Rhode Island College

# Advisor Manual

## Student Organizations


RIC STUDENT ACTIVITIES

**A** ware
**D** edicated
**V** isible
**I** nformed
**S** upportive
**O** pen-minded
**R** espected

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*Manual updated December 2013*

## A MESSAGE FROM STUDENT ACTIVITIES

Dear Student Organization Advisor,

Thank you for agreeing to advise one of our student organizations.  The advisor role is an important one that often goes without recognition.  We in the Student Union and Office of Student Activities recognize the time that it takes to work with a student organization, and also know the positive impact you have on our students.

Advising a student organization can be an incredibly rewarding task.  You have the opportunity to connect with and learn about our students in a unique way that compliments their academic experience.  Student organizations give students a space to learn how to lead and manage groups by developing their ability to communicate, think critically, make decisions, and empathize with others.  Additionally, they provide interactions that can lead to friendships and add to a positive Rhode Island College experience.

There is no "one size fits all" approach to advising. You will develop your own style, but it may vary from group to group and year to year.  For many groups, the advisor serves as a point of contact for officers, acts as a sounding board for the group's ideas, and provides continuity over time.  While not on the front lines of the student organization's operations, you play a crutial role in the success of the group.

Thank you again for serving in this capacity.  Should you ever need assistance, feel free to contact me at any time;  I would be happy to give you suggestions or come work with your student organization individually.  I can be reached at (401)456-2706 or mgiacalone@ric.edu.

Michael Giacalone
Program Coordinator, Student Activities
Student Union 408
mgiacalone@ric.edu
(401) 456-2706
http://www.ric.edu/student_activities

**ANNUAL TIMELINE**

Below is a general timeline of the year for student organizations.  Specific deadlines and the dates of workshops will be set each semester.

SEPTEMBER
- o Meet with a Student Activities staff member for a Student Organization Orientation
- o Attend Campus Activities Day
- o Attend the Student Community Government, Inc. (SCG) President/Treasurer Meeting
- o Complete the Advisor Agreement Form
- o Update officers in myRIC for Student Activities (if not completed in the spring)
- o Complete an Officer List for SCG (if not completed in the spring)
- o Request a budget from SCG (if not completed in the spring)

OCTOBER – NOVEMBER
- o Focus on events

DECEMBER
- o Pick up the SCG Budget Packet for the following year
- o Plan for the spring semester

JANUARY
- o Finalize plans for the spring semester
- o Return the SCG Budget Packet

FEBRUARY
- o Attend the Spring Activities Fair

MARCH
- o Focus on events
- o Identify potential new officers

APRIL
- o Hold elections
- o Transition officers
- o Update information in myRIC for Student Activities
- o Complete an Officer List for SCG
- o Apply for office space in the Student Union

MAY – AUGUST
- o Plan for the following year

## PRIVILEGES AND RESPONSIBILITIES OF STUDENT ORGANIZATIONS

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

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

## STUDENT ORGANIZATION OFFICERS AND ADVISOR RESPONSIBILITIES

Advisors play an important role in a student organization's success.  They serve as a guide and resource to the students to help them achieve their organization's mission.  While we expect our advisors to be more than just a person to sign forms, we value the experience students get from running their own organizations.  We recommend that you and your group agree upon your expectations of each other at the beginning of each year.  Below are some general responsibilities for the student organization officers and the advisor.

### Officers

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

### Advisor

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

## GROUP DEVELOPMENT

Student organizations change over time as they perform tasks, change membership, and develop their leaders.  Typically, they progress through a classic model of group development originally put forth by Bruce Tuckman in 1965, which he revised with Mary Ann Jensen in 1977.  The model contains five stages which build upon each other.  While it's important for a group to move forward, they may need to go back to previous stages, if only briefly, to become a stronger group.

