certain flights might have changed. Make sure you get other times and days that would be acceptable for each person. **It is expensive and time consuming to change airfare itineraries. It is best to make arrangements properly the first time.**
 - b. If your arrangements are for a speaker or performer, please be aware that a Contract Request Form needs to be completed. (See Page 34 for more information on Contract Request Forms.
 - c. Make sure you are aware of accurate times when the speaker or performer can travel as well as various airport locations that are acceptable to the speaker.
 - d. Go to Step #9

9. Make an appointment with the Clubs Budget Assistant at the Club Resource Center Assistant. At the appointed time, please bring your completed EAF form.
10. If travel arrangements are to be made for 10 or fewer people, one hour will be set up. If travel arrangements are for more than 10 people, an hour and a half will be allocated for your appointment.
11. Student Government funds for travel and other expenditures come directly from RIT student activities fees. We need to be thrifty and wise in spending these funds. We also want to ensure that travel funds are being disbursed fairly by all.
12. If you need any other type of travel arrangement or expenditure, please make an appointment with the Center for Campus Life Financial Coordinator.

Vehicle Rental

Van Charges

- You must be a van-certified driver in order to operate a Student Government Van, Campus Safety Van, or outside van. There must be a certified driver for every 150 miles.
- Student Government has 3 vans that may be reserved free of charge. Please see the Student Government Office Manager to check for van availability. Then, go to Event Registration and fill out the Travel Form.
- It is the organization's responsibility to make certain that the vans are returned with a full gas tank.
- There are penalties/violations fees that are charged to those individuals/organizations that return vans without refueling. Consult the Van Contract which is included on the Travel Form.
- If there are no Student Government Vans available to use, there are Campus Safety vans available. You will be charged \$65 per day.
- EVR will assist you with the process of reserving a Campus Safety Van.
- For more information on reserving Student Government Vans or Campus Safety Vans, please talk with the Student Government Office Manager at 5-2204.

Bus Charges

- Follow complete instructions for filling out EAF Form on page 11.
- Note: In order to charter a bus, your trip must be registered with EVR. Once that is done, you may make an appointment to meet with the Center for Campus Life Financial Coordinator to reserve the bus.
- Campus Safety will NOT reserve buses. Please bring to your appointment a completed EAF form with your advisor's signature to reserve a bus. RIT must use certain bus companies.
- Check ☐ Vehicle Rental on EAF form and purpose of trip.
- Costs vary. We will call the bus companies when you come for your appointment.
- Your organization's spreadsheets will be updated with the estimated cost.
- When the actual charges come through, spreadsheets are updated with the exact cost.

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

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

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

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

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

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

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

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

AFAF/ATF

When you want to access the funds you were awarded:

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

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

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

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

For Awards for Travel Funding (ATF):

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

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

BUSINESS MILEAGE REIMBURSEMENT WORKSHEET

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

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

Total # of Miles Traveled _____ X \$0.38 = _____

Traveler's Signature

Date

Award Number: _____
Award Amount: _____
Finance Secretary Approval: _____



Time Stamp: _____
Club Standing (If applicable): _____
For SG Office Use Only
Date Funding Needed: _____
Amount Requested: _____

Student Government

Application for Additional Funds

For Student Government Clubs/Departments/Individuals/Other Organizations

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

**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:** _____

Please submit the completed form and memo to the Club Resource 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?

I. Events or Programs:

7. 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.

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. (See Travel Section) 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 in the RITreat, across from "SG Info Desk" on the door of Room 1109. After hour deposit envelopes are located to the left of this door. Please fill out completely and deposit funds in this envelope. A receipt will be placed in your club folder the next business day.

