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Getting Started

Welcome to Student Activities!

Congratulations on becoming a registered student organization and welcome to the Department of Student Activities!

Not only does Student Activities serve as the information hub for over 230 student run organizations, we also have several services and resources to offer. Upon your organization's semesterly renewal with our office, you have access to a wide range of these services and resources FREE OF CHARGE!

Since we are a customer service oriented department we will serve you with a smile, whether it is in person or over the phone. Since we make a conscious effort to help each and every patron on a regular basis, if at any time you approach us with a situation where we do not have the answer, we will go above and beyond the call of duty to locate the answer for you! No one should ever leave our office dissatisfied with the service they have received. We aim to please!

Not only do we serve student organizations, we oversee several other entities such as Graphic Artists, Cheer, Orange Pride, Sammy Bearkat, Greek Life, Program Council, and Multicultural and International Student Services (MISS).

We also oversee large-scale programs such as Homecoming, the Tree of Light, Firefest, PC Spring Fling, UniDiversity Week, Welcome Week, Student Services' Day, PC Fall Fest, Student Organization Fairs and the Sammy Awards.

Six full time programmers are employed by the department including two Program Coordinators, one Spirit Programs Coordinator, one Multicultural Coordinator, an Assistant Director and last but not least, the Director of Student Activities. These six professionals will be your official "go to" people assisting in the operation of your student organization.

We have a full time professional staff member who serves as the Student Organizations' Coordinator and her contact information is listed below. She's here to assist you and your student organization.

Tiffany J. Flenoy
Organizations Coordinator
Lowman Student Center: Suite 328
tjflenoy@shsu.edu
936-294-3467

We would like to encourage you to stop by Student Activities and meet all the student and professional staff members. We are here to assist you and your organization, so please feel free to take advantage of both our services and resources.

If you have any questions, don't hesitate to contact us! We're located in the Lowman Student Center Suite 328. You can also drop us a quick email at studentactivities@shsu.edu or call us by phone at 936-294-3861.

Sincerely,

Leah Mulligan

Leah Mulligan
Director
Student Activities

Introduction:

Membership in student organizations can be an especially enriching aspect of your collegiate experience. Students who join organizations have a higher retention rate of staying at their university throughout their undergraduate tenure. Members also gain valuable leadership skills by working with other students who are all working toward a common goal.

The Student Organization Handbook is an annual publication designed to assist student leaders in running the administrative aspects of their student organization. The handbook should serve as a guide for organization services and programming opportunities offered at Sam Houston State University.

This handbook is written to clarify several on and off campus rules and regulations that student leaders, student organizations and organization advisors are expected to abide by. Following these written policies can ensure that your student organization is functioning effectively and efficiently. Each organization will receive one free copy of the organization manual. This copy should be handed down to new officers once the current officers have finished their elected terms. Additional copies may be purchased for the original manual printing cost or be printed from our website at www.shsu.edu/studentactivities.

Keep in mind that this resource guide will not provide all the answers, but it can definitely be a helpful tool.

Registration:

Why does my student group need to register with the University?

Becoming a registered organization on the Sam Houston State University campus is a terrific opportunity to serve the campus community, develop skills within a group, and have a good time in the process. If a student organization neglects to register with our office for two consecutive semesters, the organization must then reapply for registration. Although there are several responsibilities of being a registered organization, there are also several privileges that only registered groups have access to.

Compliance with the registration requirements allows each student organization to take advantage of the following: *(for organization rights, please refer to pages 11-12).*

- Listing in student organization directories.
- Access to campus meeting facilities.
- Access to an on campus mailing address in the Student Activities Office.
- Eligibility to apply for funding from the Student Service Fee Committee, the Vice President for Student Services' Student Travel Fund, and the Campus Life Development Fund.
- The opportunity to participate fully in campus activities and programs as a registered student organization.
- The opportunity to use the services and receive advisement from the Department of Student Activities.
- The opportunity to display posters announcing meetings and other activities.
- The possibility to hold fundraising activities on campus.
- The opportunity to join our student organization list-serve to both send and receive important announcements.

How do you become registered with the University?

Becoming a registered student organization is a simple process. Each student group seeking registration must complete a *New Student Organization Application Packet*. Upon completion, the packet should be turned in to the Department of Student Activities.

Each organization is granted temporary approval, pending official recognition from the University President. Each new organization packet is presented to the University Student Organizations Board for review.

The Student Organizations Board is a University wide committee comprised of five faculty/staff members and five students appointed by the Student Government Association. The board meets once a semester to review all organizational packets and approve pending organizations. Meetings are typically held in October and March, but in the meantime your organization should be fully functioning as if you have already been approved.

Upon completion, the Board will review your packet, and we will only contact you if there are questions regarding your paperwork. After approval, you'll be sent an official letter from our department via U.S. mail. Please make sure our office has the correct information for the organization contact, officers, and even the advisor.

This process can take several months, so please be patient. However, if you have questions regarding our services, paperwork, or if you need to update information, please don't hesitate to contact the Organizations Coordinator.

How do I name and classify my student organization?

Naming: The name of your student organization should represent your organization's purpose to the best of its abilities. Please refrain from using any type of vulgarities or references to inappropriate actions or behaviors. The appropriateness of your organization name will be determined by the Organizations Coordinator and/or the Director of Student Activities.

Classifying: In accordance with your organization's purpose and/or mission statement, the classification of your organization will be assigned by the Organizations Coordinator and approved by the Director of Student Activities. These classifications and descriptions are listed below.

Academic: These student groups are organized for the purpose of recognizing and promoting outstanding scholastic achievements by students within particular academic areas or student class standing. They often sponsor social and community service activities in addition to the recognition of their members. There is typically a grade point average requirement to be an organization member.

Cultural: These student groups are geared toward issues regarding ethnicity, foreign culture, foreign affairs, heritage and focus on areas of multiculturalism and diversity. These groups may also center on specific shared knowledge and/or values of a society of people.

Governing: These student groups are governing bodies for several common organizations that share a universal interest or a governing council that sets certain standards and governing policies that a specific group must abide by. These groups may also be responsible for creating and enforcing rules and regulations that support university policies and/or programming.

Recreational: These student groups provide opportunities for students to engage in various physical activities. The organizations provide facets for students to compete in intercollegiate activities that may not be offered through the Department of Athletics. Recreational and leisure organizations are formed around specific hobbies or interests including but not limited to, board games, fitness, outdoor activities or most any activity students may do in their free time.

Service: These student groups participate in service projects that benefit the campus and/or the community. They may also engage in social activities as well as fundraising projects to help benefit the community. Their primary purpose is to provide service to SHSU and the surrounding community.

Special Interest: These student groups are formed for people with common interests not necessarily related to a particular academic department, religion, fraternal order, sport, service or recognition of achievement. For example, these groups are formed to organize areas of politics, culture, minority groups and social issues.

Spiritual: These groups provide religious and/or spiritual outlets for students of a particular faith to interact together for common fellowship. Many of these groups work very closely with an off campus minister or member of the clergy assigned to work with these students through a particular church or religious affiliation.

Social Sororities and Fraternities: Greek social sororities and fraternities are based on the mutual support of the members to provide expanded opportunities in leadership and personal development. These groups are typically founded on the principles of brotherhood, sisterhood, scholarship and philanthropy. At Sam Houston State University, our Greek organizations are affiliated with a national governing council. These governing councils are limited to the North-American Interfraternity Conference, National Pan-Hellenic Council, and the National Panhellenic Conference.

