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Preface

The Student Affairs Division at Texas State University is committed to the recruitment and retention of a diverse and qualified student body, and to providing services that enhance their personal development and contribute to the fulfillment of their goals. The following procedures contribute to the implementation of these commitments.

This Student Organizations Handbook is designed to assist your student organization in becoming familiar with University policies and procedures related to student organizations and to provide suggestions and helpful recommendations for productive activities. For additional clarification or assistance call or stop by the Office of Campus Activities and Student Organizations (CASO) office on the 4th floor in the LBJ Student Center.

Any additions, deletions, or corrections to this handbook, once approved, will be available in the Office of Campus Activities and Student Organizations (CASO) and on CASO website at http://www.lbjsc.txstate.edu/caso.

Relationship Statement

Texas State University believes that freedom of thought; innovation and creativity are fundamental characteristics of a community of scholars. To promote such a learning environment, the University has a special responsibility to seek cultural diversity, to instill a global perspective in its students and to nurture sensitivity, tolerance, and mutual respect. Student organizations at Texas State University actively participate in and contribute to a vibrant university community by meeting these expectations. The nearly 400 registered student organizations at the university provide valuable experiences and opportunities for students to grow as individuals, leaders, and community members. Campus Activities and Student Organizations (CASO) staff members, in conjunction with LBJ Student Center staff, work to be proactive in guiding student organizations by providing education, training, and consultation. The LBJ Student Center and CASO partner with registered student organizations to continue to enhance the University community.
LBJ Student Center

Vision Statement:
Making a difference in the lives of those we serve

Mission Statement:
The LBJ Student Center builds a sense of community by facilitating learning, leadership and personal development to enhance student success and celebrate diversity. We do this by providing co-curricular programs and services such as organizational advising, meeting rooms, office space, retail and food services.

Core Values:
Service – being proactive, effective, reliable and responsive in helping others achieve their goals
Excellence – looking to exceed the expectations of those we serve with integrity always in pursuit of a higher standard
Respect – believing in the inherent worth of people, and with a positive outlook, we treat others with sensitivity and value their contributions to the community
Empowerment – creating a student-centered environment where opportunity, openness, enthusiasm, accountability and a sense of purpose combine to provide a rewarding experience that promotes confidence to lead for change
Collaboration – sharing knowledge, learning and building consensus, incorporating ones values and skills to create a dynamic structure for teaching and leading where we work jointly toward a common end
Stewardship - the careful and responsible management of the fiscal and human resources entrusted to one’s care
Office of Campus Activities and Student Organizations (CASO)

Mission Statement
To enrich the collegiate experience, Campus Activities and Student Organizations (CASO) provides quality, student-centered programs, services, and involvement opportunities which celebrate diversity, promote retention, and foster leadership, civic engagement and student development.

Texas State University - a member of the Texas State University System
The Student Organizations Handbook effective September 1, 2013
If you require this information in an alternative format due to a disability, contact the Office of Campus Activities and Student Organizations at 512-245-3219

Hours
Academic Year
Monday – Thursday: 8:00am - 8:00pm
Friday: 8:00am - 5:00pm

Summer and Break Periods
Monday – Friday: 8:00am - 5:00pm

Contact Information
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Starting and Maintaining a Student Organization

Introduction
Registered Student Organizations are afforded access to campus resources and in turn agree to comply with regulations and procedures established for the governance of student groups (SA/PPS No. 05.04). Because the value of a co-curricular experience enhances the learning and development of the individual student and helps to create a sense of belonging to the university, the following policies for the registration and governance of student organizations have been established. The institution has established the following levels of organizational structure to more clearly define the status and benefits for various organizations.

Benefits and Privileges of Student Organizations
The following are some of the benefits and privileges that are extended without charge (unless specified otherwise) to each Texas State University student organization upon its official recognition by the university. An organization’s failure to maintain an active registration status may result in suspension of any or all of the benefits and privileges.

1. To reserve LBJ Student Center facilities and outdoor spaces (Contact the LBJ Student Center Reservations or Outdoor Center for space, fees may apply).
2. To post authorized publicity in approved posting areas (bulletin boards, marquee, etc.).
3. To reserve and use rooms in academic areas.
4. To reserve and use space in the approved areas in the Texas State University campus for the sale of goods or the distribution of literature.
5. To use “Texas State” as part of the organization name (Texas State University name may be used only for purposes generally consistent with the organization’s purpose and only to identify affiliation as a student organization. Student organization may only use “Texas State” following the name of the organization, ex. Student Organization at Texas State).
6. To apply for and to be eligible to receive funding from Student Organizations Council (SOC).
7. To be assigned a university mailing address and exclusive use of a secure mailbox in the Office of Campus Activities and Student Organizations.
8. To obtain Texas State student organization email address
9. To participate in both Fall and Spring Involvement Fair.
10. To receive help, advice, and assistance from the staff of the Office of Campus Activities and Student Organizations.
11. To participate in all organizational workshops and training activities.
12. To engage and enrich the lives of students of Texas State University.
13. To participate in Texas State University sponsored events (Homecoming, Bobcat Build, Boko Awards, Leadership Conferences, Boko’s Block Party, Student Involvement Fair, etc.).
Responsibilities of a Registered Student Organization

