**PRIVILEGES**

*Funding Eligibility*

Only RSOs may apply for SGA funding. Organizations not previously recognized by the SGA may apply for funds if their College recognition is completed by their respective due date of the academic year.

*RSO Mailboxes*

All RSOs have a mailbox in the RSO Service Center. It is the obligation of the student organization to regularly check their mailbox. External mail, notices, and important memos are placed in the mailbox. Failure to check mail will not exempt anyone from responsibilities indicated in the mail.

*RSO Offices*

Some student organizations are granted office space in the Hogan Campus Center. The granting of office space is a privilege bestowed by OSI and SGA and can be revoked for cause at any time. Offices are granted to student organizations based upon size, activity level, contribution to the community, and consideration for unique circumstances. The length of the grant is two years and is renewable. Every two years, a committee comprised of the Director of the Office of Student and Involvement and SGA representatives will review applications for office space.

The granting of office space is a privilege and carries specific responsibilities:

- Organizations are expected to keep their offices neat, clean and free from damage, unnecessary clutter and unsafe conditions. Damages or other unsafe conditions should be reported to OSI immediately for repair.
- Organizations are to use their offices (including office equipment and resources) for organization business only. At no time should personal business be conducted from an organization’s office.
- A limited number of keys will be distributed to each organization with an office. For security reasons, the number of keys available to each organization may vary depending on the number of clubs sharing an office. Keys are signed out from the RSO Service Center and require a $20 deposit. When keys are returned at the end of the year, the deposit will be returned. Students are required to return all keys at the end of each academic year. Failure to properly return a key will result in a forfeiture of the deposit.
- Additional access to organization offices can be signed out at the Copy Center. At the beginning of each semester, organization leaders must turn in a list of students who are allowed to have access to the office to the RSO Service Center and Copy Center. Only those students on the list who present a valid HC ID will be able to check out the key from the Copy Center.
- At the end of each academic year, offices must be cleaned up and organized for annual maintenance. Failure to do so, or unusually heavy damage and/or dirtiness may result in a cleaning fee being charged to the organization.
- Excessive damage, consistently unclean offices, or misuse of an office can result in the termination of space privileges.

*RSO E-Mail Accounts*

Recognized Student Organizations may request an organization e-mail account by completing the Fall Information Update process through SaderLink. When requesting a new e-mail account or updating student access to a club account, the RSO officer may provide up to four names for read/write access. E-mail accounts are subject to the College’s E-mail Policy listed on page 31 of this manual. An e-mail account may be revoked if an organization does not comply with said policy.

*RSO Websites*

Recognized Student Organizations may request server space to create a website for their group. To request a new site or update website access information, follow the instructions at http://www.holycross.edu/web/ftp.html. If an officer has questions about how to complete the form, contact OSI for more instruction.
Each year, the OSI staff reviews the websites to assure space is being used appropriately and content is up to date. If content is inappropriate or more than one year old, the live link to the site will be deactivated, but the site itself will not be deleted. Only if an organization is not re-recognized or if the site has not been updated within two years will the site itself be deleted.