EVENT PLANNING GUIDE FOR STUDENT ORGANIZATIONS 2012-2013

Rhode Island College Student Activities

ELIMINATING BOUNDARIES with H.O.P.E

“Things will get easier, people’s minds change and you should be alive to see it.”
- Ellen DeGeneres

DIVERSITY IS A WAY OF LIFE

ACCOUNTING ASSOCIATION

Meetings
1st and 3rd Wednesdays
12:30 PM in Alger 109

Accounting, Finance, Business

ACCESS CHALLENGE on the RIC campus

May 25, 2012
12:30 to 7pm

Students must fill out a form
and hand it in to the RIC mailboxes.
Forms are located at the Registrar’s & Vice Provost
and the SA desk.

This is an event in which participants experience the challenges of performing
their usual daily activities on campus.

Round table dinner discussion afterwards
about their experience.

Please contact the sponsoring organization to request accessibility accommodations.

Rhode Island College is committed to providing reasonable accommodations for all events.
Event Planning Guide for Student Organizations

Student Activities
Rhode Island College
Student Union 408
600 Mt Pleasant Avenue
Providence, RI 02908
Phone 401-456-8034 • Fax 401-456-4652
activities@ric.edu
http://www.ric.edu/student_activities/

Marissa Weiss
Assistant Director, Student Activities
mweiss@ric.edu
456-8149

Megan Fox
Student Activities Assistant/Greek Advisor
greeklife@so.ric.edu
456-8469

Claribel Crews
Student Activities Greek Intern
ccrews@ric.edu
456-8469

Venessa Griffith
Graduate Intern
sagrad@ric.edu
456-8469
Table of Contents

Student Organization General Policies ......................................................................................... 7
   Student Organization Registration for Existing Groups............................................................ 7
   Privileges and Responsibilities of Student Organizations ...................................................... 8

College Policies and State Regulations ....................................................................................... 9
   Rhode Island College Student Handbook .............................................................................. 9
   Alcohol/Drug Policy ............................................................................................................... 9
   Compliance with Lawful Authority ........................................................................................ 9
   Dangerous or Deadly Weapons or Devices .......................................................................... 9
   Responsible Computing at Rhode Island College ................................................................. 9
   Expressions of Opinion ......................................................................................................... 9
   Gambling ................................................................................................................................ 10
   Hazing ..................................................................................................................................... 10
   Sales and Solicitation ........................................................................................................... 10
   Signage ................................................................................................................................... 10
   State of Rhode Island Regulations ....................................................................................... 10
   Charitable Gaming – Raffles and BINGO ............................................................................. 10

Role of the Advisor .................................................................................................................... 12

Student Organizations Resources .............................................................................................. 14
   List of Important Dates ......................................................................................................... 14
   Welcome & Information Center ............................................................................................ 15
   Photocopy Services ............................................................................................................. 15
   Student Organization E-Mail Accounts ................................................................................. 15
   On-Campus Student Organization Mailbox ............................................................................ 15
   Event Planning Assistance from Student Activities ............................................................ 16
   Student Union Office Space ................................................................................................. 16
   Student Leadership Awards .................................................................................................. 16
   Offices and Contact Information ......................................................................................... 17

Student Community Government, Inc. .................................................................................... 18
   Mission ................................................................................................................................. 18
   Services ............................................................................................................................... 18
   Executive Board .................................................................................................................. 19
   Student Organizations Committee ....................................................................................... 19
   Program Evaluations ......................................................................................................... 19
Tools for Student Organization Success

Event Planning Procedures

Trips, Conferences, and Travel
Advertising................................................................. 39
SA Marketing........................................................................ 39
Flyers............................................................................... 39
Student Activities Briefs...................................................... 39
Residence Halls .................................................................. 39
Faculty/Staff Briefs.............................................................. 39
Media Groups ...................................................................... 40
Table Request in the Student Union ..................................... 40
Press Releases .................................................................... 40
Useful Advertising Contacts .................................................. 41
Publicity Ideas ..................................................................... 42

Frequently Used Forms.......................................................... 44
Advisor Agreement Rhode Island College .............................. 44
Ticket Printing Request Form ................................................ 45
Welcome & Information Center Ticket Contract .................... 46
Event Signup Sheet for Welcome and Information Center ....... 47
Rhode Island College Trip Registration Form ....................... 48
Bake Sale Approval Forms .................................................... 49
..................................................................................... 49
SA Marketing Request Form .................................................. 52
Rhode Island College Student Organization Goal Setting Form ........................................................................................................ 53

Rhode Island College Event Planning Guide for Student Organizations 2012-2013
Student Organization General Policies

Student Organization Registration for Existing Groups

To form a new student organization, please see Student Activities or Student Community Government, Inc. for instructions.

There are two systems for student organization registration at Rhode Island College: Institutional Recognition through Student Activities and Student Community Government, Inc. Recognition.

In regards to Institutional Recognition, all student organizations wishing to utilize the services of Rhode Island College must complete the registration process each year. This process was developed to provide consistent guidelines and expectations for all student organizations utilizing the Rhode Island College name and to align said organizations with the rules, regulations and laws of Rhode Island College, and the State of Rhode Island. Furthermore, it ensures that student organizations are aware of the event planning process, as well as the services of the Office of Student Activities, to help pave the way for successful program outcomes.

In order to be officially recognized by Rhode Island College, student organizations must complete the following steps:

- Log into RICConnect and go to RIC Custom Applications - Student Organizations.
  - Search for your student organization and select the appropriate academic year. Either enter the student ID number of each officer OR search using first and/or last name.
  - Search for your advisor using first and/or last name. If your organization has more than one advisor, select the plus (+) button to add a second advisor.
  - Once you have entered all of the information, press Save. You will receive a confirmation email from Student Activities confirming the receipt of the information.
  - Please note that, at minimum, an organization must list its President, Treasurer, and Advisor in order for the submission to be valid. A full executive board with President, Vice President, Treasurer, and Secretary is highly encouraged.
  - Keep your RICConnect officer information accurate by submitting any changes in officers or advisors.
  - Meet with either the Assistant Director, Student Activities, or a designated Student Activities staff member, to review College policies and officer responsibilities.

In regards to Student Community Government, Inc. Recognition, organizations must complete additional requirements including meeting with the SCG Treasurer to review financial policies, signing President and Treasurer Affidavits, submitting a signed Advisor Agreement (page 47), and keeping an updated constitution on file. For more information on SCG requirements and recognition, visit http://scg.ric.edu, call (401) 456-8088, email ricscg@ric.edu, or go to Student Union 401. SCG recognition is necessary for funding eligibility and financial account management, inclusion in the Storgy Awards, and other benefits.
Privileges and Responsibilities of Student Organizations

Privileges Associated with Status as a Recognized Student Organization

- Use of campus facilities and resources (including ticket sales, group e-mail accounts, and EMS for space reservations, as well as food and service requests)
- Participation in campus sponsored events (such as Campus Activities Day and Student Organization Showcase)
- Eligibility to apply for organizational office space in the Student Union and Ducey Media Center through the space allocation process
- Inclusion on the Student Activities master list for college publications, which is posted at http://www.ric.edu/student_activities/
- Utilization of the services of Student Activities (SA) Marketing
- On-campus mailbox at the Welcome and Information Center to receive important Student Activities and campus wide notices
- Use of the Rhode Island College name associated with your organization
- Event planning support and assistance from RIC Student Activities

Responsibilities of Recognized Student Organizations

- Members represent themselves and the organization in a manner and behavior that is consistent with the policies, procedures, and reputation of Rhode Island College
- Update the organization’s contact information whenever new officers are selected
- Check student organization mailboxes and e-mail on a regular basis to receive important announcements
- Follow all Rhode Island College and State of Rhode Island policies and laws governing student organization activities
- Adhere to the guidelines outlined in the organization’s constitution
- If new officers are elected during the school year, please submit the information using the online registration form at http://www.ric.edu/student_activities/StudentOrgRegForm.php

Student organization advisors must be full-time faculty or staff members at RIC. Any exemptions must first be approved by Student Community Government, Inc.
College Policies and State Regulations

Rhode Island College Student Handbook
The complete Rhode Island College Student Handbook can be found at http://www.ric.edu/studentlife/pdf/RICStudentHandbook.pdf. Below are a few important excerpts that are relevant to student organizations activities; student organizations are encouraged to review the handbook in its entirety to ensure that they are abiding by College policies.

Alcohol/Drug Policy
Possession, consumption, and/or provision of alcohol or illegal drugs by any student or his/her guest(s) on the Rhode Island College campus is prohibited. This policy applies to all campus facilities including residence halls and at all student activities and events presented on campus by a College sponsored or a non-sponsored host. The Vice President for Student Affairs may grant exceptions when alcohol is an intended addition to a meal (e.g., a champagne toast at a reception). At all such scheduled events, it is required that nonalcoholic beverages also be served. No mention of alcohol is to be included in any publicity or promotion of said events. Students who violate the aforementioned policies regarding alcohol or illegal drugs are subject to the general principles of the College judicial process through the Board of College Discipline and/or the Dean of Students. Possible sanctions range from removal of attendance privileges at college events to institutional expulsion. In addition, members of the college community who violate the existing laws of the State of Rhode Island pertaining to alcohol possession and consumption or the use and abuse of illegal drugs may risk prosecution by civil authorities.

Compliance with Lawful Authority
Students are expected to identify themselves upon request of College officers (e.g., security, deans) and comply promptly with the instructions of such officers acting in the performance of their responsibilities to the College community. Disagreements regarding interpretations of a situation or a rule can be resolved at a later date.

Dangerous or Deadly Weapons or Devices
Weapons, except those worn by law enforcement officers while on duty or used as part of an organized College-sanctioned event, are prohibited on campus or at any College-sponsored activity. A weapon is defined under the law as a firearm or a blackjack, slingshot, billy, sandclub, sandbag, metal knuckles, slap glove, bludgeon, stun-gun, any of the so called “Kung-Fu” weapons, dagger, dirk, stiletto, sword-in-cane, bowie knife, or other similar weapon designed to cut and stab another, or any razor, or knife of any description having a blade of more than three (3) inches in length measuring from the end of the handle where the blade is attached to the end of the blade, or other weapon of like kind or description.

Responsible Computing at Rhode Island College
All users of computers are required to practice ethical behavior in his/her computing activities. Our computer system is not violator proof and any unauthorized use will be considered a violation of academic honesty as well as a violation of the General Laws of Rhode Island. The entire policy for Responsible Computing at Rhode Island College can be found at www.rid.edu/uis/policy.htm.

Expressions of Opinion
All members of the college community are encouraged to express their opinions. It is expected that such expressions, including debate, picketing or demonstration, will respect the rights of others. Willful obstruction of college activities (e.g., classes, lectures, meetings or the work of an office), or threats to the safety of person or property are cause for disciplinary action.
Gambling
Gambling is prohibited on the campus and at any College-sponsored or College-recognized event.

Hazing
Hazing means any conduct or method of initiation, into any student organization that willfully or recklessly endangers the physical or mental health of any person. This conduct shall include, but not be limited to, whipping, beating or branding; forced calisthenics; exposure to the weather; forced consumption of any food, liquor, beverage, drug or other substance; extended deprivation of sleep or rest or extended isolation; degrading or humiliating activities or public stunts; quests, treasure hunts, scavenger hunts, road trips or the like; the wearing publicly, apparel which is conspicuous and/or actions that are likely to adversely affect the physical/mental health or safety of any person.

Sales and Solicitation
Any person desiring to sell any products or services on the campus must have written permission from the Dean of Students, the Director of the Campus Center or his/her designee. Credit card marketing is one form of solicitation that does not advance the mission of the institution and, therefore, is prohibited.

VIP Policy
If your organization is bringing a VIP guest to campus, please refer to the VIP Guests Visits Policy and Procedures at:
http://www.ric.edu/administration/pdf/CommunicationVIPGuestVisits.pdf

Signage
The College has a master plan that provides for uniform signage. As a matter of traffic safety, signs along College Road are not permitted. Signs announcing a specific program/event, whether sponsored by the College Administration or other organizations, must be requested and approved in advance. All such signage will be produced by College personnel in accordance with design criteria and placed in the designated areas by College personnel. Flyers must be placed in accordance with fire codes and in designated areas, i.e. bulletin boards and posting areas. They are not to be taped to windows, painted surfaces, and doors. Distribution on car windshields is not permitted. To order a College-produced sign, contact Dan Gannon, Signage Coordinator, at dgannon@ric.edu or 456-8262. To see the complete policy, go to:
http://www.ric.edu/administration/policies.php and click on Event-Related Temporary Signage.

