

25–26 Academic Year

Pratt

Graduate & Undergraduate

Registered Student Organization Handbook

**Office of Student
Involvement**

Fall 2025 Edition

WELCOME

Thank you for being a part of Pratt's student leadership community!

You're stepping into a network of students, faculty, and staff across campus dedicated to enriching life beyond the classroom and studio. This is an opportunity to develop your leadership, collaboration, and administrative skills, while shaping student culture, building community, and creating meaningful experiences for your peers.

Whether you're creating space for shared interests, celebrating cultural identity, or helping students connect socially, your work matters. The Office of Student Involvement (OSI) is here to support you with the resources to make your club's activities possible.

We believe student leadership is rooted in empowerment, and that starts with having access to clear expectations, user-friendly resources, and consistent support. This handbook outlines [how to operate a club in alignment with policies and procedures](#), and [maintain Good Standing](#). Please read it carefully, and refer back to it during the semester.

Throughout the year, OSI will offer workshops, mixers, retreats, and other opportunities to help you grow as a leader and connect with fellow club officers and advisors.

If you have any inquiries, do not hesitate to reach out, or visit our [Club Resource List](#) for frequently asked questions.

Pratt Student Involvement

Email: involvement@pratt.edu

Phone: (718) 636-3422

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STUDENT INVOLVEMENT

The [Office of Student Involvement \(OSI\)](#) is a collaborative team of full-time professionals dedicated to supporting student life through leadership development, programming, and community-building efforts. We facilitate Orientation, empower leaders through professional growth opportunities, and support social, recreational, cultural and educational events that create meaningful experiences for students outside the classroom and studio.

Meet Our Office

Emma Legge Director of Student Involvement elegge@pratt.edu	Alex Ullman Associate Director of the Student Union aullman@pratt.edu	Nadine Shuler Office Manager nshuler@pratt.edu
Olivia Witsaman Assistant Director of Civic Engagement & Leadership Development owitsama@pratt.edu	Jay Matrecito Assistant Director of Student Organizations & Affinity Groups jmatreci@pratt.edu	Esther Bristol Assistant Director of Student Programming & Commuter Initiatives ebrist96@pratt.edu

For all inquiries, reach out over email (involvement@pratt.edu), phone (718-636-3422) or connect with us in-person during business hours:

Brooklyn	Manhattan
Monday to Friday 9 AM – 5 PM Main Building, Room 008	Monday, Tuesday, Thursday, Friday 9 AM – 5 PM 7th Floor, Room 706C

STUDENT GOVERNMENT

The [Student Government Association \(SGA\)](#) represents the voice of the student body at the Pratt Institute. It is a board composed of undergraduate and graduate students who have been elected into their roles each academic year. Under guidance from the Director of Student Involvement, SGA participates in institutional committees to advocate for student perspectives in campus-wide decisions. In addition to governance, SGA allocates the Student Activity Fee through Funding Requests, oversees New Club Registration, and reviews appeals made by sanctioned clubs.

Connect with Us

Each semester, SGA hosts an in-person Student Senate Meeting to hear student perspectives on campus issues. To stay in the loop about upcoming events or vote in student elections, visit SGA's [page](#) on Engage.

In the meantime, you can reach out over email (sga@pratt.edu). Students may also share their feedback through SGA's [Suggestion Box](#) – an anonymous form on Engage where you can submit suggestions, concerns or ideas.

CLUBS

A Registered Student Organization (**RSO**) – often called a **club** – is a student-led group officially recognized by the Office of Student Involvement and the Student Government Association. Clubs might unite students around shared interests, cultural identity, academic enrichment, creative practices, advocacy, community service – or something entirely unique. They must be open for all current Pratt students to participate in.

Expectations

To be in Good Standing as a Registered Student Organization at Pratt Institute, you must meet the expectations below. Failure to meet these expectations may result in the loss of privileges, and in some cases, a revocation of club status.

- I. **Adhere to All Policies**
 - Align with Pratt Institute's [Community Standards](#).
 - Follow Student Involvement's [Handbook](#), [Code of Conduct](#) and [Additional Policies](#) for RSOs.
- II. **Maintain Independence**
 - Operate separately from academic departments and campus offices.
 - Do not replicate the mission or activities of other existing clubs in Good Standing. View a list of active clubs [here](#).
- III. **Access for All**
 - Be open to all Pratt students, regardless of academic year or major.
 - Provide an English translation when another language is used.
 - Do not charge dues or admission for club membership or event participation.
- IV. **Re-Register Annually**
 - RSOs must complete an annual re-registration form on [Engage](#) to continue receiving recognition each academic year.

Privileges

Registered Student Organizations in Good Standing have access to a wide range of privileges designed to support your club's presence and impact on-campus:

- **Increased Visibility**
 - Register your club's activities on [Engage](#) and [Pratt Engage+](#).
 - Table at the Student Involvement Fair, which draws over 350 students each semester.
 - Stamp your posters for approval to hang on campus bulletin boards.
 - Display advertisements on campus television screens.
- **Space + Equipment Access**
 - Reserve rooms for on-campus meetings, events, and activities.
 - Table in high-traffic zones, like the Student Union or Main Lawn.
 - Borrow equipment from the Student Union at no cost.
 - Access shared club storage by visiting Main Building 008 during business hours.
- **Funding + Printing Support**
 - Apply for funding through the Student Government Association.
 - Receive up to \$200 annually for printing through the Copy Center and 2-D Printing Center.

