

# Schreiner University Student Organization Manual 2009-2010

*for all Recognized Student Organizations*



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# **Department of Student Activities**

## **Mission Statement**

The Department of Student Activities acts as an adviser, advocate, educator, and mentor to the students of Schreiner University by facilitating learning experiences through programming and activities including co-curricular leadership opportunities, student organizations, and other services that promote holistic personal growth and the empowerment of students for success in our diverse community and the global society beyond.

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*Introduction to  
Student Organizations  
& Recognition*

## **Types of Organizations**

*Academic/Professional* – Emphasize development in a particular academic or professional area. Activities include programs, business meetings, and social activities. Provide students with a preview of their anticipated professional careers. Group activities include speakers, field trips, and volunteer or field work.

*Greek* – While primarily social groups, these organizations focus on creating a connection between their members based upon the founding principles for the Greek-letter group.

*Honorary* - Recognize high level of academic achievement and generally require a demonstrated interest in a particular career or academic discipline.

*Religious* – Serve to support students based on their particular religious faith. These groups are also coordinated by Campus Ministries.

*Service* – Emphasize community service activity and its benefits.

*Special Interest* – Focus on and promote specific issues or topics of interest to group members.

*Residence Hall Councils* – Councils focus and address the needs of each residence area as well as program for the residents.

## **Privileges of Recognition**

There are numerous privileges associated with being recognized on the campus of Schreiner University:

- Access to campus facilities for meetings and other events
- Publicity materials can be posted on campus with University approval
- Opportunities to apply for funding allocations from the Student Senate
- Help with program and event planning from the Department of Student Activities
- Recruiting of members and possible fundraising activities on campus
- Use of the Student Affairs copy machine for organizational purposes
- Access to resources provided by Student Affairs and other university offices

## **Responsibilities of Recognition**

With the privileges of recognition also come the responsibilities for organizations in order to maintain their relationship with the university. As representatives of Schreiner University, on and off campus activities should reflect the standards of the institution and abide by all rules and policies. The following expectations apply to all Recognized Student Organizations:

- Applying for university recognition annually through the Department of Student Activities. An overview of the student organization recognition process can be found in the Student Organization Rules and Policies section of this manual. Recognition must be granted before the student organization may begin operating.
- Adhering to all municipal, state, and federal laws, and Schreiner University rules and procedures.
- Remaining in good standing with the university, including full compliance with any conditions, stipulations, or restrictions placed upon organizational recognition.

- Keeping the Department of Student Activities informed of changes to organizational leadership or governing documents in a timely fashion.
- Demonstrating respect for the university community and other student organizations.
- Operating in a manner consistent with the mission and goals of the university and the governing documents of the organization.
- Consulting with the Department of Student Activities when planning events.
- Ensuring continuity in leadership from year to year by training newly selected leaders and maintaining good records.

## Advisors

Each student organization is required to have at least one advisor who is employed full-time by Schreiner University. An advisor can have a strong impact on a student organization and its members by helping to create an atmosphere of learning that is productive, safe and enjoyable. There are many roles and responsibilities that an advisor may have, but it is up to the organization members and advisor(s) to establish a working relationship with which they are comfortable.

Here are some effective steps that may be helpful when working with your advisor:

- At the beginning of their tenure, the executive officers of the student organization should meet with their advisor to determine the roles and expectations for each other. It is also helpful for the advisor to work with the executive officers to develop realistic goals for the academic year.
- Maintain contact with your advisor as necessary. Officers may consider meeting with their advisor prior to scheduled meetings to discuss agenda items or how to effectively run the meeting. If the advisor is unable to attend organization meetings, the chief student leader or another officer should brief the advisor soon after the meeting.
- Learn from your advisor. The most important reason for having an advisor is to enhance the learning opportunities associated with student involvement. Any consultation with your advisor can be useful whether it is in regards to organization matters or otherwise.
- Include your advisor as part of the group. Relations with your advisor can remain positive by introducing him or her to the group and allowing them some time to address the organization.

To help facilitate the relationship between an organization and its advisor, a guide to working with your advisor is included in the Useful Resources section of this manual.

### **Responsibilities of an Advisor**

- Must attend mandatory Risk Management training once a year.
- Insure that sound financial practices are being followed as outlined in the RSO Handbook.
- Accompany the organization when overnight stays are required or the organization is traveling more than 30 miles from campus. A list must be submitted attending participating in off campus trips including the groups destination information (hotel name, contact numbers, etc.) along with expected date and time of return. This list should be submitted 10 business days prior to departure. See organization travel for more information. If the advisor is unable to accompany, the advisor may send another full time faculty/staff in their place upon approval of the Director of Student Activities or the Dean of Students.
- Supervising, by personal attendance to all banquets, registered parties and other social events.



***Student Organization  
Rules and Policies***

## **Recognition Information and Rules**

### *Starting a new Recognized Student Organization*

If you do not find a student organization that fits your interests, we encourage you to begin one of your own. Students, staff and faculty interested in starting a new Recognized Student Organization (RSO) or reorganizing a group that is currently inactive may obtain a registration form online or by visiting the Student Activities Office in the Cailloux Center across from the Lion's Den.

**All new student groups must complete the following steps in order to be recognized by the university.**

### *Step One—Provide the following information to the Director of Student Activities:*

1. A current and up-to-date constitution. See the Useful Resources section for guidance.
2. Completed New RSO Application form.

### *Step Two—Recognition*

After the Director of Student Activities approve a student group, the Director of Student Activities will notify the organizer through e-mail, the group will officially become an RSO and must adhere to all RSO and campus policies.

### *In order to maintain RSO status, each organization must:*

1. Complete the re-recognition process at the beginning of each semester – including submitting all registration material.
2. Submit a complete roster of all members and their offices held in the organization.
3. Submit a roster of all officers' information at the beginning of each semester.
4. Follow all rules and regulations in the Student Organization Manual & Student Handbook.
5. Host a campus wide spirit event on twice during the academic year (once each semester—must complete an event form) excluding honor societies. Each organization must also do two community service projects (once each semester). Each spirit event and service project must be scheduled and approved with the Director of Student Activities. Please submit a Philanthropy Form to the Director of Student Activities once the community service project is completed (you can submit this in paper format or online).
6. Must be open in its membership to any students, faculty or staff, unless otherwise permitted under applicable federal law.
7. Not engage in conduct that is prohibited by Schreiner University rules and policies, or federal, state, or local law. The organization and its individual members are subject to discipline whether such conduct takes place on or off campus or whether civil or criminal penalties are also imposed for such conduct.
8. Meet with the Director of Student Activities once a semester. This will be a time to discuss upcoming projects, leadership development, budget related issues, etc.
9. Attend Mountaineer Council meetings (schedule of meetings will be distributed to RSO's each semester).
10. Check mail in RSO mailbox located on the first floor of Cailloux Campus Activities Center on a regular basis.
11. Have a representative from your organization attend Student Senate meetings (optional if you group wants to be recognized by the Student Senate).
12. Attend mandatory Risk Management Training once a year.

## Alcohol Policy

Alcohol may be served at on-campus and off-campus events only when the appropriate university personnel have given authorization. Recognized student groups and organizations wishing to serve alcohol at an event must submit an Event/Alcohol Form with the appropriate authorizations to the Student Activities Office no later than twenty business days prior to the event date. If an event is going to be held off campus by a third party vendor than you must also submit the Third Party Vendor Agreement form. Authorization will be given to those groups demonstrating sufficient evidence that the following guidelines will be observed. ***Alcohol cannot be purchased with student organization funds!*** The following precautionary measures will be taken to ensure that alcoholic beverages are not accessible or served to persons under 21 years of age or to persons who appear to be intoxicated:

- The lawful sale and/or service of alcoholic beverages will be conducted solely by non-student personnel from Sodexo Food Services when the event is on campus or an approved third party vendor when the event is off campus. Also, no one under the age of 21, other than (non-student) employees of the third party vendor, may assist with, handle, sell or serve alcoholic beverages. If the event is going to be held off campus you must have the Third Party vendor complete and sign the Third Party Vendor Agreement.
- There can be no serving of alcoholic beverages before 12:00 noon on any day, or after 12:00 midnight Sunday thru Thursday. Alcohol may be served until 1:00 a.m. on Friday (Saturday morning) and Saturday (Sunday morning).
- Consumption of alcohol is permitted only within an established and approved area designated for the event.
- Beverage containers will not be allowed in or out of the event location. All open alcohol containers must be disposed of before leaving the designated event area.
- Wristbands will be issued by a Student Services professional or a designated full time faculty or staff member to those who are 21 or older.
- No event shall include any form of “drinking contests.”
- One security guard per 100 people must be contracted by the organization hosting the event. Security must arrive 15 minutes prior to the start of the event and remain 30 minutes after the conclusion of the event.
- An organization’s faculty/staff advisor and one Student Services Professional must be present for the entirety of the event where alcohol is being served. In the event that the advisor is unavailable, then another faculty or staff member must be present with the approval of the Director of Student Activities.
- Attractive, non-alcoholic beverages must be available in the same location and featured as prominently as the alcoholic beverages. If the event is being held in the Callioux arrangements must be made with Sodexo for non-alcoholic drinks and food. The organization can ask for a waiver to purchase food outside of Sodexo.
- Food items must be available in the area where alcohol is served free of charge.
- Organizations can not use the sale of alcohol as a fundraiser for their group. RSO’s can not receive any money or donations from the sale of alcohol. This includes tips for serving or “donations” for serving alcohol.

- Organizations may not sponsor an event with alcohol, on or off campus, during weeknights (Sunday thru Thursday) when classes will be in session the following day, without the written approval of Peg Layton, Vice President of Enrollment and Student Services.
- Members of the event-sponsoring organization are responsible for the cleanup of the event area immediately following the conclusion of the sponsored event.
- At least four members of the hosting organization will agree not to consume alcohol during the event and will help ensure that the conditions of the alcohol event form are followed.
- All advertisements for events with alcohol must have the appropriate stamp of approval from the Director of Student Activities. You cannot list the prices of alcohol provided at event, but can state that “Alcoholic Beverages will be available for purchase”.

### **Nondiscrimination and Harassment Policy**

It is important to remember that Schreiner University has policies prohibiting discrimination and harassment, and it is common decency to extend courtesy and respect to all students and not just to those who you perceive as similar to you. Schreiner University Community Standards states:

**Discrimination and other harmful acts based on an individual’s actual or perceived race, color, disability, religion, national origin or ancestry, gender, or sexual orientation are offensive to the mission of Schreiner University and are prohibited. Unequal treatment of community members and visitors is prohibited.**

To comply with this policy, please consider the following:

- Try to be reasonable in the accommodation of potential members, members, and guests who may be different from you and your group in terms of gender, race, disability, etc. Some ideas of accommodation include:
  - arranging physical space to accommodate people in wheel chairs
  - arranging new member events for the late afternoon hours so non-traditional students can also participate in your club and organization
  - strive to work with groups that are different from yours to gain exposure to new ideas and people instead of isolating yourselves
  - be wary of alcohol use when interacting with others traditionally different from those in your group (it could increase the likelihood of a negative confrontation)
  - use educational opportunities as methods for improving your understanding of those not like you physically, cognitively, etc.
- Be sensitive to the "isms" and phobias such as sexism, racism, homophobia, etc. If bigotry of any kind appears in your organization, have a plan in place where those members' ideas can be challenged with education and exposure either through university-sponsored events or within the organization itself. "Isms" left unchecked become possible harassment situations. Confront it early!

### **RSO Funding Guidelines and Rules**

Each RSO is given a set amount of money each year from the Office of Student Activities. This money is for the full academic year. Budget cuts can occur. RSO’s could be decrease or increase

depending on available funds. If an RSO does not complete or meet the university guidelines and expectations established for all RSO's then it is possible for you to lose your university funding. Because honor societies are not required to host a spirit event they may only use their university funding for induction ceremonies, honor cords, or to host their required service projects. To access this funding you must go through the Director of Student Activities.

Receipts for all petty cash requests must be submitted within two (2) business days after the request has been made.

Please be sure to review the section on "Managing Your Budget" regarding what you can spend your allocated RSO budget on.

Another source of funding is the Student Senate Allocation Fund. Twice a semester the Senate Allocation Committee reviews requests for monies. Distribution of funding is based on the criteria stated in the Useful Resources section of this Student Organization Manual. All Allocation Hearings are scheduled in the Scarle Phillips meeting room in the library. Additionally, the Department of Student Activities may be able to providing funding for leadership development activities – please visit with the Director if you are interested.

***All monies distributed to Recognized Student Organizations will be placed in an account with the Schreiner University Business Office. Deposits and withdrawal of any funds must be handled through the Director of Student Activities.***

## **Fundraising Policy**

Fundraising events are an effective method for student organizations to earn income. Success requires good program selection, excellent timing, careful execution, and dedicated group members. To host a fundraiser, see the Useful Resources section of this handbook, fill out the Fundraising Application Form and return it to the Director of Student Activities. All income should be deposited into an RSO account with the Schreiner University Business Office.