State of Rhode Island Regulations

Charitable Gaming – Raffles and BINGO
The below information was taken from the Rhode Island State Police Charitable Gaming Unit website:
http://www.risp.state.ri.us/charitablegaming/. Complete information, including application forms, are located on the website.

Definition of Charitable Gaming
A game of chance is defined as any game wherein the element of chance predominates over the element of skill in the possibility of winning a prize, with pecuniary consideration being involved to participate. The elements of a game of chance are chance, a prize and consideration (or money) i.e. something put up.
The game must be conducted by a charitable organization. Only members of the organization can be involved in the control and management of the game. All proceeds, minus the expenses of the game, must be used for a charitable purpose. No one under the age of 18 is allowed to participate.

How to Obtain Authorization

An application fee of five dollars ($5.00) is required with each application for raffles or bingo's. Please enclose a check in that amount made payable to Rhode Island State Police when you submit your application.

If your organization wishes to conduct a raffle, you may obtain the raffle application from your local police department or from this web page. After you complete the application, send it to the chief of police in the city or town where the drawing will be held. The chief of police will conduct record checks on the applicants and sign the application indicating his approval or disapproval of your request. He will then forward your application to the Rhode Island State Police Charitable Gaming Unit. Your application will be reviewed here to see if it meets the criteria outlined in the general law. When the application is approved, a letter will be sent to the applicant and a copy of same will be sent to the chief of police in the city/town where the drawing will be held. You may sell the tickets anywhere, but you must hold the drawing in the location indicated on your application. A financial report will be included with the letter of approval. You must complete this report and return it to the charitable gaming unit within sixty (60) days after the drawing. No further authorizations will be approved until we receive your financial report.

If your organization wishes to conduct Bingo, you may obtain a bingo application from this web page or at any State Police barracks. Form SP-1 is to be filled out by an organization wishing to conduct a weekly or twice weekly bingo with prizes over four thousand, two hundred fifty dollars (4,250) per night. Form SP-4 is to be filled out by organizations conducting senior citizen or recreational bingo games where the prize limit is under four hundred dollars ($400) per night or by organizations wishing to conduct an annual or one-time bingo (such as at a church bazaar).

Please submit the completed bingo application with the five dollar application fee to the Rhode Island State Police Charitable Gaming Unit, 311 Danielson Pike, North Scituate, RI 02857. If your application meets the criteria outlined in the Rhode Island General Law, you will receive a letter of approval. Take the letter to your local authorities to receive the local license for conducting the game.

The following personnel are responsible for the charitable gaming activity:

Colonel Brendan P. Doherty - Superintendent

Lieutenant LeRoy Rose - Assistant Detective Commander

Documentation

For your convenience this web page contains rules and regulations governing bingo, rules and regulations governing games of chance, lists of weekly bingo games, and applications for raffles and bingo. For assistance or for more information, you may call the Charitable Gaming Unit at 401-444-1147.
Role of the Advisor

Every student organization at Rhode Island College is required to have a faculty/staff advisor, whose function is to serve as a mentor, guide, and support to the group. It is important that the organization’s leadership meet with the advisor to discuss the organization’s goals, plans, and activities. The below list is a general outline of the responsibilities of both the advisor and student organization leadership, which will help to clarify each individual’s duties. To further explore the advisory role, see the new Advisor Handbook.

Advisor Responsibilities

- Regularly attend and actively participate in organization meetings
- Serve as a resource on College policies and procedures
- Assist with goal development
- Refer students to useful College and external resources
- Review and sign contracts, requisitions, and financial withdrawal slips
- Attend organization events and retreats
- Help to mediate conflicts between group members
- Serve as a positive role model and motivator
- Mentor students as they develop into mature and engaged members of the Rhode Island College community
- Attend workshops sponsored by Student Community Government, Inc. and the Office of Student Activities
- Attend all late night events sponsored by the student organization

Student Organization Leadership Responsibilities

- Meet with the advisor frequently in order to keep him/her updated on the activities of the organization
- Schedule meetings and set agendas
- Initiate and implement programs that further the mission of the organization
- Follow College policies and procedures regarding the governance of student organizations
- Serve as positive role models and mentors for organization members
- Attend workshops sponsored by Student Community Government and the Office of Student Activities
- Establish the organization’s priorities and objectives, which incorporate the goals that were set with the advisor
- Serve as the organization’s spokespeople and represent the group at meetings and other functions
Useful Advisor Resources

  - Student Activities has a copy of this book, which can be loaned to interested student organization advisors.


- Rhode Island College Student Activities Advisor Handbook
Student Organizations Resources

List of Important Dates

**Student Schedule Organization**

**FUNCH: fun after lunch**
- September 12th: Apple Pie & Cider
- Apple to Apples
- October 12th: Pumpkins Pie & Horror Movie Trivia
- November 12th: Turkey Dinner
- Pin the Feather on the Turkey & Hot Potato Name Game
- December 12th: Holiday Cookie Decorating
- Pass the Bows & Siamese Wrapping

**Student Org. & Advisor Tutorial Series**
- September 26th: How to set up and use Mail Merge
- October 24th: EMS & Booking the Nazarian Center
- November 28th: Workshop on Self-Care (Yoga, Deep Breathing, Sleep, Exercise & Diet)

**Orientation for New Officers**
As a new officer for your organization, we understand that navigating the administration can be tough. Due to a number of concerns and questions, you need to be well-informed. Student Activities will be hosting a *mandatory orientation* for new officers.

There are *two scheduled dates*, both held in SU 307:
- Wednesday, August 15th from 10:00am - 11:30am
- Wednesday, August 22nd from 10:00am - 11:30am

Please RSVP with the date you can attend by emailing samarketing@ric.edu.

During orientation, you will be asked to sign up for a policy and procedure meeting appointment and a focus group time. Please prepare with times and dates that work for you and your organization.

**FALL 2012**

**sponsored by RIC Student Activities**

**contact** sagrad@ric.edu

Page 14

Rhode Island College Event Planning Guide for Student Organizations 2012-2013
Welcome & Information Center
The Center is the place to go to find out about events going on around campus. Student organizations can utilize the staff of the Center to sell tickets to events by submitting an event packet with ticket contract. Student organization mailboxes are also located at the Center.

Photocopy Services
Student Community Government offers photocopying services at a reduced rate for students in the Student Union 401, daily 10am—2pm. Students can now make color photocopies in the Library.

Student Organization E-Mail Accounts
As part of the benefits of Institutional Recognition, each student organization is given a RIC e-mail account. There are many benefits to using a RIC e-mail account for student organization business, including the presentation of a professional image through the association with Rhode Island College, the ability to easily change your password if the information is lost, protection by the RIC spamguard system and 250 free pages of printing. All student organization accounts end with @so.ric.edu. Groups can log into their account by using webmail, https://webmail.ric.edu. Remember to use the RIC-acad\ before the user name, in the same way that a student would log into his/her account.

On-Campus Student Organization Mailbox
Once recognized, a mailbox will be made for your group at the Welcome & Information Center. It is important that someone from your group checks your mail periodically—since there could be some important notices that can affect your group. All mail delivered on campus will be brought to this location. During break, the mailboxes are maintained out of the Student Union Office, Room 408. You can provide vendors with your mailing address as follows:

Club Name
Rhode Island College
600 Mt. Pleasant Avenue
Student Union Welcome & Information Center
Providence, RI 02908

Activities Supplies available in Room 408

<table>
<thead>
<tr>
<th>Sidewalk chalk</th>
<th>Centerpiece decorations</th>
<th>Icicle lights</th>
<th>Popsicle sticks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rolls of poster paper</td>
<td>Masking tape</td>
<td>Ribbon – various colors</td>
<td>Paper bags</td>
</tr>
<tr>
<td>Poster markers</td>
<td>Yarn</td>
<td>Board games</td>
<td>Rulers</td>
</tr>
<tr>
<td>Balloons</td>
<td>Paint and paint brushes</td>
<td>Rubber cement</td>
<td>Glitter</td>
</tr>
<tr>
<td>Helium tank</td>
<td>Glue</td>
<td>Crayons</td>
<td>Crepe paper</td>
</tr>
<tr>
<td>Raffle tickets</td>
<td>Water coolers</td>
<td>Easel paper</td>
<td>Puzzles</td>
</tr>
<tr>
<td>Dominos set</td>
<td>Mah jongg set</td>
<td>Tennis balls</td>
<td>Hula hoops</td>
</tr>
</tbody>
</table>

Please Note: If there is a supply that you need that is not listed here, please let us know. We may be able to order it for you.
Event Planning Assistance from Student Activities
Student Activities offers event planning assistance to student organizations as they formulize ideas for programs. The Assistant Director, Student Activities and Graduate Intern are available to help with brainstorming program ideas, linking programs with the organization’s purpose, navigating the space reservation system, developing a marketing planning, and generally helping to ensure event success. Call 456-8034 to setup an appointment, or come in and see one of the staff members in Student Union 408.

Student Union Office Space
Recognized student organizations at Rhode Island College are eligible to apply for office space in the Student Union. Each April the Student Union Advisory Board accepts applications from student organizations who would like to request office space for the following academic year. To apply, please complete the online application, which can be found at http://www.ric.edu/student_activities/resources.php#SpaceRequest. Please note that only student organizations who have submitted their officer information for the following academic year will be eligible to apply for office space.

Student Leadership Awards
Student organization officers and members are some of the most talented leaders at Rhode Island College. Student Activities sponsors an annual Student Leadership Awards ceremony, which honors achievement in campus and community involvement. All student organization participants are encouraged to submit nominations for the Awards. Complete information on the Award categories, as well as the nomination and selection process, can be found at http://www.ric.edu/student_activities/leadership.php#leadership_awards. Nominations are traditionally collected in February and the ceremony is usually held at the end of April. The winners of the 2011 Student Leadership Awards are listed below. Plaques bearing the names of Award recipients are located on the third floor of the Student Union, in the main stairwell.

Alan Chille Leadership Excellence: Mariama Kurbally
Campus Spirit: Jesus Mendoza
Outstanding Graduate Student Leadership: Michelle Valletta
Organization Outreach: RSA
Rising Star: Gerard “Gino” Tetreault
Vital Contribution to the Community: Arthur Parise
Outstanding Student Employee: Megan Radka
## Offices and Contact Information