It is the responsibility of every student organization and/or its officers to:

- Register the student organization with the Office of Campus Activities and Student Organizations annually by the designated due date to remain recognized;
- Must have a faculty/staff advisor who is employed by the University at least on a half-time basis;
- The following officers, or their equivalent, must have and maintain a 2.25 Texas State University cumulative grade point average: President, Vice President, and Treasurer;
- Attend the Student Organization Conference at the beginning of the fall semester which includes the state mandated Risk Management Training;
- Manage itself and carry out its duties listed within its constitution, as well as follow local, state, federal laws and University policies and procedures;
- Immediately notify the Office of Campus Activities and Student Organizations of any changes in the organization’s officers, addresses, telephone numbers, or constitution updates;
- Must have a student emphasis and may only offer membership to currently enrolled students at Texas State University and Texas State faculty or staff;
- The treasury of the student organization must be under control of the student members with close supervision of the advisor(s). Dues and other membership fees must be utilized for the express benefit of the organization and in fulfillment of its purpose;
- Act in the best interest of its members and the University;
- To be accountable for the conduct, safety, and general welfare of its members and their guests whenever they represent the organization or participate in organizational activities;
- Hazing, at any level of membership in the organization, is prohibited at Texas State University;
- Must be in compliances with Title IX of the Civil Rights Act, which requires membership and activities to be open to all persons regardless of gender. Student organizations whose national organization is exempt from Title IX must furnish proof by letter from the national office. Organization are exempt from Title IX requirements only as they relate to their status as single-sex organizations;
- Texas State University believes that freedom of thought; innovation and creativity are fundamental characteristics of a community of scholars. To promote such a learning environment, the University has a special responsibility to seek cultural diversity, to install a global perspective in its students and to nurture sensitivity, tolerance and mutual respect. Discrimination against or harassment of individuals on the basis of ethnicity, sex, religion, race or disability is inconsistent with the purpose of the University;
- Communicate with the Office of Campus Activities and Student Organizations regarding any questions;
- Utilize the Office of Campus Activities and Student Organizations for advice as you plan and implement activities and events.
Definitions

Academic Requirements
A student organization officer must meet the following academic requirements: have at least a 2.25 Texas State University cumulative grade point average prior to the first day of each semester (fall and spring) during the term of the position; to be in good scholastic status with the University at the time of selection and during the term of the position.

Categories
Student organizations are divided into thirteen (13) categories according to their purpose. The categories are described below:

- **Academic**: students organized to further study, discuss or experience an academic course, major, or field, through lectures, field trips, meetings or other related activity.
- **Chartered**: while also a registered student organization, these are groups which have been organized to support ongoing interests of the University. Such organizations serve to coordinate programs and services, or as umbrella organizations for a large number of constituencies and are recognized as part of a university department or entity.
- **Greek**: social Greek-lettered organizations organized under one of the Chartered Greek Governing Councils at Texas State University. Greek organizations must belong to one (1) of the four (4) governing councils:
  - Interfraternity Council (IFC)
  - Multicultural Greek Council (MGC)
  - National Pan-Hellenic Council (NPHC)
  - Panhellenic Council (PC)
- **Honors**: Nationally recognized honor organizations, typically affiliated with a specific academic major, department, or campus activity.
- **Multicultural**: Students organized to celebrate and support the interests of one or many different cultures, races, or ethnicities.
- **Political**: Students organized to promote affiliation with a political party or support of one or many various political issues.
- **Professional**: Students organized to pursue mutual career goals and prepare for the professional world.
- **Recreational**: Students organized to participate informally or through competition in one or many different recreational activities.
- **Religious**: Students organized to celebrate and support the interests of one or many different religions or religious studies.
- **Residence Hall**: Representative boards of student leaders for Texas State residence halls, recognized by the Department of Housing and Residential Life.
- **Service**: Students organized to provide community service and philanthropy to the campus, greater San Marcos community and other local, national or global initiatives.
- **Special Interest**: Students organized to pursue special interests pertaining to life-style, social or societal issues.
- **Sport Clubs**: Athletic clubs recognized by the Campus Recreation Office and organized under the Sports Clubs Advisory Council. Sport Clubs which compete with clubs from other colleges and universities must belong to the Sports Clubs Advisory Council.

