CLUB E-BOARD MANUAL
2015-2016
CLUB CENTER CONTACT INFORMATION

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WHAT DOES “CLUB RECOGNITION” MEAN?

Recognition is an official status given to RIT clubs who wish to function with the support of Student Government and Campus Life. It grants certain privileges and responsibilities, and these privileges are granted with the assumption that the organization acts within and complements RIT’s mission, vision, and values.

The President of RIT, as the chief administrative officer on the campus, or his/her designee (such as the Vice President of Student Affairs), may grant or withdraw Recognition from any campus organization.

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

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

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

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 Campus Life & Student Government
• Listing in Institute publications
• Access to leadership training materials and resources
• Sponsorship/promotion of activities on campus
• Distribution of literature, flyers or organizational print materials on campus
• Eligibility for campus awards or honors

Limitations 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:
  o The Institute’s name for any commercial purpose or in any way, written or spoken, which may reflect adversely upon the Institute
  o Their club recognition to act in any official or nonofficial capacity as a governing body
  o 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.)
  o Imply RIT sponsorship of, control over, or responsibility for the activities of the organization
  o Allow for separate club budgets or accounts outside of the Student Government account issued in the Club Center

RIT CLUB GUIDELINES

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

1. SG Recognition may be granted to student sponsored organizations pursuing activities that will contribute significantly to the intellectual and social development of the student body, serve the education and access goals of the Institute, encourage student participation and leadership, and enhance the general campus environment. The following groups are not considered to be eligible for SG Club Recognition:
• Unions (bargaining units)
• Greek letter social organizations or any organization with selective membership
• College/Departmental student councils or advisory groups
• Groups that are already served through our offices/departments/missions on campus
• Groups that exclude membership

2. SG will only grant Recognition to one group for any given interest. Proposed groups sharing similar interests and constitutional goals with a recognized group will be encouraged to cooperate with the recognized group to promote their common interests.

3. 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. 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 semester. 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. As well, e-board membership is limited to current full-time students at RIT. Non-RIT community members are not allowed to actively participate in clubs, however they can attend club sponsored events.

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. 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.

4. SG and Campus Life reserve 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. Lists are updated and required through the Club Center 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 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 Packet.
5. All students at RIT are immediately eligible for club membership – while Club Constitutions can allow for a vote for change in leadership within a club, no student, faculty advisor, or club member can tell a student they are no longer allowed to participate in club activities. Clubs are open membership and only Campus Life staff or Student Government officials have the right to remove a student from a club provided there is a legitimate reason or cause for doing so. Club members cannot expel an student from their club.

C. Officers
1. All club officers must be currently enrolled 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 semester. Officers also can ONLY be current full-time RIT students; not alumni/faculty/staff or non-RIT members. The Center for Campus Life will have access to student judicial records in the Office of Student Conduct 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.

D. 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.

2. Students 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.

3. Effective Fall 2013 there will be a new Advisor Travel Policy in place. This will institute a grant-like system through the Center for Campus Life to provide funding for Advisor travel. Below are the basic rules & regulations for the new policy:
   • Club students need to request on behalf of the advisor, stating the need for why the advisor needs to travel with them and the cause for such. Requests should be submitted through thelink.rit.edu with the Advisor Travel Request on the Clubs@RIT profile page.
   • All requests need to be made at least three weeks prior to travel.
   • A request needs to be outlined stating the following below:
     A. Need
     B. Where and when travel is occurring
     C. Amount being requested
D. Nature of need and request

- A request for travel funds only can be made up to two times a semester, and awarded no more than $300 per request per advisor.
- Overall, an advisor may not be rewarded for travel more than $1,000 a year total from Campus Life
- Any funding needed above the amount granted can be matched by CLUB FUNDS – but this matching can only occur from fundraised dollars, NOT from anything that is received in their budget from student fees

**CLUB ADMINISTRATIVE REQUIREMENTS**

**Communicating with Club Staff**

From time to time throughout the year, there will be changes within your club. Your advisor might leave RIT or their position, officer transition, a problem goes wrong with your event – you name it! To avoid having your club account frozen or placed on hold please contact our Club Center staff to alert them to the issue or problem at hand, so they may work with you. The staff is very flexible and willing to account for circumstances; however we need communication from the club first to keep aware of what is happening and to not have to assume the worst. Most club issues can be emailed to clubs@rit.edu, and for Finance questions and concerns you can email Dawn Rizzo at darcl@rit.edu or Ben Thomas at bmtcl@rit.edu.

