

HANDBOOK  
FOR STUDENT ORGANIZATIONS  
FUNDED BY  
THE PERFORMING AND FINE ARTS  
COMMISSION  
AT  
RHODE ISLAND COLLEGE  
FALL & SPRING SEMESTERS

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## INTRODUCTION

The purpose of this handbook is to provide information about policies and guidelines for student organizations which are funded with Annual Allocations and/or Subsequent Allocations by the Performing and Fine Arts Commission.

Any additional information may be obtained from Bill Wilson, Director of the Performing and Fine Arts Commission, Roberts Hall 138, [wwilson@ric.edu](mailto:wwilson@ric.edu).

BY-LAWS  
Performing and Fine Arts Commission  
of  
Rhode Island College

ARTICLE I: NAME

- 1.1 The name of this committee shall be the Performing and Fine Arts Commission of Rhode Island College.

ARTICLE II: PURPOSE

- 2.1 To provide funding for student organizations that sponsor programs and events which this Commission determines appropriate in the area of the Performing and Fine Arts.
- 2.2 To enhance opportunities and activities in the Performing and Fine Arts at Rhode Island College.
- 2.3 To insure that all organizations funded through this Commission act in a manner consistent with Affirmative Action and offer programs and services which are appropriate to the diverse student population.

ARTICLE III: MEMBERSHIP (eight members)

- 3.1 The Commission shall be comprised in the following manner:
  - 3.1.1 Four student members, no two from the same performing and fine arts discipline, to be appointed by the Vice President of Student Affairs. Three of these student appointments will have voting rights. The fourth will serve as an alternate and will be expected to attend all Commission meetings, participate in all discussions and have voting rights when any one of the three student representatives is absent.
    - 3.1.1.1 The Vice President of Student Affairs will make student appointments to the Commission in consultation with the President of Student Community Government and the Director of Performing and Fine Arts.
  - 3.1.2 Two (2) members, at least one of which must be faculty, selected from the P.F.A. Advisory Committee recommended by the Vice-President of Academic Affairs and appointed by the President.
  - 3.1.3 The Director of the Performing and Fine Arts.
  - 3.1.4 The Vice-President for Student Affairs or designee.
- 3.2 Members shall be appointed by September 15 and shall serve, but not be limited to, one-year-term (except Vice-President of Student Affairs and the Director of the Performing and Fine Arts).

ARTICLE IV: OFFICERS

- 4.1 The Director of the Performing and Fine Arts shall serve as Chair of the Commission.
- 4.2 The Commission may upon a majority vote of total membership, vote a motion of “no confidence” against the Director. Upon this action, the Director shall immediately resign.

ARTICLE V: MEETINGS

- 5.1 Two regular meetings must be held for meetings and deliberations on allocation requests.
- 5.2 The Annual Allocation hearing will be held as near to the third week in April as possible.
- 5.3 The Subsequent Allocation hearing will be held as near to the third week in October as possible.
- 5.4 Additional meetings may be called by the Chair of at the request of at least three (3) members of the Commission.

ARTICLE VI: GENERAL PROVISIONS

- 6.1 Five members shall constitute a quorum.
- 6.2 The Director will vote only in the case of ties.
- 6.3 Any member of the Commission shall be dismissed if absent without leave from (3) meetings.

ARTICLE VII: AMENDMENTS OF BY-LAWS

- 7.1 Notice of any motion of proposed amendment or repeal of these by-laws, in part or whole, must be given at a regular meeting.
- 7.2 Said motion shall be considered at the following regular meeting, and for approval, requires a two-thirds (2/3) vote of members voting.
- 7.3 Absentee Ballots for extenuating circumstances, as determined by the Director, may be submitted for revision of By-Laws only.

Revised 2/10

POLICIES  
Performing and Fine Arts Commission  
of  
Rhode Island College

The Performing and Fine Arts Commission of Rhode Island College is the controlling board of the monies collected through the Student Fine and Performing Arts Fee. It is within their power to make all properly authorized expenditures.

Organizations may be funded by only one student funding source, i.e. the Performing and Fine Arts Commission or Rhode Island College Student Community Government, Inc.

The members of the Performing and Fine Arts Commission shall be: four students (as defined in Article III of the By-Laws [p.2]), the Director of the Performing and Fine Arts Commission, two members, at least one of which must faculty, of the Performing and Fine Arts Advisory Committee, and the Vice-President of Student Affairs or designee.

