Office of Campus Activities and Student Organizations

ADVISOR HANDBOOK

TEXAS STATE

LBJ Student Center
Office of Campus Activities and Student Organizations
Advisor Handbook

Office of Campus Activities and Student Organizations
Texas State University
LBJ Student Center
2013-14

Table of Contents
Preface
Relationship Statement........................................................................................................... 4
LBJ Student Center Mission Statement.............................................................................. 5
Campus Activities and Student Organizations (CASO) ...................................................... 6

What is an Advisor?
Definition of an Advisor..................................................................................................... 7
Advising Benefits................................................................................................................. 8
Advisor Do’s and Don’ts........................................................................................................ 8

How to Become an Advisor
Becoming an Advisor........................................................................................................ 10
Advisor Acceptance............................................................................................................ 11

Advisor Expectations
Advisor Expectations........................................................................................................... 11
Availability............................................................................................................................. 11
Sample Advisor Contract.................................................................................................... 12

Working with Students
Styles and Skills................................................................................................................ 13
Motivation/Advice............................................................................................................... 13
42 Ways to Give Recognition to Members ....................................................................... 16

Student Organizations
Registered Student Organization Resources.................................................................... 17
Chartered Student Organization Resources.................................................................... 18
Annual Registration .......................................................................................................... 19
Liability and Risk Reduction............................................................................................ 20
Solicitation.......................................................................................................................... 21
Banking/Finance................................................................................................................ 22
Student Organizations Council (SOC) ........................................................................... 23
SOC Funding...................................................................................................................... 23
Important Numbers and Websites.................................................................................... 24
Additional Resources........................................................................................................ 25
Preface

This Advisor Handbook is designed to help advisors become familiar with University policies and procedures related to student organizations and to provide suggestions and helpful recommendations for productive activities. Make use of the resources identified in this handbook. For additional clarification or assistance call or stop by the Office of Campus Activities and Student Organizations (CASO) on the 4th floor in the LBJ Student Center.

The Division of Student Affairs 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.

Although this handbook was prepared on the basis of the best information available at the time of publication, all information included herein is subject to change. Any additions, deletions, or corrections to this handbook, once approved, will be available in the CASO Office 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
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 - San Marcos, 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

Office of Campus Activities and Student Organizations (CASO)

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Hours
Academic Year
Monday – Thursday: 8:00am - 8:00pm
Friday: 8:00am - 5:00pm
Summer and Break Periods
Monday – Friday: 8:00am - 5:00pm

Definition of an Advisor
Mentor
Many students will come to see their advisor as a mentor. The success of these relationships can last many years and be rewarding for both the student and the advisor. If the student is seeking an education and a career in your field, you may be asked to assist in his/her professional development. To be effective in this capacity, you will need knowledge of their academic program and profession, a genuine interest in the personal and professional development of new professionals, and a willingness to connect students to a network of professionals. You may be approached to review resumes, connect students with community resources, or to be a sounding board for their ideas of what they want to accomplish in the field.

At times, students will seek out someone to assist with their personal development. In this capacity, a mentor will need to have a basic understanding of student needs and perspectives, a desire to challenge students intellectually and emotionally while providing support to meet the challenge, and the ability to listen to students’ verbal and nonverbal communication. Students may want to talk to you about family or relationship issues, conflicts they are having with other students, or to have conversations about their ideas and thoughts on different subjects.

Conflict Mediator
Inevitably, students are going to join organizations with different agendas, goals, and ideas on how things should function, and the direction they should be taking. When working with students who have come in to conflict, it may be necessary to meet with them and discuss their issues with each other. In many cases, it may be necessary to remind them that they both want what is in the best interest of the organization. Ask them how they think they can work together, point out the organization’s mission, and ask how their conduct is impacting other people and how those attitudes or actions can be changed to make everyone feel better. In many cases, the student will appreciate honest feedback.

Reflective Agent
As an advisor, you will want your officers to talk to you about how they think they are performing, their strengths, and their weaknesses. Give them the opportunity to discuss their thoughts on their performance. Then be honest with them. Let them know when you agree with their self-perceptions and in a tactful manner let them know when you disagree. Remember, any criticism you provide students should be constructive and you will want to provide concrete examples of actions the student took that seem to contradict their self-perceptions. When students discuss their weaknesses, ask them how they can improve those areas and how you can help them. Students usually have the answer to what they need; they just don’t like to ask for help. Remember to have students reflect on their successes and failures.