<table>
<thead>
<tr>
<th>Group</th>
<th>Office Phone</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>WXIN 90.7</td>
<td>456-8288</td>
<td>Media 228</td>
</tr>
<tr>
<td>TV, RIC</td>
<td>456-1984</td>
<td>Media 229</td>
</tr>
<tr>
<td>Anchor, The</td>
<td>456-8280</td>
<td>Media 237</td>
</tr>
<tr>
<td>Student Community Government, Inc.</td>
<td>456-8088</td>
<td>SU 401</td>
</tr>
<tr>
<td>Lamnda Chi</td>
<td>456-8085</td>
<td>SU 418</td>
</tr>
<tr>
<td>LIFE</td>
<td>456-8085</td>
<td>SU 418</td>
</tr>
<tr>
<td>Accounting Association</td>
<td>456-2707</td>
<td>SU 419</td>
</tr>
<tr>
<td>Student Veterans Organization (SVO)</td>
<td>456-2707</td>
<td>SU 419</td>
</tr>
<tr>
<td>Delta Phi Epsilon</td>
<td>456-8491</td>
<td>SU 420</td>
</tr>
<tr>
<td>Zeta Xi Delta</td>
<td>456-8285</td>
<td>SU 421</td>
</tr>
<tr>
<td>Ballroom Dance</td>
<td>456-8257</td>
<td>SU 423</td>
</tr>
<tr>
<td>Middle School Association</td>
<td>456-8523</td>
<td>SU 424</td>
</tr>
<tr>
<td>FEET</td>
<td>456-8523</td>
<td>SU 424</td>
</tr>
<tr>
<td>HOPE</td>
<td>456-8121</td>
<td>SU 425</td>
</tr>
<tr>
<td>Latin American Student Organization (LASO)</td>
<td>456-9892</td>
<td>SU 426</td>
</tr>
<tr>
<td>Asian Student Association (ASA)</td>
<td>456-9892</td>
<td>SU 426</td>
</tr>
<tr>
<td>Extreme Performance Interactive Circus (EPIC)</td>
<td>456-8122</td>
<td>SU 427</td>
</tr>
<tr>
<td>Intervarsity Christina Fellowship</td>
<td>456-2705</td>
<td>SU 428</td>
</tr>
<tr>
<td>Ocean State Film Society</td>
<td>456-8045</td>
<td>SU 429</td>
</tr>
<tr>
<td>Programming</td>
<td>456-8045</td>
<td>SU 430, 431</td>
</tr>
<tr>
<td>Otaku</td>
<td>456-2769</td>
<td>SU 432</td>
</tr>
<tr>
<td>Feminists United (FU)</td>
<td>456-2769</td>
<td>SU 432</td>
</tr>
<tr>
<td>Greek Life Office</td>
<td>456-2706</td>
<td>SU 433</td>
</tr>
<tr>
<td>SA Marketing</td>
<td>456-8806</td>
<td>SU 435</td>
</tr>
<tr>
<td>Student Union Office</td>
<td>456-8034</td>
<td>SU 408</td>
</tr>
<tr>
<td>Kristen Salemi, Director of the Student Union</td>
<td>456-8538</td>
<td>SU 408</td>
</tr>
<tr>
<td>Mark Paolucci, Assistant Director, Operations</td>
<td>456-8035</td>
<td>SU 408</td>
</tr>
<tr>
<td>Marissa Weiss, Assistant Director, Student Activities</td>
<td>456-8149</td>
<td>SU 408</td>
</tr>
<tr>
<td>Laurie Goff, Administrative Assistant</td>
<td>456-8157</td>
<td>SU 408</td>
</tr>
<tr>
<td>Campus Card Office</td>
<td>456-8394</td>
<td>2nd Floor</td>
</tr>
<tr>
<td>Dennis Sousa – Campus Card Manager</td>
<td>456-8844</td>
<td>2nd Floor</td>
</tr>
<tr>
<td>Welcome &amp; Information Center</td>
<td>456-8148</td>
<td>2nd Floor</td>
</tr>
<tr>
<td>Bookstore/Campus Store</td>
<td>456-8025</td>
<td>2nd Floor</td>
</tr>
<tr>
<td>Cafe</td>
<td>456-8008</td>
<td>1st Floor</td>
</tr>
</tbody>
</table>
Mission
The mission and goal of Student Parliament is to act as a central forum for students to bring forth and address the various issues and concerns affecting students at Rhode Island College. Whereas Student Parliament is comprised of elected representatives from the various academic and at-large constituencies which make up the college community, it is essential that the representatives of the various segments of the student body be in contact and communication with their constituencies. This will ensure that they will be fully informed of the issues and concerns which are of importance to the people they represent and can properly and effectively articulate these views and concerns to this governing body. Additionally, it is the role of Student Government to facilitate the growth and continuity of student organizations of this campus. It will do so by overseeing the activities and operations of the various organizations through requiring and monitoring strict adherence to the parameters established within each organization's approved constitution. Student Government will also accomplish this task by funding these organizations to ensure organizational and member growth, development, and enhancement. Student Government is not to organize events itself as a body but to fund them through other organizations. Finally, whereas Student Government, the student body, and the administration are an integral part of the college community in which Student Community Government, Inc. is an independent organization within this community which functions autonomously from the college administration, this body will communicate with and utilize the college administration for support, guidance, and advice.

Services
Student Community Government, Inc. (SCG) acts as a liaison between students and the College administration, provides a forum to address student concerns, and encourages student involvement through participation on the student parliament and its committees. In addition, SCG oversees the distribution of the Student Activities Fee, recognizes student organizations, and manages student organization budgets. On the SCG website, student organizations can find links to useful forms including the Finance Request Form and Event Evaluation Form. Additional forms, including withdrawal slips, must be picked up in person at the SCG Office in Student Union 401. At the beginning of each academic year, student organizations are given policy binders from SCG outlining important procedures and guidelines.

Student Government Services
Address any issues that concern the students
Free Legal Advice
Photocopying 5 cents/copy
Faxing (25 cents per page to receive; 25 cents to send; Free for clubs)
Executive Board

President
Kyla Pecchia
Ext: 8546
Email: president@scg.ric.edu

Secretary
Gianna Auger
Ext: 8547
Email: secretary@scg.ric.edu

Treasurer
Jordan Day
Ext: 8540
Email: treasurer@scg.ric.edu

Vice President
Hillary Costa
Ext: 8540
Email: vicepresident@scg.ric.edu

Student Organizations Committee
The Student Organizations Committee shall serve as Student Parliament’s primary link with student organizations. The Student Organizations Committee is chaired by the Secretary of SCG. In addition to reviewing the by-laws and constitutions of newly formed clubs and organizations, this committee also reviews those of existing clubs and organizations to make sure they are current. SOC’s other responsibilities include – but are not limited to – coordinating SCG’s two major annual events, the Holiday Dinner in the winter and the STORGY (Student Organization Awards) Banquet in the spring. Along with the Secretary of SCG, the Student Organizations Committee consists of the following: six other Parliament members; four non-Parliament members; and the Assistant Director, Student Activities, or another designated person, as a non-voting, ex-officio member.

Program Evaluations
Program Evaluations are necessary to the operations of SCG because they describe the success of a student organization’s event. These annual reports include policy plan; purpose; goals and objectives; strategy used in achieving their goals and objectives; and the organization’s previous and future activities. Please contact the SCG Secretary to properly fill out a Program Evaluation. These reports are considered by the Finance Commission when preparing annual budgets. Go to http://scg.ric.edu for a copy of the Program Evaluation Form.

Storgy Awards
The Storgy Award Banquet is held annually to honor the most active student clubs and organizations at Rhode Island College. Award categories include Organization of the Year, Best Social Event, Best on Campus Program, and Best Off Campus Program.

Finance Commission
The Finance Commission is composed of eleven members; five seats held by Parliament members, five held by students who are not Parliament Members, and the Treasurer of Student Community Government, Inc., who serves as the Commission’s Chair. The responsibilities of the Finance Commission include recommending organizations’ budgets to Parliament for the upcoming fiscal year; approving, amending, or rejecting allocations and reallocations above fifty dollars; making recommendations to Parliament on suspension or revocation of funding; and conducting audits of organizations as deemed necessary by the President or Treasurer of Student Community Government, Inc.
Finance Request
In order for a request to be considered by the Finance Commission, a finance request form must be submitted by 10:00 am to Student Community Government Inc. on, or before, the Monday before the Finance Commission meeting. A list of the Commissions meeting dates can be found in the List of Important Dates. The order on which requests are heard will be on a “first come, first served” basis. A representative from the requesting organization is required to attend the meeting at which your request is being considered. Therefore, it is important to have a well informed representative. Representatives are asked to wait outside the meeting room until their request is on the table. If the request for a reallocation is less than $50.00, you need only to submit this form to the Administrative Assistant or to the Treasurer of SCG. Allocations at that amount do not need approval by the Finance Commission, however, it may be denied by the discretion of the Treasurer of SCG. **Student Community Government Inc. also provides funding to student organizations to attend conferences; policy and procedures for conference travel can be viewed in the Trips portion of the Event Planning Guide.**
Tools for Student Organization Success

Effective Meetings
Meetings have many different purposes. While discussing pertinent business matters is a high priority, it’s always good to remember that socializing and forming relationships is a key element of meetings. Meetings can also be used to complete a project, develop policies, review applications or submissions, provide training and skill building opportunities, listen to a guest speaker, go on a field trip, resolve a crisis or pressing issue, provide a general information session for prospective members, and offer an open house or reception to showcase the organization’s accomplishments.

- Always prepare an agenda in advance, and if possible, forward it to group members prior to the meeting. Ask for input - additional topics, etc.

- Be sure your meeting space is of appropriate size and is reserved if necessary.

- Have a dry erase board, flip chart, markers, pens, pencils, paper, etc. present if you feel they will be needed.

- At your first meeting, explain to the group that you will expect their full attention and participation during the meeting. In return, you will always respect their time by beginning and ending the meeting on time.

- Encourage all members to participate in discussions, and constantly facilitate this process i.e., if someone has been quiet, ask them what they think; if someone is dominating the discussion, summarize their idea and direct the conversation to a new member of the group.

- Address unfinished or newly resolved issues from previous meetings.

- Keep the discussion on topic unless you feel a side discussion is of value to the group.

- Make sure that group members feel that they are working through the issues at hand. You guide the process, but the group arrives at decisions as a whole.

- Summarize and clarify occasionally - ask the group to verify summaries.

- Try to remain neutral on all issues.

- For large groups (15 or more), it is often helpful to break into subgroups for the purpose of problem solving. This strategy allows everyone to feel heard and ensures maximum input. Have subgroups report back to the larger group after the specified discussion time and refocus the attention to the larger group.

- After the meeting be sure to e-mail the meeting minutes to all members.
Team Building Activities

Icebreakers and Team Builders: a fun way to help people to form relationships and to get to know each other. The Office is Student Activities also has files of a variety of icebreakers, team builders, brainteasers, and other similar activities.

http://www.residentassistant.com/games/icebreakers.htm
http://www.residentassistant.com/games/teambuilders.htm
http://www.residentassistant.org/
http://www.eslflow.com/ICEBREAKERSreal.html
http://www.wilderdom.com/games/Icebreakers.html
http://www.wesleyan.edu/reslife/student_staff/team_building_handbook.pdf

Websites with tips on running a successful student organization

http://www.leadershape.org/resources/websites.asp

Recruiting Members

Securing new members for a new or existing organization can be a challenge. There are a few easy ways to target new members, but you shouldn't rely on them as the sole way of recruitment. The best way to maintain a healthy membership in your group is to remain an active group with visible events and a regular meeting schedule. This strategy, along with maintaining up-to-date contact with your advisor, SCG, and the Office of Student Activities, will enable interested students to easily find and contact you for information about joining your group.

Below are a few ways to recruit new members.

- Participate in the annual Campus Activities Day and Student Organization Showcase events.
- Place periodic advertisements in The Anchor to solicit members and to advertise open meetings.
- Plan open house events to encourage face-to-face connections.
- Use current members to recruit friends, roommates, and classmates.
- Cosponsor events with other student organizations to reach a wider audience.
- Post flyers in both general locations and targeted locations such as academic department locations, performing arts spaces, etc.
- Create a website to enable interested people to inquire about joining.
- Keep your organization's contact information up to date with SCG and the Office of Student Activities.
- Promote your organization at your own events.
- Identify students with common interests using Facebook (http://www.thefacebook.com). You can also use Facebook to form a Group for your student organization. Create a listserv and have students signup with their email addresses when they attend events.
Event Planning Procedures

12 Quick RIC Event Planning Tips

1) **Make sure that your event relates to your organization’s mission.** If you’re the president of the juggling club, it probably doesn’t make sense for the group to be planning a chess tournament.

2) **Decide on the purpose of the event and the target audience.** This decision will help the organization to select the type of event and to develop a marketing plan. For example, if the event’s purpose is to educate accounting majors about career opportunities, the organization could then invite a panel of accounting professionals and make announcements in all of the accounting courses.

3) **Reserve a space that makes sense for your event.** If you realistically only expect 30 people to attend, you do not need to reserve the Student Union Ballroom. Student Union 307 or the President’s Dining Room may be more appropriate.

4) **Before you advertise, make sure that you have CONFIRMED your space reservation, as well as your guests or performers.** Most performance contracts stipulate that the event cannot be advertised until after the contract is signed.

5) **A note on contracts – only your advisor can sign contracts on behalf of the College.** Please note that contracts are negotiable. Just because the band wants green M&Ms and ginseng tea in its dressing room, doesn’t mean that you need to provide those items. Student Activities staff members can help you to read through and negotiate a contract.

6) **Make sure that your guests or performers are reputable.** Ask him/her for references from past performances. Find out if other colleges have hosted the performer and contact those schools. If you’re inviting someone to campus, you want to make sure that he/she is a quality performer who understands the purpose of your event.

