The Leader
A Comprehensive Guide for Student Organizations
Office of Student Affairs

Learn Serve Lead Succeed

2010
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Texas A&M International University is full of opportunities.

Student Organizations are formed to further the common interest of its members and the Texas A&M International University (TAMIU) community. These organizations are open to all students and serve as an excellent way to develop your skills and engulf yourself in the co-curricular experience at TAMIU. Students who participate in these organizations develop many opportunities for learning which supplement and reinforce classroom activities.

The student organizations on our campus are thriving, each of them providing unique opportunities to make your TAMIU experience all that you want it to be. Check out the amazing array of opportunities awaiting you and make them yours.

**Interest Groups**
Interest groups are formed when a group of students begin the process of becoming a registered student organization. When a student, or group of students, wants to start a student organization at TAMIU they must first come to the Office of Student Affairs, Student Center 226. Student(s) will receive a packet of information that will assist them in establishing a student organization. Staff will answer questions and assist with ideas in recruiting enough members to fulfill the ten (10) that are needed to be a registered student organization. Interest groups can be formed throughout the year and will be able to become a registered student organization once the required trainings have been completed.

Interest groups are allowed to host meetings at any time, but cannot fundraise for their organization. Due to the limited capability of an interest group, these organizations are encouraged to partner with registered student organizations in order to learn the necessary processes, rules and regulations that have been established by the Office of Student Affairs.

**Recognized Organizations**
Recognized organizations are those that have completed the necessary paperwork and process to become eligible to host meetings, fundraisers, and events. In order to become a recognized student organization, you will need to:

1. Schedule a meeting with the Director or Associate Director of Student Affairs to discuss the proposed organization and secure the appropriate forms.
2. Become familiar with The Leader and TAMIU rules/regulations concerning student organizations.
3. Secure at least one (1) advisor for the organization. At least one (1) advisor must be a full-time staff or faculty member at TAMIU.
4. Complete the necessary registration forms and submit to the Office of Student Affairs. The necessary forms are:
   - Student Organization Registration Form (must be completed every academic year).
   - Submit your constitution and by-laws that have been voted on and approved by the majority of your members.
5. Have your President (or equivalent), Risk Management Officer (or equivalent), and Advisor attend a State mandated Risk Management Training.

Student organizations are traditionally registered at the end of the spring semester. However, newly formed student organizations can register at any time during the year, once the necessary paperwork and trainings have been completed.

Registering a student organization does not constitute an endorsement of an organization, its program, nor purpose by the University.
2 Steps in the Chartering Process

Advisor
Each student organization must have a TAMU full-time faculty or staff advisor. The advisor’s primary role is to serve as a mentor to guide an organization in fulfilling the mission and goals of the organization. He/she is also required to approve all documentation submitted to the Office of Student Affairs (OSA). If the advisor is unable to fulfill their role, the student organization must find a replacement advisor before holding a meeting, event, or fundraiser and submit an updated registration form with our Office. In addition, new advisors will be required to attend the State mandated Risk Management Training.

Constitution and By-laws
In order for newly formed student organizations to register, a copy of the constitution and by-laws must be submitted to the OSA (A sample provided on page 31 of this document) with original signatures from all officers and advisor(s). Your organization will not be considered “recognized” until the constitution and by-laws have been submitted and reviewed by the OSA. If an organization is affiliated with a national organization, a copy of your local by-laws, along with national level constitution and by-laws must be submitted with your registration form.

Registration Form
The Student Organization Registration Form is available online at www.tamiu.edu/studentaffairs. This two sided form must be completed at the end of the Spring Semester. A list of officers for the coming year, signatures of the president and advisor, copy of your constitution/by-laws are all required.

Reviewing the Form
The OSA will review all the documents pertaining to the registering of new and recognized student organizations. An organization will be notified if there is a problem with their registration and will receive word when the organization is considered an interest group or a recognized student organization.

The Office of Student Affairs has final approval on all student organizations submitting a Student Organization Registration Form.
Format
The following information must be contained in the constitution/by-laws. It is the responsibility of the officers of the student organization to keep a copy of the constitution/by-laws for their files and make copies in order to distribute it to the organizational membership.

I. Name of the student organization
II. Mission and purpose of the student organization
III. Eligibility criteria for membership*
IV. Ethical Code of Conduct
V. Provisions for officers:
   a) Title
   b) Terms of office
   c) Vacancies and how they are to be filled
   d) Duties/Responsibilities
   e) Process for the removal of officers
   f) Election process
VI. Responsibilities/Role of the advisor
VII. Provisions of meetings:
   a) Frequency of meeting(s)
   b) How a meeting will be called
   c) Who will record the minutes of the meetings?
   d) Who will report the financial condition of the organization?
VIII. Provisions covering rules of procedure
IX. Definition of establishing/meeting quorum
X. Voting regulations (majority vote, ¼ vote, etc.)
XI. Process of how members/advisor(s) can be removed
XII. Provisions for accounting of all funds and reporting to the membership at meetings
XIII. Provisions for amending the constitution and by-laws
XIV. By-laws
XV. Signed Constitution and By-laws by the officers and advisor of the student organization.

* All members must be in good standing with the University as described by the Student Handbook.
4 Advisor Responsibilities

Involvement in one or more of the University’s recognized organizations is a way to balance one’s life, meet new people, and develop interpersonal and leadership skills. The advisor plays a significant part in the formation of a high caliber student organization and student leader.

- Encourage the organization to provide opportunities for educational and personal development of its members
- Attend the state mandated Risk Management Training provided by the OSA.
- Provide long-term continuity within the group and become familiar with its history, including major changes in the group’s program
- Update information with the OSA as changes occur throughout the year
- Help the group in setting and evaluating realistic goals and objectives each year
- Meet regularly with officers to discuss the next meeting’s agenda, methods to improve meetings, and solutions to problems
- Encourage maintenance of good records of programs and activities
- Ensure that adequate minutes and files are kept
- Attend the organization’s meetings so that the advisor can determine how individuals are given the opportunity for worthwhile participation
- Point out new perspectives and directions to the group, introducing new program ideas, helping formulate group procedures, as well as assisting with regular program planning
- Attend the events sponsored by the organization and assist in setting the tone of the occasion. Help ensure the organization’s activities justify the expenditure of the student's time, abilities, energy, and duties
- Be aware of University rules and procedures concerning student organizations and help the students understand and follow procedures (see page 7)
- Ensure that the student organization’s on-campus bank accounts are fiscally sound (See page 5).
- See that the activities of the organization constitute no legal liability to the organization (i.e., that activities are properly planned, supervised, safely conducted, and adhere to campus regulations and State law).

