



College Student Organization Resource Agreement



The information outlined below has been reviewed and agreed upon by the Student Organization Review Board and the Administrative Review Committee (ARC). The Student Organization Review Board consists of members from ARC, the Students' Association Appropriations Committee (SAAC), Wilson Commons Student Activities, Burgett Intercultural Center, as well as students that have self-identified as being active members of the University Community.

The resources below must be adhered to by the Organization. Should the needs of the Organization change, the Organization agrees to participate in a Constitution and Resource Agreement review, in which membership numbers, space and funding needs, and the Organization's current activities on campus shall be reviewed.

ORIGINAL APPROVAL DATE: 4/8/2020

ORGANIZATION NAME: East Pen Pal Program

ACRONYM: EastPenPals

MISSION CATEGORY: Community Engagement

SECONDARY CATEGORY: Awareness
(for searching purposes)

MINIMUM NUMBER OF MEMBERS: 7-13

MEMBERSHIP TYPE: Open

ACTIVITY SIZE GRANTED:

<u>N/A Small:</u>	<u>X Medium:</u>	<u>N/A Large:</u>
<ul style="list-style-type: none"> • Conference rooms or other meeting spaces • General Interest Meeting Funds • SA Vans • Student Organization Supply Closet 	<ul style="list-style-type: none"> • Conference rooms or other meeting spaces • General Interest Meeting Funds • SA Vans • Student Organization Supply Closet • Hirst, May room, 1/2 of Douglass ballroom • Yr. 1 funding < \$500 • Yr. 2 & beyond < \$3,000 	<ul style="list-style-type: none"> • Conference rooms or other meeting spaces • General Interest Meeting Funds • SA Vans • Student Organization Supply Closet • Hirst, May room, Full Douglass ballroom or Strong • Events with Alcohol • Yr. 1 funding < \$500 • Yr. 2 & beyond \$3,000 +

ADDITIONAL RESOURCES GRANTED:

- Events with Minors: Yes
- Eligible to submit through the annual budget allocation process: No

ADDITIONAL RESOURCES NOTES: East Pen Pal Program has been granted the right to conduct a program with minors. They are ineligible to request an itemized budget beyond general interest meeting funds as their activities will be funded by the Warner School and/or East High per emails received in March of 2020.

GENERAL COMMENTS/NOTES:

By signing this agreement, I acknowledge that I have reviewed this document and agree that my Organization shall adhere to the guidelines listed above, should it be determined that my Organization is not in compliance, I understand that the status of my Organization may be jeopardized. Additionally, I agree that a copy of this document shall be included in our Organizations transition documents, so that future e-board members will be aware of this agreement.

ARC Approval: ELD

Date: 11/4/2020

Signature of Organization: Madison Ireland

Date: 10/27/2020

The following resources are available to all College Student Organizations

- CCC
- Reservations: Room & Promotional Opportunities
- Ticket Program
- Use of UR of University of Rochester name and logo
- Awards for Student Organizations
- Storage
- Crowdfunding
- Flex tables
- Reduced rate for Event Support services
- Activities Fair
- Banking with SOFO
- Graphic Arts Services
- Supplemental Funding:
- SA Vans
- Student Organization Supply closet
- Access to Hirst, May room, Douglass, Strong, etc. based on Program size and needs

List Updated June 2020 – Current Resource list can be found at: <https://rochester.edu/college/wesa/organizations/index.html>

Resource Agreement field definitions

Original Approval Date: Specifies the date that the Student Organization was approved and gained recognition.

Organization Name: The Organization name is the name under which the Student Organization can operate under. Please note that "The University of Rochester", "Rochester", and "UR" cannot be included in your official organization name. Upon receiving recognition, all College Student Organizations are eligible to use these titles.

Acronym: The Acronym will be used in the web address for Student Organization CCC pages.

Mission Category: This is the primary focus for the Student Organization's activities.

Mission Category Definitions can be found here: <https://rochester.edu/college/wesa/assets/documents/studentorganizationcategorydefinitions.pdf>

Secondary Category: The Secondary Category is used to help define a Student Organization's focus and is primarily for searching purposes only.

Minimum number of members: The minimum number of members that must be considered Active in order for the organization to maintain the resources outlined in this agreement. Active members are defined in the Student Organization's approved constitution.

Membership type: This indicates whether the Student Organization is open to anyone that wishes to participate or is exclusive in nature ("Closed").

***All Organizations must abide by the nondiscrimination policy of the University of Rochester and must make every effort to be accessible to the student body through programming, publications, activities, or collaborations. ***

Activity size granted: This indicates the type of programs and activities a Student Organization is authorized to host or participate in.

Additional Resource Granted:

Events with Minors: This indicates that the student organization has been granted permission to hold events with off campus minors.

Budget Allocation Process: This indicates that the student organization has been granted permission to request funding through the annual budgeting process through SAAC.

Agreement Version: Specifies the version of the Student Organization resource agreement.

Revision Date: Specifies the date a new version of the Agreement was approved.