

Last Revision

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SAN JACINTO COLLEGE

Student Engagement & Activities

**Student Organization Manual: A
Guide for Students and Advisors**

Table of Contents

Mission and Vision	2
Role of the Office of Student Engagement & Activities	3
Student Organizations	4
Benefits	
Expectations	
Guidelines	
Membership	
Information for Advisors	8
How to Start a New Student Organization	14
Activating an Existing Organization	16
Student Organization Budget	17
Budget Accounts	
Student Organization Event Planning	21
Fundraising	21
Giveaways	
Drawings	
Raffles	
Marketing	
Student Organization Travel	
Student Resources	
Student Travel	25
Quick Reference: SEA Forms	27
Student Org Financial Guide	29
Advisor Agreement	40

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 to any procedure, policy, 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 to follow 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 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.

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 and Activities serves as a resource for registered student organizations. Student Engagement & Activities staff provide programming, logistical assistance, and guidance for student organizations including coordinating the onboarding and approval of a new registered student organization, providing training and leadership development programming, communicating and clarifying San Jacinto College District policies and procedures, offering marketing support, offering assistance in campus facility reservations and facilities and technology requests.

In Addition:

- ◆ Serve as the primary resource for all related matters of student organizations
- ◆ Enforce all San Jacinto College policies, regulations and administrative rules related to registered student organizations
- ◆ Facilitate student organization event registrations, marketing requests, and budget expenditure requests
- ◆ Conduct financial audits of student organization budgets
- ◆ Provide state-mandated Risk Management Training
- ◆ Provide a periodic review of the operations and activities of all registered student organizations

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.

Community Service Projects

Student Engagement hosts multiple volunteer events throughout the semester

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	SanJacSEA@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 is a student-led organization that completes the registration process with the Office of Student Engagement & Activities and received approval to function as a registered student organization. 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. Registering with Student Engagement & Activities has many benefits and several requirements.

Benefits:

- ◆ Provides 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:

- ◆ Access to college facilities
- ◆ Posting of fliers and advertising on campus
- ◆ Permitted to host fundraisers
- ◆ Host campus activities
- ◆ Access to Student Engagement & Activities resources

Expectations:

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

Registered Student Organizations (RSO's) are **REQUIRED** to:

1. *Attend Student Organization Training*

The Office of Student Engagement & Activities offers student organization trainings online through our Comevo platform. Upon receipt of 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 training before the organization will be considered registered and active.

2. *Attend Student Government Association Meetings (minimum 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. Club members who attend SGA meetings are expected to ensure that information from SGA meetings are shared with their organization's membership.

3. *Student Organization Records*

In order 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 providing 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...make sure it is signed and dated by your officers.
- ◆ The current list of organization officers and organization membership.
- ◆ Copies of pertinent correspondence, publicity, meeting minutes, etc. with dates.
- ◆ Financial records of all purchases, fundraisers, and other fiscal business.
- ◆ Copies of all paperwork submitted to the SEA Office.

4. *Complete all trainings and required paperwork by the designated deadline*

a. *The Risk Management Training is online through Comevo. It is mandatory and will need to be completed by all student organization members.*

5. *Adhere to Compliance requirements and criteria.*

6. *Gain pre-approval through Student Engagement and Activities for all on- and off-campus special events and fundraising activities at least two weeks prior to the scheduled event.*

7. *Participate in fall and spring Involvement Fairs/ club recruitment events*

8. *Complete the RSO renewal form each semester with a signed copy of the current constitution.*

9. *Have a current roster on file with the Office of Student Engagement and Activities.*

10. *Advisors must complete the mandatory Advisor Training once per year. This training must be completed online through Comevo prior to the student organization being granted RSO status. A link to the training will be*

sent upon SEA's receipt of the Student Organization's registration paperwork.

Guidelines:

Categories:

Student organizations are broken down into categories according to their purpose:

- ◆ **Professional Department:** exploration, further study, and experiences related to academic courses and majors.
- ◆ **Honors:** Organizations that recognize high achievement in the classroom
- ◆ **Special Interest:** activities and topics related to lifestyle

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 standing with the college (Academic and disciplinary)
- ◆ Alumni, family, and friends cannot be "members" of a student organization.