### **Guidelines:**

1. Make sure that your RSO is in good standing with the University. Any RSO that is under review or on any restrictions because of policy violations will not be allowed to host fundraisers.
2. Any RSO wanting to host a fundraiser must complete the fundraising approval form. This form should be turned in to the Director of Student Activities **at least two weeks** prior to the fundraising event and then submitted to the Vice President of Advancement & Public Affairs with a list of vendors for final approval.
3. All fundraising events must be approved by the Director of Student Activities.
4. All income received from a fundraiser must be deposited into the sponsoring organization's Schreiner University account within 72 hours of the event. Failure to do so may result in disciplinary action. *This includes membership dues.*
5. Income earned may be used to support activities which are in accordance with the purpose of the organization. *Income cannot be used to purchase alcohol.*
6. Organizational activities may not disrupt normal University business.

7. Organizations may only sponsor commercial enterprises desiring to sell their products on campus with the approval of the Director of Student Activities and Vice President for Enrollment and Student Services.
8. Organizations may sponsor performing artists and/or events with the approval of the Director of Student Activities.

## **Policy Against Hazing**

By order of the State of Texas and as stated in the Texas Education Code, institutions of higher education must publish at least a summary of the provisions against hazing and a list of organizations sanctioned for hazing within the three preceding years.

Individuals and organizations can be held accountable by the law. Individuals include active members, new members, affiliates, alumni, and advisors. Organizations are defined as fraternity, sorority, association, corporation, order, society, corps, club, or service, social, or similar group, whose members are primarily students. In this light, all student organizations fall under this definition. (*Texas Education Code 51.936 and 37.151 et seq.*)

**Hazing is any intentional, knowing, or reckless act, occurring on or off campus, by one person alone or acting with others, directed against a student that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization whose members are, or include, students at Schreiner University.** Examples of hazing include, but are not limited to:

1. Physical brutality: whipping, beating, striking, branding, electronic shocking, placing a harmful substance on the body, or similar activity;
2. Physical activity: sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
3. Consumption of food, liquid, alcoholic beverage, drug, or other substances that may negatively affect mental or physical health;
4. Activity that intimidates or threatens a student with ostracism;
5. Activity that subjects the student to extreme mental stress, shame or humiliation;
6. Activity that negatively affects the mental health or dignity of the student;
7. Activity that induces, causes, or requires the student to perform a duty or task that violates the law.

### **A person commits an offense if she/he:**

1. Engages in hazing;
2. Solicits, encourages, directs, aids or attempts to aid another engaging in hazing;
3. Intentionally, knowingly, or recklessly permits hazing to occur;
4. Has firsthand knowledge of the planning of a specific hazing incident or has firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report that knowledge to the appropriate Schreiner University official.

**An organization commits an offense if:**

1. The organization condones or encourages hazing;
2. An officer or any combination of members, pledges, or alumni of the organization commits or assists in the commission of hazing.

**Penalties for offenses of hazing may include both university and court-imposed sanctions. Students and/or groups may go through the university judicial system as well as being subject to court-imposed sanctions that may include the following:**

1. Failure to report hazing and offenses of hazing that do not cause bodily harm are misdemeanor offenses that may result in a fine of up to \$2,000 and up to 180 days in jail.
2. An offense causing bodily injury is also a misdemeanor offense that may result in a fine of up to \$4,000 and/or up to one year in jail.
3. Any offense that causes death is a state felony resulting in jail time.
4. For groups committing an offense, a fine of not less than \$5,000 nor more than \$10,000 may be imposed.
5. If the court finds that the group's offense caused personal injury, property damage, or other loss, a fine of not less than \$5,000 nor more than double the amount lost or expenses incurred because of the injury, damage, or loss.

Except when an offense has caused the death of a student, the court may require a person to perform community service as dictated by the criminal code.

**It is not an acceptable defense that the person against whom the hazing was directed consented to or acquiesced in the hazing activity.**

Medical treatment of a student who may have been subjected to hazing activities may be reported to police or other law enforcement officials. The doctor or medical practitioner reporting is immune from civil suit or other liability that might otherwise be imposed or incurred as a result of the report, unless the report is made in bad faith or with malice.

The law provides for immunity from prosecution to a person who is subpoenaed to testify for the prosecution and who does testify. Any person reporting a specific hazing incident involving a student to the appropriate Schreiner University official is immune from civil or criminal liability. A person reporting in bad faith or with malice is not granted immunity.

This section of the law does not affect or repeal any penal law of the state. It also does not limit or affect the right of Schreiner University to enforce its own penalties against hazing.

## **Grade Requirements**

With emphasis on academics as a number one priority, Schreiner University also recognizes the importance of a holistic, well-rounded experience for every student. In accordance with this, the Department of Student Activities requires that all officers of student organizations meet an academic requirement of a cumulative 2.25 GPA. Additionally, all members of an RSO must maintain a cumulative 2.0 GPA or higher to remain active members of the group—except for first year freshmen they can have a 1.75 GPA.

While the Department of Student Activities monitors grades, it is the responsibility of the organization to abide by and enforce this policy. When a student falls below this requirement, the

student organization may put the person on a form of academic probation or immediately suspend the student from the organization. If the member does not meet the GPA requirement after one semester of academic probation, they may no longer hold membership in that group. Furthermore, student organizations may choose to enact GPA requirements above this minimum requirement set forth by the university by including the rule in their Constitution or Bylaws.

## Poster Approval Policy

The Director of Student Activities or a designee must approve *all* posters, signs and other promotional materials distributed on campus.

- Posters, flyers and other promotional materials should only be posted on designated bulletin boards using pushpins or thumbtacks. Do *not* post flyers on glass doors; only on windows next to the glass doors!
- Informational content in promotional material must adhere to all policies and procedures for the university.
- Promotional materials with grammar, punctuation and spelling errors will not be approved.
- Publicity may not contain information promoting the unhealthy consumption of alcohol, nor shall the promotion of alcohol be used as a tool to encourage participation in an organization's sponsored event.
- Posters, flyers and promotional material will not be approved for any individual or group without sponsorship from faculty, staff or a recognized student organization of Schreiner University.
- Posters, flyers and promotional material will not be approved if the company or agency hosting or sponsoring the event's main source of revenue is from alcohol sales.

Below are designated posting sites:

- |                                     |  |
|-------------------------------------|--|
| 1. Moody/Trull Science Building     | 10. Tom Murray downstairs cork board   |
| 2. Hanszen Fine Arts Center         | 11. CCAC Bulletin Boards   |
| 3. Edington Gym Cork Board          | 12. CCAC Easel Advertising   |
| 4. AC Schreiner Cork Board          | 13. Mail Boxes— <i>You must stuff the boxes yourself during mail center hours.</i> |
| 5. Library Entrance Cork Board      | 14. Residence Hall Lobbies   |
| 6. Weir Bulletin Boards             | 15. Inside Bathroom Stalls   |
| 7. Weir Middle Floor Sandwich Board | 16. Cafeteria – with Sodexo approval.  |
| 8. Dickey Hall Cork Boards          |  |
| 9. Cailloux Hall Entryway Windows   |  |
- Sidewalk chalking is allowed, but student organizations must first have approval from the Director of Student Activities. If the chalk is not removed within 48 hours of the event, cleaning will be charged to the student organization's account.
  - Students and organizations are responsible for removing their own advertisements within 48 hours of the event.

## **RSO Traveling Policies**

It is the policy of Schreiner University to promote safe travel by students to and from events and activities.

This policy applies to the travel of enrolled undergraduate or graduate students to attend activities or events that are

- Organized and/or sponsored by Schreiner University
- Occur more than thirty miles from the University campus.
- Funded in whole or in part by the University
- Initiated and conducted or promoted by an officially registered student organization, university department, faculty member or employee for the benefit of or on behalf of Schreiner University

The types of activities and events covered by this policy include course related field trips, Recreational Sports club trips, the activities of sponsored student organizations, and meetings of academic organizations where a student is officially representing the University.

This policy does not apply to travel undertaken by students to attend out-of-town athletic events, or to engage in student teaching, internships, practicum's, observations, or research.

### **Definitions**

An **organized event** is one that is initiated, planned and arranged by a member of the University's faculty or staff, or by the members of a sponsored student organization, and is approved by the Director of Student Activities.

A **sponsored event or activity** is one that the University endorses by supporting it financially, or by sending students to participate in it as official representatives of the University.

An **enrolled student** is one who has been admitted to and is attending classes at the University.

### **Travel Authorization**

In order to assure that the events or activities that involve student travel are within the course and scope of the University's mission, and that student safety issues have been addressed, travel undertaken pursuant to this policy must be authorized in advance by the Director of Student Activities and the Dean of Students.

1. To request authorization of the sponsored student organization must submit a completed Request for Authorization for Student Travel Form, along with the required documents and information, to the Director of Student Activities for approval. The request should be submitted 10 business days in advance of travel to the activity or event.
2. The following information/documents must be submitted along with the Request for Authorization for Student Travel form:
  - A. A list of participants including their names, local address (if they do not live on campus) and phone numbers.
  - B. Each participant must complete a Waiver Form that has the names and phone numbers of persons to contact in case of an emergency, health and accident insurance information.

- C. The name and phone number for the responsible University employee(s) who will be available to the students at all times during the travel and activity.
  - D. Copies of valid drivers licenses for any students who will operate vehicles. If using the University passenger vans they must have completed the Van Driving Training given by University Security and a copy of the certificate of completion must be submitted.
3. When leading group trips, the faculty or staff members should carry a copy of each students Waiver Form that indicates emergency contact and health insurance information for each student.

### **Travel by Privately Owned Vehicles**

When requesting authorization for travel that involves the use of personally owned vehicles must have current liability insurance. When using privately owned vehicles personal liability insurance will be looked to cover any liability that may result in the use of the vehicle for the proposed travel.

### **Vehicle Operator Requirements**

- A. All students who will operate vehicles while engaged in travel for a sponsored activity of event must have a valid driver's license.
- B. Operators shall comply with all laws, regulations and posted signs or directions regarding speed and traffic control.
- C. Operators shall take a mandatory 15 minute rest break every 4 hours.
- D. Operators shall drive no more than ten hours in any 24 hour period.
- E. Trips requiring more than 10 hours of driving time to reach a point of destination shall require overnight lodging.
- F. A navigator shall be assigned for all trips scheduled to take more than 2 hours
- G. Trips requiring more than 10 hours of driving time to reach a point of destination shall require overnight lodging.
- H. A navigator shall be assigned for all trips scheduled to take more than 2 hours.
- I. Occupants of motor vehicles shall use seatbelts at all times when the vehicle is in operation.
- J. Occupants of motor vehicles shall not possess, consume or transport any alcoholic beverages or illegal substances.
- K. The total number of passengers in any vehicle at any time it is in operation shall not exceed the manufacturer's recommended capacity, or the number specified by University policy, federal or stat law or regulations, whichever is lowest.
- L. It is required that all 15-passenger vans be operated only by authorized drivers. They must have completed the University's van driving training.
- M. 15-passenger vans shall not carry more than 12 occupants (including the driver) at any one time.

## **Trademark and Logo Policy**

All materials printed or produced in the name of Schreiner University regarding programs and activities conducted under the University's auspices are to be consistent with the Logo Standards Manual. No modifications shall be made to the logo, its wordmark, or colors except as provided by the University Relations office, which administers Schreiner's graphics policy.

Departments and student organizations may request the logo in paper or electronic format from the University Relations office (phone 792-7212). There are several variations of the logo for printing in color or black only and the University Relations staff will be able to help you choose one suited to your project. If requested and if time allows, the University Relations office may also provide design help for the logo project. The Schreiner University logo shall not appear on any webpage that is not an official University site.

## **Student Publications Policy**

Schreiner University sponsors the publication of a literary magazine and a newspaper by students. Student publications can report and record activities for the interest of students and the university; they can serve as a forum for independent views; they can encourage creative, progressive political, and critical thought; they can involve students in a wide range of activity.

Materials published by Schreiner University student publications will be only those written by students, faculty, or staff members. Generally, no outside materials will be included in student publications, with the occasional exception of syndicated features reprinted with permission of copyright holders.

Student publications should be an agent for change, not merely for criticism and negativity. Therefore, these publications favor critical writing that offers positive alternatives, but will not accept for publication slanderous personal attacks.

*A statement of this policy will be included in student publications at least annually.*

Offices for the publications listed below are located on the first floor of Cailloux Campus Activity Center. Students holding leadership positions for each publication will receive a Leadership Grant for their commitment and dedication.

**The Muse**, the University's literary magazine, provides a showplace for the artistic efforts--poems, essays, short stories, photography, and artwork--of students, faculty, and staff members.

The **Mountaineer** is the campus student newspaper. The staff is chosen in the fall, usually in the first two weeks of the fall term.

