

Student Clubs and Organizations Advisor Guidebook

Welcome Aboard!

Thank you for being the advisor of a student organization at RIT! Our clubs are engaging, full of potential, and most of all fun! Regardless of your experience, advising is a great opportunity to work with students in a capacity outside of the classroom, and to guide them in building upon their leadership potential.

The expectations of advisors are based upon several premises. Faculty and staff members are generally familiar with the policies and procedures of RIT, and therefore can assist students in the accomplishment of goals and objectives by helping them to work effectively within the framework of our community. Advisors can aid in growth and leadership, help with both transition and continuity between the shifting of academic years, and contribute to the total education and leadership ability of our students.

Many ask the question of what being an advisor entails, and the answer is simply that as an advisor you have an active role, **but not a controlling one**. You have the responsibility of promoting student growth and education, helping our students to enjoy their work, but also taking ownership of the success and failure of the group and the advisor should provide an atmosphere for learning and educational conversations to occur.

Therefore again – thank you for considering to be an advisor for our student clubs; and if you ever have any questions please feel free to contact me or anyone in the Tiger Suite in the Campus Center to help you provide the best possible support and guidance for your group. Your willingness to help our students succeed is much appreciated, and I look forward to working with you this year!

Sincerely,
Di'Monique George
Associate Director for Student Engagement
Center for Campus Life
dsgrla@rit.edu

Tiger Suite Clubs and Organizations Administrative Staff

Please stop by and visit us in the Tiger Suite if you have questions or concerns!

Location: Campus Center (Building 03), Room 1610

Hours of Operation: Monday – Friday from 8:30am – 4:30pm (The office will be closed on university holidays and closings).

Phone: 585-475-4111

Fax: 585-475-4060

Email: clubs@rit.edu

Website: <http://campusgroups.rit.edu/clubs/about>

Clubs Administration Staff	Position	Email
Shawna Lusk	Sr. Associate Director for Student Engagement (Club Sports)	Shawna.lusk@rit.edu
Di'Monique George	Associate Director Engagement	dsgrla@rit.edu
Nicholas Morales	Assistant Director, Fraternity and Sorority Life	nrmccl@rit.edu
Sojourner Coles	Clubs Graduate Assistant	slcccl@rit.edu
Trevon Cordis	Clubs Student Assistant	txcccl@rit.edu
Jourdan Smith	Clubs Student Assistant	jxsccl@rit.edu

Clubs Finance Staff	Position	Email
Laura Hellwig	Associate Director, Financial Operations	lhcccl@rit.edu
Dawn Rizzo	Sr. Financial Assistant (Student Orgs L-Z)	darcccl@rit.edu
Tyler Brown	Sr. Financial Assistant (Student Orgs A-K)	tnbcccl@rit.edu
Tonya Holmes	Sr. Financial Assistant (CAB)	tlhcccl@rit.edu
Chantal McHugh	Sr. Financial Assistant (FSL Councils, Acappella)	chcccl@rit.edu

Event Management	Position	Email
Bill St. Jean	Associate Director, Events and Major Programs	brsrla@rit.edu
Student Event Management General Inquiry	Event Management Graduate Assistant	studentevents@rit.edu

Advising 101

WHY be an advisor?

Advising a club can be a very rewarding experience. Working with students outside the classroom allows faculty and staff the ability to share information and resources, and encourage student development. This close interaction with students allows advisors to promote leadership, ethics, teamwork, diversity, and self-discovery – which are invaluable to students when they leave RIT.

WHAT is an advisor?

Advisors wear a variety of hats within the organization they advise. The advisor is a volunteer mentor of the organization that provides direction, advice, guidance, and stability to the members and officers in order to develop cohesion and involvement. The different roles that advisors may experience are being a team builder, conflict mediator, mentor, motivator, policy interpreter and more!

WHO can be an advisor?

Every RIT Center for Campus Life student organization or club is required to have an advisor. Advisors must be a full or part-time **RIT faculty/staff**. For faculty or staff that are non-exempt, you must receive permission from your direct supervisor. Advisors can be both well-informed (institutionally and within the individual club/organization) and involved in club activities and dealings. If you have questions about being an advisor, please contact Di'Monique George at dsgrla@rit.edu.

