

Graduate & Undergraduate Registered Student Organization Handbook

Office of Student Involvement
Fall 2024

WELCOME

Welcome to the Registered Student Organization (**RSO**) Handbook.

By choosing to be involved with an RSO, you join a vibrant network of students, staff, and faculty members striving to enhance the campus life experience, outside of the classroom and the studio. Our clubs are student-led, but you're most certainly never alone in the process. The Office of Student Involvement (**OSI**) and Student Government Association (**SGA**) are here to readily support clubs on the undergraduate and graduate level who want to organize meetings, spearhead initiatives, and host on- and off-campus programs.

By serving the broader student community, club officers cultivate their professional skills and administrative capabilities, preparing them for their next steps after graduation. A series of leadership development opportunities, such as mixers, information sessions, and outings are regularly scheduled throughout the academic year to help keep the minds and spirits of our club officers and club advisors engaged!

In joining this population, you have a role in shaping the student life experience here at Pratt Institute. This handbook is designed to help club officers navigate and exercise the benefits of being an RSO, while understanding the related expectations, policies, and procedures.

We thank you for choosing to become an integral piece of this mission. You make our work as an office possible, and we look forward to connecting with your club. Should you have any inquiries, feel free to reach out to us directly.

In the meantime, our most FAQs can be answered by referencing the [Club Resource List](#), which compiles all the links you may need into one straightforward list.

Office of Student Involvement

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FOREWORD

Student engagement supplements the academic journey you embark on when you arrive at the Pratt Institute. As natural student leaders on-campus, club officers have the unique opportunity to drive positive change, and drive a lasting impact in the campus community.

The Office of Student Involvement champions the importance of club officers possessing an understanding of the policies and procedures to be successful. To empower club officers with the tools required to effectively program and thrive, we are continuously refining resources to ensure they're easily accessible and digestible.

MEET OUR TEAM

Office of Student Involvement

The Office of Student Involvement (**OSI**) is a group of professional staff members who are dedicated to providing guidance for student life:

- Emma Legge (she/her) – Director of Student Involvement
- Alex Ullman (he/him) – Associate Director for the Student Union
- Andy Fulton (he/him) – Associate Director for Graduate Students and Orientation
- Olivia Witsaman (she/her) – Assistant Director for Civic Engagement & Leadership Development
- Jay Matrecito (she/her) – Assistant Director for Student Organizations & Affinity Groups
- Esther Bristol (she/they/them) – Assistant Director for Student Programming

Through programming and organizational support, training sessions, professional development and networking opportunities, and advising, our commitment goes beyond acknowledgement. Reach us at our general inbox (involvement@pratt.edu) or connect with us in-person:

Brooklyn Campus	Manhattan Campus
Monday through Thursday, 8 AM to 7 PM Friday, 8 AM to 5 PM Main Building 008 & Student Union 108/109	Monday through Thursday, 10 AM to 6 PM 7th floor of the Pratt Manhattan Campus

Student Government Association

The Student Government Association (**SGA**) represents the student body at the Pratt Institute. Composed entirely of students with the Director of Student Involvement acting as their advisor, this board sits on committees with professional staff, faculty, and high-level administrators in

order to provide the student perspective on decisions that affect the campus community. Their office is located in Student Union 201.

In addition, SGA acts as the governing body responsible for reviewing and approving club registrations, distributing the Student Activity Fee, and hearing appeals on club sanctions. Their office is located in the Student Union. For more information, please visit their [Engage](#) or contact them directly in their general inbox (sga@pratt.edu).

REGISTERING A CLUB

Registration Benefits

To facilitate their contributions to the student life experience at Pratt Institute, all Registered Student Organizations (RSOs) in Good Standing are provided with the following benefits under the Office of Student Involvement and the Student Government Association:

An annual printing budget of up to \$200 managed by Student Involvement for the Copy Center and the 2-D Printing Center	Reserve rooms on the Brooklyn and Manhattan campuses	Apply for funding from the Student Activity Fee
Access to advertise on bulletin boards, campus monitors and Engage via approval	Tabling in the Student Union or Main Lawn	Programming usage of Student Union Equipment at no cost to your organization

Club Expectations

To maintain status as an active Registered Student Organization in Good Standing at Pratt Institute on both the undergraduate and graduate level, you must adhere to the following expectations:

- Demonstrate an understanding of Pratt's [Community Standards](#) and the Office of Student Involvement's Handbook, [Policies](#) and [Code of Conduct](#) for RSOs.
 - Clubs that fall out of Good Standing may have their rights and privileges revoked.
 - In extreme cases, they may lose their status as an RSO.
- Do not replicate the mission of any other active RSO in Good Standing.
 - You can review our list of organizations [here](#).
- Must be open and accessible to the Pratt student body.
 - Club programming, including meetings, events, and activities, must be available to the entire Pratt student body.
 - Clubs cannot charge dues for membership.