| STAGE | ROLE AS THE ADVISOR |
|---|---|
| **I. Forming:** A group in the forming stage is just coming together.  Members begin to figure out what the purpose of their group is and their role in it.  They are building trust with one another and generally keep confrontation to a minimum. | Given the low level of confrontation, it will be easy for the group to develop groupthink and stifle maximum potential.  Work with the members to be inclusive of varying perspectives to help them understand their mission and purpose. This is also the time to set expectations of each other. |
| **II. Storming:** In the storming stage the group is working through the ambiguities of a young group.  Members voice opinions which may cause conflict with other members or divisions among different sub-groups.  This can be a short stage of development if the purpose of the group and member expectations are clear. | While members may have conflicts with one another, they may not know how to work through them.  Help members with their conflicts by focusing on issues, not people, and encourage honest face-to-face conversations.  You may find success in working as a mediator in a discussion with members. |
| **III. Norming:** Once differences are resolved, the group develops a standard operating procedure.  This includes the way things are done, expectations of members, and the culture of the group.  The group members begin to be more comfortable with each other and a group identity emerges. | Encourage members to work with one another.  Students in assigned leadership position may want to take on all the work to "prove" themselves.  Help them delegate tasks to other members.  This will develop other members as leaders while keeping them engaged with the group.  Assist the group with setting attainable goals. |
| **IV. Performing:** In the fourth stage of development the group's purpose, vision, and goals are clear.  Members know their role in the group, but can flex and adapt to help the group attain its goals.  Conflict is addressed constructively as there is a high level of trust among the group members.  A group in this stage will need to be intentional about revisiting other stages as they recruit new members, face new issues, and challenge processes that may no longer work.  Without this renewal work, even the best group will suffer. | This is a great opportunity to step back and watch how much the group can do.  You may occasionally need to help with conflict, but it's more likely you'll play a role in some of the renewal pieces of this stage.  Encourage the group to recruit, welcome, and acclimate new members.  Group members may be resistant to change old processes, so you can assist by helping them see some of the benefits of change. |
| **V. Adjourning:** The timeframe of a group varies.  At the end of a period of time, whether that is an academic year when seniors graduate, or after a few weeks when an ad hoc committee dissolves, the group should take time to reflect on their work, learn from their mistakes, and celebrate the contributions of their members.  This stage can result in a sense of loss for both those leaving and those who are still in the group. | The advisor is vital in this stage.  One ending point is the transition of a new executive board.  An advisor can help with a smooth transition by ensuring information is not lost and goals are not forgotten.  Advisors also play a role as an anecdotal historian for the club or organization, which is helpful for the group to not repeat mistakes. |

Adapted from: Komives, S. R., Lucas, N, & McMahon, T. R. (2007). *Exploring leadership: For college students who want to make a difference* (2nd ed.). San Francisco, CA: Jossey-Bass.

## REQUESTING SPACE – USING EMS

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

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

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

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

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

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

All authorized RIC student organizations with approved EMS accounts can access EMS using their RIC student organization email account address issued by the college as their User ID (such as studentorg@so.ric.edu). Please note that the password of the EMS account may not be in sync with the password of the student organization's email account if you have changed the email password.

If you need to reset your EMS account password, Michael Giacalone Student Activities Program Coordinator at (401) 456-2706 or mgiacalone@ric.edu.
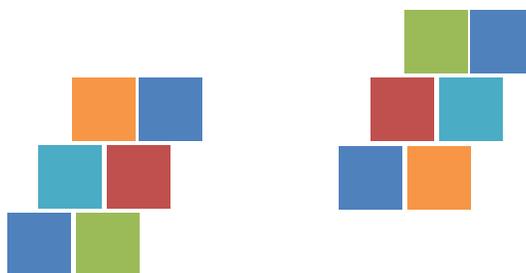
EMS TIPS

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

o The online EMS guide http://www.ric.edu/VEMS_Gallery/EMS%20VIRTUAL%20EMS%20Room%20Reservation%20Manual.pdf is a great resource for familiarizing oneself with the program.

o **Events that are requested through EMS automatically appear on the RICalendar,** https://ricalendar.ric.edu/MasterCalendar/MasterCalendar.aspx**.** Therefore, be specific when entering the Event Name. For example, instead of calling the event "meeting", write something like "Basket Weaving Club Weekly Meeting".

o Request the space for the entire time that you would like to utilize the room. For example, if your event starts at 8:00 pm, but you need to decorate and rehearse the performance, request the space beginning at 6:00 pm.