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

Donation Deposits

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

Business Donation

Contact Name
Company Name
Any other related documentation

Individual Donation

Donor's Name
Complete Home Address
Any other related documentation

Contract Process

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

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

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

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

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

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

CONTRACT REQUEST FORM

SPONSORING ORGANIZATION: _____ CONTACT NAME: _____ E-MAIL: _____

CONTACT PERSON PHONE NUMBER _____ DATE CONTRACT NEEDED _____ DATE REQUEST SUBMITTED _____

Service Required: (please check one)

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

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

REQUIRED INFORMATION

*Location **MUST BE RESERVED THROUGH RESERVATIONS** (See Grey Box Below)

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

Address: _____ City _____ State _____ Zip _____

Phone Number: Day _____ Evening _____ Fax _____

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

Date _____ Time of Performance _____ Location _____

Number of Sets _____ Length of Sets _____

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

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

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

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

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

*Please be aware that:

- **You must register** your event with **EVR** Monday through Friday 1-4:00 pm at the SAU Information Desk
- **Room Reservations** are done separately from Event Registration. The Room Reservation Process does not register your event. This service is located behind the SAU Information Desk.
- You are responsible for reviewing the Contract and 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 for this is that some artists will break the contract (show up late, and early, perform under the influence of drugs/alcohol or have misrepresented their act to the point where you feel you did not receive what you purchased). While this is very unusual, it sometimes happens. You pay the artist the first check at intermission and withhold the second check to be paid at the conclusion of the performance.

