Campus Programs for Minors

Applications for Campus Programs for Minors undergo a review process facilitated by the Department of Student Activities that includes:

- Program Sponsor
- Secondary Sponsor
- Sponsoring Department
- Risk and Compliance
- Sponsoring Dean or Vice President for Student Affairs

CPM Requirements

To provide a safe environment and meaningful experience for all involved, Texas A&M University and the Texas A&M University System have created requirements that not only meet the minimum legal expectations but also reflect the institution’s core values. These requirements are outlined in Standard Administrative Procedure 24.01.06.M0.01.

Below are examples of the different areas of compliance:

- Campus Program for Minors Application
- Child Protection Training
- Background Checks
- Waivers
- Insurance
- Safety & Medical Care

Getting Started with CPMs

- Request to be added as a Program Sponsor to an existing CPM
- Request to start a new CPM at Texas A&M University
- Link to online CPM Application System

Please visit the following for more information:

http://cpm.tamu.edu
Food at Events

Any event involving the sale of food requires a concessions permit from the Department of Student Activities. If no transaction is taking place and you are just distributing the food, no concessions permit is necessary.

If your event is only serving food (whether catered or personally prepared) internally, to members of your organization, no forms or permits are required. However, if the event is serving food to anyone outside your membership, you will have to abide by the following rules.

A Food Distribution Form must be submitted to the TAMU Office of Environmental Health & Safety anytime a potentially hazardous food (PHF) is served on campus. Potentially hazardous foods can cause a foodborne illness if handled or prepared improperly. Examples include: Meat products; dairy products; and fruits and vegetables

Catered Food: *Hired or Brought in*
- Form due: 7 days prior to event
- Ensure that the vendor has all necessary health permits and follow proper food handling procedures to distribute the items.
- You must also complete the Food for On-Campus Form—Caterers
- Submit it to Environmental Health & Safety no later than 7 business days prior to your event. Have a completed copy available at the event and displayed

Prepared by Organization: *Preparing and Serving*
- Form due: 7 days prior to event
- You must complete this form
- Submit it to Environmental Health & Safety no later than 7 business days prior to your event. Have a completed copy available at the event and displayed

Please note that it may also be necessary to obtain a Temporary Food Service Permit from the Brazos County Health Department. Environmental Health & Safety will help you determine if a Temporary Health Permit is required. More information regarding Temporary Food Service Permits can be found here: [http://www.brazoshealth.org/sites/all/themes/health/images/pdfs/TempEventApplication.pdf](http://www.brazoshealth.org/sites/all/themes/health/images/pdfs/TempEventApplication.pdf)

For more information covering food preparation and handling guidelines and requirements, please visit: [https://ehsd.tamu.edu/Safety/foodsafety/default.aspx](https://ehsd.tamu.edu/Safety/foodsafety/default.aspx)
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; for a detailed list of procedures for having alcohol at your events, please see [http://student-rules.tamu.edu/append8](http://student-rules.tamu.edu/append8).

- The possession, sale, use or consumption of alcoholic beverages in public areas of the campus is prohibited.
- No alcoholic beverage may be purchased with an organization's funds.
- Events involving the presence of alcohol must be closed events with a set guest list.
- 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.
- Organizations cannot enter into co-sponsorship agreements with an alcohol distributor, charitable organization, or tavern for events with alcohol.
- Membership recruitment and new member activities must be alcohol-free.
- 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.
- 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.

Social Events with Alcohol

Risk management for the social events of student organizations is very important, and we recognize that those social events may sometimes involve alcoholic beverages.

If you are planning an event in which alcohol will be given away, sold, or otherwise provided or available to participants, please submit an Event Form on Maroon Link to the Department of Student Activities.
Student organizations are not permitted to host "open events" involving alcoholic beverages. Student organizations and their individual leaders are responsible for the safety and success of their events and the participants who attend. Numerous risks are more likely to be realized when event participants have consumed alcohol, including fights, sexual assaults, car accidents, and property damages. Therefore, it is imperative to restrict your events to constituents who will share your vested interest in the preservation of the organization and who understand the guidelines set forth for them by your group. As a student organization leader, you hold responsibility for all of the attendees at your event, so it would be unwise to host an event involving alcohol that is open to anyone in the general public.

The best way to host a "closed event" is to have a pre-established guest list. There are many benefits to having a guest list, including having an accurate count beforehand of the number of people planning to attend, having a record of attendees in case of unfortunate incidents or accidents that happen during or after your event, and ensuring your compliance with the university's alcohol rules by making your event "closed." Guest lists help you plan ahead of time, and they help ensure the responsibility and accountability of all participants for their individual behavior.

It is not enough to just have a guest list beforehand; you must also enforce the list during your event. Please note that a "sign-in" list is NOT a true guest list, because individuals can sign in under anyone's name and it gives an impression that the event is indeed open to the general public. You must also ensure that your location or facility is aware that you have a strict guest list. If the location is letting regular customers into your event, it has become an open event. If your organization cannot afford the cost to rent the facility for your members' and guests' exclusive use, ask if the venue will allow you to rent out a specific closed room or portion of the facility. Finally, you may find that it is challenging for your members to turn away friends, alumni, etc. who are not on the pre-established guest list. Therefore, hiring a security officer is the best way to monitor a guest list. You must also use visible signs for your participants, such as a hand stamp designating guests and/or a wristband for guests of legal drinking age.

