



RUTGERS

Officer Training

Student Centers and Activities



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Student Centers and Activities
Student Involvement Office
Office Hours:

Monday & Tuesday, 9:00am – 6:00pm
Wednesday & Thursday, 9:00am – 7:00pm
Friday, 9:00am – 5:00pm

For information on Officer Trainings and Workshops, email involvementpolicy@echo.rutgers.edu.

For information on Student Organization Registration, email orgregistration@echo.rutgers.edu.

For information on Provisional Student Organizations, email neworgs@echo.rutgers.edu.

For general questions, email osi@echo.rutgers.edu.



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STUDENT ORGANIZATION HANDBOOK FORMAT

- Please utilize the online Student Organization & Advisor Handbook resource.
- On the right, you will see the user friendly breakdown, and policy categories.
- Read more about student organization policy @ Involvement.rutgers.edu/handbook

The screenshot shows the Rutgers Student Involvement website. At the top, there is a red header with the Rutgers logo and 'Student Involvement Student Affairs'. Below the header is a navigation menu with links for 'ORGANIZATIONS', 'COMPUTER INVOLVEMENT', 'STUDENT GOVERNMENT AND FUNDING', 'EVENTS', 'ORGANIZATION OFFICER MATERIALS', and 'FAQ/ABOUT'. The main content area is titled 'Student Organization & Advisor Handbook'. Below the title, there is a paragraph of text describing the department's mission and services. At the bottom of the page, there is a grid of 12 buttons for various resources, including 'Advertising and Posting', 'Travel Programs and Informed Consent Waivers', 'Community Service and Volunteer Resources', 'Contracts', 'Event and Program Planning Guidelines', 'Food and Catering Guidelines', 'Public Funding', 'RUSA Allocations', 'Student Center and Reservations Guidelines', 'Student Organization General Guidelines', 'Student Organization Incident Policies', and 'SOP/FAQ/FAQ'.



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WHO IS OUR ADVISOR?

Each organization registered with Student Centers and Activities—Student Involvement Office has a assigned advisor.

If you are unsure of who your advisor is, you may find out by logging into your organization's getINVOLVED page and click "About":

To log into your getINVOLVED page, visit involvement.rutgers.edu and click on the link to our Rutgers getINVOLVED site.

getINVOLVED

HOME EVENTS ORGANIZATIONS NEWS



The screenshot shows the getINVOLVED page for the Companion Animal Club. At the top, there are navigation tabs for HOME, EVENTS, ORGANIZATIONS (which is selected), and NEWS. Below the navigation is a header section with the Rutgers logo on the left and the text "Companion Animal Club" on the right. Underneath the header are two buttons: a blue "JOIN" button and a white "CONTACT" button with an envelope icon. To the right of the text is a photograph of a brown dog sitting on a grey floor. Below the header and buttons is a main text area with three paragraphs. The first paragraph describes the club's mission to bring together students interested in learning about companion animals. The second paragraph describes the club's activities, including weekly meetings and campus events. The third paragraph describes the club's partnership with Merlin's Kids. At the bottom of the page, there is a link that says "VIEW ALL PHOTOS".



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Coca-Cola

Important: Coca-Cola products must be used as the beverage of choice at your organization events. More info on Coke products here:

<http://www.coca-colacompany.com/brands/the-coca-cola-company>



List of Coca-Cola Products:

- *Coca-Cola*
- *Diet Coke*
- *Coca-Cola Zero*
- *Coca-Cola Life*
- *Coca-Cola Light*
- *Sprite*
- *Fanta*
- *Fresca*
- *Mello Yello*
- *Seagram's*
- *Pibb*
- *Barq's*
- *Dasani*
- *Glaceau Smartwater*
- *Glaceau Vitaminwater*
- *Powerade*
- *Powerade Zero*
- *Odwalla*
- *Simply Orange*
- *Minute Maid*
- *Fuze*
- *Fuze Tea*
- *Honest Tea*
- *Nestea*

ADVERTISING

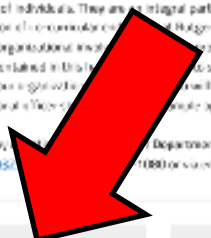
RUTGERS Student Involvement
Student Affairs
🔍 Search This Website

