



AY22-23

Student Organization Handbook

A GUIDE FOR STUDENT LEADERS AND ADVISORS



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NOTICE

While this Handbook is intended to be a guide for student organization leaders and advisors, readers should be aware that:

- It is not a complete statement of all procedures, rules, and regulations of the college.
- This handbook is a living document; the college reserves the right to change without notice or obligation any procedure, guideline, and/or program which appears in the handbook.

Student organization members and advisors are responsible for becoming familiar with the contents of this document and following all college policies, rules, regulations, and applicable laws as they pertain to student organizations.

MISSION AND VISION

Mission:

Our goal at the Office of Student Engagement & Activities (SEA) is to promote success inside and out of the classroom by enhancing the student experience. 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.

Vision:

San Jacinto College will be the leader in educational excellence and in the achievement of equity among diverse populations. We will empower students to achieve their goals, redefine their expectations, and encourage their exploration of new opportunities. Our passions are people, learning, innovation, and continuous improvement.

ROLE OF STUDENT ENGAGEMENT & ACTIVITIES

Student Engagement & Activities serves as a resource for registered student organizations. Student Engagement & Activities staff provide programming, logistical assistance, and guidance for student organizations. In addition, Student Engagement & Activities:

- Serves as the primary resource for all related matters of student organizations.
- Enforces all San Jacinto College policies, regulations and administrative rules related to registered student organizations.
- Facilitates student organization event registrations, marketing requests, and budget expenditure requests.
- Conducts financial audits of student organization budgets.
- Provides state-mandated Risk Management Training.

Student Engagement & Activities is not responsible for:

- Making travel arrangements and reservations.
- Initiating payments for organizational purchases (exceptions: Direct Pay requests, reimbursement requests, and Requisitions).
- Taking on the responsibilities of the organization advisor.
- Reserving Space on-campus for Student Organization meetings and events.

Student Engagement & Activities Initiatives:

Welcome Week

Weeks of activities to welcome new students back to San Jacinto College.

Leadership Retreat and/or Conference

Leadership conferences are hosted each year in the Fall and Spring. Each organization is encouraged to have at least 2 officers represented.

Leadership Workshops

Leadership workshops target career, personal, and professional development topics.

Contact Information:

Campus	Coordinator	Specialist	Admin
Central SanJacSEA@sjcd.edu	Brian Bui Brian.Bui@sjcd.edu	SanJacSEA@sjcd.edu	Brittany Lees Brittany.Lees@sjcd.edu
Generation Park SanJacSEA@sjcd.edu	Brian Bui Brian.Bui@sjcd.edu	SanJacSEA@sjcd.edu	SanJacSEA@sjcd.edu
North SanJacSEA@sjcd.edu	Brian Bui Brian.Bui@sjcd.edu	SanJacSEA@sjcd.edu	Leslie Olivarez Leslie.Olivares@sjcd.edu
South SanJacSEA@sjcd.edu	Brian Bui Brian.Bui@sjcd.edu	Ginnette Ruelas Ginnette.Ruelas@sjcd.edu	Lesley Orellana Lesley.Orellana@sjcd.edu

STUDENT ORGANIZATIONS

What is a Registered Student Organization?

A registered student organization (RSO) is a student-led organization that completed the registration process with the Office of Student Engagement & Activities (SEA) and received approval to function as a registered student organization. Its members are current San Jacinto College students with a full-time faculty/staff advisor. A student organization provides students with opportunities to participate in activities that develop their personal, interpersonal, and leadership skills.

Student organizations are an important factor in college students' experience.

Benefits:

Registering with Student Engagement & Activities has many benefits.

- Provide skills and experience on subjects such as communication, conflict resolution, problem-solving, decision-making, planning and teamwork.
- Gain valuable leadership skills and experience.
- Assist in persistence, academic success, graduation, and transfer success.
- Provide useful experience in obtaining a job and providing marketable skills

Privileges:

Registered student organizations enjoy the following privileges:

- Access to college facilities for organization activities.
- Ability to post fliers and advertise their organization on campus.
- Permission to host fundraisers and campus activities.

- Access to Student Engagement & Activities resources.

Expectations/Requirements:

To enjoy these benefits and privileges, Registered Student Organizations (RSOs) are **REQUIRED** to:

1. Attend Student Organization Training.
 - The Office of Student Engagement & Activities (SEA) offers Student Organization trainings in-person and online through our Comevo platform.
 - Upon receiving your Student Organization Registration paperwork, SEA will send links to the president and Advisor(s) to log into the training.
 - The President and at least one other officer are REQUIRED to complete the Student Organization training before the organization will be considered registered and active.
 - All members and Advisor(s) will need to complete the Risk Management Training.
2. Attend Student Government Association (SGA) Meetings (minimum of 4 each semester).
 - Student organizations are required to send a designated delegate to attend SGA meetings to stay informed of any news, changes, and initiatives the College is making that affect students. Delegates who attend SGA meetings are expected to ensure that information from SGA meetings are shared with their organization's membership.
3. Maintain Student Organization Records.
 - To maintain a clear record of an organization's activities each year, all student organizations are to have certain records on-file in the SEA Office. This also serves as a history of the group for the semester/year and provides useful information to new organization members if there are no returning officers. While the organization records will be kept in the SEA Office, they must be maintained by the organization officers. **Organization records MUST include:**
 - Organization's Constitution/Bylaws signed and dated by your officers. If the officers are different for the following semester, please submit the new constitution with new officer signatures.
 - The current list of organization officers and organization membership.
 - Financial records of all purchases, fundraisers, and other fiscal business.
 - Copies of all paperwork submitted to the SEA Office.
4. Adhere to Compliance requirements and criteria.
5. Gain pre-approval through Student Engagement & Activities for all on- and off-campus special events and fundraising activities at least two weeks prior to the scheduled event.
6. Participate in fall and spring Involvement Fairs/club recruitment events.
7. Complete the RSO renewal form each semester with a signed copy of the current constitution.
8. Have a current roster on file with the Office of Student Engagement & Activities.

