ASA Guide for New Groups
Prepared by Rachel Meyer, Summer 2010
Updated Fall 2011

This document is intended to be a guide for newly recognized groups and may also be useful to people new to recognized groups. It is definitely not complete, but it should be a solid starting place. More information is available on the ASA website and questions can be sent to the ASA Executive Board at asa-exec@mit.edu.

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I. Your ASA Database Entry

Your group is officially recognized when the Board puts it in the Database, however you will still need to update and complete your entry. In particular, you need to add website and constitution URLs, membership numbers, financial and reservation signatories, and a description. The financial and room reservation offices mentioned in later sections use the signatories to determine who is allowed to handle financial matter or reserve rooms.

You will also need to perpetually keep your Database entry updated – whenever you change officers, need new signatories, and so on. If you ever want to change your officer mailing list or group name, then you need to email the Board (asa-exec@mit.edu) for approval and then we can make the change.

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<thead>
<tr>
<th>More information</th>
<th><a href="mailto:asa-db@mit.edu">asa-db@mit.edu</a></th>
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<tr>
<td>ASA contact (for errors, technical questions, etc.)</td>
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<td>General Information</td>
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<td>FAQ’s</td>
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II. Mailing Lists and Athena Locker

When your group is put in the Database a request is sent to Athena Accounts for any mailing lists and the Athena locker you requested. They will send you an email when everything has been created or if there are any issues. Make sure to populate your officers’ list (and update it when your officers change). ASA will use this as the contact point for your group. You can use your locker to store any electronic group materials and publish your website.

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<tr>
<th>More information</th>
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<tr>
<td>Athena Accounts</td>
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<tr>
<td>Webmoira, for updating lists</td>
<td><a href="http://mailman.mit.edu/">http://mailman.mit.edu/</a></td>
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<tr>
<td>Mailman, another type of list</td>
<td><a href="http://ist.mit.edu/support/accounts/lockers">http://ist.mit.edu/support/accounts/lockers</a></td>
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<tr>
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## III. Financial Accounts and Funding

### A. Finances in General

When your group is officially recognized, you will also be assigned a main account and possibly a funding account from the Student Activities Office (SAO, funds@mit.edu, W20-549). These account numbers won’t automatically appear in your Database entry, but you can email or stop by SAO to get your account numbers (or to ask them to setup the accounts). You can also ask for SAPweb access so you can view balances and transactions online.

All financial matters for your group need to be done through SAO. They have reimbursement vouchers that financial signatories fill out and attach a receipt to, after a purchase is made. It is important to note that MIT student groups are tax-exempt under MIT’s tax status. When making purchases you need to present the tax exemption forms to the vendor and when submitting receipts and vouchers you must exclude any tax that was paid.

If you are making larger purchases or purchases through specific vendors, then there are ways to get checks in advance. If you’re interested in this, then you should email or go speak with someone in SAO.

Additionally, SAO does Treasurer Training every semester – you are required to go to one of these to apply to the funding boards (see below), but they are also very important if you are not familiar with this system. Reimbursements are done electronically and more details are on the SAO website. Please review the training materials (or go to training) before submitting a reimbursement if you are not familiar with the system.

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<tr>
<td>SAO</td>
<td><a href="mailto:funds@mit.edu">funds@mit.edu</a>, W20-549</td>
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<td><a href="http://studentlife.mit.edu/sao/finance">http://studentlife.mit.edu/sao/finance</a></td>
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<td><a href="http://vpf.mit.edu/site/forms">http://vpf.mit.edu/site/forms</a></td>
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### B. "Regular" Funding Boards

If your group is a Funded Student Group, then you are also eligible to apply to either the Undergraduate Association Finance Board or the Graduate Student Council Funding Board. Which funding board you are eligible to apply to is determined by what the majority of your student members are. This eligibility allows you to apply for funding, but does not guarantee funding.

Both of these boards accept applications on a roughly quarterly cycle. From a broad perspective, you submit applications with line item budgets and explanations or “defenses” and then the funding boards decide what they can allocate money for. There are some things they either cannot or will not fund, so read the rules and ask any questions you have. Don’t be too surprised if you do not get funding for everything you request – the funding boards get more requests than they have money for. Also be aware that eligibility doesn’t mean you will automatically get funding (more or less as much as you request).

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<tr>
<td>GSC Funding Board</td>
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<tr>
<td>UA Finboard</td>
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<td><a href="http://ua.mit.edu/committees/finboard/">http://ua.mit.edu/committees/finboard/</a></td>
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C. LEF and ARCADE

LEF is the Large Event Fund and ARCADE is the fund for Assisting Recurring Cultural and Diversity Events – these funds are allocated by the ASA Board in cooperation with the GSC and UA. These funds are for specific events, or some cases a short series of events. LEF is for events with budgets over $2,500 and attendance over 150 and ARCADE is for events with an emphasis on cultural and diversity components. LEF/ARCADE allocates on a quarterly schedule similar to the GSC Funding Board and applications are fairly straightforward: background information, event plan and description, and a line item budget.

