San Jacinto College
Student Organization Guide

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STUDENT LIFE: GENERAL INFORMATION

STUDENT LIFE ANNUAL PROGRAMS

Welcome Days!
These are activities to promote and increase student awareness of and participation in campus events (held at the beginning of the fall and spring semesters).

Student Involvement Day
This event takes place during the fall semester. The purpose is to encourage students to join student organizations on campus. Faculty advisors and organization members are available to discuss the function and activities of their organization(s) with the students. Academic and Support services are also highlighted at this event.

SJC Days
This event takes place during the spring semester. Each student organization is encouraged to host a booth with games, prizes, and food. This is a campus fundraiser for the student organizations.

Survival Workshops
Clubs and their Advisors – specifically designed training sessions to learn the mechanics of successfully running an organization at SJC. Notification of these workshops will occur either via email, through your club mailbox, or through your club advisor. Some of the workshops require mandatory attendance by an organization representative.

Awareness Programs
Programs may include Cultural Diversity, Alcohol Awareness and Health Awareness.

Community Service Projects
These events service the greater community that San Jacinto College is a part of. Programs may include Blood Drives, Domestic Violence Week, Beach Cleanup and Christmas Stockings for the Boys and Girls Club.

Student Awards Ceremony
This event is held during the spring semester. The purpose is to honor outstanding students on campus in the areas of academic, technical, fine arts, athletics, student organizations, and other related areas. The students are the stars of the ceremony!
STUDENT LIFE’S ROLE & SERVICES

The Office of Student Life operates as a Student Resource Center! We are here to provide students with quality campus activities and events to ensure positive student life experiences.

Mailboxes
All officially registered student organizations and interest groups are issued a mailbox. Stay informed; designate an officer or member to check your mailbox regularly. You will be responsible for all communications sent to your attention. We consider mailboxes to be the most direct way of staying in close contact with you. **Check Your Mailbox Regularly Please!!!!**

Off-Campus Mail
Limited funds for postage are available to your group for organization business (i.e., correspondence, thank you notes). Bring your letters to the Office of Student Life to be stamped with the appropriate mailing code before taking them to the Post Office. Make sure you give only coded letters to post office staff, otherwise the letter will go out without postage. The Coordinator of Student Life must pre-approve large mass mailings prior to printing.

Photocopying
Bring any organization related copy requests to The Office of Student Life. The office staff will either make copies on the department copier or turn your request in to the campus copy center. Please allow up to 2 days for large copying jobs.

Telephone
A telephone is available in the Office of Student Life for organization business. The Office of Student Life will take messages for student organizations 8:00 a.m. until 5:00 p.m., Monday through Friday. Messages will be left in your club mailbox. Long distance calls for student organization planning is available by contacting the Coordinator of Student Life.

Email
The Coordinator of Student Life will be happy to assist your club/organization by sending out an approved email. For an email to be sent out all proper paperwork must be turned in on time to the Office of Student Life and all necessary room arrangements must be made. Email is also a great way for the Office of Student Life to communicate with the advisor and officers of each club/organization. The preferred method of communication to student groups is through email. This will be how information is disseminated to each club/organization. Please check your email regularly for important information.

Supplies:
The Office of Student Life has a variety of supplies to assist your club/organization to succeed. Please check with your Coordinator to see what is available for you!
STUDENT ORGANIZATION RECOGNITION & REQUIREMENTS

Renewal of Organization Status
All student organizations MUST renew their registered status on campus at the beginning of each academic year. A minimum registration application includes a list of five student’s names, addresses, phone numbers and G numbers, for the officers; and the name(s), office phone number(s) and room number(s) of the faculty/staff advisor(s), and e-mail addresses.

Failure to renew registered status results in loss of college privileges and funding.

New Student Organizations
Students or faculty/staff who are interested in starting a new student organization are encouraged to stop by the Office of Student Life to discuss your proposal; you may find that your interest was previously an active organization. As a result, all you will have to do is reactivate the organization. If your interest has not previously been an active organization, the following guidelines apply to create a new organization:

- A minimum of five students who desire membership that are enrolled in at least one class on the campus in which they serve as an organization officer.
- Complete an organization registration application.
- Turn in the application with a constitution or a statement of purpose consistent with the aims of the college, the criteria for membership, and the names, addresses, and phone numbers of its officers and/or members.
- Organizations are required to have faculty/staff advisor(s) who work on the respective campus they are to be an advisor on. The name and office number of the organization’s advisor(s) is to be submitted with the application.
- New organizations are required to submit a constitution to the Coordinator of Student Life within sixty days of completing the registration process. The Coordinator of Student Life has final approval of all constitutions.
- The Coordinator of Student Life and the Dean of Student Development will confirm or deny registration within thirty days of receiving the completed registration documents. The organization and The Office of Student Life keep copies of the approved applications as verification of official registration.

Requirements and Responsibilities
When an organization becomes registered it accepts the responsibility of adhering not only to federal and state law but San Jacinto College regulations and procedures.

1. The organization’s current signed and dated constitution must be on file in the Office of Student Life.
2. Register all changes that occur within the organization.
   The names, addresses, phone numbers, student I.D. number of officers and advisor(s), and e-mail address must be kept current in the records of the Office of Student Life.
3. Activity Registration Forms must be submitted to the Office of Student Life for all programs and meetings.
An activity registration form should be completed for all meetings, guest speakers, community service projects, programs, and fundraisers at least 10 days prior to the event. This will assist students who come into the Office of Student Life inquiring about a specific organization. Repeated violations of missed deadlines may result in the restriction of organization activities and travel and ability to utilize any SJC allocated funds.

4. **Request for College Sponsored Travel Forms must be submitted with Emergency Contact Forms to the Office of Student Life no later than 15 business days of proposed travel.**
   If an organization would like to travel outside of college property a Request for College Sponsored Travel form needs to be submitted to the Office of Student Life in order to be able to represent San Jacinto College and use college funds. Repeated violations of missed deadlines may result in the restriction of organization activities and travel and ability to utilize any SJC allocated funds.

5. **All persons holding office must be currently enrolled students at the campus in which they desire to hold office and must not be on academic probation or suspension.**
   Each organization is expected to include within its constitution additional academic requirements it feels are appropriate to hold office.

