



RED & WHITE
STUDENT ORGANIZATION
HANDBOOK
FALL 2015

OFFICE OF ALUMNI RELATIONS

Heffner Alumni House

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SECTION I – RED & WHITE PROGRAM

Rensselaer's Red & White Student Organization is a group of students who serve as ambassadors of Rensselaer, representing the institute to its constituency—the alumni, the campus, and the community.

As a member of this popular and professional organization, you will have the opportunity to network with alumni, develop leadership and communication skills, build career contacts, and participate in university, presidential and alumni events. Members also help to promote the traditions of Rensselaer, guide seniors through the transition from students to alumni, and instill a sense of pride in the institute.

Formed in 1995 within the Office of Alumni Relations, Red & White builds relationships with alumni and the community, generates pride in the university, and promotes student awareness of the Rensselaer Alumni Association (RAA).

Red & White has been awarded with the following:

2014 CASE ASAP District 2 Award – Outstanding Student-Alumni Organization

2012 CASE ASAP National Award – Outstanding Student-Alumni Organization

2012 CASE ASAP District 2 Award - Outstanding Organization

2009 CASE ASAP National Award - Outstanding Student-Alumni Organization

2005 CASE Circle of Excellence Award - Silver Medal

MISSION

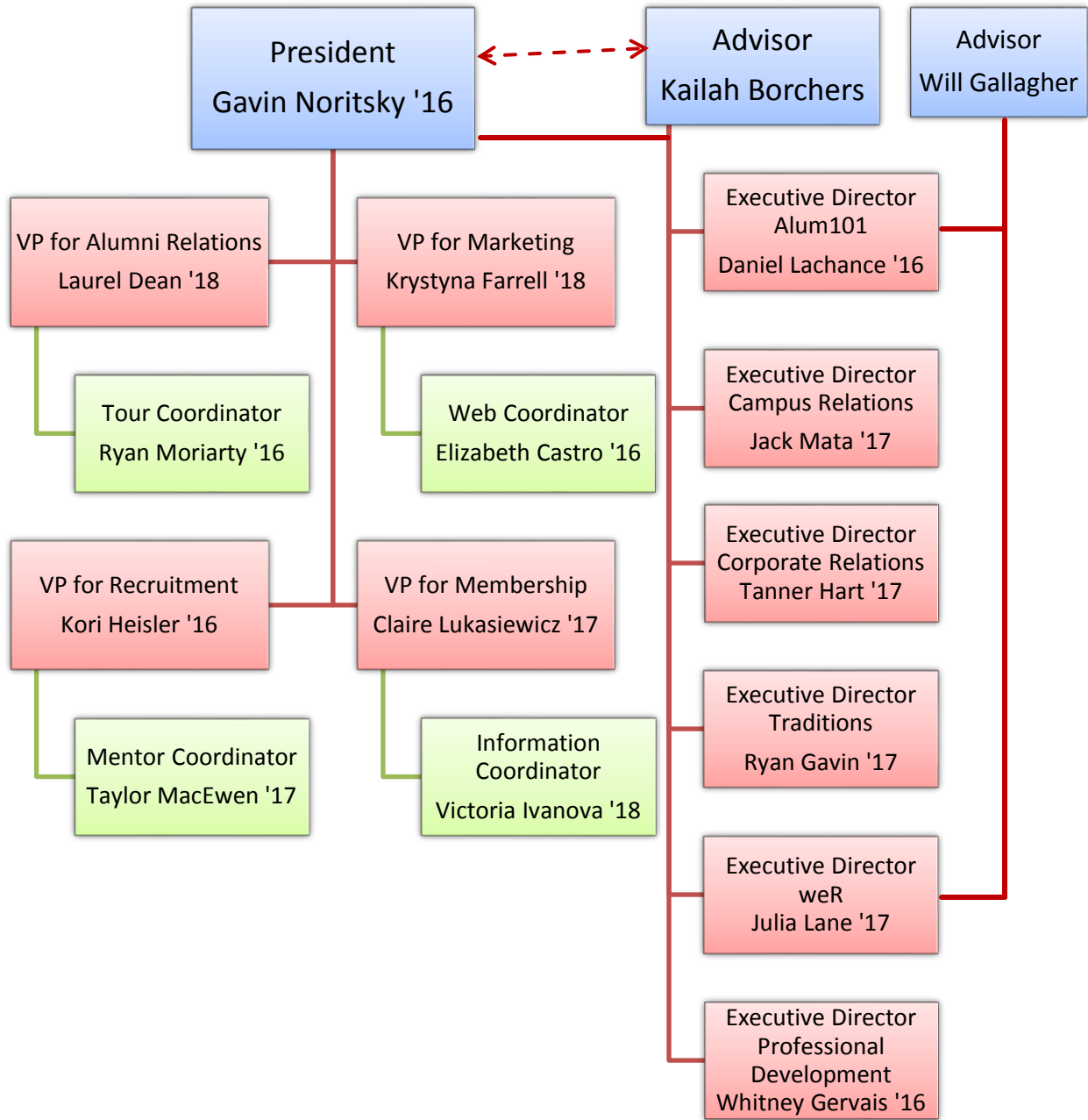
Red & White promotes the pride and preserves the traditions of Rensselaer through the embodiment of service and leadership while building student-alumni relations. In realizing this mission, the Red & White Student Organization provides communication between the students and alumni of Rensselaer and serves to benefit its members and the Rensselaer community.

GOALS

- Create programs and opportunities to educate members about Rensselaer and its activities.
- Develop programs for members to interact with the Rensselaer community and its alumni.
- Create opportunities for members to expand their network and connections.
- Encourage members to get the most out of their experiences in the organization, interact with one another, and have fun.
- Develop leadership and management skills.

BACKGROUND

The Red & White Student Organization is supported and funded by the Office of Alumni Relations. Red & White is a student run organization considered to be the primary student organization for Presidential, Institute Advancement, and Rensselaer Alumni Association programs and activities.



