EVENT PLANNING GUIDE FOR STUDENT ORGANIZATIONS 2009-2010

Rhode Island College Student Activities
Event Planning Guide for Student Organizations

Student Activities
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Student Union 408
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http://www.ric.edu/student_activities/

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Table of Contents

STUDENT UNION INFORMATION ................................................................................................................................. 7
  Mission Statements ......................................................................................................................................................... 7
  Rhode Island College ....................................................................................................................................................... 7
  Division of Student Affairs ............................................................................................................................................ 7
  Student Union ............................................................................................................................................................... 7
  Student Activities ......................................................................................................................................................... 7
  Offices and Contact Information ................................................................................................................................ 9

STUDENT ORGANIZATION GENERAL POLICIES ............................................................................................................ 10
  Student Organization Registration for Existing Groups ............................................................................................. 10
  Privileges and Responsibilities of Student Organizations ......................................................................................... 11

ROLE OF THE ADVISOR ................................................................................................................................................. 12

STUDENT ORGANIZATIONS RESOURCES ..................................................................................................................... 14
  List of Important Dates .................................................................................................................................................... 14
  Event Planning Assistance from Student Activities .................................................................................................... 16
  Welcome & Information Center ........................................................................................................................................ 16
  Student Graphics ............................................................................................................................................................. 16
  Photocopy Services ........................................................................................................................................................ 16
  Student Organization Voice Mailboxes .......................................................................................................................... 16
    Voice Mailbox Use Instructions .................................................................................................................................. 17
  Student Organization E-Mail Accounts .......................................................................................................................... 18
  Website Design and Hosting ......................................................................................................................................... 18
  Student Organization Lounge and Resource Room ...................................................................................................... 18
  On-Campus Student Organization Mailbox ..................................................................................................................... 18
  Student Union Office Space .......................................................................................................................................... 19
  Student Leadership Awards ............................................................................................................................................ 19

STUDENT COMMUNITY GOVERNMENT, INC .................................................................................................................. 20
  Mission ............................................................................................................................................................................ 20
  Services .......................................................................................................................................................................... 20
  Executive Board ............................................................................................................................................................. 20
  Student Organizations Committee .................................................................................................................................. 21
    Program Evaluations ..................................................................................................................................................... 21
    Storgy Awards ............................................................................................................................................................ 21
  Finance Commission ....................................................................................................................................................... 21
  Finance Request ............................................................................................................................................................. 22
# Tools for Student Organization Success

- Effective Meetings .......................................................... 23
- Recruiting Members .................................................................. 24

# Event Planning Procedures

- 12 Quick RIC Event Planning Tips .................................................. 25
- On Campus Event Checklist .......................................................... 26
- List of Useful Event Contacts ......................................................... 27
- Space Reservations ........................................................................ 28
  - Event Management System (EMS) ............................................... 28
  - Contacts for Campus Facilities ...................................................... 28
  - Room Capacities for Frequently Used Spaces .................................. 28
- Late Night Student Organization Event Policy .................................. 30
- Food ............................................................................................. 31
- Tickets for Events ........................................................................... 31
  - General Procedures ...................................................................... 31

# Trips, Conferences, and Travel

- Trip Planning Checklist .................................................................. 32
- Conference Funding .......................................................................... 33
- Travel Policy for Student Organizations ............................................. 33
- Transportation .................................................................................. 34
- Waivers ............................................................................................. 34
- Bus Procedures for Student Organizations .......................................... 35

# Advertising

- Graphics .......................................................................................... 36
- Flyers .................................................................................................. 36
- RICalendar ......................................................................................... 36
- Student Activities Briefs ..................................................................... 36
- Residence Halls .................................................................................. 36
- Faculty/Staff Briefs ............................................................................. 36
- What's News ......................................................................................... 36
- Media Groups ..................................................................................... 37
- Table Request in the Student Union ..................................................... 37
- Press Releases ..................................................................................... 37
- Useful Advertising Contacts ............................................................... 38
- Publicity Ideas ..................................................................................... 39
**COLLEGE POLICIES AND STATE REGULATIONS**

Rhode Island College Student Handbook......................................................................................................................... 41
Alcohol/Drug Policy ................................................................................................................................................................. 41
Compliance with Lawful Authority........................................................................................................................................ 41
Dangerous or Deadly Weapons or Devices.......................................................................................................................... 41
Responsible Computing at Rhode Island College.................................................................................................................. 41
Expressions of Opinion............................................................................................................................................................ 41
Gambling................................................................................................................................................................................... 42
Hazing....................................................................................................................................................................................... 42
Sales and Solicitation ............................................................................................................................................................... 42
Signage....................................................................................................................................................................................... 42
State of Rhode Island Regulations........................................................................................................................................... 42
Charitable Gaming – Raffles and BINGO ............................................................................................................................... 42

**FORMS**

Advisor Agreement................................................................................................................................................................. 44
Student Organization Voice Mailbox Request........................................................................................................................ 45
Organization E-Mail Account Request................................................................................................................................... 46
Ticket Printing Request Form................................................................................................................................................... 47
Welcome & Information Center Ticket Contract................................................................................................................ 48
Event Signup Sheet for Welcome and Information Center................................................................................................ 49
Rhode Island College Trip Registration Form....................................................................................................................... 50
Accident Report......................................................................................................................................................................... 51
Incident Report......................................................................................................................................................................... 52
Rhode Island College Student Organization Goal Setting Form.......................................................................................... 53
Student Union Information

Mission Statements

Rhode Island College

Rhode Island College is one of the region’s leading comprehensive public colleges. Our mission is to offer accessible higher education of the finest quality to traditional and non-traditional students from around the state, the region, and beyond. Students here are members of a caring community that respects diversity and values academic excellence informed by cultural inquiry, civic engagement, and co-curricular activity. The college offers a wide variety of liberal arts, science, and professional programs in which dedicated faculty work with students to achieve the promise of higher education: an open and inquiring mind.