7) **Before you purchase any decorations, check with Student Activities to see if they have the necessary supplies.**

8) **Do not rely on a SA Marketing digital banner in Donovan to cover all of the advertising for an event.** Not all students go into Donovan, and those that do, don’t always look up. Consider asking Marissa Weiss to send an e-mail to students, bringing flyers to the Office of Residential Life & Housing to be hung in the residence halls, making announcements in classes, creating a Facebook event, sending an e-mail to your organization’s e-mail list, handing our flyers on the Quad, or hanging a sign in the Student Union-Donovan bridge.

9) **Start advertising at least two weeks before the date of the event.**

10) **Confirm all reservations – space, Donovan, guests, performers, AV, etc. – the week of the event. DO NOT ASSUME THAT YOUR RESERVATION HAS NOT BEEN MISPLACED!**

11) **Before the event, decide which of your organization members will be responsible for each task at the event.** One person cannot handle all of the responsibilities; one person needs to check people in, one person needs to be in charge of sounds and tech needs, one person needs to pass out flyers and information, etc. Contact all volunteers before the event to ensure that they are aware of their assigned duties. You might consider having a pre-event meeting with all volunteers to go over responsibilities and expectations.

12) **At the event, advertise for your other upcoming events.** Consider collecting names and e-mail addresses so you can add the attendees to your organization’s e-mail list. You can also e-mail a survey to attendees after the event to get feedback on the event’s success.
On Campus Event Checklist

*This checklist includes suggested tasks and deadlines. Please note that when planning a larger event, more time needs to be allowed for pre-planning. There may also be necessary tasks that are not listed below.*

<table>
<thead>
<tr>
<th>TASK</th>
<th>When to Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discuss event idea with members of the organization/department</td>
<td>At least 1 month prior</td>
</tr>
<tr>
<td>Research availability and cost of performers, speakers, or vendors</td>
<td>At least 1 month prior</td>
</tr>
<tr>
<td>Pick a date and time for the event – Take into consideration other</td>
<td>At least 1 month prior</td>
</tr>
<tr>
<td>scheduled events by checking EMS, the RICalendar, and contacting</td>
<td></td>
</tr>
<tr>
<td>other student organizations/departments</td>
<td></td>
</tr>
<tr>
<td>Develop a proposed budget with cost estimates</td>
<td>At least 1 month prior</td>
</tr>
<tr>
<td>Apply for funding (SCG for Student Organizations)</td>
<td>At least 1 month prior</td>
</tr>
<tr>
<td>Determine if the space you are thinking of reserving is physically</td>
<td>At least 1 month prior</td>
</tr>
<tr>
<td>accessible (i.e. Are doorways wide enough to accommodate a</td>
<td></td>
</tr>
<tr>
<td>wheelchair? Is there an entrance that does not require the use of</td>
<td></td>
</tr>
<tr>
<td>stairs? Are working automatic door openers in place at the</td>
<td></td>
</tr>
<tr>
<td>entrance? Are ramps and working elevators available? Is there</td>
<td></td>
</tr>
<tr>
<td>appropriate seating available to all? Is it possible to have</td>
<td></td>
</tr>
<tr>
<td>three consecutive chairs next to the space for a wheelchair?)</td>
<td></td>
</tr>
<tr>
<td>If not, plan to relocate program to an accessible space</td>
<td>At least 1 month prior</td>
</tr>
<tr>
<td>Space reservation, Donovan Dining catering order, and AV equipment</td>
<td>At least 1 month prior</td>
</tr>
<tr>
<td>request through EMS</td>
<td></td>
</tr>
<tr>
<td>For audio visual presentations, take into consideration reasonable</td>
<td>At least 1 month prior</td>
</tr>
<tr>
<td>accommodations such as including subtitles and captions so</td>
<td></td>
</tr>
<tr>
<td>individuals with hearing impairments are able to access the</td>
<td></td>
</tr>
<tr>
<td>material and information. See below for more information on</td>
<td></td>
</tr>
<tr>
<td>making accessibility arrangements.</td>
<td></td>
</tr>
<tr>
<td>If having food or refreshments, make sure food and beverage</td>
<td>At least 1 month prior</td>
</tr>
<tr>
<td>service is accessible to persons in wheelchairs or people with</td>
<td></td>
</tr>
<tr>
<td>other mobility impairments</td>
<td></td>
</tr>
<tr>
<td>Performance contracts and W-9 – For Student Organizations,</td>
<td>At least 1 month prior</td>
</tr>
<tr>
<td>organization officers and advisors sign all contracts!!!</td>
<td></td>
</tr>
<tr>
<td>Promote the event – Do not advertise an event until the space is</td>
<td>At least 1 month prior</td>
</tr>
<tr>
<td>reserved and contracts are signed!</td>
<td></td>
</tr>
<tr>
<td>Have a member of the group be the designated person who will serve</td>
<td>At least 1 month prior</td>
</tr>
<tr>
<td>as a “sighted guide” to participants who are blind or visually</td>
<td></td>
</tr>
<tr>
<td>impaired and/or serve as general a guide participants who need</td>
<td></td>
</tr>
<tr>
<td>assistance finding their seating, restroom locations, and</td>
<td></td>
</tr>
<tr>
<td>elevators. See below for instructions.</td>
<td></td>
</tr>
<tr>
<td>Make sure your publicity and advertisements include information</td>
<td>At least 1 month prior</td>
</tr>
<tr>
<td>regarding reasonable accommodations. For example, “If you need an</td>
<td></td>
</tr>
<tr>
<td>accommodation</td>
<td></td>
</tr>
</tbody>
</table>
to fully participate in this event, please contact [sponsor name] at [sponsor phone/email]” or “Individuals needing reasonable accommodations for disability access are to contact [sponsor name] at [sponsor phone/email]”.

<table>
<thead>
<tr>
<th>Task</th>
<th>Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recruit organization/department members to help run the event</td>
<td>At least 2 weeks prior</td>
</tr>
<tr>
<td>Event supplies and decorations</td>
<td>At least 2 weeks prior</td>
</tr>
<tr>
<td>Outline of event timeline/schedule</td>
<td>At least 2 weeks prior</td>
</tr>
<tr>
<td>Compile event rules or guidelines. Take into consideration the social suitability and varying attention spans of all participants</td>
<td>At least 2 weeks prior</td>
</tr>
<tr>
<td>Compile handouts and/or programs. Use clearly readable font and large text size when possible. Make your materials available in electronic format when possible. Consider including the following statements on advertisements and materials for your event, “The goal of our event is to make materials and activities accessible to all participants. Please inform organization/department leaders of accessibility barriers you encounter and request accommodations that will make event activities and information resources available to you” or “This publication is available in alternate formats upon request. Please contact [Name and Number]”</td>
<td>At least 2 weeks prior</td>
</tr>
<tr>
<td>Confirm space reservation, including setup and audio visual equipment.</td>
<td>1 week prior</td>
</tr>
<tr>
<td>Confirm arrangements with all vendors and service providers</td>
<td>1 week prior</td>
</tr>
<tr>
<td>Have signs directing attendees to entrances, elevators, and bathrooms. Please refer to signage policies for guideline and regulations <a href="http://www.ric.edu/administration/policies.php">http://www.ric.edu/administration/policies.php</a></td>
<td>Day of the event</td>
</tr>
<tr>
<td>Make sure path to entryway is clear and accessible to all individuals</td>
<td>Day of the event</td>
</tr>
<tr>
<td>Event Evaluation</td>
<td>Day after the event</td>
</tr>
<tr>
<td>Thank You Notes</td>
<td>Day after the event</td>
</tr>
<tr>
<td>Complete budget with actual costs and process payments (SCG for Student Organizations)</td>
<td>After bills are received</td>
</tr>
</tbody>
</table>

**General Considerations:**

*Events should be designed to welcome people with of different genders, racial and ethnic backgrounds, abilities, and native languages. Ensure that person-centered language is used during the actual program/event and on all of the materials and advertisements. The goal is to provide comfortable, efficient, and equal access for all participants to events at Rhode Island College.*

*See next page for information on how to arrange for accessibility accommodations.*
# How to Arrange for Accessibility Accommodations

<table>
<thead>
<tr>
<th>Participant is an individual with...</th>
<th>Type of Accommodation</th>
<th>Contact Information</th>
<th>Notes</th>
<th>Time needed for arrangements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hearing Impairment</td>
<td>FM system. A FM system allows a listener with a hearing impairment to detect the sounds that are occurring, by placing a wireless receiver in the environment. Through the FM wavelengths, the sounds will be sent to the ear of the person with the hearing impairment.</td>
<td>Tony Carlino in AV at 456-8058.</td>
<td>The College has some equipment that will allow a person's FM system to be connected to the audio system at the event. Preferential seating may also be necessary.</td>
<td>As soon as possible, but no less than two weeks before.</td>
</tr>
<tr>
<td>Hearing Impairment</td>
<td>Sign Language Interpreters</td>
<td>The Commission on the Deaf and Hard of Hearing (CDHH) Interpreter Referral Service. Email Paul Barnaby at <a href="mailto:interpreter@cdhh.ri.gov">interpreter@cdhh.ri.gov</a> with all event information, date, time, location, topic, and name of requester.</td>
<td>The department/organization hosting the event is responsible for payment to interpreters through the College's Master Price Agreement billing process.</td>
<td>As soon as possible, but well in advance.</td>
</tr>
<tr>
<td>Blind or Visually Impaired</td>
<td>Sighted Guide</td>
<td>Bernadette Dawson, Orientation and Mobility Specialist from the Sherlock Center, <a href="mailto:bdawson@ric.edu">bdawson@ric.edu</a> or 456-8922.</td>
<td>The Sherlock Center offers training to be a sighted guide. Would take around 30 minutes and focus on etiquette and the appropriate way to guide someone who is visually impaired.</td>
<td>As soon as possible.</td>
</tr>
<tr>
<td>Limited Mobility</td>
<td>Accessible transportation</td>
<td>Contact the RIPTA Director of Specialized Transportation at 784-9500 ext. 140 or the RIde information line at 461-9760 for details on available services from RIPTA. First Student bus company (943-7536) and various motor coach companies have accessible buses in their fleet that can be reserved upon request.</td>
<td>The department/organization hosting the event is responsible for payment for transportation services.</td>
<td>As soon as possible.</td>
</tr>
</tbody>
</table>
Space Reservations - Event Management System (EMS)

Rhode Island College’s new Event Management System (EMS) is now available for use by the college community to reserve space and order services on campus. It also serves non-college organizations and individuals who desire to rent campus facilities on a space-available basis.

Room and facility reservation requests -- as well as requests for food, meeting furniture set-up, or audiovisual services -- must now be made through EMS. The only exception is regular academic class scheduling, which will continue to be done by the Records Office.

Users may access this system directly from http://www.ric.edu/ems or from links on RICalendar (https://ricalendar.ric.edu/MasterCalendar/MasterCalendar.aspx) on the college homepage, or RIC.edu’s “Online Services” webpage (http://www.ric.edu/technology/online.php). Instructions governing the EMS system and its use, as well as authentication pages to log-in, can be found by following these links.

While EMS is web-based and has been designed for ease of use, it is recommended that users receive training. Management Information Services will be offering training videos that are available soon at http://www.ric.edu/ems/tutorials.php. Student Activities staff is also available to provide EMS assistance.

If you have questions about the use of EMS, or need assistance in its use, call the Management Information Services (MIS) Helpdesk at 456-9873 or email MISHelpDesk@ric.edu. If you have questions about your organization’s username and password, contact Marissa Weiss at mweiss@ric.edu.

All submissions for space and services made through EMS are considered REQUESTS ONLY! You will receive an email notification that your request is pending. Once approved, you will receive a second email confirming your request.

All authorized RIC student organizations with approved EMS accounts can access EMS using their RIC student organization email account address issued by the college as their User Id (such as studentorg@so.ric.edu).

Please note that the password of the EMS account may not be in sync with the password of the student organization’s email account if you have changed the email password.

EMS Tips

In addition to reviewing the instructions on the actual EMS online system, student organizations can also benefit by following the below tips on using EMS most effectively.