## **Student Organization Discipline**

The Department of Student Activities believes in holding students and student organizations accountable for their actions. When implementing the student organization discipline process, the purpose is to have a positive educational impact on everyone involved. In most cases, the Director of Student Activities shall act as the Hearing Officer for Student Organization rules and policy violations by individuals and groups in association with a group function. Individual members as well as an entire group may be held accountable for University Code of Conduct violations. These violations will be reviewed by the Director of Judicial Affairs and the Director of Student Activities to determine whether the violation will be heard administratively or by the Judicial Board. A written decision will be prepared by the Director of Student Activities and will be mailed to the organization's president and advisor within 3-4 business days of the hearing. The written decision will contain the sanctions imposed, and the notice of the right to appeal the decision to the Dean of Students. An organization desiring to appeal must submit a letter of appeal to the Dean of Students within 10 school days after receiving the written sanction.

All student organization discipline processes will follow the Administration of Discipline as stated in the Student Handbook of Schreiner University. Any violations regarding social Greek organizations will be heard by the Director of Student Activities or the Greek Judicial Board.

The following sanctions are merely examples and all sanctions depend on the severity of the incident.

**First Offense**—Fines and probation are typical responses to first violations of organizational rules and policies. Restitution may be required, depending on circumstances. Probation constitutes a written rebuke given to the offending group stating that the group's conduct falls below the acceptable standard required by the University and that further violations may result in more severe disciplinary action. The Hearing Officer may impose conditions related to the offense, such as educational seminars or unpaid work assignments. Failure to meet the condition(s) shall be considered an additional violation.

**Second Offense**—Community restitution and loss of privileges are typical responses to second violations of the organization rules and policies. Community restitution may involve unpaid work assignments, financial compensation, and/or fines. A minimum of fifty (50) percent of the group's membership, including all individual members responsible for the violation, must contribute to the group's restitution.

**Third Offense**—Deactivation is a typical response to third violations of the organizational rules and policies. Deactivation is the loss of all privileges, including university recognition, for a minimum of two (2) academic years. After the specified deactivation period, the group may re-apply for formal university recognition.

# *Greek Life*

# *Greek Life*

## **Schreiner University**

### **Fraternity and Sorority**

### **Standards of Responsibility**

Greek Life at Schreiner University has been an integral part of the holistic education and development of students. They have been, and continue to be, partners in seeking to create challenging and supportive environments in which individuals can excel. The mission of men's and women's fraternities is to promote the personal and professional growth of their members, and to create out-of-classroom education opportunities for their members.

In cooperation with the University, fraternities and sororities share responsibility for strengthening the quality of student life by making a significant contribution to present and future student generations. These organizations provide a community where members can acquire and develop communication skills, appreciation for civic responsibilities, human relation skills and social and leadership development.

Fraternities and sororities strive to fulfill the goals of the University. They seek to compliment the academic mission of the University by encouraging and supporting academic achievement. They provide a significant contribution to the extra-curricular aspect of the University by offering a strong sense of community to its members, a commitment to community service and philanthropic endeavors. Fraternities and sororities provide their members with a sense of belonging that is evident in their loyalty to and generous support of the University during their collegiate and alumni/ae years.

Schreiner University recognizes the contributions fraternities and sororities make to students and University life. Schreiner recognizes the nationally or internationally affiliated general men's and women's fraternities that remain in good standing with the Institution and respective Inter/National organizations. The University community is committed to support these organizations, their undergraduate and alumni members, and their respective headquarters, in their efforts to maintain their ideals and purposes to the extent that they further the mission of Schreiner University. Policies, guidelines and expectations are not limited to those stated here.

### **Regulations and Guidelines for Greek Organizations**

Those organizations that fall under Greek Life are social fraternities. Such associations are expected to encourage high standards of leadership, scholarship, character, conduct and social education. In accordance with federal law, these groups may impose membership limits based on gender as long as they meet all of the qualifications of being a social fraternity. In order to meet the standards to be a "*social fraternity*," the organization must be able to answer no to the following questions:

- Is the organization's membership limited to persons pursuing or having interest in a particular field of study, profession or academic discipline?
- Is the membership limited to individuals who have a high level of achievement in scholarship or any other endeavor?
- Are the members permitted to hold membership in other fraternities or sororities at The University?

If a group answers "yes" to any of the questions, it is not a "social fraternity" and therefore is not exempt from the requirements of Title IX and therefore must accept members of both sexes. For more information, please contact the Department of Student Activities. Greek organizations are also subject to the rules and policies established by the University, any University rules that apply only to fraternities or sororities, and rules and policies of the Greek Council.

Fraternities and sororities and other groups affiliated with national organizations are required to adhere to all policies enforced by the national office representing that organization. Contact will be maintained with the national offices regarding the conduct of these organizations.

The following policies are intended to define the relationship between fraternities/sororities and Schreiner University, to provide guidelines for successful Greek Life on campus, and to guide successive generations of fraternity and sorority members in maintaining the strengths of the Greek system at Schreiner University. Policies, guidelines and expectations are not limited to those stated here.

*Definitions* – In this and other documents, "fraternal association" or "fraternal organization" indicates both national social fraternities and sororities. The term "chapter" denotes individual Greek organizations on campus. "New member" is used instead of "pledge," and indicates any person who has been accepted by, is considering an offer of membership from, or is in the process of qualifying for membership in an organization. "Rush" or "Recruitment" is a time when Greek organizations formally and officially coordinate recruitment and selection of new members.

- *Formation* – The proposal for formation and recognition of any fraternal associations or the affiliation of any association with a national fraternal organization should be discussed with the Director of Student Activities. The Dean of Students, in consultation with the Director of Student Activities, and the Greek Council will then determine the feasibility of the request. Establishing a need for a new organization is essential to the recognition process. In addition, a prospective group must follow the same steps in becoming a Recognized Student Organization (RSO) as any other student group.
- *Recognition* – Accepted association with a national fraternal organization must be formalized with the University by that organization becoming an RSO.
- *Membership* – Membership in social fraternities and sororities is open to all regularly enrolled, full-time Schreiner University students.
- *New Members* – All new member activities must be consistent with Schreiner University policies and statutes of the state of Texas. At no time should new member activities or programs interfere with a student's class attendance or preparation. Within the first three weeks of classes each semester, fraternities and sororities must have a signed statement on file certifying that they are in receipt of and compliance with the hazing policy of the university.
- *Hazing* – Activities that endanger the health and safety of a student will be considered hazing under state law and University policy. By law of the state of Texas, institutions of higher education must publish a summary of provisions prohibiting hazing in its student handbook and publish a list of organizations that have been disciplined or convicted of hazing, on or off campus, during the preceding three years. Please refer to the section on hazing in this manual or the Student Handbook for more information.
- *Advisors* – Each fraternity and sorority shall have at least one, and preferably two, advisors who are available to attend chapter meetings and to advise the membership

about chapter activities. One advisor must be a full-time faculty or staff member at Schreiner University as outlined in the expectations for RSOs.

- *Group Responsibility* – Fraternities and sororities accept responsibility for the actions of members and guests in association with chapter sponsored events or programs. The chapter may also be held responsible for the actions of individuals involved in other official or unofficial events on or off campus.
- *Inter Greek Council* – In spring 2003, the fraternities and sorority of Schreiner University formed an Inter-Greek Council made up of representatives from each Greek organization. Fraternities and sororities are required to be members of the Inter Greek Council. The Council will coordinate all-Greek events such as Greek Week, all Greek Service projects, all Greek Socials and other campus-wide events. The Inter Greek Council is also responsible for addressing any concerns or issues regarding Greek Life on campus. The Inter Greek Council will work with the Director of Student Activities and the Director of Judicial Affairs to utilize the judicial process established for Greek Life in regards to violations of Greek Council policy, and related University policy. As a forum for communication between all fraternities and sororities and the University, the Council is expected to promote the common interests of all Greek organizations.

## **Schreiner University Fraternity and Sorority Standards of Responsibility**

### **I. Registered Student Organization Status/Inter-Greek Council Status**

- Fraternities and sororities must register annually with the Office of Student Activities. All single-sex fraternities and sororities are required to be members of the Inter-Greek Council. Sorority chapters are required to be members of the Panhellenic Council.
- To maintain registered status, Greek organizations must comply with the following guidelines and policies:
  1. Each academic year, organizations must submit a copy of the chapter's Constitution and Bylaws before registration is completed. A copy of the organization's Inter/national Constitution and Bylaws should also be submitted.
  2. Each organization agrees not to deny membership because of race, religion, sex, sexual orientation, physical disability or national origin unless the organization meets federal exemption specifications.
  3. Each organization must comply with Schreiner University's Hazing Policy, which states, "Hazing is any intentional, knowing, or reckless act, occurring on or off campus, by one person alone or acting with others, directed against a student that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization whose members are, or include students at Schreiner University." Please refer to the Schreiner Student Handbook policy against hazing. Examples of hazing include, but are not limited to: Physical brutality (whipping, beating, striking, branding, electronic shocking, placing a harmful substance on the body or similar

activity); Physical activity such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm that adversely affects the mental or physical health or safety of the student; Consumption of food, liquid, alcoholic beverage, drug, or other substances that may negatively affect mental or physical health; Activity that intimidates or threatens a student with ostracism; Activity that subjects the student to extreme mental stress, shame or humiliation; Activity that induces, causes, or requires the student to perform a duty or task that violates the law;

4. Each organization must have either a faculty or full-time staff advisor. The organization is responsible to initiate the search for an advisor.
5. Organization registration forms must be completed and submitted to the Office of Student Activities within the first two (2) weeks of the fall and spring terms or each time a major officer transition occurs.
6. Officers must be in good academic standing, enrolled in a minimum of 12 units and maintain a GPA of 2.25 during their term of office.
7. Organization representatives must attend monthly President's Mountaineer meetings throughout the year and/or schedule one on one meetings with the Director.
8. Organizations will be assigned a mailbox in the Office of Student Activities and should pick up mail on a weekly basis.
9. Greek letter organizations must be in good standing with the Inter-Greek Council and Panhellenic Council.
10. Must provide proof of liability insurance each semester.
11. Must submit paper work in a timely manner.

## **II. Inter/National Status**

- All new single-sex fraternity and sorority chapters wishing to register as a student organization at Schreiner University must be affiliated with an Inter/national fraternity or sorority. Those Inter/national organizations wishing to have a chapter on the campus must first receive express written invitation from the Dean of Students.

## **III. Membership and Academic Requirement**

- Students must be a full-time enrolled student with Schreiner University with a minimum cumulative GPA of 2.25 in order to participate in formal recruitment and/or accept an invitation to join a fraternity or sorority. Some fraternities and sororities may set higher academic standards for membership due to national policy or University requirements.

## **IV. Scholarship**

- Each fraternity and sorority chapter must have a semester grade point average and career grade point average at, or above, the university's all undergraduate grade point average each semester to remain in good standing with Schreiner University.

A. The first semester a chapter falls below the all undergraduate grade point average they will be placed on Academic Probation. Academic probation is a written warning to the fraternity/sorority chapter notifying them that they have one semester to raise their overall chapter GPA. A copy of this letter will be retained in the Office of Student Activities with an additional copy being forwarded to the organization's Inter/national headquarters. Each chapter that is below the all undergraduate grade point average will submit a outline of an scholarship program to the Director of Student Activities that demonstrates how they plan on improving the organizations overall GPA.

B. Should a chapter fall below the all undergraduate GPA for two (2) consecutive semesters the chapter will be on Social Probation. Social probation will continue until the chapter raises their chapter GPA to at/or above the all undergraduate grade point average. Social probation will consist of no registered events on or off campus. Formal Recruitment will be excluded from social probation. All chapters will be allowed to participate in Formal Recruitment regardless of their academic standing.

- Each chapter must develop an general academic plan including a scholarship mission statement, statement on academic policies, and a rewards or incentive plan. This plan will be submitted to the Director of Student Activities and the Retention Counselor.
- Each chapter will appoint a Scholarship Chair and have a written job description of the position.
- Each chapter must develop an academic eligibility standard for potential members.
- The membership of each chapter must maintain a minimum academic standard as stipulated by the chapter.
- Each chapter must establish a minimum academic standard for members to hold chapter office. The chapter must also support the University requirements for students/members on probation.

#### **V. Initiation/New Member Education Policy**

- New member education programs may be no longer than eight weeks in length. Initiation dates must be submitted, in confidence, to the Director of Student Activities by the second week of each semester. Specific organizations may have different standards for membership education programs due to Inter/national policy and/or University requirements.

#### **VI. Member Education**

- Each chapter will adhere to a written member education program. The program must promote scholarship, leadership, good citizenship, and educate on membership roles and responsibilities. The program must include a written job description for the Member Education Chair. A copy of the program must be kept on file with the Office of Student Activities.
  - At least 75% of New Members must attend all mandatory Greek orientation and education programs.
  - Each chapter must initiate at least 80% of their new members.
  - Each chapter must sponsor one educational program each semester.

