



Organization Handbook

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Student Activities Programs

The Office of Student Activities, located in the Red and Charline McCombs Campus Center, is an office designed for you...the student. The staff of the office recognizes co-curricular involvement as an important part of the college learning experience. Active participation in student organizations provides an opportunity for skill development, responsibility, and social interaction.

Programs sponsored by the Office of Student Activities include: Friday Night Live, Cinematic Saturdays, Leadership Development Series, concerts, and many others.

Mission of the Office of Student Activities

The mission of the Office of Student Activities is to act as an advisor, ally, administrator, educator, and mentor to the students of Southwestern University by facilitating learning experiences through leadership opportunities, student organizations, social activities, and other services that promote personal growth and the empowerment of students for success in our diverse community, as well as beyond.

Student Activities Staff

The office staff is committed to helping you make the most of your college experience. Resources are available on a wide variety of topics including program planning, motivation, delegation, communication, leadership, and many others. If you need assistance with a program or advice, simply call (512) 863-1345 or come by the office to speak with us. We are here to help!

Derek Timourian, (512) 863-1665
Associate Dean for Student Life

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Assistant Director of Student Activities

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Chapter 1 – Student Organizations

Organizations and Registration

With over 100 registered student organizations, there are numerous opportunities for involvement outside of the classroom. These organizations represent a variety of interests; from student government to social activism, from literary publications to Greek Life. Each organization's contact person, advisor, and purpose is listed in the Student Organization Guide and on the Student Organizations website.

- [Student Organization Guide](#)
- [Student Organizations Website](#)

Benefits of Registered Organizations

- The ability to reserve space on campus.
- Funding, both regular and emergency.
- The ability to apply for Community Chest funding.
- Office or cabinet space.
- Use of the copy machine and banner maker.
- Use of university vehicles for trips.
- Use of university equipment such as stages, audiovisual equipment, and catering.
- Campus-wide communication and marketing (fliers, banners, chalking, etc.)

Organization Registration Process

All student organizations are required to register each year with the Office of Student Activities. A letter will be sent via email to all student organizations during the spring semester outlining the re-registration process. This letter will contain the Signature Card, Application for Funding, and the Office and Cabinet Application. All organizations are required to turn in a Signature Card.

Creating a New Organization

If you are interested in starting a new student organization, you must first set up a meeting with a staff member of the Office of Student Activities. They will explain the process in detail and answer any questions you may have. New student organizations are approved through the Student Government Association (SGA).

Advisors

The Purpose of Having an Advisor

The knowledge, leadership, and guidance that an advisor can provide for your organization is priceless. An advisor can assist in designing and evaluating organization goals and activities. An advisor can help provide continuity and serve as a signatory on official forms. Also, your advisor will have more familiarity with the university and its policies and services.

What Benefits Does My Organization Get From Having an Advisor?

While it is a requirement that all student organizations must have an advisor to remain in good standing, a good advisor can be very beneficial. An advisor can assist in designing and evaluating organization goals and activities.

Advisors also maintain continuity within the organization from year to year, providing a sense of history for your organization. All the organization's files should be stored with the advisor to make sure that next year's leaders can pick up right where you left off. Spending time reinventing the wheel can bring down an organization and lead to problems in the future.

Advisors act as advocates for students, so they can be a great resource for students. It is not the advisor's role to take over the organization, but to help make the group the best it can possibly be. Student organizations have the opportunity to choose their own advisor, so they should choose someone that they will enjoy working with. Having a good advisor will help to increase membership, maintain a quality reputation, and establish loyalty among the organization's members.

- [The Organization's Responsibility to their Advisor](#)

Chapter 2 – Event Planning

Programming is the creation, planning, and implementation of activities for students and staff that build a sense of community, enthusiasm, and responsibility on campus. This is done by addressing a majority of the students' needs, and providing leadership and communication opportunities. The purpose of all programs is to create a relaxed atmosphere in which students create worthwhile experiences for fellow students. Programs offer diversion from academic life while providing information on new topics, challenges, and good times!

A programming checklist can help you with planning out all aspects of an event, from catering to clean up to thank you notes.

- [Event Planning Checklist](#)
- [Alcohol Event Request Form](#)
- [Guidelines for Serving Alcohol](#)

Budgeting

When planning an event, two primary questions must be considered: *How much will the program cost? How will the program be funded?* A budget is a guideline for your plan of action. To be effective, a budget should reflect knowledge gained in past ventures.

Promotion and Publicity

Everyone knows that a good promotional campaign is essential for the success of a program. Since the right promotion depends on the type of program, it might be helpful to think about that before you start on your promotion.

- [Organization Event Calendaring Form](#)
- [Banner Request Form](#)
- [Campus Notices](#)
- [Napkin Insert/Table Tent Request Form](#)

Contracting Performers

Note: All contracts must be done through the Office of Student Activities. Please contact a member of the staff when working with a performer/speaker for an organization event.

