

Student Organization Manual

Office of Student Activities
University of St. Thomas



UNIVERSITY
ST. THOMAS

Table of Contents

Welcome Letter	p. 3
Starting a new organization	p. 4
Yearly reactivation responsibilities	p. 5
Writing and updating your constitution	p. 6
Leading your organization	p. 7
Role of the Advisor	p. 8
Effective meetings	p. 9
Student Activities General Information	p. 11
Event Planning Guide	p. 13
Budgeting for events	p. 17
Publicity	p. 18
University Policies (alcohol, posting, fundraising, and speakers')	p. 20
University Guidelines (student travel and hazing)	p.31
Council of Clubs funding and fiscal guidelines	p. 34
Club Registration Materials	p. 49
UST Events Policy	p. 51

A message from the Director of Student Activities

September 2012

Welcome to the Office of Student Activities! My name is Angie Montelongo and I'm the Director of Student Activities. I'm looking forward to working with each of you as you begin (or continue) your leadership journey. I invite you to stop by our office in Crooker; it seems like there are always people working in the office area as well as just hanging out between classes. You will find offices for the following student organizations in our area: Student Government Association (SGA), Council of Clubs (COC), Student Activities Board (SAB) and Sport Clubs Association (SCA).

Student Organizations are a vital part of the co-curricular life here at the University of St. Thomas. You offer programs, leadership opportunities, social opportunities and you help many students to feel more connected to UST. This is a special service that only our student organizations can provide. My goal is to help you and your organization to grow into the best group that you can be.

This Student Organization Manual was developed for you to use as a tool throughout your leadership experiences. This manual, if used correctly, will greatly enhance your programming efforts, leadership development and organization functions. I'm open to feedback so pass along any comments you may have on the manual. Please remember that the Office of Student Activities Staff is available to assist you with answers to questions that cannot be found in this manual.

I hope that you are as excited about your development as a leader as I am. Keep an eye out for programs that we'll be hosting as an office. Our programs are a great opportunity for your groups to connect with other students and they give you a chance to just take a break from school work.

I'd love to meet you and find out what you need from our office to help you and your organization to be successful. If you have suggestions for programs or training topics, please share them with me. My email address is montela@stthom.edu and the Office of Student Activities' phone number is 713-525-3576.

Sincerely,

Angie Castro Montelongo
Director of Student Activities
University of St. Thomas

Starting a New Organization

The Council of Clubs (COC) has developed a process that allows for recognition of new organizations at University of St. Thomas. The members of COC base their decision on the demonstrated need for the organization at the University. The Office of Student Activities handles the administrative aspects of recognition and reactivation.

Step by Step Guide for Organization Recognition

1. Meet with the Director of Student Activities and/or COC Chair to discuss the proposed organization and its purpose, as well as to answer questions about the recognition process.
2. Present to the COC Chairperson a packet of information containing the following items:
 - a. A constitution or governing statement. (see Writing and Updating Your Constitution in this section of the manual)
 - b. A roster of interested persons. The roster should list the person's name, email address and contact number.
 - c. A list of potential Officers.
 - d. Name and contact information for the potential Organization Advisor.
3. Once the packet of information is received by the COC Chairperson they will review the information and enter the proposal onto the agenda for the next regularly scheduled COC meeting.
4. The petitioning organization's leadership must attend the COC meeting and make a presentation for recognition by the Board of Directors. The Advisor must attend this meeting or send a letter representing his or her support of the petitioning organization.
5. After deliberation among the Board of Directors, a motion to adopt a resolution of approval or disapproval of the application will be made and passed by a two-thirds vote.
6. Upon approval, the aforementioned organization is eligible for all the benefits of membership.
7. If the application for membership is not approved, the petitioning organization may re-apply the following semester.

After initial recognition, the organization must follow all procedures listed under the Yearly Reactivation Responsibilities section.

Note: If assistance is needed at any time in this process, the Office of Student Activities is available for consultation.

Yearly Reactivation Responsibilities

After elections for the next academic year, near the end of the spring semester, organizations will be asked to complete the reactivation process outlined below. This process ensures that your organization has completed all necessary paperwork for the current academic year and is registered for the next academic year.

A. Reactivation Responsibilities

1. Meet with your treasurer to ensure that all organization bills have been paid and that your account balance is correct. This will help to ensure that your rollover for the following year is correct.
2. Complete COC paperwork for outstanding allocations or loans from COC.
3. Complete an Organizational Record form. This information will be used to create a Leadership Directory that will be available at the start of the fall semester. The form will be available in your Organization Mailbox, at the COC meetings or in the Office of Student Activities.
4. At the end of each semester each organization is responsible for completing an End of Semester Report. This is a brief form that will outline the activities and highlights of the previous semester. The form will be available in your Organization Mailbox, at the COC meetings or in the Office of Student Activities.
5. Review your constitution and make any necessary updates or corrections. Be sure to give the Office of Student Activities a copy of the updated constitution for your organization's file. (see Writing and Updating Your Constitution in this section of the manual)

The following information should be turned in to the Office of Student Activities no later than **April 30**.

1. A completed Organizational Record with Advisor's signature
2. A completed End of the Semester Report
3. A copy of your organization's updated Constitution

Writing and Updating Your Constitution

All organizations are required to submit a copy of their constitution when applying for official recognition. In addition, an updated and ratified constitution must be submitted to Student Activities each year in order for an organization to maintain its active status.

The purpose of a constitution is to define the purpose of the group, the positions and responsibilities of its officers, and the standard operating procedures of the group. It can be a useful tool for the leadership of the group and will be passed on from year to year to help future officers.

Following, you will find an outline of a constitution. This can be used to help you update or write a constitution for your organization. The Office of Student Activities maintains historical records and constitutions for many organizations and can assist you in writing or revising your constitution. It will be useful to review a complete constitution before you begin.

Article I – Name and Purpose

- Section 1. Name of the organization
- Section 2. Purpose of the organization

Article II – Membership

- Section 1. Requirements for membership
- Section 2. Privileges of membership

Article III – Officers

- Section 1. What officers the group will have (must have at least a President and Treasurer)
- Section 2. Qualifications for officers
- Section 3. Duties of officers (it may be useful to clearly define the roles and duties of each officer)

Article IV – Election of Officers

- Section 1. Time of elections (please remember new officers must be elected by mid-March for the following year).
- Section 2. Procedure of elections (including who is eligible to vote, how to handle vacancies, etc.)

Article V – Meetings

- Section 1. Frequency of regular meetings
- Section 2. Provision for calling special meetings.

Article VI – Quorum

- Section 1. What a quorum consists of (how many members or officers that must be present for a vote to be valid-this can be a specific number, percentage, or title)
- Section 2. When a quorum is required (for elections or other important actions of the group)

Article VII – Amendments and By-Laws

- Section 1. Provisions for amending the constitution
- Section 2. Provisions for By-Laws (By-laws often define subcommittees of the organization, and the organization, and the chair people of those committees. By-laws may or may not be required depending on the complexity of the structure of your organization.

Leading your Organization

Leading a student organization can be challenging at times. Hopefully, you'll find the following information helpful to you as begin this process. When leading an organization, it is important that each officer has a clearly defined role and set of responsibilities, perhaps even a job description. It is also important to have the support of an active advisor, and finally, it is important to have regularly scheduled meetings of your organization. This section includes information on each of these subjects.

Duties of Officers

Although each organization is structured differently, the following should assist you in designing the position descriptions for each of your officers. Overlapping or unclear roles can lead to frustration, confusion, and unfulfilled expectations. It is the responsibility of the president or chairperson to define his or her expectations individually with each of his or her officers.

President or Chairperson

- Serves as the Chief Administrative Officer
- Conducts all organization and executive meetings
- Helps to ensure the organization does not exceed its budget; may authorize financial transactions
- Submits required organization records and reports
- Leads the goal setting and planning efforts of the group
- Helps the organization work together as a group

Vice President

- Fulfills the President's responsibilities in his or her absence
- Supervises activities of sub-committees
- May act as historian of the organization
- Assumes other duties of the organization such as publicity or programming as determined by the President

Secretary

- Maintains communication with the Office of Student Activities
- Maintains all organization records: constitutions, by-laws, and membership list
- Conducts correspondence for the organization
- Notifies all members of meeting time and place
- Takes minutes of all meetings (see leading meetings in this section.)

Treasurer

- Serves as Chief Financial Officer of the Organization
- Maintains records of all financial transactions and a balanced budget
- Reports financial activity of the organization to the members
- Assists in compiling the organizational budget request
- Reconciles organizational accounts with the Student Business Manager*

***Note: There may be additional officers (such as social chairperson, risk management chair or public relations representative), for whom specific duties should also be written.**

Role of the Advisor

Each organization is required to have an advisor who is a member of the University of St. Thomas faculty or staff. Some organizations may also wish to have an off-campus person serve as a secondary advisor. In this case, the on-campus advisor will act as the primary institutional representative.

Each organization is responsible for selecting a faculty or staff person to serve as its advisor. The advisor must sign the organizational record prior to submission to the Office of Student Activities. Organizations having difficulty finding an advisor should consult the Director of Student Activities or the Assistant Vice President of Campus Life for suggestions.

Once an advisor has been selected, the officers of the organization should meet with him or her to discuss the roles and responsibilities of the advisor and the officers. Clarifying expectations early will assist the group in its effectiveness throughout the year. Topics discussed should include:

- **MEETINGS:** Will the advisor attend all meetings of the organization? Will he or she meet with the executive board? Will he or she meet with any of the officers separately? Does the advisor have a vote? Will the advisor assist in planning or evaluating the meeting?
- **PLANNING:** Should advisor assist with planning? Should he or she suggest programs or events, or provide input only when asked? Should the advisor be expected to know campus policies and procedures? Will he or she be expected to help the group find resources for its planning? What is the role of the advisor in determining the purposes of the group or objectives for the year?
- **PROGRAMS:** Should the advisor be expected to help with programming? What do officers expect of the advisor when a program is having problems or when members are not completing delegated tasks for a program? Should the advisor attend all programs?
- **PROBLEMS:** Should the advisor help resolve problems in the group, or mediate personality conflicts? How should he or she do this? Should they point out potential problems or should the advisor let the organization learn by pointing out those problems later?
- **TRAINING:** Should the advisor train officers in their roles? Would officers like the advisor to provide feedback regarding their leadership? How should this be done?
- **ADMINISTRATIVE:** Should the advisor maintain records for the group? Is the advisor expected to provide administrative support for the group, i.e. having things typed or mailed, handling contacts or negotiating contracts with outside persons, making reservations, etc...?