If you are hosting an event in which alcohol is given away, sold, or otherwise provided to participants, ascertain whether or not your event is "open" or "closed" by asking yourselves the following questions:

- Are members of the organization issuing an unlimited number of invitations to the general public or campus community?
- Are you not using an invitation/guest list, and/or will you not have a guest list present at the entrance or check-in to your event?
- Will the venue also be open to the general public during your event?
- If you are selling tickets, (a) Are there an unlimited number being sold?, (b) Are venues other than your organization's members selling tickets, such as the facility itself?, (c) Are you not collecting names, addresses, or other identifiable information for the individuals purchasing tickets?, and (d) Will attendees presenting tickets not be checked against a guest list prior to entry?
- Is the event being advertised to the general public, or is there an appearance that the event is open to the general public?

If you answer "yes" to any of the above questions, your event may be considered an open event and is likely in violation of the Student Rules. For more information, please contact (979) 458-4371.
Third Party Vendor Guidelines

The Texas A&M University Alcohol Rules state that student organization events involving alcohol must be in compliance with Third Party Vendor guidelines. The Third Party Vendor Checklist, found below, was developed in an effort to assist student organizations in the planning of an event involving alcohol that is safe and within the guidelines of the Texas A&M Student Rules.

Please use this checklist if you are hosting an event at which alcohol will be present and you will either be:

- Paying for the services of a business/person licensed to sell and dispense alcohol at events
- AND/OR, renting out an establishment (i.e. bar or tavern) that is licensed to sell alcoholic beverages

Bring-Your-Own-Beverage (BYOB) Operations

The Texas A&M University Alcohol Rules state that student organization events must be in compliance with BYOB guidelines. If you are hosting an event including a beverage service or when alcohol will be present, ascertain whether or not your event is in compliance with BYOB guidelines by asking yourselves the following questions:

- Will guests of age 21 or older only be allowed to bring a limited quantity of alcohol for use by themselves (i.e. a limit of beverages per person)?
- Will guests of age 21 or older be limited to a specific type of alcoholic beverage (e.g. no hard liquor or unknown mixtures, no glass bottles, etc.)?
- Will guests be provided a ticket for each single container of alcoholic beverage they bring to the event?
- Will guests of age 21 or older be issued wristbands identifying themselves as of legal age to consume alcohol?
- Will alcoholic beverages brought by guests be maintained in a secure environment with a designated server of age 21 or older?
- Will alcoholic beverages be redistributed only to guests who have proper identification and a ticket for the beverage?
- Will alcohol not be accessible to guests who are under the age of 21 years?
- Will FREE non-alcoholic beverages and non-salty goods be available to all guests?

If you answer "yes" to all of the above questions, your event may be considered a BYOB event and is likely in compliance with the Student Rules.
Is Your Event Co-Sponsored?

If you are hosting an event at a venue or location owned by a vendor of alcoholic beverages, distributor, organization, or tavern (establishment generating more than half of its annual gross sales from alcohol), ascertain whether or not your event is "co-sponsored" by asking yourselves the following questions:

- Is there an agreement (written or verbal) with the venue or distributor regarding the event, such as (a) a discounted rental fee for the venue in exchange for goods or services provided by the student organization (advertisement, percentage of ticket sales, etc.), (b) an advertisement of the venue or vendor in any capacity other than at the location for the event, (c) a contribution to a charity or the student organization from sales of food, beverage, etc. at the event, or other such agreements?
- Is the venue or distributor advertising the event as their own in any capacity, or as an event they are co-sponsoring with the student organization or others?
- Is the venue or distributor paying for any aspect of the event?
- Is there a perception (of the invited guests or in general) that the venue or distributor is co-sponsoring the event?

If you answer "yes" to any of the above questions, your event may be considered a co-sponsored event and is likely in violation of the Student Rules.

Co-Sponsorship of Events with Alcohol

Student organizations are not permitted to advertise alcohol or to co-sponsor events with a bar/tavern or other alcohol distributor. These rules are in place to prevent the perception that your student organization is encouraging people (specifically students) to consume alcohol. While the objectives and values of student organizations vary greatly, all student organizations are affiliated with Texas A&M University, an entity that does not condone alcohol consumption (especially by under-age individuals) as a core value. Because of the University's vested interest in the intellectual, physical and psychological well-being of the campus community, it is important that the institution and its recognized student organizations take steps to curtail the abusive or illegal use of alcoholic beverages.
Gambling at Events

Your organization may wish to host a social or fundraising event involving gambling-related activities. It is important to ensure that these activities fall within legal boundaries to protect your organization and the university. The state of Texas has stringent laws about gambling. We encourage you to consult with a list of legal opinions set forth by the Attorney General of Texas over the last two decades.

