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

involvementpolicy@echo.rutgers.edu

orgregistration@echo.rutgers.edu

rutgers.involvement@gmail.com
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
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 and click on the link to our Rutgers getINVOLVED site.
• 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
• Flyers Must Be Stamp Approved
• 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.
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.

_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](http://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.
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: inason@dining.rutgers.edu to schedule 1:1 training if necessary.
For more information on travel and contracting, please see our “Trips and Travel” & “Contracting” videos posted to our involvement.rutgers.edu website.
STUDENT INVOLVEMENT
OFFICE HOURS:

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

Student Activities Center
613 George Street

848-932-6978
osi@echo.rutgers.edu