Rochester Institute of Technology

Fraternity & Sorority

Guidelines

Spring 2017
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**Note** – this document and its rules/regulations/policies are subject to change at the discretion of the Rochester Institute of Technology, Center for Campus Life and/or Fraternity & Sorority Life at any time.
What is the Office of Fraternity & Sorority Life?

The working relationship between the fraternity & sorority community and the Institute is the responsibility of the Office of Fraternity and Sorority Life (FSL), under the Center for Campus Life. The FSL is under the direct supervision of the Associate Director for Greek Life & Departmental Assessment. In executing this responsibility, the FSL staff shall:

1. Responsible for Institute recognition for all social fraternities and sororities
2. Responsible providing reports and statistics as related to all social fraternities and sororities
3. Serve as the advisers to fraternity & sorority chapters
4. Offer programming and resources in areas such as recruitment, new member education, leadership development, community service, philanthropy, risk management, academic excellence, etc.
5. Meets with regional and/or inter/national representatives from inter/national fraternities & sororities
6. Creates, implements, and interprets RIT policies and regulations to the fraternity & sorority chapters
7. Administer the Greek Student Life Fund
8. Administer Greek scholarships under the direction of RIT
9. Reviews and evaluates petitions of fraternity & sorority interest groups which seek recognition from the Institute
10. Serve as the liaison between the fraternity & sorority community and the remainder of the Institute

The following is the hierarchy of the RIT Fraternity & Sorority Community:
Where is the Office of Fraternity & Sorority Life?

The FSL is located on the “A” Level of the Student Alumni Union in room 04-A510

Who is in the Office of Fraternity & Sorority Life?

Justin Cha
Graduate Assistant for Deaf/Hard of Hearing Organizations
585-475-6112
deafhohgreek@rit.edu

Margot Dayton
Graduate Assistant for IFC Council/Greek Row Liaison
585-475-6112
ifc_ga@rit.edu

Dan Greenebaum
Graduate Assistant for Panhellenic Council/Greek Circle Liaison/Rho Lambda
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Marketing Coordinator
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Juan LaChapelle
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Special Projects Coordinator
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Chibueze “Chib” Onwunaka
Graduate Assistant for Multicultural Greek Council/Order of Omega
585-475-6112
mge_ga@rit.edu

Eric M. Pope
Associate Director for Fraternity & Sorority Life
585-475-7123
empccl@rit.edu
## Chapter Contacts

While the FSL staff is here to help all members of all chapters, to ensure each chapter receives the attention it needs, each has been assigned a specific contact person in the FSL Office. Each month, chapter presidents/contacts will be asked to meet with a representative from the FSL office to do a check in on how chapter operations, recruitment, new member education, and other items related to their respective organization. Attendance at these meetings is taken into consideration for President’s Cup. Chapters will have an assigned contact for the entire term. Chapter contacts for spring 2017 are:

<table>
<thead>
<tr>
<th>Chapter</th>
<th>Contact Person</th>
<th>Chapter</th>
<th>Contact Person</th>
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</thead>
<tbody>
<tr>
<td>Alpha Epsilon Pi</td>
<td>Margot Dayton</td>
<td>Alpha Kappa Alpha</td>
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<tr>
<td>Delta Sigma Phi</td>
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<td>Theta Chi</td>
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<tr>
<td>Sigma Sigma Sigma</td>
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<td></td>
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</tbody>
</table>

*= No members active at RIT at start of spring 2017 semester*
Governing Councils

The RIT has three governing councils that provide direction to the fraternity & sorority community. All chapters are required to maintain membership in a governing council to remain in good standing with the University:

INTERFRATERNITY COUNCIL (IFC)

The Interfraternity Council (IFC) is the programming and governing body of the nine North-American Interfraternity Conference (NIC) fraternities and two non-NIC affiliated fraternities at RIT. Every man who joins one of these groups is a member of IFC. Every group has a representative or chapter delegate that attends the IFC meetings. These individuals are the communication link between IFC and their chapters. The Interfraternity Council meets every other week. The IFC leadership is composed of a president and six executive officers.

Adviser: Eric M. Pope Theta Chi empccl@rit.edu
President: Grant Pearce Phi Kappa Psi president.ifc.rit@gmail.com

https://www.rit.edu/studentaffairs/greek/interfraternity-council/overview

COLLEGE PANHELLENIC COUNCIL (CPC)

The College Panhellenic Council is the programming and governing body of the five National Panhellenic Conference (NPC) sororities at RIT. Every woman who joins one of these organizations becomes a member of the College Panhellenic Council. The council consists of a delegate from each chapter and 7 executive officers. The council meets every other week to strengthen ties of communication between the chapters. The group has received recognition at the local level for excellence in community service, scholastic achievement, and public relations.

Adviser: Eric M. Pope Theta Chi empccl@rit.edu
President: Carley Geruntino Alpha Xi Delta president.cpc.rit@gmail.com

https://www.rit.edu/studentaffairs/greek/college-panhellenic-council/overview

RIT MULTICULTURAL GREEK COUNCIL (MGC)

The purpose of the Multicultural Greek Council (MGC) is to provide a council for Greek organizations that contribute specifically to diversity and inclusion on RIT campus. The MGC serves as the governing body and network multiculturally based Greek organizations to create and maintain high standards in the life of Fraternities and Sororities. The council addresses, coordinates, and develops strategic action plans to unify affiliations, promote higher education, provide community service, enhance leadership and serves as a liaison between the MGC and the University student body, and administration; thereby improving the campus climate. The MGC emphasizes on spreading cultural awareness to ensure diversity and unity among the Greek community at RIT.

Adviser: Chib Onwunaka Phi Beta Sigma mgc_ga@rit.edu
President: Joe Garcia Lambda Alpha Upsilon president.mgc.rit@gmail.com

https://www.rit.edu/studentaffairs/greek/multicultural-greek-council/overview
## President & Chapter Contact Information – Spring 2017

<table>
<thead>
<tr>
<th>Organization Letters</th>
<th>Organization Name</th>
<th>First Name</th>
<th>Last Name</th>
<th>Email Address</th>
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<tr>
<td>ΑΕΠ</td>
<td>Alpha Epsilon Pi</td>
<td>Nick</td>
<td>D’Avanzo</td>
<td><a href="mailto:nrd4577@rit.edu">nrd4577@rit.edu</a></td>
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<tr>
<td>ΑΚΑ</td>
<td>Alpha Kappa Alpha</td>
<td>Kira</td>
<td>Clark</td>
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</tr>
<tr>
<td>ΑΞΔ</td>
<td>Alpha Xi Delta</td>
<td>Rachel</td>
<td>Mahoney</td>
<td><a href="mailto:alphaxiritpresident@gmail.com">alphaxiritpresident@gmail.com</a></td>
</tr>
<tr>
<td>ΑΣΑ</td>
<td>Alpha Sigma Alpha</td>
<td>Grace</td>
<td>Koester</td>
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<tr>
<td>ΑΦΑ</td>
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<td>Wilson</td>
<td>Darko</td>
<td><a href="mailto:wad8993@rit.edu">wad8993@rit.edu</a></td>
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<tr>
<td>ΔΣΦ</td>
<td>Delta Sigma Phi</td>
<td>Justin</td>
<td>Beigel</td>
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</tr>
<tr>
<td>ΔΦΕ</td>
<td>Delta Phi Epsilon</td>
<td>Sarah</td>
<td>Jacobs</td>
<td>president.dphi@<a href="mailto:bu@gmail.com">bu@gmail.com</a></td>
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<tr>
<td>ΖΤΑ</td>
<td>Zeta Tau Alpha</td>
<td>Jacqueline</td>
<td>Mosher</td>
<td><a href="mailto:zta.pres.rit@gmail.com">zta.pres.rit@gmail.com</a></td>
</tr>
<tr>
<td>ΖΦΒ</td>
<td>Zeta Phi Beta</td>
<td>Patience</td>
<td>Ibezim</td>
<td><a href="mailto:zphib1920@rit.edu">zphib1920@rit.edu</a></td>
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<tr>
<td>ΘΧ</td>
<td>Theta Chi</td>
<td>Angelo</td>
<td>Vitelli</td>
<td><a href="mailto:afs6143@rit.edu">afs6143@rit.edu</a></td>
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<tr>
<td>ΚΔΡ</td>
<td>Kappa Delta Rho</td>
<td>Quinn</td>
<td>Davis</td>
<td><a href="mailto:qjd7528@rit.edu">qjd7528@rit.edu</a></td>
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<tr>
<td>ΛΛΥ</td>
<td>Lambda Alpha Upsilon</td>
<td>Eduardo</td>
<td>Yanez</td>
<td><a href="mailto:eduardo.yanez@lambdas.com">eduardo.yanez@lambdas.com</a></td>
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<tr>
<td>ΛΠΧ</td>
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<td>Deanna</td>
<td>Martinez</td>
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<tr>
<td>ΛΣΥ</td>
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<td>Thomas</td>
<td>Sosa</td>
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<tr>
<td>ΛΥΛ</td>
<td>Lambda Upsilon Lambda</td>
<td>Alex</td>
<td>De La Rosa</td>
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<tr>
<td>ΠΚΦ</td>
<td>Pi Kappa Phi</td>
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<td>Finnerty</td>
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<tr>
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<td>Sigma Alpha Mu</td>
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<td>Gideon</td>
<td>Samara</td>
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<td>Michael</td>
<td>Yaeger</td>
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<td>ΣΨΖ</td>
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<td>Joseph</td>
<td>Pereira</td>
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<tr>
<td>ΦΒΣ</td>
<td>Phi Beta Sigma</td>
<td>Duwayne</td>
<td>Harding</td>
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<tr>
<td>ΦΔΘ</td>
<td>Phi Delta Theta</td>
<td>Sam</td>
<td>Evans</td>
<td><a href="mailto:see2797@rit.edu">see2797@rit.edu</a></td>
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<tr>
<td>ΦΚΨ</td>
<td>Phi Kappa Psi</td>
<td>Aaron</td>
<td>Lipp</td>
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<td>Suenn</td>
<td>Rodriguez</td>
<td><a href="mailto:sxr3998@mail.rit.edu">sxr3998@mail.rit.edu</a></td>
</tr>
</tbody>
</table>
Privileges, Expectations, & Requirements for Good Standing

Privileges of University Recognition

It is expected that the Institute will grant privileges to recognized fraternities and sororities in good standing, therefore the Institute will:

1. Allow fraternities and sororities to use the name of the Rochester Institute of Technology (RIT), along with, but not in place of, identification of the sponsoring body. This includes endorsement by the University of the positive aspects of Fraternity & Sorority Life
2. Support and participate in activities of the IFC, Panhellenic, and MGC councils as well as the individual chapters
3. Allow access to, and use of, University facilities for official chapter functions as approved by the appropriate office/department/college
4. Facilitate participation as a group in all athletic, social, or other group activities or programs sponsored by or under the auspices of RIT
5. Provide the services of the Alumni Office to help communicate with chapter alumni/ae
6. Provide advice and assistance of the FSL staff to help coordinate programs for chapter development, operations, business affairs, membership recruitment, educational programs, etc.
7. Assist in protecting the organization and its property from disruptions, theft, damages, and other intrusions by persons who are not members or guest(s) of the chapter
8. Sponsor programs to promote effective leadership, chapter maintenance, etc.
9. Maintain records for membership and scholarship
10. Provide information regarding fraternities and sororities to interested students and their parents/guardians
11. Maintain contact with regional and inter/national offices of the fraternities and sororities and their leadership consultants

Chapter Expectations

It is expected that a recognized fraternity and sorority will support the interests of the University by:

1. Encouraging and stimulating intellectual growth by promoting participation in the intellectual and cultural life of the University
2. Providing an environment in which learning takes place through free exchange of ideas and beliefs among members
3. Promoting academic achievement and scholarship through tutorial assistance, special study programs and by rewarding outstanding achievement
4. Promoting campus involvement and encouraging members to become involved with other student organizations
5. Providing a forum for social interaction that permits the individual to become involved with other student organizations
6. Providing valuable experience in group living where individuals accept responsibility for one another, knowing that what one does or what one fails to do affects each individual and the entire organization
7. Providing valuable leadership experience and opportunity for developing fiscal management skills
8. Existing as communities which through the communal efforts of staff, student, and faculty may serve as the focal point to help bridge the gap between the intellectual and social life of the community
9. Providing a support system for individuals as they proceed through significant developmental changes
10. Promoting an individual’s lifelong obligation to serve the community and by sponsoring service and philanthropic projects
11. Providing individuals the opportunity to participate in a variety of recreational activities
12. Providing a safe and habitable facility for its members, if applicable
13. Maintaining membership in one of the three governing councils
14. Adhering to the standards set for continued recognition for fraternities and sororities by RIT

**Requirements for Good Standing**

In order for a chapter to be in good standing and retain its University recognition, the following requirements must be met:

**Adviser Requirements**

All RIT recognized chapter are required to have a minimum of two advisers – a campus/faculty adviser and an alumni/chapter adviser – who have formally agreed through the “Adviser Agreement Form”. The form, including name, address, phone number, and email address is on file with the FSL. Individuals may advise more than one chapter but can only hold one position per organization

The following Adviser titles and descriptions will be used at RIT:

1. **Academic Adviser** - an RIT employee or alumnus who serves to enhance the academic endeavors of the chapter
2. **Alumni/Chapter Adviser** - an alumnus member of the chapter or organization who serves as the liaison between the chapter and the inter/national organization
3. **Alumni Relations Adviser** - an alumnus member of the chapter or organization who assists the chapter in connecting with their alumni/ae
4. **Campus/Faculty Adviser** - an RIT employee who serves as a liaison between the chapter and RIT (adjunct instructors/professors are not permitted to serve as advisers)
5. **Community Service/Philanthropy Adviser** - either an RIT employee or an alumnus who assists the chapter with community service and/or philanthropy
6. **Financial Adviser** - either an RIT employee or an alumnus who assists the chapter treasurer in overseeing the chapter's finances
7. **Housing Adviser** - either an RIT employee or an alumnus who assists the chapter with the management of their chapter house
8. **Membership Adviser** - either an RIT employee or an alumnus who assists the chapter with the membership of the chapter
9. **Recruitment Adviser** - either an RIT employee or an alumnus who assists the chapter with recruitment
10. **Risk Management Adviser** - either an RIT employee or an alumnus who assists the chapter with risk management
11. **Ritual Adviser** - an alumnus who assists the chapter with Ritual
12. **Social Adviser** - either an RIT employee or an alumnus who assists the chapter with social programs
13. **Standards/Conduct Adviser** - either an RIT employee or an alumnus who assists the chapter with their standards/conduct board

In the event that a chapter does not meet the minimum requirement, they will be given one term to fill the vacant position(s) after which time their EVR access will be frozen until an adviser(s) has been appointed
FSL understands that the titles/descriptions used will not fit with all chapters so titles will be assigned at the discretion of the FSL based upon the criteria provided by the chapter and will be matched to the appropriate FSL approved title.