Now that we are approved, is there any additional paperwork we are responsible for?

As a department, we require that all student organizations update their contact information with us at the beginning of every semester. **Update forms are always due on the twelfth (12th) class day.** If an organization neglects to update, services are suspended, and the organization is no longer registered.

Since several student organizations often change leadership at the beginning or end of a given semester, it's also important to update your information any time there has been a change in leadership. These minor changes will be accepted throughout the course of the year.

Services:

What other services does Student Activities offer to registered student groups?

Copies:

Each student organization is allotted 50 FREE (black and white copies) per week. If you bring your own paper, your organization can have 500 FREE (black and white copies) per month. There are no “rollover” copies. Meaning- unused copies don’t rollover to the next week. You can not use another organizations’ copies unless both organization names appear on the flyer.

Our office carries assorted colors and sizes of paper and we can also make color copies for your organization for an additional charge. If you’re interested in these services, contact our office for a list of printing services. All flyers need prior approval before being posted on campus. When your flyer gets approved by our graduate assistant, you will receive a copy of the University copying and posting guidelines. Make sure your organization follows the University guidelines.

Check with your organization before making copies, because sometimes two different people come in to make copies within the same week and your organization limit has already been reached for that week. We can also make the 4 on 1 hand-bill, just bring us one copy of your flyer.

Mailboxes:

All student organizations have access to a campus mailbox through our office. Your mail should be addressed to your Student Organization at Box 2476, Huntsville Texas 77341. Make sure you check your mailbox on a weekly basis.

In regards to mailboxes, the words “Sam Houston,” “The,” or “SHSU” are not in front of your organization name. (For example, if your official organization name is SHSU Student Activities; Student Activities is the only name that will appear on your mail box.) If mail comes for your organization under a chapter name but no identifiable organization name, a professional staff member will have to open your mail to find out who it’s addressed to. However, if your mail is opened, we’ll include a letter addressed to your organization.

Fax Machine:

Your organization can receive faxes as long as it is addressed with organization contact information. The fax number is 936-294-3652. If you are sending a fax from our office, be sure to properly address the outgoing message.

Graphic Designers:

The graphic design services in our office provide access to custom designed flyers, posters, t-shirts, brochures, letterhead, and much more.

Although we do not have the ability to print your t-shirts and mass produced items, we can email the art work to your production company.

Please provide detailed descriptions of your artwork because there will not be complete revisions of art designs. Our graphic artists invest their time working on designs, so if you have an idea about how you’d like your artwork to appear, please provide those samples for the artist.

Our graphic artists are all students building portfolios, and collect any printed materials of their work. Your samples help build their professional portfolios and are also greatly appreciated!

Poster Machine/Laminating Services:

We have two poster machines in our office that will take a regular size flyer (8 1/2 x 11) and enlarge it to poster size. We carry various sizes and colors of paper and will provide this service for an additional cost. Depending on the nature of your request, you could be asked to return later and pick up your poster. The one-color poster machine works best if your poster is made with solid colors and doesn't have grayscale. The full color poster machine will do an exact recreation of your flyer however, both have an additional cost.

Note: There's always a chance that your original can get creased in the laminator, so it is safe to bring a few copies with you just in case.

Organization Directories:

It's important to update with our office every semester because we keep directories on file that are made available to students interested in joining student organizations. We like to provide current information so please update every semester.

Student Organizations Board:

The Organizations Board grants approval to pending organizations handles violations of the student organizations policies and University guidelines.

List Serve:

Our office has two list serves that a student can join. One is for organization presidents, and the other is for "friends" of Student Activities. If you want program information, such as dates, times and locations, send us an email at studentactivities@shsu.edu and we will get you signed up.

By joining the list serve you will receive important updates from our office as well as reminders about your student organization. We promise not to clutter your inbox with junk mail!

Mascot Appearances:

We manage the mascot and dance team from our office, and mascot appearances at your events is free of charge. There is a mascot request form located in our office, and we ask that you fill it out seven business days prior to your event. You also have the option of emailing your request to spirit@shsu.edu.

Student Activities' Workroom:

The **back door** from the 328T workroom and the Student Activities Office are locked. If you need to get in the Student Activities office, you will need to enter through the front door of 328.

The organization **mailboxes** are located in the workroom, which is 328T. As long as the Student Center is open, you will have access to the workroom. There is also a **phone** with local access. If you need to make an emergency long distance call, please visit the front office, and we can assist you.

There are 15 **workspaces** available for usage. They are leased by contract every semester and are also renewed after being issued. If you lose the key to your workspace, the fine is \$75 for re-keying. There is a high demand for the workspaces, so there is often a waiting list. If you would like to get your name on the list, please contact our office. There are also 18 **storage spaces**. They too are leased and contracted out every semester. Both contracts need to be signed by the organization president and renewed every semester.

A **paper cutter** is available in the workroom that you can use to cut flyers and handbills. Be careful with the blade and always close it when finished.

An **information center** is located against the wall by the paint room. The documents in the front office can also be found in this information center. If it's after 5 pm and you still need something from our office, check the info hub in the workroom.

The **paint room** is also located in the workroom. Butcher paper can be used for making signs, and Texas Markers for banner making. All you need to do is leave your student ID at the front desk.

Organization Advisors:

All student organizations are required by the University to have a campus advisor. If you are in the middle of transition and need an advisor or are a new organization that needs an advisor, our office will appoint your organization a temporary advisor for the semester. Keep in mind that the advisor is temporary and your organization should continue to look for someone permanent.

Remember that your advisor is as involved in your organization as you'd like them to be and it's important for your organization discuss with them your expectations of an advisor. *(For helpful tips on working with advisor, refer to our website at www.shsu.edu/studentactivities.)*

Student Organizations' Handbook:

Your first copy of the handbook will be free. If you need additional copies, your organization will be required to pay the original printing cost per manual, however if we have updates, you'll receive the updated material at no additional cost. Although we'll only provide the updated information, it is still expected that you have the remainder of the manual.

It is important that the president pass down the manual after leaving office because it has University policies and procedures, and your organization will need to stay in compliance with both Student Activities as well as the University.

Required Student Organizations Meeting (RSOM):

At the beginning of every fall semester, our department offers three (3) RSOMs. The Monday and Tuesday meetings are for student organization leaders, typically the president and vice president. Both meetings are identical in content and in an effort to accommodate several busy schedules, the meetings are offered at two different times, usually a Monday and Tuesday night.

The third meeting is for student organization advisors, and pertinent information regarding advisor responsibilities is discussed. It is highly important that your advisor attend this meeting, so please encourage him/her to do so. For specific dates and times, please contact our office. This meeting usually falls on a Wednesday night.

Student Organization Policies and Procedures:

As an organization, are we expected to follow any guidelines or regulations?

Sam Houston State University is guided by the precept that in no aspect of its program shall there be differences in the treatment of persons because of race, creed, color, sex or national origin. It is reflected in policies governing programs of extracurricular life and activities. In accordance with this principle along with other published student policies, all organizations will refrain from conducting any pledging, initiation, or other extracurricular activities that will in any way be detrimental, defamatory, ridiculing or embarrassing to any race, color, creed or national origin. All organizations should be well aware of the Texas State Statute on Hazing.

