



Student Organization Handbook

Fall 2025

Last Updated: 8/6/2025

Note – this document and its rules/regulations/policies are subject to change at the discretion of Rochester Institute of Technology and/or Center for Campus Life at any time. All major changes will be communicated in writing to student organization leaders.

Table of Contents

Contents

Table of Contents.....	4
Welcome Letter	8
Student Organization Support and Resources.....	9
Student Organization Help & Resources.....	9
Location & Office Hours.....	9
Email support.....	9
Online Resources	9
CampusGroups.....	10
Recognition of Student Organizations.....	10
Overview.....	10
Definition of Recognition.....	11
Categories of Recognition.....	11
Privileges Associated with Recognition	12
Limits of Recognition	13
Center for Campus Life Organization Guidelines	13
Recognition Procedures.....	14
Recognition Application.....	14
Spiritual & Religious Organization Recognition Guidelines	14
Group Membership Waivers.....	16
Re-Recognition Application.....	16
Loss of Recognition	16
Membership & Guest Policies.....	16
Membership.....	16
Officers.....	17
Advisors.....	17
Guest(s).....	17
Student Organization Responsibilities.....	19
Student Organization Conduct.....	19
RIT Non-Discrimination Statement	19
Hazing Polices & Laws.....	20

Incident Reporting	20
Confidential Support and Resources	21
Funding and Financial Procedures of Recognized Student Organizations.....	21
Finance Certification Checklist.....	21
Campus Life Finance Team	22
How to meet with your Finance Contact.....	22
Expense Approval Form (EAF) Details.....	22
Transaction Types	23
Purchases Related to Events.....	23
EAF Tips.....	23
Types of Transactions	23
RIT Visa Cards.....	23
Online Visa Purchases	24
Amazon Purchases	25
Checks	25
Purchase Orders (POs):.....	25
Making Donations	26
Transfer of Funds	26
RIT HUB (Printing)	26
Reimbursements to Students	27
Packages.....	28
Information on Sales Tax	28
Sales Tax in New York	28
Sales Tax Outside of New York.....	28
Cash Handling	29
Cash Handling.....	29
Petty Cash	29
Cash Boxes	29
Student Organization Dropbox	30
Dropbox.....	30
Dropbox Location.....	30
Contracts & Catering Information.....	30
Contracts.....	31

RIT Catering.....	31
External Catering.....	31
Prizes, Awards, Raffles and Giveaways	32
Raffles.....	32
Donations & Fundraising.....	32
Fundraising.....	32
Donations received	33
Online Donations/Crowdfunding.....	33
CampusGroups Stores.....	34
Gifts-In-Kind	34
Sponsorships	34
Travel Information	35
Travel Registration	35
Lodging.....	35
Airfare	35
SG Vans	36
Car Rental via Enterprise.....	36
Personal Vehicle.....	37
Buses	37
Tips for Budgeting.....	37
Creating a Budget for Your Student Organization	37
Reconciling Your Student Organization Budget.....	38
Reading Your Club’s Reconciling Sheet	38
Finance Resources for Student Organizations	39
Annual Budget Request Process	39
Student Government Awards	39
Free Copies.....	39
Design Approvals & Design Support	39
Student Organization Finance Policies.....	40
Segregation of Duties.....	40
Financial Holds	41
Finance Accountability Matrix	41
Information Technology.....	42

Student Clubs and Student Groups Websites.....	42
RIT Network Acceptable Use Guidelines.....	43
Responsible Use of Resources	43
Personal Usage.....	43
Harmful Activity	44
RIT Rights	44
Investigations and Sanctions.....	44
Social Media	44
University Marketing and Branding Guidelines and Standards	45
Brand.....	45
Marketing.....	45
Promotional Products	45
Websites	46
Mass Email	46
Accountability Guidelines & Matrix	46
Principles of Student Organization & Group Responsibility	46
Center for Student Conduct and Conflict Resolution	46
Ongoing Expectations	47
Accountability Matrix.....	49

Welcome Letter

Welcome RIT Student Leader!

The Center for Campus Life welcomes you to the 2025-2026 academic year! We are so excited that you have decided to take the next steps to enriching your student experience here at the Rochester Institute of Technology. As you navigate your time as a student leader and participate in extra-curricular involvement, broaden your leadership skills for your résumé (budget management, conflict resolution, etc.), increase collaboration amongst peers from different backgrounds and promote positive citizenship that will impact your local, national, and global community.

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

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

In the Center for Campus Life, our mission is support and provide inclusive programs, services and environments that foster engagement and connection to the RIT community. Whether you are here to start a new club or organization or want to improve your existing one, we have staff on hand to best support your needs. We look forward to working with many of you and we hope you have a great year!

Go Tigers!
Center for Campus Life

Student Organization Support and Resources

The Campus Life Tiger Suite, serves as the central hub for over 250+ Campus Life recognized student organizations at RIT. Our office works to ensure the success of your group in a variety of capacities. To learn more about the Center for Campus Life and our mission to support and care for students, visit the [Campus Life website](#).

Student Organization Help & Resources

Staff in the Tiger Suite includes a team of student and professional staff members trained on the most common policies, procedures, and issues that impact student organizations. Our goal for this space is to be the primary advising resource. We also have a number of resources available online through our website found [HERE](#).

Location & Office Hours

Student organizations are encouraged to walk-in or schedule appointments with a team member at their convenience with student organization questions and to complete financial transactions. Visit our website for the most updated Org Help Office Hours. If the hours do not fit your schedule or you prefer to meet virtual, please email us to schedule a meeting at clubs@rit.edu.

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

- Tiger Suite location: Campus Center, Building 3 Room 1610.
- Hours of Operation: Monday - Friday from 8:30am to 4:30pm (The office is closed for official university holidays and closings)
- Phone: 585-475-4111
- Fax: 585-475-4060
- Resource Website: campusgroups.rit.edu/clubs
- Social Media: Follow us on Instagram at [@clubsatrit](https://www.instagram.com/clubsatrit)

Email support

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

- For general organization support or inquiries, contact clubs@rit.edu.
- For support with purchase requests and financial transactions, contact crecel@rit.edu.
- For support with event reservations, contact studentevents@rit.edu

Online Resources

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

CampusGroups

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

In order to access [CampusGroups](#), you will need to login with your RIT email address and password.

All Campus Life recognized student organizations are required to utilize CampusGroups to maintain an accurate roster, including a current listing of officers. **At a minimum, all organizations must list a primary president, treasurer and advisor** on your officer's page. The president and treasurer cannot be the same individual. Student organizations should post all events open to the RIT student community on CampusGroups for maximum publicity potential. Only registered events posted on CampusGroups will be considered for cross-promotion on campus platforms such as newsletters, official University social media handles, and more. Support for using CampusGroups is available by emailing our team or through the [Student Affairs Service Portal](#) which provides online articles and videos available 24/7.

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



Apple iTunes Store – [Download](#)
Google Play Store - [Download](#)

Recognition of Student Organizations

Overview

The purpose of this document is to provide official guidelines for the Center for Campus Life (CCL) recognized organizations sponsored and operated by students at RIT. Student organizations are expected to follow these policies and the procedures as administered by the Center for Campus Life. The Center for Campus Life may choose to suspend privileges for student groups that are found to violate any university, local, state or federal guidelines or laws.

This section covers the benefits and privileges of a CCL recognized student organization (referred to throughout this handbook as “student organization” or “organization”), how to start a new student organization, and how to maintain your organization's status as a recognized student organization.

Definition of Recognition

Recognition is an official status given to various student groups who wish to function at RIT with the support of the Center for Campus Life. It grants certain privileges and responsibilities to these organizations. These privileges are granted with the assumption that the organization acts within the complements of RIT's Mission, Vision, and Values. The Director of Campus Life, or their designee, may grant or withdraw recognition from any campus organization. Recognition requires that each group must agree to carry on their activities in a manner that complies with RIT's Student Rights and Responsibilities, policies and procedures, Campus Life policy, and does not violate federal, state, or local laws. Official recognition can be refused or revoked at any time if the group:

- Contradicts the objectives and mission of the Division of Student Affairs and/or RIT
- Confutes the goals or spirit of these guidelines
- Engages in activities that interfere with normal activities of the university or the rights of others within the university
- Partakes in activities that present danger to property, personnel and/or functions of the University
- Refuses to comply with federal laws, state laws, local laws, the Center for Campus Life and/or RIT's university rules and regulations

Per [RIT's D18.0 Student Conduct Process](#):

“Students and Student Organizations are expected to conduct themselves in ways that support the University's mission. The Student Code of Conduct outlines behaviors it considers are inappropriate and do not support the university's mission. Students engaging in behaviors in violation of university policies, and the Student Code of Conduct, will be afforded the opportunity to participate in the process outlined in this Policy.”

Categories of Recognition

Below are the predominant types of organizations recognized on the RIT campus. Recognition decisions are delegated by the Vice President of Student Affairs, or their designee, to the following people, departments, or organizations:

- Center for Campus Life Student Organizations - Recommended to the Director of Campus Life or their designee by the Center for Campus Life and categorized to one of the following categories:
 1. Social Fraternities & Sororities - Recognized by Campus Life Fraternity and Sorority Life.
 2. Governing Councils: Recognized by the Center for Campus Life.
 3. Representative Student Organization (RSO) - Recommended to the Director of Campus Life by Student Government.
 4. Student Service Organizations (SSO) – Recognized by the Center for Campus Life.
- Competitive/Recreational Student Organizations – Recognized by the Center for Recreational Sports.

- Leadership Student Organizations – Recognized by the Center for Leadership and Civic Engagement.
- Special Interest Houses (SIHs) - Recognized by the Center for Residence Life.