Division of Student Affairs

The Student Affairs Division provides students with programs and services that are designed to assist them in identifying and meeting their needs; that promote an environment conducive to intellectual, social, cultural and physical development; that enhance the learning process; and that provide opportunities for individuals to increase their potential to be contributing members of society, competent to engage in satisfying and effective living and working in a complex world.

Student Union

The Student Union is the hub of the College for all the members of the community - students, faculty, staff, administration, alumni, and guests. It is more than a building; it is also an organization and a program which compliments the academic experience and contributes to student success. As the gathering place for the college community, the Student Union provides activities, services, and a value-added component of extended advisement and support outside the classroom.

Student Activities

Student Activities at Rhode Island College strives to make all students feel like welcomed and valued members of the campus community by promoting active involvement in an array of social, intellectual, cultural, and leadership programs. Through offering a diverse and quality programming series, student employment opportunities, leadership development training, student organization and advisor support, and event planning assistance, Student Activities aims to strengthen students’ leadership, professional, and communication skills, which will help them to be successful global citizens.
Student Union Building Hours
Rhode Island College
Student Union
GENERAL HOURS OF OPERATION
STUDENT UNION BUILDING
M-TH 7AM-12AM
F 7AM-10:30PM
SA 4PM-10:30PM
SU 4PM-10:30PM

FOURTH FLOOR

STUDENT UNION OFFICE, SU 408 (456-8034)
M-F 8:30AM-4:30PM

Student Community Government Inc., SU (456-8088)
M-F

Student Graphics, SU 435 (456-8806)
M-F

SECOND FLOOR (Lobby Level)

WELCOME & INFORMATION CENTER (456-8148)
M-TH 8:30AM-8PM
F 8:30AM-4:30PM

CAMPUS CARD OFFICE (456-8349)
M-TH 8:45AM-7:00PM
F 8:45AM-4:00PM

CAMPUS STORE (456-8025)
M-TH 8:45AM-7:00PM
F 8:45AM-4:15PM
(Special hours listed on website)

CONVENIENCE STORE (456-8025)
M-TH 8:45-9:00PM
F 8:45-4:15PM

FIRST FLOOR

CAFÉ (456-8207)
M-F 8AM-10:30PM
SA 4PM-10:30PM
SU 4PM-10:30PM
(Special hours will be posted in Café)

MAILROOM (456-8034)
M-F 12:00 – 2:00PM

Hours are subject to change. Please go to http://www.ric.edu/studentUnion/index.php for the most updated hours.
## 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>Harambee</td>
<td>456-8085</td>
<td>SU 418</td>
</tr>
<tr>
<td>Psychological Society</td>
<td>456-2707</td>
<td>SU 419</td>
</tr>
<tr>
<td>Student Veterans Association</td>
<td>456-2707</td>
<td>SU 419</td>
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<tr>
<td>Sigma Iota Theta</td>
<td>456-8491</td>
<td>SU 420</td>
</tr>
<tr>
<td>Latin American Student Organization</td>
<td>456-8285</td>
<td>SU 421</td>
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<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>
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<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>Rainbow</td>
<td>456-8121</td>
<td>SU 425</td>
</tr>
<tr>
<td>L.I.F.E</td>
<td>456-9892</td>
<td>SU 426</td>
</tr>
<tr>
<td>Women of Color</td>
<td>456-9892</td>
<td>SU 426</td>
</tr>
<tr>
<td>Slightly Older Students</td>
<td>456-8045</td>
<td>SU 427</td>
</tr>
<tr>
<td>Shoreline</td>
<td>456-2705</td>
<td>SU 428</td>
</tr>
<tr>
<td>Intervarsity Christian Fellowship</td>
<td>456-2705</td>
<td>SU 428</td>
</tr>
<tr>
<td>Programming</td>
<td>456-8045</td>
<td>SU 430</td>
</tr>
<tr>
<td>Students for Justice in Palestine</td>
<td>456-2769</td>
<td>SU 432</td>
</tr>
<tr>
<td>Amnesty</td>
<td>456-2769</td>
<td>SU 432</td>
</tr>
<tr>
<td>Cape Verdean Student Association</td>
<td>456-2706</td>
<td>SU 433</td>
</tr>
<tr>
<td>Iota Phi Theta Fraternity, Inc.</td>
<td>456-2706</td>
<td>SU 433</td>
</tr>
<tr>
<td>Graphics</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>
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</table>
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.

All student organizations wishing to utilize the services of Rhode Island College and Student Community Government, Inc. must renew their status, each year, by completing the following steps:

1. Complete the Online Student Organization Contact Information Form, which can be found at http://www.ric.edu/student_activities/StudentOrgRegForm.php
2. Submit a signed Advisor Agreement to SCG in Student Union 401.
   In order to access SCG, funding, the paper copy of the Advisor Agreement, with Advisor and President Signatures, must be completed and turned into SCG.
3. Attend an Event Planning and Policy Workshop/Student Organization Orientation sponsored by SCG and Student Activities
4. Keep an updated copy of the organization’s constitution on file with SCG
5. Attend a SCG Treasurer’s Workshop or meet individually with the SCG Treasurer
6. Sign President and Treasurer Affidavits with SCG

Renewal Deadlines
In order to receive certain privileges, forms must be submitted and obligations met by the below deadlines.