Each year brings a new opportunity for advisors to work with different individuals and offer new perspectives. **Should an advisor need to resign, he/she is expected to notify the Office of Student Affairs in writing/e-mail within two weeks in order to update our records and comply with University regulations.**
Privileges
Why you should go to the trouble of registering? Here is a list of the advantages and privileges associated with registration.

- Use of the Texas A&M International University name to identify institutional affiliation
- Recruiting members on campus
- Utilization of University facilities and equipment with minimal or no cost to the organization
- Free advice and assistance in organizing events, fund-raising and recruiting form the OSA
- Having access to free publicity in publications/programs used by the OSA
- Publicizing activities on campus bulletin boards
- Utilizing on-campus office space through assigned workstations for student organizations located in the Student Center
- Developing leadership skills through participation in conferences, workshops and activities

University Life Awards
This reception is an annual affair in which outstanding student organizations and advisors are recognized. Student organizations nominate exceptional members, their advisor, and their own student organization. The recipients of these awards are announced at a reception held during the spring semester. Be sure to pick up all the necessary forms during the spring semester with the Office of Student Affairs.

Student Organization Workshops
The Student Government Association (SGA) of TAMIU and the OSA have joined forced to provide valuable opportunities for our students to learn about how to make a good organization great. Workshops will be provided throughout the year and we encourage each of you to take this opportunity to enhance your organization and leadership skills.

Food Handler’s Workshop
The OSA and Physical Plant have partnered to provide a free workshop that provides you with the information needed to have food fundraisers. Once completed, each passing student will be provided a permit valid for one (1) year. This permit is required for anyone that will be handling food and/or money during food fundraisers.

Cubicle Space
A limited number of student organizations are granted a cubicle located in Student Center #224. Cubicles are assigned by the Office of Student Affairs and are based on the level of activity and need as indicated in your interest e-mail. Submission of all required documents is not a guarantee that an organization will receive a station. Each student organization must re-apply for a workstation every year.

Reduced Publication Costs
As a student organization, you will have the opportunity to have your advertisements/promotions copied at a reduced rate in our Copy Center or Print Shop. To do so, you will need to do the following:

1. Create/design publication
2. Submit your design to the OSA for review together with meeting minutes approving the expense – we will work with PRMIS for approval.
3. Once approved, you will be able to go to the Copy Center with your account (27xxxx) information.
Rules of a Student Organization

Rules and Responsibilities
* Student organizations wishing to display their names during graduation are allowed to do so, as long as it is done on the official University stole that may be purchased at the bookstore located on campus. Organizations may add a patch, a pin, or even their letters to the stole recognizing the organization they are a part of.

* All officers of student organizations must be registered students at Texas A&M International University with a minimum G.P.A. of a 2.0 and be in good standing with the University, as defined in the Student Handbook.

* Student organizations must have at least ten (10) members. All members of a registered student organization must be currently enrolled students at TAMIU. Concurrent students and Early College High School students are not eligible to be a member in a student organization.

* Each organization must have at least one (1) full-time faculty or staff advisor chosen by the members.

* Neither membership in the organization nor services by the organization will be denied to anyone on the basis of race, color, religion, national origin, physical or mental handicap, age, sex, sexual orientation, ancestry, or medical condition.

* The organization’s constitution and by-laws, Student Organization Registration Form, and Roster Form must be on file with the OSA.

* Student organizations must adhere to the constitution and by-laws submitted when registering.

* Student organizations must follow the fiscal policies and procedures of The Texas A&M University System and TAMIU.

* Student organizations must schedule all programs and events through the OSA within a minimum of ten (10) University working days prior to the event in order to ensure availability of spaces and services.

* Each student organization is required to re-register during the spring semester. Failure to do so will result in all rights and privileges of the organization being revoked and balances left in unused accounts being allocated to other student services.

* Organizations must adhere to all applicable University rules and regulations.

* If an event planned by a student organization is believed to threaten the health, safety or property of members of the University community, the request for scheduling may be denied by the OSA.

* A Student organization’s financial condition must be fiscally sound. It is the responsibility of the advisor and officers of the student organization to ensure that the expenditures of funds are justified, that accurate record keeping all of all accounts is undertaken, and that expenditures are authorized with meeting minutes, showing the vote of the members and must be submitted to the OSA for documentation.

* No member, advisor, or officer of a student organization may receive monetary compensation for fulfilling the duties of the organization.

* If your organization is awarded a cubicle, it is your responsibility to adhere to the rules and regulations provided to avoid removal of this privilege.
Failure to abide by University regulations and State and federal law may result in the sanctioning of a student organization. There are three classes of infractions that lead to possible sanctions.

**Minor Infractions**
These violations involve the misuse of University property, seeking the media without approaching the Office of Public Affairs, misuse of University outdoor and/or indoor spaces, or not receiving authorization from the Campus Dining Services to sell food items on campus.

Organizations that commit a minor infraction will receive a warning letter for their first offense. A second offense will result in the organization being barred from using University resources for a specified length of time as determined by the OSA. A third offense will be treated as a serious infraction.

**Serious infractions**
These violations involve the misuse, loss, or damage to the University property of up to $100 in value, violation of state sales tax requirements, financial irresponsibility, or soliciting funds from non-approved University donors as reviewed by the Office of Institutional Advancement.

Organizations that commit a serious infraction will meet with the OSA. The organization may be placed on probation for specified period of time, be required to perform community service, or given notice of other corrective action. A second offense will be treated as a severe infraction.

**Severe Infractions**
These violations involve hazing, loss or damage to University property of over $100, the misuse of a University vehicle, including golf carts, the misappropriation of funds, failure to meet financial responsibilities more than $100, or receiving funds or support from prohibited sources such as alcohol and tobacco companies.

Organizations that commit a severe infraction will meet with the OSA who will render a decision.
Federal and State Regulations for a Student Organization

Title VI, Title IX and 504 Regulations
The statements and practices of each student organization (membership make-up, publications, constitution and by-laws, policies and procedures) should reflect the intent of TITLE VI, TITLE IX, 504 and the Americans with Disabilities Act (ADA). Failure of a group to take corrective action, if in violation of these provisions, will mean withdrawal of recognition and support by the University. If you have questions concerning the regulations, please contact the Office of Student Affairs.

Title VI of the Civil Right Act of 1964
No person in the United States shall, on the grounds of race, color, or national origin be subjected to discrimination under any program receiving Federal financial assistance.

