



Rochester Institute of Technology

Club/Organization

Manual

TIGER SUITE 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.

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 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 laws, or University rules and regulations.

An active club is one that completes required paperwork, communicates regularly with the Tiger Suite Staff, attends mandatory meetings and training, completes the Club Recognition Process twice per 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 Tiger Suite Office.

At any time an organization wishes to disaffiliate, they must fill out the Unrecognition form located in Campus Groups and submit an official letter stating why they no longer wish to be considered a Student Government recognized organization. Organizations will then be asked to present in front of the Club Review Board for the final decision.

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 University financial account
- Use of University space, equipment, services and other resources as deemed appropriate
- Access to administrative services as provided by Campus Life & Student Government
- Listing in University 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:
 - The University's name for any commercial purpose or in any way, written or spoken, which may reflect adversely upon the University.
 - The University's logo or any copyrighted symbol of RIT. (Such uses of the name or symbols owned by the University are allowed only when authorized by the Center for Campus Life or its designee.)
 - Imply RIT sponsorship of, control over, or responsibility for the activities of the organization
 - Allow for separate club budgets or accounts outside of the association made by Campus Life, or additional awards through Student Government

Club Unrecognition

The Process:

- Clubs wishing to relocate to another department and become un-recognized by Student Government must fill out the Unrecognition Form.
- They must have written documentation from new department, agreeing that they will manage the club.
- This form will be processed by the Center for Campus Life.
- Clubs must complete all the financial steps below.
- After this occurs, the form and documents from the new financial advisor and new department sponsor will be brought to Club Review Board for approval.
- The organization will be notified by email when their application has been decided on.
- The club will have 2 weeks to remove any club materials from club lockers/storage space/mail folders from the date of the email. Any materials inside will be forfeited.

Finance and Mail:

- Clubs need to have a new financial administrator identified and in agreement that they will manage the club's funds. This need to be in writing from the individual for documentation. This must be someone from outside of Campus Life.
- That person needs to be in contact with the finance team (Dawn, Carol and Elaine) regarding the club's available account balance, so they can work together to get that moved to the new financial administrator's area.
- No funds will be transferred outside of Campus Life until all transactions have posted, and the account is reconciled. The club must resolve any pending situation before "moving out" date, example submitting requested documents, receipts/invoices, etc.
- The club's balance has to be positive (\$0 or more), and it is the club's responsibility to bring the balance to \$0 or more.

When clubs move outside of Campus Life, they are no longer eligible to request a budget from Campus Life, cannot use our cash boxes or Visa cards, and we no longer process any transactions for them (POs, check requests, petty cash, etc.). They will no longer maintain a mail folder in the suite for them, and they cannot have packages delivered to Campus Life.

RIT Events and RIT Campus Groups:

Once the Club Review Board has approved the form, the organization will lose the ability to have SG-club access to reserving rooms/spaces and access to their Campus Group organization access/page including Campus Groups platform. Groups can work with a department contact to reserve space and to host events.

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 University, 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
 - University/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. 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. Eboard membership is limited to current full-time students at RIT. The involvement of Non-RIT community members is defined within the Community Supporter and Guest Guidelines (Page 23-5).
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. Student Government 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 University requests. Lists are updated and required through the Tiger Suite 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. Student Government 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 a student from their club.

C. Officers

1. All club officers must be currently enrolled full-time RIT who have 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.

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.
3. All club officers must be current, full-time RIT students – not alumni/faculty/staff or non-RIT members. Any club member in a current judicial process will be notified whether or not any sanctions or outcomes will affect their current standing and leadership within a club (as determined by Student Conduct Office).

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 Campus Life 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.
- Advisor Travel 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 the Advisor Travel Request in Campus Groups. 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

E. Events

- All Clubs must have three (3) events per semester that are open to all students on campus (outside regular club meetings). All club events must be promoted and open to the entire campus.
- Clubs may partner with academic departments for one (1) event per semester.
 - A. This event may not use any SG club funds
 - B. The event must still be open to all students and promoted to all students (may not be exclusive)
 - C. This event may not count toward the clubs 3 events per semester requirement

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 Tiger Suite 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 be aware of what is happening. Most club issues can be emailed to clubs@rit.edu, and for finance questions and concerns you can email Elaine Kanara: ekkcc@rit.edu.