**Academic Policy**

The Division of Student Affairs expects fraternities and sororities to promote the academic achievement of its members. With this in mind, the following academic policies must be followed:

**Chapter Requirements**

1. Each chapter must develop, implement, and maintain a written, comprehensive scholarship program. The program should include the following components:
   a. Skill building
   b. Incentives
   c. Tutoring
   d. Use of Campus Resources
2. Chapter presidents must maintain a cumulative GPA of at least 2.500 during their term of office
3. If a chapter’s semester GPA falls below 2.500, the chapter shall be placed on academic probation. Chapters on academic probation are limited to holding chapter meetings and academic activities. All other types of chapter activities are prohibited
4. If after three consecutive semesters the chapter fails to meet the required chapter GPA of 2.500, University recognition will be withdrawn
5. Each chapter should achieve a semester GPA equal to or above the all men’s or all women’s GPA, as applicable, for each semester

**Governing Council Requirements**

1. Governing council officers must maintain a cumulative GPA of at least 2.75 during their term of office or they will be required to resign

**Standards of Excellence**

**Introduction**

Modeled after inter/national fraternity & sorority accreditation programs, Fraternity & Sorority Life (FSL) has created the following program as a way to better connect with the fraternities and sororities at RIT while recognizing and rewarding them for their contributions to the University. The Standards of Excellence will be utilized to provide valuable information to help all chapters strive to be their very best.

**Purpose**

The purpose of the Standards of Excellence is the following:

1. Provide the FSL with chapter related information
2. Identify finalists for President's Cup
3. Self-study for chapter goal setting

**Composition of Program**

The Standards of Excellence shall consist of four parts:

1. *Chapter Questionnaire* - to be completed by the chapter president or his/her designee at the beginning of each semester by the date specified by the FSL
2. **Roster Review** – to be completed by the chapter president or his/her designee in person at the beginning and end of each semester by the dates specified by the FSL.

3. **Document Submission** – the following documents must be submitted at the beginning of the fall semester, after any changes are made, or before the expiration date. Documents do not need to be resubmitted in the spring unless changes have been made:
   a. Chapter Constitution and/or Bylaws for 2016-2017
   b. Current Inter/national Constitution and/or Bylaws
   c. Chapter Risk Management Policy
   d. Chapter New Member Education Program
   e. Signed Adviser Agreements for all advisers

4. **End of Semester Report** – to be completed by the chapter president of his/her designee at the end of each semester by the date specified by the FSL.

**Scoring**

Each portion of the Standards of Excellence shall be scored and the total score will be used to determine the finalists for the President’s Cup. All organizations that score 90% or higher will be eligible to present for the President’s Cup. In the event of a tie, a chapter’s End of the Semester Report Average score (between Spring & Fall) will be used to break the tie.

Chapters on sanction from the Center for Student Conduct & Conflict Resolution and/or their inter/national organization are not eligible to win the President’s Cup but are eligible to apply for Greek Awards.

Based upon each chapter’s cumulative score from all portions of the Standards of Excellence, chapters will be given a ranking from one star to five stars:

- **Five Star Chapters** – have received between 90% and 100% of possible points; Eligible for President’s Cup
- **Four Star Chapters** – have received between 80% and 89% of possible points;
- **Three Star Chapters** – have received between 70% and 79% of possible points,
- **Two Star Chapters** – have received between 60% and 69% of possible points;
- **One Star Chapters** – have received between 0% and 59% of possible points;

All chapters inter/national headquarters shall, upon request, be provided with a copy of this program and will also receive a complete breakdown of its chapter’s scores and ranking at the end of the year

**Chapter Questionnaire – February 10, 2017**

The Chapter Questionnaire has been designed to provide the FSL with information to help publicize RIT’s fraternities and sororities to perspective students, parents, and other interested parties. The information provided is vital to the accurate reporting of fraternity & sorority statistics to RIT, inter/national organizations and other interested parties. All information requested is non-ritualistic in nature and would be shared with any potential new member.

Scoring will be based upon the successful completion of all the questions for a score of up to 100 points. For questions that do not apply, please place “NA” in the space provided.

Late submissions will receive zero points but still will need to be submitted. Failure to submit the chapter questionnaire may result in sanctions being placed on the organization including but not limited to EVR restrictions, room cancellations, SG funding denial, and notification of inter/national headquarters.

The questionnaire consists of the following questions and can be found on the FSL Website:
Organization Information:
- Organization Name
- Chapter Designation
- Day/Time/Location of Chapter Meetings

Chapter Officers
- Current Chapter President
- Current Vice President (if more than one list in “Other” Lines with title)
- Current Treasurer
- Current Secretary
- Current New Member Educator
- Current Recruitment Chair
- Current Community Service and/or Philanthropy (if more than one list in “Other” lines with title)
- Current Scholarship Chair
- Current Public Relations Chair
- Current Risk Management Chair
- Current Alumni/ae Relations Chair
- Current House Manager (if applicable)

Membership and Retention (RIT Students Only)
- Current chapter size (Active Members Only)
- Number of members living in Residence Halls (excluding Greek Floors)
- Number of members living in on-campus apartments (UC, Perkins, etc.)
- Number of members living in off-campus apartments
- Number of members commuting from home
- Number of members living in chapter houses (floors or houses)
- Number of 1st year students by credits
- Number of 2nd year students by credits
- Number of 3rd year students by credits
- Number of 4th year students by credits
- Number of 5th students by credits
- Number of graduate students
- Number of deaf/hard of hearing members
- Number of members on Co-Op, Clinicals, or Study Aboard

Chapter Dues & Fees
- Chapter New Member Fee (if applicable)
- Inter/National New Member Fee
- Chapter Initiation Fee (if applicable)
- Inter/National Initiation Fee
- Badge/Pin Fee (if applicable)
- Chapter Dues
- Inter/National Dues
- Inter/National Insurance Cost (per member)
- Total Dues per semester

Chapter Academic Standards
- National Minimum GPA needed to be extended a bid (2nd semester or higher)
- Local Minimum GPA needed to be extended a bid (2nd semester or higher)
• Minimum GPA to serve on Executive Board

Chapter Public Relations
• Chapter Website
• Inter/National Website
• Facebook Page
• Twitter
• Instagram
• Other

Community Service & Philanthropy
• Name of local philanthropy/philanthropies
• Name of national philanthropy/philanthropies
• Name of local community service organization(s)

Roster Reviews – due Friday, February 10, 2017

All recognized chapters are required to update their chapter roster at the beginning and end of each semester to ensure that the FSL has the most up to date listing of members. Roster updates are done by appointment with their respective governing council’s graduate assistant. Rosters must be updated by the following dates each semester:

• Beginning of Fall – Friday, Friday, February 10, 2017**
• End of Spring – Friday, May 5, 2017

**Panhellenic Council organizations will have to update their roster by Friday, January 27th to determine the number of available spots in Total for each chapter prior to Spring Informal Recruitment

Chapters are able to update their roster at any time if the need arises. This can be done via the “Change in Membership Status Form” on the FSL Webpages

The following statuses will be used for all RIT – recognized fraternities and sororities:

1. **Active (A)** – Any full time or co-op undergraduate member of the organization that has been ritually initiated in to the chapter, on the national roster, actively involved and participating
2. **New Member (NM)** – Any individual that is not initiated and that is affiliating with the chapter through the New Member education process.
3. **Depledged/Dropped (D)** – Any New Member who has their membership terminated from the organization. Once the New Member has left the organization, whether voluntary or thought disciplinary action of the chapter, notification to the FSL must be made via the “New Member Drop Notice” on the FSL LINK page. Upon receiving this form, the New Member will be removed immediately from the organization’s roster. The “New Member Drop Notice” must be received at least one week after termination. Failure to submit this form will result in the New Member remaining on your chapter’s roster and will be included in your chapter grade report for that semester.
4. **Resigned/Disaffiliated/Expelled (R)** – Any Active member who has their membership terminated from the organization. Once an Active member has left the organization, whether voluntary or through disciplinary action of the chapter, notification to the FSL must be made via the “Change in Membership Status/Initiation Form”. Upon receiving this form, the Active member will be removed immediately from your respective roster. The “Change in Membership Status/Initiation Form” must be received at least one week after
termination. If this form is received after the last regular day of the semester, changes to your roster are not guaranteed. Failure to submit this form will result in the individual remaining on your roster.

5. **Inactive for Semester (I)** – Not active, participating and/or paying dues;
   a. Organizations are only able to put individuals on “Inactive for Semester” status with a letter from their inter/national organization

6. **Returning as Active (RA)** – Status for an Active member whose previous status was something other than Active (i.e. – Special Status, Co-op, Inactive, Study Abroad)

7. **Special Status (SS)** – To reflect any chapter’s special status or any member who is enrolled at the University not Active or has not been terminated. A description of the Special Status needs to be submitted for this to be granted by the FSL; Clinicals and/or Rotations would be classified under this status as well

8. **Graduated/Alumni (G)** – an member who has recently graduated from RIT; This status does not apply to those students granted “Alumni” status within a chapter and would be classified as “Inactive for the Semester”

9. **Co-op (C)** – Enrolled at RIT as a full time co-op student

10. **Study Abroad (SA)** – Any member who is enrolled in the RIT Study Abroad program; you must also include the length of the time they will be away from campus (used for Panhellenic Total calculation)

11. **Transfer (T)** – A member who has decided to transfer to another college or university

12. **Deferred (DF)** – A potential new member who has deferred their bid until a later date; deferments are only good for one semester and the individual must meet the academic requirements of the chapter at the time they intend to go through new member education

*All new members must be ritually initiated during the semester they take part in New Member Education; “Holdovers” are not permitted*

For each successful roster review on or before the previously mentioned deadlines, chapters will receive 25 points per review for a total possible annual score of 100 points

Failure to review your chapter’s roster before the deadlines will result in no points being awarded and will result in sanctions being placed on the organization including but not limited to EVR restrictions, room cancellations, Greek Finance Committee Funding denial, and/or notification of inter/national headquarters.

**Document Submission – Friday, February 10, 2017 (if applicable):**

In order to ensure that the FSL has the most accurate information regarding chapter operations and governance, the following documents will need to be submitted. Documents do not need to be resubmitted in the spring unless changes have been made:

- Chapter Constitution and/or Bylaws for 2016-2017*
- Current Inter/national Constitution and/or Bylaws*
- Chapter Risk Management Policy*
- Chapter New Member Education Program
- Signed Adviser Agreements for all advisers – Faculty/Staff Adviser & Chapter/Alumni Adviser*

Documents need only be submitted once a year but in the event that a chapter updates any of the documents listed above, updated versions must be submitted to the FSL. Those documents listed above with an asterisk only need to be submitted if there have been changes to those submitted during the fall semester

Each document is worth twenty points for a total possible score up to 120 points. In the event that an inter/national headquarters does not comply with the request for any of the aforementioned documents, the chapter’s status will be...
frozen until they are received. It is not the responsibility of RIT or the FSL to communicate these requests to inter/national headquarters - that responsibility lies with the chapter. Updated documents are not eligible for additional points.

An up to date certificate of insurance is required for all recognized fraternities and sororities at RIT. Failure to submit one or providing an updated version will prohibit organizations from registering any events through the EVR system.

Late submissions will receive zero points but still will need to be submitted. Failure to submit your chapter’s documents by the deadlines will result in sanctions being placed on the organization including but not limited to EVR restrictions, room cancellations, SG funding denial, and notification of inter/national headquarters.

**End of Semester Report – Friday, June 2, 2017**

**For all chapter operations between January 1, 2017 and May 31, 2017**

The End of the Semester Report has been designed to provide the FSL with a progress report for all chapters at the conclusion of each semester. Each item in the End of the Semester Report will be assigned a point value and a chapter will be given a total score based upon all questions and sections of the report.