Educator
As an advisor, your role of educator will often come through role modeling of behavior, guiding the student in reflection of their actions, and being there to answer questions. The key is to return to the role of the reflective agent and give the students a safe place to reflect on their experiences.

Motivator
As an advisor, you may have to motivate students to excel and to carry out their plans and achieve their goals. Some students are easily discouraged and at the first sign of difficulty may want to quit. You will need to be...
their “cheerleader” to keep them excited about all of the potential successes they will experience. You can motivate students through the recognition of their efforts, appealing to their desire to create change, and to connecting their experiences here at the University to the experiences they will have in the community.

Policy Interpreter
Student organizations operate under policies, procedures, and rules. At times, students may not be aware of these policies and they will do things in an inappropriate manner. The more you know about these policies the better advising you can give to the students on their plans.

As an advisor you will assume numerous roles and all possible roles are not mentioned here. A key idea to remember is that you are an advisor not the leader. You provide guidance, insight, and perspective to students as they work on projects, but you should not be doing the work. Students will learn if they are engaged. Be careful of being challenged into doing the work for a student project. The students make the decisions, and they are accountable for those decisions, and for the successes and failures of their groups.

Benefits to being an Advisor
There are many benefits associated with becoming an advisor to a student organization. Here are some:

- The satisfaction of helping students learn and develop new skills.
- Watching a disparate group come together to share common interests and work toward common goals and an understanding of differences.
- Developing personal relationships with students.
- Furthering personal goals or interests by choosing to work with an organization that reflects one’s interests.
- Sharing one’s knowledge with others.

Advisor Do’s

- Be visible and choose to attend group meetings and events. At the same time, know your limits. Establish an attendance schedule at organization meetings, which is mutually agreed upon by the advisor and the student organization.
- Know your group’s limits. Help students find a balance between activities and their academic responsibilities.
- Keep your sense of humor and enthusiasm. Share creative suggestions and provide feedback for activities planned by students.
- Serve as a resource. The advisor does not set the policy of the group, but should take an active part in its formulation through interaction with the members of the group. Since members and officers in any organization are ordinarily active only as long as they are students, the advisor can serve as a continuity factor for the group.
- Be consistent with your actions. Model good communication skills and listening skills. Develop good rapport.
- Be available in emergency situations.
- Head off situations that might give rise to poor public relations for the student group or University.
- Introduce new program ideas with educational flavor; point out new perspectives and directions to the group; and supply the knowledge and the insight of experience.
- Assist officers with procedural matters. Be knowledgeable of the organization’s purpose and constitution and help the general membership adhere to them.
- Be knowledgeable about, and comply with federal, state and local laws and ordinances, as well as university policies. Inform the group of pertinent policies.
- Empower students to take action and to take satisfaction in seeing the student organization succeed.
- Allow the group to succeed, and allow the group to fail. Learn when to speak when not to speak. Remember to let the students make the decisions while you provide guidance and advice.
- Represent the group and its interests in staff and faculty meetings. Reach out to other advisors or departments (i.e. CASO) for assistance.
- At the beginning, develop clear expectations about the role of the advisor and your relationship to the organization.
- Read the group’s constitution.
- Get to know all of the members on an individual level. Learn what they want to get out of the organization. Maintain a complete officer and membership list with addresses and phone numbers (or know where to easily find one).
- Develop a strong working relationship with all the officers. Establish as needed meetings with individual members of the organization who need additional guidance in their officer or committee positions.
- Discuss concerns with officers in private and praise them in public.
- Meet with the officers and help set goals. Encourage the executive board to disseminate reports (such as financial reports) to the general membership on a regular basis.
- Orient new officers and members to the history and purpose of the group and help them to build upon it. Help members look toward the future by developing long-term goals and communicating those plans to future members.
- Help to resolve intragroup conflict.
- Enjoy the impact you can have on the students’ development. Help to develop the leadership potential within the group.
- Carefully review monthly financial reports from the organization treasurer or business manager. Familiarize yourself with the group’s financial structure, from where the treasury is derived (dues, fundraising), for what the money is used, how money is allocated, and how the money is budgeted; assist in budget development and execution.
- Learn the strengths and weaknesses of the group. Offer support when necessary; but also allow people to make their own mistakes and learn from them.
- Encourage feedback and the evaluation process.
- Plan and encourage attendance at leadership training.
- Guide and assist students in becoming responsible leaders.
- Provide support. Give the group autonomy but offer feedback, even when it is not solicited. Let the group work out its problems, but be prepared to step in when called upon to assist.
Advising Style

