

Student Organization Manual

*A publication of the
Department of Student Activities
at Texas A&M University*

Student Activities
Partners in Education at Texas A&M University

 **TEXAS A&M**
UNIVERSITY

Updated July 2008

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Department of Student Activities

Letter from the Director

Howdy!

The Department of Student Activities is here first, and foremost, to serve you—the students. Our primary goals are to help you succeed as students and to further support your growth and development. Through involvement in one of the 800+ student organizations, you have the opportunity to enjoy meaningful relationships with others, learn about yourself, and develop lifelong skills. You also have the ability to make a difference and significantly impact both the university and surrounding communities.

The Department of Student Activities is also here to help you succeed as a student leader. Whether you need assistance in the area of risk management, financial planning, or organizational development, the Student Activities staff would like to assist you. I encourage you to drop by our office in 125 Koldus during business hours, 8:00 a.m. – 5:00 p.m., Monday through Friday, or to attend one of our many workshops, seminars, or informational sessions. Whatever you may need, I am confident that the Department of Student Activities can be of assistance.

Respectfully,

Dr. William B. Stackman

Mission Statement

The Department of Student Activities creates and fosters leadership and involvement opportunities that enhance personal, interpersonal, and organizational development. To that end we serve the University community as advisors, administrators, and educators for students and student organizations.

For more information about our vision, values, and strategic initiatives, please visit <http://studentactivities.tamu.edu/about>.

Facilitator University Model

The Division of Student Affairs at Texas A&M University values the relationship with students engaged in co-curricular activities, and has adopted a philosophical approach to partnering with individual students and student organizations as facilitators of the involvement experience. To that end, the resources, guidelines and concepts presented in this manual are based upon the facilitator university approach. With this approach, student organization members, leaders and advisors work with administrators, faculty and staff to make intelligent, fair and reasonable

choices within the boundaries established by state, federal, and local laws, university rules, and the educational mission of the institution. A facilitator college balances rights and responsibilities - it is neither extremely authoritarian nor overly solicitous of student freedom. Importantly, a facilitator college seeks shared responsibility rather than allocating it unilaterally or not at all. Facilitation implies an appropriate and reasonable degree of risk. The goal of the university is to advise student organizations of the potential and perceived risks involved in their activities. Universities should also strive to facilitate the coordination of organization events and help student leaders take corrective actions and proactive steps to minimize accidental injury and/or loss. A facilitator institution seeks to balance the rights and responsibilities of students and the university.

This definition adopted from: Bickel, R.D., & Lake, P.F. (1999). The rights and responsibilities of the modern university: Who assumes the risks of college life? Durham, NC: Carolina Academic Press.

Areas and Teams within the Department

Accounting

The Accounting team serves the students, staff, and faculty at Texas A&M University as advisors, mentors, and educators on the rules and regulations that govern the financial state of this institution. This team identifies and implements process improvements that promote efficiency and effectiveness without compromising the financial integrity and policies governing student organizations.

Choral Activities

The purpose of Texas A&M Choral Activities is to provide both undergraduate and graduate students with choral music experiences and leadership opportunities. Students involved in our groups not only enhance personal musicianship, but also enrich their entire academic experience. Choral Activities groups are open to all Texas A&M students. Auditions are held at the beginning of both the fall and spring semesters.

Class Center

The Class Center is the home to Class Councils and the Texas Aggie Yell Leaders. These student organizations promote the unique spirit of Texas A&M University by coordinating traditional events such as Maroon Out, First Yell, Elephant Walk, Jr. E-Walk, Midnight Yell Practice, Fish Fest, Pull Out Day, Ring Dance, and Boot Dance. Funds raised from all of these programs ultimately go toward Class Gifts.

Extended Orientation and Involvement

The Extended Orientation and Involvement team advises student-led extended orientation camp programs and educates students about campus and community involvement opportunities. Camps advised include Fish Camp, Howdy Camp, and Transfer Camp (T-Camp). The

Conference on Extended Orientation Programs and “Get Involved!” campaign are also run out of this area.

Information Technology

The Information Technology (IT) team creates and maintains major departmental web sites and applications, include the Student Activities web site and *StuAct Online* system. The IT team also provides hosting for recognized student organizations on campus and works closely with the Department of Information Technology in the Division of Student Affairs to provide powerful and reliable resources for users.

Leadership and Service Center

The Leadership and Service Center strives to empower students and staff to become effective leaders and active citizens. Through intentional programs, services, advising and advocacy, the LSC encourages students to become engaged in meaningful learning experiences. Programs run from this area include Leading with your Strengths, StrengthsQuest™, Covey’s 7 Habits of Highly Effective People for College Students®, LeaderShape®, and the Volunteer Opportunities Fair.

Recognition

The Recognition team oversees the annual recognition process for over 850 student organizations. This area also coordinates the facilitation of Officer Orientation Seminars, GPR exemption requests, review of new student organization applications, and constitution reviews. The Recognition Liaisons throughout our department work together to achieve effectiveness and efficiency with shared processes and issues for student organizations.

Risk Management & Organizational Development Services

The Risk Management and Organizational Development area, guided by the tenets of the facilitator philosophy, serves our community by providing education and resources to develop a safe and productive environment and encourage effective decision-making. Some of the services and resources run out of this area include event planning reviews, contract reviews, camps and enrichment programs reviews, insurance information, student leader and advisor training, and the “Ultimate” workshop series.

Student Government Association (SGA)

The mission of the Student Government Association (SGA) is to serve Texas A&M University by representing student opinion, addressing campus needs through targeted programs and maintenance of tradition, and providing opportunities for leadership development in order to enrich the quality of student life. With 3 branches, 15 committees, 4 commissions, and over 1,300 student members, the SGA is one of the largest organizations on campus.

Student Organization Finance Center (SOFC)

The mission of the Student Organization Finance Center (SOFC) is to provide banking and financial services in support of the activities and programs of recognized student organizations at Texas A&M University. Among the numerous services provided by the SOFC are online training and workshops, funding opportunities, travel resources, tax information, bulk mailing, and standard banking services.

Staff Directory

Please visit <http://studentactivities.tamu.edu/about/staff> for the titles and contact information of our 50+ staff members. The Department of Student Activities is located in the John J. Koldus Student Services Building, on the first floor in Room 125.

Answers to frequently asked questions (FAQ's) for student organizations can be accessed at <http://studentactivities.tamu.edu/online/help/faq>, and you can reach the Department of Student Activities at (979) 845-1133 for further information.

Recognition of Student Organizations

How to Start a New Student Organization

The Department of Student Activities has implemented the following process in order to appropriately assess the request for recognition and to allow the organization the opportunity to participate in the recognition process. The follow steps will need to be taken:

1. Complete and submit an Application for Recognition of New Student Organization through the *StuAct Online* system at <http://studentactivities.tamu.edu/online>.
2. Submitted application and any supporting items will be reviewed by appropriate staff members in the Department of Student Activities. Only complete application packets will be accepted.
3. Student Activities staff may request additional information or a meeting with students to discuss the organization mission, purpose, and/or activities. In order to proceed with the application review process, we must receive a response within one month.
4. Applications are reviewed for unique mission and purpose “that are consistent with the philosophy and goals that have been developed for the creation and existence of Texas A&M University” (Student Rule 41). Student organizations that are approved to begin the recognition process will be assigned a classification (based on mission/purpose) and categorization (based on risk assessment), and may be assigned enhanced expectations depending on the proposed activities of the organization.
5. Upon approval, student leaders will receive electronic confirmation and further instructions for beginning the student organization recognition process. This process includes attending an Officer Orientation Seminar, attending an Organizational Development Seminar, completing the online Advisor Training, and submitting documentation. Failure to complete the recognition process within forty (40) days of being approved will affect your organization’s recognition status.

Operations Manuals

Operations manuals are strongly suggested for student organizations, and may be required as enhanced expectations for high-risk student organizations during the recognition process. An operations manual serves as a resource for any member of your organization who is planning an organizational event or activity, or who is making a decision that might impact the organization. It also serves as an important record of the guidelines, procedures, and expectations set by your organization, making it a very effective tool for training and transitioning new leaders.

Although operations manuals will vary in content based on the unique needs of each student organization, basic components that are standard for an “ops manual” include:

- Governing Documents, such as your mission statement, constitution, and goals.
- Officer Information, such as job descriptions, organizational structure, and procedures for transition.

- Advisor Information, such as expected role and responsibilities and the Advisor Agreement Letter.
- Standard Operating Procedures, such as membership standards, discipline procedures, publicity guidelines, and financial plans.
- Risk Management Plans, such as event planning procedures, safety guidelines, and relevant Texas A&M student rules.
- Organizational History, such as past calendars, event evaluations, and financial records.
- Appendix of Forms, such as travel forms, waivers, membership applications, and event planning forms.

For more information about operations manuals, please visit http://studentactivities.tamu.edu/files/draftopsmanual_0.pdf.

Classifications and Categories of Student Organizations

Each student organization granted recognition by Texas A&M University first receives a classification based on its mission and purpose. These classifications include:

- | | | |
|-------------------------------|------------------------------|-------------------------------|
| ● Academic | ● Hometown | ● Social and Political Issues |
| ● Campus Service | ● Honor | ● Special Interests |
| ● Community/Volunteer Service | ● Military | ● Spirit and Tradition |
| ● Cultural/International | ● Performing and Visual Arts | ● Sports Clubs |
| ● Health and Recreation | ● Religious | ● Student Government |
| ● Fraternities/Sororities | ● Residence Halls | |

Each student organization granted recognition by Texas A&M University is also categorized as sponsored, affiliated, or registered. This categorization is determined by assessing the student organization's relationship to the university, the scope and complexity of its activities, and the perceived potential risk to participants and the university. The privileges and responsibilities associated with each type of recognized student organization are outlined below.

Sponsored Organizations

Sponsored organizations are those considered critical to the mission and culture of the university. These organizations are inherently linked to the university because of their role in representing TAMU or in presenting events that are considered an integral part of the institution. Sponsored organizations routinely present events for the campus and broader community, and typically have a close relationship with a university department or office. The activities and events of these organizations are considered to involve a higher level of complexity because of their scope and perceived association with the university.

