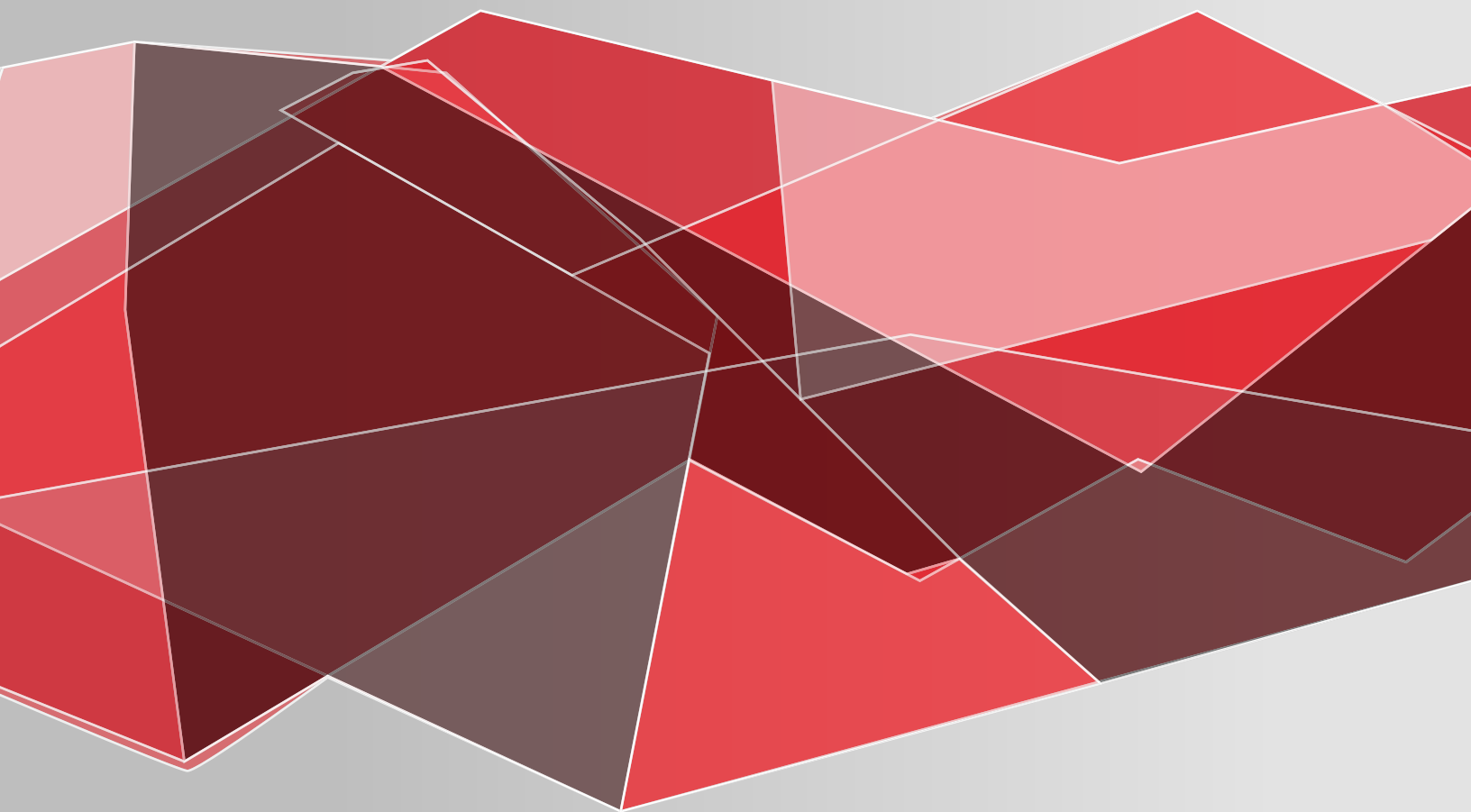


UNION ANNUAL REPORT FISCAL YEAR 2020





The Union Annual Report provides a perspective of the Rensselaer Union over the past year while outlining the student government's budgetary plan for the year ahead.

FEATURES



Highlights from
the past year



Plans for the
upcoming year



Budgets for the
FY20 fiscal year

CONTENTS

INTRODUCTION

- 4 To Our Members of the Union
- 6 A History of the Union Activity Fee

HIGHLIGHTS

- 7 Food Service & Facilities
- 8 Multicultural Programming
- 10 The Arch Programming
- 11 Graduate Programming
- 12 Club Athletics
- 14 The Year In Review

LOGISTICS

- 20 Club Classifications
- 21 New & Changed Statuses
- 22 Budgeting Timeline
- 23 Budgeting Considerations
- 24 Class Dues
- 25 Staff Organizational Chart

LETTERS

- 26 Director of the Union
- 27 Auxiliary Services
- 28 Collegiate Store

INCOME

- 30 Overview of Income
- 31 Sources of Income

EXPENSES

- 32 Overview of Expenses
- 33 Enrollment Split
- 35 Participation Split
- 36 Total Expense Breakdown

FINANCES

- 37 Club Returns
- 38 Calculating the Fee

APPENDICES

- 39 Table of Appendices
- 54 Contributors & Approvals

TO OUR MEMBERS OF THE UNION:



Each year, the Student Government diligently prepares this document—the Union Annual Report (UAR)—to provide you with a birds-eye view of your home away from home: the Rensselaer Union. As the primary hub for student life here on campus, the Union provides a wide array of events, activities, resources, services, and organizations to complement your academics while you are here. The value provided through the Union varies for each student, and that value comes directly from the students through the Union Activity Fee. The UAR aims to provide our students—the primary “stakeholders” of the Union—with a holistic perspective of the Union over the past year along

with plans for the coming year.

This UAR outlines the Union’s financial planning for Fiscal Year 2020, subject to approval of the Board of Trustees. Furthermore, it provides insight into how the students’ contributions to the Union develop into the activities and resources throughout the Union, the Mueller Center, the Playhouse, and other spaces where Union activities regularly occur.

Your Union works to prioritize what matters most to you, regardless of what your interests may be. The ultimate goal of providing students with a variety of clubs, events, programming, and athletic opportunities—while maintaining and

improving facilities and supporting the Union administrative staff—drives the annual budgeting process. Following the budgeting process for the Union, conducted by the Union’s Executive Board, the Student Senate approves a recommendation for the Union Activity Fee to propose to the Board of Trustees for approval.

The five branches of student government—comprised entirely of students—work tirelessly throughout the year to provide a balanced and comprehensive extracurricular experience through the Union for all RPI students and meaningfully complement your academic pursuits.

The Student Senate, led by the Grand Marshal (GM), focuses primarily on student matters, advocates for student interests, and ensures the voices of all students are heard across campus and focuses on delivering meaningful projects for the benefit for the students.

The Executive Board, led by the President of the Union (PU), considers the needs of students as they interact with our Union in countless ways by coordinating finances, club matters, facilities,

operations, and business affairs of the Union.

The Judicial Board serves as one of the checks and balances on the other branches of government while also providing students with an avenue for confidential hearings on student conduct appeals. Their efforts, while not as visible, serve an invaluable purpose to the function of our Union.

The Undergraduate and Graduate Councils work to unite students, both within and across cohorts, and coordinate programming for the enjoyment of their cohorts based on the interests and needs of their classmates. These councils strive to engage students throughout each semester and facilitate interconnection between the many student populations across campus.

The Union has a strong tradition of enabling student growth and

development as citizens, professionals, team members, and leaders. Students have endless opportunities for involvement at varying levels of commitment and responsibility in over 200 clubs and organizations. As club officers, students learn how to manage meetings, navigate through conflict, manage a team, create and manage a budget, project future expenses, and execute responsible financial practices. These positive experiences and personal growth are quantified on an individual club level in the appendices of this report. Student Government also provides students with unique opportunities for involvement, growth, and responsibility. With the mentorship of the Union Staff, these bodies all contribute to the growth, success, and unification of the student body.

Each section of this document details an aspect of the Union,



from income and expenses to summaries of its opportunities and highlighted student and club achievements. The document also gives information about the Collegiate Store, the Mueller Center, and the food services in the Union, showcasing some of the many offerings of the Union.

On behalf of the Rensselaer Union, welcome to the Union Annual Report for Fiscal Year 2020!

STEFANIE M. WARNER '19 '20G
153RD GRAND MARSHAL

JUSTIN R. ETZINE '18 '19G
129TH PRESIDENT OF THE UNION

MARY CLARE CROCHIERE '19
SENATE-EXECUTIVE BOARD LIAISON

A HISTORY OF THE UNION ACTIVITY FEE

The Student Activity Fee dates back to 1883 when students saw the need for a gymnasium and pledged nearly \$1,300—equivalent to approximately \$35,000 in 2018 when adjusted for inflation—to fund what would be inaugurated in 1921 as the '87 Gym. According to Rensselaer historian Sam Rezneck, the '87 Gym “became Rensselaer’s first concession to non-academic student needs, achieved largely on the initiative of the students themselves.” Furthermore, “early efforts to develop and improve athletics led, in fact, to the beginnings of what might be called student self-government, since the Institute authorities were not greatly or directly con-

cerned.” Formed in 1890, the Union aimed “to provide, as it were, a comprehensive organization for all students, supported in time by assessments imposed as a compulsory supplement to tuition.”

In the late 1950s and early 1960s, students believed their Union had outgrown the clubhouse, a building now known as Lally Hall, and saw a need to find a new, larger space to house the Union. After determining that the development of a new building would not occur without student funding, a decision was reached to tax themselves to pay for the construction of the current Union building. The student body approved, by referendum, the payment for the building, which was subsequently paid off over 30 years in annual debt service payments; the last payment was made in 1994. The students contributed \$300,000 (approximately \$3,000,000 after accounting for inflation) before construction ever began. It wasn’t until they returned as alumni that they actually began to benefit from their decision, similar to the alumni who financed the development of the '87 Gym.

In 1999, a \$10 million construction project revitalized the Union once again. The 18-month project was approved with student input and a referendum. Beginning with the Fiscal Year 2001 budget, the students began making debt service payments of \$289,000 annually for seven years, and of \$259,000 annually for the 18 subsequent years. At the same time, the Union partnered with the Institute to develop the Mueller Center, subsidizing its operating costs to meet student demand for a state-of-the-art fitness facility. Student initiative has enabled the development of the Union to its present state today.

The Student Senate adopted the current philosophy behind the Activity Fee determination process in March of 1985. Rather than unilaterally imposing fees at the same level to undergraduate and graduate students, the Senate decided to fairly compute what students should pay as their Activity Fee by assessing charges for the services and activities they either generally have available or use. Both classifications of students are considered separately when the Activity Fee assessments are made each year.



UNION HIGHLIGHTS: FOOD SERVICE & FACILITIES

This past year saw a variety of exciting improvements to the Union's facilities. Notably, Panera Bread opened in the McNeil Room after renovations over the summer. With expanded hours from the previous McNeil Room service hours, the Panera provides food options for breakfast, lunch, and dinner.

In August, Thunder Mountain Curry transitioned from the McNeil Room to the Rathskellar Concourse, taking over the left-most service window from Sub-Connection while maintaining their traditional hours of lunch-time during the week. For week-day evenings and weekends, the Union welcomed Halal Shack into the Rathskellar in September. Mega Burger underwent a re-brand and change in menu offerings over the summer as it transitioned into Collar City Sliders. Cusato's Pizzeria also expanded its menu offerings.

In August, Father's Marketplace underwent renovations, including a new flooring, improved organization, and expanded product offerings.

Both Cusato's Pizzeria and Collar City Sliders expanded their hours for late-night dining by staying



open until 2 am each night, and Halal Shack remains open until 11 pm each night. As of January 2019, students can now use swipes from their meal plans after 9 pm to purchase food in the Rathskellar.

Outside of food service, the past year saw the refreshing of the Union's third floor, with the installation of new carpeting and blinds in the hallway and meeting rooms, and the meeting rooms received new tables

and chairs. The water fountain on the third floor became another water bottle filling station to further promote reusable water bottle use, aligning with the Union's strong support for sustainability. Finally, in December, the entryways on the east, west, and north sides of the Union building received fresh coats of paint, incorporating the colors of RPI to bring added spirit to the spaces and greet visitors as they enter the building.

UNION HIGHLIGHTS: MULTICULTURAL PROGRAMMING

Multicultural Leadership Council

In November, the Multicultural Leadership Council (MLC) transitioned into a permanent committee of the Union Executive Board. The Executive Board's budget expanded to provide additional funding for the MLC to provide additional value to the community. Programs held this year include *How to be an Ethical Ally* and *Cultural Appreciation vs. Cultural Appropriation*.

The Round Table

The Round Table brings together representatives from each identity-based organization aimed to promote collaborative programming. The Round Table also provides the opportunity for these organizations to share experiences and different perspectives.

Collaborations facilitated by the Round Table include on Islam in Africa a program by the African Students Association and the Muslim Students Association, a Thanksgiving Dinner event by the Chinese Students and Scholars Association and the Conversation Club & Mandarin Club (CCMC), with assistance from the International Student Support Services office.

Multicultural Lounge Renovation & Furniture

During the summer, the Multicultural Lounge received new furniture and a repainting to liven the space and renew its prominence as an inclusive environment for students from all backgrounds. With the renovations, the Brave Space event held in the lounge has seen an increase in participation, and CCMC hosted their calligraphy event in the lounge during the International Festival. Additionally, in support of the students who frequent the space, discussions about the Lounge in exploration of larger spaces are ongoing with the Executive Board and the Union Staff.

International Festival

Advertised as the best day for wide-spread intercultural engagement on campus, the International Festival (I-Fest) features identity-based clubs sharing their cultures through food, dance, activities, and more. The event occurs during Family Weekend each fall.

The 2018 International Festival featured 26 participating clubs and organizations from across campus and was host-

ed by the Multicultural Leadership Council.

Latinx Heritage Month

Latinx Heritage Month, held from mid-September to mid-October, celebrates our Latinx student community with events, activities, concerts, and speakers. The month began with a speech from activist Rosa Clemente. Alianza Latina, the Society of Hispanic Professional Engineers (SHPE), and the National Society of Black Engineers (NSBE) also hosted events.

Black History Month

Held in February, Black History Month celebrates the many contributions by people of African descent to our country and to the world at large. The month features the annual BSA Fashion Show hosted by the Black Students Alliance, a trip to Washington, D.C., and the Night of Free Expression.

Highlights of the trip included a visit and tour of the newly created National Museum of African American History and Culture, a stroll through the Lincoln Memorial, and an insightful stop at the Martin Luther King Jr. Memorial site.



UNION HIGHLIGHTS: CHANGES FOR THE ARCH



The Union plans to sponsor a variety of events and trips to enrich the summer experience for Arch students, as the program enters its first full year. Trips—such as tubing on the Battenkill River, hiking in the Kaaterskill Wild Forest, paddleboarding at Saratoga Lake, and relaxing at Grafton State Park—will allow students to experience the beauty of Upstate New York in the summer. Students will also be able to enjoy performances at the Saratoga Performing Arts Center such as the New York City Ballet, and Proctor’s Theatre will offer special student-rate tickets to see the touring cast of Broadway musical *Waitress*.

On campus, the Experimental Media & Performing Arts Center (EMPAC) will host the 2019 American Musical Festival, a celebration of works by American composers and artists. The Wellness Institute will continue to offer a variety of activities to keep students engaged throughout the summer as they did last year, such as goat yoga and berry picking. The Mueller Center will continue and improve intramurals over the summer, keeping students active with friendly competition, while also giving them the opportunity to improve teamwork and leadership skills outside of class.



As the summer student population on campus continues to grow, clubs are adapting their plans and structures to remain active over the summer, further rounding out the Summer Arch experience. The Union aims to help support these adjustments, providing clubs with additional funding as needed. Many club budgets for FY20 have been increased to allow for increased summer activities and additional funds have been set aside in the Arch administrative budget. Any club may submit a request to use these funds for summer events.

UNION HIGHLIGHTS: GRADUATE PROGRAMMING

The Union serves all student demographics at RPI, and graduate students are no exception. As the needs and interests of graduate students differ from those of undergraduates, the Union coordinates programming exclusively for graduate students.