1. Statement of Purpose

Sam Houston State University recognizes both the right of students to form into organizations and the benefits which can result from membership in groups having similar or common interests or purposes. It is the purpose of this document to set forth the procedures by which student organizations can be officially registered, to establish the rights and responsibilities of students acting in a group capacity, and to establish policies and regulations governing all group activities. In addition, administrative and judicial procedures are set forth whereby those registered student organizations and groups accused of violating the policies will be afforded due process, and if appropriate, fair and just penalties. The university may issue regulations governing the eligibility of students for participation in student organizations.

2. Definition of a Student Organization

A student organization consists of at least five students joined together for a common lawful purpose and formerly registered with the university.

3. Rights and Responsibilities of Student Organizations

General rights of student organizations are the same as those granted to every citizen of the United States of America under the Bill of Rights. Individuals are subject to the penal and civil statutes of the city, state and federal government; regulations of the Board of Regents; and regulations of the university. The university may suspend recognition of a student organization for violating the Student Organization Policy. The following are the general rights and responsibilities of recognized student organizations.

3.1 General Rights

- a. Right to use university facilities under conditions established by the university Facilities Use Policy.
- b. Right to seek faculty and administrative advisement including a faculty/staff advisor.
- c. Right to freedom of choice in the selection of members, providing there is no discrimination on the basis of race, creed, color, religion, ethnic origin, or sex.
- d. Right to use campus news and publicity media including the right of public recognition in university catalogs, newspapers and other publications.
- e. Right to indicate that the organization is officially registered with the university.

f. Right to invite off-campus guests to appear for regularly scheduled meetings and assemblies. Meetings and speakers must be scheduled in accordance with the Speech and Assembly Policy as approved by the Board of Regents.

g. Right to distribute organizational literature under conditions specified by the policy for the Distribution of Printed Materials and Subsection 6 (in the Student Guidelines) of the Student Organizations Policy.

h. Right to hold profit-making activities and to solicit funds for organizational activities in accordance with university regulations.

3.2 General Responsibilities.

a. The responsibility to manage itself and carry out its activities in accordance with its own constitution: local, state, and federal laws, and university regulations and policies.

b. The responsibility to conduct its business and fiscal operations in accordance with normal standards of good business management and practice, including, but not limited to, prompt discharge of all obligations.

c. The responsibility to be cognizant of the special role it enjoys as an integral part of the academic community of Sam Houston State University, and to act accordingly in the best interest of its members and the university.

d. The responsibility for any damages or injuries that occur during their events.

3.3 Specific Limitations on Rights and Responsibilities of Student Organizations.

a. While recognizing rights of student organizations, the university does not grant to organizations the right, expressed or implied, to speak for the university.

b. The activity of student organizations or their individual members, taking place off university-owned or controlled property, are entirely the responsibility of the student organization. The university accepts no responsibility for off-campus activities by allowing advertising of such activities on the campus. However, the university will not ignore any activity off-campus that reflects adversely on the university or the community.

c. Activities of student organizations are subject to the provision of the university Facilities Use Policy.

d. Membership in an organization is limited to Sam Houston State University students, spouses of students, faculty and staff. The holding of offices is limited to registered SHSU students except when national regulations require that an office be held by a faculty member. Student membership in an organization must be no fewer than five. Membership is not denied to anyone on the basis of race, color, religion, creed, sex, or national origin.

e. Officers or student leaders representing the university in an official capacity (e.g., university committees, Board of Regents' Advisory Committees, off-campus conferences or programs, etc.) must be current students; or they must be members of the faculty or university staff. To be eligible to serve as an officer in a registered student organization a student must be enrolled full-time (12 hours undergraduate or 9 hours graduate), have and

maintain a 2.0 SHSU grade point average (GPA) cumulatively, and must not be on disciplinary probation. When an election is held in a registered student organization, the names of the new officers must be transmitted to the Department of Student Activities within three days after the election.

f. Students who do not meet the minimum GPA requirements at the time of elections may not serve in a leadership capacity. In the event a student is elected to office without the minimum GPA requirements, the organization must hold a re-election immediately. Organizations not meeting the above requirements will be placed on probation and may have their registered status revoked.

g. Each registered organization is expected to include within its constitution and/or bylaws officer eligibility requirements which must at least match those required by the university. An organization may require additional academic requirements it deems appropriate to hold office or membership.

4. Procedure for Formation and Registration of New Organizations

4.1 Permanent Organizations

a. Any group of students having a purpose which is within the policies of this document may be registered with the university. Registration of a campus organization does not constitute endorsement of its program or purpose, but is simply a charter to exist on the university campus and may be withdrawn by the Student Organizations Board according to the specifications of this document.

b. The group will file the Sam Houston State University Student Organization Registration Application with the coordinator of the student organizations as designated by the Vice President of Student Services. The application shall include the organization's name, the constitution or statement of purpose, name of officers or contact persons, number of members, and intent to affiliate with off-campus organizations.

c. If formation of the organization is not complete at the time of filing of the Sam Houston State University Student Organization Registration Application, the coordinator of student organizations will assist in making arrangements for the organization to use university facilities for a limited amount of time for organizational purposes on a meeting-to-meeting basis until the organizational process is completed and the required information can be filed.

d. At the time of filing, the president or contact person for the organization will sign a statement indicating that he or she is familiar with and will uphold the aforementioned Rights and Responsibilities of Student Organizations (Section 3, Student Organizations Policy).

e. When the required application forms have been filed with the coordinator of student organizations, the coordinator will contact the Student Organizations Board regarding a time for review of the application. Once the board has reviewed all documents, the coordinator will contact the both the president and faculty/staff advisor accordingly with the appropriate information. If necessary, the coordinator will be in contact with all parties to arrange a necessary meeting time. In the instance an organization does not

receive approval from the board, the coordinator will work collaboratively with the student representatives to assist them in gaining approval.

(1) Upon approval of registration, the application will be signed by the coordinator of student organizations, the chairman of the Student Organizations Board, the Director of Student Activities, the Vice President for Student Services, the president of the university or his appointed designee, and returned to the organization within 10 days as formal notification of registration. A copy of the approved application will be filed in the office of the coordinator of student organizations that the group is eligible for all of the rights of registered student organizations.

(2) Should the Student Organizations Board feel that the petitioning organization does not meet the requirements for registration, the coordinator of organizations notify the pending organization with the board's recommendations and its decision regarding their denial. This notification will be stored on file in the coordinator's office. The organization may then work with the organizations' coordinator to establish the requirements for registration established herein.

4.2 Registration for a Limited Purpose (Ad Hoc Registration).

Registration for a limited purpose (ad hoc registration) is available for those groups which want to organize with some short-term goal in mind, that is, one which can be accomplished in less than one academic year. Their registration will expire on the date indicated on the registration form. It is anticipated that few ad hoc registrations will be granted. The board's decision will be contingent upon the extenuating circumstances of the application.

4.3 Maintenance of Registered Status.

a. At the beginning of each fall, spring, and summer semesters, all student organizations wishing to maintain their registered status for that semester will submit to the coordinator of student organizations (no later than the twelfth class day) a list of the new officers, number of members, and the faculty/staff advisor on the semester update form provided for that purpose. Once the information has been processed, registration may be automatic.

b. It is only necessary for an organization to resubmit information such as an organization's tax ID number, copies of the 501 C tax forms, the organization's constitution or statement of purpose when it has been requested for by coordinator of organizations or the Director of Student Activities. Both a National and an SHSU constitution can be requested. The organization has 2 business days to render the most recent addition of their constitution and/or bylaws to the Organizations Coordinator. Any documents requested for by a University official must be provided within the given deadline.

c. Should the Organizations Board feel that the organization does not meet the requirements for continued registration; the coordinator of organizations will provide the necessary information to the student representatives and the organization advisor. Copies of this information will also be filed with in the Coordinator's office. The organization may then request through the coordinator a meeting with the Organizations Board to appeal the decision. The Coordinator will assist in making provision for the group to continue to use university facilities for a designated period of time.

