



THE DEPARTMENT OF STUDENT ACTIVITIES
OPERATIONS MANUAL

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I. OVERVIEW

A. Department Mission Statement

- i. 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.
- ii. To fulfill our mission, the Department of Student Activities is committed to the following core values:
 1. **TEAM WORK:** *Accountable members overseeing all areas and effectively functioning together to achieve a goal.*
 2. **INTEGRITY:** *Adhering to a professional code of ethics regardless of the circumstances.*
 3. **BALANCE:** *Being consistent in the treatment of others and with your actions in all aspects of the job.*
 4. **COMMUNICATION:** *Effectively exchanging verbal and nonverbal information through listening to others and conveying pertinent information. This is important to maintain harmony within the office and make sure everyone is on the same page.*

B. Office Hours

- i. Student Activities is location in the Lowman Student Center, Suite 328.
- ii. Regular operating hours for the Department of Student Activities are Monday through Friday, 8:00 am – 5:00 pm.
- iii. Various activities sponsored by our department occur at night and on weekends. Our staff is also available at those events. However, the office will not be open for operation.

C. Staffing Areas

- i. Student Activities is managed under the Division of Student Services.
- ii. Our staff consists of the following:
 1. **Director** – Reports to the Vice President for Student Services. Supervises all activities and staff within the department. Oversees all budgets for the department. Serves as the main liaison to the university.
 2. **Assistant Director** – Reports to the Director of Student Activities. Supervises the following coordinators: Greek Life, Multicultural and International Student Services, and Program Council. Oversees student organizations operations and manages assessment procedures within the department. Fulfills director's duties in his/her absence.
 3. **Event Manager** – Reports to the Director of Student Activities. Supervises the Spirit Programs Coordinator. Manages all aspects of large scale events for the

- department. Oversees leadership and volunteerism programming.
4. *Greek Life Coordinator* – Reports to the Assistant Director of Student Activities. Oversees all councils and activities associated with Greek student organizations.
 5. *Multicultural and International Student Services Coordinator* – Reports to the Assistant Director of Student Activities. Oversees SAMentors, Students on a Quest for Unity and Diversity (SQUAD), and the Diversity Council. Manages all aspects of multicultural programming for the department.
 6. *Program Council Coordinator* – Reports to the Assistant Director of Student Activities. Oversees the official student programming board. Manages all aspects of student programming for the department.
 7. *Spirit Programs Coordinator* – Reports to the Event Manager. Oversees Co-Ed Cheer, All-Girl Cheer, Mascots and the Orange Pride Dance Team. Manages all aspects of spirit programs performances and competition.
 8. *Secretary* – Reports to the Director of Student Activities. Oversees Student Activities student workers. Manages all purchasing and maintains budgetary areas for the department.

II. STUDENT ORGANIZATIONS

- A. A student organization consists of at least five students joined together for a common lawful purpose and formally registered with the university, through the Department of Student Activities.
- B. A full listing of the student organizations' policy can be found in the Student Guidelines, pages 54 – 60.
- C. At least five students may create a student organization by submitting paperwork to Student Activities and being approved by the Student Organizations' Board. Information on this process can also be found in the Student Guidelines, pages 56 – 59.
- D. The new student organization packet is located online and in Student Activities, LSC 328. Packets may be turned in year-round to the coordinator of student organizations.
- E. Student organizations must be registered with the university in order to receive services in the Lowman Student Center and at various areas within the university. To maintain registered status, organizations must update their information with Student Activities every 12th class day during the fall, spring and summer semesters.
- F. Each organization must have an on-campus faculty/staff advisor. Graduate assistant will not be accepted as advisors.

III. DEPARTMENTAL SERVICES

A. Copy Machine

- i. Each student organization is allotted 50 FREE black and white copies per week or 500 FREE black and white copies per month with their own paper.
- ii. Color copies are also available for 20 cents per page.
- iii. There are no “rollover” copies. If copies are not used for one week, they do not roll over to the next week.
- iv. You can not use another organization’s copies unless both organization names appear on the flyer.