## **VII. Alcohol and Illegal Substance Policies**

Each chapter will abide by Schreiner Alcohol Policy, which states, “Schreiner University, in compliance with the Drug-Free Schools and Communities Act of 1989, prohibits the unlawful manufacture, distribution, dispensing, possession, or the unlawful use of alcohol on the campus or any other property under the control of Schreiner University and at university sponsored events. Alcohol may be served at on-campus and off-campus events only when the appropriate university personnel have given authorization. Recognized student organizations wishing to serve alcohol at an event must submit an Event/Alcohol Event Form with appropriate authorizations to the Student Activities Office no later than ten days prior to the event date. Authorization will be given to those groups demonstrating sufficient evidence that the following guidelines will be observed. Alcohol cannot be purchased with student organization funds. The following precautionary measures will be taken to ensure that alcoholic beverages are not accessible or served to person under 21 years of age or to persons who appear intoxicated:

- The lawful sale and/or service of alcoholic beverages will be conducted solely by non student employees of Sodexo Food Services when the event is on campus or an approved third party vendor when the event is off-campus. Also, no one under the age of 21, other than (non-student) employees of the third party vendor, may assist with, handle, sell or serve alcoholic beverages.
- There can be no serving of alcoholic beverages before 12:00 noon on any day, or after 12:00 midnight Sunday through Thursday. Alcohol may be served until 1:00 am on Friday and Saturday.
- One security guard per 100 people must be contracted by the organization hosting the event. Security must arrive 15 minutes prior to the start of the event and remain 15 minutes after the conclusion of the event.
- Free, attractive food items must be available in the area where alcohol is served.
- Attractive non-alcoholic beverages must be available in the same location and featured as prominently as the alcohol beverages.
- Wristbands will be issued by a Student Services professional or designated full time faculty or staff member. to those who are 21 or older.
- No event shall include any form of “drinking contests”
- Consumption of alcohol is permitted only within an established approved area designated for the event. Beverage containers will not be allowed in or out of the event location. All open alcohol containers must be disposed of before leaving the designated event area.
- An organization’s faculty/staff advisor and one Student Services Professional must be present for the entirety of any event where alcohol is being served. In the event that the advisor cannot be at

the event, then another faculty or staff member must be present with an approval of the Director of Student Activities.

- Organizations may not sponsor an event with alcohol, on or off-campus, during the weeknights (Sunday-Thursday) when classes will be in session the following day, without the written approval from the Dean of Students.
- Members of the event-sponsoring organization are responsible for the clean up of the event area immediately following the conclusion of the sponsored event.
- At least four members of the hosting organization will agree not to consume alcohol during the event and will help ensure that the conditions of the alcohol policy are followed.
- Fraternities or sororities can not use the sale of alcohol as a fundraiser for their group. Greeks cannot receive any money or donations from the sales of alcohol.
- All advertisements for events with alcohol must have the appropriate stamp of approval from the Director of Student Activities.

- Each chapter will abide by Schreiner University Handbook: Drug use policy which states, The University prohibits the use, offer for actual sale, distribution, possession, or manufacture of any controlled substance or drug except as expressly permitted by law is prohibited. This includes the use of prescription drugs not as intended or obtained illegally or their use in a fraudulent manner. The use, offer for sale, sale, distribution, possession, or manufacture of chemicals, products, or materials for the purpose of use as an intoxicant except as expressly permitted by law is also prohibited
- In addition, all chapters will comply with all FIPG, Inc. Risk Management Policies as well as each group's liability insurance policies.

### **VIII. Campus/Community Involvement**

- Each chapter will conduct one major community service or philanthropic project per year with at least 75% of members in attendance. In addition, each chapter will conduct one other community service or philanthropic project per semester.
- Each chapter complies with all Inter-Greek Council and University policies.
- Designated chapter representative or their alternate attends all Inter-Greek Council and/or Panhellenic Council meetings each semester.
- At least 50% of the chapter members are registered members of other campus organizations. Chapter presidents must verify this participation with the Director of Student Activities annually.
- Each chapter (minimum of 25%) participates in at least one community service project, educational program/speaker and non-alcoholic social function sponsored by a non-Greek student organization per semester (these types of programs can be designated or required by Inter-Greek Council).
- Chapters should actively participate in campus events such as Freshmen Move In, Family Weekend, Schreiner Saturday, Student Activities and Campus Recreation programming.

- Each chapter must co-sponsor an event with another chapter at least once per semester is expected. Every chapter needs to complete an all Greek event at least once per semester is expected. This event to be determined by Inter Greek Council.
- Each chapter participates in Greek Week –facilitated by Inter-Greek Council.
- Each chapter maintains an updated web page linked to the University homepage.
- Each chapter will submit a typed and dated calendar with all chapter activities and events to the Director of Student Activities within the first two weeks of each semester. All chapter events will be placed on the University’s main calendar on the Schreiner webpage.

### **IX. Advising and Review**

- Each chapter president will meet with the Director of Student Activities a minimum of twice a semester or a determined by the Director of Student Activities.
  - Each chapter will adhere to a written Code of Conduct including clear membership standards and an enforcement vehicle with prescribed sanctions for non-compliance.
  - Each chapter has an active advisor who attends most chapter meetings.
  - Each chapter will meet regularly with the Chapter Advisor.
  - Each chapter executive board will maintain written reports.
- Each time a chapter has a National Consultant or Representative visiting campus they must schedule time for the consultant to meet with the Director of Student Activities and if specifically requested by the Dean of Students.

### **X. Financial Management**

- An adequate bookkeeping system is maintained and monthly reporting to the chapter advisor and general membership is required.
- Each chapter strictly adheres to the financial discipline and enforcement policies in their bylaws for all members.
- Each chapter is up-to-date on all financial responsibilities to the Inter-Greek Council, Panhellenic Council, the University and their inter/national headquarters. The chapter will not have any outstanding balances with any community businesses.

### **XI. Leadership**

- Each chapter representative attends all IGC meetings each semester. In case of necessary absence, it is the representative’s responsibility to find an alternate delegate.
- Each chapter has an executive board member that attends either a national or regional leadership program sponsored by their inter/national headquarters. All chapters must send at least one (1) delegate annually to a national workshop or convention. This delegate must be in good academic standing.

- All chapters must provide an updated list of executive board members with necessary contact information (address, email, phone, etc.) to the Office of Student Activities each semester.
- Each chapter will submit a dated and typed membership roster within the first two weeks of each semester to the Director of Student Activities. As new members join the chapter, their names and pertinent information must be submitted to the Director within 72 hours of signing a bid.

## **XII. Risk Management Policy**

- Chapters must educate all members on every aspect of risk management and risk avoidance.
- Each chapter must fully comply with risk management policies of the University, their respective inter/national organization and the state of Texas.
- Each chapter must send all executive officers and their faculty/staff advisor to the Risk Management Training held by the University once a year. This is mandatory for all student groups.

### **University Responsibilities and Commitment**

The University has institutional obligations to fraternities and sororities just as the Greek-letter organizations have obligations to the institution. To enable the University to contribute effectively to the well-being of the fraternity and sorority community, and to implement means that encourage the recognition and discharge by Greek organizations of their responsibility to Schreiner University, the University shall:

- provide fraternities and sororities with guidance through the Director of Student Activities. The Director of Student Activities will work with the fraternities and sororities to assist them in complying with the responsibilities delineated in this statement. The Director of Student Activities serves as the primary Greek Advisor of the University.
- provide them with resources for leadership training, scholarship improvement, alcohol and drug education, problem-solving, program planning and other educational programming;
- assist them in planning to recruit members and communicate with their alumni;
- maintain files on Inter/national organizations, specifically regarding policies and procedures pertaining to risk management, legal liability, member education, and scholarship;
- maintain accurate and timely records on membership, new members, officers and advisors of the chapter;
- provide chapters with accurate scholarship reports.

### **Evaluation Process**

Chapters that do not meet the above standards may face additional sanctioning as follows:

Reprimand: an indication of significant failures to comply with the agreement, which must be corrected by a certain time if the chapter is not to be placed on probation.

Violation: revocation of one or more privileges of the chapter and/or imposition of additional conditions on it for a specified period to time due to an event or circumstance in violations of the expectations and requirements of the University or failure to comply with the conditions of a warning.

Suspension of Recognition: revocation of the chapter's campus charter for no less than one academic term and no longer than three academic terms.

Revocation of Recognition: revocation of all privileges as a recognized fraternity or sorority and termination of all aspect of affiliation with the University.

## **Greek Judicial Board**

The Greek Judicial Committee is established to hear fraternity and sorority chapter cases involving alleged violations of the Student Code of Conduct, University Greek Standards and Expectations, as well as Student Organization Rules and Policies. Such violations include, but are not limited to: Student Activities RSO policies, Anti-Hazing Policy, the University Discriminatory Harassment Policy, and Sexual Assault policies. The Greek Judicial Council shall be composed of six members including:

- Chair appointed by Director of Judicial Affairs and the Director of Student Activities and Greek Life, who shall be a faculty or staff member (who is not currently serving as an advisor to a Greek organization). The Chair will not be a voting member of the Council unless there is a tie;
- One voting administrator from Student Services appointed by the Director of Judicial Affairs;
- One voting faculty or staff member (non-Student Services and cannot be currently serving as an advisor to a Greek organization);
- Three voting full-time undergraduate student members, two shall be a member of a recognized fraternity or sorority. The remaining student member shall NOT be Greek.

### **Sanctions**

In determining an appropriate sanction, the judicial board should consider the following factors:

1. Was the behavior in violation of university policy?
2. What were the direct and indirect actual consequences of the behavior? What were the potential consequences?
3. Has the organization previously engaged in similar activity?
4. What is the attitude of the organization regarding this incident?
5. What is the educational value of the sanction? Will it help the group to act more appropriately in the future?
6. What is the deterrent value of the sanction? Will it be effective in discouraging similar behavior by other organizations?
7. Is the sanction related to the offense?
8. Is the sanction consistent with the expectations of the university?

There shall be a pool of council members. The pool of faculty or staff shall be full time at Schreiner University and approved by the Academic Provost. The pool of undergraduate students shall be appointed by the Director of Student Activities or the Director of Judicial Affairs. The pool of undergraduate students must have a minimum of a 2.5 GPA and must have a good judicial record. The council must have a minimum of five members present to convene, including two students (one must be from a recognized Social Greek organization and the other must not be affiliated). If alternates are not available from the pool of council members and

quorum cannot be reached substitutes may be appointed in a manner consistent with other appointments.

*Religious  
Student  
Organizations*

# *Religious Student Organizations*

While Schreiner University is proudly related to the Presbyterian Church and its theological mission, we also welcome other ministries to our campus. In this spirit, the Campus Ministries Office and Department of Student Activities work in coordination to support religious student organizations. These groups may focus their efforts to provide support and education about their specific faith as well as meet the spiritual needs of students through meetings, programs and events such as community service.

All religious student organizations are responsible for adhering to all Registered Student Organization policies and following these guidelines:

- All religious organizations must register with the Campus Ministries Office and Department of Student Activities. This is a MUST!
- Only those religious organizations approved through Campus Ministry may apply to the Director of Student Activities to present programs or conduct other activities on campus. Door to door recruitment is never permitted or solicitation is not permitted. Religious student organizations may only issue mailings in campus mailboxes announcing programs or events as well as hang posters in approved areas. \*\* All posters must be approved by the Director of Student Organizations before hanging.
- Religious groups must attend and participate in the regular Campus Ministries Council meetings. This will ensure better communication, exchange of ideas and a more effective witness on the campus. *Faculty and staff advisors, as well as student representatives, are required to attend these meetings or inform the campus ministries office prior to the meeting as to why they will be unable to attend.* At these meetings, the student representative or advisor will:
  - ✓ Report on times and places for regular meetings or studies
  - ✓ Provide a list of participants
  - ✓ Bring helpful publicity tools such as pictures, brochures, articles and plans to the council meetings
  - ✓ Take part in planning for weekly chapel services
  - ✓ Explore ways the groups may take part in joint worship or other activities
- Return telephone calls or e-mails as promptly as possible. Sometimes changes need to be made or conflicts need to be addressed.

Please feel free to contact the Director of Student Activities or the Campus Ministries Office for more information or with any questions.

Campus Minister:

Rev. Gini Norris Lane

792-7284

Campus Ministries Office:

Campus Ministry House

*Useful  
Resources*

## **Recognized Student Organizations**

### **Academic/Professional**

#### **Pre-Law Society**

The Pre-Law Society is an organization for students interested in the legal profession.

#### **Association of Texas Professional Educators (ATPE)**

ATPE members are committed to making positive contributions to the education profession and the lives of students.

### **Honorary**

#### **Alpha Chi**

Alpha Chi is a nationally recognized student honor society for juniors and seniors. The organization strives to promote and recognize outstanding student scholarship and character.

#### **Alpha Lambda Delta Freshman Honor Society**

Alpha Lambda Delta is a national honor society recognizing students who have achieved outstanding scholarship status during their freshman year at the college and university level.

#### **Honors Program**

The Honors program values its members' unique histories and recognizes each individual in the quest to interpret his/her place in this world. The program intends to provide personalized learning experiences to meet the needs and interests of academically aggressive college students by offering: courses designed to engaged students in a dynamic liberal arts education; co-curricular opportunities to develop academically, socially, and spiritually; recognition of such student "Schreiner Honors Scholars;" and standards advantageous for graduate school admission.