Title IX of the Education Amendments Act 1972
No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Section 504 of the Rehabilitation Act of 1973/ADA
No qualified handicapped individual in the United States shall solely be reason of his/her handicap be excluded from participation in, denied the benefits of, or be subjected to discrimination.

The Charitable Raffle Enabling Act of Texas
Effective January 1, 1990, permits “qualified organizations” to hold up to two (2) raffles per calendar year, with certain specified restrictions.

House Bill 596-Effective October 1, 1995 Fun(d) Raising
A qualifying college and university student organization may hold one, one-day tax-free fund-raising sale each month. The organization must be affiliated with an accredited Texas college or university, and, every two years file with the Comptroller a certification issued by the school verifying that it is an affiliated organization. The organization’s primary purpose must be something other than engaging in business or making profit.

Senate Bill 1138-Effective Fall 2008 Risk Management Training
In 2007, the Texas Legislature passed a bill mandating risk management training for student organizations. As a result, TAMU is legally obligated to provide this training to student organizations. The training will be provided through Lead to Succeed and be required for the student organization president, risk management officer (or equivalent, and the advisor. The risk management information provided through our training will be beneficial to you and your organization!

Alcohol, Tobacco, and Drug Marketing On Campus
Alcohol and other drug abuse poses a serious threat to the health and welfare of a large segment of the college student population via automobile and other types of accidents, lessening of academic performance, estrangement of social relations, creation of mental and physical problems, acts of vandalism and property damage, and in some cases, bodily injury, illness, and death. Texas A&M International University is an alcohol free campus. The University will not tolerate any on or off campus marketing, promotion, distribution, sponsorship, or consumption of alcoholic beverages and other drugs by recognized student organizations. Student organizations are not permitted to solicit funds or receive any kind of support whatsoever from alcohol and tobacco companies.
Fund Raising Regulations

University recognized student organizations may engage in fund raising activities to sell products, publications or services, and to collect donations. Prior written approval via a Student Organization Event Registration Form for such projects must be obtained from the Office of Student Affairs with the following regulations.

Recognized student organizations that use University facilities for moneymaking purposes will use the proceeds only for the purposes set forth in their constitutions. No recognized student organization will use its University relationship as a paper authorization for any other group.

To avoid conflict with the University development program, student organizations must coordinate the solicitation of donations of outside business through the Office of Institutional Advancement located in Killam Library Suite 261. Student organizations may approach individual or business for donations after they have coordinated this effort with the Office of Institutional Advancement and submitted the appropriate documentation to the OSA. A Preliminary Request to Seek External Funds form must be submitted to the Office of Institutional Advancement. **Do not approach any individual or business for a donation until this list has been submitted and approved.** Once the list has been approved, you will have protected access to the donors.

Fund-raising must be conducted in a lawful manner in compliance with University regulations.

The student organization must keep accurate financial records and deposit all monies raised with the University at the completion of the fund raising activity.

House Bill 596 allows recognized student organizations to sell items tax-free one day a month. Student organizations that sell taxable items during a one-day monthly fund-raising drive will not be required to have a sales tax permit. House Bill 82 allows chartered student organizations to exempt the first $5000 of the total receipts raised by qualified student organizations from sales tax.

Do remember to always send out a thank you letter within five (5) days of event to everyone that contributed to your cause through in-kind or monetary donations.

Bake, Flower and Book Sales

For organizations that want to have a sale, tables and chairs are available for use on campus. A Student Organization Event Registration Form needs to be completed at least ten (10) University working days prior to the event. There is not fee for student organizations to vend on campus.

Bucket Brigades

Due to liability issues and image concerns, the University prohibits student organizations from participating or organizing bucket brigades. Authorization of this type of fund-raiser will not be given.

Food Service/Catering

By contract, the University food service provider shall serve all food items on the TAMIU campus. Student organizations are not allowed to sell or distribute any food item on the campus without prior approval. Permission must be indicated with a signed authorization from the director of food service on the Event Registration Form. In addition, to sell food on campus all student organizations must have attended and successfully completed a University Food Handlers Course. This course is coordinated through the Office of Student Affairs.
10 Fund-Raising Regulations

Benefit Giveaways
Benefit Giveaways are governed by the Charitable Raffle Enabling Act.

- Organizations may not offer money as a prize in a raffle. The prize must not be valued at over $25,000.
- Organizations may hold two giveaways a year, January to December. Tickets may not be advertised statewide or through a paid advertisement.
- Tickets must state name and address of organization, name and phone number of officer, price of ticket, description of prize and estimated value (see sample below).
- Only members of the organization may sell tickets and no one may be compensated directly or indirectly for conducting a benefit giveaway.
- Benefit Giveaways are limited to a two (2) week sales period and will be considered a fundraiser, thus eliminating the possibility of having another fundraiser for the given month.

Sales Tables
Student organizations sponsoring sales tables involving a University affiliated vendor such as ticket sales, raffles, organization T-shirts, etc. are not required to pay a rental fee and/or commission for sales table space.

Vendors and non-University affiliated users promoting a commercial product, service, or fund-raising drive must be sponsored by a recognized student organization and be approved by the OSA.

Sponsoring organizations will be permitted one sales period per month. A sales period may not exceed one day of sales.

In order to maintain fairness a limited number of sales will be allowed during any given day. The amount of tables will be determined by the OSA.

Failure to cancel a sales table reservation at least one (1) working day prior to the reservation date will result in loss of reservation privileges for the remainder of the semester.

Products or services which duplicate or are similar in nature to those sold by the University Bookstore, Dining Services or institutional business partners may not be sold next to/directly within the vicinity of the respective venue.

Solicitation for mass-marketed products and services readily available to the University community – such as credit cards, long-distance calling cards, etc – will not permitted.

Texas A&M International University assumes no liability for the equality of the goods or services sold at sales tables on its premises. The presence of a commercial vendor on the property of Texas A&M International University does not constitute an endorsement of the vendor or its product by the University.
General Guidelines
All funds raised and deposited by a student organization will be managed and administered according to the policies and procedures of the University Business Office and be in compliance with State statutes. The University Business Office processes the accounting and paperwork for these funds.

Student Organizations have access to two types of accounts.
1. Each registered student organization will have an account in their name at the University Business Office that begins with “301.”
2. There is a separate fund-raising account that each organization will deposit funds received from donations or fund-raisers that begins with “094.”

At least two officers and the advisor of the organization must be selected by the recognized student organization to make all financial transactions.