Guidelines:

Membership Requirements

- All members must be currently enrolled at San Jacinto College.
- Organizations must maintain a minimum of 5 members.
- All members must be in good academic and disciplinary standing with the College.
- Alumni, family, and friends cannot be "members" of a student organization.

Officer Requirements

- While the RSO can adjust specific titles and duties to fit the needs of the organization, the following duties must be covered by the officers:

- President or general leadership to organize/facilitate meetings, and liaison with the College.
- Secretary to maintain correspondence/meeting minutes and records.
- Treasurer in charge of financial records and transactions.
- Representative to attend SGA meetings.
- Other general business or duties pertaining to the organization's continued operations and success.
- At the time of registration, all officers must be in good academic and disciplinary standing with the College and have a GPA of 2.0 or above.
 - Officers must also have at least a 2.0 cumulative GPA during the term of the position.
- The officer positions must be clearly stated in the constitution.

HOW TO START A NEW STUDENT ORGANIZATION

Students or faculty/staff who are interested in starting a new student organization are encouraged to stop by the SEA Office to discuss your proposal; you may find that your interest was a previously 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:

Campus-Specific RSO Guidelines:

When the Registered Student Organization (RSO) operates on one campus where all meetings and events take place, it must:

- Have 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.
- Organizations are required to have a full-time exempt faculty/staff advisor(s) who work on the respective campus of the organization they are to advise. The name and office number of the organization's advisor(s) are to be submitted with the registration application.

District-Wide RSO Guidelines:

When the organization has officers and members at multiple campuses and hosts meetings/events at multiple campuses, it must:

- Have a minimum of five students who desire membership.
- Have a different officer enrolled on three campuses (Central, Generation Park, North, South); the remaining officers may be enrolled at any San Jacinto College Campus.
- Complete an organization registration application.
- Turn in the application with a constitution.
- 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 are to be submitted with the application.

Virtual RSO Guidelines:

When the organization operates exclusively online and does not hold any face to face or in-person events, it must:

- Have a minimum of five students who desire membership are enrolled in at least one class at San Jacinto College.

- Complete an organization registration application.
- Turn in the application with a constitution

Campus Assignment:

District-Wide and Virtual Organizations will be assigned one of our four campus locations to serve as their "home campus". This will be the campus where the organization submits/receives all communication with SEA, maintains their records, and processes all paperwork and financial transactions. The assignment of the organization's home campus will be based on campus locations of advisor, president, and where most activity is projected to occur.

Advisor:

All organizations are required to have a full-time exempt faculty/staff advisor(s) who is currently employed with San Jacinto College. The name and office number of the organization's advisor(s) are to be submitted with the registration application.

Approval:

The SEA Coordinator will confirm or deny registration within thirty (30) days of receiving the completed registration documents. The organization and the Student Engagement & Activities Office must keep copies of the approved applications as verification of official registration.



Groups that engage in for-profit business activities, activities that expose students to extreme risk, or engage in illegal activities, may be denied registered student organization (RSO) status.

How to Submit Your Registration Application:

Checklist:

- 1. Complete a new [Student Organization Registration Application](#).
- 2. Submit a constitution within sixty days of completing the registration process (sample constitution can be found [HERE](#).)
- 3. Wait for confirmation & approval from the SEA office before promoting the club.

The Coordinator of Student Engagement & Activities and the Dean of Student Development will confirm or deny registration within thirty days of receiving the completed registration documents.

Things to Remember:

- A minimum of five currently enrolled students who desire membership is required
- Organizations are required to have faculty/staff advisor(s) who are EXEMPT (Ask SEA if you have questions).
- The Student Organization Registration Application can be submitted prior to the start of the semester however, final approval will be made once student eligibility requirements are verified (Enrollment & GPA)

ACTIVATE AN EXISTING ORGANIZATION

All student organizations MUST renew their registered status on campus at the beginning of each academic semester to be considered ACTIVE.

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.

STUDENT ORGANIZATION BUDGETS

The SEA Office is responsible for the reasonable and equitable allocation of college funds to student organizations, game rooms, and SEA programs and events to benefit the greatest number of students.



IMPORTANT: This section outlines general procedures and expectations for a Student Organization's financial management and access. For more detailed explanations, please see the **Student Organization Financial Guide** section at the end of this manual.

Who May Be Funded?

Student Organizations can submit a request for a maximum of **\$6,000** to receive money allocated from SEA once per academic year. SEA and the allocation committee will consider budget proposals for funds from currently registered student organizations. Funds will be granted based on an organization's engagement and the funds must be used before the end of the academic year.

Allocations are:

- Based on a 3 Tier System tied to the organizations engagement/involvement within the campus community.
- Items listed in the tier system must be completed before the end of the Academic Year.

Tier 1	Tier 2	Tier 3
Allotment maximum \$2000	Allotment maximum \$4000	Allotment maximum \$6000
<ul style="list-style-type: none"> • Attend Student Government Association Meetings. (minimum 4 each semester) • Attend Student Organization Training. • Have one meeting per semester with SEA to discuss collaboration among student organizations. • Have your organization participate in a SEA hosted event. • Hold one fundraising event. (<i>Refer to How to a Host Fundraiser for more information.</i>) • Advisor and President must complete diversity training. 	<p>Upon completing all items in Tier 1, the additional items must be completed:</p> <ul style="list-style-type: none"> • Host a community service/philanthropic event on campus. • Hold two fundraising events in a semester. (<i>Refer to How to a Host Fundraiser for more information.</i>) • Participate in two SEA or SGA hosted events. • Host one event relating to Diversity, Equity, and Inclusion. 	<p>Upon completing all items in Tier 1 & 2, the additional items must be completed:</p> <ul style="list-style-type: none"> • Host a community service/philanthropic event. • Commitment to serve by sponsoring or volunteering at campus-wide event. • Hold three additional fundraising events. (<i>Refer to How to Host a Fundraiser for more information.</i>) • Participate in three SEA or SGA hosted events. • Host two events relating to Diversity, Equity, and Inclusion.