**All-Club Mandatory Meetings**

All recognized clubs are required to attend the All-Club Meetings unless previously excused by the Assistant Director. Notification of absences should be made to the Assistant Director or Club Graduate Assistant at least twenty-four (24) hours prior to the meeting or directly following the meeting. The Assistant Director or Club will give clubs a window of 24 hours to respond as to why they missed a meeting; if notification of absence cannot occur within 24 hours prior (due to emergency purposes) then please notify the Club Graduate Assistant within 24 hours following the meeting. If no notification occurs, the club will be placed on hold. 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 in an academic year, a hold on the account and a warning issued – to erase the hold the club must contact the Club Graduate Assistant.

- After missing two meetings all privileges (including budget access) will be suspended pending review by the Assistant Director. Two meetings missed without notification to the Club Office could result in the club becoming disabled. If two meetings are missed, the club loses storage space as well.
Club Constitution and Club General Email
All clubs are required to have an updated Club Constitution and Bylaws on record with the Club Center. As well, clubs are required to have a general club email that is not currently the name of a present student within the club, or advisor. This general email will be listed to help newcomers to clubs find ways of reaching and becoming involved. These are free @rit.edu email accounts that can be requested and completed with Sarah through the Club Center and a Computer Account Authorization Form.

Club Review Board
The Club Review Board (CRB) is the student led advisory board which oversees all services, policies and procedures that relate to Student Government’s recognized clubs. The CRB is comprised of student representatives from a variety of SG clubs chaired by a Student Government Representative and advised by the Assistant Director. The CRB meets on a weekly basis to discuss and make decisions regarding club recognition. The CRB reviews the SG Club Recognition Process. The Club Review Board provides an opportunity for the interests and concerns of SG’s clubs to be voiced and addressed in a positive and productive manner.

The Club Review Board is an important piece of Student Government’s role in RIT’s shared governance. In addition, it is an excellent leadership opportunity. CRB members gain valuable skills in teamwork, decision-making, and critical thinking, while working to improve campus life at RIT. If you would like to become involved in the Club Review Board, please contact the Center for Campus Life, otherwise each semester 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) semester. These specified club representatives will change on a semesterly basis. In an effort to make sure that the clubs are equally represented, the following format will be used to determine the CRB representatives:

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

If the designated club representative does not uphold their obligations as a CRB member, they will run the risk of their clubs budget being frozen and/or may be required to meet with the Assistant Director or Club Graduate Assistant. All privileges will be suspended until this meeting occurs. Missing 2 meetings requires an individual meeting with the Assistant Director or Club Graduate Assistant as well.

Recognition Renewal
All SG Clubs are required to re-apply for SG Recognition each year during the Fall Semester of each academic year with the submission of an Application for Club Recognition. If a group fails to submit an Application for Club Recognition, their Recognition and subsequent
benefits can be suspended. Recognition renewal must take place prior to budget review and allocation. Recognition Applications can be obtained online at thelink.rit.edu.

**Club Inactivity**
Any club that falls inactive, for whatever reason, for a duration of four consecutive semesters will need to reapply for club status and recognition through the Club Review Board process. Their funds will be rolled back as well.

**Academic Exemptions**
Participation in club activities, sporting events, conferences, etc. do not exempt a student from academic requirements of the institution. 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 Club Center 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.

**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 EVR.

**Using Institute 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 Institute’s marks on a website or t-shirt is also protected by federal trademark laws. For club t-shirts, all t-shirt designs/logos need to be pre-approved by Sarah Griffith (sbgcccl@rit.edu) before ordering. The use of the RIT name 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.

**Club Waivers**
Any club that could potentially cause risk or harm to its members or to others is required to fill out a waiver before participating. This includes, but is not limited to: sports clubs (both competitive and non-competitive), clubs associated with movement and/or dance, clubs that use vehicles in any capacity, etc. These must be filled out by the beginning of the academic year.  

Anytime that a new member is added to a club roster, they are required to fill out a waiver form as well.

Benefits of Club Recognition

- Bookkeeping | Budget Services
- Free marketing (Campus Life) – and posting of marketing
- Staplers, hole punchers, calendars, Paper cutter, office supply usage
- Club Center mailboxes – and mail can be sent to the club center
- Computer Usage
- 200 free copies, black/white front only – inquire at Club Center
- Reservation of space in the Student Alumni Union free of charge
- Ability to request access to academic meeting and classroom space when available
- Participation in Annual Reservation Process
- ... and more!

