Student Organization
Welcome Packet
Welcome Letter

Welcome to being a Student Senate recognized organization! By being a Student Senate recognized organization, your organization now has a multitude of resources it can utilize to thrive. This brief packet is filled with information that will help your organization succeed.

Although several resources are explained in this packet, there are more that are available to your organization. To learn more about these additional resources, make sure to attend our monthly Presidents Meetings. Further information can be received on a personal basis by visiting the Senate Office (room 201 of the Memorial Union) or by meeting with someone from the SOARC (Student Organization Advisory and Review Committee).

This material is designed to help your organization succeed and enhance the experience here at the University of Rhode Island. Student Senate wants to help your organization prosper and make a difference. We are here to work with you.

Sincerely,
Amanda Rode
SOARC Chair
Student Senate
Steps for Newly Recognized Organizations

1. Every organization president must attend Presidents Meetings which are the first Monday of every month, September to April, excluding January, at 7pm in the Memorial Union Ballroom. Changes will be brought to attention far in advance. Repeated failure to attend these meetings will result in a frozen budget and eventual derecognition.
2. Read the Finance Handbook! It contains important information on Student Senate finances relevant to your organization. You can access it on the Student Senate website.
3. The President, Treasurer, and any member who may handle organization finances must successfully complete the Finance 101 quiz on Sakai.
4. After successfully completing the Finance 101 quiz, the President and Treasurer must sign the signature cards with the Finance Chair.
5. Update your organizations information online at the Student Senate website. www.web.uri.edu/studentsenate/
6. Create a @rhodysenate.org email address for your organization. To do this, contact our Chief Information Officer via email cio@rhodysenate.org
7. Come into the Senate Office and see your organization mailbox and meet Kim, the Student Senate Coordinator. She is there to help you and answer any questions you may have.

Goals for a Successful Student Organization

1. Complete Re-Recognition in the fall by the due date
2. Attend the Fall Finance Training Session
3. Attend all monthly Presidents Meetings
4. Host an event open to all of campus
5. Participate in at least one of the student life recruitment events, such as First Night
6. Co-sponsor an event with another group on campus
7. Fundraise for your organization
8. Have a social media presence and update the contact information for your organization online
9. Complete transition materials for the upcoming year's officers
10. Hold elections for the upcoming year in March, elections must be completed and results emailed to soarc@rhodysenate.org by April 1st.
Finance 101

**Essential Information**

- Read the Finance Handbook
- New officers must pass the Finance 101 quiz and sign the signature cards with the Finance Chair
- Complete budget applications in the spring semester by the due date that the Finance Chair determines
- Meet Cheryl who works in the Accounting office in the Union, Room 211
- At any event where you will be collecting money, use a cash box (order 2 days in advance)
- All funded groups receive money for recruitment
- All groups have access to the computer and copier with $10 of printing

**Contingency Grants**

*What is a Contingency Grant?*

Contingency is money that can be applied for to fund programming, capital improvements, and other things that you are not budgeted for. If a group would like to put on an event that is open to the entire URI community, they are eligible to apply for a contingency grant. Groups can also apply for capital improvement grants, which can fix existing assets, or to buy new assets that can be used for the entire group. If a group is charging for admission, the grant must first be paid off back to Student Senate, before a group can start making a profit. For further information, review the Finance Handbook.

*Who can receive one?*

All groups that are recognized as funded are eligible to receive contingency grants.

*How to apply for a contingency grant?*

1. Pick up a Contingency Grant Request.
2. Fill out the upper portion of the form
3. Submit the required and recommended documents to the Finance Chair for preapproval review by noon the day of the meeting.
4. Sign up for the Finance Committee meeting, under the white board in the Senate Office, Room 201.
5. Attend the Finance Committee Meetings.
6. Attend the Senate meeting, if required.
7. Bring the white copy of the Grant Request to the Senate Accounts Office to receive the funds.
Resources

- Printing, copying, and faxing in the Senate Office
- Check your mailbox in the Senate Office frequently for updates and information
- All events on campus must be registered with the Student Event Advising (SEA) Office
  - Event Checklist: [http://www.mu.uri.edu/involvement/checklist.html](http://www.mu.uri.edu/involvement/checklist.html)
- Reserve space on campus
  1. Visit the Memorial Union website ([http://www.mu.uri.edu/](http://www.mu.uri.edu/))
  2. On the right hand side of the website click the link for “Union’s Events Calendar.”
  3. Now on the Facility Schedule page, click the “Reserve Space” button.
  4. If you have an account please skip a head to Step 6, and if not click the “First Time Users Request Account” button.
  5. Fill in all the required information, and then submit your application. From here your information will be sent over to Room 217, the Scheduling Office. It may take up to 24 hours to have your account entered into the system. If you have any troubles at this point, stop by the office and ask for assistance from Wendy, Chris, Claudette, or Christine.
  6. Click on “Registered Users Login” button, and login using your User name and password.
  7. In order to book space within the Memorial Union, or other locations on the URI campus click the “Reservations” button at the top of the page.
  8. Fill out all information on the left hand side of the page with information pertaining to the time, location, and resources you’ll need for your event, and finish by pressing the “Find Space button.”
  9. The system will then generate a list of all locations available for your event. If nothing is shown, that means either all locations are booked for that time, or you missed a field. In order to book that space press the “green plus” button, and then the “yellow continue” button at the bottom of the page.
  10. Fill in all the required information then click “Submit.” If your booking was successful then you’ll receive a confirmation via email, once the event is entered from the scheduling office; and if you run into any trouble/ need assistance visit Room 217 in the Memorial Union.

- Storage space may be available
- Go on a free teambuilding retreat with Student Organization Leadership Consultants
- Office Supplies in the Senate Office, including a computer, printer, and copy machine
- Student Senate has various equipment, such as a camera, which you can borrow
- Free advertisement on the Memorial Union television screens, 5 Cent Cigar, and other methods

Student Senate has various other resources available for recognized organizations.
# Important Contact Information

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<thead>
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