The following areas are utilized to categorize student organizations:

- **Academic** - Organizations that are an extension of the material learned in the classroom
- **Cultural /Affinity /Identity** - Organizations that explore and celebrate ethnic, social, and service aspects of different cultures or identities.
- **Honorary** - Organizations whose primary focus is scholastic and academic excellence - open to all but requirements may vary depending on the inter/national organization.
- **Performing Arts** - Organizations with the primary purpose of creating or presenting the visual arts, student performances, or promoting talents
- **Political / Advocacy** - Organizations that support or oppose any specific ideology, political thought, or cause
- **Professional / Career** - Organizations whose primary purpose and activities that engage or prepare students for particular professions after graduation
- **Service** - Organizations that provide opportunities for students to engage in service within the local, state, national or global community
- **Social Fraternity/Sorority** – Greek Letter Organizations that are Social in nature, nationally affiliated, and under governance of the College Panhellenic Council, Multicultural Greek Council or Interfraternity Council.
- **Special Interest** - Organizations that offer students opportunities to get involved in different activities not generally offered in any other category
- **Spiritual, Religious, Inter-Religious, or Worldview-Based** - Organizations that have a primary principle of the activity of spiritual exploration, dialogue on or study of spiritual/religious/existential topics, worship, devotion, prayer, or meditation.

These groups may:

1. Associate or identify with a globally recognized religious group (e.g. Catholicism, Christianity, Hinduism, Judaism, Jainism, Islam, Paganism, etc.).
 2. Organize around particular spiritual questions and practices or worldviews, including secular worldviews (e.g. atheist, agnostic, or humanist).
 3. Or be dedicated to fostering inter-religious dialogue, cooperation, leadership, and action.
- **Sports / Competitive** - Organizations that are formed specifically to practice and compete in a sport
 - **Sports / Recreation** - Organizations whose primary purpose of membership is to partake in or educate members about a sport or physical activity

Privileges Associated with Recognition

Recognition includes but is not limited to:

- Use of the RIT and/or the Center for Campus Life name as part of its organization's name. Full recognition does not imply university endorsement of the positions and views of any organization. Rather, it implies that the university accepts the organization's mission as educationally valid and that the organization has complied

with the university's recognition and re-recognition procedures. For this reason, student organizations are no longer permitted from taking "RIT" in front of the organization name. Instead, student organizations are permitted to place "RIT" at the end of the name. For example, "Flag Club at RIT" or "Flag Club of RIT" are acceptable formats.

- Affiliation with RIT programs and activities. Opening of a university financial account to be managed in accordance with the Center for Campus Life
- Requesting of university funds through the [Student Government Finance Committee](#).
- Use of University space, equipment, services and other resources as deemed appropriate by the Center for Campus Life
- Ability to host events (meetings, tabling, etc.) through access to the Event Registration System - EMS
- Listing in University publications and website
- Sponsorship and promotion of activities on campus or off
- Ability to distribute literature, flyers or organizational print materials on campus
- Organizational consultation/leadership development
- Access to leadership training materials and resources
- Student Government van reservation
- Mailbox within the Center for Campus Life Tiger Suite
- RIT web space via CampusGroups platform
- RIT sponsored organization email account
- Ability to fundraise in accordance with University guidelines
- Eligibility for campus awards or honors

Limits of Recognition

Recognition of student clubs and organizations at RIT does not:

- Allow the organization to act as an agent of RIT
- Authorize the organization to enter into contracts or otherwise act on behalf of RIT
- Authorize the organization to use the University's name for any commercial purpose or in any way, written or spoken, which may reflect adversely upon the University
- Authorize the organization to use the University's logo or any copyrighted symbol of RIT. Such uses of the name or symbols owned by the University are allowed only when authorized by the Center for Campus Life. Imply RIT sponsorship of, control over, or responsibility for the activities of the organization.
- Allow the recognized organization to recognize other organizations
- Allow proselytizing
 - Proselytizing is the converting of people's party, belief, cause, or religion

Center for Campus Life Organization Guidelines

Student organizations promoting and practicing academic, recreational, political, cultural, and/or religious endeavors shall normally receive recognition from Campus Life providing they meet the criteria below:

- CCL recognition may be granted to student sponsored organizations pursuing in activities that that will enhance or improve the RIT's community. These activities must contribute significantly to the intellectual and social development of the student body, serve the

education and access goals of the University, encourage student participation and leadership, and enhance the general campus atmosphere and environment.

- The following groups are not to be considered eligible for Center for Campus Life Recognition:
 - 1. Unions (bargaining units)
- Students wishing to organize religious clubs are subject to these guidelines in addition to those procedures as specified in the Religious Club Guidelines (see Center for Campus Life Policies).

Recognition Procedures

The Center for Campus Life reserves the right to delegate recognition review to the Student Organization Recognition Committee (SORC). The SORC will be comprised of staff and students from the Center for Campus Life and Center for Recreational Sports, and overseen by the Associate Director of Student Engagement. This committee will meet three (3) times a semester to review applications received and make recommendations for recognition.

Recognition Application

Student groups must complete the application to form a student organization. The application at minimum will include the club advisor's name, officer names (a president and treasurer a minimum are required), membership list (8 additional members not including the president or treasurer), constitution, outline of tentative events and promotional paragraph. Applications will be reviewed by the Student Organization Recognition Committee and recommendations to grant recognition will be made to the Center for Campus Life.

The following information is needed for the application process. Please refer to following page for updated information on [Starting a New Organization](#):

- **Name:** If the organization wants RIT in its name, you must use the following naming convention "(Insert Organization Name) at RIT". We no longer accept "RIT (Insert Organization Name).
- **Required Executive Board Members:** President & Treasurer
- **Members:** Minimum of 10 students (Including President & Treasurer)
- **Advisor:** Current permanent full or part time faculty or staff member at RIT. This cannot be a staff/faculty member hired by a third party employer or adjunct professor - except for Campus Life Affiliation applicants
- **Completed Constitution**

Spiritual & Religious Organization Recognition Guidelines

Prior to the application's review by the Student Organization Recognition Committee, the application must be submitted to the Assistant Director for Spirituality and Religious Life for an administrative review and discussion regarding the expectations required for such an organization. Students who wish to form spiritual, religious, or worldview-based clubs will then be permitted to complete the recognition application form, through the Center for Campus Life. As with all organizations, membership must be open to all students, and must be voluntary on the part of the participants. Student organizations specifically for spiritual-but-not-religious, atheist, agnostic, humanist, or other non-religious students, and for "survivors" who have left a particular

religious tradition may form under these guidelines or as a different kind of student organization as outlined above under “Categories of Recognition”.

Recognition for spiritual, religious, or worldview-based student organizations will allow the student organization the same privileges as other student clubs as long as they are not affiliated with any external entities or their staff that has not been approved by the Assistant Director for Spirituality and Religious Life. Advisors for all religious organizations must be full-time faculty or staff members at RIT.

Additionally, the student leaders of these organizations will be required to meet with the Assistant Director for Spirituality and Religious Life on a semesterly basis. The purposes of these meetings are: to discuss their respective programming and meeting calendars; assess their respective needs; facilitate communication to avoid schedule conflicts; and optimally enhance centralized programs. The organizations’ activities and meetings will be arranged into a calendar for the center.

Failure to attend these semesterly meetings or work cooperatively with Spirituality and Religious Life may result in revocation of the organization's’ activities and reservations for the semester.

Student organizations based on spirituality, religion, and/or worldview must adhere to the university’s non-proselytization policy and policies prohibiting discrimination and harassment. These policies do not intend restrict freedom of thought, speech, belief, or worship, but rather to ensure RIT is a welcoming place for all.

Recognition of Organizations Associated with External Entities

Students may request to form organizations that are affiliated with external entities. Please contact the Assistant Director for Spirituality and Religious Life for more information on the affiliation process and affiliate criteria and standards.

- These entities are associated with non-denominational college-based programs (e.g. Hillel, InterVarsity Christian Fellowship, Campus Crusade for Christ, etc.).
- These organizations and their relationship to the organization MUST be clearly identified at the time of application.
- Regional or national meetings with affiliated programs for external constituencies will be considered an external event and referred to Office of Government and Community Relations as a conference.
- Organizations who wish to affiliate with or represent denominational or nondenominational institutions (i.e. churches, synagogues, mosques, or organized communities) must receive the approval of the Assistant Director for Spirituality and Religious Life. The applications will be reviewed by the Assistant Director for Spirituality and Religious Life and the Associate Director of Campus Life to assess potential conflict that may occur with university policies and procedures.
- External organizations which fail to comply with these affiliate criteria and standards will not be approved, or may have their recognition rescinded.

Group Membership Waivers

Any student organization that could potentially cause risk or harm to its members or to others is required to have members/participants fill out a waiver before participating. This includes, but is not limited to: sports (competitive and non-competitive), organizations associated with movement and/or dance, organizations that use vehicles in any capacity, etc. These must be filled out on CampusGroups by the beginning of the academic year. Officers will be emailed waiver instructions at the beginning of every August which will detail the waiver signing process. **Anytime that a new member is added to your CampusGroups roster, they are required to complete the waiver process as well.**

Re-Recognition Application

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

Loss of Recognition

To maintain recognition in the Center for Campus Life, student organizations must complete all mandatory forms/trainings as required throughout the academic year. If an organization does not complete the annual re-recognition process, they will be moved to “Inactive” status. After an inactivity period of 2 consecutive years, the organization will move to “Deactivated” status and lose all recognition privileges stated under the “Privileges Associated with Recognition” section of this handbook. Any funds the organization has in their university account will be forfeited back to the Center for Campus Life.

