Registered Student Organizations (RSO) Handbook

This handbook serves as a guide for students who are involved in clubs, student media organizations, and student programs, as well as for students who would like to start a new club on campus. The information provided in this handbook will help student leaders and advisors to successfully navigate the policies and procedures for registered student organizations at Oregon Tech.

Oregon TECH
Oregon Institute of Technology

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Key Terms

Registered Student Organization (RSO) = Student groups that are recognized by Oregon Tech and have completed the registration process. RSO is a term that applies to both student clubs and programs

Campus Clubs = Student clubs are the largest categories of student groups on campus. These groups typically go through the ASOIT FAC process.

Student-Led Programs = Student run organizations with traditionally larger budgets that do not go through the FAC process. They typically hire student employees to run the program. There are 10 student-led programs, and they are listed in this manual.

Presence = Software utilized by Registered Student Organizations and Student Led Programs to manage their student organization, but also services as a student engagement tool to help students find ways to get connected to their campus and clubs. The Student Involvement and Belonging Office are administrators of Presence.

Registered Student Organization Oversight

A Registered Student Organization (RSO) is an autonomous student organization that is formally recognized by Oregon Tech. An RSO is formed by currently enrolled students sharing a common goal or interest that have completed the RSO recognition process and agree to adhere to all university policies and procedures. An RSO should have a clearly articulated mission consistent with the university mission and be open to all students without regard to race, color, sex, religion, national origin, age, disability, genetic information, sexual orientation, gender identity, gender expression, pregnancy, marital status, military status, veteran status, or any other status or classification protected by federal, state or local law. Social fraternities and sororities are permitted to retain their same-sex membership status. Members of a club sport organization may be restricted from league or association competition based on eligibility requirements for that sport's governing body. Recognition as an Oregon Tech student organization is not to be interpreted as an endorsement or approval of the purpose and/or activities of any organization by Oregon Tech.

(SIB) and Associated Students of Oregon Institute of Technology (ASOIT). The Office of Student Involvement & Belonging (SIB) is responsible for updating the RSO Handbook along with managing RSO policies and processes outside of the processes that have been assigned to ASOIT. ASOIT will manage the financial processes for student clubs. This will include Special Consideration Funding requests and the Financial Allocations Committee.

SIB RSO management includes:

- Annual registration process
  - Active and Inactive Status Details
  - Probation Status and Warnings
- University policies and procedures
- Event and risk management
- Budget Authority
- General organization advising
- Approving new clubs

ASOIT RSO management includes:

- Approving Special Consideration Funding requests
- Financial Allocations Committee
- Approving New Club Start-Up funds
- Hosting ASOIT general meetings

Department of Student Involvement & Belonging

Student Involvement & Belonging is *Where Students Connect!*

The Department of Student Involvement & Belonging (SIB) is "Where Students Connect!" We promote the holistic growth and development of Oregon Tech students through involvement and support. We create a community where all feel a sense of belonging. SIB provides opportunities for student engagement that is both beyond and interconnected with the academic experience. These include –

- **New Student Programs:** Orientation S.O.A.R.-ing Into Success, and Week of Welcome (WOW) program at the beginning of academic year.
- **Get Involved:** Over 60 Registered Student Organizations (RSOs) to enhance your Oregon Tech experience and make friends.
- **Leading Change:** Opportunities to fine tune leadership and cultural competency skills while at Oregon Tech, and prepare for your industry-specific career as a marketable leader.
- **Give Back:** Community service offerings as a Volunteer Owl to support local and campus partner communities.
- **Lean In & Stretch:** Opportunities to step away from the familiar, try new ideas, experience new cultures, and learn from people different from yourself with Diversity & Belonging programs, International Student Services, and Veteran Student Services.
- **Student Resources:** Connecting students with local, community-based support services in order to meet their basic needs with regards to financial instability, food-insecurity, housing needs locally, learning about navigating and applying to local, state, and federal need programs towards personal enrichment and student success. Campus-based programs for ALL students to benefit from include: Bird Feeder student food pantry, Owl Feathers Exchange clothing closet, Book Depot textbook recycling program.
- **Putting the TECH in Oregon Tech:** SIB leads the management of the Oregon Tech App, a tool for students to get connected with events, and learn about Oregon Tech services, hours of operations for office and campus departments.

For more information and resources, please see our website at www.oit.edu/get-involved.