Advisors play a crucial role in guiding student organizations, student leaders, and providing continuity of constantly evolving student organizations. Student organizations must have a faculty or staff advisor who is employed by the University at least one-half time (UPPS No. 01.04.06). With nearly 400 student organizations, plenty of organizations are in need of assistance or support.

There are three ways someone can become a student organization advisor: (1) ask a student organization that you are interested in about their mission, purpose, events, etc. and if they would like you as an advisor, (2) become such an advocate that you lose an objective viewpoint, (3) give your name, information and interests to the CASO Office and they will try match you up with an organization.

Once you find an organization, the first task is to meet all the members. Attend a general meeting or an event and introduce yourself to as many students as possible. After you meet the members, set a meeting with the current officers to discuss their history, future, expectations that you have for each other, and work on goals for the semester/year. The first couple of meetings could be a little uncomfortable but that is natural, especially if this is a completely new experience for either or both of you. Take things slow and just let it develop with time.

**Please note that any of these policies and/or forms may be updated at any time. Please follow up with the CASO if you have any questions.**

## Advisor Don’ts

- Know it all.
- Be the leader or “run” the meeting.
- Say I told you so.
- Impose your own bias.
- Manipulate the group, impose, or force your opinions.
- Close communication.
- Tell the group what to do, or do the work of the president or other members of the executive board.
- Take everything so seriously.
- Take ownership for the group, be the “parent,” or the smothering administrator.
- Miss group meetings or functions.
- Be afraid to let the group try new ideas.
- Become such an advocate that you lose an objective viewpoint.
- Allow the organization to become a one-person organization.
- Be laissez-faire or autocratic.
- Assume the group handles everything okay and doesn’t need you.
- Assume the organization’s attitudes, needs and personalities will remain the same year to year.

## Becoming an Advisor

Advisors play a crucial role in guiding student organizations, student leaders, and providing continuity of constantly evolving student organizations. Student organizations must have a faculty or staff advisor who is employed by the University at least one-half time (UPPS No. 01.04.06). With nearly 400 student organizations, plenty of organizations are in need of assistance or support.

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## Advisor Acceptance

It can be a difficult challenge for advisors to avoid the two extremes: to get overly involved and aggressive or to be uninvolved and passive. One situation will make the advisor appear as if he/she is taking control, and the other makes the advisor appear as if he/she is not interested in the organization. In order for the advisor to gain the acceptance from members of the organization and develop good rapport, follow these guidelines/suggestions:

- Let the organization know (through verbal and non-verbal communication) that you are not in charge and the organization needs to step up and work together on its activities.
- Let the organization know that you are there and are interested in the members and wish them well, much like a “big brother” or “big sister” who would like to be helpful on occasion.
- Do not favor any one member, and do not show any signs of dislike toward any one member.
- Do not suggest or initiate activities for the organization unless they are planned on the organization’s calendar, the group is brainstorming, there is a newly proposed university activity, or the group is in a rut.
- When organization members initiate activities, be helpful, though do not display actions that put you in competition for status with members.

### Advisor Expectations

- Provide continuity with the past activities of the organization.
- Facilitate the development of the organization and its members through providing opportunities to develop individual skills (assertiveness, time management, budgeting) and group skills problem solving, conflict resolution, decision making).
- Provide assistance, ideas, and expertise with tasks to be accomplished by organization – planning a program, running a meeting, holding an election, and publicizing an activity.
- Provide knowledge of university policies and procedures that affect the organization.

An advisor may perform all these functions at once or in any combination at a particular time in the life of the organization, there may be a need for the advisor to be extremely active, whereas at another time the advisor is a passive observer. The determination of what is the appropriate advising style is based on the skill of the advisor, the level of development of the group, and the context in which the group functions. As you work with a group, becoming more familiar with how it operates, and as you develop your skills as an advisor, your advising style may change. As the group with which your work matures, your advising style may change. Most important in determining your advising style is negotiating your role with the members of the organization.