The End of Semester report is comprised of questions regarding many facets of chapter operations. Some questions will require short answers while others will require verification to be uploaded. Verification can be in the form of letters, emails, documents, list of attendees, or other items that can accurately verify attendance and/or participation related to a particular item. Acceptance of verification is at the discretion of the FSL – pictures are not acceptable as verification. In order for an event/program to be used, the event program must be registered in EVR.

The FSL will be able to provide some information (for example – academic performance) and will not require the chapter to answer any questions. Possible Points refers to completing only the items that mentioned. Each area (with the exception of Chapter Conduct) has opportunities for “bonus” points by going above and beyond. These are signified by asterisks (**).

Scoring is at the discretion of the FSL and its staff. At no time shall points be deducted once they have been awarded.

The End of Semester Report is comprised of the following sections:

- **Academic Performance – to be completed by FSL** – 180 possible points plus bonus
  - Organization’s semester GPA is over 2.500 – add 10 points
  - Organization’s semester GPA is over all fraternity or sorority average – add 20 points
  - Organization’s semester GPA is over their governing council's average – add 30 points
  - Organization’s semester GPA is over all Greek Average – add 30 points
  - Organization’s semester GPA is over all men’s or women’s average add 50 points
  - Organization’s semester GPA is over the all campus average – add 40 points
  - Members on Dean's List (3.500 or above) – add 1 point per member**
  - Members with 4.000 – add 2 points per member**

- **Adviser – to be completed by the chapter and verified by FSL via Adviser Agreements** – 40 possible points plus bonus
  - Chapter has the FSL required number of advisers (Campus/Faculty & Chapter/Alumni) – add 20 points – **to be completed by FSL**
  - Chapter has additional advisers as defined by FSL Adviser definitions – add 2 points per adviser**


- **Alumni, Parent, and Faculty Outreach – to be completed by the chapter – 40 possible points plus bonus for additional programs**
  - Chapter has created an alumni newsletter – add 10 points per issue up to 4 per semester
  - Chapter has held at least one alumni/ae event with at least 10 alumni/ae present – add 10 points per event up to 2 per semester
  - Chapter has held at least one parent’s event – add 10 points per event up to 2 per semester
  - Chapter has held at least one faculty or staff event with at least 10 faculty/staff present – add 10 points per event up to 2 per semester

- **Campus Involvement – to be completed by the chapter – 40 possible points plus bonus**
  - Fifty percent of chapter members are involved in other RIT recognized clubs/organizations (verification required) - add 20 points
  - Chapter co-sponsored at least one event with another fraternity or sorority – add 10 points per event up to 5 per semester (verification required)**
  - Chapter co-sponsored at least one event with a non-Greek organization – add 10 points per event up to 5 per semester (verification required)**

- **Chapter Conduct – to be completed by the chapter – 60 possible points**
  - Chapter is in good standing with respective governing council – add 10 points (verification required)
  - Chapter is in good standing with RIT Center for Student Conduct – add 20 points (verification required)
  - Chapter is in good standing with their inter/national organization – add 30 points (verification required)

- **Chapter Leadership & Development – to be completed by the chapter – 90 possible points plus bonus**
  - Chapter has held an executive board retreat – add 20 points (verification required)
  - Chapter reviews constitution and/or bylaws at least once a semester – add 20 points (verification needed)
  - Chapter has attended inter/national organization’s leadership programs – add 20 points per program (verification required)
  - Chapter has had members attend other RIT leadership programs (i.e. – RLI programs) – add 10 points per program with at least 10% of members (verification required)**
  - Chapter holds least two chapter development programs with at least 60% of members attending – add 20 points per session (up to 5 sessions per semester)**
    - Examples of programs include but are not limited to:
      - Networking, Etiquette, Personal Finance, Chapter History, Personal Health/Fitness, Parliamentary Procedure, Resume Writing, Time Management, or Study Habits
    - Verification of presenters credentials and list of attendees required

- **Community Service & Philanthropy – to be completed by the chapter & verified by FSL – 240 possible points plus bonus**
  - Chapter sponsors at least one philanthropic event per semester – add 20 points per event (up to 5 events per semester) (Event and donation amount must be submitted to FSL for verification)**
  - Chapter sponsors at least one community service event per semester - add 20 points per event ( up to 5 events per semester) (Event and number of hours must be submitted to FSL for verification)**
  - Chapter has submits community service hours to the FSL – add 100 points – to be completed by FSL
  - Chapter has submits philanthropic donations to the FSL – add 100 points – to be completed by FSL
• FSL Meetings & Requirements – to be completed by FSL – 70-80 possible points plus bonus
  o Chapter president attends all regularly scheduled one on one meetings with Graduate Assistant or Council Adviser – add 10 points per meeting attended - 3 to 4 per semester - to be completed by FSL
  o Chapter president attends monthly President’s Roundtable meetings – add 10 points per meeting attended – 3 per semester
  o Chapter President attends Community Retreat – add 25 points plus 5 points for each addition member who attends (if applicable)

• Recruitment & Retention – to be completed by the chapter - 80 possible points plus bonus
  o Chapter Completes Recruitment & Retention questions – add 20 points+ additional 100 points if initiation rate is 100% of those who started NME program
    ▪ Number of bids given out
    ▪ Number of bids accepted
    ▪ Number of bids deferred
    ▪ Number of new members who started NME program
    ▪ Number of new members who are initiated
  o Potential New Members grades checked by FSL prior to bids being extended – add 20 points
  o New Member Cards submitted to FSL by deadline – add 20 points - to be completed by FSL
  o New Members attend FSL New Member Institute – add 20 points – to be completed by FSL

• Risk Management –to be completed by the chapter - 80 Points plus bonus
  o Chapter attended and/or hosts a program on the following topic – add 20 points per program (one per topic area)
    • To receive credit, all programs must either be presented by someone with professional credentials relating to the topic or utilize curriculum provided by headquarters
      ▪ Alcohol and Drug Education
      ▪ Hazing Prevention
      ▪ Sexual Assault and Harassment Prevention
      ▪ Fire, Health or Safety

Late submissions will receive zero points but still will need to be submitted. Failure to submit the End of the Semester Report and the proper verification will result in sanctions being placed on the organization including but not limited to EVR restrictions, room cancellations, SG funding denial, and notification of inter/national headquarters.

Chapter Viability & Inactive Chapter Policy

RIT values a strong Fraternity & Sorority community as a constructive element of campus life. The Institute recognizes that the community must have sufficient membership numbers so as to provide membership opportunities for every student who has a desire and the means to join.

Recognition by RIT is a privilege. Recognized chapters must be able to show substantial evidence of the organization’s ability to contribute to the Fraternity & Sorority community. Chapters are expected to meet expectations with respect to academic success, community service, campus involvement, and support of community-wide and council programs.

RIT has established a minimum membership number as a way to insure healthy groups and community dynamics. These standards exist for all recognized chapters regardless of governing council. To insure that recognized
fraternities and sororities possess the ability to meet performance expectations and for the continued health of the fraternity and sorority community, this membership standard and procedures have been established.

**Standard**

1. All recognized fraternities and sororities are required to have a minimum of three (3) RIT full-time or co-op, active undergraduate members (initiates or new members) on the roster at all times.
2. Non-RIT students who are members of City-Wide chapters are not included in the minimum requirement.

**Process**

1. All chapters will be required to review their roster with their respective governing council’s graduate assistant by the date established by the FSL.
2. All new members must complete the fraternity or sorority “New Member Card” by the date set by FSL.
3. Each semester, a Viability Policy reminder will be sent via email to all chapters and their advisers that list 3 or fewer RIT students on their membership roster.
4. Chapters that fall below 3 RIT full-time or co-op, active undergraduate members (initiates and new members) will be placed on probation for the following semester.
5. Probation is defined as limiting chapter activities with the Associate Director for Fraternity & Sorority Life’s approval to the following:
   1. Chapter meetings
   2. Academic Programs
   3. Recruitment/Informational Programs
6. 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.
7. Program approval will be at the discretion of the Associate Director for Fraternity & Sorority Life or his/her designee.
8. In addition to a limit on chapter activities, a plan of action to increase and achieve the minimum number of members must be developed by the chapter with assistance from their chapter adviser(s)
   1. A copy of this plan of action must be given to the FSL, the governing council adviser, and the governing council graduate assistant.
   2. The chapter president or RIT contact will meet on an on-going basis with either the Associate Director for Fraternity & Sorority Life or his/her designee to track the progress made on the plan of action.
9. A chapter will remain on probation until their membership has met or surpassed the minimum requirement.

**No Members at RIT**

1. If at the end of six consecutive semesters a chapter has no RIT student members, the chapter shall lose their Institute recognition, shall forfeit all privileges associated with Institute recognition, and have to reapply for recognition in the future.
2. Those chapters that lose recognition may reapply three years from the date recognition was revoked.

**Appeal**

1. Chapters notified that Institute recognition has been withdrawn may submit a written appeal to Assistant Vice-President for Student Affairs within five business days of notification.
2. The Assistant Vice President of Student Affairs, in consultation with the Associate Director for Fraternity & Sorority Life, will review the request to determine if granting the appeal is appropriate.
3. A decision will be made within two weeks of receipt of the appeal letter; chapters are granted one opportunity to appeal.
Community Service & Philanthropy

All chapters are required to submit their community service hours and philanthropic donations via the FSL Community Service and Philanthropy Form. These hours and donations will be tallied at the end of each semester to compile a RIT Fraternity & Sorority Life Community Service and Philanthropy Report.

Hours and donations are only to be submitted to the FSL and the FSL will provide each chapter a report at the conclusion of the academic year as well as report the hours/donations to the RIT Leadership Institute and Community Service Center.

Hours and donations not submitted to the FSL will not be included in the FSL Community Service & Philanthropy Report and will not be verified should any organization require it.

Fraternity and Sorority Life follows the Center for Leadership & Civic Engagement’s guidelines for calculating service hours.

Restrictions
Service hours and philanthropic donations cannot be earned for the following:
1. Driving to and from a service site
2. Service that is completed due to a mandate from the Center for Student Conduct, or a local, state, of federal court or agency.
3. Attending an educational program
4. Attending another chapter’s program (i.e. Mud Tug)
5. Funds raised in support of another chapter’s program

Documentation
- Service hours and philanthropic donations must be submitted via Fraternity and Sorority Life’s Google Form ([https://docs.google.com/forms/d/10s8V-dHd74ocEjmVHvMxFg47-wyY9QGcs9X0EBhjB2k/viewform](https://docs.google.com/forms/d/10s8V-dHd74ocEjmVHvMxFg47-wyY9QGcs9X0EBhjB2k/viewform))

Direct “Hands On” Service
- One (1) hour of community service work = 1 service hour
- Examples: working in nursing home, staffing crisis center phone hotlines, highway litter pickup, hospital volunteer, rescue squad volunteer, blood drive assistance, tutoring, big brothers/sisters, staffing an educational booth, literature distribution, and presentations made to other student groups, etc. to increase social issue awareness on behalf of a non-profit agency; serving on a board of directors

Indirect Community Service
Drive-Purchased Items – Donations
- $5.00 worth of merchandise = 1 service hour
- Examples: supplies for neighborhood children’s park, Tree of Angels, Hillside Children’s Center, etc.

Drive- Collected Items
- Canned food drive: Twenty (20) canned goods = 1 service hour
- Used clothing drive: Five (5) items (jeans, dress, shirt, etc.) = 1 service hour
- Toys for Tots: One toy = 1 service hour (unless you have the receipt see above)
- Books: Ten (10) books = 1 service hour
- Humane Society: Six (6) items (bleach, paper towels, collars, etc.) = 1 service hour
- Humane Society: One (1) 20lb. bag of dog food, cat litter, etc. = 1 service hour
- Candy bars for charity: 10 bars = 1 service hour

Red Cross Blood Drive Donations
- One (1) pint of blood donated = 2 service hours
- Cards/Letters to the ill, elderly, or soldiers overseas, etc.
• Four (4) letters = 1 service hour

**Those chapters who do not submit any hours or provide submissions that do not adhere to FSL Standards will be indicated on the semester and annual service report as not providing any information.**

Executive Board Eligibility

Any Active or Co-Op members who has a minimum of 2.250 (president eligibility – 2.500) and a clean judicial record (no higher than “Warning”) as verified by the Center for Student Conduct & Conflict Resolution is eligible to serve on a chapter’s executive board. Chapters found to have elected an individual who does not meet the eligibility requirements will be contacted via email with the adviser(s) copied on all correspondence. The chapter will be required to remove that individual from office and hold a new election for that position. If the chapter is found to have disregarded the eligibility requirements and/or ignored the notification of ineligibility, that chapter shall be sent to the Center for Student Conduct & Conflict Resolution for a hearing.

Finances

RIT does not allow for individual chapters to have accounts through the Institute. Each chapter is required to have an external, non-RIT account that is actively monitored and balanced. Each chapter is required to pay all council and Institute bills on time and in full.

Please see FSL Financial Guidelines for further information

Institute/FSL/Governing Council Rules & Policies

In accordance with RIT’s Student’s Rights and Responsibilities, all chapters and their members must comply with all Institute and FSL rules, regulations, and policies as they apply to recognized fraternities & sororities.

As a requirement for recognition, all chapters must maintain membership in one of RIT’s three governing councils (Interfraternity Council, Multicultural Greek Council, or Panhellenic Council). Failure to maintain membership could result in Institute recognition being suspended or revoked.