Single-Sex Organization
Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in educational programs and activities at the university unless such programs and activities are specifically exempt from the law. The university is required to be in compliance with the provisions of Title IX. Therefore, compliance with Title IX is a condition to be a registered student organization at the university. Since passage of this law and the publication of the implementing regulations, the U.S. Department of Education Office of Civil Rights has evolved a rather clear set of criteria for determining when single sex organizations are exempt from the provisions of Title IX. These criteria are as follows:

1. The organization must have tax-exempt status under Section 105 of the Internal Revenue Code;
2. Members must be limited to student, staff or faculty at Texas State University;
3. The organization must be a “social fraternity” as defined by the Department of Education.
The Department of Education defines “social fraternity” as a group that can answer “no” to all the following questions:

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

If a group answers “yes” to any of the questions, it is not a “social fraternity” and therefore is not exempt from the requirements of Title IX and therefore must accept members of both sexes. An affirmative answer to any of these questions is evidence that the organization is professional, service, or honorary in nature and not a social fraternity or sorority for Title IX purposes.

United States Department of Education- Office for Civil Rights Rational: The rational for this distinction based on the intangible educational advantage afforded by membership in such professional, service and honorary organizations. Many such honor and service organizations have school and alumni recognition and reputation, which enhance student members’ careers. Members frequently gain enhanced status, which, as alumni, is often influential in decisions affecting campus life and university policy. This type of educational opportunity and benefit is significant and may not be denied to students on the basis of sex. (U.S. Department of Education, Office of Civil Rights)

Student Organization
A separate, independent entity from the University whose membership is composed of Texas State University students, or a combination of students, faculty, and staff; which has complied with the registration procedures to be officially registered by the University.

Student Organization Membership
Any Texas State University student, faculty member, or staff member who subscribes to the purpose and basic policies of the organization may become a member of the organization subject only to compliance with the provisions of the constitution. Enrollment or employment at another University of Texas System campus does not meet the requirement for student organization membership. All officers must be currently enrolled students at the University. A student organization must have at least five members to register.
Starting a New Student Organization

Getting Started
Texas State University and the Office of Campus Activities and Student Organizations encourages and supports students who are interested in starting a new student organization that fit their needs and interests. The new student organization will need the following to be a recognized student organization on campus:

- Complete the New Student Organization Registration packet
- Have at least five (5) members
- Submit a constitution
- Have a faculty/staff advisor employed at least half-time at the university

Student Organization Advisors

Why does a student organization need an advisor?
An advisor can prove to be a valuable asset to your organization by sharing their life experiences, wisdom, and providing continuity, organizational memory, and connections to resources. The key role of the advisor is to serve as a resource for the student organization. Take some time to discuss the expectations the student organization has for the advisor and vice versa. Establish open lines of communication that will enable you to work together effectively. If at some point you have difficulty selecting an advisor or have complications with your current advisor, you can contact the Office of Campus Activities and Student Organizations for assistance.

Who is eligible to serve as an advisor?
An advisor must be a faculty member (not on sabbatical) or a staff member at the University. The faculty or staff member must be employed with the University at least half-time. A student employee or graduate student does not qualify as a half-time faculty or staff member.

What is the role of an advisor?
The advisor serves as the link between the Student Organization and the University; providing guidance to the organization in regards to University policies and procedures.

Suggestions of the Advisor’s Role
While specific roles should be defined by the organization and the advisor, an advisor should generally:

- Provide advice
- Be knowledgeable about activities and programs of the organization
- Help members apply principles and skills learned in and out of the classroom
- Attend the Advisor Roundtables throughout the year
- Give suggestions for new directions and options
- Provide insight into the group’s problems and successes
- Help facilitate leadership development
- Assist in maintaining high standards of programing and individual performance
- Provide continuity with the history and tradition of past years
- Assist in the development of procedures and plans of action including risk management assessment
- Understand and ensure student organization compliance with policies and procedures

In return for his/her support, the advisor should expect that he/she be consulted regularly by the officers concerning plans for the group’s activities and programs. The advisor should know what events are being planned and should offer ideas and suggestions freely.

If not being consulted, the advisor should insist that the group do so. For assistance in defining officer-advisor relationship, review the Advisor Handbook or utilize the Office of Campus Activities and Student Organizations for advice.

