CLCE Affiliated Group Handbook

Fall 2023 – Spring 2024

RIT | Division of Student Affairs
Center for Leadership and Civic Engagement

Table of Contents

Welcome Letter

Welcome RIT Student Leader!

The Center for Leadership and Civic Engagement (CLCE) welcomes you to the 2023-2024 academic year! We are so excited that you have decided to take the next steps to enriching your student experience here at the Rochester Institute of Technology. As you navigate your time as a student leader and participate in extra-curricular involvement, broaden your leadership skills for your resumé (budget management, conflict resolution, etc.), increase collaboration amongst peers from different backgrounds and promote positive citizenship that will impact your local, national, and global community.

In this official handbook, you will find policies, resources, and tools that can help you grow as a student leader and increase the positive impact on your club or organization while gaining an enriching experience during your time here at RIT. The purpose of this document is to provide official guidelines and policies for recognized Center for Leadership and Civic Engagement affiliated student organizations at RIT. All Center for Leadership and Civic Engagement recognized student organizations are expected to follow and educate your members on these policies and the procedures as administered by Center for Leadership and Civic Engagement. The Center for Leadership and Civic Engagement may choose to suspend privileges for student organizations that are found to violate these guidelines.

If you have any questions about the following information, please contact us for help at (lead@rit.edu) and our team will be more than happy to assist you. **Please note that the content of this handbook is subject to change. Notice of any major changes will be communicated via email and updated on our website. Minor changes may be made without formal notification.**

In the Center for Leadership and Civic Engagement, our mission is to prepare RIT students to exercise leadership as members of a rapidly changing global community. We have staff on hand to best support your needs. We look forward to working with you and we hope you have a great year!

Go Tigers!
Center for Leadership and Civic Engagement

CLCE Affiliated Groups

Alpha Phi Omega (currently not active)

CLCE Advisor – Natalie Robinson, Assistant Director for Leadership Development

APO is a co-ed fraternal organization based on the ideals of Scouting. We are men and women dedicated to community service, leadership, and friendship. We have brothers from all backgrounds and walks of life - all of which take part in our service program, serving young and old, campus and community, the nation and our own members.

National Society For Leadership & Success

CLCE Advisor – Natalie Robinson, Assistant Director for Leadership Development

The NSLS is an organization that helps its members develop personally, professionally and academically. Members will learn to succeed at their goals through The Society's leadership speaker series, as well as through being part of a community where like-minded success-oriented individuals come together to help each other. Members not only will gain the skills needed to succeed in their own lives, but they will also learn the tools needed to create a better world through community service and cooperation.

Silver Wings

CLCE Advisor – Natalie Robinson, Assistant Director for Leadership Development

Silver Wings is a professional organization dedicated to creating proactive, knowledgeable, and effective civic leaders through community service and education about national defense. As a self-governed organization, all positions on a local, regional, and national level are held by various students in Silver Wings. Not only are there many positions in our local chapter, but students may run for higher positions at the national level.

Student Organization Support and Resources

The Center for Leadership and Civic Engagement serves two student organizations. Our office works to ensure the success of your group in a variety of capacities. To learn more about the Center for Leadership and Civic Engagement and our mission to support and care for students, visit the Leadership and Civic Engagement website.

Student Organization Help & Resources

Staff in the CLCE includes a team of student and professional staff members trained on the most common policies, procedures, and issues that impact student organizations. Our goal for this space is support you in whatever way that we can.

Location & Office Hours

Student organizations are encouraged to schedule appointments with a team member at their convenience with student organization questions and to complete financial transactions. Please email us to schedule a meeting at lead@rit.edu.

Common walk-in topics include using CampusGroups, making a purchase or deposit, member recruitment and retention, conflict management, event planning and contracts, and general policy questions.

> CLCE Office: Campus Center, Building 3 Room A610.
> Hours of Operation: Monday - Friday from 8:30 a.m. to 4:30 p.m.
   (The office is closed for official university holidays and closings)
> Phone: 585-475-4110

Email Support

Our office receives hundreds of emails daily. Depending on the nature of your question, we highly encourage student organizations to use the following emails below as we have multiple staff on hand to help monitor these accounts and we will do our best to respond within two business days.

> For general organization support or inquiries, contact lead@rit.edu.
> For support with purchase requests and financial transactions, contact slmcpm@rit.edu.
> For support with event reservations, contact nsrrli@rit.edu .

Online Resources

You can visit our official Student Organization Policies & Resources website for additional information on scheduling meetings with staff, finance support, CampusGroups support, training resources, and more.

CampusGroups

RIT's official platform for recognized student organizations is CampusGroups, an online student organization directory and organization management platform. It is strongly encouraged that student organization leaders utilize CampusGroups as a tool to manage your organization's public profile, roster, officer contacts, and finances. CampusGroups can also be used to publicize an organization's events and activities, track event attendance, connect with potential new members, host elections, and communicate with current members.

In order to access CampusGroups, you will need to login with your RIT email address and password. All Center for Leadership and Civic Engagement recognized student organizations are required to utilize CampusGroups to maintain an accurate roster, including a current listing of officers. At a minimum, all organizations must list a primary president, treasurer and advisor on your officer's page. The president and treasurer cannot be the same individual. Student organizations should post all events open to the RIT student community on CampusGroups for maximum publicity potential. Only registered events posted on CampusGroups will be considered for cross-promotion on campus platforms such as newsletters, official University social media handles, and more.

Support for using CampusGroups is available by emailing our team or through the Student Affairs Service Portal which provides online articles and videos available 24/7.

While not required, we strongly encourage all students to download the CampusGroups app as it is common that you will need to check in for many events and programs on campus.

Apple iTunes Store: Download
Google Play Store: Download

Privileges Associated with Recognition

Center for Leadership and Civic Engagement Advisor

Your CLCE Advisor is a great resource for you to help your group set and achieve goals as well as follow proper procedures. The president and treasurer must meet monthly with your advisor. During these meetings you should share what upcoming events you have, any issues that the group may currently be facing, and any questions you have for your advisor.