All performers/speakers providing a service on campus will require a contract. The Office of Student Activities can help you with the process. They will help you figure out insurance, check requests, and all the information needed for the contract. All contracts must be approved by the Director of Student Activities and the Vice President for Fiscal Affairs. All contracts must be signed and executed before a performer/speaker is allowed on campus. Please allow at least one month to complete the contract and payment process for any event.

Any performer/speaker being brought to campus that is not being paid for their services must complete a Visitor Hold Harmless Agreement. Please contact the Office of Student Activities to get this form completed and sent to the performer/speaker. This form must be signed before the start of the event. Please allow for at least two weeks to complete this process.

How to Schedule a Room or Event

Please schedule a space at least five business days in advance to ensure availability as all requests are handled on a first-come, first-served basis. By completing your reservation in advance, you can ensure that all furnishing requests and audiovisual requests can be met.

Priority Events

Requests for event space should not be made if the event coincides with the University's Priority Events. Priority Events are those events which no student, faculty, or staff member may be denied the opportunity to attend because of a conflicting meeting or event. They include:

- All Chapel Services including Candlelight
- All Homecoming Activities
- Family Days/Parent Orientation
- The Brown Symposium
- Commencement and other special convocations
- Study Days and Final Examinations
- Student Body Forums
- Shilling Lecture Series
- Writer's Voice

Anyone reserving University facilities must adhere to the policies of the University. Individuals/groups not adhering to building policies can be denied future access to facilities and held financially responsible for damage.

- [Building Policies](#)

Scheduling Procedures

Southwestern students, faculty, and staff wishing to reserve University facilities may go to [this page](#) for directions on how to reserve a facility on campus. To **REQUEST** a facility, please visit the [25 Live](#) website and sign-in with your SU EID and password. (Please note that spaces can only be reserved for university events not personal events).

Please note that only 2 people per organization will be allowed to schedule spaces for that organization. Schedulers must attend a training session held by Student Activities before they will be given access to the scheduling system.

DO NOT advertise or promote your event until you have received a confirmation email for your space. You should receive a confirmation email from the facility coordinator for each request you submit.

If your event requires special permission from the Director of Student Activities or the Dean of Students, be sure to get the appropriate approval.

The confirmation email you receive is for the facility only. You should contact Sodexo Catering at (512) 863-1913 to confirm food/beverage service. Physical Plant and Audiovisual Services will contact you if your request for furnishings can't be met.

Changes or Cancellations

Should you have any changes to your request, including furnishings changes, or you need to cancel your event, you will need to edit your event in 25Live and email all interested parties. If you need to change the audiovisual, or food/beverage requests, you will need to contact those departments directly.

Chapter 3 – Organization Finances

Funding/Purchasing Procedures

All registered student organizations are eligible to apply for funding through the Office of Student Activities. The Student Fees and Allocations Committee will review applications and make recommendations to the Office of Student Activities. Requests will then be submitted to the University Budgeting Committee. Funding requests are accepted in April for the upcoming academic year. Additional applications will be accepted throughout the year via emergency funding.

Funding Opportunities to Student Organizations

- **Community Chest**

The purpose of the Community Chest Fund is to provide opportunities for registered student organizations to offer campus-wide programs that cannot be executed with the money available from the fees and allocations process alone. [Click here](#) for an application.

- **Emergency Funding**

This is available for new student organizations, those who failed to apply for funding for the

current academic year, or organizations who have already responsibly utilized the funds they were initially allocated. [Click here](#) for an application.

- **McMichael Student Experience Enrichment Fund**

The purpose of the McMichael Student Experience Enrichment Fund (MSEEF) is to support co-curricular opportunities for students. MSEEF funds can be used to defray the direct costs of such experiences and should also enhance the lives of others in the SU community. More information and forms are available from Derek Timourian, Assistant Dean for Student Life, in CJR 222, (512) 863-1665, timourid@southwestern.edu.

Organization Purchases & Reimbursements

All organizations receiving university funding can access their account in three ways: 1) They can purchase items and then bring an itemized receipt to Student Activities for reimbursement; 2) To receive a cash advance, students may stop by Student Activities and receive a Petty Cash Voucher, and then get up to \$100 from the Business Office; 3) For large purchases, a meeting can be set up with Student Activities and a staff members can make the purchase with their corporate credit card.

All organization charges over \$100 must be pre-approved by the Office of Student Activities. The [Purchase Request Form](#) must be filled out one week prior to purchase and you must get approval from Student Activities prior to making the purchase.

Please note that allocated funds may not be used to purchase gift cards, alcohol, organization t-shirts, gas for trips, or as fundraiser seed money.

Cash Reimbursements

Student organizations with active accounts in the Office of Student Activities may request up to \$100 (cash) per day. This can be accomplished in two ways:

1. Cash Advance: obtain a petty cash voucher from the Office of Student Activities in the amount you need. The voucher will be cashed at the Business Office. You **must** present your receipt with the yellow copy of the petty cash voucher to the Business Office within five days of receipt of money.
2. Cash reimbursement: you may purchase your supplies and submit the itemized receipt to the Office of Student Activities to obtain a petty cash voucher. The Business Office will cash your voucher.