Officer requirements:

- ◆ Each organization must designate a minimum of 5 members to serve as officers/leaders of the organization. While the club can adjust specific titles and duties to fit the needs of the organization, the following duties must be covered by the officers of the organization:
 - President/general leadership, organize/facilitate meetings, and liaison with the college.
 - Correspondence/minutes and records maintenance
 - Financial records and management
 - Representative to attend SGA Meetings
 - Other general business or duties pertaining to the organization's continued operations and success.
- ◆ All officers must have a GPA of 2.0 or above, the officer position clearly stated in the constitution and be in good standing with the college
- ◆ Have at least a 2.0 cumulative during the term of the position.
- ◆ Be in good academic and disciplinary standing with the college at the time of the application/renewal and during the term of the position.

WHAT IS AN ADVISOR

Advisors are employees of the college that serve as the college's sponsor for the student group. In this role advisors fulfill several important duties including, but certainly not limited to:

- ◆ Approving and signing all forms and requests the student organization submits to the Student Engagement and Activities Office.
- ◆ Hold members accountable for their actions and commitments.
- ◆ Serve as a guide, sounding board, and mentor to the members of the organization.
- ◆ Enforce college policies and expectations.
- ◆ Assist in the overall development and success of the organization, and the student members.

It is the official stance of the college that advisors provide leadership and guidance to students, but that the students are the leaders and decision-makers of their Student Organization. The Advisor's responsibility to the group is centered on guiding while allowing students to maintain control and ownership of their organization.

Below are further details on expectations and tasks associated with advising a student organization.

Who can be an advisor:

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.

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.

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 a group of 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.

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.
3. To assist in the area of program content and purpose.

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

- ◆ 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 the dominance of the group by any one individual and should 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 assist the group in evaluation. The advisor must be willing to give constructive criticism when necessary and offer words of praise for work well done.
- ◆ The advisor should maintain continuity and tradition of the organization as members graduate. This includes knowing the 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 and Activities sponsored trainings. It's important that advisors attend all training sessions created for them as new
- ◆ 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

Do:

- ◆ 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.
- ◆ 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.
- ◆ In 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. 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.
- ◆ 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.

Don't:

- ◆ 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 of 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'

Clery Act Information:

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".

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 the link below:

<http://www.sanjac.edu/student-services/student-concerns/staying-safe-campus>

Note: Being a great student organization advisor requires balancing all of the above duties while still allowing the students to run their own organization. Please know that the SEA team is available to assist all organizations to strike this balance in whichever ways work best for the organization.

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 previously an active organization. As a result, all you will have to do is reactivate the organization. If your interest has not previously been an active organization, the following guidelines apply to create a new organization:

Campus Specific- Organization operates on one campus where all meetings and events take place:

- ✓ 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 they are to be an advisor on. The name and office number of the organization's advisor(s) are to be submitted with the application.

District-Wide- Organization has officers and members at multiple campuses and hosts meetings/events at multiple campuses:

- ✓ Have a minimum of five students who desire membership.
- ✓ Have one officer enrolled on each of the three campuses; the remaining two officers may be enrolled at any San Jacinto College Campus.
- ✓ Complete an organization registration application.
- ✓ Turn in the application with a constitution
- ✓ Organizations are required to have 1 faculty/staff advisor who works at each of the campuses (one on each campus). The name and office number of the organization's advisors are to be submitted with the application.

Virtual- Organization operates exclusively online and does not hold any face to face or in-person events:

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

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, maintain their Records, and process 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 take place.

NOTE:

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 status.

Approval:

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

How to:

- 1. Complete a new [Student Organization Registration Application](#)
- 2. 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 prior to 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 so as to benefit the greatest number of students.

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

Who May Be Funded?

The SEA Office will consider budget proposals for the allocation of funds from currently registered student organizations.