Recognition includes but is not limited to the following:

> Use of RIT at the end of the organizational name (i.e. "Flag Club at RIT" or "Flag Club of RIT")
> Affiliation with RIT programs and activities
> Requesting University funds through Center for Leadership and Civic Engagement (up to $750)
> Use of University space, equipment, services and other resources as deemed appropriate
> Access to administrative services as provided by the Center for Leadership and Civic Engagement
> Listing in CLCE general marketing (website and brochures)
> Access to leadership training materials and resources
> Permission for the distribution of literature, flyers or organizational print materials in the Student
> Alumni Union and the Campus Center

Limitations of Recognition:

> Recognition of a student organization by RIT & CLCE 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:
   > RIT's name for any commercial purpose or in any way, written or spoken, which may reflect adversely upon the University
   > Their recognition to act in any official or nonofficial capacity as a governing body
   > The RIT logo or any copyrighted symbol of RIT
   > Imply RIT sponsorship of, control over, or responsibility for the activities of the organization

Guidelines for Recognition

Application

Note: The CLCE is not currently accepting new groups. Please refer to the Center for Campus Life's policy for forming new groups.

Compliance

CLCE Affiliated Groups must be in compliance with the Code of Student Conduct and all other applicable policies of the Rochester Institute of Technology, including, but not limited to:

> D18 – Student Conduct Process

> D19 – Student Gender-Based and Sexual Misconduct Policy

> C10 – Political and Legislative Activities Policy

> C11 – Policy on Freedom of Speech and Expression

> C20 – Vending Policy

> Campus Life Posting Procedures

> Student Clubs and Organizations Website Policies, Procedures, & Guidelines

All policies can be found at https://www.rit.edu/academicaffairs/policiesmanual/policies/governance

Limitations of Recognition:

RIT does not discriminate. RIT promotes and values diversity within its workforce and provides equal opportunity to all qualified individuals regardless of race, color, creed, age, marital status, sex, gender, religion, sexual orientation, gender identity, gender expression, national origin, veteran status, or disability. The Title IX Coordinator has overall responsibility for the university's institutional compliance with Title IX. Any person with a concern about the university's handling of a particular matter related to sex or gender-based discrimination or harassment should contact:

Stacy DeRooy
Director of Title IX and Clery Compliance
Title IX Coordinator
171 Lomb Memorial Drive
Rochester, NY 14623
585-475-7158
Stacy.DeRooy@rit.edu
www.rit.edu/titleix

Any person may report sex discrimination, including sexual harassment, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Reports may be made regardless whether the person reporting is the alleged victim of any conduct that could constitute sex or gender-based discrimination or harassment. Reports may be made at any time (including during non-business hours) by calling the telephone number noted above, by electronic mail, by mail to the office address listed for the Title IX Coordinator, or by filing a report on line with RIT's Title IX Office.

The U.S. Department of Education, Office for Civil Rights (OCR) is a federal agency responsible for ensuring compliance with Title IX. OCR may be contacted at 400 Maryland Avenue, SW, Washington, DC 20202-1100, (800) 421-3481.Official affiliation can be refused or revoked at any time for reasons including, but not limited to:

> Contradicts the objectives and mission of CLCE and/or RIT, or the spirit of this handbook
> Engages in activities that interfere with normal activities of the University or the rights of others within the university
> Partakes in activities that present danger to property, personnel and/or functions of the university
> Refuses to comply with federal or state law, or university rules and regulations
> Discriminates against members and the RIT community and does not provide equal opportunity regardless of race, color, creed, age, marital status, sex, gender, religion, sexual orientation, gender identity, gender expression, national origin, veteran status, or disability.

An active group is one that completes required paperwork, communicates regularly with the CLCE, attends mandatory meetings and trainings, completes the Group Affiliation Process every year, and runs any financial transactions through their group account. A group that has been operating but not completing the terms listed is therefore not considered an active group. To become active, they will have to reapply through the CLCE.

Membership

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 semester. RIT faculty, staff and alumni will be considered non-student. Alumni may participate in student organization events but are not considered members or representatives of the organization.

1. 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.

2. 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.

3. Officials of the Rochester Institute of Technology and Center for Leadership and Civic Engagement reserve the right to request the current membership list of any recognized organization. This list must include all members' names (first and last) and RIT emails. Membership lists will be held confidently except for election purposes, official Center for Leadership and Civic Engagement business, and University requests. Lists are updated and required through CampusGroups but are not distributed openly. No information, in whole or part, will be released to any party external to RIT without the express written permission of the student organization involved.

4. All students at RIT are immediately eligible for student organization membership – while organization constitutions can allow for a vote for change in leadership within the organization, no student, faculty/staff advisor, or organization member can expel a member from the organization or tell a student they are no longer allowed to participate in organization activities. Student organizations are open membership and only Center for Leadership and Civic Engagement staff or university officials have the right to remove a student from an organization provided there is a legitimate reason or cause for doing so. Any student being held accountable but not through a conduct process will meet with the Assistant Director for Leadership Development through the Center for Leadership and Civic Engagement to determine the standing of their position in the organization moving forward.

Officers

1. All Affiliated Group officers must be currently enrolled RIT students in good academic standing (with both RIT and their academic department) and may not be currently on a conduct sanction of disciplinary probation or higher. Officers must be RIT students. RIT alumni, faculty, staff and non-RIT members are not eligible to hold officer positions.

2. Alumni of the Affiliated Group may not hold officer positions or maintain voting privileges within the groups. Alumni members may partake in club events.

Advisors

1. Each group is required to maintain an advisor who is a full-time faculty or staff member at RIT.
2. Affiliated Groups are required to keep their advisors updated and aware of issues. Students should be meeting with their advisors, asking for guidance and support, and utilizing them as a resource of RIT policies and procedures.