ELECTED OFFICER POSITION DESCRIPTIONS

These positions are elected by the general body

PRESIDENT

- Oversee all Vice President positions to make sure the organization continues to move forward
- Create overall standards for membership
- Develop overall strategic plan for the organization
- Work with advisor every week to move organization forward
- Meet with Vice Presidents and Executive Directors on a regular basis
- Communicate with Executive Directors about progress of programs and activities from the Alum101, Campus Relations, Traditions, and Corporate Relations Committees
- Run all general body meetings and notify members of their time and location
- Meet for applicant and member review process
- Provide members with updated information on current campus stories/issues
- Attend highest level events with President & President's Cabinet as requested
- Oversee yearly election process
- Serve as a member of the RAA Board of Trustees
- Serve on the Rensselaer Alumni Hall of Fame Selection Committee (every other year)
- Make all final decisions on all activities for the organization
- Develop communication with the Office of Alumni Relations

VICE PRESIDENT FOR ALUMNI RELATIONS

- Second in command for the organization
- Create the strategic operations plan for Alumni Relations
- Work with Alumni Relations to provide Red & White participation at events
- Select members for events and coordinate with event contact person
- Coordinate Red & White involvement in Reunion & Homecoming and the Volunteer Summit
- Meet for applicant and member review process
- Oversee the Tour Coordinator

VICE PRESIDENT FOR MEMBERSHIP

- Create the strategic operations plan for membership
- Provide food for all general body meetings
- Keep a diversity record of the organization
- Provide member activities that increases member development, communication, and interaction
- Oversee membership development throughout member tenure
- Provide member reviews once per semester and follow-up evaluation for new members
- Meet for applicant and member review process
- Oversee the Information Coordinator

VICE PRESIDENT FOR MARKETING

- Create the strategic operations plan for the organization's marketing and communications
- Work on strategic publicity for the organization
- Provide a newsletter to members after general body meetings
- Position the organization through different outlets to build awareness on campus
- Manage all forms of Social Media used by the organization
- Maintain and coordinate pictures from members
- Create new ideas that will help to promote Red & White
- Meet for applicant and member review process
- Oversee the Web Coordinator

VICE PRESIDENT FOR RECRUITMENT

- Create strategic operating plan for Recruitment
- Responsible for New Member Orientation, Mentor Selection, and planning the Etiquette Dinner
- Presiding authority over complete recruitment process and efforts
- Strategically recruit for the most diversity for the organization
- Represent Red & White at the fall & spring activity fairs
- Responsible for drafting the application
- Responsible for creating the recruitment timeline
- Lead application & interview reviews
- Responsible for drafting the interview standards & training for Interviewers

APPOINTED OFFICER POSITION DESCRIPTIONS

These positions are appointed by the incoming executive board

EXECUTIVE DIRECTOR – CAMPUS RELATIONS

- Oversee the Campus Relations Committee
- Oversee a committee of 8-10 members
- Coordinate Welcome Barbecue, Study Days @ the Heffner Alumni House
- Arrange an Event for Red & White participation in Reunion & Homecoming
- Organize Red & White participation in Campus Wide Events (Big Red Freakout, Winter Carnival, etc.)
- Create new programs and activities that incorporate into key campus programs
- Report to Advisor & Update President and VPs on Committee Progress

EXECUTIVE DIRECTOR – ALUM101

- Oversee the Alum101 Committee
- Oversee a committee of 8-10 members
- Organize programming for Alum101, including but not limited to:
 - Roundtable Interviews
 - Research Jobs/Graduate Schools
 - Culinary Engineering
 - Financial Management for the Future
- Create new programs and activities that incorporate into key campus programs
- Report to Advisor & Update President and VPs on Committee Progress

EXECUTIVE DIRECTOR – TRADITIONS

- Oversee the Traditions Committee
- Oversee a committee of 8-10 members
- Coordinate NRB Traditions Activity
- Research RPI Traditions
- Create and promote traditions to First-year Students
- Work and create programs with other student organizations to maintain campus tradition
- Report to Advisor & Update President and VPs on Committee Progress

EXECUTIVE DIRECTOR – CORPORATE RELATIONS

- Oversee the Corporate Relations Committee
- Oversee a committee of 8-10 members
- Liaison between Corporate and Foundation Relations and the Red & White Student Organization
- Create programs that help to bridge the network between students and corporation alumni.
- Setup new process to obtain more in depth member information pertaining to on campus involvement, specifically in the area of research and academics.
- Help build a unique program of events around a corporation campus visit.
- Work with Corporate and Foundations Relations to plan 3 – 4 corporation visits that include any of the programs and services offered by Red & White.
- Help to create and brand alumni presence in their corporation on the Rensselaer campus.
- Report to Advisor & Update President and VP's on Committee Progress

EXECUTIVE DIRECTOR – weR

- Oversee the weR Committee
- Oversee a committee of 15 - 20 members and student participants (weR is an open committee)
- Create programs that help to foster school spirit.
- Promote student involvement, support and unity through unique programs that embrace tradition and culture
- Focus on celebrating the goodwill, talent and activities of the entire student populations
- Organize committee anchor programs: weR BRIGHT, weR PROUD and weR BUILDING
- Report to Advisor & Update President and VP's on Committee Progress

EXECUTIVE DIRECTOR – PROFESSIONAL DEVELOPMENT

- Develop and oversee programming that enhances Red & White members' professional skills.
- Specific focus placed on the professional development of new members.
- Serve as a role model and mentor.
- Position only available to a senior member of the organization (upperclassmen, >4 semesters in organization, and/or 5th year student).
- This position works alone with volunteers available on an ongoing basis.
- Reports to the President and Red & White Advisor(s)

TOUR COORDINATOR

- Requires a commitment of 1 to 5 hours per week
- Receive requests for all tours
- Provide tour information, training, and scheduling to members for tour
- Send email messages of upcoming tours
- Select members for tours and coordinate with event contact person
- Make sure members that are doing tours are updated on any new important campus information
- Be part of the overall orientation and train members on tour tips/information
- Report to the Vice President for Alumni Relations

WEB COORDINATOR

- Update web pages with membership changes, event text, and photographs
- Work with new technologies to provide an interactive website
- Organize Google Documents
- Work with Information Manager to be sure all information on the website is updated
- Post all information requested from all officers
- Report to the Vice President for Marketing

INFORMATION COORDINATOR

- Record member responses and attendance for events
- Gather feedback/success stories with event wrap-up form following events
- Provide member feedback to Vice President of Membership on member needs
- Maintain R&W online database by prompting members to keep their information current
- Add new members to listserv
- Coordinate and keep track of attendance at meetings
- Gather and analyze information requested from officers

- Send out meeting minutes to members
- Report to the Vice President for Membership

MENTOR COORDINATOR

- Assist in the recruitment process with the Vice President for Recruitment
- Work with Vice President of Recruitment to create a mentor program to support New Members
- Set overall standards and responsibilities for Mentors
- Provide events for Mentors and New Members to attend together
- Report to Vice President for Recruitment

SECTION II – MEMBER OVERVIEW & RESPONSIBILITIES

The Red & White Student Organization is viewed by the Rensselaer Community as one of the premiere student organizations on campus. The organization is often called upon to assist at the highest-level events. As a member, you were selected because of your passion and commitment to helping Red & White and the Rensselaer community grow. There is an expectation that Red & White Students go above and beyond those of a traditional everyday student.

