THE CLUB CENTER
FRONT DESK

WHAT CAN YOU DO?

› Turn in requests for checks, petty cash or reimbursements done via direct deposit and pick them up once available
› Make appointments with the Club Staff
› Pick up forms (EAF, tax exempt forms, etc.) and packages
› Have t-shirt designs and flyers approved
› Check your club mailbox
› Find out if your club is frozen and why
› Find out about important club dates
› Get a club statement printout and account balance

TIPS AND TRICKS!

› Make sure EAFs are signed by your advisor
› Make sure your club’s trip is EVR’d before seeing Dawn or Ben (campuslife.rit.edu/evr)
› Please plan your events early (Travel as early as 2 months)
› Check thelink.rit.edu to access various forms and documents
› Don’t forget about the drop box on level A, especially for weekend events

CLUB PERKS

Did You Know…

› Clubs have their own mailboxes; send things to our office, and pick up weekly mail/monthly budget statements
› There is a helpful Club Student Staff
  Club Sports Graduate Assistant, clubsports@rit.edu
  Club Graduate Assistant, clubs@rit.edu
  Club Administration SA, clubsa@rit.edu
› Clubs get up to 200 FREE black/white single sided copies printed in the Club Center per year
› Clubs get their own access to an RIT club email, and RIT web space by filling out the Computer Account Request form and having signed in the Club Center by Sarah Griffith