May 1: Student Organization Contact Information Form and Advisor Agreement must be submitted in order to apply for organizational office space in the Student Union for the following academic year. If the remaining requirements (Affidavits, Treasurer Meeting, and Event Planning Workshop/Student Organization Orientation) are not met by the second Wednesday after classes begin, office space may be revoked.

Second Wednesday in September: All requirements must be met in order to have a table at Campus Activities Day.

Last Wednesday in September: All requirements must be met in order to access the organization’s budget from SCG.
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 submissions for RICalendar)
• Ability to apply for SCG funding, if all eligibility criteria are met
• Maintenance of financial and institutional records by SCG staff
• 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 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/
• Use of the Student Organization Resource Room
• 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

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
• Attend workshops and programs sponsored by Student Activities and Student Community Government, Inc.

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

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.


## Student Organizations Resources

### List of Important Dates

#### STUDENT ORGANIZATION IMPORTANT DATES 2009-2010

**SEPTEMBER** – Submit Online Registration; Attend Orientation Workshop; Sign President and Treasurer Affidavits; Sign up for and attend Campus Activities Day and Student Organization Officer Retreat

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>2</td>
<td>Student Organization Orientation, 12:30PM, Student Union Ballroom</td>
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<tr>
<td>9</td>
<td>SCG Finance Meeting, 12:30PM, Student Union 307</td>
</tr>
<tr>
<td>9</td>
<td>SCG Parliament Meeting, 7PM, Student Union 307</td>
</tr>
<tr>
<td>10</td>
<td>SCG Finance Meeting, 12:30PM, Student Union 307</td>
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<tr>
<td>10</td>
<td>SCG Parliament Meeting, 7PM, Student Union 307</td>
</tr>
<tr>
<td>14</td>
<td>Student Organization Orientation, 6PM, Student Union Ballroom</td>
</tr>
<tr>
<td>16</td>
<td>Campus Activities Day, 12:30PM-2PM, Quad</td>
</tr>
<tr>
<td>23</td>
<td>SCG Finance Meeting, 12:30PM, Student Union 307</td>
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<tr>
<td>23</td>
<td>SCG Parliament Meeting, 7PM, Student Union 307</td>
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<tr>
<td>30</td>
<td>SCG Finance President/Treasurer Meeting, 12:30PM, Student Union 307</td>
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<td>30</td>
<td>Class Elections 10:00AM-4:00PM Donovan Dining Center</td>
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#### OCTOBER – Participate in Homecoming and Diversity Week; Plan Events

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>3</td>
<td>Homecoming</td>
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<tr>
<td>7</td>
<td>SCG Finance Meeting, 12:30PM, Student Union 307</td>
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<td>7</td>
<td>SCG Parliament Meeting, 7PM, Student Union 307</td>
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<td>14</td>
<td>SCG Finance Meeting, 12:30PM, Student Union 307</td>
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<td>14</td>
<td>SCG Parliament Meeting, 7PM, Student Union 307</td>
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<tr>
<td>28</td>
<td>SCG Finance Meeting, 12:30PM, Student Union 307</td>
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<tr>
<td>28</td>
<td>SCG Parliament Meeting, 7PM, Student Union 307</td>
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#### NOVEMBER – Pick up Budget Packets from SCG; Prepare for Spring Semester

<table>
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<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>4</td>
<td>SCG Finance Meeting, 12:30PM, Student Union 307</td>
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<tr>
<td>4</td>
<td>SCG Parliament Meeting, 7PM, Student Union 307</td>
</tr>
<tr>
<td>18</td>
<td>SCG Finance Meeting, 12:30PM, Student Union 307</td>
</tr>
<tr>
<td>18</td>
<td>SCG Parliament Meeting, 7PM, Student Union 307</td>
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#### DECEMBER – Celebrate Accomplishments of Graduating Members; Apply to the Emerging Leaders Program; Sign up for Student Organization Showcase

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>2</td>
<td>SCG Finance Meeting, 12:30PM, Student Union 307</td>
</tr>
<tr>
<td>2</td>
<td>SCG Parliament Meeting, 7PM, Student Union 307</td>
</tr>
<tr>
<td>9</td>
<td>SCG Finance Meeting, 12:30PM, Student Union 307</td>
</tr>
<tr>
<td>9</td>
<td>SCG Parliament Meeting, 7PM, Student Union 307</td>
</tr>
</tbody>
</table>
JANUARY – SUBMIT SCG BUDGET PACKET FOR 2009-2010 BUDGET
27 SCG FINANCE MEETING, 12:30PM, STUDENT UNION 307
27 SCG PARLIAMENT MEETING, 7PM, STUDENT UNION 307

FEBRUARY – SCG BUDGET HEARINGS; REGISTER FOR AND PARTICIPATE IN LEADERSHIP WEEKEND AND STUDENT ORGANIZATION SHOWCASE
TBA LEADERSHIP WEEKEND
3 SCG FINANCE MEETING, 12:30PM, STUDENT UNION 307
3 SCG PARLIAMENT MEETING, 7PM, STUDENT UNION 307
10 STUDENT ORGANIZATION SHOWCASE, 12:30PM-2PM, STUDENT UNION BALLROOM
17 SCG FINANCE MEETING, 12:30PM, STUDENT UNION 307
17 SCG PARLIAMENT MEETING, 7PM, STUDENT UNION 307
20 SCG BUDGET HEARINGS FOR 2010-2011 BUDGETS, 9AM, STUDENT UNION 307
21 SCG BUDGET HEARINGS FOR 2010-2011 BUDGETS, 9AM, STUDENT UNION 307

