



Student Organization Handbook

Fall 2023

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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.

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Welcome Letter

Welcome RIT Student Leader!

The Center for Campus Life welcomes you to the 2023-2024 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 crcecl@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

Hazing is a violation of the RIT Student Code of Conduct and New York State law and should be reported immediately to a university official departments such as RIT Public Safety, Center for Student Conduct and Conflict Resolution, Athletics, Center for Campus Life, Center for Recreational Sports. Section IV, J (Hazing/Failure to Report Hazing) of the RIT Student Code of Conduct states:

Behavior, regardless of intent, which endangers the emotional or physical health and safety of a Student for the purpose of membership, affiliation with, or maintaining membership in, a group or Student Organization. Hazing includes any level of participation, such as being in the presence, having awareness of hazing, or failing to report hazing. Examples of hazing include but are not limited to:

- Making physical contact with the Student, requiring the Student to engage in physical activity, beating or branding, sleep deprivation or causing excessive fatigue, threats of harm, forcing or coercing consumption of food, water, alcohol or other drugs or other substances, verbal abuse, embarrassing, humiliating, or degrading acts, or activities that induce, cause or require the Student to perform a duty or task which is not consistent with fraternal law, ritual or policy or involves a violation of local, state or federal laws, or the RIT Student Code of Conduct.

New York State Penal Law §120.16 & §120.17

§ 120.16 Hazing in the first degree.

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

§ 120.17 Hazing in the second degree.

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

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 following 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 (darcccl@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 (chcccl@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 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 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 crcccl@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.

Student Organization Events & Activities

General Events

Campus Life assists and supports student club and organization leaders in hosting safe and successful student events. The Student Event team manages the event registration system

(reserve.rit.edu/EMS) for student clubs and organizations and maintains the event policies for these groups on campus. They approve all club events on and off campus and liaison with service providers, content owners, and space owners to help ensure successful events for these groups.

A student club or organization event is any program or function planned, sponsored, or co-sponsored in the name of, under the auspices of, or for the sake of, the recognized student club or organization. Any gathering of its members acting together may be considered a student club or organization event.

Access to the [RIT Events](#) system is restricted to designated officers of student clubs and organizations. To update your organization's officer access, please complete [this form](#). If your organization is new to the system, you must request a group be created and access provided- please complete [this form](#).

Reservations

Event requests must be submitted to the [RIT Events](#) system a minimum of four days in advance. If your event needs services such as tables, chairs, sound, security, etc., it must be submitted at least fourteen days in advance. Catering requests must be completed a minimum of ten days in advance.

Service Providers & Content Owners

Service Providers and Content Owners assist with any extra requirements or requests for all campus events. They offer guidance on policies like Raffles and BINGO rules or provide services such as tables, chairs, etc.

A. Content Owners:

1. **Environmental Health and Safety** provide expert advice in the areas of health and safety, environmental compliance, stewardship, and fire safety.
2. **Risk Management and Safety Services** involve identifying areas of risk/liability and recommending means for eliminating, mitigating, transferring, or retaining them to management.
3. **Legal Affairs** provides, coordinates, and supervises all legal services for the University. They hold the policies on Raffles, BINGO, Game of Chance, and Sweepstakes.
 - a. Raffle forms must be submitted at least ten (10) business days before the first date of ticket sales.
 - b. Bingo forms must be submitted ten (10) business days before the event date.
4. **Youth Protection** ensures all events having minors comply with the [C26.0 Protection of Minors on Campus Policy](#). The notice must be given 21 business days before the event.

5. **Campus Life** house many policies such as travel, finances, alcohol, etc., and liaison for clubs and organizations in anything they do. You can always contact clubs@rit.edu for any questions.
6. **Food Ethics & Compliance** ensures for any selling of food, a third party caterer, or a LARGE group (over 100)
 - a. All information provided must be provided no less than seven days before the event.
 - b. For events that are just doing small snacks or pizza at least three days before the event.
7. **Political Activism:** It is important that all student organizations review and understand RIT's guidelines concerning political and legislative activities on campus. Federal regulations pertaining to RIT's status as a tax-exempt organization restrict persons acting on its behalf from certain activities. Please review the policy found [here](#) under "Political and Legislative Activities Procedures for Student Organizations".

B. Service Providers:

1. **Facilities Management Services (FMS)** – FMS provides the following services and these requests must be submitted via [RIT Events](#) under each specific reservation number. For additional information, please contact FMS events at fmsevent@rit.edu:
 - a. Rental of tables, linens, chairs, coat racks, curtains (including setup), dance floor for locations outside SAU and Clark Gym, tents, portable toilets, golf carts, and other miscellaneous rentals.
 - b. Room setup/reset, custodial coverage, barbeque grills, garbage cans, sign stanchions, floor cover for the Clark Gym, placement of fencing for outside events, electrical support and/or generators, HVAC requests, and water hook-up for outside events.
2. **Public Safety**
 - a. Public safety will need three weeks' notice at minimum to properly assess and review the security needs of the event. Please anticipate one week for planning and two weeks for public safety and/or the security agency to find/recruit coverage for the event.
3. **Tech Crew Services** – Tech Crew provides the following services:
 - a. STAGES - We have stage risers ranging from 16" to 24" high and can arrange through vendors for stage risers 16" to 72" in height.
 - b. SOUND SYSTEMS - Our sound systems range from speakers on stands for smaller events to concert-grade array systems in larger venues.
 - c. STAGE LIGHTING - We can provide basic lighting wash for your event and concert-style lighting as needed.
 - d. RIGGING EQUIPMENT/SERVICES - In larger venues (GFH/GPC), some equipment may be flown from the ceiling. Equipment includes industry-standard ground support lifts and CM Lodestar chain hoists. We work with the local union-certified riggers to provide support for any events requiring flown equipment.

- e. ELECTRICAL POWER DISTRIBUTION - There are electrical services installed across campus that we can utilize to provide power for a wide range of events.
- f. DANCE FLOOR - The portable dance floor consists of 3'x3' oak parquet interlocking sections and can provide up to 900 square feet of dance area. It is only available in the SAU or Clark Gym.
- g. THEATRICAL SUPPORT - In Ingle Auditorium, we have the use of all the equipment mentioned above, as well as projection, a carpentry shop, soft goods, and intercom systems.
- h. BACKLINE EQUIPMENT - Through outside vendors, we can provide backline equipment (drum sets, keyboards, pianos, guitar amplifiers, or other large instruments that generally are not carried on flights) for performers.
- i. OUTDOOR MOVIES - We have two inflatable projection screens and projector setups for outdoor movies. These are only usable from dusk until dawn.
- j. STAGEHANDS - Our crew of 60 experienced employees can provide all the necessary support for events.
- k. FACILITIES WE TYPICALLY OPERATE IN - Student-Alumni Union (all areas), Gordon Field House, Gene Polisseni Center, Clark Gymnasium, Ritter Ice Arena, Interfaith Center, Watson Dining Hall, CIMS, Outside Programming Areas
- l. TYPES OF EVENTS SUPPORTED- Banquets, Conferences, Lectures, Presentations, Expositions, Concerts, Social Functions, Theatre

Note: Tech Crew does not rent or loan equipment out to others. They only provide video projection or production in what is listed above. Video services are provided by RPS (RIT Production Services).