Advisor Expectations

Advisors will develop their own styles for interacting with their club or organizations depending on the executive board's needs, the status of the club, its purpose, activities, etc. As club or organization leadership changes, it is recommended that you often connect with your organization in order to review expectations. Successful advising should keep in mind the responsibilities to individual organization members, the organization as a whole and the Rochester Institute of Technology. Being an advisor does not remove any obligations you may have as an employee of RIT, including but not limited to, compliance with all applicable RIT policies.

- ✓ Communicate regularly and effectively with club or organization members, officers, and staff
- ✓ Make an effort to meet with your executive board during their regularly scheduled meetings (or as often as necessary).
- ✓ Attend club meetings and activities (especially major events/programs) when possible
- ✓ Assist with executive board transition and new officer training
- ✓ Review financial and club documentation and paperwork and assist the treasurer in monitoring and adhering to the club's budget
- ✓ Guide club officers in the planning, promotion, and facilitation of events/activities
- ✓ Engage in annual planning (budgets, calendar, goals, etc.)
- ✓ Act as a resource and liaison to university staff and convey problems, successes, questions/concerns as necessary
- ✓ Contact the Tiger Suite and Center for Campus Life staff if you have questions or concerns
- ✓ Attend periodic advisor trainings and meetings

Characteristics of a Successful Advisor

You are a . . .

- **Mentor** – An advisor is more than just a figurehead for the club and a reference for the executive board. Often, students seek out advisors for issues both relating to club practices and other issues. Be prepared to make lasting connections with students, challenge them intellectually/emotionally, and encourage leadership in the organization. Always be a guide to the organization and the executive board and understand needs/perspectives of all those involved.
- **Team Builder** – An advisor is, often, the glue that assists in holding the organization together and assists in creating cohesive teams and building positive relationships.
- **Educator/Interpreter of Policy** – As a representative of RIT administration, an advisor may have to interpret and intervene when university policy is in question. In these instances, the advisor is expected to guide the group within these standard operating procedures and notify appropriate authorities of any activities that may occur outside university policy.
- **Motivator** – A key role of the advisor is to motivate students to excel, carry out their plans, set stretch goals, and dream big! As a motivator, advisors should encourage the club to continue with their goals despite failures and always offer constructive feedback/support.

You are not. . .

- **Uninvolved** – As stated in “Expectations” (below), an advisor is expected to attend events on an as-available basis and is required to attend executive board meetings as necessary to provide guidance.
- **Controlling/manipulative** – An advisor is NOT the leader of the group. As an advisor, it is crucial to remain unbiased and look out for the well-being of the group despite the advisor’s beliefs.
- **Omnipotent** – Advisors are not expected to know everything. If the advisor utilizes this handbook effectively and communicates with the Club Staff, however, the advisor should be able to provide enough guidance to point the club/organization leadership in the right direction.
- **Just there to sign paperwork** – The advisor is not just around to sign club documentation and requests for financial resources. The advisor should know the inner workings of the club and have a strong idea of past initiatives, present standing, and future goals. If the advisor notices that they are not being as involved as they should, they should approach the club leadership or (if necessary) the Club Staff to intervene.

Advisors Should Be:

- Communicating regularly and meeting at least once a semester with your executive board members
- NOT just a signature on a paper – always review what you are signing!
- Make sure your students have your most up-to-date contact information. If you’re going to be out, let them know so they’re not waiting on you.
- Trying to attend at least one meeting or event a semester, to show your club support
- Look for a co-advisor! Advising can be fun but to help find balance at busier times it’s nice to have someone else the students can rely on!
- Informed! If you’re unsure – ask! Email Di'Monique George, dsgrla@rit.edu with any club or advising questions you may have.
- Aware that they can advise more than one club at a time!
- Involved! If you don’t hear from your club don’t assume they’re doing well – make the intentional effort to outreach to the members to stay up to date.

Responsibilities to the Institution

Communicating with Tiger Suite Staff

Having a strong relationship with the RIT CCL Tiger Suite Staff is important for the advisor and the success of the club or organization overall. Advisors help make sure the club is performing adequately and remain in contact with Tiger Suite administration.

Advisor Recognition Form

Each year we will ask that you complete an “[Advisor Recognition Form](#)” so we can confirm your ongoing interest in serving as an advisor to your club/organization.