- If your organization is affiliate a national organization, Pratt cannot cover membership dues for the national organization. The Pratt RSO must offer programs accessible to Pratt students separate from the national organization's offerings.
- Online and physical media distributed by a club must include a translation to English, whenever another language is used.
- Must operate independently of academic departments.
- Maintain your club's Engage page on a regular basis.
 - Publish (and adhere to) club meeting dates, times and locations.
 - Upload the most up-to-date version of your Constitution and Bylaws, if amendments are made.
 - Update your club's contact information and roster accordingly, if leadership changes are made.
- Re-register on an annual basis to maintain active status.

Register Your Club

In order to be considered a Registered Student Organization (**RSO**), a group must be recognized by the following entities:

- Pratt Institute
- Office of Student Involvement (**OSI**)
- Student Government Association (**SGA**)

To be formally recognized by these entities, a group must qualify for RSO status. This consists of checking off the following requirements:

- Be open to all members of the Pratt student body
- Have at least one club officer (e.g. President)
- Have at least 5 members
- Have an advisor who is a member of the Pratt faculty or staff
 - Religious groups may ask a local member of the clergy to be an advisor with permission from the Office of Student Involvement
 - The general responsibilities of an advisor can be found [here](#).
- Adhere to all policies and procedures in place at Pratt Institute
- Not replicate the mission of any current RSO in Good Standing
- Be independent of associated academic departments
- Attend mandatory RSO events and trainings
- Prepare a Constitution and Bylaws to upload to Engage

Groups who have applied to become an RSO will be notified of their status by SGA.

- Applications will be reviewed weekly by the Chair of Student Life on SGA.
 - Complete registrations with no issues are brought to the SGA for review.
 - Incomplete registrations or those that violate Good Standing will be returned to the applicants, with an opportunity to revise.

- SGA will review the application and approve or deny based upon the above criteria.

Required Materials

To be formally recognized as a Registered Student Organization under the Office of Student Involvement and the Student Government Association at Pratt Institute, all new and existing clubs must submit a Club Registration that includes the following information and documents:

- Prepare a **Constitution and Bylaws** document that details the club's purpose, structure, and operations.
 - Our Constitution and Bylaws Guide is a template that can be reviewed [here](#), and includes helpful suggestions to set groups up for success.
- Have at least **one (1) President**.
 - All other roles on the Executive Board (i.e. Vice President, Treasurer, Secretary, Event Coordinator, Public Relations) are optional and can be removed, replaced or adapted. The leadership structure of each club varies!
- Have at least **one (1) Advisor**.
 - An advisor must be a member of the Pratt faculty or staff who has reviewed [this](#) sheet and agreed to serve on a voluntary-basis.
 - Religious groups are allowed to ask a local member of the clergy to be an Advisor with permission from the Office of Student Involvement.
- Have a **minimum of five (5) members**.
 - Any Pratt student who has agreed to participate in the club as a General Member counts toward this requirement.
 - All of the Executive Board, except the President, counts toward this requirement.
 - Advisors do not count toward this requirement.

Application Process

The submitting student becomes the Primary Contact and is responsible for responding to any follow-up or feedback given. The Club Registration will be received by SGA's Chair of Student Life (sga@pratt.edu) to check for completion.

- Complete registrations with no issues are brought to the student board for review.
- Incomplete registrations or those that violate Good Standing will be returned to the group, with an opportunity to revise.

The Club Registration will be approved or denied based upon the criteria shared above under **Club Expectations** and **Required Materials**, and the Primary Contact will be notified of their group's status.

The table below shows the designated periods during which Club Registrations will be accepted by SGA during the 2024-2025 academic year. If an Existing Club fails to register by the deadline, their Engage page will be **Frozen** and they must contact the Assistant Director (imatreci@pratt.edu) to activate their club status and registration benefits.

	Fall 2024		Spring 2025	
	Opens	Closes	Opens	Closes
New Clubs	Jul. 1st at 9:00 AM (EST)	Sep. 1st at 11:45 PM (EST)	Dec. 1st at 9:00 AM (EST)	Feb. 1st at 11:45 PM (EST)
Existing Clubs	Apr. 1st at 9:00 AM (EST)	Sep. 1st at 11:45 PM (EST)		

New Club Registration

The following steps are required for **New Clubs** to submit their first-time Club Registration:

1. Visit <https://pratt.campuslabs.com/engage/organizations>.
2. Sign in with your Pratt OneKey credentials.
3. Select **Register an Organization**, then **Register A New Organization**:

4. When you register a New Club, you must include:
 - a. Your club's directory information, including club name, acronym/abbreviation, contact email, description, profile picture, and external websites.
 - b. Your club's membership roster.
 - i. Add new members by inputting their Pratt email address.
 - ii. Assign roles to members on the Executive Board or the Advisor(s).
 - c. Your club's Constitution and Bylaws.
5. When you are finished, hit **Submit** to send in your registration for review.

Existing Club Registration

The following steps are required for **Existing Clubs** to submit their annual Club Registration. They are to be completed by the club's incoming leadership.