#### **Kappa Mu Epsilon**

Purpose shall be to develop an appreciation of the power and beauty possessed by mathematics, due, mainly, to its demands for logical and rigorous modes of thought and to provide a society for the recognition of outstanding achievement in the study of mathematics in the undergraduate level. It also is designed to disseminate the knowledge of mathematics and to familiarize the members with the advances being made in mathematics.

#### **Order of Omega**

Recognizes outstanding leadership, scholarship, service to others, and brotherhood/sisterhood in fraternity and sorority life on campus. Only ten percent of the nation's Greek's will be inducted.

#### **Sigma Tau Delta**

Recognizes and encourages scholarship, leadership, fellowship and service among English majors.

## **Religious**

### **Baptist Student Ministry**

An organization open to all students interested in fellowship of the Christian faith. Activities are supported and guided by Baptist theology.

### **Celtic Cross**

This is a diverse fellowship of Presbyterian Christians at Schreiner who provide weekly programs for the college community.

### **Episcopal/Lutheran Student Association**

As one of the religious organizations, its purpose is to teach and live out the covenant between God and His people and to expand our boundaries to be inclusive of all God's creation. This is an Episcopalian based program.

### **Fellowship of Christian Athletes (FCA)**

Purpose is to present to athletes and coaches, and all whom they influence, the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving Him in their relationships and in the fellowship of the church.

### **Jewish Student Community**

Provide the opportunity for religious exchange, dialogue, learning opportunities, and interfaith programs between the organization member, students and staff on campus as well as people in the community. We will do this by hosting meetings and traditional Jewish celebrations as well as other events.

### **Methodist Student Ministry**

Purpose is to offer a United Methodist fellowship at Schreiner, which will provide opportunities for spiritual growth, foster ecumenical relations, and enable students to discover their gifts/talents and to provide opportunities to express them.

### **Young Catholic Adults**

Purpose is to learn more about the Catholic faith, its teachings, doctrine, and to promote fellowship among Catholic students.

## **Service**

### **Rotaract**

The purpose of Rotaract is to provide an opportunity for young men and women to enhance the knowledge and skills that will assist them in personal development, to address the physical and social needs of their communities, and to promote better relations between all people worldwide through a framework of friendship and service.

### **Schreiner Big's**

Is to help children reach their potential through professionally, supported, one-to-one relationships with mentors (Schreiner students, faculty and staff) that have a measurable impact.

### **Schreiner Service Council**

Purpose is to serve as a clearinghouse for volunteer activity, to benefit the people of the Kerrville and the Schreiner Communities, and to help students gain social awareness.

### **Schreiner Wellness Advisory Team (SWAT)**

The mission of S.W.A.T. is to provide a range of fun and educational services and programs to increase the awareness of changing student health and safety issues.

## **Social Greek**

### **Alpha Sigma Alpha**

ASA was the first women's fraternity founded in the Twentieth Century. The purpose of ASA is to foster close friendships among members and develop women of poise and purpose.

### **Chi Phi**

Since 1824, the Chi Phi social fraternity has existed for the purpose of promoting brotherhood and individual growth through truth, honor, friendship, personal integrity and academic excellence.

### **Delta Phi Epsilon**

This social sorority is a society founded to promote good fellowship among women students based upon their good moral character, regardless of nationality or creed.

### **Phi Delta Theta**

The principals articulated by the Bond of Phi Delta Theta are friendship, sound learning, and moral rectitude. As a social fraternity, Phi Delta Theta believes recruitment, education, involvement, and responsibility allow their members the opportunities to gain leadership skills, cooperation, and confidence.

### **Inter Greek Council**

IGC serves as the governing body for all social Greek organizations at Schreiner University. The council represents the interests of all Greeks to the University and administration. It fosters relationships between each Greek organization based on the four tenets of Greek Life which are Scholarship, Service, Leadership and Brotherhood/Sisterhood.

### **Panhellenic Council**

Panhellenic Council is the governing body for women's sororities at Schreiner University. NPC supports its women's fraternities by promoting values, education, leadership, friendships, cooperation and citizenship.

## **Special Interest**

### **A La Bonne Frenquette –French Club**

To encourage participation, interest and awareness of the French Culture through cinema, music and food.

**Asian Culture Club**

Purpose of the Asian Culture Club is to gather to enjoy the art of Asian animation and culture.

**College Democrats**

Purpose of College Democrats is to provide democrats on the Schreiner campus a chance to come together and have a voice, as well as get more students involved in the Schreiner and Kerrville communities.

**Unicycling Club**

Promote health and wellness through unicycling.

**Delaney Hall Community Council**

To provide Delaney Hall with an active student voice that represents the students of Delaney Hall.

**LA/Flato Hall Community Council**

Purpose of LA/Flato Hall Council is to unite the residents and better their living experience; to provide a forum for residents to voice their opinions about issues concerning the residence halls.

**Green Society**

The Green Society was established to help make Schreiner a more “green” campus through recycling initiatives and education awareness.

**Hispanic Heritage Club**

To promote interest in the Hispanic Culture and to endorse the interest of the culture to the community.

**Non-traditional and Commuter Student Association (NSCA)**

Purpose is to encourage nontraditional and commuter students in their academic endeavors, campus activities, and civic/family responsibilities. This is accomplished by providing a positive environment for study, discussion, and extracurricular activities.

**Shades United**

The purpose of SU shall be to promote unity and diversity in all aspects of life and to continuously support as well as promote the values of Schreiner University.

**The Muse**

The Muse, the campus literary magazine, provides a creative venue for Schreiner University community members to share their talents. It publishes a semesterly magazine containing poetry, pictures, art, short stories and much more.

**Trull Hall Community Council**

Purpose is to provide Trull Residence Hall with an active student voice that represents the residents of Trull Hall.

**The Oaks Hall Community Council**

Purpose is to provide The Oaks Residence Hall with an active student voice that represents the residents of the Oaks.

# Guide to Writing a Constitution

## ***What is a Constitution?***

A constitution provides direction and guidance for the operation of a student organization. This document establishes the principles and structure of the organization and acts as a foundation for the overall development of a group.

## ***Why have a Constitution?***

As the foundation of an organization, the constitution serves important purposes. A constitution acts to clarify the purpose and delineate the basic structure of an organization. It contributes to the stability and continuity of the group. The constitution can also help current and potential members to have a better understanding of the goals and functions of the organization.

## ***What to include in a Constitution:***

In order to optimize its effectiveness, the constitution should be written in a clear and concise manner. Keeping in mind the purposes of a constitution, it should be tailored to the needs of your organization. The minimum requirements are listed below, but the organization may choose to include additional information.

- I. Name:** (For example: “The name of this organization shall be...”)
- II. Purpose and Goals:** (“The purpose of this organization shall be...”). The statement of purpose can be one sentence or several sentences.
- III. Membership:** There should be a general statement about the eligibility and requirements for membership in the organization. ***Please Note:*** *Student organizations are prohibited from discriminating based on an individual’s actual or perceived race, color, disability, religion, national origin or ancestry, gender, or sexual orientation unless otherwise permitted by applicable federal law (for example Title IX). All sections of a constitution must abide by this policy.*
- IV. Officers:** The titles, qualifications for and terms of office should be listed in this section. An organization may choose to list the election process and responsibilities of such officers in this section or in bylaws. ***Please Note:*** *Schreiner University requires that all officers/ chairperson, positions of leadership, etc., of student organizations meet an academic requirement of 2.25 GPA. A statement to this effect must be included in all Recognized Student Organization constitutions.*
- V. Finances:** This section may be helpful if the group requires dues or to authorize specific individuals to authorize expenditures. ***Please note:*** *An advisor to the group must approve all expenditures before payment.*

**VI. Amendments and Ratification:** It is necessary to delineate the rules and procedures by which amendments can be proposed and adopted. Procedures for adopting the constitution should also be included.

**IMPORTANT NOTE:**

***In order to be valid, student organization constitutions must be signed by at least the chief student leader and primary advisor, and approved by the Director of Student Activities. If changes are made subsequent to the organization registration process, the new document should be submitted to the Director of Student Activities immediately.***

***What are Bylaws?***

As an extension of the constitution, bylaws provide further detail and structure for the internal affairs of the organization. Although they are not required, it may be helpful because they can help your organization run more smoothly and modified more easily.

***Suggestions for Bylaws***

Following the pattern of the constitution, the bylaws should elaborate on those items and possibly include other sections. Your organization may choose to include these or other provisions:

**Membership** – It may be helpful to further describe the process for selecting new members, types of membership, policies (i.e. attendance), and procedures for disciplining and/or removing members.

**Officers** – This section may elaborate on the duties and responsibilities of each officer, outline further expectations and discuss the removal and filling of vacancies.

**Committees** – Primarily for larger organizations, this section will provide guidance on the roles and responsibilities of standing and special committees and their members.

**Meetings** – Specifics to include here may be information on how often and when meetings will occur, special meetings, requirements for notice, quorum, meeting format and parliamentary procedures.

**Affiliations** – It may be necessary to describe an affiliation with local, state or national organizations and the effects of this relationship.

**Sample Constitution of A  
New Student Organization**

## PREAMBLE

We, the new members of the NEW STUDENT ORGANIZATION NAME, to fully realize our purpose do hereby and establish the constitution as the guiding instrument in our organization.

## ARTICLE I NAME

The name of this organization shall be the NEW STUDENT ORGANIZATION NAME, hereafter referred to as NSO.

## ARTICLE II PURPOSE

The purpose of NSO shall be to \_\_\_\_\_ and to continuously support and promote the values of Schreiner University.

## ARTICLE III MEMBERSHIP & DUES

SECTION 1. Membership in NSO shall be open to all students who have a cumulative and previous semester GPA of a 2.25.

SECTION 2. Membership is open to students regardless of sex, handicap, religion, race, color, or national/ethnic origin.

SECTION 3. Active membership in NSO shall be conferred upon those members who, in addition to the above requirements, have paid the semester dues in full within on month of the first day of class.

## ARTICLE IV ORGANIZATION

SECTION 1. The officers of NSO shall be elected from active members. Any student seeking to hold or holding office, or any type of leadership position must have a cumulative and previous semester GPA 2.25 or higher.

SECTION 2. The elected officers of NSO shall consist of a President and Executive Committees.

### SECTION 3. ELECTIONS

- E. All officers shall be elected on or before April 1 of each year and shall serve on year terms.
- F. All officers shall be elected by majority vote cast. Only active members are eligible to vote. If no candidate for an office

receives a majority of the votes cast, then only the top two candidates will be placed on a second ballot for that office until a majority is reached.

- G. A quorum of one-half of the active membership shall be required for all meetings where officer nominations or elections take place.
- H. All elections shall be conducted by a secret ballot. The ballots shall be tabulated by any two officers.
- I. The same guidelines apply should an officer position be vacated during the year (except in case of the office of President where the Vice-President would become President.)

#### SECTION 4. OFFICER DUTIES

- A. The President shall preside at all NSO meetings and have the authority to appoint all committee chairperson, to create new committees, and to act as a spokesperson for the organization.
- B. The Vice President shall preside at all NSO meetings in the President's absence, and upon resignation, shall become the President of the organization for the duration of the term. The Vice President will support the President on special projects.
- C. The Secretary shall hand and keep record of all NSO business and correspondence, including, but not limited to: minutes of all NSO meetings, and up-to-date file on all members, and inform members of all NSO meetings and activities.
- D. The Treasurer shall handle all financial transportation of the organization, including, but not restricted to: the collection of dues, managing all bank accounts, and recording all transactions in the appropriate books.

#### SECTION 5. ADVISOR

- A. The Faculty/Staff Advisor for NSO shall be nominated from the full time University faculty or administration by the NSO Executive Committee and approved by majority vote of quorum of active members. The Advisor shall serve as a liaison with the University and help with the transitions between officers. The Advisor will be invited to and notified of all NSO meetings and activities. Confirmation of new advisors is subject to the approval of the Director of Student Activities or the Dean of Students.

### ARTICLE V DUES & FINANCES

SECTION 1. The dues for NSO will be established at the first meeting of the fall semester by the Executive Committee. Payment of dues must be received by the Treasurer within one month of the first day of class each semester to be an active member of NSO.

SECTION 2. NSO will finance its activities through membership dues, fundraising projects, and may apply to the Student Senate for additional support.

#### ARTICLE VI MEETINGS

SECTION 1. The first meeting of the Fall semester shall be held within two weeks after classes start.

SECTION 2. Regular meetings shall be held at least once a month during the school year at times set by the organization.

SECTION 3. The meeting shall be conducted in accordance with the revised edition of **ROBERT'S RULES OF ORDER.**

SECTION 4. The basic agenda at regular meetings shall follow:

- II. Call to order
- III. Roll Call
- IV. Approval of the minutes
- V. Executive Committee reports
- VI. Officer reports
- VII. Committee reports
- VIII. Old Business
- IX. Announcements
- X. Adjournment

SECTION 5. Action on any business, old or new, requires a quorum of one-half of the active membership of the organization.