Registration Process

Whether you're launching a new club or continuing an existing one, registration is required to establish or renew a Registered Student Organization (RSO) in Good Standing. This is the first step toward gaining access to club recognition and privileges for the academic year.

To be eligible for consideration, new and existing clubs must meet these basic requirements:

- Have at least **one** current Pratt student as **President**. Other club officer roles (e.g., Vice President, Treasurer, Secretary, Event Coordinator, Public Relations) are optional and can be adapted to suit your club's needs.
- Have at least **five** current Pratt students as **Members**, not including the President.
- Have at least **one** current Pratt faculty or staff as **Advisor**. Religious groups may request an external clergy member with approval.
- Provide a **Constitution**.

Find an Advisor

Every club is required to have a current Pratt faculty or staff member serve as an advisor. Advisors act as a source of guidance, continuity, and direct connection to the broader institution. It is a voluntary role. Clubs can enlist multiple advisors, as needed.

While not required, completing the [Advising Agreement](#) can help you start the search, and clarify roles and expectations early on. Use [Pratt's People Directory](#) to search faculty or staff by department, office, or area of interest. When reaching out, email a brief description of your club's mission and invite the potential advisor to meet for a conversation. When meeting, discuss their availability, how they'd like to support your club, and what involvement makes sense for both parties.

Create a Constitution

A Constitution is a guiding document that clearly defines a club's purpose, structure and operations. It is first created when a club is founded, and must be updated annually during the registration process to reflect any changes in how the club functions.

At minimum, a Constitution must include:

1. Club name, purpose, and activities
2. Designation as an undergraduate or graduate club (see [Funding](#) to learn the difference in funding requirements)
3. Leadership structure and club officer responsibilities
4. Officer selection, probation, and removal process
5. Amendment procedures (how changes to the Constitution are proposed and approved)

For a head start, students are encouraged to adapt the [Sample Constitution](#) to meet the unique needs of their club.

New Clubs

Any current Pratt student can start the registration process for their new club. The student who submits the form becomes the Primary Contact, responsible for communication and follow-up on behalf of their group.

To submit a New Club Registration, take the following steps:

1. Visit the [Organizations](#) page and sign in with your Pratt OneKey credentials.
2. Select [Register an Organization](#) > [Register a New Organization](#).

Organizations

Search Organizations

Categories
Select categories

Register an Organization

Institutional Equity and Title IX
Provide education and an equitable response and resolution to all reported incidents of discrimination, sexual harassment, sexual violence, relationship violence, stalking, and related misconduct.

Rhythm Game Club
Create a community which for Pratt Rhythm game lovers to share and show themselves.

Re-Register Existing

Find an organization to re-register

Institutional Equity and Title IX Not Available	
Rhythm Game Club Available	Re-Register
25 FEET off Higgins Available	Re-Register
Accessibility Committee Advisory Group Not Available	
AIGA Pratt Available	Re-Register

NEXT >

Register New

REGISTER A NEW ORGANIZATION

3. When creating your group's page, you must provide:
 - a. The club's information, including club name, acronym, contact email, description, profile picture, and links to external websites.
 - b. The club's roster, including:
 - i. Manually inviting new members using their Pratt email address.
 - ii. Assigning the role of club officer or advisor to incoming members.
 - c. The club's Constitution.
4. Click **Submit** to send your New Club Registration for review.

New Club Registrations are accepted on a rolling basis, but they're only reviewed at the beginning of each semester:

- To be considered for recognition in Fall 2025, please submit no later than **Monday, September 22, 2025 at 9 a.m (EST)**.
- To be considered for recognition in Spring 2026, please submit no later than **Monday, February 23, 2026 at 9 a.m (EST)**.

Existing Clubs

Only current club officers can start the re-registration process for their Registered Student Organization. The student who submits the form becomes the [Primary Contact](#), responsible for communication and follow-up on behalf of their club.

To submit a Club Re-Registration, take the following steps:

1. Visit the [Organizations](#) page and sign in with your Pratt OneKey credentials.
2. Select [Register an Organization](#), then use the search bar to pull up your club. Once you do, click the blue [Re-Register](#) button next to it.

The screenshot shows the 'Organizations' page. On the left, there is a search bar labeled 'Search Organizations' and a 'Categories' dropdown menu. Below these, a button labeled 'Register an Organization' is highlighted with a green rectangular box. To the right, there are two organization cards. The first card is for 'Institutional Equity and Title IX' with a description: 'Provide education and an equitable response and resolution to all reported incidents of discrimination, sexual harassment, sexual violence, relationship violence, stalking, and related misconduct.' The second card is for 'Rhythm Game Club' with a description: 'Create a community which for Pratt Rhythm game lovers to share and show themselves.'

The screenshot shows the 'Register an Organization' page. It has a section titled 'Re-Register Existing' with a search bar labeled 'Find an organization to re-register'. Below the search bar, there is a list of organizations. The first two are 'Institutional Equity and Title IX' (Not Available) and 'Rhythm Game Club' (Available). The 'Rhythm Game Club' entry has a blue 'Re-Register' button highlighted with a green rectangular box. Below it is '25 FEET off Higgins' (Available) with a blue 'Re-Register' button. At the bottom is 'Accessibility Committee Advisory Group' (Not Available).

