

Officer Changeover Process

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Re-Registering the Club as an RSO

Before Re-Registering

1) All new officers must complete the SGA Officer Training Canvas Modules. They can be found at <https://osi.ucf.edu/rso/>

Registered Student Organizations (RSO)

Want to join Student Organizations ?

Be sure to log-in with your NID and NID password into [KnightConnect](#). Here you will find information about all RSOs, upcoming events, and leadership opportunities to name a few. KnightConnect also has the ability to automatically build your [involvement resume](#) as you track leadership roles, service hours and activities.

Required Materials for Being an RSO

Before you begin the registration process, it is helpful to prepare the information that the registration process on Knight Connect will require you to provide:

- At least 12 UCF student members with knights emails
- An organization president and one other officer
- UCF faculty or staff advisor
- A Constitution ([see template](#))
- A mission that is unique and not a duplicate of an existing RSO
- External Affiliation documents (if applicable and affiliated with an external organization)

Re-Register an Existing RSO

1. Find your organization on [KnightConnect](#)
2. Select the blue "Re-Register" button next to your organization's name
 - Be sure that the person who re-registers the organization will be the primary contact
 - Ensure that all officers who you wish to be "Authorized Officers" have completed the [Webcourse module to qualify](#)
3. Complete the re-registration packet and wait for approval
 - May take up to two weeks to process

2) At least 2 of the new officers (ideally the President and the Treasurer) must complete the SGA financial training Canvas Module found at <https://studentgovernment.ucf.edu/funding/rso/>

RSO & Individual Funding

How to Receive Funding: A Step-by-Step Guide

1. For **Individual** funding, skip to step 2 below. For **Organizations**, you must be *Registered* via the Office of Student Involvement to be eligible to receive funding.

- [Re-Register an Existing RSO](#)

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2. Complete financial training

Registered Student Organizations (RSOs) must complete an Office of Student Involvement (OSI) Update Form each Fall, Spring, and after officer elections prior to seeking SG funding (see above for details).

- [Start Financial Training](#)

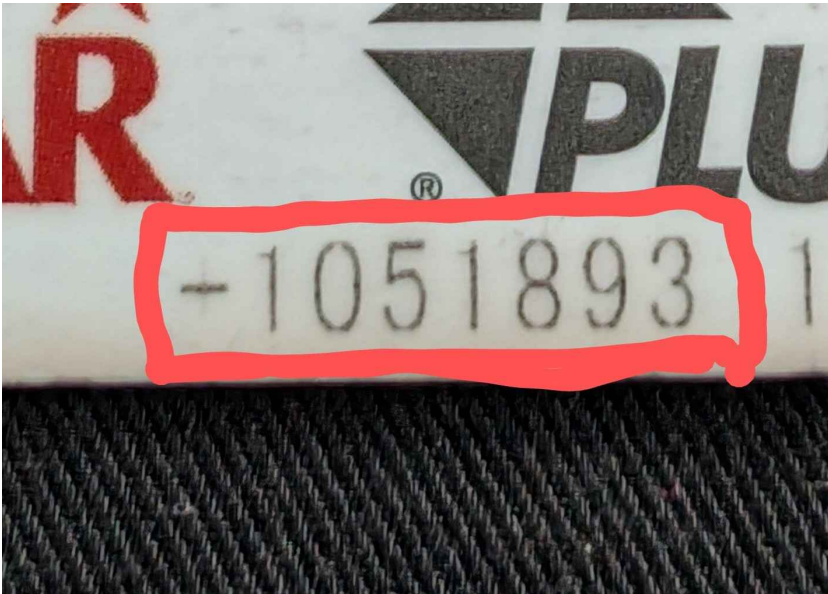
Re-Registering through KnightsConnect

- 1) The RSO needs to be re-registered with the new officer board within 10 days of the election's completion.
- 2) Go to KnightsConnect at <https://knightconnect.campuslabs.com/engage/register>
- 3) Search for "Robotics Club of Central Florida"
- 4) Follow the KnightsConnect process to re-register the club.