Klamath Falls Office (CU 107) within the SIB office (CU 107).

All students are welcome to use the computers, printer/copier, and general office supplies We ask that you treat all office materials with respect and return them to their original location when finished. There are craft supplies, and marketing supplies located in The Treehouse suite located on the second floor of the CU. RSOs are welcome to use these supplies as well for any club-related needs.

All RSOs can receive mail in the SIB office. Leaders are expected to check the mail area regularly to pick up any incoming mail. All RSO purchases to be received by mail must be sent to the SIB office.

> To receive mail in the SIB suite, use this address:
> Individual and/or Club Name
> Mailstop CU 107: SIB
> 3201 Campus Drive
> Klamath Falls, OR 97601

Campus Clubs

Student clubs at Oregon Tech offer a variety of valuable opportunities for students to meet, study, and partake in professional development opportunities like conferences and competitions related to their majors. These clubs fall into four distinct categories: (1) academic-based, (2) identity and cultural-based, (3) social and recreational-based, and (4) fraternity/ sorority organizations.

Student clubs are an important part of the campus community and help build a sense of belonging for our students. They help bring life to our campus with the events and spaces they build for students to come together and build connections with each other. Because of this, the SIB office is always willing to help support student clubs with their goals for their organizations.

Student-led Programs

Student-led Programs serve to enhance the Oregon Tech community and are designed to provide resources and engagement opportunities for the student body at large according to their mission. Programs are unique in that they have paid student positions, larger operational budgets, and may have a physical space on campus. Programs request funding annually through the Financial Allocation Committee (FAC) and are overseen by SIB. Each program is supported by an advisor to assist the students in the implementation of program responsibilities and achieving the goals identified. Program advisors may be assigned through official personnel position descriptions or are volunteers (see *Advisors*).

There are ten officially recognized student-led programs on the Klamath Falls campus. They are listed below:

- Associated Student of Oregon Institute of Technology (ASOIT) (Student Government)
- Campus Activities Board (CAB)
- The Edge (Student Newspaper)
- KTEC (Radio Station)
- Outdoor Program (OP)
- Oregon Tech Broadcasting (OTB)
- Oregon Tech Gaming (OTG)
- Residence Hall Association (RHA)
- Student Veterans Program (SVP)
- The Treehouse

Advisors

Advisors help club and program members navigate Oregon Tech policies and procedures and assist them in adhering to the rules. They should be involved in club organization and planning and their approval is required in planning travel, reserving rental cars, purchasing, and the ethical use of club and program budgets. Clubs and programs should include advisors in decision-making, team building, weekly meetings, and other program functions. Advisors of record must be full-time Oregon Tech faculty or unclassified staff members. RSOs may invite volunteer advisors from the Oregon Tech community and/or relevant partner organizations for additional guidance and support.

NOTE: If you encounter problems with your advisor, please contact the SIB staff for assistance.

Benefits of Being a Registered Student Organization

Benefits of becoming a registered student organization include:

- The use of the Oregon Tech name and logo for marketing and promotion of the club and its functions.
- The ability to hold meetings and social functions on campus in accordance with Oregon Tech scheduling policies.
- Reasonable access to the facilities of the college, buildings, grounds, and equipment available to RSOs.
- The ability to sponsor revenue-producing functions in accordance with established Oregon Tech policies.
- The ability to apply for an annual budget from incidental fees.
- Eligibility for awards and honors given to student organizations.
- Access to use purchasing cards for organization-related purchases
- Utilizing club storage space

Starting a New Student Club

We offer a variety of student clubs at Oregon Tech, but we are aware there may be an organization students would like to form that would be new to our campus. The SIB office is happy to help support this process in forming a new club, but there are some steps the students will need to take first before that process can begin.

Student clubs are required to meet the following requirements to be a registered organization at Oregon Tech:

- Five active club members
- A president
- An advisor who is a full-time staff member at Oregon Institute of Technology (Faculty or Staff)
- Club constitution

Once your aspiring club has acquired all the requirements listed above, they may start the registration process for their organization on Presence. To go to Presence, use the link oit.presence.io and go to forms. Then you will select the form labeled Organization Registration. You may also use this link to get to the form: https://oit.presence.io/form/organization-registration .