Incident Reporting

In the event there is an incident in which a student becomes injured, and incident report is required to be completed. This report can be accessed through the following link: <http://cglink.me/s9828>

Resignation or Absence of an Advisor

If you need to resign at any time; please provide assistance to the club or organization as they identify a replacement. During this period, clubs and organizations are advised to keep the Tiger Suite staff informed of all critical club matters and obtain approvals when necessary until a new advisor can be found. If an advisor has taken a leave of absence or is on sabbatical, the club or organization will need to find a temporary advisor for the period that the regular advisor is away.

Tips to Help Reduce Risk | Harm | Hazing

Anticipate “foreseeable harm”

✓ Review planning and publicity prior to club events – do you foresee any kind of danger or harm to individuals, or the University should they arise (consider issues such as transportation, physical risk or damage, cost, lodging, alcohol, etc.)?

Act with reasonable care

✓ What would a reasonable person in a similar position do in this situation? Advise the leaders to action – but DON’T take over; that’s not your role! Communicate possibilities and concerns and ask what has been planned to handle each.

Duty to warn

✓ If an event appears to present foreseeable harm, warn the leaders of the risk and their duty to take action (i.e. alter or remove the event, plan how to forewarn members of the risk, cancel the event if it does not serve the RIT name well). Utilize the Tiger Suite resources and individuals and advise them of any potential conflict with events – you can contact the Clubs Administrative Staff at clubs@rit.edu.

Hazing

✓ RIT is committed to the professional and personal health and wellness of all our university students. Hazing of any sort will not be tolerated and subject to Judicial Review by the Student Conduct Board. The complete hazing policy is on page 15

Clery Act Information

One particular requirement of student organization advisors falls within the purview of The Student Right to Know and Campus Security Act of 1990 - more widely known as the Clery Act. This piece of legislation is provided in compliance with federal law to report “statistics concerning the required occurrences of certain criminal offenses reported to the local police agency of any official of the institution who is defined as a ‘Campus Security Authority.’ Student Organization advisors are considered a campus security authority because they have “significant responsibility for student and campus activities.”

What does this mean for advisors?

This means advisors have the authority and the DUTY to report any allegations of Clery Act crimes that they receive to Public Safety. For detailed information and documentation, please visit RIT Public Safety at: <https://www.rit.edu/fa/publicsafety/>

Common Legal Procedures

DVD/Video Copyright Law

Federal copyright law restricts the use of DVDs/videocassettes for private showings and prohibits their public performance without prior written consent of the holder of the copyright. A public performance includes, but is not limited to, showing a motion picture in a location open to the public, showing a motion picture to a selected group of people gathered in a location not open to the public (i.e. residence hall floor or lounge), or showing a motion picture by broadcast or transmission. Student organizations choosing to publicly show a motion picture in any form (film, VHS video, DVD, etc.) must secure a license from a booking agency. Videos or DVDS that are rented or purchased from a retail outlet are for home use only and cannot be shown on campus without the appropriate license from an approved booking agency.

Using Institute Logos/Trademarks

RIT has registered its names, initials, logos, and trademarks as a means of protecting them from unauthorized use and abuse. Permission is required before they may be reproduced. The use of the University marks on a website or t-shirt is also protected by federal trademark laws. All t-shirt designs/logos need to be pre-approved by submitting the design at: <https://cglink.me/2d1/s20365>. The use of the RIT name is required on all t-shirts, flyers, etc. used when advertising club purposes, and there are restrictions on the RIT tiger as well. Use of the RIT Athletics Tiger is prohibited without prior approval from University Publications. Please refer to the University Publications page when consulting your group about what is appropriate and what is not.

Advisor Travel Policy

This policy institutes a grant-like system through the Center for Campus Life to provide funding for Advisor travel. Below are the basic rules & regulations for the policy:

1. Club members need to request on behalf of the advisor, stating why the advisor needs to travel with them. An Advisor Travel Request Form should be submitted at: <http://cglink.me/s9881> at least three weeks in advance of travel.
2. A request needs to be outlined stating the following:
 - A. Need
 - B. Where and when travel is occurring
 - C. Amount being requested
3. A request for travel funds only can be made up to two times a semester. Clubs can be awarded no more than \$300 per request per advisor.
4. Any funding needed above the amount granted can be matched by CLUB FUNDS – but this matching can only occur from fundraised dollars, NOT from budget dollars allocated from student fees.