- The online EMS guide http://www.ric.edu/VEMS_Gallery/EMS%20VIRTUAL%20EMS%20Room%20Reservation%20Manual.pdf is a great resource for familiarizing oneself with the program.
- Events that are requested through EMS automatically appear on the RICalendar, https://ricalendar.ric.edu/MasterCalendar/MasterCalendar.aspx. Therefore, be specific when entering the Event Name. For example, instead of calling the event “meeting”, write something like “Basket Weaving Club Weekly Meeting”.
- Request the space for the entire time that you would like to utilize the room. For example, if your event starts at 8pm, but you need to decorate and rehearse the performance, request the space beginning at 6pm.
- If you need services (such as food or AV equipments, etc.), please click "Submit Reservation" first -- this will allow the system to book the room for you without adding any the services. Once your room
reservation request is submitted, please go to "Reservations/View My Requests" and add services with special delivery times there.

- Student organizations are usually not charged for AV services, though it is always a good idea to double check by calling AV at 456-8803. If the event is in the Student Union, check on AV equipment by calling Mark Paolucci at 456-8035.
- *Note – if you’d like a Donovan item that isn’t listed, call 456-8207

**Rental and Use of College Facilities (Event Management System) Policy**

[http://www.ric.edu/ems/policies.php](http://www.ric.edu/ems/policies.php)

Rhode Island College hereby establishes an online Event Management System (EMS), which shall be the means for reserving physical space on campus for all individuals and organizations, irrespective of affiliation with the college. Space requests may be made on a space-available basis, as determined by the college. The college reserves the right to withhold approval of any requested space and/or equipment, establish financial charges for said use, reassign any space, or impose any requirements related to safety, security, or maintenance.

EMS is not to be used for academic class scheduling. All academic classes are to be scheduled by the Scheduling Officer (Records Office) in the college’s student administration (PeopleSoft) system with this data migrated to EMS. Faculty who wish to move the regular meeting location of any course must contact the Records Office to arrange the move.

**Process**

1. **Space and Service Requests** -- All spaces and services must be requisitioned using the Web EMS Client program no less than five (5) calendar days in advance. A standard request, if approved, will generate a confirmation email and digital contract that will be sent to the requester within five (5) calendar days. Requesters from Tiers 1, 2, or 3 (see section E of this policy) should be aware that some facilities require signed contracts and supporting materials. In such cases, no facility will be considered reserved before the appropriate signed contract and supporting materials are returned to the Approver. In all other cases, email confirmation will be sufficient.
2. Requesters should not invite guests or publicize events until a reservation confirmation is received.
3. Emergency exceptions to the five-day advance requisition may be entertained on a special basis with a request made directly to the Approver. Even if space is approved, however, requesters should bear in mind that not all services may be available on such short notice.
4. College employees may not requisition space for non-college groups or activities under their own or their department’s name. These bookings must be made under the name of the non-college group, which will be charged according to the pricing tier with which they are associated (see sections E and F of this policy). Any exceptions to this, i.e., “sponsoring” an outside group, must be approved by the appropriate vice president.

**Supervision of EMS**

1. Approval for space requests shall be provided by appropriate individuals as determined by the administration. These individuals shall be known as “EMS Space Approvers”.
2. Approval for service requests shall be provided by appropriate individuals as determined by the administration. These individuals shall be known as “EMS Service Approvers”.
3. Technical support shall be provided by Information Services with input on issues of the public interface from Web Communications.
4. EMS user accounts will be created through the Management Information Systems office at RIC.
5. All financial transactions made through EMS shall be under the jurisdiction of the Assistant Vice President for Finance/Controller.

Categories of Spaces

All spaces eligible for reservation through EMS shall be categorized according to the type of user. The categories shall be:

1. Spaces that may be requisitioned by the general public. These shall be the only spaces listed online as available to the general public and to student organizations.
2. Spaces that may be requisitioned by on-campus users only.
3. Spaces that the administration has designated to be under the custody of specific departments or offices.

A determination as to which spaces are included within these categories shall be made by the college administration and indicated within EMS. This determination is subject to periodic review and may be amended from time to time.

Establishment of Tiers for Pricing Purposes

To determine the level of fees charged, requesters will fall into one of five tiers. For those instances in which there is a question as to which tier a requester belongs, a determination shall be made by the college administration with the advice of the approver. Examples of groups within each tier shall be included in the online rate chart.

1. **Tier 1**: Off-campus general public for-profit or private entities.
2. **Tier 2**: Off-campus general public non-profit entities; non-profit status shall be recognized as such by the Internal Revenue Service.
3. **Tier 3**: Government agencies (domestic or foreign federal, state, local, or other governmental entities, including independent public agencies).
4. **Tier 4**: Recognized RIC-affiliated organizations or programs, including officially recognized student organizations.
5. **Tier 5**: Official Rhode Island College activities.

Schedule of Fees

1. A schedule of fees shall be determined based on the actual cost to the college of operating the requested space for the duration of time requested. The charge is determined by the pro-rata cost of utilities, maintenance, security, parking, technology, and other normal operational costs to the college.
   - **Tier 1**: 100% of the usage fee and 100% of any service charges.
   - **Tier 2**: 50% of the usage fee and 100% of any service charges.
   - **Tier 3**: one-third of the usage fee and 100% of any service charges.
   - **Tier 4**: no usage fee but service charges may apply, depending on the facility and/or services requested.
   - **Tier 5**: no usage fee, but service charges may apply.
     - Exception – Tier 1 or Tier 2 pricing will apply for events using college facilities and/or organized by college personnel but whose audience consists primarily of non-college attendees.
2. Events that involve eight (8) or more activities on any one day or twenty (20) or more activities over two or more days may be assessed a 5% administrative fee for logistical support and planning.

3. For tiers 1, 2, and 3, a deposit of 50% of the room rental & service cost(s) must be provided at the time of reservation. The deposit shall be credited toward the final bill. In the event of a space-only cancellation less than five (5) days before the event, the college will retain that portion of the deposit as a cancellation fee. In the event of a food or services cancellation less than thirty (30) days before an event, the college will retain that portion of the deposit as a cancellation fee.
   - Exception: Deposit and cancellation policies for facilities under the jurisdiction of Athletics and the Nazarian Center will prevail for those venues.

4. In the event of non-payment of rental and/or service charges, the college reserves the right to impose a collection fee for accounts that are past due.

Terms of Use

All facility requesters must agree to the following Terms of Use prior to any approval of request for space or services. The Terms of Use will accompany the approved contract from the college.

1. **Food and Beverage:** All arrangements for food and beverage service must be made through College Dining Services. Users may not engage the services of outside caterers or provide food and beverage services themselves without prior authorization from College Dining Services. Facility users should be aware that food and/or beverages are not permitted in some campus facilities.

2. **Security, Safety, and Liability**
   - Access to buildings and rooms to groups or individuals scheduled in EMS will be provided by an authorized facility representative or the Security and Safety Department. Users in Tiers 1 and 2 may be requested to present valid identification prior to gaining access to any college facility.
   - Facility users are expected to identify themselves upon request of Campus Police officers and comply promptly with the instructions of such officers acting in the performance of their official capacity. Any disagreement regarding interpretation of a situation or a rule can be resolved at a later date.
   - No materials, equipment, baggage, etc. may be stored in classrooms for future use. As classrooms are used for a wide variety of purposes, all materials must be removed at the conclusion of each event. No storage of materials is available.
   - No egress to any facility shall be blocked at any time.
   - All users are expected to observe fire codes and ordinances as established by the State Fire Marshal’s office and the local authority having jurisdiction.
   - Tier 1 and Tier 2 users are responsible for providing occurrence-based liability insurance unless specifically waived by the college. Additional insurance requirements may be imposed for facilities under the jurisdiction of Athletics and the Nazarian Center.
   - Candles or any other sources of open flames are not permitted within college facilities unless special written permission is obtained from the Approver prior to the event. Groups obtaining such written permission must use non-drip candles. Damage to any college property resulting from such use shall be the responsibility of the requester.

3. **Prohibited and Regulated Activities**
   - Alcohol -- The possession, consumption and/or provision of alcohol on the Rhode Island College campus is generally prohibited. This policy applies to all campus facilities. Exceptions are made on a special request basis through the Vice President for Student Affairs. Such exceptions may be granted when alcohol is an incidental addition to the meal (i.e. a champagne toast at a reception) or when an event is planned and intended for faculty, staff, administration, and/or guests. At all such events non-alcoholic beverages shall be available. The dispensing of alcohol may not be mentioned or otherwise promoted in any publicity or promotion of events. In all cases, the sale of alcohol shall be
prohibited. Individuals or organizations that obtain college permission to serve alcohol are
required to obtain all necessary licenses.
  o Smoking – Smoking is not permitted in any college facility or within fifty (50) feet of any
college building.
  o Weapons - Weapons, except those worn by law enforcement officers while on duty or used as
part of an organized college-sanctioned event, are prohibited on campus or at any college-
sponsored activity.
  o Illegal Substances - The unlawful manufacture, distribution, possession or use of controlled
substances is prohibited on college property.
  o Gambling – Illegal gambling is prohibited on the campus and at any college-sponsored or
college-recognized event.

4. **Temporary event-related signage** - The college has established a policy governing event-related
signage. This policy can be accessed at [http://www.ric.edu/administration/policies.php](http://www.ric.edu/administration/policies.php) and click on
Event-Related Temporary Signage. Additional restrictions may apply for certain venues, such as
those under the jurisdiction of Athletics or the Nazarian Center.

5. **College VIP Notification Policy** – Requesters from Tiers 4 and 5 must comply with the
Communication of VIP Guest Visits policy, if applicable. The full policy is available at
available at [http://www.ric.edu/administration/pdf/VIP%20Visitors%20Form.doc](http://www.ric.edu/administration/pdf/VIP%20Visitors%20Form.doc). The full Rental
and Use of College Facilities policy is available by clicking here.

### Room Capacities for Frequently Used Spaces

<table>
<thead>
<tr>
<th>Space</th>
<th>Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Union 306</td>
<td>8-10</td>
</tr>
<tr>
<td>Student Union 422</td>
<td>14-16</td>
</tr>
<tr>
<td>Student Union 434</td>
<td>14-16</td>
</tr>
<tr>
<td>Donovan 202</td>
<td>16</td>
</tr>
<tr>
<td>Donovan 204</td>
<td>16</td>
</tr>
<tr>
<td>Forman B</td>
<td>25</td>
</tr>
<tr>
<td>Forman D</td>
<td>30</td>
</tr>
<tr>
<td>Forman A</td>
<td>40</td>
</tr>
<tr>
<td>Student Union 307</td>
<td>40-50</td>
</tr>
<tr>
<td>Faculty Center South Room</td>
<td>60</td>
</tr>
<tr>
<td>Horace Mann 193</td>
<td>90</td>
</tr>
<tr>
<td>Forman C</td>
<td>104</td>
</tr>
<tr>
<td>Clark Science 128</td>
<td>110</td>
</tr>
<tr>
<td>Fogarty 050</td>
<td>120</td>
</tr>
<tr>
<td>Faculty Center Main Room</td>
<td>120</td>
</tr>
<tr>
<td>Clarke Science 125</td>
<td>300</td>
</tr>
<tr>
<td>Student Union Ballroom</td>
<td>Variable up to 300 (depending on setup)</td>
</tr>
<tr>
<td>Forman Theatre—Nazarian Center</td>
<td>200</td>
</tr>
<tr>
<td>Sapinsley—Nazarian Center</td>
<td>420</td>
</tr>
<tr>
<td>Gaige Auditorium</td>
<td>475</td>
</tr>
<tr>
<td>Roberts Auditorium—Nazarian Center</td>
<td>960</td>
</tr>
</tbody>
</table>
List of Useful Event Contacts