Depositing Funds
Student organizations wishing to deposit funds in their account must go to the Business Office cashier (KL 152) and present their account number. A receipt will be provided for your records.

Withdrawing Funds from Account
In order to withdraw funds from an account, the following occurs:
1.) First, a Departmental Requisition Form must be completed. The requisition forms must state the account name, account number and must detail the amount and purpose of the withdrawal.
2.) Attach a copy of the minutes of the student organization showing authorization of that expenditure by the members. Thus, the minutes should include the names of the members in attendance and the outcome of the vote taken to approve the expenditure.
3.) The Departmental Requisition should state the name of the officer, sponsor, or vendor who the check will be made payable.
4.) The Departmental Requisition must have the following signatures completed in this order: the authorized student organization officer and the advisor of the student organization.
5.) Be certain to state on the Departmental Requisition Form the name and telephone number of the individual who is to be notified when the withdrawal is ready.
6.) After the Departmental Requisition Form has been completed, the student representative should turn it in to the OSA for approval and processing. Please allow three to four (3-4) University working days for disbursements.
12 Reservations

To reserve University equipment and facilities student organizations must first complete an Event Registration Form. The form must be submitted to the Office of Student Affairs ten (10) University business days prior to the date requested for approval. Upon approval, the Student Organization Event Registration Form is submitted to the Event Services located in the Student Center #127 for scheduling.

Reservation policy

1. The general rule is to honor reservations on a first-come, first-serve basis. Special University functions will receive first priority.

2. Academic classrooms space cannot be reserved for special events until after the twelfth (12) class day of each semester. This is to ensure that adequate space will be available for academic classes.

3. Event Services will assign each reservation to the most appropriate space available. Requests for specific rooms or spaces will be honored, when possible. Event Services reserves the right to re-assign space when necessary and to identify suitable alternative space for the original reservation.

4. All space reservations will be tentative until all details of the event are submitted to Event Services.

5. The Student Center, Western Hemispheric Trade Center, and other University facilities are intended for use by all campus groups for a wide variety of activities; however, extraordinary events draw large numbers of people and can stress the facilities to their maximum capacities. Therefore, to preserve the facilities and ensure the safety of participants, the following procedures apply to all extraordinary events scheduled:
   A. No more than two extraordinary events of similar nature (i.e. dances, lectures, concerts) can be scheduled on a single day.
   B. Events which are likely to attract crowds near to or in excess of the established room/space capacities may require University Police Officers to be hired – at the student organization’s expense – to provide security and crowd control. Such situations will typically require two officers to be paid at rates established by the University’s police department.

6. Student Organization Reservation Forms are available on at http://www.tamiu.edu/studentaffairs/.

7. The scheduling of activities, facilities, or equipment for registered Student Organizations must be approved by the Office of Student Affairs.

8. A representative from the student organization must be present for the duration of the event.

9. Groups and individuals with outstanding bills and debts owed to the University will have their reservation privileges suspended until full payment is received.

10. Only food and beverage prepared by Campus Dining Services will be served in the meeting and dining rooms.

11. An overtime charge will be assessed for events running past the facility closing time without prior arrangement as part of the space reservation. If you plan to host an event past closing hours, a minimum two (2) week notice is required.

12. Sponsoring groups or individuals will be responsible for damages and cleanup of the facilities and/or equipment.

13. Use of University facilities or services is subject to change or cancellation based upon priority needs of the University as determined by Event Services.
Cancellations and “No Shows”
   1. Two “no shows” (cancellation without notification) for events in rooms with standard setup configurations can result in denial of space requests and/or cancellation of space already reserved for no less than one semester.
   2. Failure to cancel reservations for events involving any special setup at least two (2) business days prior to the event date will be responsible for all charges stated on the reservation contract, and may result in denial of space request and/or cancellation of space already reserved for no less than one semester.

Catering
   1. All events involving catered food must be catered through the campus food provider in accordance to their procedures and policy. Food is allowed in designated rooms only.
   2. No outside food of any kind is allowed for on-campus events.
   3. There are no serving facilities available for non-University caterers’ use.
   4. The use of cooking equipment (i.e. microwave ovens, camp stoves, grills) is prohibited.

Technical Services
   1. Reservations for technical equipment are listed in the Student Organization Event Form and are reserved through Event Services prior to the event.
   2. Only trained technical personnel will be permitted to use technical equipment.

University Police Services
   1. Under certain circumstances or “events” it may be necessary to have Police Personnel on site in order to facilitate and to insure to the safety of the event attendees. Please read the reservations section of this document for more information.
   2. Only University Police Staff will be hired for any and all events held on University Property.
   3. Reservations for University Police services are made through the Event Services Manager two (2) weeks before the event.

Information Tables and Sales Tables
Information and sales tables on the Texas A&M International University campus are permitted at various locations; all information and socialization activities must be scheduled through completion of the Student Organization Event Form.

Distribution of literature, petition drives, surveys and similar activities around campus may be conducted only from a reserved information table location.

Outdoor Gatherings and Events
For events being held outdoors, please visit the Office of Student Affairs for consultation and planning of your event.

Outside Speakers
The University recognizes that an academic institution has an obligation to present all points of view. Therefore, it should provide a forum in which various issues will be presented and discussed. If you or your organization is interested in obtaining an outside speaker, consult with the Office of Student Affairs.

Contracts
Any organization entering into a contract must follow the procedures set forth by the OSA.
Publicizing Your Event

The Office of Public Relations, Marketing and Information Services coordinates all local, regional, national, and international media access and coverage for the University. If your student organization wishes to publicize an event through newspaper, radio, or television coverage, you must contact Office of Public Relations, Marketing and Information Services for assistance at (956) 326-2180, by email at prmis@tamiu.edu, or visit offices located in Killam Library Room 268. It is against University policy for student organizations to contact media directly. The Office of Public Relations, Marketing and Information Services can also help publicize your event through “This Week at Texas A&M International University,” an electronic calendar of events which is e-mailed every Monday morning to all active University e-mail accounts. Other promotional initiatives can be explored with advanced planning.

The Office of Public Relations, Marketing and Information Services will send, upon request, a short publicity release to The Laredo Morning Times and local radio and television stations. The Office of Public Relations, Marketing and Information Services also compiles a Calendar of Events at TAMIU.

Publicity Design and Production

Materials that you produce that feature the University’s copyrighted marks (logo, seal, and mascot) must be approved prior to publication. Please plan accordingly. The University does have a copy center where you can have your publication printed, with prior approval from the OSA.