Your Signature: _____

Signature of Advisor: _____

4/19/2006

Office Max Supply Form

Please Print Neatly

Club name _____

Qty	Office-Max #	Description	Cat. Pg #	Price

Room Form

ROOM # 1

1) _____

2) _____

3) _____

4) _____

ROOM # 2

1) _____

2) _____

3) _____

4) _____

ROOM # 3

1) _____

2) _____

3) _____

4) _____

ROOM # 4

1) _____

2) _____

3) _____

4) _____

ROOM # 5

1) _____

2) _____

3) _____

4) _____

ROOM # 6

1) _____

2) _____

3) _____

4) _____

ROOM # 7

1) _____

2) _____

3) _____

4) _____

ROOM # 8

1) _____

2) _____

3) _____

4) _____

Official's Voucher

Please print carefully to avoid delay of payment

OFFICIAL'S NAME_____

SOCIAL SECURITY #_____

STREET ADDRESS_____

CITY/STATE/ZIP_____

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

**ARE YOU EITHER AN RIT FACULTY/STAFF OR A STUDENT WHO IS PAID A
REGULAR PAY CHECK THROUGH OUR PAYROLL DEPT?**

YES_____ **NO**_____

CLUB NAME_____

GAME: RIT VS_____

DATE:_____

AMOUNT DUE OFFICIALS\$_____

EVENT PROGRAMMING & PLANNING

RESERVATION CONTACT LIST – Internal Use Only

Location (capacity)	Contact	Phone	Email
Academic Reservations (Registrar)			
Webb Auditorium (313)	Sarah, Trish	x6954	rinrgr@rit.edu
Carlson Auditorium (144)	Sarah, Trish	x2635	rinrgr@rit.edu
Student Alumni Union			
1829 Room	SAU Reservations	x6992	reserve@rit.edu
Alumni Room	SAU Reservations	x6992	reserve@rit.edu
Clark A, B, C	SAU Reservations	x6992	reserve@rit.edu
Fireside Lounge	SAU Reservations	x6992	reserve@rit.edu
Ingle Auditorium	SAU Reservations	x6992	reserve@rit.edu
SAU Lobby	SAU Reservations	x6992	reserve@rit.edu
Display Case between Fireside & Ingle	Gina Macchiano (CIAS Senator)		gmm4954@rit.edu
Food Service Locations			
SAU Cafeteria (486)	Chrissy Bice	x5655	cjbfs@rit.edu
Ritzkeller	Mary Anne McQuay	x6502	mamfsa@rit.edu
SAU Game Room	Mary Anne McQuay	x6502	mamfsa@rit.edu
Gracies	Janet Oliveri	x2049	jaofsg@rit.edu
Dining Commons	Dean Engdahl	x6360	daefsd@rit.edu
Crossroads	Lon Chase	x2409	lacfsd@rit.edu
Residential Quads			
Baker, Colby, Gleason	Eleanor Oi	x2974	ehorla@rit.edu
NRH, Sol, Fish, Gibson Quad	Stephanie Bauschard	x6741	sxbra@rit.edu
Ellingson/Perterson/Bell Quad	Wendy Stapf	x6046	wmhsar@rit.edu
Athletic Facilities			
Gordon Field House & Activities Center	Christine Rogers	x2367	christine.rodgers@rit.edu
Ice Rink	Dawn Whitney	x5126	dlwice@rit.edu
Athletic & Recreation Fields	CHP Reservations	x7663	
Student Life Center	CHP Reservations	x7663	
Clark Gym & Aux	CHP Reservations	x7663	
Tennis Courts	CHP Reservations	x7663	
Greek Lawn	CHP Reservations	x7663	
NTID Reservations – LBJ & Hugh Cary Buildings			
Classrooms in Hugh Cary	Mary Bellanca	x7050	mjbeqa@rit.edu
Classrooms in LBJ	Joanne Helmick	x5692/tty	JHelmick@ntid.rit.edu
LBJ Street & Dyer Arts Center	El Kaigler	x6406	elk3152@rit.edu
Panara Theater	Jim Orr	x6251	jmo5601@rit.edu
Other Locations			
Interfaith Center - Skalny & Sun Room	Jeff Hering	x2137	jphcpm@rit.edu
Residence Halls Conference Rooms	Jen Jeroy	x6022	jrjrla@rit.edu
Grace Watson Lobby (non-vendors)	SAU Reservations	x6992	reserve@rit.edu
Library Group Study Rooms	Susan Roethel	x2565	srgwml@rit.edu
Bausch & Lomb Conference Rooms	Awilda Ruiz	x5512	axroem@rit.edu
CIMS (bldg. 78)	Terry Trevino	x2802	tnt5038@rit.edu
	Patti Stevernsen-Zeiner	x2207	pesisc@rit.edu
COE Xerox Auditorium (100)	Karen Ester	x7135	kmeeee@rit.edu
COS Atrium	Ann Gottorff	x5327	ragss@rit.edu
GCCIS Auditorium	Pat Whalley	x4779	pawcce@rit.edu
GCCIS Room 2400 (50)	Liz Zimmerman	x6161	liz@it.rit.edu
Outdoor Spaces			
Quarter Mile:			
Kate Gleason to end of Greek Row	Eleanor Oi	x2974	ehorla@rit.edu
Residential to Gym/Pool Breezeway	CHP Reservations	x7663	
Sundial in Dorm Quads	SAU Reservations		reserve@rit.edu
Outside SAU & Admin Circle	SAU Reservations	*no barbeques*	
Tiger to Infinity Loop (and Kodak Quad)	SAU Reservations		reserve@rit.edu
Other Areas:			
Parking Lots	Event Registration		evrccl@rit.edu
Field to North of J Lot	SAU Reservations		reserve@rit.edu
Lyon Crescent	SAU Reservations		reserve@rit.edu
Volleyball Courts outside NRH	SAU Reservations		reserve@rit.edu
BBQ Area outside Grace Watson Hall	SAU Reservations		reserve@rit.edu

Please send updates to sauccl@rit.edu

Last Updated: 8/15/2006

CONTRACT PROCESS

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

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

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

Last Revision on 3/10/2006 3:56:00 PM TL

CONTRACT REQUEST FORM

SPONSORING ORGANIZATION: _____ CONTACT NAME: _____ E-MAIL: _____

CONTACT PERSON PHONE NUMBER _____ DATE CONTRACT NEEDED _____ DATE REQUEST SUBMITTED _____

Service Required: (please check one)

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

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

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

REQUIRED INFORMATION

*Location **MUST BE RESERVED THROUGH RESERVATIONS** (See Grey Box Below)

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

Address: _____ City _____ State _____ Zip _____

Phone Number: Day _____ Evening _____ Fax _____

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

Date _____ Time of Performance _____ Location _____

Number of Sets _____ Length of Sets _____

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

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

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

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

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

*Please be aware that:

- **You must register** your event with EVR Monday through Friday 1-4:00 pm at the SAU Information Desk
- **Room Reservations** are done separately from Event Registration. The Room Reservation Process does not register your event. This service is located behind the SAU Information Desk.
- You are responsible for reviewing the Contract and 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 for this is that some artists will break the contract (show up late, and early, perform under the influence of drugs/alcohol or have misrepresented their act to the point where you feel you did not receive what you purchased). While this is very unusual, it sometimes happens. You pay the artist the first check at intermission and withhold the second check to be paid at the conclusion of the performance.