All-Club Mandatory Meetings

All recognized clubs are required to attend the All-Club Meetings unless previously excused by the Assistant Director for Student Engagement. 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 Graduate Assistant 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 Alyshia O'Connor; Assistant Director for Student Engagement: amzccl@rit.edu
- * 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 Tiger Suite. 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 The Assistant Director for Student Engagement.

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. 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.

Recognition Renewal

All SG Clubs are required to re-apply for SG Recognition each semester 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. Applications can be accessed online in Campus Groups.

Club Inactivity

Any club that falls inactive, for whatever reason, for a duration of four consecutive semesters will be disabled and unrecognized- funds will be removed and returned to Campus Life.

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. Campus Life staff 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, and Listed on the roster.

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 completing the Design Approval Form located under the Campus Life Clubs page in Campus Groups. 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, fliers, 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.**

Tabling Guidelines

- The time, place, and manner of exercising the constitutionally protected rights of free expression, speech, assembly, and worship are subject to campus regulations that shall provide for non-interference with University functions and reasonable protection to persons against practices that would make them involuntary audiences or place them in reasonable fear, as determined by the University, for their personal safety.
- RIT may regulate the time, place, and manner of speech. (e.g., time of day restrictions, location limits, preservation of access or traffic flow, limits on amplified sound).
- Such activities shall not interfere with the orderly operation of the campus.
- Tables may not be placed in areas where direct passage to or through any entrances, exits, sidewalks, or walkways are blocked. Tablers cannot hinder the free flow of people entering and leaving. Tablers cannot hinder the free flow of traffic on the walkway/driveway.

Benefits of Club Recognition

- ✓ Financial management and services | Budget Reconciliation
- ✓ Free marketing (Campus Life) – and posting of marketing
- ✓ Staplers, hole punchers, calendars, Paper cutter, office supply usage
- ✓ Tiger Suite mailboxes – and mail can be sent to the Suite
- ✓ Computer Usage
- ✓ 200 free copies, black/white one sided only – inquire at Tiger Suite
- ✓ Reservation of space in the Student Alumni Union free of charge
- ✓ Ability to request access to academic meeting and classroom space when available

Club Disciplinary Proceedings Restrictions

Any Club/organization going through disciplinary proceedings with RIT Student Conduct and Conflict Resolution will be placed on probation. Probation is defined as limiting club activities with the Assistant Director for Student Event Services' approval to the following:

1. Club meetings
2. Club Programs
3. Recruitment/Informational Programs
4. Some events shall be prohibited including but not limited to dance parties, social programs, philanthropic events, etc. unless they are co-sponsored with another RIT recognized organization
5. Program approval will be at the discretion of the Assistant Director for Student Event Services or his/her Designee

CLUB RESOURCES & SERVICES

Tiger Suite

The Tiger Suite is open Monday-Friday from 8:30am-4:30pm. It is located in the Campus Center, room 1610. You can make appointments with staff members by emailing the front desk at crcccl@rit.edu. At the Tiger Suite 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 Campus Life.** Club Space is located in the A-Level of the SAU, and there are also lockers available to clubs assigned through the Tiger Suite. Club Space is utilized to store club equipment and belongings. You can apply for club space for your club only (not personal use) on the Campus Life website. Applications will be accepted at any time during the year, however space is limited. If a club is allocated club space, it has two weeks to claim it or the space is reissued. Multiple holds is also grounds for the loss of storage space.

DCE Email Accounts

Student Government and the Center for Campus Life offer free access to DCE Accounts for Student Government 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 Tiger Suite 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. Please register when prompted to do so in Campus Groups. 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 on The Campus Life website.

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 Center for Leadership and Civic Engagement 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 Student Government recognized Clubs are provided with a mail folder located in the Tiger Suite. A Club representative should check this folder weekly in order pick up important Student Government, Center for Campus Life and University 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.

Free Copies

Each club is provided 200 free copies through the Tiger Suite 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 Tiger Suite Front Desk.