1. General Policies

- 1.1 These policies shall apply to all PFAC Organizations and PFAC Groups which are funded by or are being considered for funding by the Performing and Fine Arts Commission. PFAC funds are to be used for distribution to PFAC organizations in the areas of: theatre, music, dance, art, creative writing, film studies, and performing arts.
- 1.2 Funding is contingent upon the evaluation of each proposal by the Performing and Fine Arts Commission and the completion of all required certification forms and the annual report from the previous year (see pp. 59 ).
  - 1.2.1 A student officer and faculty advisor must be present for questions and defense at the hearing of the organization's proposed Annual and Subsequent Allocations.
  - 1.2.2 The Commission reserves the right not to fund an Annual Allocation request when documentation is incomplete, incorrect, or is a late submission. If the Annual Allocation request is not funded, a subsequent allocation request will be accepted in the Fall semester, which normally will be funded at no more than the previous year's level, minus 10%.
  - 1.2.3 The Commission reserves the right not to fund a proposed Subsequent Allocation request when documentation is incomplete, incorrect, or is a late submission.
  - 1.2.4 The Commission may allot emergency funding to maintain minimal operations of groups which did not receive an annual allocation.
- 1.3 The Commission will allocate its funds using the same budget policies and procedures as are used by the college in allocating unrestricted funds with the exceptions expressly provided herein.
- 1.4 All monies shall be held in an Agency Account.
- 1.5 Generated Revenue cannot be spent until it is realized.
- 1.6 At the end of the fiscal year (June 30), monies remaining in a PFAC group account will be carried over to the organization's fund balance to the extent of total revenues generated by the organization in the current year. Otherwise, any other monies remaining in individual or group accounts will revert to the PFAC General Fund at the close of the fiscal year. The carryover must be requested by the PFAC group.
- 1.7 Two processes by which funding can be achieved for any PFAC group or organization shall be through Annual Allocation and Subsequent Allocation.
  - A) An Annual Allocation is that which is granted to recognized organizations which receive funding for established on-going programs to be presented throughout the following academic year.

B) A Subsequent Allocation is a disbursement of funds to organizations not funded through the Annual Allocation process, or for a request for funds for a proposal which was not included in an Annual allocation request. Normally, Subsequent Allocations are considered “one-time funding.” Funding for Subsequent Allocation is dependent upon the availability of funds.

- 1.8 The deadline dates for the Annual Allocation and the Subsequent Allocation Cycles are as follows:
  - A) Annual Allocation Cycle: Deadline will be the first Friday of April. Open only to organizations that have been funded in this cycle in the past and/or for projects and activities happening from September through May of the following year.
  - B) Subsequent Allocation Cycle: Deadline will be the third Friday of October. This cycle is to consider proposals for performing and fine arts projects happening from January through May of a given year and were not covered in the Annual Allocation Cycle, and for extenuating funding for Spring semester. This cycle will include proposals for one-time only, special events. Organizations not part of the Annual Allocation Cycle may apply for funds in this cycle.
- 1.9 All check processing and deposits shall be made through the appropriate College agencies.
- 2.0 Projected income, based on projected enrollment for the upcoming year, should be agreed upon by the PFAC Director and a representative from the College Accounting Office. At the discretion of the Commission, the following will apply:
  - A) 2% of the total budget\* each year will be set aside to advertise the Performing and Fine Arts at Rhode Island College in trade publications and theatre programs (i.e. PPAC, Philharmonic, Trinity, etc.)
  - B) Up to 3% of the total budget\* each year will be reserved to help fund the annual Spring Celebration of the Arts.
  - C) 7% of the total budget\* each year will be put in reserve for Commission administrative and operating expenses.
  - D) 10% of the total budget\* each year will be held in reserve for extenuating circumstances including short-falls in estimated fund collection.

\*NOTE: Total budget includes estimated income derived from the Student Fine Arts Fees each semester, plus any funds carried forward from the previous year.

## 2. Evaluation Criteria

The Performing and Fine Arts Commission will consider the following criteria in evaluating funding proposals:

- 2.1 QUALITY
  - 2.1.1 Ability of project to enhance opportunities and activities in the Performing and Fine Arts at Rhode Island College.
  - 2.1.2 Artistic merit of the overall project.
  - 2.1.3 Reputation of organization’s ongoing arts programming.
  - 2.1.4 Artistic merit of organizations previous arts programming.
- 2.2 COMMUNITY IMPACT
  - 2.2.1 Need for project/organization.
  - 2.2.2 Accessibility of the project/organization.
  - 2.2.3 Encouragement of attendance by new, minority and/or special constituencies.
  - 2.2.4 Ongoing commitment to arts programming/activity at RIC.

- 2.3 SOUNDNESS OF PLANNING
  - 2.3.1 Clarity of goals/objectives.
  - 2.3.2 Realistic and accurate budget.
  - 2.3.3 Adequate outreach activity (including promotion/publicity).
- 2.4 ADMINISTRATIVE CAPABILITY
  - 2.4.1 Proof of responsible fiscal management.