In addition to RIT and FSL rules and policies, each chapter must adhere to the rules and policies of their respective governing council and inter/national governing organization. The hierarchy of policy shall be the following:

1. RIT
2. FSL
3. Inter/national Governing Organization (if applicable)
4. Governing Council
5. National Headquarters
6. Chapter

Failure to abide by any of these entities rules and policies may result in judicial charges being brought up against the chapter from the proper entity.

Insurance

Greek organization shall, at its own expense, maintain insurance Commercial General Liability with minimum limits of $1,000,000 per occurrence/$2,000,000 aggregate written on an occurrence basis. Rochester Institute of Technology shall be named as an additional insured. These coverages and limits are to be considered minimum requirements and in no way limit the liability of the Greek organization. This insurance shall be written by a company licensed to do
business in New York State with a minimum A.M. Best rating of A-VII. Each policy shall provide for notification to RIT thirty (30) days prior to termination, material change or restrictive amendments. The insurance companies issuing the policies shall have no recourse against RIT for payment of any premiums or for any assessments under any form or policy. RIT reserves the right to request copies of insurance policies. The insurance policies referred to above shall be primary insurance ahead of any insurance carried by RIT. Greek organization shall provide a certificate of insurance to RIT evidencing this coverage annually. Additional insurance requirements apply to Greek organizations with housing contracts.
Fraternity & Sorority New Member Eligibility and Reporting

New Member Eligibility

Chapters may extend offers of membership (“bids”) only to eligible students. Eligibility is defined as:

1. Only full time (12 credit hours or more), matriculated, undergraduate students with a minimum of a 2.500 cumulative GPA at the Rochester Institute of Technology are eligible to become New/Associate Members.
   a. First semester students (i.e. – freshmen) are eligible to become new/associate members as long they are not a part of the Higher Education Opportunity Program (HEOP)
2. Part time students and students who are on academic probation are ineligible to become new/associate members.
3. A transfer student is eligible to become a new/associate member with at least a 2.500 cumulative grade point average from his/her previous undergraduate institution and a minimum of 12 credit hours completed.
   a. A transcript (official or unofficial) indicating that student’s cumulative GPA must be submitted with the “Fraternity/Sorority Grade Release Form” in order for the transfer student to be eligible.
4. Students must also meet the GPA requirements as outlined by each individual chapter's inter/national organization or local constitution/bylaws. These requirements must be submitted to the FSL prior to any bids being given out.
   a. The FSL shall enforce which ever GPA is higher (chapter or Institute).
5. Grades must be checked before any bids can be distributed.
   a. Failure to have a person's grades checked prior to distributing bids will result in that group’s status being frozen and the inter/national headquarters being notified of the unauthorized distribution of bids and unauthorized new member education
6. Grades will only be check from those individuals who have properly filled out the “Fraternity/Sorority Grade Release Form”. Inaccurate information or illegible handwriting will not be checked. To ensure that a person's grades are checked, please have all persons filling out the sheet print neatly and clearly.
7. Those individuals deferring bids to a future time must meet the minimum organization GPA or the FSL GPA requirement (whichever is higher) at the time they wish to invoke their bid.

New Member Reporting

All chapters must submit a list of names of those individuals extended bids by Friday, February 24th and all individuals who have accepted a bid must complete the following documents (in person in the FSL Office):

1. The Fraternity or Sorority New Member Form – due by Friday, February 24th
2. RIT Policy on Hazing – due by Friday, February 24th

Failure to submit either or all of these documents for all new members will result in the chapter’s status being frozen and your adviser and inter/national headquarters being notified.

All New Members will be given a copy of the RIT New Member Bill of Rights and each chapter president and new member educator shall be required to sign a copy of it as well.
New Member Education Rules & Regulations

The following rules and regulations apply to all RIT recognized fraternities and sororities regardless of governing council affiliation:

1. Each chapter will abide by the RIT Policy on Hazing, educating all members on this policy at the onset of every new/associate member education program. Every member of the RIT Greek community is responsible for upholding a zero tolerance for hazing. The Policy on Hazing must be signed by each new/associate member, chapter president, and new/associate member educator and filed with the FSL within the first week of the new/associate member education program.
2. No new/associate member activities can involve alcohol and/or drugs.
3. New/associate member programs may not last longer than eight (8) weeks. All new/associate member education programs must be completed by the deadline established and announced by the FSL each semester.
4. Each chapter’s new/associate member education program must be submitted in writing and approved by the FSL.
5. Any changes to new/associate member calendars must be discussed and approved by the FSL at least 72 business hours (Monday – Friday; 9:00 AM to 5:00 PM) in advance.
6. Scavenger hunts, or other similar activities by any other name are prohibited.
7. New/associate member activities must end no later than 12:00 AM (midnight), Monday through Friday. Weekend activities should follow the same curfew of 12:00 AM (midnight).
8. For organizations with organized study tables/hours, flexibility must be given to those individuals who need to study alone, in the library or computer lab, with a study group or in a separate location. Only academic coursework may be completed during organized study hours (no fraternity/sorority information).
9. All chapters must follow their own inter/national new/associate member education programs. In cases where RIT and the inter/national policies differ, RIT policy will always take precedence.
10. Any organization found to have taken a new member class/line without the knowledge of the FSL will immediately have their status frozen and shall be turned over to the Center for Student Conduct for a Judicial Hearing. Additionally, the inter/national organization shall be made aware of the violation via email.
11. New Member Education for IFC and Panhellenic organizations can begin no later than Sunday, February 28th.
12. MGC organizations, in consultation with the FSL office, may start later but written approval from their IHQ must be provided.
13. All new/associate members must be RITUALLY initiated (regardless of governing council) as full members of the organization by the weekend of Friday, May 5th through Sunday, May 7th.

This list is not all-inclusive. Chapters should familiarize themselves with the RIT Student Rights and Responsibilities (specifically the section on hazing), New York State Law, and their own inter/national policies related to new/associate member education.
Multicultural Greek Council
Membership Intake Instructions

1. Each chapter must submit a completed Membership Intake Form every semester. If your chapter intends to have membership intake, this form is to be returned by the set FSL deadline.
2. Failure to submit this form will result in an organization’s status being frozen.
3. An intake program and calendar must be submitted to the FSL by the date established. Chapters must notify the FSL in writing of any changes to the intake intent form and/or intake calendar.
4. The current members of each chapter must complete RIT Policy on Hazing before the start of the intake process.
5. All students in attendance at your informational or membership meeting are to sign the RIT Policy on Hazing and these forms are to be returned 48 hours after your informational meeting.
6. Intake/membership related activities may not last longer than eight (8) weeks. All new/associate member education programs must be completed by the deadline established and announced by the FSL each semester.
7. No activity should go past midnight nor begin prior to 8 AM. Adequate time should be reserved for studying, at least 15 hours during the week and 10 hours on the weekend. Chapter activities that involve prospective or potential new members should never involve alcohol and/or drugs.
8. Any chapter found responsible for exceeding the new member initiation deadline without approval from the FSL could be subject to having their recognition frozen and/or a Student Conduct hearing.
9. Potential new members, who choose to discontinue or are no longer eligible to participate in the membership intake process, MUST submit a “New Member Drop Notice” found on the FSL LINK page.
10. Any organization found to have taken a new member class/line without the knowledge of the FSL will immediately have their status frozen and shall be turned over to the Center for Student Conduct for a Judicial Hearing. Additionally, the inter/national organization shall be made aware of the violation via email.

Guidelines for Intake

All chapters governed by the Multicultural Greek Council must agree to abide and comply with these acceptable guidelines, provided they comply with the policies and practices outline by the inter/national organization, New York State Law and RIT Student’s Rights & Responsibilities.

The following activities have been identified as acceptable or unacceptable membership intake practices:

1. **Probate Shows:** ACCEPTABLE
   a. According to the inter/national guidelines and the following conditions: Only if there is no physical, mental and/or verbal abuse and with proper and timely notification to the FSL.
   b. Guidelines must be submitted to the FSL before any Probate Show will be approved.

2. **Walking in Unison:** ACCEPTABLE
   a. Potential new members may walk together in unison. (Note: Walking in unison is defined as walking together in/on the same stride. Not to be confused with marching. See definition of marching.) Walking in unison, as an accidental occurrence is acceptable; however chapters shall refrain from mandating potential new members to walk in unison.

3. **Uniforms:** ACCEPTABLE
   a. Under the following conditions: As mandated by the inter/national organization and only if professional. Uniforms cannot interfere with the academic institution or the student’s ability to function within that institution.
   b. Guidelines must be submitted to the FSL before uniforms will be approved.

4. **Power hierarchies:** UNACCEPTABLE

5. **Physical Activity:** UNACCEPTABLE
   a. Because of the potential to use exercise as a punitive mechanism and because of concerns about a variety of physical limitations of new members, intake programs should not include a physical element. (Note: physical activity includes but is not limited to exercise, work outs, running, etc.)
6. Marching: UNACCEPTABLE
   a. Unless included as part of a show (probate or step). Marching is defined as but is not limited to potential new members linked arm in arm, stepping or stomping loudly in unison, dipping and/or chanting/singing.
   b. Guidelines must be submitted to the FSL before any Probate Show will be approved
7. Walking in Line: UNACCEPTABLE
   a. Walking in line is defined as potential new members walking on in front of each other in a line. This also includes cutting corners and any other structured form of walking in formation.
8. Mandating Social Probation: UNACCEPTABLE.
   a. Social Probation is defined as but is not limited to (1) not being able to socialize and or speak with friends, family, professors, employers, etc.; (2) not being able to attend social events such as parties, programs, etc.
9. Greetings: UNACCEPTABLE
   a. Unless included in a show (probate or step). Greetings are defined as formalized ways in which a potential new member is required to address a current member of the organization in which skits, songs, prose, etc. are incorporated to imply and/or define the amount of respect, admiration and/or appreciation of the current member the potential new member has.
   b. Guidelines must be submitted to the FSL before any Probate Show will be approved
10. Viewings: UNACCEPTABLE.
    a. However, meetings with two or more organizations at which potential new members are present are acceptable with proper registration and notification to the OFSA. Viewings are defined as allowing members of other chapters or organizations to see look or view potential new members.
11. Cross pledging: UNACCEPTABLE.
    a. Cross pledging is defined as allowing members from another organization (fraternity and/or sorority) to view, question, pledge, come into physical contact, etc. with potential new members from your organization.
12. Sleep Deprivation: UNACCEPTABLE
    a. No activity should go past midnight nor begin prior to 8am.
13. Verbal, mental or physical threat: UNACCEPTABLE.
    a. This is against RIT Code of Conduct and New York State Law
14. Physical contact or violence: UNACCEPTABLE.
    a. This is against RIT Student’s Rights & Responsibilities and New York State Law
15. Dietary restrictions and/or forced consumption: UNACCEPTABLE.
    a. Requiring a potential new member to limit his/her eating habits and/or forced consumption of any substances (including but not limited to water, food, alcohol, condiments, etc.)
New Member Presentation/Probate Show Governing Policy

It is understood that new member presentations/probate shows (or coming out shows) are an integral part of the multicultural fraternity and sorority experience. RIT recognizes that the participation in this tradition can have significant impact on the creation of community and sense of pride within the organizations who traditionally participate. Despite the generally positive nature of this practice, some issues related to hazing have been associated to these shows and their rehearsal processes. In an effort to provide guidance that will enable the successful and positive continuation of the tradition of probate shows, the FSL has established the following guidelines to ensure the success of planning a probate show at RIT:

1. FSL must approve all probate shows at least ten (10) business days prior to performance.
2. All organizations hosting probate shows must submit written approval from a national or regional representative allowing the activity to take place.
3. For non-city-wide chapters, probate shows must take place on the RIT campus and must be submitted through the EVR system. City-wide chapters may host shows at other campuses in accordance with their policies, but are required to notify all participating campus Fraternity and Sorority Life offices about the details of the event.
4. Presentations may begin no later than 9:00 p.m. and last no longer than 2 hours.
5. For shows held after 7:00 pm or that expect an attendance of over 100 guests, the hosting organization is responsible for the hiring of a Public Safety Officer.
6. A staff member of the FSL, the Governing Council Adviser, and/or Campus/Faculty Adviser MUST be in attendance at all new member presentations/probates. It is the responsibility of the presenting organization to coordinate with the FSL to schedule a staff member to be present. Please note that significant notice may be needed in order to coordinate staff presence. Requests less than two weeks before the event will not be honored.
7. No alcoholic beverages or drugs are permitted at the event.
8. Participation in the show must be truly optional for neophytes/new members. Any pressure or coercion to participate in the show will not be permitted.
9. No hazing, as defined by the group’s inter/national organization, the Institute and the State of New York, may occur prior to, during, or after the show.
10. Rehearsals for the show must be held at reasonable hours and be positive in nature. Forced calisthenics and physical demands outside of what is considered reasonable for practicing of the dance/step is not permitted.
11. No physical abuse will be tolerated. This includes, but is not limited to: slapping, kicking, spitting, punching, pushing, poking, caning, etc. Canes, staffs, sticks, etc. may be used as a part of the performance, but may not be used as a weapon to harm another individual.
12. Disruptions by other attending organizations will not be tolerated. This includes, but is not limited to: walking through the presenters’ show, talking over the presenting organization, etc. Groups or individuals who cause a disruption will be asked to leave the performance and may face judicial or conduct charges.
13. All shows must respect new members, members, alumni, other organizations, and the Institute.
14. Under no circumstances will degrading or negative sentiment towards another chapter or another chapter’s members be permitted. This type of behavior includes mocking signature steps or calls in order to cause laughter or poke fun. Under no circumstances will profanity, racism, sexual innuendos, obscene gestures or hate towards another culture, gender, or identity be permitted.
**New Member Program Calendar Requirements**

New member education program calendar for the Spring 2017 semester needs to be submitted to the FSL by Friday, February 10, 2017. The calendar must include all of the following:

1. New/associate member educator’s name, phone number, and email address
2. Chapter president’s name, phone number, and email address
3. ALL new/associate member event dates including meetings, study hours, activities, etc.
4. Description of events including those who will be attending (i.e. – just new/associate members, new/associate members and active members, entire chapter, etc.), objectives for event, beginning and ending time and location for the event
5. Officer and/or member responsible for the management of the event.