Graduate Council Programming

Throughout the year, the Graduate Council hosts programming and events for the benefit of the graduate student population. These events include the Troy Kitchen Takeover, Graduate Student Hockey Night, Meet & Greet events, and other popular, well-attended events geared towards graduate students. Also, the Council hosts the Graduate Research Symposium in March,

a two-day event providing an opportunity for graduate students to present their work to the graduate community and network amongst their peers.

Graduate Outdoor Recreation Program

The Graduate Outdoor Recreation Program (GORP) focuses on meeting the recreational needs of the graduate community at RPI. Specifically designed with graduate students in mind, GORP's outings and activities provide a safe, yet adventurous atmosphere in which all graduate students are able to enjoy. By understanding the hectic lifestyle and academic dedication it takes to be a successful graduate student at RPI, GORP em-

phasizes the importance of personal well-being through social interactions, physical exercise, and cognitive restoration.

The Clubhouse Pub

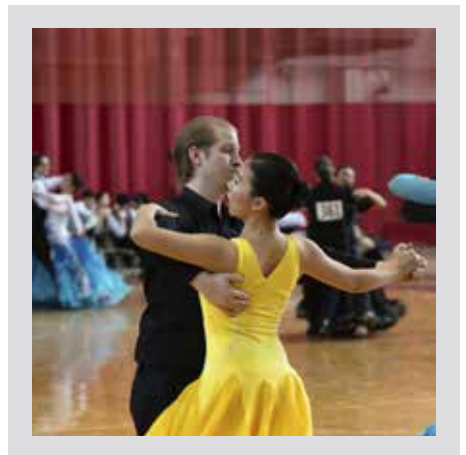
The Clubhouse Pub provided a very active summer for graduate students. Tuesday Night Trivia continued throughout the summer. Numerous "Picnics at the Pub" in celebration of Memorial Day, Flag Day, and Independence Day were held. Each picnic event had a mini trivia night highlighting the theme for the picnic.

Other events included Painting at the Pub, Christmas in July, How to Pour the Perfect Pint with the Guinness representative, and Paint Your Pint Glass sponsored by Blue Moon.



UNION HIGHLIGHTS: CLUB ATHLETICS ACHIEVEMENTS

- This year RPI had 51 active club sports with 1,786 participants.
- Wrestling club sent 8 wrestlers to Nationals in Florida, producing 2 Academic All-Americans.
- Curling went to Nationals in Minnesota and finished 5th in the nation for the 2nd straight year.
- Dance Team competed at NDA Nationals and placed 6th.
- The Cycling Team sent 8 athletes to Nationals for 3 different disciplines. The team placed 2nd for the mountain discipline and 5th for the road discipline.
- Both Men's and Women's Ski Teams qualified for Regionals, with one member of the Men's team also competing at USCSA Nationals.
- ACHA Hockey competed in ACHA Regionals and qualified for the Super East Collegiate Hockey League Championship for the first time. The team is ranked 2nd in the Northeast this year and will host Regionals.
- Racquetball competed in Nationals in California and placed 1st in several divisions.
- Quidditch traveled to the US Quidditch World Cup for the 5th year in a row in April. They have qualified again this year for the national championship in Texas.
- Both Men's and Women's Ultimate Frisbee teams competed in Nationals in Illinois. This was the first year both teams qualified.
- In their second year since formation, Men's Club Soccer made it to the Regionals Competition in Delaware for the first time.
- Air Rifle Club has continued their STRIDE program, which helps to empower handicapped children by developing their skills in shooting sports.
- The Archery Club sent several members to Nationals.
- Ballroom hosted the 2018 RPI Dancesport Competition, one of the largest competitions to date.





UNION HIGHLIGHTS: THE YEAR IN REVIEW

February 2018

- The 2018 Winter Carnival, Around the Globe, took place at the East Campus Athletic Village, featuring sled dogs, farm animals, and inflatables.
- The Mueller Center held Fresh Check Day to increase awareness of mental health on campus.
- The Black Students' Alliance held their annual BSA Fashion show to promote African American entrepreneurship.

March 2018

- The Union Programs and Activities Committee (UPAC) Comedy sold tickets to Colin Quinn, hosted at the Egg in Albany.
- The Alpha Phi Alpha Fraternity and the Black Students' Alliance co-hosted "Hold your Grit", a step and stroll competition to shed light on the Black Lives Matter movement and to present different aspects of culture through performance.
- The Student Senate and Executive Board approved a new comprehensive brand for the Union, including logos and typography.
- The Executive Board approved the purchase and installation of new carpet on the third floor of the Union and the purchase of new furniture for the Student Government Suite.
- RPI Graduate Research Symposium provided an opportunity for graduate students to present their work to the graduate community in the form of student presentations, a 3-minute thesis competition, and a poster session. The Institute President, Dr. Shirley Ann Jackson, spoke as the keynote for the event. Over two days, the event featured several workshops on professional development, networking, and health and fitness. The final day included a cocktail hour in conjunction with the poster session.

April 2018

- The Union celebrated the new Student Veterans Lounge, located on the third floor of the Union, with a grand opening event after its soft opening in Fall 2017.
- Grand Marshal Week 2018 was hosted with a rodeo theme. Stefanie Warner '19 '20G was elected Grand Marshal, and





Justin Etzine '18 '19G was elected President of the Union.

- The Executive Board established a new fund for multicultural events in EMPAC to promote the Cultural Calendar of Union events.
- After the GM Week 2018 elections, the new position of the Undergraduate Council / Student Senate Liaison was established to foster a closer relationship between the two bodies.
- The Student Senate's Community Relations Committee held a Lupus Walk to raise awareness for the condition.
- The Executive Board approved funding for the Chinese Students and Scholars Association to hold a Chinese New Year event in EMPAC.
- After the GM Week 2018 elections, the Student Senate established an Elections Reform Task Force to sponsor a third party audit of the elections process and to recommend improvements to the Elections Commission and the Student Senate.
- UPAC Concerts brought Blackbear to perform at the Houston Field House. The show was opened by RPI student Asoh Black.
- Circle K held an Iron Chef Competition.
- The Indian Students Association hosted Holi, celebrating the Festival of Colors.
- The Pakistani Students' Association held Jashn ("celebration" in Urdu) to showcase both traditional and modern South Asian culture.
- UPAC Comedy presented Daniel Franzese, a well-known comedian, LGBTQ+ advocate, and Mean Girls actor.
- The Union Programming and Activities Committee held the first ever DCC After Dark, featuring video games, rock painting, and a balloon room. UPAC Cinema had a free showing of Jumanji: Welcome to the Jungle.

May 2018

- The Union Programs and Activities Committee held their annual UPAC Field Day on the '86 Field.
- The Class of 2020 Council hosted their Milkshook Before

Frynals event, celebrating the end of the semester with free milkshakes and fries.

- UPAC Comedy held their Last Day of Classes Comedy Show, featuring MTV Girl Code's Jamie Lee.
- The Wellness Institute hosted Stress Relief Days before final exams, featuring therapy dogs, puzzles, coloring, and free lunch.
- The Graduate Council's Troy Kitchen Takeover was their first social event outside the RPI campus with outside catering. Over 200 graduate students attended the event. Food and beverage was provided by vendors at Troy Kitchen.
- The Class of 2018 Council hosted Senior Week to celebrate the Class of 2018's last week at RPI before graduation.
- The Graduate Council contributed towards providing Snowman's ice cream during the commencement rehearsal to acknowledge and celebrate academic achievements of the graduate students.

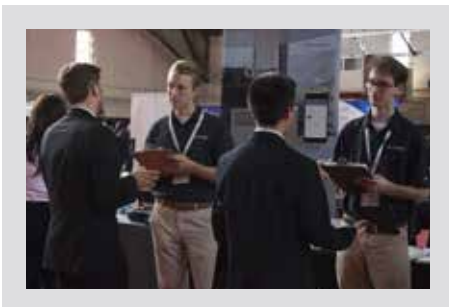
June 2018

- The Union sponsored a whitewater rafting trip at Beaver Brook. Priority was given to Arch students.
- RPI Ambulance provided EMS staffing for Special Olympics NY at Hudson Valley Community College.
- The Wellness Institute sponsored berry picking and kayaking trips, as well as a Stress Relief Day before Arch Session II finals.
- The Union held a Summer Songs night, featuring student jazz performances.
- The Union sponsored a trip to the Saratoga Jazz Festival, with priority given to Arch students.

July 2018 (Fiscal Year 2019)

- The Gaming Club sent four delegates to the World Boardgaming Championship in order to learn novel strategies that may not be present in the local community. They also made efforts to spread RPI's brand in the boardgame space.
- The Wellness Institute hosted a Goat Yoga class for Wellness Wednesdays.





- Aldo Tedesco joined the Union staff as a Facilities Assistant.

August 2018

- The Union sponsored a trip to Adirondack Extreme. Priority was given to Arch students.
- Union clubs and organizations hosted activities, events, and trips during Navigating Rensselaer & Beyond (NRB) to welcome the Class of 2022 to campus.
- 225 student organizations participated in the largest-ever Student Activities Fair, using the Mueller Center, the RPI Playhouse, and the Rensselaer Union.
- Graduate Student Field Day was held at the Mueller Center due to inclement weather. Attendees enjoyed Snowman ice cream and indoor recreational activities.
- New Grad Meet & Greet was an indoor event organized in the Mueller Center. Newly accepted graduate students enjoyed Snowman ice cream, root beer floats, puzzles, and lawn games.

September 2018

- UPAC Cinema showed a film on Freshman Hill, outside Sharp Hall. The movie shown was A Quiet Place.
- Continuing the annual Hockey Line tradition, dedicated fans were given the first choice of season tickets in coveted sections of the Houston Field House.
- UPAC Cinema held an Avengers marathon, showing the first three Avengers movie in the span of 10 days.
- The National Society of Black Engineers and Society of Hispanic Professional Engineers held the 40th Annual NSBE / SHPE Career Fair. Nearly 200 companies participated.
- UPAC Cinema showed *Incredibles 2* for students while it was still in theaters.
- The Student Leadership Summit was held with a keynote speech from Amma Marfo.
- The Student Senate's Arch Task Force, led by Vice Grand Marshal Meagan Lettko '20, continued to raise student concerns such as housing and student involvement in clubs, and work

with the Office of Student Success to solve them.

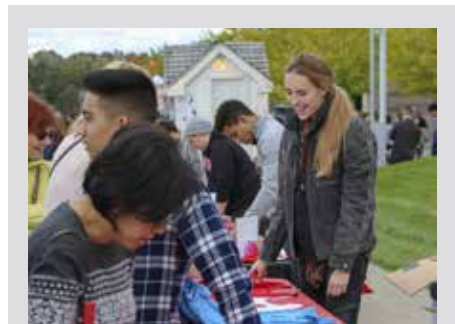
- Dr. Charlie Potts joined the Union staff as Director of the Union.

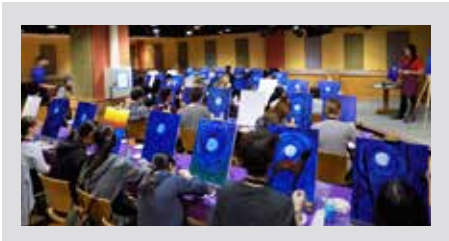
October 2018

- The Society for Women in Engineering and the Multicultural Leadership Council co-hosted “Cultural Appreciation vs. Cultural Appropriation”, a presentation by Chenthu Jayachandiran followed by a variety of discussion topics.
- UPAC Cinema showed “First Man” more than a week before it premiered in theaters. Over 300 people attended.
- Active Minds held a “Stronger Than The Stigma” Walk to raise awareness for mental health.
- The Union hosted a trip to Carnegie Hall to support the Rensselaer Orchestra’s performance.
- Graduate Student Pub Night was held as a reprieve from academics and research and as an opportunity to socialize with fellow graduate students. Over 300 students attended, which makes the event among the largest in recent history.
- An International Festival was held in the McNeil Room for Parents Weekend, showcasing many international clubs and student performances.
- ACHA Hockey raised money for breast cancer research with their Pink the Rink game.
- The Class of 2019 Council hosted their 200 Days BBQ, beginning the countdown to Commencement.
- The Rensselaer Union Executive Board approved the purchase of a new ambulance for RPI Ambulance.
- Nicole Hayden left RPI to pursue a new opportunity.

November 2018

- The Black Students’ Alliance hosted an art show.
- UPAC hosted Union After Dark: Board Games edition, featuring RPIgnite, Eighth Wonder, Partial Credit, and Black Tie Stereo.
- The Class of 2021 Council hosted a paint night in Mothers as part of their pop-up events series.





- The RPI Players performed Drinking Habits by Tom Smith.
- The Mueller Center held a Thanksgiving Dinner for students staying over Thanksgiving break. Over 300 people attended.
- The Multicultural Leadership Council transitioned into a permanent committee of the Union Executive Board.
- RPI Ambulance partnered with RPI Athletics to plan and train for rapid emergency medical response to accidents on the ice and in the football stadium. Athletes volunteered and geared up to be mock patients for the simulations.

December 2018

- UPAC Comedy held their semesterly Last Day of Classes Show, featuring Martin Urbano and Mekki Leeper.
- The Class of 2022 held a Destress your December event in Commons Dining Hall.
- The Graduate Council Fall Troy Kitchen Night built upon the success of the Spring Troy Kitchen event and sold out.
- The Wellness Institute sponsored Stress Relief Days before finals, with chair massages, smoothies and healthy snacks, free fitness classes, therapy dogs, and art therapy.

January 2019

- The Wellness Institute hosted the DIY Vision Boards event, designed to help students build their vision and goals for the year.
- The International Championship of Collegiate A Cappella (ICCA) Central Quarterfinals were hosted in EMPAC.
- The Graduate Council hosted their annual Hockey Night, a well-attended and family-friendly event allowing grad students to enjoy an RPI Hockey game with subsidized ticket prices, food, and beverages. While popular among all graduates, this event is targeted at graduate students who prefer a chance to socialize and meet other grads who are married and/or have young children. Around 150 graduate students and spouses attend each year.
- Red Army provided fan buses with giveaways to drive students to the Times Union Center for the Capital District Mayor's Cup hockey game.

LOGISTICS: CLUB CLASSIFICATIONS

The Rensselaer Union maintains three classifications for clubs and organizations: Recognized, Funded, and Affiliated.

Recognized Classification

Open to any student, Recognized clubs must operate under a Union-approved purpose and constitution and are eligible to receive funding from the Union. They receive administrative support and must conform to Institute policy.

Funded Classification

If a Recognized Club wishes to receive a subsidy from the Union, they can pursue the Funded classification. Funded clubs must meet all criteria for the Recognized classification, and they also receive a budget from the Rensselaer Union to help subsidize the programming of the club.

Affiliated Classification

Affiliated clubs cannot apply for funding, and, while they still receive some support from the Union, the Union is not the primary provider for the club. Affiliated clubs may reasonably restrict membership, as they have ties to other organizations. Additionally, religious and political clubs may pursue Affiliated status, but cannot obtain Recognized or Funded status.

Affiliated clubs have access to Rensselaer Union staff, an agency account within the Rensselaer Union, meeting space around campus, and the Club Management System.