4.4 Administrative Discipline.

a. Any member of the university community may file a complaint against a registered student organization when he or she feels that the organization has failed to comply with the Rights and Responsibilities of Student Organizations. The complaint may be registered with the coordinator of organizations, an Investigator in the Dean of Students' Office, the Vice President for Student Services or designated appointee. If the Vice President for student services or designated appointee investigates the complaint, the results will be reported to the Dean of Students' Office. The Dean of Students' may hear the case or refer it to the coordinator of organizations. If the incident is referred the coordinator of organizations will convene the Student Organizations Board who will determine the validity of the complaint by a two-thirds vote with all members voting. In the event that such a complaint is deemed valid, the Coordinator will notify the organization in writing of the charge against it and will set up a hearing before the board.

b. The organization's hearing before the Student Organizations Board is informal and within fair and properly established procedures of due process. It provides a hearing for the organization's president, the faculty/staff advisor, persons who committed the alleged violation, witnesses, charges, defenses, rebuttal evidence, and arguments. The discipline committee shall consist of the organizations board and the Director of Student Activities. At the conclusion of the hearing, the committee shall deliberate in private to determine innocence or guilt, and may dismiss the charges or take any of the action outlined in Section 5.2e. The organization shall be informed in writing, within 3 class days, of the decision by the Organizations Coordinator, and a copy of the decision shall be made a part of the organization's file in the office of the Coordinator. The decision of the board is final.

4.5 Organization Changes.

Registered organizations are required to submit to the coordinator of student organizations any changes in officers, advisers, and/or purposes of the organization within 3 class days of such a change. Failure to do so may result in withdrawal of registration.

5. The Student Organizations Board

5.1 Composition.

a. The Student Organizations Board shall consist of five students, four faculty, and one member of the administration, who shall be selected as follows:

(1) The six student members, one representative from each of the five colleges and one representative at-large, shall be selected by the president of the Student Government Association with the approval of the senate. Each student member shall serve a term of one year.

(2) The four faculty members shall be appointed by the President of the University from a list of eight recommended by the Faculty Senate. Each faculty member shall serve for a two-year term and shall be eligible for reappointment. The terms shall be arranged to permit the expiration of the terms of two faculty members each year.

(3) The administration member shall be the coordinator of student organizations. This member shall serve as a resource person and shall not vote.

b. The board chairman shall be appointed by the President of the University, and may be selected from either student appointees or faculty appointees. The secretary shall be the Coordinator of Student Organizations.

c. The board shall hold closed meetings, except that by a majority vote the board may open a meeting.

d. A quorum shall consist of five members, including a minimum of two faculty.

5.2 Responsibilities.

a. The board shall review applications for registration and maintenance of registration by student organizations.

b. The board shall review actions of student organizations. Actions for which all student organizations are subject to review by the board shall be:

(1) Noncompliance with the provisions of the university Student Organization Policy.

(2) Noncompliance with the provisions of the university Facilities Use Policy.

(3) Noncompliance with the university Speakers Policy.

(4) Noncompliance with the organization's stated purposes and goals or disruption of the educational process of the university.

(5) Violations of the laws of the State of Texas or of policies and regulations of the university and the Board of Regents.

c. The board reserves the right to refuse registration of an organization if the purposes and goals of the organization do not aid in providing a social and intellectual climate conducive to the fullest development of the student.

d. The board may grant registration to an organization for a limited time pending the compliance of the group with the purposes and goals as stated in their constitution.

e. The Student Organizations Board may impose the following penalties:

(1) Suspensions of the rights of the organization to:

(a) Use university facilities;

(b) Sponsor any activity;

(c) Participate in campus affairs;

(d) Any action deemed necessary and fair.

** all sanctions/penalties will be approved by Director of Student Activities and/or the Dean of Students. **

f. Suspend the acceptance of new members or pledges.

(2) Suspension of Registration- This penalty shall be for a stated period of time but in no case less than the remainder of the academic year in which the offense is committed. An organization placed on Suspension of Registration may not function on campus in any manner and the general rights of registered student organizations are withdrawn.

(3) Revoke the action that prompted the complaint and instruct the organization to either present an acceptable solution or implement a solution that has been dictated by the Student Organizations Board.

6. Solicitation

The term "solicitation" as used herein means the sale or offer for sale of any property or service, whether for immediate or future delivery, and the receipt of or request for any gift or contribution.

6.1 Organizational Solicitation.

Organizations soliciting on campus must comply with the guidelines below.

- a. Organizations may solicit with approval of the Director of the Lowman Student Center for their own projects or charitable activities. A Campus Reservation Form must be completed by the organization and approved by the Director of the Lowman Student Center.
- b. Any organization failing to comply with Section 6.1(1a) and Section 6.1(1b) above may be denied future solicitation privileges.

6.2 Distribution of Printed Materials.

Officially registered campus organizations may distribute materials on campus provided they adhere to the Procedures for Distribution of Printed Materials Policy as printed in this handbook. Failure to comply with the policy and procedures may result in the cancellation of this privilege and/or the suspension of the organization. Distributing students and campus organizations will be responsible for cleaning up any litter that may result from such distributions.

7. Procedure for Amendment

Amendments to the Student Organizations Policy may be initiated by any member of the university community through the Organizations Coordinator. The coordinator will forward the amendments through the appropriate channels with final approval granted by the university president.

Student Organization Policies and Procedures cont'd:

Does the University have Risk Management Guidelines student orgs are expected to adhere to?

1. Statement of Purpose

Every student organization no matter how large or small, inherently possesses exposure to risk and safety concerns. Therefore, the purpose of this policy is to assist in creating a safe environment where students, faculty, and members can enjoy the benefits of membership, affiliation and participation in the activities and events of registered Sam Houston State University student organizations.

2. Review

Student Activities shall review these guidelines annually.

3. Risk Management Guidelines

These guidelines shall apply to all registered and unregistered student organizations and their members at Sam Houston State University. All student organization members, officers, advisors, and affiliated persons should emphasize safety during all club/organizations related activities.

Drugs and Alcohol

- a. The possession, use, sale, or consumption of alcoholic beverages during formal or informal organization events, or any activity (it is considered a Sam Houston State University event or activity if an observer would reasonably associate the event or activity with the organization) or situation sponsored, coordinated, endorsed, or associated by or with the organization must be in compliance with any and all applicable laws and policies of the State of Texas, Walker
- b. County, City of Huntsville, Sam Houston State University, and the Texas State University System.
- c. The purchase or use of bulk quantity or common source containers of alcoholic beverages (e.g. kegs, cases of beer, beer balls, party balls, bars, or alcoholic punch) are prohibited at all events or activities.
- d. All social events where alcohol is involved must be served by a licensed insured Third Party Vendor and have appropriate security on the premises.
- e. Purchasing alcohol with organization funds is prohibited.
- g. No organization members, collectively or individually shall serve to, purchase from, or sell alcoholic beverages to any persons under 21 years of age.
- h. Off campus open parties (those events with unrestricted access to the public without specific invitation) where alcohol is present, are strictly prohibited.
- i. No organization may co-sponsor an event with an alcohol distributor, charitable organization, or tavern (tavern is defined as an establishment generating more than half of its annual gross sales from alcohol) where alcohol is given away, sold, or otherwise provided to these present.

j. No organization may co-sponsor or co-finance an event where alcohol is purchased by either of the host organizations or groups.

k. No organization or its members shall permit, encourage, tolerate, or participate in drinking games involving alcohol beverages.

l. The possession, use, or sale of any ILLEGAL DRUGS OR CONTROLLED SUBSTANCE at any organization event or any activity that an observer would reasonably associate with the organization is strictly prohibited.