Calendars should be reviewed with your chapter adviser prior to submission. You can submit all of these materials in a binder or by the FSL Website under Forms.

The FSL will review your calendar and inform you prior to the start of the new/associate member education period if any events need to be modified or explained in more detail.

Failure to submit a New Member Program Calendar will result in the organization’s status being frozen until the FSL has received it.
Hazing Policies

RIT Hazing Policy

RIT Student Conduct Process; IV. RIT Code of Conduct; 14. Hazing/Failure to Report Hazing

14. Hazing/Failure to Report Hazing. Behavior, regardless of intent, which endangers the emotional, or physical health and safety of a Student for the purpose of membership, affiliation with, or maintaining membership in, a group or Student Organization. Hazing includes any level of participation, such as being in the presence, having awareness of hazing, or failing to report hazing. Examples of hazing include, but are not limited to, beating or branding, sleep deprivation or causing excessive fatigue, threats of harm, forcing or coercing consumption of food, water, alcohol or other drugs, or other substances, verbal abuse, embarrassing, humiliating, or degrading acts, or activities that induce, cause or require the Student to perform a duty or task which is not consistent with fraternal law, ritual or policy or involves a violation of local, state or federal laws, or the RIT Code of Conduct.

NY State Hazing Law

§ 120.16 Hazing in the first degree.

A person is guilty of hazing in the first degree when, in the course of another person's initiation into or affiliation with any organization, he intentionally or recklessly engages in conduct which creates a substantial risk of physical injury to such other person or a third person and thereby causes such injury.

Hazing in the first degree is a class A misdemeanor.

§ 120.17 Hazing in the second degree.

A person is guilty of hazing in the second degree when, in the course of another person's initiation or affiliation with any organization, he intentionally or recklessly engages in conduct which creates a substantial risk of physical injury to such other person or a third person.

Hazing in the second degree is a violation.
Fraternity & Sorority Life Expansion Process

Overview:

The purpose of this process is to determine, insofar as possible, that the requesting group actually gives promise of becoming successfully established and of contributing in worthwhile ways to the life of the Rochester Institute of Technology (RIT) fraternity and sorority community.

In order to ensure a fair and equitable process, any organizations wishing to join the RIT Multicultural Greek Council (MGC) or the RIT Interfraternity Council (IFC) must adhere to the process outlined below. For information related to College Panhellenic Council (CPC) Extension, please see the NPC Manual of Information. This process will be overseen by the Fraternity/Sorority Management Committee (FMC).

Expansion Preference:

RIT prefers the following expansion procedures (in preference order):

1. Student Interest Group Colonization: A group of enrolled students at RIT may choose to form an interest group that is affiliated with a national or international organization.

2. Open Invitation to Colonize: In the event the governing council wishes to seek expansion opportunities, a formal invitation shall be sent to the appropriate trade organizations requesting interested groups submit the application for expansion. The Office of Fraternity & Sorority Life shall contact organizations affiliated with that particular trade organization.

3. National or International Fraternity or Sorority Colonization: If a national or international fraternity or sorority wishes to expand to RIT, they may indicate interest by submitting the application for expansion.

Policy on Local Organizations:

The University will not recognize any organization not affiliated with a national or international fraternity or sorority. Exceptions to this policy are not made. RIT defines an inter/national fraternity or sorority with the following criteria:

1. Have at least 5 chapters with at least 10 members per chapter in two states,
2. Have a national governing body composed of alumni members who are elected/appointed/hired as officers to supervise the affairs of the organization, and
3. Host a national convention on an annual/biannual basis to conduct fraternity/sorority business
4. If the application process proceeds to a selection as outlined in section 8a of the process outlined in this document, RIT will show preference to organizations affiliated with one of the following trade associations:
   a. North-American Interfraternity Conference (NIC)
   b. The National Pan-Hellenic Council (NPHC)
   c. The National Association of Latino Fraternal Organizations (NALFO)
   d. The National Asian Pacific Islander American Panhellenic Association (NAPA)
   e. The National Multicultural Greek Council (NMGC)

Expansion Process:

1. Interest groups (A group of students wishing to start a new fraternity/sorority at RIT) must contact the Office of Fraternity and Sorority Life (FSL)
   a. Students should conduct no outreach to headquarters before consulting with the FSL.
   b. If they do so, the Inter/National headquarters (IHQ) staff must contact the FSL promptly, before communicating anything other than receipt of the message to the interest group, or risk being denied an expansion slot by the FMC.
2. The FSL will cover the process with the leadership of the interest group, and begin identifying potential organizations to affiliate with based on the group's values and desired goals.
3. The interest group will contact selected IHQs of interest directly and discuss potential for expansions and the congruence of the values of the interest group and the organization
   a. If an interest group had already identified the organization of interest, and that organization has no pre-existing limitations on expansion (e.g. conduct sanctions with the RIT student conduct office), they may skip this step
4. The IHQ must complete the RIT Expansion Application. This will require an agreement to follow this process and adhere to the decisions of the FMC, the identification of any potential advisers (at least one adviser will need to complete the FSL adviser agreement at least 6 months before expansion efforts begin), and a commitment to visit the campus in the spring semester once the application is approved.
   a. If an organization wishes to expand without an interest group, this should be their first step in order to indicate interest to the FSL
   b. By the end of the first semester of expansion all chapters must have a second adviser complete the adviser agreement.
      i. See Requirements for Good Standing (Page 9 of this document) for details on adviser requirements
5. At the start of each spring semester, the FMC will evaluate submissions and grant approval for visits from groups who have expressed interest
   a. At this stage, groups who fail to put forth a reasonable effort to partner with the host institution during the process may, at any time, be denied from continuing through the process and will need to re-submit the expansion form for consideration in the following academic year
   b. During the coordination of the visit, the FMC will also lay out all potential expansion slots to ensure that organizations do not visit who are already scheduled to capacity during that timeframe
      i. The FMC will schedule no more than one expansion per semester per council
      ii. Non-priority expansions will be scheduled for a fall semester
      iii. Expansions will not be scheduled more than 5 years in advance (i.e. in spring of 2017, the FMC may only schedule as far in advance as Spring 2022)
      iv. The FMC may, at its discretion, make a year closed for expansion to allow the community time to settle and perform assessment on growth of existing chapters, but will do so no more frequently than once every fourth year.
6. The FSL will coordinate with the IHQ to plan visits for all groups whose applications are approved and have followed this process in good faith
7. Following the completion of visits, organizations who wish to formally request an expansion slot must submit a letter of intent that covers the following information
   a. What unique aspects can their organizations add to the diverse community already in existence at RIT
      i. For example, while our staff as members of fraternal organizations all value strong brotherhood/sisterhood based organizations, we do not feel that any organization is more or less equipped than any other to provide that aspect of the experience to potential members, so this would not be a unique offering of your organization.
   b. Rank all available expansion slots in order of preference
   c. Explain how the organizations values align with the campus values observed during the visit
   d. If there is an existing interest group for the organization, they may request a priority expansion which would occur during a spring semester in order to avoid having members graduate before the expansion begins
8. Upon receipt of all letters of intent, the FMC will approve all organizations who have followed the process in good faith.
   a. If there are more interested groups than expansions slots, the letter of intent submitted by each organization will be used to determine which groups are entered. Groups who have been removed at this stage in past years may also be given preference.
   b. If there is a scheduling conflict, a member of the FSL staff will facilitate a discussion between the headquarters involved to determine the optimal schedule for all groups.
   c. If a group requested priority expansion, the FMC will determine the need and grant its discretion

After an organization is scheduled for expansion, they will be required to plan out a timeline of the expansion effort in coordination with a member of the FSL staff. The following expectations are generally held, but may be negotiable if not compliant with the IHQs general expansion philosophy/operations:
• Preliminary visits will be limited to one visit in the final 5 weeks of the semester prior to expansion
• Expansion efforts may not begin prior to the close of the recruitment period outlined by the respective governing council.
  o The purpose for this is both to avoid creating unhealthy competition between the new colony and the existing IFC/MGC chapters, as well as to ensure that normal recruitment efforts of the existing organizations are not affected by the expansion effort.

Colonization

1. Colonies approved by FMC shall then be required to abide by all RIT Students Rights & Responsibilities, Fraternity & Sorority Life policies, and Center for Campus Life policies
2. Colonies are required to petition the appropriate governing council for associate membership at the next general/delegate meeting
3. Colonies will be required to follow all governing council policies during their colonization period including but not limited to meeting attendance, program attendance, payment of dues, etc.
4. Failure to abide by any policies of RIT, Fraternity & Sorority Life, Center for Campus Life, and their respective governing council will be reported to the national or international headquarters
5. Colonies are required to have regular communication with Fraternity & Sorority Life. The colony president must meet with a representative of Fraternity & Sorority Life at least once a month during the colonization process (exception being summer months)

Chartering

1. National or international organizations are required to inform Fraternity & Sorority Life in writing once the colony has been approved to charter.
2. The national or international organization shall work in conjunction with Fraternity & Sorority Life and the colony to coordinate the installation ceremony
3. Fraternity & Sorority Life will notify the respective governing council upon a colony being approved for chartering
4. The respective governing council shall follow their policies in regards to the transition from colony to chartered organization

Unauthorized Expansion/Intake/New Member Activity

RIT defines this as, but not limited to, campus crashing, ghost lines, recruiting or soliciting membership, pledging, educating and/or initiating RIT students without organization recognition by RIT, or non-RIT students initiating the expansion process, etc.

First offense violations of this policy will prompt the following action to be enacted against the fraternity/sorority:

1. Inability to seek recognition of fraternity or sorority as a recognized student organization at RIT until, at least, two calendar years after there is clear and definite evidence that no RIT student has been initiated into the fraternity/sorority.
2. Inability to host or coordinate any events at RIT that are affiliated in any way, to the fraternity/sorority.
3. Inability to participate as a co-sponsor of any student event hosted at RIT.

Without formal recognition at RIT via the FMC, the fraternity or sorority is not given permission to list RIT as a chapter/auxiliary on any materials, including, but not limited to, websites, chapter rosters, etc.

Voluntary Closure

A fraternity or sorority which was previously recognized at RIT and subsequently closed due to decreasing membership, graduation of all membership, or by no fault of the group or any of its membership shall return to full recognition by following the RIT Recognition Procedures with the following addendum:

1. All outstanding debts to RIT and the Governing Council must be settled prior to approval of colony status.
2. The fraternity or sorority must have been in good standing with the institute and Governing Council upon voluntary closure.

In the event of closure, the aforementioned expansion policy will be utilized to recolonize the chapter (if applicable)

**Auxiliary Groups & Sweethearts**

**Auxiliary Groups**

RIT does not recognize nor condone the creation and sustaining of fraternal auxiliary organizations (commonly referred to as “Little Brothers” or “Little Sisters). These organizations have been prohibited by all inter/national organizations for the following reasons:

1. Title IX exemption for fraternities and sororities
2. Legal issues associated with insurance coverage

Social fraternities and sororities are exempt from Title IX which allows them to exist as single sex organizations. Little Brother/Little Sister groups have blurred those lines and caused national organizations to ban them outright. All NPC organizations adhere to the Unanimous Agreements that prohibit their chapters from partaking this practice. NIC organizations as well as Phi Delta Theta also prohibit their chapters from having these type of organizations. Below are the associated links for each group:

1. NPC - [https://www.npcwomen.org/resources/pdf/Unanimous%20Agreements.pdf](https://www.npcwomen.org/resources/pdf/Unanimous%20Agreements.pdf)
   a. Section X (page 37 of Unanimous Agreements)


3. Phi Delta Theta & Tau Kappa Epsilon - Phi Delta Theta & Tau Kappa Epsilon endorse the Fraternity Executives Association Resolution regarding "Little Sister" group.

While NPHC, NALFO, or NAPA organizations may condone the creation and sustaining of these groups, RIT does not and members of these councils/governing bodies must adhere to the universal RIT policy.

