

# OFFICER TRAINING

*Department of Student Centers and Involvement*

# STUDENT INVOLVEMENT OFFICE HOURS:

MONDAY – THURSDAY, 8:30AM-7PM  
FRIDAY, 8:30AM-6:00PM

Peer Advisor Emails

[treasurerhelp@echo.rutgers.edu](mailto:treasurerhelp@echo.rutgers.edu)

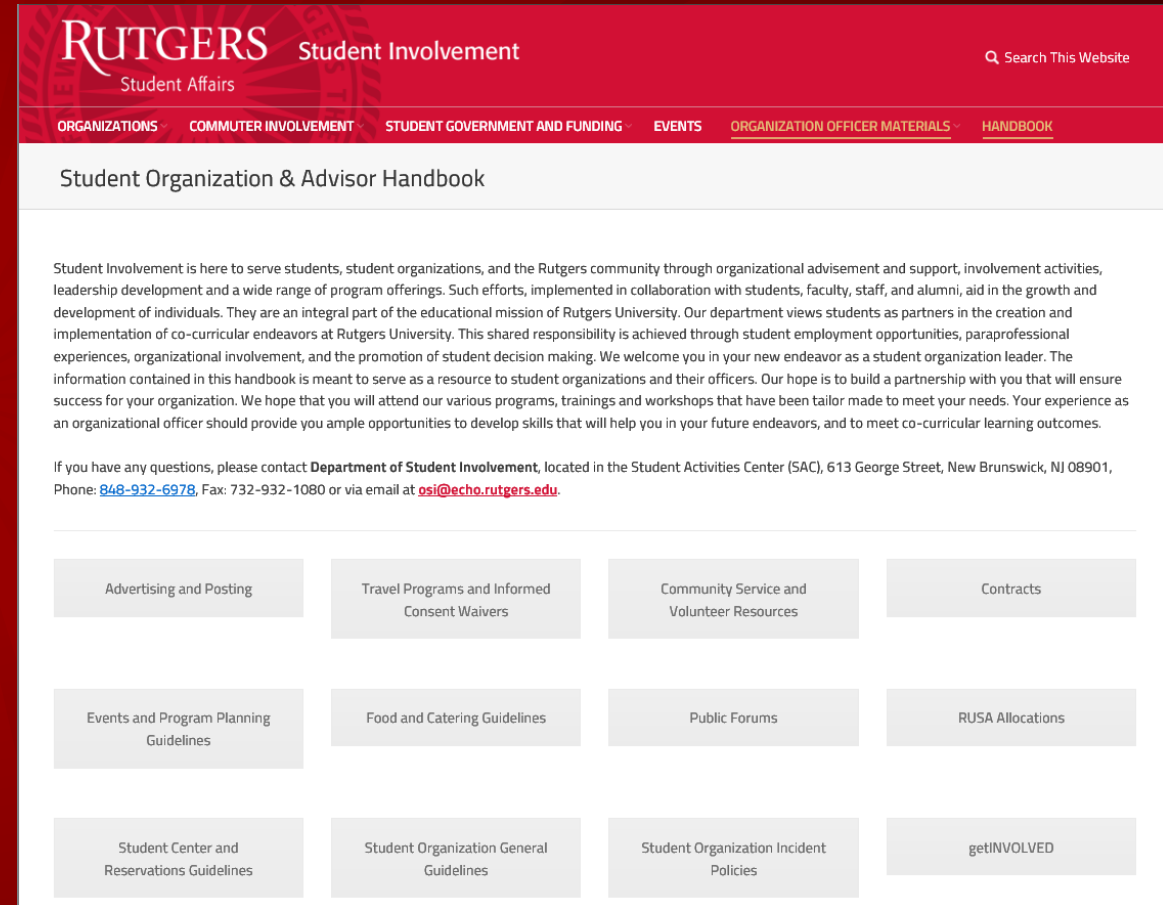
[involvementpolicy@echo.rutgers.edu](mailto:involvementpolicy@echo.rutgers.edu)