1. Visit <https://pratt.campuslabs.com/engage/organizations>.
2. Sign in with your Pratt OneKey credentials.
 - a. The incoming President of the 2024-2025 academic year should submit this, instead of the outgoing President of 2023-2024.
3. Select **Register an Organization**, and click the blue **Re-Register** button next to your club's name:

6. When you re-register an Existing Club, you must update:
 - a. Your club's directory information, including club name, acronym, contact email, description, profile picture, and external websites.
 - b. Your club's membership roster.
 - i. Remove inactive and graduated members.
 - ii. Add new members by inputting their Pratt email address.
 - iii. Update roles on the Executive Board or the Advisor(s).
 - c. Your club's Constitution and Bylaws.
7. When you are finished, hit **Submit** to send in your registration for review.

CLUB POLICIES

All Registered Student Organizations must abide by all of the policies listed in Pratt Institute's **Community Standards and Student Policies**, which includes, but is not limited to, the following:

- [Community Standards](#)
- [Title IX and Sexual Misconduct Policy](#)
- [Nondiscrimination and Anti-Harassment Policy](#)
- [Campus Posting Policy](#)
- [Social Media Guidelines](#)
- [Upholding Freedom of Expression, Mutual Respect and Compassion](#)

Moreover, the Office of Student Involvement has developed additional guidelines for club conduct and activities.

- [Code of Conduct](#) – Details our judicial process for RSOs in regard to sanctions, appeals, individual removal and reinstatement, and advisor violations.
- [Additional Policies](#) – Restrictions regarding alcohol, hazing and fundraising.

Campus Posting Policy

In an effort to promote campus-wide communication, support an attractive and welcoming environment, and avoid damage to our facilities, Pratt Institute has established a **Campus Posting Policy**. This applies to **all bulletin boards** on the Brooklyn and Manhattan campuses including, but not limited to, bulletin boards under the purview of academic or administrative departments, Residential Life and Housing, and the Office of Student Involvement:

1. All posters must be stamped by OSI. Posters must be brought to the **front desk of the Student Union on the Brooklyn campus** or to the **7th floor lounge of Pratt Manhattan to be stamped** by the front desk of Student Involvement. Hanging posters is the responsibility of the person and/or group sponsoring the poster. Each poster requires an original stamp. The stamp must be easy to read and the date must be clear. Posters without stamps will be immediately removed and discarded.
2. Posters are **only permitted on bulletin boards**. Posters are **not permitted on walls, windows, doors, walkways**, etc. Postings affixed to unapproved locations will be removed.
3. Posters must be affixed with pushpins, or thumbtacks. **Tape or staples are not permitted.**
4. The date on the stamp is the date by which the posters must be taken down. Individuals, clubs, offices and departments that hang posters are responsible for taking down posters after they have passed the stamped date.
 - a. For a program that has a specific date, the date stamped on the poster will be the date after the program is scheduled to take place.
 - b. For a poster without a specific date, the date stamped will be one (1) month after the date on which the poster is brought in for approval.
5. Posters will not be approved if they contain incorrect information, or are inconsistent with Pratt's standards and policies. This is including, but not limited to:
 - a. Lacking the name or logo of the sponsoring student organization(s).
 - b. Lacking English translations where another language is used.
6. Clubs intending to promote programs or activities jointly with another organization are required to obtain written permission from the co-host for the usage of their logo in marketing materials. This can alternatively be documented by designating the other club as a Co-Host through the Event Request, and their President or Advisor voting in favor. This enables us to confirm the partnership, thereby preventing any potential confusion or uncertainty.
7. Posters can not cover other current and approved posters.
8. Posters cannot exceed tabloid size (11"x17").
9. No more than one poster per program or posting will be permitted on each bulletin board.
10. Posters advertising programs where alcohol will be served are not permitted without prior approval of OSI.
11. Any permanent or semi-permanent alteration, such as chalking or painting, to any facility or part of Pratt grounds without expressed permission and consent of the building manager and Facilities is not allowed.
 - a. In special cases where prior approval is granted for taping posters to surfaces, all must be removed after the program takes place.
12. People wishing to advertise housing must list their information online with Residential Life. OSI will not approve fliers for housing.

13. Any club, department, office, or outside entity wishing to post on a residential bulletin board must contact the Office of Residential Life and Housing at reslife@pratt.edu for permission. If approved, they will accept 51 flyers.
14. Quarter-sheets (handbills) are to be approved and stamped by OSI before being distributed.

Any person or group found to be in violation of this policy may have their posting privileges revoked.

Expressive Activity

Students, faculty and staff have the right to examine and discuss all questions of interest, and freely express their views and opinions, publicly or privately. Pratt Institute established [Guidance for Public Gatherings](#) to detail your rights and responsibilities when organizing on-campus.

- To the extent that on-campus meetings, protests, demonstrations, vigils, gatherings and community programs do not disrupt or hinder the orderly functioning of Pratt Institute and its related activities, they will be protected.
- Campus Safety may redirect demonstrations to ensure the health, safety, and welfare of the Pratt campus community.
- If a Registered Student Organization is interested in holding a demonstration, protest or vigil, it is their responsibility to notify the Office of Student Involvement by creating an Event Request on Engage.