Advisors are required to agree and sign the Annual Registration, Advisor Contract, Diversity Agreement, and Summary of Texas Hazing Laws forms.
Annual Requirements

Registration
Student organizations are required to register once a year with the Office of Campus Activities and Student Organizations. The registration process will begin at the end of the spring semester and all student organizations must be registered with the Office of Campus Activities and Student Organizations by the end of the fourth week from the first day of class in the fall semester. If the student organization does not register by this deadline, the student organization would be considered a new student organization at the time of their registration which may affect SOC funding requests and other privileges. Annual Registration can be found here.

Hazing
HAZING: means 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. The term includes but is not limited to:

A. Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
B. Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
C. Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance which subjects the student to an unreasonable risk of harm or which adversely affects the mental or physical health or safety of the student;
D. Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subsection;
E. Any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code.

PERSONAL HAZING OFFENSE; A person commits an offense if the person:
1. Engages in hazing;
2. Solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing;
3. Intentionally, knowingly, or recklessly permits hazing to occur; or
4. Has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report said knowledge in writing to the dean of students or other appropriate official of the institution.

ORGANIZATIONAL HAZING OFFENSE. An organization commits an offense if the organization condones or encourages hazing or if an officer or any combination of members, pledges, or alumni of the organization commits or assists in the commission of hazing.

CONSENT NOT A DEFENSE. It is not a defense to prosecution of an offense under this sub-chapter that the person against whom the hazing was directed consented to or acquiesced in hazing activity.

IMMUNITY FROM PROSECUTION AVAILABLE. In the prosecution of an offense under this sub-chapter, the court may grant immunity from prosecution for the offense to each person who is subpoenaed to testify for the prosecution and who does testify for the prosecution. Any person reporting a specific hazing incident involving a student in an educational institution to the dean of students or other appropriate official of the institution may be immune from liability, civil or criminal, that might otherwise be incurred or imposed as a result of the report. Immunity extends to participation in any judicial proceeding resulting from the report. A person reporting in bad faith, after the fact or with malice is not protected by this section.
Student Organizations Council (SOC)
The Student Organizations Council oversees the nearly 400 student organizations on campus by providing resources, training sessions, events on campus, awards and recognition programs, and funding. SOC consists of (8) members including President, Vice President, Director of PR/Marketing, Secretary/Treasurer, Event Coordinator, and two (2) Outreach Coordinators.

- President – oversees the SOC members and is a resource to all student organizations.
- Vice President – serves as the Judicial Board chair, oversees cubicle and storage space, and aids in the management of quad/mall solicitation.
- Director of PR/Marketing – manages all public relations and marketing for SOC and events.
- Secretary/Treasurer – record accurate minutes of each meeting, oversee the funding process and SOC budget.
- Education Coordinator – coordinates the Student Organization Conference and Education Workshops to educate all student organizations on leadership, how to be a successful organization, and university policies.
- Event Coordinator – coordinates SOC sponsored events including Involvement Fairs, Advisor Appreciation, and BOKO Awards.
- Outreach Coordinators (2) – liaison between RSO’s and SOC and a resource to all student organizations.

If you are interested in joining SOC, the application process will take place at the end of each spring semester and officers will serve for the following academic year.

SOC Events
The Student Organizations Council (SOC) hosts a variety of events throughout the academic year to promote student organizations to the general student body and to provide opportunities for student organizations to interact with each other.

- Involvement Fair – held at the beginning of the fall and spring semesters. Student organizations register to participate in this event to showcase their organizations and recruit new members. Registration information will be sent to the student organization president with detailed information.
- Student Organization Conference – this mandatory conference provides training to all student organizations leaders and advisors. During the conference, student organization leaders will learn how to have a successful student organization, university policies, and gain leadership skills.
- Advisor Appreciation – this event recognizes and thanks all of the dedicated advisors for their support to making each student organization successful.
- BOKO Awards - these awards recognize outstanding student organizations and student leaders.

Funding
SOC provides eligible registered student organizations with funding to host events and travel to conferences/tournaments. This process is done via application and a short presentation at one of the SOC funding hearings. Please see funding information on page 15 for more details. Chartered student organizations are not eligible for this funding.

SOC Required Events
Student Organization Conference
The Student Organization Conference is held in the fall semester after the deadline for student organization registration. Every registered student organization president, vice president, and advisor will receive an email reminding them of the required attendance of the president and a second leader. This training includes the state mandated risk management training. A second Student Organization Conference will be held in the spring semester for new student organizations that registered after the fall Student Organization Conference.