[orgregistration@echo.rutgers.edu](mailto:orgregistration@echo.rutgers.edu)

[rutgers.involvement@gmail.com](mailto:rutgers.involvement@gmail.com)

# STUDENT ORGANIZATION HANDBOOK FORMAT

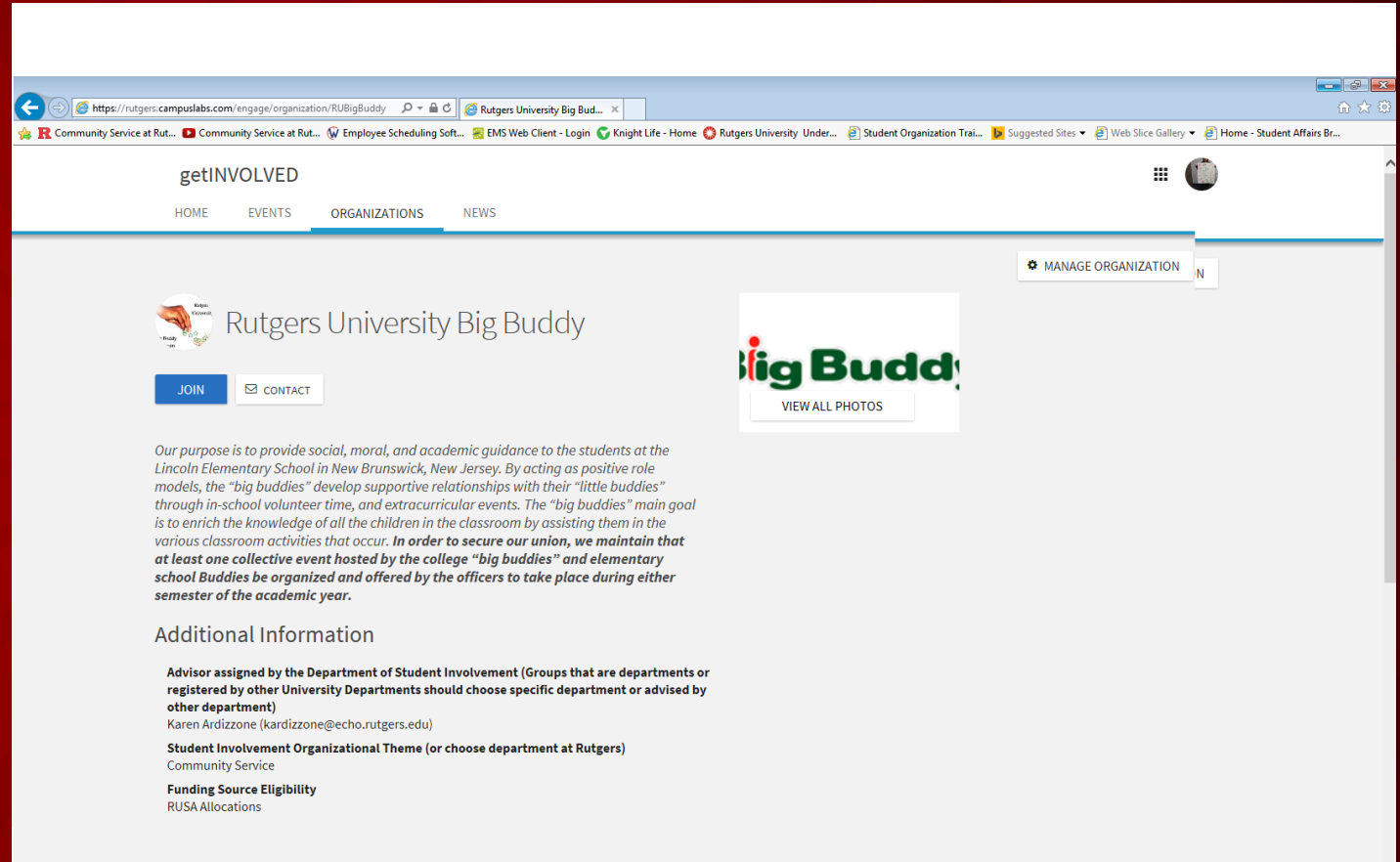
- Please utilize the online Student Organization & Advisor Handbook resource.
- On the right, you will see the user friendly breakdown, and policy categories.
- Read more about student organization policy @ [Involvement.rutgers.edu/handbook](http://Involvement.rutgers.edu/handbook)