Groups found to be operating an auxiliary group (“Little Brothers” or “Little Sisters”) will subject to the following repercussions:

- **1st Offense** - A meeting with the Associate Director for Fraternity & Sorority Life to review the policy associated with these organizations
- **2nd Offense** – Inter/national organization will be notified as well as activities be regulated

**Sweethearts**

RIT recognizes the significance and important role a chapter sweetheart plays in our organizations and encourages all organizations that are permitted by their inter/national headquarters to have them. While RIT does support chapter's having sweethearts, their inclusion in new member recruitment is strictly prohibited. Recruitment is intended to be a single sex process and potentially can interfere with a fraternity or sorority’s Title IX exemption. Chapters found in violation of this provision will be subject to the following repercussions:

- **1st Offense** - A meeting with the Associate Director for Fraternity & Sorority Life to review the policy associated with these organizations
- **2nd Offense** – Inter/national organization will be notified as well as activities be regulated
FSL Financial Guidelines

Overview

All RIT-recognized governing councils, honorary organizations, and areas related to fraternity & sorority life are required to conduct all their financial transactions in accordance with RIT, CCL, and FSL procedures. Organizations are also responsible for adhering to their own internal financial policies as outlined in their respective constitution and/or bylaws.

Individual chapters are not eligible to neither have either on-campus accounts nor utilize any RIT, CCL, and FSL financial procedures unless utilizing funds from the Greek Student Life Fund (see Greek Student Life Fund Section).

The following privileges are granted to RIT-recognized governing councils, honorary organization, and areas related to fraternity & sorority life:

- Oversight of account by CCL Financial Staff
- Monthly Statements
- Use of the following payment options:
  - Credit Cards
  - Check
  - Purchase Orders – required for any purchase over $1500.00
  - Fund Transfers (Internal Only)
- Use of RIT's Tax Exempt Status

All financial transactions must be approved by the Associate Director for Greek Life as well as the organization’s treasurer in order to be processed.

Any violation of these procedures could result in the organization losing financial privileges for a period of time determined by the Associate Director in consultation with the CCL Financial Staff.

Expense Approval Form (EAF)

All financial transactions require the use of an Expense Approval Form (EAF). The forms will be located in the FSL Office. Any executive board member of the organization may complete and submit an EAF. However the form must be initialed by the organization’s treasurer and then signed by the Associate Director for Greek Life in order for it to be processed. The Associate Director Greek Life is the only person permitted to approve fraternity or sorority related transactions.

Each organization under the auspices of Fraternity & Sorority Life has their own specific EAF and is only permitted to use their EAF forms. EAFs are coded as such:

- FSL Office – Teal (FSL Use Only)
- Greek Student Life Fund – Tan (FSL Use Only)
- Interfraternity Council – Grey
- Panhellenic Council – Green
- MGC Council – Purple

All FSL related EAFs are required to include additional paperwork related to the intended purchase.
All items purchased are to be shipped to the following address:

RIT Campus Life  
Attention – OFFICER NAME, ORGANIZATION  
127 Lomb Memorial Drive  
Campus Center – Building 3; Room 1610  
Rochester, NY 14623

All purchases are to use the following billing address:

RIT Campus Life  
127 Lomb Memorial Drive  
Rochester, NY 14623

**EAF Procedures**

The following is a step by step breakdown of the EAF process:

1. Obtain the appropriate EAF from the FSL office
2. Fill out the EAF
3. Attach additional paperwork to EAF
4. Have the chapter treasurer review and initial the EAF in the top right hand corner (if applicable)
5. Have the Associate Director review and sign the EAF at the bottom
6. Make 2 copies of the approved EAF Form  
   a. First copy is to be given to the organization treasurer for his/her records  
   b. Second copy is to be given to the organization’s adviser
7. Submit the original EAF to the CCL Club Center or Ben Thomas, CCL Senior Financial Assistant  
   a. If picking up a VISA, an appointment must be made with Ben Thomas
8. Complete the transaction
9. Make two copies of the receipt, invoice, online order, etc.  
   a. Turn original into CCL Club Center or Ben Thomas, CCL Senior Financial Assistant  
   b. First copy is to be given to the organization treasurer for his/her records  
   c. Second copy is to be given to the organization’s adviser

For items being shipped to RIT, your organization will be notified via email by the Club Center Desk Attendants when it can be picked up. Packages can only be picked up by the Requestor or by the Alternate Contact indicated on the EAF with proper ID. Orders are to be picked up as soon as possible.

All organization account numbers must be provided by the organization’s adviser for any transaction. Members are prohibited from supplying account numbers to ensure all accounts are be properly maintained.

**Tax Exempt Status**

Governing councils, honorary organizations and areas related to Fraternity & Sorority Life are covered by the Institute’s status as a Tax Exempt entity and all purchases made under these designations must be free from tax. Individual chapters are not eligible to use the Institute’s Tax Exempt status when making purchases.

If a purchase has tax included, the person who makes the purchase must have the tax removed by either going to the business where it was purchased or by speaking with customer service for on-line purchases.

Updated copies of the Institute’s Tax Exempt Forms are available to be printed on the Finance & Administration’s webpages: [http://www.rit.edu/fa/controller/travel/taxexempt.html](http://www.rit.edu/fa/controller/travel/taxexempt.html)
Tipping Policy

Tipping is permitted but the following guidelines must be used:

- Service at a restaurant – for 6 or less people – maximum of a 15% tip
- Service at a restaurant for over 6 people or for an extended period of time – maximum of a 20% tip
  - Example as a retreat or long meeting that uses their space
- Delivery of food – maximum of a 10% tip

Excessive tipping may result in an organization having their privileges frozen or revoked

Deposits

All organization funds must be deposited into their organization’s on-campus account no later than 24 hours after they have been received. This includes dues, fines, or other fees associated with the organization. All deposited funds must be accompanied by a signed Deposit Form available in the Club Center

Deposits may be submitted in person at the Club Center (Campus Center 1st level) or dropped off using the drop box outside of the Center for Campus Life office on the Campus Center A level. Organizations must clearly list their name on the deposit slip so that the proper account is credited with the funds.

Monthly Oracle Statements

At the conclusion of each month, a statement is printed out for each governing council, honorary organization and FSL Office. The following is the procedure used to reconcile each statement:

1. The Sr. Financial Assistant for FSL will send the Associate Director each council’s Oracle statement and respective back up.
2. Upon receipt of the documents, each organization’s statement will be scanned and sent to the organization treasurer, president, and their adviser(s)
3. Organization treasurers will need to review their respective statement and back up to ensure the following are accurate (this can be done in person or on-line):
   - a. Your purchases are accurate – AND –
   - b. Your available balance at the closing of the month is accurate
4. After reviewing the statement, the treasurer will contact the Associate Director via email to verify the statement is correct or to identify discrepancies
5. If there are discrepancies, the treasurer will need to provide specific detail as to what needs to be done to rectify the discrepancies
6. The review of the statement must take place within 2 to 3 days after receiving the organization’s statement and back up
7. All emails associated with the review of the statement will be printed out (good or bad) and attached them to a copy of your organization’s statement
8. If the Associate Director does not receive correspondence regarding an organization’s statement in a timely manner, the organization may be prohibited from using their funds until he/she receives verification of the account’s status
9. After receiving your confirmation or changes, the Associate Director will then meet with the Sr. Financial Assistant for FSL to sign off on each statement or make the corrections
Greek Student Life Fund

Each RIT recognized chapter will be given a monthly update of their funds available in the Greek Student Life Fund. These updates will be sent to the chapter presidents each month of the academic year. To utilize the funds, organizations must submit the “Greek Student Life Fund Chapter Request Form” (on the FSL LINK page under documents). Funds can be used for the following reasons (at the discretion of the FSL and Development):

1. Leadership Training – convention, regional and local conferences
2. Scholarships – will be restricted to wherever the donor requested but the amount donated will be available for students to apply for as long as there is money in the fund.
3. Book Fund - a way to promote scholarship by providing financial assistance for purchasing text books.
4. Programming – to offset promotion, supplies, etc. of community service, philanthropic endeavors, educational programs, etc.
5. Capital Fund - supports the purchase, upgrade and repair of our Greek student housing that is not covered by RIT.

Chapters can obtain access to their funds one of four ways (all required a completed EAF):

1. Invoice - Provide an invoice that FSL can pay directly to the vendor
2. Credit Card - Purchase items using the FSL credit card;
3. Journal Entry - FSL can do a journal entry for on-campus vendors (i.e. FMS, Brick City, Tech Crew)
4. Reimbursement - Provide original receipts for purchases and be reimbursed

Once a GSLF request has been made, the Associate Director will review it and approve or deny it. If he/she approves it, the request is then sent to the RIT Development office for the final review. Fund usage is only allowed to proceed if both FSL and Development both approve the purchase.

Turnaround time is dependent upon what is being requested but FSL will do its best to turn around any request in less than 7 to 10 days but cannot guarantee all will fall within this timeframe.

Image Approval

Any purchase that included graphics (i.e. giveaways, promos, etc.) is required to have the images approved by their organization’s adviser to ensure they meet RIT marketing guidelines.

Cash Boxes

FSL has three cash boxes for chapters, councils, or honorary organizations to borrow for a limited period of time. Cash boxes in the Club Center are only for clubs and will not be lent to fraternities and sororities. In order to reserve one, please contact a member of the FSL staff.

RIT Purchasing Policy

If a total order is under $1500, organizations are permitted to work with any vendor they choose. However if the total order is over $1500, organizations must get three (3) quotes from vendors and one (1) quote MUST be from Staples Promotional Products. If Staples is not the lowest quote, you can use the vendor who does come in lowest. You MUST however get bids for the same/like items.
Promotional Vendors

The following are vendors that have been used in the past and have provided quality products with a quick turnaround:

E5 Print Group
Contact – Rick Mitchell
2125 Buffalo Road, Suite 113
Rochester, NY 14624
Phone – 585-426-3060
Email – rm.e5inc@frontiernet.net
www.e5printgroup.com

Think Tank Promotional, Inc.
Contact – Kris Smith
189 North Water Street, Suite 100
Rochester, NY 14604
Phone – 585-244-5772
Email – ksmith@thinktankpromotional.com
www.thinktankpromotional.com

Staples Promotional Products
Contact – Nanette Durr
1520 Albany Place SE
Orange City, IA 51041
Phone – 800-369-2277
Email – nanette.durr@StaplesPromoProducts.com
www.staplespromotionalproducts.com
RIT Dance Party Guidelines

Introduction: The Rochester Institute of Technology (RIT) seeks to support a vibrant, diverse, and spirited campus life experience. A fundamental principle in the hosting of events is the maintenance of appropriate safety and security for all students and visitors to the campus involved with recognized campus events. One aspect of a dynamic campus life is the hosting of activities which by definition below are considered dance parties. Recognized student organizations at RIT are permitted to host dance party events on campus when the specific conditions outlined in this document are met. RIT has established these guidelines to ensure that reasonable safety and security measures are employed by all organizations and departments involved in the development, review, and support of these events.

These guidelines are reflective of the collective expectations for safety and security from a number of RIT offices, and serve to support and protect the host student organizations as well as those attending events. As such, RIT prefers that student organizations remain on campus for their dance parties, following the guidelines and practices below. Should organizations choose to seek off campus locations for events of this nature, RIT reminds students and organizations that RIT's Code of Conduct includes an Off Campus Behavior policy. Should RIT be made aware of violations of the Code of Conduct at off campus dance parties, the host organization(s) and any specified individuals would be subject to report and review through RIT's Office of Student Conduct.

For complete information regarding RIT's Code of Conduct and the conduct process visit:

http://www.rit.edu/studentaffairs/studentconduct/conductprocess.php

Definition

1. An event will be considered a “dance party” if it meets the criteria as determined by the Event Coordination Committee. Criteria include but are not limited to the following:
   a. Date/Time
   b. Audience
   c. Number of anticipated attendees
   d. Associated risks

Eligibility

1. All Student Government recognized clubs, organizations and/or social fraternities/sororities in good standing are eligible to hold dance parties
   a. Good standing as defined by SG, CCL and/or Student Conduct
2. Social fraternities and sororities must meet the minimum membership size as defined by the “Chapter Viability Policy” in the Fraternity & Sorority Life Guidelines to be eligible to hold dance parties
   a. Social fraternities and sororities that do not meet the “Chapter Viability Policy” requirements may partner with other recognized social fraternities and sororities to host dance parties
   b. Partnering is defined as two or more organizations (but no more than 3) hosting the event, being included on all promotional materials, and being held responsible in the event of an incident.
3. Social fraternities and sororities must have an up to date certificate of insurance on file with the Office of Fraternity & Sorority Life

Organization Responsibility

1. The host organization(s) are responsible for the actions and behaviors of all attendees
2. Any damages to RIT facilities will be the responsibility of the hosting organization(s)
a. This includes public spaces required to give access to the event (i.e. lounges, restrooms, parking lots)

3. Failure to follow the procedures outlined in this document can result in the revocation of the privilege of hosting dance parties at RIT for a period of time to be determined by the Event Coordination Committee and/or the Center for Campus Life

4. The hosting organization(s) could also face disciplinary sanctions from the Center for Student Conduct

**Pre-Event Requirements**

1. Dance parties can be held in the following locations and must be reserved with the proper office/department:
   a. Clark Gym
   b. Grace Watson Cafeteria
   c. SAU Cafeteria/Davis Room
   d. Student Development Center

2. All dance parties must be registered a minimum of eight weeks in advance prior to the event through the Event Registration (EVR) process

3. Only one (1) dance party can be registered per Friday or Saturday.
   a. Priority will be given to the first student organization that registers their event through Event Registration (EVR)

4. Dance parties are only permitted on Fridays or Saturdays and cannot extend beyond 2:00 AM
   a. Lights will be turned on at 2:00 AM and the room must be cleared by 2:30 AM
   b. Representatives from the student organization must assist with clearing the building or venue