IST Building Access/Lab Access

Building Access

- 1) Talk to Marcy about giving building access to new officers, and removing access from old officers.
- 2) She will ask you for 3 main pieces of information for every officer (old and new): [Full Name] [UCF ID (the 7 digit one)] [First 7 digits of the number on the back side of your ID including the sign (see below)]



NOTE: If you have never needed building access at UCF previously, you will need to go to Card Services and ask them to print you a new ID with this number on the back.

- 3) Send all the information to Marcy and Crystal in an email, make sure you tell them which officers need to **get** access and which need to have it **removed**.

Lab Access

- 1) Old officers should give new officers the code to the lock box so they can open the lab.
- 2) After the transition process is complete, new officers should change the code to lock box for security.
- 3) New officers need to complete a 3 hour Lab Safety training in order to be "**officially**" allowed to open and run the lab.

Lab Rules/Practices to Keep in Mind

- 1) **DO NOT** leave the back door propped open for any reason. The self closing mechanism will be damaged and will stop closing the door all the way, and it raises a building security risk.
- 2) Students can enter from the front door of the building before 5pm, after that they need to knock on the back door and be let in.
- 3) Unless they are given explicit access, or they are accompanied by an officer, members **SHOULD NOT** be roaming the building aside from going to the bathroom down the hall, or working in the RAPID lab space.
- 4) Prior to using power tools in the lab, the user of the tool must notify **EVERYONE** in the lab, and offer them hearing protection before starting.
- 5) Certain tools/processes that may release harmful fumes into the lab, **MUST** be done either outside, or with proper ventilation. E.g. cutting carbon fiber should be done outside with proper masks, soldering can be done inside, but flammable materials need to be away from the area, and the soldering fans must be used. As a general rule of thumb: **Do not permit others to incur a risk if they are not aware of it, or are not given the chance to remove themselves/lower their level of risk.**
- 6) Keep the lab **CLEAN!** It is not only good for safety reasons to have a clean lab, but it helps promote productivity and organization within projects. If a team has to clean up after the group that was using the space the day before, they have wasted time that they otherwise would have been productive, and probably did not put things away properly, which will negatively affect the team that originally left the mess.

Discord Moderation

Role Transfer

- 1) The former president should assign all new officers to the officer role in the RCCF Discord.
- 2) Server ownership should be transferred to the new president of the club.

NOTE: Any new moderators need to perform 2-factor authentication to perform serious server operations.

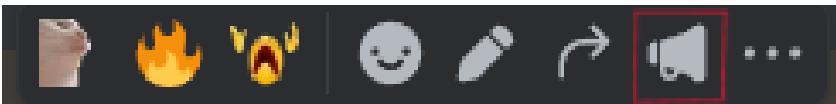
Adding New Spam/Auto Ban Rules

- 1) Go to Server Settings.
- 2) Go to Safety Setup.
- 3) Click the edit button for AutoMod.
- 4) From here you can choose how to enforce AutoMod capabilities.

NOTE: The Audit Log feature in the Server Settings can be a very useful tool when checking important server activity and seeing which users performed what actions.

Making Announcements

- 1) Some Discord servers "follow" our announcements channel in order to receive updates about our club and events we are having. Because of this **#announcements works slightly differently than expected.**
- 2) When Officers make announcements, it's important to keep in mind who the target audience should be. **A normal @everyone ping will mostly target users that are active in the Discord.** If an officer is making an announcement that they would like to **relay to people even outside the club** (e.g. GBMs or tabling), they need to **press the megaphone button** after the announcement is posted.