As an advisor you will assume numerous roles and all possible roles are not mentioned here. A key idea to remember is that you are an advisor not the leader. You provide guidance, insight, and perspective to students as they work on projects, but you should not be doing the work. Students will learn if they are engaged. Be careful of being challenged into doing the work for a student project. The students make the decisions, and they are accountable for those decisions, and for the successes and failures of their groups.

### Availability

- Advisors should be available for any issues within the organization.
- They should be able to attend the diverse events put on by their organization.
  - Attendance at your organization’s event is advised but is not mandatory.
  - Attendance at regular meetings is not mandatory, but is also encouraged.
  - Ask your organization how often they would like to have you available at their meetings.
- Remember you are there to be of any assistance to your organization as often as they made need you.
A useful instrument for sharing expectations and clearly identifying an advisor’s role is creating an advisor contract. Even if you don’t choose to put your agreement into contract form, record your expectations for future leaders of the organization. This is an optional tool that can be kept on file with the advisor and student organization.

**Sample Advisor Contract**

(Optional)

The members of ____ (organization)____ request ______(name)_______ to serve as Advisor of the organization for a period not to exceed             (how long)          beginning with      (semester)               .

Duties, responsibilities, and expectations of the position are as follows:

(List responsibilities and expectations of the Advisor and organization)

Duties and responsibilities may be reconsidered at the request of the Advisor, president, or majority vote of the membership in a regular meeting.

President Name:
President Phone Number:
President Email:
Advisor Name:
Advisor Phone Number:
Advisor Email:

President’s/Chairperson’s Signature                                       Date:

I have met with the president of the above-named organization and discussed the duties and responsibilities of Advisor as listed above. I agree to serve as Advisor and will fulfill these duties and responsibilities to the best of my abilities.

Advisor Signature                                                                Date:

This contract is effective for ___ (period) ___ and may be renewed each year thereafter upon the agreement of both parties.

**Advising Styles**

You will need to vary these based on your assessment of the students/groups readiness level. Many times, advisors may struggle with students because they believe that they need a higher level of interaction or direction when the student is actually able to accept more of a delegating style and vice versa.

Directing: The advisor provides specific instructions and closely supervises task accomplishments. Use this style with students/groups that are at a low level of readiness.

Coaching: The advisor continues to direct and closely supervise task accomplishment, but also explains decisions, solicits suggestions, and supports progress. Use this style with groups that have a few leaders that are at a higher readiness level who will need your support with the rest of the group to get things accomplished.

Supporting: The advisor facilitates and supports the efforts toward task accomplishments and shares responsibilities for decision making with the students. Use this style with students/groups that are just starting to understand the concepts that will lead to success - the group is just starting to “get it”.

Delegating: The advisor empowers the students to conduct their own decision making, problem solving, and delegating. Use this style with students/groups that are at a high level of readiness.

**Advising Skills**

Flexibility: You must be able to move from one style to another in order to meet the needs of the different types of students and multiple circumstances you will encounter.

Diagnosis: You have to learn how to diagnose the needs of the students you advise. Determining what is needed as opposed to what is wanted is sometimes a difficult task. It is also important to note that what is needed is not always the thing that will get the most positive response - it is what will lead the student through a problem, set the standard for the future, or help to teach the student a valuable life lesson.

Contracting: You have to learn how to come to some agreements with students. It can be helpful to work together to reach an agreement as to which advising style they seek from you. This is a valuable lesson for assisting students with understanding the rules of engagement and interaction that will be carried forth as they mature.

**Motivation/Advice**

What do others want?

Our students join organization for many reasons. They volunteer their time and energy to an organization, usually without any personal monetary gain. They want intrinsic satisfaction. Students will work harder for intrinsic satisfaction than they will for monetary income. The following are some ways that you as an advisor can help students satisfy those intrinsic needs:
Students Need to Feel Important
See students as worthwhile human beings loaded with untapped potential; go out of your way to express this attitude.

Give Praise
Reinforce for continual achievement. All people need praise and appreciation. Get into the habit of being “praise-minded.” Give public recognition when it is due.