5. Organizations sponsoring weekend dance parties must meet with representatives from Public Safety a minimum of seven (7) business days before the event to review logistics and safety parameters.
   a. Scheduling the meeting is the responsibility of the sponsoring organization
   b. Organizations who fail to meet with Public Safety may have their event cancelled
   c. Items to be discussed and/or reviewed include but are not limited to:
      i. Anticipated Attendance & Occupancy Limitations
      ii. Event floor plan diagram & event signage
      iii. Organization Representative and work schedule
      iv. Advertising (i.e. which methods will be used)
      v. Pre-event meeting scheduling
      vi. Safety precautions and equipment

6. With the approval of the Sr. Vice President for Student Affairs or his/her designee and in accordance with RIT policy, alcohol may be served at an event provided that:
   a. Brick City Catering is the vendor chosen to provide food and alcohol
   b. Individual organizations pay for the temporary liquor license and all catering costs
   c. Organizations comply with the following alcohol policy (as per Brick City Catering)
      i. Alcohol bars at student events are subject to the written approval of the Sr. VP for Student Affairs. Requests for alcohol at a student event must be submitted no later than ten weeks prior to the event date
      ii. Bars at a student event must be cash bars only (no open bars)
      iii. Brick City Catering staff will ID all guests
         1. It is the responsibility of the organization that holds the temporary liquor license to verify ID
      iv. Brick City recommends one bar per 100 guests (of legal drinking age)
      v. Brick City is required to apply for one temporary liquor license for each point of sale
         1. Example – if an event has three bars, Brick City needs to apply for three temporary liquor licenses for that event
2. The current cost is $55.00 per license
   vi. Brick City Catering has a minimum sales guarantee of $125.00 per hour for cash bars
   vii. Whenever there is alcohol at an event, there must be substantial food available as well.
   1. Chips, popcorn, etc. are not considered substantial food items (we send a copy of the menu to the State Liquor Authority when we apply for the license(s))
   viii. For large events with mixed audience (high proportion of under-age attendees) - a beer garden must be provided

Admittance & Ticketing

1. All dance party attendees shall be 18 years of age or older
2. All dance party attendees must show two forms of identification – a college ID as well as a government issued ID
   a. For non-college students, a government issued ID will be sufficient
3. All dance party attendees will be screened by RIT Public Safety or their designee to ensure the safety of all attendees
   a. A person will be refused entry for failure to produce proper identification
   b. Bags will not be permitted into dances
4. All dance parties must pre-sell their tickets and no tickets can be sold at the door
   a. Tickets must be numbered and may not exceed the capacity of the venue where the event will be held
      i. The capacity will be established by Public Safety in accordance with the set-up of the event
   b. Tickets can be sold until noon on the Friday before the dance party
   c. A representative from the Center for Campus Life will be on hand to collect tickets during the event
   d. Organizations are responsible for any and all costs incurred as a result of ticket sales
5. An organization can only sell as many tickets as permitted by the “Member to Guest Ratio”
   a. Organizations that meet the minimum organization size (three members), FSL Chapter Viability Policy or those that are partnering to hold events may only invite 50 guests per active member recognized by RIT.
   b. Organization sizes will be based upon Club Center and/or FSL Rosters only; Non-RIT students are eligible to be included in a chapter’s roster
   c. Up to (2) RIT-recognized advisers may be included in the “Member to Guest Ratio”
      i. Advisers must have completed the Adviser Agreement Form to be eligible to be included in the “Member to Guest Ratio”
      ii. Advisers must adhere to the stipulations listed in the “Event Management Requirements sections (#1)
   d. Partnering is defined as two or more organizations (but no more than 3) hosting the event, being included on all promotional materials, and being held responsible in the event of an incident.
   e. Examples of the “Member to Guest Ratio” are:
      i. Lambda Alpha Upsilon has 9 members on their RIT roster so they are eligible to sell up to 450 tickets
      ii. Delta Sigma Theta has 3 members & Alpha Phi Alpha has 4 members for 7 total members respectively on their RIT roster. If they were to partner, they would be eligible to sell up to 350 tickets
      iii. Lambda Sigma Upsilon has 4 members on their RIT roster and 2 RIT recognized advisers have indicated they will be in attendance therefore they are eligible to sell up to 300 tickets
f. Organizations who are found to have sold more tickets than permitted by the “Member to Guest Ratio” may have their ability to hold dance parties revoked for a period of time to be determined by the Event Coordination Committee and/or Center for Campus Life

6. Ticket costs must follow this format:
   a. RIT students cannot be charged if additional funding has been received from the SG Finance Committee or Greek Finance Committee
   b. Escalating Fees
      i. All attendees must be charged the same ticket prices with the following exceptions:
         1. Non-RIT students and non-college students may be charged higher ticket prices than RIT students
         2. “Early bird” prices can be utilized but end dates must be included in advertisement
      ii. These are the only designations which will be permitted to create ticket cost differentials.
   c. All ticket costs must be advertised in advance and costs may not increase beyond what is advertised

7. All guests shall be provided with a wristband to verify they have a valid ticket
   a. Wristband colors shall be rotated at the discretion of the event coordinators on the night of the dance party

Costs & Fees

1. All costs associated with a dance party shall be the responsibility of the hosting organization(s).
   a. This includes but is not limited to the following services:
      i. Tech Crew
      ii. Facility Management Services
      iii. Public Safety
      iv. RITA
      v. Brick City Catering
   b. Fees must be paid prior to the date of the event or risk cancellation

2. Organizations may request funds for dance parties from Student Government Finance Committee or Greek Finance Committee,
   a. Funding is not guaranteed therefore the organization(s) must have the ability to cover the full cost of the dance party internally.

3. Organizations that receive funds from either Finance Committee are prohibited from charging RIT students to attend their events

4. Public Safety Fee - A flat fee of $400 per late night dance party will be charged for Public Safety

Event Management Requirements

1. An RIT approved adviser must be present for the duration of the event
   a. The adviser must have completed the Adviser Agreement Form
   b. In the event that an adviser does not show up prior to the registered start time of the dance party, the party may be cancelled and guests will not be allowed to enter the premises
      i. In addition, the hosting organization(s) may have future dance party privileges revoked for a period of time to be determined by the Event Coordination Committee and/or the CCL
   c. In the event the adviser is not present for the duration of the dance party, the event may be shut down and guests will be asked to leave the premises
      i. In addition, the hosting organization(s) may have future dance party privileges revoked for a period of time to be determined by the Event Coordination Committee and/or the CCL
2. A meeting of the organization’s contact person and event management staff (including Public Safety, a representative from the Center for Campus Life, or Institute personnel) must be held thirty (30) minutes prior to the door being opened
   a. The purpose of this meeting is the following:
      i. Review logistics and details of the event
      ii. Opportunity for event management staff to meet each other
      iii. Review expectations/protocol for the evening
   b. Failure to meet with Public Safety could result in the event being cancelled
3. A work schedule for organization members must be provided to Public Safety prior to the start of the dance party indicating each member’s responsibilities before, during, and after the dance with a phone number they can be contacted at during the night
   a. The work schedule must include the following:
      i. Set Up – who will be on hand to set up for the dance and what time will they arrive
      ii. Stations during Event with start & end times for shifts
         1. Door
         2. Dance Floor
         3. DJ
         4. Others as determined by Public Safety
      iii. Clean Up - who will be on hand to clean up after the dance
4. Attendees are to remain in the designated areas at all times with the exception of using the restrooms
   a. Attendees are required to show their wristband to re-enter the dance
   b. Excessive entering and exiting can be grounds for not being let back into the dance party
5. No entry will be permitted after 12:30 AM
6. Event management and safety are at the discretion of RIT Public Safety or their designee and a dance party can be shut down at any time if the situation is deemed to be unsafe

Approved – 7/28/2014
Revised – 10/8/2014
RIT Center for Campus Life
Posting Procedures for Advertisement & Announcements

i. Rationale
   i. The Procedures for Advertisement and Announcements are guidelines that communicate a sense of order regarding how posters, fliers, and other printed media should be distributed at RIT. The following guidelines are designed to allow organizations to creatively advertise events on campus while protecting the safety of our students. Further, these guidelines are written to alleviate damage to buildings, signage, trees, artwork, and other pieces of campus property. The guidelines will also reinforce community expectations regarding fire codes, and cleanliness as well as accountability for student organizations that sponsor events. This document serves as a working document and is subject to change based on campus policies. This document will be reviewed every three years in June beginning in June 2019.
   ii. In order to maintain the integrity of RIT’s Posting Procedures, all outside vendors, businesses, and organizations must contact Carol J. Reed, the Senior Associate Director/Manager of Campus Life Facilities (cjr2033@rit.edu or 585-475-6931), for approval of all written material before posting.

ii. Definitions

<table>
<thead>
<tr>
<th>Type</th>
<th>Materials</th>
<th>Measurements</th>
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</thead>
<tbody>
<tr>
<td>Fliers</td>
<td>Cloth, Paper</td>
<td>8.5” x 11”</td>
</tr>
<tr>
<td>Posters</td>
<td>Cloth, Paper</td>
<td>11” x 17”</td>
</tr>
<tr>
<td>Banners</td>
<td>Cloth, Paper, Vinyl</td>
<td>2’ x3’ to 6’ x 9’ maximum</td>
</tr>
<tr>
<td>General or Large Advertisements (Not advertising a specific event)</td>
<td>Cloth, Paper, Duct Tape, Plastic Table Cloths</td>
<td>6’ x 9’ maximum</td>
</tr>
</tbody>
</table>
| Sandwich Boards                | Constructed Plywood, Fiberglass | 2.4’ x 8’ maximum  
Sheet of plywood joined at top with hinges |
| Table Tents & Napkin Dispensers | Heavy Weight Paper            | Not to exceed approximately 8.5” x 3” on one side |

*Prior approval must be received by location manager in order to advertise in Dining Service Facilities*
iii. **Requirements for all advertisements**
   
i. Name of sponsoring person or group
   
ii. Date of event (if applicable)
   
iii. Time of event
   
iv. Theme of event (if applicable)
   
v. Location of event
   
vi. “RIT” must be listed on the flier/poster

iv. **Posting Materials**
   
i. Permitted hanging materials:
   
i. Thumb tacks (on bulletin boards)
   
ii. Painter’s tape (available for check-out at the Center for Campus Life Welcome Desk)
   
iii. Duct tape (Outdoors, on vertical walls only except Residence Halls)
   
iv. Masking tape (Permitted ONLY in the Residence Hall tunnels)

   ii. Not permitted:
   
i. Masking tape (everywhere except Residence Hall tunnels)
   
ii. Packing tape
   
iii. Double faced mounting tape
   
iv. Glue
   
v. Staples
   
vi. Nails
   
    vii. Use of any tape on painted surfaces, glass, tabletops, dry wall, or ground

v. **Chalking**
   
i. Chalking for the purpose of advertising may occur:
   
i. Chalk is permitted on paved ground in permitted areas ONLY and where the rain will wash chalk residue away.
   
ii. Locations where chalk is permitted (see attached map):
   
i. Sidewalks on the residence hall side of campus
   
ii. The Quarter Mile EAST of the Student Alumni Union
   
iii. Brick sidewalk leading to the entrance of the Student Alumni Union by the Simone Circle, but NOT near the Sentinel
   
iv. Ground of the bridge between the August Center and the Campus Center, not on the vertical walls

   ii. No chalk on vertical surfaces, building exteriors, brick walls, dry wall, near statues, artwork, tables, trees or other organic surfaces, or West of the Tiger Statue and Kodak Quad
   
 iii. No chalk on the ground or walls in the covered area between the Clark Gym and the Campus Center
   
iv. Water soluble chalk only, no spray chalk
   
v. Chalk may not be sprayed or coated by any other substance in order to preserve chalk (i.e. hairspray)
   
vi. Groups found in violation will be contacted to remove the chalk
vi. **Rock Painting**

   i. Rock painting is permitted ONLY on the official “paintable” rock, which is located between the August Center and the Interfaith Center.
   
   ii. The painting of other rocks on campus is NOT permitted.
   
   iii. The official “paintable” rock can be painted; however, the ground under it, and the pathway and walkway near it may NOT be painted.
   
   iv. Violations of these rock painting procedures will be addressed as outlined in Section XI: Violations and Sanctions.

vii. **Where NOT to post**

   i. No posting on or over other posters
   
   ii. No posting on glass, light poles/fixtures, mailboxes, pre-existing campus signage, artwork, statues, benches, stairs, or on murals in the residence halls
   
   iii. The top of any poster or flier cannot be higher than 8 feet from the ground
   
   iv. Only university banners are permitted on the diagonal wall leading to the main entrance of the SAU Gordon Field House and Activities Center
   
   vi. Schmitt Interfaith Center
   
   vii. West wall of Clark Gym (facing the Sentinel)
   
   viii. The handicap entrance walks of the Student Alumni Union (SAU) between the SAU and Campus Center
   
   ix. Mezzanine (upper) level of the SAU (this includes the stairs leading up to the mezzanine)
   
   x. No posting on the first floor wall near the staircase leading to the mezzanine level of the SAU
   
   xi. No posting on Ben and Jerry’s
   
   xii. No posting fliers or posters on the walls of the bridge between the August Center and the Campus Center
   
   xiii. Student doors in the residence hall or on apartment doors
   
   xiv. Glass in the Grace Watson Lobby, Campus Center, SAU, or any other facility
xv. No signage at any entrance to the campus without special permission from Facilities Management Services. This includes professional and hand-made signage.