These requests must be submitted via [RIT Events](#) under each specific reservation number. For additional information, please contact Tech Crew at tecccl@rit.edu.

- 4. Productions Services** – Production Services provides the following services:
 - a. Projection,
 - b. Display Solutions,
 - c. Location Shooting,
 - d. Live Multi-Camera Events,
 - e. Image Magnification,
 - f. Live Video Streaming,
 - g. Real-Time Captioning,
 - h. Duplication, Conversion,
 - i. Distribution Services

- 5. RIT Catering** – RIT Catering is RIT's self-owned and operated catering department, offering full-service catering for groups of 25 to over 1,000 people.

- a. Their menu options cover continental breakfasts, hot buffet breakfasts, meeting breaks, boxed lunches, sandwich platters, buffet lunches, and dinners, served lunches and dinners, hors d'oeuvres receptions, bar services, and more.

These requests must be submitted via [RIT Events](#) under each specific reservation number. For additional information, please contact RIT Catering at catering@rit.edu

6. **Access Services** – Access Services provides the following services:
 - a. Interpreting, notetaking, and real-time captioning (C-print) services to the RIT community so that all members can enjoy full access to communication.

- These requests must be submitted through myaccess.rit.edu.

7. **Shuttle Vans and Buses** –

- a. Rental requests must be received 14 days before the requested rental date.
- b. Please read the guidelines for van rental and the van request contract for event approval.
- c. Make sure to have a backup transportation plan if the request is denied.

24-Hour/Overnight Event Policy

The objective of this policy is to provide student organizations with guidance and understanding when planning a 24-hour and/or overnight event. Some examples of these kinds of events include Danceathons, Hackathons, etc. Since these events can occur after business hours and throughout the night, the Center for Campus Life recommends the following:

Pre-Event Requirements

Events anticipated to be 24-hours or overnight can be held in the following locations and are required to be reserved a minimum of 28 business days in advance through reserve.rit.edu:

Suggested locations for 24-hour/overnight events:

- Gordon Field House
- Library
- Davis Room
- Bamboo Room
- Student Hall for Exploration and Development (SHED)

The following criteria for registering a 24-hour/overnight party must be met:

- Only one (1) event can be registered per Friday or Saturday (i.e. an organization cannot host back to back 24-hour and/or overnight events). These events must start on a Friday or Saturday and must end by the Sunday of the designated weekend. These events may extend beyond the building's hours of operation due to the nature of the event.
- Priority will be given to the first student organization that registers their event through reserve.rit.edu on a first come, first serve basis.

- Lights will be turned on at the conclusion of the event/building ending hours of operation and the room must be cleared of attendees immediately.
- Depending on the venue, it is an expectation that representatives from the student organization are made available to assist with clearing the building or venue if requested by the space owner.
- Organizations sponsoring weekend events are required to meet with representatives from Public Safety a minimum of fourteen (14) business days before the event to review logistics and safety parameters.

Depending on the nature of your event, a meeting with Public Safety may be required. It is the responsibility of the sponsoring organization to attend this meeting if requested. Organizations who fail to promptly meet with Public Safety may have their event canceled. Items to be discussed and/or reviewed include but are not limited to:

- Anticipated Attendance & Occupancy Limitations
- Event floor plan diagram & event signage
- Organization Representative and work schedule
- Advertising (i.e. which methods will be used)
- Pre-event meeting scheduling
- Safety precautions and equipment
- No alcohol may be permitted at these events.

Event Management Requirements

The hosting organization(s) may have future event privileges revoked for a period of time to be determined by the Center for Campus Life if they are found in violation of any of these policies/procedures. A meeting with the organization's contact person and event management staff (including Public Safety, a representative from the Center for Campus Life, or University personnel) will occur prior to the event start time.

Event management and safety are at the discretion of RIT Public Safety or their designee and 24-hour/overnight events can be shut down at any time if the situation is deemed to be unsafe.

All event attendees shall either be currently enrolled RIT students, or non-RIT students who are 18 years of age or older. Any attendee under the age of 18 must follow the [Youth Protection Policy](#).

Attendees may be screened at the discretion of RIT Public Safety or their designee to ensure the safety of all attendees.*

- A person will be refused entry for failure to produce proper identification if asked by a university official.
- Bags/items may be checked prior to admittance into the venue depending on the nature of your event.

- Failure to supply an itinerary to university officials if requested may prevent the approval of the event.
- All costs associated with these events are the responsibility of the organization(s).
 - Based on the nature of your event, additional costs may be incurred for security.

Alcohol Policy

This policy aims to allow RIT clubs and organizations to have alcohol at their events for those old enough to partake, as determined by the United States Federal Law; however, alcohol will not be the main focus of any event. RIT will maintain this policy on file and be available for all events and persons who should need it before, during, or after events. It can be found online on the [Student Events website](#).

Procedure:

To request that alcohol be served at an event, clubs, and organizations must submit an [Alcohol Request Form](#) through the Campus Life: Events CampusGroups website. This form asks for detailed information about operational and risk management plans of the event, including (but not limited to):

- Security Plans
- Bussing Accommodations (optional)
- Food Service
- Event Details
- Attendee Details
- Ticketing Information
- Event Schedule
- Bar Schedule
- Identification Plan

No student club and organization funds will be used to purchase alcohol.

Additional criteria for events with alcohol to be approved are as listed below (not limited to):

- An [Alcohol Request Form](#) must be submitted through the Campus Life: Events CampusGroups website.
- The club must be an RIT recognized club or organization that has completed all the steps of the “insert club creation process title here”
- Greek organizations on campus must be fully recognized organizations as stated by the “Chapter Viability Policy” in the Fraternity & Sorority Life Guidelines.
- The club must show successful past events they have hosted where alcohol was not served.
- The ticket sales must “insert policy or rule here”

- Any events where alcohol was served in the past, and safety concerns or issues that arose may be taken into account and considered when reviewing any new requests for approval.

The following breakdown shows the requirements for specific locations of events and the way alcohol may be served.

- On-campus event with alcohol provided by RIT Catering
 - Cash Bar Only
 - *Open Bar - with a limit of 3 drinks tickets person, than reverting to a cash bar
- On-campus event held at Global Cantina outside of normal operating hours
 - Cash Bar Only
- On-campus event held at Global Cantina during normal operating hours
 - Cash Bar Only
- Off-campus event - held at a venue where alcohol is served during normal operating hours - i.e., bowling alley, restaurant, etc.
 - Cash Bar Only - no alcohol may be purchased using club or org funds
- Off-campus event - held at a venue reserved specifically for the event - i.e., formals, banquets, etc.
 - Cash Bar Only - no alcohol may be purchased using club or org funds
 - *Open Bar - with a limit of 3 drinks tickets person, than reverting to a cash bar
- Off-campus event - wine or brewery tour
 - No alcohol may be purchased using club or org funds
- Off-campus event - held at a location with a hired 3rd party vendor
 - Cash Bar Only - no alcohol may be purchased using club or org funds

After-parties, bar parties, or nightclub parties are not allowed, and any requests submitted for events like these will be automatically denied. Any events held to fulfill these or similar purposes by clubs and organizations are not RIT sanctioned events.