o If you need services (such as food or AV equipment, etc.), please click "Submit Reservation" first -- this will allow the system to book the room for you without adding any the services. Once your room reservation request is submitted, please go to "Reservations/View My Requests" and add services with special delivery times there.

o Student organizations are usually not charged for AV services, though it is always a good idea to double check by calling AV at (401) 456-8803. If the event is in the Student Union, check on AV equipment by calling Mark Paolucci at (401) 456-8035.

o Where to find commonly ordered Donovan items:
  • Chicken fingers and mozzarella sticks: Hors d'oeuvres
  • Party pizza (square pizza slices): Hors d'oeuvres
  • Bags of potato chips: Sweets & things
  • Pieces of whole fruit: A la carte, Breakfast
  • Deluxe cheese platter: A la carte, Specialty platters
  • *Note – if you'd like a Donovan item that isn't listed, call (401) 456-8207

## COLLEGE POLICIES

STUDENT ORGANIZATION RECOGNITION FOR EXISTING GROUPS

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

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

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

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

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

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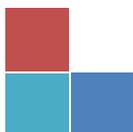
CATERING

All food for events must be ordered through the college's Dining Services.  A full menu can be found at http://www.ric.edu/CollegeDining/pdf/CateringGuide.pdf.  Catering orders can be placed using EMS under "Services" once you've reserved a room.  Similar to other EMS requests, all catering orders must be entered at least five days in advance of the event.

If you have special requests or would like something that is not on the catering menu please call (401) 456-8207.  You must receive permission from Dining Services to purchase food or beverages from another location.

LATE NIGHT EVENTS IN THE STUDENT UNION

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. Dances and parties open to the general public are discouraged.

The organization president (and/or event coordinator) and the advisor must meet with the Director of the Student Union at least four weeks prior to any late night event to review specific event requirements.  The Director of the Student Union, Kristen Salemi, can be reached at ksalemi@ric.edu.

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** 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 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.

**Waivers**

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.

**Transportation**
Personal vehicles may not be used for transporting others to or from the destination of the college-sponsored trip. 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 (401) 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 (401) 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.

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 Student Activities Program Coordinator at (401) 456-2706.

**Please note that additional information is needed for International Travel.**  Please contact the Office of Student Activities for more information, or review our international travel requirements on the Student Activities website.

ACCIDENTS/INCIDENTS
If there is an accident or incident, please report it to Campus Police at (401) 456-8201 on the ground level of Browne Hall once immediate care has been provided.  Once the situation has been taken care of, please fill out an **Incident Report Form** and turn it in to Student Union 408 the next business day.
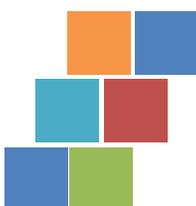
FILMS

In accordance with copyright law, any group that wishes to show a film must obtain the rights to the film through companies such as Swank Motion Pictures ([www.swank.com](www.swank.com)) even if a group member owns the film and/or admission isn't being charged.  Please see below for more information from Swank Motion Picture's website.

**What the Law Says**
The Federal Copyright Act (Title 17, United States code, Public Law 94-553, 90 Stat. 2541) governs how copyrighted materials, such as movies, may be utilized publicly. Neither the rental nor the purchase or lending of a videocassette or DVD carries with it the right to exhibit such a movie publicly outside the home, unless the site where the video is used is properly licensed for copyright compliant exhibition.

This legal copyright compliance requirement applies to parks and recreation departments, colleges, universities, public schools, day care facilities, summer camps, churches, private clubs, prisons, lodges, businesses, etc. regardless of whether admission is charged, whether the institution is commercial or non-profit or whether a federal, state or local agency is involved.

The movie studios who own copyrights, and their agents, are the only parties who are authorized to license sites such as parks and recreation departments, businesses, museums, etc. No other group or person has the right to exhibit or license exhibitions of copyrighted movies.

Furthermore, copyrighted movies borrowed from other sources such as public libraries, colleges, personal collections, etc. cannot be used legally for showing in colleges or universities or in any other site which is not properly licensed.

**Unauthorized Public Exhibition of Movies**
The concept of "public performance" is central to copyright and is the main issue of protection for these intellectual properties. Most of the persons participating in movie productions depend upon royalties for a major portion of their payment for work performed.