GETTING THE MOST OUT OF RED & WHITE

Red & White students are expected to fulfill the membership requirements for each semester. However, in order to get the most out of Red & White, a member must go beyond these basic requirements. There are many opportunities to do this by joining committees, running for a leadership position, and giving campus tours. It is each student's responsibility to get involved and work their way up to attending higher-level events.

KNOWLEDGE

- Red & White students should be the most knowledgeable students on the Troy campus. It is each student's responsibility to know Rensselaer history and current statistics. This information can be found online through the Members page of the Red & White website.
- Red & White students are representatives of Rensselaer and should talk positively about their experiences at the Institute. On duty or off, the behavior of the Red & White student reflects on the organization and Rensselaer.
- Don't ever be afraid to ask questions of the leadership or the advisor. The more knowledge you have about a specific situation, the more comfortable you will be. We ask you to do your research prior to any of the events/activities.

GET INVOLVED

JOINING COMMITTEES

As a member of Red & White, you are required to be part of one of the five committees, Alum101, Traditions, Campus Relations, Corporate Relations, or weR. These committees are run by an Executive Director. Members of the committee will be part of planning, organizing, and marketing new programs for the Rensselaer Community.

We encourage all members to get involved because the more you put in, the more you will gain from Red & White. Being a part of a committee allows you to see behind the scenes of Red & White, what it would be like to hold an officer position, and presents a variety of different leadership opportunities within the committee to take as a member.

BECOMING AN OFFICER

In order to become an officer, it is recommended that a Red & White member be a member for at least 1 semester. Elections are held at the beginning of the spring semester each year allowing officer transitions to occur before spring break. Before elections, platforms need to be submitted by each candidate for each position they are interested in. During elections, each candidate is asked to say a few words about their candidacy and platform before the voting commences. The more involved you are with committees and attending events, the more you will understand the position each of the officers hold within the organization.

EVENTS/ACTIVITIES

The more events and activities that you participate in as a member, the more beneficial experience you will get out of Red & White. We encourage all members to stay active in Red & White because the more you do, the more opportunities that will become available to you.

Red & White students play an integral part in Institute Advancement, including alumni, development, university, and presidential events. Events include Institute Board of Trustee Weekends, presidential celebrations, RAA Board Weekends, Reunion & Homecoming Weekend, Big Red Freakout, Commencement, Institute Advancement events, Admissions events, and regional and affinity events, besides the other activities sponsored by the organization.

For some events, you will be given a briefing sheet, an event schedule, and special information on attendees. It is important that you review your role and attend briefing meetings on the event.

EVENT TYPES

PROFESSIONAL/ALUMNI EVENTS

These events are a great way to start building your network with alumni. These events allow you to meet alumni specific to your major or interest, provide a service to the alumni that return to campus, and teach you how to be prepared for the different types of situations you will face after you graduate. The more alumni events you participate in, the more opportunities you are going to have to find jobs, co-ops, and internships. Participation also allows the leadership to monitor your progress as a member to place you in high profile events. You are required to attend at least two professional/alumni events per semester to retain an active status in the organization. However, we encourage you to attend as many as possible.

MEMBER EVENTS

These events are primarily for you to meet and mingle with the 65+ members in the organization. These events are usually casual and entertaining. Be sure to let us know if you have some ideas for great member events. You are required to attend at least two member events per semester to retain an active status in the organization. However, we encourage you to attend as many as possible.

COMMITTEE EVENTS

Throughout the semester, Red & White Committees provide services to the Rensselaer Community. These may be Alum101 events for seniors, the Traditions Tour NRB program for first-year students, or Study Days @ the Heffner Alumni House put on by the Campus Relations committee. Although every member should be actively involved with their committee, it is recommended that each member attend at least one committee event per semester.

CAMPUS TOURS

Red & White offers tours to alumni returning to campus, as well as other special guests that are brought to campus. Campus tours are typically casual tours that cover the basics of the campus. We encourage you to step out of your comfort zone and give a tour to a returning alumnus/a. Tours are typically one-on-one with an alumnus/a which allows you to closely network. Campus tour trainings are available throughout the semester, but the more tours you give of campus, the more you stay up to date on what is happening on campus, and the better tour guide you will become. Some of the organization's best success stories are from campus tours.

EVENT SIGNUP PROCESS

- 1) Officers of the organization will email the general body about an upcoming event.
- 2) If an event is of interest to you, you will need to RSVP through the Red & White website.
- 3) For events that are popular with the organizations, we ask that you RSVP through the website and the Vice Presidents for Alumni Relations and Membership will choose those that are going to attend. Those who attend popular events are often chosen based on your major, interests, and involvement in the organization. We work very hard to make sure all members get to attend popular events so they can benefit from the experience. Popular events include travel events to a big city, such as NYC, presidential events, Hall of Fame Induction Dinner, Reunion & Homecoming, etc.
- 4) Once you have RSVP'd, the Vice President responsible will notify you that you are attending, any special dress code, and any other information that is important to you for that particular event.
- 5) Once you know you are attending, we ask that you prepare for the event by staying up to date on all that is happening on campus and doing any research necessary.
- 6) Once the event is completed, you will be asked to fill out an Event Wrap-Up Form located on the membership section of the Red & White website. Note: Filling out the Event Wrap-up Form will verify your attendance to an event.
- 7) You will be asked to share your experience at the next Red & White General Body Meeting so other members can learn from you.

EVENT ROLE

When thinking of your responsibilities, you should feel as if you are the co-host of the event and those attending are your guests. It is your job to make personal contact with the guests, making them feel welcome and keeping an eye out for any problems. Your role at events will consist of one or more of the following:

- Host alumni and guests
 - Conduct tours of campus
 - Mingle at receptions and dinners
- Network with alumni
 - Educate alumni on what is new at Rensselaer
 - Build connections for jobs, internships, or co-ops.
- Other activities may include award presentations during programs, face painting at spirit events, etc.