Your Signature: _____

Signature of Advisor: _____

4/19/2006

POSTING PROCEDURE FOR ADVERTISEMENT & ANNOUNCEMENTS

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

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

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

3. Advertisements should display:

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

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

5. How to Post

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

6. Where NOT to Post

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

7. Where to Post

Outdoor Locations		Materials
Academic Areas	<p>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.</p> <p>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.</p>	Duct Tape
Residence Hall Area	<p>Walls outside Main Entrance of each tower & adjoining wing.</p> <p>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</p>	Duct Tape
RIT Bus Shelters (Non-glass)	Recommended sizes include: 8.5" x 11" to 2' x 2'	Painters or Masking Tape
Campus Entrances	<p>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.</p> <p>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.</p>	Professional signs only
Indoor Locations		Materials
Academic Areas	<p>Designated bulletin boards in academic buildings.</p> <p>Advertisements for bulletin boards in the Wallace Library must be approved at the Circulation Desk.</p>	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>Duct Tape</p> <p>Painters or Masking Tape</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>	
Non Academic Area	<p>Some organizations create and distribute promotional material. Promotional material includes standard information about organizations, rather than events (i.e. WITR, Club meetings, or communities).</p> <p>Distribution of this material should be coordinated and posted through the administrators responsible for each respective building if a permanent location has not been designated for the organization.</p>	
Promotional Materials	Questions regarding the procedures should be forwarded to the Center for Campus Life (Ext. 5-7058).	<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 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.

SAU DISPLAY CASE PROCEDURES

I. EXHIBITOR AGREEMENT

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

II. EXPECTATIONS

- 1) All display cases must adhere to the Student Rights and Responsibilities Handbook, appropriateness of the public space and positively reflect on the University, its student organizations, and its departments.
- 2) The exhibitor is expected to use all of the display cases reserved by him/her or cancel the
- 3) reservation in a timely manner to make case(s) available to others. If a reserved display case is not used by 4:00 P.M. on the Tuesday following the start of the reservation period, the requestor will forfeit the reservation for that case and the Center for Campus Life will reassign that display case.

- 4) Access to the display cases can be obtained at the SAU Information Desk by, (1) presenting your reservation confirmation, or (2) by providing your name and organization and the date your display is scheduled to go up, to the Information Desk Attendant. For security purposes, please ask the Information Desk Attendant to lock the case(s) if you must leave the building while hanging your exhibit. We will be happy to unlock the case upon your return.
- 5) The exhibitor must supply his/her own materials to hang the display. (Thumbtacks, T-pins, or pushpins are recommended.) Paper is also allowed for backgrounds in the cases, but must be removed at the end of your display period. You may not use nails or any other material that can cause damage to the display cases. Do not place tape on the glass or any other wood surfaces of the display case. Any costs incurred because of damage will be the responsibility of the exhibitor.
- 6) The exhibitor is expected to adhere to the dates indicated on the agreement. Failure to remove the display by the designated time may result in denial of privileges for future use of display cases.
- 7) If the Center for Campus Life is forced to remove materials from a display in order to make the case available for the next reservation, the Center for Campus Life is not responsible for any damages and/or losses that may occur to the materials and may charge for associated labor costs.
- 8) The Center for Campus Life is not able to store display case items once a reservation has ended. Please remove the contents before the reservation has expired, or the items maybe lost or disposed of.
- 9) The visible interior dimensions of the primary (A side) cases are: 5 ft 9 in high x 2 feet 5.5 in wide x 9 in deep. The visible interior dimensions of the secondary (B side) cases are: 5 ft 9 in high x 11.5 in wide, 1 foot 3.5 in deep.