#### ARTICLE VII REMOVAL FROM OFFICE

SECTION 1. An NSO officer whose dereliction of duty adversely affects the operations of the organization shall be subject to disciplinary action or removal from office.

SECTION 2. A written request stating the reason for dismissal and signed by at least three active members of the organization must be submitted at a regularly scheduled meeting.

SECTION 3. By the next regularly scheduled meeting, written notification of the request and the reasons for dismissal must have been given to the offending officers, who should come to that regular meeting prepared to speak.

SECTION 4. A two thirds affirmative vote of all active members is required to remove officers from office.

ARTICLE VII  
AMENDMENTS

SECTION 1. Amendments to the Constitution may be proposed in writing by any active member of NSO at any regular meeting at which two-thirds of the active members are present.

SECTION 2. Proposed amendments shall be voted upon only after two regular meetings following the introduction of the proposal.

SECTION 3. Proposed amendments will become active following a three-fourths (3/4) affirmative vote of the active members.

SECTION 4. All amendments are subject for final approval by the appropriate governing body.

ARTICLE VIII  
RATIFICATION

We, the undersigned of Schreiner University, after a three-fourths (3/4) affirmative vote of those members present, do hereby agree to follow the guidelines of this constitution.

\_\_\_\_\_  
NSO President Signature      Advisor Signature

\_\_\_\_\_



## Managing Your Budget

*Managing an RSO budget is a great way to learn practical financial responsibility. Below is a short overview of financial regulations that you need to be aware of as you manage your budget. If you have additional questions or concerns, the Director of Student Activities will be happy to assist you.*

1. **Always keep a copy of your receipts!**
2. **Petty Cash Request**--\$100.00 or less—Petty cash can be used to reimburse a student for small RSO expenses. Also, if a RSO needs money to purchase minor things, Petty Cash is an option. **Please Note: ONLY the President or the Treasurer can request petty cash! You must return all receipts within 48 hours. If you do not return your receipts within the 48 hours, your student account will be charged the amount that you borrowed.**
3. Student groups cannot be reimbursed for tax. Please be sure to get the appropriate paperwork from the Director of Student Activities prior to making your purchase.
4. **Check Request**—All check requests must be turned into the Director of Student Activities by 5:00PM on Mondays for the check to be cut that Friday. *Be sure to bring a receipt, invoice, registration materials, or some form of documentation about the purchase.*
5. **Budget reports** are available from the Director of Student Activities at the end each month. Please have your treasurer request this.
6. **Budget can pay for:**
  - Advertising
  - Awards/Recognition
  - Community Service
  - Group Projects
  - Leadership Development (Example conferences, workshops)
  - Office Supplies
  - Speakers/Entertainers for Special Events
  - Student Publications
  - Telephone Charges
  - Travel Expenses (related to group events – event must be approved)
  - Up to 50% can be used for food items that will be for an RSO event, or activity.
7. **Budgets cannot pay for:**
  - Alcohol and other Drugs
  - Non-organizational related expenses
  - T-Shirts (*You can have a fundraiser to raise money to help offset t-shirt costs.*)
  - Hazing (*Review Anti-Hazing Policy for more information*)
  - Organizational Fines (Violations of RSO Policies)

# Fundraising 101

*Fundraising events are an effective method for student organizations to earn income. Success requires good planning and dedicated group members. The following guidelines are applicable to fundraising events sponsored by Recognized Student Organizations.*

## **Guidelines:**

1. Make sure that your RSO is in good standing with the University. Any RSO that is under review or on any restrictions because of policy violations will not be allowed to host fundraisers.
2. Any RSO wanting to host a fundraiser must complete the fundraising approval form. This form should be turned in to the Director of Student Activities **at least two weeks** prior to the fundraising event.
3. All fundraising events must be approved by the Director of Student Activities and Vice President of Development.
4. All income received from a fundraiser must be deposited into the sponsoring organization's Schreiner University account within 72 hours of the event. Failure to do so may result in disciplinary action. *This includes membership dues.*
5. Income earned may be used to support activities which are in accordance with the purpose of the organization. *Income cannot be used to purchase alcohol.*
6. Organizational activities may not disrupt normal University business.
7. Organizations may only sponsor commercial enterprises desiring to sell their products on campus with the approval of the Director of Student Activities and Vice President for Enrollment and Student Services.
8. Organizations may sponsor performing artists and/or events with the approval of the Director of Student Activities.
9. Organizations cannot fundraise money by selling or distributing alcohol. This includes "donations" being made to an organization for serving alcohol at an event.

## **Planning a Fundraiser:**

The following steps can help your organization have a successful fundraising event.

1. Determine what kind of fundraising event is desired:

### On-Campus

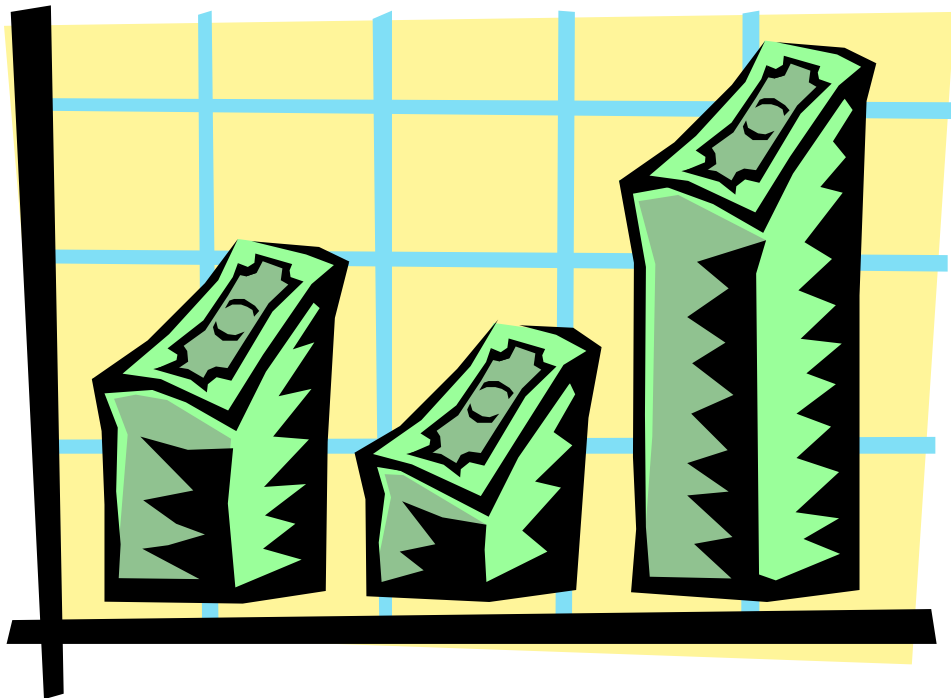
- ◆ Babysitting
- ◆ Bake Sale
- ◆ Cleaning Pecan Grove Apartments
- ◆ Concession Stand at Special Events
- ◆ Theme Dance - Admission Charge
- ◆ Drawings
- ◆ Garage Sale
- ◆ Game Booths
- ◆ Raffles (with certain restrictions)

- ◆ Recycling
- ◆ Silent Auction
- ◆ Sell Organizational T-Shirts
- ◆ Suitcase Party - tickets are sold to all who attend, one couple wins a trip to Dallas, etc.
- ◆ Penny Drive
- ◆ Pledge-A-Thons
- ◆ Holiday Sales - Valentine's, Christmas, etc.

### Off-Campus

- ◆ Car Wash

- ◆ Other ideas which also must be approved by the Director of Student Activities
- 2. It generally takes funds to raise funds! If an RSO is short on available funds and needs working capital to start a fundraising event, there are a few options:
  - ◆ Identify a co-sponsor - such as other campus organizations or departments
  - ◆ Use personal funds which can be reimbursed following the event - be sure to keep receipts and accurate records of funds used
  - ◆ The only option may be to choose another fundraiser that does not require finances beforehand
- 3. Plan the event! Sometimes certain programming details are overlooked during the planning stages. Talk to your advisor(s) and utilize their expertise. Also, the Director of Student Activities or the Vice President of Development may have some ideas you haven't thought of.
- 4. Advertise the fundraising event as effectively as possible. Banners, posters, flyers, public service announcements, advertisements in the Mountaineer and the Kerrville paper, and especially word of mouth are all effective means of publicity. All publicity for off campus must be approved by University Relations before posting. All on-campus publicity must be approved by the Director of Student Activities.



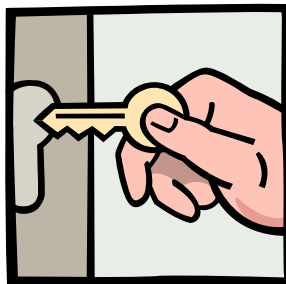


## ***Student Senate Allocation Process***

*The allocation process serves as a way for Recognized Student Organizations to seek additional funds beyond their current budget. The Allocation Committee is made up of all Student Senate Class Treasurers, the Executive Treasurer and the Director of Student Activities. The chairperson is a nonvoting member except in the case of a tie.*

### **Allocation Process and Guidelines**

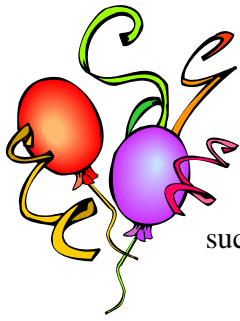
1. Obtain an Allocation Request Form from Student Senate Executive Treasurer.
2. All allocation requests must be turned into the Executive Treasurer by the determined due date and time.
3. Each RSO that submitted an allocation request must send a representative from their organization (treasurer) and their Senate Council Representative to the corresponding allocation hearing. Missing the corresponding hearing will result in no allocation award.
4. At the allocation hearing, the RSO representative needs to be able to answer any questions the committee may have and justify the funding request.
5. Each representative will be notified within 72 hours of the results of the allocation hearing.
6. Any representative granted funding through the allocation process must meet with the Director of Student Activities to discuss the disbursement of funds.
7. Every organization receiving allocation money is responsible for turning in all receipts to the Director of Student Activities within three weeks from the date the organization received the funding. If receipts are not turned in within the given timeframe, the organization will be expected to return the money in full. If you need to make other arrangements, please call 792-7283.
8. At the end of the fourth allocation hearing, any monies not allocated will be used to address campus needs or issues. Those needs and issues will be determined by the Student Senate.



# *Criteria for Funding*

*The committee will consider the following when making decisions:*

1. Is the group a Recognized Student Organization?
2. Has the RSO efficiently managed their current budget?
3. Are all items in the allocation request necessary?
4. Does the RSO have an active representative on Student Senate (i.e. does the representative actually come to Student Senate meetings)?
5. Was the allocation request submitted on time?
6. What percentage of the needed budget will be acquired through fundraising events?
7. Is the RSO on probation of any kind?
8. How does event benefit the student body as a whole?
9. Are the event/items being purchased open for use by all students?
10. Is this allocation request in line with the mission of the university?



# *Event Planning*

So, you are going to plan a big event, but you don't know where to start? This section is designed to take you through the basics of planning and preparing for a successful event.

## **A program can be planned in five simple steps:**

- Identify needs
- Develop program goals and objectives
- Organize program plans
- Implement plan
- Evaluate the event

### Identifying Needs

In order to identify needs, you need to ask yourself several questions:

- Who is my audience?
- What does this audience want to experience with this kind of program?
- What are the audience's needs?
- What methods of assessment will be used to determine those needs? (i.e. word-of-mouth, surveys, suggestion box)
- How big do you want the program to be?
- Does the type of event you're planning limit the audience size? If so, how will you determine who can attend?

Once your group has discussed these questions, you are ready to develop the program's goals and objectives.

### Developing program goals and objectives

By answering the following questions, you will be able to determine the goal of your program and begin to organize plans to meet your goal.

- What are your desired outcomes (goals)?
- What do you specifically need to do to accomplish these outcomes?
- What is the purpose your event/program? How does the answer to that question impact when, where, and how you would like it to take place?
- Define specifically what you want the participants to learn or experience from your event.

### Organize your plans

- What do you need to accomplish your goals?
- When do you want to hold the event?
- Consider whether or not you have enough time to make all of the necessary arrangements and whether your members can complete all of the tasks.
- Determine a timeline working in reverse: Start at the day of the event and fill in publicity deadlines, facility arrangements, etc. This can help you see if your objectives are realistic.

- It is also recommended that you meet with the members of the Student Activities Board or Director of Student Activities to review your plans and receive feedback.

*The following are areas to focus on when organizing your plans –*

- Scheduling facilities is vital to the success of your program. Facilities can determine audience size, date and time. Facilities can also set the mood for formal, informal or auditorium style programs. Please refer to the Room Reservation Guidelines for rules and regulations on reserving facilities. **Contact Tammi Clanton-Elmore at 792-7456 to reserve facilities.**
- Establishing a budget is necessary because it helps shape the program. Budgets help to establish guidelines for spending, admission fees, and the amount of fundraising or resource finding work you will need to accomplish.
- Contracts are often required for facilities, catering, or entertainers. Read them carefully and have the Director of Student Activities review them. If you have questions, don't be afraid to ask. No student group-except social Greek's may enter into contracts.
- Publicity is the key to high attendance numbers. If you plan a good program but nobody knows about it, you are setting yourself up for disappointment. Publicity can include posters, flyers, banners, newspaper ads, etc.
- Determine the program details. Make a list of what needs to be done before, during and after the event. Sample details are equipment needs, registration tables, special power hookups, etc. Even the smallest details should be written down on a checklist.