When filling out the form, be sure to select "I'd like to Start a New Organization!" when selecting Organization Status. You will then need to upload or fill in the following information:

- Student organization constitution
- Request startup funds
- Bio information about the organization
  - Profile picture/ logo

- o Brief bio
- o Club name/ nickname
- o Contact information
    - ▪ It is preferred that this is a member who will be responsive
- o Social media info
- Advisor information
- Club leadership roster
- Membership roster

After submitting this form, the SIB office will review the request and reach out to the organization leaders with the next steps. ASOIT will review the startup funds request after the SIB office approves the organization to become an officially recognized club.

A new club request will not be approved if an organization falls into conflict with any of the following:

- The educational processes of Oregon Tech.
- The purpose or activities of an already recognized campus club.
- The regular and orderly operation of Oregon Tech.
- The academic pursuits of teaching, learning, and other campus activities.
- The rules and regulations of Oregon Tech and the policies of the Oregon State Board of Higher Education.
- The laws or public policies of the State of Oregon and the United States.

Maintaining Registered Student Organization Status

In order to maintain status as a registered student organization, there are some requirements the university has for RSO. Those requirements are listed below:

- Complete the annual RSO Registration process at the beginning of each school year.
- Complete all mandatory RSO trainings with SIB.
- Meeting the campus involvement requirement.
- Send an organization representative to attend monthly ASOIT General meetings.
- Adhere to the rules and regulations set forth by SIB, the Business Affairs Office, and Oregon Tech.

NOTE: If a representative cannot make it to a meeting, they must notify the ASOIT President at least two hours prior to that meeting. The president will determine whether the representative can be excused from that meeting. A club may lose good standing status after one unexcused absence.

In the case an organization loses status as a registered student organization, an email will be sent to the club president and the advisor before status is lost. This notice will be given with a reasonable amount of time to comply with an expectation that the organization has failed to meet if possible. A club that loses official recognition may be denied funding, access to meeting/event space on campus, and use of the Oregon Tech name/logo.

If an organization lost its status, they do have the opportunity to re-apply to be an RSO for the next academic year. They will need to go through the re-registration process at the end of the year when other organizations are registering. This can happen as soon as the year they lost status, but the status will not be reinstated until the start of the new academic year unless the SIB office and/or Oregon Tech has suspended the organization from operating on campus for a predetermined amount of time. If an extended suspension is the case, then we ask the organization not re-register until their suspension has ended.

Depending on the reasons for the loss of RSO status, the SIB office reserves the right to put an organization on probationary status when they re-register for a minimum of a term. If an organization is put on probation, this will be communicated to the leadership prior to their status as an RSO being reinstated.

RSO Re-Registration Process

Student Organizations are required to go through the annual process of re-registration. This process will be managed through Presence and is called Transitions.

To complete the re-registration process, an organization must follow the process:

- Complete the transition process through Presence.
  - This will need to be done by an outgoing officer.
    - If the respondent lacks the access to edit the organization, they will be unable to transition their organization.
  - The form will ask that the respondent:
    - Update leadership roster by adding new officers and removing old
    - Update the membership roster by removing members who are graduating or are no longer active members. Then adding active members that are missing from the roster
    - Upload the most recent version of the organization's constitution
    - Update any bio information like meeting times, profile picture, organization description, etc.
  - The form will not be able to be submitted for the following reasons:
    - Lacking an advisor
    - Rosters do not have five members
    - A President has not been identified on the roster

If you are having issues accessing or submitting your organization's transition form on Presence, please reach out to the SIB staff and they can be of support.

Campus Involvement Requirement

Student clubs are an integral part of the campus community. With this being said, it is absolutely crucial student clubs, and their leaders are getting involved on the Oregon Tech campus. In order to remain in good standing as a student organization, clubs will be required to participate in **three** campus engagement events.

By doing this, the clubs will be increasing campus involvement and engagement, supporting other Oregon Tech entities, and boosting club exposure. Below is a list of events that will count toward this requirement:

- SOAR (New Student Orientation) (Before the start of the Fall term)
- Weeks of Welcome activities (Fall and/or Winter term)
- Fall Service Day (Fall term)
- Get Involved Expos (club fairs) (Fall and/or Winter term)
- Career Fairs (Winter and/or Spring term)
- Martin Luther King Jr. Week of Service (Winter term)
- Spring Into Service Week (Spring term)
- Admitted Student Days (Spring)
- Other campus-wide initiatives

If you feel your organization is struggling to meet this requirement, please reach out to a SIB staff member for assistance.