LOGISTICS: NEW AND CHANGED STATUSES

Organization	Affiliated	Recognized	Funded
Domino Toppling Club		Feb 1, 2018	
National Society of Leadership and Success	Mar 1, 2018		
German Long Sword Club (HEMA)			Mar 1, 2018
Active Minds		Apr 12, 2018	
Roebeling Investment Group	Apr 17, 2018		
She's the First	Apr 17, 2018		
Christian Students on Campus	Apr 24, 2018		
African Students Association			Sep 19, 2018
Men's Club Basketball		Sep 26, 2018	
Students for the Exploration and Development of Space (SEDS)		Feb 8, 2018	Oct 24, 2018
iGem		Oct 24, 2018	
RPΦP		Nov 7, 2018	
Nutrition Club		Nov 7, 2018	
Roundnet Club		Dec 5, 2018	
Art Club		Dec 5, 2018	
Rensselaer Pokémon Organization			Dec 5, 2018
Slavic Students Association		May 1, 2018	Dec 5, 2018

LOGISTICS: BUDGETING TIMELINE

October 13, 2018	Projected Union Activity Fees for FY20 must be submitted to the Cost of Attendance Committee
November 9, 2018	Administrative budgets are submitted through the Union Budget Management System (BMS)
November 12–14, 2018	Staff review administrative budgets with the Director of the Union
November 14 & 28, 2018	Administrative budgets are reviewed by the Executive Board
November 16, 2018	Preliminary budgets for clubs & organizations are due in BMS
November 26, 2018	Final budget submissions for clubs & organizations are due in BMS
December 1–2, 2018	The Executive Board determines budgets for clubs & organizations
December 2–5, 2018	Budgets are released to clubs & organizations, and appeals can be submitted
December 8, 2018	The Executive Board hears appeals for organization budgets
January 28, 2019	The Student Senate approves a recommendation for the Union Activity Fee to submit for approval to the Board of Trustees and approves the <i>Union Annual Report</i> as an accompanying document for the Union Activity Fee recommendation
Early March 2019	The Board of Trustees meeting is held

LOGISTICS: BUDGETING CONSIDERATIONS

The Executive Board strives to ensure a fair and equitable budgeting process in all aspects. Throughout the year, the Executive Board maintains guidelines which it makes public to assist in budget request formation. A summary of these guidelines can be found in Appendix E. Additionally, the Board may opt to handle situations differently on a case-by-case basis. For FY20, the Executive Board utilized the budgeting guidelines developed by the previous Executive Board. Additionally, the Board began to identify possible changes that could take effect for FY21 budgeting.

Throughout the year, and especially during budgeting, the Executive Board maintains consistent communication with club officers through their assigned Board representatives. Each representative meets with their clubs' officers to discuss each club's purpose, upcoming priorities, past activities and events, and any new items in their budget request. Additionally, they work with the club officers to review the budget request and prioritize items based on their essentiality for the club's successful operation. From these meetings, Executive Board representa-

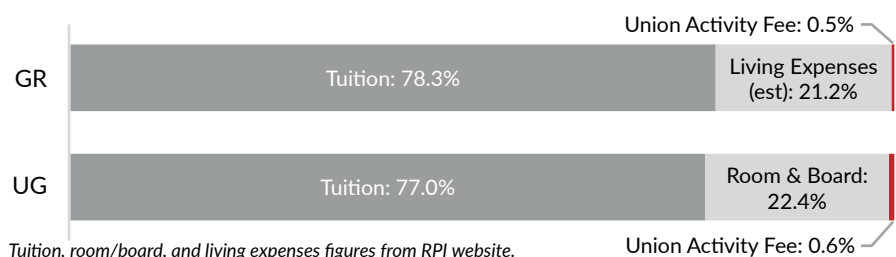
tives can better advocate for the club's priorities within the framework of financial means and budgeting guidelines.

Providing the greatest value to each student serves as the primary, overall objective guiding the budgeting process. To achieve this, the Executive Board evaluates club purposes, goals, and programming to ensure they serve club members and the student body. As the Union cannot fully subsidize every activity or program, some necessitate club dues or event entrance fees to cover programming costs.

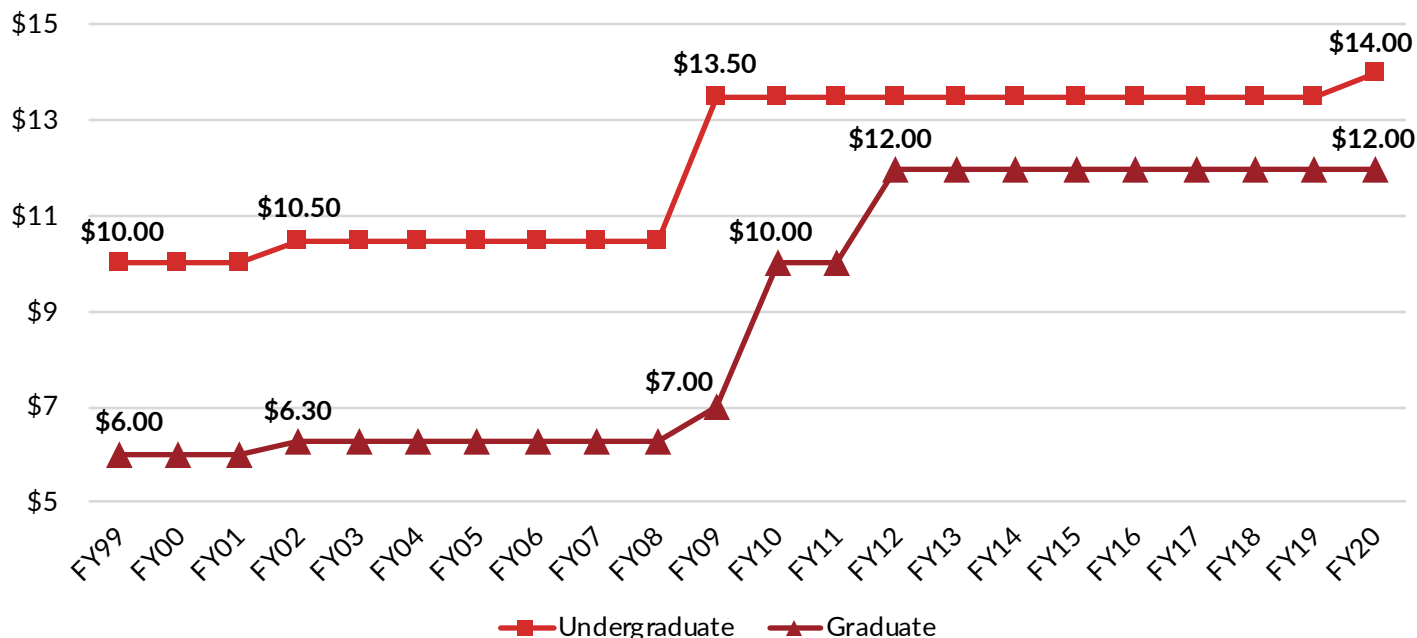
The FY20 budgeting process saw an increased emphasis on returning to established budgeting guidelines to ensure the Board provides each club with equitable opportunities for club activities, food expenditure allowances, and marketing opportunities. The Board leveraged historical information and staff knowledge

to verify the programs receiving subsidy occurred in recent years. Additionally, for Poly Credits, which provide clubs with the opportunity to advertise in The Polytechnic newspaper, the Board moved historically assigned credits from clubs who have not used them in recent years to a marketing contingency, from which they can obtain credits as needed by contacting the Union Administration Office and the Executive Board's Marketing and Strategy Committee.

Finally, the budgeting process takes guidance from a planned Activity Fee increase as determined by the Institute. Using this amount along with enrollment numbers, the Executive Board determines guidance limits for club and administrative budgets. Generally, the increase ranges between one and four percent per year; this year, the fee for undergraduates increased by 3.43 percent, and the fee for graduates decreased by 1.23 percent.



LOGISTICS: CLASS DUES



Class Dues are charged to each student for their respective class year. There are four undergraduate class councils (Freshman, Sophomore, Junior, and Senior), coordinated by the Undergraduate Council, and the Graduate Council. The same class dues are charged to every undergraduate student, regardless of class year. These dues are generally charged to pay for activities that are planned and executed by each organization over the course of the student experience at RPI. With these dues, the councils can host creative and exciting events, programs,

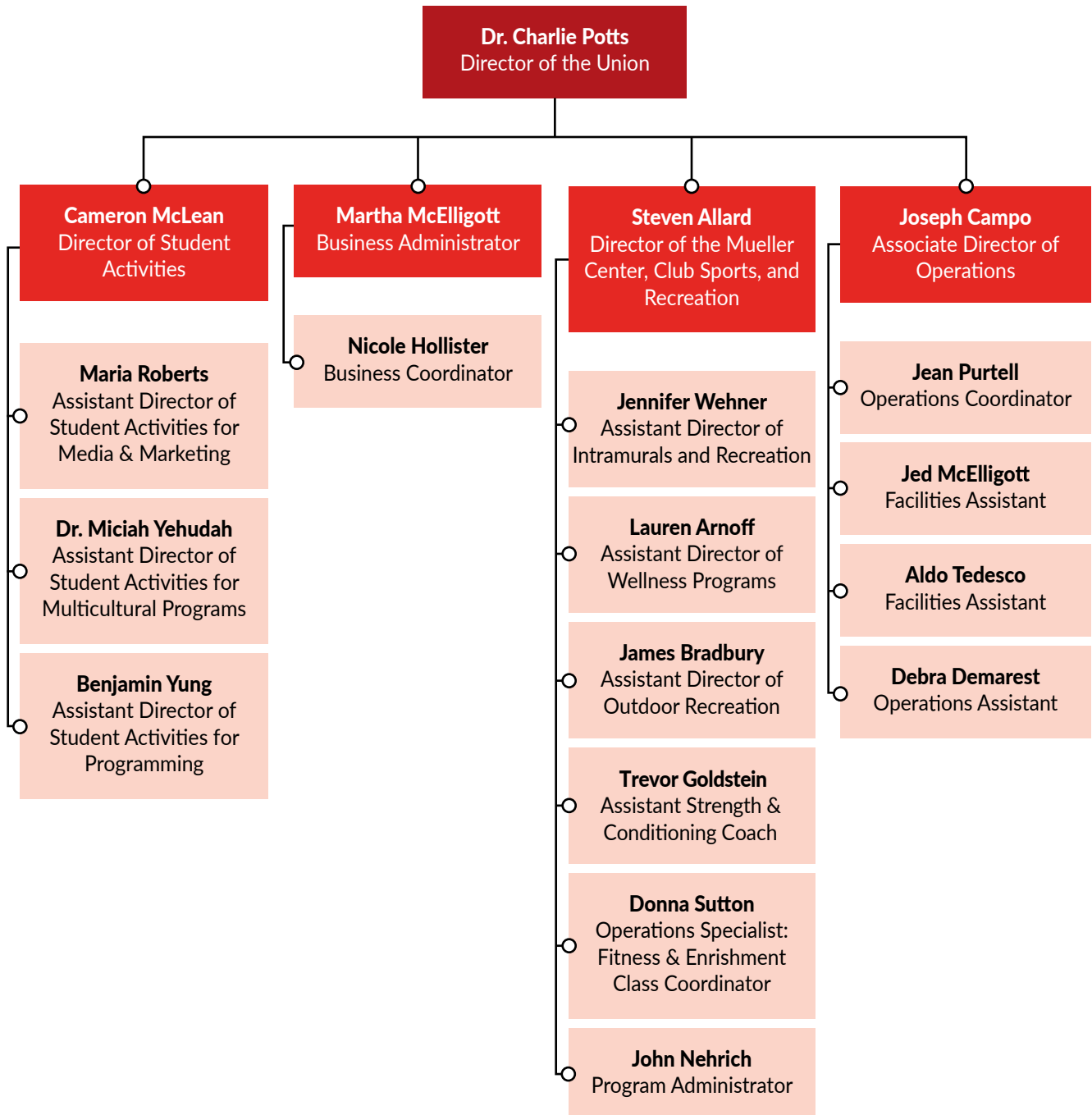
and social gatherings with the intent of building camaraderie between classmates.

Class dues will be set at \$14.00 per student for undergraduates and \$12.00 per student for graduates for Fiscal Year 2020. This marks the first increase in undergraduate class dues in over ten years since Fiscal Year 2009, when undergraduate class dues had increased to \$13.50. Graduate class dues remain the same since Fiscal Year 2012.

By increasing undergraduate class dues by just fifty cents

per person, the Undergraduate Council—which oversees the operations and finances of the class councils for each of the undergraduate class years—will be equipped to provide better support to the class councils. Benefits of this additional funding include added ability to coordinate cross-cohort programming and events with multiple councils and the exploration of new programming ideas and opportunities for campus by sending attendees to conferences for the National Association for Campus Activities (NACA).

UNION STAFF ORGANIZATIONAL CHART



(as of March 2019)

FROM THE DIRECTOR OF THE UNION

This will be a short statement of purpose and gratitude.

The student-staff partnership foundational to the vibrancy and success of the Student Union is alive and well. We are a team and we are a family. Students and staff alike have welcomed a new Director after a long search. And, indeed, the Director has felt that warmth.

Our shared efforts are directed to creating and sustaining the most welcoming and meaningful social and learning environment possible. This takes the form of regular dialogue, fellowship, and imagination rooted in mutual respect and trust.

It is linked to an affection for RPI and a loyalty to her students, faculty, staff, and alumni. We will all continue to work together to serve and support the Union so that all members of our community will truly have a hearthstone to come to and believe in.



DR. CHARLIE POTTS
DIRECTOR OF THE UNION



FROM THE DIRECTOR OF AUXILIARY SERVICES

We have seen many improvements in the hospitality program at the Union in 2018.

1. **Panera in the McNeil Room.** Improved product, customer service, and hours of operation have produced more revenue and customer satisfaction.
2. **Renovation of Father's Convenience Store.** Much more attractive store, continued growth of the sushi program, and accurately targeted products for what students want has improved revenues.
3. **Replacement of SubConnection with Thunder Mountain Curry and Halal Shack.** Ethnic variety, longer hours, very popular with students. A highly valued change out.
4. **Redevelopment of back of the house infrastructure** (dishwasher, kitchen equipment) and general operating systems to support better customer service, product, and revenue.

The Executive Board's Business Operations Committee, the Union staff, and Auxiliaries Services are working on plans to renovate the Lower Level by combining the current Ratherskellar with the Games Room to improve seating, aesthetics, and meeting room and program capacity. That project is pending but not finalized at this time.



PAUL RENZI
DIRECTOR OF AUXILIARY SERVICES



A LETTER FROM THE COLLEGIATE STORE



The Rensselaer Collegiate Store is grateful to be a part of this year's Union Annual Report. The Collegiate Store is an integral part of the Rensselaer Student Union. After the student activity fee, the store represents the largest source of income for the union, which is relied upon for student groups and a host of other essential functions.

Following the transition of store management to Follett Higher Education Group in 2015, our priority has been to support both the union and student academic success. In fact, our mission is to "bring together educational con-

tent, products, and technology to prepare the next generation of learners and educators. By working as a trusted partner to schools and institutions, we help educators drive success for students from their first day of school through college graduation and beyond." Our vision is to "empower education everywhere learning is happening." Our ability to execute this mission and vision relies exclusively on the support of the Rensselaer community at large.

In the time since last year's report from the Collegiate Store,

we have made several improvements that have directly benefited students. Better communication between the store and the five academic schools has resulted in a higher, albeit incremental, course material adoption rate from faculty members. The direct result of which is a greater ability for the store to source more used and rent eligible textbooks from wholesalers, other stores, and students through more lucrative buyback opportunities. While more improvement is needed on the adoption front, we successfully increased our used book availability by

226% in fall 2018 versus fall 2017. Consequently, this greater availability of used and rentable materials has (so far) resulted in a 6% increase in textbook sales while saving students in excess of \$100,000 in the fall of 2018 alone! These are amazing results!

We look forward to continuing these trends into future semesters. Our textbook rental program continues to be a favorite among students (saving between 50% and 80% off the cost of a new textbook!). We encourage students to take advantage of this program. Students may highlight and make notes in their rented textbooks. We expect and encourage the textbooks to be used! If a student has rented a textbook, but desires to keep it in their possession, they can convert it to a purchase at any time up to and including the check-in due date. Students that are wary of renting their textbooks can rest assured that the process is simple and that the store is ready to assist with any concerns or questions.

Our interconnected chain of stores makes shopping online (www.rensselaerstore.com) vastly more convenient. Joining together our 1,200 stores, dis-

tribution centers, and third party vendors across the nation grants students access to our full inventory of products. While we have improved our local used textbook availability, our website gives full access to our used and rentable inventory. There are no additional fees associated with this process and students may have their orders shipped to the store without incurring additional costs.

Thank you for taking the time to read through this letter. As we improve our services and strengthen relationships across campus, our goal is to continue to provide measurable and significant benefits to all Rensselaer students, the student union, and the community at large.