3. When updating your club's page, you must provide:
 - a. The club's updated information, including club name, acronym, contact email, description, profile picture, and links to external websites.
 - b. The club's updated roster, including:
 - i. [Removing members](#) that are inactive or have since graduated.
 - ii. [Manually inviting new members](#) using their Pratt email address.
 - iii. [Assigning the role of club officer or advisor](#) to incoming members.
 - iv. Removing the role of club officer or advisor to outgoing members.
 - c. The club's updated Constitution.
4. Click [Submit](#) to send your New Club Registration for review.

To be considered for recognition in Fall 2025, your Club Re-Registration must be submitted no later than **Monday, September 1, 2025 at 11:45 p.m (EST)**. If a club fails to re-register by this deadline, they will fall out of Good Standing and their Engage will be frozen. This means their page will be hidden from public view, and they'll be required to contact the Assistant Director Jay Matrecito (jmatreci@pratt.edu) to re-register.

Review Period

Once your registration has been received, the Office of Student Involvement will check your materials for completion:

- Complete registrations with no issues are brought to the Student Government Association for review at the start of each semester by the Chair of Student Life.
- Incomplete registrations will receive feedback and remain pending until the appropriate revisions are made.

Decisions on registrations are made based on the criteria shared under [Expectations](#) and [Registration Process](#). Once a decision has been made, the Primary Contact will be notified of their group's status.

Training

Once a club's registration has been approved, the listed club officers and advisor(s) will be invited to complete a required training course on Canvas. The course takes approximately one hour and includes quizzes that must be passed with a score of 100%. Students may retake quizzes as many times as needed. [Self-enroll here](#).

Completion of the course is **mandatory** for the President, but optional for other officers and advisors. A club's registration is not considered complete, and the privileges not awarded, until the President has completed the training for that academic year.

POLICIES

All Registered Student Organizations must abide by all of the policies listed in Pratt Institute's [Community Standards](#), including but not limited to:

- [Social Media Guidelines](#)
- [Hazing Prevention Policy](#)
- [Guidance for Public Gatherings \(Demonstrations, Protests, Vigils\)](#)
- [Nondiscrimination and Anti-Harassment Policy](#)
- [Alcohol and Drug Use Policy](#)
- [Visual Identity Resources](#)

Code of Conduct

In addition to the policies set forth by Pratt Institute, the Office of Student Involvement has developed additional guidelines. Review the [Code of Conduct](#) for details on our judicial process for Registered Student Organizations in regard to sanctions, appeals, individual removal and reinstatement, and advisor violations.

Posting Policy

To support a welcoming campus, and prevent damage to facilities, Pratt Institute established guidelines that apply to bulletin boards on both Brooklyn and Manhattan campuses, including those managed by academic departments, Residential Life, and Student Involvement. The list below summarizes key points from the full [Posting Policy](#), which all clubs are expected to review in its entirety before displaying materials:

1. All posters must be stamped for approval by Student Involvement before being displayed. Posters can be brought to the front desk of the Student Union or the 7th Floor of the Pratt Manhattan Campus to be stamped in-person by our staff.
2. Each poster requires an original stamp. The stamp includes a deadline for taking down your poster.
3. Posters may only be displayed on **bulletin boards using push pins**. Do not post on walls, windows, doors, or any other surface using tape, staples, or other adhesives.
4. Some walls across campus have become official exceptions to the no-tape rule. **Taping is only permitted on walls that display [this sign](#)**. If a wall is not marked, taping is not allowed and any posted materials will be removed.
5. Each program may have no more than two posters per bulletin board, and no poster may exceed two feet by three feet.

Once your posters have been stamped, use the [Brooklyn Posting Directory](#) to explore approved posting locations across campus.

PROGRAMMING

Event Request

When a Registered Student Organization hosts a meeting, event, activity, outing, or trip for the student body, it is considered a **program**. Students use [Engage](#) to stay in the know about programs occurring across campus. For club officers and advisors, it's the go-to portal for posting and arranging support for a program.

To post a program, a club officer or advisor must submit an [Event Request](#). Your submission will be reviewed by the Office of Student Involvement. If approved, the program becomes visible to other students, faculty, and staff on both Engage and Pratt Engage+.

Each program is unique. Every Event Request begins with the basics – program name, date, time, location, description, and expected attendance. Depending on your plans, use the **Additional Support** section as needed to arrange a space reservation, a tabling zone, permission for non-Pratt guests to attend the program, or approval for a fundraiser. To best prepare, we recommend submitting Event Requests three (3) weeks to one (1) month prior to the intended program date.

Space Reservations

Clubs can request spaces including classrooms, conference rooms, screening rooms, lecture halls, studios, auditoriums, and outdoor areas on both the Brooklyn and Manhattan campuses. Use the [Room Reservation Directory](#) to browse bookable spaces with photos, capacity, and features.

In the Event Request, you'll be asked to provide up to three preferred spaces. Include set-up and clean-up times so the space can be reserved accurately. Please note booking is not guaranteed. Room reservation requests are reviewed by each room's manager and subject to availability.