Things to Note:

- ◆ Attending a minimum of four (4) SGA meetings each semester is a requirement to receive any funding
- ◆ 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
- ◆ Participation in campus-wide events, such as Student Involvement Day, Leadership Programs, and Spring Fling, is encouraged as an opportunity to raise funds and contribute to college life.
- ◆ 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.

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 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. At the end of the budget year, does not "roll-over"

Agency Funds

Monies generated by the organization from dues, fundraisers, and donated funds are kept in an account within the college. Organization advisors and officers are responsible and held accountable for agency accounts. The SEA Coordinator will have administrative oversight on Agency Funds. At the end of the budget year, these funds will "roll-over"

Off-campus organizational bank accounts are prohibited. If your organization has an off-campus bank account, contact the SEA office for the next steps. The SEA office will arrange the formation of an organizational Agency account when needed.

How to Use Funds:

Off-Campus Expenditures to purchase items or services from outside vendors:

- o Complete the Budget Requisition Form found on the SEA website. The entire form must be completed with any applicable supporting paperwork attached.
- o Submit completed form to the Coordinator of SEA for approval at a minimum of 2 weeks prior to when you need the funds issued.
- o 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.
- o 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.

Purchasing Guidelines:

Agency Fund Purchasing	
Items that can be purchased	Items that cannot be purchased
<ul style="list-style-type: none"> ✓ Office Supplies ✓ Printing ✓ Postage ✓ Rentals ✓ Organizational Dues ✓ Registration Fees ✓ Lodging (Students & Advisors only) ✓ Services Provided ✓ Food (Banquets & Dinners) Meetings ✓ Decorations ✓ Transportations ✓ Marketing Items ✓ Gift Cards/Certificates ✓ Prizes ✓ Supplies for Fundraisers ✓ Scholarships ✓ Donations ✓ Endorsement of Political Candidate or Cause 	<ul style="list-style-type: none"> X Personal Items of Any Nature X Alcoholic Beverages or Medications X Appliances X Weapons X Any purchase that would contribute to a violation of college guidelines/policies or violate any state, federal, or local law.

Allotted Fund Purchasing	
Items that can be purchased	Items that cannot be purchased
<ul style="list-style-type: none"> ✓ Office Supplies ✓ Printing ✓ Postage ✓ Rentals ✓ Organizational Dues ✓ Registration Fees ✓ Lodging (Students & Advisors only) ✓ Services Provided ✓ Food (Banquets & Dinners) Meetings ✓ Decorations ✓ Transportations ✓ Marketing Items 	<ul style="list-style-type: none"> X Gift Cards/Certificates X Prizes X Personal Items of Any Nature X Monetary Awards to Individuals X Alcoholic Beverages or Medications X Appliances X Scholarships X Donations X Donations to Charitable Causes or Activities Including the Purchase of Special Event Tickets. X Supplies for Fundraisers X Endorsement of Political Candidate or Cause

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

STUDENT ORGANIZATION EVENT PLANNING

Meetings

How to:

- 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 & 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 of Student Services has ultimate authority over student organization fundraising as delegated by the Chancellor. As an operational unit within the purview of the Associate Vice Chancellor 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 as approved by the Associate Vice Chancellor 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.

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 SEA Coordinator for approval prior to arranging for items to sell or soliciting orders. These 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 & approved or denied within 7
business days*

Things to remember:

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

After your Fundraiser:

How to:

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

Things to remember:

- ✓ Funds should never be held anywhere other than the Business Office
- *Failure to deposit funds, may result in the organization being suspended*

Online Transactions for Fundraisers

If you wish 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 to host the payment transactions and have money deposited directly into your organization's agency account. If your organization would like to use this process, please allow an additional four weeks 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 transactions, or crowdfunding.

Drawings

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. Games of chance must include opportunities for a participant to win without making a required payment.

Raffles

Most student organizations are not qualified to conduct raffles in the State of Texas. Raffles involve paying money for the chance to win a prize of greater value, which is considered gambling. Instead of raffles, SOC suggests that student organizations hold "Free Drawings" in which no money is exchanged. The Charitable Raffle Enabling Act, effective January 1, 1990, permits "qualified organizations" to hold up to Four raffles per calendar year.