Supporting Documents

All clubs and organizations must submit a fully executed contract along with the [Alcohol Request Form](#) that shows a temporary agreement has been accepted by both parties regarding the purchase, sale, identification, and consumption of alcohol at the specific event. A liquor license must be submitted for the location hosting the event, and this can be the permanent liquor license of a restaurant or place where alcohol is served under normal operating hours or a temporary one for 3rd party vendors. This contract must state how the vendor will ID all those under and over 21 years of age and how they will provide a distinction between the two groups for the duration of the event. This could come in the form of hand stamps, wristbands, etc. The contract must be written on official letterhead from the vendor and signed by all parties engaged in the event.

Approval of an Alcohol Request

All [Alcohol Request Forms](#) will be reviewed by the Senior Leadership Team of Campus Life. All requests must be fully completed and meet all criteria to gain approval from RIT. For approval to be granted, all contracts and fund requests must be submitted to Campus Life through the Alcohol Request Form on the Campus Life: Events Page on Campus Groups. No contracts or requests for funds will be approved for an event that wishes to serve alcohol without an Alcohol Request Form being submitted.

RIT and the Center of Campus Life reserve the right to ask for more information and request that more safety measures are put into place before the approval of any Alcohol Request Forms. These parties also reserve the right to attend any RIT club or organization events and review that all safety plans are being followed.

Frequently Asked Questions:

1. Can my event have an open bar?
 - a. Yes, if it fits one of the following requirements above. However, student organizations cannot use student funds to pay for these services.
2. Do all off-campus events with alcohol need to be registered with RIT?
 - a. All events, regardless of whether there is alcohol or not, need to be registered with RIT through reserve.rit.edu.
3. Does my club or organization need to plan and provide a transportation plan everyone to our off-campus events with alcohol?
 - a. Yes.
4. How do we pay for the alcohol if we can't use our club or organization funds?
 - a. Clubs and organizations may pay vendors to buy, ID, and serve the alcohol served at an event, but they cannot physically go out and purchase the alcohol themselves using their RIT funds.

For more information regarding this policy and RIT policies for students, please visit the [RIT Code of Conduct](#) page, visit the Tiger Suite in the Campus Center, or email studentevents@rit.edu.

Animal Policy

In order to ensure the safety and well-being of both the campus community and any animals brought on campus specifically for RIT sponsored events, it is required that the procedures and guidelines set-forth below are followed.

Any student organization events where any animals, such as dogs, cats, birds, rodents, reptiles, etc. are present must be submitted in the Student Club and Organization Event registration process at reserve.rit.edu a minimum of three weeks in advance of the event.

Certified therapy and service animals are permitted to be inside any campus buildings and facilities during organization sponsored events. Emotional Support Animals (ESAs) are not

permitted at student organization sponsored events. Events with animals that are not certified or a therapy animal must come from a reputable organization and be approved through the event registration process risk management.

Personal pets (not service animals) cannot be present or brought to student organization sponsored events. A pet is an animal kept for ordinary use and companionship. Pets are not permitted in the facilities of RIT and any pets on the grounds of RIT must be under appropriate restraint (leash, cage, etc.) and must be in close proximity to the owner at all times. RIT may, in its sole discretion, require the removal of pets on its grounds for any reason, including but not limited to, failure to be appropriately restrained.

Animals brought in for the purpose of interacting with or having contact with people or for the therapy events must be from a reputable organization.

All animals must be leashed or otherwise restrained at all times and documentation must be current with all recommended immunizations.

A tent must be provided in winter months to ensure the safety and well-being of the animals. If the outdoor temperature is below freezing, events with animals may not be permitted to ensure the safety and well-being of the animals.

The organization hosting the event must pay for any clean-up associated with the animals.

Supporting Documents Needed

During the Event Registration Process, the following information MUST be provided:

- Type, description, and number of animals being brought to the event.
- The name of the organization that will be bringing the animals to the event and documentation of up-to-date immunization records.
- The name of the agency contact and the individuals who will be on-site during the event (name and contact information)
- Information regarding the organization's insurance.
- A description of how the animals' safety will be ensured during the event.
- A description of how the attendees and crowd will be controlled and coordinated during the event.

Brick City Homecoming & Family Weekend Guidelines for Student Clubs and Organization Events

Purpose:

To establish guidelines for and facilitate requests by student clubs and organizations to conduct events during Brick City Homecoming & Family Weekend (BCW).

Brick City Weekend:

Brick City Family and Homecoming Weekend is hosted by the Division of Government and Community Relations (GCR) annually during the middle of October (Thursday through Sunday). The events that are part of this weekend are approved by GCR. The purpose of the weekend is to engage parents, families, alumni, donors, and students with events on campus.

All events that take place during Brick City Weekend are submitted and approved by GCR. GCR holds the sole authority and approval for all on-campus reserveable spaces during Brick City Weekend. Space is not available to be requested via reserve.rit.edu and must be requested through the Director for Brick City Weekend.

In collaboration with GCR, the Division of Student Affairs oversees and approves all events that are hosted by any student club or organizations (including Campus Life Clubs, Fraternities, Sororities, Special Interest Houses, Club Sports, and organizations recognized by the Center for Leadership and Civic Engagement). Events hosted by the above mentioned groups must be submitted to the Senior Associate Director for Campus Life for review and approval.

Events hosted by Student Clubs and Organizations must follow the below guidelines:

- Event requests can be submitted to Campus Life via the Event Request Form.
- Appropriate space must be available on campus and approved by GCR. Once approved, GCR will put the approved space reservation into the event management system (reserve.rit.edu) and make the student event organizer the everyday user.
- Events must abide by all student club and organization event rules and guidelines, University policies, the Code of Conduct, and State/Federal Law.
- Events and space must be submitted to reserve.rit.edu and approved by the Event Team overseen by Associate Director for Campus Life.
- Student Clubs and Organizations must be able to pay all costs associated with space and service providers for their event.
- All events during Brick City Weekend must engage participants in a substantial activity.
- No direct fundraising is allowed during Brick City Weekend.

Definition of Direct Fundraiser:

- An organized activity or instance of directly soliciting money or pledges for charitable organizations on behalf of a student club or organization. Examples included are, but not limited to, food sales, car washes, drawings, dances, thons (jump, walk-a-thon, etc.).
- No collection of money may occur on site for events, this includes any soliciting of money for direct fundraiser purposes. Groups may not use electronic payment gateways such as Venmo, PayPal, Cash App, etc. to collect money. Groups also may not collect cash on site for any associated costs for tickets or activities.
- If the event has an entrance fee or cost for tickets, they must be sold through the Brick City Family and Homecoming Weekend registration website. Income generated through

fundraising will be deposited into the student club or organization's RIT account from GCR after the completion of the weekend.

For further clarification of policies or for more information, please contact Sara Bayerl, Senior Associate Director for Campus Life at sebrla@rit.edu.