Royalties are the shares paid to movie producers, script writers, authors, computer programmers, playwrights, musicians, inventors, etc. out of the proceeds resulting from the sale, performance or use of their work. If these men and women lose ownership of their work and do not receive royalty revenue, much of which is collected through licensing fees, there will be little incentive for them to continue to invest their time, research and development costs to create future endeavors. If this happens, they must then look to the U.S. Copyright Law for assistance. Consequently, if their intellectual creations are being used by others who are not paying compensation (royalty) for the use, copyright law may need to be enforced.

**The "Education Exemption"**
Under the "Education Exemption," copyrighted movies may be exhibited in a college without a license only if the movie exhibition:
o   An "integral part of a class session" and if of "material assistance to the teaching content."
o   Supervised by a teacher in a classroom.
o   Attended only by students enrolled in a registered class of an accredited non-profit educational institution.
o   Lawfully made using a movie that has been legally produced and obtained through rental or purchase.

RAFFLES AND BINGO

Raffles and BINGO fall under the State of Rhode Island's charitable gaming regulations. All of the following information is taken from the State of Rhode Island Charitable Gaming Unit website (http://www.risp.ri.gov/sectionsandunits/charitablegaming.php). Please encourage your student organization to review this site before they schedule these types of events for registration, regulations, and necessary documentation. For more information, you may call the Charitable Gaming Unit at (401) 444-1147.

**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 bingos. Please include a check or money order in that amount, made payable to the "Rhode Island State Police" with 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, submit it along with the five dollar application fee to the Chief of Police in the city/town where the drawing will be held (with the exception of Providence, where it must first be submitted to the Providence City Hall Licensing Department). The Chief of Police will conduct records checks on the applicants and sign the application indicating his/her approval or disapproval of your request. The application will then be forwarded 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 Rhode Island General Law. When the application is approved, a letter will be sent to the applicant, with a copy being sent to the Chief of Police in the city/town where the drawing will be held. You may sell the tickets anywhere, but you must hold the drawing in the location indicated on your application. A financial report will be included with the letter of approval. This financial report must be completed and returned to the Rhode Island State Police 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.

o Organizations wishing to conduct a weekly or twice weekly bingo where prizes exceed four hundred dollars ($400) per day should complete Form SP-1.
o Organizations wishing to conduct senior citizens bingo where prizes shall not exceed four hundred dollars ($400) per day should complete Form SP-4.
o Organizations wishing to conduct an annual or one-time recreational or special bingo, (such as at a church bazaar), where prizes shall not exceed three hundred dollars ($300) per event should complete Form SP-4.1.

After you complete the bingo application, submit it with the five dollar application fee to the Rhode Island State Police Charitable Gaming Unit at the address on the application. The State Police will conduct records checks on the applicants and review the application to see if it meets the criteria outlined in the Rhode Island General Laws. It is the applicant's responsibility to contact their local licensing authority upon approval to see if a separate event license is required. When the application is approved, a letter will be sent to the applicant, with a copy being sent to the Chief of Police in the city/town where the bingo will be held. A financial report will be included with the letter of approval. This financial report must be completed and returned to the Rhode Island State Police Charitable Gaming Unit, as outlined in the letter of authorization. No further authorizations will be approved until all required documents are received.

**Personnel Responsible for Charitable Gaming**
o Colonel Steven G. O'Donnell - Superintendent
o Captain Benjamin M. Barney - Assistant Detective Commander
o Ms. Pauline Malec - Charitable Gaming Unit

## BASIC SCG FINANCE POLICIES

The Student Community Government Treasurer will hold a President/Treasurer Meeting in September of each year to teach organization presidents and treasurers SCG's finance policies. Those who do not attend the meeting will not be able to request to use their funds until they meet with the SCG Treasurer individually.