# WHO IS OUR ADVISOR?

Each organization registered with the Department of Student Centers & Involvement has a professional 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](http://involvement.rutgers.edu) and click on the link to our Rutgers getINVOLVED site.



The screenshot shows a web browser window with the URL <https://rutgers.campuslabs.com/engage/organization/RUBigBuddy>. The page is titled "getINVOLVED" and has a navigation bar with links for HOME, EVENTS, ORGANIZATIONS (which is highlighted), and NEWS. Below the navigation bar, there is a "MANAGE ORGANIZATION" button. The main content area features the Rutgers University Big Buddy logo, a "JOIN" button, and a "CONTACT" button. A paragraph of text describes the purpose of the organization: "Our purpose is to provide social, moral, and academic guidance to the students at the Lincoln Elementary School in New Brunswick, New Jersey. By acting as positive role models, the 'big buddies' develop supportive relationships with their 'little buddies' through in-school volunteer time, and extracurricular events. The 'big buddies' main goal is to enrich the knowledge of all the children in the classroom by assisting them in the various classroom activities that occur. **In order to secure our union, we maintain that at least one collective event hosted by the college 'big buddies' and elementary school Buddies be organized and offered by the officers to take place during either semester of the academic year.**" Below this text is a section titled "Additional Information" which includes the following details: "Advisor assigned by the Department of Student Involvement (Groups that are departments or registered by other University Departments should choose specific department or advised by other department)", "Karen Ardizzone (kardizzone@echo.rutgers.edu)", "Student Involvement Organizational Theme (or choose department at Rutgers)", "Community Service", "Funding Source Eligibility", and "RUSA Allocations".



- 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 below:



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



# ADVERTISING

- Flyers Must Be Stamp Approved
- Flyers at Bus stops will be torn down tri-weekly
- Email: [dorvilli@rci.rutgers.edu](mailto: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.



The screenshot shows the Rutgers Student Involvement website. The header includes the Rutgers logo and "Student Involvement" and "Student Affairs". A navigation bar lists: ORGANIZATIONS, COMMUTER INVOLVEMENT, STUDENT GOVERNMENT AND FUNDING, EVENTS, ORGANIZATION OFFICER MATERIALS, and HANDBOOK. The main content area is titled "Student Organization & Advisor Handbook" and features a large blue link: "Go to: [involvement.rutgers.edu](http://involvement.rutgers.edu) and click on Handbook!". Below this is a paragraph about the department's mission. A yellow arrow points from the text "If you have any questions, please contact Department of Student Involvement, located in the Student Activities Center (SAC), 613 George Street, New Brunswick, NJ 08901, Phone: 848-932-6978, Fax: 732-932-1080 or via email at [osi@echo.rutgers.edu](mailto:osi@echo.rutgers.edu)." to a grid of 12 links. The links are: Advertising and Posting, Travel Programs and Informed Consent Waivers, Community Service and Volunteer Resources, Contracts, Events and Program Planning Guidelines, Food and Catering Guidelines, Public Forums, RUSA Allocations, Student Center and Reservations Guidelines, Student Organization General Guidelines, Student Organization Incident Policies, and getINVOLVED.

