UPDATE WITH ORGLINK

1. All campus organizations are expected to initially register and update every semester with Leadership Initiatives through the OrgLINK system.
2. Make sure all organization members put the following email domain on their “safelist” so that emails and notifications are received properly: “****@collegiatelink.net”
3. Updates are always due on the 12th class day of the semester.
4. An organization representative is required to attend the RSOM (Required Student Organization Meeting) every fall semester as well as update with our office to maintain registration at SHSU.

COPIES

1. Each student organization is allotted 50 FREE black and white copies per week or 500 FREE black and white copies a month with their own paper. Any B&W copies that exceed those amounts are 10 cents per page.
2. There are no “rollover” copies. Meaning- if copies aren’t used for one week, they don’t rollover to the next week.
3. Groups can not use another organization’s copies unless both organization names appear on the flyer.
4. Our office carries assorted colors and sizes, and we can also make color copies for your organization for 20 cents per page.
5. All flyers need approval before being posted on campus. Must have organization name, contact information and no mention of alcohol, drugs, violence, etc.
6. Check with your organization before making copies, b/c sometimes two different people come in to make copies within the same week and allotted copies have already been made.
7. We can make the 4 on 1 hand-bill; just bring one copy of flyer.

MAILBOXES

1. All student organizations have access to a campus mailbox through our office. Organization mail should be addressed to your Student Organization at Box 2476, Huntsville Texas 77341. Make sure to check your mailbox on a weekly basis.
2. Always check the box above your label...positions will change as new orgs are added every semester. Your organization will be listed as deemed by OrgLINK listing (may not contain SHSU, etc.).
3. If mail comes for your organization under a chapter name, a professional staff member has to open your mail and find out who it’s addressed to. If opened, letter from our office will be attached.

FAX MACHINE

1. Your organization may send/receive faxes as long as your name and organization contact name are on it. The Student Activities fax number is 936-294-3652.

GRAPHIC DESIGNERS

1. Student graphic designers are available for registered organizations. They’ll make flyers, posters, t-shirt designs, brochures, and letterhead.
2. We don’t have the ability to print t-shirts and mass produced items. However, artwork can be emailed to the production company.
3. Please provide detailed descriptions of the desired artwork. Artists will not make complete revisions of art designs you don’t like if no design scheme was submitted. Our graphic artist invest their time working on designs, so if you have an idea about what you’d like your design to look like, please provide those samples.
4. Also, our graphic artists are all students building portfolios. If it’s possible for your organization to provide samples of the printed materials, please do so. They would greatly appreciate it when building their professional portfolios.
**POSTER MACHINE/LAMINATING SERVICES**

1. Poster machine will make an 8.5x11” size flyer into various poster sizes. Several ink colors are available and the cost is $1 per foot. If we’re busy, we might ask you to come back by later and pick up your poster. The 1-color poster machine works best if your poster is made with solid colors and doesn’t have grayscale.
2. A full color poster maker is available for $5 each (normal size 2x3 feet).
3. The laminator can laminate up to 23 inches, and is also $1 a foot. There’s always a chance that your original can get crinkled in the laminator so it’s safe to bring a few copies with you just in case.

**ORGANIZATION DIRECTORIES**

1. It’s important to update with our office every semester. Directories are managed online through the OrgLINK system, available for anyone interested in learning more about student organizations.

**STUDENT ORGANIZATION BOARD**

1. The Org Board grants approval to pending organizations and often times handle disciplinary problems when necessary. Please see student guidelines for details.

**LISTSERV**

1. All presidents will be placed on a list serve from Leadership Initiatives. This email is for distributing important information to student orgs. You will receive approximately 1 email per week, as we do not want to fill your inbox with useless information. So, please pay attention when we email!
2. Make sure all organization members put the following email domain on their “safelist” so that emails are received properly: “****@collegiatelink.net”

**MASCOT APPEARANCES**

1. Sammy Bearkat is available for on-campus/in-town performances. Request forms are available online (shsu.edu/studentactivities). Out of town appearances have additional regulations.