General Posting

Only University affiliated organizations may display or distribute promotional materials at TAMIU after following established procedures.

- The promotion of commercial enterprises is prohibited.
- Event Services must stamp all posters and banners.
- Posters shall not exceed 24” X 36”.
- Posters may be put up five (5) days prior to event or earlier if the space is available and shall be limited to three (3) posters per event in the Student Center. After the scheduled event, Student Center personnel will remove and discard all posters and banners.
- Banners will not be posted longer than two (2) weeks.
- After registration, any materials to be displayed on the tables in Food Service areas must be taken to supervisory personnel of the respective dining areas for distribution instructions.

Political Campaign Policy

- No political campaign posters of students or non-students will be posted at the University.
- Candidates or political office, both student and non-student, may casually visit with student, personnel, or other patrons in the Student Center to solicit votes. Distributing campaign literature or cards is prohibited on campus.

Advertising and Marketing of Alcohol and Other Drugs

Texas A&M International University does not permit the marketing of alcoholic beverages by manufacturers or distributors, by clubs, or organizations of the University.
Planning and Preparing For Trips
Student organizations are encouraged to attend conferences, field trips, and other activities that help the leadership growth and development of TAMIU students. To ensure that safety is a priority, the following steps must be taken before disembarking on an out of town trip.

1. A Student Organization Event Registration Form must be filled out and approved a minimum of two (2) weeks prior to your departure.
2. All students participating in the trip must complete a Student Travel Liability Form that is available with the OSA. This form must be completed by each student and returned to the Office of Student Affairs before departure together with copies of driver’s licenses for all students traveling and liability insurance copies for all drivers.
3. A travel itinerary must also be submitted to the OSA that details the time of departure, expected arrival and activities, and time of return.
4. The sponsor and organization are required to keep a copy of the Student Travel Liability Form and take it on the trip with them. This form lists the emergency contact information for the students participating in the trip.
5. Upon return from the trip, all incidents need to be reported immediately to the Texas A&M International University Police Department and the Office of Student Affairs.

An emergency contact list of everyone on the trip must be filled out given to the Office of Student Affairs before departure.

There should be a meeting with all persons traveling to discuss; code of conduct, agenda for the trip, what to bring, phone numbers where you can be reached during the trip, and safety procedures.

Please remember that you represent the University during your entire trip and act accordingly.

In case of an emergency, please call 911 and the University Police Department at (956) 326-2911 so that appropriate steps can be taken.
Student organizations that set goals complete advance planning, and conduct successful meetings are the ones that achieve results. Listed in this section are some suggestions to make your student organization a success. Remember, the staff of the Office of Student Affairs is always willing to help your student organization plan or conduct an event.

**Leadership Tools**

**What Management (Leadership) Does:**
- Organizes
- Set Goals and Objectives
- Develops for Achieving Objectives
- Activates and Motivates
- Coordinates
- Evaluates

**How to be Organized and Successful:**
- Brainstorm
- Determine Priorities
- Determine Major Objectives and Solutions
- Short and Long Range Activities
- Who will be the Leadership Force?
- Plans calendar to reach your goals
- What methods of Evaluation used-when?

**Goal Setting**

What is the purpose of your student organization?
What is the present status of your student organization?
Conduct an open discussion with members about the student organization.
What would you consider the strong and weak points of the student organization?
What are the needs and desires of the members?
What are your short term goals (less than one semester)?
What are your long term goals (for the entire year)?
Prioritize your short and long term goals.
Remember that group members support what they create, so, the more members involved in goal setting the better the results.

**Organizing an Activity**

The more lead time, the better your event will be in the end.
What is the target date for completing all tasks?
What must be completed first to make certain the event is successful?
List all the steps that follow the initial task.
What resources are available to the student organization? – People –Money –Other
Do I need to get a clearance from anyone?
Have I kept our faculty/staff advisor informed as to the progress of the event?
What materials do I need and what is the cost involved?
Have I reserved the appropriate location for the event (what about inclement weather)?
What further information is needed to assure success of the event?
What are the hindering forces that might be encountered?
How much time can or should be devoted to this event?
How will I advertise or promote the activity?
Evaluation of the activity is important. What were the problems encountered?
Developing Participation of Group Members
All members of the group share responsibilities for the group.
Decisions should always be made by the group, not by the leader.
The group should set its own goals and decide on the techniques to accomplish them.
Be informal.
Use methods which will allow as much of the group as possible to participate.
Bring out minority and individual opinions by asking frequent questions of group members.
Be flexible.
The group should reduce the alienation of individuals.
The group should continually evaluate its progress.
Group members should be conscious of the importance of the roles they play in the group.
Sit in a circle or a double circle.
Let the group be active.
Consciously provide for movement and verbal participation of members.

Setting an Agenda (sample)
I. Call to Order
II. Roll Call
III. Read and Approve Minutes
IV. Reports of Departments and Committee Chairs
V. Old or Unfinished Business
VI. New Business
VII. Program (Some organizations include a program or speaker at their meeting. If your are having a guest speaker, you might consider starting the meeting with the program. If you are having a social program, it would be appropriate to have the program at the end of the meeting.)
VIII. Announcements – Coming Events – Next meeting; date, time, location
IX. Adjournment
TEXAS A&M INTERNATIONAL UNIVERSITY
A Member of The Texas A&M University System

Office of Student Affairs
Student Organization Registration Form

Name of Organization: _______________________________

Type of Organization

☐ Academic ☐ Cultural ☐ Religious ☐ Other: __________
☐ Honor Society ☐ Greek Fraternity/Sorority ☐ Spirit and Pride ☐ Visual/Performing Arts
☐ Special Interest ☐ Service

All student organizations must adhere to the Student Organization rules and procedures set forth by the University.
All officers must be current students at TAMIU and be in good standing with the University.
All members must be current students at TAMIU.
Organizations with overlapping purposes will be asked to work together towards their shared visions.
Any student organization that has not re-registered for the current academic year will be considered inactive and all rights and responsibilities will be revoked.

Organizational Officers
The positions listed below are simply meant as a guide for your organization. If your organization has different officer names or more officers, please attach a list with the same contact information requested below.

*Please note that only student e-mail accounts should be listed.*

<table>
<thead>
<tr>
<th>Position</th>
<th>Phone Number</th>
<th>E-Mail Address</th>
<th>Student ID</th>
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<tbody>
<tr>
<td>President</td>
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<td>Vice-President</td>
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Advisor(s)
Advisors provide support and advice to student organizations during the full academic year. Each student organization must have at least one (1) Student Organization Advisor that is a faculty or full-time staff member. Advisors’ roles should be clearly stated in the constitution and by-laws and be discussed when choosing one for your organization. The advisor is expected to meet, on a regular basis, with officers and members.