For more information of Raffles contact SanJacSEA@sjcd.edu

Fundraisers Involving Food

If your organization is going to be selling 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 (restaurant spirit nights, etc...) please include all terms of the partnership in your fundraiser registration form. Please note that if the vendor you are working with requires tax info 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 the safety issues associated with an event or activity involving travel. There are steps that must take before travel depending on the destination.

How to:

- ❑ 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 & approval from the SEA office prior to travel
- ❑ 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 & approved or denied within 7 business days*

Things to remember:

- ✓ An advisor **MUST** be present for all college-sponsored travel
- ✓ **No alcohol or drugs.** 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 make-up 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, no control (higher level of liability). The college is not liable for any damages or injuries sustained while traveling.

2. College Vehicles

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

3. Rental Vehicles

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

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.);

Carrier providers own insurance and assume liability, most expensive, usually must pay in advance or make a deposit, must arrange early, usually requires written agreement (lowest level of liability). If you plan on using 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 page as a quick guide for identifying each form and its purpose.

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. Thank you for reading the manual. Please contact the SEA Office with the code word 'Tapioca Pudding' for some free San Jac Swag!

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

Animal Event Form- If you are going to be 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 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 for consideration 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 hard-copy 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 and 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 and 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.

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 and 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 and 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

- Supplies (general office supplies, poster board, paint, paper, etc.)
- Speakers/lecturers
- Conference/Competition Travel
- Service Projects
- Food for meetings
- T-shirts for club members

Examples of unacceptable purchases include:

- Supplies for personal use
- Gasoline for a personal vehicle or other personal vehicle-related expenses
- Alcohol or tobacco
- 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.

D. TYPES OF STUDENT ORGANIZATION EXPENSES

1. OFFICE SUPPLIES
2. PRINTING:
 - o Contact SEA for details.
3. POSTAGE
4. RENTALS
 - o Rentals can be of on-campus and off-campus facilities, public address systems, podiums, table/chairs, risers, audio/visual equipment, or sound/light systems.
 - o Rentals can also be traditional international costumes for cultural events.
5. ORGANIZATIONAL DUES
6. REGISTRATION FEES & LODGING FOR STUDENTS AND THEIR ADVISOR ONLY
 - o A brochure, list of names, and G-Numbers must be provided with a Travel Request Form.
7. SERVICES PROVIDED.
 - o D.J.'s, Performers, Entertainers, etc.
 - o All contracts must be submitted to the Contracts and Purchasing Services office for review and signature.
 - o DO NOT sign any contracts or performance agreements on behalf of the college. See SEA for details.
8. SECURITY FOR EVENTS
 - o See SEA for Details

9. FOOD FOR BANQUETS, DINNERS, MEETINGS
 - o 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
 - o Streamers, balloons, crepe paper, poster board, ribbon, and paper signs.
11. REFRESHMENTS
12. TRANSPORTATION
 - o The trip must be educational and pertain directly to your organization.
13. BANNERS
 - o 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 and Activities.

Using Club Funds to Cover Expenses

In order to pay for club expenses, a representative from the club officer team or advisor must first fill out a Request for Budget Usage Form for Student Organizations. Please follow the precise procedures listed below when submitting Budget Usage Forms:

- Request for Budget Usage Form for Student Organizations must be completed and submitted to the Student Engagement and Activities Office seven (7) days prior to the purchase to ensure that funds can be secured.
- Request for Budget Usage Form for Student Organizations involving club funds must be signed by the advisor, the club treasurer, and SEA.
- Please allow a minimum of one week for the Request for Budget Usage Form for Student Organizations to be processed.
- When submitting a Request for Budget Usage Form for Student Organizations, 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. Example 2. The club has a pizza party for all members at the end of the year. Simply write "entire club" and the number of club members on the request.)
- If the purchase cannot be made using the Club's Pcard, please notate on the Budget Usage Request form that a Direct Pay will be needed. Include any documentation for the purchase for approval at his time (i.e. Invoices, UNSIGNED contract, etc...)
 - o Note: If a Direct Pay is needed for a vendor who has not been used by SJCD previously, SEA will assist you in obtaining a New Vendor Packet for the vendor to complete.
 - o 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.
- All purchases and payments must be approved by the Coordinator of Student Engagement & Activities to prevent overspending from club accounts.