Thank you,



KEN PALMER
COLLEGIATE STORE MANAGER



OVERVIEW OF INCOME

The Rensselaer Union uses its generated income to fund student activities and programming through different club activities, programs, and special events. The generated income is brought in from a wide range of sources, such as contracts with Sodexo and Follett Corporation, and space being rented within the Rensselaer Union Building to Auxiliary Businesses (e.g. the Unisex Hair Salon, Ben & Jerry's, and SEFCU). Some income sources (Auxiliary Businesses, Father's Marketplace, and Food

Service) offset the Activity Fee for students based on the estimated enrollment split of 6,700 undergraduate and 1,200 graduate students. This breakdown in enrollment translates to 84.8 percent and 15.2 percent of the student body, respectively. For example, 84.8 percent of the revenue from Father's Marketplace will partially offset the Activity Fee for undergraduate students, while 15.2 percent offsets the Activity Fee for graduate students. The Collegiate

Store revenue offset is calculated based on undergraduate and graduate participation, and the Clubhouse Pub revenue offset is split half and half, as it is equally used by undergraduate and graduate students. Each year, the Rensselaer Union looks to generate more income by making necessary updates and renovating spaces. This commitment to maintaining the space translates to more funding for student activities and programming.

Income	Net Income	Undergraduate	Graduate
Net Income by Undergrad/Grad Enrollment (UG 84.8% / G 15.2%)			
Father's Marketplace	\$86,613.00	\$73,447.82	\$13,165.18
Food Service	\$46,463.00	\$39,400.62	\$7,062.38
Auxiliary Business	\$89,884.00	\$76,211.63	\$13,662.37
Subtotal	\$222,960.00	\$189,070.08	\$33,889.92
Net Income by Undergrad/Grad Participation			
Collegiate Store	\$393,598.00	\$333,771.10	\$59,826.90
Clubhouse Pub (50/50 Split)	\$2,745.00	\$1,372.50	\$1,372.50
Subtotal	\$396,343.00	\$335,143.60	\$61,199.40
Total Net Income	\$619,303.00	\$524,213.68	\$95,089.32

SOURCES OF INCOME

Auxiliary Businesses

The Rensselaer Union building hosts a variety of businesses that are not operated by Union employees. This budget accounts for the Campus Unisex Hair Salon, Ben & Jerry's Ice Cream, and SEFCU. The Union charges rent or commission to these businesses, helping to offset the expenses of the Union.

Student Activity Fee

The Activity Fee is the Rensselaer Union's primary source of income. The Summer Activity

Fee is calculated at \$11.00 per week that the student is registered for summer classes. Students participating in Summer Arch pay the regular semester Activity Fee for the summer. The full calculation of the Activity Fee will be discussed in detail after Income and Expenses.

Food Services and Father's Marketplace

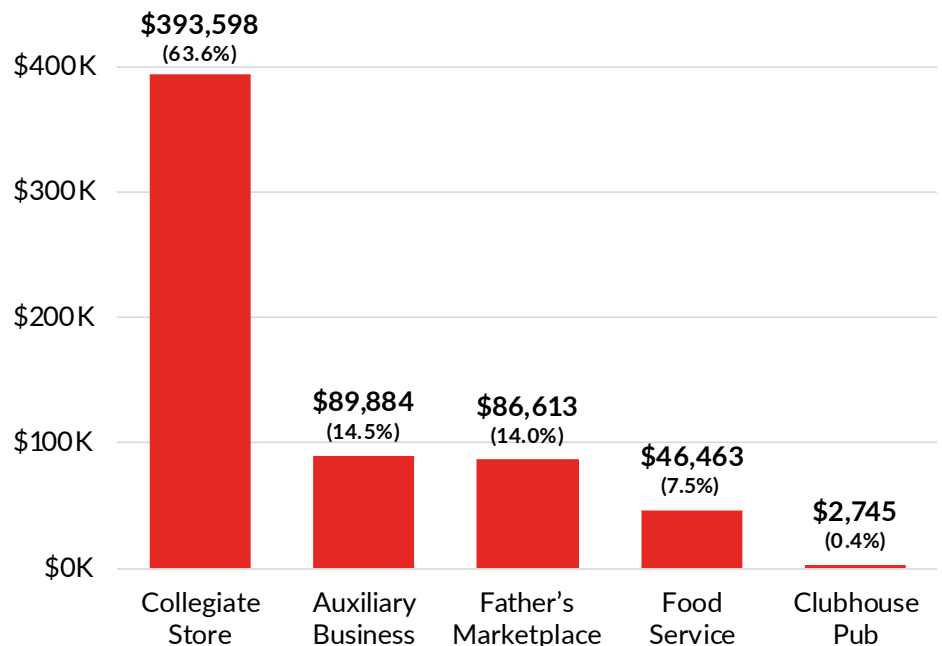
Rensselaer Dining Services, as operated by Sodexo, controls all food services inside the Rensselaer Union. Of all food services within the Union, Father's Marketplace contributes the most income towards the Union's budget. The Rensselaer

Union receives seven percent of the income from Father's to offset the Activity Fee. Aside from Father's, Panera and the Rathskeller—which includes Thunder Mountain Curry, Halal Shack, Collar City Sliders, and Cusato's Pizzeria—generate additional income. These food services provide \$87,000 in income, which is used first to offset their own expenses, then to offset the Activity Fee. This year, food services provided \$46,463 in net income.

The Clubhouse Pub

Established in 1990, the Clubhouse Pub is intended to

provide services to the members of the Rensselaer community rather than act as a source of revenue. The Clubhouse Pub is one of the most popular services in the Union and has special events throughout the year centered around holidays and other important dates, such as GM Week in the spring. There are also weekly events including Guinness & Wings, Trivia Night, Mug Night, Grad Student Socials, Wine Night, Happy Hour, and Themed Karaoke. As the Pub is used evenly by undergraduate and graduate students, income from the Pub is split evenly.



BREAKDOWN OF EXPENSES

Each year, the Rensselaer Union incurs expenses for the benefit of the student body. These expenses include funding clubs and their programming, sports and recreation, student services, and the operation of the Union building, the Mueller Center, the Playhouse, and other spaces in which Union activities occur.

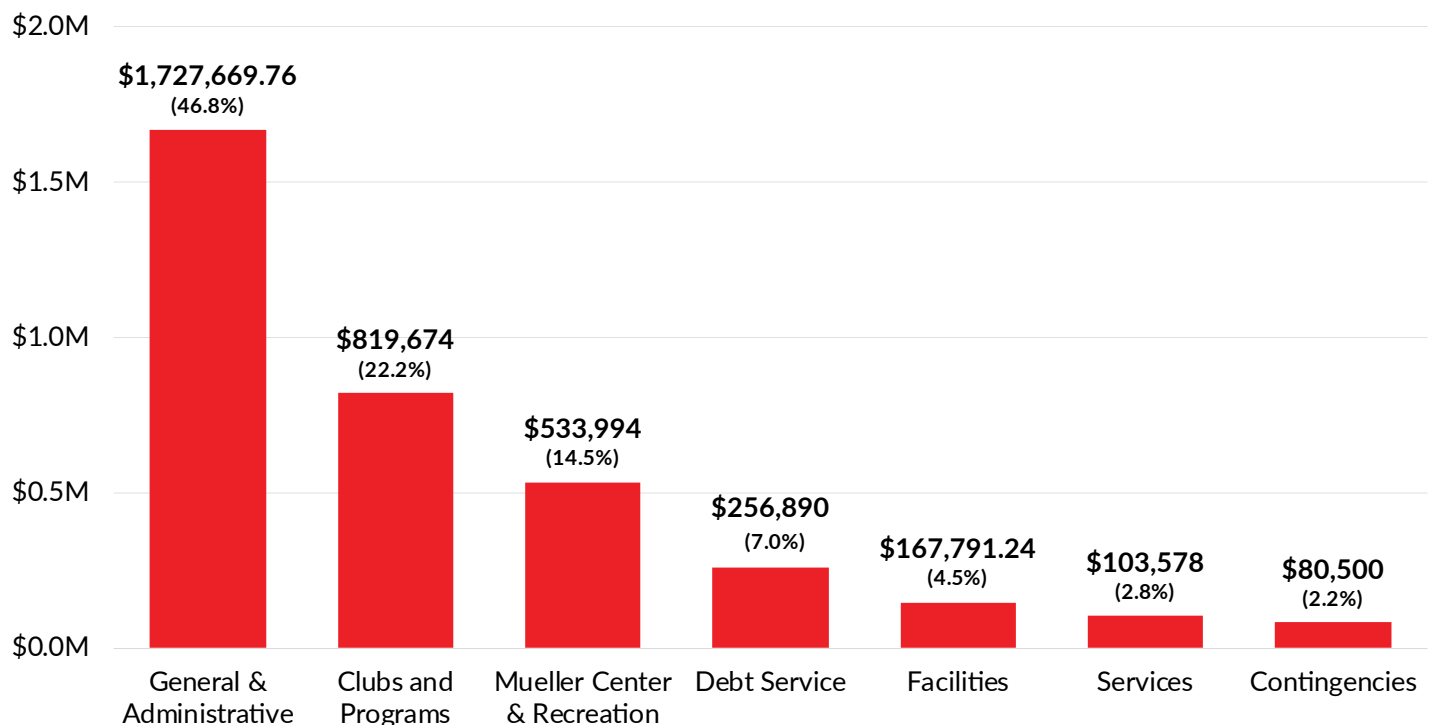
To adjust for the differences in undergraduate and graduate participation in Union programming, the Executive Board calculates expenses in two ways.

Where programming and services are equivalently available for undergraduate and graduate students (e.g. Service Clubs, the Mueller Center, Union Facilities, Multicultural Programming, Games Room, Legal Services, and Intramural Athletics), expenses are split by the enrollment of 84.8 percent undergraduate students and 15.2 percent graduate students for Fiscal Year 2020.

For programs with participation disproportionate to the

enrollment ratio (e.g. the Archer Center for Student Leadership and General Clubs), expenses are split based on participation.

For each expense, a brief description is provided to explain programs and initiatives that are funded under each budget and whether there was an increase or decrease from FY 2019 to FY 2020. Where costs have not changed in Fiscal Year 2020, programs may not include notes.



EXPENSES OF ENROLLMENT SPLIT

Service Organizations

Union service organizations include groups like RPI Ambulance, Student Government, and UPAC. These clubs offer several services to all students and student groups. This year, funding increased for service organizations. The Student Senate will continue its mall shuttles program with 10 shuttles to Crossgates Mall. The Executive Board's budget increased to support the Multicultural Leadership Council (MLC), now a permanent committee of the Board, including a trip to the International Conference on Equality, Diversity, and Inclusion.

Mueller Center

The Mueller Center is available to students for exercise, wellness, and nutrition programming. Students can sign up for fitness classes or meet with staff to discuss nutrition and personal fitness. The Mueller Center also oversees intramural sports programs, in which the majority of RPI students participate.

The Mueller Center serves 4,500 people a week. This year, improvements made to the facility included an update to the lifting racks and benches in January,

and the purchase of new weights in June. New initiatives were established to help students develop a healthy lifestyle. Increased funding for the Wellness Institute was granted to accommodate thriving interest. Wild Wellness Wednesday programs, including activities such as Goat Yoga, promoted an outlet for students. Additionally, Mental Health Mondays, Stress Relief Days, and Spa Days encourage positive living and good mental health. There are numerous Fitness Classes offered during the calendar year, serving approximately 1,750 students, faculty, and staff.

Union Facilities

This portion of the budget is dedicated to updating and repairing Union buildings. This year, the third floor was updated with new carpeting, blinds, and furniture.

Debt Service

The Debt Service is the repayment of the 1999-2000 Union Revitalization Project. We are in year 19 of 25 of payments.

Administrative Office

This portion of the budget cov-



ers the professional staff, office supplies, and computer equipment necessary for maintaining operations in the Union. Several new staff members were hired, including Director of the Union, Dr. Potts. Currently, there is an open position for an administrative specialist.

Multicultural & Diversity Programs

This supports intercultural engagement, including programs organized by student groups on campus, the "Let's Talk" workshops, and diversity awareness programming. The MLC collaborates on this programming.

Performing Arts Programs

This programming exposes students to music, dance, theater, and art. There are several trips for students to various venues, such as theaters and museums.

Club and Organization Support

This budget item provides student groups with office supplies and decorations. This budget also supports repairs to the Union's vans and pianos. The Club and Organization Support budget increased because more money was allocated for printing costs, office supplies, and computer supplies.

Marketing and Publicity

It is necessary to publicize Union events to the Rensselaer community. Marketing includes brochures and handouts for prospective students, on-campus advertising for special events, and banners and posters for upcoming events. The budget increased to support implementation of the new Union logo, chosen in March 2018.

Student Staff

Over 200 students are employed by the Union. Student

staff members work in the Mueller Center, Recreation, The Clubhouse Pub, the Union Administrative Office, the Games Room, and various facilities as supervisors and coordinators. The Union employs several students as System Administrators and Developers. The overall budget increased due to the minimum wage increase from \$11.10 to \$11.80.

Special Events

The Union hosts many special events like Hockey Line, GM Week, Winter Carnival, and Welcome Fest.

Games Room

This area holds the table tennis and billiards tables. It is also a common room for social events. While there were no changes to the Games Room, the Executive Board has started looking into options for the space for future renovations. This effort is being led by the Business Operations Committee and Director of the Union, Dr. Potts.

Legal Services

The Union subsidizes legal services for all Activity Fee-paying

students. More specifically, students have access to a lawyer on retainer with the Union. This budget increases each year by a small percentage to provide a valuable service to Activity Fee-paying students.

Intramural Athletics

The Union offers 24 sports each semester for any student to take part in. Over 6,700 students participate in intramurals per year.

Union Contingencies

This fund offers support for new clubs, programs or emergency repairs and unforeseen events. The Executive Board increased contingencies to provide more for starter budgets and stopgap budgets.

Travel Contingencies

This fund is specifically reserved for non-guaranteed club travel expenses. For example, if a club team qualifies for a regional or national competition requiring travel, it can request funds from this contingency during the budgeting process. This fund will also support groups that travel with these clubs to support them, like WRPI or the RPI Pep Band.

EXPENSES OF PARTICIPATION SPLIT



Archer Center for Student Leadership

The Archer Center provides leadership education and support for students. They offer workshops, classes, and events, along with targeted training for club officers, members of Leadership House, and professional societies and organizations. Archer Center staff also administer professional development courses. As its services are used much more frequently by undergraduates than graduates, Archer Center expenses are split 97 percent to 3 percent, respectively.

The Archer Center subsidy remained the same at \$60,000 from the Union. They reorganized

their budget to better meet students' needs. Additionally, funding for student staff in the Archer Center was moved from the Union's student staffing budget.

General Clubs

General Clubs describes all clubs which are not designated as Service Clubs and contains some of the most popular groups in the Student Union. The cost of each General Club is calculated by multiplying the undergraduate to graduate ratio from general club membership by the subsidy for the club. The Union funds many general clubs, including several active multicultural organiza-



tions and outreach organizations that contribute to the diversity and global reach of our Union.

Rensselaer club athletes and club members have represented RPI on a national scale this year, with Men's Rugby competing in the national championships and RPI Flying attending a national tournament last May. ACHA Hockey qualified for the national tournament for the first time. The Rensselaer Union has an incredible amount of dedicated students that contribute to student life both on-campus and abroad. The Executive Board works hard to ensure these clubs can expand programs and students can reach their full potential.

TOTAL EXPENSE BREAKDOWN

Expenses	Net Expense	Undergraduate	Graduate
<i>Net Expenses by the Undergrad/Grad Enrollment (UG 84.8% / GR 15.2%)</i>			
Rensselaer Union General	\$1,727,669.76	\$1,465,063.96	\$262,605.80
Service Clubs and Programs (including performing arts - administration)	\$566,241.00	\$477,907.40	\$88,333.60
Union Contingency	\$35,000.00	\$29,540.00	\$5,460.00
Union Travel Contingency with Grad Eligibility	\$45,500.00	\$38,402.00	\$7,098.00
Student Legal Service	\$43,578.00	\$36,779.83	\$6,798.17
Facilities (Union General & Playhouse)	\$167,791.24	\$142,286.97	\$25,504.27
Debt Service for Union Renovation Project	\$258,890.00	\$218,503.16	\$40,386.84
Mueller Center	\$520,031.00	\$438,906.16	\$81,124.84
Games Room	\$8,660.00	\$7,309.04	\$1,350.96
Intramural Administration (without Intramural Ice Hockey)	\$2,705.00	\$2,283.02	\$421.98
Subtotal:	\$3,376,066.00	\$2,862,903.97	\$513,162.03
<i>Net Expenses by the Undergrad/Grad Participation</i>			
Intramural Ice Hockey (UG 93.3% / G 6.7%)	\$2,598.00	\$2,423.93	\$174.07
General Clubs (UG 93% / G 7%)	\$253,433.00	\$235,692.69	\$17,740.31
Archer Center (UG 97% / G 3%)	\$60,000.00	\$55,980.00	\$4,020.00
Subtotal:	\$316,031.00	\$294,096.62	\$21,934.38
Total Net Expenses	\$3,613,497.00	\$3,077,157.91	\$536,339.09

FINANCIAL CLUB RETURN

Clubs have a long history of returning subsidies to the Union. During the budgeting process, the Executive Board takes into account the returns of previous years for each club to ensure programs receive funding appropriately. If a club returns a large portion of their subsidy each year, the Executive Board reviews budgets for discontinued programming and other patterns of unused items.