Hazing

a. No student organization, its members, or affiliates shall conduct or condone hazing activities.

b. All organizations and their leaders shall review annually the Hazing Act passed by the Texas State Legislature, 1987. This Act is fully enumerated in the "Student Guidelines" of Sam Houston State University and binding on all student organizations, their members, and affiliates.

Sexual Abuse and Harassment

a. No student organization should condone or tolerate any form of sexually abusive behavior on the part of its members or affiliates, whether physical, mental, or emotional. This includes any actions that are demeaning to women or men including, but not limited to rape, gang rape, sexual assault, verbal harassment, or threats.

b. All organizations and their leaders shall review annually the University's policy on Sexual Harassment and Sexual Assault. These policies are found in "Student Guidelines" of Sam Houston State University, and binding on all student organizations, its members, and affiliates.

Travel

All members of student organizations traveling in representation of SHSU should; follow all safety and emergency procedures as established by the club/organizations advisors and university officials. Any accidents or incidents should be reported to the appropriate university official within 24 hours after the occurrence. Emergencies should be reported to the University Police Department at (936) 294-1794. This number is monitored 24 hours a day.

Education and Review

Each student organization shall annually educate and review with its officers, members, and affiliates the Student Organization Risk Management Guidelines of Sam Houston State University. These Risk Management Guidelines are made available in the Dean of Students' Office, the Department of Student Activities and reprinted in "Student Guidelines." Copies should be obtained and distributed to all advisors, officers, members, and affiliates before the start of classes each semester.

The Student Organizations Board and/or the Dean of Students' Office may review and investigate possible violations of the Risk Management Guidelines or code of Students Conduct by any organization, its members, or affiliates. The procedures and sanctions for violations may be found in the University Students Guidelines Handbook.

Advertising and Posting Policies:

Where can a flyer be created?

There are two options for creating flyers. The first option is to have any member of your student organization create a flyer design in a computer program they are familiar with. The second option is to have a student Graphic Artist (GA) employed by our department create a flyer design for you.

You provide our GA with your program details, and they will do the rest. The design takes anywhere from 3-5 business days and is available at no charge.

How many copies of the flyer can we have?

Each student organization is allotted 50 FREE (black and white) copies per week. As previously stated, check with other organization members because these 50 copies include flyers, agendas, minutes, etc. However, if your organization furnishes their own paper, you then have access to 500 FREE copies per month.

What happens if we run out of our 50 FREE copies and we still need more?

Additional black and white copies can always be purchased for a fee. Additional copies on the colored copy machine can be purchased as well. If your student organization is in need of a mass quantity of copies, you will be referred to the SHSU Press and Copy Center or another print and copy facility off campus. Student Activities has a complete price list of all services.

Other than flyers... what else can the graphic artists create?

If you can dream it, they can do it! For example they can create pamphlets, t-shirt designs, banners, web pages and brochures. Contact their office at 936-294-1976 and schedule a time to meet with them personally. Although they can create several items for you, you'll have to contact an outside printing company to have your design mass produced.

Are there any policies that govern where/when we can hang flyers?

After your flyer has been created, all flyers must be approved by a professional staff member in the Department of Student Activities. Typically, it only takes a few seconds to approve your flyer. However, if a staff member is not available at the time you need approval, our student staff will gather your information and contact you once your flyer has been approved.

Flyer Approval

- Flyers that are to be posted around campus must first be approved by a professional staff member in the Department of Student Activities.
- Regarding approval, the organization's name must be on the flyer. Also, a contact person's email address or phone number must be printed on the posting. (We advise that you refrain from using home phone numbers). Contact information is needed in case there are inquiries about your program from other students, faculty or staff.
- Flyers cannot exceed 14" x 22".
- Flyers with nudity, obscenities, or references to drugs, alcohol or sex will not be approved.

- Flyers may be hung around campus on bulletin boards that are designated for general use only. Please do not post on boards designated for department use. **Posting is not allowed on cars, doors, trees, or walls.** These postings will be taken down. If damages occur from your illegal posting on afore mentioned items, your student organization will be solely responsible for those damages.
- If you do not know where to post flyers in a certain building, check with building liaisons to find out where you can post. Flyers may only be posted in the Criminal Justice Center by taking the flyers to Room A219 in the Criminal Justice Center. Otherwise, please do not hang flyers in the Criminal Justice Center.

(For a complete list of building liaisons, refer to the Concluding Information Section of this manual.)

- Please remember: **No handbills may be placed on cars parked on University property!!!**

What are the additional posting guidelines?

Posting

- No signs, posters, or advertisements shall be nailed, tied, hung, written, or otherwise affixed to any trees, bushes, buildings, walkways, posts, fences or any university fixture.
 - Officially registered campus organizations may post printed material on designated campus bulletin boards with stamped approval of Student Activities. The building liaison or their designate is responsible for monitoring their building's bulletin boards.
 - All printed materials must conform to the general rules as follow:
 1. Printed materials may not exceed an overall size of 14" x 22".
 2. All posted materials must be affixed on all four corners.
 3. Posted materials must not cover prior posted materials and must not extend beyond the edges of the bulletin board.
 4. Defaced material is subject to removal.
 5. Posted materials must identify campus affiliate or sponsoring organization.
 6. Materials may be posted for a period not to exceed two weeks or until the conclusion of the event (whichever applies first). Prompt removal of expired postings is the responsibility of the sponsoring organization.
 7. Materials posted in violation of printed policies are subject to removal and sanction by the university Student Organizations Board.

Distribution

Students and officially registered campus organizations may distribute printed materials on the university campus in compliance with university policy; approval for distribution or printed materials requires a stamp of approval from Student Activities located in LSC Suite 328.

Distribution at Residence Halls:

Each Resident Advisor has an information bulletin board in his/her area. A total of 75 flyers will be required to post in all residence halls and small houses. If you would like to have flyers distributed in the residence halls, you must have your flyers approved by Student Activities. (We advise that you get your approval prior to printing the flyers.) The approved flyers must be delivered to Ms. Charley Sanders in the Department of Residence Life. Flyers hung without Residence Life will be

taken down and immediately reported to the appropriate persons. For additional information on posting in Residence Halls please contact 294-1808.

Special Printed Materials

Special printed materials such as banners, spirit posters, etc., may be posted in assigned places with written approval from Student Activities.

Advertisement of co-sponsored activities should give equal billing to the sponsoring campus organization. The organization’s name and/or logo should be prominent and visible on all printed materials.

Advertising Alcohol-Related Functions

Purpose: To encourage responsible use of alcohol, and to ensure that advertising for alcohol-related functions convey the basic principles of responsible hosting.

1. Non-alcoholic beverages and/or food must be advertised equal to the advertising of alcoholic drinks (same size print, etc.).
2. The activity must be portrayed as a social activity, having a purpose other than the consumption of alcohol.
3. The overall advertisement must be “in good taste,” as determined by Student Activities.
4. The advertising material must clearly indicate sponsorship by an officially registered campus organization.
5. All policies and procedures as published in the solicitation policy in this publication must be followed.