MARCH – STORGY VOTING INFORMATION AVAILABLE; APPLY TO BE AN RA, ORIENTATION PEER COUNSELOR, OR UPWARD BOUND SUMMER COUNSELOR
3 SCG FINANCE MEETING, 12:30PM, STUDENT UNION 307
3 SCG PARLIAMENT MEETING, 7PM, STUDENT UNION 307
10 SCG FINANCE MEETING, 12:30PM, STUDENT UNION 307
10 SCG PARLIAMENT MEETING, 7PM, STUDENT UNION 307
24 SCG FINANCE MEETING, 12:30PM, STUDENT UNION 307
24 SCG PARLIAMENT MEETING, 7PM, STUDENT UNION 307

APRIL - ELECT NEW ORGANIZATION OFFICERS; SUBMIT STORGY VOTES; APPLY TO THE EMERGING LEADERS PROGRAM; DECLARATION PERIOD FOR SCG.
7 SCG FINANCE MEETING, 12:30PM, STUDENT UNION 307
7 SCG PARLIAMENT MEETING, 7PM, STUDENT UNION 307
14 STUDENT PARLIAMENT BUDGET MEETING, 7PM, STUDENT UNION 307
21 STUDENT PARLIAMENT BUDGET MEETING, 7PM, STUDENT UNION 307
21 SCG FINANCE MEETING, 12:30PM, STUDENT UNION 307
21 STUDENT PARLIAMENT BUDGET MEETING, 7PM, STUDENT UNION 307
28 SCG FINANCE MEETING, 12:30PM, STUDENT UNION 307

MAY – COMPLETE ONLINE REGISTRATION; APPLY FOR STUDENT UNION SPACE; CELEBRATE ACCOMPLISHMENTS; SCG AND CLASS OFFICE ELECTIONS, PREPARE FOR NEXT YEAR
5 SCG ELECTIONS MEETING, 6PM, STUDENT UNION 307
5 SCG SINE DIE, 8PM, STUDENT UNION 307
TBA STORGY AWARDS

TBA STUDENT UNION SPACE APPLICATIONS DUE
TBA COMPLETE ONLINE ORGANIZATION REGISTRATION FORM WITH NEW OFFICER INFO
TBA TRANSITION AND TRAIN NEW OFFICERS
Event Planning Assistance from Student Activities
Student Activities offers event planning assistance to student organizations as they formulate ideas for programs. The Assistant Director, Student Activities, Graduate Intern, and Student Organizations Outreach Coordinator – Student Staff, 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.

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.

Student Graphics
Student Union 435
graphics@so.ric.edu
456-8806
RIC Student Graphics is a student run organization that provides graphic solutions for Rhode Island College Community. We support Student Community Government, Inc., Rhode Island Student Organizations and Student Activities by providing event banners and other forms of promotional materials for little or no cost. Our employees are highly talented and professional individuals studying graphic design or involved with the arts.

Advertising with Student Graphics is the easiest way to promote your organization or event at Rhode Island College. Banners hung in Donovan Dining Center are constantly being viewed by everyone who enters the facility. They are colorful, creative, and eye catching. It is a great way to get your ideas noticed...and it works!!! In addition, our flyers can be seen all over campus...on bulletin boards, in classrooms, and even on poles outside of buildings.

Request form can be picked up in our office. When making a request, please be prepared to fill out our request form and provide any artwork or logo necessary. **Filling out a Graphics Request Form is mandatory** to organize your information and speed up production by avoiding confusion. Please do not make your information too wordy, as this will hamper readability.

**Production requires at least 3 weeks to complete.** Please bring in requests 3 weeks before you plan to advertise your event and not 3 weeks before the event! Late requests are taken at the Graphics Supervisor discretion and charges may be added for rush services. We reserve the right to deny any requests if staff schedule and production time is limited.

Photocopy Services
Student Community Government offers photocopying services at a reduced rate for students in the Student Union 401, daily 10am—2pm.

Student Organization Voice Mailboxes
Student organizations are eligible to request a secondary voice mailbox, which is a mailbox assigned to those who do not have an individual extension. To request a secondary voice mailbox submit the Voice Mailbox Request Form to the Office of Student Activities. A caller wanting to leave a message in a secondary mailbox will dial 456-1998, enter the secondary mailbox number and press the # key. To retrieve your messages dial
Voice Mailbox Use Instructions

Steps for logging into your voice mailbox to check messages:

1. Call (401) 456-1999
2. Enter your mailbox number, then press #
3. Enter your password, then press #

Instructions for playing messages

- After logging in, press 2 to play the message
  - While the message is playing you can use the following functions
    - Press 1 to skip back 5 seconds
    - Press 3 to move ahead 5 seconds
    - Press 23 to play message faster
    - Press 21 to play message slower
    - Press # to pause; press 2 to continue
    - Press 6 to go to the next message
    - Press 4 to go to the previous message
- To delete a message, press 76. If a message is not deleted it will be automatically saved

Steps for recording a greeting

1. While logged into your voice mailbox, press 82
2. Press 1 for external greeting (message played when calls are received from a non-RIC phone number), 2 for internal greeting (message played when calls are received from a RIC extension), or 3 for temporary greeting.
3. Press 5 to record. Wait for the tone before you start to speak.
4. Press # to end the recording.
5. When you have finished recording you can play the greeting by pressing 2.
6. To rerecord the greeting, press 5 to begin and # to end the recording.
7. To delete one of your greetings, press 76 at the greeting.