PROGRAMMING

When a Registered Student Organization hosts a meeting, event, activity, or experience for the Pratt community, it is known as a program. Students, offices and departments turn to [Engage](#) to be in-the-know about programs occurring across campus at any given time. For club officers, it is an online portal that brings brainstorming to life, since it houses all the submission forms that make programs possible:

<p style="text-align: center;">Event Request</p> <ul style="list-style-type: none"> - Arrange for a space reservation - Arrange for tabling - Arrange a fundraiser - Add SWAG Points - Assign program co-hosts - Assign a fixed or unlimited number of spots - Enable RSVPs 	<p style="text-align: center;">Club Funding Request</p> <ul style="list-style-type: none"> - Apply to fund your program or club needs through the Student Activity Fee - Upon approval, initiate payment or purchase with the Assistant Director 	<p style="text-align: center;">Print Services Request</p> <ul style="list-style-type: none"> - Redeem your Print Services budget and submit files to print through the Copy Center or the 2-D Printing Center - Submit files to circulate on the TV Screens across Brooklyn and Manhattan
Scan Event Passes	Handbook	Reimbursement Policy

- Check students in to reward any SWAG Points attached to the program

- Access the most up-to-date version for programming and organizational support

- Apply to fund your program needs through the Student Activity Fee

Feel free to connect with a staff member in the Office of Student Involvement as a first step in planning your program. They can help you brainstorm, set a timeline, advise you on policies and procedures, and answer any questions you may have regarding the submission, review and approval process of your **Event Request**, detailed below.

Event Request

All RSO programs should be submitted to [Engage](#) through an Event Request by a club officer. Watch the how-to [here](#), or review our [Training Slides](#). All Event Requests will be reviewed by the Office of Student Involvement, who is responsible for helping clubs navigate the logistics of programming, on- and off-campus. Please note that different elements of a program can prompt approval from another Campus Partner and impact the review time, such as:

- Arranging a space reservation, especially for a lecture hall, auditorium or gallery
- Expecting 75+ attendees
- If Campus Safety or Facilities staffing is required
- Inviting high-level administrators or guest artists
- Opening the program up to attendees that are not current student, staff or faculty at Pratt
- Serving alcohol
- Serving food prepared by an off-campus vendor
- Use of equipment and/or structures on lawns or sidewalk
- Use of open flames for vigils or faith-based activities

That being said, do not underestimate the amount of planning it will take to execute a successful program. We recommend allotting a minimum of 4-to-6 weeks before the anticipated program date to submit your Event Request.

Funded programs with limited spots must be open and accessible to the Pratt student body. To ensure this, clubs must incorporate a random lottery or first-come, first-serve system into their Event Request. Consider the following avenues:

- Create a copy of [this](#) Google Form, and include the link in your Event Request's Description.
- OR enable the RSVP function and assign a limited number of spots to the program. Students can sign up on a first-come, first-serve basis.

Space Reservation Process

Begin the process by creating an Event Request. On the **Event Additional Information** page, check the appropriate box for space reservations. The student submitting will be prompted to provide their top three spaces, specifying the exact building and room number. Our office will

submit to Pratt's space reservation system on your behalf and work with you to find an alternative space if your first choice is already booked, offline, or denied. Expect follow-up to be posted in the **Discussion Section** of your pending Event Request.

To view **rooms** on-campus and their **capacities**, select a **building** from the list below:

Activities Resource Center	Cannoneer Court	Chemistry Building
DeKalb Hall	East Hall	Engineering Building
Film Video Building	Higgins Hall Center	Higgins Hall North
Higgins Hall South	Library	Main Building
Machinery Building	Memorial Hall	Myrtle Hall
North Hall	Outdoor Spaces	Pratt Manhattan Campus
Pratt Studios	South Hall	Steuben Hall
Student Union		

Tabling

Begin the process by creating an Event Request. On the **Event Additional Information** page, check the appropriate box for tabling. The student submitting will be prompted to detail the purpose, tabling activity, collaborators, and equipment needed. When selecting a tabling zone within the Student Union or Main Lawn, please note approval from the appropriate Campus Partner will be required and arranged by our office. Expect follow-up to be posted in the **Discussion Section** of your pending Event Request.

Student Involvement is dedicated to enhancing the visibility and presence of clubs on-campus during high-traffic times. This year, we are granting **up to \$150** to RSOs for **creating engaging tabling opportunities**. This funding bypasses the traditional Club Funding Request process, and can be utilized in a variety of creative and effective ways, including, but not limited to:

- Providing hot or cold beverages to incentivize passerby students into participating.
- Offering culturally diverse snacks to celebrate various heritages.
- Hosting a craft station related to your club's mission.
- Setting up the popcorn machine to promote an upcoming film screening.
- Providing wellness kits during midterms or finals.
- Offering stickers or buttons with your club's name or logo.
- Investing in a printed banner or poster with your club's name or logo.
- Setting up a tablet or laptop to promote membership sign-ups on Engage.