### Implement the Plans

#### Evaluating the Event

The evaluation process is threefold:

- Audience feedback
- Presenter/entertainer's experience
- Planner's thoughts and recommendations

Each of these groups should be asked whether they felt the program's goals and objectives were accomplished. What went well? What could have gone better? Suggestions? There are several methods of obtaining this information, but the most often used method is a written evaluation distributed following the program.

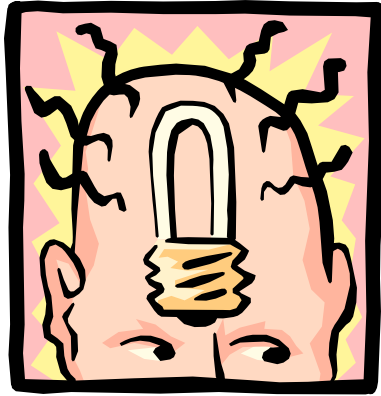
#### *Additional Tips and Suggestions –*

- In the ideal program, everything runs so smoothly that the participants may see little evidence of pre-planning or behind the scenes work.
- Don't compromise on details.
- Don't assume anything or allow situations to continue that make you nervous or uncertain.
- Meet all problems head-on.

Things rarely go as planned, but if you are prepared and avoid panicking, problems can be avoided.

## **Student Organizations Guidelines for Facilities Usage**

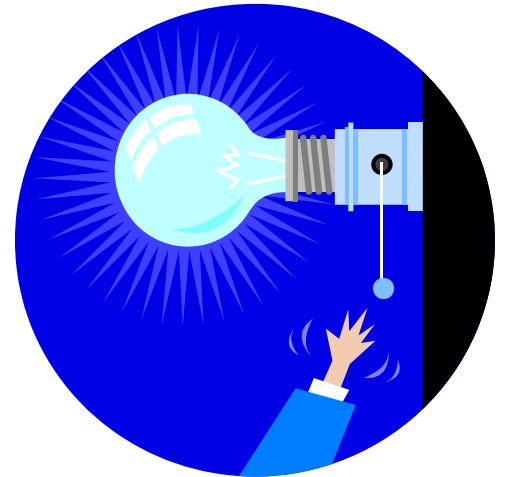
1. Make your reservations as far in advance as possible. All reservations are on first come, first serve basis.
2. If you have any specific setup requirements, they need to be stated at the time the reservation is made, NOT the day of the event.
3. The room must be left exactly as it was found. If the tables are rearranged, they must be moved back to their original location at the end of the meeting.
4. Remove all trash from the room upon departure.
5. Any chairs brought into the Theatre from the The Lion's Den must be removed at the end of each meeting. Tables must be stored neatly at front of room. All AV equipment must be returned to proper storage units.
6. Any group reserving meeting room space that fails to notify the Director of the Cailloux Center of a cancellation at least 24 hours in advance of the scheduled event will be charged the full amount for any expenses incurred by the CCAC staff to prepare for the scheduled reservation.
7. If an RSO has reserved a university facility and their event is not approved by the Director of Student Activities it is the RSO's responsibility to cancel any reserved facilities for the event with the Director of Event Services.
8. Organizations with outstanding financial obligations to the University will be denied further use of the facilities until such obligations are met.
9. Room reservations are not transferable. Neither may an organization turn over a reserved facility for use to another organization or individual.
10. Organization members may not reserve facilities under the organization name for individual or personal use.
11. All events must be approved by the Director of Student Activities.
12. Every effort should be made so that no event will be scheduled in the CCAC that is timed so as to conflict with events sponsored by other organizations.
13. For events outside of the Cailloux Center that require tables, chairs, equipment, etc. a fee will be assessed by Environment Management for delivery. Organizations must provide a BLI number before any work orders will be turned in to Environment Management. EM will deliver equipment on trailers to designated location. Organization members are responsible for unloading and reloading trailers. If equipment is not reloaded onto the trailer at the end of the function, additional fees will be charged to organization's BLI.
14. Abuse or disregard of the above guidelines will result in denial of further use of facilities.



# *Some ABCs of Creative Campus Advertising*

'A' boards...sometimes called sandwich boards  
Activities that lead up to an event  
Announcements before programs, meetings, other campus events  
"Ask Me" buttons  
Balloons  
Banners...be creative (Use bed sheets, have a contest, hang in new approved places)  
Bathrooms stall advertising..posters, fliers or newsletters  
Book covering advertising...printing with information and give away  
Bookmarks  
Bookstore bag fliers  
Bulletin board displays  
Bumper stickers  
Business cards that look like tickets for the event  
Buttons  
Cafeteria tray liners  
Calendars (weekly, monthly, semesterly or yearly)  
Campus announcements section of the newspaper  
Campus newspaper inserts  
Candy giveaway with information attached  
Cash register posters around campus  
Clothesline posters  
Facebook Groups  
Helium balloons  
Highlighters printed you can give away  
Hot air balloons  
Ice scrapers  
ID Holders  
Key chain giveaways  
Kites with information on or attached to  
Laundry machine advertising...people have time to waste  
Letters to campus organizations  
Logos that you use on all events  
Mail packages to some students...they love getting boxes  
Mailbox stuffing  
Mailing to fraternity or sorority social chairs

Mannequins holding a sign  
 Messages attached to candy or another type of giveaway  
 Messages on the corner of classroom chalkboards  
 Mock tail booth...make drinks and advertise an upcoming event  
 Multiple colors of the same flier hung next to each other  
 MySpace.com  
 Napkins printed with information  
 Newspaper articles and interview  
 Noon teasers/attention getters  
 Paint a vehicle and drive it around campus  
 Smile pins...passes  
 Solicitation table before an event  
 Something stupid on a campus sign...this is a publicity stunt for...  
 "Song" routines in high traffic areas  
 Speak at campus meetings, residence hall meetings, club meetings, Senate, etc.  
 Squeeze bottles  
 Stairwell advertising  
 Stickers  
 Stickers with event info you can put on your calendar  
 Streamers or flags advertising an event  
 Stunts in places where many people are gathered  
 T-shirts advertising an event  
 Table tents  
 Teasers  
 Temporary tattoos  
 Tents  
 Text Messaging  
 Themes  
 Trash can posters  
 University Web calendar  
 Velcro banners you can change for various programs  
 Vending machine advertising...on the machine and in the product inside  
 DVDS...play in high traffic areas  
 Word of mouth  
 Zebra's ...I had to have something that started with a Z



Adapted from "200 Ideas to Creatively Advertise Events on Campus" by Brian Borski at the University of Dallas.



## Working with your Advisor

There are many ways to work with the advisor(s) of your organization. Most importantly, the advisor-organization relationship should entail two-way communication. Because advisors can have a variety of roles and responsibilities associated with the organization, it is important that the officers and advisor come to an agreement on expectations.

Listed below are some expectations that can help student leaders and advisors arrive at a clear and mutually agreed upon role for the advisor. The advisor and officers of the organization should rank the following items (from 1-5, with 1 being an essential duty of the advisor and 5 being absolutely no responsibility for the advisor) and then meet to compare answers and discuss any differences. For items that are determined not to be the responsibility of the advisor, it is important to establish whose responsibility it will be.

- Attend all general meetings
- Attend all officer meetings
- Call meetings of the officers when believed to be necessary
- Explain University policy when relevant to the discussion
- Explain University policy to the group at the beginning of the academic year
- Meet with the chief student leader before each meeting
- Help officer(s) prepare an agenda before each meeting
- Speak up during discussion when the group is making a poor decision
- Be quiet during general meetings unless called upon
- Exert influence with officers between meetings
- Take an active part in formulating the goals of the group
- Initiate ideas for discussion when the advisor feels it is helpful or relevant
- Be one of the group, except for voting and holding office
- Attend all group activities, meetings, events, etc.
- Request to see the financial officer's records at the end of each semester

- Check the minutes before they are distributed in final form
- Check all correspondence before it is sent
- Be a custodian of all group records during the summer and between officer transitions
- Keep the official files of the organization
- Inform the group of infractions of the bylaws, codes or standing rules
- Make the group aware of its objectives when planning events
- Veto a decision when it violates a organizational objectives or policies, or University policy
- Mediate interpersonal conflicts that may arise
- Be responsible for planning leadership skills workshops
- Let the groups work out its problems; allow for mistakes and “doing it the hard way”
- Insist on an evaluation of each activity by those students responsible for planning it
- Take the initiative in developing teamwork and cooperation among the officers
- Let the group thrive or decline on its own; do not interfere unless requested
- Represent the group in any conflicts with University staff
- Be familiar with University resources and procedures that affect group activities
- Recommend programs, speakers, etc.
- Take an active part in the orderly transition of responsibilities between old and new officers
- Cancel any activities when you believe they have been inadequately planned, will violate University rules, or are unsafe.

*Adapted from Texas A&M University Department of Student Activities*

The relationship between an organization and its advisor should be one that facilitates positive learning experiences for everyone involved. The Department of Student Activities shares in this endeavor and is available to help make this happen. Contact the Director of Student Activities for resources and guidance in making the advising relationship a successful one.

# *Forms*

<i>Office Use Only</i> <hr/> Date Received <hr/> Director Initials
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## Schreiner University Re-recognition Registration Form

**\*\*To continue recognition you must complete and submit this form to the Director of Student Activities every semester. Failure to turn in form will result in loss of University recognition as well as Senate recognition.\*\***

**Organization Name & Abbreviation:** \_\_\_\_\_

**Faculty/Staff Advisor Information** (at least 1 required):

**Name:** \_\_\_\_\_ **Name:** \_\_\_\_\_

**Primary Student Leader**

**Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_

**Officers**

**Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Type of Organization (check one):**

- Service
- Academic/Professional
- Fraternity/Sorority
- Governance
- Health & Recreation
- Honorary
- Religious
- Residence Life
- Special Interest
- Sport Clubs

<p>We acknowledge that a failure to follow Student Activities policies and University rules may result in the loss of organization privileges or recognition by the University. SU requires that all RSO Officers maintain a minimum of a 2.25 cumulative GPA and that all members maintain a minimum of a 2.0 cumulative GPA.</p> <p>_____</p> <p style="text-align: center;">Signature Primary Student Leader</p> <p>_____</p> <p style="text-align: center;">Signature of Faculty/Staff Advisor</p>
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**Established Meeting Time (day, time, and location):** \_\_\_\_\_

**Schreiner University**  
**Student Organization Event Form**

**PLEASE TYPE OR PRINT**

**COMPLETED FORM MUST BE SUBMITTED 10 WORKING DAYS IN ADVANCE OF THE EVENT  
TO THE STUDENT ACTIVITIES OFFICE.**

As a representative and Event Coordinator of this organization, I hereby assume full responsibility for the organization adhering to all the University policies, procedures, and regulations; for the payment of necessary fees; and for the clean up arrangements related to this event.

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RSO Name: \_\_\_\_\_

Event Coordinator Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Advisor: \_\_\_\_\_ Home (emergency only): \_\_\_\_\_

Event Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Event Basics/Facilities**

1. Date of Event: \_\_\_\_\_

2. Event Time: start time: \_\_\_\_\_ am/pm End time: \_\_\_\_\_ am/pm

3. Facility/Location Desired: \_\_\_\_\_ 2<sup>nd</sup> Choice: \_\_\_\_\_

If event is off campus please provide the name and address of the facility: \_\_\_\_\_  
\_\_\_\_\_

4. Name of Event: \_\_\_\_\_ (i.e. "SAB Bingo Night")

**Type of Event:** (please circle one)

Spirit          Social          Ritual          Educational          Other \_\_\_\_\_

If event is also a fundraiser you must fill out the Fundraising form before final approval will be given for the event.

5. Estimated Attendance: \_\_\_\_\_ Admission Charged: Yes\_\_\_ No\_\_\_ Amount \$ \_\_\_\_\_

6. Invitation Only\_\_\_ Campus Only\_\_\_ Public Invited\_\_\_ Campus & Outside Attendees\_\_\_

**7. Additional Event Approval**

Events involving food (Sodexo), Pool (Campus Rec.), Softball Fields (Athletics) you will need to contact those departments and they must sign off on the event form. For tables & chairs at facilities outside of the CCAC you must contact Plant Operations for arrangements.

8. For set up of room and additional AV Needs meet w/ Director of Cailloux . Each RSO is responsible for the clean up of the facilities reserved. If the facility is not clean a cleaning fee will be charged to the RSO.

**\*\*\*FOR OFFICE USE ONLY\*\*\***

Date Rec'd: \_\_\_\_\_ Time Rec'd: \_\_\_\_\_ Rec'd By: \_\_\_\_\_ Approved **Y N**

**Special Arrangements**

SODEXO FOOD SERVICES: Sodexo Food Services has EXCLUSIVE rights to catering for ALL on campus events.