Steps for changing your password

1. While logged into your voice mailbox, press 84
2. Enter a new password, then press #. Your password may be from 4 to 16 numbers or letters, except the characters # and *
3. Enter the new password again, then press #
4. Enter your old password, then press #

For assistance at anytime during a voice mailbox session, press *

IMPORTANT REMINDER: For individuals to leave a message for your organization, they must call (401) 456-1998, then enter the mailbox number.
Student Organization E-Mail Accounts
Student organizations are also eligible to request a separate e-mail account specifically for organization use. To request this account, submit the Organization E-Mail Request Form to Dennis Sousa, dsousa@ric.edu, Campus Card, Student Union 204. 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, and protection by the RIC spamguard system.

Website Design and Hosting
Student Graphics can help your organize design a basic website and host it on a secure server. Advanced website features can also be added for a fee. For more information, contact Graphics at graphics@so.ric.edu or Student Union 435.

Student Organization Lounge and Resource Room
If you need a place for a few members of your organization to meet informally or want to just relax between classes, come and visit the new Student Organization Lounge and Resource Room in Student Union 408. There is a computer with scanner and printer for student organization use. The space offers a lending library of books on topics related to leadership, student development, and student affairs. In addition, the Resource Room has the following supplies, which are available for use by student organizations.

<table>
<thead>
<tr>
<th>Resource Room Supplies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Binders</td>
</tr>
<tr>
<td>Rolls of poster paper</td>
</tr>
<tr>
<td>Poster markers</td>
</tr>
<tr>
<td>Balloons</td>
</tr>
<tr>
<td>Helium tank</td>
</tr>
<tr>
<td>Raffle tickets</td>
</tr>
<tr>
<td>Dominos set</td>
</tr>
<tr>
<td>Board games</td>
</tr>
</tbody>
</table>

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
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](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](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 2009 Student Leadership Awards are listed below. Plaques bearing the names of Award recipients are located on the fourth floor of the Student Union, by the elevator.

- Alan Chile Leadership Excellence: Leann Schmidt
- Vital Contribution to the Community: Diamante “Dee” Tavolaro
- Campus Spirit: Brittany Richer
- Organization Outreach: Resident Student Association (RSA)
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
Joshua Laguerre
Ext: 8546
Email: Joshua.Laguerre@gmail.com
Vice President
Travis Escobar
Ext: 8540
Email: tescobar_5313@ric.edu

Secretary
Shawn Andrews
Ext: 8547
Email: SCGsecretary@so.ric.edu

Treasurer
Chris Kelly
Ext: 8430
Email: SCGtreasurer@so.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](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 from 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.**
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.

OTHER RESOURCES
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

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 e-mail addresses when they attend the organization’s 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 Graphics 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</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 the RICalendar and contacting other</td>
<td></td>
</tr>
<tr>
<td>student organizations</td>
<td></td>
</tr>
<tr>
<td>Space reservation</td>
<td>At least 1 month prior</td>
</tr>
<tr>
<td>Develop a proposed budget with cost estimates</td>
<td>At least 1 month prior</td>
</tr>
<tr>
<td>Apply to SCG finance for funding</td>
<td>At least 1 month prior</td>
</tr>
<tr>
<td>Performance contracts and W-9 – Advisors sign all contracts!!!</td>
<td>At least 1 month prior</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>Recruit organization members to help run the event</td>
<td>At least 2 weeks prior</td>
</tr>
<tr>
<td>Donovan Dining Center Request</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</td>
<td>At least 2 weeks prior</td>
</tr>
<tr>
<td>Confirm space reservation, including setup and audio visual</td>
<td>1 week prior</td>
</tr>
<tr>
<td>equipment</td>
<td></td>
</tr>
<tr>
<td>Confirm arrangements with all vendors and service providers</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</td>
<td>After bills are received</td>
</tr>
<tr>
<td>SCG</td>
<td></td>
</tr>
</tbody>
</table>

Rhode Island College Event Planning Guide for Student Organizations 2009-2010
### List of Useful Event Contacts