To propose a tabling idea on behalf of your club, contact the Assistant Director (jmatreci@pratt.edu).

Off-Campus Guests

Clubs are required to collect the name, email address, and reason for attending from each off-campus guest prior to the program date. The term **off-campus guest** includes any individual that has been invited to attend an on-campus program, but is not a current Pratt student, faculty or staff member. This does not include guest artists who have been invited to participate in or facilitate a program.

Prepare a copy of our [template](#) or create your own. Prior to the program date, club officers will be responsible for sharing these responses with both OSI (involvement@pratt.edu) and Campus Safety (publicsafety@pratt.edu for **Brooklyn-based** programs and pmcsec@pratt.edu for **Manhattan-based** programs) to ensure they have access to campus.

SWAG Points

All Pratt students are automatically enrolled into the **SWAG** (Students Win Awesome Gifts) **Involvement Curriculum** from the moment they step foot on-campus. Points accumulate during their time at Pratt, and are awarded for checking into programs that relate to one or more of the areas below. Track your progress to build skills that will contribute to your success.

Social and Campus Engagement	Academic Enrichment	Health and Wellness
Leadership and Personal Development	Diversity, Inclusion and Civic Engagement	Career and Professional Development

Clubs must check-off the areas that best fit their program during the creation of their Event Request, and can track attendance to award attendees with the SWAG Points via one of two ways:

1. Have students physically write their name and Pratt email address at the program, and manually input this information after through the club's **Events** dashboard. Watch the how-to [here](#).
2. Scan a student's Event Pass using the Event Check-In App.

To check your **SWAG Points Meter** on Engage, watch the how-to [here](#).

Scan Event Passes

All members of the Pratt community have an **Event Pass**, which is a unique QR-code connected to your Engage profile.

- Download [Corq](#), the mobile app version of Engage, from the App Store or Google Play to easily access your Event Pass. From the app, it can be downloaded into your mobile wallet.
- Or login to Engage via internet browser on a cell phone, tablet, laptop or desktop to access your Event Pass. Watch the how-to [here](#).

To scan Event Passes for a club program posted on Engage, club officers must use the **Event Check-In App**. Review our [Event Pass Module](#) to best prepare, then get started officially by downloading the [Event Check-In App](#) from the App Store or Google Play.

1. Upon logging in using your Pratt OneKey, club officers will be prompted to enter the program's Access Code.
 - a. This can be located by selecting **Manage the Event** through the club's management dashboard and copying the mix of numbers and letters under the **Event Attendance Bar**. Watch the how-to [here](#).
2. If an attendee does not have their Event Pass, select the **blue No Pass? button** at the bottom-center of your mobile screen and manually enter the student's Pratt email address to check them in and out.

Registered Student Organizations whose programs **receive \$500 or more** through a Club Funding Request must track attendance using the Event Check-In App. For programs that received less than \$500 or did not apply for funding, using the Event Check-In App is optional but strongly recommended.

Advertising

Registered Student Organizations can utilize various channels to advertise upcoming programs and engage the Pratt community. Consider the following methods and expand the your reach:

- **Engage Platform:** Once an Event Request is approved, it becomes visible to all. Additionally, it notifies the club's roster members and is featured in [Events](#).
- **Printed Materials:** Clubs can acquire flyers, posters, handbills, and stickers from Print Services through the Office of Student Involvement to promote their programs using their annually allotted printing budget of up to \$200.
 - Prior to posting on bulletin boards under the purview of Student Involvement, all printed materials must be stamped at the front desk of the Student Union. See the [Campus Posting Policy](#) for a full understanding.
- **Digital Displays:** Your program can be advertised on the TV screens throughout both the Brooklyn and Manhattan campuses.
- **Social Media Promotion:** Tap into a wider audience by contacting our general inbox (involvement@pratt.edu) to share an upcoming club program on the Office of Student Involvement's official Instagram account ([@prattosi](#)).
- **Tabling in the Student Union or Main Lawn:** Tabling is a dynamic strategy that allows clubs to interact directly with the Pratt community, promote upcoming programs, recruit new members, and enhance visibility in high-traffic areas of campus.

Print Services

Registered Student Organizations have access to Print Services at Pratt, which consists of the Copy Center and the 2-D Printing Center, for club-specific needs, such as flyers, posters, handbills, and stickers. Each club is allotted a maximum budget of up to \$200 per academic year through the Office of Student Involvement. This information is regularly tracked [here](#). If your balance becomes exhausted, you can acquire additional funds from the Student Government Association by submitting a Club Funding Request.

In order for OSI to cover the cost of your needs through Print Services, please follow the steps outlined below:

1. If your printing is attached to a program, please create an Event Request first. Clubs cannot advertise a program that has not been submitted to Engage.
2. Once prepared, your items can be submitted via the [Print Services Request](#).
 - a. For laser-cut stickers, format your files based on the 2DPC's [Roland Print Guide](#).
 - b. Consult with the [Visual Identity Resources](#) for Pratt's design guidelines, elements, and templates.
3. Once your Print Services Request is approved, your items will be ready to be picked up from the front desk of the Student Union, or on the 7th floor of the Pratt Manhattan Campus.