<table>
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<tr>
<th>Advisor</th>
<th>Phone No.</th>
<th>E-Mail Address</th>
<th>Office Location</th>
<th>Title/Position</th>
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<tr>
<td>Advisor</td>
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Purpose and Mission of the Organization
Each student organization should provide the purpose and mission of the organization to the Office of Student Affairs for review and approval. This should be provided type-written and should be the shared vision of all officers and organization advisor(s). Please attach the purpose and mission to this form when submitting to the Office.

Account Access/Information
Each organization must have at least one (1) member that will have access to the organization account. More students may be requested to be on the list and should be added below. If any student listed below becomes an inactive member of the student organization, it is up to the president or other officer to notify the Office of Student Affairs of this change. Individuals listed must comply with all University rules and regulations and policies set forth by The Texas A&M University System. Those students or advisors found in violation of these rules will be subject to disciplinary action.

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<th>Student Officer (please print)</th>
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<th>Other Information</th>
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<tr>
<td>✗ Texas A&amp;M International University strives for cultural diversity and inclusion and expects all University Organizations abide by all laws, regulations, and policies set forth by the TAMIU, The Texas A&amp;M University System, and other State and Federal Laws.</td>
</tr>
<tr>
<td>✗ Student organizations wishing to display their names during graduation are allowed to do so, as long as it is done on the official University stole that may be purchased at the bookstore located on campus. Organizations may add a patch, a pin, or even their letters to the stole recognizing the organization they are a part of.</td>
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<tr>
<td>✗ Neither membership in, nor service provided by the organization, will be denied to anyone on the basis of race, color, religion, national origin, physical or mental handicap, age, sex, sexual orientation, or medical condition. This applies to all groups with the exception to those exempted by Title IX of the Educational Amendment of 1972. Exempt groups may not discriminate on any basis other than gender.</td>
</tr>
<tr>
<td>✗ Communication by the Office of Student Affairs and the University will be distributed via e-mail to your student accounts. No other electronic mail accounts (i.e. g-mail, yahoo, hotmail, etc.) will be used.</td>
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<tr>
<td>✗ The Constitution and by-laws of your organization, signed by all officers and your advisor(s), must be submitted with this application.</td>
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</table>

Agreement
We, the president and advisor, acknowledge keeping this information correct and up to date by informing, in writing, the Office of Student Affairs. We understand that by registering with the University, we must adhere to all municipal, state and federal laws, the Texas A&M International University Student Handbook, policies set forth by The Texas A&M University System, and all other University rules and procedures.

President ___________________________ Date ________

Advisor(s) Signature ___________________________ Date ________

For Office Use Only

Date Received: ________ Received by: ___________________________

Cubicle Assignment: ☐ Yes ☐ No

Cubicle No. ________

Approvals: ☐ Yes ☐ No

Approval/Denial by: ___________________________
The Office of Student Affairs maintains rosters of all student organizations for several reasons:

1. To determine the academic eligibility and active status of members
2. To keep records of the general involvement of TAMIU students
3. To maintain clear communication with organization members and leaders

An official roster must be submitted each semester and updated every time new members join an organization. Once the original roster is turned in, it is the organization’s responsibility to accurately maintain updated rosters each semester.

The roster form must include the name and identification number of each member of an organization.

Requests to remove names from the roster must be presented in writing to Student Affairs. If a member permanently leaves an organization or assumes alumni status, that individual’s name should be removed from the roster. Alumni status is a permanent action that cannot be reversed.

**Release of Grades to Other Students**

Grade reports are compiled at the end of each semester and the Department of Student Affairs notifies officers of members who become inactive based on academic performance. The specific GPA will not be disclosed unless the student gives permission to release those grades by signing the membership roster. **Grades will not be released to any other students.**
# Student Organization Roster

Name of Student Organization: ____________________________________________

**Semester** ____________

**Year** ____________

<table>
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<tr>
<th>Name of Member</th>
<th>TAMIU ID (Required) (ex. A000xxxxx)</th>
<th>TAMIU E-Mail</th>
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</table>
Name of Organization: ____________________________________________

General Information

Name of Agency/Community Group: ______________________________________
Name of Activity/Event: _________________________________________________
Telephone Number of Agency: ____________________________________________
Date(s) of Community Service Performed: _________________________________

Description of Activities Performed:
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Volunteer Information

All members of your organization must fill out the section below in its entirety. If you need more space, please attach a list with the information required or another form with only this section filled out. Hours performed should be rounded to the nearest 15-minute increment (i.e., .25, .50, .75). If your organization fails to submit this form, you will not be credited with completing the stated service hours.

Name of Volunteer (Print)  Signature of Volunteer  Hours Performed  Date(s)
Name of Volunteer (Print)  Signature of Volunteer  Hours Performed  Date(s)
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Name of Volunteer (Print)  Signature of Volunteer  Hours Performed  Date(s)
Community Service Sheet for Student Organizations

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<th>Name of Volunteer (Print)</th>
<th>Signature of Volunteer</th>
<th>Hours Performed</th>
<th>Date(s)</th>
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Other Information
- As a recognized University organization, you represent Texas A&M International University (TAMIU) in all organized activities held on and off campus. Please remember to represent your organization and TAMIU with pride and honor.
- Community service hours and projects serve a pivotal role in determining organization award recipients and should be submitted in a timely manner.
- Please ensure that all information is completed before submitting form and keep a copy for your records.
- If you have questions about what local agencies exist, please stop by the Office of Student Affairs in SC 226 for information.

Community Agency/Organization
By signing below, our organization confirms the above information to be true and accurate to the best of our knowledge. The stated organization performed the duties as requested in a favorable manner that assisted in the overall mission of our organization.

Name (Printed) ___________________________ Signature ___________________________ Date ________________

For Office Use Only

Date Received: ________ Received by: ___________________________  
Confirmation: ☐ Yes ☐ No  
Confirmation with: ___________________________________________
Student Organization Name: ____________________________________
Student Organization Account No. ________________________________
Date: ________________________________

Requisition No. ________________________________
Purchase Order No. ________________________________

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Description of Item (detailed information)</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Extension</th>
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Authorized

Officer ___________________________________________ Date ________
Advisor ___________________________________________ Date ________
Student Affairs ______________________________________ Date ________

Agency Verification for Disbursement of Funds
I certify that the above services were rendered or goods received; that they correspond in every particular with the contract under which they were procured; that the invoice is true and unpaid; and that the claim was presented to the State within the applicable limitations period.