Please remember not to congregate on the fringes of the event talking with friends or standing guard at the hors d'oeuvre or buffet table. Good manners set you apart and give you confidence to deal with situations. While you are promoting Rensselaer, you are also highlighting yourself and your achievements. This is your networking opportunity; take full advantage of it.

EVENT RESPONSIBILITIES

- Know your duties/role for the event. Make sure you attend the briefing meeting (if applicable) and familiarize yourself with the events.
- Be on time and show up at the right location. If necessary, arrange for rides to and from the event in advance. If an EMERGENCY arises and you cannot attend the event, call the Vice President responsible for that particular event or the President.

- Wear a watch—often you will be switching duties at a specified time.
- A nametag identifying Red & White students will be required at all events. You will be given a nametag. Please do not lose it and wear it through the entire event. You may bring your nametag home with you or leave it in the Advisor's office for the next event. Nametag is always worn on the right side of your chest.

DRESSING FOR EVENTS

A neat appearance is important at our events. Remember to dress professionally and avoid shorts, jeans, tank tops, low-cut, or revealing clothing. Students will be given the dress code for each event.

- Black Tie
 - Men: Tuxedo
 - Women: Evening gown or elegant attire
- Formal
 - Men: Dark suit
 - Women: Evening suit, dress, or pantsuit
- Business
 - Men: Suit or sport coat
 - Women: Day suit, dress, or pantsuit
- Business Casual: Dockers-type pants, shirt, sweater
- Campus Wear: Jeans, t-shirts, sneakers
- R&W Shirt: Wear when appropriate

EVENT CHECKLIST

- Nametag
- Watch
- Briefing Sheet
- Assignment Schedule
- Review the attendee bullets

UNCOMFORTABLE SITUATIONS AND YOUR SAFETY

If an awkward or uncomfortable situation arises, please do your best to handle it quietly. While we do not want to offend a guest, we also do not want you to remain in a situation that makes you feel uncomfortable. Politely change an uncomfortable conversation or excuse yourself and move to another group of guests.

Please take safety precautions when traveling to or from events. Do not travel into unsafe areas. When attending evening events, arrange for a ride home or when walking, ask a person you know to accompany you home.

OTHER IMPORTANT INFORMATION

HOW TO FILL OUT THE DATABASE/KEEP YOUR INFORMATION UPDATED

The R&W member database is an important aspect of being an effective Red & White member. Many of the decisions about who attends events are decided based on the information in the database. We ask that if any of your information changes that you update your profile as soon as possible by accessing the member database on the R&W member webpage.

To keep your information up to date you will need to do the following:

1. Go to <http://alumni.rpi.edu>
2. Click on “create your account” at the top of the page
3. Put your full first and last name in
4. Select yourself
5. Enter your RIN (You only need to enter your RIN, no an alumni ID number)
6. Go through the remaining steps. *Note: Keep in mind that the e-mail address you enter in the “Preferred Email” box is the e-mail address that you will receive the Red & White monthly e-mail newsletter. You will also receive other information from the alumni office.*
7. Once you have completed all of the steps you will be returned to the main webpage.

To update your information for the Red & White Database:

1. Login to the alumni website (<http://alumni.rpi.edu>) – You may also find the link on the members section of the Red & White website.
2. Click on “My Information” at the top right of the webpage
3. Click on the Red & White tab
4. Update your information.
5. Be sure to hit the Save button the page

THE HEFFNER ALUMNI HOUSE

The Heffner Alumni House is the home of the Red & White Student Organization. All of the Red & White General Body meetings are held in the Heffner Alumni House.

ELECTRONIC MEDIA AND ONLINE RESOURCES

E-MAIL LISTS

As Red & White is a well-connected and modern organization, most information is communicated to the general body by email. There are many different email lists in the organization, below are the ones of which members should be aware.

MEMBER LIST <REDANDWHITEMEMBERS@LISTS.RPI.EDU>

This email communicates information to all of the members of the organization. This list is regularly used to notify you of upcoming meetings, events, and activities in the organization.

NEW MEMBER LIST <RW-NEWMEMBERS@LISTS.RPI.EDU>

This email is used to communicate with only the new members of the organization during their first semester of membership.

TRADITIONS COMMITTEE LIST <RW-TRADITIONS@LISTS.RPI.EDU>

This email is used to communicate information between the Traditions Committee. All Traditions committee members are on this list, as well as the Executive Director of the Traditions Committee.

ALUM 101 COMMITTEE LIST <RW-ALUM101@LISTS.RPI.EDU>

This email is used to communicate information between the Alum101 members. All Alum101 committee members are on this list, as well as the Executive Director of Alum101.

CAMPUS RELATIONS LIST <RW-CAMPUSRELATIONS@LISTS.RPI.EDU>

This email is used to communicate information between the Campus Relations Committee. All Campus Relation committee members are on this list, as well as the Executive Director of Campus Relations.

CORPORATE RELATIONS LIST <RW-CORPORATERELATIONS@LISTS.RPI.EDU>

This email is used to communicate information between the Corporate Relations Committee. All Corporate Relations committee members are on this list, as well as the Executive Director of Corporate Relations.

WER LIST <WER-AGENTS@LISTS.RPI.EDU>

This email is used to communicate information between the weR Committee. All weR committee members are on this list, as well as the Executive Director of weR.

RED & WHITE GENERAL EMAIL <REDANDWHITE@RPI.EDU>

This email is used to communicate with people and groups outside of the Organization. This email address is mostly used for inquiries to our organization.

WEBSITE

The Red & White website is <http://redandwhite.alumni.rpi.edu>. The site is updated regularly by the Web Coordinator with event sign ups, pictures, and other valuable resources for members. We ask that you try to visit the website at least once per week. The website also includes a calendar of events that can be subscribed to with any calendar program (Outlook, Hotmail, Gmail, etc.).

SOCIAL MEDIA

R&W uses other forms of social media to stay connected with our members and with the Rensselaer community. Members are encouraged to post regularly.

FACEBOOK

We encourage you to join our Member Group on Facebook (for members and alumni of R&W only) and become a fan of our R&W fan page. Access to both is available from the members section of the Red & White website.