Outreach and Recruitment

- Resources:
 - Old gmail account:
 - ucroboticsclubnews@gmail.com
 - Password: HydrateOrFORTRAN44?!
 - Need to change 2-step verification numbers
 - Used for Canva and some other club account connections.
 - Old outlook account:
 - robotics@ucf.edu
 - Password: CentralFlorida24!
 - Even though we don't use it, we still get purchase order details and emails from UCF and UCF staff from here. It's worth checking it once in a while.
 - UCF classroom reservation for outreach events: [Classroom Reservation Form - Registrar's Office](#)
 - Canva has all the presentations I ever made for Outreach and recruitment events or activities so you can use those as templates.
- Position responsibilities:
 - Whatever the president says!
 - Recruitment of members at the start of each semester. You were there for all the recruitment events like Opening Knight so you know. A big chance to get members is by presenting to the Intro to Engineering class taught by Mrs. Sullivan. You can contact her in a couple of weeks before the semester starts to get permission to present in her class:
jacqueline.sullivan@ucf.edu
 - For recruitment, you can post flyers around campus
 - Ask more professors to present the club in their class
 - Table at the Atrium
 - etc.
 - Organize and attend outreach events. You have also been there for a good number of them so you know how it goes. A good tip is to try and prepare as early as possible.
 - Don't overwork yourself!!!! Don't say yes to every outreach event opportunity. Do 2 to 3 events each semester that are well-planned.
 - Get sponsors and money for the club! Work with the president and other officers to determine what companies and/or grants would be worth pursuing, and work to send emails, create packages, or fill in applications to try and get sponsors or grants.
 - You can set up the Outreach Committee to help you with preparing for events, attending events, recruiting members, and getting sponsors.
- TIPS:

- Get to know about what each project is doing. This will help you in communicating with companies, and people interested in the club, which is important if you are to be the spokesperson of the club outside of UCF or within UCF.
- Use the outreach committee as much as possible. Don't try and do everything by yourself! This is a great way to burn out.
- Plan events and activities as early as possible. This will make everything less stressful.

Secretary

The steps to transfer the secretary to the new officer.

Secretary

Transfer:

1. Make sure new officer has RCCF email.
2. Check if everyone has an account on the secret library.
3. Make sure the new officer gets the keys, the password to lab, and the officer email login
4. Secretary@rccf.club is the email for secretary.
5. Insure the new officer is added to all emails.
6. Make sure all emails and groups are added
7. Tell new officers about labels in groups to organize emails.
8. Robotics@ucf.edu
- 9.

Secretary

Passwords:

President

The process for the transitioning from the old president to the new president.

President

Payment processing

For Stripe only the president and the treasurer should always be the only 2 people that should have access to the stripe because of possible bad actors that could occur without notice.

President

Google Workspace

- Old president should give "Super Admin" to new president, and keep the permission for a short time while things get set up.
- Create filters/labels for email to be better organized. Join email groups that are relevant to the president role.
- Add new officers to Admin Calendar.
- Transfer GitHub admin permissions.
- Show where mail is received.
-

President

Stuff needing transfer of Position for President

1. Discord.
2. GitHub.
3. Google Workspace.
4. Update Website "Officer board".
5. Give access to the website "Kia".
6. Plan on meeting with Magana.
7. Articles of incorporation.
8. New IRS certification for the 501-(c)3.
9. Do an annual report to update the Sun-Bizz.
10. Has access to strip.
11. Access to the bank account.

Vice President

Changeover process for new Vice Presidents

Vice President

Responsibilities

Vice President

Change over

Accounts:

Google workspace related

New Officer:

Create and connect to new officer account; Then set up 2 factor auth. as you will lose access 1 week later if not added.

Make sure to subscribe to appropriate google workspace groups in order to keep a pulse on multiple sections of the club.

i.e outreach, teamleads, admin.

in Gmail create matching labels in advanced search in order to keep a further tab on specific things as they populate.

DON'T forget to 'also apply to matching conversations' so this will retro-actively apply to previous email's

Talk to Marcy or front desk person in order to gain access to the building (this may change based on IST protocol)

Receive old VP keys access keys for the lab cabinets and safety equipment storage.