[ORGANIZATIONS](#) | [CONVENER/MANAGEMENT](#) | [STUDENT GOVERNMENT AND FUNDING](#) | [EVENTS](#) | [ORGANIZATION OFFICER MATERIALS](#) | [HANDBOOK](#)

Student Organization & Advisor Handbook

Student Involvement is here to serve students, student organizations, and the Rutgers community through organizational advisement and support. Involvement activities facilitate a development and a wide range of program offerings. Such efforts are implemented in collaboration with students, faculty, staff, and alumni, and in the growth and development of individuals. They are an integral part of the educational mission of Rutgers University. Our department views students as partners in the creation and implementation of the educational experience at Rutgers University. This shared responsibility is achieved through student employment opportunities, personal and professional experiences, organizational involvement, and a number of student decision-making initiatives. We welcome your participation as a student leader or leader. The information contained in this handbook is available as a resource to student organizations and their officers. Our hope is to build a partnership with you that will ensure success for your organization. We will offer you a variety of programs, knowledge, and wisdom that has been taken into consideration to meet your needs. Your experience as an organizational officer will provide you with unique opportunities to develop skills that will help you succeed in your future endeavors, and to meet or overcome learning objectives.

If you have any questions, please contact the Department of Student Involvement, located in the Student Activities Center (SAC), 614 George Street, New Brunswick, NJ 08901. Phone: [848-955-1100](tel:848-955-1100) for a general inquiry or isa@rutgers.edu.



Advertising and Posting	Travel Programs and Informed Consent Walkers	Community Service and Volunteer Resources	Contracts
Events and Program Planning Guidelines	Food and Catering Services	Public Events	RUSA Elections
Student Center and Reservation Guidelines	Student Organization General Guidelines	Student Organization Incident Policy	g@RWJ: UTD

Unit Name



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ADVERTISING

- Flyers Must Be Stamp Approved by the Student Involvement Office.
- Flyers at Bus stops will be torn down tri-weekly.
- Email: dorvilli@rci.rutgers.edu to receive approval for posting in Residence Halls.
- All student organizations should advertise all events and meetings on getInvolved
- Additionally, student organizations must list:

This event is sponsored by "Name of Club", a Rutgers University Student Organization on any and all advertising.



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TRADEMARK LICENSING

Student Organizations are entities of Rutgers University. When purchasing imprinted supplies such as t-shirts, sweatshirts, caps, mugs, promotional items, etc., you must use a vendor licensed by the Rutgers Trademark Licensing Department regardless of design.

Consult your Advisor if you are ordering items imprinted with your organization name or any other RU trademarks to be sure you are in compliance with trademark licensing guidelines. The Trademark Licensing website has a list of licensed vendors as well as information on the appropriate use of RU trademarks. For a list of approved vendors, visit the website at ucm.rutgers.edu/trademark-licensing. You are welcome to contact the Trademark Licensing staff, for help with finding an item or designing an imprint that will meet your promotional needs. This assistance is free of charge.



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TICKET SALES

The SABO office should be used to conduct ticket sales for large student organization events. Smaller events may want to table in Student Centers for ticket sales.

All on-line sales must have a minimum sale amount of 100 tickets. There is a surcharge of \$1.50 per ticket.

For more details please visit the handbook section on ticket sales: bit.ly/2eJRa4W

The screenshot shows the website header for the Rutgers Student Activities Business Office. The navigation menu includes: ABOUT US, ACCOUNT HOLDER INFORMATION, USEFUL LINKS, SABO ONLINE, SERVICES, TREASURER'S INFORMATION, and RESOURCES. The main heading is "Online Ticket Sale".

The main content area contains the following text:

The Student Activities Business Office is offering online credit card ticket transaction processing for accountholders for select events. All requests and feasibility is conducted by the SABO and approved by the SABO manager. If approved online ticket sales provide a convenient and secure solution for student organizations processing Visa, Master Card, American Express, payment transactions 24 hours a day / 7 days a week. For details or instructions on how your organization can use this service, please contact the SABO. Also, as always, consult your advisor.

