McCoy College Student Organization Quick Reference – Updated Spring 2009

Most of this material is taken from the Student Organization Handbook found at http://www.studentorgs.txstate.edu/

Registering Your Student Organization/Updating Officers
Student groups desiring status as a Registered Student Organization, must complete the application procedures with the Campus Activities & Student Organizations Office in LBJ 4-11.1.

- In order to start a new Registered Student Organization, a representative of the student group should make an appointment with the Coordinator of Campus Activities (or designee) to discuss the registration process.

In order to maintain registered status, the President must register his/her organization each spring semester and maintain accurate and up-to-date records of officers, members and programs with the Campus Activities & Student Organizations Office.

Updating Officers with McCoy College
Representatives from the McCoy College Academic Advising Center will solicit updated officer lists from the student organizations in the fall and spring semesters.

Logging Volunteer Hours – Report YOUR hours! Help McCoy College be visible!
The Student Volunteer Connection provides organizations with the ability to track and log student volunteer hours. Organizations and individuals with the most volunteer hours are recognized at an annual awards event. To log volunteer hours and get more information please go to:
http://www.lbjsc.txstate.edu/svc/

Room Reservations and Events
Registered Student Organizations will have the privilege of utilizing University facilities for meetings, functions, programs, and other appropriate activities provided that proper reservation forms are completed and that all policies of facility use are followed. Failure to comply with facility use guidelines may restrict an organization from future use of that and other related facilities. Attendance at required leadership conferences, meetings, and good financial standing with all University departments are required to use campus facilities.

LBJSC
Reservations for priority consideration for the upcoming fiscal year will be accepted between April 1st and April 30th. Starting May 1st, reservations will be accepted on a first-come, first-served basis. Reservation requests submitted by registered student organizations must have the appropriate advisor signature and a current list of officers on file. Reservation forms may be obtained from the Student Center Services Office, Room 2-12.1 or on line at http://www.lbjsc.txstate.edu/services/conference.html.

McCoy Hall and Other Buildings
To reserve rooms in McCoy Hall, the faculty advisor for the student organization must contact the registrar’s Office. Room reservation information and forms are available at http://www.registrar.txstate.edu/faculty-staff/rooms.html.

Guest Speaker Parking Permit
Any Texas State faculty, staff, student, or university organization planning to invite a guest (or guests) to campus in a business or official capacity must contact Parking Services to make parking arrangements in advance of the visit. The guest permit allows parking in any legal non-reserved space on campus. Contact parking services at 512-245-2887 for more information and any associated costs.
Other Resources and Policies

Bulletin Boards, Flyers and Signs
University Solicitation Web site:
http://www.lbjsc.txstate.edu/caso/programs/solicitation.html

Registered Student Organizations will have the privilege of using DESIGNATED areas for publicizing meetings, functions, programs and other appropriate activities. All University policies for posting and solicitation must be strictly followed or the organization may lose its posting and solicitation privileges.

The following guidelines apply for all solicitation flyers. More information may be found on the solicitation website in the student organization handbook.
• Any flyer that suggests the sale of goods or services must be approved prior to posting.
• All approved flyers may be posted for up to 2 weeks or the day after the event, whichever comes first, with approval.
• All flyers must be sponsored by a registered student organization or University department.
• All flyers must include the name of the sponsoring organization or University department.
• Signs may not exceed 22 x 28 inches in size.
• Approved posting locations may be found on the solicitation website.

McCoy Hall Organization Bulletin Boards
In McCoy Hall, flyers or advertisements can only be posted on the student organization bulletin boards on the 3rd floor. For questions about creating or updating your bulletin board, contact the Dean’s Office in McCoy 530. Please take responsibility by checking your bulletin board regularly and make sure postings are accurate and have been approved by your organization.

Quad Electronic Sign Board
Student organizations may list their events on the electronic sign board located in the quad. For forms and procedures please contact the Student Center Services Office in LBJSC Room 2-12.1 and at 245-2264.

Listing your Events with McCoy College (Web Events Calendar and Flat Panels)
Business student organizations may submit their events for listing on the McCoy Experience Academic and Professional Development Events Calendar. Complete instructions and an online submission form is located at:
http://advising.business.txstate.edu/listevent

Events submitted to web events calendar will be displayed publicly on the web and referred to by academic advisors when interacting with students.

When listing events on the web calendar, organizations may also choose to have the event listed on the flat panel displays located at the entrances and elevator lobbies of McCoy Hall.

McCoy Hall Student Organization Work Room and Lockers
McCoy College students may request access to the lockers in McCoy 110 by contacting the Dean’s Office in McCoy 530.

Student organizations also have access to workspace in the LBJSC. The LBJ Student Center includes two types of workspace available to registered student organizations: office cubicles and cabinets. The Student Organizations Council (SOC) will assign workspaces. Student Organizations desiring a workspace (either cubicle or cabinet) in the LBJ Student Center must complete a Workspace Request Form available at the Campus Activities and Student Organizations desk in LBJ 4-11.1.