**RUTGERS** Student Involvement  
Student Affairs

Q Search This Website

ORGANIZATIONS COMMUTER INVOLVEMENT STUDENT GOVERNMENT AND FUNDING EVENTS ORGANIZATION OFFICER MATERIALS HANDBOOK

Student Organization & Advisor Handbook **Go to: [involvement.rutgers.edu](http://involvement.rutgers.edu) and click on Handbook!**

Student Involvement is here to serve students, student organizations, and the Rutgers community through organizational advisement and support, involvement activities, leadership development and a wide range of program offerings. Such efforts, implemented in collaboration with students, faculty, staff, and alumni, aid 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 co-curricular endeavors at Rutgers University. This shared responsibility is achieved through student employment opportunities, paraprofessional experiences, organizational involvement, and the promotion of student decision making. We welcome you in your new endeavor as a student organization leader. The information contained in this handbook is meant to serve 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 hope that you will attend our various programs, trainings and workshops that have been tailor made to meet your needs. Your experience as an organizational officer should provide you ample opportunities to develop skills that will help you in your future endeavors, and to meet co-curricular learning outcomes.

If you have any questions, please contact **Department of Student Involvement**, located in the Student Activities Center (SAC), 613 George Street, New Brunswick, NJ 08901, Phone: [848-932-6978](tel:848-932-6978), Fax: 732-932-1080 or via email at [osi@echo.rutgers.edu](mailto:osi@echo.rutgers.edu).

Advertising and Posting

Travel Programs and Informed Consent Waivers

Community Service and Volunteer Resources

Contracts

Events and Program Planning Guidelines

Food and Catering Guidelines

Public Forums

RUSA Allocations

Student Center and Reservations Guidelines

Student Organization General Guidelines

Student Organization Incident Policies

getINVOLVED

# 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](http://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.



The screenshot shows the Rutgers University Communications and Marketing website's Trademark Licensing page. The header includes navigation links for Rutgers Home, New Brunswick, RBHS, Newark, Camden, and Online, along with a Universitywide Search and Show Quickfinder button. The main navigation bar lists UCM Home, UCM Units, Resources, and Contact Us. A secondary navigation bar includes links for About Us, Advertising & Sponsorships, Events & Outreach, Photography & Photo Archives, Print & Publications, RU-tv & Video, Trademark Licensing, and Websites & Ecommunications. The left sidebar contains a 'Trademark Licensing' section with links to Overview, Rutgers Visual Identity System, Guide to Buying Rutgers Products, Find Licensed Vendors, Information for Retailers, Information for Vendors and Manufacturers, and Trademark Licensing FAQ. Below this is a 'RELATED' section with links to Visual Identity Website (Download Logotypes, Signatures, and More), Trademark Licensing Policy [PDF], Collegiate Licensing Company, and Resources. The main content area features two images of Rutgers merchandise: a red polo shirt and a collection of red sweatshirts. Below the images is the 'Trademark Licensing' heading, followed by a paragraph explaining the purpose of the page: 'What are the Rutgers trademarks? Where do I find the marks? Where do I find vendors licensed to use Rutgers' trademarks? These are just a few of the questions that can be answered by the Office of Trademark Licensing.' To the right of this text is a box titled 'What Is a Trademark?' which defines a trademark as a word, phrase, symbol, or design that identifies or distinguishes the source of goods of one party from those of others. Below the main text is a section titled 'How We Can Help' with a list of bullet points: 'Need a useful and memorable giveaway to hand out at your open house?', 'Want to buy custom T-shirts for your academic team members as they prepare for an upcoming competition?', 'Wondering if you can put the big, red Rutgers "R" on a flyer?', and 'All merchandise bearing Rutgers' various marks must be purchased from licensed vendors. We'll help you connect with them.'