In addition to the university resources available to all recognized student organizations, sponsored organizations shall have:

- A full-time professional staff member whose job description designates them as the primary advisor to the sponsored organization.
- Designated office or workspace provided by the university.
- Access to funding from university revenues and student fees.
- A university fiscal account and accounting staff support.
- Priority consideration for reserving university facilities, such as meeting rooms.
- cursory review of contracts by the TAMU Contracts Office.
- Benefits for student leaders, such as opportunities for regular interaction with the Vice President for Student Affairs and other key administrators, the opportunity to apply for reserved garage parking as available, and appointment to university committees.
- Priority consideration for participation in university publications and new student conferences.

In addition to the responsibilities of all recognized student organizations, sponsored organizations must also meet the following expectations:

- Sponsored organizations routinely present events for the campus and broader community, and are expected to work closely with the appropriate university department or office in the planning of these events.
- Each sponsored organization must designate a risk management officer to serve as a member of the organization's executive team. This officer is responsible for developing and maintaining an operations manual for the organization, which must be reviewed at least annually by the Department of Student Activities.
- Sponsored organizations may be required to carry liability insurance to cover membership and events as deemed appropriate by university review.
- Officers of sponsored organizations must complete student leader training on topics in the areas of pre-event planning, accountability, and organizational development. It is currently estimated that this training will take 8-12 hours over the course of a year.
- Advisors to sponsored organizations will also complete advisor training as outlined in the Advisor Agreement Letter.
- Sponsored organizations that serve as governing bodies for affiliated or registered organizations are responsible for providing appropriate levels of support and oversight for these organizations.

Affiliated Organizations

Affiliated organizations are those that contribute to the mission and culture of the university by routinely presenting events for their members and invited guests. These organizations are often housed within or connected to larger sponsored organizations. The activities and events of these organizations are considered to involve a moderate level of complexity due to their nature and/or scope.

In addition to the university resources available to all recognized student organizations, affiliated organizations may have the option to:

- Select their own advisor in cooperation with the Department of Student Activities. This person must be a full-time university employee who possesses the skills and/or training necessary to advise the organization.
- Receive increased consideration for funding and space allocation requests.

In addition to the responsibilities of all recognized student organizations, affiliated organizations must also meet the following expectations:

- Prior to hosting events targeting the campus or broader community, it is the responsibility of affiliated organizations to develop an event plan and review it with the organization's advisor and the Department of Student Activities or other designated university department.
- Affiliated organizations will be assessed during the recognition process to determine whether the organization must meet additional requirements, such as developing an operations manual and/or carrying additional liability insurance.
- The organization is responsible for complying with any conditions, stipulations, or restrictions placed on its recognition.
- Officers of affiliated organizations must complete student leader training on topics in the areas of pre-event planning, accountability, and organizational development. It is currently estimated that this training will take 4-6 hours over the course of a year.
- Advisors to affiliated organizations will also complete advisor training as outlined in the Advisor Agreement Letter.
- Affiliated organizations connected to sponsored organizations are responsible for complying with any rules, procedures, and expectations established by the sponsored organization.

Registered Organizations

Registered organizations are those that are consistent with the mission and culture of the university and primarily present events limited to their membership. These organizations are primarily interest groups capable of functioning with minimal support from or interaction with the university. The activities and events of these organizations are considered to involve a lower level of complexity due to their limited scope.

In addition to the university resources available to all recognized student organizations, registered organizations may:

- Select their own advisor, who may be a faculty member, professional or associate staff member, or graduate assistant.

In addition to the responsibilities of all recognized student organizations, registered organizations must also meet the following expectations:

- Prior to hosting events beyond the membership of the organization, it is the responsibility of these organizations to develop an event plan and review it with the organization's advisor and the Department of Student Activities.

- Registered organizations will be assessed during the recognition process to determine whether the organization must meet additional requirements, such as developing an operations manual and/or carrying additional liability insurance.
- The organization is responsible for complying with any conditions, stipulations, or restrictions placed on its recognition. Officers of registered organizations must complete student leader training on topics in the areas of event planning, accountability, and organizational development. It is currently estimated that this training will take 3-4 hours over the course of a year.
- Advisors to registered organizations will also complete advisor training as outlined in the Advisor Agreement Letter.

Finally, some organizations fall under the umbrella of a “Batch Group” affiliated with specific departments on campus. Batch groups receive their own specific trainings throughout the year. Examples of batch groups include organizations also recognized by the Department of Greek Life or the Corps of Cadets.

Responsibilities of Student Organizations

The privileges of becoming a recognized student organization at Texas A&M University are not extended without careful consideration. Once recognized, an organization may associate with Texas A&M University; therefore, the events and activities presented by the organization should accurately and positively reflect the mission and purpose of the university, as well as the rules and standards of the institution. The recognition process requires action by both student leaders and the university. As such, this process creates a mutually beneficial relationship between student organizations and the university. There are four main goals of the recognition process:

1. To establish an on-going relationship with newly elected student leaders and newly appointed advisors.
2. To provide resource information to student leaders and advisors.
3. To make student leaders aware of expectations, rules, responsibilities, and enhanced expectations of student leaders, student organizations, and their advisor.
4. To gather information from student organizations within a reasonable timeframe.

In order to reach these goals, be recognized and retain official recognition, student organizations must meet certain expectations. These expectations include:

- Applying for and achieving university recognition annually through the Department of Student Activities.
- Adhering to all municipal, state, and federal laws, the Texas A&M University Student Rules (<http://student-rules.tamu.edu>), and all university rules and procedures.
- Remaining in good standing with the university, including full compliance with any conditions, stipulations, or restrictions placed upon organizational recognition.
- Keeping the Department of Student Activities informed of changes to organizational leadership or governing documents in a timely fashion.
- Demonstrating respect for the university community and other student organizations.

- Operating in a manner consistent with the mission and goals of the university and the governing documents of the organization.
- Consulting with the appropriate university departments, offices, or representatives when planning large, unusual, or potentially complex events.
- Ensuring continuity in leadership from year to year by training newly selected leaders and maintaining good records.
- Establishing and communicating appropriate advisor expectations.

Privileges of Student Organizations

There are a number of benefits that come from being a recognized student organization at Texas A&M. These benefits are not afforded to non-recognized organizations or individual students. Some of the privileges of recognized student organizations include:

- Association with Texas A&M University, including the ability to incorporate the name of the university into the name of the organization and the ability to use university logos and trademarks for organizational needs or products (please see the Office of Collegiate Licensing for more information).
- A free web site with 200 MB of memory and a free e-mail address for the organization, as well as the support of IT specialists who work within the Department of Student Activities.
- Access to permits for sandwich boards on campus.
- Access to concessions permits to sell or distribute items on campus.
- Access to free banking services at the Student Organization Finance Center (SOFC).
- Eligibility to apply for office, cubicle, or storage space for the organization.
- Use of university facilities and priority use of campus space.
- Eligibility to apply for special funding for student organization events and risk initiatives.
- Resources and support from staff members in the Department of Student Activities.

Advisors

Recruiting an Advisor

Before approaching a potential advisor, keep in mind the following: a) find someone who will have the time to devote to your organization, b) find someone who will take the role willingly and seriously, and c) find someone who has knowledge or skills related to the mission and purpose of your organization. Make sure that a potential advisor has a clear understanding of the organization's mission, activities, and your expectations for his/her duties and time commitment. Allow the person a reasonable length of time to consider his/her decision.

Role of Advisors

Under the tenets of the Facilitator University Model, advisors work collaboratively with students sharing responsibility for the organization and its events. Be open to suggestions and criticisms that your advisor may provide, as his/her knowledge and experience will help in exploring solutions and implementing organizational procedures. Discuss your expectations for each other, and set up regular meetings about the organization's activities and events. Here are some additional points about the role and practices of student organization advisors:

- Advisors are trained and knowledgeable about the student rules related to student organizations, and are great resources about policies and procedures.
- Advisors should have access to the guiding documents and policies for the student organization. Make sure your advisor has an updated copy of your constitution and operations manual.
- Advisors are trained to report and follow up on any discipline issues for the organization and/or its members.
- Advisors are here to support and guide your organization, empowering you to make fair, intelligent, and reasonable decisions based on the information and guiding boundaries at your disposal.

The key point is to work collaboratively with your advisor to help ensure your events and activities are safe and successful!

General Policies and Student Rules

Student Organization Recognition

Student Rule 41 states that, “Student organizations may be officially recognized when formed for purposes that are consistent with the philosophy and goals that have been developed for the creation and existence of Texas A&M University. Approval for recognition is granted by the Vice President for Student Affairs through the Director of Student Activities. In order to be recognized and to retain official recognition, student organizations must meet certain requirements. Student groups complying with the following conditions shall enjoy the privileges associated with the status of being officially recognized by the university including use of university name, university facilities for meetings, university logo and trademarks, and university property for concessions.”

The conditions of recognition are briefly described below:

- Select a faculty or staff advisor for the organization.
- Complete the annual recognition process through the Department of Student Activities.
- Deposit and withdraw all funds through the SOFC and follow all SOFC policies and procedures.
- Conduct organizational activities that reflect the highest ideals of the university.
- Avoid duplication of mission or purpose with other organizations.
- Be open in membership unless otherwise permitted under federal law.
- Appoint officers who are in good standing with the university and maintain the minimum GPR requirements to be leaders of student organizations (2.00 for undergraduates and 3.00 for graduate students).

More detailed information about these recognition and membership policies can be found at <http://student-rules.tamu.edu/rule41.htm>.

Activities of Recognized Student Organizations

Student Rule 42 states that, “The university is a forum for ideas and their exchange. Such exchange can only occur on a scholarly plane if good order is maintained and standards of decorum and good behavior are recognized by all. The university recognizes that some activities will have audiences of a single class, seminar or organization, and that others will be addressing themselves to a wider spectrum of the university community.” There are several student rules specific to the activities of student organizations, including:

- All students organizations must have their events reviewed by their advisor(s).
- If a student organization enters into a contract for a program, performance, speaker, etc. for an all-university audience (one advertised outside the membership of the organization), that contract must be reviewed by the organization advisor, Department of Student Activities, and university-wide Contract Administration.

- The university prohibits the use of any of its symbols, insignias or other identifying marks in any political endorsements, campaigns, or elections.
- The university reserves the right to cancel any event it deems likely to cause an interruption in the university's orderly activities.
- No organization may use the institution's name without the express authorization of the institution, except to identify the organization's affiliation.
- Student organizations must seek advance approval to use university marks on commercial products or service promotions through the Office of Collegiate Licensing.