Membership & Guest Policies

Membership

For the purpose of these guidelines, the term student is defined as all students attending RIT who have paid their Student Activities fees for the current semester. RIT faculty, staff and alumni will be considered non-student. Alumni may participate in student organization events but are not considered members or representatives of the organization.

1. Membership in recognized organizations, including classes of membership, may not be restricted on the basis of race, religion, political beliefs, gender, age, ability, or sexual orientation. Membership must be accessible to all students with a sincere interest in the group.
2. Active membership as defined above includes the following privileges and responsibilities: holding office, voting, authorizing and requesting funds, eligibility for awards, ability to represent the organization.
3. Officials of the Rochester Institute of Technology and Campus Life reserve the right to request the current membership list of any recognized organization. This list must include all members' names (first and last) and RIT emails. Membership lists will be held confidentially except for election purposes, official Campus Life

business, and University requests. Lists are updated and required through CampusGroups but are not distributed openly. No information, in whole or part, will be released to any party external to RIT without the express written permission of the student organization involved.

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

Officers

1. All student organization officers must be currently enrolled RIT students in good academic standing (with both RIT and their academic department), may not currently be on a conduct sanction of disciplinary probation or higher, and who has paid Student Activities Fees for the current semester. Officers must be currently enrolled RIT students; not alumni/faculty/staff or non-RIT members. For students currently on co-op, you must reside in the Rochester, NY (Monroe County) area. The Center for Campus Life will have access to student conduct records in the Office of Student Conduct & Conflict Resolution for verification.
2. RIT Alumni may not hold officer positions or maintain voting privileges within the organizations. Alumni may participate in student organization events but are not considered members or representatives of the organization.

Advisors

Every student organization at RIT must have an advisor. An advisor is defined as a current permanent (can be full or part-time but not hired through a third-party temp agency) faculty/staff that is well-informed (institutionally and within the individual club/organization) and involved in organization activities and dealings. If you are a non-exempt employee, you must receive approval from your direct supervisor/department to advise an organization. Adjuncts cannot be advisors; although they can assist the organization as a secondary advisor. For more information, advisors are encouraged to visit the [Advisors](#) page.

Guest(s)

RIT student clubs and organizations are open to visits by guests. All guests are welcome during normal organization meetings, open houses and/or fairs. Any guest that wishes to participate in these activities must do so under the invitation and guidance of the student organization/student. The student who invites the guest must sponsor them for the entire duration of their visit and is responsible for their behavior. The organization/student is responsible for any damages that may occur as a result of a guest's participation and is also responsible for ensuring that any equipment

is returned to the condition it was found in or better. Guests are required to follow all RIT policies and procedures. Failure to do so is a direct violation of the RIT code of conduct and can result in a guest from being removed/banned from future RIT events and activities.

RIT Student Organizations are designed, led and funded by current, matriculated students through the student activity fee. We welcome guest(s) in the community, both alumni and local persons of interest to the organization. Please refer below to the rights and responsibilities afforded to guest(s):

- Guests cannot simply use the club as a place to practice the hobby/interest/etc.
- **Monetary and Supply Contributions/Spending:** Guest(s) may not purchase or provide their own supplies when working on an organization project, equipment, or property. Any supply needs should be brought to the Executive Board, and funds/purchases can happen after submitting an expense approval form. If a guest wishes to make a donation, it is required to be processed through Advancement. These materials or funds immediately become organization property. All projects, equipment, property, etc. worked on for the organization are the property of the organization. Under no circumstances may guest(s) spend organization funds.
- **Club Room/Space/Technology Access:** Guest(s) shall not be allowed to gain swipe access or access to the combination of club lockers, padlocks, email accounts, storage space, etc. Those who do not have card swipe access to the club room may not be in the room without a card swipe holding member. Those who do not have card swipe access to the room will not attempt to gain access to the room without a card swipe holding member present through the borrowing of IDs, etc. Guests are not permitted to have access to an organization's RIT email, CampusGroups page, or other information systems provided to the organization.
- **Equipment Storage:** Guests shall be permitted to bring their personal equipment to be used at events, meetings, etc. Guests are not permitted to leave personal items in organization storage. The organization and RIT is not responsible for lost, damaged, misplaced, or mishandled equipment left in storage. Equipment may also be moved to alternate storage locations without warning. Any personal property/ equipment may not remain in club storage without being used for more than one month, unless otherwise noted by an Executive Board member.
- **Dues and Additional Club Activities:** It is against our policies for student organizations to charge dues for guests, but donations are always appreciated to aid in the construction and maintenance of the organization through the office of University Advancement. Guests are welcome to attend annual organization events, but are required to pay for costs to cover the cost of services and activities.
- **Competition/Representation:** Guests are not allowed to represent and/or compete for RIT or their respective RIT organization in competitive games, tournaments, intercollegiate events, or other forms of competition. This policy includes the participation in athletic competition, as well as other forms of competition such as artistic, knowledge-based, engineering, business, or similar competitions in which RIT organization members compete against non-RIT students or the outside community.

Student Organization Responsibilities

Student Organization Conduct

Any student organization recognized by the Center for Campus Life can be held responsible for its actions or the actions of a collection of its members acting together.

Students may be held accountable as individuals under [RIT's D18.0 Student Conduct Process](#) for their conduct, whether the students are acting in an individual capacity or the students are acting as a member of a student organization. Per [RIT's D18.0 Student Conduct Process](#):

“Students and Student Organizations are expected to conduct themselves in ways that support the University's mission. The Student Code of Conduct outlines behaviors it considers are inappropriate and do not support the university's mission. Students engaging in behaviors in violation of university policies, and the Student Code of Conduct, will be afforded the opportunity to participate in the process outlined in this Policy.”

Should a reported incident occur where an organization or its members are named as allegedly violating university policies or the Student Code of Conduct, the University may hold an investigation to gather facts to help provide further context to the original complaint.

A student organization will be measured on the following and if the organization can be held responsible for the actions of one or more individual:

- A violation arises out of an organization-sponsored, financed, or otherwise sanctioned activity or event, where the organization provided the context for the violation.
- A pattern of individual violations has occurred and/or continues to occur within the organization without adequate control, response, or disciplinary action on the part of the student organization or its executive board members or officers.
- The action resulting in the violation has received either the implied or overt consent of the student organization or any executive board members or officers of the student organization.
- The student organization or any executive board member or officer of the student organization fails to report and take reasonable action against invitees/members responsible for the Student Code of Conduct violation.
- The student organization chooses to protect one or more individual offenders who are active members of the student organization from official actions.

For more information regarding organization responsibility, please refer to the Accountability Matrix found in the appendices on page

RIT Non-Discrimination Statement

RIT does not discriminate. RIT promotes and values diversity within its workforce and provides equal opportunity to all qualified individuals regardless of race, color, creed, age, marital status, sex, gender, religion, sexual orientation, gender identity, gender expression, national origin, veteran status, or disability.

The Title IX Coordinator has overall responsibility for the university's institutional compliance with Title IX. Any person with a concern about the university's handling of a particular matter related to sex or gender-based discrimination or harassment should contact:

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

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

The U.S. Department of Education, Office for Civil Rights (OCR) is a federal agency responsible for ensuring compliance with Title IX. OCR may be contacted at 400 Maryland Avenue, SW, Washington, DC 20202-1100, (800) 421-3481.

Hazing Polices & Laws

In accordance with Federal and State law ([§ 120.16-17](#)), and University Policy ([D.18 Section IV-J](#)), student clubs and organizations are prohibited from any hazing or hazing related activities. All student clubs and organizations are required to report all hazing incidents or activities they are in the presence of or have knowledge or awareness of. Hazing activities should be reported to RIT Public Safety by contacting the office at 585-475-2853 or by text at 585-205-8333. Other resources regarding hazing and hazing prevention can be found on the [RIT Hazing website](#).

Incident Reporting

If in need of emergency assistance, student organizations are required to call 911 or RIT Public Safety at 585-475-3333 (voice) or 585-205-8333 (text). The follow reporting forms are described below:

- [Student Organization Incident Report Form](#): To report an injury, accident or incident involving student behavior matters, a member of the student organization should complete the following form. A staff member from the Center for Campus Life will follow up with the reporting member.

The following forms can be found on the RIT "[Reporting an Incident](#)" page:

- [Tiger Concerns Report](#): Use this Tiger Concern Report to report a student's behavior that is concerning, worrisome, or threatening from a health and wellness context. Reported concerns are reviewed during regular business hours by the [Student Behavior Consultation Team](#) (SBCT). The report can be filed anonymously, but it is helpful to include your contact information should SBCT have additional questions. If you feel that someone is in immediate danger, including yourself, please contact [RIT Public Safety](#) immediately at 585-475-3333 or call 911.
- [Bias-Related Incidents Involving Students](#): Use this form to report a bias-related incident involving students only. If an incident involves an employee or third party, please use the [Report Employee-Related Incident or Concern form](#) instead. If you need immediate assistance regarding a bias-related crime, contact [RIT Public Safety](#).
 - **What is a Bias Incident?** A bias incident is an act of discrimination, harassment, intimidation, violence, or criminal offense committed against any person, group, or property that is motivated by prejudice or bias toward another's race, religion, age, citizenship, color, creed, culture (including Deaf culture), actual or perceived disabilities, gender, marital status, ethnic or national origin, political affiliation or preference, military or veteran status, sexual orientation, gender identity, gender expression, or genetic predisposition.
- [Sex or Gender Based Incidents or Concerns](#): Use this form to report incidents of alleged sex discrimination or harassment, or gender-based misconduct involving any member of the RIT community, including employees, students, or visitors, regardless where the incident occurred.