[ucm.rutgers.edu/trademark-licensing](http://ucm.rutgers.edu/trademark-licensing)

# USE SABO FOR TICKET SALES, BAKE SALES, FLOWER SALES, ETC.!

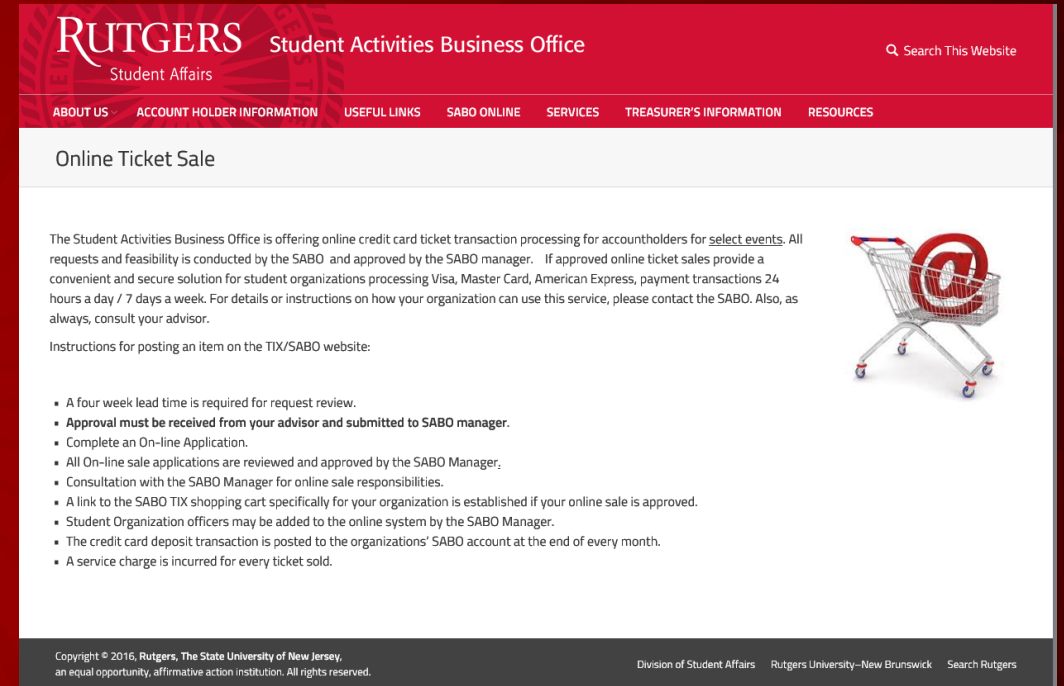
The SABO office should be used to conduct ticket sales for large student organization events. Smaller events may want to table in Student Centers for ticket sales.

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

Expected sales of under 100 tickets can be conducted at the SABO window.

For more details please visit the handbook section on ticket sales: [bit.ly/2eJRa4W](https://bit.ly/2eJRa4W)

*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.*



The screenshot shows the Rutgers Student Activities Business Office website. The header includes the Rutgers logo and the text "Student Activities Business Office" and "Student Affairs". A search bar is in the top right. A navigation menu includes links for "ABOUT US", "ACCOUNT HOLDER INFORMATION", "USEFUL LINKS", "SABO ONLINE", "SERVICES", "TREASURER'S INFORMATION", and "RESOURCES". The main heading is "Online Ticket Sale". The text explains that the office offers online credit card ticket transaction processing for account holders for select events, with requests and feasibility conducted by the SABO manager. It mentions 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. To the right of this text is an image of a shopping cart with a red @ symbol on it. Below the text, it says "Instructions for posting an item on the TIX/SABO website:" followed by a bulleted list of requirements: a four-week lead time for request review; approval must be received from the advisor and submitted to the SABO manager; completion of an On-line Application; review and approval of all On-line sale applications by the SABO Manager; consultation with the SABO Manager for online sale responsibilities; establishment of a link to the SABO TIX shopping cart for the organization if the online sale is approved; addition of Student Organization officers to the online system by the SABO Manager; posting of the credit card deposit transaction to the organizations' SABO account at the end of every month; and a service charge for every ticket sold. The footer contains copyright information for 2016, Rutgers, The State University of New Jersey, an equal opportunity, affirmative action institution, and links to the Division of Student Affairs, Rutgers University—New Brunswick, and a search function.