SA Marketing 456-8806, graphics@so.ric.edu, SU 435
Student Union Office 456-8034, SU 408
Student Activities Marissa Weiss, 456-8149, mweiss@ric.edu
Late Night Events Kristen Salemi, 456-8538, ksalemi@ric.edu
Student Union Facilities Mark Paolucci, 456-8035, mpaolucci@ric.edu
Student Organization Assistance sagrad@ric.edu
Greek Life Megan Fox, 456-8469, mfox@ric.edu, greeklife@so.ric.edu
Campus Card 456-8394
Welcome & Information Center 456-8148
Student Community Govt., Inc. 456-8088, http://scg.ric.edu, SU 401
Classroom Facilities Dennis McGovern, Records, 456-8203, dmcgovern@ric.edu, Building 4
Security Fred Ghio, 456-8204, fghio@ric.edu, Browne Hall
Administration of the Quad Mark Paolucci, 456-8035, mpaolucci@ric.edu
Physical Plant/Housekeeping George Aguiar, 456-8532, gaguiar@ric.edu, Physical Plant
Residence Halls Teresa Brown, Director, 456-8240, tblbrown@ric.edu
Willard Hall Vanda Barros, Hall Director, vbarros@ric.edu
New Hall TK (Thomas Kelley), tkelley@ric.edu
Weber Hall Peter Gibb, pgibb@ric.edu
Sweet Hall TBA
Thorp Hall Dom Licygiewicz, dlicygiewicz@ric.edu
Browne Hall Amy Melo, amelo@ric.edu
Donovan Dining Center Michael Ogle, 456-9796, mogle@ric.edu, Donovan Dining Center
Ticket Printing RIC Box Office, Paul Cotter, 456-8388, pcotter@ric.edu, Roberts Hall
The Anchor 456-8280, http://www.anchorweb.org, Ducey Media Center
WXIN 456-8288, http://www.ricradio.org, Ducey Media Center
Campus Signs Dan Gannon, 456-8262, dgannon@ric.edu, Physical Plant
Faculty/Staff Briefs News and Public Relations, onpr@ric.edu
Photocopying Office Services, 456-8231, Craig-Lee
Unity Center Antoinette Gomes, 456-8791, agomes@ric.edu, Donovan Lower Level
Athletics Don Tencher, Director, 456-8007, dtencher@ric.edu, Murray Center
Nazarian Center Michael Ducharme, Director, 456-8194, mducharme@ric.edu, Roberts Hall
Audiovisual Services/Help Desk Tony Carlino or Julio Contreras, Gaige 113, 456-8405 or 456-8803
Late Night Student Organization Event Policy

The Student Union Late Night Student Organization Event Policy For events ending after 11:00pm

The Late Night Event Policy purpose is to manage the usage of the Student Union and to insure the building, its contents and users are kept safe and secure while allowing student organizations to sponsor events of a collegial nature. The use of the Ballroom is reserved for dances and parties for Rhode Island College students primarily with other local college organizations attending as invited guests. Dances and parties open to the general public are discouraged.

Hours

- Generally, events in the Student Union must end by 11 p.m.
  - The building must be emptied of all bands, DJ’s, etc by 12 midnight
- Late Night Events on Thursdays will end by 12 midnight
  - No one will be admitted or readmitted to an event after 11:30pm
  - The building must be emptied of all bands, DJ’s etc by 1 a.m.
- Late Night Events on Friday and Saturdays will end by 1 a.m.
  - No one will be admitted or readmitted to an event after 12 midnight
  - The building must be emptied of all bands, DJ’s, etc by 2 a.m.

Pre-Event Conference

- A pre-event conference must be set with the Student Union Director, student organization president and/or event coordinator and advisor of all sponsoring organizations no less than 4 weeks prior to anticipated event date. The meeting will review the terms of the Late Night Events Policy and event management guidelines.
- This step must be completed before the space is reserved, the space requisition is signed/submitted and advertising released.

EMS Space Request

Confirmation of EMS reservation must be received no less than TEN WORKING DAYS IN ADVANCE OF THE EVENT.

Admission

- Current RIC Students w/valid RIC student ID
- Local college students will be allowed access and must sign in and provide valid, current student ID and proof of age 18+
- Sponsoring organizations will reserve the right to deny admission to the event for just cause

(The sign-in sheet should be submitted to the Student Union Office on the first business day following the event, accompanied by a Late Night Event report of the approximate number of attendees, comments on security, problems encountered, etc.)

Advertisement

Advertising should not begin until the event has confirmed in EMS. Advertising released prior to approval may warrant event cancellation. Advertising, including that of entertainer/DJ, such as flyers, banners, post cards, websites, radio must include the following:

- Name of all sponsoring organizations
- Date and location of event
- Who will be admitted
- Start time, last admission time, end time
- Where tickets can be purchased and price

Alcohol/Drugs

No alcohol, illegal drugs or smoking are allowed in the building

Under no circumstances should persons who appear intoxicated or under the influence of drugs be admitted to the event. This must be strictly enforced by the sponsors and the security detail

Staffing

The student organization president and/or event coordinator and advisor should be present throughout the event.
The Director of the Student Union has the authority to cancel the event and make decisions on related issues with just cause.

**Food**

All food at events must come from the Donovan Dining Center unless permission for use of an outside caterer is granted by the Director of Dining Services, Vincent Flemming, vflemming@ric.edu, 456-8207. Please note that permission from Donovan must also be granted for bake sales, due to the presence of outside food items.

Donovan catering requests should be submitted through EMS. A list of Donovan’s catering menu can be found at [http://www.ric.edu/collegeDining](http://www.ric.edu/collegeDining).

**Tickets for Events**

**General Procedures**

**Ticket Orders.** Tickets can be printed through the Nazarian Center for Performing Arts and Roberts Hall Box Office for a nominal fee.

**Selling Tickets.** An Event Envelope will be needed to sell tickets through the Student Union Welcome & Information Center. A manila envelope can be used with one of your event’s flyers on the front -- or simply write out all of the necessary information on the front. This description is used as a quick-reference method for the Welcome & Information Center staff.

Inside of the Event Envelope, place the following items:

1) **Sign Up Sheets.** Fill out the top of an Event Sign Up sheet with all of the necessary information and put it into the envelope. This list, which includes phone numbers, will be helpful if the event is canceled and you have to contact those students who purchased tickets.

2) **Tickets.** Once your tickets have been printed and returned to you, put them in order by number with a rubber band around them and place them inside your Event Envelope. You can also attach a Fact Sheet and/or Waiver to each ticket.

3) **Ticket Contracts.** Fill out a Ticket Contract and place it into the Event Envelope.

Your Event Envelope is now complete, and you can drop it off at the Student Union Office, room 408. Mark Paolucci will review the contents for accuracy and put them on sale.

**To Collect Money:** All the money received from ticket sales is deposited by Mark Paolucci in the Student Union office. Contact Mark at least three days in advance to withdraw the funds.
## Trips, Conferences, and Travel

### Trip Planning Checklist

This checklist includes suggested tasks and deadlines. Please note that when planning a larger event, more time needs to be allowed for pre-planning. There may also be necessary tasks that are not listed below.

<table>
<thead>
<tr>
<th>TASK</th>
<th>When to Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discuss event idea with members of the organization</td>
<td>At least 2 months prior</td>
</tr>
<tr>
<td>Research availability and cost of transportation, lodging, and entrance fees</td>
<td>At least 2 months prior</td>
</tr>
<tr>
<td>Pick a date and time for the event – Take into consideration other scheduled events by checking the RICalendar and contacting other student organizations</td>
<td>At least 2 months prior</td>
</tr>
<tr>
<td>Develop a proposed budget with cost estimates</td>
<td>At least 2 months prior</td>
</tr>
<tr>
<td>Apply to SCG finance for funding</td>
<td>At least 2 months prior</td>
</tr>
<tr>
<td>Trip destination reservations</td>
<td>At least 2 months prior</td>
</tr>
<tr>
<td>Bus reservations</td>
<td>At least 2 months prior</td>
</tr>
<tr>
<td>Print tickets at RIC Box Office if tickets are being sold</td>
<td>At least 1 month prior</td>
</tr>
<tr>
<td>Compose a Fact Sheet for all attendees listing important information</td>
<td>At least 1 month prior</td>
</tr>
<tr>
<td>If tickets are being sold, bring an envelope to Mark Paolucci in Student Union 408 with numbered tickets, copies of Fact Sheets, a signup sheet, and ticket contract</td>
<td>At least 2 weeks prior</td>
</tr>
<tr>
<td>Track number of students planning to attend</td>
<td>At least 1 week prior</td>
</tr>
<tr>
<td>Confirm destination and bus reservations</td>
<td>At least 1 week prior</td>
</tr>
<tr>
<td>Prepare waiver forms</td>
<td>At least 1 week prior</td>
</tr>
<tr>
<td>Have all attendees complete waiver forms BEFORE the trip. Drop off the YELLOW copies to Student Activities (along with the Trip Registration Form), bring the WHITE copies with you on the trip, and give the PINK copies back to the students.</td>
<td>1 week prior</td>
</tr>
<tr>
<td>Pickup trip folder from Welcome and Information Center</td>
<td>1 week prior</td>
</tr>
<tr>
<td>Event Evaluation</td>
<td>Day after the event</td>
</tr>
<tr>
<td>Thank You Notes</td>
<td>Day after the event</td>
</tr>
<tr>
<td>Complete budget with actual costs and process payments through SCG</td>
<td>After bills are received</td>
</tr>
</tbody>
</table>
Conference Funding
Student Community Government Inc. may fund non-competitive student organizations to go on conferences. SCG may fund up to $800 per person with a maximum of $7,000 per group. Funding can cover up to the full cost of registration not to exceed $300, up to 50% of the actual cost of travel by air, bus, or rail, and up to 50% of the actual cost of lodging up to 4 nights. When requesting funds for a conference from the Finance Commission, the Representative from the organization must come in at least 4 meetings in advance to obtain funding from the Finance Commission. More information about conference funding can be provided by the SCG Treasurer; the Treasurer can be contacted at scgtreasurer@so.ric.edu, 456-8088, or in Student Union 401. Go to the SCG website at http://scg.ric.edu/ to access the Finance Request Form.

Travel Policy for Student Organizations
Rhode Island College’s travel policy for all student organizations with institutional recognition clarifies individual and group responsibilities when participating in off-campus activities. When engaging in travel, all student organizations with institutional recognition must submit a TRIP REGISTRATION FORM (see Forms section, page 51) with the Office of Student Activities at least three (3) weekdays in advance of the trip. This form must be signed by the organization’s advisor.

Everyone going on the trip must complete an Assumption of Risk and Waiver of Liability form. This is a three part carbonless form available from the Office of Student Activities. One copy of the Assumption of Risk and Waiver of Liability forms must be turned into the Office of Student Activities or the Student Union Info Desk prior to departing on the trip. Participants under 18 years of age must have waiver signed by parent or guardian.

Everyone participating in a student organization sponsored off-campus trip shall comply with the Rhode Island College student code of conduct as well as all federal, state and local laws, including laws pertaining to operating a motor vehicle, drugs and alcohol.

Personal vehicles may not be used for transporting others to or from the destination of the college-sponsored trip. Rather, properly licensed, insured, bus or livery companies shall be used. The Assistant Director, Student Activities may authorize the student organization to rent a vehicle(s) or may authorize the use of a College-owned vehicle(s) provided that the vehicles shall be driven only by properly licensed professional drivers.

Traveling in “bad” weather should be avoided at all times. Bad weather conditions include, but are not limited to, snow storms or blizzard conditions, heavy or freezing rain, sleet or hail, hurricanes, tornadoes or heavy winds.

All drivers and passengers shall wear appropriate seatbelts, which shall be made available in each vehicle. In addition to any disciplinary action to which their members may be subject, student organizations that fail to strictly adhere to this travel policy may lose funding or institutional recognition. Questions in regards to this process can be directed to the Assistant Director, Student Activities at 401-456-8034.
Transportation
The college athletic vans are available to RIC faculty and staff for use when athletic teams are not using them. If your advisor is interested in utilizing a van, please call Jo-Ann D’Alessandro, Assistant Director of Athletics at 456-8007 for scheduling information and requirements. Use of the van is free, however the student organization will need to pay for gas. Ask Athletics for specific gas payment method and requirements.

The Office of Student Activities has significant experience with local transportation/bus companies and can provide your group with helpful advice to insure a successful trip. Please feel free to contact us at 456-8034 to set up an appointment to discuss your trip.

There are many bus companies in the local area that can be used for transportation services. The Office of Student Activities most often uses First Student Transportation (464-4350, http://www.firststudentinc.com/) for school busses and H&L Bloom (800-323-3009, http://www.bloombus.com/), MDT Bus Inc. (508-336-7111, mdttours@hotmail.com), and Dattco (800-453-5040, http://www.dattco.com) for charter motor coaches.