Confidential Support and Resources

Confidential offices are not required to report sex or gender-based incidents. These offices should be used to discuss situations and learn more about reporting processes.

The offices providing confidential support for students are:

- [Counseling and Psychological Services](#)
- [NTID Counseling & Academic Advising Services](#)
- [Ombuds Office](#)
- [Spirituality and Religious Life](#)
- [Student Health Center](#)

The office that provides confidential support for employees is:

- [Ombuds Office](#)

Funding and Financial Procedures of Recognized Student Organizations

Finance Certification Checklist

The Campus Life [Finance Certification Checklist](#) in CampusGroups is the all-encompassing policy document for recognized student organizations. The certification is required annually (July 1st – June 30th) for any students who will be completing financial transactions for student clubs and organizations. This certification must be completed prior to making any financial

transactions and must be completed each academic year, not each semester. The majority of the following information comes from the finance certification.

Campus Life Finance Team

The Finance Team office is located in the Tiger Suite, Campus Center 03-1610. Office hours are Monday through Friday 8:30am - 4:30pm. Appointments are preferred. We will accommodate walk-ins to the extent we are able. Information about the finance team and links to schedule appointments can be found on the [CCL Finance website](#).

Front Desk Attendant: The first point of contact at the Tiger Suite. The student employee who supports the Tiger Suite staff, answers club inquiries, receives paperwork, maintains club folders, and manages delivery of packages. crcccl@rit.edu, 585-475-4111.

Dawn Rizzo, Sr. Financial Assistant (darcel@rit.edu, 585-475-5798)

Provides financial support for student clubs (L-Z), Acapella Groups, Tech Crew, & New Student Orientation.

Chantal McHugh, Sr. Financial Assistant (chccl@rit.edu, 585-475-6184)

Provides support to student clubs (A-K), Spirituality & Religious Life, Fraternity & Sorority Life and the Greek Finance Committee.

Tonya Holmes, Sr. Financial Assistant (tlhccl@rit.edu, 585-475-7653)

Provides financial support to CAB, Off-Campus Commuter Services, Women & Gender, & Q Center.

Tyler Brown, Associate Director, Campus Life Finance (tnbccl@rit.edu, 585-475-6072)

Provides financial support for Representative Student Organizations, WITR, The Reporter, & Student Government.

How to meet with your Finance Contact

All finance contacts are available for meetings to discuss budgets, payment methods, check out a Visa card, etc. Meetings with finance staff (in-person and virtual) can be booked via [CampusGroups](#).

Expense Approval Form (EAF) Details

Expenses may be in different forms of transactions performed by a process that starts with filling out an Expense Approval Form (EAF). An EAF is a Campus Life form that states the intent of a student club or organization to complete a transaction affecting its budget and is submitted in CampusGroups. Student clubs and organizations are not allowed at any time to have a negative balance in their accounts. This means when planning for an event, there must be sufficient funding available for the club or organization to pay all required costs as they plan and prepare for the event, such as facility rentals, catering, travel costs, etc. Campus Life does not allow expenses or reimbursements for previous fiscal years (July 1st through June 30th) to be approved or paid. This year's fiscal year is July 1, 2023– June 30, 2024.

Additionally, the actual amount spent for a transaction must not exceed 10% of the original amount listed on the EAF.

If purchasing items for an event, the student club or organization must first register the event on reserve.rit.edu 4 business days before the event. If the event is not registered, then expenses cannot be made towards the event. This includes personal reimbursements. Please note, an event cannot be registered after the fact.

Student clubs and organizations must submit one EAF for each vendor they wish to purchase from. An exception would be if you go to one store and they do not have the item(s) you want. Instead of filling out a new EAF, you may go to a similar store to purchase the same item(s).

Transaction Types

The following is a list of transaction types:

- Visa Card (example: 3rd party vendors, local or online for amounts less than \$4999)
- Amazon.com purchase (example: any purchase made on the Amazon account except gift cards)
- Check Request (example: 3rd party vendors that don't accept the RIT Visa Pcard)
- RIT Chargeback (example: RIT entities such as HUB, FMS, Tech Crew, Catering)
- Petty Cash (example: making change for fundraising events, such as ticket sales)
- Transfer of Funds (example: Dept. sponsorship, donation from one club to another)

Purchases Related to Events

Student clubs and organizations are required to register all events in [Reserve.rit.edu](https://reserve.rit.edu) at least 4 business days prior to the event date. This does not guarantee that the event will be approved as certain services may require up to 10 days' notice in advance. An event must be entered in [Reserve.rit.edu](https://reserve.rit.edu) prior to any transactions being completed related to the event. When you receive an event reservation number, you need to include it in your completed EAFs for any event-related purchases. Virtual events must be registered a minimum of 1 business day prior to the event.

EAF Tips

In the description of the EAF, put what you are purchasing and the name of the event if applicable.

Always add additional notes! It is good to put any links in here if ordering online or on Amazon. Add a full, more detailed list of items. Include more event details. This information will help your

Finance Contact connect purchases to EAFs and will also help other officers know about the purchase.

Types of Transactions

RIT Visa Cards

The RIT Visa Card is the preferred method of payment for most purchases (up to \$4,999.99).

When students sign out a Visa Card, a copy of the RIT tax exemption certificate is also provided because RIT does not pay sales tax.

HERE'S WHAT YOU NEED TO DO TO USE A VISA CARD:

- Submit an EAF for your purchase via CampusGroups
- Once the EAF is approved, schedule an appointment with your finance team contact person. Appointments are preferred. At this time, we will do our best to accommodate walk-ins based on availability.
- After making the purchase, be sure to obtain a detailed receipt showing every Item purchased and keep a copy for your student club's or organization's records.
 - A detailed receipt shows the following:
 - Vendor Name
 - Date of purchase
 - Detailed list of the exact items purchased
 - Total purchase amount
 - No sales tax has been charged
- Return the RIT Visa Card with the detailed receipt(s) by 11am the next business day to:
 - The Tiger Suite Front Desk Attendant during business hours
 - The Drop-Box during non-business hours only
- If you are making a fully online purchase and would like to use the card via Zoom instead of signing out the Visa card, reach out to your Finance Contact.

Online Visa Purchases

- Submit an EAF in CampusGroups
- Check out the Visa Card
- Forward the email confirmation you receive from the vendor to your financial contact
- Make sure the Billing Address is as follows:

Rochester Institute of Technology
Campus Center
127 Lomb Memorial Drive
Rochester, NY 14623-5608

- Make sure the Shipping Address is the Tiger Suite, as follows:

Rochester Institute of Technology/your Student Club's or Organization's Name
Attn: Your Financial Contact Person (Dawn Rizzo, Tyler Brown, Tonya Holmes, Chantal McHugh)
Campus Center Bldg. 03 – Room 1610
127 Lomb Memorial Drive Rochester, NY 14623-5608

- Shipping to a personal address or another on-campus address is prohibited.
- All packages must be shipped to the Tiger Suite.
- Return the Visa Card by the next business day at 11 am and provide all required documents.

Amazon Purchases

- Submit an EAF in CampusGroups.
- Once it is approved, you will be provided with the login credentials via your RIT email.
- Make sure to review the email containing the Amazon login credentials in full to ensure you place your order correctly and it does not get rejected*. The student organization name MUST be on the order or it will be rejected.
- Shop and submit the order online for approval by your financial contact, who will approve and place your order. The Tiger Suite Front Desk Attendant will notify you when your order arrives in the Tiger Suite and is ready for pick up.
- You cannot purchase gift cards of any type via Amazon.

*The financial team reserves the right to reject orders that do not match the completed EAF or comply with the directions given in the email containing the Amazon login information.

The RIT Amazon Business account is already set up as tax-exempt.

Checks

Check payments can be requested when a vendor or supplier does not accept a credit card and the total transaction amount is less than \$5000.00

- The following information is required for a check payment request:
 - Submit EAF
 - Invoice from the vendor/supplier, or completed contract (a Contract Request Form must be completed and submitted to Campus Life prior to work/service)
 - For new vendors/suppliers, they will need to setup an account with RIT through the PaymentWorks platform. You will need to provide your finance contact with an email address for the vendor so they can send the vendor an invite to PaymentWorks.
- For current vendors/suppliers, an updated W9 form may also be required. The Campus Life finance team can advise you if it is needed.
- Please note that check requests can take approximately 10-15 business days for the check to be issued. Peak times during the year may extend this timeline.
- RIT does not pay in advance of the work being completed.

Purchase Orders (POs):

Purchase Orders are required for purchases of \$5000.00 or more and are prepared by your financial contact person.

HERE'S WHAT YOU NEED TO DO:

- Complete an EAF for a Check Payment
- For orders \$10,000 or more, submit three (3) detailed written quotes from the vendors of your choosing
- For new vendors/suppliers, they will need to setup an account with RIT through the PaymentWorks platform. You will need to provide your finance contact with an email address for the vendor so they can send the vendor an invite to PaymentWorks.

- For CURRENT vendors/suppliers, an updated W9 form may be needed for vendors and suppliers that have been inactive in our finance system for a year or longer. The Campus Life finance team can advise you if this is needed.
- Schedule an appointment with your finance team contact using their appointment link on our finance website.

Making Donations

When student clubs/organizations wish to donate to an off-campus non-profit organization, the following is required:

- Submit an EAF in CampusGroups, indicating the correct method of payment
- In the EAF, attach a letter of intent from your club that includes the following:
 - The name/title of the person writing the letter (club president/treasurer/...)
 - The name of your student club or organization
 - The student club or organization's type of activities
 - The fundraising activity/theme
 - The amount collected
 - The amount to be donated
 - Why you chose this organization

Transfer of Funds

Select "Transfer of Funds" on the EAF to request moving funding from your student club's or organization's account to another student club's or organization's account.