**I have contacted Sodexo:** (circle one) YES NO WAIVED

**9. Security**

University Security are required at any functions where alcoholic beverages are sold and/or at other events identified by University Security or the by Student Services. The ratio is 1 officer per one hundred (100) estimated attendees. Security is required to be present 15 minutes before and 30 minutes after events. The University requires the right to delay or cancel an event if University Security has not been contracted or is not present at the event.

\_\_\_ Security will be needed due to estimated attendance

\_\_\_ Number of Security required

**10. Required Signatures: (in this order and only the ones that apply to your event)**

( ) \_\_\_\_\_  
**Advisor**

( ) \_\_\_\_\_  
**Director of CCAC**

( ) \_\_\_\_\_  
**Director of the Mountaineer Fitness Center**  
*(when reserving Pool, or Fitness Areas)*

( ) \_\_\_\_\_  
**Director of Security**  
*(when having events with Alcohol, over 100 people or high risk events)*

( ) \_\_\_\_\_  
**Sodexo (events with food)**

( ) \_\_\_\_\_  
**Director of Student Activities**

**Schreiner University**  
**RSO Event/Alcohol Form**

**COMPLETED FORM MUST BE SUBMITTED 20 WORKING DAYS IN ADVANCE OF THE EVENT TO THE STUDENT ACTIVITIES OFFICE.**

As a representative and Event Coordinator of this organization, I hereby assume full responsibility for the organization adhering to all the University policies, procedures, and regulations; for the payment of necessary fees; and for the clean up arrangements related to this event.

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RSO Name: \_\_\_\_\_

Event Coordinator Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Advisor: \_\_\_\_\_ Home (emergency only): \_\_\_\_\_

Event Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Event Basics/Facilities**

1. Date of Event: \_\_\_\_\_ Day of the week of the event: \_\_\_\_\_

2. Event Time:

Set up time: \_\_\_\_\_ am/pm Clean up time: \_\_\_\_\_ am/pm

Event start time: \_\_\_\_\_ am/pm Event end time: \_\_\_\_\_ am/pm

3. Facility/Location Desired: \_\_\_\_\_ 2<sup>nd</sup> Choice: \_\_\_\_\_

If event is off campus please provide the name and address of the facility: \_\_\_\_\_

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4. Name of Event: \_\_\_\_\_ Type of Event: \_\_\_\_\_

5. Estimated Attendance: \_\_\_\_\_

6. Invitation Only \_\_\_\_\_ Campus Only \_\_\_\_\_

**7. Additional Event Approval**

For events involving food (Sodexo), Pool (Campus Rec.), Softball Fields (Athletics) you will need to contact those departments and they must sign off on the event form. For tables & chairs at facilities outside of the CCAC you must contact Plant Operations for arrangements. \*\*\*For set up of room and additional AV Needs meet w/ Director of Cailloux. *Each RSO is responsible for the clean up of the facilities reserved.* If the facility is not clean a cleaning fee will be charged to the RSO.

**Special Arrangements**

1. SODEXO FOOD SERVICES: Sodexo Food Services has EXCLUSIVE rights to catering for ALL on campus events. All alcoholic beverages sold or served on campus MUST be sold and served by Sodexo Food Services.

**I have contacted Sodexo:** (circle one) YES NO

We will have \_\_\_\_\_ Food \_\_\_\_\_ Alcohol

2. ALCOHOL:

I have met with the following regarding the requirements for an alcohol event:

\_\_\_\_\_ Director of Student Activities

\_\_\_\_\_ Director of University Security

\_\_\_\_\_ I have met with Sodexo Food Services

In accordance with University policies, the following precautionary measures must be taken:

1. No serving of alcoholic beverages before 12:00 noon on any day, or after 12:00 midnight Sunday thru Thursday. Alcohol may be served until 1:00 am on Friday and Saturday.
2. Beverage containers will not be allowed in our out of the event location. All open containers must be disposed of before leaving the designated area.
3. Wristbands and ID's will be issued by a Student Services professional or designated full time faculty or staff member to those who are 21 years of age or older. **A Student Services professional and one advisor must be present during the entire event.**
4. No event shall include any form of "drinking contests"
5. Organizations sponsoring event must provide (free of charge) non-alcoholic beverages as well as food (for example chips, salsa, cookies, cheese, crackers, cookies, etc.)
6. Organizations may not sponsor an event with alcohol, on or off campus, during weeknights (Sunday thru Thursday) when classes will be in session the following day, without written permission from the Dean of Students.
7. All advertising for events serving alcohol must have the approved alcohol stamp from the Director of Student Activities. You cannot list the prices of alcohol provided at event, but can state that "Alcoholic Beverages will be available for purchase".
8. Organizations can not use the sale of alcohol as a fundraiser for their group. You can not receive any money or donations from the sales of alcohol.
9. If your organization is affiliated with a national or international organization you must also abide by their policies regarding events with alcohol.
10. Failure by a Recognized Student Organization to abide by and enforce these conditions during an event where alcohol is served will result in disciplinary action against the organization and/or its members.
11. Please list a minimum of four members of your organization that will not consume alcohol during this event to ensure that the conditions of this agreement are followed:

**NAME**

**SIGNATURE**

_____	_____
_____	_____
_____	_____
_____	_____

12. I understand that the lawful sale and/or service of alcoholic beverages will be conducted solely by personnel from Sodexo Food Services or third party vendor off-campus. Also, no one under the age of twenty one, other than (non-student) employees of Sodexo or the third party vendor, may assist with, handle sell or serve alcoholic beverages.

**3. Security**

University Security are required at any functions where alcoholic beverages are sold and/or at other events identified by University Security or the by Student Services. The ratio is 1 officer per one hundred (100) estimated attendees. Security is required to be present 15 minutes before and 30 minutes after events. The University requires the right to delay or cancel an event if University Security has not been contracted or is not present at the event.

**4. Required Signatures: (in this order and only the ones that apply to your event)**

( ) _____ <b>Advisor</b>	( ) _____ <b>Director of CCAC</b>	( ) _____ <b>Director of Mountaineer Fitness Center</b>
( ) _____ <b>Director of Security</b>	( ) _____ <b>Sodexo Catering</b>	( ) _____ <b>Third Party Vendor (for off campus only)</b>
( ) _____ <b>Director of Student Activities</b>	( ) _____ <b>Dean of Students</b>	

**\*\*\*FOR OFFICE USE ONLY\*\*\***

Date Rec'd: \_\_\_\_\_ Rec'd By: \_\_\_\_\_ Approved Y N

Schreiner University  
Third Party Vendor Agreement  
For Student Events

Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Location: \_\_\_\_\_

Sponsoring RSO: \_\_\_\_\_

Third Party Vendor: \_\_\_\_\_

- I verify that as the third party vendor I hold the appropriate license to serve alcohol.
- I understand that the lawful sale and/or service of alcoholic beverages at this event will be conducted solely by personnel employed by the third party vendor.
- Must have liability insurance with limits of 1,000,000/2,000,000
- No Schreiner students will assist with, handle, sell or serve alcoholic beverages during this event.

Vendor's authorized representative:

Signature: \_\_\_\_\_

Printed name: \_\_\_\_\_

# Student Organization Fundraising Form

**RSO:** \_\_\_\_\_

**Student Contact:** \_\_\_\_\_ **Phone No.:** \_\_\_\_\_

**CMB:** \_\_\_\_\_ **Student email:** \_\_\_\_\_

**Advisor Name:** \_\_\_\_\_ **Advisor Phone No.:** \_\_\_\_\_

**What is your fundraising goal (amount)?** \_\_\_\_\_

*(You must report your final fundraising total and where it goes to the Director of Student Activities!)*

**Estimated event expenses (total)?** \_\_\_\_\_

*(expenses should not exceed 50% of total amount raised)*

**Please describe the fundraiser you will conduct and the purpose:**

\_\_\_\_\_  
\_\_\_\_\_

**Location:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Will you request donations from any local businesses?**  Yes  No

**If yes, what business(es) please attached a typed list and attach it**

**Please circle the type of advertising you plan to use:**

*Mountaineer* Flyers/Posters Facebook/MySpace Email

Other: \_\_\_\_\_

<b>Office Use Only</b> Amount of Funds Raised \$ _____ Donated To: (if applicable) _____
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*I have read, understand and agree to follow the rules and regulations regarding fundraising stated in the student organization manual and on the back of this form. I understand failure to follow these guidelines may result in loss of University privileges.*

**RSO Officer's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Advisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Approval  No  Yes

\_\_\_\_\_  
**Date:** \_\_\_\_\_

**Director of Student Activities or V.P. President for Enrollment & Student Services**

\_\_\_\_\_  
**Date:** \_\_\_\_\_

**Director of Development or VP Advancement and Public Affairs**

## Schreiner University Philanthropy/Service Report

*The form must be completed and submitted to the Director of Student Activities & Greek Life no more than 30 days from the events.*

RSO Name:	
Person Completing the Form:	
Person's Contact Information:	

Name of the Event:	
Date of Event:	
Where the events was held:	
Start Time of Event & End Time of Event:	

Agency Name (Benefactor):	
Agency Contact Person Name:	
Agency Contact Person Phone:	

Amount Donated (in Dollars):	
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Number of members participating:	
Hours of service per person:	

The organization wants this repost to count for the following (Circle only one)

Drive                      Money                      Hours

Brief Description of Event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\*\* ON THE BACK PLEASE LIST THE FIRST AND LAST NAME OF EACH PERSON WHO PARTICIPATED AND THE NUMBER OF HOURS WORKED.\*\***



1. In consideration of being permitted to participate in \_\_\_\_\_, I, for myself, my heirs, personal representatives or assigns, do hereby release, waive, discharge, and covenant not to sue Schreiner University, its officers, employees, volunteers, participants, and all other persons or entities acting on their behalf.
2.
  - a. I acknowledge that there is a potential risk for injury involved in my participation with this event. These injuries entail both known and unanticipated risks, including but not limited to inherent risks of participating in a variety of games and relays.
  - b. I expressly agree and promise to accept an assume all of the risks existing in this activity. My participation in this activity is purely voluntary, and I elect to participate in spite of the risks.
  - c. I agree to abide by University rules and guidelines pertaining to \_\_\_\_\_. I also agree to pay for and/or reimburse the University for costs incurred by the University that are related to my failure to abide by these rules and guidelines.
3. I hereby voluntarily release, forever discharge, and agree to indemnify and hold harmless Schreiner University from any and all claims, demands, causes of action, suits, procedures, and damages or liabilities, including attorney's fees which are in any way connected with my participation in this activity, and to reimburse them for any such expenses incurred.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

(If participant is under age)

### Emergency Medical Information

Name of participant: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

\_\_\_\_\_ Phone# at this address: \_\_\_\_\_

Emergency Contact name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone #: home( ) \_\_\_\_\_ work( ) \_\_\_\_\_ cell( ) \_\_\_\_\_

Are you allergic to any food or medication? NO YES, please list: \_\_\_\_\_

Please list any other conditions or special medical needs: \_\_\_\_\_

Please list any medications you are currently taking: \_\_\_\_\_

Medical Insurance Company: \_\_\_\_\_ Policy #: \_\_\_\_\_

Policyholder's name: \_\_\_\_\_

1. I certify that I have adequate insurance to cover any injury or damage I may cause or suffer while participating, or else I agree to bear the costs of such injury or damage myself. I further certify that I have no medical or physical conditions which could interfere with my safety in this activity, or else I am willing to assume and bear the costs of all risks that may be created, directly or indirectly, by any such condition.
2. I authorize Schreiner University personnel to call for medical care for me or to transport me to a medical facility or hospital if, in the opinion of such personnel, medical attention is needed by me. I further authorize appropriate personnel to render such medical treatment as is necessary for my health, in their professional opinion. I agree that once I am in the care of medical personnel or a medical facility, Schreiner University shall have no further responsibility for me and I agree to pay all costs associated with such medical care and transportation.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

# Schreiner University

## Request for Authorization for Student Travel

### Part I. Organizational Information

Name of Organization: \_\_\_\_\_

Authorized Student Representative: \_\_\_\_\_ Cell Phone No.: \_\_\_\_\_

Name of Advisor: \_\_\_\_\_ Contact No: \_\_\_\_\_

## Part II. Trip Information

Purpose of Trip: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Destination: \_\_\_\_\_

Dates of Travel:      Departure: \_\_\_\_\_      Return: \_\_\_\_\_

Total number of participants: \_\_\_\_\_ Number of participants under 18: \_\_\_\_\_

Lodging Arrangements (Address and phone number required and the name of the reservation): \_\_\_\_\_

\_\_\_\_\_ Phone No.: \_\_\_\_\_

Transportation Arrangements:

\_\_\_\_\_ Personal Vehicle      \_\_\_\_\_ University Van      \_\_\_\_\_ Rental Car

Name of Drivers: \_\_\_\_\_

### Office Use Only:

Event approved:      Yes      No

Date approved: \_\_\_\_\_