Here are some tips on planning an event involving gambling:

- Participants cannot be awarded anything of value based on their playing ability or skill. Auctions or door prizes are good suggestions in place of cash prizes.
- Everyone has to have the same odds of winning games. Therefore, chips/vouchers/etc. cannot be sold; everyone must receive the same amount when entering.
- No real money can be on any table at any time.
- Entrance fees cannot be solely for casino activities. Events should be marketed as an evening of entertainment, with entrance fees covering several things (such as dinner, music, dancing, etc.).
- An event with all proceeds being donated to charity is subject to the same laws and procedures related to financial transactions and marketing.
- Several companies provide casino services and entertainment through a formal license with the state of Texas, such as Party Time Rentals in College Station (979-696-5555) and Southwest Casino Productions in Houston (713-972-1113).

When considering whether to sponsor an event that involves some type of gambling, it is important for student organizations to understand the ethical factors and to assure that state and federal laws are followed.

Legal Considerations

Pursuant to Chapter 47.02.a.3 of the State of Texas Penal Code, a person commits an offense if he plays and bets for money or other thing of value at any game played with cards, dice, balls, or any other gambling device. For a complete copy of Chapter 47 of the Texas Penal Code please see http://www.gambling-law-us.com/State-Laws/Texas/.

Student organization leaders and/or members are urged to contact the Department of Student Activities prior to planning an event where gambling is to occur.

Ethical Considerations

Events that involve gambling can project a negative image about the student organization and, to some extent, the university even when these events are tied to raising money for charitable organizations. This is because gambling has long since been associated with organized crime, theft, alcoholism, drug abuse, irresponsible behavior and delinquency. Moreover, recent studies have shown that gambling is becoming more prevalent on college campuses throughout the country. As a result, gambling addiction is increasing at an alarming rate for adults 18 to 23 years of age. There are three phases to the addiction cycle: building a foundation through the thrill of winning; chasing eventual and certain losses; and participating in negative behaviors to compensate for past losses.

Endorsing or allowing gambling may promote this addiction cycle for participating students and could lead to health risks and psychological problems. This is why even the best intentions for sponsoring an event where a legal form of gambling occurs can be overshadowed by negative overtones for the student organization and the reinforcement of destructive behaviors for the participants.
**Bingo at Events**

If your organization wants to play bingo where prizes of value are awarded you must do so through a licensed and authorized organization. Brazos Bingo is the best organization to go through, and they are able to obtain temporary licenses to host bingo at locations other than their bingo hall. You can contact Brazos Bingo by emailing them at brazosbingo@verizon.net. More information can be found at [http://www.txbingo.org](http://www.txbingo.org) or [http://www.brazosbingo.com/](http://www.brazosbingo.com/)

**Raffles**

Your organization may wish to hold a raffle as a means for fundraising. It is very important to note that only two types of student organizations may conduct raffles:

- A nonprofit association organized primarily for religious purposes that has been in existence in Texas for at least 10 years
- A nonprofit organization that has existed for at least three preceding years and is exempt from federal income tax under Section 501(c), Internal Revenue Code; does not distribute any of its income to its members, officers or governing body; does not devote a substantial part of its activities to attempting to influence legislation; and does not participate in any political campaign.

The language of the law is very technical, and an unauthorized raffle is considered gambling under the Texas Penal Code. If your organization is considering holding a raffle you should check the [statute](http://www.state.tx.us/consumer/raffle.shtml#restrictions) to be sure it qualifies.

If your organization does qualify to host a raffle, details and restrictions can be found at [https://www.oag.state.tx.us/consumer/raffle.shtml#restrictions](https://www.oag.state.tx.us/consumer/raffle.shtml#restrictions).
5Ks, Races or “Fun Runs”

To host a race or other walk/run on the Texas A&M campus, begin by consulting with the Fun Run website from Transportation Services. Here you will find options for various routes, dates and times for scheduling, and links to important paperwork. As you meet with Transportation Services and submit your Event Form on Maroon Link to the Department of Student Activities, staff members from both offices will help you line up all training and security plans for your event. Pay special attention to the physical risks associated with such events, such as injury, heat exhaustion, dehydration, crossing traffic, inclement weather, etc.

Inflatables at an Event

Inflatable games, such as moonwalks, giant slides, climbing walls, human foosball, etc., are commonly rented by student organizations for carnivals and fundraisers. Though they may seem harmless, inflatables actually carry a great deal of risk, and it is important to ensure that your contract with the inflatables rental company sufficiently protects your organization and that your event is properly set up and supervised to keep participants safe. In "Deflating the Risks of Inflatables," D. Dickerson and P. Lake urge university entities to select a rental company with experienced and reputable operators, review the company's licenses and safety record, and ensure that the equipment rented meets safety requirements for manufacturers (NASPA Leadership Exchange, Winter 2005, p. 22). Additional safety considerations include:

- Selecting a safe location on campus and closing off the area;
- Maintaining trained supervisors to monitor the inflatables and participants;
- Verbally and visually explaining the safety rules and warnings; and
- Having pre-established plans for crowd control, weather contingency plans, and medical emergency response.

The Texas Department of Insurance's Amusement Ride Inspection List provides information regarding inspections and certifications by vendors of their respective amusement rides.

The Department of Student Activities will review your contract for legal language that best protects your organization and clearly defines the responsibilities of the student group and the rental company for equipment maintenance and supervision, and will review your Event Form on Maroon Link for additional safety suggestions during your event. Please submit these documents well in advance of your event!

