Advisor Manual

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**Student Life Mission**

The goal of the Office of Student Life is to promote success inside and out of the classroom by enhancing the student experience. College isn’t just about learning on the inside of the classroom. We strive to create an environment where students feel connected to their alma mater by offering programs to open doors to student leadership, social opportunities, volunteering in the local community, and enhancing academic success.

**How to Find Us:**

**Central Campus**  
Student Life Office, C 14. 100  Phone: 281.476.1877  
Email: central.studentlife@sjcd.edu

**North Campus**  
Student Life Office, N 12. 101  Phone: 281.459.7167  
Email: North.studentlife@sjcd.edu

**South Campus**  
Student Life Office, S 11.110  Phone: 281.929.4633  
Email: south.studentlife@sjcd.edu

Website: www.sanjac.edu/Student-Life

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Introduction

This manual is intended to be a tool for all advisors of registered student organizations at San Jacinto College. It includes helpful information for advisors about SJC policies, procedures and operations to ensure a successful year for your student organization. It was created primarily for advisors to use as a resource for helping your organization achieve success. This manual will provide information you need to know to appropriately lead and guide your organization. The Office for Student Life is committed to serving as a resource for all student organizations. We strive to remove as many barriers as possible to make your experience as an advisor to a student organization a positive one, for both you and the organization. Your role as advisor is greatly appreciate by the Office of Student Life as well as by all of the students who benefit from your hard work, caring, and involvement.

What we do

Student Life encourages and supports the active involvement and leadership of students on campus. Staff in the office provides programs and assistance to student organizations including: coordinating the recognition and renewal processes, providing training and leadership development programs, offering access to campus facilities, providing financial assistance, communicating San Jacinto College policies and procedure and more.

Student Life:

1. Enforce all SJC regulations and administrative rules related to organizations
2. Investigate allegations that an organization has violate a SJC regulation or administrative policy
3. Keeps records of student organization recognition, constitutions and more.
4. Can assist with program or event programming
5. Facilitates the Mandatory Risk Management training.

Marketing, Advertising and Media Outlets

- Campus bulletin boards
- Banners
- Flyers
- SJC TV’s
- Social Media
- Side Walk Chalk
Student organizations may promote their organizations or campus event by using different forms of advertisement. Approval request will be based on factors such as the number of other requests received, other campus events occurring at the same time, etc. When posting flyers on campus, the sign must not block passageways, obstruct any building, or otherwise unreasonably distract or interfere with members of the college.

Guidelines for Advising Student Organizations

The amount of attention student organizations need from their advisor will vary. It is helpful to discuss expectations that the organization has of you and vice versa, at the beginning of the academic year. The Student Life staff is available to assist you should any problems arise. The information below includes suggestions and general guidelines to use when advising your student organization.

Clery Act Information

One particular requirement of the student organization advisors falls within the purview of The Student Right to Know and Campus Security Act of 1990, or more widely known as the Clery Act. This piece of federal legislation the Texas State Police Department is required to report “statistics concerning the occurrences of certain criminal offenses reported to the local police agency or any official of the institution who is defined as a ‘Campus Security Authority.’ Student organization advisors are considered a campus security authority because they have “significant responsibility for student and campus activities”.

What does this mean for advisors?

This means advisors have the authority and the DUTY to take action or respond to particular issues on behalf of the institution should they know of a crime that has taken place.
**Months to Remember:**

**August**
- School Begins.
- Welcome Week events for back to school.
- Student organization registration renewal can be turned in for approval.

**September**
- Involvement Day (recruitment opportunity for your organization)
- Risk Management and student organization informations meetings are held.
- Fundraising for student organization begins.

**October**
- Student Organization annual renewal forms are due by first business day in October.

**November**
- Update information for all organization contacts for spring 2016.

**December**
- Graduation
- No student organization meetings can happen during the week of finals.

**January**
- Update information for all organization contacts for spring 2016.

**February**
- Applications are available for Campus awards ceremony.

**March**
- Applications are available for Campus awards ceremony.

**April**
- Campus Awards ceremony is held.
- Club Budget forms are due.
- Officer Transition meetings are held.

**May**
- Graduation
Advisor’s Guide

What is an advisor?