TWITTER

There are two Red & White Twitter Accounts. We encourage you to join Twitter and follow the following accounts:

- RWMembers – Account for members only. This account is utilized to interact as a membership on a regular basis. It is a great place to get updated news, insider information, and reminders. Be sure to use #rwrpi when you tweet something about R&W so it shows up in our scroll.
- RPIRedandWhite – Account is used to promote upcoming events and activities. Mostly run by the VP for Marketing.

LINKEDIN

We encourage you to join LinkedIn, a professional online networking too. Join the Rensselaer Alumni Association and the Red & White subgroups. The Red & White subgroup is for alumni and current members of Red & White.

GOOGLE ACCOUNT

Red & White has its own Google account which is used to create documents, spreadsheets, and a calendar for the use of the Red & White membership to stay up to date with events.

GOOGLE CALENDAR

The calendar of events on the [website](#) is linked to our Google account. Members can add this Google Calendar to keep track of events, meetings, and other R&W related items.

GOOGLE DOCS

All of the forms on the website are created with Google Docs. Officers use Google Docs to collect information from the members relating to Events and other miscellaneous tasks.

NETWORK DRIVE

The R&W network drive is where useful files are stored for easy access for all officers. Please use the network drive to store information instead of your own personal hard drive; this makes it easier for all officers to access information. There are two important folders on the T-drive, the general Red & White folder and the committees folder. All R&W members have access to the committees folder, which is used to store files for the various committees. In the general R&W folder is where the rest of the files are stored. In the general R&W folder, each officer has a folder that can be used to store files. Each officer can utilize any of the files on the network drive, but should not delete anything other than what is in their own folder.

CONNECTING TO THE NETWORK DRIVE

If you are connecting from off campus, you will need to use the external VPN before you connect.

WINDOWS USERS

1. Right click on My Computer
2. Click “Map Network Drive”
3. Drive can be any letter
4. Under Folder copy the text below:
[\\iacsdept.win.rpi.edu\InstAdv\Department \(T\)\Alumni\RedandWhite](\\iacsdept.win.rpi.edu\InstAdv\Department (T)\Alumni\RedandWhite)
5. Keep Reconnect at Logon Checked
6. When prompted, enter your RCS Username and Password (username = win\RCS ID)
7. Name the folder and then click finish
8. This shortcut can be moved to any location that you wish

MAC USERS

1. Open Finder
2. Go to “Go” tab
3. Select “Connect to Server”
Type in Server Address:
[smb://iacsdept.win.rpi.edu/InstAdv/Department \(T\)/Alumni/RedandWhite](smb://iacsdept.win.rpi.edu/InstAdv/Department (T)/Alumni/RedandWhite)
4. Hit “+” sign to add it to favorites
5. Hit Connect
6. Type in RCS Username and Password (username = win\RCS ID)

RED & WHITE EFFECTIVE MEMBER TIMELINE – BASED ON 4 SEMESTERS

FIRST SEMESTER

- Complete
 - Orientation
 - Etiquette Dinner
 - Training Tour
- Attend remaining general body meetings
 - Talk to older members at meetings
 - Ask questions
- Join a committee
 - Attend meetings for different committees to find the one that interests you the most
- Participate in member events
 - Talk to and learn about fellow members
- Volunteer for tours
 - Tours given with 2+ members
 - Opportunity to meet fellow member(s) and alumni

SECOND SEMESTER

- Continue attendance at general body meetings and member events
- Take advantage of tour opportunities
- Volunteer for
 - Local Alumni Events
 - Institute Advancement Activities
 - On-campus events
- Get involved in committees/newsletter

THIRD SEMESTER

- Continue attendance at general body meetings and member events
- Based on comfort level
 - Take on planning position within the committees
 - Volunteer for high profile events
 - Become involved with recruitment process
- Ask questions regarding leadership positions

FOURTH SEMESTER

- Continue attendance at general body meetings and member events
- Continue involvement in committees/planning position
- Help mentor younger members
- Look to become an officer

MEMBERSHIP REQUIREMENTS

In keeping with Red and White's mission, the criteria for membership status will be instated as follows:

- Membership in the Red & White Organization has two separate statuses: “active” and “inactive”
- In order for a member to remain “active”, they must maintain the following criteria:
 - Attend at least 75% of the General Body meetings per semester
 - Attend at least 75% of one Committee's meetings per semester
 - Attend at least two (2) professional/alumni events and/or tours per semester
 - Attend at least two (2) member events per semester
 - Attend at least one (1) committee event per semester
 - To “Attend” an event means to be physically present at the perspective event and to stay through the majority of the event.
 - Events will be determined by the executive board ahead of time whether they fall into the business event or social event categories to alleviate any confusion prior to the event.
 - Members are expected to notify the appropriate Vice President as soon as possible if they are no longer able to attend an event that they have signed up for.
 - Waivers of the aforementioned requirements can be decided by the executive board on an individual basis.
- Members who become “inactive” by failing to meet the criteria outlined above will have the following rights:
 - Remain a member of the Red & White Student Organization, but will not be presented with the opportunity to attend high demand events.
 - Continue to receive all notifications for Red & White events and meetings via email.
 - May regain active status by upholding the criteria listed above for an active member.
 - Will have their status re-evaluated by the Red & White executive board at the end of their first inactive term.
 - Once a member is declared inactive, they have one (1) semester to regain active status or membership into the Red & White Organization will be revoked.
- Members on a co-op or a study abroad program are excluded from the active and inactive rules for the length of their absence from Rensselaer.
- All members currently have an inactive status until they agree to the terms listed above.

INTRODUCTIONS

In today's gender-neutral etiquette, introductions are based on precedence (who outranks whom). Gender does not affect the order of introductions. These are the rules:

- Always stand for introductions.
- Use your full name when introducing yourself.
- Address all women as Ms. (not miss or Mrs.).
- A younger person is introduced to an older person.
- A non-official person is introduced to an official person.
- A junior administrator/faculty/executive is introduced to a senior administrator/faculty/executive.
- A colleague is introduced to a guest.

HANDSHAKE

When you are introduced to a guest, shake hands with both men and women. Shake using one hand, thumb pointing straight up. With a comfortable grip (not too firm or soft), pump up and down twice and release.