- Reviewed by a 5-member committee consisting of
 - 1 SEA Representative
 - 2 SGA Representatives
 - 2 Non-advisor Faculty/Staff
- Funds must be used before the end of the academic year.

- Any additional funding request in excess of \$6000 will require an exception form to be completed and reviewed by the district-wide leader and dean of student support services
- The SEA Office 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.
- 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 financial /audit controls it deems necessary via the organization's bylaws and constitution.

How to Request Funding:

1. Student organizations must submit budget proposals for the next fiscal year as set by the SEA Office.
2. Funds allocated through SEA that have not been used or are not in the process of being used by the end of the spring semester are subject to redistribution by the SEA Office by the end of the academic year.
3. Organizations active over the summer must communicate with SEA in advance to retain allocated funds.

Types of Funds:

Allocated Funds or "Organization Budget"

Funding is generated from Student Fees, which are allocated to registered student organizations through SEA. SEA oversees all organization budgets. Unused organization budgets do not "roll-over" at the end of the budget year.

Agency Funds

Funds generated by the organization from dues, fundraisers, and donations are kept in an account within the college. Organization members are responsible and held accountable for agency accounts. SEA full-time staff will have administrative oversight on Agency Funds. These funds roll-over each academic year.

Bank Accounts:

Off-Campus organizational bank accounts are prohibited. If your organization has an off-campus bank account, contact the SEA office for the next steps. Your organization will receive non-compliance and immediate termination as an active organization if your off-campus bank account is not deactivated.

How to Use Funds:

Off-Campus Expenditures

To purchase items or services from outside vendors:

- Complete the **Purchase Authorization request form** found on the SEA website. The entire form must be completed with any applicable supporting paperwork attached.

- Submit the completed form to the SEA Coordinator for approval at least 2 weeks prior to when you need the funds issued.
- When all necessary information has been submitted, the SEA Office will process the requisition in Banner. You will be notified once a purchase order has been issued. The SEA office will place the order.
- After you have received the goods or services, the advisor is responsible for notifying the SEA Office and providing all packing lists, receipts, or invoices that have been received within two (2) business days.

On-Campus Expenditures

- Contact the SEA Office to purchase items or services within the College.

Purchasing Guidelines:

AGENCY FUND PURCHASING	
Allowed Purchases	Unallowed Purchases
<ul style="list-style-type: none"> • Decorations • Donations • Endorsement of Political Candidate or Cause • Food (Banquets & Dinners) Meetings • Gift Cards/Certificates • Lodging (Students & Advisors only) • Marketing Items • Office Supplies • Organizational Dues • Printing • Postage • Prizes • Registration Fees (Students & Advisors only) • Rentals • Scholarships • Services Provided • Supplies for Fundraisers • Transportation (Students & Advisors only) 	<ul style="list-style-type: none"> • Alcoholic Beverages or Medications • Appliances • Personal items of any nature • Weapons • Any purchase that would contribute to a violation of college guidelines/policies or violate any state, federal, or local law.

ALLOTTED FUND PURCHASING	
Allowed Purchases	Unallowed Purchases
<ul style="list-style-type: none"> • Decorations • Food (Banquets & Dinners) Meetings • Lodging (Students & Advisors only) • Marketing Items • Office Supplies • Organizational Dues • Printing • Postage • Registration Fees (Students & Advisors only) • Rentals • Services Provided 	<ul style="list-style-type: none"> • Alcoholic Beverages or Medications • Appliances • Donations • Donations to Charitable Causes or Activities, Including the Purchase of Special Event Tickets • Endorsement of Political Candidate or Cause • Gift Cards/Certificates • Monetary Awards to Individuals • Personal items of any nature • Prizes • Scholarships

ALLOTTED FUND PURCHASING	
Allowed Purchases	Unallowed Purchases
<ul style="list-style-type: none"> • Transportation (Students & Advisors only) 	<ul style="list-style-type: none"> • Supplies for Fundraisers • Weapons



IMPORTANT: THE ABOVE ITEMS ARE NOT ALL-INCLUSIVE AND MAY CHANGE ANY TIME. PRIOR AUTHORIZATION OF PURCHASES IS REQUIRED TO PREVENT NONALLOWED EXPENSES.

STUDENT ORGANIZATION EVENT PLANNING

How to Plan an Event:

- 1. Submit an Internal Room Request through Campus Services.
- 2. Complete [Activity Registration Form](#) within 10 day prior to the event.
- 3. Wait for confirmation & approval from the SEA office prior to promoting the event.

The SEA office will confirm your application has been received
and approved or denied within 7 business days.

Things to remember:

General Meetings can be requested on one [Activity Registration Form](#) w/ SEA (Dates must be listed on the form).

Fundraisers:

Fundraising Approval Authority

In accordance with Board Policy VI-CC, the Associate Vice Chancellor (AVC) of Student Services has ultimate authority over student organization fundraising as delegated by the Chancellor. As an operational unit within the purview of the AVC of Student Services, SEA has the delegated authority to coordinate and approve fundraising requests by student organizations as long as the requests meet the guidelines set out in this manual approved by the AVC of Student Services. Any exception to these guidelines must be approved by the Associate Vice Chancellor of Student Services.

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. 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 with the primary purpose of raising funds for the organization.
- The organization holds no more than one fundraising sale each calendar month.
- 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 Texas Education Code § 61.003, or
- A private or independent college or university that is in this state and that is accredited by a recognized accrediting agency under the Texas Education Code § 61.003.

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. 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 SEA Coordinator for approval prior to arranging for items to sell or soliciting orders. These fundraising projects may be submitted for approval on the standard **Activity Registration Form**.

How to Host a Fundraiser:

- 1. Submit an Internal Room Request through Campus Services.
- 2. Complete [Activity Registration Form](#) within 10 day prior to the event.
- 3. Wait for confirmation & approval from the SEA office prior to promoting the event.

The SEA office will confirm your application has been received and approved or denied within 7 business days.

Things to remember before/during the fundraiser:

Fundraising events should have information clearly posted stating the organization's name and the purpose for which you are fundraising.