For more detailed information about these rules, please visit <http://student-rules.tamu.edu/rule42.htm>.

Constitution & Bylaws

Every recognized student organization at Texas A&M University is required to file a current copy of its constitution and bylaws with the Department of Student Activities each year during recognition. A constitution contains the fundamental principles that outline the purpose, structure, and limits of an organization. Your constitution provides a foundation upon which your organization operates, serving to clarify your purpose, outline your basic structure, be the cornerstone for building an effective group, and give members a better understanding of the organization's functions. The constitution should be tailored to the needs of your organization, but must include your organization's name, purpose, membership requirements, officer standards, and plans for handling finances.

Bylaws are secondary principles that govern the internal affairs of your organization, essentially serving as an expansion of the articles or sections of your constitution. Student organizations are not required to have bylaws, but they are helpful in fully describing the procedures for the organization to conduct business effectively and efficiently. For instance, you might add information about the various committees or sub-areas of your organization, procedures and goals for meetings, budget procedures, and amendment procedures for the constitution.

Remember the reasons for having a constitution and bylaws. They articulate the purpose of your organization and spell out the procedures to be followed for its orderly functioning. Constitutions usually require a 2/3 vote of the membership for adoption. Bylaws only require a simple majority for passage. Once you have developed your constitution and bylaws, review them often. The needs of your group will change over time, and it is important that the constitution and bylaws are kept up to date to reflect the current state of affairs.

Make sure every new member of the organization has a copy of your governing documents. This will help to unify your members by informing them about the opportunities that exist for participation and the procedures they should follow to be an active, contributing member. A thorough study of the constitution and bylaws should be a part of officer training and transition. You should also provide your advisor(s) with a copy of your constitution and bylaws.

For additional information or to schedule a personal consultation about your organization's constitution and bylaws, please contact the Department of Student Activities.

Membership, Officer Positions, and Grade Requirements

Student organizations must be open in their membership unless otherwise permitted under applicable federal law, according to Student Rule 41.1.7. Should they choose, organizations may choose to set higher standards for membership including higher officer grade point requirements, higher membership grade point requirements, etc. You should provide a general statement about your membership eligibility, standards, and requirements in your constitution. You should also review your constitution to ensure that it does not contain discriminatory language or provisions.

At a minimum, each student organization is expected to designate one officer as the chief student leader (usually titled "president" or "chair") and one officer authorized to deal with the organization's finances (usually titled "treasurer"). The titles of these positions may vary according to the needs of the organization, but the two separate job functions must be provided for in your constitution. In your constitution, be sure to clearly lay out the job responsibilities, qualifications, selection process, term of office, transition process, procedure for removal from office, etc. for your officers.

NOTE: All recognized student organizations at Texas A&M University must include the following statement (or its equivalent) in their constitution:

"The officers of this organization must meet the following requirements:

(a) Have a minimum grade point ratio (GPR) as stated below and meet that minimum GPR in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office.

- For undergraduate students, the minimum GPR is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration. In one limited circumstance, summer semester hours may be applied to this provision. In order for summer coursework to qualify toward a grade point ratio prior to election/appointment, at least six credit hours must have been taken during the course of either the full or two summer session(s).

- For graduate level students the minimum GPR is a 3.00. In order for this provision to be met, at least four hours (half-time credits) must have been taken for the semester under consideration. In one limited circumstance, summer semester hours may be applied to this provision. In order for summer coursework to qualify toward a grade point ratio prior to election/appointment, at least four credit hours must have been taken during the course of either the full or two summer session(s) unless fewer credits are required as they complete the final stages of their degree.

(b) Be in good standing with the university and enrolled:

- at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.

c) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b)."

The wording of the above statement may be made specific to the student organization, but no student organization may enact eligibility requirements for officers less stringent than these. Again, student organizations may enact requirements more stringent than those provided by the university. To request an exemption from these grade requirements, the student leader must download and complete the GPR Exemption Request Form (available at <http://studentactivities.tamu.edu/files/GPR%20Exemption%20Application.pdf>) and submit it to the Department of Student Activities.

Disruptive Activity

According to Student Rule Appendix I, disruptive activity is defined as any of the following:

1. Obstruction or restraining the passage of persons in an exit, entrance or hallway of any building.
2. Seizing control of any building or portion of a building for the purpose of interfering with any university-authorized activity.
3. Preventing or attempting to prevent by force or violence or the threat of force or violence, any lawful assembly authorized by the university.
4. Disrupting by force or violence or the threat of force or violence, a lawful assembly in progress.
5. Obstructing or restraining the passage of any person at an exit or entrance to the university or property or attempting to prevent by force or violence or the threat of force or violence the ingress or egress of any persons to or from said property.

Student organizations are prohibited from conducting disruptive activity as defined above on the Texas A&M University campus. Please see <http://student-rules.tamu.edu/append1.htm> for more information about disruptive activity violations.

Hazing

According to Student Rule Appendix VI, "hazing" is defined as any intentional, knowing or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in or maintaining membership in any organization whose members are or include students at an educational institution. Examples of hazing may include:

- Any type of physical brutality.
- Any type of activity that subjects the student to an unreasonable risk of mental or physical harm.
- Any activity involving forced consumption of a food, liquid, alcohol beverage, drug, or other substance subjecting the student to risk of harm.

- Any activity that intimidates or threatens the student with ostracism, subjects the student to extreme mental stress or humiliation, or adversely affects the mental health of the student.
- Any activity that induces, causes, or requires the student to violate local, state, or federal laws or university rules.

Both individuals and organizations are subjected to harsh legal and university penalties for engaging in hazing, soliciting or encouraging hazing practices, or knowingly or recklessly permitting hazing to occur. Please note that hazing may have occurred regardless of whether or not the intent was to harm an individual, and regardless of whether or not the student agrees to the activity. Detailed information about hazing offenses, penalties, and legal issues can be found at <http://student-rules.tamu.edu/append6.htm>.

A student organization can suffer great consequences for hazing, but the Department of Student Activities recognizes and appreciates the value of formal and informal initiation processes for new members of student organizations. There are numerous creative ways to orient new members in challenging and positive manners, without engaging in hazing practices. To envision alternative practices for your organization, consider the ultimate goals of your orientation or initiation activity. Here are some examples of goals and relevant activities:

- Unity: Have the members of your organization work together on a community service project, or engage in team-building activities like visiting a ropes course. Focus on achieving group cohesiveness and communication.
- Problem-Solving Skills: Have new members and old members collaborative brainstorm areas of improvement for the organization and plan solutions or objectives for the upcoming year.
- Mentorship: Develop a peer mentor program within your organization.
- Friendship: Plan special events for the entire organization to gather and get to know each other. Have a “membership circle” where old and new members can express what membership in the organization means to them.
- Organizational History: Invite an older member to speak about the foundation, special traditions, and prominent former members of the organization.
- Knowledge: Have leaders of affiliated organizations (e.g. speakers from national Greek systems) speak about the governance, expectations, and goals of the overall system.

Hazing is sometimes defended as a way to teach respect, develop discipline, and strengthen bonds between members. Consider that respect must be EARNED – not taught. Victims of hazing offenses rarely report having respect for those that caused them harm. Even if “nothing goes wrong,” hazing is a form of victimization that will breed mistrust, apathy, and alienation instead of discipline or friendship. Instead, you should focus on developing orientation or initiation processes that are welcoming, goal-oriented, safe, and affirming to new members!

Liability

Negligence

It is important to understand what things a court of law will look for in order to establish liability on the part of an individual or an organization. With this general knowledge, student organization leaders can create a framework by which they can attempt to proactively plan their events and problem-solve as the need arises. Generally, students and their organizations can be held liable by a court of law for two kinds of liability: “contract” and “tort.” A contract is a binding agreement between two parties in which each gives something in return for something else, and contract liability will be discussed further in the Event Planning section of this manual. A tort is a civil wrong in which someone either intentionally or negligently causes harm to another person, and the most common kind of tort is negligence (breach of a duty owed to another person).

Members of student organizations may owe duties in many instances. For example, you may have a duty to train members about safety and their responsibilities during events. If you do so poorly and someone is injured as a result, that person may sue the organization for negligence. Another example could be harm done to a person as a result of the organization breaching its duty to follow state laws, such as hazing or serving alcohol to a minor. Sometimes, members assume personal liability as part of student organization events, such as driving other members to an organizational event in their own personal vehicles.

It is important to understand basic concepts of liability for your student organization and plan accordingly. The key is to exercise reasonable care to prevent any harm that might be foreseeable as a result of your activities or events. The more you do to keep your members and participants physically and mentally safe, the less likely you are to be found in a breach of your duty. Much more extensive information about these principles can be found at <http://studentactivities.tamu.edu/risk/liability>.

Waiver and Release Forms

It is important that participants are warned of the dangers inherent in an activity and that they sign a document stating they understand this danger and assume the responsibility for themselves. This form is a legal document and should be presented as such. It is a good idea to have everyone sign such a form at the time they join or pay dues and then again before any event that carries with it some risk. In some cases, you may be required to have members sign waivers (when you travel away from the university, when you participate in physical activities, etc.).

In addition to signing the form, you should go over with participants the possible dangers they may encounter while engaging in the activity. Try to be as comprehensive as possible based on the normal dangers associated with the activity. Participants will now be aware of what is involved in the activity and then can choose to assume the responsibility of engaging in the activity for themselves.

Some key points to consider in designing waiver and release forms for your organization and/or its activities are:

- Make sure the title of the document is clear, so everyone understands they are signing an assumption of risk form.
- Describe the activity as specifically as possible, using clear language and a comprehensive description of the risks involved.
- Include text asking the participant to “hold harmless and indemnify the sponsoring organization,” to ensure that he/she has read and understood and risks involved and will not hold the organization liable in case of injury.
- Include text asking the participant to give consent for medical treatment in case of injury. In fact, the standard waiver form for student organizations (<http://studentactivities.tamu.edu/files/riskrelease.pdf>) asks for insurance information to provide a hospital in case of an emergency.
- If the participant is a minor, he/she must have a parent or guardian sign the form.
- Retain waiver forms for the specified amount of time following the event (normally the statute of limitations for any potential future litigation for student organizations will be 2 years).

Finally, don’t let a waiver form be your only mitigator for the physical risks associated with your events. Having someone sign a release form does not mean that you don’t still owe him/her a duty to exercise all reasonable care in preventing injury!