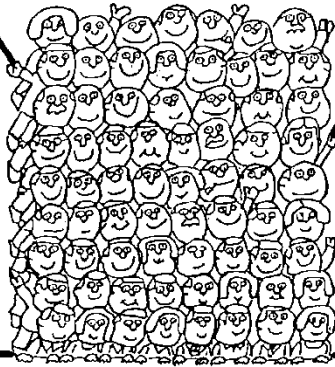
DINING ETIQUETTE

Table manners play an important part in making a favorable impression. They are visible signals of the state of our manners and therefore are essential to professional success. When in doubt of proper procedures (i.e., which fork to use), observe the other guests at the table and follow their lead.

- Napkin Use - Place your napkin on your lap, unfolded. The napkin remains on your lap throughout the entire meal. If you need to leave the table during the meal, place your napkin on your chair. Once the meal is over, you should place your napkin neatly on the table to the right of your dinner plate. (Do not refold your napkin, but don't wad it up, either.)
- Use of Silverware - Choosing the correct silverware from the variety in front of you is not as difficult as it may first appear. Starting with the knife, fork, or spoon that is farthest from your plate, work your way in, using one utensil for each course. The salad fork is on your outermost left, followed by your dinner fork. Your soup spoon is on your outermost right, followed by your salad knife and dinner knife. Your dessert spoon and fork are above your plate or brought out with dessert. If you remember the rule to work from the outside in, you'll be fine.
- Cutting Food - There are two ways to use a knife and fork to cut and eat your food. Either style is considered appropriate.
 - The American Style—one cuts the food by holding the knife in the right hand and the fork in the left hand with the fork tines holding the food to the plate. Cut a few bite-size pieces of food, and then lay your knife across the top edge of your plate with the sharp edge of the blade facing in. Change your fork from your left to your right hand to eat, fork tines facing up. (If you are left-handed, keep your fork in your left hand, tines facing up.)
 - The European or Continental Style—the same as the American style in that you cut your meat by holding your knife in your right hand while securing your food with your fork in your left hand. Your fork remains in your left hand, tines facing down, and the knife in your

right hand. Simply eat the cut pieces of food by picking them up with your fork still in your left hand.

- When You Are Finished - Do not push your plate away from you when you are finished eating. Leave your plate where it is in the place setting. The common way to show that you are finished with your meal is to lay your fork and knife at 5 o'clock. Once you have used a piece of silverware, never place it back on the table. Do not leave a used spoon in a cup, either; place it on the saucer. You can leave a soup spoon in a soup plate. Any unused silverware is simply left on the table.
- Basic Table Manners
 - Wait for everyone at your table to be served before beginning to eat.
 - Sit up straight at the table. It makes a good impression.
 - When you are not eating, keep your hands on your lap or resting on the table (with wrists on the edge of the table). Elbows on the table are acceptable only between courses, not while you are eating.
 - Never chew with your mouth open or make loud noises when you eat. Although it is possible to talk with a small piece of food in your mouth, do not talk with your mouth full.
 - Do not slurp soup from a spoon. Spoon the soup away from you when you take it out of the bowl and sip it from the side of the spoon. If your soup is too hot to eat, let it sit until it cools; do not blow on it.
 - If food gets caught between your teeth and you can't remove it with your tongue, leave the table and go to a mirror where you can remove the food from your teeth in private.
 - Pushing food onto your fork with a knife, piece of bread or your fingers is unacceptable.
 - If food spills off your plate, you may pick it up with a piece of your silverware and place it on the edge of your plate.
 - Never spit a piece of bad food or tough gristle into your napkin. Remove the food from your mouth using the same utensil it went in with. Place the piece of food on the edge of your plate. If possible, cover it with some other food from your plate.
 - Butter bite-sized portions of bread/rolls as you eat them. Dunking is not allowed.
 - Transport food to your mouth—not your mouth to your food.
 - If you need something that you cannot reach easily, politely ask the person closest to the item you need to pass it to you. When passing food platters, pass them left to right.
 - If a piece of your silverware falls onto the floor, pick it up if you can reach it and let the server know you need a clean one. If you cannot reach it, tell the server you dropped a piece of your silverware and ask for a clean one.
 - You should not leave the table during the meal except in an emergency. If you must go to the bathroom or if you suddenly become sick, simply excuse yourself. Later you can apologize to the host by saying that you did not feel well.



NO, YOU ARE AN —

alumna: feminine, singular

alumnae: feminine, plural

alumnus: masculine, singular

alumni: masculine, plural

**alumni: masculine and
feminine, plural**

SECTION III – RENSSELAER ALUMNI ASSOCIATION BOARD

The Rensselaer Alumni Association (RAA) Board of Trustees consists of approximately 30 caring and involved student and alumni members who represent alumni interests to the Institute. Other than some designated positions, the trustees-at-large are elected by fellow alumni.

The RAA board works closely with the Office of Alumni Relations in developing and implementing programs that are of interest and value to RPI alumni, including networking, social, educational, and student-centered activities.

The Board meets in Troy three times per year and convenes by teleconference or e-mail between meetings.

RENSSELAER ALUMNI ASSOCIATION INITIATIVES

The Rensselaer Alumni Association sponsors a wide variety of programs, events, and services designed to meet the needs of the 85,000+ alumni that it represents. A partial list appears below.

- Alumni Inter-Greek Council
- Houston Field House Student Athlete Display
- AIPLA Reception in Washington, D.C.
- The Back-to-Campus Speaker Series
- Welcome Barbecue for first-year students
- RPIdeaLab
- Entrepreneur Club
- Student-alumni networking events
- RAA Lounge in the renovated Rensselaer Union
- Class year buttons at Welcome Barbeque
- Walker Laboratory Renovation
- WRPI radio RealAudio webcast equipment
- Gifts to graduating students
- Approach renovation
- East Campus Athletic Village Concourse
- Class of 2010 Green Roof

RAA PURPOSE

The RAA has been established with the following purposes in mind, which are wholly congruent with the intentions of The Rensselaer Plan:

- Promote the interest, welfare and educational aims of Rensselaer alumni/ae;
- Facilitate the exchange of information, ideas, and opinions between Rensselaer and its alumni/ae; encourage inclusiveness while fostering mutual respect and understanding among a diverse alumni/ae body;
- Serve Rensselaer, its alumni/ae and friends, and establish and maintain a mutually beneficial relationship among those groups;
- Provide ways to involve alumni/ae and their organizations in service as human, financial, and intellectual resources to Rensselaer, to the Association and to each other, thereby promoting and strengthening relationships; and

- Develop, institute and maintain policies, services and programs which are consistent with the educational aims of Rensselaer, and which address the broad spectrum of interests and needs of the Institute.