Organization Mailbox
The Office of Campus Activities and Student Organizations will provide an official mailbox, upon availability, to each Registered Student Organization, which should be checked regularly by a member of the organization for important University and University-related correspondence. The address for receiving mail on-campus is: Organization name, c/o Texas State University, LBJ Student Center, 601 University Drive, San Marcos, TX 78666-4684

Student Organization Email Account
A registered student organization can request a Texas State student organization email account.
Event Planning

Student organizations have the opportunity to plan events for Texas State students to learn and build community on campus. No matter the size of the event, it is important to plan ahead and develop a flexible plan of action.

Reservations
LBJ Student Center
The LBJ Student Center offers a variety of meeting spaces, including the LBJ Teaching Theater, George’s, and several different styles of meeting rooms. Reservations can be made through the LBJ Student Center Reservations Office by submitting a reservations request form.

Academic Space
Texas State University encourages student organizations to meet and host their events at the LBJ Student Center. If no room is available, student organizations can reserve an academic classroom through the Registrar’s Office. Reservations can only be made after the twelfth day of classes and with proper documentation from the LBJ Student Center Reservations Office.

Outdoor Recreation
Texas State University owned Sewell Park, University Camp, the Adventure Trip Program, the GOAL-Challenge Course Program, and the Rock wall Climbing Center may be reserved through the Outdoor Center. Located in Sewell Park, the Outdoor Center provides student organizations positive outdoor education, recreation, and adventure activities and facilities.

Indoor Recreation
Student Recreation Center reservations are made by completing a reservation request form at the main office. Please submit two weeks prior to date of requested reservation. The Assistant Director for Informal Recreation will review and confirm all reservations (72 hours minimum confirmation time).

SOC Funding
Qualifications
To apply for funding from the Student Organizations Council (SOC), the student organization must be registered with Campus Activities and Student Organizations (CASO) and be in good standing with Texas State. The SOC will seek evidence that the organization has attended all events required by the SOC before granting funds. The student organization’s president and the faculty/staff advisor must sign the funding request and have full knowledge of its contents.
A registered student organization must be on active status registered for one (1) long semester prior to submitting an application for funding assistance from the SOC.
A member of the organization must present its request to the SOC at a funding hearing. Charted student organizations do not qualify for SOC funding.

Funding Priorities
Generally, funds are distributed to organizations planning leadership development programs, co-curricular educational events or campus unity-building activities. Funding for travel and training opportunities must be demonstrated to have a potential benefit to the organization and university community.

1. Highest funding priority will be given to programs and events held on campus and open to the entire university community.
2. The next priority will be given to programs and events held on campus that targets a specific audience within the university community.
3. Third priority will be given to programs and events held off-campus.
4. Fourth priority will be given to travel and training opportunities.
Funding Amounts Per Event
The following dollar amounts represent the maximum amount allocated per category.

- $700.00 Travel for conferences and/or competitions
- $1,000.00 One or more campus organizations sponsoring a university-wide program or event

Restrictions
Each student organization may receive SOC funding once per academic year, provided the organization meets the application qualifications.

1. SOC will NOT reimburse for the following expenses:
   a. Meals consumed during off-campus travel/conferences
   b. Gas expenses for travel
   c. ANY alcoholic beverages or receipts that include alcoholic beverages
   d. Gratuities (tips)
   e. Texas state sales tax
   f. Capital items for organizations
   g. ANY personal expenses

2. Programs or events intended for or that result in a profit for the organization will not receive funding. (i.e., fundraisers, charity events, capital item expenses, etc.)

Reimbursement and Pre-payments
To receive reimbursements paperwork must be processed within ten (10) business days after the event. Failure to turn in reimbursement paperwork within the proper time period will result in no reimbursement for the event.

1. Itemized invoices or original receipts must be submitted to the CASO front desk within ten (10) working days of the event/program/travel or else funding will be forfeited.
2. Attach supporting documents, such as fliers, for on campus events or programs.
3. If attending a conference, attach the agenda/schedule of events and a copy of the conference registration forms for all participants.
4. If pre-payment is required for an approved expense, the organization must contact the SOC advisor at least ten (10) working days in advance of required payment.
5. If an individual student is requesting a reimbursement, the student must complete a Vendor Maintenance form (W-9) and include his/her social security number.
6. All vendors/student organizations to be paid for goods and services must have a vendor code assigned by Texas State University. In order to ensure that the vendor has been assigned a code, submit a Vendor Maintenance in addition to funding request.
Employer Identification Number (EIN)

What is an EIN?
An Employer Identification Number (EIN) is a nine-digit number that IRS assigns in the following format: 00-0000000. The IRS uses the number to identify taxpayers who are required to file various business tax returns. Employers, sole proprietors, corporations, partnerships, nonprofit associations, trusts, estates of decedents, government agencies, certain individuals, and other business entities, use EINs.