Car Bash

First, ensure that all proper procedures are followed by reserving space for the car bash through the Scheduling Office, submitting a Concessions permit request to the Department of Student Activities, submitting your Event Form on Maroon Link, and coordinating with representatives from the University Center Complex about the delivery and removal of the vehicle on the day of your event.

Additional safety requirements include the following:

- Any vehicle used for a car bash must be "stripped," meaning that there may be no glass anywhere on or in the vehicle, and the vehicle must have its engine and all gasoline/other automotive fluids removed;
- The area around the vehicle must be sufficiently cordoned off to prevent debris or a sledgehammer from striking spectators;
- All participants must wear safety goggles and gloves at all times;
- At no time may participants stand on or in any part of the vehicle; and
- Participants must sign liability waivers indicating their voluntary assumption of the risks associated with the car bash.
Dunking Booth

First, ensure that all proper procedures are followed by reserving space for the booth through the Scheduling Office, submitting a Concessions permit request to the Department of Student Activities, submitting your Event Form on Maroon Link, and coordinating with representatives from the University Center Complex about the delivery and removal of dunking booth equipment on the day of your event. Additional safety considerations include:

- Having a group representative available to assist the person(s) dunked into and out of the booth/water;
- Having towels available to wipe the ground and stairs dry between dunks;
- Cordonning off the dunking area sufficiently;
- Having all persons being dunked sign a waiver form indicating their voluntary assumption of the risks associated with entering a dunking booth; and
- Being prepared to postpone or cancel the event in case of inclement weather, especially storms or lightning in the area.

Blood Drives

First, ensure that all proper procedures are followed by reserving space for the blood drive facilities through the Scheduling Office, submitting a Concessions permit request to the Department of Student Activities, submitting your Event Form on Maroon Link, and coordinating with representatives from the University Center Complex and Student Activities to sign the Blood Drive Guidelines and set up parking permits, collection sites, etc. for the blood collection agency. Please note the following staffing policies:

- The sponsoring student organization must provide staffing at each of the blood collection locations during the entire duration of the drive;
- While blood collection agency representatives are encouraged to recruit potential donors, they are asked to respect any initial decline to donate made by students, faculty, staff, or others; and
- When more than one agency is on campus at the same time, agency representatives should not coerce donors away from another agency.

Blood collection agencies will be responsible for collecting and disposing of all utensils used by their workers, and Texas A&M University's facilities may not be used to dispose of these items.

Eating Contest

If your event involves an eating contest, be aware that there are serious physical risks associated with these types of activities. Consuming food at a rapid pace greatly increases the risk of choking, so you should have a medic or person trained in the Heimlich maneuver available or consider eliminating the timed part of the activity. Consuming large amounts of food or beverages in a short period of time is also very dangerous to a person's health, and can lead to short-term or long-term illnesses. Remember that your organization is responsible for the safety of the participants at your event, and could be held liable for any injuries or illnesses.

The key consideration for eating contests is ensuring that all proper risk management procedures are in place for the activity. Another important point to consider is how the activity pertains to the mission of your organization and the objectives of the event. Consult with your fellow student leaders, advisor, and Department of Student Activities staff to develop ideas about the safest ways to achieve a fun or competitive environment at your event, and consider alternatives to help you successfully accomplish your goals in a manner that places your organization at lesser risk.
The Departments of Student Life, Residence Life, Multicultural Services, and Student Activities have had many discussions over the years about whether or not "date auctions" are appropriate activities for student organizations at Texas A&M University. This statement will address three specific concerns about date auction events; please be aware of these concerns and potential problems/liabilities.

1. **Racial Insensitivity**: Date auctions are similar in structure to slave auctions, a tragic part of the history of the United States. Slave auctions devalued the dignity of human beings to the level of merchandise, and date auctions similarly involve one person "bidding" for the services of another and a comparison of the relative "value" of each person being auctioned. On a campus where equality and sensitivity are highly valued, any activity that suggests the auctioning of one human being's services to another bears an inappropriate resemblance to the slave auctions of the past.

2. **Gender Insensitivity**: An extension of the issues explained previously is the need for everyone to respect the rights of others and realize that another person cannot be bought. A dangerous attitude that continues to exist between people of different genders is a concept of entitlement based on whoever pays; indeed, many date rape incidents result from an assumption on the part of one person that whoever pays for the "date" is entitled to more than the other may assume. Date auctions may create an environment where such expectations could be used to the disadvantage of one or both participants. The environment of a date auction may also be insensitive to the diversity of participants related to their gender expression and/or sexual orientation. An event like this puts gay, lesbian, bisexual, and transgender (GLBT) students in an uncomfortable position due to the inherent gender stereotypes and heterosexism of date auctions.

3. **Personal Safety**: An organization sponsoring a date auction has no way of knowing the motivations of the person(s) bidding on others. A date auction may become a convenient means by which a person has the opportunity to "buy" some time with the person to whom s/he is attracted; though this possibility may seem remote, the implications of liability for the sponsoring organization are severe and worthy of careful consideration.