<table>
<thead>
<tr>
<th>Contact Type</th>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graphics</td>
<td>456-8806, <a href="mailto:graphics@so.ric.edu">graphics@so.ric.edu</a></td>
<td>SU 435</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Union Office</td>
<td>456-8034, SU 408</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Activities</td>
<td>Marissa Weiss, 456-8149, <a href="mailto:mweiss@ric.edu">mweiss@ric.edu</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Late Night Events</td>
<td>Kristen Salemi, 456-8538, <a href="mailto:ksalemi@ric.edu">ksalemi@ric.edu</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Union Facilities</td>
<td>Mark Paolucci, 456-8035, <a href="mailto:mpaolucci@ric.edu">mpaolucci@ric.edu</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Organization Assistance</td>
<td>Joanna Senay, 456-8469, <a href="mailto:jsenay@ric.edu">jsenay@ric.edu</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Campus Card</td>
<td>456-8394</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Welcome &amp; Information Center</td>
<td>456-8148</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Community Govt., Inc.</td>
<td>456-8088, <a href="http://scg.ric.edu">http://scg.ric.edu</a></td>
<td>SU 401</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classroom Facilities</td>
<td>Dennis McGovern, Records, 456-8203, <a href="mailto:dmcgovern@ric.edu">dmcgovern@ric.edu</a></td>
<td>Building 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Security</td>
<td>Cy Cote, 456-8204, <a href="mailto:ccote@ric.edu">ccote@ric.edu</a></td>
<td>Browne Hall</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administration of the Quad</td>
<td>Dr. Ivy Locke, Administration &amp; Finance, 456-8200, <a href="mailto:ilocke@ric.edu">ilocke@ric.edu</a></td>
<td>Roberts 100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physical Plant/Housekeeping</td>
<td>George Aguiar, 456-8532, <a href="mailto:gaguiar@ric.edu">gaguiar@ric.edu</a></td>
<td>Physical Plant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Residence Halls</td>
<td>Teresa Brown, Director, 456-8240, <a href="mailto:tlbrown@ric.edu">tlbrown@ric.edu</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sweet Hall</td>
<td>Vanda Barros, Hall Director, <a href="mailto:vbarros@ric.edu">vbarros@ric.edu</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thorp Hall</td>
<td>TK (Thomas Kelley), <a href="mailto:tkelley@ric.edu">tkelley@ric.edu</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weber Hall</td>
<td>Peter Gibb, <a href="mailto:pgibb@ric.edu">pgibb@ric.edu</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Willard Hall</td>
<td>Joie Steele, <a href="mailto:jsteele@ric.edu">jsteele@ric.edu</a></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>New Hall</td>
<td>Dom Licygiewicz, <a href="mailto:dlicygiewicz@ric.edu">dlicygiewicz@ric.edu</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Browne Hall</td>
<td>Amy Melo, <a href="mailto:amelo@ric.edu">amelo@ric.edu</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Donovan Dining Center</td>
<td>456-8207</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ticket Printing</td>
<td>RIC Box Office, Paul Cotter, 456-8388, <a href="mailto:pcotter@ric.edu">pcotter@ric.edu</a></td>
<td>Roberts Hall</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Anchor</td>
<td>456-8280, <a href="http://www.anchorweb.org">http://www.anchorweb.org</a>, Ducey Media Center</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WXIN</td>
<td>456-8288, <a href="http://www.ricradio.org">http://www.ricradio.org</a>, Ducey Media Center</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Campus Signs</td>
<td>Dan Gannon, 456-8262, <a href="mailto:dgannon@ric.edu">dgannon@ric.edu</a></td>
<td>Physical Plant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty/Staff Briefs</td>
<td>News and Public Relations, <a href="mailto:onpr@ric.edu">onpr@ric.edu</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Photocopying</td>
<td>Office Services, 456-8231, Craig-Lee</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unity Center</td>
<td>456-8791, Donovan Lower Level</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Athletics</td>
<td>Don Tencher, Director, 456-8007, <a href="mailto:dtencher@ric.edu">dtencher@ric.edu</a>, Murray Center</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nazarian Center</td>
<td>Michael Ducharme, Director, 456-8194, <a href="mailto:mducharme@ric.edu">mducharme@ric.edu</a>, Roberts Hall</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Audio-Visual Equipment</td>
<td>Tony Carlino or Julio Contreras, Gaige 113, 456-8405 or 456-8803</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
Space Reservations

Event Management System (EMS)
Rhode Island College is in the process of launching the EMS online space reservation system for Fall 2009. For more general information on EMS, visit [http://www.dea.com/Industries/Education/HigherEd.aspx](http://www.dea.com/Industries/Education/HigherEd.aspx). Once the online process for space requests from student organizations is confirmed, student organizations will be notified. Please note that only student organizations that have completed their recognition responsibilities (completing the online contact information form, attending an orientation session, etc.) will have access to the reservation system. Furthermore, one student from each recognized student organization, usually the president, will have access to the system through his/her RIC e-mail login.

Though EMS will allow users to reserve space online, you still might need to contact the individual or office in charge of a specific space. Please use the below contact list for questions about specific spaces.

Contacts for Campus Facilities

<table>
<thead>
<tr>
<th>Space</th>
<th>Contact Name</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Union (including the Ballroom)</td>
<td>Mark Paolucci, Student Union</td>
<td>456-8149, <a href="mailto:mpaolucci@ric.edu">mpaolucci@ric.edu</a>, Student Union 408</td>
</tr>
<tr>
<td>Classrooms (including Gaige Auditorium)</td>
<td>Dennis McGovern, Records</td>
<td>456-8203, <a href="mailto:dmcgovern@ric.edu">dmcgovern@ric.edu</a>, Building 4</td>
</tr>
<tr>
<td>Quad and non-Residential Life outdoor space</td>
<td>Dr. Ivy Locke, Administration and Finance</td>
<td>456-8200, <a href="mailto:ilocke@ric.edu">ilocke@ric.edu</a>, Roberts 100</td>
</tr>
<tr>
<td>Residence Halls (including Weber Beach)</td>
<td>Teresa Brown, Residential Life &amp; Housing</td>
<td>456-8240, <a href="mailto:tblbrown@ric.edu">tblbrown@ric.edu</a>, New Hall</td>
</tr>
<tr>
<td>Nazarian Center (Theaters)</td>
<td>Michael Ducharme, Nazarian Center</td>
<td>456-8194, <a href="mailto:mducharme@ric.edu">mducharme@ric.edu</a>, Roberts Hall</td>
</tr>
<tr>
<td>Athletics (Recreation Center, Murray Center, Soccer field, etc.)</td>
<td>Don Tencher, Athletics</td>
<td>456-8007, <a href="mailto:dtencer@ric.edu">dtencer@ric.edu</a>, Murray Center 123</td>
</tr>
<tr>
<td>Donovan Dining Center and Meeting Rooms</td>
<td>Marsha Paniccia, Donovan Dining Center</td>
<td>456-8207, Donovan Dining Center</td>
</tr>
<tr>
<td>President’s Dining Room, Board of Governor’s Room</td>
<td>President’s Office</td>
<td>456-8101, Roberts 403</td>
</tr>
<tr>
<td>School of Social Work Atrium</td>
<td>Eileen Ryan, School of Social Work</td>
<td>456-8042, School of Social Work</td>
</tr>
<tr>
<td>Adams Library (including the Fortes Room and the Reinhardt Room)</td>
<td>Ellen Morais, Adams Library</td>
<td>456-8052, <a href="mailto:emorais@ric.edu">emorais@ric.edu</a>, Adams Library 403</td>
</tr>
</tbody>
</table>

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>Location</td>
<td>Capacity</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>----------</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>
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
- Sunday through Wednesday events will end by 11 p.m.
  - The building must be emptied of all bands, DJ's, etc. by 12 midnight
- Thursday events will end by 12 midnight
  - The building must be emptied of all bands, DJ's etc by 1 a.m.
- Friday and Saturday events 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.