Violation of Policies

The Student Organization Hearing Board views student organization discipline as an educational process. When an organization disregards a regulation or policy of the state or the university, the focus of the process turns to education: uncovering the reason for the violation, demonstrating why the behavior is inconsistent with the expectations of the university, and aiding the student organization in coming to the realization that certain rules and regulations are necessary for the existence of the university community.

The Student Organization Hearing Board may only be called to hear a case when information exists indicating that an organization has allegedly violated Texas A&M University Student Rules. Violations concerning Greek social organizations or Corps-related organizations fall under the jurisdiction of the Interfraternity or Panhellenic Judicial Boards and the Corps of Cadets Standard Board, respectively. The hearing board may be called if any members commit a violation or fail to prevent the violation when they knew or should have known about it beforehand.

When the Director of Student Activities receives information that an organization has allegedly violated a University rule, he/she may appoint a representative from the Department to investigate the alleged violation. The Director of Student Activities, in concert with the Hearing Board Chair, shall discuss the case and determine whether disciplinary charges should be initiated. In some cases, it may be necessary to summon the president and/or members of the

executive committee for a conference with the Hearing Board Chair and the Director of Student Activities.

The organization's president and advisor must be notified by letter of the date, time, and place for the hearing. This letter will describe the alleged violation and advise the organization of its assurances:

1. To be informed in writing of all charges at least seven calendar days before any hearing may proceed.
2. To choose not to say anything during the hearing.
3. To personally question any witnesses against the organization. (It should be noted that relevant witnesses can only be requested to participate in the process; they cannot be *required* to do so. In certain circumstances where confidentiality is paramount, an incident report will be substituted and the accused organization may question facts in the report.)
4. To present information, provide witnesses and argue on its own behalf. (Statements from character witnesses must be in written format rather than personal presentations.)
5. To review all information brought against the accused prior to the hearing.
6. To have an advisor present during the hearing who is bound to advise the organizational representative only and not actively participate in any way in the proceeding. (The advisor may not actively participate in the hearing unless he/she is serving as a witness. The advisor cannot serve as the organization's representative, but can only serve in an advisory capacity.)
7. To be notified via written statement of the findings of the hearing within a reasonable amount of time after the hearing.
8. To have an opportunity to submit a letter of appeal regarding the decision to the Director of Student Activities within seven calendar days of receiving notification of the findings.

In all proceedings, the accused organization shall be presumed innocent until proven that a violation of Texas A&M University Student Rules occurred. The burden of proof shall rest with the university, which is the entity bringing forth the charges, and said burden of proof shall be by a preponderance of the evidence.

Publicity and Communication

Collegiate Licensing

Texas A&M University Student Rules require student organizations to have advance approval before using A&M trademarks and logos. Licensed vendors (screen printers for apparel, for example) will handle the licensing work directly with the licensing office, and most vendors in the Bryan/College Station area meet this requirement. If you are using a non-A&M licensed vendor or need other licensing assistance, please contact the Office of Collegiate Licensing at (979) 845-4621 or visit room 213 in the Coke Building. All products that are officially licensed must include a label or sticker featuring the Collegiate Licensed Product (CLP) logo.

Word trademarks of the university include:

- | | | |
|------------------------|--------------------------|-----------------------------|
| ● Aggie | ● TAMU | ● Texas Aggie Bonfire |
| ● Aggies | ● Twelfth Man | ● Wrecking Crew |
| ● Texas Aggies | ● 12 th Man | ● Old Sarge |
| ● Texas A&M | ● 12 th Mania | ● Fightin' Texas Aggie Band |
| ● Texas A&M University | ● Gig 'Em | |

Design trademarks of the university include:

- | | | |
|-------------------------|------------------------|-------------------------|
| ● Block ATM | ● Corps Insignia | ● Bonfire (with flames) |
| ● A&M (stylized) | ● Gun and Sword | ● Reveille |
| ● University Seal | ● Bugle with Banner | ● Ol' Sarge Head |
| ● University Ring Crest | ● Star | ● Gig 'Em |
| ● Ring Design | ● T Star (with design) | |

The Office of Collegiate Licensing will also only approve art graphics which utilize the following Pantone Monitoring System (PMS) colors to depict the university trademarks: maroon (PMS 505), gray (PMS 422), and gold (PMS 873) and green (PMS 341) for the university seal. Finally, the registered trademarks of Texas A&M University cannot be utilized in internet domain names purchased by a student organization. For more information about Collegiate Licensing, please visit <http://www.tamu.edu/trademarks/index.html>.

Freedom of Expression

Student Rule Appendix XI states that, "Texas A&M University is committed to providing an educational and work climate that is conducive to the personal and professional development of each individual. In fulfilling its multiple missions as an institution of higher learning, it encourages the free exchange of ideas. The university will protect the rights of freedom of speech, expression, petition and peaceful assembly as set forth in the U.S. Constitution. Texas A&M University maintains its right to regulate reasonable time, place and manner restrictions concerning acts of expression and dissent." Ideas or expressions put forth in expressive activities are not necessarily the views of Texas A&M University, its officers, administrators, or leaders, unless otherwise noted.

The properties of the university are designated as traditional public forums, designated public forums, limited public forums, or non-public forums. Student organizations can access all of those areas except non-public forums for their expressive activity. (Examples of non-public forums include classrooms, residence hall rooms, faculty and staff offices, academic buildings, administration buildings, medical treatment facilities, libraries, and research and computer laboratories.) Availability of space for student organization use may also be limited by distance requirements, crowd placement restrictions, and security concerns. Please see <http://student-rules.tamu.edu/append11.htm> for a more detailed explanation of the difference between these types of forums.

Rudder Fountain Area, Lawrence Sullivan Ross Statue Area, and the West Mall Area are “designated free speech areas” and can be reserved at the request of students and non-students for expressive activity. The act of confirming a reservation will ensure the availability of space. Please note that sound equipment is not prohibited at the Lawrence Sullivan Ross Statue Area or West Mall Area, and the volume of any sound equipment used at the Rudder Fountain Area must be kept at a level that would not interfere with any academic or other program taking place in nearby buildings.

The guidelines for expressive activity of student organizations are listed below:

1. **Disruptive Activity:** Obstruction, disruption or interference with classes, research, administrative functions or other university activities is not permitted. Likewise, infringement on the rights of others is prohibited.
2. **Reasonable Access:** It is important to provide reasonable access to, and exit from, any office, classroom, laboratory or building. Likewise, vehicular and pedestrian traffic should not be obstructed.
3. **Picketing:** Picketing in an orderly manner outside of university buildings may be permitted. Such activities should not become disruptive nor should they impede access. Picketing is not permitted inside campus buildings.
4. **Literature:** Literature may be distributed in traditional and designated free speech areas. (Distribution of commercial literature requires a separate concessions permit.) Such activities should not become disruptive nor should they impede access.
5. **Symbolic Protest:** Displaying a sign, gesturing, wearing symbolic clothing or otherwise protesting silently is permissible unless it is a disruptive activity or impedes access. In addition, such acts should not block the audience’s view or prevent the audience from being able to pay attention.
6. **Noise:** Making sustained or repeated noise in a manner that substantially interferes with a speaker’s ability to communicate his/her message is not permitted. Noise levels should not interfere with classes, meetings or activities in progress or the privacy of residence hall students.
7. **Force or Violence:** Any attempt to prevent a university activity or other lawful assembly by the threat or use of force or violence is not permissible.
8. **Presenting Identification:** In accordance with the Texas Education Code, it is unlawful for any person on any property either owned or controlled by the university to refuse to identify him/herself to a university official in response to a request. For the purpose of

these rules a person identifies him/herself by presenting student or faculty/staff ID card or state issued ID card.

9. **Damage to Property:** Any damage to university or personal property in the course of, or as a result of, an expressive activity is prohibited. Care should be taken to ensure that university and personal property is not damaged or destroyed. This includes the campus lawns, shrubs and trees.
10. **Guiding Boundaries:** All individuals participating in expressive activity are expected to comply with state and federal law, municipal ordinances, *Texas A&M University Student Rules* and the above guidelines. Failure to do so may result in immediate removal from the campus and any other appropriate action by university officials and/or University Police.

Concessions

The Concessions Guidelines were established to protect students and sponsoring student organizations from the possible problems and ramifications that arise from dealing with unrestricted outside vendors. The guidelines are set up to assist in creating an educational environment that promotes the freedom of association and the exchange of ideas while maintaining an atmosphere conducive to classroom instruction and campus access.

Concessions are defined as any public sales or solicitation on the Texas A&M University Campus. Solicitation is defined as advertising, the taking of orders, donations, collection, and distribution of information. "Campus" is defined as all University-owned property located in Brazos County, Texas, including Hensel Park, Student Apartments, Research Park, and the Riverside Campus. The term "solicit" is defined as advertising, the taking of orders, sales, donations, proselytizing, campaigning (political or other), collection and distribution of literature.

Only recognized student organizations or university departments may conduct concessions on campus. There are very limited exceptions to this rule, including vendors with explicit sales contracts with the university and groups with a TAMU affiliation (e.g. Aggie Moms Clubs or The Association of Former Students). The main guidelines for successful concessions permit requests are:

1. The concessions request must relate to the mission and purpose of the sponsoring organization.
2. An organization's requests for concessions permits are limited to five days in a 30-day period, to provide equal access to all organizations. If your request exceeds this parameter, you will need permission from the concessions administrators well in advance of your activity.
3. A request for a concessions permit must be made at least forty-eight (48) hours prior to the event.

After the concession, all money that is collected must be deposited into the organization's SOFC account by the end of the business day on which the concession was held. The student organization must retain a copy of the deposit slip for record keeping purposes. A night lock box at the SOFC will allow safe keeping of money over the weekend or holiday periods. Failure to

deposit all money in a timely manner will result in a suspension of your SOFC and Concessions privileges.

More detailed information found on the concessions web site includes:

1. Policies and procedures for the sale or distribution of items for commercial purposes
2. Policies and procedures for the distribution of applications and promotional materials
3. Policies and procedures for the sale of items by non-profit, non-student organizations
4. Situations involving sale or distribution of items that do *not* require a concessions permit
5. A list of reasons your concessions permit request may be rejected or denied
6. Guidelines for conducted concessions once you are granted a permit
7. A link to download the concessions request form

Please visit <http://studentactivities.tamu.edu/concessions> to read about these topics in depth.