III. INSURANCE INFORMATION

- 1) RIT maintains a find arts policy that provides coverage against risks of loss and damage from external causes for groups and organizations directly affiliated with RIT. Certain exclusions apply, including but not limited to normal wear and tear, latent defect, loss or damage caused by dampness or atmospheric condition, acts of war or insurrection, flood or earthquake. Loses due to these exclusions are the assumed risk of the exhibitor.
- 2) Internal groups and/or organizations who desire the benefits of this coverage need to develop a complete inventory list of the items to be utilized for this display. This list should include the appraised value of each item. Whenever possible, a certified appraisal of an item should be attached to this list. If an appraisal is unavailable, and a loss occurs, items will be valued as per the terms of the RIT insurance policy.

- 3) Upon display of these items, an appointment should be made with the Coordinator for Student Services (Institute) in the Center for Campus Life. Both representatives will reference the condition of each item on the inventory list. Both the Institute and the exhibitor will sign off on this list. In an event of loss, the exhibitor needs to notify the Center for Campus Life immediately.
- 4) External Organizations are required to carry their own insurance to cover loss and/or damage to any and all exhibits.

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

SAU DISPLAY CASE AGREEMENT

Title of Display: _____

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

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

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

Club/Organization/Department
Representative Signature

Club/Organization/Department

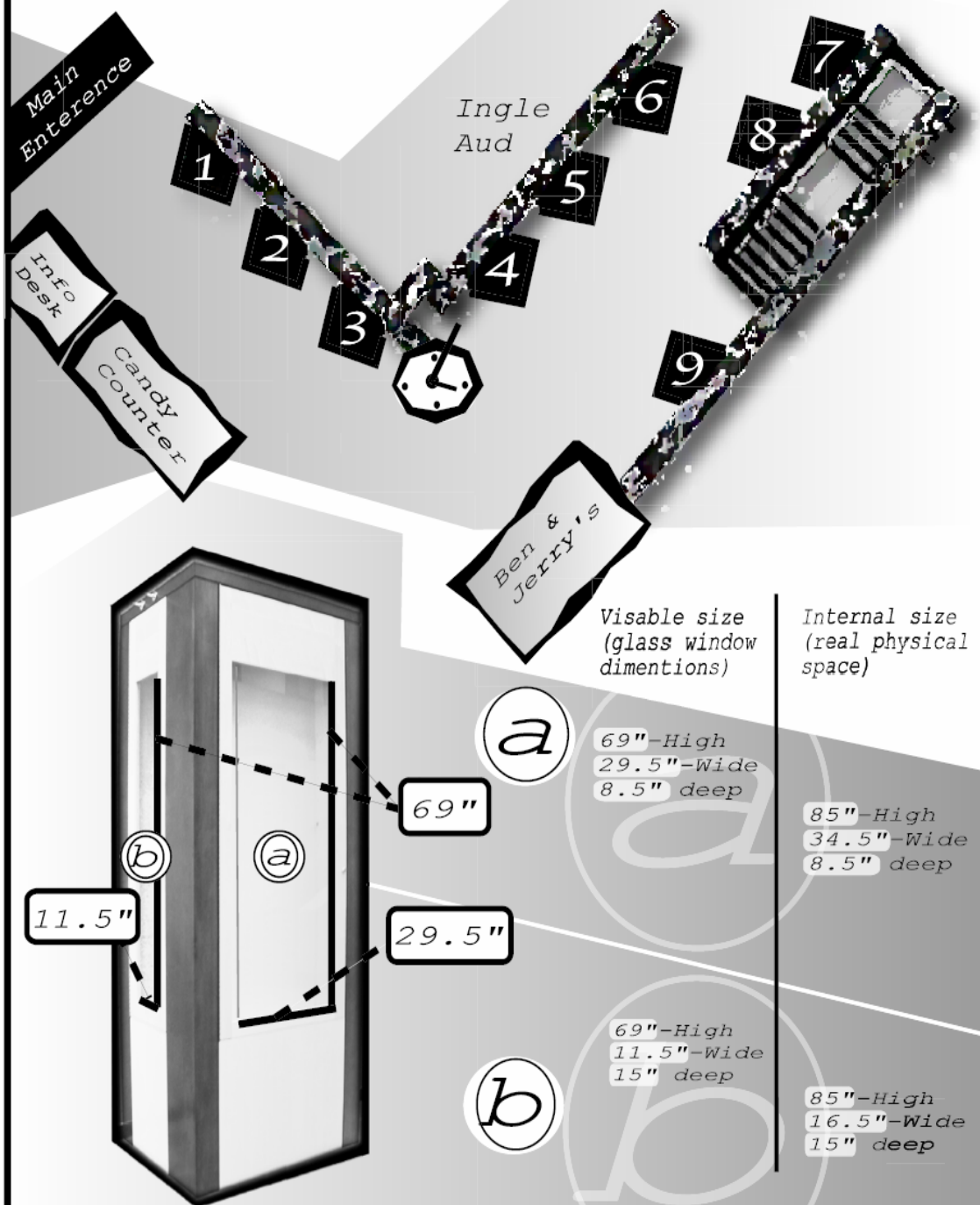
Reservations Coordinator Name Date

Tara Lyn Loewenguth Date
Coordinator for Student Services
Center for Campus Life
Rochester Institute of Technology

TL Revised 09/01/06

SAU Display Case Layout

contact SAU Reservations at 475-6992 for availability



PROMOTION DISTRIBUTION FORM

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

Event Name _____ Event Date _____

Sponsoring Organization _____ Requested By _____

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

Please Hang By _____ Date Submitted _____

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

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

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

Number of flyers attached to this form for Posting _____

Number of flyers attached to this form for Distribution _____

Turn in completed form to the Information Desk in the SAU

FOR INTERNAL USE			
Date _____	By _____	Locations _____	
Date _____	By _____	Locations _____	Revised 11/2004

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 NYTD / 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