Rules & Regulations Governing Registered Student Organizations

- The activities of clubs and programs must conform to the student organization's mission and purpose as stated in its constitution.
- RSOs are required to submit an Event Registration form when hosting an event. This includes and is not limited to club meetings (open or closed), events hosted by the organizations (online and in person), and planned organization travel.
    o Link to Presence's Event Registration form: https://oit.presence.io/form/event-registration
- Clubs and programs are expected to act in the best interest of their members.
- Clubs and/or programs that are found to discriminate or to have policies found to be detrimental to student members or Oregon Tech will be reviewed the SIB Department for possible corrective action.
- Individuals who feel that they have been treated unfairly or discriminated against by a recognized club should contact a Student Involvement and Belonging administrative staff member to file a complaint or to request an investigation.
    o Complaints filed against a club or program will be fully investigated by the SIB office.
    o If a club or club member is found to be at fault, corrective actions will be taken.
- If a club or program is found to violate Oregon Tech rules and regulations, it will be subject to one or more of the following sanctions:
    o Loss of campus facility use
    o Loss of privileges to request money from incidental fees
    o Suspension of club activities
    o Monetary fine
    o Loss of recognition
- Clubs may appeal these sanctions to ASOIT if they feel they are being treated unfairly, if special circumstances warrant, or if new information is available.
- Programs may appeal these sanctions to the Vice President of Student Affairs if they feel they are being treated unfairly, if special circumstances warrant, or if new information is available.

Fraternity and Sorority Organizations Regulations

Oregon Tech recognizes the benefits of student participation in fraternity and sorority organizations. Due to the unique nature of how fraternities and sororities operate throughout each academic year, the following requirements are in place for fraternity and sorority organizations above and beyond the expectations outlined above:

- Fraternities and sororities must submit the following to the Assistant Director of Diversity and Belonging (who serves as the Fraternity and Sorority SIB point of connection):
  - A complete recruitment week schedule <u>for approval</u> before any recruitment activities take place each quarter.
  - An updated and complete membership roster (including any members who are on probation or inactive status for any reason) by the end of the first week of each quarter.
- Fraternities and sororities must remain in good financial standing with their national office and the SIB office. Members are also required to remain in good academic standing with Oregon Tech.

Student-led Program Expectations

Student-led programs are different from student clubs in a variety of ways. These groups hire student employees, have a large operating budget, regularly host large-scale events, occupy physical spaces on campus, and have advisors that also serve as supervisors. Because of these differences, programs are held to different expectations and have access to more privileges than student clubs. Below lists the expectations SIB has for all student-led programs:

- All student programs' missions are to align with the mission and vision of the SIB office.
- If a program is assigned a physical space on campus, they are to maintain a clean and welcoming environment for all.
- Student program leaders are responsible for maintaining an accurate budget of their program funds.
- Programs are required to be responsive to communication from SIB.
- Program leaders are expected to make ethical decisions when spending their budgets and consider their funding comes from student fees when making purchases.
- Programs should be available and willing to support Oregon Tech departments' initiatives centered around student involvement and a sense of belonging.

Many programs have the privilege of maintaining and managing a physical space on campus. With this responsibility, comes additional expectations:

- The space will always remain clean and welcoming to all Oregon Tech students, staff, and faculty.
- If the space is used as a common space for individuals outside the program to gather, program employees are expected to track all foot traffic through the space and share data with SIB.
  - Programs with spaces that this would apply to:
    - Campus Activities Board
    - Oregon Tech Gaming
    - Student Veterans Program
    - The Treehouse

- With spaces open to the Oregon Tech community, the SIB office requires that all programs managing these spaces have staff to oversee the space while it is open. We ask that programs submit their operating and staffing schedules via email to the SIB office each term before the end of the second week of classes. If there is a change to the schedule during the term, we ask that the revisions to the schedules get communicated to the SIB team via email. All schedule information can be sent to GetInvolved@oit.edu
- These spaces reside on campus in buildings that are working spaces for staff and students. We ask that the programs be a mindful neighbors to those around them whether they be Oregon Tech staff/faculty or another student program.
    - A mindful neighbor:
        - Keeps their noise levels to a minimum
        - Does not take things without asking from surrounding spaces
        - Is respectful of other events going on in nearby spaces

Having a physical space on campus for a student program is a privilege and can be revoked if the program leaders fail to meet the expectations of managing a space.