Important Advisor Information to Remember When Traveling:

When students are not accompanied by a university representative/advisor, there must be a student leader who acts as the designated trip leader (for club sports, refer to your specific guidelines). The designated trip leader should be the name listed on the Event Management submission as the main traveler. Students involved in student travel whether supervised or not supervised, are expected and required to abide by all applicable laws and the policies and procedures of the Rochester Institute of Technology.

Additionally, students are expected to:

- Conduct themselves in accordance with accepted standards of social behavior.
- Respect the rights of others, and to refrain from any conduct which tends to obstruct the work of the University or to be injurious to the welfare of the University.
- Attend all scheduled events and activities. Permission to leave the group must be received from the university representative or designated trip leader who is in charge once all scheduled events and activities have concluded.
- Arrive on time at all scheduled activities and events as indicated by school representatives and/or distributed itinerary.
- Be responsible for all expenses they personally incur beyond what is authorized by the University.
- Be financially responsible for any damages or losses to personal property that result from their misuse of such property i.e. damages to hotel rooms, theft of hotel linen, etc.
- Follow hotel policies including but not limited to number of guests per room.
- Follow the guidelines set out for the trip in regard to alcoholic beverage consumption by students of legal drinking age during travel.

A student who violates these general standards of conduct may be subject to administrative actions or disciplinary sanctions. Inclusive overnight accommodation policy: There are no gender housing regulations for students who are 18 years of age or older.

Student Club and Organization Budget Process

Student Government Finance Committee

Clubs are able to request Additional Funds through the Student Government Finance Committee. Any questions should be directed to the SG Director of Finance at sgfin@rit.edu – to apply for Additional Funds an application can be found in the Student Government office or on their webpage found here: <https://www.rit.edu/studentgovernment/finance-requests>

Finance Committee will fund:

- ✓ Events open to entire RIT community (not including travel)
- ✓ Cultural food (must contribute to awareness of culture)
- ✓ Up to \$500 for banquets
- ✓ Up to 50% of travel costs if you are representing RIT directly
- ✓ Gas and vehicle rental costs
- ✓ Guest speakers, artists, or performers fees and traveling expenses
- ✓ Equipment or material (given have proper storage space)
- ✓ Reimbursement for expenses
- ✓ Internal services (FMS, ETC, Tech Crew, etc.)
- ✓ Support activity for fundraising for charity events
- ✓ Hotel accommodations, up to \$50 per night per room

Finance Committee will NOT Fund:

- ✗ Food
- ✗ Mileage for personal vehicles
- ✗ Uniforms
- ✗ T-shirt purchases
- ✗ Cash prizes (they are prohibited)
- ✗ Tax on a reimbursement
- ✗ Reimbursement of an advisor, faculty, or staff member
- ✗ Donations to charity directly
- ✗ Anticipated costs
- ✗ Tournament or League entry fees

Once students submit the form they will be contacted by sgfin@rit.edu to set up a meeting. If the request is less than \$500 they will be scheduled for a one on one meeting with the Director of Finance. Requests over \$500 will be scheduled to come to Finance Committee meeting.

Tiger Suite Resources

Tiger Suite

The Tiger Suite is open Monday-Friday from 8:30am-4:30pm. It is located in the Campus Center, room 1629. You can make appointments with staff members by emailing the front desk at crcccl@rit.edu. At the Tiger Suite you can borrow cash boxes, take out credit cards, manage club finances, and much more!

Free Copies

Clubs and organizations are provided 200 free, black/white one-sided copies made in the Tiger Suite. To acquire these copies the design must first be approved by the Center for Campus Life. An Expense Approval Form (EAF) needs to be submitted online through CampusGroups ([EAF Instructions](#)). Copies are placed in the club/organization mailbox folder found in the Tiger Suite within a 24 hour period.

Free Marketing

As a service of being a recognized clubs, members are able to apply to have marketing materials processed for them, flyers made, logos, banners, postcards, and more! To request marketing to be completed for your club, please submit a request [here](#).

Club Space | Storage

Limited space is available for clubs looking for storage. Clubs should contact clubs@rit.edu to apply for space.

Club Email | Webpages

All clubs are provided with the opportunity for an RIT email account. To apply for this, an account “Computer Account Request” form needs to be filled out in the Tiger Suite. This is a free and included service after becoming a recognized club/organization.