Community Supporter and Guest Guidelines

RIT Student Organizations are designed, lead and funded by current, matriculated students. We welcome supporters in the community, both alumni and local persons of interest to the Club. The title of Community Supporters gives some additional privilege than Guests, who must be invited by and be the responsibility of a Student Member, as outlined in the Guest Policy. We welcome the contributions of Community Supporters who bring knowledge and/or skills that the student organization needs in its endeavor.

The Role of Community Supporters

The role of a Community Supporter is to bring skills or knowledge that are beneficial to the student organization's efforts and to work with Student Members. Community Supporters cannot simply use the club as a place to practice the hobby/interest/etc.

Section 1: Becoming a Community Supporter

In order to become an official Community Supporter, the interested person must approach a member of the Executive Board to begin the enrollment process. As required by RIT, Community Supporters must be able to show that they bring some skills or knowledge that is beneficial to the club, and are not simply using the student organization as a place to practice the hobby/interest. If the Executive Board determines that an applicant satisfies this requirement, the applicant will be required to read and agree to the student organization's policies and procedures, and sign the Community Supporter Agreement to indicate that they will abide by the policies and procedures set forth by the student organization and the policies set forth by RIT. This verification and enrollment process will be required to be acknowledged annually.

Section 2: Getting Involved

A Community Supporter does not hold any decision-making authority in any stage of a project, event, meeting, or other club activity. All decisions shall be made solely by the student and/or Executive Board members. Community Supporters do not have any voting privileges in the organization. All suggestions and advice from Community Supporters are welcomed and appreciated, but they may not finalize decisions. Community Supporters who experience conflicts with a student member may bring this to the attention of the Executive Board.

Section 3: Monetary and Supply Contributions/Spending

Community Supporters may not purchase or provide their own supplies when working on a student organization project, equipment, or property. Any supply needs should be brought to the Executive

Board, and funds can be appropriately distributed. If a Community Supporter wishes to donate, it is required to be processed through Center for Leadership and Civic Engagement. If Community Supporters wish to donate small amounts of materials, this may be done at the discretion of the Executive Board and will need to be catalogued through the Office of Development as a Donation. These materials or funds immediately become club property. All projects, equipment, property, etc. worked on for the student organization are the property of the student organization. Under no circumstances may Community Supporters spend student organization funds.

Section 4: Dues and Additional Club Activities

There are no dues charged for Community Supporters, but donations are always appreciated to aid in the construction and maintenance of the club. Community Supporters are welcome to attend annual club events, but are required to pay a small fee to cover the cost of provided meals, etc. Community Supporters will also be required to purchase any attire or other item that the Affiliated Groups may give to members should they wish to have one.

Section 5: Removal

In the event that a Community Supporter does not adhere to the guidelines and policies set forth by the student organization and by RIT, their status as a Community Supporter may be revoked, as determined by the Executive Board or a professional staff member from the Center for Leadership and Civic Engagement. If issues arise, they will be addressed by the Executive Board in consultation with the Center for Leadership and Civic Engagement, and the violator given the opportunity to correct their behavior. If violations of policy continue, the status of Community Supporter can be revoked by the Executive Board. In such instances, the person may only be welcome under the club's Guest policy. If serious circumstances necessitate, a person may be asked not to return in accordance with University policy.

Section 6: Competition/Representation

Community Supporters and Guests are not allowed to represent and/or compete for RIT or their respective RIT Club in competitive games, tournaments, intercollegiate events, or other forms of competition. This policy includes the participation in athletic competition, as well as other forms of competition such as artistic, knowledge-based, engineering, business, or similar competitions in which RIT Club members compete against non-RIT students or the outside community.

Guest Policy

RIT is open to visits by Guests. All Guests are welcome during normal club meetings and during open houses or fairs. Any Guest that wishes to participate in these activities must do so under the invitation and guidance of a Student Member. The student who invites the Guest must sponsor them for the entire duration of their visit and is responsible for their behavior. The Student Member is responsible for any damages that may occur as a result of a Guest's participation and is also responsible for ensuring that any equipment is returned to the condition it was found in or better.

Administrative Tasks and Communication

Communicating with CLCE

Throughout the year, there might be changes within your group. To avoid having your group account frozen or placed on hold please keep the CLCE up to date on the issue or problem at hand so they can help! CLCE staff is very flexible and willing to account for circumstances; however, we need communication from clubs to keep aware of what is happening. You may reach out to your CLCE advisor at any time.

Affiliated Group Mandatory Trainings

All affiliated groups are required to attend Affiliated Group mandatory trainings unless previously excused by the Assistant Director for Leadership Development. Notification of absences should be made to the Assistant Director for Leadership Development at least 24-hours prior to the training. CLCE will give clubs a 24 hours window to respond as to why they missed the meeting; if notification of absence cannot occur within 24 hours prior (due to emergency purposes) then please notify the CLCE Assistant Director for Leadership Development as soon as possible. If no notification occurs, the group will be placed on hold. These meetings provide an opportunity for important training and information sharing.

Re-recognition process

All recognized organizations are required to reapply for recognition each year with the submission of the re-recognition form. If a group fails to complete the re-recognition process, their recognition and subsequent benefits will be suspended and the organization will be placed on hold until it is completed Organization officers will receive information regarding this process every April to prepare.

Group Inactivity

To maintain recognition in the Center for Leadership and Civic Engagement student organizations must complete all mandatory forms/trainings as required throughout the academic year. If an organization does not complete the annual re-recognition process, they will be moved to "Inactive" status. Any group that falls inactive, for whatever reason, for a duration of two consecutive years will need to reapply for affiliation status and recognition through the CLCE. Any funds the organization has in their university account will be forfeited back to the Center for Leadership and Civic Engagement.

Guidelines for Reactivation Efforts

> The Assistant Director for Leadership Development will create requested events in CampusGroups and EMS.
> During the reactivation period, events are limited to informational meetings and tabling. Tabling is no more than 4 people.
> All guests are required to adhere to RIT's Code of Conduct.
> Any necessary flyers must go through the CLCE for approval and posting.