Art Request Guidelines

1. All club t-shirts must say RIT and the club name on them, with the exception of clubs selling t-shirts for profit or being sponsored/ jointly sharing the cost of t-shirts with outside organizations. RIT and the club name do not have to be on the t-shirt in a specific location, but needs to be visible.
2. Anything that is going to be distributed (flyer, apparel, tablecloths, jerseys, marketing tools, etc.) needs to be pre-approved.
3. You are not allowed to use designs that University Publications dictates. This includes the RIT athletics tiger or the official RIT trademark logos.
4. If you order something without the approval of our office, design or otherwise, your order will be held at our office
5. You can use whatever company you'd like for ordering – but anything \$5000 or over requires 3 written quotes that must be provided to your designed finance representative. For clothing orders, one of those quotes must be from the HUB.
6. Please be careful of inappropriate or questionable content that would violate RIT policy.
7. If you are advertising a speaker or outside organization make sure that it's not soliciting or evangelizing.

DESIGN CONTENT THAT IS NOT ACCEPTABLE

Nudity, violence or weapons

Promotions of drugs or alcohol

Discriminatory content

Sexual content

Off campus housing other than that of the RIT affiliated service

Content from a for-profit external organization or individual
Content from a non-profit external organization that does not have a partnership with RIT
The use of RIT official logos

Purchasing Office Supplies

Clubs wishing to purchase office supplies with their club funds are eligible to receive a discount from Staples. Please keep in mind that RIT has a \$50.00 minimum order requirement from Staples. Supplies can also be ordered through Amazon. To order your supplies, please complete an EAF and stop by the Tiger Suite 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 (RIT Events)
- ✓ SAU Display Cases (Campus Center Welcome Desk)
- ✓ Window Art in Campus Center (Campus Life art request)

Campus Groups | Rosters | Profiles

In the Tiger Suite, maintaining and tracking club profiles, membership lists, advisors, holds, and budgets are done through a system called the Campus Groups. This system is updated and maintained by the Campus Life 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 Campus Life 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 get started- download the Campus Groups app.

CLUB FINANCES

Each club has a separate account maintained by the Campus Life finance team. All club revenue and expenses must flow through their designed account. Clubs are not allowed to have outside bank accounts. Clubs are highly encouraged to maintain a budget of all of their transactions (all expenses and revenue), and to reconcile it monthly. At any time a club may contact the Tiger Suite front desk at [crrcccl@rit.edu](mailto:crccl@rit.edu) to request a summary balance of your club's 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 sgfn@rit.edu. To apply for Additional Funds an application can be found here: <https://sg.rit.edu/finance/>

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
- ✓ 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
- ✗ Tax on a reimbursement
- ✗ Reimbursement to an advisor, faculty, staff
- ✗ Donations to charity directly

Budget Requests

Every year, clubs may submit for a budget request application to the Center for Campus Life. The budgets are generally due in May and are noted on the Club Important Dates list at the beginning of the year. The deadline for the application process will be announced to clubs. Take note of this deadline, as once the deadline passes, clubs no longer able to submit a request. 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.** Individual appointments during the annual budget process of year can also be made at the Tiger Suite if you have budget- related questions. Clubs that are looking to move to a higher tier must request this via clubsga@rit.edu. In order to be considered for tier review, clubs need to be in existence for at least a year, show substantial growth, have run transactions through their club account, and be able to show the need for funding for events/equipment/etc.

In order to be eligible receive and continue to receive a club budget your club must fundraise at least 10% of the club budget you receive.

Budget Cap/Status Allocations

\$5,000.00- \$10,000	Clubs that compete at the state or national level
\$500.00 to 5,000.00	Open membership/active organizations
\$0- 500.00	Clubs that function as a closed group-not allowing campus wide membership/excludes membership
Exempt Status	Misuse of funds or event management procedures

April 1st - budget application goes live

May 16th – budget application closes

Clubs will be evaluated on:

- ✓ Budget Cap/Allocation
- ✓ Membership
- ✓ Number of Events
- ✓ Fundraising efforts (20%)

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 awards will be rolled from the club’s account. 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 RIT Events and their club account. Operating as a club without the Tiger Suite’s acknowledgement does not count as being active.