RAA MISSION

The Rensselaer Alumni Association serves and represents alumni and the Institute, by engaging and empowering all alumni as active and effective partners in the Rensselaer community; and by promoting the lifelong, mutually beneficial pursuit of the aspirations shared by Rensselaer and its alumni.

The RAA serves a two-pronged advocacy role: The Association is the voice for a diverse and sophisticated alumni population; and the Association also represents the needs of the Institute back to its alumni. In both instances, the RAA has a common objective with other members of the Rensselaer community - - - to enhance the programs and reputation of the Institute.

The RAA serves as a liaison between the alumni and the larger Rensselaer community. The Association must understand the varied views and interests of alumni and communicate, and where appropriate advocate, those views and interests to other members of the Rensselaer community. The RAA will focus on increasing engagement with alumni by facilitating networking and professional development opportunities among all alumni.

The RAA facilitates the exchange of information from:

- The alumni to the Institute - the RAA Board of Trustees acts on behalf of the alumni to ensure that alumni views and satisfaction with Institute initiatives are made known to the Institute.
- The Institute to the alumni - to make sure that alumni have an accurate view of the Institute and an understanding of its current initiatives and accomplishments.
- The Institute and alumni to the world - to take advantage of public relations opportunities to publicize, and give recognition to the accomplishments of alumni and the Institute which will:
 - enhance the perceived value of an RPI education.
 - assist in recruiting prospective students.
 - assist in attracting corporate recruiters.
 - develop partnerships with various governmental agencies and corporations, e.g., internships, joint ventures, licensing of intellectual property.
 - assist in broadening professional and social interactions among alumni and with students and the Institute.

In addition, the RAA proactively engages with alumni and students; encouraging their involvement, seeking their input and building relationships that will benefit the programs and reputation of the Institute.

THE OFFICE OF ALUMNI RELATIONS

The Office of Alumni Relations supports alumni, students, family, friends and the entire Rensselaer Community through product, services and other programming. The Office of Alumni Relations is located on the upper level of the Heffner Alumni House.

Red & White is considered part of the Office of Alumni Relations.

The department is responsible for

- Reunion & Homecoming
- Regional Events – (Approximately 500 events & programs per year)
- Student programming – Including the Red & White Student Organization
- Sponsorship of many on & off campus activities
- Alumni Athletic Programs
- Affinity Based Programming – Common Interest
- Alumni Career Services Program
- School & Department Support for Alumni Relations
- Greek Alumni Interactions
- Young Alumni Programs – Including the Young Alumni Council
- Legacy Programs

OFFICE OF ALUMNI RELATIONS STAFF

Red & White Overall Advisor

Kailah Borchers

Associate Advancement Officer

(518) 276-4923

(518) 779-8508 (cell)

borchk2@rpi.edu

Career Services & Volunteer Programs, Red & White Advisor



Red & White Co-Advisor / weR Advisor

William Gallagher

Associate Advancement Officer

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Social Media, weR Advisor



Manager, Alumni Programs / Past Red & White Advisor

Geoff Seber

Manager

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Alumni Programming



Jeffrey Schanz

Assistant Vice President for Alumni Relations

(518) 276-6205

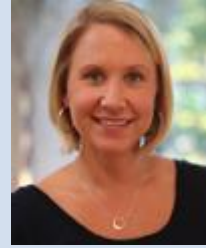
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Overall alumni programming and annual fund



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**Kathy Kinsey**

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Alumni Regional Chapter communications



Peter Pedone

Associate Advancement Officer

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Social and athletic affinity programs, Alumni Hall of Fame



Antonette Yamin

Administrative Specialist

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Reunion & Homecoming, affinity, and communications support



Elaine Young

Administrative Coordinator

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Reunion & Homecoming, Heffner Alumni House scheduling



Cindy Cotugno

Administrative Specialist

518-256-8102

cotugc@rpi.edu

Regional Programs support

SECTION IV – ABOUT RPI

Up-to-date information about RPI can always be found on the R&W member webpage (<http://redandwhite.alumni.rpi.edu/members/>) under “RPI Information.”

Rensselaer Polytechnic Institute is the nation’s oldest technological university. Steven Van Rensselaer and Amos Eaton established Rensselaer on November 5th 1824. The university offers degrees from five schools: Engineering; Science; Architecture; Humanities, Arts, and Social Sciences; and the Lally School of Management & Technology; as well as an interdisciplinary degree in Information Technology.

Institute programs serve undergraduates, graduate students, and working professionals around the world. Nearly 27 percent of undergraduate students this year are from areas outside of the Northeast. First-year students hail from 42 states, in addition to the District of Columbia, Puerto Rico, and 14 foreign countries.

Rensselaer offers more than 145 programs at the bachelor’s, master’s, and doctoral levels. Students are encouraged to work in interdisciplinary programs that allow them to combine scholarly work from several departments or schools. The university provides rigorous, engaging, interactive learning environments and campus-wide opportunities for leadership, collaboration, and creativity.

For almost two centuries, Rensselaer has maintained its reputation for providing an undergraduate education of undisputed intellectual rigor based on educational innovation in the laboratory, classroom, and studio.

Driven by talented, dedicated, and forward-thinking faculty, Rensselaer has dramatically expanded the research enterprise by leveraging our existing strengths and focusing on five signature research areas: biotechnology; computation and information technology; experimental media and the arts; energy and the environment; and nanotechnology.

The Institute is especially well known for its success in the transfer of technology from the laboratory to the marketplace so that new discoveries and inventions benefit human life, protect the environment, and strengthen economic development.

ACADEMIC APPROACH AND EDUCATIONAL INNOVATIONS

Rensselaer is anchored by two vibrant roots:

- One root, written into the school’s founding documents, is “...the application of science to the common purposes of life.” This kept the focus on engineering solutions to national and international needs and challenges. Rensselaer graduates constructed the canals, roads, bridges, skyscrapers, and basic infrastructure of America, which helped to form the basis for 20th century society.
- The second root, also built into the school’s origin, was the employment of unique educational strategies. In the earliest days, after initial instruction, students taught what they knew to each other — since teaching reinforces learning. Likewise, students performed scientific experiments — rather than watch faculty conduct them, as had been the common practice.