Give Students Status
The more status and prestige you can build into a committee or an organization, the more motivated the members become. There are many status symbols you can use to make others feel important. For example, develop a “Member of the Week/Month” Award or “Committee Chairperson of the Month” Award. In addition, simply treating members with courtesy is a way of giving them status.

Communicate
Members like to know what is going on in the organization. They want to be told about problems, objectives, and “inside information.” They feel recognized and important when they are kept informed. Two-way communication within the organization is necessary in order to achieve a mutual understanding. Mutual understanding leads to motivation!

Give Security
Students will look to you for intrinsic security. For example, they must know that you like them, respect them, understand them and accept them not only for their strong points, but also for their challenges.

Students Need You
They need you to give them what they want and need: intrinsic satisfaction. When you give them what they want, they will give you what you want. This is what motivation is all about. It is not something you do to other people, but something they do for themselves. You give them the reasons and that makes you the motivator – a person who gets things done through others.

Develop Purpose
Always explain why. Instill in the members that their assistance is vital for success. Share ways that participation can encourage personal growth.

Encourage Participation in Group Goal Development
Include all members when planning goals. Consider and follow through on members’ suggestions. Remember that we support that which we help to create.

Develop a Sense of Belonging
People like to belong. Those who feel like they belong will more likely invest themselves.

Specific Ways to Increase Motivation
- Give others credit when it is due.
- Use “We” statements, and not “I.”
- Play up the positive and not the negative.
- Make meetings and projects appear attractive and interesting.
- When you are wrong, admit it.
- Use members’ names often.
- Let members in on the early stages of plans.
- Be fair, honest, and consistent – show no favoritism.
- Be careful what you say – do not gossip.
- Listen to others.
- Expect only the best and be proud when members achieve it!

GRAPE Theory of Motivation
**Adapted from the ACPA Advisor Manual**

- **Growth:** Being able to increase one’s skills and competencies, performing new or more complex tasks, participating in training programs.
- **Recognition:** Promotion within the organization, praise for achievements, positive and constructively critical feedback, receiving an award, printed references to an individual’s activities, being “listened to.”
- **Achievement:** The opportunity to solve a problem, to see the results of one’s efforts, to reach goals that one has established to create a ‘whole’ tangible product.
- **Participation:** Involvement in the organizational decision making, planning and scheduling one’s own work and controlling one’s own work activities.
- **Enjoyment:** Having fun in a warm, friendly, supportive atmosphere.
Registered Student Organizations (RSOs) are afforded access to campus resources and in turn agree to comply with regulation and procedures established for the governance of all student groups (SA/PPS No. 05.04). Co-curricular experiences enhance the learning and development of the individual student and helps create a sense of belonging to the university. A wide range of groups exist on this diverse campus, and levels of organizational structures exist to more clearly define the status and benefits for various organizations and to develop unity among similar organizations.

**Recognition**
Organizations who register with the Office of Campus Activities and Student Organizations will receive recognition of existence by the university.

**Reservations**
The LBJ Student Center Reservations Office permits registered student organizations to reserve rooms, spaces and the ballroom at minimal costs.

**Solicitation**
The Office of Campus Activities and Student Organizations permits registered student organizations to reserve space in the quad for information and solicitation purposes.

**Funding**
Registered student organizations can apply for funding from the Student Organizations Council after one (1) semester of registered status. Registered student organizations can be awarded up to $1,000 for an event in an academic year.

**Advising**
Registered student organizations are required to have a faculty/staff advisor. This individual can be selected by the organization membership. The advisor relationship is based on expectations created in conjunction with the needs of the organization and its members.

**Please note that any of these policies and/or forms may be updated at any time. Please follow up with the CASO if you have any questions.**

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**42 Ways to Give Recognition to Members**