B. Fax Machine

- i. Organizations may receive faxes as long as the organization name and contact name are on it; our fax number is 936-294-3652.

C. Poster Machine/Lamination

- i. Organizations have access to a professional poster machine. Regular sized flyers can be inflated to posters. Sizes and colors vary and the cost is \$1 per foot. Depending on availability, you may be asked to retrieve your finished poster at a later date. The poster machine works best if poster is made with solid colors and does not have grayscale in the artwork.
- ii. The laminator can laminate up to 23 inches, and is also \$1 a foot. There is always a chance that the original may get crinkled in the laminator. Please bring a few copies with you just in case.

D. Mailboxes

- i. All student organizations have access to a campus mailbox through our office. Mail should be addressed to your student organization at Box 2476, Huntsville, Texas 77341. Please check your mailbox on a weekly basis.
- ii. If organizational mail is unrecognizable, a professional staff member has to open the mail and find out to which organization it belongs. If mail must be opened, a business card will be attached with a memo to your organization.

E. Graphic Designers

- i. Graphic design services are available in our office. Services include flyers, posters, t-shirt designs, brochures, and letterhead.
- ii. We do not have the ability to print t-shirts and mass produced items. However, artwork can be emailed to the production company.
- iii. Please provide detailed descriptions of the requested artwork. There will not be

complete revisions of art designs you do not approve of if no details are given in advance. Our graphic artists invest their time working on designs. If you have a design idea, please provide samples to the artist in advance.

- iv. Graphic artist employees are all students building portfolios, and they collect printed materials of their work. As they build professional portfolios, any donations of printed materials are greatly appreciated!

F. Mascot Appearances

- i. Mascot appearances are free. A mascot request form is located in our office (LSC 328) that must be filled out and turned in five (5) *business* days prior to event.

G. Paint Room

- i. Located in LSC 328T. Must be accessed through main office. Butcher paper and materials for banner making are available. Access to paint room requires a student ID.

H. Rentals

- i. Registered student organizations and departments may request to use certain items from the Department of Student Activities.
- ii. Items include but are not limited to the following: sno-cone machine, popcorn machine and 8-foot tables.
- iii. When requesting to use an item, there is no guarantee it will be available. All items are issued on a first come, first serve basis and are contingent upon Student Activities Department usage and availability.
- iv. To better ensure requested items for a particular date, the rental agreement form must be submitted **at least 5 business days prior** to scheduled usage.
- v. The contact person is solely responsible for the items requested. He/she is also responsible for the proper care and cleanup of any rented items. If damages occur, you assume full responsibility to any fines assessed.
- vi. If request is approved/not approved, the renter will be contacted by a Student Activities staff member to schedule a pickup and return time.

IV. SERVICE FEES

A. Copies

- i. *Black & White:* 1 sided - \$0.10 each 2 sided - \$0.20 each
- ii. *Full Color:* 1 sided - \$0.20 each 2 sided - \$0.40 each
- iii. *Mass Copies (30+):* 1 sided - \$0.05 each 2 sided - \$0.10 each

B. Laminating

- i. *Single Sheets:* \$0.25 each (4 or less)
- ii. *Multiple Sheets:* \$1.00 each (5 or more)

C. Poster Making

- i. *One Color:*
 - 17 inches - \$1.00 each
 - 23 inches - \$1.50 each
 - 29 inches - \$2.00 each
 - 36 inches - \$2.50 each
- ii. *Full Color:*
 - 11x17 - \$3.00 each
 - 24 inches - \$5.00 each

V. POSTING POLICIES

A. Purpose

- i. The purpose of this statement is to delineate policy and procedure relating to the posting and/or distribution of printed materials on the university campus.
- ii. The specific objective is to establish policies and practices pertaining to the distribution of printed materials on the university campus so as to provide an atmosphere conducive to the educational purposes of the university.

B. Review

- i. The responsibility to review and to recommend the revision or cancellation of this policy statement resides with the Department of Student Activities.
- ii. This policy shall be reviewed annually.