The Finance Commission is the SCG committee that oversees their funds. The commission is comprised of Parliament and non-Parliament students, and chaired by the SCG Treasurer. Their responsibilities include recommending student organizations' annual budgets; approving, amending, or rejecting allocations and reallocations above $150.00; making recommendations to Parliament on suspension or revocation of funding; and conducting audits of organizations as deemed necessary by the SCG President or Treasurer. **Please note that the Student Activities Office does not handle student organizations' finances and all questions should be directed to SCG.** All finance-related forms can be found at http://s380302343.onlinehome.us/index.php/forms. More information about finances can be provided by the SCG Treasurer who can be contacted at treasurer@ricscg.org, (401) 456-8088, or in SU 401.

BUDGET PROCESS

Student organizations request their budgets at the end of the fall semester for the following year by filling out the Student Community Government budget packet and attending their assigned budget hearing in the spring. After all student organization hearings are complete, the Finance Commission issues each organization a budget. Student organizations that are not satisfied with their allocated budget will have the opportunity to appeal to Parliament at a later date.

Student organizations that do not complete the budget process can request up to a $2,000.00 budget from the Finance Commission in September for that academic year.

FINANCE REQUEST

In order for a request to be considered by the Finance Commission, a finance request form must be submitted by 1:00 pm to Student Community Government Inc. on, or before, the Monday before the Finance Commission meeting. 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 $150.00**, you need only to submit this form to the Administrative Assistant or to the Treasurer of SCG.

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, for one academic year. Funding can cover up to the full cost of registration not too exceed $400, up to 50% of the actual cost of travel by air, bus, or rail, up to 50% of the actual cost of lodging up to 4 nights, and up to $25.00 daily per student for meals for up to five days. 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. Please note that student organizations attending conferences must follow the travel policy for student organizations found on pages 11 and 12 of this manual and on the Student Organization Resources page on the Student Activities website (www.ric.edu/student_activities/resources.php).

# LIABILITY AND RISK MANAGEMENT

As an advisor of a student organization, you are the university's representative regarding the organization's activities. As such, you are expected to give reasonable and sound advice to your organization about such things as programs, use of facilities and operational procedures. If you have reason to question an action taken by the organization, express your concern directly to the organization in writing, including the date, a suggested alternative to the questionable action, a warning, etc. It is important to remember that, in general, while we need to be concerned about liability, we can seriously damage the educational process by being paranoid about it. Just as there is no specific statement that explains faculty liability for every possible classroom incident, there is none that covers all the possible situations student organizations might encounter. If you have concerns about a situation unique to your organization or to a specific event sponsored by the organization you advise, please contact the Office of Student Activities. Although there is no way to completely eliminate risk and legal liability associated with a program or event, there are ways to reduce risk and provide a safer environment for program participants.

Here are a few things that your organization can do to identify and reduce risk:

- Develop an event plan and fact sheet.

- Utilize the **Risk Management Matrix** and **Risk Management Assessment** worksheet to identify risks and solutions.

- Develop a plan of action in reducing risk.

- Cancel the event if the conditions are dangerous or the group is not prepared to assume full responsibility for the risk involved. Assess the capability of the group to manage risk. Identify the challenges in managing risk, as well as resources to assist in your planning.

- Communicate with everyone involved (officers, members, advisors, participants, facilities, staff).

- Identify options for reducing risks by including, but not limited to:
  o Hiring a third party vendor or contractor
  o Purchasing additional liability insurance
  o Utilizing the college's **Assumption of Risk, Liability Release, and Covenant Not to Sue** form
  o Providing advanced training
  o Assuming a 'worst-case scenario' and preparing for it in order to reduce likelihood of it occurring

Our Student Organization Risk Management Guide can be found on our website and has additional information and details about risk management.

Adapted from: *ACPA Advisor Manual*

## STUDENT ORGANIZATION RESOURCES

The resources below may be helpful to your student organization.

SA BRIEFS
> Student Activities Briefs are announcements that are sent to all students, faculty, and staff each week. Students may submit a brief for their organization by filling out the online form that is linked to the Student Activities Briefs website (http://www.ric.edu/student_activities/sABriefs.php).

SA MARKETING
> The Office of Student Activities hires a group of students to create advertisements for student organizations and college departments. They can design a variety of marketing materials including flyers, banners, logos, and t-shirts. Each design is associated with a point value (cost). Recognized student organizations get 300 free points each year. Student organizations can request a design by stopping by the SA Marketing Office (SU 435), calling the office at (401) 456-8806, or e-mailing graphics@so.ric.edu.