1. Smile
2. Put up a suggestion box
3. Treat the person to a soda
4. Ask for a report
5. Send a birthday card
6. Treat to ice cream
7. Plan annual ceremony occasions
8. Recognize personal needs and problems
9. Be pleasant
10. Respect their wishes
11. Give informal socials
12. Keep challenging them
13. Say “Good Morning”
14. Greet by name
15. Help develop self confidence
16. Award plaques to sponsoring group
17. Take time to explain fully
18. Be verbal
19. Give additional responsibility
20. Afford participation in team planning
21. Respect sensitivities
22. Enable them to grow on the job
23. Send newsworthy information to the media
24. Say “Good Afternoon”
25. Honor their preferences
26. Create pleasant surroundings
27. Welcome them to meals
28. Have a public reception
29. Take time to talk
30. Defend against hostile or negative people
31. Make good plans
32. Throw a pizza party
33. Plan a theater party
34. Provide recommendations to prospective employer
35. Utilize as consultants
36. Praise them to their friends
37. Say “Thank you”
38. Be a real person
39. Plan occasional extravaganzas
40. Send impromptu fun cards
41. Attend one of their events
42. Have a picnic
Chartered Student Organization Resources

Chartered Student Organizations (CSOs), are also registered student organizations, who are organized to support ongoing interests of the university. Chartered student organizations are afforded additional campus resources and in turn agrees to comply with regulations and procedures established for the governance of all student groups with a higher level of accountability (SA/PPS No. 05.02). Chartered student organizations serve as an extension of the department and/or university entity that sponsors it.

Expectations

The university accepts the responsibility for assisting students in organizing and maintaining chartered student organizations; agrees to support, supervise and advise their activities, will provide resources for those activities; and acknowledges that these organizations contribute to the educational mission of the institution. Chartered student organizations are subject to all laws, rules, regulations, and policies which govern the sponsoring university department.

Recognition

Chartered student organizations must register with the Office of Campus Activities and Student Organizations each academic year to continue to receive recognition of existence by the university.

Reservations

The LBJ Student Center Reservations Office permits chartered student organizations to reserve rooms, spaces and the ballroom at minimal costs.

Solicitation

The Office of Campus Activities and Student Organizations permits registered chartered student organizations to reserve space in the quad for information and solicitation purposes.

Advising

Individuals who serve as advisors for chartered student organizations are selected by the department. The advising duty is part of the individual’s job responsibility. The advisor relationship is based on expectations of the department or university entity, in conjunction with the needs of the organization and its members.

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Annual Registration

Student organizations must annually register for each academic year. They may start the registration process at the end of the spring semester for the upcoming academic year. The deadline for the annual registration period is four (4) weeks after the first day of class. Below you will find links to the annual registration packets and other useful links on the Student Organizations Council (SOC) website.

Begin the Academic Year or Start a New Organization:

Annual Registration Form – Must be completed by the end of the fourth week after the first day of class.
Application for New Student Organization – Registration can happen at any time throughout the academic year.
Officer Update Form – Must be completed whenever there is a change in officers after annual registration form has been submitted to CASO (President, Vice President, Treasurer)
Constitution – Example constitution for student organizations. CASO must have the most recent constitution on file and the constitution must be updated at least every two years.
Off Campus Affiliation – CASO must have this form on file if the student organization is affiliated with an organization off-campus.

After the Student Organization is Registered:

Responsibilities of Student Organizations
Solicitation Request – to reserve Space in the Quad, LBJ Mall, LBJ Student Center
Request a Texas State Email Address
As an advisor of a student organization, you are the university’s representative regarding the organization’s activities. As such, you are expected to give reasonable and sound advice to your organization about such things as programs, use of facilities and operational procedures. If you have reason to question an action taken by the organization, express your concern directly to the organization in writing, including the date, a suggested alternative to the questionable action, a warning, etc.

There is no list that covers all the possible risk management situations student organizations might encounter but we should be proactive in our risk and crisis management planning. If you have concerns about a situation unique to your organization or to a specific event sponsored by the organization you advise, please contact the Office of Campus Activities and Student Organizations about liability and risk management.

Although there is no way to completely eliminate risk and legal liability associated with a program or event, there are ways to reduce risk and provide a safer environment for program participants. Here are a few best practices and available resources that your organization can utilize to identify and reduce risk:

- Create a plan and articulate the needs and expectations of participants.
- Identify specific risks involved in the event. These could include physical risks (such as an event with physical activity) and liability risks (such as events involving alcohol, minors, or travel).
- Identify options for reducing risks by including, but not limited to:
  - Hiring a third party vendor or contractor.
  - Purchasing additional liability insurance.
  - Preparing liability waivers, if necessary.
  - Providing advanced training.
  - Assuming a ‘worst-case scenario’ and preparing for it in order to reduce likelihood of it occurring.
  - Utilizing waivers that outline the specific nature and risk associated with the event.
  - Canceling the event if the conditions are dangerous or the group is not prepared to assume full responsibility for the risk involved.
- Assess the capability of the group to manage risk.
- Identify the challenges in managing risk, as well as resources to assist in your planning.
- Develop a plan of action in reducing risk.
- Communicate with everyone involved (officers, members, advisors, participants, facilities staff).