Tabling Zones

Tabling allows your club to set up in designated high-traffic areas to promote your upcoming programs or activities. Tabling requires prior approval but is not the same as reserving a room, as it grants permission to use a shared area without exclusive access or set-up beyond a table.

Tabling zones include select outdoor spaces and common areas. In your Event Request, you'll be asked to describe your tabling plans, zone, date(s), time(s), and whether any non-Pratt individuals will be present at your table. Please note approval is not guaranteed. Tabling requests are reviewed by each room's manager and subject to availability.

Non-Pratt Guests

A non-Pratt guest is anyone who is not a currently enrolled student, employed faculty member, or staff member at Pratt Institute. Clubs may invite non-Pratt guests to attend a program, but each guest must RSVP in advance for security and access purposes.

In your Event Request, you will be asked to identify the type of non-Pratt guests you are inviting (such as students from other colleges, Pratt alumni, guest artists, or members of external organizations), and explain how their participation supports your program's goals. You will also need to provide an estimated headcount, and if inviting guest artists, include their name(s), email address(es), and a brief description of their role.

If your Event Request is approved, your club must collect each guest's first and last name, email address, and estimated arrival time. A final RSVP list with this information must be sent **no later than two business days** before the program date to Student Involvement (involvement@pratt.edu) and Campus Safety (publicsafety@pratt.edu for Brooklyn-based programs or pmcsec@pratt.edu for Manhattan-based programs).

Fundraising

Clubs may host fundraisers for their own activities, or to benefit 501(c)(3) non-profit organizations. In your Event Request, you'll be asked to provide the goal of the fundraiser, date(s), types of donations being collected, and how the effort will be promoted. Per our Fundraising Policy:

- If your club is fundraising for charity, it must be a registered 501(c)(3) nonprofit organization.
- If your club is collecting cash donations to donate to a 501(c)(3) nonprofit organization, please prepare a formal letter and mailing address for the Office of Student Involvement. Any funds will be issued as a mailed check directly to the organization.
- If your club is collecting cash donations for internal club activities, you'll be asked to count, and store funds in the Director of Student Involvement's safe.

Event Attendance

Undergraduate clubs that receive \$500 or more in funding, and **graduate** clubs receiving any amount in funding, are required to track attendance at their program. Attendance can be recorded through the Event Check-in App or Engage.

Event Pass

To start, every student has a unique QR code linked to their Pratt OneKey account. This Event Pass can be accessed by [visiting your Engage profile](#), or [pulling it up through Pratt Engage+](#) on a mobile or desktop device. Students scan their Event Pass at programs to be counted as an attendee and earn [SWAG](#) points.

Event Check In App

Attendance check-in is available only after an Event Request has been approved. To [locate a program's access code](#), a club officer or advisor must start by visiting the program's page and clicking **Manage Event**.

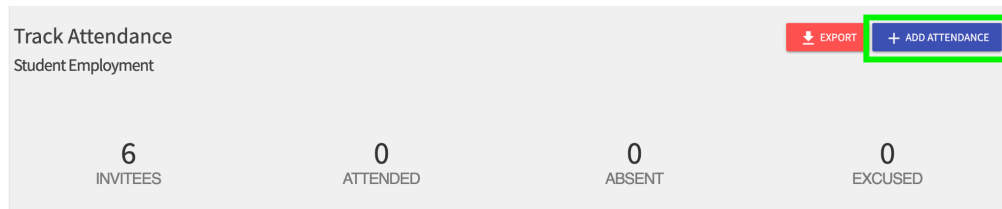
The screenshot shows the 'Student Employment' event page. At the top right, there is a green-bordered button labeled 'MANAGE EVENT'. Below the event title, the 'Date and Time' is listed as 'Monday, August 18 2025 at 4:30 PM EDT to Monday, August 18 2025 at 5:30 PM EDT', and the 'Location' is 'Memorial Hall'. Under the 'EVENT ATTENDANCE' section, there are four statistics: 6 Invitees, 0 Attended, 0 Absent, and 0 Excused. At the bottom, there is a green-bordered box containing the 'ACCESS CODE' field and a 'COPY' button.

Download the Event Check-in App on [App Store](#) or [Google Play](#). Only hosts need the app – attendees do not. If multiple club officers need to check people in, each can sign in on their own device using the same access code. Open the app, sign in with your Pratt OneKey, and enter the access code. Tap **Start Session** > **Start Scanning**. If someone doesn't have a pass, click **No Pass?** to manually insert their Pratt email address. When finished, close the app. Attendance is saved automatically and can be revisited on Engage.

Engage

To [manually add attendees](#) by Pratt email address, visit the Event Request and click **Manage Event** > **Track Attendance** > **Add Attendance**. Enter each individual's Pratt email address, and save when finished to store.

The screenshot shows the 'Student Employment' event page with more details. It includes the 'Host Organization' (Office of Student Involvement), 'Location' (Memorial Hall), 'Begins' (Monday, August 18, 2025 at 4:30 PM EDT), and 'Ends' (Monday, August 18, 2025 at 5:30 PM EDT). There is also an 'Event Rating' section showing '0.0' stars. Below this, there are three settings: 'STATUS' (Approved), 'VISIBILITY' (The Public), and 'RSVP SETTING' (Anyone). At the bottom, there is a green-bordered box containing the 'TRACK ATTENDANCE' button and the 'INVITATIONS & RSVPs' button.