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.

MISCELLANEOUS FORMS

RIT Student Government Club Faculty/Staff Chapter **Advisor of the Year Award 2007 – 2008**

This Award will be given to a faculty/staff member who demonstrates exemplary service as a faculty/staff advisor to his/her Student Government Club. The following criteria should be used to submit a written nomination of the advisor.

Faculty/Staff Member:

1. Must have served his/her Student Government Club for a full consecutive year (2004-05) or longer.
2. Must have provided exemplary service and outstanding performance as an advisor to his/her Student Government Club.
3. Must be an employee of RIT.
4. Must exhibit high professional standards and provide role modeling and mentoring to undergraduate members of the organization.
5. Must provide support and guidance for major initiatives and or long term planning that lead to positive changes, outcomes or improvements in the organization's operational areas of scholarship, community service, educational programming, leadership development, alcohol/drug education, risk management and liability education, diversity awareness, retention of membership, membership recruitment or career development.
6. Must have proven leadership and behavioral actions in helping the Student Government Club to meet stated values, standards, ideals and goals throughout the year.

Nominee _____
Position/Title _____
Department _____
Address _____
Email _____
Phone Number _____

Nominator _____
Position/Title _____
Chapter/Club _____
Address _____
Email _____
Phone Number _____

**Please submit this application along with a completed typed nomination letter to the
Campus Life Office, SAU by no later than 04/18/05.**

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? _____ YES _____ NO

If so, which one? _____

3. Do you currently have space in Clubspace? _____ YES _____ NO

If yes, is the club space with Center for Campus Life? _____ YES _____ NO

If yes, please circle what type of space you have:

office space desk space

lockers: How many _____

What are the numbers _____

Do you occupy space through your department? _____ YES _____ NO

If yes, where is your space located _____

PART TWO: Space Needs

1. Please provide specific examples of how your club utilizes the space, including frequency.

2. Are you willing to share office space? _____ YES _____ NO

3. Do you use electrical outlets? _____ YES _____ NO

PART THREE: Contact

1. Club Officer:

Name _____

Email _____ Phone _____

RIT Websites:

Center for Campus Life:

<http://campuslife.rit.edu>

Clubs and Organizations:

<http://clubs.rit.edu>

RIT Events Calendar

<http://events.rit.edu>

RIT Homepage

<http://rit.edu>

CAB:

<http://cab.rit.edu>

Student Government:

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

My RIT Portal:

<http://my.rit.edu>

(find your UID here)