The list above is intended to highlight some of the common issues of advisor/officer responsibilities. The most important aspect of the advising relationship is that of mutual agreement about the role of the advisor. This agreement cannot be assumed; it must be discussed and negotiated. All parties must be candid about their expectations.

Effective Meetings

The way in which your organization's meetings are conducted is critical to your success. The nature of your organization may depend on the degree of formality of your meetings; nevertheless, all successful meetings have some common elements. All meetings require planning, participation, and post-meeting follow-up. For most meetings, it is also important to take accurate minutes. The following are some guidelines for effective meetings.

PLANNING

Decide what you need to accomplish in the meeting and **plan your agenda**. Will you be defining a purpose, brainstorming, planning, socializing, evaluating, receiving reports, or having a speaker? How much time will each of these items take? What is a logical order for these items? Ideally, all officers will participate in setting the agenda (via email or exec meeting), and members will receive the agenda prior to the meeting. It is also helpful to have copies of the agenda at the meeting.

For informal groups your agenda can be written on a blackboard or read to the group. In all groups, **members should know the agenda** so they understand the purpose of the meeting and can participate. It is usually a good idea to leave an open discussion time at the end as well.

Choose an appropriate meeting site for your organization. Ideally, members should be able to sit in a circle or around a table so everyone can see each other. Choose the right sized space for your attendance (see facilities section of this manual for more information). The space should be one that eliminates distractions from the group.

Make sure you have **all materials for your meetings**: audio-visual equipment, scrap paper, pencils, whatever your agenda dictates.

PARTICIPATION

It is the responsibility of the president/chairperson to ensure that all members have an opportunity to participate in the group discussion. An important way to get members committed to the organization is to help them feel a part of a group. Introduce new members, explain the agenda, and set a tone that is welcoming and friendly.

It may also be necessary to ask quieter members for their thoughts. This is especially critical when planning events that require the full support of the group. Remember, people support what they help create.

Start the meeting on time...waiting too long hinders the progress and the end time of the meeting. Catch up the latecomers after the meeting if necessary. If members are habitually late, you may want to check that the meeting time is convenient for all and possibly make adjustments.

As items come up in discussion that require action, get a commitment during the meeting. Ask for **volunteers for specific tasks**. Try to get new people involved in a task that is manageable for them and make sure they understand exactly what is expected.

MINUTES

The Secretary is responsible for recording minutes of all meetings. Minutes are written records of what happened at the meeting. They should include:

- a) The organization name, date, time, and place of meeting
- b) The presiding officer, members and guests present, and members absent
- c) All main motions and points of order
- d) All actions taken and assignments made
- e) All decisions made
- f) Time of adjournment and date of next meeting (if known)
- g) Secretary's signature
- h) If there were handouts at the meeting, a copy should be attached to the file copy of the minutes and sent to absent members (via email if possible)

POST-MEETING ACTIVITIES

Review the meeting with your other officers and advisor. Discuss any problems encountered and ask for feedback about how the meeting proceeded.

Follow up on all assignments or delegated tasks. Ensure that each member knows how to accomplish his or her task, and offer your assistance if he or she needs it. This should happen shortly after the meeting, not just before the next one.

Thank any special guests after your meeting, either in person or in writing.

Make sure **minutes are distributed** to members and appropriate campus departments.

Plan the agenda for your next meeting. You may begin with items that were tabled or items that could not be discussed due to time constraints.

Student Activities General Information

Resources available in our office

1. Your club/organization mailboxes (really files) are housed in our office. Please check these on a regular basis (i.e. twice a week) because we receive lots of information for our clubs and you might miss something good if you're not checking regularly!
2. We receive a lot of mail in the Office of Student Activities from agents, companies and individuals looking to do business with us. If you are looking for promotional ideas, speakers or other entertainers, this is a great place to begin your research.
3. If you're looking for supplies to make banners or signs with, you're welcome to stop by our office to do that. You'll find scissors, markers, paint, sidewalk chalk, tape, etc. The only catch is that you are **ONLY** allowed to use the materials in our office (you can't take them with you). As you walk in, please notify our staff that you'll be using our supplies.
4. You will find flyers on the following topics: risk management, student travel, effective meetings, budgeting, publicity, and several others. Feel free to pick up copies for yourself and your officers or ask the Director of Student Activities for assistance on a particular topic.

Leadership Opportunities

The Office of Student Activities will be providing you and your organization members a number of different leadership opportunities over the course of this academic year. The following events/activities are already in the works:

Leadership Summit

The Annual Leadership Summit will be held on Friday, September 7 in Scanlan from 3:00 PM – 8:00 PM. This event will include conference style workshops, food, and the mandatory risk management training. Dinner will be provided. Please RSVP to Angie Montelongo.

Facilities

Facilities can be reserved for any event in all campus buildings with the exception of the Link-Lee Mansion. All events on campus must be approved by the appropriate Vice President. Patricia McKinley will be the student clubs' approval person. Please allow for additional time to discuss your event with Angie and Patricia. Reservations are made through the Facilities Reservations at (713) 525-3574. The Link-Lee mansion is reserved through the Office of the Vice President for Academic Affairs. Classrooms are reserved through the Registrar's Office. The Old Bookstore (in Crooker) is reserved with Gwen James in Student Affairs at (713) 525-3570.

We have a complete listing of possible event spaces available in the office. If you are interested in a copy of that information for your club, please ask the staff in the Office of Student Activities to make a copy for you. You can also call us with your question about spaces on campus and we'll be happy to help you find the perfect spot for your meeting or program.

Campus Security

Campus Security may be required for some events such as dances, parties and other large-scale events. (see the Alcohol Policy located in this manual for further guidelines) The Director of Campus Security and the Director of Student Activities (in conjunction with the Assistant Vice President of Campus Life) will determine whether security is required or not. Keep in mind that events held previously may require security now, even if they did not in the past.

Off campus events can usually contract Campus Security here at the university rather than the services provided at the facility but only if arrangements are made well in advance.

How is Campus Security booked?

Organizations should book security three weeks in advance of the event. If the event is off campus, you should make arrangements four to six weeks in advance. Price may fluctuate depending on the experience of the officers involved with an average cost of \$30.00 per hour. Organizations are responsible for the total security costs, which will be paid directly to the officer(s).

At the event, what procedures must be adhered to?

One half-hour prior to the event, Security will meet with students in charge to arrange the following:

- The location of each officer and special concerns they have for each of those locations.
- Identification of the student committee members.
- Identification of detail supervisor.
- Explanation of any special regulations of the event (i.e. admission charge, who pays and who does not pay to attend etc.)
- Arrangements for the closing of the event.
- The room capacity and what arrangements will be made to secure the room once that number is reached.

Campus Security is at your event to assist in maintaining control and protecting those in attendance. You may not always agree with their actions, but remember your well-being is the reason for those actions. Alleged violations of the Code of Student Conduct will be referred to the Vice President of Student Affairs.

Event Planning Guide

Planning an event is similar to completing a puzzle – just as all pieces of a puzzle must be connected to create the final picture - all aspects of an event must be executed in order to make the final result a success. This section explains the steps to creating a successful event.

At any point along the way, the Office of Student Activities is here to guide you. In fact, we can assist you in everything from brainstorming to planning the details of your event. Contact the Office of Student Activities to make an appointment at 713-525-3576.

PIECE 1: Who, What, and Why?

WHY? Why are you hosting an event? (to coincide with a theme week or month, to have fun, to bring new members into your group, tradition, etc.) This should start ideas flowing.

WHO? Who is the event being planned for? (all UST students, commuter students, science majors, athletes, etc.) This should give you further ideas.

WHAT? Brainstorm. Call a meeting of your organization or committee members and come up with as many ideas as possible. It is a good idea to set a time limit on this discussion. It is extremely important to get as many members as possible into this discussion. People support what they help create, and you will need their support in planning and implementing the event.

Before you move to the next piece of the puzzle, write down specific goals for the program. These goals will affect the implementation of your program. First, refer to the three W's above. Write down why the group is sponsoring this event, and what you hope those attending will learn or experience. Who is the intended audience, and how many people would you like to attend? How do you want the room set up? How much money would you like to raise? How are you going to advertise the event? Include any other goals that you have for the program, and keep this list handy as you begin planning the event.

PIECE 2: Where and When? – Early Planning

Now you are ready to start working! First you need to decide **who will be planning the event**. It is a good idea to establish a planning committee composed of people dedicated to making the event a success. Again, the more excited volunteers you can find, the better! You may want to select a chairperson to coordinate meeting times and ensure the group stays on schedule. Once a committee is established, you should determine the basic details of the event. **When** will it be held? First, check the events calendar in the Office of Student Activities to avoid conflicting with another event. Then, consider the time of year of the event. Will attendance suffer because the event is too close to finals? Is it too close to vacation? Think, about the audience you are trying to serve. Finally, decide **where** the event will be held. (see Facilities section in this manual)

Next the group, along with the treasurer, should **create a budget for the event**. The amount of money available for the event will affect important decisions, (i.e. if food will be served, if a DJ will be hired, etc.) (see Budgeting for Events in this section.) Group members should **make a list of all the things that need to be done** in order for the event to take place. Try to envision

every necessary task, no matter how small. Begin to **divide these tasks among members**. Make sure that members feel comfortable and have all the necessary information to complete their tasks. For example, you may know that flyers can be printed at the General Office or in the Office of Student Activities, but the assigned person may not. Finally, the group should **establish a timeline** for the tasks to be completed. (see Planning Timeline in this section). The chairperson should ensure that members stay on schedule so that planning does not fall behind.

PIECE 3: Details, Details!

Now it's time to make all the arrangements for the event. Small details can make or break an event, so take them seriously! Please see the planning timeline following for more information on planning the details of an event.