Track Attendance	EXPORT	+ ADD ATTENDANCE
Student Employment		
6 INVITEES		
0 ATTENDED		
0 ABSENT		
0 EXCUSED		

SWAG

Tracking attendance is directly tied to [SWAG](#), Pratt's co-curricular rewards program for all currently enrolled undergraduate and graduate students. It stands for **Students Win Awesome Gifts**, and rewards students with branded merchandise for participating in programs tagged with one or more of these categories:

- Leadership & Personal Development
- Health & Wellness
- Career & Professional Development
- Social & Campus Engagement
- Diversity, Inclusion or Civic Engagement
- Academic Enrichment.

Students can [check their progress](#) at any time by logging into Engage with their Pratt OneKey.

When submitting an Event Request, use the **Additional Support** section to indicate which category best fits your program. Club officers and advisors must scan attendees using the [Event Check-In App](#) or [Engage](#) to ensure participation counts.

FUNDING

Funding Request

The **Student Activity Fee** is a shared resource that supports student life opportunities at Pratt Institute. It's allocated by the Student Government Association in collaboration with the Office of Student Involvement to benefit the broader student body. All undergraduate and graduate Registered Student Organizations in Good Standing may submit a [Funding Request](#) on Engage to cover the cost of a **program** hosted during the [academic year](#).

To be eligible for consideration, a Funding Request must:

- ☐ Be **complete**. All questions must be answered in full. Incomplete submissions will remain pending until the missing information is provided. SGA and OSI will

follow-up over email, and in the discussion section of your pending submission for this missing information to move forward with processing.

- ☐ Be **submitted in advance**. Funding can only be requested prior to the program's date. Requests submitted after the program, including those to reimburse out-of-pocket expenses, will not be considered.
- ☐ Support a program that is **openly advertised** and **accessible** to all currently enrolled Pratt students. If capacity is limited (e.g., ticketed event), the club must ensure fair access for members and non-members. See [Admission](#) to learn more.

If your Funding Request is approved, Assistant Director Jay Matrecito (jmatreci@pratt.edu) will work with your club to process [Payment Methods](#) or [Reimbursement](#).

Review Period

Club officers are responsible for ensuring their Funding Requests are submitted in advance. Late submissions may not be considered, and funding is not guaranteed.

Prepare accordingly by reviewing the timelines below. These timelines are in place to allow ample time for SGA approval and OSI review, approval and payment:

- Applications for amounts under \$500 must be submitted at least **two (2) weeks** prior to the program date.
- Applications for amounts over \$500 must be submitted at least **four (4) weeks** prior to the program date.

SGA reviews submissions during business hours. They do not meet during school breaks, holidays, or finals week. For a status update on a pending Funding Request, reach out over email to SGA (sga@pratt.edu) and Assistant Director Jay Matrecito (jmatreci@pratt.edu).

Requests Over \$500

Undergraduate clubs applying for an amount at or above \$500 will be invited to attend a virtual or in-person SGA meeting to discuss their Funding Request before a decision can be made.

Please come prepared with:

- The goals of the program

- The reasoning on why it would be a meaningful and responsible use of the Student Activity Fee
- Expected program attendance
- Past program attendance
- An itemized budget and exact total
- Your plans to advertise the program

Graduate clubs will typically receive a decision through Engage for amounts over \$500, unless additional information is needed.

Payment Methods

If your Funding Request is approved, Student Involvement will work with your club to process payment or reimbursement based on the needs of your program.

Supplies

Clubs may request funding for supplies necessary for hosting events (e.g., materials, decor) or supporting club operations (e.g., equipment, annual chapter registration). The itemized budget you provide must include each item's name, cost per item, quantity, and link to purchase (if available).

Our approved, tax-exempt vendors for supplies are listed below, but please allow one week for delivery to campus in advance of the date of use.

- [Amazon](#) (Delivery)
- [BJ's Wholesale Club](#) (Delivery)

Purchases with other vendors may charge tax. If so, please factor this amount into your itemized budget.

If your Funding Request is approved, purchase can be arranged through OSI, or by a club representative out-of-pocket who submits a [Reimbursement Form](#).

Food

Clubs may request funding for catering, snacks, candy, or beverages served at club programs. The itemized budget you provide must include each product's name, cost per item, quantity, link to purchase (if available), and pick-up or delivery details (if applicable).

Our approved, tax-exempt vendors for food are listed below, but please note service fees or tip for delivery may apply.

- Whole Foods [Grocery](#) or [Catering](#) for in-store pick up, or delivery
- Wegmans [Grocery](#) or [Catering](#) for in-store pick up, or delivery
- [GrubHub](#) for in-store pick up, or delivery
- [EZ Cater](#) for in-store pick up, or delivery
- [BJ's Wholesale Club](#) for delivery
- Chartwells [Catering](#) for cafeteria pick-up or delivery

Purchases with other vendors may charge tax, on top of service fees or tip for delivery. If so, please factor this amount into your itemized budget.

If your Funding Request is approved, purchase can be arranged through OSI, or by a club representative out-of-pocket who submits a [Reimbursement Form](#).