A student organization advisor is a faculty or an exempt staff member who provides support and guidance to officers and members of a student organization. The advisor not only serves as a representative of the group in an official capacity, but also as a student advocate. An advisor is one who gives ideas, shares insight, provides a different perspective, and encourages organization members.

Why be an advisor?

Advising a student organization can be a very rewarding experience. Working with students outside of the classroom allows faculty and staff the ability to share information and resources and encourage development in the student. This close interaction with students allows advisors the opportunity to promote skills such as leadership development, ethics, teamwork, appreciation of diversity, and self-discovery that are invaluable to students when they leave San Jacinto College.

Who can be an advisor?

Any full time member of the faculty or full–time exempt staff at San Jacinto College may be invited to serve as a student organization advisor.

What are the responsibilities of an advisor:

An Advisors Expectations Form is included in this guide. The following responsibilities provide an overview of general expectations.

Good advisors keep the following three sets of responsibilities in mind while working with student organizations:

1. Responsibility to individual group members
2. Responsibility to the student organization
3. Responsibility to the institution – San Jacinto College

Responsibility to individual group members:

1. The advisor should help the students find balance between their academics and their co-curricular activities. Student leaders often have the tendency to burn the candle at both ends and may overextend themselves. The advisor has a unique opportunity to remind students of their academic obligations and personal needs.
2. The advisor should encourage each individual to participate in and plan group events. Some students fade into the background if not effectively encouraged. Being a member of a student group can provide students with valuable interpersonal and/or leadership skills, but these will not develop in the student if not involved.
3. The advisor should encourage students to accept responsibility for specific roles within the group. The advisor should help them realize the importance of these roles. From officer
positions to committee members, each student should feel invested in and accountable for their specific.

Responsibility to the student organization:

1. The advisor should assist the group in developing realistic goals, strategic planning, and training for the academic year. This will contribute to the education and personal development of the students involved.

2. The advisor should be aware of all plans and activities of the group and inform the group of institutional policies that may affect these plans. The advisor should see that the group and its officers know where policies are listed, what the policies are, why they exist, and the channels to be followed for changes, revisions, or exceptions to policies. Advisors should also participate in the planning/review of each activity.

3. The advisor should be available to organization officers/members and regularly meet with the organization. Being visible is one key aspect of being an advisor. When members feel like they can talk to their advisor about issues within the organization or other things that are bothering them an organization will be better off.

4. The advisor should discourage dominance of the group by any one individual and should encourage less involved students to take initiative. Eager leaders often provide strong leadership more often than necessary. This can lead to resentment by some or pressure others into silencing themselves. The advisor can help provide a balance by pointing out such concerns in a one-on-one setting with the students or the organization leadership.

5. The advisor may need to refer students to counseling. Invariably, during interaction with the group’s members, the advisor will encounter students with personal problems. The counseling role might require individual consultation on a personal level or referral to the student counseling service.

6. The advisor should provide continuity within the group and should be familiar with the group’s history and constitution. Membership turnover in student organizations is high and often the only link with the immediate past is the advisor. The advisor can steer group members clear of mistakes and help them avoid the proverbial reinventing of the wheel. Serving as the group’s memory and continuity link, the advisor can help new officers build on history and develop long term plans for the future of the organization.

7. The advisor should offer ideas for projects and events. The advisor will perform his/her greatest service by providing opportunities for the students to exercise initiative and judgment and to enjoy a proper measure of autonomy in self-directed social, educational, recreational, cultural, and spiritual activities. He or she should not dominate the program planning process. However, advisors should ensure that the group understands a program’s complexity and has discussed the necessary steps that need to take place in order for the program to be successful. The advisor should remember that it is the task of the active members to operate the organization. Removing this responsibility from the members would deprive them of an important educational experience.

8. The advisor should assist the group in evaluation. This includes evaluating individual programs as well as doing a complete evaluation at the end of the academic year. The advisor must be willing to give constructive criticism when necessary and offer words of praise for work well done.
9. The advisor should maintain continuity and tradition of organization as members graduate. This includes knowing the history, and being passionate about teaching the new members what the organizations means.