After your Fundraiser:

- 1. Deposit funds to the Business Office with Required Deposit Form (SEA has forms).
Failure to deposit funds, may result in the organization being suspended.
- 2. Submit a [Fundraiser Reconciliation Form](#).
Failure to submit form may result in a future fundraiser request being denied.
- 3. Turn in the original receipt of deposit to SEA office.

Things to remember after the fundraiser:

Funds should never be held anywhere other than the Business Office.

Online Transactions for Fundraisers:

To host a fundraiser that requires the use of transactions online, San Jacinto College may be able to arrange use of the College's **Marketplace** page; this will host the payment transactions and have money deposited directly into your organization's agency account. To use this process, please allow an **additional four-week lead time** when submitting your Activity Registration Form as there are additional layers of approval and logistics to consider.

At this time SEA will not authorize the use of any 3rd party services for online payments, ticket sales, card transitions, or crowdfunding.

Raffles

Groups authorized to conduct raffles under the Charitable Raffle Enabling Act (Art. 179 F, Vernon's Texas Civil Statutes), hereafter referred to as a "qualified organization," may conduct raffles on campus, if approved, with proper documentation, by Student Engagement & Activities.

Qualified Organizations may hold four (4) raffles per calendar year. More than one raffle may be held at a time and the maximum value of all prizes in a raffle is \$75,000.

Fundraisers Involving Food

If your organization will sell food at your event, please conform to the following guidelines:

- All food must be sourced from a licensed food service establishment (grocery store, restaurant, caterer, etc.).
- No items sold may be prepared or packaged at someone's home or personal property.
- If preparing food on-site that requires temperature or time control for food safety, your organization must obtain a temporary food permit for your event. The SEA Office can help you navigate this process; however, the organization is responsible for associated costs.
- You must keep portions individually wrapped or covered until served.
- All members working with food must wear gloves and hairnets.
- You must have an ingredient list clearly posted for all food items sold.

Partnering with Third Parties

If your organization is going to partner with a third-party vendor for your fundraising event (e.g., restaurant spirit nights), please include all terms of the partnership in your fundraiser **Activity Registration Form**. Please note that if the vendor you are working with requires tax information, you must work with the San Jacinto College Foundation to obtain this information.

Marketing

Student Organizations can visit the SEA office for support with any marketing suggestions.

STUDENT ORGANIZATION TRAVEL

Student organizations travel for many purposes: philanthropy, retreats, conferences, competitions, and fun! It is important to remember that travel is a privilege. Travel guidelines are designed to ensure that student organizations consider and plan for safety issues associated with an event or activity involving travel. There are steps that must take place before travel, depending on the destination.

How to Plan for Travel:

- Complete [Student Organization Travel Application](#).
This form must be submitted 14 days prior to the requested travel date.
- Each student who wishes to attend must complete an [Emergency Contact Form](#).
- All students traveling will be considered members of the organization, and must complete the [Risk Management Quiz](#) via Blackboard.
- Wait for confirmation and approval from the SEA office prior to promoting the event.
- If you wish to use a college vehicle, an approved driver must send in a request form to Campus Services.

The SEA office will confirm your application has been received and approved or denied within 7 business days.

Things to remember:

- An advisor **MUST** be present for all college-sponsored travel.
- No alcohol or drugs are allowed. Even if a student is over 21 years old, alcohol use on any college-sponsored trip or activity is against school policy and subject to disciplinary action. Please see the Student Code of Conduct for the 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. Students must make arrangements for makeup work before the absence.
- If requested, SEA 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 SEA Office prior to leaving on a trip.

Transportation:

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

1. Personal Automobiles

The individual driver is responsible for passengers; drivers must carry their own insurance to cover liability. This mode of travel has a higher level of liability and less safety controls than commercial travel. The college is not liable for any damages or injuries sustained while traveling.

2. College Vehicles

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

3. Rental Vehicles

San Jacinto College does not permit students to drive rental vehicles. Students may not rent or drive a vehicle on behalf of the organization. This must be done by the advisor traveling with the group. Only advisors that are approved to drive college vehicles are permitted to drive rental vehicles. If the rental company offers insurance, clubs must purchase coverage on their rental vehicle.

4. Ride Share/Shuttle/Taxi

When traveling, groups may use rideshare, shuttle, or taxi services. However, purchase requests for these expenses must be approved prior to travel, as with any other purchase.

5. Commercial Carrier (bus, etc.)

Carriers provide their own insurance and assume liability, but this means of travel is the most expensive. The organization must usually pay in advance or make a deposit, must arrange travel early, and usually requires a written agreement (lowest level of liability). If you plan to use college funds for bus services, please contact the Purchasing department for a list of approved vendors.

QUICK GUIDE: SEA FORMS

There are several different forms that student organizations need to be familiar with as they manage their operations throughout the year. Please use this section as a quick guide for identifying each form and its purpose. [ALL SEA FORMS](#)

Student Organization Application

The **FIRST** form your organization needs to know. This form needs to be submitted each semester with a current, signed constitution in order for your organization to be an RSO. This may be submitted online or in-person.

Activity Registration Form

This form lets SEA know your group is planning something! This form needs to be submitted at least ten business days prior to any event, meeting, fundraiser, or other activity you are planning. This may be submitted online or in-person.

Animal Event Form

If you are planning an event or activity that has animals, this form needs to be submitted and approved by SEA before an Activity Registration Form can be approved for such an event. This form must be submitted as a hard copy and may require additional documentation as specified on the form.

Cash Box Request Form

This form must be filled out when your organization needs to withdraw money from your agency account, usually for change at a fundraiser, or to request a cash box for your fundraiser. Please allow two weeks prior to your event for your cash to be ready from the Business office. These forms are hard-copy only and may be obtained in the SEA Office.

Community Service Form

This form allows you to report community service hours and projects to SEA to be recorded in your Student Organization Records. This can help to be considered for student organization of the year, and other times when you may need to report community service. This form may be submitted online or in person.

Deposit Form

This form must be filled out and taken to the Business Office with any funds you need to deposit into your agency fund. These forms are hardcopy only and may be obtained in the SEA Office.