Reactivation

The following information is needed for the reactivation process:

> Required Executive Board Members: President & Treasurer
> Members: Minimum of 10 students (Including President & Treasurer)
> Events: Minimum of three unique events
> Advisors: Please list all internal and external advisors outside of the CLCE

Academic Exemptions

Participation in group activities does not exempt a student from academic requirements of the university. It is the responsibility of the student to make prior arrangements with their professor or advisor if missing class due to extracurricular club involvement. The CLCE will only assist in providing documentation of participation in an outside event if a clear case can be shown that the student is an active member of the club, listed on the roster, and involved.

RIT Events

Up to three students from each CLCE Affiliated Group will have the ability to reserve space and request services for events with RIT service provides through the RIT Events system: https://reserve.rit.edu/. Once each semester, the president should contact the CLCE to review which three members of the group should have access.

Promotional Assistance

If your organization has an event they would like to promote to our office, please submit it to the CLCE Promotional Form. Submissions must be in by Sunday to be featured in the CLCE Newsletter for that week.

Printing

Each Affiliated Group receive up to 200 free copies per year from the CLCE. To have copies made, please contact lead@rit.edu.

Packages

All online and phone orders are required to be delivered to the CLCE Suite to ensure all ordered items and quantities are received in full. Student clubs and organizations are encouraged to document the order in their budgets and to monitor their email for tracking information. By doing so, they can identify any orders that have not been delivered in a timely manner or delivered to an incorrect address. Students then are able to contact the vendor to resolve this situation by re-shipping items and/or making any financial adjustments to the transaction.

Packages are first delivered to RIT's Shipping and Receiving loading dock and are then distributed to on-campus offices. Shipping and Receiving's delivery timelines can add 3-4 days to the delivery estimate that the vendor provides, so please keep that in mind when ordering items online. Once packages are delivered to the CLCE Suite, the Undergraduate Assistant will notify the student club or organization via email that packages are ready for pick- up. If you receive an email from the vendor that the order was delivered, but you have not yet received an email from the Undergraduate Assistant the package is most likely still being processed by RIT Shipping and Receiving.

Additionally, since not all items in an order may ship together student should open the box when picking up a package to review the delivered items and shipping documentation to verify that all ordered items have been received.

DVD/Video Copyright Law

Federal copyright law restricts the use of DVDs/videocassettes for private showings and prohibits their public performance without prior written consent of the holder of the copyright. A public performance includes, but is not limited to, showing a motion picture in a location open to the public, showing a motion picture to a selected group of people gathered in a location not open to the public (i.e. residence hall floor or lounge), or showing a motion picture by broadcast or transmission. Student organizations choosing to publicly show a motion picture in any form (film, VHS video, DVD, etc.) must secure a license from a booking agency. Videos or DVDS that are rented or purchased from a retail outlet are for home use only and cannot be shown on campus without the appropriate license from an approved booking agency. Event must also be registered in RIT Event Process.

Using University Logos

RIT has registered its names, initials, logos, and trademarks as a means of protecting them from unauthorized use and abuse. Permission is required before they may be reproduced. The use of the University's marks on a website or t-shirt is also protected by federal trademark laws. For club t-shirts and other items printed with designs/logo, all designs must be pre-approved by Natalie Robinson (nsrrli@rit.edu) before ordering. This must be done before each order is placed. The use of the RIT name (not official trademark logo) is required on all t-shirts, flyers, etc. used when advertising club purposes, and there are restrictions on the RIT tiger as well. The RIT Athletics Tiger is unable to be used by the students without prior approval from University Publications. Please refer to the University Publications page when consulting your group about what is appropriate and what is not.

Marketing

> When marketing an event to the external community or participating in an event or program outside of the campus, student organizations should use "RIT" in their name.
> Marketing materials must adhere to RIT
> Marketing materials should meet standard accessibility guidelines found here

Promotional Products

Promotional items purchased using RIT funds must be purchased using an RIT-approved promotional vendor.

Websites

Student organizations wishing to host a website in the RIT environment should use RIT CampusGroups for their website needs unless approval is granted by Student Affairs to have a separate website. Approval is granted on a case-by-case basis depending on the group's unique requirements or needs.
RIT Student Club and Organization Website Standards

Mass Email

Mass email communications should not be sent on behalf of RIT student clubs and organizations. Student clubs and organizations may choose to submit their event to the RIT Events Calendar for inclusion in RIT Events emails sent to campus community members daily.
RIT Student Club and Organization Mass Email Standards

Annual Responsibilities

It is the responsibility of established student organizations to complete all annual responsibilities with the CLCE each academic year to maintain their affiliation status.

Affiliation requires the following:
> Maintain up-to-date information and roster on your organizations Campus Groups page
> An updated E-board Roster on file within the CLCE office
> Participation in required CLCE Student Organizational Training
> Compliance with the Code of Student Conduct and all other applicable policies of RIT
> An application for annual budget. The template for the budget will be provided to you by the Assistant Director for Leadership Development
> Attend financial training meeting with the Sr. Financial Assistant

Affiliated Group Finances

All groups are given a specific account number and budget line through CLCE. All financial transactions of any nature are required to be run through your club account only, unless funded through an individual department. At any time, a group may request to see the amount that is remaining in their group budget account.

Budget Requests

Every year, groups may apply for a budget. The budgets are due at a date set by the CLCE advisor (generally due in September) and are noted on the group Important Dates list at the beginning of the year. If your group misses the budget request period the group will need to wait until the following year to request funds; funds are not automatically given or awarded from year to year but need to be requested annually.

Tracking Your Budget & Expenditure Requests

The CLCE maintains the official record of each student group's financial account. Additionally, each student group must track their account using the Accounting Book feature (located under the "money" tab) on their Campus Groups page. To ensure the balance in the accounting book accurately reflects the official record, a financially certified officer should submit a revenue/expense request for every transaction. To do so:

1. Navigate to the "accounting book" page located under the "money" tab on your group's Campus Groups page.
2. Select "request payment" and provide the requested information in the pop-up window. Please ensure all expenditure/revenue requests are input under the current year's budget and marked to come from "allocated funds".
    2a. The CLCE will assume that all expenditure requests will be applied to CLCE budgeted funds. If group funds need to be utilized, the requestor will receive an email notification.
3. Provide the requested information in the follow-up survey that is displayed. This will collect more information on the expenditure/revenue request itself, including the type of payment you intend to use for expenditures.
4. Once submitted, your request will be sent to the Assistant Director for Leadership Development and Sr. Financial Assistant for approval. If modifications to your submission are required, you will be contacted via email. Once your request is approved, you will be notified via email. Approval of your request will be reflected in your group's accounting book.