**CLUB RESOURCES & SERVICES**

**Club Center**

The club center is open Monday-Friday from 8:30am-4:30pm. It is located in the Campus Center, room 1629. You can make appointments with staff members by emailing the front desk at crcccl@rit.edu. At the Club Center you can borrow cash boxes, take out credit cards, manage club finances, and much more!

**Club Space**

Club Space is designed to provide storage for SG Clubs. **Club Space is not guaranteed – it needs to be requested through the Club Center.** Club Space is located in the basement of the SAU, and there are also lockers available to clubs assigned through the Club Center. Club Space is utilized to store club equipment and belongings. You can apply for club space for your club only (not personal use) by emailing clubs@rit.edu with the subject header of “Club Space Request.” Clubs must wait a year after they are a recognized club to apply for locker 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 or the space is reissued. Each year clubs must re-apply for space or run the risk of losing the space. Multiple holds is also grounds for termination.

**DCE Email Accounts**

Student Government and the Center for Campus Life offer free access to DCE Accounts for SG Club use. Your club or organization can access RIT’s DCE, establish a club email address or
create a club page on the RIT Web site. All DCE accounts must be approved by your faculty/staff advisor and account usage must follow RIT’s Code of Conduct for Computer Use. Please stop by the Club Center and see the Club Graduate Assistant to pick up an application – the Assistant Director must sign off on this application. A general club account is required by all clubs so to advertise for maximum exposure. An @rit.edu account will be established, however any club that has made an account prior to fall 2012 under another venue (such as @gmail.com) will be allowed.

**Club Fairs**
Throughout the year there are four Club Fairs in the SAU Lobby. All your club needs to do is register on the clubs @ RIT profile on the Link. You can fundraise during this time, advertise, and learn more about other clubs! These dates will be announced throughout the year, and available on Important Dates Sheet.

**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 to obtain information regarding community needs, available projects and long-term volunteer positions, as well as general information regarding community service and service learning. Participating in service events is a great way to develop teamwork and commitment among your club members, while gaining valuable skills and helping those in need!

**Club Mail Folders**
All Recognized SG Clubs are provided with a mail folder located in the Club Center. A Club representative should check this folder weekly in order pick up important SG, CCL and Institute information. 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!

**Free Marketing**
As a service to our clubs and organizations, designers and artists are available through Campus Life to complete marketing requests at no cost to your organization. Our staff artists design flyers, posters, banners, postcards, business cards, labels, logos, t-shirt design, and much more! To submit a request you must fill out an Art Request form at: campuslife.rit.edu. Design alone is done by our artists, however you can also fill out a **Promotion Distribution Form** at the Club Center Front Desk after printing off your flyers, and our staff will hang up the promotions for you around campus free of charge! Even if you already have your design and you just want a flyer made, you can submit your own design – and they’ll still hang it!

**Free Copies**
Each club is provided 200 free copies through the Club Center during the academic year. These prints are black/white, and one sided. To be able to use this quota you must complete a blue EAF form at the Club Center Front Desk.
Purchasing Office Supplies
Clubs wishing to purchase office supplies with their SG funds are eligible to receive a discount from Staples. Discounted catalogs are available for club use online, and questions can be directed to the Club Center. To order your supplies, stop by the Club Center for assistance in determining and placing your order.

On-Campus Advertising
- Campus Center an SAU LCD Screens (Campus Life art request)
- Reporter Ads (ads@reporter.edu)
- WITR Radio Station (stop in to do a free spotlight during lunch on your club/event!)
- Tabling in the SAU (Campus Center Welcome Desk)
- SAU Display Cases (Campus Center Welcome Desk)
- Window Art in Campus Center (Campus Life art request)

The Link@RIT | Rosters | Profiles
In the Club Center, maintaining and tracking club profiles, membership lists, advisors, holds, and budgets are done through a system called the Link@RIT. This system is updated and maintained by the Club Center staff, but it is the responsibility of the club members themselves to maintain the rosters and profiles for their clubs through this system. Only club e-board members currently listed on the roster may update or access this system; but once access has been granted members should go in to keep track of their rosters, so that the Club Center staff may communicate with the right people when regarding issues or triumphs regarding that individual club. Through this system, clubs can also update their Club profiles, which are accessible to current and prospective students, as well as promote upcoming events, post club documents, message club members, post club photos, and much more! To access this system please go to: thelink@rit.edu and sign in from there.