THE RENSSELAER PLAN

The Rensselaer Plan, conceived by President Shirley Ann Jackson, is the blueprint for institutional transformation into a “fully realized technological university.” The goal of offering a world-class educational experience to students includes building a robust research enterprise, and creating an environment and community that nurtures, supports, and enables our students to excel in all aspects of their lives.

Rensselaer continues to make significant strides toward the goal of a fully realized university. We continue to recruit talented and diverse students; achieving a record applicant pool. Investments in resident life include new living and learning communities, residence hall rehab, a new residence hall, and an historic investment in athletic facilities. Since 2001 aggressive recruiting of world-class faculty continues, including investments in constellation and new faculty positions. New research platforms include the Center for Biotechnology and Interdisciplinary Studies, the Computational Center for Nanotechnology Innovations (CCNI), and the Curtis R. Priem Experimental Media and Performing Arts Center (EMPAC).

QUICK FACTS

RESIDENT UNDERGRADUATE STUDENTS

Total: 5,557

RESIDENT GRADUATE STUDENTS

Total: 1,204

NON-RESIDENT GRADUATE STUDENTS

Hartford: 185

TROY NON-MATRICULATED

Students: 82

Total Enrolled Fall 2014: 7,208

THE UNDERGRADUATE CLASS OF 2018

Percentage of students who were Rensselaer Medalists: 14%

Percentage of students in top 10% of high school class: 69%

SAT 50th Percentile: 1300-1490

Average high school GPA: 3.77

DEGREES (2014-2015)

Bachelor's: 1,143

Master's: 547

Doctorates: 164

Total: 1,854

FACULTY

Our faculty members include National Science Foundation Presidential Faculty Fellows, members of the National Academy of Engineering, the National Academy of Sciences, and other eminent professional organizations.

Rensselaer's distinguished faculty members work directly with students — doing research, solving problems, teaching, and interacting. Many of our professors have close ties with top global corporations and organizations.

Full-time instructional faculty: 440

Student/Faculty ratio: 15:1

UNDERGRADUATE ESTIMATED COST OF ATTENDANCE FOR FIRST-YEAR STUDENTS 2014-2015

Tuition: \$48,100

Fees: \$1,241

Room and Board: \$14,095

Books and Supplies: \$2,736

Total 2015–16 Undergraduate

Estimated Cost of Attendance: \$66,172

In addition, all students are required to purchase a laptop for their course work, at an approximate cost of \$1,600

GRADUATE ESTIMATED COST OF ATTENDANCE FOR FULL-TIME STUDENTS 2012-2013

Tuition: \$48,100

Fees & Insurance: \$2,339

Estimated Living Expenses: \$13,320

Books and Supplies: \$2,841

Total 2012–13 Graduate Estimated Cost of Attendance: \$66,600

Part-time tuition for Troy-based graduate students: \$2,000 per credit hour.

DR. SHIRLEY ANN JACKSON, THE PRESIDENT'S CABINET AND DEANS

Complete biographies for Dr. Jackson and her cabinet can be found on the RPI website.
(<http://www.rpi.edu/president/cabinet/index.html>)

THE HONORABLE DR. SHIRLEY ANN
JACKSON
President



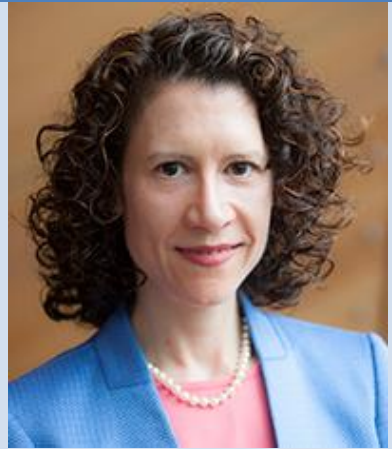
<http://www.rpi.edu/president/profile.html>

PRABHAT HAJELA
Provost



<http://www.rpi.edu/president/profile.html>

ELISHA (LOLLY) MOZERSKY
Chief of Staff



CHARLES CARLETTA
Secretary of the Institute and General Counsel



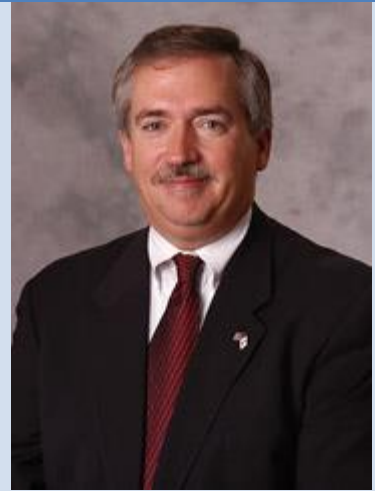
JONATHAN S. DORDICK
Vice President for Research



VIRGINIA GREGG
Vice President for Finance and Chief Financial
Officer



JOHN KOLB '79
Vice President for Information Services and
Technology and Chief Information Officer



FRANK E. ROSS III
Vice President for Student Life



JONATHAN D. WEXLER
Vice President for Enrollment, and Dean,
Undergraduate and Graduate Admissions



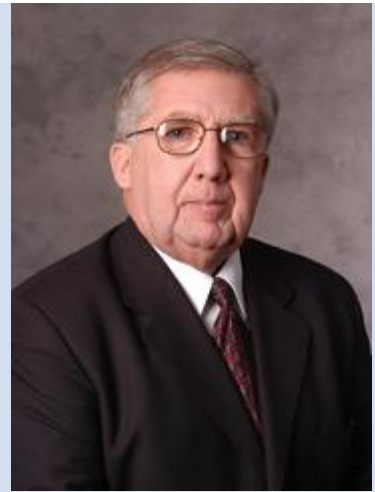
VACANT
Vice President, Strategic Communications and
External Relations

VACANT
Vice President and Dean, Rensselaer Hartford
Campus

CURTIS POWELL
Vice President for Human Resources



CLAUDE ROUNDS
Vice President for Administration



GRAIG R. EASTIN
Vice President for Institute Advancement



EVAN DOUGLAS
Dean of the School of Architecture



SHEKHAR GARDE
Dean of the School of Engineering



MARY SIMONI
Dean of the School of Humanities, Arts, and
Social Sciences



THOMAS BEGLEY
Dean, Lally School of Management and
Technology



CURT BRENEMAN
Dean of the School of Science