Imagine RIT: Creativity and Innovation Festival

Purpose: To establish policy for and facilitate requests made by any internal or external persons or groups *to refuse* any and all types of events during the weekend (Thursday through Sunday) of Imagine RIT: Creativity and Innovation Festival.

Imagine RIT: Creativity and Innovation Festival is hosted by the Division of Government and Community Relations (GCR) on the second Saturday before commencement weekend each year. The festival is a university wide event that showcases the creative and innovation spirit of RIT students, faculty, and staff, by allowing them the opportunity to exhibit their work(s). Imagine RIT inspires the next generation of problem solvers by connecting young people to the wonders of science, technology, engineering, math, design, business, health sciences, the liberal arts, and the arts.

All exhibits and event programming that takes place during Imagine RIT are submitted and approved by GCR. GCR holds the sole authority and approval for all on campus reserveable spaces during Imagine RIT. Space is not available to be requested via reserve.rit.edu and must be requested through the Director of Imagine RIT.

In collaboration with GCR, the Division of Student Affairs oversees and assists in enforcing this policy that no requests for any event, from any internal or external persons or groups be accepted during the weekend of Imagine RIT.

Additionally, this policy is to be enforced upon efforts to fundraise.

For further clarification of this policy or for more information about Imagine RIT, please contact Ann Ielapi, Director of Imagine RIT at ammgrl@rit.edu.

BINGO Policy

“Bingo” or “game” shall mean and include a specific game of chance, commonly known as Bingo, in which prizes are awarded on the basis of matching randomly drawn numbers or symbols on matrices, which are printed with conforming numbers or symbols on paper, card stock or electronically represented and are referred to as cards.

Rules

Bingo games are governed by and must be conducted in accordance with all rules and regulations specified under state and local laws. New York law has strict rules about Bingo, which include specific reporting and licensing requirements. However, the Bingo licensing law

was amended to authorize educational institutions, among other organizations, to conduct Bingo games for recreational purposes without a license provided all of the following conditions are met:

1. The Bingo game is conducted on the campus of the educational institution.
2. The Bingo game is conducted solely for the purpose of amusement and recreation of the participants.
3. No player or other person furnishes anything of value for the opportunity to participate.
4. The value of the prizes shall not exceed ten dollars (\$10) for any one game or a total of one hundred fifty dollars (\$150) in any calendar day.
5. Bingo games are not conducted more than a total of fifteen (15) days during any calendar year.
6. No person other than a bona fide active member of the organization, club, or association participates in the conduct of the games.
7. No person is paid for conducting or assisting in the conduct of the game or games.

In order to determine if your Bingo game is in compliance with this law, RIT requires that every bingo game be approved by the RIT Office of Legal Affairs before any game is commenced.

Procedure

To request to have Bingo at an event, clubs and organizations must indicate it on their event reservation through the reserve.rit.edu website.

When submitting the reservation, under the third section: ***Reservation Details***, you'll be required to answer several required questions, one being:

Will your event include any of the following things that may be impacted by RIT Policy or Government Regulations (please note that it may take up to 10 days for approval)

This question will prompt you to ***Add/Remove*** button that will generate a drop-down list. Click on ***BINGO*** and finish completing the reservation to submit.

Once the reservation has been submitted, someone from the Office of Legal Affairs will contact you to begin the process for Bingo approval and send a Bingo Approval Form.

Bingo Approval Forms must be submitted no less than ten (10) business days before the intended date of the bingo game, or the game will not be approved.

You will not be allowed to conduct your Bingo game if there have already been 15 days within the same calendar year in which Bingo games have been held at RIT.

For more information regarding this policy and RIT policies for students, please visit the [RIT Office of Legal Affairs page](#), visit the Tiger Suite in the Campus Center, or email studentevents@rit.edu.

Car Smash Policy

RIT will not take title/ownership of automobiles used in a “car smash”:

The sponsoring organization can use any company that supplies cars for the purpose of this event as long as the company retains ownership of the automobile and that they verify, in writing, that they will be responsible for removing the automobile from by the end of the day at the conclusion of the event. It is the responsibility of the sponsoring organization to provide the written agreement to the Center for Campus Life and provide evidence of funding for all costs that may be incurred.

All fluids including gas, oil, antifreeze, windshield washer fluid, and radiator fluids must be removed. The gas tank, glass, battery, air bags (if applicable) and tires must be removed. The above mentioned must be done prior to towing the car onto campus as RIT will not take responsibility for disposing these materials.

The location for car smash events is East of the Gordon Field House on the paved roadway extension. Grass locations are prohibited. There must be a fence around the vehicle, 20' from the car on all sides and only one person may be within this area at a time when the smashing is taking place. This precaution is enforced to avoid injury if the hammer bounces back when the automobile is hit or if someone loses control while swinging. This event must occur before dusk if additional lighting around the site to conduct the activity safely cannot be provided.

Participants in a car smash must wear:

- Safety goggles
- Leather gloves
- Long pants
- Closed toe shoes

All participants will have to sign event based waivers prior to participating in the event. All waivers are given out by the Center of Campus Life.

The sponsoring organization must make arrangements with Facilities Management Services prior to the event for proper clean-up of the car smash site.

Dance Party Guidelines

Recognized student organizations at RIT are permitted to host dance party events on campus when the specific conditions outlined in this document are met. RIT established these guidelines to ensure that reasonable safety and security measures are employed by all organizations and departments involved in the development, review, and support of these events.

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

For complete information regarding RIT's Student Code of Conduct and the conduct process visit: <http://www.rit.edu/studentaffairs/studentconduct/conductprocess.php>

Definition

An event will be considered a "dance party" if it meets the criteria as determined through the student organization event approval process. A dance party can also be defined as the use of music in a space that has an open area for attendees with the intention of dancing. Events such as performances, instructional dance, and dinners/receptions do not generally fall within the scope of this policy. Criteria include but are not limited to the following:

- Date/Time
- Audience (RIT and/or Non-RIT attendees)
- Number of anticipated attendees
- Associated risks
- Organization Status
- Funding available (Proof that the organization has funding to cover the cost of the event)

All Center for Campus Life recognized clubs, organizations and/or social fraternities/sororities in good standing are eligible to hold dance parties. Good standing as defined by CCL and/or Student Conduct social fraternities and sororities must meet the minimum membership size as defined by the "Chapter Viability Policy" in the Fraternity & Sorority Life Guidelines to be eligible to hold dance parties.

Social fraternities and sororities that do not meet the "Chapter Viability Policy" requirements may partner with other recognized social fraternities and sororities to host dance parties. Partnering is defined as two or more organizations (but no more than 3) hosting the event, being included on all promotional materials, and being held responsible in the event of an incident. Social fraternities and sororities must have an up to date certificate of insurance on file with Fraternity & Sorority Life.

Organization Responsibility

The host organization(s) are responsible for the actions and behaviors of all attendees. Any damages to RIT facilities will be the responsibility of the hosting organization(s). This includes

public spaces required to give access to the event (i.e. lounges, restrooms, parking lots). Failure to follow the procedures outlined in this document can result in the revocation of the privilege of hosting dance parties at RIT for a period of time to be determined by the Center for Campus Life and the Center for Student Conduct & Conflict Resolution.