Here are some additional resources to help you understand and assess risk management:

**Liability and Risk Reduction**

- Crisis Management Guide
- Risk Management Handbook
- Risk Assessment Matrix

**Solicitation**

Solicitation is the sale of goods and/or services and can be provided through flyers and/or booths on campus. Solicitation is allowed to provide a source of financial support to student organizations. These funds are then used by the organization to provide training, development, and/or provide quality programming to students and the San Marcos community. Solicitation on Campus (UPPS 07.04.03)

Any student organization or department wishing to solicit on campus must fill out the Solicitation Request Form. Requests must be signed by the sponsoring organization’s president or designee and faculty advisor before returning to the Office of Campus Activities and Student Organizations. Please turn in a minimum of ten (10) days prior to the event to ensure a reservation.

The guide to filling out the Solicitation Request Form, setting up in the quad, booth requirements, vendor information and links to official University Policies and Procedure Statements (UPPS).

**Expressive Activities**

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. Expressive Activities on Campus Grounds (UPPS 07.04.05)

Although there is no requirement to submit a solicitation request form for expressive activities to the Office of Campus Activities and Student Organizations, however, it is helpful for office awareness.

**Amplified Sound**

Outdoor Events with amplified sound must completed the Amplified Sound Registration Form. Amplified Sound is only allowed in the following areas/ times: LBJ Student Center Mall area between 11:00am and 1:00pm and Sewell Park until 11:00pm Sunday thru Thursday and until 11:59pm on Friday and Saturday. Approval is required.

**Food Waiver and Food Safety and Personal Hygiene Form**

When a student organization, department, or vendor sells or distributes food and/or beverages it must be approved through the solicitation process. The Food Waiver form releases and indemnifies Texas State University and its employees and agents from all liability for injury or illness associated with the consumption of food or beverages provided by the sponsoring organization. The Food Safety and Personal Hygiene Form ensure that proper safety procedures will be followed. Return these forms with a Solicitation Request Form and, if applicable, a Vendor Agreement Form. At least one representative from your organization or department must have a Food Handler’s Certificate on record with CASO. The representative must the present during food handling/sales the entire time. Organizations are encouraged to have multiple representatives certified. To become certified sign up for a training course on the Environmental Health, Safety & Risk Management website.

**Coca-Cola Agreement**

Due to a University contact with Coca-Cola, only Coca-Cola products may be sold or distributed. A list of the products and the exceptions to the rule are listed on the Coca-Cola agreement in the Policies and Procedures Section. This agreement with Coca-Cola must be followed when distributing beverages on campus.
Off Campus Fundraising Solicitation Request Form
Any student organization wishing to solicit funds off campus must fill out an Off Campus Fundraising Solicitation Request Form and return it to the Office of Campus Activities and Student Organizations at least ten (10) business days before the requested fundraising start date. Any businesses that will be visited must be listed. Also, a copy of the donation request letter must be attached. Off-Campus Solicitation by Registered Student (UPPS 03.06.01)

Posting of Temporary Signs
Texas State maintains public bulletin boards and kiosks designated for posting signs. However, these public bulletin boards do not include the bulletin boards and displays reserved exclusively for department, college, or University use. These latter bulletin boards and displays are designated as non-public forums. All signs must be approved by the Office of Campus Activities and Student Organizations. Posting in residence halls must be approved in the Residence Life Office. The bulletin boards and kiosks designated for posting signs are designated as limited public forums for use by Texas State students, faculty, and staff. Posting/Distribution of Signs on Campus (UPPS 07.04.02)

Tobacco Policy
Texas State University is committed to maintaining healthy and safe campus. Texas State prohibits smoking and the use of all tobacco products on campus. Tobacco products include cigarettes, cigars, pipes, smokeless tobacco and all other tobacco products. (UPPS 04.05.02)