Club/Organization Mailboxes

All CCL recognized student clubs and organizations have access to their own mail folders. This is located in the “Student Organizations Dropbox” room in the Campus Center, Room 1029 (right across from the Campus Center Welcome Desk). This room is accessible whenever the Campus Center is open. Clubs can have mail sent to the Tiger Suite to be stored in the mailboxes until pick-up.

Tools For Being A Successful Advisor

Things You Will Need Checklist:

✓ **Organization constitution/by-laws** The Tiger Suite has these on file if you'd like to review your club's constitution however it is encouraged that these are uploaded on the club/organization CampusGroups page. New clubs are required to work with their advisors to establish these.

✓ **Contact list of officers/members**

✓ **Calendar of club events**

✓ **History and understanding of club/organization** Can be achieved by speaking with Club Staff and student executive board

✓ **Student Club and Organization Handbook** Available online at the clubs.rit.edu webpage under the "Resources" tab and campusgroups.rit.edu/clubs/about. This document contains everything an officer could ever need to know about managing their club.

✓ **Individual Focused Meetings** Advisors are encouraged to contact Di'Monique George, dsgrla@rit.edu, to set up a focused intentional meeting to discuss your role as advisor and ask questions

✓ **Understanding of Tiger Suite** We encourage all advisors to make themselves aware of the services provided through The Tiger Suite. Make sure to take an opportunity to visit the space!

Advisor Interest Form: <http://cglink.me/s19525>

Advisor Resources:

- [ACPA Advisor Manual](#) - ACPA's (American College Personnel Association) Commissioner for Student Involvement created this great guide cover a broad range of topics and tips for advising student clubs and organizations.
- The Center for Campus Life, [Clubs and Organizations website](#) - Direct your students to the *Clubs and Organizations* website on CampusGroups for important information and resources.
- Family Educational Rights and Privacy Act via ed.gov (FERPA)

Establishing a Good Relationship

Executive Board

Having a strong relationship with the leadership of your club/organization is crucial to success as an advisor. Above all else, it is important to have a clear understanding of the organization's goals and the roles of all individuals in the organization. As well, there is a great deal of turn-over every year between executive board members, and it is imperative that the advisor follow up with graduating members to make sure they're aware of who new students coming in are. Encourage open dialogue and make sure that both the executive board and the members understand that you are there to assist in guiding the organization to accomplish its goals and provide support – not just the executive board members count, or need support! Someday, members WILL be executive board themselves! There should be a clear understanding of roles, responsibilities, and agendas within the organization.

In addition to these tips, be sure to do the following:

- Encourage open dialogue with both members and officers
- Have a clear understanding of expectations
- Encourage membership and executive board to develop specific, manageable goals and look to the future; support these goals
- Allow for failure and learning to occur
- Respect all in the group and encourage feedback to be given both to the officers from the advisor and vice versa

For effective goal setting:

- Begin early in the year
- Ask the group:
 - What is our purpose?
 - What are we hoping to accomplish?

Use probing questions to evaluate how well the group feels they performed previously, what can be improved, etc.

- Use consensus to develop group norms and goals.

Frequently Asked Questions

Q. Who can be a club/organization advisor?

Any RIT full or part time faculty/staff member and agree to fulfill the responsibilities within this document and listed through the “[Campus Life Advisor Recognition](#)” form. At the beginning of the year, the advisor has to complete the form previously mentioned. If you are a non-exempt RIT staff or employee, you must receive permission from your direct supervisor.

Q. What documentation needs to be on file for my club to stay “active”?

CCL Clubs and Organizations must complete the Re-Recognition form online each year to be officially “recognized.” If they fail to do this, their club is put on hold and therefore they are unable to hold events and to continue activities. In addition to this, every club must have a constitution/by-laws on file within one year of operation, and must submit a budget proposal in April. Email notification and reminders will go out well in advance of these deadlines.

Q. What is my liability/risk associated with being a club advisor?

If a club advisor is acting to the best of their knowledge and not violating any university policies/procedures (or knowingly turning a blind eye to operations that might do so), the advisor has no liability. If there are any questions in this regard please direct them to the Tiger Suite or Center for Campus Life.

Q. How does my club plan an event?

Members of clubs need to be proactive when considering event planning. Events should be planned at least 2-3 weeks in advance. Consideration needs to be given to what type of event the club is looking to hold, what the needs and amenities are, and what budget considerations need to be taken into effect. The event planning process starts with room reservation reserve.rit.edu

Q. Can I travel with my club?

Yes! Please see page 7.