PIECE 4: The Big Day

Here it is! Take a deep breath and **try not to worry**. If you have completed all the previous steps you have increased your chances for success. Sometimes, events may not go as smoothly as planned. Just continue to focus on the end result: an exciting and fun event that your members can be proud to be a part of!

Mention the event to friends, and remind them of its time and place. Make sure everyone working at the event understands his or her duties. **Arrive early** to set up decorations and food if necessary. Make sure you have everything you need, such as a cashbox, petty cash, hand stamp, programs, etc. Meet your guest or DJ. (for more details on things to do at the event, see the Planning Timeline following)

Please be available throughout the entire event to ensure everything is running smoothly, but don't forget to relax and enjoy yourself! **This is a chance for your organization's hard work to shine – enjoy it!**

Finally, make sure to **clean up** after the event and **thank everyone** who helped.

PIECE 5: Wrapping Up

First, the planning committee should take care of any details left outstanding, and then the program should be evaluated. The group should take down old publicity, make sure all bills get paid, turn in allocation paperwork to COC and send thank you notes.

Now, you need to evaluate your program. **Evaluation** is the most frequently ignored step in the process of event planning, and it is usually the most valuable. This should be done with your group and on your own, within a few days of the event. Thinking about your efforts and the success of the program will help you as you prepare for future events. In assessing the success of your program, do not just think about attendance; of course attendance is important, but so is the enjoyment of participants, satisfaction of the performer/lecturer, and level of cooperation among committee members. Remember that "success" is a relative term, and in order to evaluate success, you must keep in mind the original goals of your program. Go back to the goals you set at the beginning of the planning process, and the answers to the questions "why?" and "who?" Did you meet your objectives?

Planning Timeline

Below is a timeline and list of things you will need to do in planning your event. Some things on the list may not be applicable to your events and some things that are applicable may be left out. If you created a complete task list back in step two, everything should be in order.

Creating a timeline is extremely important. It ensures that everything get done **ON TIME**. This timeline starts two months before the event. You may have more or less time, so adjust it as necessary. Consider planning backwards. Start at the day of the event and work back to the present, noting all the necessary deadlines along the way.

Two Months before the event:

- ❖ Brainstorm an idea for the event.
- ❖ Set goals for the event.
- ❖ Choose a planning committee.
- ❖ Chose a date, time and place for the event. Keep in mind that space may not be available, so it is important to be flexible.
- ❖ Create a budget.
- ❖ Request funds from COC if necessary.
- ❖ Develop a task list of things that need to be done for the event to happen.
- ❖ Divide up tasks among committee members.
- ❖ Create a timeline for tasks to be accomplished.
- ❖ Before you spend any money on the event make sure your account is up to date. We don't want you to overspend.
- ❖ Reserve a space for the event. (If hosting an event off-campus, you should check availability two months to one year in advance, depending on how popular the location is, and the time of year and date of the event.)
- ❖ Contact performer/lecturer/guest. Prepare a contract and have it signed. The Office of Student Activities has contracts you can use.
- ❖ Reserve necessary equipment from the media center.
- ❖ Arrange for parking, lodging, transportation, and meals for the guest if required by your contract.

One Month before the event:

- ❖ If you plan to sell or serve alcoholic beverages, you must meet with the Director of Student Activities or Assistant Vice President of Campus Life and sign an agreement form.
- ❖ Meet with Aramark or other caterer to select food.
- ❖ Design and produce publicity – begin as early as possible and in as many ways as possible (brainstorm with committee members on this topic).
- ❖ Send invitations to chaperones (if applicable) and guests.
- ❖ Request security (if applicable).

Two Weeks before the event:

- ❖ Publicize the event – put out all the stops and be creative with this step.
- ❖ Request checks. Allow at least seven working days, after your contract is signed, and submitted to the Office of Student Activities.
- ❖ Request any petty cash that may be needed.
- ❖ Outline tasks for the day of the program.
- ❖ Recruit volunteers and assign them those tasks.

One Week before the event:

- ❖ Confirm any food service needs with Aramark or other caterer.
- ❖ Confirm all details of the event. Review your task list and envision the event in your mind; try to anticipate any issues that may arise.

Two Days before the event:

- ❖ Remind volunteers and confirm their participation. If possible, arrange backup in case someone does not show up.
- ❖ Have the treasurer pick up a cashbox, moneybag, petty cash, and guest's payment.

Day Of the program:

- ❖ Remind friends of the time and place of the program. Be enthusiastic, it will catch on.
- ❖ Meet the guest and bring him or her to the event location. Be sure your guest has everything requested.
- ❖ Arrive no less than 30-45 minutes prior to the DJ or guest.
- ❖ Meet with Public Safety Officers (if applicable).
- ❖ Have someone collect tickets, hand out programs, or stamp hands at the door.
- ❖ Hang up decorations.
- ❖ Set up food and beverages.
- ❖ During the event check to see that everything is running smoothly.
- ❖ Be visible, supportive, and HAVE FUN!

After the program:

- ❖ Pay and thank appropriate guests.
- ❖ Clean up the facility.
- ❖ Thank volunteers.
- ❖ Take down old publicity.
- ❖ Have the treasurer submit all outstanding invoices, unused petty cash and receipts. Make deposits and return supplies.
- ❖ Send thank you notes to everyone who made the event successful.
- ❖ Complete evaluation form.
- ❖ Evaluate the program as a group. Was it successful? Should it be done again? If so, keep information on the program for next year's group.

Budgeting For Events

One of the most important steps in the planning process is building a budget for your event. The president of the organization, or the chairperson for the event, should draw up a budget forecast with the treasurer. Use as many resources as possible when estimating costs, including information from past events, brochures and catalogs (located in the Office of Student Activities), and the Office of Student Activities staff. It is advised that a ten percent margin of error should be allowed for unexpected costs.

You may wish to meet with your treasurer to determine if your organization has adequate money available for the event. You should also determine the total amount of funding the organization was allocated for the event, and what amount should be fundraised. *Remember, you have to fundraise 25% of your anticipated expenses.* Organizations should consider co-sponsorship as a means of pooling resources from two or more organizations.

Something else to consider...hiring entertainment

Choosing an interesting entertainer or speaker is crucial to the success of many events. Therefore, it is important to do your research and choose wisely. During this process you should consult the material in the Office of Student Activities, and other organizations that often plan events with entertainers and lecturers for their recommendations (i.e. SAB).

Here are some guidelines for discussing events with prospective artists, speakers, or agencies:

- Inform the person you are speaking with that you are only gathering information at this time to discuss with the other members of your organization, and that you do not have the authority to sign or request a contract.
- Explain the type of event you are planning, including your objectives for the entertainer or speaker. Remind them that this is a Catholic institution.
- State potential dates and times.
- Ask for references (people at other universities you can call), free demo tapes, or a promotional package. This can help you make a wise decision, and can also aid you in designing publicity for the event. Ask if there will be any area performances that you can attend as a preview.
- Discuss prices and fees, *but do not enter into any verbal or written agreements until you have the approval of your organization, your advisor, and the Director of Student Activities.*

Once you have selected an entertainer or speaker and received the approval of the above parties, you should:

- Meet with the Director of Student Activities.
- Pick up an Artist Contract in the Office of Student Activities. Complete all parts of the contract: the date, time, place of the performance, and any special conditions.
- Find out from the performer to whom you should make the check payable.
- Have the performer sign the contract and send it to you. **DO NOT SIGN THE CONTRACT!**
- After the contract is reviewed, a University administrator will sign the contract. **Warning: If your organization enters into a verbal or written agreement with an entertainer without the support of the University, the individual who made the agreement may be held personally responsible for fulfilling the requirements of the contract (specifically, payment of all fees).**

Publicity

***Before you begin your publicity, review the policy on posting in the policy section of this manual. Postings that do not comply with the policy will be removed.**

The amount an organization spends on publicity for an event should be in proportion to the total cost of the event. For example, organizations should spend no more than \$5 on photocopying to advertise a meeting. For large scaled events, such as dance at an area hotel, \$100 - \$200 would be appropriate. A publicity budget should be determined during the budgeting process.

Advertising Plans

Before you begin publicizing your events, you might consider creating an advertising plan. This plan will help you define your target audience, and create a clear message, which will attract people to your event.

1. Define the event – who, what, where, why, when, and any admission cost. Confirm the details. (if different flyers have conflicting dates, or any of the information is wrong, you will lose part of your audience because they cannot find the event)
2. Define your target audience. Who is this event geared towards? Who would like to attend this event? (faculty members, students majoring in a specific field, freshmen, seniors, sports fans, artists, etc.) Once this is determined you can decide upon the publicity strategies you feel will be most effective in reaching that group.

You may also decide to target people who do not usually attend your events. For example, if the dance team decides to sponsor a speaker on fitness in the 90s, the group may decide to target non-dance team students who would also benefit from such a program. The group should brainstorm the best ways to reach this part of the audience. What would make these students interested in this program? How could we make the event inviting so that these students would feel comfortable? Is the event's time and place convenient for non-dance team students? The group might consider asking one or two of their non-dance team friends if they, personally, would be interested in such a program. Why or why not?

3. Explore all options for publicity, and determine which will work the best for your event. Keep in mind your target audience. Various options for publicity are listed below:

Posters – try to make them eye catching, so they draw attention from all the rest. It is also useful if they are easy to read and the key information stands out.

Table Tents – Table tents are folded paper, which contain information about the event on both sides. These can be copied and folded in the General Office. Table tents are most effective when accompanied by other methods of publicity.

Invitations – This publicity works well for events with a select audience.

Invitations to informal events should be sent two weeks in advance; formal invitations should be sent at least three weeks in advance, depending on the nature of the event. If you would like guests to reply, include the name and number of the appropriate person to respond to. If dress is formal, indicate this on your invitation.

Tarps - Tarps can be checked out in the COC office and hung on the Academic Mall

Newspapers – Newspaper ads will get attention, but they can be expensive. You could maximize newspaper exposure for free by using certain sections of the paper. Contact the Cauldron at X3579 for information on cost and available space.

Advertising at Area Colleges – Great idea if you want to attract a diverse crowd to your event. Many colleges limit the number of posters, and where they can be distributed. Call the colleges to determine their policies on posting.