Use of Facility Form/Space Request
Use of Facility Form must be completed, signed by College Security, Housekeeping and the Office of Student Activities and submitted to Scheduling no less than TEN WORKING DAYS IN ADVANCE OF THE EVENT.

Admission
- Current RIC Students w/valid RIC student ID
- RIC students may be accompanied by up to 2 guests who must provide proof of age 18+
- Local college students with a current ID will be allowed access and must provide valid 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 been scheduled and approved through the Student Union, Campus Security, Housekeeping and the Scheduling Office. 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 is 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 to make decisions on related issues with just cause.

Fall 2008
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, vflenmmg@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 to either Marsha Paniccia or Arthur Patrie, at the Donovan Office on the second floor, at least two weeks before an event. A list of Donovan’s catering menu can be found at 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>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>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>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 2 weeks prior</td>
</tr>
<tr>
<td>If tickets are being sold, bring an envelope to Abby Brunelle, Student Union Welcome &amp; Information Center student manager, 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 (see Waiver information on page 34)</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) 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.
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

Graphics
Graphics produces banners (that are displayed in Donovan), posters/signs, flyers, newspaper ads, and even special items like logos, T-shirts, and cloth banners. You can either provide your own artwork or allow them to think of a banner or flyer design. Get your request in early! [NOTE: Each registered organization is allowed one free banner and flyer per semester. After that, prices are negotiated with the Graphics department.] Graphics also offers flyer posting services on bulletin boards around campus. Graphics Request forms can be found in the Graphics Office in Student Union 435, 456-8806.

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.

RICalendar
Recognized student groups can submit their campus events and contracted group-sponsored off campus events to the RICalendar through the college homepage at www.ric.edu (click on the RICalendar icon). Instructions for adding an event to the RICalendar can be found at http://ricalendar.ric.edu/html/help.html#instructions. Please note that a new online College calendar will replace the RICalendar when the EMS space reservation system is installed.

Student Activities Briefs
The Office of Student Activities sends out e-mail messages to a list of 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.

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.

What’s News
The News and Publications office also produces a bi-weekly newspaper that is distributed to parents, alumni and other members of the RIC Community. The deadlines for submissions are very early, but if you are interested in having your event listed, fill out the Briefs form and check off What’s News at the top of the page and submit it. If you have a unique story idea, (about a student, activity, etc.) contact What’s News at 456-8090.

**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, contact Mark Paolucci 456-8035.

**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 Jane Fusco with 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
pifeat@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>Graphics Student Supervisor</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="mailto:graphics@so.ric.edu">graphics@so.ric.edu</a></td>
<td></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>Jane Fusco, Director of News and PR</td>
<td>Media Center 228</td>
</tr>
<tr>
<td>Kauffman Center LL - East Campus</td>
<td>Tel: 456-8288</td>
</tr>
<tr>
<td>Tel: 456-8468</td>
<td><a href="http://www.ricradio.org">http://www.ricradio.org</a></td>
</tr>
<tr>
<td><a href="mailto:jfusco@ric.edu">jfusco@ric.edu</a></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<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>
</tr>
</tbody>
</table>

<table>
<thead>
<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>
</tr>
<tr>
<td></td>
<td><a href="http://www.projo.com">http://www.projo.com</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<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>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<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>
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<td>RI Novelty: (401) 335-3300, <a href="http://www.rinovelty.com/">http://www.rinovelty.com/</a></td>
<td>Tel: (401) 273-6397</td>
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<td>Silver Screen Design: (800) 593-4052, <a href="http://www.silverscreendesign.com/">http://www.silverscreendesign.com/</a></td>
<td>Fax: (401) 273-0920</td>
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<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

Stickers

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)

Face Book, Myspace, BlackBoard, Text Messaging
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.

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.

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 drawing 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.
Forms

Advisor Agreement

Rhode Island College
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
Student Organization Voice Mailbox Request
RHODE ISLAND COLLEGE STUDENT ACTIVITIES

Voice Mailbox Request
for Recognized Student Organizations

Organization_________________________________________________

Student Representing Student Organization__________________________________________

Circle one: President  Vice-President  Treasurer  Secretary

Home Telephone__________________________________________

Email______________________________________________________

Note: A Voice Mailbox number will be issued for the academic year and will need to be renewed each year through the Recognition process. It is intended for Student Organizational business and not for personal use.

All questions regarding use and changes in the Voice Mailbox system should be directed to Kristen Salemi, Director of the Student Union.

Please forward completed and submit to Kristen Salemi, Director of the Student Union, Student Union #408.

A return phone call and/or email will be made to the contact listed above and an appointment will be made for assignment/instruction.

For Office Use Only:

Voice Mailbox Number Assigned________________________
Voice Mailbox Password Assigned______________________
Date of Assignment___________________________________
Person Making Assignment______________________________
Organization E-Mail Account Request

RHODE ISLAND COLLEGE STUDENT ACTIVITIES
Organization Email Request
for Student Organizations with Institutional Recognition

Organization ____________________________________________

Student Representing Student Organization ________________________

Circle one: President  Vice-President  Treasurer  Secretary

Home Telephone ____________________________________________

Personal Email ____________________________________________

An Organizational Email will be issued for the current academic year and will need to be renewed each year through the Institutional Recognition process. It is intended for Student Organizational business and not for personal use.