McCoy Hall Food
The only rooms in McCoy Hall that allow food during organization meetings are 127 and 124. In these rooms, only beverages with a screw cap are allowed. All trash remaining must be taken to the dumpster located at the south entrance of McCoy Hall near the Wood Street Parking Garage.
**Websites**

**McCoy College Hosting**
If you would like to host your Web site on the McCoy College server, your faculty advisor must contact the McCoy College Dean’s office with the request.

**LBJ Student Center Hosting**
Registered student organization at Texas State can publish information on the LBJSC web server using the following procedures:
1. Fill out the online authorization form and submit.
2. After approval by Campus Activities & Student Organizations, an organization web account and a web alias will be created.
3. You will be notified via e-mail once the process has been completed.
4. Rules for html coding:
   a. Make all internal links relative, except those URL’s which link to an external server.
   b. The main or homepage of your web content should be called index.htm.
   c. Html filenames should end with ‘.htm’ extensions, not ‘.html’. An example would be “filename.htm”.
   d. The sponsor’s name and e-mail address should be present on the first page.
   e. The disclaimer ([www.txstate.edu/disclaimer](http://www.txstate.edu/disclaimer)) must be included as a link on your beginning page (index.htm).
5. Your student organization’s internet address will be:
   [http://www.studentorgs.txstate.edu/your_organization_name_here](http://www.studentorgs.txstate.edu/your_organization_name_here)
6. The required form for posting your organizations web pages and other related information can be found online at: [http://www.studentorgs.txstate.edu/forms/stdorgweb.htm](http://www.studentorgs.txstate.edu/forms/stdorgweb.htm)

**Finances (from Student Organization Handbook)**
All student organizations who receive any type of university funding including grants and reimbursements must have an Employee Identification Number (EIN). This number is issued by the IRS and can be obtained via on-line, phone, fax, or mail. To apply for an EIN, please follow the instructions below:
- **On-line applications:** Go to [www.irs.gov](http://www.irs.gov). In the search bar, type in ‘online EIN’. Find the link to apply for an EIN number and complete the form. Once submitted you will have 15-20 seconds ONLY to write down the number.
- **Telephone applications:** Call (800) 829-4933. To continue in English press or say 1 or wait to hear key for your language selection. Press 1 to apply for EIN. An IRS staff member will come on the phone to complete the application and issue a number.
- **To FAX applications:** Contact the IRS.
- **To apply via Mail:** Contact the IRS.

Once an EIN has been obtained, complete a W-9 and take to the Accounting Office at 560 JC Kellam. A sample form for the EIN application and W-9 have been completed for your reference. These samples are on-line at [www.studentorgs.txstate.edu/ein](http://www.studentorgs.txstate.edu/ein). If you have questions, please contact the IRS directly at 800-829-4933 or the Campus Activities & Student Organizations Office at 512-245-3219. For more information, please visit the Student Organization website at [www.studentorgs.txstate.edu/](http://www.studentorgs.txstate.edu/).

The treasury of the Registered Student Organization must be under the control of the student members with close supervision by the advisor(s). Dues and other membership fees must be used for the express benefit of the organization and in fulfillment of its purpose. Utilizing the Club Account system is encouraged and should be established through the General Accounting Office. The Faculty/Staff Advisor must sign all pay-out forms concerning the Club Account system. The “club” bank account system has been established through the General Accounting Office whereby all bank accounts, receipts, and disbursements are handled for each Registered Student Organization that wishes to participate. For instructions on setting up a club account or obtaining a signature card, contact the Cashier’s Office at 245-2544.

**Fundraising**
Registered Student Organizations may raise funds on and off campus. If raising funds on campus, they must follow all solicitation, posting and reservation policies. If raising funds off campus, the organization must complete an off-campus solicitation permit. Specific policy information can be found at: [http://www.lbjsc.txstate.edu/caso/programs/solicitation.html](http://www.lbjsc.txstate.edu/caso/programs/solicitation.html)
**Sponsorship and Funding Sources**

Registered Student Organizations may apply for funds through the Student Organizations Council or other various funding sources on campus. These funds will typically be reserved for leadership training or educational opportunities, which have the potential of positively affecting the University community. Funding for travel and training opportunities must be demonstrated to have a potential benefit to the organization and university community.

To apply for funding from the SOC, the student organization must be registered and in good standing with Texas State.

- SOC will seek evidence that the organization has fulfilled its expectations for service, leadership development and educational programming before granting funds;
- Student Organization requests for funding must be submitted 30 days prior to the event or travel or SOC will not consider the proposal. NO EXCEPTIONS!!
- The student organization’s President must sign the funding request and have full knowledge of its contents.
- The student organization’s 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) year before applying for funding.
- A member of the organization must present their request to the SOC at a funding hearing.

Each Student Organization may request and receive SOC funding once each semester, provided the organization meets the requirements for good standing. Only with a surplus of funds available, may a student organization receive additional funding. All organizations applying for funding must complete a one-time application for an Employer Identification Number (EIN) through the IRS. All organizations applying for funding must have a W-9 on file with the accounting office, JC Kellam Room 560. This form may be submitted along with your funding application or when turning in your receipts for reimbursement.