6. **Student Organizations must attend four (4) Student Government Association (SGA)meetings each semester.**
   Student organizations are required to send a designated delegate to attend SGA meetings to become and stay informed of what news, changes and initiatives the college is making that affect students.

7. **Risk Management Training**
   San Jacinto College Student Organizations, who engage in over-night travel, are required to send two student leaders each academic year to a State Mandated Risk Management Training provided by the Office of Student Life. In addition to those organizations who engage in over-night travel, the Coordinator of Student Life may also designate organizations to attend the training. Examples for this designation are, but not limited to:
   - Have prior disciplinary actions during/at an organization event
   - Have/Are planning to host an event that is open to the community
   - Organizations that charge membership dues
   - The majority of the group’s membership is under 18 years of age

Advisors of student organizations who travel are required to attend only one time during their term as an advisor. Once the organization has had two leaders attend a training session, it is the duty of those representatives to ensure the members of their organization are educated and aware of the information presented. Verification of the organizational training must be filed with the Office of Student Life by the deadline set forth by the Coordinator of Student Life.

**OFFICERS AND MEMBERS**

Student organizations at San Jacinto College do not discriminate on the basis of race, creed, color, national origin, citizenship status, age, disability, pregnancy, religion, gender, sexual orientation, gender expression or identity, genetic information, marital status, or veteran status in accordance with applicable federal and state laws.
1. Membership in registered student groups is restricted to currently enrolled San Jacinto College students. Continuing Education students may be organization members, but those members cannot outnumber credit-seeking student members.
2. Student organizations are free to set qualifications and procedures for how their organization is structured, including the election of officers and terms of office, with the following restriction:
   a. All persons holding office must be currently enrolled credit-seeking students and not on academic probation or suspension. Each organization is allowed to set their own academic standards and is expected to include, within its constitution, additional academic requirements appropriate to hold office. The Office of Student Life requires a minimum cumulative GPA of 2.0 for officers.
   b. Hazing-endangering the physical or mental health or safety of a student-is prohibited.
3. Students must be currently enrolled and credit-seeking on the campus at which they are seeking an officer position.

At any time, any student, faculty member, or administrator who believes that a registered student organization has acted in a manner inconsistent with the group’s constitution, or contrary to the aims of the college or its existing policies, may request an inquiry into the alleged violation by contacting the Coordinator of Student Life. Decisions resulting from an inquiry may be appealed to the Dean of Student Development. All appeals must be submitted in writing. Organizations found in violation of a college policy may lose their registered status.

**District Organizations**

District wide student organizations are possible to form. If students are interested in creating a district wide organizations they must:

- Have a minimum of five students who desire membership.
- Have one officer enrolled on each of the three campuses; the remaining two officers may be enrolled at any San Jacinto College Campus.
- Complete an organization registration application.
- Turn in the application with a constitution or a statement of purpose consistent with the aims of the college, the criteria for membership, and the names, addresses, and phone numbers of its officers and/or members.
- Organizations are required to have 1 faculty/staff advisor who works at each of the campuses (one on each campus). The name and office number of the organization’s advisors is to be submitted with the application.
- New organizations are required to submit a constitution to the Coordinator of Student Life within sixty days of completing the registration process. The Coordinator of Student Life has final approval of all constitutions.
- The Coordinator of Student Life and the Dean of Student Development will confirm or deny registration within thirty days of receiving the completed registration documents. The organization and The Office of Student Life keep copies of the approved applications as verification of official registration.

The campus in which the Student Organization Registration Application is submitted will become the organization’s “home” Student Life Office for submission of paperwork and budget requests.
GENERAL POLICIES AND PROCEDURES

Organization Binder
In order to keep pertinent organization business organized and accessible, each student organization is to have an organization binder. Your organization record also serves as a history of the group for the semester/year providing useful information to new organization members if there are no returning officers. The organization binder will be kept in the Office of Student Life and maintained by the organization officers.

Organization Binders Must Include
- Organization’s Constitution / Bylaws…make sure it is a signed and dated copy!
- Current list of organization officers and organization membership.
- Copy of the monthly checking account statements.
- Copies of pertinent correspondence, publicity, meeting minutes etc. with current dates.

**Please keep all information current!**

POSTING & PUBLICITY GUIDELINES

Approval Required
- All signs must be approved and stamped by Student Life.
- Persons or organizations who post signs on campus are responsible for the removal of the signs within 24 hours of the expiration date (based on the stamped date).
- Improperly posted signs will be removed and discarded without notice.
- The signs should be posted on “General Postings” bulletin boards located throughout the campus.
- All signs must include the name of the responsible organization and contact information of individual responsible for the event.

Space Reservations
All student organization meetings and other organization functions requiring a meeting room must be reserved by contacting the appropriate office on each campus. North –Special Events, Central – Campus Services, South –Campus Events. The following steps will take place:

1. The organization advisor must inform the Coordinator of Student Life of the activity/meeting that will be taking place by completing the Student Activity Registration Form.
2. The appropriate office on each campus will then assign the room. The organization advisor must reserve rooms, not the students.

Activity Approval
All organization sponsored activities must be approved by the Office of Student Life. This process aids in recording organization involvement. Complete an “Activity Registration Form” and return it to the Office of Student Life.
ON CAMPUS CATERING FOR SPECIAL EVENTS & ACTIVITIES

South Café – Food Service Department
Leticia Romero - Food Service Manager
Leticia.Romero@sjcd.edu (281) 922-3441

Central Café – Food Service Department
Vickie Denson – Food Service Manager
Vickie.denson@sjcd.edu (281) 998-6150 x1879

North Campus
Rosa King
Rosa.king@sjcd.edu

The café offers the following choices for your Catering needs whether it’s an event for 50 or quick Grab and Go sandwiches to serve a few. Call today to find out how food services can serve you.

- Continental Breakfast – Pastries, juice & coffee
- Coffee Service – Regular or Decaf Community Coffee
- Beverage Service – Bottled Water, Can Sodas, Bottle Juice
- Breakfast Combos – Biscuit, meat & cheese, side of hash browns & juice or coffee
- Lunch Buffets – Menu upon request
- Boxed Lunches – Deli sandwiches (hot or cold) chips & cookie

If your event will have any refreshments, please catering, as all food on North Campus must be contracted with Culinary Services unless you have prior written approval to go with an outside vendor.