Purchase Orders/Check Requisition

For expenses over \$100, you must use a purchase order or check requisition. The statement or bill of services must contain the following information: name of vendor, complete mailing address, phone number, and goods supplied. All purchase orders and check requisitions must be signed by a professional staff member of the Office of Student Activities.

Cash Advance

Student organizations can receive a cash advance of up to \$100 from their organization account per day and can only have one cash advance out at a time. Once cash is received from the Business Office, an itemized receipt and any change must be returned to the Business Office within five business days. Failure to turn in these items in that time frame could result in the loss of this privilege.

Purchase Orders

Organizations must complete a purchase requisition (form used for a purchase order) prior to receiving any goods or services. A purchase requisition will guarantee the vendor that the bill will be paid by Southwestern University. The Office of Student Activities will assist you in completing this form. After services and/or goods have been delivered, submit the statement/bill to the Office of Student Activities. A check to the vendor will be mailed the following Friday.

Check Requisition

If services and/or goods are rendered prior to completing a purchase order, then a check requisition is needed. A check requisition will NOT guarantee payment.

1. Bring itemized receipts from purchases to the Office of Student Activities.
2. A Student Activities Staff Member will fill out a check request detailing the reason for the expenses and the total amount of the reimbursement.
3. If the check requisition is turned in by noon on Tuesday, the check will be sent out on Friday of that week.
4. If the check requisition is turned in after noon on Tuesday, the check will be sent out on Friday of the following week.

- [Student Organization Fundraising Policy](#)

- [University Raffle Policy](#)

Chapter 4 – University Services & Policies

- [Publicity Regulations](#)

Copying and Banner Making Guidelines

The Office of Student Activities has a copy machine available for student organizations with active accounts. Copies are 7 cents each. This machine can only be used for 50 copies at a time, for larger copy quantities student organizations should use the risograph machine. This machine is designated for quality duplicating of larger quantities and the cost is considerably less. This machine is located in Olin 218.

Student Organizations who use the copy machine will be billed monthly. A balance statement will be mailed to your organization's treasurer.

Banner Making Machine

Organizations are encouraged to utilize the banner-making machine to advertise upcoming events. Please submit a [Banner Request](#) form along with the flyer you wish to enlarge. Please give five (5) days notice. Contact the Office of Student Activities for more details.

Flyers for banners **should** be submitted on an 8 1/2 x 11 flyer and will be enlarged to 36". Banners are hung in the McCombs Campus Center Concourse by Student Activities. Banners can only be hung for one week at a time; however, you are welcome to request that a different banner announcing the same event be hung the following week.

Student Organizations, with funding from Student Activities, can have their organization's account charged at the end of the each month. Prices for banners are as follows

Banner Prices

Banners (36" long) \$9.00

(banner size for hanging in the concourse)

Various colors are available.

- [Copyright Resources](#)
- [Food Handling Policy](#)
- [Out-of-Town Trips](#)
- [Vehicle Usage and Safety](#)
- [Conference Attendance Guidelines](#)
- [Conference Hosting Guidelines](#)
- [Best Practices for Child Sitting Operations on Campus](#)

Risk Management for Students and Advisors

Texas state law requires that all public and private postsecondary educational institutions present risk management programs for members and advisors of registered student organizations. The required information is to be presented at least once during each academic year. All student organizations are encouraged to create and implement a Risk Management Policy which should be reviewed annually by all organization members. The Office of Student Activities and the University's Director of Safety and Risk Management are available to help organizations create policies and educate organization members.

Injury Reporting Procedures

All student organizations hosting events should always consider the safety of those events. The Office of Student Activities requires that a safety meeting be scheduled between a Student Activities staff member and an organization representative prior to the event date for all organization events open to the entire campus community. At this meeting safety concerns and proper injury reporting systems will be discussed.

Should an injury or medical condition requiring campus or local police, fire or EMS attention occur at an organization sponsored event, it is required that the incident be recorded and reported to the

Office of Student Activities as well as the Southwestern University Police Department. All incident reports should be made using the Student Organization Injury Report Form which is available through Student Activities.

Important Numbers

University Police.....(512) 863-1944

Emergency Medical Services.....911

Georgetown Police.....911

Student Activities.....(512) 863-1345

Campus Operator....."0"

Student Hazing Prohibition Notice

The Office of Student Activities oversees the annual review and collection process for all registered university organizations of the Student Hazing Prohibition Notice. This document is collected each fall and all records of review and signature are kept on file in the Office of Student Activities.

Southwestern University defines hazing as any activity, expected of or done to someone affiliating with, joining or participating as a regular member of a group that humiliates, degrades, abuses or endangers regardless of the person's willingness to participate. It is important to note that hazing can be committed by one person alone or by a group and that a formal organization need not exist for hazing to take place. Hazing violations should be reported to one or more of the following: the Director of Student Activities, the Dean of Students, the Vice President for Student Life, or University Police.

[Hazing Myths & Facts](#)