Admission

Clubs may request funding for tickets, reservations, conference registration, or entry fees for off-campus programs with limited attendee spots available (e.g., museum trips, movie screenings, workshops). To ensure fair access, you must create a transparent sign-up process that's advertised to all Pratt students through Engage. Your [Event Request](#) must consist of one of the following:

1. A random lottery using Google Form (or similar) with the deadline and link included in the Event Description
2. First-come, first-serve sign-up using the RSVP function, with a cap on available spots
3. A fixed attendee list, only in rare cases with prior OSI approval (e.g., publication tabling at an art fair)

The itemized budget you provide must include a link to the vendor's website, the cost per person (if applicable), and the total cost at checkout, including tax or service fees. If your Funding Request is, admission will be arranged and paid for through OSI.

Guest Artists

Refers to individuals outside of Pratt invited to provide a professional service for your club. This includes in-person or virtual appearances such as performances, lectures, workshops, panels, or other contributions from external artists, speakers, musicians, curators, or facilitators.

Clubs may request funding for guest artists within these guidelines:

- Undergraduate clubs may invite **up to two (2) guest artists per academic year**.
- Graduate clubs may request **up to \$500 per guest artist**, with a **combined total not to exceed \$3,000 per academic year**.
- Pratt cannot pay for travel or lodging directly – these costs must be included in the artist's total honorarium.

To ensure that all students have the opportunity to benefit from these visits, funding is not available for guest artists involved in academic coursework. These programs must be open to all current Pratt students.

To fund a guest artist, take the following steps:

1. Initiate a conversation with the guest artist to confirm their fee, which should include any lodging or travel expenses.
2. Create an [Event Request](#) on Engage to register the program.
3. Submit a Funding Request including the number of artists, total cost, and compensation per artist.

If your Funding Request is approved, you'll be contacted by the Assistant Director Jay Matrecito (jmatreci@pratt.edu) to begin the payment process. The club and guest artist(s) will need to provide:

- [Guest Artist Contract](#)
- [W-9 Form](#) for U.S. residents
 - 8233 Form if the guest artist is a non-resident without a U.S. Social Security number
- [Invoice](#) provided by the guest artist
- PAF/Academic Stipend Form if the guest artist is a current Pratt employee of Pratt Institute

These documents establish a binding agreement and must be submitted at least 15 business days before the scheduled appearance to ensure timely payment. Submitting after the guest artist's visit negates this agreement, potentially exposing your group to changes in the agreed-upon terms.

Only authorized staff may sign contracts. Students are not permitted to enter into agreements on behalf of their club or Pratt Institute.

Charter Bus Rental

Refers to private bus transportation contracted for off-campus outings or trips. Clubs may request funding for charter buses booked through our approved, tax-exempt vendors, but please note driver gratuity will apply.

- American Charter Lines
- Campus Coach

To begin this process, clubs must first submit an [Event Request](#) on Engage to register the trip. Then, email the Assistant Director (jmatreci@pratt.edu) to request a quote from one of the vendors listed above. Once you've received a quote, attach it to your Funding Request and submit for review.

If your Funding Request is approved, OSI issues a Purchase Order through Pratt Institute to secure the bus. This process requires at least fifteen business days. Plan ahead to ensure your trip is confirmed in time.

Reimbursement

Out-of-pocket expenses are only eligible for reimbursement if the expenses were included in an approved Funding Request before the program date. If you have not submitted and received approval for a Funding Request in advance, you will not be reimbursed.

Complete this [Reimbursement Form](#) and submit to Assistant Director Jay Matrecito (jmatreci@pratt.edu). Once processed, Pratt Institute will issue a check to the mailing address provided in your paperwork. Tax will be reimbursed.

Not Eligible for Funding

- Programs not accessible to all current Pratt students
- Credit-bearing programs or activities tied to academic credit, including those held during class or as part of coursework
- Conferences with academic intent
- Salaries, wages, or honoraria for students or club members
- Personal items for individuals (such as memberships, apparel, postcards for senior shows, business cards, etc.)
- Portfolio reviews
- Studio visits
- Academic journals
- Graduation parties, on- or off-campus
- Alcohol or other expenses for programs with alcohol
- Food and beverages for general meetings
- Single-use disposable water bottles

- Balloons
- Political campaign activities
- Publication materials for clubs that are not approved Registered Publications
- Computer hardware and software, technology equipment, or cameras that are currently available at Pratt Institute
- General upkeep of campus-wide facilities

Post-Event Reflection

The [Post-Event Reflection](#) is available on Engage and must be completed by:

- **Undergraduate** clubs who received **\$500 or more** through a Funding Request for a program.
- **Graduate** clubs who received **any amount** through a Funding Request for a program.

It may be completed as a board, or by a designated one club officer on behalf of the group. You'll be asked to provide:

1. Program details – name, date, attendance, and how you advertised it.
2. Planning insights – how responsibilities were divided, challenges faced, and any last-minute changes.
3. Program impact – outcomes, skills gained, and benefits to the Pratt community.
4. Feedback and support – what worked well, what you'd improve, and resources that helped.

The Post-Event Reflection should be submitted within one (1) month of the program date. Failure to do so may impact your club's eligibility for future Funding Requests.

ADVERTISING

Marketing Request

Clubs may request print or digital marketing support to advertise upcoming programs, or promote other club-related activities throughout the year by submitting a [Marketing Request](#) on Engage. This form routes your file(s) to Student Involvement for processing based on your specifications.