Come prepared to the meeting:
Know your budget (Dollar amount per person your group can pay).
Expected attendance for the event.
Room setup (floor plan including number of tables and chairs)
ADVISORS AS A VALUABLE RESOURCE

Selecting Advisors
The level of involvement for each organization’s faculty and staff advisor often depends upon how invested that mentor is in the club’s mission (statement of purpose and goals) – and how clearly officers express what they need from him or her. One of the goals of Student Life is to increase student interaction with faculty. In this fashion, we request that you carefully choose your advisor, only after having explained your club’s goals.

The Role of the Advisor
An advisor adds to the continuity of your organization by making sure that successive officers of the organization understand the responsibility they share with this office, as well as explaining to the officers the policies and regulations established for student organizations. Advisors also assist student officers to use their best judgment in the coordination and selection of program content.

Duties of an Advisor
- To be aware of, and have an understanding of, those rules and regulations pertaining to San Jacinto College clubs and organizations, in addition to policies governing Student Rights and Responsibilities, and the Student Code of Conduct.
- Be familiar with liability issues (i.e., alcohol and safety) and advise the organization to make reasonable and prudent decisions regarding these issues in planning activities.
- Attend club meetings wherever possible.
- Be available to the club officers on a regular basis for advice and consultation.
- If your group has a bank account in the community, the Advisor must be the signature authority on the account.

Hints for Recruiting an Advisor
Before selecting your advisor, keep in mind the following: Find someone who (a) have the time to devote to your organization, and (b) assume the role willingly and seriously.
- When approaching your potential advisor for the first time, make certain that he/she has a clear understanding of your organization’s purpose, in addition to what will be required of him/her in their roles, duties, and time involved.
- Allow the person a reasonable length of time to consider his/her decision.
- Choose someone with whom you feel would share some of the organization’s interests. When starting a departmental club organization, try to find someone in that department to act as an advisor.
- The Advisor of your group must be employed at the campus where your group is located.

Your Advisor and Your Bylaws
Before requesting approval of your polished bylaws for the current school year, we are asking you to have your advisor sign his or her name on the document. This is for the following reasons:
- To ensure that your officers/members have discussed the club mission with the new advisor.
- To gather suggestions from your advisor about how to write an effective constitution – their input can be invaluable.
- To help guarantee that your advisor will remain an active integral member of the club, starting with the commitment to communicate the group’s goals for the coming school year.
- Your organization is obviously at a great disadvantage if it finds just anyone too simply sign-off as “Advisor”. Please make a thoughtful decision in selecting a dedicated advisor. As a result, groups will experience fewer problems with a concerned, responsible mentor.

[Officers and Advisors – Please refer to the section entitled “The Advisory Role”]
How to Work with Your Advisor
- It is best to meet with your advisor in advance before your meeting to go over the agenda and topics to be discussed.
- Be open to suggestions and constructive criticism for your advisor. His/her knowledge and background experience will be helpful in generating solutions and organizational procedures.
- If an advisor cannot attend your meeting, be sure to get together with him/her after the meeting to fill him/her in on what they missed.

Starting Point
The advisor and the group should determine jointly the advisor’s role.
- Let the students discuss what they feel the advisor’s role in the group should be.
- The advisor must follow this agreed upon role. If changes take place renegotiate the role.
- The role should be an active one of giving information and advice, as well as assisting the group when they bog down.
- Students are free to make their own decisions. The advisor does not have a vote or veto authority.
- The group advisor does have the power of persuasion and should use it.
- Have faith in students to make good decisions.
- Remember students have the right to make mistakes but advisors should not “set them up” to make errors. Offer the best advice possible; include warnings when you think they are going wrong.
- Work with group leaders to develop and implement procedures for building group feeling and purpose.
- Advisors must be open to criticisms by the group. Work with them to re-evaluate your role. Be willing to be wrong.

General Functions
- A group advisor must express sincere enthusiasm and interest in the group and its activities.
- At times, it is wise to allow the group to be on its own. You can demonstrate your trust in them by stepping back for a short time; however, do not pull back too far because they may feel you have lost interest. If you never step back, they may feel you are the “mother hen”.
- Act as a positive critic to the group. Give them feedback on how they are doing. Advisor
- Sometimes make suggestions through the group members rather than directly to the group.
- Be aware of any and all procedures/regulations affecting the group. Assist them in adhering to these.
- Encourage the group to keep records and evaluations in files. Procedures for passing this information on should be developed.
- Try to encourage the assignments of tasks to all members. If a member merely comes to meetings and listens, he/she will readily lose interest.
- Share problems with professionals in order to get advice.
- Do not use student groups as a vehicle for expressing your leadership ability; your task is to develop it in students!

Remember Advisors . . .
- Provide advice when called upon.
- Teach techniques of good leadership and being a team player.
- Provide continuity with the tradition and history of the group.
- Help members develop self-discipline and responsibility.
- Prevent the group from breaking college policies and budgets.
- Supply to the organization information, expert knowledge, and insights gained through experience.

Have Fun!!!
BUDGET AND FINANCIAL MANAGEMENT

DEFINITIONS

Allocated Funds or “Organization Budget”
Funding generated from Student Fees, which are allocated to registered student organizations through the Office of Student Life. The Office of Student Life oversees all organization budgets.

Private Organization Funds or “Organization Checking”
Monies generated by the organization from dues, fundraisers, and gifts which are kept in the organization bank account. Organization advisors and officers are responsible and held accountable for organization checking accounts. If your organization has money other than what is allocated by Student Life as the Organization Budget, your organization must have an account at the specified financial institution.

Funding Request Guidelines
Available from the Office of Student Life and online at www.sanjac.edu/studentlife.

GUIDELINES FOR BUDGET ALLOCATIONS

Financial Management
The Office of Student Life is responsible for the reasonable and equitable allocation of student service fees to student organizations, game rooms, recreational/intramural sports, and student life programs and events so as to benefit the greatest number of students.