Pets on Campus
Individuals must not possess or bring animals onto university property, including at programs/events for the safety and well-being of individuals on campus property. Special events involving animals on campus must submit a written request to hold the event to the Environmental Health, Safety & Risk Management office. (UPPS 04.05.10)

**Please note that any of these policies and/or forms may be updated at any time. Please follow up with the CASO if you have any questions.**

Banking/Finance
RSOs are permitted to open an off-campus bank account. Per Board of Regents Rules and Regulations, advisors should not have their name listed on the bank account. Per Board of Regents policy:

- Advisors to registered student organizations that do not have their accounts and financial records kept by the Component shall not have control of the funds and financial records of the student organization. Such control includes, but is not limited to, receipting of funds, check signing authority, authorization of expenditures, and preparing bank reconciliations. Advisors may not expend their personal funds on behalf of a student organization and request reimbursement.

The information in its entirety can be found here: http://www.tsus.edu/about/policies.html in Chapter VI Section 6.2 (page 133). It is a suggestion that you work with student leaders to ensure funds are being properly used.

University Club Accounts are only utilized by Chartered Student Organizations, Sports Clubs, and Residence Hall Councils (UPPS 03.01.10)

**Please note that any of these policies and/or forms may be updated at any time. Please follow up with the CASO if you have any questions.**

Student Organizations Council
The Student Organizations Council (SOC) is a representative body and chartered governing council recognized by Texas State. The SOC provides direction and support for all registered student organizations on campus. SOC is charged with initiating special projects and programs that benefit registered student organizations. The organization helps to enforce the tenets of the Student Organizations Handbook and make recommendations for policies and procedures that affect student organizations.

SOC coordinates the following activities for Student Organizations:

- Student Involvement Fairs (fall and spring)
- Student Organization Conference – mandatory for all student organizations
- Educational Workshops
- Boko Awards - annual recognition of accomplishments by student leaders and organizations
- Advisor Appreciation Lunch
- Student Organization Funding

There are close to 400 registered student organizations on campus in 13 categories:

- Academic
- Chartered
- Greek
- Honors
- Multicultural
- Political
- Professional
- Recreational
- Religious
- Residence Halls
- Service
- Special Interest
- Sports Clubs

SOC Funding
Student organizations can request funding from SOC up to $1,000 for on-campus programming and up to $700 for off-campus programs/conferences. For full funding details, guidelines, and application visit the Funding website.
Important Numbers and Websites

Campus Activities & Student Organizations (CASO)
LBJ Student Center 4th Floor 4-11.1
Website: http://www.lbjsc.txstate.edu/caso/about/mission.html
Phone: (512) 245-3219
Fax: (512) 245-8245
E-mail: campusactivities@txstate.edu
Twitter: www.twitter.com/caso_txstate

LBJ Student Center Reservations
• Phone: (512) 245-8686
• Fax: (512) 245-1649
• Use and Priority Fees
http://www.lbjsc.txstate.edu/services/conference/use-fees.html

Student Organizations Council (SOC)
LBJ Student Center 4-6.4
Website: http://www.lbjsc.txstate.edu/caso/soc/
Phone: (512) 245-1635
E-mail: soc@txstate.edu
Twitter: www.twitter.com/txstSOC
Facebook: http://www.facebook.com/txstSOC

Planning, Assessment, Leadership, and Planning (PALM)
LBJ Student Center 4-1.6
Website: http://www.lbjsc.txstate.edu/services/PALM.html
Phone: (512) 245-8686
E-mail: lynn@txstate.edu

Dean of Students
LBJ Student Center 5-9.1
Website: http://www.dos.txstate.edu/
Phone: (512) 245-2124
E-mail: dosoffice@txstate.edu

Texas State University Policies and Statements
http://www.txstate.edu/effective/upps/

Events with alcohol
If student organizations choose to have an event with alcohol they must complete the Social Registration Form one week prior to the event and submit the form to CASO.

Advertising for student organizations
Marquee Ad – free for student organizations
University Star – advertise with the student newspaper, advertisement packages are available

Bobcat Leaders
The Bobcat Leaders Program recognizes students and student organizations that are consistently making a difference on campus or in the community. To nominate a student leader or organizations complete this form.

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.

Additional Resources