All [Paper Materials](#) and [Stickers](#) expenses count toward your club's \$200 annual printing budget – a privilege that covers transactions with the Copy Center and 2-D

Printing Center. Transactions are logged on the [Printing Budget](#), where you can also find pricing estimates for print materials and stickers.

Paper Materials

To print paper materials (e.g., posters, flyers, quarter sheets, newsletters, banners), you'll be asked to provide:

- ☐ The desired paper type (e.g., Xerox, Cardstock)
- ☐ Paper size (8.5x11, 11x17, or custom plotter size)
- ☐ Ink (Color, black and white)
- ☐ Quantity
- ☐ Finishing services to add-on per copy (e.g., cutting, folding, stapling, laminating)
- ☐ PDF file matching the selected size

If your requested materials are promoting an in-person (on- or off-campus) or virtual program (meeting, event, outing, etc.), you must submit an Event Request on Engage first.

Once Student Involvement has reviewed your Marketing Request during business hours, allow three to five business days for the Copy Center to process the order and have paper materials ready for pick-up.

To ensure resources are used effectively and sustainably, clubs that redeem their budget for posters, flyers and quartersheets must distribute them on-campus at least four (4) days before the program date. Clubs that do not meet this timeline risk reduced approval for future Marketing Requests. Plan ahead accordingly by identifying posting locations in advance using the [Brooklyn Posting Directory](#), and reviewing the [Posting Policy](#) to remain in compliance.

Stickers

There are two options for sticker printing:

- Copy Center
 - Uses label paper
 - Best for circular or rectangular designs
 - File must be formatted as an 8.5x11 PDF
 - Quick turnaround for printing of three to five business days
 - View [this](#) file as an example
- 2-D Printing Center
 - Uses matte, glossy, semi-transparent, or visually clear sticker material
 - Best for custom-shaped designs

- Files must be formatted with CUT and CMYK lines using Adobe
- Long turnaround for printing of one to two weeks
- View [this](#) file as an example, or visit the [Roland Printer Guide](#) for formatting instructions

Digital Displays

To advertise on the television monitors across campus, you'll need to provide:

- ☐ A JPG file of your graphic formatted to [1920x1080](#) pixels (16:9 ratio)
- ☐ Accompanied by a termination date (the final day it should appear)

If your submitted graphic is promoting an in-person (on- or off-campus) or virtual program (meeting, event, outing, etc.), you must submit an Event Request on Engage first.

Displays are available on both the Brooklyn and Manhattan campuses. If your file is difficult to read or missing key elements like a logo, Student Involvement may ask you to adjust before approval.

Pratt Engage+

[Pratt Engage+](#) is your new mobile and web app for connecting with students, faculty, and staff in real time. Fully synced with [Engage](#), it allows you to:

- Post, like, comment, and share photos on the Community Feed (from your own profile or on behalf of your club)
- Follow other clubs, offices, and departments to see live updates
- Send and accept connection requests
- Join or create group chats (public, restricted, or private)
- Browse events, RSVP, and sync them to your calendar
- Access your Event Pass to check yourself in at programs
 - [Corq](#) is retiring from campus, but your Event Pass now lives in Pratt Engage+.

To get started, visit pratt.navengage.com or download *Pratt Engage+* from the App Store or Google Play. Log in with your Pratt OneKey credentials, then build your club profile, post updates, and explore features like chats and event promotion. Building your club's presence on Pratt Engage+ helps you connect with incoming, transfer, and returning students as they explore ways to get involved. You can use it to promote events, post welcome messages, and keep your club visible year-round.

Learn how Pratt Engage+ works by watching [this](#) brief video introduction, and exploring our [Mobile](#) or [Web](#) User Guide. If you run into any issues, contact our [Help Desk](#).

APPENDIX

Gallery Exhibitions

If your club is interested in hosting an exhibit through Steuben or Dekalb Gallery, you must submit an [Open Call Proposal](#). The form contains instructions for submitting an exhibition proposal. Kingly note that they are not able to guarantee your proposal will be selected due to the volume of proposals received and limited calendar availability due to BFA and MFA Thesis shows. Their Studio and Gallery Coordinator (tbielec8@pratt.edu) can be contacted for proposal-related questions.

Film Screenings

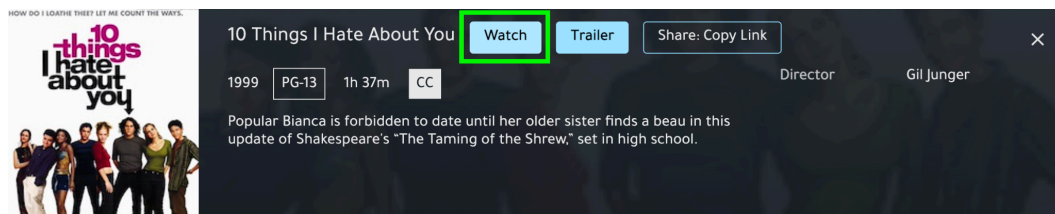
Clubs planning to host a screening must secure Public Performance Rights in accordance with [Title 17 of the US Copyright Code](#), even if the film can be accessed on streaming platforms (e.g., Netflix, Hulu, Tubi, Amazon Prime) or on DVD. Licensing fees typically range from \$400 to \$850, depending on the film's age, event location, and anticipated audience size.