Operating Philosophy
- The diversity of the San Jacinto College student population should be reflected in funding a wide variety of activities and programs.
- In order to encourage the expansion of extracurricular activities on campus, a higher priority of consideration will be given to the following organizations:
  - Organizations with a high level of activity (other than travel), which promote student involvement and contribute to the quality of campus life.
  - Organizations, which enhance the relationship between the College and the community/businesses to the benefit of the student body of San Jacinto College.

The Office of Student Life is not able to fully fund every student organization.
Evidence of self-support, such as dues and fundraising events, will be viewed as a positive step for student organizations when budget requests are considered. Participation in campus-wide events, such as Student Involvement Day, SJC Slam and Spring Fling, is encouraged as an opportunity to raise funds and contribute to college life. Organizations may satisfy their funding requirements in part by seeking free programs or speakers from their professional community.

Funding Request Guidelines
The criteria for evaluating funding requests are listed below.
- Demonstration of an active effort, through their programs, to reach out and involve more of the student population than just the organization’s current members. Example: attend SGA meetings, recruitment efforts, special programs, service projects. Benefit to students and to the college.
- Show a strong effort in individual fundraising and participation in fundraisers designed for the entire College.
- Responsible and adequate usage of prior Office of Student Life funding.
- Has the organization grown or expanded its level of activities in proportion to any increase in budget requests over prior funding periods? How many students does the organization and its special programs serve?
- Attendance at Student Life Workshops and meetings are mandatory.
- Financial Analysis:
  - Budget
  - Organization’s subsidy
  - Cost-to-benefit
- Attend four (4) SGA meetings each semester.

FUNDING PROPOSAL PROCEDURES

Who may be funded?
The Office of Student Life will consider budget proposals for allocation of funds from currently registered student organizations.

What can be considered (with payment from your Organization Budget)?
- Speakers Fee:
  May be paid to guest speakers at meetings, if necessary. The fee may not be paid to a student, organization, advisor, or employee of the College. Organizations may opt to provide a meal or a commemorative award for the speaker in lieu of the speaker’s fee. Awards include plaques, trophies, etc.
- Donations:
  Allocated funds may not be directly or indirectly donated to candidates for political office or to religious, political, volunteer and charitable causes or organizations.
- Printing:
  Newsletters, posters, invitations, etc., can be funded.
- Travel:
  Travel may be funded according to San Jacinto College policy and Texas State Law.

FINANCIAL MANAGEMENT

A student organization, like any other small business, must conduct its financial affairs in an accurate and responsible manner. Since organizations have income and expenses, and often make agreements with third parties, the successful operation of your group requires good record keeping and careful accounting.

San Jacinto College assumes no responsibility and encourages each organization to establish whatever controls it deems necessary via the organization’s bylaws and constitution.

Allocation Proposal Procedures:
1. Student organizations must submit budget proposals for the next fiscal year as set by the Office of Student Life.
2. Funds allocated through Student Life that have not been used or are not in the process are subject to redistribution by the Office of Student Life by the end of the academic year.

Accessing Allocated Funds
The college provides funds for many of the student organizations on campus as part of the Student Life budget. The procedures below must be followed when a group wishes to use money from their organization budget.
- Off-Campus Expenditures to purchase items or services from outside vendors:
  - Complete the Student Life Budget Requisition Form. The entire form must be completed with any applicable supporting paperwork attached. Forms are available from the Student Life office.
o Submit completed form to the Coordinator of Student Life for approval at minimum of 2 weeks prior to when you need the funds issued.
o When all necessary information has been submitted, the Office of Student Life will process the requisition in Banner. You will be notified once a purchase order has been issued. The Student Life office will place the order.
o After you have received the goods or services, the advisor is responsible for notifying the Student Life office and providing all packing lists, receipts, or invoices that have been received within two (2) business days.

- **On-Campus Expenditures:**
  o Contact the Office of Student Life.

**The Following Items Can Be Purchased With Organization Funds:**

- **OFFICE SUPPLIES**
  Due to college contracts all supplies must be purchased from an approved vendor.

- **PRINTING**
  Contact Student Life for details.

- **POSTAGE**

- **RENTALS**
  Rentals can be of on-campus and off-campus facilities (except for facilities that serve alcohol), public address systems, podiums, table/chairs, risers, audio/visual equipment, or sound/light systems. Rentals can also be traditional international costumes for cultural events.

- **ORGANIZATIONAL DUES**
  Individual Dues are not allowed.

- **REGISTRATION FEES & LODGING FOR STUDENTS AND THEIR ADVISOR ONLY**
  A brochure, list of names, and G-Numbers must be provided.

- **SERVICES PROVIDED.**
  D.J.’s, Performers, Entertainers, etc. All contracts must be signed by San Jacinto College. See Student Life for details.

- **SECURITY FOR EVENTS**

- **FOOD FOR BANQUETS, DINNERS, MEETINGS**
  If you have been approved to have the meal catered by an outside vendor you must provide a menu of the meal to be served, and a flyer verifying the date, time and location of the event.

- **DECORATIONS**
  Streamers, balloons, crepe paper, poster board, ribbon and paper signs.

- **REFRESHMENTS**

- **TRANSPORTATION**
  The trip must be educational and pertain directly to your organization.

- **BANNERS**
  Banners must promote your organization or event.

- **PERMITS**

**The Following Items CANNOT Be Purchased With Organization Funds:**

- **GIFT CARDS, PRIZES, GIFT CERTIFICATES.**

- **PERSONAL ITEMS OF ANY NATURE.**
  Included but not limited to: mugs, lamps, pen/pencil sets, pad holders, personal calendars/organizers, day planners, etc.; specialty items, personal folio planners, personal calendars or organizers, membership pins for your organization.

- **MONETARY AWARDS TO INDIVIDUALS**

- **ALCOHOLIC BEVERAGES OR MEDICATIONS**
APPLIANCES
SCHOLARSHIPS
DONATIONS
Donations to charitable causes or activities including the purchase of special event tickets.
SUPPLIES FOR FUNDRAISERS
ENDORSEMENT OF POLITICAL CANDIDATE OR CAUSES
Included but not limited to: campus, local, state, national and worldwide.

IMPORTANT…THE ABOVE ITEMS ARE NOT ALL INCLUSIVE AND CAN CHANGE ANY TIME.

BANK CHECKING ACCOUNTS

All student organizations are allowed to have a checking account. Please see Student Life for contact information regarding which bank to use.