Wellness Credit: Club Sports
Beginning fall quarter 2012, participation in a club sport or an intramural team will not qualify for a wellness class exemption. Those exemptions that were granted in the past will still count-for example if someone participated in Rugby and was exempt from a wellness class last year, they still will have that one course exemption.

The reasoning for this change, is that while club sports and intramurals certainly may enhance the wellness of the participants- and are encouraged- club sports and intramurals are not taught by qualified instructors, attendance is not necessarily taken and reported, the hours of participation are not necessarily equal to a wellness course, there are no learning objectives, and no assessment methods. In addition, there are no other wellness credits granted by students.
CLUB FINANCES

All clubs are given a specific account number and budget line through Campus Life; any Student Government awards, student donations, alumni/outside donations, student dues, etc. are deposited into this account. All financial transactions of any nature are required to be run through your club account only, unless funded through an individual department. Clubs are not allowed to have outside checking accounts. At any time a club may request to see the amount that is remaining in their club budget account.

Matching/ Roar Day

ROAR Day is the kick-off of the university’s annual giving campaign and aims to Raise Our Annual Responses in support of RIT. Stations will be set up across campus to encourage annual gifts to RIT from members of the RIT community, and a matching gift challenge is being offered by a generous gift from several campus leaders to match student, faculty and staff gifts on ROAR Day. Please keep in mind that club dues are not allowed on this day.

Student Government Finance Committee for Additional Funds

Clubs are able to request Additional Funds through the Student Government Finance Committee. Any questions should be directed to sgfin@rit.edu – to apply for Additional Funds an application can be found on the Student Government webpage.

Finance Committee will fund:

- Events open to entire RIT community (not including travel)
- Cultural food (must contribute to awareness of culture)
- Up to $500 for banquets
- Up to 50% of travel costs if you are representing RIT directly
- Gas and vehicle rental costs
- Guest speakers, artists, or performers fees and traveling expenses
- Up to $500 for gifts or prizes (Rare circumstances)
- Equipment or material (given have proper storage space)
- Reimbursement for expenses
- Internal services (FMS, ETC, Tech Crew, etc.)
- Support activity for fundraising for charity events

Finance Committee will NOT Fund:

- Food
- Mileage for personal vehicles
- Uniforms
- T-shirt purchases
- Cash prizes (They are prohibited)
- Tax on a reimbursement
Reimbursement of an advisor, faculty, staff
Donations to charity directly

Budget Requests
Every year, clubs may apply for a budget. The budgets are generally due in May and are noted on the Club Important Dates list at the beginning of the year. The application process closes in May and budgets are no longer able to be submitted. If your club missed the budget request period the club 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. As well, clubs that are looking to move to a higher tier to request a budget need to be in existence for at least a year, show substantial growth, have run transactions through their Club Budget account, and be able to show the need for funding for events/equipment/etc. Every year, Budget Request Seminars are also held to help students understand how to complete the Budget Request process. Individual appointments during this time of year can also be made at the Club Center.

Effective Spring 2013 in order to receive and continue to receive a club budget your club must raise at least 10% of the club budget your receive.

Inactive Club Budgets
Effective July 1, 2013 any club that has been inactive for two academic calendar years will lose any funding that is present in their club account. These budget rewards will be rolled back into the club budget process. If at any point the group becomes active again they will need to reapply for funding during the regular budget request process. A club is considered to be ACTIVE when they have completed the mandatory processes and paperwork with the club office for Student Government recognition, and have been utilizing Event Registration and their club budget account. Operating as a club without the Club Center’s acknowledgement does not count as being active.

Cash Handling
All fundraising should be deposited during normal daytime work hours in the Club’s account (at the Club Center). There is an after-hours deposit drop box available to SG Recognized Clubs and Major Student Organizations. The after-hours drop box is located in the Campus Center on the A level. It is on the wall to the right of the Center for Campus Life Offices. After-hour deposit envelopes are available for depositing the funds within the box. Please complete a deposit form and fill out needed information on the label of the envelope before dropping in the box. Please contact Public Safety at (585) 475-2853 or (585) 475-3333 and request a money escort to the after-hours drop box. The next business day you will receive a receipt in your club mail folder at the Club Center.