Appeals of this policy by students or university recognized organizations will be reviewed by Student Activities.

Financial Operations

Financial Planning

In the grand scheme of things, student organizations are like small businesses and should operate as such. Professional training is not needed to maintain an organization's income and expenditures. It also does not have to be a complex task. However, depending on your organizational needs, some budget records will be more in-depth. Always keep copies of old budgets and use them as resource guides when working with your new budget. A resourceful way to handle finances is by setting up an off-campus student organization checking account.

Is setting up an account a service offered by the University?

No. At this time, the university does not offer checking accounts for student organizations but there are institutions in town that do so.

Many local banks have worked with organizations for a number of years and are familiar with their financial needs. When handling any type of income and expenditures, requires your organization to open and maintain a checking account. Opening a checking account can be a useful tool in assisting with organizing your finances.

How do we get started?

Before going to the bank, you should have the following items prepared. The first thing you'll need is your organization TAX ID/EIN number (EIN= Employer Identification Number). If your student organization does not yet have an EIN number, you can apply to the Internal Revenue Service (IRS) for one. You should file as a 501(c)7 non-profit organization. The second thing is a record that recognizes the treasurer/financial secretary whose responsibility is it to oversee the account.

What exactly is EIN and what is it used for?

Note: The following information is general information on Employer Identification Numbers, as excerpted from the Internal Revenue Service website. As a student organization, you should contact the federal Internal Revenue Service for information specific to your circumstances.

An EIN number, is a nine-digit number assigned to your organization by the IRS. The United States Treasury Department and the IRS require an organization to disclose their EIN when opening any type of deposit account with a financial institution.

If your student organization is maintaining the same bank account from previous years, continue to use the EIN number previously assigned to your organization by the IRS. In this event, your bank/financial institution should already have your EIN number associated with your account. Do NOT apply for a new number each year. However, to maintain accurate information with the IRS, each year you must inform them of the name of the new primary contact person and any other information that has changed, such as the name of your organization or the address.

Every financial institution is required by the IRS to report dividends or interest paid to each depositor when it is in excess of \$10.00 in any given tax year. The dividend or interest amount is reported using the account name and the taxpayer identification number, which in the case of a student organization is your organization's EIN. A social security number from one of your organization's members will NOT substitute for an EIN. If the IRS cannot match the identification number and name to their records, the IRS can penalize the financial institution for the incorrect

reporting and the account holder for giving incorrect information to the financial institution. The penalty is normally \$50.00 but can be higher under certain circumstances.

How do we apply for an EIN?

There are actually several convenient ways to apply.

If you need to set up and use your bank account immediately, we recommend applying for an EIN by using the IRS Toll-Free Telephone Service.

Note: The following information on “How to Apply” is excerpted from the IRS website. For additional information refer to *Publication 1635*, Understanding Your EIN.

Applying by telephone...

You can obtain an EIN immediately by calling the Business & Specialty Tax Line (800-829-4933). The hours of operation are 7:00 a.m. to 10:00 p.m. local time, Monday through Friday. An IRS staff member takes the information, assigns the EIN, and provides the number to an authorized individual over the telephone.

The person making the call must be authorized to sign the form or be an authorized designee. (In most cases, this person would be the primary financial contact for your student organization, i.e. treasurer or financial secretary.) If you are applying by telephone, it will be helpful to complete Form SS-4 before contacting the IRS. (<http://www.irs.gov/pub/irs-pdf/fss4.pdf>) An IRS representative will use the information from the Form SS-4 to establish your account and assign you an EIN. Write the number you are given on the upper right corner of the form and sign and date it. Keep this copy for your records. If requested by an IRS representative, mail or fax the signed Form SS-4 within 24 hours to the IRS address provided by the IRS representative.

Applying online...

The Internet EIN (I-EIN) application is another avenue for customers to apply for and obtain an Employer Identification Number. Once all the necessary fields are completed on the online form, preliminary validation is performed and the taxpayer will be alerted to information IRS needs that may not have been included. An EIN will be issued after the successful submission of the completed Form SS-4 online. To file for an EIN online, visit the IRS website at <http://www.irs.gov/businesses/small/article/0,,id=102767,00.html>.

Applying by fax...

Taxpayers can FAX the completed Form SS-4 application to their state FAX number after ensuring that the Form SS-4 contains all of the required information. The FAX number for the North Houston Area is 713-209-3708. If you provide a return fax number, a fax will be sent back with the EIN within four (4) business days.

Applying by mail...

The processing timeframe for an EIN application received by mail is four weeks. Ensure that the Form SS-4 contains all of the required information. Go to the IRS website (www.irs.gov) click on the Forms and Publications selection, and then in the Search for Box, enter SS-4. The SS-4 is the name and number of the form you'll use to apply for an EIN.

Note: This search will locate the Online Application form, Online Instructions for Form SS-4, and General Instructions for filling out Form SS-4. Fill out the SS-4 form. The mailing address for sending your form is the Internal Revenue Service, Attn: EIN Operation, Philadelphia PA 19255.

After I've received my EIN, what's the next step?

In regards to setting up your account...do not worry; applying for the EIN is the most difficult task. Everything else is fairly simple!

To open a checking account, you'll need your EIN and a copy of your organization's minutes that details the person(s) responsible for the maintaining the organization checking account and take valid means of personal identification.

For additional information of assistance with filing for an EIN, contact the Houston Area IRS office at 713-209-3660. The Houston Office is located at 12941 I-45 N, Houston Texas, 77060.

Can we use a member's personal account?

No, you may not use an individual member's personal bank account. A voluntary association of individuals, such as your student organization, operates in the name of the entity and not in the name of the individuals who are part of that organization.

This means that the business records for the organization must be maintained in the organization's name and not in the name of an officer. It is important to avoid confusion with respect to whom the funds belong and avoid tax liability for an individual (as the IRS considers funds deposited into a personal account to be taxable income). Also, keep in mind that financial institutions will require that checks made payable to the organization be deposited into an account established for the organization.

The Department of Student Activities requires that a registered student organization handling income and expenditures maintain their financial records. This is best accomplished by maintaining a separate account in the name of your organization.

What are some common questions I should ask the bank when opening an account?

Although these are only sample questions, if you're doing this for the first time, it's a good starting place.

Is there a monthly fee or minimum balance required?

Monthly fee charges vary from one financial institution to another. To avoid fee charges, a specified minimum balance or average balance in the account(s) might be required.

Is there a charge per transaction?

Sometimes checking is offered with no monthly fee but with a relatively high charge per transaction such as fees for processing a deposit, coin and currency requests, or for returned checks which can be a big surprise when the first statement arrives. Be sure to ask for details.

How can we avoid "hidden" costs with so-called FREE checking accounts?

By asking all the questions recommended here, the chances of discovering "hidden" costs that may crop up with free checking will be cut to a minimum.

Some financial institutions don't return checks with the monthly checking account statement. Does it matter if our organization receives checks that have cleared?

Some financial institutions, especially credit unions, maintain copies of checks (called safekeeping or truncating) for their members or customers. Financial institutions that offer check safekeeping

services will have checks with a carbon copy attached to each one. Once the check is written, the carbon copy details the original check, exactly.

Your organization's account statement and the carbon copy become your proof that a check has been cleared. If you do need a copy of the check, your financial institution can produce a photocopy of both sides of the check. Depending on why a copy is needed, there may be a fee for the check copy.

Will the funds in our account earn interest?