Why does the student organizations need one?
All student organizations with on- or off-campus banking accounts, or those requesting reimbursement of funds from the Student Organizations Council or another organization on campus, must obtain an EIN. Texas State University will not issue a check to a student organization without an EIN.

How to apply for an EIN?
On-line: Go to the website (irs.gov) do a search for “apply EIN online”. Follow the directions outlined on the website to apply on-line for an EIN.

Telephone: Go to the website (irs.gov) do a search for “Form SS-4”. Print and complete the form (Form SS-4), then call 800.829.4933. They will walk through the remaining steps in the process.

Mail: Go to the website (irs.gov) do a search for “Form SS-4”. Print and complete the form (Form SS-4), then mail to EIN Operation, Philadelphia, PA 19255. The IRS will send your EIN via mail within four weeks.

Fax: Go to the website (irs.gov) do a search for “Form SS-4”. Print and complete the form (Form SS-4), then fax it to the EIN Operation (Fax Number: 215.516.3990). IRS will respond with EIN within five days.

How to Complete Form SS-4, Application for EIN
The following is what a normal non-profit student organization would need to complete on the form. The other sections are not needed to complete.

- Line 1 - Enter the name of the organization
- Line 2 - Enter the name of the organization only if different from line 1.
- Line 3 - N/A, if for banking purposes only
- Line 4a/b - Enter your mailing address
- Line 5a/b - Enter only if different than mailing address
- Line 6 - Enter county
- Line 7a/b - Most student organizations mark N/A
- Line 8a - Most student organizations mark No
- Line 9a - Other nonprofit organization, specify “Student Organization”
- Line 9b - N/A
- Line 10 - Check one box. Most student organizations mark “banking purpose” and specify “Open Account”
- Line 11-17 - N/A
- Line 18 - Check “Yes” if you previously applied for an EIN. Otherwise, check “No”.

Vendor Maintenance Form (W-9)
After you have obtained an EIN, student organizations, individuals, or vendors must complete the Vendor Maintenance form to receive reimbursement/payment. The Vendor Maintenance form will require your EIN.

Bank Accounts
A registered student organization may choose to open a checking or savings account at a local bank or credit union. A bank account gives the student organization the option to write checks and have instant access to account funds. Most financial institutions will require the organization to have an EIN.

Caution should be taken if a checking account is used. Systems should be put in place by the student organization.
to ensure that no member has the ability to withdraw funds from the account without approval from the student organization and/or the advisor.
The student organization should also determine from the outset what would happen with the funds if the organization becomes defunct. For example, donating to a charity that is closely related to the student organization’s mission.

**Catering**
Student organizations who wish to host catered events on campus must only use caterers who have been pre-approved by the Office of Auxiliary Services (UPPS 05.03.02). The university encourages student organizations to take advantage of Chartwell’s catering for on-campus convenience. Texas State University also provides Coca-Cola products, for events on campus that are being sponsored by a registered student organization. If a student organization hosts an event with food in the LBJ Student Center, the LBJ Student Center Reservations Office requires the student organization to submit a Food Waiver with reservation.

**Risk Management**
Student organizations must be aware of and plan ahead to reduce risk for all events that they choose to host. The Office of Campus Activities and Student Organizations provide student organizations with information to help reduce risk. It is the responsibility of the student organization to read through and use when planning/hosting an event: Crisis Management Handbook, Risk Management Handbook, and the Risk Assessment Matrix.

**Events with Alcohol**
Student organizations hosting events with alcohol must complete Social Registration at least one week (7 days) prior to the event date to the Office of Campus Activities and Student Organizations.

**Travel Guidelines**
All student organizations must complete the appropriate Student Travel Forms, and return the form to the Office of Campus Activities and Student Organizations ten (10) business days prior to departure. Along with the initial first “Student Travel Form,” organizations must also fill out the “Student Group Travel List” and “Student Trip Release and Indemnity Forms.” These forms are also expected to be turned in the ten (10) business days prior to departure. For any organization member under the age of 18, an “Authorization for Medical Treatment” will need to be signed by a legal guardian in case of emergency. UPPS Policy 05.06.03

**Date Auctions**
Student organizations are prohibited from holding date auctions according to the UPPS Policy 07.04.03, which discusses solicitation on campus and explains that any activities or booths that harass, embarrass, or intimidate the person or persons being solicited is not allowed.

**Raffles**
While raffles are not prohibited, only qualified non-profit organizations recognized by the State of Texas are allowed to conduct a raffle. Approved organizations must meet specific ticket format and follow policies and procedures found in the UPPS Policy 07.04.03.