Student Employment for Programs

Student programs hire students as employees to manage the organization. It is the responsibility of the student programs to budget and manage employee wages. Student employee wages will not go below the minimum wage of $12.50/hour. These positions are jobs and should be treated as such. The programs will set expectations for their employees that are agreed upon by the members and their advisor/supervisor(s). These expectations should be written in the program's constitution.

SIB office has expectations that all of the student employees of programs are to abide by while working in their student program role. Those expectations are listed below:

- Student program employees are role models to the Oregon Tech community and an extension of the Student Involvement and Belonging Office and its mission. This should be reflected in program employees' behavior and actions.
- Student programs will make ethical decisions when spending funds from a program's budget.
- Employees will track their hours accurately and record them on their timesheets.
- Employees will not work over 20 hours a week unless given special permission from the Vice President of Student Affairs.
- Student program leaders will not be under the influence of alcohol, marijuana, non-prescribed prescription drugs, or any illegal substances while acting in their student program role.

Failing to follow these expectations can result in disciplinary action such as probation, suspension, and/ or removal from the program employee role.

Each program will have a Student Director who will act as the president of the organization and the main point of contact for the SIB office. We ask that this individual is accurately listed on Presence for the program as the president of the organization. The SIB office expects all program officers, especially the Student Director, to be responsive to communication from the SIB staff.

Program Roundtables

Program Roundtables are monthly meetings intended to bring representatives of each program together along with SIB staff members. This time will be spent building connections between the program leaders, seeking opportunities to collaborate, developing leadership skills, and sharing program updates. The SIB office will also utilize this time to share Program related updates.

These meetings are mandatory, and programs are required to send at least one representative to the meeting. This representative cannot be an advisor, but the representative does not have to be the student director of the program. Each program is welcome to have as many representatives attend the meeting, but only one is required.

If a program is unable to send a representative to a Roundtable, a SIB staff member should be notified as soon as possible with a minimum of a 24-hour notice before the meeting.

Fiscal Responsibility

All student organizations are expected to be fiscally responsible with their club funds and have the privilege of independent spending of their funds. If an organization fails to be responsible with its funds, the SIB office reserves the right to revoke the privilege of clubs independently spending their funds. All student clubs and programs are required to keep a log of all the spending the organization has done throughout the school year and should not be dependant on the SIB office for budget reports.

Clubs and individuals who fail to meet expectations for responsible spending will earn strikes. An organization may not earn more than two strikes in an academic year. After the third strike, the organization will lose the right to independent spending. They will no longer be allowed to use a purchasing card (Pcard) and all club spending will need to be done through a SIB staff member.

The three-strike rule will earn the student organization the following penalties with each strike:

- First strike will result in a verbal or written warning from the SIB office
- Second strike will result in the organization's leadership meeting with the SIB staff to discuss the offense that has occurred thus far and review the proper usage of purchases as a student organization. After this meeting, the organization will be placed on a probationary status for the rest of the academic year.
- Third strike will result in the organization losing all rights to independent purchasing and will need to go through a SIB staff member for all their purchasing needs.

All strikes will be expunged from the organization's record at the end of the current academic year. Though the strikes were expunged, an organization's failure to handle its funds responsibly can influence the decision makers when delegating funding for the coming year. ASOIT and the SIB office will take into consideration an organization's track record for managing their funds when allotting funds for the coming school year.

Offenses that can earn an organization a strike are listed below:

- Overspending of organization funds

- Not returning a Pcard with all receipts for purchases made with the card
- Non-authorized users using Pcards
- Failing to register an event through the Presences event form with the correct dates for purchasing
- Failing to return a Pcard in an appropriate timeframe unless previously discussed with the SIB Administrative Program Assistant (APA)
- An individual requesting reimbursement of personal funds after spending for their organization on more than one occasion

Purchasing Rules

Pcards are available for check out at the SIB office for student organizations. Before a student can check out a card for their organization's purchase, they will need to complete the Pcard test. Please reach out to GetInvolved@oit.edu to receive access to the test. Students who have not completed the test are not authorized to utilize a Pcard and will be unable to check one out at the SIB office. Students who have completed the test are not allowed to check out a Pcard and then give the card to an unauthorized user to make purchases for their club. Anyone who has taken the teat prior to September 1, 2022, will need to retake the test due to changes in the test and Pcard policy. A Pcard cannot be checked out unless an event form has been filled out on Presence. Here is the link to the Event Registration form: https://oit.presence.io/form/event-registration