4. Determine a time line for publicity. Begin your publicity strategy by starting off with a few well-placed posters and increasing exposure as the event nears. Regardless of your strategy, publicize well in advance of the event if you want a large turn out.

Hints for successful publicity

Maximize “word of mouth” publicity – your best publicity will be people who are excited about the event. Make sure your organization is excited about the event, and have them pass the word.

Proofread all publicity – mistakes in grammar or spelling reflect poorly on you and your organization. Have all materials looked over by at least two other people before they are printed, and double check the time, place and date of the event to ensure that it is accurate.

Don’t leave anyone out – remember all facets of the community. For example, don’t poster only in Guinan or Young Hall – commuter and graduate students may not see the publicity and then you’ll lose potential participants.

University Policies

Included in this section are the Alcohol, Posting, Fundraising, Speakers', Risk Management and Student Travel policies at the University of St. Thomas. Should you wish to refer to other policies, consult your student handbook and planner.

Alcohol Policy

This policy sets forth regulations regarding the service, consumption, and distribution of alcoholic beverages to members and guests of the University of St. Thomas. The University strictly adheres to all city, state, and federal laws governing the distribution and consumption of alcohol and is committed to the national initiative of preventing alcohol and substance abuse. The general policies of the University concerning the consumption, serving or sale of alcohol are: (**Section 10: Alcohol Policy**)

1. The on-campus sponsoring student organization or administrative department must identify a faculty or an administrative sponsor for any event at which underage students (i.e., under 21 years old) will be present. Student organizations sponsoring an event must identify a student who is responsible for the event.
2. The faculty or administrative sponsor and the student contact person must sign a completed "Application for Use of Beer/Wine at Student Social Events" form and submit it to the Chief of Campus Security no less than three weeks prior to the event. Forms are available in the offices of Facilities Reservations, Campus Security, Student Affairs and Student Activities. If the sponsoring organization intends to charge for the alcohol in any manner (see point #12 below), a "Temporary Wine and Beer Retailers Permit" from the Texas Alcoholic Beverage Commission (TABC) will also be required. In the absence of the Chief of Campus Security, the form will be submitted to the Chief of Campus Security's designated representative or, in his/her absence, to the Vice President for Student Affairs (VPSA).
3. Advertising for the event must adhere to the following guidelines:
 - a. The main purpose of the event shall not be the consumption of alcohol.
 - b. Posters or flyers shall not mention the presence of alcoholic beverages to be served, nor shall free alcoholic beverages be the subject of any advertising.
 - c. Alcoholic beverage consumption contests are strictly forbidden.
 - d. Encouragement or reinforcement of irresponsible drinking behavior shall be prohibited in any advertising, as well as during the event.
 - e. A drink limit may be set for each event based on the duration of the event.
4. The sponsoring student organization is responsible for storage of all alcoholic beverages prior to the event. Kegs, casks, barrels, etc., will not be stored in cafeteria walk-in coolers, or in any area under the responsibility of University food service providers (Aramark). In addition, sponsoring organizations may

only purchase alcohol from an approved vendor list (available from Campus Security or Student Activities).

5. Alcohol products are limited to beer and wine (kegs only; cans, bottles, other containers are prohibited). Dispensation and consumption of hard liquor are strictly prohibited. Only those alcoholic beverages designated and purchased for the event prior to the event may be served and consumed during the course of the event. Additional alcoholic beverages may not be purchased, served, or consumed during the event. "Beer runs" are strictly prohibited, and are grounds for closing the event.
6. The sponsoring organization must have the required sponsor and as many security personnel from a UST approved security organization as are deemed necessary by the Chief of Security present for the entire event. The sponsoring organization will pay for the security personnel. Organizations may not provide their own security.
7. The university administrator is responsible for ensuring that every attendee at the event shows proof of legal drinking age (21 or older) prior to being served any alcoholic beverage. The only acceptable forms of identification are driver licenses, identification cards, or passports issued by a governmental entity. Consumption of alcoholic beverages by any person under the legal drinking age will result in disciplinary action against that person as well as against the person(s) who provided the alcoholic beverage. Disciplinary action may include but is not limited to university sanctions and possible legal actions.
8. The faculty or administrative sponsor and the student contact person are responsible for supervising the event at all times and for immediately requesting the assistance of the security personnel present should circumstances warrant it. No sponsor shall interfere with security personnel in performing their duties of maintaining order or enforcing the law. If in the opinion of the security personnel present the sponsors have ceased supervising the function or are failing to comply with law or policy, security has the authority to shut the event down. In such a case, the security details commander shall contact the Chief of Security and/or VPSA soon as practical.
9. The faculty or administrative sponsor and student contact person are also responsible for making sure that the rights and privileges of the attendees are respected and that all other University policies are upheld.
10. Non-alcoholic beverages other than water must be available for those who choose not to drink alcoholic beverages and must be free of charge if the alcohol is free. Additionally, a sufficient quantity of food/snacks to feed the number of people in attendance must be available.
11. Alcohol may not be served before 4:00 PM, Monday – Friday, and not before 12:00 PM, Saturday and Sunday. Last call for alcohol will be one hour prior to advertised ending time (e.g., 10:00 pm for an event ending at 11:00 pm).

12. Charging for the alcohol served at the event in any manner, including a cover charge for the event or through donation, must be approved by the VPSA, and a “Temporary Wine and Beer Retailer’s Permit” must be obtained from the TABC by the faculty or administrative sponsor at their sole expense and effort.
13. TABC-certified servers may **only** be contracted through the Director of Student Activities. If the event is to be held in the Ahern Room, all food and beverage service must be contracted through the University of St. Thomas’ Dining Services.
14. Event participants are liable for loss, damage, or theft of institutional, contractor, or personal property occurring as a result of the event. If necessary, individuals or groups will be referred to the VPSA for disciplinary actions under the *Code of Student Conduct*.
15. Sponsors shall ensure that the area where the event is held is cleaned promptly and thoroughly following the conclusion of the event. The director of the area where the event is held will determine the extent of the cleaning to be done. If UST personnel or contractors have to clean the area, the sponsoring organization will be charged.
16. Violation of any provision of UST policy will result in a review of the event. Penalties may include possible revocation of event privileges for the sponsoring organization and individuals for a period of six months to two years.
17. Additional limitations or regulations may be imposed at the discretion of the VPSA, or his designee.
18. For end-of-year academic department socials, the in-house alcohol permit needs to be completed and turned in a minimum of 2 weeks prior to the event. Specific guidelines are as follows: please note that in either case, no beer bottles may be purchased; only kegs are allowed. Wine bottles are allowed. Alcohol is only allowed inside and cannot be taken outside of the approved event location.
 - a. If the event is for fewer than 50 people and limited to faculty, staff, and graduate students only, no TABC server or HPD officers will be required. The purchase of alcohol will be at the discretion of the Department and a faculty member must be responsible for any alcohol leftover after the event. Students cannot be responsible for the remaining alcohol in any instance.
 - b. If the event is for over 50 people and undergraduate students are attending the event, TABC servers, HPD officers and the 3-drink limit policies will be enforced. In this instance, the in-house permit is due 3 weeks prior to the event.

Note: If there is a cover charge associated with attendance and/or any other monetary exchange that might be perceived as related to the dispensation of alcoholic beverages, a TABC permit, TABC certified servers, and HPD officers are required without exception. Alcoholic beverages are limited to beer and wine. Liquor is strictly prohibited. Dispensation of alcoholic beverages must end one hour prior to the end of the event.

Failure to adhere to this policy may result in the loss of event privileges on UST property for a minimum of two years at the discretion of the Vice President for Student Affairs.

Please note that failure to obtain a “Temporary Wine and Beer Retailer’s Permit” or other required documents from TABC, or violation of any other Texas Alcoholic Beverage Code laws, such as Providing Alcohol to a Minor or Minor in Possession of Alcohol, may result in the arrest of the party sponsors, alcoholic beverage servers, or attendees by TABC agents or other law enforcement officers.

Revised July 2011

Posting Policy

Section 18: Posting Policy

I. PURPOSE

The purpose of these guidelines is to make it known to all parties what can and cannot be posted on the University of St. Thomas campus. The policy covers all signs, posters, flyers and banners of any type designed to advertise a special event or election. It is intended to make advertising by signs, posters, flyers and banners more effective and reduce clutter that detracts from the beauty of the campus.

II. DEFINITION

The term “posting” here refers to all written and pictorial messages, (**e.g. flyers, banners, signs, etc.**) which are used for the purpose of advertising campus events.

III. GUIDELINES

1. Procedure for submitting materials for posting on campus:

Any member of the UST community may advertise an event by using the University bulletin boards (locations follow). All members who wish to use these boards must comply with the following regulations:

- a. Approval may be obtained during regularly scheduled office hours in the Office of Student Activities (first floor, Crooker Center). Postings around campus are checked daily and removed if not properly approved and stamped. Improper posting could result in the temporary loss of posting privileges on campus.
- b. Limit size of material to 8 1/2 x 11. Smaller sizes are preferable.
- c. Postings cannot be posted for more than fourteen days.
- d. When the amount of material exceeds the space, first priority will be given to those members who are promoting events that are in direct association with UST, or the “date order” of the event.
- e. Taping on the outside glass of the bulletin board is absolutely prohibited. Members who violate this may lose posting privileges for the remainder of the academic year.
- f. Should there be a question as to the nature and content of the material(s), the Vice President for Student Affairs should be consulted for approval/disapproval.

2. For UST events or elections:
 - a. Signs may be posted on sticks placed 4 to 5 feet from the sidewalk one week prior to event.
 - b. Be aware of the sprinkler system, which is located all around the mall area.
 - c. Large signs may be attached with durable hooks to second level metal work on the mall.
 - d. Signs may not be posted on the sides of buildings.
 - e. Other posting restrictions may be imposed by the SGA electoral guidelines.

NOTE: All the above must be approved with the signature of the Vice President for Student Affairs or his/her delegate.

3. Outside of Buildings other than Bulletin Boards

The only type of signs allowed outside of buildings other than those on bulletin boards will be signs placed on sticks 4 to 5 feet from the sidewalk. Signs may be placed within the mall, from in front of the library to the north side of Welder Hall and along each side of the sidewalks connecting Mt. Vernon and Graustark Streets. Signs may also be placed in and around Crooker Center parking lot and along the sidewalks in front and to the side of Guinan Hall on Branard and Graustark Streets.