Emergency Contact Form

This form must be filled out by every student traveling with your group must complete this form (along with signing the Student Travel Form) as part of your groups' paperwork submission at least three weeks prior to travel. This form must be filled out in person and submitted as a hard copy.

Fundraiser Reconciliation Form

This form is used to report your expenses and proceeds to the college and help us maintain accurate records for your agency fund. This form may be submitted online or as a hard copy, BUT it needs to be completed within 3-5 business days of your event with a copy of your deposit receipt for your proceeds.

Model Constitution

This is a template of a standard student organization constitution you can use to create or update your organization's constitution.

Purchase Authorization Form

This form needs to be submitted for approval at least two weeks BEFORE any purchase that will be spent from or reimbursed by College or Agency funds. This may be submitted online or in-person.

Reimbursement Form

If you made an approved purchase (see above) using your own money and need to be reimbursed from an appropriate funding source, complete this form and submit your receipt(s) to SEA. This may be done as a hard copy or in-person.

Student Travel Authorization Form

This form must be completed, signed by all participating students, and submitted with completed emergency contact forms (see above) at least three weeks prior to travel.

STUDENT ORGANIZATION FINANCIAL GUIDE

Agency Funds:

Organizations recognized by the Office of Student Engagement & Activities are eligible to open and operate a campus Agency Fund and account. Student Organizations have various means of generating revenue, including but not limited to fundraising activities, donations, and membership dues.

The fiscal service provided by the Office of Student Engagement & Activities in no way relieves the organization from maintaining detailed accounting records. The goal of this service is guidance and instruction in addition to ensuring record keeping integrity. Accurate accounting records must be maintained at the student organization level. Please maintain copies of all financial documents for your organization files. All student organizations at San Jacinto College are required to follow college policies and procedures and state and federal laws. Funds must be spent in a manner consistent with college policies and procedures. All organizations must use their unique detailed code for Business Office transactions and their unique fund number for all Pcard transactions. Detail codes and fund numbers are available in the Office of Student Engagement & Activities. Organizations may have only one account with the College.

All organizations with a balance of \$200 or more in their agency account must have at least one advisor with a Club Purchasing Card. As a San Jacinto College student organization advisor, you have been trusted to carry a credit card with the college's name on it. This credit card is called a purchasing card (Pcard). You are solely responsible for your Pcard. The Pcard will provide a quicker turn-around time on purchases, widespread acceptance by vendors, and reduced paperwork processing. The intent of the Pcard is to reduce the number of direct pay transactions processed. The Business Office, the Internal Audit Office, and the Office of Student Engagement & Activities will monitor the performance of the Purchasing Card Program. You may not share your purchasing card (Pcard). Only you, the cardholder, may possess and use the Pcard. **Students are not permitted to use a pcard.**

Funding and Financial Affairs of Approved Student Organizations

A. APPROVED USE OF STUDENT FUNDS ALLOCATED BY THE COLLEGE

Student Engagement & Activities

1. All purchases made with club funds require the approval of the Office of Student Engagement & Activities (SEA). Always “CC” the SEA on correspondence with vendors.
2. Student organizations should carry on business transactions and contractual relations in a timely manner and maintain prudent use of funds.
 - Examples of acceptable purchases include
 - o Supplies (general office supplies, poster board, paint, paper, etc.)
 - o Speakers/lecturers
 - o Conference/Competition Travel
 - o Service Projects
 - o Food for meetings
 - o T-shirts for club members that specifies Club Student Organization
 - Examples of unacceptable purchases include:
 - o Supplies for personal use
 - o Gasoline for a personal vehicle or other personal vehicle-related expenses
 - o Alcohol or tobacco
 - o Food not for club-related function
 - Purchases valued at an amount not deemed reasonable for student fee expenditure **When in doubt, check with the SEA**
3. Tax-Exempt- Always ensure your purchases are Tax Exempt. A certificate is available on the internal San Jacinto College website under college resources, then Forms/Documents.

B. USE OF FUNDS RAISED BY RECOGNIZED STUDENT ORGANIZATIONS

1. Funds raised by recognized student organizations may be expended consistent with the stated purposes of those organizations.
2. Such funds are subject to local, state, and federal laws, and to financial accountability. Financial accountability shall include audits conducted by the college.

C. TYPES OF STUDENT ORGANIZATION EXPENSES

1. Office supplies
2. Printing (*Contact SEA for details.*)
3. Postage
4. Rentals

- Rentals can be of on-campus and off-campus facilities, public address systems, podiums, table/chairs, risers, audio/visual equipment, or sound/light systems.
 - Rentals can also be traditional international costumes for cultural events.
5. Organizational dues
 6. Registration fees & lodging for students and their advisor only
 - A brochure, list of names, and G-Numbers must be provided with a **Student Travel Authorization Form**.
 7. Services provided.
 - D.J.'s, Performers, Entertainers, etc.
 - All contracts must be submitted to the Contracts and Purchasing Services office for review and signature.
 - DO NOT sign any contracts or performance agreements on behalf of the college. See SEA for details.
 8. Security for events (*See SEA for details*)
 9. 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.
 10. Decorations
 - Streamers, balloons, crepe paper, poster board, ribbon, and paper signs.
 11. Refreshments
 12. Transportation
 - The trip must be educational and pertain directly to your organization.
 13. Banners
 - Banners must promote your organization or event.

Depositing Funds at the Business Office:

All funds related to club activities must be deposited and receipted at the San Jacinto College Business Office. Club advisors, officers, and members must complete a **Deposit Form** so funds can be accurately deposited into the proper account. All coins must be rolled prior to deposit. Checks must be made payable to San Jacinto College.

Funds received for the benefit of the club must be brought to the Business Office by the club advisor or club treasurer within 24 hours, or the first business day after the fundraising activity. After funds are deposited, the club advisor/treasurer will get a copy of the Deposit Form with a receipt attached to it. This is to be returned to the club treasurer for record-keeping. A second receipt will be given to the depositor to give to the Office of Student Engagement & Activities.