Approved usages of a Pcard:

- Purchasing supplies for an event from a local in-person establishment
- Ordering food for a club meeting
- Paying a vendor after an event hosted by the organization

After using a Pcard, students are required to return the card to the SIB office promptly unless discussed prior with the APA. Pcards must be returned with a receipt(s) showing the purchases made. Receipts must have the club's index code (SAC###) and the name of the event the purchase was made for written on the receipt when the card and receipts are returned to the APA. When making a purchase, you must get a receipt. Do not leave the place you have made a purchase without a receipt. If one is not given to you after the purchase, please ask the person assisting you. Do not let them email the receipt to you later. If emailing is the only option for a receipt, ask them to send the receipt to GetInovolved@oit.edu

All online purchases should go through the SIB office. The APA can assist with online purchases and we ask that club leaders looking to make an online purchase use this Presence form: https://oit.presence.io/form/online-purchasing-approval-request You may also reach out to GetInvolved@oit.edu We ask that the organization give the SIB team a reasonable amount of time to complete the online purchase and consider shipping time. For custom items, please let the SIB office assist with this process because it often includes more steps than students anticipate. SIB is happy to support an organization with the purchasing of custom products which will include communicating with Oregon Tech's Marketing department and submitting the order.

Websites frequently used by student leaders that should be purchased through SIBs APA: (this is not an exhaustive list)

- Amazon
- 4Imprints
- Sticker Mule
- Custom Ink

The only exception to this online purchasing rule is ordering food for a club meeting online. This can be done by authorized club officers.

Student Organization Travel

Student Organizations have the opportunity to travel as a group. Anything further than 25 miles outside of Klamath Falls is considered travel and there is a process that will need to be completed prior to travel. If your group is interested in traveling, please contact the SIB office at GetInvolved@oit.edu An organization is required to reach out to the SIB office a minimum of 4 weeks prior to the travel date. Any travel requests submitted past the 4-week requirement are subject to **not** being approved by the SIB office.

Student Code of Conduct

Members, and especially officers, of Registered Student Organizations (RSOs), should read and be familiar with the Student Code of Conduct, paying particular attention to the rights and responsibilities of students. Individual members of RSOs may be subject to disciplinary proceedings under the Student Code of Conduct. A list of prohibited activities may be found in the Student Code of Conduct, which can be found at www.oit.edu/studentaffairs.

Hazing is an especially dangerous and serious offense. Hazing is any action or activity that causes or intends to cause physical or mental discomfort or distress, that may demean, degrade or disgrace any person, regardless of location, intent or consent of participants, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization (on or off campus). Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule. (State law classifies hazing as a crime.) The University will strongly recommend suspension for students found responsible for hazing when harm/injury occurs. Examples include, but are not limited to:

a. Sleep deprivation or causing extreme fatigue
b. Physical or psychological shock;
c. Public stunts or jokes;
d. Compelled ingestion of any substance, including water
e. Degrading or humiliating games or activities;
f. Forced servitude.

Property Damage

Unauthorized use of, or malicious damage to, the property of Oregon Tech or other persons resulting from club or program activities is prohibited. Student organizations are responsible for all damages that result from their activities.

Disorderly Conduct

Organizational activities that encourage or precipitate riots or other disturbances that interfere with the regular and orderly operations of Oregon Tech are prohibited.

Funding

Funding for Registered Student Organizations (RSOs) comes from the Incidental Fee (IF) which is an activity fee that every student pays. The money gathered from this fee goes towards funding Athletics, the College Union, and SIB. Incidental fees allocated to SIB are disbursed to the SIB department and SIB administrative budgets and RSOs based on the recommendation of the FAC.

Incidental Fees Budget Guidelines

For an RSO to apply for IF funds, the following requirements must be met:

- The group must be currently recognized and remain in good standing.
- Requests for funding must utilize the required format set by the current ASOIT Finance Officer.
- The Finance Officer must approve any modification to this format.
- The reason for IF funding must be fully explained and justified. This should include a listing of all sources of income and any expenses the program expects to incur. Cost estimates must be specific and accurate.
- All activities should benefit club/program members and potentially all students.