To Open an Account:
1. Apply for an EIN number through www.irs.gov (you may not use the College’s Tax ID Number). Complete a checking account application. It is mandatory that an advisor be listed as a signer on the checking account.
2. Once this has been completed, the bank will issue checks, which will be mailed to the lead advisor on campus.
3. You must use the Student Life address when completing the bank account application so that we receive all bank statements. See Student Life for details.

Bank Statements:
- An update of your bank account balance will be placed in the organization mailbox or a copy of the bank statement will be given to the club advisor.
- All monies collected should be deposited into the organization’s account in a timely manner. State law requires the college to deposit funds within 7 days.
- Keep all receipts for all expenditures and cash received no matter how small.

Treasurer’s Duties
The Treasurer plays a vital role in keeping your group’s financial matters up-to-date and organized. Keeping good records is critical to the success of any organization; therefore, Student Life recommends the adoption of the following measures to ensure that good business management and practice are achieved.
1. The treasurer (or other designated officer) should have the sole responsibility for depositing organization funds directly into the organization’s bank account.
2. This same officer should have the responsibility of overseeing the overall financial affairs of the organization, including monthly verification of all bank statements which will be placed in organization’s mailbox and the preparation of the end-of-semester financial statements. This financial statement is an accounting of the income and expenditures during the semester.
3. All monies collected, regardless of the source, should be deposited into the organization’s account in a timely manner. State law requires the College to deposit funds within seven days.
4. All individuals who turn money in to the treasurer for deposit into the organization’s account should be given a numbered receipt for the money received. The treasurer should issue this receipt in duplicate, and maintain a chronological file of all receipts issued, including expenditure receipts. Receipts that are made in error should be voided and maintained in the chronological file.
5. Never reimburse a member for out-of-pocket expenses without first receiving the receipt(s).
FUNDRAISING GUIDELINES

RAISING MONEY FOR YOUR ORGANIZATION

Sales Tax Laws
In the fall of 1995, the Texas State Legislature passed House Bill 596 that allows certain college and university student organizations to sell items tax-free one day a month.

Student organizations that only sell taxable items during a one-day monthly fundraising drive will not be required to have a sales tax permit. When these organizations buy taxable items to resell, they may issue an exemption certificate to the vendor. **Student Organizations at San Jacinto College are prohibited from selling taxable items at times other than their one-day monthly fundraising drive.**

HB596 States that the sale of a taxable item by a qualified student organization is exempted from sales tax if:
- The student organization sells the item at a sale that lasts for one day only, the primary purpose of which is to raise funds for the organization;
- The organization holds not more than one fundraising sale each calendar month; and
- The qualifying organization has a primary purpose other than engaging in business or performing an activity designed to make a profit.

A qualifying student organization must be affiliated with an institution of higher education as defined by the Education Code <*> 61.003, or a private or independent college or university that is located in this state and that is accredited by a recognized accrediting agency under the Education Code <*> 61.003.

Registered student organizations showing proof of tax exemption status as outlined in the IRS code are not limited to the number of sales they may conduct each month (e.g., Baptist Student Ministries).

Fundraising Guidelines
All requests for fundraising projects should be submitted to the Coordinator of Student Life for approval prior to arranging for items to sell or soliciting orders. These projects may be submitted for approval on the regular Activity Registration Form.

**Reminder: Student organization fundraising projects are sales tax exempt only one day of each month.**
Coordination is necessary to eliminate duplication of items sold by two or more groups; therefore, be clear and precise in the wording on the Activity Registration Form. Organizations are encouraged to file the Activity Registration Form as far in advance as possible. We work on a “first come – first served” basis.

After your fundraiser, all student organizations are required to reconcile their event and submit a **Fundraiser Reconciliation Form** to the Student Life Office within 7 business days. Funds raised need to be deposited into the group’s bank account or kept with Student Life.

Item Sales
The sale of taxable items must be approved by submitting an Activity Registration Form to the Office of Student Life for approval by the Coordinator of Student Life. Be sure to check with the Student Life Office as you plan your item sale, since the sale of certain products is limited or prohibited. Ideas include T-shirts, balloon bouquets, flowers, crafts, books, cozies, bumper stickers, etc.

Contests, Events, & Activities
Contest rules and prize distribution information must be developed for all contests, games of skill, and sales of tickets for a chance on a prize.
Food Sales Guidelines
In order to have a food sale approved, organizations must abide by the following:

- All food sales are approved by the Coordinator of Student Life via an Activity Registration form submitted by the sponsoring student organization.
- Food sales are restricted to recognized student organizations.
- Signs indicating the name of the selling organization and purpose to which food sale proceeds will go must be posted at the site of the food sale activity.
- Proper sanitation guidelines must be followed. (Temporary Food Establishment Requirements, Health Department):
  - Clean storage area.
  - Clean preparation areas and equipment.
  - Clean food handling – USE SANITIZED UTENSILS – USE GLOVES!!
  - Keep COLD food cold (40 degrees or lower).
  - Keep HOT food hot (140 degrees or higher).
  - Keep ALL food protected – all baked goods individually wrapped in plastic wrap – and everything must be covered!!

Organizations must furnish all necessary utensils, ice, plastic wrap, napkins, cups, condiments, sanitation supplies, and a cash box with change.

The cafeteria food service will not provide supplies for club fundraisers.

The Organization distributing food on campus is responsible for cleaning up any litter resulting from such distribution.

Fundraising Ideas
Be creative! There are all kinds of fun events, activities, games and entertainment that you can conduct as a stand-alone booth or in addition to selling food.

Events and Activities
- Drawings for Fabulous Prizes
- Silent Auction
- Kiss-A-Pig
- Casino Night
- Talent Show
- Celebrity or Faculty Dinner or Roast
- Garage Sale (off-campus)
- Tournaments (e.g., golf, tennis, chess, etc.)