Date auctions are usually held to raise money for good causes, and sponsored by organizations with good intentions. However, the concerns listed above expose the potential for persons to be physically and/or emotionally hurt or offended, and therefore date auctions may be an ill-conceived manner to raise money. **As an alternative, we suggest auctioning items (tickets, services, etc.) rather than individuals. Please consider selecting a positive alternative to date auctions for raising your funds.**

**Expressive Activities**

For information on what policies are associated with expressive activities and freedom of expression [including but not limited to: flash mobs, protests, events with music], please see Freedom of Expression.
River Trip/ Tubing

When planning your trip, please take note of the following considerations:

- Read this Organization Manual for rules and tips on how to plan a responsible trip. It also includes rental vehicle information, safety precautions, emergency situations, and more.
- Discuss travel details with your advisor and a staff member in Student Activities during the planning process!
- No alcohol is permitted on a Student Organization river trip.
- Items to bring: Water shoes, sunblock, WATER, nalgenes, sunglasses, hat, first aid kit, aloe, towel, bug spray, and swimwear.
- Make sure the first aid kit on site has a snake bite kit included and be sure to know how to use the kit prior to the event.
- Be careful when taking valuables on the river. Car keys and Aggie Rings do not float! Make sure any valuable item taken on the river is carefully secured to your person using waterproof necklaces, carabiners, etc.
- If allowed to take an ice chest on the river, a dry bag to hold valuables can be purchased and kept in the ice chest. Be wary of the risks associated with leaving valuables in your vehicle.
- Be sure to communicate this information to your participants and designate a member to bring extra supplies.
- All of the items listed above can be found and purchased at the Bryan/College Station Walmart.
- Outfitting companies are available at the most popular tubing rivers in Texas. They will rent you tubes, provide access to the river, and transport you back to your car. Outfitters charge around $15-$20 for tubes, but call ahead of time for group rates. Parking may or may not be included. To find a reputable company, we recommend you thoroughly research online and by telephone.
- Park only in designated areas. Cars in undesignated areas will be towed. Keep in mind the financial burden of a towed car, the possible emotional distress, and the considerable amount of time it will take from your desired event.
- Glass containers and Styrofoam coolers are not allowed on the river by law. It is good practice to check River Laws for more specific information.
- While on the river, drink plenty of water and continually apply sunscreen (the recommended amount is a palmful every hour). The average float on the river can be from an hour and a half to two and a half hours and the sun exposure can be potentially dangerous. Please see the National Institutes of Health page for symptoms and treatments for heat exhaustion and dehydration.
- Rafting speed is determined by the flow rate of the river. It is also important to check the river level before departing on the trip. Check river levels and flow rates here.
- Keep in mind: All behavior of attendees on the trip represents your organization and Texas A&M University as a whole. Consider drafting and distributing a Behavior Contract, outlining what is acceptable behavior and what is not.

Things to Think About

- If an emergency happens on the river:
  - How do you contact somebody?
  - Will someone have a cell phone on them? What if there is no cell phone service?
  - How do you prevent the cell phone from getting wet?
  - Do you have any certified lifeguards attending the trip?
  - Is there a meet up place and time? Has the meet up plan been communicated to participants? Keep in mind it is easy to get separated on the river and where you parked can be different than where the river ends.
  - Will you use a buddy system?
  - Are you aware of where the nearest hospital is and how to get there?
  - Have maps been distributed? GPS and satellite signals are not always reliable.
  - Do you plan to drive back immediately following your float? Drivers will be drained from the sun exposure. Consider alternative options such as staying the night.

If you wish to continue with the event after having read these points, ensure you have submitted your Event Form on Maroon Link to the Department of Student Activities, including the Travel Information Form.

Please note: River tubing has both inherent and unknown risks and dangers. These include but are not limited to injury or loss of life. The river has no life guards and you will be on your own. Use caution and think safety first!
Silent Auctions

Planning a Silent Auction can involve many details in the planning and execution of the event. Before you start on yours, here are some tips and advice to consider:

- **Why a Silent Auction?** Is a Silent Auction the best option for your fundraiser? Consider the nature of the event, the purpose of the fundraiser, the number of people attending the event, the cost to attend, etc.
- **Start early!** Start the donation acquisition process at least 8 weeks in advance. For an example donation acquisition letter, click here.
- **When making business visits to acquire donation items, have a method for keeping track of the places that have been visited.** That way, you will make sure no business is being asked for donations more than once.
- **Once you know the date, time, and location of the auction, start publicizing for the event right away!**
- **Table Rentals are available through Hospitality and Event Services (979-845-8904) and the Rudder Theatre Complex (979-845-8903). Make sure to specifically ask about tablecloths and any other specific rentals you may need.**
- **The Student Organization Finance Center has a service called Marketplace that allows student organizations to receive credit card payments.** For more information, contact the Student Organization Finance Center at (979) 845-1114.
- **Items unique to Texas A&M tend to be popular items to bid on.** The Athletics Department, Aggie Athletics, can donate signed memorabilia through their charity request. The Benjamin Knox Gallery also takes donation requests.
- **Make sure each item has its own description card that not only explains what the item is, but also entices people to bid on it!**
- **When setting up the event, ensure all items are properly displayed with a description card and a bid sheet.** Don't forget the little things such as paper, pens, tape, or other supplies that can be overlooked.
- **Each item needs to have a bid sheet in front of it. Write an opening bid on the bid sheet to give a starting point and direction for the bidders.**
- **Have bidders provide their cell phone number and email address.** When contacting winners, alternate forms of contact may be needed. Hold on to this list for transition materials and invite those people back next year!
- **Send thank you cards to donors, businesses that participated, and bidders after the event.**
- **If the event is not held during business hours, the Student Organization Finance Center has a drop box for the money collected at the auction.** Please refer to the Dropbox Guidelines.
- **Please think about the safety involved with the amount of money you will be collecting.** The Student Organization Finance Center rents out lock boxes for free and a security guard can be provided through the University Police Department at a charge.

