



Student Government

Student Club Guidelines AY 2024-25

Student clubs are voluntary organizations that add additional value to the student experience at RIT Croatia. They create belonging and connectedness, allow students to **explore activities outside of their academic programs**, and offer opportunities for practicing leadership, project, and event management skills.

Students can form clubs based on shared interests and activities they want to **pursue with fellow students** on a regular basis. Faculty members can serve as mentors to these clubs to offer their expertise.

RIT Croatia supports student clubs by providing a campus advisor and funding to facilitate student club activities. These guidelines provide a **framework** for how clubs can plan their activities, apply for funding, and manage their finances, ensuring transparency and accountability.

When planning their activities and budgets, students need to keep in mind the cost-benefit principle. Accepting funding from RIT Croatia requires a **commitment to carry out the planned activities** and use the funds exclusively for the intended activities. Budgets must be based on the estimated number of participants and the current prices of products and services needed for their activities.

By following these guidelines, student clubs can **effectively plan and implement** their activities, keep track of their finances, and use their allocated budgets responsibly.

Activity Planning & Budget Proposals

Existing clubs <i>(founded before AY 2024-25)</i>	New Clubs <i>(founded in AY 2024-25)</i>
<ul style="list-style-type: none">1 club representative (president or vice president) needs to take part in the online workshop with the SG & Student Club advisors on August 8th, 2024 at 1 pm (https://rit.zoom.us/j/98088189573) regarding club activity and budget planning for AY 2024-25	<ul style="list-style-type: none">New clubs can be registered throughout the academic year by submitting the filled Club Proposal Application form to the advisor (Christina Pejić for Dubrovnik campus: christina.pejic@croatia.rit.edu; Tamara Lipnjak for Zagreb campus: tamara.lipnjak@croatia.rit.edu)

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| <ul style="list-style-type: none"> • By August 19th, 2024, the club representative submits their filled Club Proposal Application to the advisor (Christina Pejić for Dubrovnik campus: christina.pejic@croatia.rit.edu; Tamara Lipnjak for Zagreb campus: tamara.lipnjak@croatia.rit.edu) together with the Budget Proposal specifying the budget items necessary to implement the foreseen club activities • By August 26th, 2024, club representatives will receive feedback on their application from the advisor. If necessary, club representatives will submit their final proposal including necessary changes by August 30th, 2024 to the advisor, for receiving final approval from the Finance Department • The final club activities and budget approval will be announced by September 6th. • The maximum budget that can be allocated to an existing club at the beginning of the fall semester is 5.000 euros. Activity proposals that require higher budgets will need to be amended to fit the available budget or students will need to search for other sources of financing outside of RIT Croatia (donations, sponsorships, etc.). Exceptionally large student clubs can petition for additional budget items surmounting the 5.000 euro limit, which will be evaluated in a second round of approval during the fall semester. • The Club Fair for existing clubs will be held on September 13th, when students will present their clubs to the incoming freshmen and other students to gain visibility, present their planned activities, and recruit new members | <ul style="list-style-type: none"> • Budget proposals for new clubs for the AY 2024-25 can be submitted to the advisor by October 1st, 2024 using the Budget Proposal Form. The final date for budget approvals for new clubs is October 15th, 2024. No funded activities should be planned before that date. • The maximum budget that can be allocated from RIT Croatia to a new club is 1000 euros. Activity proposals that require higher budgets will need to be amended to fit the available budget or students will need to search for other sources of financing outside of RIT Croatia (donations, sponsorships, etc.) • The 2nd Club Fair for new and existing clubs will be held on October 25th, when students will present the new clubs to other students to gain visibility, present their planned activities, and recruit members |
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Implementation of Activities

- The club president and vice president are responsible for **keeping track of the implementation of planned activities** and the **spending of the approved club funds**.
- Keep in mind to **plan events enough in advance so that all payments can be made** on time. The Finance Office makes payments once a week, so any vendor you are dealing with needs to be advised about the payment dues on time.
- Invoices that exceed 150 Euro need to be paid via Predračun so the club President or Vice President needs to request an invoice and send it to the SG advisor and finance office for payment. This is the preferred way of payment.
- Any event that requires a **cash advance needs to be requested a minimum of 4 days in advance** and an email needs to be sent to the SG advisor with a copy to finance@croatia.rit.edu. The email should include:
 - the activity the money is needed for,
 - the amount that needs to be prepared,
 - the name of the club representative who will be responsible for picking up the cash from the Finance Office.
- All invoices that are paid with **cash** need to be **R1 invoices** with the following info:
RIT Croatia
Don Frana Bulića 6
20000 Dubrovnik
OIB: 24958681731
- All **original invoices need to be returned to the Finance Office** with leftover cash (if any).

Reporting Club Activity and Budget Spending

- The club president or vice president need to **inform the advisor as soon as possible about any difficulties** that occur in the organization of the planned activities and result in **changes regarding the approved budget**. The advisor can guide students in finding a solution to those challenges, e.g. to come up with a new plan for a substituting activity to use the allocated funds.
- To ensure the clubs are implementing their planned activities and using up their allocated funds, at the end of each semester (WK 15), club representatives need to submit a short **summary of implemented activities** based on their activity and budget plan and **spent funds** to the advisor. To be able to submit a good report, club representatives need to track their activities and spending throughout the semester.

- If after the fall semester funds foreseen for the student club activities remain undistributed, another **call for additional student club activities in the spring semester** will be announced.
- The **quality of the report**, implemented activities, and used funds will be taken into the consideration for the allocation of funds in the upcoming academic year.