Q. What is the RIT Hazing Policy?

RIT Student Conduct Process; IV. RIT Code of Conduct; 14. Hazing/Failure to Report Hazing
Hazing/Failure to Report Hazing. Behavior, regardless of intent, which endangers the emotional, or physical health and safety of a Student for the purpose of membership, affiliation with, or maintaining membership in, a group or Student Organization. Hazing includes any level of participation, such as being in the presence, having awareness of hazing, or failing to report hazing. Examples of hazing include, but are not limited to, beating or branding, sleep deprivation or causing excessive fatigue, threats of harm, forcing or coercing consumption of food, water, alcohol or other drugs, or other substances, verbal abuse, embarrassing, humiliating, or degrading acts, or activities that induce, cause or require the Student to perform a duty or task which is not consistent with fraternal law, ritual or policy or involves a violation of local, state or federal laws, or the RIT Code of Conduct.

Advisor Involvement Expectation Rating Sheet

Have every member of the club complete this exercise. It is designed to gauge the members' perception of your level of involvement. Different activities and events can change to suit those of your organization. Please circle the number that best represents your impression of your advisor's level of involvement.

Low Involvement ----→ High Involvement

1. Attendance at weekly meetings 1 2 3 4 5 6

Comments:

2. Speaking during weekly meetings 1 2 3 4 5 6

Comments:

3. Attendance at monthly activities 1 2 3 4 5 6

Comments:

4. Making decisions for the club 1 2 3 4 5 6

Comments:

5. Available to meet with members 1 2 3 4 5 6

Comments:

6. Assist in preparation of events/travel 1 2 3 4 5 6

Comments:

7. Other:

Advisor/Student Leader Checklist

Listed below are some expectations which can be negotiated between student leaders and their advisor. The form is designed to help advisors and officers arrive at a clear and mutually agreed upon advisor role. The advisor and the officers of the club should rank the following items (1-5, 1 reflecting something that is NOT the role and 5 being an essential duty) and then meet to compare answers and discuss any differences. For items that are determined not to be the responsibility of the advisor, it is important to establish WHOSE responsibility it will be.

RATING: **1 – NOT an advisor duty 2 – Option Duty 3 – Occasional Duty**
 4 – Essential Duty 5 – More of a student duty

- ☐ Take an active part in formulating the goals of the group
- ☐ Take the initiative in developing teamwork and cooperation among the officers
- ☐ Be responsible for planning leadership skills workshops
- ☐ Attend general meetings
- ☐ Call meetings of the executive committee when believed to be necessary
- ☐ Attend all group activities, meetings, events
- ☐ Meet with the president before each meeting
- ☐ Help the president or other officers prepare an agenda for meetings
- ☐ Be quiet during general meetings unless called upon
- ☐ Speak up during discussion when the advisor thinks the group is making a poor decision
- ☐ Initiate ideas for discussion when the advisor believes they will be helpful
- ☐ Veto a decision when it violates a stated objective, bylaws, or RIT policy
- ☐ Check all official correspondence before it is sent out
- ☐ Mediate interpersonal conflicts as they may arise
- ☐ Let the group thrive or decline on its own; do not interfere unless requested
- ☐ Let the group work on its own problems; allow for mistakes and “doing it the hard way”
- ☐ Be familiar with RIT resources and procedures that affect the group
- ☐ Explain RIT policy to the entire group and when relevant to discussion
- ☐ Take an active part in the orderly transition of responsibilities between officers

Important RIT Resources

Tigers Care

A campus wide effort to enhance, promote, and sustain a culture of caring and support at RIT. If you believe there may be imminent danger or harm to a student or someone else please:

- Call 911
- Contact RIT Public Safety Emergency at:
Phone: 585-475-3333
Text: 585-205-8333
AOL: RITPublicSafety
- Life Line (211lifeline.org): Phone: 2-1-1 or 1-877-356-9211

Express your concerns to the [Student Behaviour Consultation Team](#) by submitting a Tiger Concern Report.

To learn more about the Tigers Care program, please follow the webpage, linked below.



RIT

Title IX

TITLE IX RIGHTS & RESOURCES AT RIT

Title IX (1972) - "No person in the U.S. shall, on the basis of sex be excluded from participation in, or denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal aid." (Section 1681)

WHAT DO YOU NEED TO KNOW?