Executing a Silent Auction

To execute the Silent Auction, first ensure that all proper procedures are followed by submitting an Event Form on Maroon Link and consulting with the Trademark and Licensing Office before collecting items or working with vendors.

If holding the auction on campus, reserve a space for the auction through the specific building's scheduling office and submit a Concessions Permit Request to the Department of Student Activities at least 48 hours prior to the event. If holding the auction off campus, make sure you assess your needs when choosing a location.

Visit the facility, meet with an event manager, and have all agreements in writing. Please look over the Contract Guidelines and note when you are required to have the contract approved by Student Activities before signing a contract with your event facility.
In order to have a successful, safe, and effective Flash Mob there are several things to know and consider before you plan. Please be mindful of university policies throughout the planning process. Flash Mobs are considered an expressive activity and cannot be considered a disruptive activity.

**Space Reservation:**
- They cannot occur in spaces not intended for public forums, including but not limited to: residence halls, classrooms, faculty/staff offices, medical facilities or inside academic buildings
- Advanced reservations are needed if any of the following apply:
  - Event is publically promoted/marketed in advance
  - Expected crowd to be larger than 25 people
  - Sponsored/performed by an organization
  - Occurs near intersections and/or academic buildings (on campus)
- Rudder Fountain, Sul Ross Statue Area, and West Mall Area are able to be reserved for expressive activities.
- Other spaces may be used, but note the following when deciding location: (1) Distance from building requirements; (2) Security Concerns; (3) Crowd Placement
- The University Center and Special Events [2nd Floor Rudder] is where any space reservations will be processed in person. Forms must be competed at least 5 business days prior to the event. In person communication is preferred as to move the process along. Additional collaboration with the Department of Student Life may be needed and the UCSE will determine this
- Please be aware of current programs that may affect the availability of space which can be accessed via the University Calendar.

**Sound:**
- Lawrence Sullivan Ross statue and West Mall Area: sound equipment or any kind of amplified sound is prohibited at all times
- Rudder Fountain Area: Volume of any sound equipment used must be kept at a level that would not interfere with any academic or other program taking place in nearby buildings only from Noon-1pm.

Because this event is considered an expressive activity, the Department of Student Activities recommends that an Event Form on Maroon Link be filled out no less than 10 days prior to the event. Please consider the following risks:
- Physical: How will the safety of participants and on lookers be ensured?
- Reputational: What message are you sending with the Flash Mob [actions, sound, costumes/appearance, etc] and how could they impact your organization, Texas A&M? What if the event is not well received, how can this affect the organization?
- Emotional: If the group is heckled or a member makes a mistake, how will you mitigate this?
- Financial: If equipment [costumes, etc] is needed, how will it be funded?
- Facilities: What is needed to guarantee a successful performance, how will the location and equipment used be properly maintained?

Consider the following:
- Purpose: : What do you want to convey?
- Involvement: Who will be leading the flash mob? How can people get involved in the process (planning, performing, etc.)? How will organizing practices be handled? Many have videotaped their performance and distributed it out to members prior to the event.
- Performance: We suggest running through the performance at the location to ensure that everything has been accounted for, such as space. Will there be props or costumes needed? If so, how will they be distributed? Equipment: will you need amplified sound, will this be recorded?
- Audience: : Ensuring a safe distance between the audience and performance. If the performance brings hecklers, how will the group react in a way that maintains a positive reputation for the organization?
What Are Contracts?

Contracts are a binding agreement between two parties in which each gives something in return for something else. Student organizations regularly enter into contracts for such things as speakers or performers, apparel sales, car or bus rentals, facilities rentals, and catering services. A contract should be used any time there is a need for a clear understanding of responsibility, any time you are paying for a person's services or providing travel, lodging, meals, etc. for a performer/speaker, or any time any duties are being performed in exchange for payment.

Components of a Contract

Most standard contracts should include the following sections:

- A description of the parties in the contract, the date of the contract and of the event, and a general overview of the goods or service being contracted.
- Background information about the business and purpose of each party.
- A statement of the contract duration, clarifying how long the document will be valid.
- A list of definitions of words or expressions found in the remainder of the contract. For instance, it is important to define terms that have subtle differences in their meaning, such as "must" (absolute), "shall" (contingent upon), and "may" (permissive).
- A specific description of each party's obligations and responsibilities as a result of the contract.
- Any relevant operative provisions, such as applicable warranties or exclusions. Often, this section will appear as a disclaimer or other limiting language that may give one party advantage over the other.
- A list of enforcement provisions to cover any "what if" situations, such as a party failing to fulfill its obligations, dispute resolution plans, unforeseen circumstances affecting the terms of the contract, etc.
- A closing section that indicates the agreement of both parties to the terms of the contract.