If a club does not complete a program or spends less than anticipated, the excess is transferred into Facilities Reserves unless the General Reserves amount falls below the approved cap of \$75,000. Additionally, some clubs maintain reserve accounts for larger scale purchases and long-term planning.

In Appendix G, a breakdown of the Union's reserve accounts, the intended purposes of each, and their respective amounts at the time of the UAR's formation.

General Reserves

The General Reserves provide an available source of funds for use in the case of an emergency. The account currently does not exceed the cap of \$75,000. If the balance of the account falls



below that amount, any excess subsidy from the current fiscal year will be transferred to this account until the cap is reached. Otherwise, any excess subsidy from the current fiscal year will be transferred into the Facilities Reserves account.

Facilities Reserves

The Facilities Reserves account provide funding for projects to regularly improve the facilities and equipment in the Union building, the Mueller Center, and other spaces utilized by clubs and organizations. As needs can vary from year to year, the Facilities Reserves helps ensure fixes, improvements, and enhancements are

completed in a timely and sufficient manner.

Recently, funds from the Facilities Reserves account have been used for:

- The purchase of new furniture for the third floor meeting spaces,
- Contribution towards the RPI Ambulance's proposed purchase of a new ambulance, and
- A revitalization of the building's entry ways including furniture updates, paint changes, new flooring, and the relocation of the Union fish tank to the Mueller Center lobby to allow additional study and collaboration space.

CALCULATING THE ACTIVITY FEE

The Union Activity Fee represents an amalgamation of two separate components. For students remaining at Rensselaer over the summer, there is a separate Summer Activity Fee. This year, the Activity Fee for FY20 increased 3.43 percent from FY19 for undergraduate students and decreased 1.23 percent from FY19 for graduate students.

Part 1: Funding the Rensselaer Union

The Income generated by the Rensselaer Union does not cover all expenses. The remaining Rensselaer Union expenses must be offset by income from the Activity Fee. The Rensselaer Union expenses for undergraduates and graduate students are divided by their respective enrollment projections resulting in the Rensselaer Union component of the Activity Fee. The entirety of the calculation and an explanation are given in Appendix A. Any student who pays the Activity Fee retains access to all of the services provided by the Rensselaer Union and are eligible to vote in elections in April. For simplicity, the fee is rounded to the nearest half dollar.

Part 2: Class Dues

Class Councils were established to represent students as well as improve student life. There are four Undergraduate Class Councils, one representing each class, and the Graduate Council. The same dues are charged to every undergraduate student regardless of class. Undergraduate Class Dues typically fund traditions such as Class Trees and Senior Week, as well as activities and events. Graduate students are charged Graduate

Class Dues, which have been used for social and networking events in the past.

The Undergraduate Council and Graduate Council set dues for their respective constituents. Currently, undergraduate student dues are \$14 and graduate student dues are \$12. Costs have risen in the last decade to fund new events and increase student participation in Class Council events but remained the same for the last few years.

Activity Fee	Net Total	Undergraduate	Graduate
Net Expense	\$3,072,794.00	\$2,632,786.91	\$440,007.09
Net Income	(\$619,303.00)	(\$521,747.45)	(\$97,555.55)
Total Activity Fee	\$2,994,194.00	\$2,555,410.48	\$438,783.52
Summer Activity Fees (\$11/week)	(\$50,303.00)	(\$1,616.00)	(\$48,687.00)
Academic Year Fee Total	\$3,022,491.00	\$2,631,170.91	\$391,320.09
Union Activity Fee per student (rounded to nearest \$0.50)		\$393.00	\$326.00
Class Dues per student		\$14.00	\$12.00
Total Activity Fee per student		\$407.00	\$338.00
Change from FY19		3.43%	-1.23%

APPENDICES

- 40 **Appendix A:** Activity Fee Recommendation Full Calculation
- 42 **Appendix B:** General Club Subsidies
- 46 **Appendix C:** Service Club Subsidies
- 48 **Appendix D:** Administrative Subsidies
- 49 **Appendix E:** Budgeting Guidelines Basics
- 51 **Appendix F:** Union Reserves Account Breakdown
- 52 **Appendix G:** Club Officer Feedback



APPENDIX A:

ACTIVITY FEE RECOMMENDATION

Expenses	Net Expense	Undergraduate	Graduate
Net Expenses by the Undergrad/Grad Enrollment (UG 84.8% / GR 15.2%)			
Rensselaer Union General *	\$1,727,669.76	\$1,465,063.96	\$262,605.80
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Subtotal:	\$316,031.00	\$294,096.62	\$21,934.38
Total Net Expenses	\$3,692,097.00	\$3,157,000.59	\$535,096.41

* consists of the Union Administration Office, Student Activities, Freakout, Club Support, Marketing, and Student Staffing.

Income	Net Income	Undergraduate	Graduate
Net Income by Undergrad/Grad Enrollment (UG 84.8% / G 15.2%)			
Father's Marketplace	\$86,613.00	\$73,447.82	\$13,165.18
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Net Income	(\$619,303.00)	(\$524,213.68)	(\$95,089.32)
Total Amount Needed for Fee	\$2,994,194.00	\$2,555,410.48	\$438,783.52
Summer Activity Fees (\$11/week)	(\$50,303.00)	(\$1,616.00)	(\$48,687.00)
Non-Summer Amount Needed for Fee	\$3,022,491.00	\$2,631,170.91	\$391,320.09
Union Activity Fee per student (rounded to nearest \$0.50)		\$393.00	\$326.00
Class Dues per student		\$14.00	\$12.00
Total Activity Fee per student		\$407.00	\$338.00
Change from FY19		3.43%	-1.23%

APPENDIX B: GENERAL CLUB SUBSIDIES

Club Name	Current Members		Approved Expense				Approved Income				Approved Subsidy			
	UG	GR	FY 2018	FY 2019	FY 2020	FY19 to FY20 %	FY 2018	FY 2019	FY 2020	FY19 to FY20 %	FY 2018	FY 2019	FY 2020	FY19 to FY20 %
ACHA Hockey	23	3	\$54,434.50	\$55,025.00	\$57,282.00	4.10%	\$24,700.00	\$25,350.00	\$27,300.00	7.70%	\$29,734.50	\$29,675.00	\$29,982.00	1.00%
Active Minds *	5	0			\$975.00	N/A			\$0.00	N/A			\$975.00	N/A
African Students Association	57	7			\$713.00	N/A			\$0.00	N/A			\$713.00	N/A
Aikido	13	3	\$2,912.00	\$2,114.00	\$2,268.00	7.30%	\$1,590.00	\$1,140.00	\$1,215.00	6.60%	\$1,322.00	\$974.00	\$1,053.00	8.10%
Alianza Latina	51	2	\$4,025.00	\$3,730.00	\$4,480.00	20.10%	\$80.00	\$80.00	\$400.00	400.00%	\$3,945.00	\$3,650.00	\$4,080.00	11.80%
Archery Club	72	7	\$8,686.00	\$8,566.00	\$6,142.00	-28.30%	\$6,825.00	\$7,495.00	\$5,125.00	-31.60%	\$1,861.00	\$1,071.00	\$1,017.00	-5.00%
Asian Cultural Union	44	2	\$2,030.00	\$2,475.00		N/A	\$1,050.00	\$1,120.00		N/A	\$980.00	\$1,355.00		N/A
Astrophysical Society	39	5	\$769.00	\$2,323.00	\$760.00	-67.30%	\$660.00	\$705.00	\$150.00	-78.70%	\$109.00	\$1,618.00	\$610.00	-62.30%
Badminton	170	24	\$3,990.00	\$5,030.00	\$3,940.00	-21.70%	\$3,580.00	\$4,270.00	\$3,480.00	-18.50%	\$410.00	\$760.00	\$460.00	-39.50%
Ballroom Dance	39	4	\$42,237.50	\$39,300.00	\$38,787.00	-1.30%	\$33,467.00	\$33,077.00	\$35,457.00	7.20%	\$8,770.50	\$6,223.00	\$3,330.00	-46.50%
Black Students Alliance	150	6	\$11,810.00	\$10,010.00	\$11,380.00	13.70%	\$40.00	\$1,270.00	\$2,000.00	57.50%	\$11,770.00	\$8,740.00	\$9,380.00	7.30%
Boxing	28	4	\$440.00	\$661.00	\$346.00	-47.70%	\$100.00	\$0.00	\$0.00	N/A	\$340.00	\$661.00	\$346.00	-47.70%
Capoeira	6	1	\$210.00	\$315.00	\$74.00	-76.50%	\$72.00	\$72.00	\$0.00	-100.00%	\$138.00	\$243.00	\$74.00	-69.50%
Cheerleading	14	0	\$10,129.50	\$6,158.00	\$7,041.00	14.30%	\$3,310.00	\$700.00	\$700.00	0.00%	\$6,819.50	\$5,458.00	\$6,341.00	16.20%
Chinese American Students Association	61	3	\$3,308.00	\$4,509.00	\$2,160.00	-52.10%	\$2,560.00	\$3,505.00	\$1,420.00	-59.50%	\$748.00	\$1,004.00	\$740.00	-26.30%
Chinese Students and Scholars Association	192	44	\$3,255.00	\$4,313.00	\$0.00	-100.00%	\$50.00	\$550.00	\$0.00	-100.00%	\$3,205.00	\$3,763.00	\$0.00	-100.00%
Club Baseball	29	0	\$4,906.00	\$6,310.00	\$8,800.00	39.50%	\$2,348.00	\$3,877.00	\$5,405.00	39.40%	\$2,558.00	\$2,433.00	\$3,395.00	39.50%
Conversation Corner and Mandarin Club	40	6		\$465.00	\$634.00	36.30%		\$170.00	\$85.00	-50.00%		\$295.00	\$549.00	86.10%
Crew	44	0	\$56,128.00	\$46,837.00	\$44,061.00	-5.90%	\$39,556.00	\$30,091.00	\$33,039.00	9.80%	\$16,572.00	\$16,746.00	\$11,022.00	-34.20%
Curling Club	23	3	\$14,453.00	\$16,643.00	\$16,212.80	-2.60%	\$11,919.00	\$13,037.00	\$12,380.80	-5.00%	\$2,534.00	\$3,606.00	\$3,832.00	6.30%
Cycling	10	1	\$14,250.00	\$10,023.00	\$12,230.00	22.00%	\$10,938.00	\$6,759.00	\$9,729.00	43.90%	\$3,312.00	\$3,264.00	\$2,501.00	-23.40%
Dance Club	65	4	\$16,720.00	\$15,523.00	\$15,723.00	1.30%	\$8,050.00	\$6,610.00	\$7,295.00	10.40%	\$8,670.00	\$8,913.00	\$8,428.00	-5.40%
Dance Dance Revolution	10	0	\$30.00	\$30.00		N/A	\$30.00	\$30.00		N/A	\$0.00	\$0.00		N/A

* denotes a club with a tentative budget reviewed but have not yet obtained funding status from the Executive Board

APPENDIX B (continued): GENERAL CLUB SUBSIDIES

Club Name	Current Members		Approved Expense				Approved Income				Approved Subsidy			
	UG	GR	FY 2018	FY 2019	FY 2020	FY19 to FY20 %	FY 2018	FY 2019	FY 2020	FY19 to FY20 %	FY 2018	FY 2019	FY 2020	FY19 to FY20 %
Dance Team	12	0	\$19,647.00	\$24,677.00	\$25,546.00	3.50%	\$8,856.00	\$13,234.00	\$13,234.00	0.00%	\$10,791.00	\$11,443.00	\$12,312.00	7.60%
Design for America at Rensselaer (DFA)	20	0	\$3,010.00	\$2,975.00	\$3,970.00	33.40%	\$2,030.00	\$1,900.00	\$2,230.00	17.40%	\$980.00	\$1,075.00	\$1,740.00	61.90%
Destination Imagination	13	0	\$830.00	\$891.00	\$891.00	0.00%	\$328.00	\$403.00	\$378.00	-6.20%	\$502.00	\$488.00	\$513.00	5.10%
Ecologic	5	0	\$1,400.00	\$1,626.00		-100.00%	\$0.00	\$0.00		-100.00%	\$1,400.00	\$1,626.00		-100.00%
Embedded Hardware Club	35	1	\$2,685.00	\$3,765.00	\$1,960.00	-47.90%	\$1,150.00	\$675.00	\$450.00	-33.30%	\$1,535.00	\$3,090.00	\$1,510.00	-51.10%
Engineers Without Borders	88	0	\$812.00	\$3,547.00	\$4,125.00	16.30%	\$0.00	\$2,072.00	\$1,812.00	-12.50%	\$812.00	\$1,475.00	\$2,313.00	56.80%
Engineers for a Sustainable World	17	1	\$525.00	\$669.00	\$726.00	8.50%	\$0.00	\$110.00	\$210.00	90.90%	\$525.00	\$559.00	\$516.00	-7.70%
Equestrian Club	22	0	\$26,648.00	\$28,238.00	\$50,830.00	80.00%	\$19,969.00	\$21,397.00	\$40,010.00	87.00%	\$6,679.00	\$6,841.00	\$10,820.00	58.20%
Fencing	31	3	\$16,311.00	\$16,847.00	\$16,642.00	-1.20%	\$12,260.00	\$10,960.00	\$9,540.00	-13.00%	\$4,051.00	\$5,887.00	\$7,102.00	20.60%
Foreign Language Club	23	1	\$500.00	\$704.00	\$274.00	-61.10%	\$150.00	\$150.00	\$0.00	-100.00%	\$350.00	\$554.00	\$274.00	-50.50%
Game Development Club	61	0	\$1,330.00	\$1,050.00	\$1,912.50	82.10%	\$480.00	\$0.00	\$562.50	N/A	\$850.00	\$1,050.00	\$1,350.00	28.60%
Gaming Club	58	1	\$280.00	\$1,000.00	\$0.00	-100.00%	\$60.00	\$60.00	\$0.00	-100.00%	\$220.00	\$940.00	\$0.00	-100.00%
German Long Sword (HEMA)	7	1	\$0.00	\$574.00	\$580.00	1.00%	\$0.00	\$280.00	\$160.00	-42.90%	\$0.00	\$294.00	\$420.00	42.90%
Hawaii Cultural Club	33	7	\$430.00	\$710.00	\$335.00	-52.80%	\$110.00	\$110.00	\$0.00	-100.00%	\$320.00	\$600.00	\$335.00	-44.20%
Hong Kong Students Association	51	0	\$1,315.00	\$1,080.00	\$770.00	-28.70%	\$900.00	\$680.00	\$250.00	-63.20%	\$415.00	\$400.00	\$520.00	30.00%
Humans vs Zombies	166	14	\$2,457.00	\$1,150.00	\$3,560.00	209.60%	\$991.00	\$150.00	\$816.00	444.00%	\$1,466.00	\$1,000.00	\$2,744.00	174.40%
Indian Students Association (ISA)	180	23	\$7,695.50	\$9,949.45	\$3,290.00	-66.90%	\$5,950.00	\$6,550.00	\$1,500.00	-77.10%	\$1,745.50	\$3,399.45	\$1,790.00	-47.30%
Isshinryu Karate	8	10	\$824.00	\$745.00	\$1,059.00	42.10%	\$300.00	\$300.00	\$300.00	0.00%	\$524.00	\$445.00	\$759.00	70.60%
Japanese Cultural Association	87	8	\$995.00	\$1,174.00	\$1,570.00	33.70%	\$385.00	\$535.00	\$432.00	-19.30%	\$610.00	\$639.00	\$1,138.00	78.10%
Judo Club	12	2	\$1,095.00	\$1,191.00	\$1,201.00	0.80%	\$510.00	\$510.00	\$540.00	5.90%	\$585.00	\$681.00	\$661.00	-2.90%
Juggling Club	48	4	\$845.00	\$331.00	\$231.00	-30.20%	\$300.00	\$200.00	\$0.00	-100.00%	\$545.00	\$131.00	\$231.00	76.30%