Waivers
In conjunction with the Travel Policy, all participants/members must fill out a completed Assumption of Risk, Liability Release, and Covenant Not To Sue form, which are available in the Office of Student Activities, Student Union 408. All Waivers must be filled out prior to the travel; participants under 18 years old must have their Waivers signed by their parent or guardian. The white copy should be kept on the trip with the group leader, yellow copy left in the Waiver Drop Box located in the first floor of the Student Union or at the Office of Student Activities, and the pink copy given back to the participant, prior to the trip. In the case of an emergency, the group leader must contact the person listed as the Emergency Contact and Medical Information provided to the responding emergency medical personnel.

Include as many trip details as possible on the Waiver in order to protect your organization against claims of negligence or mismanagement. If necessary, provide participants with a separate, detailed “fact sheet” - and write “as outlined on fact sheet” in the description area of the Waiver.

Accidents/Incidents
If there is an accident or incident, please report to Campus Police at extension 8201 or the ground level of Browne Hall.
Bus Procedures for Student Organizations

At least one week before the trip:
- Collect and check waivers (you MUST have one for each student!)
- Check waivers for allergies, medication and other needs
- Hand in the Trip Registration Form and YELLOW copies of the waivers to Student Activities, Student Union 408
- Give the PINK copies of the waivers back to the attendees
- Save the WHITE copies of the waivers to take with you on the trip
- Confirm travel arrangements with the bus company, destination, hotel, etc.

Day of the trip, make sure you have:
- Bus envelope with important phone numbers
- Sign-up sheet from Info Desk
- WHITE copies of the completed waiver forms
- Any money that you will need for admission/payment (get receipt!)
- Directions and state map to get to destination
- Local maps/attraction information
- Charged cell phone for emergency calls

Morning of trip:
- Arrive ½ hour early
- Greet driver and introduce yourself
- Review directions with driver
- Reserve the front seat of the bus for yourself
- Welcome students

Before leaving RIC:
- Remember, all participants must take transportation provided and no personal vehicles
- Take attendance
- Leave for trip

During bus trip:
- Co-pilot w/bus driver
- Update directions
- No sleeping, please!

On arrival to destination:
- Coordinate with driver to select a pickup location
- Tell students exactly where and when the bus will pick them up for the trip back to Rhode Island College

Before you leave destination:
- You should be back at the bus 25 minutes early
- Take attendance
- No sleeping, please!

Back at RIC:
- Thank everyone for coming
- Thank bus driver
- Check aisles and seats for forgotten items and pick up trash
- If there was any “incident” at all, please fill out Incident Report or Accident Report.
Advertising

SA Marketing
SA Marketing which is located in Student Union 435, offers graphic design services for student organizations. SA Marketing services include large-scale banners (print and digital), logo designs, posters, and brochures.

Each student organization receives 300 FREE SA Marketing points to use for orders throughout the year. These points can be used for any SA Marketing services throughout the school year. Any additional orders over the 300 points will be billed to the student organization.

To place an order, complete the Order Form, and bring it to Student Union 435. Order forms are also available at the SA Marketing office, Student Union 408, and in the appendix of this manual. Please note that orders take a minimum of 2 weeks to complete.

For more information, contact SA Marketing at 456-8806, http://www.ric.edu/student_activities/sMarketing.php, or graphics@so.ric.edu.

Flyers
Flyers may be posted in designated areas: bulletin boards and posting areas only, in accordance with fire codes. Flyers may not be taped to windows, painted surfaces or doors. Distributions on car windshields are not permitted. See signage policy for more information: http://www.ric.edu/administration/policies.php and click on Event-Related Temporary Signage.

Student Activities Briefs
The Office of Student Activities sends out weekly e-mail messages to all students to inform them of upcoming campus and local events, as well as other involvement opportunities. To have your event or announcement included in the SA Briefs, send your request to Marissa Weiss, Assistant Director, Student Activities at mweiss@ric.edu. Please note that messages are usually sent on Friday afternoons so information must be received by Thursday, at the latest, to be included. To view past issues of the Briefs, please go to http://www.ric.edu/student_activities/cLife.php#listserv

Residence Halls
To have flyers posted in the residence halls, bring copies (at least one per hall – there are 6 halls on campus) to the Office of Residential Life and Housing in New Hall. You can also request to have announcements made in each hall by calling the front desks at the phone numbers listed below:

Browne Hall: 456-8320
New Hall: 456-9900
Sweet Hall: 456-8068
Thorp Hall: 456-8063
Weber Hall: 456-8300
Willard Hall: 456-8390

Faculty/Staff Briefs
The Briefs is the RIC publication that is emailed to faculty, staff and administration every Monday and Thursday. A short paragraph or description of your event can be submitted. Deadlines are as follows: for a Monday publication, the previous Friday by noon; for a Thursday publication, the previous Wednesday by noon. Email your info to the News and Publications Office at ONPR@ric.edu.
Media Groups
The Media Center houses the Anchor, WXIN and Anchor TV. The Anchor is the college’s student newspaper. It comes out once a week, usually on Tuesday mornings. You can pick up your free issue in the lobby of the Student Union and most other buildings as well. You can place an ad (for a fee), write an article or have one written by an Anchor writer, place a personal or submit the information to the editor to see if there is space in the next issue. WXIN is the student radio station and is committed to assisting student groups in promoting their events on-air. Anchor TV is also located in the Media Center and produces video and TV commercials that can be viewed on campus TV.

Table Request in the Student Union
If you are interested in requesting a table to promote your organization’s activities in the Student Union Lobby, submit a request through EMS for the Lobby space.

Press Releases
A great way to inform the community about your organization’s events is to submit press releases to local newspapers. Below is a list of some of these publications. If you need assistance composing a press release, please contact the Office of Student Activities, 456-8034. For consultation and guidance on press releases for large-scale and special events, contact News and Public Relations at 456-8468.

The Phoenix
150 Chestnut St., Providence, RI 02903
Tel: (401) 273-6397; Fax: (401) 273-0920
http://thephoenix.com/

The Providence Journal
Features Department
75 Fountain Street, Providence, RI 02902
pfeat@projo.com
Fax: (401) 277-8175
Tel: (401) 277-7272
http://www.projo.com/

The Cowl – Providence College Student Newspaper
Tel: (401) 865-2214

The Campus Herald – Johnson & Wales University
Tel: (401) 598-2867
Fax (401) 598-1171
### Useful Advertising Contacts

<table>
<thead>
<tr>
<th><strong>Banners, logo design:</strong></th>
<th><strong>Anchor/Student Newspaper:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>SA Marketing</td>
<td>Media Center 229</td>
</tr>
<tr>
<td>Student Union 435</td>
<td>Tel: 456-8280</td>
</tr>
<tr>
<td>Tel: 456-8806</td>
<td><a href="http://www.anchorweb.org/">http://www.anchorweb.org/</a></td>
</tr>
<tr>
<td><a href="http://www.ric.edu/student_activities/sMarketing.php">http://www.ric.edu/student_activities/sMarketing.php</a></td>
<td><a href="mailto:graphics@so.ric.edu">graphics@so.ric.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>What’s News/Public Relations and Administrative Publications:</strong></th>
<th><strong>WXIN/Student Radio Station:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Kauffman Center LL - East Campus</td>
<td>Media Center 228</td>
</tr>
<tr>
<td>Tel: 456-8468</td>
<td>Tel: 456-8288</td>
</tr>
<tr>
<td><a href="mailto:onpr@ric.edu">onpr@ric.edu</a></td>
<td><a href="http://www.ricradio.org">http://www.ricradio.org</a></td>
</tr>
</tbody>
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<tr>
<th><strong>Anchor TV/Student TV Production:</strong></th>
<th><strong>RIC Office Services, copying and printing:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Media Center 237</td>
<td>Office Services</td>
</tr>
<tr>
<td>Tel: 456-1984</td>
<td>Craig-Lee, Lower Level</td>
</tr>
<tr>
<td></td>
<td>Tel: 456-8231</td>
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<tr>
<th><strong>Briefs/Administrative Newsletter:</strong></th>
<th><strong>The Providence Journal Features Department:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>News and Public Relations</td>
<td>75 Fountain Street, Providence, RI 02902</td>
</tr>
<tr>
<td>Kauffman Center LL - East Campus</td>
<td><a href="mailto:pjfeat@projo.com">pjfeat@projo.com</a></td>
</tr>
<tr>
<td>Tel: 456-8090</td>
<td>Fax: (401) 277-8175</td>
</tr>
<tr>
<td><a href="mailto:ONPR@ric.edu">ONPR@ric.edu</a></td>
<td>Tel: (401) 277-7272</td>
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<td><a href="http://www.projo.com/">http://www.projo.com/</a></td>
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<tr>
<th><strong>The Campus Herald – Johnson &amp; Wales University:</strong></th>
<th><strong>The Cowl – Providence College Student Newspaper:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Tel: (401) 598-1489</td>
<td>Tel: (401) 865-2214</td>
</tr>
<tr>
<td>Fax: (401) 598-1171</td>
<td><a href="http://www.thecowl.com/">http://www.thecowl.com/</a></td>
</tr>
<tr>
<td><a href="mailto:campusherald@jwu.edu">campusherald@jwu.edu</a></td>
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<tr>
<th><strong>Merchandise and T-shirts (examples of companies used by RIC – not meant to be an exhaustive list):</strong></th>
<th><strong>The Phoenix:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Coast to Coast: (401) 349.4940, <a href="http://www.ctocpromos.com/">http://www.ctocpromos.com/</a></td>
<td>150 Chestnut St., Providence, RI 02903</td>
</tr>
<tr>
<td>RI Novelty: (401) 335-3300, <a href="http://www.rinovelty.com/">http://www.rinovelty.com/</a></td>
<td>Tel: (401) 273-6397</td>
</tr>
<tr>
<td>ClassSick Custom: (401) 475-7288, <a href="http://www.classsick.com/">http://www.classsick.com/</a></td>
<td>Fax: (401) 273-0920</td>
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<td></td>
<td><a href="http://thephoenix.com/">http://thephoenix.com/</a></td>
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Publicity Ideas

Taken from San Diego State University, Student Activities and Campus Life, http://www.sacl.sdsu.edu/studentorgs/dev-publicity.html

Things to consider before you begin a publicity campaign:

**Budget** - Determine how much you can realistically spend on publicity.
**Audience** - Who do you want to reach and how? Is there a pre-selected market available? Take into account age groups, audiences' likes and dislikes, career fields, etc. Publicizing something for professors or non-students may be entirely different than publicizing an event for students.
**Information** - Make sure that your publicity materials contain all of the important information. Publicize the aspect of your program that is most familiar to the audience. Make sure you include correct names and logos of any co-sponsors.
**Resources** - What are your resources? Are people in your groups skilled at art, design, and/or computers? Make sure everyone understands that publicizing the program is just as critical as planning it.

**Essential items to include in all publicity**

Name of attraction or event
Date of event
Time: beginning and ending
Location of event
Admission price (even if it's free)
Deadline for applying (if applicable)
Contact information of the sponsoring organization
Any co-sponsoring organization names

**A few other suggestions:**
Always use spell check.
When using a computer to make publicity, SAVE your work frequently.
Use a variety of colors and shapes.
Balance light and dark space.
Using all capital letters is very hard to read from long distances.
Adding "Attendees who wish special accommodations due to a disability may contact "___"can be helpful for certain events.

Your organization has invested a lot of time and energy into sponsoring an upcoming event. Now the only question is, "Will they come?" With so many things happening on campus, how will the publicity for your event stand out from all the others?

**Publicity**

Information must be truthful, attractive, easily understood, tasteful and informative.

**Word of Mouth:** Personal solicitation and personal endorsement are the best and most effective ways to promote activities. Announce the event at your weekly meetings.

One of the most important decisions you will make about publicity involves **color**. To get the most "bang for your buck", use positive color combinations: Blue on Orange, Orange on Blue, Purple on Yellow, Black on Orange and Green on White. All of your publicity can benefit from the use of color. Just remember these simple rules: Use basic colors for lettering-they are easier to read. Avoid using red in limited light. Avoid using more than three colors on one poster.

**Student Organization mailboxes.**
**Balloons:** Need a last minute reminder about your event? Advertise on balloons on the day of your program.
Fortune Cookies: Hand out fortune cookies with your organization’s event information printed as the fortune. There are many companies that sell fortune cookies with your personalized message for a very reasonable cost.

Lollipop Lingo: Hand out lollipops with an event message attached.

Costumes: If your upcoming event has a theme, rent costumes that go with it and have organizational members wear them while handing out event information.