Cash Handling

Please review information regarding cash handling and deposits here:

<https://www.rit.edu/studentaffairs/campuslife/financial-certificatin-cash-and-checks>.

Lotteries and Raffles

Any time money is collected in exchange for entry into a random drawing for a chance to win an item of value (regardless of the dollar value of the item or whether the item was purchased or donated), it is considered a lottery. Lotteries are games of chance which have strict laws within the United States and are highly regulated within New York State. Certain religious and not-for-profit entities are allowed to conduct specific types of games of chance (raffles being one of those games of chance) as long as they follow a very specific set of rules which govern these raffles. Any deviation in the RIT Raffle Rules and Approval Process, as documented here: <https://www.rit.edu/fa/legalaffairs/sites/rit.edu/fa/legalaffairs/files/docs/RaffleRulesUpdated.pdf>, can create an illegal lottery scheme as defined by law. Therefore, every game of chance conducted on campus is required to be reviewed in order to ensure that it follows proper structure and that there are no licensing issues that need to be addressed. Please contact the Office of Legal Affairs at (585) 475-2426 if you have specific questions about how to properly structure your raffle.

Cash Management Agreement

To ensure the safe management of club cash, the Cash Management Agreement must be reviewed and acknowledged by all club members who will be completing financial transactions on a yearly basis through the Financial Certification.

- All Executive Board and club members who will be completing financial transactions on behalf of their club MUST complete the Financial Certification available at <https://campuslife.rit.edu/app/finance-certification>
- NO cash is permitted to be kept in “Black Boxes”, “petty cash funds”, “cash boxes”, or other manner of storage independent from the club’s campus financial account. All fundraising and donation cash is expected to be deposited per the Financial Certification.

Deposits should be made as soon as possible to safeguard the security of funds. All funds collected MUST be deposited within 2 business days of the event.

Spending out of a club’s fundraising without first depositing the revenue into your club account will jeopardize your club’s recognition statues, and will result in your club’s account being placed on hold.

By acknowledging this Cash Management Agreement, members acknowledge review of and compliance with these expectations. The member also recognizes that a failure to complete this review by the date due, and a failure to meet all expectations above, as well as those indicated in the Financial Certification will result in immediate suspension of club activity until a club/organization conduct review can be completed, and final disciplinary decisions are rendered

Nelnet Online Fund Collections System for Clubs

Overview

- Nelnet is an easy and efficient way for your club to collect funds.
- Visit <https://www.rit.edu/studentaffairs/campuslife/financial-certification-nelnet> for additional information regarding its uses and functionality.

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 its 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.

EAFs

1. For information on how to complete the EAF and when it is needed, please visit <https://www.rit.edu/studentaffairs/campuslife/financial-certification>

Deposit Form Example

DEPOSIT FORM	
Today's Date _____	
We verify that the amount we are depositing today \$ _____ represents <u>all</u> funds collected or given to _____ . These funds are best described as:	
(Name of Club)	
<input type="checkbox"/> Fundraising [Please note that 8% sales tax will be removed from fundraising involved in the sale of merchandise/food, and 4% NYS sales tax will be removed from clothing sales.]	
_____	_____
(Name of Event)	(Date of Event)
(How was the Money Raised? Be Specific.)	
<input type="checkbox"/> Donation List all contact names and addresses on back of this form. (If a corporation is donating, list the name of a representative.)	<input type="checkbox"/> Members' contributions to club This might be contributions to a trip, dues etc.
Signed _____	_____
(Signature of Club member or Officer)	(Printed Name)
Signed _____	_____
(Signature of Club member or Officer)	(Printed Name)
Note: If you do not have this form completed at the time you need to deposit fundraising at the Club Resource Center, you may still deposit your fundraising at the Club Resource Center. Your club account will not be credited, however, until we receive this completed form.	

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 Assistant Vice President of Student Affairs.

Privileges for recognized clubs include free use of space, access to university 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, Cru). 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 university 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).

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 (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.

REQUESTING A VAN

For information on vans that are available for use by Student Government recognized clubs, please visit <https://www.rit.edu/fa/parking/transportation/charter>.