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APPENDIX B (continued): GENERAL CLUB SUBSIDIES

Club Name	Current Members		Approved Expense				Approved Income				Approved Subsidy			
	UG	GR	FY 2018	FY 2019	FY 2020	FY19 to FY20 %	FY 2018	FY 2019	FY 2020	FY19 to FY20 %	FY 2018	FY 2019	FY 2020	FY19 to FY20 %
Kendo	10	0	\$2,705.00	\$2,761.00	\$2,640.00	-4.40%	\$1,810.00	\$1,810.00	\$1,810.00	0.00%	\$895.00	\$951.00	\$830.00	-12.70%
Korean Students Association	45	2	\$700.00	\$1,379.00	\$1,423.00	3.20%	\$250.00	\$250.00	\$0.00	-100.00%	\$450.00	\$1,129.00	\$1,423.00	26.00%
Kung Fu	10	1	\$232.00	\$213.00	\$199.00	-6.60%	\$0.00	\$0.00	\$0.00	N/A	\$232.00	\$213.00	\$199.00	-6.60%
Lavender Ambassadors *	5	1			\$658.00	N/A			\$0.00	N/A			\$658.00	N/A
League of Legends (LOL)	122	6	\$610.00	\$900.00	\$1,000.00	11.10%	\$150.00	\$250.00	\$150.00	-40.00%	\$460.00	\$650.00	\$850.00	30.80%
Men's Club Basketball *	29	0			\$4,308.00	N/A			\$2,142.00	N/A			\$2,166.00	N/A
Men's Club Soccer	25	1	\$1,511.00	\$7,305.00	\$4,642.00	-36.50%	\$1,050.00	\$4,070.00	\$2,790.00	-31.40%	\$461.00	\$3,235.00	\$1,852.00	-42.80%
Men's Lacrosse Club	35	3	\$3,625.00	\$3,675.00	\$4,290.00	16.70%	\$2,045.00	\$2,045.00	\$2,020.00	-1.20%	\$1,580.00	\$1,630.00	\$2,270.00	39.30%
Model Railroad	21	5	\$2,565.00	\$2,822.00	\$2,699.00	-4.40%	\$0.00	\$0.00	\$0.00	N/A	\$2,565.00	\$2,822.00	\$2,699.00	-4.40%
Outing Club	89	7	\$26,900.00	\$18,164.00	\$18,884.00	4.00%	\$20,579.00	\$10,448.00	\$9,348.00	-10.50%	\$6,321.00	\$7,716.00	\$9,536.00	23.60%
Pakistani Students Association (PAKSA)	18	2	\$2,313.00	\$1,975.00	\$1,372.00	-30.50%	\$1,360.00	\$1,260.00	\$800.00	-36.50%	\$953.00	\$715.00	\$572.00	-20.00%
Philippine American League	66	3	\$2,413.00	\$2,580.00	\$3,175.00	23.10%	\$1,315.00	\$1,515.00	\$1,050.00	-30.70%	\$1,098.00	\$1,065.00	\$2,125.00	99.50%
Photo Club	68	4	\$5,788.00	\$5,607.00	\$7,257.00	29.40%	\$5,290.00	\$4,724.00	\$6,955.00	47.20%	\$498.00	\$883.00	\$302.00	-65.80%
Pride Alliance	15	0	\$2,715.00	\$2,610.00	\$2,276.00	-12.80%	\$500.00	\$500.00	\$400.00	-20.00%	\$2,215.00	\$2,110.00	\$1,876.00	-11.10%
Quidditch Club	42	1	\$5,602.00	\$6,628.00	\$5,978.00	-9.80%	\$3,530.00	\$4,480.00	\$3,542.00	-20.90%	\$2,072.00	\$2,148.00	\$2,436.00	13.40%
Quiz Bowl Club	13	3	\$360.00	\$1,100.00	\$435.00	-60.50%	\$0.00	\$576.00	\$219.00	-62.00%	\$360.00	\$524.00	\$216.00	-58.80%
RPI Cricket	0	11	\$6,530.00	\$4,412.00	\$1,475.00	-66.60%	\$5,883.00	\$3,717.00	\$580.00	-84.40%	\$647.00	\$695.00	\$895.00	28.80%
RPI Debate Club	15	1	\$1,847.00	\$1,946.00	\$0.00	-100.00%	\$816.00	\$240.00	\$0.00	-100.00%	\$1,031.00	\$1,706.00	\$0.00	-100.00%
RPI Flying Club	62	1	\$15,701.00	\$19,148.00	\$10,097.00	-47.30%	\$9,804.00	\$12,696.00	\$6,780.00	-46.60%	\$5,897.00	\$6,452.00	\$3,317.00	-48.60%
RPI Interplanetary Society	18	0			\$356.00	N/A			\$0.00	N/A			\$356.00	N/A
RPI SEDS	57	0		\$0.00	\$260.00	N/A		\$0.00	\$0.00	N/A		\$0.00	\$260.00	N/A
RPI Sangam	6	1		\$3,776.00	\$3,280.00	-13.10%		\$2,150.00	\$2,400.00	11.60%		\$1,626.00	\$880.00	-45.90%
Racquetball	12	3	\$9,603.00	\$11,416.00	\$9,912.00	-13.20%	\$4,900.00	\$7,490.00	\$5,580.00	-25.50%	\$4,703.00	\$3,926.00	\$4,332.00	10.30%

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APPENDIX B (continued): GENERAL CLUB SUBSIDIES

Club Name	Current Members		Approved Expense				Approved Income				Approved Subsidy			
	UG	GR	FY 2018	FY 2019	FY 2020	FY19 to FY20 %	FY 2018	FY 2019	FY 2020	FY19 to FY20 %	FY 2018	FY 2019	FY 2020	FY19 to FY20 %
Rensselaer Science Fiction and Anime	80	3	\$40,794.00	\$40,795.00	\$40,695.00	-0.20%	\$40,795.00	\$40,795.00	\$40,695.00	-0.20%	(\$1.00)	\$0.00	\$0.00	N/A
Rifle Club	30	2	\$8,636.00	\$9,853.00	\$9,776.00	-0.80%	\$7,380.00	\$8,380.00	\$8,075.00	-3.60%	\$1,256.00	\$1,473.00	\$1,701.00	15.50%
Rugby	52	3	\$30,821.00	\$35,542.00	\$30,817.00	-13.30%	\$20,911.00	\$23,446.00	\$20,066.00	-14.40%	\$9,910.00	\$12,096.00	\$10,751.00	-11.10%
Sailing	0	0	\$3,555.00			N/A	\$2,004.00			N/A	\$1,551.00			N/A
Ski Team	25	1	\$31,610.00	\$33,364.00	\$31,718.00	-4.90%	\$21,432.00	\$21,060.00	\$20,070.00	-4.70%	\$10,178.00	\$12,304.00	\$11,648.00	-5.30%
Ski and Snowboard Club	150	32	\$49,346.00	\$25,524.00	\$27,456.00	7.60%	\$47,733.00	\$24,095.00	\$24,330.00	1.00%	\$1,613.00	\$1,429.00	\$3,126.00	118.80%
Slavic Students Association	132	8		\$350.00		N/A			\$0.00			\$350.00		N/A
Sole Survivors	71	4		\$320.00	\$584.00	82.50%		\$0.00	\$0.00			\$320.00	\$584.00	82.50%
Sport TaekwonDo	28	2	\$4,855.00	\$0.00	\$4,930.00	N/A	\$4,265.00	\$0.00	\$4,905.00	N/A	\$590.00	\$0.00	\$25.00	N/A
Sports Car Association	4	0	\$300.00			N/A	\$0.00			N/A	\$300.00			N/A
Student Veterans Association	16	4	\$515.00	\$515.00	\$768.00	49.10%	\$248.00	\$348.00	\$255.00	-26.70%	\$267.00	\$167.00	\$513.00	207.20%
Super Smash Brothers Club	342	14	\$525.00	\$315.00	\$315.00	0.00%	\$0.00	\$0.00	\$0.00		\$525.00	\$315.00	\$315.00	0.00%
Swim Club	38	0	\$2,178.00	\$1,991.00	\$2,070.00	4.00%	\$2,010.00	\$1,754.00	\$1,700.00	-3.10%	\$168.00	\$237.00	\$370.00	56.10%
Table Tennis	129	10	\$2,445.00	\$2,489.00	\$1,384.00	-44.40%	\$2,227.00	\$1,877.00	\$1,136.00	-39.50%	\$218.00	\$612.00	\$248.00	-59.50%
Tae Kwon Do	1	2	\$1,005.00	\$796.00	\$0.00	-100.00%	\$825.00	\$600.00	\$0.00	-100.00%	\$180.00	\$196.00	\$0.00	-100.00%
Tennis Club	8	0	\$2,060.00	\$2,560.00	\$3,225.00	26.00%	\$1,252.00	\$1,632.00	\$1,863.00	14.20%	\$808.00	\$928.00	\$1,362.00	46.80%
Ultimate Frisbee	148	11	\$22,500.00	\$26,743.00	\$21,218.00	-20.70%	\$18,052.00	\$20,452.00	\$17,250.00	-15.70%	\$4,448.00	\$6,291.00	\$3,968.00	-36.90%
Volleyball	35	3	\$12,685.00	\$15,136.00	\$13,533.00	-10.60%	\$9,850.00	\$11,200.00	\$9,790.00	-12.60%	\$2,835.00	\$3,936.00	\$3,743.00	-4.90%
Water Polo	11	0	\$13,712.00	\$10,482.00	\$11,183.00	6.70%	\$6,936.00	\$4,500.00	\$5,020.00	11.60%	\$6,776.00	\$5,982.00	\$6,163.00	3.00%
Weight Lifting	6	1	\$2,908.00	\$1,389.00		N/A	\$1,836.00	\$826.00			\$1,072.00	\$563.00		N/A
Women's Club Soccer	25	0	\$5,475.00	\$9,306.00	\$9,084.00	-2.40%	\$3,483.00	\$4,557.00	\$4,232.00	-7.10%	\$1,992.00	\$4,749.00	\$4,852.00	2.20%
Women's Golf	11	0	\$2,750.00			N/A	\$1,644.00				\$1,106.00			N/A
Wrestling	12	0	\$27,295.00	\$36,229.00	\$33,475.00	-7.60%	\$13,056.00	\$17,219.00	\$12,740.00	-26.00%	\$14,239.00	\$19,010.00	\$20,735.00	9.10%
Totals	4299	361	\$702,048	\$695,019.45	\$682,678.30	-1.80%	\$470,875	\$441,146	\$436,298.30	-1.10%	\$231,173	\$253,873.45	\$246,380	-3.00%

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APPENDIX C: SERVICE CLUB SUBSIDIES

Club Name	Current Members		Approved Expense				Approved Income				Approved Subsidy			
	UG	GR	FY 2018	FY 2019	FY 2020	FY19 to FY20 %	FY 2018	FY 2019	FY 2020	FY19 to FY20 %	FY 2018	FY 2019	FY 2020	FY19 to FY20 %
8th Street Swing Band	19	1	\$6,399.50	\$6,419.00	\$140.00	-97.80%	\$0.00	\$0.00	\$0.00	N/A	\$6,399.50	\$6,419.00	\$140.00	-97.80%
Afro-Cuban Jazz Orchestra	13	0	\$6,264.50	\$6,297.00	\$91.00	-98.60%	\$0.00	\$0.00	\$0.00	N/A	\$6,264.50	\$6,297.00	\$91.00	-98.60%
Autoshop	7	1	\$3,243.00	\$5,313.00	\$4,713.00	-11.30%	\$1,700.00	\$1,230.00	\$1,230.00	0.00%	\$1,543.00	\$4,083.00	\$3,483.00	-14.70%
Big Brothers Big Sisters	24	1	\$1,605.00	\$1,390.00	\$1,970.00	41.70%	\$0.00	\$0.00	\$0.00	N/A	\$1,605.00	\$1,390.00	\$1,970.00	41.70%
Circle K	54	2	\$4,334.00	\$4,926.00	\$5,406.00	9.70%	\$1,662.00	\$1,950.00	\$2,190.00	12.30%	\$2,672.00	\$2,976.00	\$3,216.00	8.10%
Colleges Against Cancer	36	0	\$747.00	\$991.00	\$660.00	-33.40%	\$0.00	\$0.00	\$0.00	N/A	\$747.00	\$991.00	\$660.00	-33.40%
Community Service	1	0	\$500.00	\$500.00	\$625.00	25.00%	\$0.00	\$0.00	\$0.00	N/A	\$500.00	\$500.00	\$625.00	25.00%
Executive Board	26	4	\$13,060.00	\$13,823.00	\$19,814.00	43.30%	\$0.00	\$0.00	\$0.00	N/A	\$13,060.00	\$13,823.00	\$19,814.00	43.30%
GM Week	7	0	\$46,455.00	\$52,300.00	\$55,939.00	7.00%	\$1,950.00	\$0.00	\$0.00	N/A	\$44,505.00	\$52,300.00	\$55,939.00	7.00%
Habitat for Humanity	21	1	\$3,935.00	\$5,331.40	\$1,925.00	-63.90%	\$2,132.00	\$2,857.40	\$960.00	-66.40%	\$1,803.00	\$2,474.00	\$965.00	-61.00%
Jazz Ensemble	39	8	\$17,202.00	\$17,326.00	\$2,259.00	-87.00%	\$1,290.00	\$1,290.00	\$840.00	-34.90%	\$15,912.00	\$16,036.00	\$1,419.00	-91.20%
Judicial Board	10	3	\$1,015.00	\$941.00	\$973.00	3.40%	\$0.00	\$0.00	\$0.00	N/A	\$1,015.00	\$941.00	\$973.00	3.40%
Pep Band	114	8	\$12,477.00	\$14,117.00	\$13,703.00	-2.90%	\$0.00	\$0.00	\$0.00	N/A	\$12,477.00	\$14,117.00	\$13,703.00	-2.90%
Percussion Ensemble	10	1	\$6,219.50	\$6,234.00	\$70.00	-98.90%	\$0.00	\$0.00	\$0.00	N/A	\$6,219.50	\$6,234.00	\$70.00	-98.90%
Players	147	10	\$28,699.00	\$29,622.00	\$33,498.00	13.10%	\$9,214.00	\$9,214.00	\$8,090.00	-12.20%	\$19,485.00	\$20,408.00	\$25,408.00	24.50%
Rensselaer Music Association (RMA)	18	2	\$12,775.00	\$11,785.00	\$61,877.00	425.00%	\$150.00	\$500.00	\$450.00	-10.00%	\$12,625.00	\$11,285.00	\$61,427.00	444.30%
RPI Ambulance	119	6	\$31,036.00	\$28,463.00	\$19,823.00	-30.40%	\$2,928.00	\$3,840.00	\$900.00	-76.60%	\$28,108.00	\$24,623.00	\$18,923.00	-23.10%
RPI Global Medical Brigade	123	2	\$1,750.00	\$2,620.00	\$5,045.00	92.60%	\$0.00	\$0.00	\$0.00	N/A	\$1,750.00	\$2,620.00	\$5,045.00	92.60%
RPI TV	30	0	\$21,661.00	\$12,831.00	\$25,305.00	97.20%	\$775.00	\$2,025.00	\$2,225.00	9.90%	\$20,886.00	\$10,806.00	\$23,080.00	113.60%