When certain average minimum balances are maintained throughout the month, your organization could qualify for an interest-earning account.

Can we have two-signature checks?

Yes, it is highly recommended. Two-signature checks are a good idea to help prevent fraud or one person spending funds on non-approved expenditures. With any checking and/or savings account, your organization must designate one or more members authorized to withdraw funds from your account.

Ideally, checks should require two officers' signatures to be valid. This reduces the risk of any unauthorized expenditures. Normally you will not be allowed to make "cash back" deposits on an organization account. This means that you will not be able to deposit a check and receive money back. You would be required to write a separate check to receive cash back.

Each year we elect new officers for our organization. Do we need to let the financial institution know if the authorized signers have changed?

Yes, you do. It is imperative that you keep the authorized signers current at the financial institution. For instance, if the old signers no longer reside in Huntsville, you will experience a major delay in withdrawing any funds because financial institutions will have to go through certain procedures to change the signers on any account.

The signature card and the resolution designate who is authorized to transact business on the account. You cannot change the designations without notifying the financial institution, in writing, of the change. If you don't change the designations at the financial institution and the new authorized signers try to transact business, then the financial institution can refuse to complete the transaction. Signers personally assume all liability for the account.

Contact your organization's financial institution to find out how they process a change of signers. Each financial institution handles this process slightly differently, but most require that at least one of the previous signers authorize the change. You may want to designate one current authorized signer to be responsible for handling any change of signers when new signers take over the account.

Are there banking services that our student organization should NOT take advantage of?

Talk with your banking/financial representative to work out the details of your bank account. It is advisable that all banking transactions are handled through checks and deposit slips so there is a written record of all transactions so as to minimize any risk of misappropriation or misuse of student organization funds.

Does the university provide funding for our student organization?

Yes, to a certain degree. There are four (4) different sources that the University that can fund or assist in funding your student organization.

Student Travel Fund

This method of funding provided by the Vice President for Student Services and is for students and organizations traveling off campus. The purpose of this funding source is to provide financial assistance to student organizations who seek to bring recognition to Sam Houston State University via the participation in local, regional, state, national, and international student events, conferences, competition, etc.

How do I apply for the Student Travel Fund?

Typically, responses to requests for funding are made within one week when adequate information is provided in the request. Please submit a brief, written request for funding that includes:

1. The name of the student(s) or organization requesting assistance. Sam ID numbers should be provided if available;
2. A list of all the expenses required to attend the event (ex. registration, lodging, airfare, fuel). Please include per person costs and confirm how many students are planning to attend;
3. Indicate the travel expenses that will be paid by the student or organization. Indicate other sources of donations or fundraising, if any;
4. Dates of travel, destination, purpose of travel, benefit to organization or university, and formal name of conference, activity, or event;
5. Name, telephone number, e-mail address and current mailing address of individual available to answer inquiries regarding the written request.

All reimbursable expenses require documentation, so please keep all of your receipts.

THE FOLLOWING CRITERIA WILL BE CONSIDERED WHEN EVALUATING REQUESTS:

1. Requests from students/student organizations considered in good standing at SHSU will receive priority consideration.
2. Requests from students/student organizations who have not received assistance from the Student Travel Funds in the current fiscal year (Sept- Aug) will receive priority consideration.

Please address your request to:

Office of the Vice President for Student Services
ATTN: Donna Artho
SHSU Box 2237, Huntsville, 77341

All inquires regarding this funding source should be directed to Ms. Donna Artho at 936-294-1780.

To obtain a printable copy of the Student Travel Form information, visit the web site at http://www.shsu.edu/~slo_stdss/documents/ssfiravelguidelines07.pdf

Campus Life Development Fund (CLDF)

This method of funding is also provided by the Vice President for Student Services and is for both student organizations and University departments. The purpose of this source is to provide funding for the campus life programming.

During the spring 2006 Student Service Fee (SSF) allocation process, the SSF committee discussed the idea of creating a funding source that student organizations and university units who did not receive a line item budget from the Student Service Fee appropriations. The committee is aware that Many times, outstanding programs are born with a new academic year but live a short life because startup monies are simply unavailable. The nearest program in concept available was the unfunded student organizations budget that had several restrictions along with being administered by the Student Government Association. Working with representatives from the Student Government Association, the decision was reached to eliminate the unfunded student organizations funds and collapse the concept into the new Campus Life Development Fund.

This fund allows an avenue for student organizations and university units to apply for financial support year around. That in a nutshell is the purpose of the initiative.

Below are the criteria, process, and general request form for review by organizations or units wishing to procure funding. For specific details and deadlines, please contact Ms. Denise Holcomb at 936-294-1758.

Where does the money come from?

Within the Student Services Fee budget, this specific fund was created with the objective of enriching campus life through fostering the development of additional programs that enable students to better connect with the campus and become more deeply engaged in the total educational experience. It is intended that the Student Service Fee (SSF) Committee annually establish program priorities for funding and that these priorities will change to meet the evolving needs of the campus.

As part of its objective, this fund will absorb the function of the former unfunded student organizations (UFO) budget and will continue to consider funding requests from new organizations that emerge within the academic year seeking to provide new activities for the campus.

Each year the SSF Committee will identify three to five priorities for funding for the following year. Proposals will be solicited from all sectors of the campus to establish and support programs in alignment with those priorities.

The proposals will be presented to the SSF Committee for funding consideration. The committee will meet monthly during the long semesters to consider funding requests. *Funding will be for one year with no guarantee of continuing support.* The intent is to use these funds for program support only with the intent of stimulating new program development. The funds may not be used for scholarships, stipends, or funding permanent positions.

Disbursement of funds will use the following program priorities:

- ◆ Programs that encourage students to remain on campus for weekend activities.
- ◆ Programs that encourage students to become involved in volunteer service.
- ◆ Programs that foster campus pride and spirit.
- ◆ Programs that encourage students to become involved in learning communities.

Process:

1. The SSF Committee will meet monthly during the long semesters to review organizational requests for Student Service Fee monies.
2. All student groups and departments not receiving line item Student Service Fee appropriations are eligible to apply for funding.
3. The committee will receive up to 12 formal presentations of proposals per month. The requests will be considered in the date order in which they are received. Requests beyond the first 12 will be put on the review list for the following month. There will not be an opportunity to submit a request in order to hold a spot and then submit a revised final request.
4. All initial requests will be considered final.
5. Proposals requesting \$500 or less will not be required to make a formal presentation, and will not be counted in the 12 formal presentations to be heard monthly. All groups requesting over \$500 will be required to provide a 3-4 minute presentation of their request to the committee and will be counted in the 12.

All proposals are due by 5:00 p.m. the Monday prior to the Student Service Fee Committee convening to consider proposals. Check with Ms. Denise Holcomb in the Lowman Student Center office to verify the date that your proposal is due. The decision to fund or not to fund the proposals will be immediate. Groups will be notified the following Monday as to their status. *CLDF Revised 2/2007*

All proposals may be sent via campus mail, U.S. mail, or brought to room #311B in the LSC. All mailed proposals should be sent to:

Campus Life Development Fund Proposal
Attn: Ms. Denise Holcomb
Lowman Student Center
Box 2389 – SHSU
Huntsville, Texas 77341-2389

For more information, contact 294-1758.

Student Service Fee Committee Proposal

This method of funding is also provided by the Vice President for Student Services and is for both student organizations and University departments. The purpose of this source is to provide funding for the general operations and management of your organization.