**Student Volunteer Connection (Report Service Hours)**
Many student organizations host community service events on campus and in the community. The Student Volunteer Connection hosts a database to find community service hours and to report your individual and student organizations service hours.
Publicizing

Logo Usage
Guidelines for Naming Student Organizations and Using Texas State Logos

- The name of the student organization must be unique – the name cannot duplicate the name of an existing student organization.
- A student organization may state that its membership is composed of Texas State University students or a combination of students, faculty, and/or staff but it shall not suggest or imply that it is acting with authority or as an agency of the University. Student organizations are not official entities of the University and may not represent themselves as such.
- Student organizations may indicate existence at the University as part of any letterhead, sign, banner, pamphlet or other printed material that bears the name of the organization by adding the phrase “at Texas State University (or Tx State, etc.).”
- Chartered Student Organizations and Sports Clubs recognized by Campus Recreation may incorporate the University’s name into the name of the organization
- Register student organizations may use the University logo on approved materials if the following conditions are met:
  - The director of the University Marketing received and approves a formal written request to use the logo
  - When usage is in question, the director will forward the request through approval channels, which may include the Dean of Students.

All student organizations using the logo will follow the same precise usage guidelines stated in this UPPS Policy 01.04.11, include addition of the system statement.

Student organizations that do not follow the logo guidelines may have their right to use the logo revoked. See Texas State University Athletics additional logo approval information.

Student organizations desiring to sell or distribute t-shirts or other products on campus must obtain written approval by filling out an internal request form. Additional approvals may be required as outlined below. Designs and messages on all products must be in good taste; student organizations may not sell or distribute any product that would embarrass the University. Permission to sell products may be given to student organizations and departments that adhere to the following policy and complete the request form.

Licensing approval for the use of registered Texas State University marks on any product for sale or distribution by student organizations will be subject to the following restrictions and requirements:

- Written approval must be obtained through the Assistant Athletic Director of Marketing & Promotions.
- Written approval must be obtained from the Office of Collegiate Licensing prior to the production of any product using registered Texas State University marks.
- Distribution of the product is generally restricted to sell only to their members and dates for a particular function. Based on the event and the campus-wide impact, exceptions can be made for the sponsors of events such as Homecoming, and Parents Weekend.
- Use of Texas State University marks on the products must be confined to the standard registered marks. Such marks can be incorporated into a custom design on the product with appropriate approval from the Office of Collegiate Licensing.
- No reference can be made, either directly or indirectly, to any individual athlete, athletic squad, athletic team, or athletic event that the University participates in as a competitive representative of the Southland Conference under NCAA rules and regulations.
- Compliance with Texas State University Guidelines for Product/Art Approval will apply to all student organizations and departments.
- Violators of the established policy may be subject to further action.

Solicitation Policies
Solicitation is the sale of goods and/or services which can be provided through flyers and/or booths on campus. Solicitation is allowed to provide a source of financial support to student organizations and University departments (UPPS Policy 07.04.03). Funding received through the process of solicitation can, at the discretion of the sponsoring
organization/University department, better the San Marcos/Texas State community by allowing quality events or services.

**Solicitation Guidelines**

- Solicitation requests for the Quad and around LBJ Student Center (Paseo, Patio, Mall, Bus loop) must be approved by the Office of Campus Activities and Student Organizations (CASO).
- Organizations may be approved multiple reservations per month, but they are not to exceed four (4) weeks per reservation.
- No booth may be installed and maintained for more than five (5) consecutive calendar days.
- Reservations that include the sale or giveaway of food/beverage must submit a food waiver form.
- Reservations that include the sale or giveaway of beverages must be Coca Cola products.
- A copy of information distributed must be attached to submitted request.
- The sale of t-shirts must be specific to the organization selling the t-shirt. Generic Texas State t-shirts will not be approved for solicitation.
- Booths must meet fire and safety guidelines.
- Members of the sponsoring organization or University department must have a representative at the booth at all times.

**Solicitation Request Form**

Any organization, University department or vendor who wishes to solicit on campus should have the solicitation request form completed by the sponsoring group. Requests must be signed by the sponsoring organization’s President and faculty/staff advisor before turning into the Campus Activities and Student Organizations (CASO) office for space reservation and approval. The solicitation request must be completed and turned in for processing a minimum of ten (10) business days prior to the first date of reservation. All appropriate paperwork must be included to avoid a delay in the process. This may include the food waiver form (when food/drinks are provided for free or sale) and/or vendor agreement form.

**Off-Campus Solicitation**

Any student organization wishing to solicit funds off campus must fill out this form and return it to the Office of Campus Activities and Student Organizations. Any businesses that will be visited must be listed. Also, a copy of the donation request letter must be attached.