Entertainment & Games
- Basketball Free-throw, Horse, or Slam Dunk
- Twister
- Caricaturist
- Face Painting
- Chicken Catapult
- Wheel of Fortune
- Pie (or other food) Eating Contest
- Fun Photo Booth (need Polaroid camera, customer receives pictures)
- Celebrity Jail
- Obstacle Course
- Rent the "Side-Pocket" Game Room
- Reserve the Ballroom

Sales Tax: FAQ
Q. We’d like to sell items from a catalog. Can we do this?
A. Yes. Make sure the company holds a State of Texas sales tax permit. Your group collects tax on each item sold to send to the company; the company submits taxes to the State (student groups should confirm). The percentage of profits from sales that each group receives is considered a donation by the company. Since this is considered a donation, sales are not limited by the number of days.
Q. If our group hosts a conference on campus and the profit from registration fees are carried over for the next year's conference, are the fees collected taxable?
A. No. Conference fees are not taxable.

Q. Many companies will pay money for recycled material. What are the restrictions on recycling projects as a fundraising activity?
A. Not at all. No sales – no tax. Recycled materials are being donated; therefore, the company is making a donation to the student group.

Q. Does the sales tax law affect drama department theatrical productions held four times a year? These projections are directly related to classes; graded activity.
A. Yes. The first performance of each “run” is tax exempt, but subsequent performances must collect sales tax. It doesn’t matter if the event is directly related to an academic class; by law it is considered an amusement service; therefore, taxable. The Drama Department should advertise “$5 donation appreciated” or verbiage of similar nature, then sales tax is not an issue. However, they must be prepared for patrons to walk in without making a donation.

Q. We’re sponsoring a golf tournament this year. Money will be collected from entry fees and concessions sales. Since we’re raising money from more than one activity, will this affect us?
A. If it is a one-day tournament that the group uses as their one fundraiser for the month, tournament fees and concession sales are exempt from sales tax. You can have more than one activity during that one day.

Q. A company has donated a television to our organization. Our members voted to conduct a drawing for a chance to win the TV; one chance for $1 donation. Is sales tax charged on each chance?
A. No. The television is considered a donation. More than one drawing can be held each month only if each item was donated. Remember: Be prepared to give someone an opportunity to win the TV even if they do not give you the “suggested” donation. Failure to do so will make your drawing illegal.
TRAVEL AND YOUR ORGANIZATION

Note: This chapter is subject to periodic updates. Contact the office for travel details.

One of the special added benefits of membership in some of the student organizations is the opportunity to travel. Many groups attend conferences and competitions all over the state of Texas and the U.S.

San Jacinto College is unable to provide insurance covering any student organization or activity (includes travel). Approval by the Office of Student Life of a student organization or activity does not establish College liability coverage for that organization or activity. Institutional funding does not establish College liability coverage for that organization or activity.

As we become more “liability conscious,” students should be aware of their liability in traveling as well as the various alternatives available. With that in mind, please become familiar with the travel policies and guidelines located below. Each student officer and member is responsible for knowing the rules for fun, safe student travel.

SJC TRAVEL RULES

❖ In order to assure that the events or activities that involve student travel are within the course and scope of the College’s mission and that student safety issues have been addressed, travel undertaken pursuant to this policy must be authorized in advance by the Coordinator of Student Life.
❖ College-funded student travel is limited. Student groups are strongly encouraged to raise and use their own funds to cover travel expenses.
❖ Travel requests for student related trips that require either college vehicles or college funds must be submitted a minimum of three work weeks (15 business days) in advance of the trip. If travel request forms are not submitted in the appropriate timeframe the organization will receive a follow-up letter and the group’s travel privileges may be restricted.
❖ The San Jacinto College Code of Student Conduct applies during all college approved organization trips. Students committing infractions of the code during any part of a trip are subject to disciplinary action as outlined in the Student Handbook.
❖ A student organization advisor is required to travel with students under the following circumstances: organization competitions, national, state or regional meetings/conferences, overnight trips, or when students will be missing class. If the advisor is unable to attend, he/she must obtain another full-time college employee who is approved by the Coordinator of Student Life.
❖ Student solo travel may be requested and will be reviewed on a case by case basis. Organizations wishing to send a single student to a function must request in writing and submit the information 30 business days prior to the requested travel date.
❖ No alcohol or drugs. It doesn’t matter if a student is over 21 years old it’s against college policy and subject to disciplinary action. Please see Student Code of Conduct for specific policy.
❖ Only currently enrolled students, faculty, or staff are to be passengers in a college-operated vehicle. No children, spouses, parents, friends, etc., are to be transported in a college-operated vehicle. Nor may their travel be provided at College expense.
❖ Each student is responsible for notifying their professors regarding absences for authorized trips. Student must make arrangements for make-up work before the absence.
❖ If requested Student Life can provide notification of students traveling for a student organization’s sponsored activity. This notification does not excuse your absence from class, that determination is made by the class’ instructor.
❖ All students must submit a completed Emergency Contact/Medical Consent Form to the Office of Student Life prior to leaving on a trip.
❖ Co-ed rooming will be permitted only if the students are married.

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Transportation
Listed below are the basic means of traveling available to student groups and the advantages/disadvantages associated with each.

1. **Personal Automobiles**
   Individual driver is responsible for passengers; drivers must carry own insurance to cover liability, no control (higher level of liability). The college is not liable for any damages or injuries sustained while traveling.

2. **College Vehicles**
   In order to reserve College vans for an organization trip, the driver must be pre-approved by the District Safety Office to drive a college vehicle. An advisor must reserve college vehicles.

3. **Rental Vehicles**
   San Jacinto College does not permit students to drive rental vehicles. Only advisors that are approved to drive college vehicles are permitted.

4. **Commercial Carrier (bus, etc.)**;
   Carrier providers own insurance and assumes liability, most expensive, usually must pay in advance or make deposit, must arrange early, usually requires written agreement (lowest level of liability).

Who can travel with your organization?
- Only currently enrolled students may travel. (Students who drop all classes cannot travel).
- Only students in good standing (2.0 GPA or higher with no active disciplinary cases or restrictions) with the College may travel with the group.

**Student Organization Authorized Travel**
Travel requests for student organization related trips, which require either college vehicles or college funds must be submitted a minimum of three weeks (15 business days) in advance of the trip.

If an organization uses College transportation or funds, a travel request must be submitted at least four weeks in advance of the scheduled trip.