Body Painting: Enough said!

Unusually shaped posters: Different shapes will draw more attention than the typical square or rectangular poster.

Skits/preview of program in Open Space

Stickers

Here are some reasons why publicity fails

It’s not eye catching enough - It doesn’t stand out amongst everything else that’s out there.
There’s not enough of it - Maybe the publicity looked good, but there is so little of it around campus that many will never learn of the event.
It’s not creative or informative - It looks like everything else that’s already out there and/or doesn’t include enough information to inform students about what the event actually is.
It’s too cluttered - No one wants to take the time to read it.

After your event

Clean up publicity around campus.
Write a recap of what items worked/didn’t work in your organization’s binder.
Have fun with your publicity! It’s the little extras that make a BIG DIFFERENCE.
Here’s to a great year with highly attended events!

Taken from the University of Findlay, Student Activities and Commuter Student Services,
http://www.findlay.edu/offices/adminoffices/studentactivities/studentorganizationadvisorsinformation/CrazyPublicityIdeas.htm

Popcorn Bags-give away popcorn with publicity on the bag
Invitations to appropriate professors asking them to encourage their classes to attend the event
Snow people-build snow people hold signs for your event
Door Knob Hangers-similar to hotel DO NOT DISTURB hangers
Bulletin Boards Sheets-regular posters with tear-off sheets for interested people to take with them
Tray Liners-for dining hall trays
Look for a Snicker-hide snicker bars on campus with event information on them
Putt Putt on carpet to win free tickets to the show
Odd Shaped Posters/Fliers
Movie Look-a-Like Cutouts
Coasters
Footprints on sidewalk leading to event
Hand Prints
Theme Decorations
Magnets
Balloons with event information tied to string
Buttons
Trinkets (e.g. casino chips for Casino Night)
FaceBook, Myspace, BlackBoard, Text Messaging
Frequently Used Forms

Advisor Agreement
Rhode Island College
Student Community Government
Student Organization Advisor Agreement Form

This agreement has been developed to assist in clarifying the role of the Student Organizational Advisor at Rhode Island College and to provide policy continuity and consistency among all student groups. Prior to commencing his or her term of service, the prospective Advisor, the Executive Board, and general membership of the student organization should review the agreement and recommend any specific adaptations or adjustments that may be required. These recommendations will be reviewed by Student Community Government, Inc. and the Office of Student Activities.

Student Organization Advisor Duties and Responsibilities

The Advisor is expected to regularly attend and actively participate in scheduled executive board and organizational meetings including those that are held in the evening and on weekends. The Advisor is also expected to attend scheduled events sponsored by the organization. The Advisor should assist with goal development, serve as a resource on College policies and procedures, assist with the identification of College and external resources that may used to further the group’s objectives, and to provide guidance on recruitment and retention strategies. Advisors are not expected to schedule meetings, set agendas or conduct organizational meetings. Nor are they expected to assist with operational functions of any program. This includes developing program content; accepting program responsibilities; or assuming responsibilities for program outcome.

The Advisor is expected to assist with and participate in the development of effectiveness training and development programs. The Office of Student Activities and Student Community Government, Inc., sponsor several programs throughout the year for all student organizations and advisors.

An advisor’s signature is required on all contracts, requisitions, and financial withdrawal slips. Advisors should refer any significant fiscal questions to the Assistant Director, Student Activities.

I have reviewed this Advisor Agreement Form and I agree to serve as Student Organization Advisor to ________________ for the academic year ______ to ______.

___________________________________ Date:
Advisor Signature

___________________________________ Date:
Organizational President
Ticket Printing Request Form

BOX OFFICE INFORMATION SHEET

Complete and return to:  
Paul Cotter, Box Office Manager  
NCPA, Roberts 301  
Rhode Island College  
600 Mt. Pleasant Ave.  
Providence, RI 02908  

Questions?  
Email - pcotter@ric.edu  
phone - (401) 456-8388  

Box Office info  
Hours: M-F 10am-4pm  
and 2 hours prior to a performance.  
Phone: (401) 456-8144 to purchase

NAZARIAN CENTER BOX OFFICE  
STUDENT GROUP TICKET PRINT REQUEST

Name of RIC student organization: _________________________________________________

Contact person: __________________________________________________________________

Phone: _______________________________       Email: _______________________________

Number of tickets needed: ________  @ $.25 per ticket printing fee.

Agency account # (printing fee will be charged to this account): ________________________

Or indicate other method of payment________________________________________________

Ticket should read:

Presenting organization: ___________________________________________________________

Name of event: ________________________________________________________________

Date & time: ________________________________________________________________

Place: ________________________________________________________________________

Cost: ________________________________________________________________________

SAMPLE:                           RIC Flag Folding Club presents  
                                       2011 Steam Iron Races  
                                       Sunday, January 1, 2011 at 5am  
                                       Meet in Student Union Loop – Bring your own extension cord  
                                       RIC students $5.00  Non-RIC Students $100.00

Please allow one week processing time. We will contact you when the tickets are ready.  
If you have any questions, contact the Box Office Manager at 456-8388.
Welcome & Information Center Ticket Contract

WELCOME & INFORMATION CENTER TICKET CONTRACT
Rhode Island College
Student Union

Function/Event Title:_________________________________________________

Date of Event:_____________________________________________________

Sponsoring Organization:____________________________________________

Check Payable to:___________________________________________________

Price per Ticket:___________________________________________________

Number of Tickets Issued__________________________________________

Beginning Number:___________   Ending Number:_______________

Number of Tickets Sold:_________   Number Returned:___________

Total Amount of Ticket Sales:_______________________________

Tickets From:
Organization Signature__________________________________________

Tickets Recorded by:
Welcome & Information Center Signature_________________________
Event Signup Sheet for Welcome and Information Center

Event:

Date:
Time:
Location:
Sponsor:
Cost:

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<tr>
<th></th>
<th>Name</th>
<th>E-Mail Address</th>
<th>Phone #</th>
<th>Ticket #</th>
<th>Amount Paid</th>
<th>Employee Initials</th>
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Rhode Island College Trip Registration Form

Rhode Island College Student Activities
Student Union 408
(401) 456-8034
http://www.ric.edu/student_activities/

| Today's date: |
| Organization name: |
| Date(s) of trip: |
| Destination of trip: |
| Telephone numbers of destination (if applicable, i.e. hotel, conference center, event coordinator): |
| Name and telephone number of student trip leader: |
| Purpose of trip: |

____________________________________  ____________________________
(Signature of Organization President)  (Signature of Organization Advisor)

Submit this Trip Registration Form, with YELLOW copies of waiver forms attached, to the Rhode Island College Office of Student Activities (Student Union 408) at least three (3) workdays in advance of the trip.

For each trip, remember to complete the following tasks:

- Have each student attending the trip complete a waiver form. Take the WHITE copy with you on the trip, give the PINK copy back to the student, and hand the YELLOW copy into Student Activities.
  - Please note that students who are under 18 years of age need to have their parent or guardian sign the waiver form on their behalf.
- Give each attendee a fact sheet or list of important information about the trip, including exact times of drop off and pick up, contact phone numbers, and items to bring.
- Remind attendees that they need to follow all RIC student code of conduct while on the trip, as well as federal, state, and local laws.
- Personal vehicles cannot be used for transporting others to or from the destination.
- Note for club sports – please have each player complete a waiver form at the beginning of the season, and attach the match/game schedule. The schedule, trip registration form, and yellow copies of waivers should be handed into Student Activities.
Bake Sale Approval Forms

Procedures for Campus Bake Sale

- A bake sale is categorized as a fund-raising event (not for profit). All bake sales must be approved by College Dining Services.

- In an effort to prevent food-borne illnesses, organization of bake sale events must follow proper food protection and sanitation practices. During baking and handling of bake sale items, gloves should be used in handling of food products.

- Any person who is sick or recovering from a recent illness should not engage in handling or preparation of any food items.

- All items must be prepackaged in plastic wrap or bagged. Cutting or slicing any prepared item for sale is prohibited.

- Items containing cream are NOT permitted.

- Food containing tree nuts, peanuts, dairy, soy, eggs, fish, and shellfish must be clearly labeled.

- If you have any questions concerning the requirements for a bake sale please contact Vincent Flemming at (401) 456 – 8207.
REQUEST TO WAIVE REQUIREMENT TO UTILIZE CAMPUS FOOD SERVICE WHEN PROVIDING FOOD SERVICE IN A COLLEGE FACILITY

Current Date: ________________

Requesting Organization: ________________

Event: ________________

Date of Proposed Event: ________________

Event Start Time: ________________

Event Completion Time: ________________

Location of Proposed Event: ________________

Request: __________________________________________________________________________

Why is request being made?
____________________________________________________________________________________

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Name of Food Item</th>
<th>Source of food</th>
<th>RI Food Lisc. #</th>
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</table>

I understand that the Organization, the Advisor and I shall bear full responsibility to insure all foods are prepared, transported and served in compliance with the RI Department of Health's regulations pertaining to Food Service

President of Organization ___________________________ Date ________________

Advisor for Organization ___________________________ Date ________________
ASSUMPTION OF RESPONSIBILITY FOR COMPLIANCE WITH
HEALTH DEPARTMENT REQUIREMENTS
FOR
FOOD AND BEVERAGES

I, ________________________, in my capacity as the Advisor to ____________, have read the
materials provided to me regarding food service and I will assume full responsibility to
insure all food brought into campus facilities on ____________ for the
_________________ is in compliance with established by the RI Department of Health.
 standards for Food Service.

Furthermore, I also agree to assume full responsibility to insure:

1. All foods brought into College facilities are to be prepared in accordance with the
   standards established by the RI Department of Health by an entity licensed by the
   RI Department of Health to prepare and resell food.

2. All foods brought into College facilities are to be transported in accordance with
   the standards established by the RI Department of Health. Specifically all hot
   foods will be maintained at a temperature of 160 degrees or higher and all cold
   foods will be maintained at a temperature of 38 degrees or colder.

3. All foods brought into College facilities will be served in accordance with the
   standards established by the RI Department of Health. To include continued
   compliance with proper temperatures and handling procedures.

   ____________________________          ____________
   Advisors Signature               Date

   ____________________________          ____________
   Director of Dining Services Signature    Date
SA Marketing Request Form

**Section A Order Information**

Order/Event Name:

Day, Date & Time:
Location:

Contact Info:
Hosted by:

Ticket Info:

Design Description:

Other information:

**Section B Contact Information**

Contact Name:
Phone:
E-mail:
Organization/Department:

**Section C Services**

1 point = 1 dollar

- Digital Banner (1280 x 720 pixels) 30 pts
- Printed Banner (40 x 72 in) 50 pts
- Table Banner (28 x 60 in) 50 pts
- Door Sign (48 x 36 in) 50 pts
- Poster (22 x 28 in) 35 pts
- Poster + Foam Core (22 x 28 in) 40 pts
- Foam Core cut out 50 pts
- Flyer (8.5 x 11 in) 30 pts
- 1/2 Flyer sheet (4.25 x 5.5 in) 30 pts
- Flyer Posting service 20 pts
- Brochure (8.5 x 11 in) 30 pts
- Skybridge (42 x 40 in) 40 pts per window
- Logo 75 pts & up
- T-Shirt design 50 pts & up
- Table Tents (4 x 6 in) FREE with order
- Restroom Signs (8.5 x 11 in) FREE with order
- DIY Buttons (1 1/4 in) FREE with order
- SA Briefs FREE with order

**Section D For Office Use Only**

Order Taken by:
Today’s Date:
Order Designed by:
Estimated Completion Date:
Notes:
Rhode Island College Student Organization Goal Setting Form

Organization: 

<table>
<thead>
<tr>
<th>What is the vision and mission of your organization?</th>
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<tr>
<th>What are your goals for the year?</th>
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<th>How many members are you hoping to recruit this year?</th>
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<tr>
<th>What type of programs are you organizing this year? ex. socials, lectures, carnivals, tournaments...</th>
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<tr>
<th>List proposed programs and when you hope to have them.</th>
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<tr>
<td>Program</td>
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<th>What kind of advertising are you planning for your organization?</th>
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<tr>
<th>How much SCG funding will you need for your goals? (Estimation) Do you plan to fundraise?</th>
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<th>How can student activities be of help to your organization?</th>
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