Officer Training

Student Centers and Activities
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.
• 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
Each organization registered with Student Centers and Activities—Student Involvement Office has an 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.
**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
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.
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.
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

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

Student Activities Center
613 George Street
848-932-6978
osi@echo.rutgers.edu