Requesting the Credit Card*

To request the use of a credit card, you must submit an expense request in CampusGroups within at least 48 hours of when you would like to use the credit card. There is no guarantee that a credit card

will be available when you need it, but the earlier you request a card the more likely one will be available.

*Only students that have attended the CLCE Financial Training can request and check out the credit card.

Using the Credit Card

There is a tax-exempt card included with the credit card for you to use. Typically, businesses do not keep a copy, but if you are going to more than one store, you will want to request additional forms to take with you. You should include this when you request to use the credit card.

When you go to check out, always start with letting the cashier know that your purchase is tax exempt. Each store has different ways of processing tax exempt purchases, so it is a best practice to make it known from the beginning. Below you will find some tips for specific stores:

> Walmart – When checking out, you will need the Walmart Tax Exempt Identification Card that is included with the credit card. Show this to the cashier at the beginning of the transaction.

> BJs – Make sure you have your RIT ID and show this to the cashier with the CLCE credit card at the beginning of the transaction.

Credit Card Penalty

CLCE Department Credit Card can be loaned out for group use for 24hrs. The card must be signed out and signed back in within this window. When the card is returned it must be returned with an itemized receipt that does not have any tax on it. Failure to follow procedures will result in the following sanctions:

1. If credit card is turned in late or without receipt the first time is a warning.
2. If credit card is turned in late or without receipt the second time the club will receive a written warning.
3. If credit card is turned in late or without receipt a third time then the individual student has their credit card privileges revoked for the remainder of the academic semester.

RIT Purchasing Policy

If your total order is UNDER $5000 you can work with any vendor you wish. If your total purchase will be OVER $5000 then you MUST get three quotes from vendors and one quote MUST be from W.B. Mason (if they carry the item(s) needed). If W.B. Mason is not the lowest quote, you can use the vendor that does come in lower. You MUST however get bids for the same/like items. If you would like a member of the CLCE staff to look up any items for you, please email your request to lead@rit.edu.

W.B. Mason (www.wbmason.com)
Kristine Kavanaugh
P: (508) 436-8899 I Kristine.kavanaugh@wbmason.com

If you have more questions on this process, please come and see Sarah Mancuso, the CLCE Sr. Financial Assistant, or email at slmcpm@rit.edu. Please refer to the following link for guidance and procedures when using the procurement card: https://www.rit.edu/fa/controller/procardguide.html

Promotional Vendors

If you don't know any promotional vendors to work with, this vendor is local and very helpful. They can also bring samples of items you are looking for:

[
Dealers Only Press/E5 Print Group (www.e5printgroup.com)
Mimi Wakefield, Account Executive
585-544-9470 x 106 I mwakefield@bpconline.com

Internal RIT Charges

There may be costs associated with utilizing RIT Service Providers, if you request services through EMS that require payment, your CLCE advisor will sign off on the charges. Other RIT internal charges may include the Hub, Dining Express, and the Digital Den. Credit cards should not be used for these services. To pay for services from providers such as these, you need to plan ahead to work with your advisor to use the correct form to pay for services.

Cash Handling

If you are fundraising and collecting cash or checks, please be sure to secure these funds at all times. At no time should one student club or organization member be left alone when collecting or carrying cash. If at any time you feel uncomfortable carrying cash, please contact Public Safety at 585-475-2853 and request an escort to the CLCE dropbox located in the lower level of the Campus Center.

Cash and petty cash must be deposited by the next business day after the event. Two people are needed to count the cash and sign the dropbox deposit form certifying the dollar amount that is being submitted.

Absolutely no student club/organization is allowed to own a cash box. All cash boxes are the property of the CLCE and as such need to be promptly returned after each use.

Petty Cash

Student clubs and organizations are allowed to request a maximum of $200 in petty cash to make change at an event, such as ticket sales, fundraising sales, etc. Petty cash requests are required 7 business days in advance.

Here's what you need to do:
> Submit an EAF in CampusGroups by checking petty cash and indicate the exact denominations needed:

> Quarters - $10 roll (40 quarters)
> Dimes - $5 roll (50 dimes)
> Nickels - $2 roll (40 nickels)
> Pennies - $0.50 roll (50 pennies)
> Paper bills ($1s, $5s, $10s, $20s)

> The Requestor may pick up the petty cash themselves from the CLCE front desk, or can email lead@rit.edu notifying them of pick up by another student, who has to be financially certified.
> Return the petty cash by the next business day after the event by dropping it in the secure dropbox in the original envelope of pick up, separate from any fundraised funds.
>> Please make sure you roll the coins if there are enough to fill a roll. If you deposit loose change that should have been rolled, you will be contacted and requested to return to the office to roll it. The funds cannot be deposited until you do so. Coin Rollers are available in the student organization dropbox.
>> Please deposit your returned petty cash separately from any fundraising amount.

Cash Boxes

Cash boxes are available for use by CLCE recognized student clubs and organizations supported on a first come first served basis. You may sign out a cash box for the duration of your event. Please note that the cash boxes DO NOT lock. Therefore, you are required to deposit your fundraised money each day in the secure dropbox.

Here's what you ned to do:
> Come to the CLCE to sign out and pick up a cash box from a CLCE Undergraduate Assistant.
> Return the cash box by the next business day after your event.
> Only empty cash boxes are returned to the CLCE Undergraduate Assistant.