Posting Materials on Campus

At Texas A&M University, only recognized student organizations, university offices and governmental or educational agencies are allowed to utilize bulletin boards, kiosks, or other designated posting areas for posting purposes. Personal one-of-a-kind notices from students, faculty, or staff are limited to authorized areas marked for “personal notices.” If your student organization is sponsoring an outside group or agency, copies of written agreements pertaining to the event must be provided. Sponsorship implies participation in the organization, promotion, scheduling, and production of the event by members of the sponsoring organization.

The general posting guidelines are as follows:

1. Any recognized student organization classified as a “social and political issues” organization must include the following statement on all postings: “The opinions and views expressed do not represent those of Texas A&M University.”
2. All postings located on bulletin boards and kiosks must be no larger than 616 square inches (22” x 28”).
3. There will be a maximum of one (1) flyer or poster per bulletin board and no more than four (4) per kiosk of each posting material.
4. All postings must contain the name of the responsible student organization or individual and a clearly visible expiration date.
5. Persons or organizations that post materials are responsible for removal of material when the posting date has expired. An expiration date will be considered one day following the date of the event.
6. The posting period may not normally exceed three weeks.
7. Materials printed in a foreign language must have the same information presented in English and must have the name of the organization and the expiration date printed in English.
8. A non-university co-sponsor's or private business' name can appear only one time on a banner, poster, or flyer and cannot exceed 100% of the typeface used on a poster (11” x 17”) or banner.
9. Materials should not overlap or conceal other postings.

10. Materials must be attached to bulletin boards so as not to deface or destroy the surface. Signs, posters, or flyers will be attached to cork boards with tacks, and kiosks with tacks or masking tape. No scotch tape or staples are to be used.
11. Materials must not be attached to glass surfaces, vehicle windshields, indoor or outdoor walls/doors, vending machines, trashcans, trees, light posts, sidewalks, or other similarly unauthorized locations.
12. Chalking of sidewalks is prohibited.
13. Additional authorizations and/or restrictions that may be required by building or area proctors, residence hall councils, or departmental units in certain public areas and buildings on campus will be posted.
14. All posting not adhering to these or other applicable University guidelines and regulations will be removed, and any sponsoring campus organization may be subject to loss of posting privileges, suspension of university recognition, and/or potential disciplinary action.

Student Organization Web Sites

Use of computing services at Texas A&M University is governed by the Standard Administrative Procedure for Acceptable Use of Information Resources, which can be located at <http://rules-saps.tamu.edu/PDFs/24.99.99.M1.02.pdf>. Student organizations must be familiar with these guidelines before requesting an account.

The privileges of student organization recognition include 500 MB of web space, a 40 MB email account, and a mailing list account through the Department of Student Activities. Additional space may be granted at the discretion of the department. The email accounts of recognized student organizations are not to be used for spamming or commercial gain. Please see <http://studentactivities.tamu.edu/files/stuorgguidelines.pdf> for a complete list of the Hosting Guidelines for student organization email and web sites.

Student Activities now offers an easy and instant way to get your organization's web site off the ground: the Drupal Content Management System (see <http://drupal.org/>). With Drupal, your organization's web site is built, installed, and set up automatically by our team. All you have to do is log into your new web site and start creating content. This service is available free of charge to any actively recognized student organization listed in our StuAct Online system. To get started with Drupal and select your themes/header image, please visit <http://studentactivities.tamu.edu/IT/drupal>.

If your organization wishes to consult the Information Technology (IT) staff members for web sites, training, or other projects, you will need to fill out a Project Planning Form. This form can be obtained in the Department of Student Activities. Forms for unchanged existing projects must be submitted 2 months in advance of the “go-live” date, and forms for new or modified projects must be submitted 4 months in advance of the “go-live” date.

Marketing Resources

Sandwich Boards

A sandwich board is defined as any outdoor free-standing advertisement of any kind. Recognized student organizations are eligible to advertise with sandwich boards up to two (2) weeks in a calendar month. Sandwich boards may not be used to advertise off-campus businesses or organizations, and must comply with all university policies regarding publicity and posting. Sandwich board permit applications can be obtained at <http://studentactivities.tamu.edu/files/oap8.pdf>. They are only permitted on certain locations on campus and have specifications for what can be displayed; see <http://studentactivities.tamu.edu/sandwichboards> for a complete list of these limitations.

Banners and Display Cases

There are twelve banner spaces (21' by 3') on the first floor south hallway of the MSC. The banner spaces on the first floor of the Memorial Student Center (MSC) exist for the purpose of disseminating information about events sponsored by recognized student organizations and university departments. A reservation request form must be completed in writing and submitted to the Student Programs Office in room 216 of the MSC. Banner slots may be requested no sooner than 28 days in advance of the initial day of the requested period, and the maximum time for use of a banner is ten days within any four-week period. Banners may also be hung in Zachry and Blocker with permission from the building proctors.

Painting of banners within university facilities is only allowed in the MSC Banner Workroom, which is located on the first floor southeast corner of the MSC and is available 24 hours a day. See the MSC Main Desk for assistance in checking out the key to the Banner Workroom.

You can also request the use of MSC display or kiosk cases, and again the reservation request forms are available in the Student Programs Office in the MSC. Display/kiosk cases may be requested no sooner than 28 days in advance of the initial day of the requested period.

Get Involved! Newsletter

Student organizations can advertise their events through the *Get Involved!* newsletter produced bi-weekly by the Department of Student Activities. These stories will be listed on <http://studentactivities.tamu.edu/getinvolved> and the home page of the department. They will also be sent out to every student who has signed up for the involvement newsletter to hear about new opportunities on campus. Submissions can be sent to the Extended Orientation and Involvement team.

Calendars

The Department of Student Activities maintains several calendars for public use, which are available at <http://studentactivities.tamu.edu/events> and include the All-University Calendar, Semester Calendar, and lists of Sponsored/Authorized Activities. All items submitted for the

semester calendars and for the annual All-University Calendar date book will be posted on a first-come, first-serve basis. Submission of this information implies permission for the Department of Student Activities to distribute any of the data (phone numbers, names of contact persons, etc.) to other publications requesting the information.

Division of Marketing and Communications

The Division of Marketing and Communications offers services in building marketing plans, news and external relations, and university business relationships. Staff members from Marketing and Communications are available to assist student organizations with print, video, and photo needs, press releases, and general marketing consultation. More information about this office's services and location can be found at <http://www.tamu.edu/marcomm/>.

Event Planning

Pre-Event Planning

The goal of the proactive risk management guidelines is to ensure that student organizations plan and host events where everyone involved has a safe and fun experience. Risk management is the process of advising organizations of the potential and perceived risks involved in their activities, as well as supervising organization activities and taking corrective actions and proactive steps to minimize accidental injury and/or loss. The Department of Student Activities offers the service of event planning reviews, in which your organization submits a Pre-Event Planning Form through the *StuAct Online* system, and the Risk Management team responds with relevant information and suggestions. This form should be electronically submitted at least ten (10) business days in advance of your event to ensure a complete review. In some cases, your organization may be required to submit the Pre-Event Planning Form (including but not limited to events involving travel, events involving alcohol, events requiring insurance, and cases in which your organization is seeking resources from our department).

The steps to proper pre-event planning are the following:

1. List all activities and aspects of your event.
2. Identify the risks associated with each activity or aspect. Consider each of the following:
 - a. **Physical** risks (injury, death, travel, food-related illnesses, etc.)
 - b. **Reputation** risks (the reputation of your officers and members, the reputation of the whole organization, the reputation of the university)
 - c. **Emotional** risks (the emotions of your members, reactions of participants or attendees, sensitive subject matter, potential controversy, etc.)
 - d. **Financial** risks (cost reduction, proper budgeting, etc.)
 - e. **Facilities** risks (the safety of the facilities for your participants or attendees, the maintenance and clean-up of the facilities, etc.)
3. Assess each risk for probability of occurrence and seriousness of consequences. Refer to the Event Planning Matrix for a visual explanation of assessing your risks: <http://studentactivities.tamu.edu/files/Matrix.pdf>.
4. Make decisions about how to manage each risk identified in Step 2. You can accept, modify, transfer, and/or eliminate each risk based on its assessment in Step 3.
5. Share your plans and risk management actions with the others involved in planning the event, and implement your event according to those decisions.
6. Assess the success of your event after its completion. Document your evaluation information for next year's officers.

More general information about event planning can be accessed at <http://studentactivities.tamu.edu/risk/eventplanning>.

Travel

The Student Travel Rule applies when your organization is traveling to an event or activity located 25 miles or more away from the university and that activity is sponsored by the university, funded by the university, undertaken using a university vehicle, or undertaken under the scope of the organization. For all in-state and out-of-state travel, the following procedures apply:

1. Your organization must submit a travel notification online to the Critical Incident Response Team (CIRT) within at least 48 hours of your event. This form will request information about the logistics of your travel plans and the names, student ID's, and emergency contact information of all traveling participants. In the case of an emergency during your trip, staff members from CIRT will serve as your on-campus liaisons for crisis management.
2. Each traveling member must sign a waiver and release form that specifies the dangers associated with the organization's trip. You can adapt the standard form at <http://studentactivities.tamu.edu/files/riskrelease.pdf> or develop your own form in consultation with your advisor and the Department of Student Activities.

These two requirements are the minimum measures your organization should take to address the risks associated with travel. We also strongly suggest developing behavior expectations for participants and emergency response procedures. More information about general trip planning can be found at <http://studentactivities.tamu.edu/risk/travel>. The SOFC also has resources for organizations needing funds specifically for travel expenses.

If your organization is planning an event involving international travel, you must plan far in advance with both the Department of Student Activities and the Study Abroad Programs Office. Please note that undergraduates are not permitted to travel to foreign countries under a travel warning issued by the State Department (see http://travel.state.gov/travel/cis_pa_tw/cis_pa_tw_1168.html for a list of countries under travel warnings). Please submit a Pre-Event Planning Form for your event, and staff members from the Risk Management team will respond for relevant procedures and advice. The Study Abroad Programs Office will require an application for your organization's event as well, and can provide your organization with helpful resources for your specific country of travel.