HERE'S WHAT YOU NEED TO DO:

- Submit an EAF in CampusGroups check the "Transfer of Funds" box
- Provide a specific description of why the funds are being transferred and indicate the recipient

RIT HUB (Printing)

Every time a student club or organization wants to use a design or logo in any digital or print media, the first step is to get the design approved by the Campus Life club administration.

HERE'S WHAT YOU NEED TO DO:

- Submit your design through the Request Services button located on the CCL website in CampusGroups under the Marketing and Communication tab - here:
https://campusgroups.rit.edu/CLUBS/survey?survey_uid=ce357095-d0a1-11e9-a04e-0a85c368333a&feedback_event_id=&content_type=&content_type_id=
- CCL Clubs Team will approve or request changes to the design
- Contact the HUB to request a quote
- Submit a completed EAF and check HUB to perform the job (printing/copying), with one copy of the design you want duplicated or printed on any type of promotional items
- We complete a HUB form for you and email it to the requester by the next business day. The HUB form is your method of payment, no RIT Visa Card is needed.
- Take this form to the HUB and they will complete your job.
- The HUB will send the invoice/receipt automatically to your finance contact at the end of the month

Reimbursements to Students

With the availability of RIT Pcards from Campus Life and the option to pay for expenses online and over the phone, a justifiable need for students to personally pay for expenses on behalf of their club or organization is extremely limited. There may be extenuating and specific circumstances in which a reimbursement from a student club or organization account to a student that has personally paid for an expense is allowed.

Reimbursements to students will not be permitted unless the student has received prior approval via a submitted AND approved EAF. This approval must be obtained BEFORE the purchase is made. In addition, the club or organization must have sufficient available funds in their account. Therefore, the following needs to be considered when asking for a reimbursement:

- RIT is a tax exempt organization, which means that tax cannot be reimbursed
- In order to be reimbursed for allowable expenses, you need to follow this process:
 - If you believe you have an extenuating and specific circumstance, please reach out to your financial contact to discuss. Not having adequate time to come to Campus Life and use a Visa Card is not sufficient justification since any financially certified club member can make an appointment to use the card.
 - Submit an EAF in CampusGroups to the Campus Life finance team. EMS Reservation #s are required for all events.
 - If a reimbursement is approved, you must email itemized receipts and other required documentation (such as mileage sheets, documentation of mileage, event registration, etc.) to your financial contact person.
 - Receipts and documentation must be submitted to your financial contact person within 30 calendar days of the date of purchase. If not all required receipts and documentation are received within 30 calendar days, the reimbursement will not be made and the approval will expire.
 - All purchases should be made by May 1, 2024: Receipts and documentation must be submitted to your financial contact person by May 15, 2024 in order to be processed.
 - Reimbursements to students are processed through Oracle, and the funds will be direct deposited into their bank account.

Reimbursement requests can take approximately 10-15 business days for direct deposits to be made, once the request is received by Accounts Payable from Campus Life. Peak times during the year may extend this timeline, particularly in the spring semester.

Reimbursement cannot be made if:

- There was no prior approval given BEFORE the expense was made.
- All receipts and required documentation was not submitted by the deadlines listed above.
- There are insufficient funds in the student club or organization's account.
- For expenses made in the prior school year.

As a policy, we don't reimburse advisors or alumni in order to adhere to good accounting practices and internal audit compliance. Clubs may not purchase items for their advisor, such as

gifts/prizes and may not pay for travel expenses related to a conference/event (unless it is required that the club advisor attend).

Purchases made with Dining Dollars or Tiger Bucks are not reimbursable.

Packages

All online and phone orders are required to be delivered to the Campus Life Tiger Suite to ensure all ordered items and quantities are received in full. Student clubs and organizations are encouraged to document the order in their budgets and to monitor their email for tracking information. By doing so, they can identify any orders that have not been delivered in a timely manner or delivered to an incorrect address. Students then are able to contact the vendor to resolve this situation by re-shipping items and/or making any financial adjustments to the transaction. Packages are first delivered to RIT's Shipping and Receiving loading dock and are then distributed to on-campus offices. Shipping and Receiving's delivery timelines can add 3-4 days to the delivery estimate that the vendor provides, so please keep that in mind when ordering items online. Once packages are delivered to the Campus Life Tiger Suite, the Front Desk Attendant will notify the student club or organization via email that packages are ready for pick-up. If you receive an email from the vendor that the order was delivered, but you have not yet received an email from the Front Desk Attendant, the package is most likely still being processed by RIT Shipping and Receiving. Additionally, since not all items in an order may ship together, students should open the box when picking up a package to review the delivered items and shipping documentation and verify that all ordered items have been received.

Information on Sales Tax

Sales Tax in New York

RIT is a not-for-profit university and therefore does not pay sales tax on purchases for goods and services made in New York State. This sales tax exemption may never be used for personal expenditures. Many vendors will not honor RIT's sales tax exemption when you use a personal credit card or pay cash for your purchase. When using the RIT Visa Card, please notify the vendor that your purchase is tax exempt before the purchase is complete. The vendor may request that you present [RIT's state tax exemption certificate](#). This will be provided to you when you sign out a Visa Card from the Tiger Suite. The vendor may keep a copy of the certificate. If you are charged sales tax with the RIT Visa Card, then it is your responsibility to return to the vendor and have them refund the tax. Failure to do this within 2 business days of the transaction date will lead to your club being placed on hold.

Sales Tax Outside of New York

If traveling outside of New York State, please work with your Tiger Suite financial contact when making travel arrangements. If RIT's tax exemption status is honored by the state where you are traveling, your finance contact person will notify the hotel of this. If you personally pay for goods and services while traveling, you will be charged sales tax since you will not have a RIT Procurement card with you. Please speak with your finance contact person regarding reimbursement for this.

Information on which states accept RIT's tax exemption can be found here:

<https://www.rit.edu/fa/controller/travel/taxexempt.html>

Cash Handling

Cash Handling

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

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

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

Petty Cash

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

HERE'S WHAT YOU NEED TO DO:

- Submit an EAF in CampusGroups by checking petty cash and indicate the exact denominations needed:
 - Quarters - \$10 roll (40 quarters)
 - Dimes - \$5 roll (50 dimes)
 - Nickels - \$2 roll (40 nickels)
 - Pennies - \$0.50 roll (50 pennies)
 - Paper bills (\$1s, \$5s, \$10s, \$20s)
- The Requestor may pick up the petty cash themselves from the Tiger Suite front desk, or can email crccl@rit.edu notifying them of pick up by another student, who has to be financially certified.
- Return the petty cash by the next business day after the event by dropping it in the secure dropbox in the original envelope of pick up, separate from any fundraised funds.
 - Please make sure you roll the coins if there are enough to fill a roll. If you deposit loose change that should have been rolled, you will be contacted and requested to return to the office to roll it. The funds cannot be deposited until you do so. Coin Rollers are available in the student organization dropbox.
 - Please deposit your returned petty cash separately from any fundraising amount.

Cash Boxes

Cash boxes are available for use by Campus Life recognized student clubs and organizations supported on a first come first served basis. You may sign out a cash box for the duration of your event.

Please note that the cash boxes DO NOT lock. Therefore, you are required to deposit your fundraised money each day in the secure dropbox.

HERE'S WHAT YOU NEED TO DO:

- Come to the Tiger Suite to sign out and pick up a cash box from the Front Desk Attendant.
- Return the cash box by the next business day after your event.
- Only empty cash boxes are returned to the Tiger Suite front desk attendant.

Student Organization Dropbox

Dropbox

The Center for Campus Life has dedicated a dropbox to facilitate dropping paperwork and funds for student clubs and organizations into a secured location. The RIT Visa card can also be put into the dropbox (outside of business hours only). The room contains a table, chairs, pen, envelopes, deposit forms, paper rolls for coins, and the dropbox. Please note that this dropbox is checked in the early morning on weekdays only.

HOW TO USE THE DROPBOX:

- To deposit cash or checks (always deposit petty cash separately from fundraising/donations):
 - Complete the deposit form (2 student club/organization members need to count the funds, and then sign this form)
 - Place the cash and/or checks inside a plastic envelope
 - Slide the zipper to seal the envelope shut and place into the dropbox
- To return a Visa card (during non-business hours, between 4:30pm and 8:30am only)
 - Place the Visa card, receipts and anything else required into the plastic envelope
 - Slide the zipper to seal the envelope shut and place into the dropbox

WHEN TO USE THE DROPBOX:

- For depositing cash or checks (fundraising, donations, or returning petty cash), please deposit these into the dropbox regardless if it is during business hours or not. Cash and checks are not accepted at any of the Campus Life offices.
- Paper rolls are available in the dropbox room for student clubs and organizations to roll their change. If there is adequate change to properly fill a roll, please roll your change and then put the rolls in the deposit envelope. If you do not have enough coins to fill a paper wrap, put the change directly in the deposit envelope. Please do not partially fill paper rolls.

Dropbox Location

The dropbox is located on the first floor of the Campus Center, to the left of Student Government, in a room with "Student Organization Drop Box" marked on the door and above the door.

Contracts & Catering Information

Contracts

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

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

HERE'S WHAT YOU NEED TO DO:

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

RIT Catering

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

HERE'S WHAT YOU NEED TO DO:

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

External Catering

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

HERE'S WHAT YOU NEED TO DO:

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

External Catering Toolkit

If the caterer is not on RIT's list of approved caterers, the following documentation will be required. These items will need to be submitted to your finance contact.