Responsibility to the institution – San Jacinto College

1. The advisor should work with the group, but not direct its activities. Although the advisor’s role is not regulatory or disciplinary, the advisor has a responsibility to both the institution and the organization to keep their best interests in mind. At times, the advisor may need to remind the organization of institutional policies so that violations do not occur. The advisor may also work with the organization’s officers to establish and maintain internal group standards and regulations for conduct.

2. Occasionally, an advisor can help an organization during an emergency. Although this type of intervention is rarely necessary, the advisor’s good judgment can be the saving grace in the event of mishaps, internal conflict, or personal crisis. Assisting the group’s president as a spokesperson or serving as the main contact for the college can help in these cases.

What is the role of an advisor?

Advisors to student organizations have three main functions:

1. To help with the growth and development of students.
2. To add to the continuity of the group as members graduate and move on.
3. To assist in the area of program content and purpose.

Advisor roles may differ depending on the student organization, but the role is always an important one. Some advisors play very active roles, attending meetings, working with student officers, and assisting in program planning and development. Others maintain a more distant relationship with the organization. It is our hope that as an advisor you will maintain regular contact with the organization. An advisor accepts responsibility for remaining informed about the activities of the organization and for advising officers of the organization on the appropriateness and general merits of policies and activities. Advisors should be both accessible and interested and should provide whatever counsel a group or its members might seek.

Several factors determine the nature of the advisor’s role, such as the effectiveness of organization members, organization activities, and the availability of the advisor. However, advisors should never serve as only a signature on registration forms. Most advisors have significant knowledge and experience that can be applied to student organization goal-setting, conflict resolution, and group effectiveness. It is often the advisor that maintains the continuity of the organization and helps it grow. In short, a good advisor helps nurture an organization’s success.
**Benefits of being an advisor**

Becoming an advisor can be very beneficial to both the advisor and the students of the organization. These benefits include but are not limited to:

- Working with students as they learn and develop new skills
- Sharing one’s knowledge and experiences with others
- Developing a personal relationship with students.
- Furthering personal goals or interests by choosing to work with an organization that reflects one’s interests
- Helping a disparate group come to an understanding of differences
- Coming together to share common interests and working toward a common goal

**Types of advisors**

**Mentor:** Mentors have the responsibility of creating a one-on-one learning relationship based on modeling behavior and an extended, shared dialogue. Students may look to mentors for advice regarding their career, activities, or personal goals. Good mentors exhibit enthusiasm, genuine interest, understanding, and an honest rapport, along with the desire to stimulate and expose others to new experiences.

**Team Builder:** Team Builders work with their new officers to establish relationships that will enhance the ability of the organization’s leadership and members to work together. A team builder facilitates an environment in which he/she assists students in understanding their strengths, weaknesses, work styles, and goals.

**Motivator:** Motivators are aware of their students’ needs, wants, desires, and impulses. You can motivate students through recognizing their efforts, appealing to their desire to create change and connecting their experiences at the College to the experiences they will in the community.

**Mediator:** Conflict mediators work with the students to resolve any conflict within the group or other College party. Successful mediators only get involved when students cannot resolve their issues on their own. It is important to remain as impartial as possible so as not to show a bias toward any one student within the organization. The ultimate goal is to reach a win-win situation for the students and the organization.

**Reflective Agent:** Reflective agents encourage their students to engage in activities that contribute to each individual student’s ability to make meaning of his/her own experiences. Reflective agents ask probing and honest questions to challenge their students to really learn about themselves and the world around them. Remember to have students reflect on their successes and failures.

**Policy Interpreter:** A policy interpreter must adhere to policies and rules that have been set forth for student organizations. Advisors are asked to familiarize themselves with this document so that they can assist students in understanding of how to work within College parameters. Being able to interpret policies and rules to the students is extremely valuable.
Directing: The advisor provides specific instructions and closely supervises task accomplishments. Use this style with students/groups that are at a low level of readiness.