Dropbox

The Center for Leadership and Civic Engagement has dedicated a dropbox to facilitate dropping paperwork and funds for student clubs and organizations into a secured location. The RIT Visa card can also be put into the dropbox (outside of business hours only). The dropbox is located to the right of the CLCE digital display. It looks like a gold mailbox. Please note that this dropbox is checked in the early morning on weekdays only.

How to use the dropbox:
> To deposit cash or checks (always deposit petty cash separately from fundraising/donations):
>> Complete the deposit form (2 student club/organization members need to count the funds, and then sign this form)
>> Place the cash and/or checks inside a plastic envelope
>> Slide the zipper to seal the envelope shut and place into the dropbox

> To return a Visa card (during non-business hours, between 4:30pm and 8:30am only)
>> Place the Visa card, receipts and anything else required into the CLCE wallet
>> Slide the zipper to seal the wallet shut and place into the dropbox

When to use the dropbox:

> For depositing cash or checks (fundraising, donations, or returning petty cash), please deposit these into the dropbox regardless if it is during business hours or not. Cash and checks are not accepted at the Center for Leadership and Civic Engagement office.

> Paper rolls are available in the dropbox room for student clubs and organizations to roll their change. If there is adequate change to properly fill a roll, please roll your change and then put the rolls in the deposit envelope. If you do not have enough coins to fill a paper wrap, put the change directly in the deposit envelope. Please do not partially fill paper rolls.

Dropbox Location

The dropbox is located on the lower level of the Campus Center, to the right of Center for Leadership and Civic Engagement. There is a gold mailbox next to a set of drop box instructions.

Contracts

A student club or organization is required to have a contract when planning events that involve performers, speakers, DJ's, or any other form of service. The contract agreement is between the student club or organization and the vendor, and it is prepared, reviewed and signed by a University Official on behalf of RIT. Please note that students are not authorized to sign contracts on behalf of RIT. A contract is required for all vendors/service providers whether they are paid or not, for insurance and liability purposes.

If bringing a visitor/speaker/performer to campus and the club/organization would like to pay some or all of their travel expenses, include a reasonable flat rate amount in the contract that the individual can use for their travel expenses. That amount can be decided upon by the club/organization so long as they have sufficient available funds in their account. This can be added to their speaker/performance fee amount. This will allow the individual to make their own travel arrangement and eliminate the need for them to provide travel-related receipts and await reimbursement.

Here's what you need to do:

> Register your event in Reserve.rit.edu
> Submit a completed Contract Request Form 4 to 5 weeks prior to beginning of ticket sales (if any), or event (including free events).
> Submit an EAF using the Check Payment option
> After the event takes place, a check payment for the service under the pre-signed contract agreement requirements will be processed and sent to the vendor
> If you have any questions, you can reach out to Sarah Mancuso, slmcpm@rit.edu.

Waivers

Whenever there is inherent risk involved with an activity, Affiliated Student Groups will need a waiver to be signed by all participants. To begin the process of creating a waiver, please contact your CLCE Advisor. Waivers are also required any time that a vehicle is used in any capacity.

RIT Catering

RIT Catering offers a variety of options for your catering needs.

Here's what you need to do:
> Submit an EAF in CampusGroups. Check "Transfer of Funds" for RIT Catering
> Provide an approximate number of student attendees
> A list of attendees is required only if faculty and/or staff will be present
> Provide a detailed quote showing every food item purchased
> Your finance contact will provide your account number to RIT Catering for payment

External Catering

You may choose to purchase from many restaurants and caterers in the Rochester area.
You may NOT purchase alcohol.

Here's what you need to do:
> Submit an EAF in CampusGroups. Provide an approximate number of student attendees; a list of attendees is required only if faculty and/or staff were present. Also, provide a detailed invoice/receipt showing every food item to be purchase and that no tax will be charged.
> Based on RIT policy, when purchasing from many local restaurants, a contract and other documentation will be needed. This is called the External Catering Toolkit.

External Catering Toolkit

If the caterer is not on RIT's list of approved caterers, the following documentation will be required. These items will need to be submitted to your finance contact.
1. New vendors will need to be setup on RIT's PaymentWorks platform
2. Completed Independent Contractor Contract for Caterers
3. Attachment A (menu, services and pricing from caterer)
4. Certificate of Insurance
5. Copy of current health permit

Gifts Given Form

A student club or organization may be required to complete a Gifts Given Form when giving out prizes or awards. Your financial contact will discuss this with you when you complete an EAF indicating the nature of your purchase. Gifts Given Forms are required for only the following:

> Any gift cards or gift certificates in ANY dollar amount (these cannot be purchased from Amazon)
> For all non-personalized items costing $25.00 or more.
> For all personalized items costing $50.00 or more. Personalized means it either has the recipient's,
> RIT's, or the event's name on the item.

Your Finance Contact or the Front Desk Attendance can give you copies of the Gifts Given Form. Gift cards cannot be won by e-board members of a student organization or given as payment or award for leadership in the organization. Please note: As stated on the form, if the recipient is an international student, RIT will contact the recipient to collect 30% tax on the value of the item received.

Raffles

Raffles are games of chance in which people purchase consecutively numbered tickets for the chance to win a prize. All raffles must be reviewed and approved by RIT. The form and further instructions can be found here.

Raffles are governed by, and must be conducted in accordance with, all rules and regulations specified under state and local laws. New York law has strict rules about raffles but does allow not-for-profit organizations to conduct raffles and Henrietta Town law requires that certain raffles conducted in the Town of Henrietta be licensed.

In order to determine if a raffle must be licensed, RIT requires that every raffle be approved by the RIT Office of Legal Affairs or the RIT AVP for Compliance and Ethics before any tickets are sold. Raffle Approval Forms must be submitted no less than seven (7) days before the raffle drawing date or the raffle will not be approved.