Contract Review

According to Texas A&M Student Rule 42.2, recognized student organizations must have their contracts reviewed by their advisor(s) prior to execution (signing) of the document. Should the contract pertain to an event or activity open to the general campus public, or should it involve events subject to copyright laws, the student organization must submit the contract for a formal review to the Department of Student Activities. Our department will route the contract through to the office of Contract Administration. As the review process involves multiple departments, we request that you submit your original, unsigned document 4 to 6 weeks in advance of the event. It is imperative that you read your contract carefully and discuss it with the other members of your organization, your advisor, and (if necessary) the Department of Student Activities and/or legal counsel before you sign the contract.

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. We recommend that this section appear with such language as: “__________ (organization) is a recognized student organization of the university and does not represent the University. The organization cannot contractually obligate the university. As a __________ (member/officer) of __________ (organization), I enter into this contract/agreement on behalf of the organization in my role as __________ (president/treasurer/etc.).” A statement similar to this one will clarify that the party signing the contract is doing so as a leader of the organization and not a formal representative of Texas A&M University. This will prevent miscommunications about the role of the university should a party fail in its obligations or should the contract be otherwise violated.
Creating a Crisis Response Plan

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.** Educating members prior to a crisis is crucial. All organization members must know who is in charge and be prepared to follow the plan. The following information is intended to assist students in the development of a crisis response plan, but should not be considered a complete plan, rather a guide for designing a protocol that fits the organization’s needs.

As a student leader, it is important to understand that crises can happen to you and your organization. If this happens, know that you are not alone. It is important to be aware of your own feelings, perceptions, and issues so that you can monitor your ability to cope with the difficult situation.

Crisis response plans should include:
- Detailed plans of action for various situations
- Attention to medical needs
- Contact information for important parties
- Crisis fact sheets or incident report forms
- Designated organizational officers and crisis team who can take charge of a crisis situation

All event planning officers or volunteers should have copies of the crisis response plan for their reference in case of an emergency.

Insurance

Your organization may wish to purchase general liability/accident medical insurance for when coverage is required by a vendor/third party or when there are elevated levels of risk.

When contemplating insurance for your organization, you should consider the events your organization sponsors, the number of individuals attending, and any past incidents. If your organization is affiliated with a local, national, or international organization, your chapter may have coverage under their overarching insurance policy.

**Student Organizations must request insurance at least three weeks prior to their event.** Events occurring at the Brazos Expo Center must submit their request for insurance two months prior to their event.

To request special event insurance:
- **Student Organizations submit an Event Planning Form through Maroonlink for review (please ensure that the itinerary is current and uploaded to the form)**
- In the form, please provide the final estimate of the number of attendees. Student Activities will then be able to provide the cost of insurance based on this estimate.
- **Student Organizations must submit a Special Event Insurance Request Form (SEIRF) to the SOFC that includes the cost of insurance.**
- A copy of the processed SEIRF form should be returned to Student Organization Development & Administration in 224 Koldus.

If you are considering purchasing insurance for your organization or for a specific event, please contact the Student Organization Development and Administration team at (979) 458-4371.
Establishing a Negligence Claim

There are many considerations in establishing a negligence claim, but first and foremost, it must be clarified whether or not one person has a duty to another. People do not owe duties to every other person without a specific relationship connecting them. However, if there is a relationship between two people or parties that indicates a duty to the other, negligence may be established for any foreseeable injuries.

Some other methods or situations in which a duty may be established include:

- Cost Benefit Analysis
- Violation of a State Statute That Result in Injuries
- Facilities Risks
- Directives that Establish Duty

Beyond establishing duty, the cause of the victim's injury becomes very important in establishing a negligence claim. Causation can be direct, meaning that the injury was in a direct and unbroken chain of events, or proximate, meaning that the individual or group should have reasonably been able to anticipate or foresee the harm occurring. Finally, the victim must show that he/she sustained an injury or damages because of the negligence of the other individual or group.

Filing Claims

If the claimant is covered by any other insurance or medical plan, they must submit a claim to their primary insurance first. Eligible covered expenses will be paid if they are in excess of other valid and collectible insurance or medical payment plans, regardless of any Coordination of Benefits. After the primary insurance has paid benefits, then submit this claim along with all EOBs (explanation of benefits) from the primary carrier and copies of the itemized bills. Should an incident/accident that occurs during the event produce a claim to be filed under the Student Organization Special Event Insurance Policy procured through Student Activities, the student organization will need to complete the claim form.

The student organization will need to complete Part I (#8-22) of the form in full detailing the date, time, and description of incident. The form will need to be signed before submitting.

Part I (#1-7), Part II, & Part III will need to be completed by the injured participant (or parent/guardian if the injured is a minor) and submitted to the carrier. Please complete and include the claim letter with the claim form. It is the responsibility of the student organization to provide the parent/guardian with the Claim form. It will be the responsibility of the parent to submit the form at that point. You may complete the following claim letter to your event specifications to accompany the claim form.