Instructions for posting an item on the TIX/SABO website:

- A four week lead time is required for request review.
- **Approval must be received from your advisor and submitted to SABO manager.**
- Complete an On-line Application.
- All On-line sale applications are reviewed and approved by the SABO Manager,
- Consultation with the SABO Manager for online sale responsibilities.
- A link to the SABO TIX shopping cart specifically for your organization is established if your online sale is approved.
- Student Organization officers may be added to the online system by the SABO Manager.
- The credit card deposit transaction is posted to the organizations' SABO account at the end of every month.
- A service charge is incurred for every ticket sold.

On the right side of the page, there is an image of a shopping cart with a red @ symbol on it.

At the bottom of the page, the footer contains: Copyright © 2016, Rutgers, The State University of New Jersey, an equal opportunity, affirmative action institution. All rights reserved. Division of Student Affairs Rutgers University–New Brunswick Search Rutgers

*Reminder: Student organizations MAY NOT utilize Venmo, Paypal, Chase Quickpay, Square Cash, or any other payment sharing system for any kind of ticket sales. *Please note: Student organizations may only use Venmo for small fundraisers (i.e. bake sales, flower sales) at Student Center contact tables.*



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STUDENT ORG OFFICER LIST-SERV

Look for the Student Involvement Office
Organization Officer ListServ
every MONDAY afternoon!

There are plenty of reasons to read the Officer ListServ. This is our main form of mass communication with student organizations. We consider Officers responsible for relaying important information to other officers and club members. This information includes:

- *Important Registration Deadlines: (yearly re-registration, Involvement Fair, Officer Training, Budget Deadlines...)*
- *Tips of the Week: Important information to inform the student experience as an organization officer.*
- *Student Organization Management Workshop Series: organizations should attend at least two workshops a year to assist in the success of your organization.*
- *You've Got Mail: A List of organizations who have mail for pick-up.*

Reply Reply All Forward

Osi_officers <osi_officers-bounces@email.rutgers.edu> on behalf of RU Student [Student Org Officers] Student Organization Officer Information 8.30.16

ATT00001.txt
431 bytes

Action Items + Get more apps

***The purpose of this weekly email is to provide student organization officers with updated information specifically geared towards student organizations.**
***If you are an officer of a student organization registered through the Department of Student Involvement, your subscription to this list is required. *Sponsored by Department of Student Involvement.**
***For more information call: 848-932-6978 or email: osi@echo.rutgers.edu**

CONTENTS

1. Student Organization Re-Registration
2. Officer Training
3. Involvement Fair
4. Coca-Cola Beverages
5. Student Organization Handbook
6. Advisors
7. Meningitis B Vaccination Clinic

1. Student Organization Re-Registration 2016-2017
Thank you for re-registering your student organization this year. Your organization has been contacted regarding any re-registration items that are missing. If your organization is missing items, please be sure to submit the needed items as soon as possible. Student organization that do not submit all requirements by **September 30** may risk de-registration.

2. Officer Training
There will be five options for Officer Training this year. Training is a **combined President and Treasurer training**. Officer Training is **mandatory** to complete your registration process. ****We understand that Presidents and Treasurers may not be able to attend the same training date. We only ask that both attend one of the five options.**
*****Treasurers will receive access to SABO accounts once they have completed training and the organization has submitted all required paperwork**
******If a President and/or Treasurer cannot attend, please email involvementpolicy@echo.rutgers.edu to notify Student Involvement why the officer cannot attend as well as options for an appointment with a Student Involvement Peer Advisor.**

Please click on the links below to register:
September 12
<https://rutgers.collegiatelink.net/organization/StudentInvolvement/calendar/details/987449>



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FOOD SAFETY WORKSHOPS

- Student organizations wishing to have cook-outs or BBQs must attend a Food Safety Workshop.
- Unless this workshop is attended by those people handling food, no students will be allowed to pre-purchase any type of perishable foods to be prepared without the assistance of RU Dining Services, or another approved caterer/vendor under any circumstances.
- Student Involvement will be scheduling workshops throughout the academic year. If you have questions, please contact involvementpolicy@echo.rutgers.edu



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ADDITIONAL RESOURCES

SABO

<http://sabo.rutgers.edu>

STUDENT ORGANIZATION HANDBOOK

<http://involvement.rutgers.edu>

<http://involvement.rutgers.edu/handbook>

RUSA ALLOCATIONS

<https://sites.google.com/site/rusaallocations/home>

For more information on travel and contracting, please see information posted to our involvement.rutgers.edu website.



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