To view the status of your Print Services Request at any time, visit your Engage profile and select **My Submissions** from the drop-down menu.

TV Screens

To advertise a program on the TVs across the Brooklyn and Manhattan campuses, a **.JPG** file with dimensions of **1920x1080 pixels** must be submitted through the [Print Services Request](#). Include a termination date, specifying the final full day the advertisement will be displayed.

FUNDING PROCEDURES

The Student Government Association is the governing body responsible for distributing the Student Activity Fee in collaboration with the Office of Student Involvement. This pool of money is available for undergraduate and graduate Registered Student Organizations to apply for and use on programming throughout the academic year. To best prepare, review our [Club Funding Request Module](#), then access the form directly on the homepage of Engage under **Club Resources**, or through SGA's [page](#) under **Forms**.

Before you submit, please ensure your [Club Funding Request](#) aligns with the following:

1. Funding for a program can only be requested **prior** to the program's date.

2. You should **only** be starting a Club Funding Request if the related [Event Request](#) has been submitted.
 - If the funds you are requesting are not attached to a program that can be published on Engage, please disregard. This is rare and includes, but is not limited to, funding that is allocated to college chapter registration, and conference or convention expenditures.
3. Your Club Funding Request must reflect **all** of the associated program costs. We ask that you do not submit multiple Club Funding Requests for one program.
4. If a club intends to buy items out-of-pocket with the intention of reimbursement, their Club Funding Request must be approved **prior** to purchase.
 - To receive a mailed reimbursement check, create a copy of [this](#) document, and send it to the Assistant Director (jmatreci@pratt.edu) upon completion.

Club officers are **solely responsible** for submitting their Club Funding Request in time for both SGA & OSI to review and approve prior to the intended program date. These timelines are in place to allow ample time for SGA approval and OSI payment or purchase. Prepare accordingly by reviewing the table below:

Amount Under \$500	Submit two (2) weeks prior to the program date, at minimum.
Amount Over \$500	Submit four (4) weeks prior to the program date, at minimum.

Club Funding Requests will be reviewed between Monday through Friday, 9 AM - 5 PM (EST). Please note that SGA will not be in session during holiday breaks, office closures, and finals season.

Requested funds are not guaranteed. Upon approval from SGA, see **Payments & Purchases** for next steps.

Amounts Over \$500

Undergraduate RSOs will be invited by the Chair of Student Life to an SGA meeting to discuss and decide on their Club Funding Request. Graduate RSOs will receive their decision directly through Engage, unless further information is needed, in which case they may be asked to schedule a meeting.

To best prepare, review our [Club Funding Request Module](#), and be ready to discuss the:

- Overall purpose of your event
- Itemized list of expenses, including vendor names, cost by item, and quantity
- Program advertisement plan and collaborators
- Expected attendance

If SGA approves your Club Funding Request, you will be required to scan students into the program using [Event Check-In](#). This allows you to track attendance and administer a wider survey to attendees about the program.

Post-Event Reflection

This is a reflective handout that allows groups to intentionally analyze the programs they're hosting for the Pratt community, and continue to evolve in their planning and implementation.

- **Undergraduate RSOs** are expected to complete a Post-Event Reflection for approved Club Funding Requests \$500 or more.
- **Graduate RSOs** are expected to complete a Post-Event Reflection for all approved Club Funding Requests.

Fill out the [Post-Event Reflection](#) alongside club officers at your next meeting and send it to SGA (sga@pratt.edu) upon completion. Failure to complete this within one month after your program date can affect the eligibility of future Club Funding Requests.

Payments & Purchase

After a Club Funding Request has been approved by the Student Government Association, the club will be directed to contact the Assistant Director (jmatreci@pratt.edu) in order to initiate a payment or purchase method below.

- **Amazon:** Provide a spreadsheet with the link to each item, the cost of each item, quantity desired of each item, and the total projected cost of the order. An example of a spreadsheet to plan your cart is provided [here](#). Please note our office has a corporate account with Amazon, which allows for two-day shipping, but requires orders to be reviewed and approved by Pratt Finance and Administration during business hours. This method does not charge tax.
- **GrubHub Delivery or Pick-Up:** Place an order through our tax-exempt business account on GrubHub by first exploring the ordering options available for delivery or pick-up [here](#). After you've finalized your order, provide the vendor, delivery address, date and time or pick-up date and time, and a club representative's cell phone number. This method does not charge tax.
- **Admission Tickets:** Provide a website to the museum, convention or show and include the total quantity of tickets. As a reminder, ticket-based outings must be marketed to all Pratt students. This can occur through Engage and a random selection lottery via Google Forms. An example of these random selection lottery sign-ups is provided [here](#). This method may charge tax.
- **Online or In-Person Store:** Items can be requested from in-store vendors (Key Food, Khim's Market, Luigi's Pizza) or online vendors (Target, Blick) by providing an itemized list with items, quantities, link, and total cost. Please note your items may be replaced by the Assistant Director with an Amazon alternative, if possible, to reduce shipping and tax costs. This method may charge tax.
- **Invoice:** Our office will send our Tax-Exempt Purchase Certificate for the company to remove tax from the invoice. Once removed, the finalized invoice and the company's [W-9 Form](#) can be processed.