Using Club Funds to Cover Expenses:

To pay for club expenses, a representative from the club officer team or advisor must first fill out a **Purchase Authorization request**. Please follow the precise procedures listed below when submitting Budget Usage Forms:

- Ensure your club is active for the term the purchases are being made.
- **Club officers** must agree to item(s) being purchased.
- The **Purchase Authorization request** must be completed and submitted to the Student Engagement & Activities Office **two weeks** prior to the purchase to ensure that funds can be secured.
 - Form must be submitted by either the president or treasurer
 - Ensure you note the proper funding source on form (SEA or Agency)
 - Vendors must be listed EX: HEB Fruit Trays for Ceremony (3 for \$5: Total: \$15)
 - Confirm if a Pcard increase is needed
- The **Purchase Authorization request** involving club funds must be signed by the advisor, the club treasurer, and SEA.
- Please allow a minimum of one week for the **Purchase Authorization request** to be processed. SEA will process your purchase authorization and notify you **via email** with a confirmation of approval.
- When submitting a **Purchase Authorization request**, a document listing the club members who received the goods and services must be attached.
 - Example 1: Only nine members of a club attend state competitions and plan on staying at a hotel. A list of these nine students must be attached to the form.
- Personal funds are **not** recommended and should only be used for emergencies and once you've received SEA approval
 - **Reimbursements are not guaranteed unless pre-approved**
 - The use of personal funds should only be used as a donation to the organization unless you've received SEA approval
 - **Purchasers who use personal funds are spending at their own risk**
- Should a club Advisor not have a club pcard but have a departmental card, with the preauthorization, the advisor may use the departmental pcard and allocate to the associated SEA Allocated FOAPS. To do this the sea leader would need to sign off on the purchases and expense report prior to submission.
- If the purchase cannot be made using the Club's Pcard, please notate on the **Purchase Authorization request** that a Purchase Order will be needed. Include any documentation for the purchase for approval at this time (i.e. Invoices, **UNSIGNED** contract, etc.)
 - If a Purchase Order is needed for a vendor San Jacinto College has not used previously, SEA will assist you in obtaining a **New Vendor Packet** for the vendor to complete.
 - All contracts, invoices, and new vendor packets must be submitted and approved by Purchasing and SEA before the vendor may render goods or services to the club.
- Catering services must be ordered through approved vendors.
 - [CLICK HERE](#) for a list of approved vendors and catering services.
- All purchases and payments must be approved by the Coordinator of Student Engagement & Activities to prevent overspending from club accounts.

Making Cash Advances:

Clubs that need cash for student travel meals should follow the procedures listed below.

Determine the cost of the meals and complete a **Club Change Order Form** with information explaining why you are requesting the cash advance and a list of the students who will be receiving this money or the advisor who will oversee the money when traveling. **Please allow two weeks to receive the money from the bank.**

Once the money is received at the Business Office, clubs can choose from the following options:

- The advisor can come to the Business Office and sign for the money.
- An organization representative can contact the Business Office to arrange a time to pick up the money.
- The advisor/treasurer can sign out the money at the Business Office, then coordinate the acquisition of student signatures and distribution of money.
- It is the club's responsibility to collect receipts from the students for the money received.

Cash Box:

Individuals and organizations may request the use of a cash box from SEA for the handling and storage of cash, coins, and checks received during a fundraising activity by filling out the **Cash Box Request Form**.

1. Cash boxes are distributed on a first-come, first-served basis for a predetermined length of time.
2. Cash boxes should be supervised and always secured to avoid theft or loss.
Funds lost due to theft or loss are the responsibility of the individual or organization managing the cash box.
3. Small bills and coins may be requested from the Business Office for the purpose of providing a beginning change fund. At least two weeks are needed to acquire the requested currency.
4. Cash boxes and any currency provided should be returned immediately to the appropriate offices following the conclusion of any event/activity. If the conclusion falls outside normal business hours, items should be returned at 8:30 am the next business day.

Contracts:

Contracts should not be committed/signed unless the expense has been budgeted by the organization and the funds are identified or in the account by submitting a **Request for Budget Usage Form for Student Organizations** to the SEA.



UNDER NO CIRCUMSTANCES SHOULD AN ADVISOR OR STUDENT SIGN A CONTRACT ON BEHALF OF THE COLLEGE.

Please turn in all contracts to the Office of Student Engagement & Activities **no later than 1 month prior** to the activity. Since the contract will require the provider's signature, groups should plan more than one month in advance for timely contract execution and payment. The Purchasing Office may require additional forms to be completed by the vendor before a contract can be signed.

Philanthropy

No institutional contribution, either financial or for equipment or supplies, from college funds should be made to charitable or other non-profit organizations.

However, Funds raised by the Student Organization may be issued to charitable, non-profit organizations through a Pcard. However, if the charitable, non-profit organization does not offer a credit card option to receive funds, a club may donate by utilizing the following procedures:

1. Have the organization submit new Vendor Information as with any contracted vendor.
2. Issue **Request for Budget Usage Form for Student Organizations** to SEA to have a Direct Pay initiated from agency funds to give to the charitable organization.



If a club uses college funds for this purpose, this could result in immediate termination of their registration status with the college.

Groups Losing Registration Status & Agency Fund / Account Closures:

Any organization losing registration status with The Office of Student Engagement & Activities will result in the Agency Fund and Account closure. Should the organization become registered within a year of the account closure, their account will become active. Organizations inactive for more than one year will result in permanent Agency Fund and Account closure. Should the group register after a one-year period, they may establish a new Agency Fund and Account.

Closing an Agency Fund and Account

- A. If your organization becomes “Inactive” for more than 1 year, the Office of Student Engagement & Activities will close your Agency Fund and Account.
- B. Unless designated for other purposes, any remaining funds left in the Agency Fund and Account will be distributed to the Student Government Association after one year of being considered inactive. The organization must state in a letter format how it wants the funds to be distributed; all officers must sign the letter, including the advisor (if the organization has one). If there is more than one desired distribution, please list each entity receiving funds and the dollar amount for each. A student organization may only designate fund usage for funds raised by the organization; it may not designate how funds provided by the college are used.