### 3. Annual Allocation

Annual Allocations will be awarded on the basis of the following Guidelines:

- 3.1 The requests for funding must come from Performing and Fine Arts Commission recognized organizations which have received funding previous to the present request and which have completed and submitted the certifications required by the Performing and Fine Arts Commission.
- 3.2 Priority for funding will be given to established groups and activities in the Performing and Fine Arts Departments and Programs, i.e. Art, Creative Writing, Dance, Film Studies, Music, Performing Arts Series, and Theatre.
- 3.3 The proposed annual budget and projects must be reviewed for funding by the appropriate Department Chair, Dean/Vice President, and the Director of Performing and Fine Arts.
- 3.4 The following budget process shall be adhered to:
  - 1) By March 15th of each year, all appropriate organizations and departments shall be notified regarding the budget process for the next academic year.
  - 2) The notice should include a budget proposal form and cite a date in the month of April announcing the deadline for budget proposal requests.
  - 3) After the deadline has expired, the Commission shall meet for consideration of each budget request.
  - 4) Any Annual Allocation requests will be rejected if not received by the Commission's Director on or before the deadline date and time. Requests not meeting the deadline date will be considered in the next Subsequent Allocation cycle and will normally be funded at last year's level, minus 10%.
  - 5) Consideration shall take into account the activity of the organization's proposed programs, the target population for the organization, the community impact, and the administrative capability of the organization based on previous years' activities. (See Evaluation Criteria page 5).
  - 6) Annual Allocation funds shall be available on an annual basis divided in half for each semester. The organization must receive approval from the Commission if a larger amount is to be spent in the first semester.
  - 7) All organizations must keep ledgers which shall be set up in accordance with college accounting procedures using its line item system and budget code numbers. Money appropriated to a given line item must be spent within that line item; no money may be transferred from one line item to another without the written consent of the PFAC Director.
  - 8) Any annually funded organization which exceeds its anticipated revenues has the prerogative to make a request to the Performing and Fine Arts Commission for authorization to spend part or all of its excess revenue during the current or following year.
  - 9) A mandatory meeting of Treasurers of all funded organizations will be held each year by September 30. Treasurers of organizations that receive funding through Subsequent Allocations must attend a treasurer's meeting by November 30 if requested. Funding is contingent upon attendance by the treasurer or designee
- 3.5 If an organization has not been active for a period of two consecutive years, they will be dropped from the Annual Allocation Cycle.

- 3.6 Reinstatement to Annual Allocation status would follow Subsequent Allocation procedures.

#### 4. Subsequent Allocations

- 4.1 Subsequent Allocations are awarded in the fall and spring semesters. Proposals are due in October (date to be set by Commission) and in April (date to be set by Commission).
- 4.2 Any Student Organization meeting the criteria as stated in General Policies 1.1 may apply. Preference may be given to organizations who are not eligible to apply in the Annual Allocation cycle.
- 4.3 Any Student Organization or Student Group must submit a written proposal of the program(s) to the appropriate Department Director who must make a recommendation on the viability of both the group and the project. The group must then obtain the recommendation and authorization from the appropriate Dean before the proposal may go before the Commission. When all proper authorizations and recommendations are received the Commission will examine the proposal.
- 4.4 The Commission may approve the proposal, reject the proposal, table to a future date, send the proposal for further information or background work, or recommend some other type of action.
- 4.5 The amount of money requested and approved for Subsequent Allocation will be budgeted within the Agency Account and assigned a number. The Organization must then follow all rules and procedures which apply to all Allocations. If the money is not used by the end of the fiscal year in which it was appropriated, it will return to the general Agency Account.
- 4.6 Certain Subsequent Allocations will be used only for a “one time” event and will not be used as a basis for recognition or develop into an organization requesting Annual Allocation.

#### 5. Procedure for Recognition as an Annually Funded Organization

- 5.1 The Recognizing Body will be the Performing and Fine Arts Commission based on prior approval of the organization’s constitution by Student Community Government.
- 5.2 The organization must have previously received (3) three consecutive cycles of funding through the Subsequent Allocation process.
- 5.3 After the third cycle of consecutive funding through the Subsequent Allocation process, the organization may apply to be funded in the Annual Allocation cycle.
  - 5.3.1 This application will be evaluated upon a clear definition of the organization’s artistic goals and objectives, and the criteria used by the commission to evaluate organizations funded through the Annual Allocation process. (See Evaluation Criteria)

#### 6. Personal Policies

Normally, monies from the Performing and Fine Arts Commission will be used for professional practitioners, consultants and other persons not regarded as employees of the state. Such expenditures shall be approved in advance by the Commission and shall be subject to all college personnel policies.

#### 7. Affirmative Action

This Commission will insure that all organizations who receive funding are operating in a manner consistent with Affirmative Action and are offering programs and services which are appropriate to the diverse campus population.