EVENT REGISTRATION & RESERVATIONS

What is Event Registration?

The RIT Event Process is a process through RIT Events 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. Clubs will not be allowed to make purchases related to their events until the event is registered in RIT Events.**

Reserving Space on Campus

Reserving space is done at the same time as event submission in RIT Events. Reserve.RIT.edu. Please note all events must be requested/submitted at least 7 days prior to event date.

How Do I Plan an Event?

Find our Event Planning Checklist online at <https://www.rit.edu/studentaffairs/campuslife/event-planning>

All group events must be submitted more than seven business days in reserve.rit.edu. Events include practices, meetings and off-campus outings.

Registration of Travel

2. 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 Tiger Suite.
3. Submit the event: reserve.rit.edu

4. The RIT Event Process 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.

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 club 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 club's efforts and to work with Student Members. Community Supporters cannot simply use the club as a place to practice the hobby/interest/etc.

Becoming a Community Supporter:

In order to become an official Community Supporter, the interested person must approach a member president 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 not simply using the club 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 club'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 club and the policies set forth by RIT. This verification and enrollment process will be required to be acknowledged annually. The serious involvement (i.e. beyond coming to meetings and hang outs) of any Community Supporter is at the discretion of the Executive Board, and with the review and approval of the Center for Campus Life at RIT.

Getting Involved:

If a Community Supporter wishes to become further involved in club activities (beyond attending meetings, seminars, etc.), they can do so only under the direction of a current Executive Board member. A Community Supporter should contact an Executive Board member for approval if they wish to further their involvement. If a Community Supporter wishes utilize club space to work on a project, equipment, etc. they must notify an Executive Board member and have their approval. There must also be a Student Member present as outlined in Section 4. 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.

Monetary and Supply Contributions/Spending:

Community Supporters may not purchase or provide their own supplies when working on a club 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 make a donation, it is required to be processed through the Tiger Suite. 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 Club Donation. These materials or funds immediately become club property. All projects, equipment, property, etc. worked on for the club are the property of the club. Under no circumstances may Community Supporters spend club funds.

Club Room/Space Access:

Community Supports shall not be allowed to gain swipe access or access to the combination of club lockers, padlocks, etc. Those who do not have card swipe access to the club room may not be in the room without a card swipe holding member. Those who do not have card swipe access to the room will not attempt to gain access to the room without a card swipe holding member present through the borrowing of IDs, etc.

Semester Timeframe:

Following the close of the last meeting of the semester, the Club will have completed all of its official business for the semester. At this time, all work on projects, equipment, property, events, etc. by those other than Student Members in good standing will come to an end. Community Supporters will be allowed access to the room outside the fall or spring semesters under the club's Guest policy only. The period that this applies to shall include winter break, intersession, and summer break.

Equipment Storage:

Community Supporters shall be permitted to bring their personal equipment to be used at events, meetings, etc. If a Community Supporter wishes to leave personal items in club storage, they accept the same risk as Student Members, in that the safety and security of equipment cannot be guaranteed. The Club and RIT is not responsible for lost, damaged, misplaced, or mishandled equipment left in storage. Equipment may also be moved to alternate storage locations without warning. Any personal property/ equipment may not remain in club storage without being used for more than one month, unless otherwise noted by an Executive Board member. A Community Supporter may store a small number of items in the club room; however space constraints mean priority will be given to Student Members, under the approval of the Executive Board. Community Members may be asked to remove property from storage at any time and for any reason.

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.

Club Open Houses

Club open houses, fairs, etc. are to be staffed with preference given to Student Members. When necessary, Community Supporters shall be allowed to be called upon to volunteer their assistance when appropriate.

Guests of Community Supporters:

Community Supporters may not invite Guests to the club room as they do not meet the requirements needed to be a Guest Sponsor as outlined in the Guest Policy.

Removal

In the event that a Community Supporter does not adhere to the guidelines and policies set forth by the club and by RIT, their status as a Community Supporter may be revoked, as determined by the Executive Board. If issues arise, they will be addressed by the Executive Board in consultation with the Tiger Suite, 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.

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

The RIT Club 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.