Making cash advances

Clubs who 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 be in charge of 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:

- 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's 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 secured at all times 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 to unless the expense has been budgeted by the organization and funds are identified or in the account by submitting a Budget Usage Request 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 and 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 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 a Budget Usage Request to SEA to have a Direct Pay initiated from agency funds to give to the charitable organization.

NOTE: If a club uses college funds for this purpose, this could result in immediate termination of club 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. Inactive organizations 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 and 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 how it wants the funds to be distributed in a letter format and have all officers sign the letter (including the advisor if the organization has one) stating this is what the organization has decided to do with the funds. If there is more than one distribution, please list each entity receiving funds and the dollar amount for each. Student organizations may only designate fund usage for funds raised by the organization, and may not designate how funds provided by the college are used.

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 to 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.

Dos and Don'ts of Organizational Pcards

Dos:

- 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 make a written request to SEA. Please allow 2-3 business days for your request to be processed.
- Get approval from SEA prior to making your purchases. This is done by submitting a Budget Usage Request Form.
- 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 Susan Riley IMMEDIATELY at 281-998-6364. If you have a Pcard emergency on the Weekend or AFTER 5 PM on weekdays, call 281-770-9670 (After hours emergencies only).
 - o Emergencies include:
 - Trouble paying for a hotel, airfare, or ground transportation while traveling.
 - Pcard stolen or lost.
 - Pcard declined and no alternative payment option available.
- Reconcile your Pcard on time. You must log-in and allocate all of your purchases by the 12th of each month, and submit your printed statement, with original receipts to SEA by the 14th of each month.
- 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.

- o If you are giving out a gift card of any amount or prize of any other type, you must provide the following information along with the itemized receipt to SEA:
 - Full name (first and last) of recipient
 - Item that was received
 - Dollar amount of item received
 - Reason recipient received an item
- Follow all rules for fundraising as outlined in the Student Organization Handbook.
- Report Club officer, cardholder, and advisor changes to SEA ASAP.

Don'ts

- Don't make purchases that are prohibited. This includes:
 - o Alcohol
 - o Controlled substances
 - o Pharmaceuticals
 - o Drugs and drug paraphernalia
 - o Guns and ammunition
 - o Gambling
 - o Furs and Jewelry
 - o Items that are not on your approved Budget Usage Request
- Don't 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 in one transaction on one Pcard and 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.

- Don't 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):
 - o date of purchase
 - o all items purchased
 - o the associated cost of each item
 - o the total purchase price
 - o Vendor's phone number
 - o Vendor manager's title
 - o Vendor manager's printed name (first and last)
 - o Vendor manager's signature.
- o It is very 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 the Purchasing department.

SEA and Business Office Procedures

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 P-Card. 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).

Note: 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 complete appropriate paperwork to be considered "Active" for the following Academic Year.



Advisor Agreement

Student Organization:	_____	Office Phone:	_____
Advisor Name:	_____	Office Location:	_____
Department:	_____	Email:	_____

Expectations

1. Assist with the formulation and/or revision of the 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 Engagement & Activities 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 the efficient and effective administration of the organization.
11. Assist with the development, training, and orientation programs for new officers.
12. Consult with the Student Engagement & Activities Department when questions and conflicts regarding the organization or members arise.
13. Inform members of the Student Code of Conduct.
14. Ensure that all publicity and advertisements are submitted to the Student Engagement & Activities 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 officer's training/meetings held by Student Engagement & Activities.
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 Engagement & Activities 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 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 both the advisors, student organization and student engagement 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 Engagement & Activities to discuss the problems or issues involving their advisor.

An advisor should notify Student Engagement & Activities when he/she decide to no longer serve as an advisor for a variety of reasons. Advisors should notify the registered student organization officers of the 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 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 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 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 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