#### 8. General Provisions

8.1 All contracts should include a statement that Rhode Island College is not responsible for any liabilities incurred.

8.2 All requests for funds must be submitted on the official Performing and Fine Arts Commission Proposal Form.

8.3 In cases where liability insurance is not provided by the outside performing organization, the college comptroller and/or attorney shall be consulted. As a result of such a review, if any unusual circumstances become evident, the PFAC Director will be consulted and will secure the appropriate executive clearance.

8.4 The commission reserves the right to withhold funding in cases it deems necessary. The PFAC Director may implement such action pending approval by the Performing and Fine Arts Commission.

#### 9. Amendment of Funding Policies

These funding policies may be amended by majority vote of members voting at any regular or special meeting of the Commission. The amendment will immediately become effective.

-Revised 5/12

## ADVISOR CONTRACT

I agree to act as advisor to \_\_\_\_\_ from  
Organization

I understand the duties and responsibilities of this position, and will fulfill them to the best of my abilities.

I understand that only students of Rhode Island College can be members of this organization.

This contract will be effective for one year and shall be executed each year by the president and the advisor of that organization for the coming year.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Agreed:

\_\_\_\_\_  
President or chief staff member

\_\_\_\_\_  
Office or position held

The organization advisor assumes counseling and informal roles in relating to the organization by:

1. Having a concern for the on-going function of the organization. This can be most easily achieved by regularly attending executive board and organizational meetings.
2. Signing all college space requisitions so as to be informed of all meetings and programs sponsored by the organization. The college expects that the advisor attend all meeting and events held on-campus after 6:00PM and any time on the weekend.
3. Being concerned about developing the leadership skills of the members, particularly the executive board, and by discussing and helping to analyze group interactions and decision making.
4. Working in an advisory capacity with the executive board of the organization in ordering and implementing the organization's business, both as a group and as individuals.
5. Being aware of the goals and directions of the organization and to help the members evaluate their progress toward these goals.
6. Serving as a resource person for alternative solutions to problems and to help resolve problems and issues confronting the group. **The key word is resource, not source.**
7. Being aware of college policies and procedures and helping the organization follow them.
8. Counter-signing all check and on-line requisitions on the account in order to be informed of the financial status of the organization as well as to counter-validate the expenditure as appropriate and valid to the purpose of the organization.

The advisor is responsible for:

1. The election of the organization's officers.
2. The establishment of goals and directions.
3. The ordering of activities and meetings.

Office of Student Activities and Student Parliament is a resource for student organization advisors. Please feel free to contact them any time. Throughout the year they try to provide a variety of skills and leadership workshops which can be valuable to the advisor and the students.

APPROVED BY STUDENT PARLIAMENT: 11/16/83

## The Roles of the Student Organization Advisor

Boatman and Shellogg, 1989, conducted a survey at the University of Nebraska concerning the roles of a student organization advisor. They surveyed the officers and advisors of the university and established what the appropriate and inappropriate roles of a student advisor are.

According to Boatman and Shellogg's survey, the following roles are rated appropriate for a student organization advisor:

1. Be a resource person
2. Share programming knowledge
3. Attend programs of the organization
4. Clarify and interpret policies
5. Attend organizational meetings
6. Suggest program ideas
7. Provide historical ideas
8. Say no to decisions that don't agree with policy
9. Provide ideas for member recruitment
10. Be a role model.
11. Be a problem solver for the organization
12. Provide programming guidelines
13. Advise on agendas

On the contrary, according to Boatman and Shellogg's survey, the following roles are rated inappropriate for a student organization advisor:

1. Run a meeting
2. Take care of last minute program details
3. Be responsible for program failures
4. Have veto power over organization decisions
5. Help clean up after programs
6. Respond only when asked
7. Be responsible for group's actions
8. Be responsible for program content
9. Recruit new members

Boatman and Shellogg found that the specific student organization advisor roles of supervising programs and representing administration were met with conflicting perceptions from the students and advisors of the University. 37% of the students and 25% of the advisors agree that a student organization advisor should supervise programs while 41% of the students and 61% of the advisors do not. Also, 73% of the students and only 29% of the advisors agree that a student organization advisor should represent the administration, while only 14% of the students and 52% of the advisors disagree.

Boatman and Shellogg also conducted a survey of the importance of a student organization advisor role. 50% of the students (officers) and 60% of the advisors feel that the role of a (student organization) advisor is very important. 26% of the students (officers) and 18% of the advisors feel that the role of an advisor is important.

Included are the actual results of the Boatman and Shellogg survey from which this manual was compiled.

## Student Organization Advisor Agreement

The following agreement (page 23) has been developed to assist with the description, clarification and communication of the role of the Students Organizational Advisor at Rhode Island College. The purpose of the agreement is to provide continuity and consistency of policies and procedures among all student organizations. The agreement is not a contract with strict guidelines. It is a reference outline to assist advisors and students with interpretation and proactive resolve of organizationally based issues. The Office of Student Activities and Student Community Government, Inc. are a resource for student organization members and their advisors at any time.