NOTE: Meeting minutes approving said expense must be submitted with this form.
Texas A&M International University
A Member of The Texas A&M University System

Office of Student Affairs
Student Participation Agreement for Professional Development

Event To: ________________________________

Today’s Date: ___/___/___

(event name)

SPONSORED BY: ________________________________

I, the undersigned voluntarily participate with the Texas A&M International University event stated above, agree to abide the following university regulations:

1. I will observe and be subject to the Student Code of Conduct as outlined in the Student Handbook.
2. I will attend the regular session of the activity or conference.
3. I will behave in such a way to bring credit to the University.
4. I will keep the university representative coordinating these activities informed of my whereabouts at all times.
5. I understand that the provided transportation is not obligated to wait for late arriving participants after the announced time of departure, and it is the responsibility of the participant who has missed such transportation to secure other transportation by their own means.
6. I authorize the university representative coordinating these activities to: secure reasonable medical treatment from the local hospital, clinic or EMS service for the participant should the university representative believe it necessary or appropriate to do so without my permission.

Identify below information about responsible persons who will serve as a university contact in case of emergency.

<table>
<thead>
<tr>
<th>At Home Campus</th>
<th>At Conference Site</th>
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<tbody>
<tr>
<td>Name:__________</td>
<td>Name:______________</td>
</tr>
<tr>
<td>Relationship:__</td>
<td>Relationship:______</td>
</tr>
<tr>
<td>Address:_______</td>
<td>Telephone:__________</td>
</tr>
<tr>
<td>City, State:____ Zip:____</td>
<td>Time Covered:__________</td>
</tr>
<tr>
<td>Telephone:______</td>
<td>Agreed Participate Signature</td>
</tr>
<tr>
<td>Email:__________</td>
<td>____________________</td>
</tr>
</tbody>
</table>

IN SIGNING THIS AGREEMENT, I ACKNOWLEDGE AND REPRESENT THAT I have read the foregoing Agreement, understand it and sign it voluntarily as my own free act and deed, no oral representatives, statements, or inducements, apart from the foregoing written agreement, have been made I am at least eighteen (18) years of age and fully competent; and I execute this agreement in full, adequate and complete consideration fully intending to be bound by same.

_________________________________ DATE OF BIRTH
Participants Full Name and ID Number (print clearly)

_________________________________ DATE
Participants Signature (if 18 years of age or older)

_________________________________ DATE
Signature of Parent of Guardian
PARTICIPATION WAIVER, INDEMNIFICATION, AND MEDICAL TREATMENT
AUTHORIZATION FORM

1. EXCULPATORY CLAUSE. In consideration for receiving permission to participate in any and all activities of ___________________________ (herein referred to as “activity”), which is sponsored by _________________________ (herein referred to as “sponsor”), a member of the Texas A&M University System, I hereby release, waive, discharge, covenant not to use, and agree to hold harmless for any and all purposes sponsor, The Texas A&M University System, the Board of Regent for The Texas A&M University System, and their members, officers, servants, agents, volunteers, or employees (herein referred to as RELEASEES or INDEMNITEES) from any and all liabilities, claims, demands, injuries, (including death), or damages, including court costs and attorney’s fees and expenses, that may be sustained by me while participating in such activity, while traveling to and from the activity, or while on the premises owned or leased by RELEASEES, including injuries sustained as a result of the sole, joint, or concurrent negligence, negligence per se, statutory fault, or strict liability of RELEASEES. I understand this waiver does not apply to injuries caused by intentional or grossly negligent conduct.

2. INDEMNITY CLAUSE. I am fully aware that there are inherent risks to myself and others involved with this activity, including but not limited to ___________________________, and I choose to voluntarily participate in said activity with full knowledge that the activity may be hazardous to me and my property, and to the person and property of others. I acknowledge that there may be physically strenuous activities. I know of no medical reason why I should not participate. I agree and hold harmless INDEMNITEES from any and all liabilities, claims, demand, injuries (including death), or damages, including court costs and attorney’s fees and expenses, which may occur to myself, other participant, and third-persons as a result of my participation in said activity, including injuries sustained as a result of the sole, joint, or concurrent negligence, negligence per se, statutory fault, or strict liability of INDEMNITIES.

3. NO INSURANCE. I understand that RELEASEES do not maintain any insurance policy covering any circumstances arising from my participation in this activity or any event related to that participation. As such, I am aware that I should review my personal insurance coverage. Sponsor does not carry general liability insurance to cover claims arising from this activity so it seeks a waiver of claims as additional consideration for the right to participate so sponsor, a governmental unit of the State of Texas, can (a) provide the activity at the lowest possible cost to participant and (b) provide access to a greater number of participants by expending limited resources on program materials rather than on liability insurance.

4. BINDS HEIRS. It is my express intent that this agreement shall bind the members of my family and spouse, if I am alive, and my heirs, assigns and personal representatives, if I am deceased, and shall be governed by the laws of the State of Texas.

5. MEDICAL AUTHORIZATION, INDEMNITY FOR MEDICAL EXPENSES, and WAIVER. I understand RELEASEES cannot be expected to control all of the risks articulated in this form and RELEASEES may not need to respond to accidents and potential emergency situations. Therefore, I hereby give my consent for any medical treatment that may be required, as determined by a medical professional at the medical facility, during my participation in this activity with the understanding that the cost of any such treatment will be my responsibility.

I agree to indemnify and hold harmless INDEMNITIES for any costs incurred to treat me, even if an INDEMNITEE has signed hospital documentation promising to pay for the treatment due to my inability
to sign the documentation. I further agree to release, waive, discharge, covenant no to sue, and agree to hold harmless for any and all purposes, RELEASEES from any and all liabilities, claims, demands, injuries, (including death), or damages, including court costs and attorney’s fees and expenses, that may be sustained by me while receiving medical care or in deciding to seek medical care, including while traveling to and from a medical care facility, including injuries sustained as a result of the sole, joint, or concurrent negligence, negligence per se, statutory faulty, or strict liability of RELEASEES. I understand this waiver does not apply to injuries caused by intentional or grossly negligent conduct.