There are numerous options for transportation to your events. Requirements, suggestions, and contact information for more assistance about using personal vehicles, university vehicles, commercial vehicles, charter buses, and airplanes can be found at <http://studentactivities.tamu.edu/risk/transportation>. For instance, trainings may be required for certain modes of transportation, such as university vans. Another example is that organizations using personal vehicles should ensure that all drivers have up-to-date licenses, insurance, and inspections, understand that they are assuming liability for all passengers, and have agreed to follow safe driving practices.

Events Involving Minors

A camp or enrichment program is a university-sponsored activity that has a participant group made up, in whole or in part, of individuals under the age of eighteen (18). According to the university standard administrative procedures (see <http://rules-saps.tamu.edu/PDFs/11.99.99.M1.01.pdf>), camps and enrichment programs are subject to a special set of procedures for approval. These procedures include background screenings for all staff and volunteers, safety and medical care provisions, general liability and accident medical insurance coverage, approval to charge through the SOFC, and incident reports.

The application for camps and enrichment programs must be electronically submitted through *StuAct Online* at least 6-8 weeks in advance of your event. Along with your application, you will need to submit copies of your program budget, detailed itinerary, background screening information, medical notification letter, approval to charge forms, and waiver forms. The camps application can be accessed at <http://studentactivities.tamu.edu/online/forms/camps/index>.

Food at Events

Any events involving the sale or distribution of food require a concessions permit from the Department of Student Activities, as explained in the “Publicity and Communication” section of this manual. You should inform facility managers if you plan to have food at an event using their room or building. The facility manager will work with Environmental Health and Safety to ensure that all food safety notifications are made.

If the food will be catered or prepared by a third party, such as a catering service or grocery store, you must ensure that the vendor has all necessary health permits and follow proper food handling procedures to distribute the items. If the food will be prepared by your organization, you must apply for a health permit from the Brazos County Health Department at least seventy-two (72) hours in advance of your event. The application fee is \$55, and more information can be found at <http://www.co.brazos.tx.us/health>.

The information provided on <http://studentactivities.tamu.edu/files/foodhandling.pdf> covers food handling procedures for the food source, on-site food production, cold storage, meat preparation, ice, hand washing, three-compartment sinks, food contact surfaces, water, paper products, and floors.

Alcohol at Events

Student Rule Appendix VIII lists the procedures for student organizations hosting events where alcohol is present. The most important policies are listed briefly below; please see <http://studentactivities.tamu.edu/files/Alcohol%20Student%20Rules.pdf> for a detailed list of procedures for having alcohol at your events.

1. The possession, sale, use or consumption of alcoholic beverages in public areas of the campus is prohibited.

2. No alcoholic beverage may be purchased with an organization's funds.
3. Events involving the presence of alcohol must be closed events with a set guest list.
4. No members shall purchase for, serve to, or sell alcohol beverages to any minor, and the organization must take precautions to prevent underage serving of alcohol.
5. Organizations cannot enter into co-sponsorship agreements with an alcohol distributor, charitable organization, or tavern for events with alcohol.
6. Membership recruitment and new member activities must be alcohol-free.
7. Organizations cannot encourage "drinking contests" or other activities involving rapid consumption of alcohol, and non-alcoholic beverages and non-salty foods must be available as prominently as the alcohol.
8. Advertising for the event must not convey that consumption of alcohol is the purpose or reason for the event, promote that alcohol is a solution to personal or academic problems, or refer to the amount/quantity of alcohol.

Please see <http://studentactivities.tamu.edu/risk/eventplanning/alcohol> for more detailed information about how to host a student organization event where alcohol is present.

Contracts

Contracts are a binding agreement between two parties in which each gives something in return for something else. Contracts will usually include a description of the services or product, background information, contract duration, definition of terms, party obligations, operative provisions, and enforcement provisions. Student organizations are required to have their advisors review all contracts before signing with any vendors. If the contract is for a service open to the campus community, such as a speaker or performance, the student organization is also required to submit the contract to the Department of Student Activities for a contract review. This process involves multiple offices, and as such, we need your contracts at least 4-6 weeks in advance of the event.

As a recognized student organization, your organization is entitled to all of the rights and privileges associated with your recognition. While you can use the university name, symbols, and funds, you cannot formally represent the university to third parties, as your group is not an employee or designated representative to enter into binding agreements on behalf of the university. Therefore, it is recommended that you include a clause in the contract clarifying that you are entering the contract solely on behalf of the student organization. Other key issues with contracts include the final execution of contracts, agreement between parties about the terms of service, validity of the signed contract, and fairness of the contract. More information about these topics can be located at <http://studentactivities.tamu.edu/risk/contracts>.

Insurance

Your organization may wish to purchase general liability or accident medical coverage to cover your members and/or high-risk events. In contemplating insurance for your organization, you should consider what events your organization sponsors, the composition of your members, and any past incidents. You may also be able to purchase insurance for specific events, such as

camps or enrichment programs. If your organization is affiliated with a local, national, or international organization, your chapter may have coverage under the overarching insurance policy. Consult with your representative to find more information about your options.

When planning an event that involves a third-party service, you should find out details about the insurance covering that event. Some companies should provide insurance coverage for events hosted by the student organization on campus property (such as inflatables or moonwalk companies), while others should provide insurance for events at facilities owned by the third party (such as hotels renting ballrooms for big events).

If you wish to purchase your own insurance, please consult with the Risk Management team in the Department of Student Activities. This team is able to assist you in finding excellent deals to meet your insurance needs.

Crisis Management

While we do everything we can to prevent negative incidents, it is equally important to proactively plan for emergency response at student organization functions. Intentional development of a crisis response plan prior to an event or activity and educating organization members about that plan and chain of command are crucial steps for effectively managing emergency situations. Crisis response plans should include detailed plans of action for various situations, attention to medical needs, contact information for important parties, and crisis fact sheets or incident report forms. All event planning officers or volunteers should have copies of the crisis response plan for their reference in case of an emergency. For more information about managing crises, visit <http://studentactivities.tamu.edu/risk/eventplanning/crisismanagement> and/or meet with the Risk Management team.

Event Planning Resources

The **Scheduling Office** for Texas A&M University (<http://scheduling.tamu.edu/>) coordinates the reservation of all meeting and outdoor spaces on the university campus. You can also find information about zones for Expressive Activity and information about reserving production equipment at the Scheduling Office web site. A list of spaces available for reservation includes the capacity and arrangement of each area, as well as contact information for specific building proctors or department heads.

The **Emergency Care Team** (<http://ems.tamu.edu/index.html>) is a campus-based emergency medical service agency that responds to medical and traumatic emergencies on the campus. University EMS offers its services to all students, faculty, and patrons on university property. You can employ medics to be present at your student organization events, and should at least have the contact information for the University Police Department and Emergency Medical Services present during your events.

The Texas A&M **University Police Department** (<http://upd.tamu.edu/>) provides law enforcement and security services to all campus facilities in Brazos County. UPD officers can also be hired to be present at specific events, and again you should at least have their contact information handy during events and activities of the organization.

The University **Environmental Health and Safety Department** (<http://ehsd.tamu.edu/>) provides services that promote a healthy and safe environment for the university community. EHSD provides training in various safety issues, from general safety and fire safety to hazardous material shipping and occupational safety. Most importantly, EHSD hosts the Texas A&M University Safety Manual on its website, and we strongly encourage student organizations to familiarize themselves with the safety suggestions and requirements listed.

Texas A&M University **Transportation Services** (<http://transport.tamu.edu/>) offers numerous services to student organizations, including special parking arrangements, charter buses, transportation setup for camps and conferences, and procedures and on-campus routes for marathons and races.

The **Physical Plant** (<http://ppweb.tamu.edu/>) provides services for utilities, water, pest control, emergency facility repairs, and landscape on the Texas A&M campus. Student organizations work closely with the Physical Plant staff most often when reserving and utilizing campus green spaces, such as fields and parks.

The **Department of Dining Services** (<http://food.tamu.edu/>) offers catering services and other services for large group events and conferences. The Campus Catering Office is located in Room 117 of the MSC. Some campus facilities allow only Dining Services food during organizational events, including the Association of Former Students building, Reed Arena, and the Memorial Student Center Complex.

The rental of **University Vans** and other vehicles (<http://studentactivities.tamu.edu/risk/vanrentals>) goes through the Risk Management team in the Department of Student Activities. Forms must be submitted at least five (5) business days in advance of your event, but we recommend a much earlier reservation to ensure that the vehicles are available for your use. Information about required paperwork, charges and fees, and driver training is available on the Student Activities web site.

Finances

Student Organization Finance Center

The Student Organization Finance Center (SOFC) offers numerous services for depositing funds and purchasing items or services, including checks, cash advances, reimbursements, and money transfers between accounts. The SOFC website contains excellent information about these services and sample forms for your reference. Please see <http://studentactivities.tamu.edu/sofc/howto> for a list of “how-to’s” related to purchasing.

The SOFC also produces several tip sheets related to cash handling, issuing checks, reconciling cash advances, account balancing, on-campus purchases, travel purchases, money transfers within your account, money transfers to other accounts, and payment for contracts. Please see <http://studentactivities.tamu.edu/sofc/tipsfaq> for links to all of these helpful documents.

The SOFC staff members are also available to provide assistance with the fundraising and sales for your organization. A night deposit box is available for after-hours deposits of funds raised, and students can access the drop boxes in the MSC or on West Campus. Student organizations can also borrow lock boxes and/or secure bags to contain their funds during events. For more information about these and other services provided by the SOFC, visit <http://studentactivities.tamu.edu/sofc/services>.

Finally, keep your eyes out for information about educational opportunities with the SOFC. Additional trainings are available for interested students, and staff members are available for consultation about record-keeping and effective budgeting practices.

Tax Information

According to House Bill 596 from the 74th Regular Session, recognized student organizations of state universities are exempt from paying sales tax on items purchased for resale. They are also exempt from collecting sales tax on items sold if their gross sales are less than \$5,000 in a calendar year and they sell only 1 day per month (but please note that a sales tax permit is required when gross sales exceed \$5,000 annually). Student organizations must pay sales tax on items purchased that are not intended for resale unless application has been made and approved by the Internal Revenue Service deeming the organization a not-for-profit organization under Code 501[c]3. For more information and further contacts about your organization’s tax status, please visit <http://studentactivities.tamu.edu/sofc/taxinfo>.

Funding

The Department of Student Activities offers two types of funding opportunities for student organizations. Detailed information and application forms for these funds can be located at <http://studentactivities.tamu.edu/sofc/funding>.