The agreement should be reviewed periodically by the advisor with the Executive Board and general membership of the appropriate organization for specific adaptations and adjustments. Said changes should be noted on the agreement and submitted for consideration and subsequent approval by Student Community Government and the Office of Student Activities.

### Student Organization Advisor Duties and Responsibilities

**The Advisor is expected to regularly attend scheduled executive board and organizational meetings.** Flexibility to attend evening and weekend meetings should be anticipated and accommodated when needed. Active participation at meetings should include assistance with development and attainment of organizational goals and objectives; advisement of college policy and procedure when needed; college and community resource and referral assistance; assistance and advisement with intergroup issues; and to assist with organizational recruitment and retention strategies. Advisors are not expected to schedule, set agendas for or conduct organizational meetings.

**The Advisor is expected to review, assess, and render professional, not personal, opinion on all organizational activities, programs, and events.** Special attention and consideration must be given to contractual agreements, financial requests, issues related to college policy and procedure. Personal liability issues necessitate this review and professional judgment. An advisor's signature is required on all contracts, requisitions, and financial withdrawal requests. Advisors should refer to the Director of Student Activities with any questionable issues.

**The Advisor is expected to attend all scheduled events sponsored by the organization.** Visibility and support for the program is required. Advisors are not expected to assist with operational functions of any program. This included developing program content; accepting program responsibilities; or assuming responsibilities for program outcomes.

**The Advisor is expected to assist with and participate in the development of organizational effectiveness training and development programs.** The Office of Student Activities and SCG, Inc. sponsor and co-sponsor several programs throughout the year for all student organization members and advisors. A calendar of events and programs are distributed in addition to organizational invitations.

## ANNUAL ALLOCATION

Requirements: The Student Organizations must be recognized by Student Government and must have participated in the Annual Allocation cycle per article 3 of the General Policies (page 5).

Procedure: Complete the **Request Form for Annual & Subsequent Allocations**, be sure to check Annual Allocation as the type of request. Complete the Revenue Summary, Expense Summary and Budget Narrative page. Please explain each budget code as fully as possible using additional pages as needed. It is important to provide these explanations for the funds you are requesting. A thorough explanation will assist you to planning your budget. Once all the above forms have been completed, acquire the required signatures as follows:

President or Treasurer of Organization  
Faculty Advisor  
Department Chair  
Appropriate Dean

**NOTE:** Submit original plus 8 copies to the Chair of Performing and Fine Arts Commission by deadline date.

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## SUBSEQUENT ALLOCATION

### **Requirements:**

1. Only organizations recognized by Student Government may apply.
2. Subsequent Allocations are usually made to student organizations for a short term project or budget adjustment which will not be repeated. (See Article 4, pg.6)
3. Student Organizations which plan to seek repeated funding must meet Annual Allocation requirements for future funding.
4. Once funding is granted, the Student Organization must have submitted:
  - a. Contact Forms which list names, telephone numbers and addresses of officers, staff, and faculty advisor
  - b. Advisor Contract
  - c. A Project Report must be submitted at the conclusion of Event/Project

Procedure: Complete the **Request Form for Annual & Subsequent Allocations**, be sure to check Subsequent Allocation Cycle I or Cycle II as the type of request. Complete the Revenue Summary, Expense Summary, Budget Narrative page and acquire signatures as for Annual Allocation (see above).

**NOTE:** Submit original plus 8 copies to the Chair: Performing and Fine Arts Commission by deadline date.

BUDGET PROCEDURES & PROCESSING  
for  
PERFORMING AND FINE ARTS FUNDED ORGANIZATIONS AND PROGRAMS

The College Accounting Office will:

1. Receive and keep records of deposits and withdrawals between 8:30 and 4:30 weekdays. Check request for funds against amount available in each line code of individual organizations. Funds in the categories of Personnel, Operating and Capital cannot be exceeded without prior request for reallocation.
2. Reallocation of line items of less than \$100.00 may be approved by the Chair of the Commission. A memo granting this approval will be sent to the accounting office with copies to the Advisor and Treasurer of the Organization. Requests for reallocation in excess of \$100.00 must be submitted to the Commission for approval. Use the available form for all reallocations; those under \$100.00 as well as over.
3. Refuse withdrawal if request for funds exceeds available funds in specific category.
4. No organization will be allowed to run over its total budget.
5. Report periodically to the Commission on the status of your organization.
6. Checks will be distributed by the Accounting Office.
7. Cash advances may be withdrawn up to the amount of \$500.00 and official receipts of expenditures must be submitted to the Accounting Office within six (6) weeks.

Funded Organizations have the following responsibilities:

1. **Each organization must keep its own books, accurately and up to date**, to enable monthly accounting with the agency account cost center.
2. Faculty advisors will approve the request for funds by signing the Check Request for the organization. They should check their budget to know whether funds are available in that line, and, if they are not, request reallocation of funds from another line item before going to the Accounting Office.