Incidental Fee Funding Evaluation Criteria

The following criteria are used in evaluating a club or program seeking IF funding:

- What is the need for the program/event/activity?
- What is the number of students that the program/event will represent or affect?
- What is the impact of the program/event on student life?
- What are the mission and goals for improving student life?
- What are the funds being used for?
- Will the funds be used to provide monetary support for the program/event in that current year, or to purchase items that will be used over multiple years?

Budget Allocation Process

The process of allocating Incidental Fee budgets to RSOs is:
1. Budget requests are submitted by RSOs in the Winter term to the Financial Allocations Committee (FAC).
2. At the conclusion of budget hearings, the FAC makes recommendations to the ASOIT President and the SIB Director regarding Incidental Fee allocations to clubs and programs.
3. The ASOIT President calls a meeting of the Incidental Fee Committee (IFC). The IFC reviews the overall budget requests in the requesting areas.
4. The ASOIT President, on behalf of the IFC, then makes recommendations regarding the allocation of Incidental Fees to the President of Oregon Tech, who in turn takes the recommendations to the Oregon Tech Board of Trustees for final approval.

Financial Responsibilities

- SIB staff members serve as Budget Authority for all RSOs and functional areas. This means that the staff member must approve all expenses and purchases made by an RSO.
- SIB staff can provide budget reports to all RSOs via email upon request.
- RSOs shall carry on business transactions and contractual relations with a punctual and timely discharge of valid obligations and prudent use of funds.
- RSOs may only utilize official Oregon Tech accounts through the Cashier's Office or the Oregon Tech Foundation to manage their organizational funds (this includes Incidental Fee disbursements, Special Consideration Funding, club and membership dues, fundraised monies, donations, etc.).
- After any purchases are made, all receipts must be submitted to the SIB staff.
- RSOs must issue receipts at the time of collection of all dues, assessments, etc.
- RSOs must have at least a $0.00 balance in their account at the end of the fiscal year (June 30).
- The use of allocated IF funds must meet the purpose and practice approved by the FAC and the IFC.
- Only authorized club officers will have access to the club's funds. These officers must be listed on the Student Organization Registration Form (submitted online).
- All RSO members may work with SIB to make purchases for events (if the items are addressed on an event form that has been approved).
- Club/Program officers and advisors may be held accountable for any expenses that do not have supporting documentation or do not fall under the list of approved expenses.
- If an RSO is dissolved, the remaining funds will be frozen for at least one year. After that period, the funds will be absorbed by the ASOIT budget which is allocated to RSOs.

Budget allocations are made to campus clubs and student programs in three installments (approximately four weeks into the Fall, Winter, and Spring Quarters) during the academic year. Club advisors and SIB staff members can help students with the general usage of their accounts. The ASOIT Finance Officer and SIB staff are available to assist clubs with writing budgets, and the SIB Office Specialist can assist groups with keeping track of expenditures.

More information on funding and RSO expenses can be found in the SIB Manual.

Special Consideration Funding

Special consideration funding is available for clubs that are just starting, clubs that didn't receive a budget for the current year, and clubs that have or expect to incur unanticipated costs. To apply for special consideration funds, clubs must be officially recognized and in good standing. They must complete a Special Consideration Funding Form and submit it to the ASOIT Finance Officer. Requests must be made at least two weeks prior to the event or purchase in order to allow time for processing, and no money will be reimbursed after an event has occurred or a purchase has been made.

In order to receive special consideration funding, a club is expected to supplement budgeted money for an event or special purchase.

Special Consideration Funding budget requests should include the following information:

- Name of the club requesting funds
- When the funds are needed
- Reason for request
- Benefit to the club, Oregon Tech, and/or community
- A complete breakdown of costs
- Other sources of funding for events or purchases and amount(s) of matched funds

Budget requests for trips should include the following:

- How many people are going?
- Where is the group going?
- How will the group get there (i.e. plane, bus, car, or school van) and what are the costs associated with transportation?
- Lodging, registration fees, and costs for any banquet that may be required. (NOTE: Meals are not normally acceptable budget requests.)

A club representative should attend a Special Considerations hearing, which takes place during an ASOIT Executive Meeting. You'll need to schedule this appointment with the ASOIT President. Questions about the funding request will be asked and the FAC will vote to approve or deny funding immediately after the evaluation. The FAC reserves the right to make recommendations or stipulations on the use of funds granted.