Coaching: The advisor continues to direct and closely supervise task accomplishment, but also explains decisions, solicits suggestions, and supports progress. Use this style with groups that have a few leaders that are at a higher readiness level who will need your support with the rest of the group to get things accomplished.

Supporting: The advisor facilitates and supports the efforts toward task accomplishments and shares responsibilities for decision making with the students. Use this style with students/groups that are just starting to understand the concepts that will lead to success - the group is just starting to “get it”.

Delegating: The advisor empowers the students to conduct their own decision making, problem solving, and delegating. Use this style with students/groups that are at a high level of readiness.

Flexibility: You must be able to move from one style to another in order to meet the needs of the different types of students and multiple circumstances you will encounter.

Diagnosis: You have to learn how to diagnose the needs of the students you advise. Determining what is needed as opposed to what is wanted is sometimes a difficult task. It is also important to note that what is needed is not always the thing that will get the most positive response - it is what will lead the student through a problem, set the standard for the future, or help to teach the student a valuable life lesson.

Contracting: You have to learn how to come to some agreements with students. It can be helpful to work together to reach an agreement as to which advising style they seek from you. This is a valuable lesson for assisting students with understanding the rules of engagement and interaction that will be carried forth as they mature.

Advisor Do’s

- Assist officers with procedural matters. Be knowledgeable of the organization’s purpose and constitution and help the general membership adhere to them.
- Be knowledgeable about, and comply with federal, state and local laws and ordinances, as well as campus policies. Inform the group of pertinent policies.
- Empower students to take action and to take satisfaction in seeing the student organization succeed.
- Allow the group to succeed, and allow the group to fail. Learn when to speak when not to speak. Remember to let the students make the decisions while you provide guidance and advice.
- Represent the group and its interests in staff and faculty meetings. Reach out to other advisors or departments (i.e. Student Organizations) for assistance.
- At the beginning, develop clear expectations about the role of the advisor and your relationship to the organization.
- Read the group’s constitution.
 Get to know all of the members on an individual level. Learn what they want to get out of the organization. Maintain a complete officer and membership list with addresses and phone numbers (or know where to easily find one.
 Develop a strong working relationship with all the officers. Establish as needed meetings with individual members of the organization who need additional guidance in their officer or committee positions.
 Discuss concerns with officers in private and praise them in public.
 Meet with the officers and help them set goals. Encourage the Executive Board to disseminate reports (such as financial reports) to the general membership on a regular basis.
 Orient new officers and members to the history and purpose of the group and help them to build upon it. Help members look toward the future by developing long-term goals and communicating those plans to future members.
 Help to resolve intragroup conflict.
 Enjoy the impact you can have on the students’ development. Help to develop the leadership potential within the group.
 Be visible and choose to attend group meetings and events. At the same time, know your limits. Establish an attendance schedule at organization meetings, which is mutually agreed upon by the advisor and the student organization.
 Know your group’s limits. Help students find a balance between activities and their academic responsibilities.
 Keep your sense of humor and enthusiasm. Share creative suggestions and provide feedback for activities planned by students.
 Serve as a resource person. The advisor does not set the policy of the group, but should take an active part in its formulation through interaction with the members of the group. Since members and officers in any organization are ordinarily active only as long as they are students, the advisor can serve as a continuity factor for the group.
 Be consistent with your actions. Model good communication skills and listening skills. Develop good rapport.
 Be available in emergency situations.
 Head off situations that might give rise to poor public relations for the student group or college.
 Introduce new program ideas with educational flavor; point out new perspectives and directions to the group; and supply the knowledge and the insight of experience.
 Carefully review monthly financial reports from the organization treasurer or business manager. Familiarize yourself with the group’s financial structure, from where the treasury is derived (dues, fundraising), for what the money is used, how money is allocated, and how the money is budgeted; assist in budget development and execution.
 Learn the strengths and weaknesses of the group. Offer support when necessary; but also allow people to make their own mistakes and learn from them.
 Encourage feedback and the evaluation process.
 Plan and encourage attendance at leadership training.
Do things right and to do the right things. Guide and assist students in becoming responsible leaders.

Provide support. Give the group autonomy but offer feedback, even when it is not solicited. Let the group work out its problems, but be prepared to step in when called upon to assist.