1. New vendors will need to be setup on RIT's PaymentWorks platform
2. Completed Independent Contractor Contract for Caterers
3. Attachment A (menu, services and pricing from caterer)
4. Certificate of Insurance
5. Copy of current health permit

Prizes, Awards, Raffles and Giveaways

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

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

Your Finance Contact or the Front Desk Attendance can give you copies of the Gifts Given Form.

Gift cards cannot be won by e-board members of a student organization or given as payment or award for leadership in the organization.

Please note: As stated on the form, if the recipient is an international student, RIT will contact the recipient to collect 30% tax on the value of the item received.

Raffles

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

Here:

<https://www.rit.edu/fa/sites/rit.edu/fa/files/documents/legalaffairs/Raffle%20Rules%20and%20Approval%20Process.pdf>

In compliance with New York State law and RIT policies and procedures, CampusGroups Stores and other online fund collections platforms strictly cannot be used to collect payment for raffles.

Donations & Fundraising

Fundraising

Student clubs are encouraged to engage in fundraising events to generate revenue. If your student club requests a budget from Campus Life, fundraising is required in order to be considered for

budget allocation. For the 2023-2024 school year, student clubs must fundraise 20% of their budget. Please be sure to register your events in Reserve.rit.edu.

- Solicitation on Campus
 - Sales and/or solicitations by recognized student organizations are viable fundraising opportunities. Organizations wishing to have off-campus vendors participate in an activity must include the name and type of vendor on space reservation forms. Student organizations may not partner with any business or individual who is primarily concerned with the sale, distribution, or promotion of alcohol or illegal drugs.

Donations received

These are funds received from an entity/person generally outside of RIT in the form of either cash/check or online transaction.

Cash/Check Donations: must be deposited into the dropbox by the next business day after being received by the student club or organization. Campus Life will route these donations to the RIT Development Office so the donor can be acknowledged and the deposit can be made into the student club or organization's account. For all donation checks received, please be sure to obtain the organization name, mailing address, and the name and title of the individual from the organization connected with this donation. Without this information, your donation cannot be routed for deposit. This includes checks received from restaurants after a fundraising event.

- Donations given to clubs and organizations cannot be refunded. Students cannot donate funds to their clubs' and organizations' accounts and then later ask for any portion of those funds to be refunded to them.

Donation checks must be addressed as follows: (If your check is not made payable this way, it cannot be deposited. You will need to work with the organization to have the check rewritten.)

Rochester Institute of Technology - your club/organization's name
Attn: Your Financial Contact Person (Dawn Rizzo, Tyler Brown, Chantal McHugh,
Tonya
Holmes)
Campus Center Bldg.03 – Room 1610
127 Lomb Memorial Drive
Rochester, NY 14623-5608

In the memo line, put the name of the student organization.

Online Donations/Crowdfunding

The use of any crowdfunding websites external to RIT is prohibited. These RIT alternatives are available:

- RIT Community Funding: this is a crowdfunding website supported through the RIT Advancement office: crowdfunding@rit.edu, <https://www.rit.edu/giving/crowdfunding-rit>
- Online Funding using Credit Cards – this is the quickest and easiest way to collect donations. This is located on RIT's main homepage in the top right corner labeled GIVE, where the donor will be prompted to complete a form with the name of the student club

or organization receiving the donation. Therefore, if you are aware of someone donating, please be sure they have the exact name of your student club or organization to ensure the funds are received in your account.

Please note that student organizations are not allowed to use any third party funding collection platforms. This includes CashApp, Venmo, Paypal, etc. Please note: Social Greek letter organizations, with the exception of governing councils, recognized by the Center for Campus Life are exempt from this policy as the university does not have oversight of their bank accounts.

CampusGroups Stores

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

This article can be used to explain the process of creating a store:

<https://help.campusgroups.com/en/articles/1090480-how-to-create-a-store>

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

Gifts-In-Kind

Student organizations can receive gifts of equipment, printed materials, supplies, etc. from donors. These noncash donations of materials or long-lived assets are referred to as 'gifts-in-kind'. For financial reporting purposes, gifts-in-kind are recorded by RIT.

If you are receiving any gifts-in-kind, you will need to reach out to your Finance Contact. They will supply the required forms and help you understand the process.

Sponsorships

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

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

Travel Information

Travel Registration

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

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

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

Lodging

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

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

SOME FACTS ABOUT HOTEL BOOKING:

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

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

Airfare

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

- To make airfare arrangements, you need the legal names (as they appear on their government ID), birth dates, state of residency, and permanent address of all travelers. Please bring this information with you when you meet with your financial contact person to purchase flights. The purchase cannot be completed without this information.
- The Campus Life finance team can make flight arrangements on any reputable website. This determination of a reputable website is up to the financial contact person.

SG Vans

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

The following applies for most student clubs and organizations

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

Car Rental via Enterprise

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

Based on the age of the driver, students can reserve certain car sizes! Please pay attention to this when booking!

Renters between the ages of 18 and 20 may rent the following vehicles classes: Economy through Standard size.

Renters between the ages of 21 and 24 may rent the following vehicle classes: Economy through

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

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

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

Personal Vehicle

If you choose to use your personal vehicle for your student club or organization purposes, you are eligible for:

- Reimbursement for mileage up to \$0.625/mile which is meant to cover travel expenses including wear and tear on your vehicle (submit an EAF in CampusGroups and a mileage form, no gas receipts are required. You cannot request reimbursement for both mileage and gas.)
- Reimbursement for road/bridge tolls and parking fees (submit an EAF in CampusGroups and original receipts)

Buses

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

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

Tips for Budgeting

Creating a Budget for Your Student Organization

A budget is an estimate of costs, revenues and resources over a specific period of time and reflects a financial forecast. It also serves as a plan of action for achieving quantified objectives to help you accomplish your student club's or organization's mission and goals. All student clubs and organizations are highly encouraged to create and maintain a budget by keeping records for every income and expense transaction, such as receipts, invoices, packing slips, etc.

Although the Center for Campus Life finance team maintains the budgets for all student clubs and organizations, students are highly encouraged to maintain their own budget records separate from Campus Life. In order to plan for upcoming events, fundraising and expenses, it is critical for student clubs and organizations to understand how to appropriately budget for all related financial transactions.

Please note that the available balance listed in CampusGroups may not be a club or organization's official available balance. This balance is updated manually by the Campus Life staff and, while we try to update it as much as possible, we cannot guarantee that it will be perfectly up to date on any given day (especially during busy times of the year).

However, we will routinely update EAF amounts as they are used and enter any revenue to your CampusGroups page as it comes in. CampusGroups is not the official record for budget information and sometimes shows a limited financial picture. Official club and organization

balances are maintained by Campus Life and can be requested at any time by reaching out to your financial contact. We highly encourage all clubs and organizations to maintain their own budget records as well. No club or organization should solely rely on Campus Life for budget information.

HERE'S WHAT YOU NEED TO DO:

- Routinely discuss the status of the student clubs or organization's budget at club meetings
- Check-in with the Campus Life finance team to confirm current available balances
- Continuously review/update the budget to record expenses and revenues accurately

By keeping detailed financial records, student clubs and organizations can have a more thorough understanding of their financial needs throughout the year and can provide a historical record to new E-board members to assist with a seamless transition to leadership.

There are several types and layouts of budgets that student clubs and organizations can use. By including detailed information, you will be able to analyze spending and revenue for historical trends, goal setting, and documentation. For example:

- How much was spent on food?
- How much fundraising was done for a particular event?
- How much has a vendor been paid historically for a certain item or service?

Reconciling Your Student Organization Budget

Since data entry errors or other types of mistakes may occur when information is entered into the student club's or organization's budget, it is important to identify them and make corrections in a timely manner. It is not recommended to wait until the end of the fiscal year to research issues since there may not be enough time to resolve discrepancies.

In order to ensure the information entered into the student club's or organization's budget is accurate and nothing has been inadvertently left out, it is essential for student clubs and organizations to reconcile their budgets to source documentation for both revenue and expenses (receipts, packing slips, invoices, checks, etc.). This can be particularly helpful to student clubs and organizations with a high volume of financial transactions and/or a large number of members involved with revenue and expense activities. It is highly recommended to have several members involved in the financial aspects of running a student club or organization. Refer to the Segregation of Duties section in this document for more information.

The Campus Life finance team reconciles all club budgets monthly and can provide a print copy for each club upon request to use in their own reconciliation as well.

HERE'S WHAT YOU NEED TO DO:

- Keep a copy of the source documentation to use when reconciling the budget
- Reconcile your budget and correct any discrepancies
- You may also meet with the Campus Life finance team for assistance with reconciling.

Reading Your Club's Reconciling Sheet

Upon request, your finance contact can provide you with the monthly sub ledgers for your organization. These come from RIT's financial system and are not something created or edited by Campus Life. The sub ledger will show every transaction that has hit your organization's account. You can find a quick guide on how to read that document [HERE](#).

Finance Resources for Student Organizations

Annual Budget Request Process

The club budget process is submitted online via CampusGroups in the SPRING of every academic year for the following year. The budget request process is open to any Campus Life recognized clubs that have open membership. All eligible clubs will receive budget allocations from Campus Life by the first week of classes in August. Clubs will be notified of their budget allocation via their CampusGroups Accounting Book. The submission of a budget request to Campus Life does not guarantee budget allocation. Please note these funds are allocated from Campus Life and not Student Government (SG). This allocation from Campus Life is not intended to fund all club activities over the course of the year. Rather, this is funding to help a club offset some costs as they grow and expand. It is expected that clubs fundraise which can be done in several ways through events and activities. The required fundraising amount is 20% of your allocated budget. For fundraising suggestions, please speak with your financial contact person.