D. Other Funding Sources

There are many other funding sources at MIT, beyond those funding boards. Without going into much detail, here’s a list with links for more information:

1. **Alumni Giving** – you can setup an Alumni Giving account by working with SAFO and the MIT Alumni Office. This provides alumni with a straightforward way to make tax deductible donations to your group.

2. **Baker Foundation** – funds special projects and initiatives to better undergraduate student life

3. **Club Sports Council** – only relevant for club sports groups, provides funds for coaches, travel, league fees, and more.

4. **Council of Arts Grants** – gives grants for arts projects of all kinds, ranging from a few hundred to several thousand dollars. Accepts applications three times a year.

5. **Department sponsorship** – Sponsor-Funded Student Groups rely on their sponsoring entities for all regular funding. Other groups can also investigate the possibility of having a related department or lab sponsor a specific event or your group in general.

6. **Florez Humor Fund** – funds special projects or events with a humor component.

7. **GSC Grants** – the GSC offers regular grant programs for various purposes and occasionally the GSC General Council allocates funds for specific initiatives.

8. **Public Service Center Grants** - the PSC gives grants for services projects – local, national, and international.

9. **SAO Supplementary funding** – funds event ideas that have fundraising gaps and need some extra support to be successful.

10. **UA Senate Discretionary Fund** – funds MIT initiatives that, for some reason, are not being funded by UA Finboard.

11. **UA Fresh Fund** – for new groups, projects, and initiatives. If you are a new group, contact ASA at asa-groups@mit.edu and we can help you request funding. Otherwise, you should contact your UA senator (or any senator).

12. **Weekends@MIT** (contact weekends@mit.edu) – funds large weekend events with wide campus appeal that have at least one sponsor that is a living group.

You can also solicit other donations or non-MIT grants. Speak to SAFO about how you can receive tax-deductable donations. A fair number of groups also charge regular membership dues or charge for specific events or opportunities.
IV. Student Activities Office

A. Event Registration
All events that fit any of the requirements below need to be registered. The Student Activities Office (SAO) provides the paperwork for this process and can help you figure out if you need to register your event and what you need to do to register it.

Types of events that need to be registered:
1. Event attendance over 100
2. Alcohol is being served
3. Money will be collected
4. Over 20% non-MIT attendance
5. Minors will be present
6. When working with non-MIT organization

Depending on the type of event, you may also need an entertainment license, liquor license, or license for raffles, carnivals, or selling merchandise.

B. Other SAO Resources
Beyond event registration, SAO provides many kinds of assistance for student groups. They can work with you on planning events or retreats, leadership development programs, or organizing more general aspects of your group. Generally speaking, basically no matter what idea you have, they can help you figure out how to turn it into reality (or help you make it more feasible, legal, etc.).

More Information
SAO website: http://studentlife.mit.edu/sao
Office: W20-549
Phone: (617) 253-6777
Email: sao-staff@mit.edu
Event Planning Guide Website: http://web.mit.edu/eventguide/
V. Room Reservations

A. Campus Activity Complex Spaces
The Campus Activity Complex manages spaces in the Student Center, Kresge Auditorium, Walker Memorial, and more. They also control the publicity booths in the Student Center, Lobby 10, and the Stata Center, as well as some outdoor spaces. In addition to managing these spaces, CAC provides event and logistics assistance, retail and contracted services, and manage access lists to student group offices.

Reservation signatories of your group can reserve rooms online using the Virtual EMS system, but first you need to turn in a paper request for an online account in the CAC Office. The system is fairly straightforward, but if you haven’t used before they have a fairly thorough instruction document linked to within the system. You can reserve space for the current school year and for the following year, depending on the time of year and type of space.

More Information
| CAC Website | http://web.mit.edu/campus-activities/www/ |
| CAC Contact Information: Email | campus-activities@mit.edu |
| Office | W20-500 |
| Phone | (617) 253-3913 |
| CAC Contact for Updating Office Access | caclocks@mit.edu |
| Virtual EMS: Online Reservation System | http://cac-ems2.mit.edu/VirtualEMS/ |
| Event Planning Guide Website | http://web.mit.edu/eventguide/ |

B. DAPER Spaces
In addition to CAC Spaces, you can use the Virtual EMS system to reserve Department of Athletics, Physical Education, and Recreation (DAPER) spaces. DAPER spaces include rehearsal and practice spaces, the large gyms, and outdoor fields. All groups can use these spaces, but Club Sports groups have reservation priority (and can reserve the spaces further in advance).