Posters inside academic buildings and classrooms

- a. Limit size of material to 8 1/2 x 11. Smaller sizes are preferable.
- b. Signs will be posted on the bulletin boards only.

NOTE: All the above must be approved with the signature of the Vice President for Student Affairs or his/her delegate.

4. Posters inside of Crooker Center

- A. All signs should be approved by the Vice President for Student Affairs or his/ her delegate.
- B. They may be posted on bulletin boards or hung with string from the second level metal railings (tape should not be used). Signs should not touch the floor or block exits.

5. **Banners/Tarps**

- A. Banners or tarps must be approved by the Director of Student Activities **prior** to hanging.
- B. Banners or tarps can not hang in the walkway or intrude upon people's ability to pass through the area safely.
- C. Banners or tarps cannot be posted for more than fourteen days.

IV. RESTRICTIONS

- A. Postings may not be placed on painted surfaces, glass windows or doors, trees, sidewalks, benches, telephone poles, outside walls of buildings, trash receptacles, lamp posts, telephone booths, vehicles or windshields, bathroom stalls, and walkways, stairways or entrances unless otherwise authorized.
- B. Advertising should not be posted earlier than two weeks prior to the event.

- C. In the event of high priority or emergency situation, to be defined by University Administration, posting may be permitted on doors, windows, or walls in any building.

V. SIGN REMOVAL

- A. The group or individual that places a “posting” (including tarps or banners) is responsible for its removal (including tape, hook or string) no later than two days following the event.
- B. In the case of an election, the signs should be removed when the polls close on election day.
- C. Signs without appropriate approval may be removed by a person in charge of the building or a representative of the Office of Student Affairs.

VI. EXEMPTIONS

- A. Exemptions from the above policy will rarely be given, and then only by the Vice President for Student Affairs or his/her delegate.
- B. Building supervisors may alter posting regulations within their facilities as needed, but the Vice President for Student Affairs should be informed of any changes in writing.

VII. LOCATIONS FOR POSTINGS ON CAMPUS

- A. Ten outdoor campus bulletin boards (glass cases) around campus on the Academic Mall, Moran Center, Crooker Center and Jerabeck.
- B. Bulletin boards located in Malloy basement, Anderson basement, Crooker Center, Jerabeck, Cullen Hall, Doherty Library, Robertson, and Welder Hall.
- C. Guinan and Young residence halls (must be approved by Director or Assistant Director of Residence Life).

Fundraising Policy

The University of St. Thomas’s Office of Institutional Advancement approaches potential donors on a regular basis to gain support for a variety of programs and projects. In order to coordinate donor solicitations, maximize your success, and prevent duplication of effort, the following guidelines should be followed in order to obtain prior authorization to seek donations on behalf of UST clubs or organizations.

Any club or organization that intends to pursue corporate sponsorship or solicit individual donations must provide the Office of Student Activities (OSA) with the following information at least one month prior to your event or specific need:

1. What is the purpose of the funds being requested? (i.e. what will you use the money for?)
2. What is the description of your project? Include date of event/project (if special event), location, and who the target audience is of your club or event.

3. What is your fundraising revenue goal?
4. What is your anticipated expense?
5. Who are you planning to approach? Please list.
6. Are you requesting specific sponsorships? (i.e. t-shirts, food, speaker fee, etc.) Please list levels of sponsorships available.
7. Please provide contact information for your club representative handling this matter and a note from your club's Advisor indicating knowledge and support of the club's fundraising request (located on the form)*

The Office of Student Activities will discuss the club's request with Institutional Advancement and a determination of approval or disapproval will be made.

After the decision is made, the Director of Student Activities will contact the club representative, President and Advisor with the decision.

If the request is not approved, the club will be given a reason and/or a timeline for submitting the request again.

*Fundraising forms may be picked up in the Office of Student Activities, first floor of Crooker Center. Following is a sample of the form:

Club/Organization Fundraising Request Form:

Name of Club or Organization submitting request:

Contact information for club representative handling this request:

Name _____

Phone number _____

Email address _____

Secondary contact _____

1. Please list what the money will be used for:
2. Describe your event or project, including date, location, and target audience:

3. What is your fundraising goal?

4. What is your anticipated expense?

5. Please list the individuals or companies you are planning to approach:

6. Please list specific sponsorships if they are available (i.e. t-shirts, food, speaker fee, etc.):

7. By signing below, the club/organization Advisor acknowledges his or her knowledge of this request as well as his or her approval for submission.

Advisor Signature _____

For Office of Student Activities Use Only:		
Date received in OSA _____		
Date shared with Institutional Advancement _____		
Approved	Yes	No
Comments:		

UST Policy on Speakers and Events

PREFACE

The University of St. Thomas is committed to the Catholic intellectual tradition and the dialogue between faith and reason. By instructing students in analytical and logical thinking, we assist in the preparation of UST graduates for important roles in civic leadership and in their quest for truth. Our community is guided by the Basilian values of goodness, discipline, and knowledge.

We are also committed to the vision and norms for education as set out in *Ex corde ecclesiae*,² and we seek to act in accord with the statement of the United States Conference of Catholic Bishops concerning Catholics in political life.³

To serve these objectives, members of the University community must be free to engage the full range of views on a variety of subjects and must also strive to maintain clarity about the identity of the University. Speakers may be invited to campus and events produced on campus that promote the University's values, as well as to events that involve the expression of ideas or opinions that are contrary to Catholic doctrines and teachings.

From time to time speakers or events can be problematic because they compromise our Catholic identity or offend our core values.⁴ In such cases the following considerations, modifications, or reasons for prohibition will apply.

SECTION 1

a. **Faculty.** Faculty interested in inviting guest speakers to campus or hosting events on campus shall seek the timely advice of colleagues, appropriate department chairs, and appropriate deans, before arranging for speakers or events where it may be anticipated that the speech or event will offend the University's identity, values or mission. If the prospective invitation is questioned by a member of the UST community, the Vice President for Academic Affairs shall make the initial determination as to the propriety of the invitation after considering the matters outlined in sections 2 and 3.

b. **Requests by Students or Student Groups.** A student or student group intending to invite a guest speaker to campus or to host an event for the public on campus must follow policies and procedures adopted by the Vice President for Student Affairs regarding guest speakers and events including obtaining advance approval from the Vice President for Student Affairs, or designee, so that the modifications will be considered before any invitation is extended.

c. **Requests by Staff.** Members of the UST staff who wish to invite a guest speaker to campus or to host an event for the public on campus must follow policies and procedures adopted by the appropriate executive regarding guest speakers and events including obtaining advance approval from the executive or designee, so that the modifications will be considered before any invitation is extended.

SECTION 2

Review By Faculty and Administrators

a. In reviewing any request for a guest speaker or event, where the speaker, event, or speech may compromise the Catholic identity and mission, the faculty, department, staff, Vice President for Academic Affairs, Vice President for Student Affairs, or designee, shall seek, where possible, modifications to the speech or event which, short of prohibiting it, would address the concerns and give consideration to:

1. The educational content and value of the proposed speech or event;
2. The degree of faculty involvement in planning the speech or event;
3. The academic or educational context for the speech or event; and
4. The amount of co-sponsorship by faculty and campus organizations.

SECTION 3

Modifications

a. The concern about compromising our Catholic identity and mission may be addressed by applying the following modifications:

1. Issuing disclaimers;
2. Requiring that a question and answer period immediately follow the speech or event;
3. Creating counter programming at a different time;
4. Balancing the speech or event with opposing views;
5. Changing the date or venue of the speech or event, or otherwise providing appropriate context for those attending;
6. Other appropriate options.

SECTION 4

Prohibition of Speech or Event

a. Prohibition of Speech or Event. If the application of modifications from 3a is not possible or is inappropriate, an invitation may be withdrawn, or permission to invite a guest speaker or to host an event may be denied altogether if:

1. By advocating positions or activity contrary to Catholic teachings, the speaker, speech or event is likely to compromise or offend the University's core values or mission as a Catholic liberal arts institution, and the person or group seeking permission refuses to accept modification;
2. There is a substantial risk that the speaker, speech or event would conflict with University policies concerning the creation of a hostile learning environment;
3. The speech or event poses a substantial risk to the physical safety of members of the community;
4. There is a substantial risk that the speech or event would disrupt University classes or obstruct access to campus facilities;
5. The speech or event would violate the civil or penal laws of the City of Houston, State of Texas, or the United States.

Notice: A decision by an administrator to deny or condition permission for a guest speaker or event must be provided in writing to the interested University party.

SECTION 5

Appeal. The administrator should strive to give the persons and groups supporting or opposing the speech or event, an opportunity to be heard. A party may appeal the administrative decision to the President. The President shall have final authority to grant, deny, or condition usage of University property for any guest speaker or event. When the President exercises his authority to permit, condition, or deny permission for a guest speaker or event that has been questioned, the President will state his reasons in writing to the appropriate members of the University community.

SECTION 6

Academic freedom. This policy supplements faculty handbook section 6.1 on academic freedom.

ANNOTATIONS

Example of Disclaimer: An invitation to a guest speaker or the production of an event does not express or imply approval, endorsement, or sponsorship of the views expressed by the speaker or any aspect of the event by the University of St. Thomas or any of its community.

ENDNOTES

¹ This policy was adopted from a similar policy at Gonzaga University with permission from President Robert J. Spitzer, SJ

² [*Ex corde ecclesiae*] JOHN PAUL II, Apostolic Constitution of the Supreme Pontiff John Paul II on Catholic Universities, 15 August 1990.

³ [*Bishops Issue Statement on ‘Catholic in Political Life’ Washington (June 21, 2004)*] The text can be found at <http://www.usccb.org/bishops/catholicsinpoliticallife.htm>.

⁴ CONSTITUTION ON THE CHURCH IN THE MODERN WORLD (*Gaudium et Spes* sections 27, 51) Second Vatican Council December 7, 1965; John Paul II, *The Gospel of Life*, sections 12, 95.