Club Budget Request Ranges:

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

Student Government Awards

SG has two finance committees that can make one-time awards, which is a separate process from Campus Life budget allocations. The application can be found on the [SG website](#). For more information about SG's awards, contact Student Government. You cannot apply to more than one committee for the same financial request.

Free Copies

All Campus Life recognized student clubs and organizations are allowed 200 FREE black/white single-sided copies per year from the Campus Life Tiger Suite.

HERE'S WHAT YOU NEED TO DO:

- Submit your design through CampusGroups here
- After your design is approved, email the Tiger Suite front desk at crccl@rit.edu the best version/resolution to be copied and indicate how many copies are needed.
- You do NOT have to use all 200 at the same time.
- The copies will be placed in your club mail folder the next business day.

Design Approvals & Design Support

All design content must be approved. Design approval is required every time a student club or organization wants to use a logo or design in any form of digital/print media. Approval from Campus Life is required every single time, even if the specific logo or design has been used previously and previously approved by Campus Life. Do not engage with any vendor(s) before getting this approval. All designs must be submitted through CampusGroups [here](#).

Any designs advertising an event will not be accepted without a reservation number. Please allow at least 48 business hours for approval.

The Campus Life Marketing Team can help you create a design for your event or apparel. Complete the Design Request [here](#) to request help. This is a free service for Campus Life student organizations.

Any apparel or items being purchased with the RIT logo must be purchased through an RIT approved promotional vendor: <https://www.rit.edu/brandportal/approved-promotional-vendors>.

All items printed with the RIT trademarks on them must also be part of the Fair Labor Association: <https://www.rit.edu/brandportal/trademarks-and-licensing#fair-labor-association>.

Student Organization Finance Policies

Segregation of Duties

“Segregation of Duties” is an internal control activity that is very important for achieving a strong internal control environment and for preserving the integrity of RIT, student clubs and organizations. There should be a proper segregation of duties in the cash handling function so that the collection, deposit, and reconciliation of funds to source documentation are performed by different members.

The underlying concept of segregation of duties is that no student club or organization member should be in a position to both perpetrate and to conceal errors or fraud in the normal course of their student club or organization duties.

The incompatible duties to be segregated are:

- Custody of the assets
- Authorization or approval of related transactions affecting those assets
- Recording or reporting of related transactions
- Reconciliations

The same person should not be responsible for more than one of these functions. Segregation of duties is effective because in order for an individual to commit fraud or intentionally conceal an error, another individual in the process would need to be recruited (i.e., collusion) as a conspirator, which is risky for the perpetrator as they might be discovered by an honest student club or organization member.

Some examples of functions that need to be segregated include:

- Individuals responsible for collecting cash (“custody”) should not also prepare the deposit into the dropbox (“recording”), and reconcile the student club or organization’s budget (“reconciliation”).
- Individuals responsible for placing orders (“authorization”) (i.e., transacting Visa purchases, Invoice Payment Forms, purchase orders, etc.) should not also be reconciling those transactions in the student club or organization’s budget (“reconciliation”).

Financial Holds

A Student club or organization may be placed on financial hold when RIT policies and procedures are not followed, or requests by Campus Life for action/responses are incomplete. A financial hold means that the student club or organization cannot make any financial transaction affecting its budget.

To remove “On Hold” status, a student club or organization needs to submit all missing and requested documents (refer to the Accountability Matrix), and meet with their financial contact person who will verify the next steps before removing the hold.

Finance Accountability Matrix

This matrix outlines situations that are not compliant with RIT and Campus Life policies and procedures, and the actions Campus Life will take in response to address each of these. The purpose of this matrix is to provide transparency and set proper expectations. For any situation not specified below, Campus Life will respond accordingly.

Action	1st Occurrence	2nd Occurrence
Overspent more than 10% of approved amount on EAF	Warning emailed to student.	Student club or organization will lose privilege of using Visa Card for semester.
Transaction included tax	Student club or organization member will have 2 business days to get the tax refunded to the Visa card and provide a receipt of the refund. Student club or organization will be placed on hold until this is submitted and will then remain on hold for 1 week.	Student club or organization will lose privilege of using Visa Card for semester.
Itemized receipt not provided when the Visa Card was returned	Student club or organization member will have 2 business days to submit the itemized receipt. Otherwise, student club or organization will be placed on hold until this is submitted and will then remain on hold for 1 week.	Student club or organization will lose privilege of using Visa Card for semester.
Visa Card not returned by 11:00am the following business day	If not returned by 11:00am the following business day, student club or organization will be placed on hold until this is submitted and will then remain on hold for 1 week.	Student club or organization will lose privilege of using Visa Card for semester.
Petty cash not returned by the next business day after event	If not returned by 8:00am the following business day to the dropbox, student club or organization will be placed on hold until this is submitted and will then remain on hold for 1 week.	Student club or organization will lose privilege of using petty cash.
Event fundraising not deposited by the next business day after event	If not returned by 8:00am the following business day to the dropbox, student club or organization will be placed on hold until this is submitted and will then remain on hold for 1 week.	Student club becomes ineligible for a budget allocation the next school year.
Visa Card lost/stolen	Student cannot use the Visa card for the rest of the semester.	Student club or organization will lose privilege of using Visa Card for semester.
Gift Given and Citizenship Forms not submitted	Student club or organization member will have 5 business days to submit these completed forms. Otherwise, student club or organization will be placed on hold until this is submitted and will then remain on hold for 1 week.	Club becomes ineligible for a budget allocation the next school year.
Student club or organization is keeping money outside of their Campus Life account (ie: an off campus bank account).	Student club or organization will be placed on hold for semester.	Suspension or termination of Student club or organization. Student Conduct case will be initiated by Campus Life
Cash box not returned within 24 hours from end date of cash box reservation.	If not returned by 8:00am the following business day to the Tiger Suite the student club or organization will be put on hold until this is submitted and will then remain on hold for 1 week.	If not returned by 8:00am the following business day to the Tiger Suite, the student clubs or organization will be charged the replacement cost for a new cash box and be placed on hold for 1 week.

Information Technology

Student Clubs and Student Groups Websites

ITS receives numerous requests from students to host their student organization and club websites and content on the RIT's Web Environment. Official RIT Student Clubs and Organizations on the RIT Henrietta campus should use CampusGroups for their websites needs. As the Administrator of the RIT Web Environment, ITS reserves the right to deny any website request based on the reasoning outlined in this document.

If your website request is denied, it is likely due to one or more of the following reasons:

- There is no unique business case that warrants having a separate website
- The request wasn't approved by the Division of Student Affairs

With the introduction of RIT CampusGroups, most student groups' needs should be covered by the platform's extensive student engagement tools and features. In the case that CampusGroups does not meet the student group's needs, the group can appeal to request website hosting on RIT's Web Environment. Each request is reviewed on a case by case basis based on the student group's specific needs and requirements. Initial requests should be sent to ritcampusgroups@rit.edu for review. If the request is approved by Student Affairs, ITS, and Marketing and Communications, the website will need to meet RIT's content, branding, and security standards

More Information on this policy can be found here: <https://www.rit.edu/webresources/student-clubs-and-student-groups-websites>

RIT Network Acceptable Use Guidelines

The [RIT Code of Conduct for Computer & Network Use](#) guides the use of computer and network resources at RIT. Student Organizations managed by the Center for Campus Life are required to adhere to these policies. The full text of this policy is available [here](#). The computing, network and information resources of the Rochester Institute of Technology are intended to support the mission of teaching, scholarly activity and service for the university's students, faculty, and staff. Appropriate use of the computer and networking facilities by members of RIT's community should always reflect good judgment in the utilization of shared resources and observe the ethical and legal guidelines of society.

Responsible Use of Resources

Passwords and similar authorization information should not be disclosed to any individual (NOTE: this includes anyone that is not a current staff, faculty, or student member of the university), including a faculty or staff member unless the person is an authorized system administrator performing account maintenance activities for which the password is required. Users must not allow others to make use of one's account(s) or network access privileges to gain access to resources to which they would otherwise be denied. Users must not utilize any hardware or software in an attempt to compromise the security of any system, whether internal or external to the RIT systems or network. Examples of prohibited behaviors include but are not limited to Trojan horses, port scanning, and the launching of or knowing of transmission of viruses or worms. Any member of the RIT community who attaches a computer to the RIT network must take measures to ensure that the computer is protected against compromise by an external or internal attack.

Personal Usage

No member of the RIT community may use any resource owned or maintained by RIT to run a business or commercial service or to advertise for a commercial organization or endeavor. The transfer of published copyrighted material such as software and music is not allowed. It is irrelevant whether or not any profit is made for such distribution. The mere fact of providing uncontrolled access to such material is illegal.

Harmful Activity

Individuals must not use their RIT computer privileges to cause harm to any person or computer, whether internal or external to RIT. Examples of harmful activity include but are not limited to disabling other's computers, altering information integrity and E-mail spamming. No student member or advisor of a student organization should use

RIT Rights

Users should be aware that their use of RIT's computing and network resources is not completely private. Those responsible for maintaining RIT's computing and network resources have the right to allocate resources at their discretion. They also may control access to its information and the devices on which it is stored, manipulated, and transmitted in accordance with the policies of the Institute and the laws of the State of New York and the United States. Authorized systems administrators also may access others' files for the maintenance of network computer and storage systems, for the maintenance or security of networks. They may also access others' files and data on network devices or in transit.