- **On-Campus Catering:** Our new dining servicer Chartwells offers catering for your next campus program. Review their menu [here](#). Once you have finalized your selection, communicate the following information with our team:
 - Program date
 - Program building and room number
 - Food delivery time
 - Food clean-up time
 - Menu items with quantities
- **Charter Bus Rental:** Following the approval of your club's Event Request for off-campus travel, the Assistant Director will contact an approved bus charter company to obtain an invoice with gratuity included and tax removed. The invoice must be received no later than 20 business days before the program date, as it will take up to 15 business days for Pratt Finance and Administration to issue a Purchase Order number. After the bus charter company receives this, the trip can be officially booked.

Not Eligible for Funding

- Events that are not open and accessible to all students
- Salaries, wages or honoraria for students or organizational members
- Programs or activities for which academic credit is awarded (or lectures or activities that occur during class time or as part of class)
- General upkeep of campus-wide facilities
- Political campaign activities
- Publication materials for groups that are not approved student media organizations
- Food and beverages for general meetings
- Items for individual members (i.e., organizational memberships t-shirts, bags, etc.)
- End of year or graduation parties, on or off campus
- Alcohol or other expenses for events with alcohol
- Self-promotional items (i.e., postcards for senior show, business cards, etc.)
- Portfolio reviews
- Studio visits
- Academic journals
- Computer hardware/software, technology equipment, or cameras that are currently available at Pratt
- Conferences with academic intent
- Balloons
- Single-use disposable water bottles

Reimbursement

Out-of-pocket expenditures can only occur after your Club Funding Request for those items has been approved. The [Reimbursement Request](#) is a PDF accessible from the homepage of Engage under **Club Resources**. Download a copy, follow the instructions, and submit it to our

office (involvement@pratt.edu) by May 1st, 2025 to ensure it is processed. Your physical check will be delivered by Pratt Institute to the mailing address provided in your completed paperwork. Please note that Pratt Institute will not reimburse for **tax** or **tip**.

Not Eligible for Reimbursement

- Supplies for events that were not open and accessible to all students
- Salaries, wages or honoraria for students or organizational members
- Gift cards
- Programs or activities for which academic credit was awarded
- General upkeep of campus-wide facilities
- Political campaign activities
- Publishing for groups that are not approved student media organizations
- Food and beverages for general meetings
- Items for individual members (i.e., organizational memberships t-shirts, etc.)
- End-of-year or graduation parties
- Alcohol or other expenses for events with alcohol
- Self-promotional items (i.e., postcards for senior show, business cards, etc.)
- Travel, including but not limited to subway, bus, train, airplane, rideshare, boat

GUEST ARTISTS

Registered Student Organizations may submit a Club Funding Request to finance visits from esteemed professionals to the Pratt community for diverse and creative programming. These professionals, referred to as **guest artists** in this policy, can include performers, musicians, lecturers, curators, or panelists.

- **Undergraduate RSOs** can apply for funding to invite up to two (2) guest artists per academic year.
- **Graduate RSOs** can apply for funding, up to \$500 per guest artist at a given program. While a single Club Funding Request can include honorariums for multiple guest artists, the combined total for all guest artists cannot exceed \$3,000 per academic year.

To ensure that all students have the opportunity to benefit from these visits, funding is not available for guest artists involved in academic coursework. If a guest artist's appearance is solely in a classroom-setting or if attendance is a requirement for academic credit, funding cannot be awarded.

Facilitate the process of inviting a guest artist to campus by adhering to the following steps:

1. Initiate negotiations regarding the artist's compensation no later than twenty-five (25) days before their scheduled arrival. Since Pratt cannot directly cover lodging or travel expenses, ensure these are incorporated into the fee negotiation.
2. Submit a Club Funding Request at least twenty (20) days prior to the artist's arrival date to ensure their honorarium is ready the day-of the intended program.

3. Upon approval, complete and provide the following documents in collaboration with the guest artist:
 - a. [Cover Sheet](#)
 - b. [Contract](#)
 - c. [W-9 Form](#)
 - d. [Visitor Form](#)
 - e. Vendor Invoice
 - i. Provided by the artist and required for payment processing.
 - f. PAF Form or Academic Stipend Form
 - i. Required only if the artist is a current employee of Pratt Institute.
 - g. 8233 Form
 - i. Required if the artist lacks a United States Social Security number.
4. Submit the completed documents at least twenty (20) days before the scheduled arrival of the guest artist. Forward these in a combined PDF. A blank example is available to view [here](#).