Pre-Event Requirements

Dance parties can be held in the following locations and are required to be reserved a minimum of 21 business days in advance through reserve.rit.edu. Dance parties can be reserved in the

- Clark Gym
- Fireside Lounge
- Grace Watson Cafeteria
- SAU Cafeteria/Davis Room
- Student Development Center (SDC)

The following criteria for registering a dance party must be met:

- Only one (1) dance party can be registered per Friday or Saturday (i.e. An organization cannot host back to back dance parties).
- Priority will be given to the first student organization that registers their event through reserve.rit.edu on a first come, first serve basis.
- Dance parties are only permitted on Fridays or Saturdays and cannot extend beyond the building's hours of operation.
- Lights will be turned on at the conclusion of the event/building ending hours of operation and the room must be cleared of attendees immediately.
- Depending on the venue, it is an expectation that representatives from the student organization are made available to assist with clearing the building or venue if requested by the space owner.
- Organizations sponsoring weekend dance parties are required to meet with representatives from Public Safety a minimum of fifteen (14) business days, or 3 weeks, before the event to review logistics and safety parameters.
- No entry or re-entry will be permitted within an hour of the event's end time.

Scheduling the meeting is the responsibility of the sponsoring organization. Organizations who fail to meet with Public Safety may have their event canceled. Items to be discussed and/or reviewed include but are not limited to:

- Anticipated Attendance & Occupancy Limitations
- Event floor plan diagram & event signage
- Organization Representative and work schedule
- Advertising (i.e. which methods will be used)
- Pre-event meeting scheduling
- Safety precautions and equipment

With the approval of the Sr. Vice President for Student Affairs or their designee and in accordance with RIT policy, alcohol may be served at an event provided that:

- RIT Catering is the vendor chosen to provide food and alcohol
- Individual organizations pay for the temporary liquor license and all catering costs
- Organizations comply with the following alcohol policy (as per RIT Catering)

Event Management Requirements

The hosting organization(s) may have future dance party privileges revoked for a period of time to be determined by the Center for Campus Life if they are found in violation of any of these policies/procedures. A meeting of the organization's contact person and event management staff (including Public Safety, a representative from the Center for Campus Life, or University personnel) prior to the event start time.

Event management and safety are at the discretion of RIT Public Safety or their designee and a dance party can be shut down at any time if the situation is deemed to be unsafe.

All dance party attendees shall either be currently enrolled RIT students, or non-RIT students who are 18 years of age or older. All dance party attendees must show two forms of identification – a college ID as well as a government issued ID. For non-college students, a government issued ID will be sufficient.

- All dance party attendees may be screened by RIT Public Safety or their designee to ensure the safety of all attendees.*
- A person will be refused entry for failure to produce proper identification.
- Bags will not be permitted into dances.
- No food or drink may be brought into the venue. Empty, clear plastic water bottles may be brought in and filled at the water fountain inside the venue.
- All dance parties must pre-sell their tickets and no tickets can be sold at the door.
- Tickets must be numbered and may not exceed the capacity of the venue where the event will be held. The capacity will be established by Public Safety in accordance with the set-up of the event.
- Failure to supply the diagram will prevent this from being determined which will prevent the approval of the dance.
- Tickets can be sold until noon on the Friday before the dance party.
- An organization can only sell as many tickets as permitted by the Public Safety determined capacity.
- Organizations who are found to have sold more tickets than permitted may have their ability to hold dance parties revoked for a period of time to be determined by the Center for Campus Life.
- If the organization has a ticketed event, it must follow the ticketing procedures found under "Funding and Financial Procedures".
- All costs associated with dance parties are the responsibility of the organization(s).

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

Fun Run/Walk Guidelines

If your event involves a run/walk:

- A fun run/walk is typically an event that anybody can take part in, usually raising money for charity or for a good cause for raising awareness. For events where there will be RIT external participants, the organization will need to refer to the [C26.0 Protection of Minors on Campus](#) policy.
- You are required to use the RIT Approved run/walk routes. These routes are listed below, along with maps.

Your event will be reviewed and one of the following 3 route options will be determined:

Route A: (5K/3.1 miles)

- Requires more than 150 attendees
- Public Safety will be present
- Road closure along the route

Route B: More information coming soon

Route C: More information coming soon

Due to the amount of resources required and the campus road closures necessary, you must meet the following criteria to host a Fun Run/Walk using route A.

- Your event is registered a minimum of 6 weeks in advance of your proposed event date.
- A minimum of 151 participants must be pre-registered for your event. Student organizations must use an approved university form/website (i.e. CampusGroups, IdealLogic, etc.).
- If participation is under 150 people, a determination will be made to move your event to routes B or C by university officials.
- A pre-registration option is required. 2 weeks prior to your event, an updated PDF of your participants list must be sent to studentevents@rit.edu in order for university officials to make a determination of the route that will be used.
- The participation
- The participation registration list must have: first and last name, numbered bibs/tags, phone number that coincide with your participant registration list.
- All participants must be accounted for upon crossing the finish line using bib numbers and the registration list that will aid in tracking who has returned and who has not. Public

Safety must be notified immediately if a participant does not return from the course and cross the finish line.

- Your event **MUST** fall on a Saturday or a Sunday. No exceptions will be made.
- A designated parking lot for participants will be determined based on the route option of the event.
- Registration **MUST** begin at 9am, followed by your race/walk start time of 10am.
- Confirmation of your event will be contingent upon other events that occur during your allotted event time.
- Your event must have trash receptacles with clear plastic bags requested through FMS.
- If your event has amplified music, it must be approved through the event registration process and in a designated area determined by university officials.
- Question about required water stations?
- **Please note that RIT will allow only one 5K event per weekend.**

Requirements

You are required to:

- Staff volunteers along the route at key intersections
- Meet with Public Safety **AT LEAST** 4 weeks prior to your event date to discuss specific safety details for your event.
- **You will be required to call Public Safety immediately before the start of your race.** This is required so Public Safety can shut down the necessary roads on campus, to ensure the safety and success of your event
- RIT Ambulance is required to be present at the event for Route A.

Streaming, Movies & Copyright Law Policy

Federal Copyright Law:

- The US Copyright Act governs the exclusive rights of copyright owners, and how copyrighted works and materials, such as music, movies, television broadcasts, and streaming content, may be used by others.
- The requirement to obtain an appropriate license(s) to exhibit copyrighted content applies to colleges, universities, public schools, day care facilities, summer camps, churches, private clubs, prisons, lodges, businesses, parks and recreation departments, etc. *regardless* of whether admission is charged, whether the institution is commercial or non-profit or whether a federal, state or local agency is involved.
- The production studios who own copyrights, and their agents, are the only parties who are authorized to license copyrighted works for exhibition. No other group or person has the right to exhibit or license exhibitions of copyrighted content.
- Neither the rental nor the purchase or lending of a videocassette, DVD, or a subscription service, carries with it the right to exhibit such content publicly outside the home, unless

the site where the copyrighted content is used to properly licensed for copyright complaint exhibition.