Renew any information related to the incorporation of RCCF alongside with new president; old president old VP and new/old treasurer

Old Officer:

remove admin access and swap over to officer alum emails

remove access to the building from the old officer.

hand over any access to safety and storage equipment.

Vice President

Expectations

creating and improving an environment that is healthy to as many individuals as possible.

follow safety regulations of the IST , UCF and our organization.

ensure that team leads and project leads are doing the same as listed above and that they are continuing the project they are a part of toward a specified end goal.

Be present for a majority of officer meetings and keep open contact with faculty members.

Oversee

Lab Manager

Responsibility and any necessary material the new lab manager might need

Lab Manager

Passwords & Important Documents



Lab Manager Responsibilities

This is a comprehensive list of responsibilities that need to be fulfilled by the current lab manager.

Organize Lab Cleans:

- Lab cleans are essential for keeping our lab safe and sanitary. Lab cleans should be scheduled at a minimum once a month and more often if deemed necessary. You should send out a discord ping to all members a week before the scheduled clean to enlist help. Below is a list of all the items that should be done during a lab clean.
 - Wipe down and sanitize all surfaces
 - Sweep and vacuum the floors
 - Organize Electrical
 - Put away all loose tools and projects
 - Check the integrity of all tools and contact the Treasurer if any need to be replaced
 - Contact for any materials needed such as paper towels
 - Refill water coolers
 - Feed parking lot cat

Lab Safety

- Lab safety is an important part of your role but easy to forget. New members should be trained in using all power tools. If possible, you should set up training workshops at the beginning of each semester. In the black lockers is a first aid kit, familiarize yourself with its contents and let all members know of its existence.
- Lab safety also includes the big yellow chemical cabinet. Any new chemicals that come into the lab should be stored in that cabinet if they are at all hazardous, poisonous, or flammable. The chemicals should be maintained and regularly checked.
- **ACID TAG:** Yellow tags on items, do not get rid of anything with those, or bad things happen.

Fire Inspection

- Once a year there will be a fire inspection from the school/government. They will go through and scrutinize the lab. Go through our old, failed report to make sure you don't have any violations, basically if it looks like a fall or fire hazard remove it for the inspection. Be aware that if enough things fail on the inspection, you and all of the officers will be forced to take 3-hour safety meetings (speaking from experience). The failed inspection report is in the shared drive labeled "LAB"

Inventree

- Inventree is our online storage system that tracks all the items in the lab. It is not complete! In inventree you can create a very in-depth organization. You can sort all of the items in the lab and add their locations, it's up to you to decide how specific the inventree should be. All of the screws and bolts have been classified as of (6/1/24). If you want this system to be useful you need all project managers to sort any new inventory they get into the system when they get it and for them and potentially members to be able to navigate the system to find things.

Good Luck! I believe in you! -Kalani

Treasurer

Basic info and duties for the treasurer position.

Treasurer

Documents

In the shared Google Drive, under Officers > Financial > Business Documents, you will find the EIN Assignment number that is often needed for bank activities, donations to the club, and taxes. The W-9 Form and the Tax Exempt Documents in this folder will be necessary for filing taxes in the spring. Because RCCF is a nonprofit company, we are technically a charity and thus do not pay taxes. However, this information still needs to be documented and sent to the IRS by May 15 every year (not April 15 like personal taxes; nonprofits have a different deadline).

Under Officers > Official, you will find the club constitution. This is necessary for registering the club and may be asked for in bank and funding settings.

Spreadsheets & Ordering

In the shared Google Drive, under Officers > Financial > [Current Semester], there is a Google Sheets document titled "[Current Semester] Expenses" containing links to spreadsheets for every current project, as well as sheets for Marketing, Lab, Socials, and Miscellaneous. Check all of these sheets every few days for activity.