**PROCEDURE FOR SERVICES RENDERED**

**WHEN REQUESTING FUNDS FOR ARTIST FEES #263, THE REQUESTS MUST BE MADE AT LEAST 10 DAYS BEFORE DUE DATE OF THE CHECK. A COMPLETED W-9 MUST BE INCLUDED.**

**CHECK REQUESTS FOR SERVICES RENDERED, PERFORMERS, ARTIST FEES OR GUEST LECTURERS, MUST BE FILLED OUT ON A RIC CHECK REQUEST. THIS FORM IS AVAILABLE ON THE RIC WEBSITE. [www.ric.edu/purchasing/pforms.php](http://www.ric.edu/purchasing/pforms.php)**

**WHEN YOU RECEIVE YOUR RHODE ISLAND COLLEGE INVOICE, SHOWING EACH HONORARIUM, YOU THEN SUBTRACT THE AMOUNT OF THE CHECK FROM YOUR LINE ITEM #263.**

Revised 8/09

Rhode Island College Check Request (see example pg. 15)

1. Requests for funds must be made on the Rhode Island College Check Request. These slips may be downloaded from the Purchasing page of the RIC Website under Forms. This form is used for:
  - Honorariums
  - Personal Reimbursements
  - Registration Fees
  - Travel Vouchers
  - Petty Cash Reimbursements

Note: All other requisitions must be submitted through the PeopleSoft on-line requisitions process. Paper requisitions will no longer be accepted. Even emergencies should go through the system, which can offer faster transaction processing than paper. This process was instituted to facilitate better monitoring of transactions, funds availability, and to eliminate paper. CHECK REQUESTS WILL BE RETURNED FOR RESUBMISSION ELECTRONICALLY.

2. Fill in all blanks accurately and completely, explaining the expense.  
**Account Name** indicates the Line Item name for example, Office Supplies.  
**Account** indicates the Line item account number for example 323 for Office Supplies.  
**Fund** is 900 for PFAC accounts  
**Dept.** is your organization's account Number.
3. Give the name of the company/person to whom the check should be made out to.
4. Save one copy for your records and print one copy to submit with your original receipts to the accounting department.
5. Student organization's treasurer should sign the form.
6. The faculty advisor for the organization should sign the withdrawal form indicating approval of the request.
7. This form is finally signed by the Accounting Office.
8. Complete & original receipts must be submitted with the request for withdrawal of funds. In the case of a restaurant bill, the total amount is not sufficient. The bill must be itemized. The State will not pay for alcohol.
9. This form will be filed in triplicate; the organization will keep the third copy (pink), the second (yellow) will be sent to the Performing and Fine Arts Commission attached to the Treasurer's Reports, and the original (white) will be retained by the Accounting Office.
10. When funds are advanced, complete receipts must be submitted to the Accounting Office equaling the total of the advance. Failure to do so will result in no further advances for that organization.
11. Only the president, treasurer or the faculty advisor may pick up checks from the Accounting Office.



### Performing and Fine Arts Commission **Deposit Slip**

1. Deposits will be received by the Bursar's Office along with a Performing and Fine Arts Commission Deposit Slip.
2. Fill in all the blanks accurately and completely: Received of (name of depositor), Treasurer of (name of organization) and the sum. The depositor must sign these forms.
3. Deposit to the account of (name of organization) and SPECIFY the source of revenue, such as "ticket sales"
4. The faculty advisor must sign this form indicating that the amount of the deposit is accurate.

### **EXPLANATION OF LINE ITEMS**

- 240 Student Employment. All student employees MUST be paid through the student payroll system.
- 255 Covers the expense of choreographers, musical directors, janitorial and such.
- 263 Covers the cost of hiring musicians and guest performers.
- 265 Covers the expense of fire marshals which must be hired for all performances.
- 269 For accounts payable to a company or individual for special services rendered that fall outside the requirements of honorarium payout.
- 321 Postage – Includes all expenditures for communication through the use of postal services. Includes parcel post charges, rental of post office boxes, stamps, cost of stamped envelopes, and mailing services.
- 322 Telephone – Includes all expenditures for local telephone service, long distance telephone tolls, telegraph and messenger services, except central telephone services provided by the Division of Public Buildings, which are charged to 327.
- 324 Includes all expenditures of organization memberships, information or rating services and subscription to periodicals.
- 331 Printing – Includes all expenditures for printing of brochures, programs, posters etc.
- 332 Advertising – Covers the cost of advertising in newspapers and on radio.