Approved by the President: _____

Date: _____

Hazing Guidelines:

Hazing refers to any intentional, knowing or reckless act, occurring on or off the campus of an educational institution, 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 any organization whose members are or include students at an educational institution. Hazing is strictly prohibited, and potential violators may be subject to the disciplinary procedures as outlined by the *Code of Student Conduct*.

Student Travel Procedures:

I. PURPOSE

The University of St. Thomas has developed the following guidelines and procedures for UST students traveling to a university sponsored or university supported activity. These guidelines and procedures are designed to ensure the safety of all university members attending events, outline university expectations for student behavior at events, and minimize the liability and risk associated with student travel. These guidelines and procedures apply regardless of funding for the event (i.e. even if student activity fee money is not used for the event, this policy remains in effect).

II. GENERAL GUIDELINES

What is organized student travel?

Organized student travel refers to students carpooling and traveling beyond 60 miles from campus for a university event. It also refers to students traveling by plane or bus to out-of-town events (including but not limited to sport clubs or intramurals). This policy includes students traveling to a conference or to another professional development opportunity.

Can the university vans be used?

If a university van is being used to provide the means of transportation, these guidelines and procedures are effective. There are specific van procedures that can be obtained from the Office of Student Affairs (Crooker Center, second floor), which include having a university approved driver.

What is needed by a student driver?

If students drive their own vehicles for the organized student travel, they must have a valid Texas or other state driver's license and possess personal automobile insurance coverage as mandated by the State of Texas. Vehicles must also have a current state inspection and registration. Copies of both will need to be submitted to the Office of Student Activities.

Can a student group travel outside of the country?

Yes and should the organized student travel take students out of the country, the same rules will apply (including that students must have appropriate licenses, certificates and insurance as required by the country where the student is traveling). Additional paperwork

will also be required and can be obtained from the Office of Student Activities or the Office of Recreational Sports.

Are there forms that need to be completed prior to travel?

Yes. The appropriate forms can be obtained from the Director of Recreational Sports or the Director of Student Activities.

What do we need to do to organize a trip?

Each student trip will need to identify a “trip coordinator” who will be the primary contact for the organization. This person may be a student or faculty/staff advisor. The trip coordinator is responsible for completing all paperwork at least 14 days prior to the planned trip. **A mandatory pre-trip meeting will be required prior to your first trip. This meeting will be attended by a member of the Campus Life team, the “trip coordinator” and/or the Advisor/Coach.** The purpose of the meeting is to coordinate the paperwork and review the policy for each student making the trip.

Organized Student Travel Paperwork includes:

- Club/Organization Travel Authorization Form (includes trip itinerary)
- All signed travel waivers
- All necessary insurance information from any one who may be driving during the trip
- Copies of any drivers’ registration and a notation of any vehicle’s inspection expiration date
- Complete emergency contact information on every student traveling
- Confirmation that all students traveling have an updated medical insurance card with them on the trip
- Copies of the “UST Travel Policy Participant Responsibilities” form to be distributed at the mandatory pre-trip meeting
- Copies of the “Safety Guidelines for Drivers and Occupants” form to be distributed at the mandatory pre-trip meeting

Copies will be provided to the Director of Student Activities or the Director of Recreational Sports; originals will stay with trip coordinator during the trip.

What is expected of students participating in student events away from campus?

As a Catholic university, we expect that students will act in accordance with our core values and Catholic mission at all times. As representatives of the university, students are expected to abide by the Code of Student Conduct while attending or participating in activities that represent the University of St. Thomas. Students may be subject to disciplinary action should these expectations be violated.

UST SAFETY GUIDELINES FOR DRIVERS AND OCCUPANTS

Drivers and occupants participating in a UST organized student travel trip are expected to act responsibly and use sound judgment while traveling:

Drivers must:

- Possess a valid driver's license
- Obey all traffic laws and regulations, including posted speed limits
- Not drive under the influence of alcohol or illegal drugs or transport or possess alcoholic beverages, illegal drugs, unauthorized firearms or other types of weapons
- Confirm that the vehicle in which the group or individual is traveling has appropriate insurance as mandated by the State of Texas, as well as a current state inspection and registration

Drivers and occupants must:

- Wear seat belts at all times. The number of occupants in the car must not exceed the number of seat belts. It is strongly recommended that passengers in the backseats also wear their seat belts.
- Confirm that the vehicle's recommended load capacity is not exceeded
- Avoid any distractions (i.e. texting, talking on a cell phone, horseplay, racing, etc.) or aggressive behavior

Drivers are encouraged to follow these safe driving and traveling practices:

- Begin the trip well rested
- Notify a designated contact person upon departure and arrival
- Avoid driving when conditions are hazardous (i.e. fog, heavy rain, snow or icy conditions); stop the trip and check into a motel if weather conditions or fatigue prevent the trip from continuing safely
- Plan routes in advance (if carpooling, ensure that all drivers are aware of the routes prior to departure)
- Divide the trip into segments (as necessary) and stop for rest as it is deemed appropriate
- Make sure at least one person in each vehicle has a cell phone or two-way communication device for emergency purposes
- Establish a reasonable departure and arrival time to and from the activity or event (i.e. avoid driving between Midnight and 6:00 a.m.)
- Rotate drivers every 2 hours
- A passenger should remain awake with the driver at all times
- Carry a flashlight, fire extinguisher and other recommended travel safety items
- Avoid taking medication that may harm your ability to drive safely

Council of Clubs Funding

In this section we will review the Council of Clubs funding policies as well as look at the paperwork that you will need to fill out over the course of the year to have checks cut, make deposits and receive petty cash advances.

Council of Clubs Fiscal Guidelines

Initial Flat Allocation

At the beginning of each academic year, clubs in good standing and that do not have a negative balance from the previous year will receive a flat allocation of \$200.

If a club has a negative balance from the last year the club must repay the debt accrued in order to receive their allocation and any additional funds. This must be done by the end of the fall semester; otherwise the club is placed on probation until the debt is repaid.

The \$200 allocation is discretionary funds and can be spent as the club sees fit. However, all funds must be accounted for and prudent use of this \$200 is expected. Any questionable expenses will be addressed by COC and/or the Office of Student Activities.

Each club must turn in copies of receipts as well as an itemized description of expenses and income for each semester, due by 5:00pm on the last day of finals. This is to account for the \$200 allocation. If this is not done, the COC chair will reclaim \$100 at the end of the semester the Reconciliation has failed to be submitted. (Example: Club A does not turn Reconciliation at the end of the fall semester. The Chair will then remove \$100 from Club A's account. This leaves Club A with \$100 out of the initial \$200 allocation).

The COC chair must notify the club's advisor when the club has not submitted the reconciliation form.

A club who has not submitted the reconciliation form by the end of the spring semester will not receive their flat allocation of \$200 for the next year until the paperwork is received.

If, at the end of the academic year, a club has not spent the entirety of the initial \$200 allocation the remaining funds are to be reclaimed and transferred back into the Agency account.

Additional Funding Allocations

Each club has the ability to request additional funds during the year. This can be done at meetings, which will be called "Budget Meetings", and will take place every other meeting, unless the chair grants time during a regular "business" meeting.

In order to request additional funds a club must:

- a. be in good standing
- b. not have a negative balance
- c. not be in default of \$200 Allocation Reconciliation Paperwork
- d. provide solid reasoning for the additional funds

A club may request any sum of money, however if the club has money in their net assets line item, the club must contribute 25% toward the total estimated costs of the proposed event.

Each club wishing to request additional money must fill out and submit “Funding Request” forms to the chair by the deadlines, which will be arranged by the chair. (see Funding Request Guidelines later in this section.)

If a club is granted an allocation for a particular event, but does not spend the money on said event, the allocated money will be automatically reclaimed and the council shall place the club on the agenda for a review.

No allocations will be made to fund faculty participation.

Each club must submit “Funding Request Reconciliation” paperwork 14 days after the proposed event (this must include copies of all receipts). If this is not done, the allocated funds are reclaimed from the club.

A club may request additional funds as a reimbursement, but the club must have all receipts, have filled out “Reimbursement” paperwork. This must have 2/3 vote from the Board of Directors to pass.

Lastly, your group will need to submit an evaluation form to the COC chair within 14 days of the event.

Loans from the Council of Clubs

A club can request a loan (a temporary disbursement of funds), but all motions pertaining to loans must include a dollar amount of money from the club account back into the COC budget after the date of repayment. Guidelines for loans will be discussed at a COC meeting. Just like any other allocation, the club must submit “Reconciliation” paperwork 14 days after the proposed event.

Voting regulations during Budget Meetings

During Budget Meetings, only 1 (of 2) recorded club representatives may vote. These two people will already be listed by name on the official roll call sheet that is created at the beginning of each semester. (One will serve as a primary representative and the other as an alternate.) 2/3 of the Board of Directors must approve in order to receive the allocation.

Fundraised Money and Expense Tracking

Each club is responsible for documenting and tracking their expenses as well as the fundraised monies. Clear and legible journal entries are to be maintained and passed down from the treasurer each year. Each club must turn in a copy of their expense/income ledger at the end of each academic year, due 5:00pm on the last day of finals of the spring semester.

Office of Student Activities Audits

The Office of Student Activities reserves the right to audit a student organization’s books at any time (possibly once per academic year). It is important to track your receipts and transactions accurately. If you have questions, please see the Director of Student Activities.

Council of Clubs Funding Request Guidelines

This document has been created in an attempt to help alleviate some of the questions that might arise in the process of requesting funds for club events. As always, if there are further questions, please don't hesitate to ask. You can call the Council of Clubs Office at 713-525-2179 or email coc@stthom.edu.

1. Obtaining & Submitting the Form

- The Funding Request paperwork can be obtained in the Office of Student Activities (downstairs in Crooker). Ask the staff and they will provide it for you.
- The form must be turned in **7 days** before the COC budget meeting you wish to present at **no later than 5pm**. At the beginning of each semester the COC Chair will announce the Budget Hearing Meeting dates.
- Please turn in the completed form to the Office of Student Activities. Hand it directly to the student worker, and he or she will mark the date it was received. **You must keep a copy for your records** (one will not be provided for you at the presentation).