Federal law prohibits discrimination on the basis of gender. All students, faculty, and staff are protected under Title IX and have the right to file an internal complaint if you or someone you know at RIT has experienced any of the following prohibited behaviors:

- **Sexual Misconduct** (including sexual violence, dating violence and stalking)
- **Sexual Harassment**
- **Gender Discrimination**
- **Retaliation for reporting acts of discrimination listed above**

The relevant RIT policies include: C6.0 Policy Prohibiting Discrimination and Harassment, D18.0 Student Conduct Process, D18.1 Alcohol and Other Drugs and D19.0 Student Gender-Based and Sexual Misconduct.

ADDITIONAL RESOURCES FOR SUPPORT, COUNSELING AND ADVOCACY

Even RIT Offices and employees who cannot guarantee confidentiality will maintain your privacy to the greatest extent possible. The information you provide to a non-confidential resource will be relayed only as necessary for the Title IX Coordinator to investigate and/or seek resolution. If an individual discloses information during a public awareness event, a protest, during a class project, or advocacy event RIT is not obligated to investigate based on the public disclosure. RIT may however use the information provided in an effort to further educate about prevention efforts.

INTERNAL RESOURCES

- **RIT Public Safety**
585-475-2853 or 585-205-8333
(Text)
rit.edu/fa/publicsafety
- **Center for Student Conduct and Conflict Resolution**
585-475-5662
rit.edu/studentconduct
- **RIT Human Resources**
585-475-2424
rit.edu/humanresources
- **RIT Advocacy Program**
585-475-7668
rit.edu/studentconduct/advocacy.php
- **Student Government Services/ Legal Advice**
585-475-4043
sg.rit.edu/services
- **Student Financial Services**
585-475-6186
rit.edu/fa/sfs/about-us
- **International Student Services**
585-475-6943
rit.edu/studentaffairs/iss

CONFIDENTIAL RESOURCES

- **RIT Counseling & Psychological Services**
585-475-2261
rit.edu/counseling
- **RIT Student Health Center**
585-475-2255
rit.edu/studentaffairs/studenthealth
- **RIT Center for Women and Gender/ CARES**
585-475-7464
rit.edu/womenandgender
- **RIT Ombuds Office**
585-475-7200 or 585-475-2876
rit.edu/ombuds/contact-us
- **RIT Spirituality and Religious Life**
585-475-2137
rit.edu/studentaffairs/religion
- **NTID Counseling and Academic Advising Services**
585-475-6468 or 585-286-4854
ntid.rit.edu/caas

EXTERNAL RESOURCES

- **Willow Center**
24-Hour Hotline 585-232-7353
willowcenter.rry.org
- **Lifeline**
585-275-5151
www2.monroecounty.gov/mh-emergency-resources
- **Monroe County Sheriff's Office**
585-753-4178
monroecounty.gov/sheriff
- **IGNITE (Formerly Advocacy Services for Deaf Abused Victims)**
585-286-2713 (Videophone/Phone)
DeafIGNITE@gmail.com
deafignite.org
- **NYS Police Sexual Assault Hotline**
844-845-7269
- **RESTORE**
24 Hour Hotline 585-546-2777
plannedparenthood.org/planned-parenthood-central-western-new-york/restore

TO REPORT A VIOLATION OF YOUR RIGHTS, CONTACT A TITLE IX TEAM MEMBER:



STACY DEROY
Director of Title IX and Clery Compliance
Office of Compliance and Ethics
Title IX Coordinator
Eastman Building 6th Floor
585-475-7188
stacy.deroy@rit.edu



DARCI LANE-WILLIAMS
Assistant Director of Title IX and Clery Compliance
Office of Compliance and Ethics
Eastman Building 6th Floor
585-475-7383
dlw@rit.edu



AMY STORNELLO
NTID Deputy Title IX Coordinator
Director of SVIP
LBJ Room 2647
585-270-1787 (Text)
585-391-9990 (Video Phone)
amy.stornello@rit.edu



JAMES MACCHIANO
Director of Multicultural Center for Academic Success of Diversity and Inclusion
Deputy Title IX Coordinator
SAU Room 2306
585-475-3290
jmac@rit.edu



CATHERINE FARINA
Title IX Investigator
Compliance Coordinator
Eastman Building 6th Floor
585-475-3297
cmf@rit.edu