Student Organization Training
Presenters:

- Colin Codner, Assistant Director of Student Activities & Finance
- Jamie Drahos, Manager of Club Sports, Intramurals, & Sport Camps
- Ethan Feuer, Director of Student Organizations & Engagement
- Joseph Granado, Associate Director of Student Activities & Leadership
Agenda

- Opening Exercise
- Tools and Resources
- Hazing
- Financial Processes
- Q & A
Opening Exercise

- Why did you decide to be a leader for your organization?
- What does leadership mean to you?
- What are some essential qualities and characteristics of a GREAT leader?
- What do you hope to gain from your leadership position?
We Are Here For Students

Network of Resources

Offices:
- DAPER – Department of Athletics, Physical Education, & Recreation
- SAO – Student Activities Office
- CAC – Campus Activities Complex

Student Governing Bodies:
- ASA – Association of Student Activities
- CSC – Club Sports Council
Pop Quiz!

- Which office is responsible for reserving
  - tabling spaces in Lobby 7 and the Student Center?
  - BBQ pits?
  - playing fields?
Web Tools

- **Atlas**
  - Event Registration
  - Financial Tools
    - Buying, Reimbursing, and Reporting

- **Engage@MIT**
  - Group Information (officers & members, transition docs, etc.)
  - Group Management (voting, officer emails, pictures, pub’ing)

- **DoSportsEasy** (Club Sports Only)
  - Team Management (roster, waivers, schedule, travel itineraries, etc.)

- **Virtual EMS / Registrar**
  - Space Booking

- **SAO Finance Resources Website**
  - Forms and Training Resources
Atlas

- Reports for Student Groups
  - Cumulative Account Balance Report
  - Transaction Report
  - Commitment Report

- Manage Reimbursements (RFPs)
  - RFP Inbox
  - Find RFPs

- Buying
  - B2P @ MIT
  - Internal (MIT Services)

- Event Planning
Pop Quiz!

- Which of the following web tool do you use to
  - submit an event for review?
  - designate officer roles?
  - monitor your club’s account balance?
1. **What is hazing?**
   a. **MIT Definition**
      i. Any action or activity that is reasonably likely to, or is intended to, **endanger the physical or mental health of a person** for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group, organization, or living community.
   b. **Massachusetts General Laws, chapter 269, sections 17-19**
      i. The term “**hazing**” as used in this section and in sections eighteen and nineteen, shall mean **any conduct or method of initiation into any student organization**, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person..
2. Forms of Hazing:
   a. Subtle
   b. Harassment
   c. Violent
3. Organizing or Participating in Hazing Activities

a. **Section 17.** Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

b. Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.
4. Reporting

a. HazeFree.mit.edu

b. Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. **Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.**
5. Resources about Hazing
   a. Mind & Hand Book
   b. MA law (ASA)
   c. HazeFree.mit.edu

6. Annual agreement requirement
   a. Required for student organizations to submit in the spring semester
7. Why is this important? Why are we talking about this?

8. What are some recommendations you can provide to create a Welcoming Environment, especially for new members?
Pop Quiz!

- What is one website to access resources about hazing and reporting for MIT students?
- What are the 3 forms of hazing?
Receiving Revenue

- Program Fees, Dorm Taxes, Sales, Dues, etc.
- Sponsorships
- Gift Funds
  - Donations
- Institute Grants
- Funding Board Allocations
Deposits and Receivables

- **Cash and Check Deposits**
  - Bank of America

- **E-Commerce**
  - adMIT One Event Ticketing
  - Unallowable Tools (i.e. Venmo, Paypal, Eventbrite)

- **Bank Transfers**

- **TechCash**

- **Payable to:**
  - MIT or Massachusetts Institute of Technology
  - Mailing Address
Buying and Paying

- **Institute Check**
  - RFP-Payment
  - Requisition → Purchase Order → Invoice
  - B2P System

- **Institute Procurement Card**
  - SAO Card
  - D/L/C Card
  - Controlled Value Card

- **Grubhub For Work**
  - Student Group Specific Accounts

- **Journal Voucher – Internal Transfer**
  - Payments to Student Organizations
  - Payments to Departments

- **Payroll**
  - MIT Student vs. MIT Affiliate vs. Non MIT
  - Compliance with Federal Labor Law

- **Personal Funds & Reimbursement**
  - RFP-Reimbursement / Concur (Travel)
Buying and Paying
Pop Quiz!

- What method would you use to purchase an item <$5,000?
SAVE ALL RECEIPTS

- Itemized Receipt & Proof of Purchase
Additional Compliance Activities

- Alcohol

- Donations to Charity
  - Separation of funds

- Contracts

- High Risk Events
  - e.g. Liquid Nitrogen (LN2)

- MIT Student Independent Contractors
  - e.g. Web Development/Design

- Gift Cards

- Prizes and Awards
▪ **Give an example of a purchase or activity that requires further or additional review?**
Travel

- **Student Travel Form**
  - Group, Attendance List, Itinerary
  - Submit to [funds@mit.edu](mailto:funds@mit.edu) (Club Sports submit via DoSportsEasy)

- **Travel Payment Options**
  - SAO Travel Credit Card
    - Hotels, fixed menu meals, buses, etc.
  - SAO Travel Agent
    - Airfare
  - Budget Rental Corporate Account
  - Personal Funds & Reimbursement

- **Concur Reimbursement**
  - Personal Reimbursement
  - Note of Approval
  - Non-MIT
*** Note of Approval ***

- Template Available
- Required Information
  - Your name/title
  - Name of person being reimbursed
  - Date of trip
  - Amount of reimbursement
  - Type of reimbursement (airfare, rental car, etc.)
  - Cost Object
- “I approve Tom the Beaver to be reimbursed for $200 in airfare for the September Retreat. Charge account 272@#$%. –Tim the Beaver, Treasurer, BDES”
- Provide to Traveler

Travel Reimbursement
Which web tool is used to process travel reimbursements?
Resources & Contacts:

- Joseph Granado: jgranado@mit.edu
- Jamie Drahos: jdrahos@mit.edu
- Ethan Feuer: efeuer@mit.edu
- Colin Codner: funds@mit.edu

http://studentlife.mit.edu/sao/finance