To begin the process:

1. Submit an [Event Request](#) to register the program and reserve a room reservation.
2. Request a licensing quote – the Office of Student Involvement can help you investigate pricing and availability, or you may obtain a quote directly from [Swank Motion Pictures](#).
3. Once you've received a quote, submit a Funding Request to fund the cost of licensing the film.

If your timeline doesn't allow for this process, consider rescheduling your program or exploring these free alternatives:

- [Swank Digital Campus](#) offers direct streaming to thousands of film titles through [Pratt Institute Libraries](#). Log in with your Pratt OneKey credentials. Any title with a **Watch** button, can be screened at a program without securing licensing.



- [Kanopy](#) offers direct streaming to thousands of titles through [Pratt Institute Libraries](#). Log in with your Pratt OneKey credentials. Any title with a **Watch Now** button, can be screened at a program without securing licensing.



- Direct permission from a film's creator or copyright holder is also accepted. Forward written approval to Assistant Director Jay Matrecito (jmatreci@pratt.edu).

Publications

Registered Publications are directly overseen by Associate Director Alex Ullman (aullman@pratt.edu). Pratt Institute currently recognizes the following Registered Publications – Static Fish, Ubiquitous, The Prattler, 25 Feet Off Higgins, and Fig & Olive. They are eligible to receive up to \$6,000 per academic year, with a maximum of \$3,000 per semester to support publishing costs. While the Office of Student Involvement encourages wide-reaching submissions, we also expect editorial boards to utilize rubrics and standards to review submissions and efficiently operate within the allocated budget.

All other Registered Student Organizations interested in printing or distributing publication-style materials may submit a [Funding Request](#) to the Student Government Association for review.

Printing Publications

[Highroad Press](#) is the designated publication vendor and can be reached at (201) 708–6900. If you wish to use a different vendor, contact Associate Director Alex Ullman (aullman@pratt.edu) for approval.

Once funding for an issue has been approved, take the following steps:

1. Obtain Advisor Approval
2. Obtain Approved Printing Vendor Quote
3. Submit to Student Involvement

- a. Send the issue file and printer quote to Associate Director Alex Ullman (aullman@pratt.edu). These materials will be reviewed during business hours to ensure compliance with the publication's mission and charter.
- b. If there are budgetary concerns, the issue may be returned for revision to meet funding compliance.
- c. Once the issue and quote have been approved, it will be submitted on the publication's behalf to print. Allow at least 15 business days for a Purchase Order (PO) number to be generated and sent to the vendor.

We ask that you plan accordingly when preparing your printing schedule for the Fall 2025 semester. To have your issue delivered to campus by the dates below, please submit all materials requested above by the designated deadline.

Issue Arrival Date	Submission Deadline
October 3, 2025	September 19, 2025
November 7, 2025	October 24, 2025
December 5, 2025	November 21, 2025

Conferences

Clubs are able to apply for funding to cover certain conferences that are open and accessible to all students, not limited to a particular academic department, or required through a course. This amount **cannot exceed \$400 per individual** or **\$2500** per RSO for an academic year. Submit a Funding Request on Engage for consideration.

The following items **are eligible for funding or reimbursement** with regards to conference expenses:

- Main conference registration
- Travel to and from the conference
 - Pratt has a travel agency that can help facilitate travel arrangements
- Pre-approved lodging during the conference

The following items are **not eligible for funding or reimbursement**:

- Individual membership to a sponsoring organization
- Conference events that cost additional funds above base registration
- Incidental travel surrounding arrival and departure from the conference
- Food

Please keep the following information in mind.

- **Paying Ahead of Time:** Student Involvement is able to cover certain costs in advance of a conference.
- **Registration:** Please provide completed registration forms for all attendees, as well as a W-9 from the host organization.
- **Lodging:** Please provide an invoice and W9 from the hotel. Note that some hotels will not accept payment in advance.
- **A note on room sharing services:** The Office of Student Involvement highly encourages groups to stay at reputable hotels. Without the ability to generate receipts or invoices, our office may not be able to reimburse individuals who stay at private residences that are being “shared.” Please confirm with Student Involvement before paying for the hotel if the accommodations will be reimbursed.
- These items must be prepared at least **4 weeks before** the conference date.

Conference Expense Reimbursement

If individuals seek to be reimbursed for a conference expense they plan to cover out-of-pocket, they must submit a Funding Request and be approved for these expenses by the Student Government Association in advance of the conference.

- For **registration** reimbursement, you must provide:
 - Confirmation of registration to conference or receipt
 - Associated credit card statement
 - Conference badge, or other physical proof of attendance
- For **pre-approved lodging** reimbursement, you must provide:
 - Confirmation of reservation
 - Associated credit card statement
- For **travel** reimbursement, you must provide:
 - Confirmation of ticket or receipt
 - Boarding Pass or ticket upon completion of travel
 - Associated credit card statement

Accessibility Statement

Pratt strives to make all programs, services, and activities accessible and will provide assistance to accommodate any individual with disabilities. Examples include sensory, mobility, vision and hearing disabilities. If a student needs accommodations to attend an event, please email involvement@pratt.edu. We encourage club officers to insert this information into their Event Requests on Engage to promote accessibility messaging on-campus.