More Information
| DAPER website | http://web.mit.edu/athletics/www/ |
| DAPER Contact Information: Email | athletics@mit.edu |
| Office | W35-297 |
| Phone | (617) 253-4498 |
| Virtual EMS: Online Reservation System | http://cac-ems2.mit.edu/VirtualEMS/ |
C. Classrooms
Student groups can also reserve many classrooms through the Schedules Office, under the Registrar. Classrooms can be used for all events except:

- Religious ceremonies
- Performances that require the use of platforms, scenery, stage, and lighting
- Political events

Questions about these restrictions should be directed towards the Schedules Office. Additionally, food and beverages are not allowed in classrooms. Reservation signatories can request these spaces for your group using an online form.

More Information
Schedules Website (and request form)  http://web.mit.edu/registrar/classrooms/reserve/index.html
Schedules Contact Information: Email  schedules@mit.edu
Office  5-111
Phone  (617) 253-4788

VI. ASA Allocated Resources and Events

A. Office and Storage Space
Office and storage spaces (including lockers) in the Student Center and Walker Memorial are allocated by the ASA Board every other year. Most recently they were reallocated during Fall 2009, effective IAP 2010, and they will next be reallocated during Fall 2011. If you want to request space in between cycles, then email the ASA Board (asa-exec@mit.edu) and we can try to meet your needs or put you on waiting lists. Otherwise you can wait until the next allocation cycle and apply regularly.

Funded Student Groups are all eligible to apply for space allocations from ASA. Other classifications of groups are not normally eligible. If your group is not eligible, but you feel that space would be particularly important to your group, then you can email the Board and we can decide if an exception would be appropriate.

Like funding, recognition may give you eligibility to apply, but allocated space is not a guarantee. There is not enough space for all groups to get the amount of space they want, but the ASA Board will do its best to meet the needs of all groups as best as possible.

More Information
ASA Webpage on Space  http://web.mit.edu/asa/resources/office-space-alloc.html
ASA Contact Information  asa-exec@mit.edu (publicly archived) or asa-space@mit.edu or asa-president@mit.edu
B. Bulletin Boards
Another resource that ASA allocates is the bulletin board along the Infinite Corridor or in the Stata Center. While all groups can post on the “public” board around campus, there are also these boards reserved for specific groups that ASA allocates. Like office and storage space, bulletin boards are allocated every other year. They were reallocated during the 2008-2009 school year and will be reallocated Fall 2010, effective IAP 2011, and future fall semesters of even-numbered years.

More Information
ASA Webpage on Boards  http://web.mit.edu/asa/resources/bulletin-board.alloc.html
ASA Contact Information
asa-exec@mit.edu (publicly archived) or asa-boards@mit.edu

C. Mailboxes
Student groups can also request a mailbox from ASA by using an online form and emailing ASA. These mailboxes are in the hallway outside W20-401 (the UA Office) and have combination locks. If groups don’t have a mailbox or other arrangements, then their regular mail addressed to the Student Center will be kept in SAO (W20-549) or the UA Office. All groups receive packages to SAO Office and are emailed when they arrive. Student groups can receive mail and packages addressed to:

[Name of group]
W20-401
84 Massachusetts Ave
Cambridge, MA 02139

More Information
ASA Webpage on Mailboxes  http://web.mit.edu/asa/resources/office-space.alloc.html
ASA Application for Mailboxes  http://asa.scripts.mit.edu/applications/mailboxes/mailbox.html
ASA Contact Information
asa-exec@mit.edu (publicly archived) or asa-president@mit.edu

D. Activities Midways
ASA organizes two Activities Midways every year – one during Campus Preview Weekend in April geared towards newly admitted students and one during Orientation geared to both new graduate and undergraduate students. All groups, besides Dorms/FSILGs, can request booth space and performance time at these Midways. Club Sports are nominally eligible for space at either the ASA Orientation Midway or the DAPER Athletics Gateway, however ASA will still allocate Midway booths space permitting.

Generally, ASA is able to allocate booth space to all groups that request it, although you may not get multiple tables if you request them. Performance time is more limited and will be allocated to as many groups as feasible.

More Information
ASA Webpage on Midways  http://mit.edu/asa/publicity/midway.html
ASA Contact Information
asa-exec@mit.edu (publicly archived) or asa-midway@mit.edu or asa-president@mit.edu
VII. Responsibilities

Since the earlier sections discussed many of the resources you are receive and are eligible for with recognition, here are some of the responsibilities that come with recognition:

1. **Annual Anti-Hazing Forms and/or Registration** – every group is required to sign anti-hazing forms every year (according to MA State Law). ASA may also require a somewhat more in depth annual registration form.