Student Organization Funding

All organizations except religious, MSC, political/social issues, and sports organizations can apply for Student Organization Funding for their special events or annual operations. These funds are donated by The Association of Former Students. Applications are reviewed every two weeks by a committee of staff and students, and you may be asked to schedule a meeting with the Funding Committee to discuss your request. To download the request form and view more information about the procedure and limitations on this funding, see <http://studentactivities.tamu.edu/sofc/studentorganizationfunding>.

Risk Initiative Funding

All organizations in good standing with the university are eligible to apply for Risk Initiative Funding to help support the costs of their events or initiatives specifically related to risk management. These funds are also donated by The Association of Former Students. Applications are reviewed within 10 business days of receipt, and you may be asked to provide further information with the Risk Management team to clarify your initiative or budgeting procedures. To download the request form and view more information about the procedure and limitations on this funding, see <http://studentactivities.tamu.edu/sofc/riskinitiativefunding>.

Organizational Development and Leadership

StuAct Online

StuAct Online is the organization and event management center for the Department of Student Activities. Student leaders, advisors, and organization members can create profiles and access important organizational records and information through this system. Tutorials for students and advisors about this system are available at <http://studentactivities.tamu.edu/online/help/>, as well as a list of the most common questions and answers about *StuAct Online*.

Recognition Checklist

All requirements of the annual recognition process must be completed by the end of the forty (40)-day recognition cycle for your organization. These components include filling the leadership roster with eligible officers, updating the organization's public profile, completing the advisor's online training module, completing the treasurer's online training for the SOFC, attending the two seminars required for chief student leaders, submitting an up-to-date signature card to the SOFC, and uploading the organization's constitution for approval. On *StuAct Online*, the completion of these components is automatically tracked in each organization's "Recognition Checklist," which can be located in the links on the right side of the homepage for your organization.

Public Profile and OrgMatch Profile

Your organization's public profile on *StuAct Online* contains information such as your mission, category and classification, membership dues, meeting locations, web site and email, and contact information for the chief student leader. This information is available to anyone searching the *StuAct Online* system, and is the only contact information given out from our department about any of our 850+ student organizations.

You should also consider filling out a profile for the "OrgMatch" tool, which provides more specific information about your affiliations, membership, and events. Students using "OrgMatch" search for student organizations that match their personal interests and preferences, so having detailed information about your group available through this tool is a helpful way to market your organization to interested students. Again, the Department of Student Activities will not release any of this information to any third parties.

Other Management Tools in *StuAct Online*

Your organization's monthly bank statements from the SOFC are stored online through this system for student leader and advisor access. The treasurer and advisor(s) will receive email notification when new statements are available on the system.

Your organization's officer roster will be maintained in this system for your reference. The roster includes contact information for each officer and position listings that must be approved

by the advisor or chief student leader. Advisors and students are also able to add their StrengthsQuest™ results into the system.

All events and seminars held by the Department of Student Activities are available for registration through *StuAct Online*, and you can download your events directly to a Microsoft Outlook or iCal-compatible calendar. If the event you are attending is required for recognition, the event facilitator will swipe your university ID card to confirm your attendance. If you are the officer for multiple organizations, you will automatically receive credit for each organization for your attendance at this event.

Finally, several forms can be submitted to the Department of Student Activities through the *StuAct Online* system. You will upload your constitution, submit Pre-Event Planning Forms, and submit New Student Organization applications through this system. Links to these online forms can be found on your homepage or your organization's main page.

Meetings

Meetings have several functions. They give members a chance to discuss goals and objectives and keep updated on current events. They provide a chance to communicate and keep the group cohesive. But most of all, meetings allow groups to pull resources together for decision-making.

Beforehand, you should define the purpose of the meeting. Develop an agenda with your officers and advisor(s) that sets out the activities and goals of the meeting, including announcements, officer and/or committee reports, unfinished business, new discussion topics, etc. Distribute the agenda and any relevant background material prior to the meeting, so your members are prepared and involved.

The logistics of fixed meetings are very important. Choose appropriate and regular meeting times. If possible, arrange members so that they face each other. Find a location that suits your group size. Vary the method of discussion to keep everyone interested (for instance, bring visual aids or food to a meeting). Set out clear and regular opening and closing procedures for your meetings.

Communication during meetings is also a key point. Help all members feel welcome by greeting them warmly. Stick to the agenda and be efficient with your time management. Encourage group discussion and feedback – your members will be more motivated and committed to the organization if their opinions are considered and they have a sense of ownership over the decision-making process for the group. Summarize agreements reached and make sure that everyone leaves on the same page about tasks delegated and responsibilities assumed.

After the meeting, be sure to distribute meeting minutes or summary points within 24 hours, since quick action reinforces the importance of the topics discussed and reduces memory loss about the meeting. Discuss any problems experienced during the meeting with your officers and advisor, so that you can improve the meetings in the future. Give recognition and appreciation to members who assumed responsibilities, and follow up with them to ensure timely completion of tasks.

Assessment and Evaluation

Assessment is any effort to gather, analyze, and interpret evidence on what other people think about a specific service, program, or issue. Evaluation is the use of what you discover during the assessment process to improve the effectiveness of that service or activity. Assessment-driven decisions are smart decisions, because you are improving the programs and services provided by your organization based on the feedback of your participants!

There are several ways to build assessment and evaluation into your student organization operations. The key is documentation and record-keeping, and you can add information to your operations manual or transition materials for next year's officers. One helpful tool is the Pre-Event Planning Form through *StuAct Online*. Forty-eight (48) hours after the completion of your event, you will receive an automated email reminding you to add assessment information to your Event Planning Form for next year's officers' reference.

We also strongly encourage you to utilize the services of the Student Organization Assessment Center (SOAC) in the Office of Student Life Studies, which are provided free to recognized student organizations. Student Life Studies staff members can assist you with assessment plan development, scannable surveys and evaluations, web surveys and evaluations, data analysis, summary reports of the results, and ideas on how to use the results. Assessment projects can be large or small, organization-wide or issue-specific. Common topics for student organizations include customer satisfaction, needs assessments, program evaluation, strategic planning, and membership demographics.

When you have an idea for a project with the SOAC, you should set up an appointment with Student Life Studies to discuss your organization and its program, service, or event. The staff will walk you through the Assessment Questions Form and the options of how to accomplish your project. They will analyze all data collected and prepare a report for your organization. For a link to the Assessment Questions Form, contact information for Student Life Studies, and more information about the resources offered for your student organization assessment needs, please visit <http://studentlifestudies.tamu.edu/> and follow the links for student organizations.

Officer Transition

A thorough leadership transition plan is the responsibility of both the outgoing and incoming officers, and is one of the most important tasks of a student organization leader. Effective officer transition accomplishes many important functions, including:

- Transfers significant organizational knowledge
- Prevents the organization from having to start over each year
- Gives outgoing leaders a sense of closure
- Provides opportunities for thorough evaluation of the year's programs and events
- Orients new leaders for the organization, increasing their expertise and confidence

- Builds relationships between new student leaders and the organization advisor

The goal of officer transition is to transfer the knowledge and information necessary for new leaders to thrive well and improve the organization. Key topics to be covered with new officers include the organization's constitution and regulations, specific job descriptions and responsibilities, evaluations of past events or projects, resources and contacts for hosting future events or programs, budget information, and timelines for the year.

To be effective, transitions must be interactive and communicative processes between all parties involved. It is important to focus on the future of the organization through evaluations of the past year and goal-setting for the upcoming year. Think about your objectives for the transition process – instilling comfort and pride with the new leadership position, passing on your expert knowledge, setting the organization up for future success, etc. Establish plans for transition that reflect those specific objectives.

A final note about officer transition is that actually occurs year-round, as you identify emerging leaders within the organization and provide them with opportunities to assume increasing amounts of responsibility for your programs and events. Empower your members to get more involved from the beginning, and you will have less work to do when you transition them into officer positions at the end.

Developmental Opportunities

The Department of Student Activities offers numerous opportunities for further leadership development throughout the year. Look for announcements and advertisements for these and other seminars and workshops!

“Ultimate” Workshops

The Risk Management & Organizational Development Services team offers regular workshops on specific topics of interest for student leaders and advisors. Previous topics have included fundraising, travel, motivating members, communication and conflict resolution, officer selection and transition, and planning effective retreats or orientations. These seminars are tailored to meet the needs of your unique organization and often entail helpful activities that you can use in the context of your specific group. Announcements about Ultimate workshops will be placed on the Student Activities website, in your bi-weekly *StuAct News* electronic newsletter, and in advertisements in the department. Register to attend through the *StuAct Online* system!

StrengthsQuest™

The mission of the StrengthsQuest™ program at Texas A&M is to facilitate participants' achievement of academic, career, and personal success through identification, development, and utilization of their top 5 strengths. To that end we facilitate sessions with all sizes and types of groups, including student organizations. See

<http://studentactivities.tamu.edu/leadandserve/programs/strengthsquest> to get more information and register your group!

Leading With Your Strengths

Leading with your Strengths is a 4-hour seminar for students who are interested in learning more about their natural strengths in order to become more effective leaders. Participants will take the Clifton StrengthsFinder inventory to learn their 5 strongest talents. Knowledge of these talents, processed alongside Kouzes and Posner's Leadership Practices Inventory, will allow students to learn how best to lead themselves in order to be prepared to lead others. Registration will be available on *StuAct Online*. For more information and workshop dates, please visit <http://studentactivities.tamu.edu/leadandserve/programs/strengths>.

Covey's 7 Habits of Highly Effective People for College Students

Attending a "Seven Habits" workshop will help you discover a renewed sense of direction, restore balance to your life, learn to accomplish your goals with greater productivity, learn to work with others and form strong team unity, and increase your influence in key relationships. Visit <http://studentactivities.tamu.edu/leadandserve/programs/sevenhabits> for more information about the workshop dates and registration!

LeaderShape

The LeaderShape Institute is an intensive and energizing six-day student program that teaches key leadership issues. Students can be nominated to attend the LeaderShape Institute through their academic departments or through various departments within the Division of Student Affairs. Interested students can also apply independently. Participant applications will be posted in February. The LeaderShape Institute at Texas A&M is open to freshmen, sophomore, and junior level students who are interested in producing extraordinary results while also developing a commitment to lead with a high level of integrity. For more information, please see <http://studentactivities.tamu.edu/leadandserve/programs/leadershape>.