In compliance with New York State law and RIT policies and procedures, CampusGroups Stores and other online fund collections platforms strictly cannot be used to collect payment for raffles. For more information visit www.rit.edu/fa/legalaffairs/content/frequently-asked-questions#Raffles

Gifts-In-Kind

Student organizations can receive gifts of equipment, printed materials, supplies, etc. from donors. These noncash donations of materials or long-lived assets are referred to as 'gifts-in kind'. For financial reporting purposes, gifts-in-kind are recorded by RIT. If you are receiving any gifts-in-kind, you will need to reach out to your Finance Contact. They will supply the required forms and help you understand the process.

Sponsorships

All sponsorships/offers or solicitation of external support must receive authorization from the CLCE. Any group seeking sponsorship approval for a non-RIT entity must complete the Sponsorship Request Approval form, including required signatures and documentation, at least four weeks prior to the event/donation.

Once this form has been submitted, you will be notified of the outcome of the review of the Sponsorship Request Approval form no later than two weeks prior to the specified event/solicitation date.

Donations & Fundraising

The use of any crowdfunding websites external to RIT is prohibited. These RIT alternatives are available:
> RIT Community Funding: this is a crowdfunding website supported through the RIT Advancement office: crowdfunding@rit.edu, https://www.rit.edu/giving/crowdfunding-rit
> Online Funding using Credit Cards – this is the quickest and easiest way to collect donations.
> This is located on RIT's main homepage in the top right corner labeled GIVE, where the donor will be prompted to complete a form with the name of the student club or organization receiving the donation.
> Therefore, if you are aware of someone donating, please be sure they have the exact name of your student club or organization to ensure the funds are received in your account.

Please note that student organizations are not allowed to use any third-party funding collection platforms. This includes CashApp, Venmo, PayPal, etc.

CampusGroups

All student organizations have access to use the CampusGroups Stores feature. CampusGroups Stores are housed under the money tab of your club's CampusGroups page. This is meant for your club to collect revenue for events such as ticket/apparel sales, dues collection, registration fees, team gear, etc. Please note that membership dues must be collected via CampusGroups stores. The CampusGroups Stores CANNOT be used to collect donations.

This article can be used to explain the process of creating a store: https://help.campusgroups.com/en/articles/1090480-how-to-create-a-store

The funding that comes in through the CampusGroups Stores is deposited into the student organization account at the end of the month after the income was collected. For example, if your organization collects dues in September, the funding will be in your Accounting Book by the end of October. You can see all of your sales under the Online Revenues section of your Money Module on your club CampusGroups page. You are able to submit an EAF to spend this money before it is in your Accounting Book as long as we can see it will be coming through based on your Online Revenues.

Transportation & Travel

Travel Registration

The first step to plan for travel is to register your event in Reserve.rit.edu at least 3-4 weeks in advance before any travel-related financial transactions can be completed. Registering travel is required and you will not be approved to book travel until this is confirmed. A list of names of all student travelers (current RIT students only) must be provided when the event is registered.

1. Submit one EAF in CampusGroups for each: Lodging, Airfare, Car Rental, etc.
2. Make an appointment with your financial contact person once your EAF has been approved. This appointment may last 30 to 60 minutes depending on the travel arrangements required.

Student groups have the ability to use the Travel Agencies that RIT partners with. Perks include emergency service support for your travel.

Lodging

It is the responsibility of the traveling student club or organization to select a hotel that meets their pricing and room configuration needs. Once a hotel is identified, please call the hotel and make a reservation. If necessary, you may give a student's personal credit card. The payment information can later be switched from the student's personal credit card to the RIT Visa Travel Card. This must be done at least 48 hours before the group travels.

Do NOT book hotel reservations through an online travel site (ex: Expedia or Orbitz), as the credit card is charged immediately and changing or canceling an online reservation may not be allowed.

Some facts about hotel booking:
> The hotel reservation number must be included on the EAF
> If you are traveling to a state that accepts RIT's tax exempt certification, your financial contact person will provide the hotel with proper documentation
> Some hotels may require you to provide a list of names of who will be staying in each room
> If the hotel cannot email you the receipt, you must bring back a hardcopy receipt and submit it to your financial contact person within 2 business days from when you checkout of the hotel.
> Before leaving the hotel, please make sure tax was not charged (if applicable)

Airbnb: RIT Visa cards cannot be used to pay for Airbnb. If you would like to stay at an Airbnb location, you must first pay for it out of pocket, and then be reimbursed. In order to be reimbursed, you must have prior approval before paying for the Airbnb (see section on Reimbursements to Students for additional information). RIT cannot guarantee the accommodations/safety of Airbnb. When possible, hotels are preferred.

Airfare

Student clubs and organizations are responsible for selecting specific flights in preparation of their meeting with the financial contact person. It's recommended that back-up flight itineraries also be identified in the event the desired flight is no longer available or affordable.

> To make airfare arrangements, you need the legal names (as they appear on their government ID), birth dates, state of residency, and permanent address of all travelers. Please bring this information with you when you meet with your financial contact person to purchase flights. The purchase cannot be completed without this information.

> The CLCE finance team can make flight arrangements on any reputable website. This determination of a reputable website is up to the financial contact person.

SG Vans

RIT Student Government owns vans that can be used by student organizations. In this process, organizations do not have to pay a rental fee. The request can be found here: https://www.rit.edu/parking/rit-van-rentals . To drive a van, a student must have a completed driver certification. This is a one-time charge of $25 per student to be certified.

The following applies for most student clubs and organizations.

> Reserve the event in Reserve.rit.edu
> Certify student driver(s) (submit a completed EAF: cost is $25.00 per person and can be confirmed by PATS)
> Reimbursement for gas expenses (submit an EAF with original gas receipts)
> Reimbursement for mileage is not applicable since the vehicle is not personally owned

Car Rental via Enterprise

Students have the option of renting a car through the Enterprise at the Henrietta branch on W. Henrietta Rd. RIT Procurement Services has made special arrangements with this location in regards to pricing and allowing students under the age of 25 to rent without significant financial fees. Submit an EAF requesting to book a rental car. After the EAF is approved, your Finance Contact will send you a link to the online booking site. The site already has the Visa card information and all documentation will be sent directly to your Finance Contact.