The student organization and person issued the email need be aware of and adhere to the Rhode Island College policy on Responsible Computing. For more information, visit: http://www.ric.edu/uss/policy.htm#Policy.

Please indicate in the above area the email address prefix that you would like (up to 12 characters), using preferred upper and lower case letters, with no spaces in between. When issued, your preferred prefix will be issued with the suffix, so.ric.edu, indicating that it is a student organization account.

Example: EcologyClub@so.ric.edu

All questions regarding use and changes in the Email system should be directed to Dennis Sousa, Campus Card Manager.

Please forward completed and submit to
Dennis Sousa, Campus Card, Student Union #204.

A return phone call and/or email (to your personal email listed above) will be made to the contact listed above and an appointment will be made for assignment/instruction.
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

Please submit as early as possible. Box Office services may not be available if this form is submitted less than two weeks prior to your event.

Check as appropriate:

SERVICES

○ Box Office service – Box Office sells tickets in advance and at showtime.

○ Tickets only – The producing organization will sell their own tickets. Please print ______ tickets for us

○ Combination – Box Office sells tickets in advance and at showtime, but we would like to have a number of tickets that we may sell or give out.
Please print ______ tickets for us

Person we can contact at your organization______________________________
Phone_______________________ email______________________________

Special requests or instructions_________________________________________
_________________________________________________________________
_________________________________________________________________

TICKET FORMAT: (complete as ticket should appear)

______________________________________________Presents ______________________________________________
(Name of producing organization) (Name of show)

______________________________________           __ _______________________
(Performance date ie: “Monday, June 1, 2006”) Performance time ie: “8:00 PM”
Indicate all, even if it’s obvious. Indicate AM/PM even if it’s obvious.

____________________________________________________________________
(Location) ie Auditorium in Roberts Hall, Sapinsley Hall, Student Union Ballroom, etc.

TICKET PRICES

Don’t leave any space blank. Use “n/a” if category doesn’t apply. Use “.00” if free.

General Public $___________ Senior Citizen $___________ RIC Faculty/Staff $___________
Child (12 and under) $___________ RIC Student $___________ Non-RIC Student $___________

__________________ $___________ _______________ $___________
(Additional price category) (Additional price category)

DATE TICKETS SHOULD GO ON SALE __________________

Signed ____________________________ Date ____________________________
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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<th>Name</th>
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<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/

<table>
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<th>Today's date:</th>
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<tbody>
<tr>
<td>Organization name:</td>
<td></td>
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<tr>
<td>Date(s) of trip:</td>
<td></td>
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<tr>
<td>Destination of trip:</td>
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<tr>
<td>Telephone numbers of destination (if applicable, i.e. hotel, conference center, event coordinator):</td>
<td></td>
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<tr>
<td>Name and telephone number of student trip leader:</td>
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<td>Purpose of trip:</td>
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</table>

______________________________  ______________________________
(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.
  - o 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.
Accident Report

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

Please complete this form if there is a major accident or injury at an event and bring a copy to Student Union 408.

Name of Injured:__________________________Sex:____Age:____
Address:____________________________________________________
___________________________________________________________
Phone number:________________________EMPL ID__________
Status:
   Member:____Guest____Other(specify)____________
Location of Accident:________________________Date:____Time:____
If injured during an activity, was the activity supervised?   Yes____No____
Staff Member on duty____________________________

Description of accident:
__________________________________________________________________________________________________________________
__________________________________________________________________________________________________________________
__________________________________________________________________________________________________________________
__________________________________________________________________________________________________________________

Apparent Nature of Injury:
__________________________________________________________________________________________________________________
__________________________________________________________________________________________________________________
__________________________________________________________________________________________________________________

First Aid administered by: ________________________________
First Aid Treatment provided: ________________________________
__________________________________________________________________________________________________________________
__________________________________________________________________________________________________________________

Witness(es):
Name: ___________________________Telephone:____
Current Address: ______________________EMPL ID_____
Name: ___________________________Telephone:____
Current Address: ______________________EMPL ID_____

Rhode Island College Event Planning Guide for Student Organizations 2009-2010
Incident Report

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

Please complete this form if there is an altercation or a major incident at an event and bring a copy to Student Union 408.

**Person involved (Please Print):**

Name______________________________________Sex ___Age_____
Address_________________________________________Phone________
Status: Member____ Guest_____ Other(specify)____________
Day/Date of Incident______________Exact Time:__________
Exact Location:____________________________________________

*Describe incident with detail (other persons, situation, equipment, etc…)
____________________________________________________________________________________________
____________________________________________________________________________________________

Witness(es) to incident (PLEASE PRINT):

Name______________________________Phone:__________________
Current Address:______________________EMPL ID________
Name______________________________Phone:__________________
Current Address:______________________EMPL ID________
Name______________________________Phone:__________________
Current Address:______________________EMPL ID________

If incident occurred during an activity was the activity supervised?  Yes_______No_______

Staff person on duty________________________________________

*Action taken:
____________________________________________________________________________________________
____________________________________________________________________________________________

Report Documented By:____________________Date:____________
Position:_________________________________________________

*Use other side if necessary
# Rhode Island College Student Organization Goal Setting Form

**Organization:**

<table>
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<tr>
<th>What is the vision and mission of your organization?</th>
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<th>What are your goals for the year?</th>
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<tr>
<th>How many members are you hoping to recruit this year?</th>
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<th>What type of programs are you organizing this year? ex. socials, lectures, carnivals, tournaments...</th>
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<th>List proposed programs and when you hope to have them.</th>
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<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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