Do's and Don'ts of Organizational Pcards:

Pcard Do's

- Plan your purchases ahead of time. Every Pcard has a monthly limit. Limits are determined by SEA based upon the available funds your organization has to spend. If your organization needs a higher limit, please be sure to indicate a request for increase when submitting your **Purchase Authorization request**.
- Get approval from SEA prior to making your purchases. This is done by submitting a **Purchase Authorization request**.
- Know who to call if you have trouble with your Pcard.
 - If your card is lost, stolen, not working, or you suspect fraudulent use, please call the Pcard Administrator IMMEDIATELY at 281-998-6364.
 - If you have a Pcard emergency on the weekend or AFTER 5pm on weekdays, call 281-998-6325 (after hours emergencies only).
 - Emergencies include:
 - Trouble paying for a hotel, airfare, or ground transportation while traveling.
 - Pcard is stolen or lost.
 - Pcard was declined and no alternative payment option is available.

- Reconcile your Pcard on time. You must log-in and allocate all of your purchases by the date provided by the purchasing office.
- You will need to submit your expense report via email to SEA at least 2 days before the deadline provided by the purchasing office.
 - Connect with SEA for any questions regarding pcard deadlines
- Make sure you and your club treasurer keep and maintain accurate financial records. This includes keeping copies of all receipts and paperwork submitted to SEA.
- Only use your Pcard for approved purchases. Any purchases made must be in accordance with San Jacinto College Procedures for Student Club Pcard Usage. See the “Don’ts” Section below for a list of items that you may not purchase with your Pcard.
- Follow the proper procedure for giving away Gift Cards. Gift cards must be given away as gifts. They are not to be used by the student organization to purchase merchandise.
 - If you are giving out a gift card for any amount or any other type of prize, you must provide the following information along with the itemized receipt to SEA:
 - Full name (first and last) of the recipient
 - Item that was received
 - Dollar amount of the item received
 - Reason the recipient received an item
- Follow all rules for fundraising as outlined in the Registered Student Organization Handbook.
- Report all Club officer, cardholder, and advisor changes to SEA as soon as possible.

Pcard Don’ts

- Don’t make purchases that are prohibited. This includes:
 - Alcohol
 - Controlled substances
 - Drugs and drug paraphernalia
 - Gambling
 - Guns and ammunition
 - Furs and Jewelry
 - Pharmaceuticals
 - Items that are not on your approved **Purchase Authorization**.
- Do not split transactions at the time of purchase. If the purchase cost is going to be shared with another organization or department on campus, make the purchase with one transaction on one Pcard. Designate how much each party will pay between all applicable FOAP’s when you reconcile the expense at the end of the billing cycle. If you are making a large dollar purchase and your Pcard needs a higher limit temporarily, please contact the Student Engagement & Activities Coordinator. Include in your request, the amount(s) needed, and the duration needed, e.g., two days, one week, etc.
- Do not lose your original, itemized receipts. These must be provided to the cardholder immediately at the time of purchase, and a copy is to be kept with the club treasurer. Itemized receipts must show all items purchased, the associated dollar amount of each item, and the method of payment. If the vendor cannot provide you with an itemized receipt that provides this information, ask the manager to please write down the following information on a separate sheet of paper (letterhead of vendor preferred):
 - Date of purchase
 - All items purchased
 - The associated cost of each item

- The total purchase price
- Vendor's phone number
- Vendor manager's title
- Vendor manager's printed name (first and last)
- Vendor manager's signature.
- It is highly likely the vendor's manager will be contacted to verify the purchase. The handwritten itemized receipt must be attached to the individual transaction along with the credit card receipt that was originally provided by the vendor.

Pcard Violations:

If a violation occurs, the Office of Student Engagement & Activities may impose damages and fine your organization. Also, the transaction will be considered "unallowable" and the cardholder may be financially responsible for the charges.



All violations will result in deactivation of your Pcard. Pcard suspension times will be determined on a case-by-case basis at the sole discretion of the SEA and Purchasing departments.

SEA and Business Office Procedures for P-Card Expenses for Allocated Funds:

Any purchases in which college funds are to be used for all or part of the expense must be approved by the SEA office using a Budget Request form prior to the purchase. Once approved, the purchase may be made with the club PCard. Following the purchase, the following procedures are to be used:

- The P-Card system will automatically allocate the expense to the Student organization's Agency Fund.
- When the P-Card Expense Report and associated receipts are turned in to the SEA Office, the SEA Coordinator will review all purchases and confirm expenses to be allocated to appropriate college funding sources.
- The SEA Office will then submit a **Journal Voucher Request Form** and supporting documents to the Business Office to transfer the designated expense(s) to the specified FOAP(s).



Only expenses for purchases made in compliance with college purchasing rules and procedures can be transferred to non-agency funds. Purchases made outside of college rules, or without prior approval from the SEA office will not be processed, and it will be the Student Organization's responsibility to fully cover the expense.

P-Card Limits:

The limits for all active P-cards will be reduced to \$1 at the close of Spring Term each year. All P-cards will remain at \$1 until the Student Organization completes the appropriate paperwork to be considered "Active" for the following Academic Year.

Violation of College Policy:

- A. If a violation of the College policy or Code of Student Conduct has occurred, an incident report may be filed with the Dean of Compliance & Judicial Affairs for disciplinary action.

- B. Failure to follow financial procedures pertaining to student organizations may result in immediate account suspension, closure, and/or withdrawal of student organization registration status.
- C. If it is determined that the student organization Agency Fund and Account should be closed, funds will be redistributed as stated above.

WHAT IS AN ADVISOR

Advisors are employees of the college that serve as the college's sponsor for the student organization. Any full-time member of the faculty or exempt staff at San Jacinto College may be invited to serve as a student organization advisor. An employee wishing to advise a student group must gain approval from their leader prior to beginning their role as an advisor. In this role advisors fulfil several important duties including, but certainly not limited to:

- Approving and signing all forms and requests the student organization submits to the Student Engagement & Activities Office.
- Holding members accountable for their actions and commitments.
- Serving as a guide, sounding board, and mentor to the members of the organization.
- Enforcing college policies and expectations.
- Assisting in the overall development and success of the organization and the student members.