Student Leader Learning Outcomes (SLLO) - Department of Student Life Studies

The Student Leader Learning Outcomes (SLLO) project was created for students and advisors to be able to document a student's leadership skills and the student's intentional growth over time. Using the rubrics allows a student to document leadership skills from one organization to another and to be able to articulate those skills (with examples) when applying for jobs or to graduate school. The rubrics cover topics including communication, critical thinking, delegation, diversity, effective meetings, fiscal responsibility, membership selection, project management, and risk management. Please visit <http://studentlifestudies.tamu.edu/sllo/> for information about how advisors and student leaders can utilize the SLLO resources, register for training sessions, and access copies of the rubrics.

Campus Offices and Resources for Student Organizations

Division of Student Affairs

<http://studentaffairs.tamu.edu/>

Our mission is to create a campus environment that inspires and provides the opportunity for students to engage in and learn from an exceptional higher education experience.

Department of Student Activities

<http://studentactivities.tamu.edu/>

The Department of Student Activities creates and fosters leadership and involvement opportunities that enhance personal, interpersonal, and organizational development.

Student Affairs Development Office

<http://giving.tamu.edu/studentaffairs/>

Through our more than 800 officially recognized student organizations, and the handing down of our history and tradition, we strive to enhance the educational experience by creating an environment rich in leadership opportunities both in and outside of the classroom that allow students to put into practice principles learned in their academic settings. This office can help student organizations develop relationships with donors and strengthen their fundraising abilities.

Offices of the Dean of Student Life

<http://studentlife.tamu.edu/>

The Offices of the Dean of Student Life facilitate students' integration into the community by assisting them in meeting their needs at various critical points, so that they may fully participate in the university experience. We do this by providing information, services, educational programs and involvement opportunities that facilitate responsible life choices and an awareness of the rights and responsibilities of citizenship.

Department of Multicultural Services

<http://dms.tamu.edu/>

The department goals are to assist underrepresented students transitioning to Texas A&M University while providing academic and educational services for all students. This is accomplished by providing leadership opportunities, co-curricular and extra curricular activities that inform, educate, engage, challenge, and enhance students' development and global perspectives.

Memorial Student Center Complex

<http://www.msc.tamu.edu/>

<http://theatre.tamu.edu/>

<http://uc.tamu.edu/>

The MSCC consists of the Memorial Student Center, Rudder Theatre Complex, and University Center Complex. The University Center coordinates over 25,000 events each year.

Department of Information Technology

<http://dsa.tamu.edu/default.aspx>

The Department of Information Technology (DoIT), is a department in the Division of Student Affairs that supports the IT needs of ten different departments: the Children's Center, Disability Services, Greek Life, Multicultural Services, Office of the Vice President, Student Activities, Student Life, Student Life Studies, University Art Collections, and Memorial Student Center Complex.

Student Counseling Service

<http://scs.tamu.edu/>

Our goal is to help students achieve as much success as possible while at Texas A&M University. The SCS provides short-term counseling and crisis intervention services to the largest number of students possible within the limits of its resources. SCS staff incorporates into practice awareness, respect, and valuing of cultural differences.

Student Health Services

<http://shs.tamu.edu/>

Student Health Services is an accredited ambulatory health care provider serving the Texas A&M University student body by providing primary health care services and promoting health through prevention and education.

Student Life Studies

<http://studentlifestudies.tamu.edu/>

The mission of Texas A&M's Student Life Studies is to enhance student learning and development by providing assessment and planning leadership to the Division of Student Affairs and to student organizations. The department actively shares knowledge about students and their co-curricular experiences.

Women's Resource Center

<http://studentaffairs.tamu.edu/womensresourcecenter/>

The mission of the Women's Resource Center at Texas A&M University is to pursue equity and enhance the campus climate for women through visibility, advocacy, support, and programming. The Center advocates by educating campus and community constituencies on women's issues and functions as a resource and referral center.

Department of Residence Life

<http://reslife.tamu.edu/>

The overall mission of Residence Education is to enhance the living environment of staff and students through education and development.

Department of Recreational Sports

<http://recsports.tamu.edu/>

The mission of the Department of Recreational Sports is to provide quality programs, services and facilities to a diverse Texas A&M community. We encourage the lifelong pursuit of active healthy lifestyles, and enhance student development by providing leadership and employment opportunities.

Department of Greek Life

<http://greeklife.tamu.edu/>

Our mission is to build an inclusive Greek community and enhance the collegiate experience by supporting opportunities for leadership, academic success, civic engagement and the creation of fraternal bonds.

Gay, Lesbian, Bisexual, and Transgender Resource Center

<http://studentlife.tamu.edu/giec/>

The mission of the GLBT Resource Center is to pursue equity and enhance the campus climate for the gay, lesbian, bisexual, and transgender community and their straight supporters at Texas A&M University through visibility on campus, advocacy, support, leadership, and programming. The Center advocates by educating campus and community constituencies on GLBT issues and functions as a resource and referral center.

Disability Services

<http://disability.tamu.edu/>

Disability Services (DS) provides services to students with disabilities to insure accessibility to university programs. DS offers accommodations counseling, evaluation referral, disability-related information, adaptive technology counseling and equipment, and interpreter services for academically related purposes.

The Association of Former Students

<http://www.aggienetwork.com/>

The Association of Former Students was formed for the support of benevolent, charitable and educational undertakings by extending financial and other aid to students of Texas A&M University; by promoting social, literary and scientific pursuits; by perpetuating and strengthening the ties of affection and esteem formed in university or college days; by promoting the interests and welfare of Texas A&M University and education generally in the State of Texas.

International Student Services

<http://international.tamu.edu/iss/default.asp>

The mission of International Student Services (ISS) is to facilitate the international student's transition to life in the United States and at Texas A&M, promote interactions between the US and international populations, and provide services necessary to meet the special needs of international students.

University Writing Center

<http://writingcenter.tamu.edu/>

The mission of the UWC is to provide faculty and students of Texas A&M University with the opportunity to enhance written communication skills through the use of both face-to-face and online consulting sessions and to promote proficiency in written work across the curriculum.

Forms

Pre-Event Planning Form

The Pre-Event Planning Form should be submitted at least ten (10) business days in advance of your event. This form is required when you are seeking resources from the university, and strongly suggested for events involving travel, retreats, or large events open to the public. It is also suggested for any event outside the scope of your experience. This form can be accessed and submitted through your organization's profile on *StuAct Online*, at <http://studentactivities.tamu.edu/online>.

Concessions Permit Request Form

Concessions permits are required if you plan to sell or distribute any items (apparel, food, tickets, etc.) on the Texas A&M University open campus. The permit request form must be received at least forty-eight (48) hours in advance of your event, and can be downloaded at http://studentactivities.tamu.edu/files/oap7_0.pdf.

Assumption of Risk/Release Form

Waiver forms are required for events involving minors and events involving travel more than 25 miles away from the university, and strongly suggested for events involving physical activity. The Department of Student Activities and the General Counsel of the university have developed a standard waiver form that you may adapt for your activities, which can be accessed at <http://studentactivities.tamu.edu/files/riskrelease.pdf>.

Open Event Form

Open Event Forms must be reviewed to form by the Director of Operations for the Memorial Student Center Complex (Room 103D, Rudder Tower) for any events on the Texas A&M campus that are open to the general public and expected to attract 150 or more attendees. This form can be reached at <http://studentactivities.tamu.edu/files/openevent.pdf>.

CIRT Travel Information Form

If your organization is traveling 25 miles or more away from the university, you must submit information about your trip to the Critical Incident Response Team (CIRT). This form can be submitted electronically at <http://studentactivities.tamu.edu/online/forms/cirt> and must be received at least 48 hours in advance of your trip.

Study Abroad Online Application

If your organization is traveling internationally, you must submit the Study Abroad Online Application, available through <http://studyabroad.tamu.edu/application.asp>.

Incident Report Form

Incident Report Forms should be filled out within 48 hours of any incident involving an injury or affecting the health or safety of a participant in your program or event. This form, along with any witness statements, should be delivered to the Director of the Department of Student Activities. It is available at <http://studentactivities.tamu.edu/files/IncidentReportForm.pdf>.

Camps Application and Forms

The camps forms and online application are all available by links at <http://studentactivities.tamu.edu/camps/forms>. The camps application will be submitted online to the Department of Student Activities. Supplemental forms include the Background Screening Information, Background Check Form, Medical Letter, and Waiver.

Vehicle Rental Forms

The travel/vehicle rental forms are all located by links at <http://studentactivities.tamu.edu/risk/forms>. The paperwork to rent vans from the university includes the Acknowledgement of Rules/Policies, the Vehicle Rental Request Form, the Release and Application Information Form, the Recognition and Assumption of Risk Form, the Approval to Charge Form, and the Itemization of Charges Form.

SOFC Banking Forms

All standard banking forms for the Student Organization Finance Center are available through <http://studentactivities.tamu.edu/sofc/forms>. The forms linked on this page include: Approval to Charge – Travel, On-Campus Approval to Charge, Cash Advance, Check Request, Direct Deposit, Reconciliation Guide, Electronic Bank Transfer, Fiscal Transfer, SOFC Ledger, SS-4 Instructions, W9 Form, and Signature Request.

Funding Requests

The application form for Student Organization Funding is available at <http://studentactivities.tamu.edu/files/sactfunding.pdf>. The application form for Risk Initiative Funding is available at http://studentactivities.tamu.edu/files/OSF009_0.pdf. Descriptions of eligibility for these funds are provided in the “Finances” section of this manual and in detail on the SOFC area of the Student Activities web site.

Sandwich Board Permit Request Form

The request for permission to host a sandwich board display is available at <http://studentactivities.tamu.edu/files/oap8.pdf>. This form must be submitted at least one week prior to the first day of advertising.

Department of Student Activities Room Reservation Form

To reserve a meeting room in the Department of Student Activities in the Koldus building, please complete the form available at <http://studentactivities.tamu.edu/files/RoomReservationFormDynamic.pdf> and submit it to the office associates in Student Activities.

Application Form for Office, Cubicle, or Storage Space

To apply for office, cubicle, or storage space in the Department of Student Activities, please complete the form available at <http://studentactivities.tamu.edu/files/cubicleapp08.pdf> and submit it to the office associates in Student Activities.