- 341 In-state-travel – Includes the reimbursement for the use of privately owned automobiles or state business, in accordance with provisions of the State Travel Regulations.
- 342 Out-of-state travel – Covers the cost of attending conferences, special meetings, and showcases. Included is the cost of transportation, money for meals and hotels.
- 361 Includes expenditures for repairs where such work does not add substantially to the original value of the building or structure.  
Maintenance service contracts for elevators, etc., which are an integral part of the building, materials, hardware, repair parts, window screens and shades, venetian blinds, hard surface floor covering such as asphalt, tile and linoleum are to be included in this classification.
- 363 Includes all other expenditures for repairs, such as repairs of furniture and equipment (including office equipment) other than motor vehicles. (Except when the original item was charged to an operating expense account). All equipment maintenance-service contracts are to be included in this classification.
- 382 Covers the expense of rental for trucks and sound equipment.
- 420 Includes all expenditures for clothing, uniforms, other wearing apparel and clothing materials.
- 432 Covers the cost of most materials needed to construct scenery. It includes the cost of lumber, paint and hardware.
- 455 Covers the cost of royalties, scripts, scores and such, RIC dining services, food, receptions, and special supplies.

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## EXPLANATION OF REVENUE

**Admission charges or donation charges:** Revenue generated through ticket sales or donations collected at the door prior to admission to the event.

**Sale of merchandise:** Concessions (soda, coffee, etc.), tape recordings, T-shirts, buttons, souvenir programs, etc.

**Grants:** Revenue generated through successful grant applications (RIC Lecture Committee, RI State Council on the Arts, RI Foundation, etc.).

**Department Funds:** Does your organization or project receive any monetary support from a RIC academic department or division? If so, how much?

**Contributions/donations:** Contributions or donations from individuals or business over-and-above that charged for admission. Private gifts.

**Fundraising:** Revenue generated from car washes, bake sales, art auctions, raffles, etc. Or special events such as dances, golf tournament, etc.

**Workstudy Allocation:** Are any of your student workers paid from workstudy allocations? If so, how much?

**Other revenue:** Any other form of revenue not covered above.

A budget amendment must be authorized by the PFAC Director to allocate revenue to the appropriate line item in order to spend earnings.

#### REALLOCATION OF FUNDS

Rationale:

The line item amounts were carefully determined by the Commission before funding for this project. Unused funds in one line item may not be transferred automatically into another line item which was funded for a specific amount and reflected in the Budget Proposal and Rationale which was previously submitted. Therefore a detailed rationale is necessary for the Commission to re-evaluate the project.

Please send an original and two copies to the Director of Performing and Fine Arts.

---

BUDGET INCREASE FOR GENERATED FUNDS

PFAC Funded Organization \_\_\_\_\_

PFAC Agency Account No. \_\_\_\_\_

Generated Revenue Amount \$ \_\_\_\_\_

To Line Item No. \_\_\_\_\_ Am \_\_\_\_\_ ount \_\_\_\_\_

To Line Item No. \_\_\_\_\_ Am \_\_\_\_\_ ount \_\_\_\_\_

To Line Item No. \_\_\_\_\_ Am \_\_\_\_\_ ount \_\_\_\_\_

To Line Item No. \_\_\_\_\_ Am \_\_\_\_\_ ount \_\_\_\_\_

Approval \_\_\_\_\_

Performing and Fine Arts Commission Chair

\_\_\_\_\_  
Faculty Advisor of Organization

\_\_\_\_\_  
Accounting

Rationale:

- Copy as needed -

BUDGET, INVOICE AND REQUISITION PROCESSING  
for  
PERFORMING AND FINE ARTS FUNDED ORGANIZATIONS AND PROGRAM

Annual Report  
Performing and Fine Arts Commission

Organization \_\_\_\_\_ Account \_\_\_\_\_ # \_\_\_\_\_

(Please type all information)

- I. A. List below the projects, programs, service your organization provided  
List the number of participants (i.e. artist, performer, etc.) and/or the number in attendance for each event.

| DATE  | PROJECT/PROGRAM/SERVICE | # of participants | # of attendance |
|-------|-------------------------|-------------------|-----------------|
| 1.    |                         |                   |                 |
| 2.    |                         |                   |                 |
| 3.    |                         |                   |                 |
| 4.    |                         |                   |                 |
| 5.    |                         |                   |                 |
| 6.    |                         |                   |                 |
| 7.    |                         |                   |                 |
| 8.    |                         |                   |                 |
| 9.    |                         |                   |                 |
| 10.   |                         |                   |                 |
| 11.   |                         |                   |                 |
| 12.   |                         |                   |                 |
| 13.   |                         |                   |                 |
| 14.   |                         |                   |                 |
| 15.   |                         |                   |                 |
| 16.   |                         |                   |                 |
| TOTAL |                         |                   |                 |

B. Total number of RIC Students who participated in or attended your events: \_\_\_\_\_

- II. In what ways did you achieve your goals? (What has your organization accomplished with your projects, programs, and services? What were the strengths and weaknesses?)