**Advisor Don’ts**

- Know it all.
- Be the leader or “run” the meeting.
- Say I told you so.
- Impose your own bias.
- Manipulate the group, impose, or force your opinions.
- Close communications.
- Tell the group what to do, or do the work of the president or other members of the executive board.
- Take everything so seriously.
- Take ownership for the group, be the “parent,” or the smothering administrator.
- Miss group meetings or functions.
- Be afraid to let the group try new ideas.
- Become such an advocate that you lose an objective viewpoint.
- Allow the organization to become a one-person organization.
- Be laissez-faire or autocratic.
- Assume the group handles everything okay and doesn’t need you.
- Assume the organization’s attitudes, needs and personalities will remain the same year to year.
BUDGET AND FINANCIAL MANAGEMENT

Role of the Faculty/Staff Advisor in organizational financial matters:

All registered student organizations at San Jacinto College are required to have an advisor in compliance with San Jacinto College Policy. Although control and decision making in all student organization matters must remain in the hands of students, advisors can be a great help in guiding leaders and members in developing sound decisions in these matters. The Office of Student Life will provide advisors of record with copies of their allocated budget for the organization(s) they advise. It is helpful to have an organization’s advisor attend meetings with the Office of Student Life staff with regards to event planning and segregated fee fund expenditure and management (but not required).

DEFINITIONS

Allocated Funds or “Organization Budget”
Funding generated from 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 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 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.

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 at least 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:
  o 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 1 week 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. In some instances, items may be able to be purchased with a college credit card.
  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.

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.
 المرحلة 1

- **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.

**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.

**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. 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 within 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, koozies, 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.

**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.)
- Haunted House/Room
- Car Wash
- Hair Show
- Fashion Show

**Entertainment & Games**
- Basketball Free-throw, Horse, or Slam Dunk
- Twister
- Caricaturist
- Face Painting
- Obstacle Course
- Wheel of Fortune
- Pie (or other food) Eating Contest
- Fun Photo Booth (need Polaroid camera, customer receives pictures)
- Celebrity Jail
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. 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.
Advisor Agreement

Student Organization Name__________________________________________

Advisor Name: ___________________________ Department: _________________

Office Phone: ___________________________ Office Location: _______________

Email Address________________________________________________________

The advisor should play a critical role in the success of our clubs and organizations. An advisor is more than just a signatory power, but an integral part of the organization itself. In the educational institution, an advisor is a partner and a mentor in the co-curricular learning process; serving as a guide and mentor to the student members. The advisor provides a consistency from year-to-year for an organization as a source of institutional knowledge, provider of reasonable and sound advisement, and as a responsible agent of the University for the organization activities. An advisor to a San Jacinto College student organization must be a full-time employee of San Jacinto College. Organizations may choose to have co-advisors and in such as an Advisor Agreement Form is required for each of the advisors. Faculty and staff are limited to advising no more than two organizations during the academic year. Exceptions may be granted by Student Life upon written request.

Expectations

1. Assist with the formulation and/or revision of organization’s constitution and bylaws.
2. Ensure that meetings are properly scheduled and serve as a resource person at executive and regular meetings of the organization.
3. Attend club programs/activities on a regular basis.
4. Advise the organization in the planning of activities and events.
5. Oversee budgets, finances and assume responsibility for disbursement of funds and timely deposits.
6. Must abide by all fiscal responsibilities and policies outlined in the clubs and organization Manual, including but not limited to pre-approval for all purchases.
7. Must sign and approve all requests/forms made by the respective organization
8. Verify that activities and events are approved in advance through Student Life in accordance with established procedures including signing required forms.
9. Supervise all travel, activities and events of the organization as required by the College policy and procedures.
10. Work with the officers of the organization to promote efficient and effective administration of the organization.
11. Assist with the development, training, and orientation programs for new officers.
12. Consult with the Student Life Department when questions and conflicts regarding the organization or members arise.
13. Inform members of the Student Code of Conduct.
14. Submit all publicity and advertisements to the Student Life office for approval.
15. Advise students in the area of fiscal responsibilities, integrity and leadership.
16. The advisor shall enforce the College Student Code of Conduct and report conflicts.
17. Abide by all applicable College policies and procedures.
18. Attend club advisor and officers trainings/meetings held by Student Life.
19. Advisors are expected to attend all Special/Major Events (as defined in accordance with campus policy) sponsored by the organization.
20. Advisor’s presence is required for special programs held on-campus beyond regular operating hours and for those programs which involve a significant level of risk to the participants.
21. Ensure organization compliance with all Student Life guidelines and policies.