- Furthermore, copyrighted content borrowed from other sources such as public libraries, colleges, personal collections, etc. cannot be used legally for showing in colleges or universities or in any other site which is not properly licensed unless there is a specific exception (see below).

Face to Face Teaching Exemption:

Under the “education exemption,” copyrighted content may be exhibited at RIT without a license only if the content exhibition is:

- An integral part of a class session and is of material assistance to the teaching content.
- Supervised by a teacher in a classroom.
- Attended ONLY by students enrolled in a REGISTERED class.
- Presented using a lawfully made production that has been legally produced and obtained through rental or purchase.

Those who violate copyright law are subject to consequences:

- RIT Student Conduct Process
- Civil and/or criminal penalties ranging between \$750 to \$30,000 for each illegal showing, a maximum sentence of up to one year in jail and/or a \$150,000 fine.

Procedures:

- All student club and organization events and activities involving the showing of a movie, television show, broadcast, documentary, or streaming event must be submitted through the RIT Events site at <http://reserve.rit.edu> for review and approval.
- Proof of license purchase will be required before events are approved.
- Vendors that can be used to purchase a license include Swank Motion Pictures and Criterion Motion Pictures.

Frequently Asked Questions:

What is considered public space on our campus?

Anything outside of an individual’s housing or residence is considered public space (i.e.: classrooms, lounges, auditoriums, meeting/conference rooms, libraries, museums, recreational facilities, common areas of apartments/dormitories/and other residential communities, outdoor space, cafeterias, etc.)

If I’m not charging admission to watch the movie, television show do I still need to purchase the licensing rights?

Yes. A license is required for all public performances regardless of whether admission is charged,

If I buy a movie or television show DVD at a store, rent it from a library, have a streaming subscription service, or already own the DVD or digital download, does that count as “purchasing the rights”?

No. Stores, libraries, and streaming services sell and rent movies and television shows for “home use only” and cannot provide legal permission for use outside the home. You can only obtain licensing directly from a licensor, not from a third party.

What if I want to show an old movie from the 30’s or 40’s? Do I still need a license?

Yes. Copyright pertains to all movies and television shows regardless of the year it was produced, unless it falls in the “public domain” and is free for viewing. To see a list of movies in this category, visit: <http://www.openflix.com/>

What if I’m only showing the film, television show, or broadcast to a small group of friends or classmates? Do I still need a license?

If the movie, television show, or broadcast is being shown outside your home, a license needs to be obtained regardless of the number of people attending the screening.

My organization is showing a film for educational purposes. Do I still need a license?

You will need to purchase the license unless your movie or television broadcast is being shown as part of a class and is relevant to the teaching content, the movie is supervised by the course instructor, and the movie is attended ONLY by students enrolled in a REGISTERED class at RIT. Showing a movie or television broadcast outside of a classroom and holding an education discussion following the film is not part of the face-to-face exemption.

What am I paying for when I purchase the rights to content?

The license fees compensate the copyright owners and the individuals who create and work on the content’s production. These royalties are the way publishers, authors, composers, musicians, inventors, computer programmers and movie producers are paid for their work.

Do documentaries and independent films fall under the same rules?

Yes. However, sometimes permission can be obtained from the film maker to show the film for little or no cost. It will depend on the specific copyright owners.

Raffle Policy

Raffles are games of chance in which people purchase consecutively numbered tickets for the chance to win a prize. Raffles are governed by, and must be conducted in accordance with, all rules and regulations specified under state and local laws. New York law has strict rules about raffles but does allow not-for-profit organizations to conduct raffles and Henrietta Town law requires that certain raffles conducted in the Town of Henrietta be licensed.

Rules

In order to determine if a raffle must be licensed, RIT requires that every raffle be approved by the RIT Office of Legal Affairs **before** any tickets are sold. Raffle Approval Forms must be

submitted **no less than** ten (10) business days before the raffle drawing date or the raffle will not be approved. Assuming appropriate approvals have been obtained, the following rules apply:

- 1) If raffle tickets will be sold in advance of the drawing date, tickets shall have the following items printed on their face (example below):
 - a) Name (*and identification number, if applicable) of the authorized organization;
 - b) The location(s), date(s) and time(s) of the drawing(s);
 - c) The consecutively printed serial number of the ticket;
 - d) The price of the ticket;
 - e) A list of the prizes offered;
 - f) The statement: "**Ticket holders need not be present to win.**"
 - g) Each ticket stub or receipt shall reflect the name, address and telephone number of the ticket purchaser, and the consecutively printed serial number of the ticket.

Ticket #12345	Name: _____	RIT XYZ Club	Ticket #12345
	Address: _____	*Games of Chance Identification Number xx-xxx-xxxx-xxxxxx	
Phone: _____	RAFFLE	\$5.00	
	Enter to win Dinner for Two at Delmonte Lodge	Drawing held: June 30, 2023 Fireside Lounge 7:00 PM	
	Ticket holders need not be present to win		

If tickets are only sold the same day as the raffle drawing, two-part “admission-style” tickets utilized in the game commonly known as a “50/50 raffle” may be used.

- 2) Proceeds from a single raffle shall not exceed the sum of **\$5,000**.
- 3) All raffle tickets shall be sold at a uniform price per ticket (“arm’s length” measurement not permitted) and must be paid for in cash or check only. **ABSOLUTELY NO INTERNET SALES ARE ALLOWED.**
- 4) The method of drawing and determining the winning ticket(s) shall be clearly announced and described prior to drawing a ticket.
- 5) Each drawing shall be conducted openly and in plain view of the ticket purchasers present. Ticket holders do not need to be present to win.
- 6) No ticket shall be sold more than 180 days prior to the date of the raffle drawing.
- 7) It is unlawful for persons younger than eighteen years of age to purchase raffle tickets, sell raffle tickets, or conduct or assist in the administration of a raffle drawing.
- 8) At the conclusion of the raffle you must maintain a final accounting (including number of tickets sold, price per ticket and total revenue collected from the raffle) and submit a copy to the Office of Legal Affairs within five (5) business days of the raffle drawing date.
- 9) Records of the raffle (including financial accounting, number of tickets sold, name(s) of winner(s), accounting of the aggregate fair market value of prizes, advertising, etc.) shall be maintained by the sponsoring group for six (6) years in accordance with the RIT Records Management Policy, C22.0

If the total proceeds from all raffles conducted in one calendar year at RIT exceed \$20,000.00, you will not be allowed to conduct the raffle.

Procedure

To request to have Raffle at an event, student clubs and organizations must indicate it on their event reservation through the reserve.rit.edu website.

When submitting the reservation, under the third section: **Reservation Details**, you be required to answer several required questions, one being:

Will your event include any of the following things that may be impacted by RIT Policy or Government Regulations (please note that it may take up to 10 days for approval)

This question will prompt you to **Add/Remove** button that will generate a drop-down list. Click on **Raffle** and finish completing the reservation to submit.

Once the reservation has been submitted, someone from the Office of Legal Affairs will contact you to begin the process for Raffle approval and send a Raffle Approval Form.

For more information regarding this policy and RIT policies for students, please visit the [RIT Office of Legal Affairs page](#), visit the Tiger Suite in the Campus Center, or email studentevents@rit.edu.