**Amplified Sound**

As a courtesy to our classrooms, library and counseling center, amplification has been limited to the Mall and LBJ Student Center Amphitheater between the hours of 11:00am and 1:00pm. Amplification includes, but is not limited to the use of amplifiers, radios, bullhorns, and/or microphones. Amplification is NOT ALLOWED in the Quad at any time.

**Campus Expression**

The campus expression areas are designated public forums where any group or person, whether or not a student or employee, and whether or not invited by a registered student, faculty, or staff organization, may assemble and engage in free speech activities, as provided in the Rules and Regulations of the Board of Regents, Texas State University System. The designated free speech areas are the quad and the mall areas on campus; however, CASO reserves space in these areas for student organization solicitation. Most students choose to use the Stallions as they are located in central campus in the quad area.

**Posting Guidelines**

Any student or registered student organization desiring to post on campus must comply with the following rules:
- Flyers or posters that reference the sale of goods or services are SOLICITATION postings. One must be sponsored by a registered organization or campus department to receive approval for posting flyers. The Office of Campus Activities and Student Organizations (CASO) is responsible for the approvals.
- Flyers or posters that do not mention the sale of goods or services are called INFORMATIONAL postings. These do not require a sponsor or permit, but must still be approved and stamped by the CASO office.
- Postings are allowed for a maximum of two weeks. The person or organization must remove the flyers no later than 14 days after the posting, or 24 hours after the advertised event, whichever is earlier.
- All alcohol marketing flyers must contain a moderation message, an activity promoted other than drinking and no
more than one-fourth of the ad focusing on the bar, drinking, drink specials, etc.

- The date of the posting must appear on each flyer or posting.
- Posters may not exceed 22” x 28” in size.
- No object other than the actual poster may be posted on campus.
- Permission must be granted for the postings on bulletin boards inside campus buildings. (See Posting Zones)
- Violations occur when postings are attached to the following:
  - A tree, shrub, or plant;
  - A permanent sign or other posting that has been properly posted;
  - A brick, concrete, or masonry structure (includes a statue or monument);
  - A utility pole or traffic light control junction box;
  - A fire hydrant or any object within 25 ft. of a fire hydrant;
  - A curb or sidewalk;
  - A building or wall (except on a bulletin board);
  - A bench or bus stop;
  - A dumpster or trash.
- Flyers cannot be “wallpapered,” having more than one flyer and/or covering the entire posting boards or cover any other postings.
- A posting may not be posted if it will interfere with the free flow of vehicular or pedestrian traffic, is obscene or libelous, or advocates the deliberate violation of Federal or State law or a published university policy.
- Any posting/distribution in residence halls must be approved by the Director of Residence Life located in JCK 320.

**Chalking**

Chalking is not allowed anywhere on University property. Failure to comply with this regulation may result in judicial hearing and/or fines ([UPPS Policy 07.04.02](#)).

**Electronic Message/Quad Marquee Advertising**

The Marquee is located in the quad on campus and available for advertising student organization events. To submit a request, complete the [Electronic Message Request Form](#) and submit to the LBJ Student Center Reservations Office.

**Copy Cats**

[Copy Cats](#) is your one stop print shop for all your student organizations publicity needs. Copy Cats offers online print ordering for high convenience to our students, and the cheapest prices around! Copy Cats is located on the lower floor of the Nueces building, just off the Quad across from Beretta Hall.

**Bobcat Now**

Bobcat Now is a social media publication managed by Texas State’s Department of Campus Activities and Student Organizations (CASO), a part of the LBJ Student Center. The goal is to provide Texas State students with information recognizing achievements from student organizations, promoting their sponsored events, and advertising student services such as deadlines for applications, volunteer opportunities, and recruitment. If you would like to submit information for the [Bobcat Now](#), please review the following [guidelines](#) before emailing your submissions.

**KTSW 89.9 FM**

[KTSW 89.9 FM](#) is the official radio station of Texas State University broadcasting to San Marcos and the I-35 corridor stretching from San Antonio to Austin. KTSW is a student run, college indie formatted station featuring music from all genres including, rock, hip-hop, electronic and more. KTSW has several specialty shows, news programs, syndicated shows, talk shows, and is the official station for Bobcat Athletics and Rattler Football broadcasts. KTSW has a [promotion staff](#) to serve as the liaison between the radio station and the University.

**University Star**

The [University Star](#) is Texas State student run newspaper printed daily to keep the students informed on what’s going on around Texas State Campus, as well as the City of San Marcos. Student organizations can buy [advertising space](#) and [submit news tips](#) to get your student organization recognized!