**Student Travel Expectations**

*An advisor must accompany their group on all trips and provide due diligence of supervising any travel plans the organization may host for members and ensure proper documentation is completed prior to travel.*

Student organizations planning trips must obtain the signature of their advisor at least three weeks prior to the date of departure.

The executive officer of the student organization responsible for the trip must provide the advisor with a list of the students going on the trip and is responsible for arranging a meeting of these students before the trip. In the event that either the documentation is not provided to the advisor and a requested pre-trip meeting is not held the advisor should notify the Office of Student Life.

If at any time during a trip or off-campus activity the advisor has reason to believe that the safety of the students or the advisor is in jeopardy, the advisor has the right to take corrective action and if necessary cancel the activity or trip. In the event a student’s behavior on a trip violates San Jacinto College rules and regulations, the advisor should submit written documentation about the incident and forward it to the Office of Student Life.

All costs involving student travel (hotel, registration, transportation and meals) will be paid by the student organization and will not be an expense to the advisor.
Length of Assignment

Advisors assume their role for 1 academic year. Advisor continuity is desirable. However, advisor assignments are renewed each academic year and are subject to both the advisors and student organization approval.

Removal / Resignation from position

Occasionally an advisor to a registered student organization does not meet the expectations of the organization or fail to fulfill the responsibilities of an advisor. If a student organization feels that their advisor is ineffective, the President should contact Student Life to discuss the problems or issues involving their advisor.

An advisor should notify Student Life when he/she decide to no longer serve as an advisor for a variety of reasons. Advisors should notified the registered student organization officers of the resignation and provide reasonable support in the transition of the advisor position.

Either party may terminate this agreement, at any time with just cause.

Liability Statement

Employees that advise registered student organizations are expected to adhere to University policies and state and federal laws in their advising interactions with student organizations. Faculty and Staff that advise student organizations are expected to utilize common sense in all their interactions and to provide advising only within the context of common-place parameters of their employment and their individual skill set and professional expertise. Faculty and Staff that do so will receive legal representation by San Jacinto College General Counsel and or the Office of the Attorney General of Texas and indemnification in accordance with Texas law for issues arising from her work with registered student organizations.

The student organization advisor shall indemnify and hold harmless the College from any and all loss or damage to persons or property which the college, its employees, its students or other parties may suffer on account of any accident or occurrence caused by the advisors gross negligence or misconduct.

Diversity Statement

Admission to San Jacinto College and any of its sponsored events/programs is open to qualified individuals regardless 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.

All student organizations must be advised that, by law, official recognition will be granted only if the organization is in compliance with Title IX of the Civil Rights Acts. Honorary and professional
organizations who national organization is exempt from Title IX must furnish proof by letter from the national office.

San Jacinto College believes that freedom of thought; innovation and creativity are fundamental characteristics of a community of learners. To promote such a learning environment the college has a special responsibility to seek diversity, to instill a global perspective in its students and to nurture sensitivity, tolerance and mutual respect. Discrimination against or harassment of individuals 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, is inconsistent with the purposed of the college.

**Advisor Certification**

I hereby certify that I have received the Student Organization Advisor Handbook and have met with the officers of this student organization and am familiar with the student organization’s purpose. I will serve as their advisor for the current academic year. I am familiar with San Jacinto College policies and Student Code of Conduct. I should contact the Office of Student Life when questions and concerns arise. I have read and understand the guidelines and expectations as explained above. I have retained a copy of this form for my own records.

____________________  __________  ___/___/___
Advisor Signature  Academic Year  Date

____________________  __________  ___/___/___
Student Life Coordinator  Academic Year  Date