Protection of Minors Policy

I. Scope

This [policy](#) applies to all departments, units and areas of the university, faculty, staff, volunteers, students, interns, employees of temporary employment agencies, independent contractors/consultants, and Third Parties who work on campus or in connection with any event, program, activity, or project involving Minors off campus that is sponsored or offered by the university. These individuals and groups are responsible for understanding and complying with this policy and the any implementing guidance established by the Office of Youth Protection and Compliance.

RIT's global campuses and study abroad sites hosting Minors are expected to adhere to this policy in a manner that is consistent with local law, practice, and policy.

This policy does not apply to (1) single performances or events open to the general public not targeted toward children; or (2) events that may be attended by Minors who are accompanied by a parent/guardian. RIT expects parents or legal guardians to provide supervision over Minors on campus at all times except when the Minor is involved in a RIT-sponsored program or program occurring on campus that is hosted by a Third Party.

II. Policy Statement

Rochester Institute of Technology (the “university” or “RIT”) is committed to the safety and protection of Minors while they visit the RIT campus, attend university-offered programs that take place on and off RIT's campus, or participate in Third Party programs and activities with a connection to RIT. The procedures in this policy provide reporting requirements for activities involving Minors as well as program registration, staffing, and supervision requirements, to be implemented with the protection of Minors guidance established by the [Office of Youth Protection and Compliance](#). This will ensure a high level of care and successful experiences for youth. Individuals within the scope of this policy must follow the requirements of this policy as well as the implementing guidance.

The director of Youth Protection and Compliance shall create a Youth Protection Advisory Committee to review this policy, guidance, and whatever matter the director believes is relevant or appropriate to uphold this policy and promote youth safety.

Program organizers and/or faculty, staff, or students hosting programs or activities with Minors should consult with the Office of Youth Protection and Compliance for advice and guidance regarding adjustments and other exceptions.

III. Rationale

Program staff and volunteers, as well as the entire RIT community, are expected to conduct themselves with the highest standard of moral and ethical behavior when interacting with Minors. The purpose of this policy is to take affirmative steps to safeguard and protect Minors from harm while attending RIT-sponsored programs and events or participating in Third Party programs and activities with a connection to RIT, consistent with federal, state, and local statutes or regulations related to youth protection.

IV. Definitions

- A. "Authorized Adult" means an individual age eighteen (18) years and older, paid or unpaid, who has completed the youth program screening process and is permitted to interact with, supervise, chaperone, or otherwise come into contact with Minors as part of a program.
- B. “Child Abuse” means inflicting or allowing to be inflicted upon a Minor physical injury by other than accidental means that causes or creates a substantial risk of death, serious or protracted disfigurement, protracted impairment of physical or emotional health or protracted loss or impairment of the function of any bodily organ, including abuse that can be characterized as sexual in nature. Typically, peer-to-peer physical (non-sexual) injury does not trigger the reporting obligations established in the policy, but requires a case-by-case analysis.
- C. “Child Neglect” means impairment or imminent danger of impairment of a Minor’s physical, mental, or emotional condition as a result of the failure of the Minor's parent or other person legally responsible for the Minor's care to exercise a minimum degree of care.
- D. “Employees” means regular faculty, regular staff and adjuncts as those terms are defined in RIT’s Employee Work Classification Policy ([E01.0](#)).

- E. "Mandated Reporter" means an individual required to report suspected child abuse or neglect to New York State. The Policy does not alter a Mandated Reporter's obligations established in New York state law, but rather establishes a policy-based reporting duty for members of the university community.
- F. "Minor" means a person under the age of eighteen (17 years old or younger), including any RIT employee or intern who is under 18 years of age, any matriculated student who is under 18 years of age, students who are "dually enrolled" in university programs while also enrolled in primary or secondary schools, or students enrolled in an early college high school affiliated with the university.
- G. "Program" includes, but is not limited to, any program, activity, event, or other opportunity designed specifically for and primarily to serve Minors that is:
 - 1. Sponsored by the university, regardless of whether it is held on or off campus or as a virtual program;
 - 2. Sponsored by a Third Party in RIT facilities; or
 - 3. Sponsored by a Third Party at an off-campus location in which Authorized Adults engage through their university roles. General courses offered specifically to the matriculated RIT student body are not considered "programs" under this policy. Examples of programs include camps for school children, a laboratory experience or internship for high school students, workshops for high school students, private or group lessons for children, youth team practices, campus tours, or other field trips.
- H. "Program Organizer" means the Authorized Adult with overall supervisory responsibilities for a program involving Minors. The program organizer is the Authorized Adult who oversees the day-to-day program operations, which includes interacting with and supervising the Minors involved in the program. Examples of program organizers include, among others, a camp director, a staff member coordinating a tutoring program, faculty or staff who bring a Minor to campus for the opportunity to intern, volunteer, or shadow outside of a structured program for Minors; or the faculty advisor of a student group sponsoring a youth-serving activity.
- I. "Program Staff" means all Authorized Adults and Minors who have successfully completed the program staff screening process who are designated by a program organizer to be involved with a program, including RIT employees, students, and other individuals.
- J. "RIT Community" means any individual authorized to be on the RIT campus including administrators, faculty, staff, students and student organizations, alumni, and external organizations and individuals in their operations with RIT.
- K. "RIT Facilities" means any physical location owned or leased by the university, its subsidiaries or affiliates, wherever located.
- L. "RIT-sponsored Programs" means programs that RIT operates or sponsors or in which RIT students, faculty, or staff engage through their university roles.

- M. “Sex Discrimination” has the same meaning as set forth in RIT’s Policy Prohibiting Discrimination and Harassment ([Policy C06.0](#)) and the Student Gender-Based and Sexual Misconduct Policy - Title IX ([Policy D19.0](#)).
- N. “Sexual Harassment” has the same meaning as set forth in RIT’s Policy Prohibiting Discrimination and Harassment ([Policy C06.0](#)) and the Student Gender-Based and Sexual Misconduct Policy - Title IX ([Policy D19.0](#)).
- O. “Students” means RIT undergraduate students, graduate students, non-matriculated students, and students in not-for-credit programs.
- P. “Third Party” means an external organization or individual not affiliated with the university, including but not limited to, organizations using RIT facilities under an approved facility and service use contract as well as contractors, vendors and other service providers with whom the university has an approved contract or other use agreement. This includes, for example, contracted services for dining services, and facilities operations.
- Q. “Virtual Program” means any program, event, or activity for Minors conducted entirely or partially remotely by utilizing an online platform(s) for electronic communication.
- R. “Volunteers” means individuals who are not RIT employees or students but provide uncompensated assistance to the university or to RIT employees or students as part of RIT-sponsored programs involving Minors and are subject to some or all of the requirements of the policy depending on their level of contact with Minors as defined by the policy.

V. Reporting Suspected or Known Abuse or Neglect

A. Duty to Report

Any member of the RIT community who has knowledge of or reasonable suspicion to believe that a Minor has been subjected to Child Abuse, Child Neglect, or Sexual Harassment on campus or in connection with a program **must** immediately report the known or suspected abuse, neglect, or Sexual Harassment. All known or suspected abuse, neglect, or Sexual Harassment **shall** be promptly reported to Public Safety at (585)475-3333 (V/TTY). Public Safety shall promptly notify law enforcement and/or any governing agency required to receive such reports.