APPENDIX C (continued): SERVICE CLUB SUBSIDIES

Club Name	Current Members		Approved Expense				Approved Income				Approved Subsidy			
	UG	GR	FY 2018	FY 2019	FY 2020	FY19 to FY20 %	FY 2018	FY 2019	FY 2020	FY19 to FY20 %	FY 2018	FY 2019	FY 2020	FY19 to FY20 %
RPlignite	16	0	\$1,380.00	\$1,390.00	\$524.00	-62.30%	\$652.00	\$250.00	\$225.00	-10.00%	\$728.00	\$1,140.00	\$299.00	-73.80%
Red Army	217	7	\$5,090.00	\$16,100.00	\$15,450.00	-4.00%	\$300.00	\$11,400.00	\$11,100.00	-2.60%	\$4,790.00	\$4,700.00	\$4,350.00	-7.40%
Rensselyrics	13	1	\$1,886.00	\$2,310.00	\$1,575.00	-31.80%	\$1,400.00	\$900.00	\$720.00	-20.00%	\$486.00	\$1,410.00	\$855.00	-39.40%
Sheer Idiocy	14	0	\$700.00	\$574.00	\$595.00	3.70%	\$130.00	\$120.00	\$300.00	150.00%	\$570.00	\$454.00	\$295.00	-35.00%
Statler & Waldorf	11	1	\$3,542.00	\$3,472.00	\$0.00	-100.00%	\$0.00	\$0.00	\$0.00	N/A	\$3,542.00	\$3,472.00	\$0.00	-100.00%
Student Senate	29	6	\$11,540.00	\$12,854.00	\$11,381.00	-11.50%	\$0.00	\$0.00	\$0.00	N/A	\$11,540.00	\$12,854.00	\$11,381.00	-11.50%
Symphonic Band	108	1	\$4,551.50	\$4,700.00	\$525.00	-88.80%	\$0.00	\$0.00	\$0.00	N/A	\$4,551.50	\$4,700.00	\$525.00	-88.80%
Terra Cafe	20	3	\$858.00	\$1,118.00	\$1,005.00	-10.10%	\$0.00	\$0.00	\$0.00	N/A	\$858.00	\$1,118.00	\$1,005.00	-10.10%
The Polytechnic	25	1	\$37,192.00	\$28,821.00	\$7,760.00	-73.10%	\$37,092.00	\$26,791.00	\$0.00	-100.00%	\$100.00	\$2,030.00	\$7,760.00	282.30%
UPAC Cinema	30	1	\$51,571.00	\$55,236.00	\$59,796.00	8.30%	\$21,825.00	\$13,955.00	\$13,170.00	-5.60%	\$29,746.00	\$41,281.00	\$46,626.00	12.90%
UPAC Comedy	16	0	\$32,260.00	\$28,116.00	\$29,714.00	5.70%	\$0.00	\$500.00	\$500.00	0.00%	\$32,260.00	\$27,616.00	\$29,214.00	5.80%
UPAC Concerts	20	1	\$90,129.00	\$92,245.00	\$122,800.00	33.10%	\$36,000.00	\$25,500.00	\$46,500.00	82.40%	\$54,129.00	\$66,745.00	\$76,300.00	14.30%
UPAC General	21	1	\$16,425.00	\$18,115.00	\$18,151.00	0.20%	\$0.00	\$0.00	\$0.00	N/A	\$16,425.00	\$18,115.00	\$18,151.00	0.20%
UPAC Lights	23	4	\$24,809.00	\$20,474.00	\$27,920.00	36.40%	\$13,000.00	\$13,000.00	\$12,600.00	-3.10%	\$11,809.00	\$7,474.00	\$15,320.00	105.00%
UPAC Sound	29	1	\$26,378.00	\$26,540.00	\$22,052.00	-16.90%	\$13,500.00	\$13,500.00	\$13,500.00	0.00%	\$12,878.00	\$13,040.00	\$8,552.00	-34.40%
Union Speakers Forum	8	2	\$43,650.00	\$47,660.00	\$35,650.00	-25.20%	\$0.00	\$0.00	\$0.00	N/A	\$43,650.00	\$47,660.00	\$35,650.00	-25.20%
W2SZ HAM Radio	10	4	\$2,745.00	\$1,364.00	\$3,656.00	168.00%	\$570.00	\$585.00	\$615.00	5.10%	\$2,175.00	\$779.00	\$3,041.00	290.40%
WRPI	38	4	\$30,615.00	\$34,716.00	\$27,466.00	-20.90%	\$0.00	\$500.00	\$0.00	-100.00%	\$30,615.00	\$34,216.00	\$27,466.00	-19.70%
Winter Carnival	10	0	\$33,110.00	\$31,910.00	\$34,200.00	7.20%	\$0.00	\$0.00	\$0.00	N/A	\$33,110.00	\$31,910.00	\$34,200.00	7.20%
Totals	1476	88	\$637,809.00	\$648,944.40	\$674,056.00	3.90%	\$146,270.00	\$129,907.40	\$116,115.00	-10.60%	\$491,539.00	\$519,037.00	\$557,941.00	7.50%

APPENDIX D:

ADMINISTRATIVE SUBSIDIES

	Approved Subsidy			
	FY 2018	FY 2019	FY 2020	FY19 to FY20 %
Administration Office	\$1,064,963.00	\$1,130,872.00	\$1,151,800.76	1.90%
Big Red Freakout	\$6,000.00	\$5,750.00	\$5,000.00	-13.00%
Rensselaer Collegiate Store	(\$392,167.00)	(\$393,598.00)	(\$393,598.00)	0.00%
Clubhouse Pub	(\$54,605.00)	(\$11,906.00)	(\$5,161.00)	-56.70%
Contingency	\$32,500.00	\$33,000.00	\$35,000.00	6.10%
Debt Service	\$188,341.00	\$258,890.00	\$258,890.00	0.00%
Facilities	\$123,880.00	\$141,976.55	\$151,375.24	6.62%
Father's Marketplace	(\$86,613.00)	(\$86,613.00)	(\$86,613.00)	0.00%
Food Service	(\$46,463.00)	(\$46,463.00)	(\$46,463.00)	0.00%
Games Room	\$8,984.00	\$8,984.00	\$8,660.00	-3.60%
Intramurals	\$7,903.00	\$8,128.00	\$5,303.00	-34.80%
Legal Services	\$41,478.00	\$42,515.00	\$43,578.00	2.50%
Mueller Center	\$426,498.00	\$440,103.00	\$520,031.00	18.20%
Multicultural & Diversity Programs and Initiatives	\$14,695.00	\$14,530.00	\$14,450.00	-0.60%
Performing Arts	\$7,540.00	\$7,540.00	\$8,300.00	10.10%
Playhouse	\$15,342.00	\$14,686.00	\$16,416.00	11.80%
RU Clubs and Organizations Support	\$44,385.00	\$47,072.00	\$47,712.00	1.40%
RU Marketing & Publicity	\$23,030.00	\$19,025.00	\$22,490.00	18.20%
RU Student Staff	\$436,297.00	\$436,143.00	\$429,115.00	-1.61%
Student Activities Special Events	\$16,810.00	\$31,810.00	\$26,930.00	-15.30%
Student Activities Summer	\$19,650.00	\$11,950.00	\$14,000.00	17.20%
The Arch	\$15,000.00	\$20,422.00	\$16,172.00	-20.80%
Travel Contingency	\$43,000.00	\$45,500.00	\$45,500.00	0.00%
Vendors	(\$90,122.00)	(\$89,884.00)	(\$89,884.00)	0.00%
Totals	\$1,866,326.00	\$2,090,432.55	\$2,199,004.00	5.19%

APPENDIX E:

BUDGETING GUIDELINES SUMMARY

Budget Income

The Union does not subsidize certain program expenses. Unsubsidized expenses must have an accompanying income line in the budget to cover this difference. This income can be generated from dues, fees for services, fundraising, or by personal contribution.

Dues

Clubs that are required to collect dues must collect at least the dollar amount per person in dues set by the E-Board during budgeting.

Clubs that collect dues shall collect 50 percent more from members who do not pay the Activity Fee. This excludes legal dependents of Activity Fee-paying students.

Clubs that hire a coach must have dues that cover 50 percent of the coach's salary.

Fundraising

Clubs may desire to fundraise income to meet their obligations for programs. The E-Board must approve all fundraising initiatives as programs in advance during normal budgeting procedures based on if it is consistent with Rensselaer community standards, violates any known local, state, and federal laws, and it is in the "spirit of Rensselaer." Any unauthorized fundraising may be referred to the Judicial Board.

Budget

Budgeted expenses are those expenses that are eligible for and have been approved for funding by the E-Board during budgeting. Each club or organization must research prices for all expenses for the upcoming budget, in preparation for submitting an accurate budget each November for the next fiscal year. Prior to actually purchasing the items, new bids and quotes must be obtained when necessary.

All clubs and organizations are required to purchase materials from RPI-approved vendors. If a club cannot obtain the necessary materials/equipment from a pre-approved vendor, the club can work with the Union's Finance Office to get a specific vendor approved for the purchase.

Food

The amount of subsidy for receptions will not exceed \$3.50 per Activity Fee-paying club member per semester. Reception Funds are intended to be used throughout the semester at the club's discretion. It is recommended they be used for recruitment and end of year receptions. Reception funding is only to be used for events where all club members are invited to attend and a plan for its use should be included in the budget request for Reception Funds. Reception Funds will not

exceed \$700 per year, regardless of membership. Other programs involving food in the budget must also include an appropriate income line to cover the cost of the food.

Lodging

When a club is required to stay overnight for an event in which the members are competing or representing Rensselaer, the cost of lodging will be subsidized for each gender. The maximum price that the Union will subsidize for lodging is \$125 per night for rural locations and \$175 per night for urban locations. Clubs are expected to budget based on a maximum of 2 people per room

Uniforms & Personal Items

Clubs may choose to take advantage of the purchasing power of the Union to acquire uniforms, t-shirts, and personal items related to their club's activities, whether they are approved budget items or not. If uniforms, t-shirts or personal items are not approved budget items, the club or organization must pay the Union up-front for the cost of the items and the Union will then issue a purchase order. In any event, as approved budget items or not, the design of all uniforms, t-shirts, and personal items must be consistent with Rensselaer Community standards, must not violate any known local, state, or national laws, and must be in the "spirit of Rensselaer."

Referees, Coaches, Instructors

Prior to being contracted, coaches, and instructors must submit proper certification to the club's SARP.

Coaches should not be given salary or benefit increases in club budgeting. Any changes made to these items will be discussed by the E-Board during general budgeting. Funds allocated for coaches, instructors, or referees cannot be transferred to other programs or vice versa.

Philanthropic Events

The intent of the Union Activity Fee is to enrich student life on campus and not be a direct or indirect donation to charity or philanthropy.

The E-Board may choose to subsidize philanthropic or charitable events if the event provides substantial benefit to campus, student life, or student development. The philanthropic event must be accessible to all students and predominantly focus on students (e.g. spread awareness or entertain).

Events requiring mandatory donations, such as entrance fees, will not be subsidized. An entrance fee that is used exclusively to offset the cost of the event is not considered a mandatory donation.

Club Services & Misc Expenses

The Polytechnic Advertising – The Rensselaer Polytechnic advertising is approved through the budgeting

process by the E-Board, but is allocated as Poly Credits, which are equal to 1/8 of a page. Each Credit is valued at \$20. The E-Board will evaluate each request and determine how much space they will be able to approve for allocation. The use of Poly Credits is contingent on space availability in The Polytechnic. Allocations will not be made for announcing club meetings, as Poly Credits should be used for special events.

UPAC Sound and Lights – Union Funded Clubs are not required to pay the rental fee on equipment but are required to pay technician fees for the students who work the event at the rate set by the E-Board. Contracting UPAC Sound and/or UPAC Lights requires a two-week notice; late fees are assessed to any club that does not give proper notice.

Public Safety – Many events may require Public Safety for crowd control and/or liability purposes. Public Safety evaluates each program on an individual basis to determine if their services will be required. Each club should consult with their SARP on budgeting for this service. The Union budgets for the total cost of Public Safety at these events. Requests for Public Safety must be received two weeks prior to an event or the event can be canceled.

Club Technology Services – The Rensselaer Union provides storage space on a separate club web hosting server that is made available to Union Recognized and Affiliated clubs. The Union provides a single username and password for that club to use to edit its resources. If you have any questions about these services, contact the Union Systems Administrators at sysadmin@union.lists.rpi.edu.

Club Materials

The Union may subsidize a maximum of 250 copies for general club advertisement.

All club belongings, including generic supplies or materials, must be documented and accounted for in the club's inventory. The inventory must include the type of item (or type of group of items), its dollar value to replace, and the number of those items in possession. Any item that is integral to club operations or has a value greater than \$100 must be individually inventoried.

Note: To view the Rensselaer Union Guidelines and Procedures document in full or to learn more about club finances, visit <https://rpi.box.com/v/union-guidelines-procedures>.

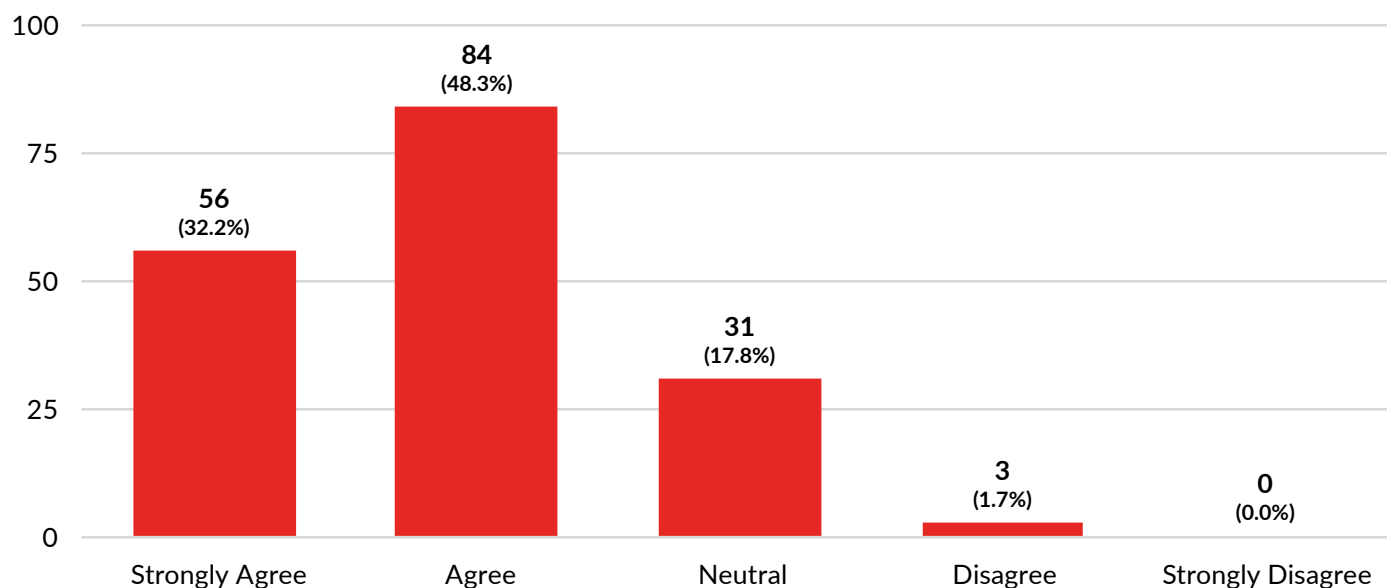
APPENDIX F:

RESERVES ACCOUNT BREAKDOWN

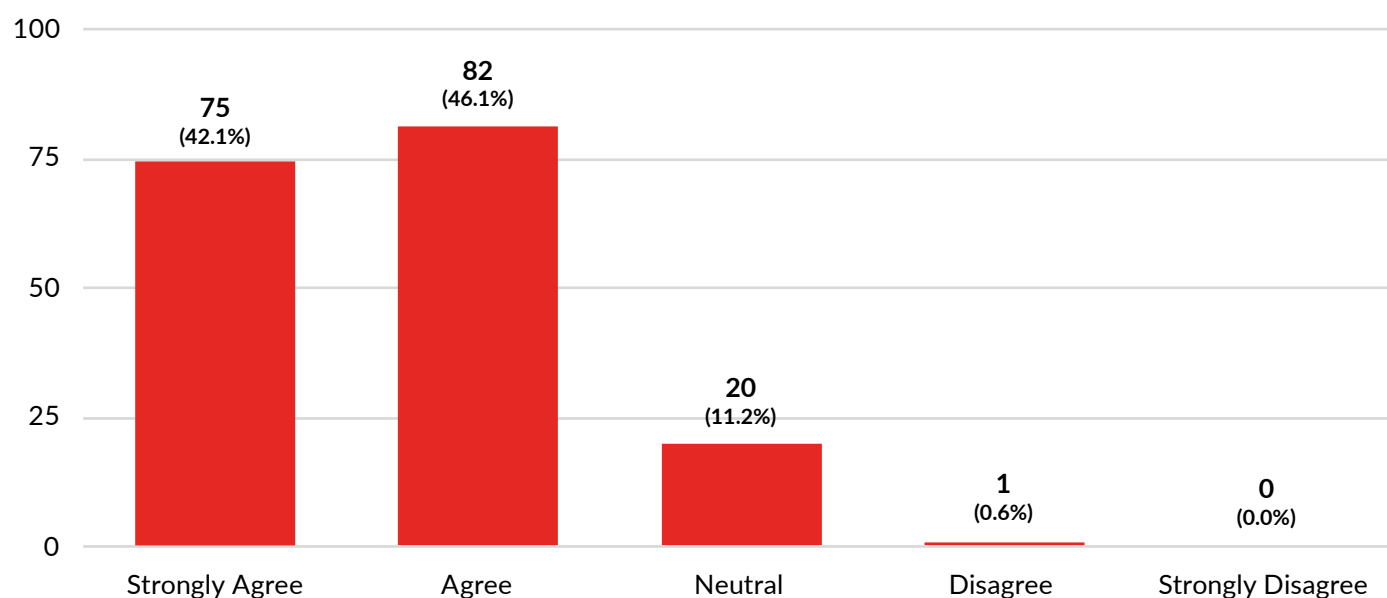
Reserve Fund Name	Purpose	Source			Current Balance
		Student Fees	Income	Fundraising	
Astrophysical	16" telescope maintenance; purchase of large equipment	✓			\$1,674.26
Auto Shop	lift; tire balancer repair or replacement	✓			\$2,032.00
BSA Cultural Center	upkeep of Multicultural Lounge; programming		✓		\$5,146.00
The Clubhouse Pub	large equipment replacement	✓			\$6,063.45
Crew	shell purchase; equipment and boathouse updates	✓		✓	\$4,079.50
Habitat for Humanity	local build savings account for fundraised money			✓	\$4,271.00
Mother's	lighting equipment replacement	✓			\$750.00
Mueller Center	Circuit Training; major equipment purchases	✓			\$7,313.00
Percussion Ensemble	Vibraphone purchase	✓			\$550.00
Playhouse	long-term purchases; light/sound updates	✓			\$28,766.90
Polytechnic	computer purchases		✓		\$0.00
Rensselaer Music Association	large instrument purchases	✓			\$1,450.85
Rensselyrics	CD production	✓	✓	✓	\$711.43
RPI Ambulance Replacement	ambulance; first response vehicle; radios; emergencies; house expenses	✓			\$125,663.98
RPI TV	cameras; equipment repairs	✓			\$14,511.35
RSFA (Science Fiction)	Genericon expenses		✓		\$27,206.48
Sailing	boats; sails	✓			\$7,820.00
Transit	camera purchase	✓			\$21,913.00
Union Facilities	large project repairs; upgrades	✓			\$432,441.63
Union Technology	new server upgrade for Union IT	✓			\$24,000.00
UPAC Cinema	projection equipment replacement	✓			\$1,708.00
UPAC Lights	large lighting equipment purchases; repairs	✓			\$3,324.83
UPAC Sound	large sound equipment purchases; repairs	✓			\$20,156.36
V Day	women's issues & domestic violence programs			✓	\$1,481.00
Volleyball	replacement netting system	✓			\$200.00
W2SZ	antennae replacement or repair	✓			\$722.57
Wrestling	replacement competition mats	✓			\$4,373.11
WRPI	major equipment purchases; repairs; tower maintenance	✓			\$47,813.18
Total					\$796,143.88

APPENDIX G: CLUB OFFICER FEEDBACK RESULTS

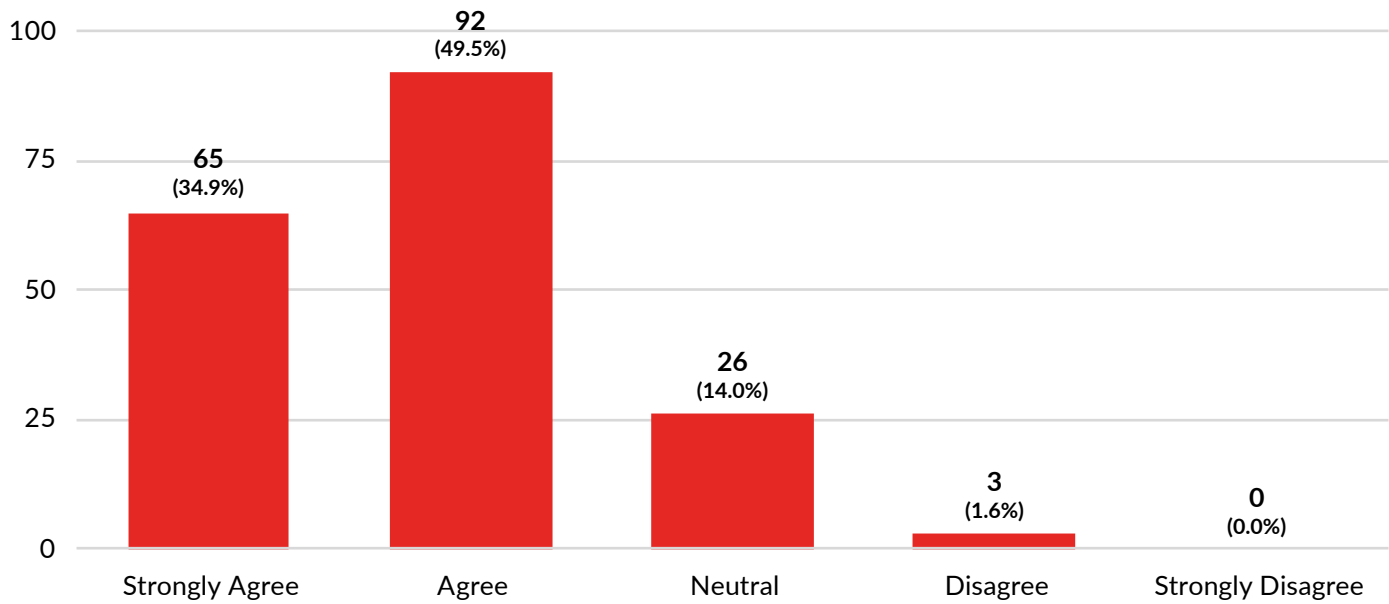
As a club officer, I have enhanced my financial literacy and budgeting skills.



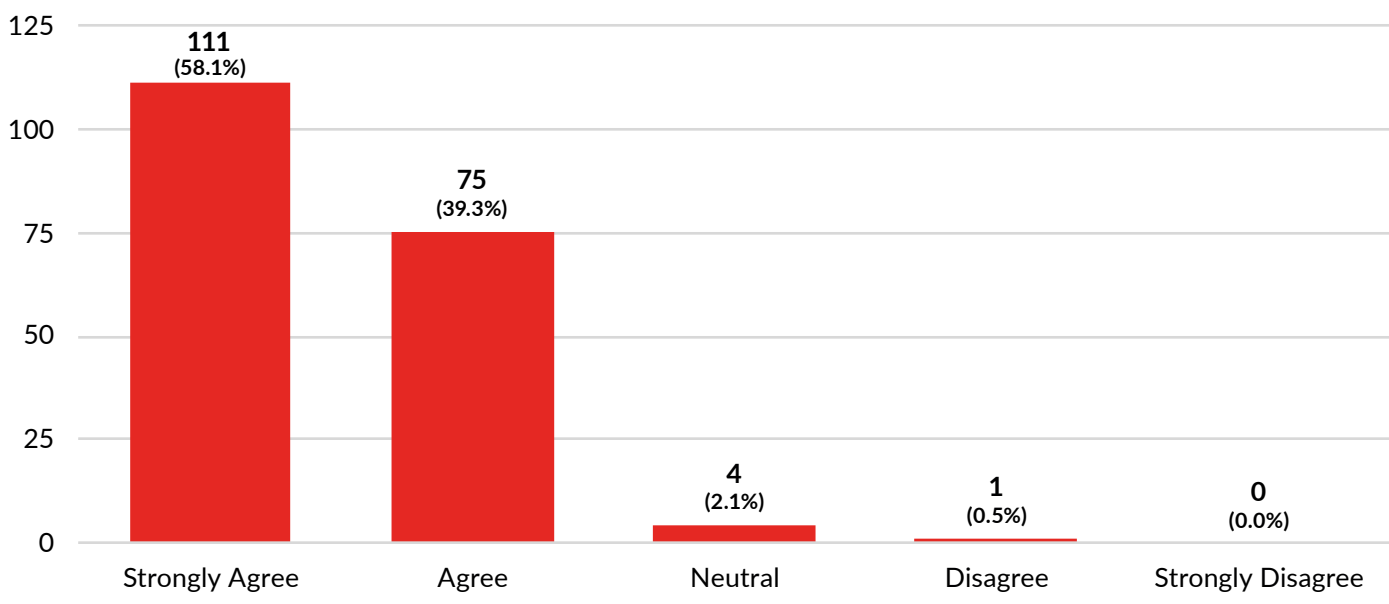
As a member of a Union club, I feel a stronger connection to RPI.



As a member of a Union club or organization, I feel a sense of support for my educational experience.



As a club officer, I have learned how to include others through activities and engagement.



CONTRIBUTORS & APPROVALS

Union Annual Report Committee

Mary Clare Crochiere (Chairwoman)
Nate Sullivan (Vice Chairman)
Rachel Antmann
Justin Etzine*
John Jacangelo
Bryan Johns
Andrew Kiselik
Advaith Narayan
Tejas Narayan
Kinshuk Panda
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Stefanie Warner*

* ex-officio members

Advisors

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Steve Allard (Director of the Mueller Center)
Cameron McLean (Director of Student Activities)

Attributions & Acknowledgments

Layout and typesetting by Stefanie Warner.

Photo of Grand Marshal and President of the Union courtesy of Jonathan Caicedo/The Polytechnic.

Features section icons were created by Marcus NO, Maxim Basinski, and Vectors Market, respectively, and are used under Creative Commons.

Union Executive Board

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Anissa Choiniere (Vice President)
Mathew Aliotta
Rachel Antmann
Mary Clare Crochiere
Ryan Delaney
Dragana Dragutinovic
Gabrielle Gentile
Vishrudh Gopalakrishnan
David Hontz
John Jacangelo
Cody Kazakoff
Caitlin Kennedy
Andrew Kiselik
Deepika Kothakapa
Christine Magunga
Yaseen Mahmoud
Dante Mancinelli
Brian Mansaku
Charles Omoregbee
David Raab
Rida Rahman
Esmeralda Ramirez
Alexander Schneiderman
Samantha Spano
Nathan Sullivan
Justina Thompson
Benjamin Volk
Andrew Waltzer

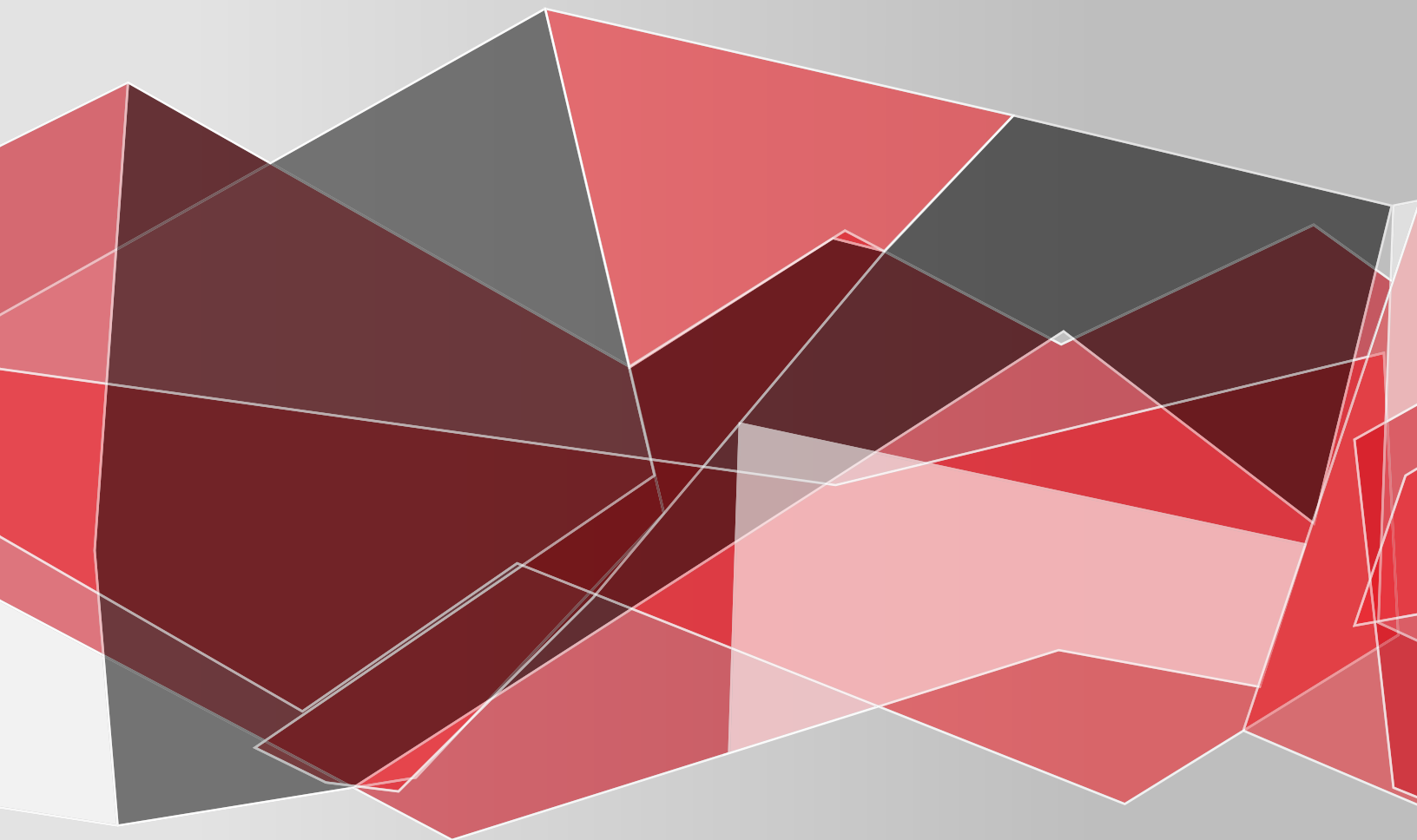
Student Senate

Stefanie Warner (Grand Marshal)
Meagan Lettko (Vice Grand Marshal)
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Anusha Agarwal
Emi Ahlo
Mathew Aliotta
Isabella Arroyo
Rhea Banerjee
Jonathan Bao
Joshua Beard
Nancy Bush
Colleen Corrigan
Mary Clare Crochiere
Andrew D'Aoust
Andrew DiBiasio
Kurt Dominesey
Reed Freeman
Lauren Gandy
Tahsin Islam
Bryan Johns
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Neha Keshan
Joseph Lyon
Samantha Meyerson
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Christopher Pybus
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Maya Sanders
Zachary Taylor

Please contact the Union Annual Report Committee or the Union Executive Board at rpiunion@rpi.edu with any questions or concerns about the budgeting process, student government, the UAR, or the Activity Fee.

Please note that the Rensselaer Union budget for Fiscal Year 2020 is not official until it has been approved by the Rensselaer Polytechnic Institute Board of Trustees as of early March 2019. On January 28, 2019, the Rensselaer Union 49th Student Senate approved the Union Activity Fee Recommendation (21-0-0) and approved the Union Annual Report (21-0-0). Both were also approved by the Union Annual Report Committee on January 24, 2019 (6-0-0). Once the budget has received approval of the Board of Trustees, the information contained in this Union Annual Report is public information to all members of the Rensselaer community. The Rensselaer Union 50th Student Senate approved the Union Annual Report with revisions (17-0-0) on September 30, 2019.

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