2. **General Body Meeting attendance** – all groups are required to send a representative to all ASA General Body Meetings, generally one meeting per semester. Meetings are announced to groups at least two weeks in advance. A representative may be present for multiple groups, however a representative will only be given one vote (no matter how many groups they are representing).

3. **Current Contact Information** – groups must keep their contact information up to date in the ASA Database, including officers’ mailing list as well as president, treasurer, and signatories. This also means that you need to update your officers’ mailing list – these lists are used for almost all official communications.

4. **Membership guidelines** – there are three membership guidelines that groups must adhere to:
   - **5/50** – A group must have at least 5 MIT student members and its membership must be at least 50% MIT students.
   - **Officers** – A group needs a president and treasurer (or corresponding officers) that are distinct MIT students. If there are multiple presidents, at least half of them must be MIT students.
   - **Non-discrimination** – All groups must follow the MIT Non-Discrimination Policy, with respect to membership, officer positions, and other opportunities.

5. **Constitutions** – every group is required to have and adhere to constitutions that follow ASA requirements. Additionally, groups must provide URLs to their current constitution in the ASA Database and have any changes to their constitution approved by the ASA Board.

6. **Publicity Rules** – ASA has Publicity Rules that all groups, and non-groups, must follow. The postering rules are basically: no more than one poster per board, posters must be flat and no larger than 17” by 22”, poster only in designated areas, and never tear down other posters. In addition to postering rules, groups are prohibited from chalking vertical surfaces (such as sides of buildings).

7. **Orientation Recruitment Rules** – student group recruitment is restricted by the ASA Recruitment Rules before the Activities Midway. These rules prevent recruitment events and place restrictions on what kinds of advertising are allowed.

8. **Rules in general** – beyond the specific rules mentioned, all groups must follow all other ASA rules and Institute policies, as well as local, state, and federal laws. This includes any new rules or specific rulings of ASA, Institute tax-exemption and donation policies, and rules of other offices such as restrictions for using SAO financial accounts or reserving CAC, DAPER, or Schedules space.

9. **Resource responsibility** – use allocated resources responsibly. This includes following any rules and conditions of the allocation and “returning” any resources you are not using or are not going to use. For example, if you request a Midway booth, either use the booth or email ASA in advance saying you can no longer use it. If you have office, storage, or bulletin board space and find that you are no longer using it, let ASA know so it can be reallocated. Additionally, any permanent changes to offices and bulletin boards need to be approved by ASA.
VIII. Other Resources and Privileges

Beyond ASA resources and the other resources mentioned above, ASA recognition provides numerous other resources and privileges for groups, including:

1. **Use of the MIT name** – seemingly small, but very important. ASA or SAO can also provide official letters acknowledging your group’s recognition to non-MIT entities when requested.

2. **Publicity Resources** – many publicity resources including: ads in The Tech, DomeView slides, LSC slides, drop poster spaces including the Lobby 7 displays, Infinite Corridor projectors and other electronic displays, MIT Homepage spotlight, and more. Many of the resources provide student groups with some amount of free usage. Others are available for a charge, but student groups may be eligible for reduced prices.

3. **Alumni Association** – the Alumni Associate can provide a range of resources for groups interacting with alumni – from setting up donation accounts to providing lists of alumni listing your group to assistance with reunions.

4. **Public Service Center** – beyond the funding opportunities mentioned earlier, the PSC provides project and planning support for service groups or other groups taking on service initiatives.

5. **SIPB scripts.mit.edu** – the Student Information Processing Board (SIPB) runs the scripts.mit.edu service that provides several web packages that groups can use with their Athena lockers including MediaWiki, WordPress, and CGI scripts. SIPB also provides a variety of other services that you can learn about at http://sipb.mit.edu/.

6. **MIT Audio Visual Services** – MIT AV provides all kinds of services for groups in campus spaces, including microphones, speakers, projectors, and other hardware as well as technical staffing.

7. **Copy Technology Services** – CopyTech has three on-campus copy facilities that provide services from printing 8.5“x11” black and white posters to laminated large format color printed posters.

8. **Environmental Health and Safety** – in addition to performing safety inspections and support for student group offices, EHS also reviews projects and events and can help groups plan for making them safe.


10. **E33 Productions** – E33 provides a range of services for student groups productions, namely lighting services and stage management, as well as equipment rental.

11. **MIT Disability Services** – DSO can provide assistance and guidance to make events and activities accessible and to obtain services such as translators or sign language interpreters.

12. **Catering** – MIT Dining has several on-campus catering options in addition to standing arrangements between MIT and non-MIT services (allowing you to, among other things, transfer funds or have checks drawn directly instead of paying personally and going through the reimbursement process).

Thanks for reading, and as always, feel free to contact ASA Exec (asa-exec@mit.edu) with any questions, comments, or concerns.