

# **CLUB RESOURCES AND SERVICES**

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## **CLUB REVIEW BOARD**

The Club Review Board (CRB) is the student led advisory board which oversees all services, policies and procedures that relate to Student Government's recognized clubs. The CRB is comprised of student representatives from a variety of SG clubs and advised by the Coordinator for Club Administration and Student Learning. 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 Budget Allocation 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.

## **CLUB VAX AND GRACE ACCOUNTS**

Student Government and the Center for Campus Life offer free access to RIT Vax and Grace Accounts for SG Club use. Your club or organization can access RIT's Central Vax Account, establish a club email address or create a club page on the RIT Web site. All Vax and grace 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 Student Government Office. 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.