**CAMPUS ACTIVITIES WORKROOM PRIVILEGES**

1. Org mailboxes are located in workroom, 328T. As long as the student center is open, access is available to the workroom.
2. Limited workspaces available for usage. They’re leased by contract every semester, and are also renewed after being issued. If workspace key is lost, the fine is $75 b/c the workspace must be re-keyed. There’s a high demand for the workspaces, so there’s also a waiting list. If you’d like to get your name on the list, please visit our office to fill out application.
3. Storage spaces for usage as well...also leased and contracted out every semester. Both contracts need to be signed by the organization president and renewed every semester.
4. A paper cutter is available in the workroom. Be careful with the blade, and always close it when finished.
5. The paint room is also located in the workroom. Butcher paper and paint available. Check-in through student activities, must leave valuable item during use, $50 fine for any damages.

**RESERVATION AGREEMENT FORM**

1. Some items can be reserved through Student Activities: sno-cone machine, popcorn machine, and tables.
2. Forms available/turned in to LSC 328. Orgs will be contacted for pick-up/return times and are fully responsible for items during that usage time.
3. Damage fees will be assessed if needed.

**ORGANIZATION ADVISORS**

1. All student orgs are required by the University to have a faculty/staff (no grad assistant) campus advisor. Please talk to your professors and other staff members to see if they’re interested. Have everyone in your organization help!
2. Several things need to be discussed when choosing an advisor:
   - Availability
   - Expectations for meeting/event attendance
   - Knowledge of group activities/purpose
3. Advisors must be added to OrgLINK roster and labeled as “On-Campus Advisor.”
ORGANIZATION WEBSITES
1. Websites are not available through or monitored by IT@Sam.
2. All websites are managed under the OrgLINK system. Organization main contacts must attend training to receive access to the website and ultimately, the system.

BANKING/FUNDING
1. Treasurers are required to attend a Train the Treasurer session to learn details of managing funds, banking and IRS requirements.
2. Two signatures on account – we suggest president & treasurer.
3. Need Tax Identification Number - A Tax ID Number or EIN is like a social security number for your organization. This is needed for banking purposes. Its purpose is so the IRS will not make you personally responsible for taxes on revenue that you have earned. A Tax ID number is not required to register a student organization.
   • To get a tax ID number for your organization, visit the IRS website and complete the online step-by-step process: http://www.irs.gov/businesses/small/article/0,,id=102767,00.html.
   Documents are available in the Student Activities office that will assist you in the EIN process.
4. Registered organizations may request funding from the Campus Life Development Fund (LSC 311) and the Student Service Fee Travel Fund (LSC 303). These forms can be found on the Student Organizations website.

ORGANIZATION PRESENTATION RESOURCES
1. Leadership Initiatives has 12 specialized presentations to help your organization succeed on campus. These presentations can be presented to your organization alone or will be available to a general audience throughout the semester.
2. Presentation topics include:
   a. Avoid “Fall”ing Back: Transitioning Your Team
   b. Better Meetings with Parliamentary Procedure
   c. Building a Better Team through Constructive Feedback
   d. Building Effective Communities Across Difference
   e. Civility in the Age of “Whatever”
   f. Effective Public Speaking
   g. Energize Your Membership: Creating Active Members
   h. Help Me Help You: Utilizing Your Advisor
   i. Identifying & Managing Aggression Management’s Un-Magnificent Seven
   j. Keeping Stress Under Control
   k. Leadership & Spirituality
   l. Maximize Your Time
3. Additional resources will be added to the Student Organizations website (shsu.edu/studentorganizations) as they become available.

REVIEW
These service listings shall be reviewed every six months. Questions/complaints (in regards to services) should be kept on file until review unless request can be met before that time. Review committee shall consist of the following people:
   Student Organization Research Assistant
   Director of Leadership Initiatives
   Executive Director of Campus Activities & Leadership Initiatives
Any changes shall be listed on the Student Organizations website and emailed to all student organization contacts within one week (5 business days) of review.