xvi. No hand-lettered signs are allowed on Andrews and Lomb Memorial Drives.

viii. **Sandwich Boards**

   i. Locations for sandwich board placement:
      i. Outside of the Student Alumni Union and Campus Center on the Quarter Mile
      ii. Infinity Quad (Science/Engineering/Arts and Printing academic quad)
      iii. Entrance to Gracie’s
      iv. Entrances to the residential quads

   ii. Sandwich boards are available for checkout from the Welcome Desk in the Campus Center to be used in or outside of the SAU and/or Campus Center ONLY.

ix. **Large Signage including Duct Tape Signage**

   i. The top of all posting materials cannot be higher than 8 feet from the ground

   ii. Large signage may be hung in these locations without special permission:

      i. East wall of Clark Gym (facing the residence halls)
      ii. Exterior walls between the Clark Gym and Campus Center
      iii. Right side of the main entrance to the SAU (opposite of the diagonal wall)
      iv. East Wall of the Campus Center (adjacent to the handicap entrance to the SAU)

   iii. Non-Permitted Areas:

      i. Building 1 and other academic buildings
      ii. West wall of Clark Gym facing the Sentinel
      iii. The handicap entrance walls of the SAU between the SAU and the Campus Center
      iv. Outside of residence halls
      v. Dining facilities
      vi. Left side of the main entrance to the SAU (diagonal wall)

   iv. Outdoor signage in a non-permitted location may be requested for an event through Facilities Management Services, the Dean’s office for specific academic buildings, and The Link.

x. **Alcohol Policy**

   i. Events that intend to have alcohol for sale must advertise in compliance with NY state regulations and RIT’s alcohol policy

   ii. Events are NOT permitted to emphasize the presence of alcohol and must state that a valid ID showing proof of age is necessary to purchase alcohol

   iii. Advertising will not contain the logos and/or brands of alcohol, drink specials or prices of alcohol

xi. **Posting and Removal**

   i. Excessive posting in a concentrated area will result in some of those fliers or posters being removed. Indoors: four 8.5x11 fliers or two 11x17 posters or more in a row are considered excessive posting. Outdoors: excessive posting will be determined by Carol J. Reed, Senior Associate Director for Campus Life, or her designee.

   ii. All advertisements must be removed by the organization 48 hours after the event. Failure to do so will result in removal by FMS or other facility staff.

   iii. We ask that general advertisements with no specified date be removed after one month. However, all postings will be removed at the end of each semester.

   iv. Removal of another organization’s poster or signage is prohibited. Only the sponsoring organization, Campus Life Staff, or Facilities Management Services is permitted to remove signage.
xii. **Violations and Sanctions**

i. First violation: Sponsoring organization is issued a written warning by the appropriate Campus Life Administrator.

ii. Second violation: Sponsoring organization will be called into a meeting with the appropriate Campus Life Administrator. Sanctions may be given at this point.

iii. Third violation: Sponsoring organization will be called into a meeting with the appropriate Campus Life Administrator and will be given a sanction(s) based on history and severity of the posting violations.

iv. Campus Life Administrators:
   i. Clubs: Shawna Lusk
   ii. Fraternity and Sorority Life: Eric Pope
   iii. Major Student Organizations: Administrator Advisors
   iv. All other organizations and inquiries: Carol J. Reed, or appropriate designee

xiii. **Special Section related to Big/Little or New Member Messages**

Posting for the purpose of big/little or new member messages can occur if these guidelines are followed:

i. All messages must be displayed in a poster/flyer format no larger than 24”x36”

ii. The poster(s) must have the name of the organization and the date of the posting on them

iii. Poster content must be appropriate

iv. Posting must be up for only 24 hours from the date on the poster or it will be removed by the Center for Campus Life staff under the direction of Carol J. Reed, Senior Associate Director.

iv. Locations where these postings can occur in relation to the Student Alumni Union, Campus Center, and/or Clark Gym:
   i. East wall of Clark Gym (facing the residence halls)
   ii. Exterior front walls of the Campus Center and Clark Gym (walls that face each other on the quarter mile)
   iii. West side of the main entrance to the Student Alumni Union (opposite the diagonal wall)

vi. Locations where these postings may not occur in relation to the Student Alumni Union, Campus Center, and/or Clark Gym:
   i. West wall of Clark Gym (facing the Sentinel)
   ii. The handicap entrance walls of the Student Alumni Union between the SAU and Campus Center
<table>
<thead>
<tr>
<th>Location</th>
<th>Guidelines</th>
</tr>
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<tbody>
<tr>
<td><strong>Academic Side of Campus</strong></td>
<td>The tops of posters cannot be higher than eight (8) feet from the ground.</td>
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<tr>
<td></td>
<td>In these areas, duct tape is permitted.</td>
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<td></td>
<td><strong>Posting is permitted in these locations:</strong></td>
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<tr>
<td></td>
<td>● Clark Gym wall facing residence halls (East walls)</td>
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<tr>
<td></td>
<td>● Breezeway between Clark Gym and Campus Center</td>
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<tr>
<td></td>
<td>● Left (west wall) as you leave the Student Alumni Union front doors, opposite of the diagonal wall</td>
</tr>
<tr>
<td><strong>Residence Hall Side of Campus and On-Campus Apartments</strong></td>
<td>Chalk can be used on horizontal surfaces.</td>
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<td></td>
<td>Duct tape and chalk are not permitted on any vertical surface in residential areas.</td>
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<tr>
<td></td>
<td>Staff in the residence halls have established days when posters are removed. Student organizations are advised to contact the Residence Life office at (585) 475-3102 to determine that schedule so that they can hang fliers and posters or by visiting the main office on the first floor of Kate Gleason Residence Hall (35-1052).</td>
</tr>
<tr>
<td><strong>RIT Bus Shelters</strong></td>
<td>Recommended sizes include: 8.5&quot; x 11&quot; to 2' x 2' No duct tape or masking tape.</td>
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<tr>
<td></td>
<td>Posting is allowed on the inside and with painter's tape ONLY.</td>
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<tr>
<td><strong>Entrances to Campus</strong></td>
<td>Professionally made signs may be approved in advance and permitted at the following entrances with pre-approval from Randy Vercauteren in the Parking and Transportation office (25-1238) or by calling (585) 475-6006: East River Rd., Ward Rd, John St., Fredrick H. Minette Dr., Wiltse Dr., Perkins Rd., and Lowenthal Rd. This also pertains to the Andrews Memorial Dr.</td>
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<td></td>
<td>Lomb Entrance: No signage permitted.</td>
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<td>Indoor Location Guidelines</td>
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<td>-----------------------------</td>
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<tr>
<td><strong>Academic Areas</strong></td>
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<tr>
<td>Most academic buildings have bulletin boards designated for hanging of fliers (i.e., College of Engineering, College of Liberal Arts, and College of Imaging Arts and Sciences). Contact the Dean’s office to determine which boards or stairwells are appropriate for signage in each academic area.</td>
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<tr>
<td>Advertisements for bulletin boards in the Wallace Library must be approved and stamped at the Circulation Desk.</td>
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<tr>
<td><strong>Student Alumni Union and Campus Center</strong></td>
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<tr>
<td><strong>Permitted Areas:</strong></td>
<td></td>
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<tr>
<td>● Walls in the Student Alumni Union (SAU): stairwell from the main level to the basement (A level) with no more than 4 fliers or 2 posters on one wall.</td>
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<tr>
<td>● Designated bulletin boards</td>
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<tr>
<td>● Banners may be hung on the east wall (on pulleys) by CCL Staff</td>
<td></td>
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<tr>
<td>● Large bulletin board by Nathan’s</td>
<td></td>
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<tr>
<td>● Concrete walls where display cases 4-9 are located</td>
<td></td>
</tr>
<tr>
<td><strong>Non-Permited Areas:</strong></td>
<td></td>
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<tr>
<td>● Fliers and posters cannot be posted on hand railings.</td>
<td></td>
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<tr>
<td>● Mezzanine (upper) level of SAU</td>
<td></td>
</tr>
<tr>
<td>● Ben and Jerry’s</td>
<td></td>
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<tr>
<td>● First floor wall adjacent to Ben and Jerry’s, up to and including the wall of the staircase, with directory signage to the mezzanine level</td>
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<tr>
<td>● First floor between the display cases and under the clock, across from Nathan’s</td>
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<tr>
<td>● Fliers and banners may NOT be taped to the ground or stairs.</td>
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<tr>
<td><strong>Other Information:</strong></td>
<td></td>
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<tr>
<td>Club fliers/posters need to be approved via email by the Senior Associate Director, Shawna Lusk (<a href="mailto:shawna.lusk@rit.edu">shawna.lusk@rit.edu</a>).</td>
<td></td>
</tr>
<tr>
<td>Fraternity and Sorority Life organizations must have their fliers/posters approved via email by the Associate Director for Fraternity and Sorority Life, Eric Pope (<a href="mailto:empccl@rit.edu">empccl@rit.edu</a>), or his designee.</td>
<td></td>
</tr>
<tr>
<td>All other organizations must have their fliers/posters approved by Carol J. Reed, Senior Associate Director/Manager of Campus Life Facilities (<a href="mailto:cjr2033@rit.edu">cjr2033@rit.edu</a>).</td>
<td></td>
</tr>
<tr>
<td>Within the RITreat Lounge - on concrete surfaces only. Table tents may be used in this area without prior permission.</td>
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<tr>
<td><strong>Student Life Center</strong></td>
<td></td>
</tr>
<tr>
<td>The following list describes the required criteria for postings in the SLC:</td>
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<tr>
<td>● CRIW (Center for Recreation and Intramurals; Wellness Instructional Program) advertisements are automatically approved and the “Tiger Approved” stamp is not required.</td>
<td></td>
</tr>
<tr>
<td>● Non CRIW advertisements must receive prior approval from the Recreation Department as depicted by the “Tiger Approved” stamp.</td>
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</tr>
<tr>
<td>● Non RIT advertisements may be approved on a case-by-case basis, but they are not typically approved.</td>
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<tr>
<td>● Non CRIW advertisements must include:</td>
<td></td>
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<tr>
<td>○ Name of organization, club, or RIT college</td>
<td></td>
</tr>
<tr>
<td>○ Date, time, location of program</td>
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</tbody>
</table>
- We will accept up to 4 posters for non-CRIW programs.
- Designated posting space includes the SLC mobile board, Field House mobile board and the M/W locker room display cases.
  - Posters or fliers must be affixed with thumbtacks or pushpins – not glue, staples or tape.
  - Posters or fliers must be limited to one per bulletin board per event.
  - Posters or fliers may not be placed on interior or exterior walls, floors, doors or windows.
  - Materials will be removed after the event takes place.

### University Arenas

No posting is allowed in any of the University Arenas. This includes the Frank Ritter Ice Arena, Gordon Field House, and the Gene Polisseni Center.

For any questions or further inquiries about posting within these spaces, contact Jordan Steffan (585-475-3980 or jordan.steffan@rit.edu).

### Residence Hall Tunnels

Posting in the residence hall tunnels is permitted in designated areas only. This includes bulletin boards, laundry rooms, outside of the Corner Store, and other labeled posting areas.

Posting over murals is not permitted.

This is the ONLY area masking tape is permitted.

### CSD Student Development Center (SDC)

**Important Information:**
- Advertisements and banners for the SDC must be approved and stamped at the front desk in NTID Student Life Team office (SDC 1200).
- Non-RIT/NTID advertisements may be approved on a case-by-case basis, but they are not typically approved.
  - We will accept up to 6 posters of the same program.
  - SLT Staff will post your materials for you.
  - Banners, posters and fliers must be affixed with blue scotch tape only – not staples, clear tape, duct tape, glue, pushpins, or thumbtacks.
  - Materials will be removed after the event takes place.
  - Advertisements and banners posted in the SDC that has not been approved and stamped will be removed.

**Permitted Areas:**
- Designated bulletin boards
- Banners may be hung on the second floor circular balcony railing by SLT Staff

**Non-Permitted Areas:**
- Fliers and posters cannot be posted on hand railings, on walls, or on furniture, or taped to the ground or stairs.

Please contact Student Life Team with any questions or concerns regarding posters or posting procedures for the CSD Student Development Center:
- Email: studentlifeteam@rit.edu
- Phone/VP: (585) 286-4629
- Office Location: SDC 1200

### Non-RIT Materials

Questions regarding posting procedures should be forwarded to the Senior Associate Director for Campus Life at cjr2033@rit.edu.
Tips for Posting

- Display screen advertisements (LCD), paper banners for hanging in the SAU, social media advertising, table tents, breezeway advertising, window painting, and other artwork can be requested through the Center for Campus Life Art Request Form (https://campuslife.rit.edu/app/art-request).
- Fliers and posters can be dropped off at the Center for Residence Life Service Desk for distribution. Up to 120 fliers/posters can be dropped off for to the Residence Halls and 28 fliers/posters to be distributed in the Apartment Areas. The office is located on the first floor of Kate Gleason Residence Hall (35-1052).

Contact Carol J. Reed, the Senior Associate Director/Manager of Campus Life Facilities (cjre2033@rit.edu or 585-475-6931) with any questions or concerns regarding posters or posting procedures.

Note – this is document and its rules/regulations/policies are subject to change at the discretion of the Rochester Institute of Technology, Center for Campus Life and/or Fraternity & Sorority Life at any time.