Investigations and Sanctions

Reports of suspected violations of this Code of Conduct are investigated by the designated professional staff in Information and Technology Services in Consultation with the RIT Information Security Officer and/or Public Safety. Serious or persistent violations may result in temporary or permanent restrictions. Violators of statutory law will be turned over to Public Safety. RIT may impose a range of penalties on users who violate the policies regarding the usage of Institute computing resources including the suspension of computer and network privileges. Appeals to charges of violation of these policies will follow the normal RIT Judicial Process. Questions about the appropriateness of any use of resources should be directed to the staff of ITS or to the systems personnel responsible for the resource in question. To view a copy of the RIT Code of Conduct for Computer and Network Use please refer to your student handbook or go to <http://www.rit.edu/computerconduct/>.

Social Media

Many student organizations have Facebook, Twitter, Instagram, Snapchat, and/or TikTok accounts. Any accounts maintained by student organizations are considered “unofficial” social media pages. If your organization does have an account, officers should maintain a professional demeanor online, and should strive to provide relevant and informative content to followers. Pictures, posts, and other content represent both the poster and the entire organization. All students and organizations are responsible for postings on the internet and/or social networking sites and could be subjected to RIT’s Student Code of Conduct if the posting violates any university, federal, state or local policies or laws.

Prohibited usage of internet/social networking sites may include:

- i. Stalking, harassing, or threatening, vulgar, or derogatory;
- ii. Creating language on a social network that is hateful, threatening, vulgar, or derogatory;

- iii. Displaying or being displayed in an activity that violates federal, state, or local law and/or any regulation outlined in the Rochester Institute of Technology's Student Code of Conduct.

RESOURCES

Additional resources are available to help you and your student organization make the most of social media and other tools.

[RIT Social Media Guidelines](#)

[RIT Brand Portal](#)

[Campus Life Marketing Request Form](#)

Campus Life Student Organization Marketing Resources

University Marketing and Branding Guidelines and Standards For Student Clubs and Organizations

Brand

- Student organizations cannot use dots in their logo reminiscent of the old RIT logo.
- If the student organization chooses to design a logo or materials using a tiger, they must use the [approved RIT tiger](#).



Marketing

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

Promotional Products

Promotional items purchased using RIT funds must be purchased using an [RIT-approved promotional vendor](#).

Websites

Student organizations wishing to host a website in the RIT environment should use [RIT CampusGroups](#) for their website needs unless approval is granted by Student Affairs to have a separate website. Approval is granted on a case-by-case basis depending on the group's unique requirements or needs.

[RIT Student Club and Organization Website Standards >](#)

Mass Email

Mass email communications should not be sent on behalf of RIT student clubs and organizations. Student clubs and organizations may choose to submit their event to the [RIT Events Calendar](#) for inclusion in RIT Events emails sent to campus community members daily.

[RIT Student Club and Organization Mass Email Standards >](#)

Accountability Guidelines & Matrix

Principles of Student Organization & Group Responsibility

RIT is a community with high expectations for our students and student organizations and we are committed to cultivating an environment that promotes dialogue, learning, resiliency, and accountability with our community members. The Center for Campus Life (CCL) will intervene when behaviors are out of line with expectations and will make referrals to The Center for Student Conduct and Conflict Resolution as deemed necessary.

Center for Student Conduct and Conflict Resolution

Students and Student Organizations are expected to conduct themselves in ways that support the University's mission. The [Student Conduct Process](#) outlines behaviors it considers are inappropriate and do not support the university's mission.

- [C10.0 POLITICAL AND LEGISLATIVE ACTIVITIES POLICY](#)
- [C11.0 POLICY ON FREEDOM OF SPEECH AND EXPRESSION](#)
- [C27.0 POLICY ON TITLE IX SEXUAL HARASSMENT FOR FACULTY, STAFF, AND STUDENTS](#)
- [D18.0 - STUDENT CONDUCT PROCESS](#)
- [D18.1 ALCOHOL, CANNABIS AND OTHER DRUGS POLICY](#)
- [D19.0 STUDENT GENDER-BASED AND SEXUAL MISCONDUCT POLICY](#)

Not knowing or understanding these standards and policies is not a defense or excuse. Students engaging in behaviors in violation of university policies, and the [Student Code of Ethical](#)

[Conduct & Compliance](#), will be afforded the opportunity to participate in the process outlined in the [Student Conduct Process](#).

A report of an alleged violation of policy, law or regulation shall be submitted via the [Student Organization Incident Report](#) within 24 hours of an incident occurring. If you are learning of an incident or alleged violation of policy after 24 hours have passed, you are still expected to submit the incident report. If the CCL staff determines that further action may be appropriate, the organization will be notified of the alleged violation and future proceedings.

Students may be held accountable as individuals and/or as a student organization. While there may be consequences for the organization's actions, CCL's goal is that all student organizations find this process educational. Sanctions are designed to help an organization learn and grow.

Violation of Campus Life policy is subject to a variety of sanctions, including but not limited to:

- Written warning
- Student Organization Funding Freeze
- Educational/Developmental workshop or training
- Organization placed on hold
- Loss of privileges
- Loss of club/organization recognition
- Referral to Student Conduct Process
- Other sanctions as may be deemed appropriate.

In making such determination(s), the CCL staff may consider the strength of evidence against the organization, the seriousness of the alleged conduct, and the organization's history of past violations and/or warnings. If found in violation of University policy, CCL reserves the right to remove a student from an organization or position.

Once the final decision has been made, the organization will be informed of the outcome and any applicable sanction(s). Organizations who wish to appeal this decision must email the Associate Director of Student Engagement, Di'Monique George (dsgrla@rit.edu) within one (1) week of the outcome and meet with the appeals board to determine the validity of the appeal.

Ongoing Expectations

Organizations are expected to contribute positively to the RIT community and conduct themselves in ways that do not reflect poorly on RIT. In doing so, organizations should be cognizant of the following:

- Organizations will abide by federal, state, and local laws as well as University policies and procedures both on- and off-campus.
- Student organizations are expected to enhance students' physical, intellectual, emotional, and mental well-being through perpetuating the values and principles of the RIT community.

- Organizations will contribute to an inclusive environment, including but not limited to events, activities, and organizational management.
- Student organization activities and spaces must be physically safe and support the health and well-being of guests and members.
- Leaders of organizations will seek out relevant training opportunities and resources.
- Organizations will comply with University policies regarding the execution of contracts, advertising, printing, and apparel design.
- Organizations will use their funds responsibly and for the purposes for which they were intended.

Sanctions imposed under this policy are separate from any proceedings or consequences a student or student organization may face if charged with a crime or violation of RIT policy.

Accountability Matrix

Action	1st Occurrence	2nd Occurrence	3rd Occurrence
Event is hosted without prior registration	Written Warning	Organization put on hold for 5 business days. All events aside from business meetings are cancelled during this time.	Organization put on hold for up to 1 semester or year from the date of the incident. All events aside from business meetings are cancelled during this time.
Event is hosted without prior approval in EMS	Written Warning	Organization put on hold for 5 business days. All events aside from business meetings are cancelled during this time.	Organization put on hold for up to 1 semester or year from the date of the incident. All events aside from business meetings are cancelled during this time.
Event waivers are not submitted	Written Warning	Organization put on hold for 5 business days. All events aside from business meetings are cancelled during this time.	Organization put on hold for up to 1 semester or year from the date of the incident. All events aside from business meetings are cancelled during this time.
Event waivers are submitted late	Written Warning	Organization put on hold for 5 business days. All events aside from business meetings are cancelled during this time.	Organization put on hold for up to 1 semester or year from the date of the incident. All events aside from business meetings are cancelled during this time.
Failure to provide a list of attendees for off-campus event	Written Warning	Organization put on hold for 5 business days. All events aside from business meetings are cancelled during this time.	Organization put on hold for up to 1 semester or year from the date of the incident. All events aside from business meetings are cancelled during this time.
Event promotional material is posted in the Campus Center/SAU without prior approval	Written Warning	Organization put on hold for 5 business days. All events aside from business meetings are cancelled during this time.	Organization put on hold for up to 1 semester or year from the date of the incident. All events aside from business meetings are cancelled during this time.
Failure to complete contracts in a timely manner or complete them fully	Written Warning	Organization put on hold for 5 business days. All events aside from business meetings are cancelled during this time.	Organization put on hold for up to 1 semester or year from the date of the incident. All events aside from business meetings are cancelled during this time.
Failure to respond to outreach or submit required materials by deadline	Written Warning	Organization put on hold for 5 business days. All events aside from business meetings are cancelled during this time.	Organization put on hold for up to 1 semester or year from the date of the incident. All events aside from business meetings are cancelled during this time.
Failure to comply with CCL expectations,	Written Warning	Referral to Center for Student Conduct & Conflict Resolution	Organization put on hold for up to 1 semester or year from the date of the incident. All events aside from business
Alleged violation of University Policy C10.0 - Political and Legislative Activities Policy	Referral to Center for Student Conduct & Conflict Resolution		
Alleged violation of University Policy C11.0 - Policy on Freedom of Speech and Expression	Referral to Center for Student Conduct & Conflict Resolution		
Alleged violation of University Policy C27.0 - Policy on Title IX Sexual Harrassment for Faculty, Staff, and Students	Referral to Center for Student Conduct & Conflict Resolution		
Alleged violation of University Policy D18.0 - Student Conduct Process	Referral to Center for Student Conduct & Conflict Resolution		
Alleged violation of University Policy D18.1 - Alcohol, Cannabis and Other Drugs Policy	Referral to Center for Student Conduct & Conflict Resolution		
Alleged violation of University Policy D19.0 - Student Gender-Based and Sexual Misconduct Policy	Referral to Center for Student Conduct & Conflict Resolution		