C. Eligibility

- i. Students and officially registered campus organizations may post and/or distribute printed materials on the university campus in compliance with university policy.
- ii. Private Enterprise and/or Off-Campus Organizations will be permitted to post and/or distribute printed materials on the university campus only during Bearkat Mania. Posting and/or distribution of printed materials at times other than Bearkat Mania will be subject to approval by the Director of Student Activities.

D. Posting

- i. 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. ALSO, NO HANDBILLS MAY BE PLACED ON CARS PARKED ON UNIVERSITY PROPERTY.
- ii. Students and officially registered campus organizations may post printed material on designated campus bulletin boards with stamped approval of the Department of Student Activities. The building liaison or their designate is responsible for monitoring their building's bulletin boards.
- iii. Printed materials may be posted on the bulletin boards in the Lowman Student Center

with the stamped approval of the Department of Student Activities and in accordance with the posted policy next to each bulletin board.

- iv. 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. Posted materials must not cover prior posted materials and must not extend beyond the edges of the bulletin board.
 - 3. Defaced material is subject to removal.
 - 4. Posted materials must identify campus affiliate, sponsoring organization, or individual student.
 - 5. 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 student or organization.
 - 6. Materials posted in violation of printed policies are subject to removal and sanction by the university (Dean of Students' Office).

E. Distribution

- i. Students and officially registered campus organizations may distribute printed materials on the university campus in compliance with university policy. Approval for distribution of printed materials, except in recreational and/or athletic facilities, residence halls, and academic buildings, requires completion and approval of a Campus Reservation Form available from the LSC Staff Office, located in Room 311.
- ii. Distribution in residence halls will not be permitted. Residence hall mail boxes are not to be used for distributing printed materials by campus organizations, private enterprise, or individuals unless the appropriate bulk rate or standard postal rates have been paid. Door to door distribution will not be permitted.

F. Special Printed Materials

- i. 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.
- ii. Guidelines for Advertising Alcohol-Related Functions on campus. Purpose: To encourage the responsible use of alcohol, and to insure 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 for alcoholic drinks (same size print, etc.).
 - 2. Any printed advertisement for an activity involving alcohol must be stamped or printed with: "Responsible Use of Alcohol is Expected."
 - 3. The activity must be portrayed as a social activity, having a purpose other than the consumption of alcohol.
 - 4. The overall advertisement must be in "good taste," as determined by the Department of Student Activities (no "Drink and Drown," etc.).
 - 5. The advertising material must clearly indicate sponsorship by an officially

registered campus organization.

6. All policies and procedures as published in the solicitation policy in this publication must be followed.

G. Organizations Letters, Signs and Logos

- i. Organization letters, signs and logos may be placed on campus. All letters, signs and logos are limited to a maximum height of four feet.

H. Appeals

- i. Appeals of this policy by students or university registered student organizations will be reviewed by the Dean of Students' Office.

I. Publications of Student Groups

- i. The university affirms its position that freedom of expression, as well as inquiry, is essential to a student's educational development. Vigorous intellectual explorations by students may sometimes result in questioning of popular conceptions, and this in turn, may elicit the concern of society at large. One of the axioms upon which our nation was built, however, is that truth needs no protection, but is vital by vigorous debate in a market place where all ideas can be presented and then tested by the reason of free people.
- ii. Publications of student groups are encouraged on the campus of Sam Houston State University. However, freedom of inquiry and expression does not confer an absolute right that would give immunity to every possible use of language. Sam Houston State University expects its students to observe the standards of propriety and good judgment in the exercise of such freedom. Students may publish and distribute free material that is not libelous or obscene or that does not promote or encourage the violation of law of the state of Texas or the United States or the disruption of the university's academic process.
- iii. Literature may not be distributed where the manner or form of said distribution constitutes disorderly conduct, disrupts classroom discussion, impedes the maintenance of public order, or constitutes a danger to the person disseminating the material or to any other group or individual. In order to promote and protect the right of privacy, the distribution of literature or circulation of petitions will not be allowed to captive audiences such as in the classroom buildings, in study areas, or in residential units of the university.