TRAINING TO GO!
> Training to Go! is an individualized approached to student organization development. Instead of large trainings, a student activities staff member will work with groups on their specific needs. A variety of trainings are offered: goal setting, officer transitions, program planning, using EMS, running a meeting, recruitment, and more. To schedule a training, contact Michael Giacalone at mgiacalone@ric.edu or at (401) 456-2706.


## ADDITIONAL ADVISOR RESOURCES
Below are some resources for you as an advisor.
Student Organization Resources website: http://www.ric.edu/student_activities/resources.php

Student Community Government, Inc website: http://s380302343.onlinehome.us/index.php

ACPA: College Student Educator's International *Advisor Manual*

Astin, A. W. (1984). Student involvement: A developmental theory for higher education. *Journal of College Student Personnel, 25*(4), 297-308.

Dunkel, N. W. The responsibilities of advising a student organization. *NASPA's NetResults 2003-2004*.

Dunkel, N. W. & Schuh, J. H. (1998). *Advising student groups and organizations*. San Francisco, CA: Jossey-Bass.
> *Student Activities has a copy of this book, which can be loaned to interested advisors

Morrell, E. (2006). Advising student organizations: Strategies for establishing and maintaining successful student/advisor relationships. *Campus Activities Programming*, Nov/Dec 2006, 22-25.

## USEFUL CONTACTS

SA Marketing…………………………………....456-8806, graphics@so.ric.edu, SU 435

Student Union Office…………………………...456-8034, SU 408

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

Late Night Events………………………………...Kristen Salemi, 456-8538, ksalemi@ric.edu

Student Union Facilities………………………Mark Paolucci, 456-8035, mpaolucci@ric.edu

Student Organizations & Greek Life…………Michael Giacalone, 456-2706, mgiacalone@ric.edu

Campus Card………………………………….....456-8394

Welcome & Information Center……………….456-8148

Student Community Govt., Inc………………..456-8088, http://scg.ric.edu, SU 401

Classroom Facilities……………………………Dennis McGovern, Records, 456-8203, dmcgovern@ric.edu, Building 4

Security…………………………………………Fred Ghio, 456-8204, fghio@ric.edu, Browne Hall

Administration of the Quad……………………Mark Paolucci, 456-8035, mpaolucci@ric.edu

Physical Plant/Housekeeping………………..George Aguiar, 456-8532, gaguiar@ric.edu, Physical Plant

Residence Halls……………………………….Teresa Brown, Director, 456-8240, tlbrown@ric.edu

Sweet Hall…………………………………………Nachel Motta, nglynn@ric.edu

Thorp Hall………………………………………Aysia Thomas, athomas@ric.edu

Weber Hall………………………………………Allison Thayer, athayer@ric.edu

Willard Hall…………………………………….. Peter Gibb, pgibb@ric.edu

New Hall………………………………………...Alex Khoury, akhoury@ric.edu

Browne Hall……………………………………Alize Cordell, acordell@ric.edu

Donovan Dining Center………………………Janet Phillips, 456-8207, jphillips@ric.edu, Donovan Dining Center

Ticket Printing………………………………….RIC Box Office, Paul Cotter, 456-8388, pcotter@ric.edu, Roberts Hall

The Anchor……………………………………..456-8280, http://www.anchorweb.org, Ducey Media Center

WXIN……………………………………………456-8288, http://www.ricradio.org , Ducey Media Center

Campus Signs………………………………….Facilities and Operations, 456-8262, facilitieswo@ric.edu

Faculty/Staff Briefs……………………………News and Public Relations, onpr@ric.edu

Photocopying…………………………………..Office Services, 456-8231, Kauffman Center

Unity Center……………………………………Antoinette Gomes, 456-8791, agomes@ric.edu, Donovan Lower Level

Athletics…………………………………….....Don Tencher, Director, 456-8007,
dtencher@ric.edu, Murray Center

Nazarian Center……………………………... 456-8194

Audiovisual Services/Help Desk.....................Tony Carlino or Julio Contreras, Craig-Lee,
456-8405 or 456-8803