III. In what way (s) did your programs, projects, services serve as an outreach for Arts Programming at Rhode Island College?

IV. Additional information/comments about your programs, projects, services.

\*\*\*NOTE: Complete this form and return it to Bill Wilson, Roberts 138, no later than the last day in May. **Failure to do so may affect future funding of your organization by PFAC.**

## **Treasurer's Reports**

Triannual treasurer's reports are a useful tool to keep track of your organization's revenue and expenses. A triannual report will be due from each organization. New procedures for this reporting are to be announced. Due date are as follows:

the 3rd Friday in November  
the 3rd Friday in February  
the 3rd Friday in June

## **Travel Procedures**

Travel procedures and reimbursement procedures are clearly outlined on the RIC Website. Travel Report Forms can be downloaded from this page.

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<https://www.ric.edu/departments-directory/accounting-office/accounting-policies-procedures-and-forms>

## **Performing and Fine Arts Calendar/Newsletter**

A Fall/Winter and a Winter/Spring Calendar of the Performing and Fine Arts at Rhode Island College are prepared for distribution to the general public with a distribution of approximately 12,000 each semester.

Information/material for the newsletter must be submitted to the Director by a deadline in June and October determined by the Office of News and Public Relations. Each organization will be notified by the Director of the appropriate deadline.

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Your compliance to these deadlines will aid greatly our publicity and attendance records.

Calendar submission forms can be found on the website <https://www.ric.edu/performing-and-fine-arts-commission>. Please complete one submission form per event.

Deadlines for Organizations  
funded by

The Performing and Fine Arts Commission

DUE DATES:

3rd Friday in November

Materials/Information for Winter/Spring Arts  
Calendar/Newsletter due.

1st Friday in April

Annual Allocation Proposals Due: Open only to  
organizations who have been funded in this cycle in the  
past. For projects and activities happening from September  
through May of the following year.

Last Friday in April

Tentative date for Annual Allocation Hearings.

Last day of May

Annual Reports due.

Last day of May

Materials/Information for Fall Arts Calendar due.

Treasurer's Reports are due:

the 3rd Friday in November

the 3rd Friday in February

the 3rd Friday in June

**Those organizations not expending funds after the last day of May may  
submit their final Treasurer's Report prior to the 3rd Friday in June**

**SIGNATURE FORMS**

Please complete the necessary information and signatures on the two signature forms. Return  
both to the director of the PFA Commission.

NOTE: **PFAC funds cannot be expended until these signatures are on file.**

-----  
PFA Commission Copy

RHODE

ISLAND COLLEGE  
PERFORMING AND FINE ARTS  
COMMISSION SIGNATURE CARD

\_\_\_\_\_  
Student Organization

\_\_\_\_\_  
Account

\_\_\_\_\_  
Number

\_\_\_\_\_  
Advisor (print/type)

\_\_\_\_\_  
Treasurer (print/type)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

-----  
Accounting Copy

RHODE ISLAND COLLEGE  
PERFORMING AND FINE ARTS  
COMMISSION  
SIGNATURE CARD

\_\_\_\_\_  
Student Organization

\_\_\_\_\_  
Account

\_\_\_\_\_  
Number

\_\_\_\_\_  
Advisor (print/type)

\_\_\_\_\_  
Treasurer (print/type)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Student Organization \_\_\_\_\_

Account number \_\_\_\_\_

CONTACT FORM

This form must be completed and returned to the Director of the Performing and Fine Arts Commission no later than September 28.

List of Officers, Staff/Faculty Advisor: Telephone Numbers and Addresses and E-mail Address

PFAC mailings are automatically sent to the designated advisor of each organization.

Designate with \*\* as to which student officer or staff should also receive all PFAC mailings.

Required Certifications

for

Student

Organizations

Organization \_\_\_\_\_ Account \_\_\_\_\_ # \_\_\_\_\_

Current Academic Year \_\_\_\_\_

Funding of a student organization by PFAC is contingent upon the filing of the certifications listed below. Failure to file the required certifications may affect the future of an organization by PFAC.

| Date                                    | Received |
|---|----------|
| 1. Signature Card (see page 57)         | _____    |
| 2. Workshop Attendance                  | _____    |
| 3. Contact Form (see page 58)           | _____    |
| 4. Advisor Contract (see pages 25 – 29) | _____    |
| 5. Constitution                         | _____    |
| 6. Annual Reports: (see pages 53-54)    | _____    |
| 7. Treasurer Reports: (see page 44-53)  | _____    |

Sept/Oct \_\_\_\_\_ Nov/Dec \_\_\_\_\_

Jan/Feb/Mar/Apr/May \_\_\_\_\_

NOTES:

PFAC Allocation: \_\_\_\_\_

Anticipated Revenue: \_\_\_\_\_

Carry-forward from previous year: \_\_\_\_\_

Subsequent Allocation: \_\_\_\_\_