All claims forms and medical bills need to be submitted directly to:
Health Special Risk
4100 Medical Parkway
Carrollton, TX 75007

Please do not submit the claim form to Student Activities. Claims forms must be submitted to the carrier within 90 days of the date of the incident. Medical expenses must be incurred within 60 days after the date of the accident.
Assessing the Situation

In your immediate response, you should begin by gathering as many facts as you can about the crisis at hand. Verify these facts before using them to prepare any official statements or moving forward with medical or legal proceedings. Some key facts to gather include:

- Who will serve as the organization’s spokesperson;
- The chain of events for the crisis;
- Who was involved with the crisis and each person’s perspective;
- Specific dates, times, and locations for the situation;
- Any evidence or reasoning about the causation of the incident (why and how it occurred);
- Any property or other facilities-related damages sustained;
- The nature and scope of any physical or emotional injuries sustained; and
- Any applicable university and/or organizational policies or procedures involved or affected by the crisis.

In your longer-term response to the situation, ensure that all proper documentation has been filed and all future leaders of the organization understand the causes and effects of the crisis situation. Learn as much as you can from the emergency, and apply those lessons to improving the safety and success of your organization in the future.

Consider what you can do to prevent this or other similar situations from happening in the future. Also, consider what other events or activities from your organization could merit more review or effective planning, based on the lessons learned from this crisis situation.

Medical Emergencies

If medical attention is needed for a member of your organization or other participant at an organizational event or activity, contact 9-911 from a campus land-line or 911 from an off-campus or cell phone to get the appropriate help needed. Anyone present with First Aid or CPR training may attempt to assist if the medical emergency is within the scope of his/her experience or certification.

Provide any medical care that is reasonable or within your abilities, but remember that you may be legally responsible for any medical assistance beyond that which is reasonable that you provide to an injured person.

If your participants signed waiver forms or you have other access to medical information for the injured person(s), consult with the medical release forms to ascertain whether or not the person has special medical needs and/or provided you with his/her medical insurance information to use in case of an emergency. The key point is to attend to emergency medical needs first before doing anything else.

Once the immediate medical needs have been attended to, then follow your pre-established chain of notification. Notify the University Police Department at (979) 845-2345 if you have not yet done so, and UPD will contact the Critical Incident Response Team (CIRT) as appropriate. Contact your advisor and any others in charge of the organization or event, such as your Chief Student Leader and Risk Management Officer. If necessary, contact any other appropriate authorities (such as your national organization liaison, travel liaison, etc.).
If anyone is involved in a transportation-related accident on the way to, during, or leaving an organizational event, it is important to follow some key steps. Stop immediately and notify the local police of the accident. Attend to all medical emergencies first and foremost. Fill out a Police Report for documentation and insurance purposes, and be sure to obtain the names and addresses of all witnesses to the accident. At the scene of the accident, obtain all needed information for a Motor Vehicle Report. If the vehicle involved is inoperable, call the local Transportation Center or nearest dealer for the make of your vehicle for towing service. If any of the vehicles involved was a university vehicle, be sure to fill out an accident report with the department through which the car or van was rented as soon as you return to campus. Remember that the student organization is liable for the first $1,000.00 of damage on each vehicle for each incident.

It is also important to be careful with your words in the case of a transportation-related accident. Do not make any official statements about who is at fault for the incident, as fault or legal liability will be determined by the proper authorities. Consult with your advisor and any other constituents (such as a national representative) to discuss what things should be included in any formal statements or press releases. Should you have any media inquiries, it is best to state simply that the situation is under investigation and more information will be revealed when available, and that your organization sympathizes with all affected by the accident. Be sure to cooperate fully with the authorities investigating any transportation-related accidents.

For more information about managing crises, please contact the Student Organization Development and Administration at (979) 458-4371.
Event Planning Resources

*Hospitality & Event Services for Texas A&M University*

[Link](http://events.tamu.edu/VirtualEMS/BrowseEvents.aspx)

979-845-8901

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 website. 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. For more information regarding space reservation, please visit the University Center’s website: [http://ucenter.tamu.edu/](http://ucenter.tamu.edu/)

*Texas A&M Emergency Medical Services*

[Link](http://ems.tamu.edu/)

979-845-1525

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. University EMS can provide an ambulance, bicycle medics and/or a supervisor to your event as needed, staffed with at least two EMTs or higher on all units except for a supervisor. You should at least have the contact information for the University Police Department and Emergency Medical Services present during your events.

*Texas A&M Emergency Care Team*

[Link](http://tamect.tamu.edu/)

979-458-8288

A campus-based first-responder agency which provides medical support at a variety of events at Texas A&M University and the surrounding area. TAMECT offers its services to all students, faculty, and patrons on university property. You can employ medics to be present at your student organization events, which will be supplied with at least one state certified ECA/EMT or higher and at least one other first-responder as well as an aid-bag and other necessary medical equipment.

*The Texas A&M University Police Department*

[Link](http://upd.tamu.edu/)

979-845-2345

UPD 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*

[Link](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*

[Link](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.

*Physical Plant*

[Link](http://aggieworks.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.

*Department of Dining Services*

[Link](http://www.dineoncampus.com/tamu/)