Students are **not authorized** to sign contracts. The required forms collectively establish a **binding agreement** between your Recognized Student Organization, Pratt Institute, and the guest artist. Submitting *after* the guest artist's arrival negates this agreement, potentially exposing your group to changes in the agreed-upon terms by the guest artist.

CONFERENCES

Groups are able to request Student Activity Fee funds for certain conferences that are open and accessible to all students, not limited to a particular academic department, or required through a course. **This amount cannot exceed \$400 per individual or \$2500 per RSO for an academic year.** These requests follow the standard Student Government Association process through the Club Funding Request on Engage, but require a [Trip Release Waiver](#).

The following items **are eligible for funding or reimbursement** with regards to conference expenses:

- Main conference registration
- Travel to and from the conference
 - Pratt has a travel agency that can help facilitate travel arrangements
- Pre-approved lodging during the conference

The following items are **not eligible for funding or reimbursement**:

- Individual membership to a sponsoring organization
- Conference events that cost additional funds above base registration
- Incidental travel surrounding arrival and departure from the conference
- Food

Please keep the following information in mind.

- **Paying Ahead of Time:** Student Involvement is able to cover certain costs in advance of a conference.
- **Registration:** Please provide completed registration forms for all attendees, as well as a W-9 from the host organization.
- **Lodging:** Please provide an invoice and W9 from the hotel. Note that some hotels will not accept payment in advance.
- **A note on room sharing services:** The Office of Student Involvement highly encourages groups to stay at reputable hotels. Without the ability to generate receipts or invoices, our office may not be able to reimburse individuals who stay at private residences that are being “shared.” Please confirm with Student Involvement before paying for the hotel if the accommodations will be reimbursed.
- These items must be prepared at least **4 weeks before** the conference date.

Conference Expense Reimbursements

If individuals seek to be reimbursed for a conference expense they plan to cover out-of-pocket, they must submit a Club Funding Request and be approved for these expenses by SGA prior to the event itself.

- For **registration** reimbursement, you must provide:
 - Confirmation of registration to conference or receipt
 - Associated credit card statement
 - Conference badge, or other physical proof of attendance
- For **pre-approved lodging** reimbursement, you must provide:
 - Confirmation of reservation
 - Associated credit card statement
- For **travel** reimbursement, you must provide:
 - Confirmation of ticket or receipt
 - Boarding Pass or ticket upon completion of travel
 - Associated credit card statement

Appendix

Appendix A: Publication Funding

Registered Publications (Static Fish, Ubiquitous, The Prattler, 25 Feet Off Higgins, Fig & Olive) will receive a maximum of \$6,000 per academic year, with \$3,000 allotted per semester, for publishing purposes. Registered Student Organizations that are not Registered Publications but, if they are interested in publishing materials, may submit a separate Club Funding Request to SGA for review. Please note funding is not guaranteed.

Registered Publications are advised by Associate Director, Alex Ullman (aullman@pratt.edu).

The Office of Student Involvement encourages wide submissions to our approved student publications. However, we also encourage editorial boards to utilize rubrics and standards to review submissions in order to efficiently operate within the annual budget.

Printing Publications

Once funding has been approved for the issue, the following must be obtained:

1. Advisor approval
2. Approved printer quote and invoice
 - a. Submit issue and quote to Alex Ullman at aullman@pratt.edu.
 - b. Once submitted, the issue will be reviewed to ensure compliance with the organization's mission and approved charter.
 - c. Once approved, Student Involvement will submit the issue on your organization's behalf.
 - d. If there are budgetary concerns, issues may be returned for additional editing to bring the issue in line with the allocated budget.

Highroad Press is the designated publication vendor and can be contacted at (201) 708-6900, is the approved vendor. For any others, please discuss with Alex Ullman at aullman@pratt.edu.

It takes approximately 15 business days for a Purchase Order (PO) number to be generated and sent to the printer company. Please account for this in your printing schedule.

In order for issues to be printed and delivered prior to students leaving campus for the semester, **quotes must be turned in before November 15th, 2024 in the Fall and April 3rd, 2025 in the Spring**. Publications submitted to print after these dates may not be approved.

Appendix B: Film Screening

A group interested in showing a film **must pay the licensing fee** covering a public performance in accordance with [Title 17 of the US Copyright Code](#). This fee must be paid, regardless if an individual can stream it online or directly owns a DVD. The price of licensing fees ranges based on the time that has passed since initial release, and the number of attendees expected at the program, but generally remains between \$425 to \$800. Contact the Assistant Director (jmatreci@pratt.edu) to investigate availability and cost of a film's licensing rights, or visit **Swank Motion Pictures** to submit an inquiry regarding the cost [here](#).

In the meantime, consider these free alternatives for your film screening:

- Swank Digital Campus provides access to the top 500 titles in Swank's expensive catalog. To access, sign in [here](#) using your Pratt OneKey login and view your streaming options. Anything you can stream directly from this website can be screened at a program without the purchasing of licensing rights.

- Pratt Libraries has a [DVD + VHS Collection](#) of over 4,000 unique titles.
- Acquire written permission from the creator or copyright holder to screen at a program without the purchasing of licensing rights.