RUTGERS Student Activities Business Office  
Student Affairs

Q Search This Website

ABOUT US ACCOUNT HOLDER INFORMATION USEFUL LINKS SABO ONLINE SERVICES TREASURER'S INFORMATION RESOURCES

### Online Ticket Sale

The Student Activities Business Office is offering online credit card ticket transaction processing for account holders 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.

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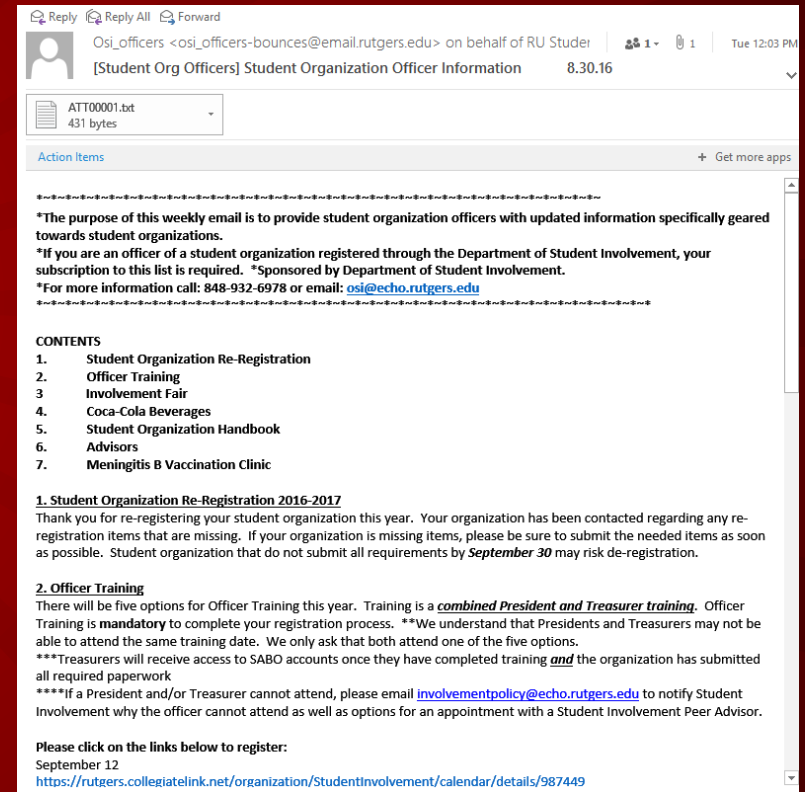


# STUDENT ORGANIZATION OFFICER LIST-SERV

Look for the *Department of Student Centers and Involvement Officer ListServ* every MONDAY afternoon!

There are plenty of reasons to read the 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.*
- *Student Organization Bragging Rights: An opportunity for student organizations to brag about their accomplishments and programs.*



# FOOD SAFETY WORKSHOPS

- Food Safety Workshops are offered during the academic year through the Department of Student Centers & Involvement with the help of RU Dining Services. This workshop is provided for students who want to have cook-outs and BBQs.
- 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.
- Please contact: [jnason@dining.rutgers.edu](mailto:jnason@dining.rutgers.edu) to schedule 1:1 training if necessary.

## ADDITIONAL RESOURCES

### **SABO**

<http://sabo.rutgers.edu>

### **DEPARTMENT OF STUDENT CENTERS & INVOLVEMENT HANDBOOK**

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

### **RUSA ALLOCATIONS**

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

*For more information on travel and contracting, please see our  
“Trips and Travel” & “Contracting” videos posted to our  
[involvement.rutgers.edu](http://involvement.rutgers.edu) website.*

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