Based on the age of the driver, students can reserve certain car sizes! Please pay attention to this when booking! Renters between the ages of 18 and 20 may rent the following vehicles classes: Economy through Standard size. Renters between the ages of 21 and 24 may rent the following vehicle classes: Economy through

Full Size cars, Cargo and Minivans, and Compact, Small and Standard SUVs with seating up to 5 passengers.

Students should decline additional insurance offered at the rental counter unless they are willing to pay for it personally since this cannot be reimbursed. If you have auto insurance at home, it is recommended to check with your agent about coverage.

After your trip, submit an EAF for gas expenses for reimbursement. When submitting this, attach the original receipts. Mileage is not reimbursable for a rental car.

Personal Vehicle

If you choose to use your personal vehicle for your student club or organization purposes, you are eligible for:
> Reimbursement for mileage up to $0.625/mile which is meant to cover travel expenses including wear and tear on your vehicle (submit an EAF in CampusGroups and a mileage form, no gas receipts are required. You cannot request reimbursement for both mileage and gas.)
> Reimbursement for road/bridge tolls and parking fees (submit an EAF in CampusGroups and original receipts)

Buses

If you need a bus or limo service originating from Rochester, here is the list of RIT approved transportation companies that have been screened for safety and adequate insurance coverage. If a company is not on this list, we cannot do business with them.

Get a quote from the vendor, then complete an EAF in CampusGroups. Buses must be paid via check, Visa is not an option for bus services.

Vans

Contact Parking & Transportation for van needs.
When registering an event with EMS, indicate your need for a van.
Parking & Transportation Driver Certification Required: Yes
Fee: Gasoline (Tank must be filled upon return otherwise Parking & Transportation will fill at a cost of $4.50 per gallon. A penalty may also be charged of $25.00)

What Policies Regarding Van Reservations Must I Know?

> Your organization must have a valid RIT account number.

> Vans may not have more than six passengers and a driver (7 total).

> Vans cannot be taken for more than four days (96 hours) unless permission is given by the Director of the CLCE or his/her designee.

> At the time of the request, the organization must be in good financial standing with CLCE.

> Only one van, per group, per request. Second van requests will be granted seven business days before reserved date if van is not needed by another group.

> Vans cannot be driven more than 800 miles round trip unless approved by the Director of the CLCE.

> Trips of this distance should be taking place over the course of several days, and not overnight.

> Any trips exceeding 400 miles round trip will require two certified drivers.

> Vans cannot be used to move any personal items or for shuttling.

> Vans must be parked in the Parking & Transportation area behind Grace Watson upon return. They cannot be parked at the residence halls or apartments.

> When the request is for local use, multiple days, vans must be returned to the Grace Watson lot each night.

> The borrowing organization is responsible for all tolls, fines, fees, or damage while using the van except for those incurred by the driver if negligence is shown.

> The driver and organization will lose van privileges after TWO NO SHOWS OR UNVERIFIED CANCELLATIONS. Cancellations must be received 24 hours prior to trips during normal working hours Monday – Friday, (8:30 am – 4:30 pm). Acknowledgement from CLCE is either a return phone call or e-mail response. There will be a charge for not cancelling unneeded vans.

> The driver is responsible for notifying the Public Safety supervisor, Parking & Transportation and CLCE of any accidents or traffic violations that the van was involved in regardless of fault.

> In compliance with New York State Law and RIT policy, the use or possession of controlled substances and alcoholic beverages is prohibited while using the van. There is absolutely no smoking allowed in the van.

> Weather Cancellation: Van reservations may be cancelled by the University without prior notice.

> It is the driver's responsibility to be aware of the contents of the van contract that is signed when he/she picks up the van.

> Driver must present van certification card and passenger list with emergency numbers at Parking & Transportation or Public Safety before packet will be given.

Accountability Matrix

Action	1st Occurence	2nd Occurence	3rd Occurence
Event is hosted without prior registration	Written warning	Organization put on hold for 5 business days. All events aside from business meetings are cancelled during this time.	Organization put on hold for up to 1 semester or year from the date of the incident. All events aside from business meetings are canceled during this time.
Event is hosted without prior approval in EMS	Written warning	Organization put on hold for 5 business days. All events aside from business meetings are cancelled during this time.	Organization put on hold for up to 1 semester or year from the date of the incident. All events aside from business meetings are canceled during this time.
Event waivers are not submitted	Written warning	Organization put on hold for 5 business days. All events aside from business meetings are cancelled during this time.	Organization put on hold for up to 1 semester or year from the date of the incident. All events aside from business meetings are canceled during this time.
Event waivers are submitted late	Written warning	Organization put on hold for 5 business days. All events aside from business meetings are cancelled during this time.	Organization put on hold for up to 1 semester or year from the date of the incident. All events aside from business meetings are canceled during this time.
Failure to provide a list of attendees for off-campus event	Written warning	Organization put on hold for 5 business days. All events aside from business meetings are cancelled during this time.	Organization put on hold for up to 1 semester or year from the date of the incident. All events aside from business meetings are canceled during this time.
Event promotional material is posted in Campus Center/SAU without prior approval	Written warning	Organization put on hold for 5 business days. All events aside from business meetings are cancelled during this time.	Organization put on hold for up to 1 semester or year from the date of the incident. All events aside from business meetings are canceled during this time.
Failure to complete contracts in a timely manner or complete them fully	Written warning	Organization put on hold for 5 business days. All events aside from business meetings are cancelled during this time.	Organization put on hold for up to 1 semester or year from the date of the incident. All events aside from business meetings are canceled during this time.
Failure to respond to outreach or submit required materials by deadline	Written warning	Organization put on hold for 5 business days. All events aside from business meetings are cancelled during this time.	Organization put on hold for up to 1 semester or year from the date of the incident. All events aside from business meetings are canceled during this time.
Failure to comply with CLCE expectactions	Written warning	Organization put on hold for 5 business days. All events aside from business meetings are cancelled during this time.	Organization put on hold for up to 1 semester or year from the date of the incident. All events aside from business meetings are canceled during this time.