1. Obtain an authorized Travel Form (**Authorized Travel Form** and **Release Agreement for School Sponsored Travel**).
2. If planning to use a college vehicle, the advisor must contact the Office of Campus Services.
3. Submit above paperwork to the Office of Student Life at least four weeks prior to trip. (Trips are subject to disapproval if paperwork is not submitted at least three weeks ahead of scheduled trip.)
4. An itinerary must be furnished. If this is not possible, a destination, time of arrival, phone number where advisor may be reached, and estimated departure and return times must be recorded on the Travel Form.
5. The advisor must furnish a complete list of students who are participating. All students must sign the **Authorized Travel Form** and **Release Agreement for School Sponsored Travel**, and the **Emergency Contact/Medical Consent Form** and have completed **Risk Management Training** prior to the trip. Forms are located in the Office of Student Life.

Upon return, a Student Organization must return all receipts for expenditures to the Office of Student Life within 5 business days. ITEMIZED RECEIPTS WITH FORM OF PAYMENT LISTED MUST BE SUMMITTED FOR REIMBURSEMENT.

**Using your Private Automobile**
Although private automobiles may provide a very cost effective means of transportation, there are disadvantages to this kind of transportation. You must consider liability issues. Be sure that:
- The vehicle and its driver have appropriate insurance.
- The individuals traveling in private vehicles understand that it is at their own risk.
- The vehicle has been adequately serviced with preventative maintenance check ups.
- The designated drivers have experience and are licensed to drive the vehicle.
- The mileage of the trip is offset with meal breaks, sleep time, etc.
- You have an emergency plan in case of breakdowns or accidents.
- Alcohol and/or drugs are not part of your driving experience.
- Follow the Texas Department of Safety (“DPS”) rules.
- If you are involved in an accident, make sure any injured persons get the requisite medical treatment.

ITEMS TO HAVE ON YOUR TRIP

Supplies
Office of Student Life advises you to create a list of needed supplies for the trip. Suggested items to include in the checklist are:
- First Aid Kit
- Flash Light
- Maps
- Cellular Phone
- Inflated Spare Tire
- Tire Jack

Forms & Phone Numbers
Create a list of reference material needed for the trip. Items to include are:
- **Emergency Contact/Medical Consent Forms**: (three sets), one master stays with the advisor; the other set travels with student, and the third copy is on the file with San Jacinto College.
- Campus Phone Number: 281-998-6150
  - Evening Division can be reached after regular business hours and on Saturday.
- Emergency Phone Numbers, including the emergency numbers for the cities to which you are traveling.
- San Jacinto College Police Department Emergency Number 281-476-9128.
- Insurance Coverage.
CONDUCTING MEETINGS

The Meeting: A Checklist
In order for meetings to run effectively and efficiently, meetings should be conducted on a regular basis with the time and place being consistent. The following sample checklists will assist the Chairperson/President in this process.

1. Before the Meeting:
   - Reserve Meeting Room
   - Decide on Physical Set Up/Arrangement (including IT needs)
   - Prepare Agenda
   - Make Copies of Agenda
   - Copy Previous Minutes
   - Contact Committee Members for Weekly Reports

2. At the Meeting:
   - Greet Members, Special Guests
   - Start Meeting on Time
   - Introduce Guests
   - Conduct Meeting
   - Keep Order
   - Hand Out Materials
   - Announce Time/Place of Next Meeting
   - Evaluate the Meeting/Past Program(s)

3. End of Meeting and After:
   - Clean Up
   - Collect Any Unused Material
   - Return Equipment
   - Read/Analyze the Evaluation
   - Follow Up on Committee Assignment

BASIC PARLIAMENTARY PROCEDURE

Types of Motions
Main motions introduce new business before the group. They take the form of proposing actions. Example: “I move that we reduce our first-year dues for new members.”

Motions that bring a question again before the assembly provide ways to readdress a motion considered earlier, but in the same meeting. Example: “I move we reconsider the motion, that we reduce the first year dues for new members.”

Subsidiary motions propose various ways of dealing with a main motion that’s on the floor. Example: “I move that we refer this motion to committee.”

Privileged motions deal with issues requiring immediate attention but not related to the motion on the floor. Example: “I move that we recess until 7:00 p.m. this evening so that members may attend the dinner program.”
Incidental motions deal with procedural matters that must be resolved before the meeting continues. Example: “Point of order. We do not have a quorum.”

**Typical language used by chair**
- “I call this meeting to order.”
- “Will the secretary, please call the roll?”
- “We have a quorum. Will the secretary please read the minutes of the last meeting?”
- “Are there any corrections to the minutes?”
- “If there are no (further) corrections, the minutes stand approved (as read/as corrected).”
- “We’ll now move to officers’ reports. Will the treasurer, please submit her report?”
- “We’ll now move on to unfinished business. At the last meeting the office Operations Committee moved that…is there discussion?”
- “The meeting is now open for new business.”
- “The chair recognizes __________.”
- “It has been moved and seconded that…is there any discussion?”
- “We will vote on the motion that…all in favor say ‘Aye.’ All opposed say ‘Nay.’ The motion is carried.”
- “If there’s no objection, the meeting is hereby adjourned.” (Or, “is there a motion to adjourn?”)

**Handling a Main Motion**
1. Member asks for and gets recognition from the chair.
2. Member says, “I move that…” Another member seconds motion, or chair asks, “Is there a second?”
3. Chair states motion and ask for discussion.
4. Members ask to be recognized and enter into debate. Maker of motion has first right to the floor. Debate only on merits of motion, addressed only to chair.
5. Debate is closed when no members seek floor, or when previous question is moved, seconded, and voted.
6. Chair put question to vote.
7. Chair announces result of vote.
8. While a main motion is pending no other main motions may be introduced. Privileged, subsidiary and incidental motions are permitted in order of rank.

**Types of Votes**
- **Voice vote** – most often used.
- **Rising vote** – members stand to be counted.
- **Show of hands** – used in smaller groups, if no member objects.
- **General (or unanimous) consent** – members vote by remaining silent when asked for objection.
- **Ballot or roll call** – must be done when majority orders it.

**The Art of Presiding**
There’s more to running a meeting than a call to order and announcing the next item of business. What does it take to be a good presiding officer? The following is a list of attributes of an effective presiding officer that we hop you will find helpful.