B. Nothing in this Policy shall prevent any individual from also:

1. Notifying the program organizer if appropriate; or
2. Filing an anonymous report to the RIT Office of Compliance and Ethics at (866) 294-9358, (866) 294-9572 (TTY); or [via this form](#) or
3. Contacting local law enforcement or the following external reporting agencies:
 - a. New York Statewide Central Register of Child Abuse and Maltreatment at (800)342-3720, (800)638-5163 (TDD/TTY) or (800)342-3720 (Video Relay System)
 - b. Monroe County Child Protective Services at (585)461-5690.

C. Non-Retaliation Protection for Good Faith Reports

Retaliation shall not be tolerated. Retaliatory acts against anyone acting in good faith who has reported suspected inappropriate conduct in accordance with this policy, or who has been involved in reporting, investigating, or responding to inappropriate conduct, is a violation of this policy. Retaliatory acts may include, but are not limited to:

1. Employment actions affecting salary, promotion, job duties, work schedules, and/or work locations;
2. Actions negatively impacting a student's academic record or progress; or
3. Any action, including harassment and intimidation, affecting the campus environment, any member of the RIT community who believes they are the subject of retaliation or reprisal for making a good faith report under this policy may report such allegations of retaliation to Human Resources. Individuals may also file a report through the anonymous, independently operated Ethics and Compliance Hotline by calling (866) 294-9358 or (866) 294-9572 (TTY), or going online [to file the report](#). See also, [RIT's Whistleblower Policy](#).

D. This policy does not alter any mandated reporter's legal duty to directly report suspected child abuse pursuant to New York state law.

E. Duty to Cooperate with Investigations of Abuse of Minors

All members of the RIT community shall cooperate with investigations of alleged Abuse, Neglect, or Sexual Harassment of Minors, including government-initiated, law enforcement-initiated, and/or internal RIT investigations. All members of the RIT community shall also cooperate with investigations of alleged violations of this policy and any applicable campus procedures.

F. Temporary Measures after Allegations of Inappropriate Conduct

If an allegation of inappropriate conduct has been made against an individual who is participating in a program, the allegation will be reviewed pursuant to applicable university procedures and guidelines. The university may also take necessary interim actions before determining whether a violation has occurred, including removing the individual or any other individual from any further participation in the program until such allegation has been resolved to the university's satisfaction.

VI. Procedures for Programs

A. Program Registration

All programs must be registered by the respective program organizer with the Office of Youth Protection and Compliance with sufficient advance notice to meet requirements of this policy. Recurring programs must be registered for each new occurrence.

B. Program Staff Screening Process

An individual's role with the university and within a program determines which elements of the screening process are required before the individual may begin interacting with Minors in that program. Those who successfully complete the process may be designated as Program Staff.

All employees and volunteers, whether permanent or temporary, and students who will have direct, regular, and/or frequent contact with Minors as a part of performing their university jobs or assigned roles in connection with a program, and any individual staying overnight for a program, must complete the full screening process.

The screening process includes the following elements:

1. Application to participate for volunteers
2. Annual background check
3. Youth protection training on recognizing, identifying, and reporting suspected Child Abuse and Neglect
4. Acknowledgement of completion of training and standards of conduct, including understanding of reporting responsibilities
5. Any requested exception to these requirements must be approved by the Office of Youth Protection and Compliance.

C. Supervision of Minors

1. Supervision at all times by Authorized Adults is required for all Minors participating in a youth program under this policy, where the care, custody, and control of Minors is entrusted to the university or a Third Party.
2. Program organizers and program staff should make reasonable efforts to avoid one-on-one in-person contact or electronic communication with a Minor unless such contact or communication has been approved by the Office of Youth Protection and Compliance for that activity.

D. Duty to Report Suspected or Known Abuse or Neglect

Program organizers and program staff must report known or suspected Child Abuse, Child Neglect, or Sexual Harassment according to the procedures detailed in Section V above.

E. Evidence of Compliance by Third Parties

Third Parties of non-RIT programs using RIT facilities shall provide appropriate executed agreements to the Office of Special Events and Conferences at least thirty (30) days prior to the scheduled use of RIT facilities.

VII. Enforcement of Policy; Sanctions for Violations

Compliance with this policy will be monitored by the Office of Youth Protection and Compliance. The policy guidance and all information related to protection of minors will be available on the [Youth Protection page](#) on the K-12 University Center website. Individuals may direct questions or concerns to youth@rit.edu.

In addition to any sanction required by local, state, or federal laws or regulations, failure to comply with the provisions of this policy may result in disciplinary action up to and including termination of employment. Other sanctions may include dismissal from the university, cancellation of a program, and/or issuance of a campus ban, disqualification from participation in

future volunteer activities, or the commencement of student conduct proceedings. Failure to comply by any Third Party may lead to consequences, including but not limited to immediate termination of the university's contractual or other relationship with the Third Party. The university may also take necessary interim actions before determining whether a violation has occurred.

Prohibited Items at Events Policy

All decorations or items anticipated for event usage should follow the Prohibited Items list. The sponsoring organization is responsible for proper removal and disposal of all used event materials immediately after the event. Please refer to the policies of the reserved facility for specific information and/or policies.

A list of prohibited items are below but are not limited to:

- Candles, incense, or any other items with open flames
- Flammable liquids and/or substances (not controlled locations)
- Adhesive for walls (i.e. glue, nothing that removes paint)
- Loose glitter/confetti/excessive feathers
- Artificial snow
- Dance wax (check with Thomas Warfield)
- Powder
- Any object that can puncture walls (staples, nails, thumbtacks)
- Weapons (as defined by Public Safety and the [New York State Penal Law, Article 265.00.](#))
- Rice
- Bird seed
- Sand weights
- Other similar items
- Helium-filled balloons or helium tanks are prohibited in the Gene Polessini Center and Gordon Field House, (there are other facilities that have detection that these can interfere with, decision will be a case by case basis.)
- Fog/smoke machines
- Party poppers or other confetti explosive products
- Silly string
- Bullhorns, noisemakers, or laser pointers
- All exit doors, exit lights, fire sprinkler heads, fire alarm pulls, fire extinguishers, and other emergency or safety equipment must be kept free of obstacles and decorative material. Clear and easy evacuation of the event must always be permitted in the event of an emergency. All halls and stairs must remain unobstructed.

Staff reserves the right to disallow any decorations any time prior to or during an event that may cause damage to the area, be of questionable safety, be sexually explicit, be ethnically/culturally offensive, or conflict with appropriate use of the room

Cooking appliances including tabletop style.

Large amounts of combustible decorations pose significant fire risk and therefore will be strictly limited. No use of plastic sheeting, also large amounts of paper, and combustible hanging decorations will be permitted. The use of hay bales, live greenery (tree's, leaves) is likewise prohibited.

If a student club and/or organization is found using a prohibited item at one of their events, further action may be taken.

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		