Within each project sheet, a product's information including justification, price, quantity, and a link to the seller will be input by project members/leaders. Consult the .txt file of passwords the previous treasurer has provided you for the login information for these store sites. If the club does not have an account with a website, make one with the treasurer email address and create a password and add it to the .txt file. Use your issued club debit card or the club PayPal account to pay for the products. Use the address of the lab as the shipping address. Make sure to include "Robotics Club" as the name for the order or "Robotics Club of Central Florida" as the company name so that we can recognize the package as ours when it arrives.

If a site is requiring that you use a credit card, it is permissible to use your personal credit card and reimburse yourself for the *exact same amount of money* through the PayPal. If you do not comply with this rule, you will lose your position as officer of the club and possibly face academic and legal consequences.

If you are unsure about a product or a seller, select "Meeting Required" on the dropdown menu in the sheet and message the team lead for the project about the matter. **WARNING:** Do not buy from sellers that ask for direct bank information (including but not limited to account numbers, receipts, and money orders) or ask you to email them proof of payment.

After ordering products, change the corresponding dropdown menu from "Need to Order" to "Ordered". Mail for RCCF is held in the front of the office. *Only officers should be getting the mail, not regular members.* Make sure that a package reads "Robotics Club of Central Florida" (or "Robotics Club", etc.) on the shipping label so you don't take someone else's mail. *It is considered a federal crime to steal someone else's mail.* When the products arrive, the officer that receives the package will change the corresponding dropdown menu on the spreadsheet from "Ordered" to "Received".

If a product is bought in-person, the person who bought it is responsible for putting it in the appropriate spreadsheet and selecting "In Store Purchase". If they did not use club funds to buy it, you must reimburse them through the RCCF PayPal for the *exact same amount of money*.

Overall, maintain open communication with other officers, team leads, and members of the club. If you are unsure of anything, do not hesitate to talk to anyone, including past officers. You got this :3

Treasurer

RSO & Financial Training

It will likely be you and the club president who complete the RSO Authorized Officer Orientation course in Canvas in order to re-register the club. This course and relevant information can be found here: <https://osi.ucf.edu/rso/>

You and one other officer must complete the SG A&SF Financial Training course on Canvas in order to receive funding from Student Government. This course and relevant information can be found here: <https://asf.sdes.ucf.edu/training/>

Treasurer

Bank Account

You and the club president should go to an Addition Financial branch and apply for your own debit cards. You personally will need a valid ID and your social security number to be added to the business bank account. You as a club will need a copy of your club constitution, W-9, EIN,

Treasurer

Taxes

RCCF is classified as a charitable organization and thus is tax exempt under the Internal Revenue Code Section 501(c)(3). However, we must file annual returns as a 990 (or 990-N or 990-EZ) Form. **The deadline for nonprofits is May 15**, not April 15 like personal taxes. Further information can be found [here](#) and [here](#). Relevant documents including our W9, Tax Exempt Document, EIN Assignment, and copies of previous 990-N e-Postcards can be found in the google drive under Officers > Financial > Business Documents.

In order to fill out the 990-N, you need:

- [Employer identification number \(EIN\)](#), also known as a Taxpayer Identification Number (TIN)
- [Tax year](#) (calendar or fiscal filer)
- Legal name and mailing address
- Any other names the organization uses
- Name and address of a principal officer
- Website address if the organization has one
- Confirmation that the organization's annual gross receipts are \$50,000 or less
- If applicable, a statement that the organization has terminated or is terminating (going out of business)

Instructions are given by the IRS [here](#). Check that all information is up to date as you enter it.

Social Media and Marketing

Social Media and Marketing

Marketing 101

Social Media Log-In Page

Canva-

Instagram-

- Club -
- TapeMeasure -
Username: rccf.tapemeasure
Password: RCCF_tm2023

LinkedIn-

- Club -
- TapeMeasure -