The official stance of the College is that advisors provide *guidance* to students, while allowing the students to lead, control and make decisions for their Student Organization.

The following sections provide further details on expectations and tasks associated with advising a student organization.

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 growth 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.

Guidelines for Being an Advisor:

What is the role of an advisor within the student organization?

Advisor roles may differ depending on the student organization, but the role is always an important one. Advisors should be both accessible and interested and should provide whatever counsel group members might seek. Several factors determine the nature of the advisor's role, such as the effectiveness of the 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 help the student organization with goal-setting, conflict resolution, and group effectiveness. Often the advisor maintains the continuity of the organization and helps it grow. In short, a good advisor helps nurture an organization's success.

Advisors to student organizations have three main functions:

1. Help with the growth and development of students.
2. Support the continuity of the group as members graduate.

3. Assist in the area of program content and purpose.

Advisors keep in mind the following three sets of responsibilities 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

- The advisor should help the students find a balance between their academics and their co-curricular activities.
- The advisor should encourage each individual to participate in and plan group events.
- The advisor should encourage students to accept responsibility for specific roles within the group and realize the importance of these roles.

Responsibility to the Student Organization

- The advisor should assist the group in developing realistic goals, strategic planning, and training for the academic year.
- 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 be available to organization officers/members and regularly meet with the organization.
- The advisor should discourage any one individual's dominance of the group and encourage less involved students to take initiative.
- Invariably, during interaction with the group's members, the advisor will encounter students with personal problems. The advisor may need to refer students to appropriate resources.
- The advisor should offer ideas for projects and events.
- The advisor should maintain continuity and tradition of the organization as members graduate. This includes knowing the group's history and being passionate about teaching the new members what the organization means.

Responsibility to the Institution – San Jacinto College

- The advisors should attend Student Engagement & Activities sponsored trainings. It's important that new advisors attend all training sessions created for them.
- 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 the conduct
- 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.

Advisors Do's & Don'ts

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 act and to take satisfaction in seeing the student organization succeed.
- Represent the group and its interests in staff and faculty meetings. Reach out to other advisors or departments (i.e., Student Organizations) for assistance.
- In the beginning, develop clear expectations about the role of the advisor and your relationship to the organization.
- Get to know all the members on an individual level. Learn what they want to get out of the organization. Maintain a complete officer and membership list with student email addresses and phone numbers (or know where to easily find one).
- Develop a strong working relationship with all the officers. As needed, establish 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.
- Help to resolve intragroup conflict.
- Choose to attend group meetings and events. Establish an attendance schedule at organization meetings which is mutually agreed upon by the advisor and the student organization.
- 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.
- 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 the College.
- Carefully review monthly financial reports from the organization treasurer. 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 do the right things. Guide and assist students in becoming responsible leaders.

Advisor Don'ts

- Be the leader or “run” the meeting.
- Impose your own biases.
- 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.
- 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.

Clery Act Information:

The Student Right to Know and Campus Security Act of 1990 was renamed the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. More widely known as the Clery Act, it "aims to provide transparency around campus crime policy and statistics....and foster campus safety." Through this 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 campus security authorities (CSAs) because they have "significant responsibility for student and campus activities." 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.

- For more information [CLICK HERE](#)

Campus Security Authority Expectations:

1. Assist with the formulation and/or revision of the organization's constitution and bylaws.
2. Assist with the development, training, and orientation programs for new officers.
3. Attend club advisor and officer's training/meetings held by Student Engagement & Activities.
4. Consult with the Student Engagement & Activities Department when questions and conflicts regarding the organization or members arise.
5. Work with the officers of the organization to promote the efficient and effective administration of the organization.
6. Ensure that meetings are properly scheduled and serve as a resource person at executive and regular meetings of the organization.
7. Attend club programs/activities on a regular basis.
8. Advise the organization in the planning of activities and events.
9. Advise students in the area of fiscal responsibilities, integrity, and leadership.
10. Oversee budgets and finances and assume responsibility for disbursement of funds and timely deposits.
11. Abide by all fiscal responsibilities and policies outlined in the clubs and organization manual, including but not limited to pre-approval for all purchases.
12. Sign and approve all requests/forms made by the respective organization.
13. Verify that activities and events are approved in advance through Student Engagement & Activities in accordance with established procedures, including signing required forms.
14. Ensure that all publicity and advertisements are submitted to the Student Engagement & Activities office for approval.
15. Supervise all travel, activities, and events of the organization as required by the College policy and procedures.
16. Advisors are expected to attend all Special/Major Events (as defined in accordance with campus policy) sponsored by the organization.
17. 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.
18. Inform members of the Student Code of Conduct.

19. Enforce the College Student Code of Conduct and report conflicts.
20. Abide by all applicable College policies and procedures.
21. Ensure the organization's compliance with all Student Engagement & Activities guidelines and policies.

Student Travel Expectations:

An advisor must accompany their group on all trips, provide due diligence in 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. If the documentation is not provided to the advisor or a requested pre-trip meeting is not held, the advisor should notify the Office of Student Engagement & Activities.

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 Engagement & Activities. 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 one academic year. Advisor continuity is desirable. However, advisor assignments are renewed each academic year and are subject to the advisors, student organization, and Student Engagement & Activities approval.

Removal/Resignation from Position:

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

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

Either party (advisor or SEA) may terminate this agreement, at any time with just cause.

Liability Statement:

Employees that advise registered student organizations are expected to adhere to College policies and state and federal laws in their advising interactions with student organizations. Faculty and Staff that advise student organizations are expected to use common sense in all their interactions and to provide advising only within the context of common-place parameters of their employment, 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 their 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 advisor's 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 whose national organization is exempt from Title IX must furnish proof by a 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 purpose of the College.

Advisor Certification:

I hereby certify that I have received the Registered Student Organization Advisor Handbook, 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 the Student Code of Conduct. I should contact the Office of Student Engagement & Activities 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