Note: The Request Paperwork is dated to ensure the same order for presentations. It may not be turned in after the deadline, but as always you may turn it in early!

2. Filling out the Forms

3. Council of Clubs Funding Request (See following pages for a sample form)

- The form must be completed in its entirety.
- “*Presented by*” is the name of the person who will be speaking before the council on behalf of their club.
Note: This might not be the same person as the “Preparer”.
- “Who will be invited?” Is this an event for club members only? faculty? freshmen? the entire student body?
- “Briefly describe your event” Include such information as: where it will be, why you are hosting this event, what type of format it will be, if it will be co-sponsored...etc.
- The grid on the backside is to be as exact as possible. Please be thorough. Log such expenses as food, speaker/entertainment, location rental, decoration, admission...etc.
- “*Estimated amount of income*” Include personal donations, fund-raisers, departmental help, dues...etc.
Note: These same items should appear on the grid under “Income/Source”.
- “Preparer’s Name” This is who wrote out the request (as previously mentioned, this might not be the same person as the “presenter”).
- There is a section on the backside for comments. Please use this space to mention any other pertinent circumstances or allowances.

COUNCIL OF CLUBS FUNDING REQUEST

Club Name: _____

Presented By: _____

Date of Proposed Events: _____

Who will be invited? _____

How many people are expected to attend? _____

Please briefly describe your planned event: _____

On the back of this worksheet, please thoroughly itemize your expenses in the grid provided for you.

Estimated Total Expenses of Event: _____

Estimated Amount of Income: _____

Amount Requested from COC: _____

****Signing of this document signifies that I have read & understand the guidelines****

Preparer's Name _____ *Contact Number* _____

Signature _____ *Date* _____

Advisor's Name _____

Signature _____ *Date* _____

Contact Number(s) _____

Council of Clubs Funding Request Reconciliation

See following page for a sample form

- Once your funding request is granted and your event has taken place, **you have 14 days to reconcile your account**. This means that within 14 days you must turn in copies of all of your receipts, deposit remaining funds (if applicable) into your account and fill out the Reconciliation Paperwork.
Note: If this is not done in time, your club runs the risk of having the money taken back out of their account. It will most likely result in a negative balance.
- Reconciliation Paperwork is to be turned in to the Office of Student Activities. Hand it directly to the staff member working who will then date and file it.

It is advised that you keep copies of your receipts and reconciliation paperwork, as it will not be returned to you.

Council of Clubs Funding Request Reconciliation

Date: _____

Club Name: _____

Date of Actual Event: _____

How many people attended? _____

Amount funding received from COC: _____

Actual Income: _____

Actual Expenses: _____

*****In the grid provided below itemize your actual expenses and income. If you need more space, please use the back of this page.**

Actual Expenses: Item		Total
Actual Income: Source		Total

- **Attach copies of all receipts to this form and submit to the Office of Student Activities no later than 14 days after your event. Be sure to deposit any remaining funds into your club account at the Business Office and attach a copy of the deposit slip.**

Preparer's Name: _____

Contact Number: _____ *Date:* _____

Advisor's Name: _____ *Contact Number:* _____

Check Requisitions (See following page for a sample form)

Blank Check Requisitions can be obtained in the Office of Student Activities or the Business Office.

Completing Check Requisitions

1. Fill in the requisition as instructed on the form.
2. Obtain the “GL ACCOUNT” number for your Organization.
 - The GL Account Number consists of a Line Item Code, Fund Code, and Department Code, for example: 517007-100-XXXXX. (See Budget)
 - Use multiple account numbers if the vendor is the same.
3. Fill in quantity, price, and description of the item(s).
4. Be sure to total the Amount(s).
5. Indicate whether the check is to be held for picked up, mailed, or if special instructions given are to be followed by the Business Office.
 - Make sure to fill in the date, vendor name, and address, if the check is to be mailed.
6. Obtain the Director of Student Activities’ signature after your Advisor has signed off on the form.
7. Turn in all Requisitions on time to the Office of Student Activities. Copies of your requisitions will be placed in your club mailbox.

Collection of Checks

Checks on hold must be picked up on Tuesday after 4 p.m. or Friday after 1 p.m. directly from the Business Office. Please make arrangements to pick up checks for your event in a timely manner. For example, if your event is on a Friday night, make sure that your check will be ready that day (the check request will need to be submitted by Wednesday at Noon to insure that a check will be ready on Friday). Or, if your program is on a Tuesday at Noon, the check will need to be cut on the Friday beforehand in order to pay the vendor at your event since checks are not available until after 4 p.m. on Tuesdays.

UNIVERSITY OF ST. THOMAS CHECK REQUEST FORM

Date _____

- Expense Advance**
- Student**
- Vendor**

Make Check Payable to: _____
Full Address: _____ _____

Student ID Number _____ or S.S. Number _____ - _____ - _____
<small>(Required form 1099 Submitted Only)</small>

<u>GL Account Number</u>	<u>Description</u>	<u>Dollar Amount</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
REQUISITION TOTAL		\$ _____

Special Instructions: <input type="checkbox"/> Hold for Pick-up <input type="checkbox"/> Interoffice Mail <input type="checkbox"/> Mail By _____
<input type="checkbox"/> Other _____

_____	_____	_____
Requested By	Approved By	Department

FOR OFFICE USE ONLY

Vendor Number:

Voucher Number:

Date Received:

Deposits (See following page for a sample form)

Blank Deposit Forms can be obtained in the Office of Student Activities or the Business Office.

Completing Deposit Forms

1. Fill in the Deposit as instructed on the form.
 - Under “Department/Club” state the specific event from which the money was received. Include as much detail as possible (use names, specific events, etc.).
 - Under “Account Number” state the Line Item Code, Fund Code, and Department Code, for example.
490999-100-XXXXX. (See Budget)
2. If depositing checks, make a copy of all checks for your records.
3. Make a photocopy of the deposit form and attach any copied checks.
4. Walk the original form and checks and/or money from the Office of Student Activities to the Business Office (make sure your Advisor has signed the deposit form).
5. Once your deposit is made, a copy of the receipt will be placed in your club mailbox and/or kept in your file in Student Activities.
6. Attach said Receipt to your copy of the deposit form.

When to Deposit

- Deposits can and should be done everyday before 5:00p.m.
- Do not keep large amounts of money on your person; deposit them that day. Do not use as petty cash. You are responsible for funds so please be careful.
- If for some reason money is unable to be deposited, please place it in a safe place or with your advisor and take care of this as soon as possible. There is a safe in the Director’s Office that can be utilized (please plan ahead and make arrangements to remove the funds from the safe in a timely manner).
- The person walking the deposit over to the Business Office must be the one to sign the deposit form, as the student whose name appears on the deposit form will be held responsible for that deposit.

**University of St. Thomas
Department/Club Deposits**

Department/Club _____

Date _____

Currency:

Ones _____ **Pennies** _____

Fives _____ **Nickels** _____

Tens _____ **Dimes** _____

Twenties _____ **Quarters** _____

Fifties _____ **Halves** _____

Total _____ **Total** _____

Currency _____ **Coins** _____

Checks _____ **Other** _____

Total Deposit _____

Account Number _____

Name of Depositor (Print) _____

Signature _____

Policy

It is the policy of the University of St. Thomas that all commitments of the University funds in excess of \$150.00 to acquire goods or services from external sources, including expenditure of sponsored project funds, grant funds and agency funds, are made through the purchasing department supported by an official purchase order. Additionally, all requisitions over \$1,000.00 are to be approved by the Business Office.

Procedures

Completion of the Purchase Requisition form starts the procurement process. Each requisitioning department is responsible for forwarding complete requisitions to the Purchasing Department for processing. All quotations and correspondence from the vendor along with any additional supporting documentation (e.g. written bids, letters of justification, etc.) must be attached to the requisition. The purchasing department reserves the right to seek additional bids from other qualified sources if appropriate.

In the event of an immediate need to purchase, the requisitioning department should contact the purchasing office for assistance. Any oral purchase orders must be confirmed with a completed purchase requisition form, received by the purchasing office the following business day.

Bids and negotiations should proceed as follows:

- Negotiation with at least one source if the purchase is less than \$1,000;
- Competitive bids with at least three vendors if the purchase is over \$1,000;
- Competitive bids in writing for purchases exceeding \$5,000; and
- Notification to unsuccessful bidders of the UST decision.

Bids may not be necessary for repetitive purchases of low cost items, but they should be taken occasionally to assure the best purchase is made.

Additional Policy Information

The University makes an attempt to do business with alumni, local businesses, and other individuals and businesses that support UST.

Departments should anticipate requirements to allow adequate lead-time for order processing and products delivery. In the event that the actual products are delivered to the requesting department, the department needs to notify the purchasing department within the next business day that the delivery of products was made. Item descriptions should be complete and accurate to allow buyers to bid the requirements expeditiously.

Purchasing activities should adhere to the following, which is based on the code of ethics of the National Association of Educational Buyers:

- Give the first consideration to the objectives and policies of UST.
- Strive to obtain the maximum value for each dollar of expenditure.
- Decline offers of personal gifts or gratuities by suppliers.
- Grant competitive suppliers equal consideration insofar as state or federal statutes and institutional policy permit.

- Conduct business with potential and current suppliers in an atmosphere of good faith, devoid of institutional misrepresentation.
- Demand honesty in sales representation whether offered through verbal or written statements and advertisements, or sample of the product.
- Receive the consent of the originator of ideas and designs before using them for competitive purchasing purposes.
- Make every reasonable effort to negotiate an equitable and mutually agreeable settlement of any controversies to arbitration or to third party review, insofar as the University policies permit.
- Accord a prompt and courteous reception to all who call on legitimate business missions.
- Foster fair, ethical and legal practices.

Purchase Order

A Purchase Order can only be issued by the Purchasing Office. The Purchase Order, is a four part (4) form that is used to place orders with vendors for all materials, parts, supplies, equipment, repairs or services. The establishment of a Purchase Order is required for all purchases over \$150.00 and for all purchases of equipment and furniture regardless of the dollar amount. In addition to being an official order of the University of St. Thomas, it is the mechanism by which encumbrance information is forwarded to Accounts Payable.