Online Fund Collections for Clubs
Overview
• This Collection System is an easy and efficient way for your club to collect funds.
• This system can be used by your club for collecting dues, membership fees, or even event tickets/cover charges.
• This is a way to have it available to take credit/debit cards for your events, fundraisers, or club collections.
• It has three simple steps:
  1) Send an email as instructed below
  2) Receive a link
  3) Use the link as instructed

Limitations
• Must be for collections of $10 or higher
• Cannot be used for donations (there is a different process for that that goes through Development)
• This is not a registration system – only collection of money

Available for all SG recognized clubs for collection of funds for:
• Conference/attendee fees
• Member Dues/fees
• Club trip collection from members
• Member contributions
• Almost any reason your club needs to collect funds

If your club has the need to collect funds and would like use this new system, please email your club financial contact (Ben or Dawn) with the below information included:

  Club Name:
  Club Event Name (reason for collecting the money):
  Event date (or range of dates) if there is one: (this can be a whole semester)
  Amount needed to be collected (should be a fixed amount) – must be $10 or greater:
  Date you want to stop taking payments:
  Name of who in your club will access the online payment report:
  Email of the contact above:
  Club website URL (if you have one):

Cash Box Security Tips at Special Events

Internal Controls:
Strong internal controls and documented procedures should be in place to ensure cash proceeds are adequately safeguarded, deposited timely and accurately reflected in the general ledger. Following are a few suggestions that you should consider when evaluating and implementing your cash handling procedures at special events on campus.

Safeguard Cash:
Remove temptation for would be thieves by only counting cash and checks in a locked room.
All cash should be kept in a secure location. Cash that will be secured in the building overnight
could be an attractive target for thieves. Whenever possible, cash should be counted and deposited on the day it is received. If cash is to be stored overnight (or during the day while unattended), it should be placed into a cash box within a locked cabinet or safe to which there is restricted access. Remember, it is never appropriate to use cash proceeds to make loans, for advances, or to pay for expenditures.

**Cash Box Security:**
It is very important to secure cash box by a lock. Limit access to the cash box to only one individual. If there are duplicate keys, make sure that you are only allowing people whom you trust and who understand cash handling protocol to hold them in their possession. At all costs, avoid keeping the money in transparent containers. The sight of so much money may prove to be too much temptation for even the most innocent of individuals. Never leave the cash box unattended. Since it’s not possible for you to safeguard the cash box while supervising other facets of the event; ensure that there’s a trusted back-up available to assist you.

**Segregate Duties:**
Critical controls such as segregation of duties, limited access, and regular reconciliation are important in handling cash. The number of individuals authorized to receive and handle the cash should be limited and supervised. The individual who receives cash should prepare a listing of all incoming cash.

**Change the Routine:**
Thieves look for patterns of behaviors to identify when it is easiest to steal. Changing who makes the deposit and at what time can throw off a potential thief. Accompany the person who is transporting money to the Cashier’s Office and make sure it’s enclosed inside a container that does not resemble a cash box.

**Credit Card Penalty**
Three strike policy:
1. If credit card is turned in late the first time is a warning.
2. If credit card is turned in late the second time the club is placed on hold and loses their ability to function, hold events, request funds, etc.
3. If credit card is turned in late a third time then the individual student has their credit card privileges revoked for the remainder of the academic year.

**Who can Sign an EAF**
1. Advisor should always sign first via electronically or on form- needs to be a recent and new signature every time)
2. If advisor is unavailable the club has the option of contacting Sarah Griffith for a signature. Sarah Griffith will only sign papers for clubs that are not on hold, are in good standing, and will not sign off on forms more than once a semester (as long as the advisor isn’t out for medical, sabbatical, etc. then the club will be allowed a grace period until advisor returns). If the advisor is retiring or stepping down, the club must
notify the clubs office to have arrangements made for a signature on financial documents until the club can find a new advisor.

3. In the case that Sarah Griffith is not available and the club has not already used their allotted time for a secondary signature, then Carol Reed may sign off on EAF’s. This can only occur if the club has not previously used their freebie with Sarah previously that semester.

4. Emails from advisors will only be accepted under circumstances of extreme tight turn-around.

Deposit Form Example
RELIGIOUS CLUB GUIDELINES

Recognition of Clubs

Students who wish to form religious clubs will complete an Application for Club Recognition Form. 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 semesterly 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 semester meetings or work cooperatively with the Center for Religious Life may result in revocation of the organizations’ activities and reservations for the semester.

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).