Proposal information is made available to all student organizations and departments at the beginning of the spring semester. Student organization information is released to Student Activities and delivered to the organization mailboxes. If your student organization does not have a mailbox in Student Activities, you will not receive information on how to apply for this funding source. If you would like to have access to the information please contact our office.

Co-sponsoring Programs

Co-sponsoring programs is often overlooked yet a great resource for funding. On campus, check with various departments and see if they express an interest in co-sponsoring your event. Off campus, check with local businesses and see what they can offer. Co-sponsoring doesn't always include a monetary donation, it can also be the donation of goods or free services and possibly even free publicity.

Before approaching your possible funding source, research the benefits of what a third party would gain from assisting you with your program. Also provide them with various methods for co-sponsorship aside from monetary donations.

As previously stated, professional training is not needed to help your organization keep track of its financial operations. As a student organization it would be within your favor to have your finances in order.

Concluding Information

FREQUENT CONTACTS			
What do I need?	Where do they work?	Who do I call?	Number
AB 1 Reservation	AB 1	Mark Adams	294-1158
AB 3 Reservation	AB 3	Sissy Johnson	294-1875
AB 4 Reservation	Sam Center		294-1025
Ad on Cable Ch 7	Dan Rather Bldg	KSHU Ch 7	294-1348
Admissions	Estill - 1st floor	Trevor Thorn	294-1845
Alcohol Abuse Initiative	HKC	Rosanne Keathley	294-1171
Alumni Relations	Visitor Center	Charlie Vienne	294-1840
ARAMARK Catering	LSC 2nd floor	Jennifer Meadows	294-1930
Austin Hall	President's Office	Rhonda Curry	294-4758
Bacchus/iDrive/Wellness/AAI	Health Center	Michelle Lovering	294-4347
Barnes & Noble mgr	LSC main floor		294-1862
Bearkat Alley	LSC 328	Brandon Cooper	294-3465
Bearkat OneCard	LSC 331	Kristy Vienne	294-2274
Bearkat Village Club House	BKV	BKV Manager	294-3311
Bell Tower	President's Office	Rhonda Curry	294-4758
Belvin Cafeteria (Ads/etc)	Belvin	Steve Buckley	294-1949
Bowers Stadium Parking Lot	Athletics	Jason Barfield	294-3653
Business Admin. - Dean	Smith-Hutson Bldg	R. Dean Lewis	294-1254
Career Services	Career Services Bldg	Pam Laughlin	294-1713
Chemistry and Forensic Science Building	CFS office		294-1532
Club Sports	HKC	Steven Wright	294-1934
Co-Curricular Transcript	LSC 215	Dean of Students	294-4802
Coliseum reservations/questions	Coliseum/HKC	Ed Chatal	294-4889
Criminal Justice – Dean	CJ Center	Vincent Webb	294-1632
Data/numbers for university	Institutional Research	Martha Blume	294-4382
Dean of Students	LSC 215	John Yarabeck	294-1785
Education – Dean	TEC	Genevieve Brown	294-1101
Enrollment Management	Kirkley Bldg		4-1345
Evans Complex	Evans Building	Trina Strange	294-1404
Event coverage in Houstonian	Dan Rather Bldg	Houstonian Editor	294-1505
Facility Questions/general LSC	LSC 311	Dan McDaniel	294-1758
First Year Experience/SAM 136	Lee Drain Bldg	Keri Rogers	294-3422
Flyers in Dorm Rooms	Res Life		294-1812
Football Tickets	Athletics	Bobbie Hilliard	294-1727
General UPD questions	UPD		294-1794
Generators/Lights/Trashcans	Red Rider Rentals		293-8188
Hang a banner	LSC 311	Jacob Bullion	294-3118
Helpdesk (computer questions)	AB1	Computer Services	294-1950
HKC Reservations	HKC		294-1985
Humanities & Social Sciences - Dean	Smith Kirkley Bldg	Terry Thibodeaux	294-2202
International Programs	Farrington	Reiko Clark	294-4611
Kat Klub	LSC 1st floor	Gary Roark	294-1722
Leadership & Volunteerism	LSC 328	Brandon Cooper	294-3861
Lee Drain Building	Front Office		294-1401
Library	Library		294-1613
Mail letters/packages	portable near Art bldg	Mail Services	294-1936
Multicultural/ International Student Services	LSC 328	Ashley McDonough	294-3588
Museum	Sam Houston Ave	Patrick Nolan	294-1832

What do I need?	Where do they work?	Who do I call?	Number
Old Main Pit	President's Office	Rhonda Curry	294-4758
Outdoor Activities/Climbing Wall	HKC	Steve Thompson	294-3656
Outside Vendors (food waiver)?	ARAMARK	Jennifer Meadows	294-1930
Parking Garage questions	UPD	Tammy Gustafson	294-1790
Pool Mgr	HKC		294-1754
Press & Copy Center	Thomason		294-1974
Program Council	LSC 328	Donielle Miller	294-1763
Recreational Sports	HKC	Cindy Allbright	294-1985
Reservations/rooms in LSC	LSC 311	Gayle Bullard	294-1760
Reserve a Hotel Room	University Hotel	Front Desk	294-1703
Reserve UTC	Theater Center		294-3968
Room set-up for LSC events	LSC 311	Jacob Bullion	294-1758
Safety questions	Safety Office	Mark Shiflet	294-1921
Student Government Association	LSC 326	Chris Whitaker	294-1933
Spirit Programs	LSC 328	Jared King	294-4239
Smith Hudson Auditorium	SHB office	Carol Shaw	294-1254
Story on Today @ SAM	Public Relations	Frank Krystyniak	294-1836
Student Organizations Questions	LSC 328	Tiffany Flenoy	294-3467
Student Service Fees	LSC Office	Denise Holcomb	294-1758
Table/chairs for Mall area/general info	LSC lobby	Info Desk	294-4902
Visitor Center	Visitor Center	Shannon Braley	294-4482
Visitor Parking Passes	Sam South	University Police	294-1794
Walker Education Center	19th street	JoAnn Purvis	294-3371
Wellness Programs	HKC	Mindy Oden	294-1307

Resources

Although we have touched on a lot of information, hopefully you will be able to retain some it. The good thing is that not only do you have this handbook as a reference but you have access to the Student Activities staff as well. Once again, our contact information is listed below, and feel free to use it. We look forward to an exciting semester of working with your organization and meeting you face to face over the next few months!

Student Activities & Student Organizations Staff

Vice President for Student Services

Frank Parker
fparker@shsu.edu

Student Activities Director

Leah Mulligan
leahw@shsu.edu

Student Activities Assistant Director

Angie Burns
angieb@shsu.edu

Student Organizations' Coordinator

Tiffany J. Flenoy
tiflenoy@shsu.edu

Leadership & Volunteer Services

Brandon Cooper
brandon@shsu.edu

Lowman Student Center Director

Dan McDaniel
lsc_dim@shsu.edu

Spirit Programs

Jared King
jcking@shsu.edu

Multicultural and International Services

Ashley McDonough
ashleymcd@shsu.edu

Dean of Students

John Yarabeck
jyarabeck@shsu.edu

Assistant Dean of Students

Jeanine Bias
jbias@shsu.edu

Student Organizations' Board Chair

Elsie Ameen
aac_eca@shsu.edu

The Department of Student Activities strives to cultivate intellectual and holistic growth among a diverse student body in a fun and safe environment by promoting academic success and leadership development to encourage students to become productive members of society. We also support the university's mission by providing services and programs while fostering student learning both in and out of the classroom.

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