- **Good Attitude**
  - The right attitude creates a positive atmosphere.
  - Feeling good about yourself and what you are doing.
  - Enjoy people and associate with people.
  - Enjoy what you are doing.
  - Relax!
Neat Appearance
- Clothing should be comfortable.
- Clothing should be inconspicuous – shouldn’t detract from what you are saying.

Good Self Control
- Don’t let the assembly (membership) intimidate you.
- Pace yourself – don’t allow members to rush you.
- Take time out when problems arise, or things seem out of control.
- Pause – people are afraid of pauses.
- Stop, take a deep breath, and take time to think.
- Consult with parliamentarian (if applicable).

Stance
- Practice standing with your feet as far apart as your shoulders.
- Stand up and sit up straight.
- Keep your hands away from face and use gestures only if natural.
- Eye contact is very important – don’t talk to the podium or table.
- Look straight at your listeners with an open face, one that encourages your audience to trust and believe.

Voice
- Don’t use volume (shouting) to command attention-only creates noises not communication. For emphasis use pitch and rate.
- Voice, together with facial expressions and body language, forms the total personality. When one component is warm and friendly the others will follow.
- Control pitch – the position of sound on a musical scale.
- Control rate – the duration of sound.

Special Qualifications
- Knowledge of parliamentary law and procedure.
- Familiarity with bylaws and other rules of the organization.
- Understanding of objectives, policies, traditions, goals.
- Familiarity with duties of fellow officers and chairmen.
- Common sense, tact and a sense of humor.

Duties
- Open meetings on time, having ascertained that a quorum is present.
- Have at hand the following:
  - Copy of bylaws and other rules.
  - Copy of parliamentary authority (Robert’s Rules of Order).
  - A complete order of business.
  - Timepiece and calendar.
- Announce business in order from a prepared agenda.
- Recognize members entitled to floor.
- State and put to vote questions properly brought before the org. and announce the result of each vote.
- Protect the membership from dilatory or frivolous motions.
- Rule improper motions out to order
- Assist members with wording of motions.
- Enforce rules of debate and decorum.
- Expedite business without depriving members of rights.
- Expedite business through general consent and assumed motions if group is accustomed to this method.
- Enforce discipline, maintain a calm deliberate tone, but be firm if the situation demands it.
Minutes of the Meeting
One of the most important tasks of an organization is keeping official records of the group’s business. Each organization and/or committee should select a Secretary or Recorder to keep accurate records of meetings. In doing so, the Secretary is maintaining an important history of the organization, its thoughts and activities. In a large organization, two sets of minutes will probably have to be maintained for general meetings of the group and for executive meetings of the group’s officers.

Minutes are records of actions. After each meeting, concise, readable and accurate minutes of the meeting should be written. They should be distributed and/or read at the next meeting, corrected as needed, and approved by the group. The Secretary should sign the minutes.

A sample is included below. Four important things to remember are:
1. Minutes should always follow the agenda.
2. Corrected minutes are shown in the next week’s set of minutes.
3. Always be sure to include the exact wording of motions, and
4. Minutes should be kept in the organization notebook located in the Office of Student Life and passed on from year-to-year to serve as a reference for future groups.

Example Format for Minutes

I. Call of Order
   The regular bi-weekly meeting of the Student Government Association was called to order at ______ o’clock p.m. by President _____________.

II. Roll Call
   Secretary ______________ took roll call. (List members) who were absent.

III. Approval Minutes
   Minutes of the previous meeting of September 18, 2006 were read and approved.

IV. Officer Reports
   President’s comments…
   Vice President’s comments…
   Secretary’s comments…
   Treasurer’s Report: The treasurer’s report indicated a balance of $600.00 as of September 30. The report was placed on file.

V. Committee Reports
   The Social Committee reported that a Festival was being planned for October 31, 2002. Further progress will be reported at the next meeting.

VI. Old Business
   Tom Smith’s proposal for co-sponsoring the Fall Festival was read and discussed. Sally Jones moved to contribute $50.00 plus to assist with the event. The motion passed by a voted of 10 for 2 against, and 0 abstention.

VII. New Business
   Revision to the Student Government Association’s constitution was distributed to all members. They will be discussed and voted on at the next meeting.

VIII. Announcements
   Sue announced that Friday is Matt’s birthday.

IX. Adjournment
   The meeting was adjourned at ______ o’clock.
   Submitted by

_________________
Secretary
GENERAL STUDENT ORGANIZATION FORMS

Activity Registration Form
Looking to plan an event, activity or fundraiser for your student organization? If so, all student organizations must fill out the Activity Registration Form.

The form must be submitted at least 10 days prior to the event.

Budget Request Form
If your organization wants to make a purchase using Student Life funds, you must fill out the Budget Request Form. Please give ample time for purchases.

Examples of purchases: Food and beverage, posters, supplies and etc.

Budget Request Form-Travel
If your organization wants to make travel purchases using Student Life funds, you must fill out the Budget Request Form-Travel. Please give ample time for purchases.

Examples of purchases: Hotel, airfare, registration for off campus events, etc.

Community Service Form
If your student organization is helping to service a philanthropic activity, fill out this form and return it to the Office of Student Life. This is to ensure credit is received for services from your student organization.

Note: This must be completed within 10 days after the conclusion of each service project and philanthropic event.

Emergency Contact Form
In the event of an emergency, San Jacinto College must have on file an emergency contact/medical consent form from each student participating in college sponsored travel. This must be filled out and submitted to the Office of Student Life.

Fundraiser Reconciliation Form
Make sure to turn in the Fundraiser Reconciliation Form 3-5 days after your club’s approved fundraiser.

Reimbursement Form
Note: Make sure to keep all receipts.

In order for reimbursement forms to be processed, receipts must be included. Please fill out this form and submit to Student Life.

Risk Management Presentation
This presentation is to ensure safety for all persons participating in student organizations.

Student Organization Application
If you are registering the organization for the first time or renewing your organization, you must fill out this form annually and return to Student Life. The Office of Student Life will contact the advisor and/or president regarding status.

Student Travel - Instructional
This form is for students traveling for academic purposes, such as a class field trip.

Student Travel - Organization
Student organization travel authorization form and release agreement for college sponsored travel.

This form must be submitted to the Office of Student Life at least 15 days before the trip.