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**CLUB SPORTS GUIDELINES: COMPETITIVE & NON-COMPETITIVE**

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

**Martial Arts / Fencing Clubs**
Participation in any martial arts activity, with or without weapons, must take place in the presence of an approved instructor during an activity class or club reservation time. These clubs may not practice without the presence of an approved instructor for their specific club.
Reserving Space as a Sports Club
Clubs must meet the following requirements before submitting an athletic reservation request:

- Must be recognized as an official club by Campus Life
- Must be in good standing with Campus Life (no holds)
- All liability waivers must be completed and returned to the Event Registration Office
- Clubs can reserve the SLC on the Recreation & Intramurals webpage

Hazing

REQUESTING A VAN

**Student Government Vans**
Contact Person: Kathy Hall, 455-2204 (v/tty), e-mail: kahhcc@rit.edu
Parking & Transportation Driver Certification Required: Yes
Fee: Gasoline (Tank must be filled upon return otherwise Parking & Transportation will fill at a cost of $4.50 per gallon. A penalty may also be charged of $25.00)

**PATS Vans**
Contact Person: Rick LaClair, 475-7300, email: rllcps@rit.edu
Parking & Transportation Driver Certification Required: Yes
Fee: Van Rental & Gasoline (Van charge is $65/day per van. Tank must be filled upon return otherwise Parking & Transportation will fill at a cost of $4.50 per gallon. A penalty may also be charged of $25.00)

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

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

- Reservation will not be confirmed until the SG Office Manager receives notification from EVR.
- Your organization must have a valid RIT account number.
- Vans may not have more than six passengers and a driver (7 total).
- Vans cannot be taken for more than four days (96 hours) unless permission is given by the SG Office Manager and the Director of the Center for Campus Life or his/her designee.
- At the time of the request, the organization must be in good financial standing with SG.
- **Only one van, per group, per request. Second van requests will be granted seven business days before reserved date if van is not needed by another group.**
- Vans cannot be driven more than 800 miles round trip unless approved by the Director of the Center for Campus Life. Trips of this distance should be taking place over the course of several days, and not overnight.
- Any trips exceeding 400 miles round trip will require two certified drivers.
- Vans cannot be used to move any personal items or for shuttling.
- Vans must be parked in the Parking & Transportation area behind Grace Watson upon return. They cannot be parked at the residence halls or apartments.
- When the request is for local use, multiple days, vans must be returned to the Grace Watson lot each night.
- The borrowing organization is responsible for all tolls, fines, fees, or damage while using the van except for those incurred by the driver if negligence is shown.
- The driver and organization will lose van privileges after TWO NO SHOWS OR UNVERIFIED CANCELLATIONS. Cancellations must be received 24 hours prior to trips during normal working hours Monday – Friday, (8:30 am – 4:30 pm). Acknowledgement from SG or PATS is either a return phone call or e-mail response. There will be a charge for not cancelling unneeded vans.
- The driver is responsible for notifying the Public Safety supervisor, Parking & Transportation and SG of any accidents or traffic violations that the van was involved in regardless of fault.
- In compliance with New York State Law and RIT policy, the use or possession of controlled substances and alcoholic beverages is prohibited while using the van. There is absolutely no smoking allowed in the van.
- **Weather Cancellation:** Van reservations may be cancelled by the University without prior notice.
- It is the driver’s responsibility to be aware of the contents of the van contract that is signed when he/she picks up the van.
- **Driver must** present van certification card and passenger list with emergency numbers at Parking & Transportation or Public Safety before packet will be given.
How do I know my reservation has been confirmed? You will receive an email from Kathy Hall confirming your request, or your request will be confirmed on the EVR message board.

**TRANSPORTATION**

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).

**EVENT REGISTRATION & RESERVATIONS**

What is Event Registration?
Event Registration, also known as EVR, is a process through thelink.rit.edu 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/Welcome Center in the lobby of the Campus Center. Events are required to be registered in order to occur (sporting events, fundraisers, etc. – general meetings are not required to be registered).

Reserving Space on Campus
Please RESERVE your space prior to submitting your event in The Link. Reserve a space by visiting the Welcome Desk in the Campus Center lobby or emailing reserve@rit.edu.

How Do I Plan an Event?
Find our Event Planning Checklist online at www.rit.edu/campuslife/event-planning-checklist-logistics.

Registration of Travel
- Complete the Travel Application, which requires information 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. Forms can be found in the Club Center.
- 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.
Contract Request Form
If you are looking to contract an entertainer/speaker/company you will need to complete the Contract Request Form. **Students cannot sign off on these forms** – please follow the form for specific instructions. You can find instructions by going to the Welcome Desk in the Campus Center lobby.