When a Purchase Order is generated, a copy is transmitted to the vendor. The four (4) part form generated includes, Purchase Order (to be filed with Purchasing Department), Department Purchase Confirmation (to be sent to the individual department confirming order being placed), Accounts Payable (to be sent to accounts payable verifying accounting information), Receiving Report (to be filed in Purchasing Department until said items are verified and received at which time Receiving Report will be sent to Accounts Payable to be matched to Accounts Payable Report).

Receipt of Materials

In general all items purchased are delivered to the Purchasing Department, where upon they are verified for accuracy of goods. If goods are too heavy, hazardous, or deemed inappropriate for delivery to the Purchasing Department, they shall be delivered to specified department. Department receiving delivery should contact the Purchasing Department on the following business day to verify delivery of such goods.

In case of damage or shortage of shipment please contact the purchasing department immediately. When a vendor has shipped items as specified on Purchase Order, they have legally complied with their part of the contract and are under no obligation to accept returns for credit items delivered as specified. Acceptance of a return by the vendor is by no means automatic, and a restocking charge may be incurred. The charge will be assessed to the requisitioning department.

Payment

Receiving Report will be sent via inter-department delivery to Accounts Payable. The Accounts Payable Department will complete all payments of goods and materials.

University of St. Thomas Please indicate the correct budget:

PURCHASE REQUISITION Operating Budget Capital Equipment

For assistance, call the Purchasing Dept. at ext. 2166 Grant Budget

Provide if available:

Vendor _____

Address _____

City/State/Zip _____

Phone No. _____

Fax No. _____

For Purchasing Office Use Only

P.O. # Assigned _____

Order Date _____ - _____ - _____

Expected Delivery Date _____ - _____ - _____

Requisitioning Dept. _____

Delivery Address _____

Partial Delivery YES or NO

Backorders YES or NO

Substitutes YES or NO

Itm No.	Qty	Unit Type	Part No.	Item Description	Unit Price	Line Item Total
1						
2						
3						
4						
5						
6						
7						

Additional Information:

Subtotal _____

Shipping _____

Expected Total

Item Numbers	Account	Fund	Department	Program	Project	Dollar Amount

Requisition Completed By _____ Date _____

Department Chair or Budget Supervisor Approval _____ Date _____

Purchasing Agent Approval _____ Date _____

Business Office Approval _____ Date _____

Office of Student Activities Student Organizational Record Form

Name of Student Organization _____

Advisor _____ Email address _____

Phone Number _____ Secondary contact _____

President _____ Email address _____

Phone Number _____ Secondary contact _____

Vice-President _____ Email address _____

Phone Number _____ Secondary contact _____

Treasurer _____ Email address _____

Phone Number _____ Secondary contact _____

Secretary _____ Email address _____

Phone Number _____ Secondary contact _____

Club email address _____

Club website address _____

Most updated Constitution attached Yes No*

*Your information will not be considered complete until your Constitution is turned into Student Activities

Organizational Manual Received (please initial) _____

Advisor Manual Received (advisor needs to initial) _____

Member of Council of Clubs (COC) Yes No

Please list additional officers and contact information:

Signature form for financial procedures:

I, _____, acknowledge that myself and these
(name of Advisor)
individuals will be fiscally responsible with our club funds. I will assist my students in keeping accurate records and will direct my questions to the Director of Student Activities. I will be available to sign the appropriate financial documents for this club.

I, _____, acknowledge that myself and these
(name of President)
individuals will be fiscally responsible with our club funds. I will assist my treasurer in keeping accurate records and will direct my questions to the Director of Student Activities or the COC Treasurer. I will be available to discuss the club's financial status with COC executives as deemed necessary.

I, _____, acknowledge that myself and these
(name of Treasurer)
individuals will be fiscally responsible with our club funds. I will keep accurate records and will direct my questions to the Director of Student Activities or the COC Treasurer. I will be available to discuss the club's financial status with COC executives as deemed necessary. I will serve as the primary point person for our club as it relates to check requests, petty cash, deposits, withdrawals and any other matters related to the club's finances.

University of St. Thomas Policies

EVENTS POLICY Policy Number: G.04.02

EVENTS POLICY Policy Number: G.04.02

SCOPE

All staff, faculty, students and external groups who reserve or rent facilities for events.

PURPOSE

The number and complexity of special events hosted on campus has increased as a result of the growth of the University requiring the development of a system for event planning that establishes standards for procedures and protocols. Many events attract visitors to our campus and are opportunities for us to reach out to organizations and individuals within the community. This policy will ensure that campus facilities are used in a manner consistent with our University mission and Catholic and Basilian core values, and that events will be conducted in a professional manner.

DEFINITIONS

Budget Worksheet

The budget worksheet assists event planners with estimating the costs associated with their event.

Event Coordinator

Event coordinators are personnel that assist event planners with event details, logistics, and policy compliance. Event coordinators are able to update the Master Calendar for events in their respective areas. A listing of current event coordinators can be found at the end of this policy.

Event Planner

The event planner is the person that is organizing and requesting the event.

Event Planning Worksheet

The event planning worksheet is a step-by-step guide to event planning at UST.

Event Request Form

The event request form describes the event's purpose, sponsors, date/time, costs and other relevant information and seeks approval for the event.

External Events

External events are events located on campus in one of our facilities that have no direct connection to the University of St. Thomas. Essentially, the event organizers are renting our facilities.

Internal Events

Internal events are events officially sponsored by a UST department or group. These events may include attendance by the public.

Master Events Calendar

The master events calendar is the official publication that contains dates, times, locations, description, and contact information for all approved campus events. The master events calendar is maintained by the assistant director of public affairs, but can be updated by event coordinators.

Sanctioned Events

Sanctioned events are internal events that take priority over other events and may preclude the scheduling

of other activities during the same timeframe. These events are usually long-standing and scheduled on an annual or other periodic basis.

POLICY/PROCEDURE

1. Approvals

Internal events must be sponsored by an officially recognized campus department or unit; registered or sponsored student group; student government; or a sponsored departmental or campus organization. All other organizations are considered external groups and must comply with the policies and procedures governing such groups. Academic-sponsored events must be approved by the VPAA or designee. Events sponsored by other departments must be approved by the respective vice president or designee. Student events must be approved by the Office of Student Activities. The respective vice president or designee will assign an event coordinator for each event.

External events (unless otherwise noted) must be scheduled through the Office of Facilities Reservations with approval by the VPAA, VPIA or VPSA /EM. The facilities reservations coordinator will copy the VPF and Special Assistant to the President on all requests for outside space rentals. Events with a known Catholic sponsor will be approved and the VPF will be notified.

2. Sanctioned Events

Several campus-wide events, known as sanctioned events, are of such importance to the University that competing events are not allowed. Whenever possible, sanctioned events should be scheduled during the previous academic year so that the calendar can be made available for other events. Events can be added or removed from this designation at the discretion of the President. A listing of current sanctioned events can be found at the end of this policy.

3. Consistency with University Values

The University reserves the right to refuse to reserve or rent its facilities to a group that intends to advance values inconsistent with the University or for an event that it deems inappropriate.

4. Posting to the Master Events Calendar

Several individuals have responsibility for event planning for their respective areas. Their duties include assisting event planners with planning and logistical support and posting events to the Master Events Calendar. Once an event is approved, it must be posted to the calendar. This can be done by the Office of Academic Affairs, Office of Public Affairs, the Office of Student Activities, the Office of Undergraduate Admissions, the Office of Facilities Reservations, and the Office of Advancement Projects. Posting to the Master Events Calendar reduces the likelihood of scheduling conflicts.

5. Campus Security

Campus Security will determine the necessity for security personnel at an event.

6. Related Policies

Campus events and facilities usage must also comply with existing University policies. Related policies include ADA, Alcohol, Brand and Seal Usage, Demonstration, Political Speakers, Sign Posting, and Speakers.

7. Process for Internal Events

- a. Check the Master Events Calendar to determine if there are other events that are scheduled might impact the success of your event. Blackout dates and times for “sanctioned events” will be noted.
- b. Check the availability of facilities including room capacities and layouts.
- c. Reserve the facility pending event approval by contacting the Office of Facilities Reservations at 713-525-3574. Acknowledge that you have received and agree to comply with the Facilities

Usage Policies and Guidelines. The facility will be held for two weeks.

- d. If you want the President to attend, complete a President Event Attendance Request form or contact the Office of the President at 713-525-2160 or president@stthom.edu.
- e. Complete the Event Planning Checklist. This will help you determine which services you require for your event and estimate costs.
- f. Create a budget and complete the Budget Worksheet. Determine source for funding and costs. Some required internal services have set costs which event planners must budget. External services and products may require bids or contracts that outline the costs.
- g. The event coordinator will be responsible for reviewing the details of the event to ensure compliance with policy and protocol guidelines and assist with final event logistics.
- h. The event coordinator will submit an Event Request Form to the appropriate VP or designee for approval.
- i. Once the event is approved, the event coordinator will confirm the event with the Office of Facilities Reservations.
- j. The event coordinator or public affairs personnel will update the Master Events Calendar.
- k. After the event is completed the event coordinator should evaluate the event to determine areas for improvement.

8. Process for External Events

- a. If a group requests use of campus facilities, a short description of external event requests will be sent to the appropriate vice president (academic affairs, student affairs, institutional advancement) to determine suitability of the event.
- b. The respective vice president will review the purpose of the program, organization presenting the program as well as program sponsors/underwriters among other factors to determine if use of University facilities is appropriate and notify the office of facilities reservations.
- c. If the event is approved, the office of facilities reservations confirms room and date availability.
- d. The requestor will review and accept rental terms. (Acceptance of Facilities Usage and Procedures Guideline Form as well as the letter of intent to be completed.)
- e. The requestor will submit contract and security deposit.
- f. The contract is submitted to vice president for finance for signature.
- g. A copy of contract is sent to renter for signature (includes cancellation, change of facilities, damages, housekeeping, insurance, catering policy, media services' charges).
- h. The office of facilities reservations receives contract a minimum of two weeks prior to event (note that payment is due prior to the event or the event is not held)
- i. The office of facilities reservations confirms resources with the renter two weeks prior to the event.

APPROVED: Dr. Robert Ivany Date: September 1, 2010
Effective Date: September 1, 2010