6. VOLUNTARY SIGNATURE. In signing this agreement I acknowledge and represent that I have read it, understand it, and sign it voluntarily as my own free act and deed; sponsor has not made and I have not relied on any oral presentations, statements, or inducements apart from the terms contained in this agreement. I execute this document for full, adequate and complete consideration fully intending to be bound by the same, now and in the future. I understand I can choose not to sign this document and free myself from its terms and the associated risks of the activity by simply not participating in the activity and choosing some other activity available to me that has a lower level of risk to me. I further understand this is voluntary, extracurricular activity; therefore it is not required for me to obtain college credits and not participating in this activity will in no way hinder my ability to obtain a degree from the university.

SIGNING THIS DOCUMENT INVOLVES THE WAIVER OF VALUABLE LEGAL RIGHTS. CONSULT YOUR ATTORNEY BEFORE SIGNING THIS DOCUMENT.

SIGNED this ____ day of _________________, 20 ___.

Participant Signature: ________________________________

Printed Name: ________________________________

Participant’s Date of Birth: ________________________________

Parent or Legal Guardian Signature: ________________________________
(if participant is under 18 years old)

Parent or Legal Guardian Printed Name: ________________________________
(if participant is under 18 years old)
**Advisor Relationship Form**

**Directions:** check off your agreement level on each of the following advisor roles while your student does the same and then compare the two.

<table>
<thead>
<tr>
<th>In performing the role of advisor, I believe that an advisor should:</th>
<th>Strongly Agree</th>
<th>Agree</th>
<th>No Opinion</th>
<th>Disagree</th>
<th>Strongly Disagree</th>
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<tr>
<td>Be a problem solving agent</td>
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<td>Be a counselor</td>
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<td>Be an information resource person</td>
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<td>Be an idea resource person</td>
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<td>Be a sounding board</td>
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<tr>
<td>Be an administration’s representative</td>
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<tr>
<td>Be a student’s representative</td>
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<tr>
<td>Be an change agent in the group</td>
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<tr>
<td>Be an interpreter of university policies and procedures</td>
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<td>Be an analyzer of group process</td>
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<tr>
<td>Be a personal role model for behavior</td>
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<tr>
<td>Be an attendee at events</td>
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<tr>
<td>Be a doer of student programs</td>
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<tr>
<td>Be a coordinator/advocate for a balanced student program</td>
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<tr>
<td>Provide continuity between years</td>
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<tr>
<td>Be a developer/planner of new events</td>
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<tr>
<td>Be an educator of program philosophy and program skills</td>
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<tr>
<td>Be a developer of student volunteers</td>
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<tr>
<td>Be an educator/trainer of leadership and organizational skills</td>
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</tbody>
</table>
Sample Constitution and By-Laws of a Registered Student Organization

Student organizations can use this sample constitution as a guide to writing their own. Wording can be changed as long as the student organization’s points are clear.

THE DUSTY CHANTERS

Article I: Name and Status
The name of this organization is the Dusty Chanters.

Article II: Description, Mission, and Purpose
Section 1: Write the student organization’s general purpose here. Example: The Dusty Chanters shall be an organization of students dedicated to the creation, practice, and performance of chants designed to promote school spirit.

Section 2: A listing of as many points of the student organization’s purpose may be needed. Example: The purpose of the Dusty Chanters shall be:
   a) To create chants that reflect the spirit of the university.
   b) To practice these chants at regular meetings.
   c) To perform chants to the university committee.

Article III: Membership and Eligibility
Section 1: Describe the qualifications necessary to become a member of the organization. Example: Eligibility to this organization is determined by meeting the following criteria: The exact qualifications may be described in detail. a) All members must be in good academic standing as defined in the university catalog. b) List any other criteria the organization may want.

Section 2: List any types of members the student organization will have. Example: The organization shall consist of regular members, honorary members, and special members. A description of each member may be needed. a) Regular member is one who is currently enrolled at TAMU and working towards a degree. b) An honorary member is one who is elected by the regular members in recognition of distinguished service and contribution to the organization.

Article IV: Officers
Section 1: List the different officers that comprise the organization. Example: The Dusty Chanters shall have four officers that include the President, Vice-President, Secretary, and Treasurer.

Section 2: Describe the duties of the officers. Example: The duties of the officers are as follows:
   President
      a) Presides at the organization’s general meetings;
      b) Coordinates the organization’s activities;
   Vice President
      a) Shall occupy the place of the President in case of absence;

Section 3: Election and Term
Describe when elections will be held and any rules or proceedings which will be followed. Example: Elections for officer positions will be held at the 2nd to last meeting of each Spring Semester. State the length of officers’ terms. Example: All officers will serve a one-year academic term.
Section 4: Describe the grounds upon which an officer may be impeached.  
Example: Officers may be impeached for failure to perform the required duties of their office, for inappropriate behavior, or for ineffective performance. The issue to impeach an officer must be brought before general membership and be discussed at this time. Following the discussion, a meeting will be held with the officers, sponsor, and the officer in question to discuss the issues brought forth by the membership. An officer may be impeached by a vote of majority of members at a regularly scheduled meeting.

Article V: Advisor’s Responsibilities
Section 1: Describe who may be the advisor.  
Example: The Dusty Chanters has one advisor. The advisor must be a full-time faculty or full-time staff member, chosen by the members of the student organization, who identifies with the organization’s goals and shows interest in its activities.

Section 2: Include the responsibilities of the advisor.  
Example: The advisor oversees the general conduct of the organization. Specifically, the advisor has the right to make recommendations, attend meetings, and inspect the financial records and other organization documents.

Section 3: Describe the procedures used to ask a advisor to resign.  
Example: A advisor may be asked to resign from the student organization. First, a written statement by a member or officer indicating the reasons for resignation must be submitted to the President and/or officers of the Dusty Chanters. At a regularly scheduled meeting, the resignation of the advisor must be placed on the agenda and discussed. A vote is then taken by the membership and a majority vote of the membership passes this item. Any appeals must follow the procedures listed in the University’s Student Handbook.

Article VI: Amendments
Section 1: Describe the provisions for amending the Constitution and By-Laws.  
Example: Revising of the Constitution and By-Laws shall be made with the majority vote of the membership at a regularly scheduled meeting.

By-Laws

Article I: Voting
Section 1: Describe the voting process and which members can vote.  
Example: Only regular members in good standing are eligible to vote. Election of officers occurs during a regularly scheduled meeting in the month of April in the Spring academic semester. Nominations for officer positions will be conducted at a regularly scheduled meeting. Within two weeks of nominations of officers, another meeting for elections must take place. A secret ballot will be used during the elections. If all offices are unopposed, elections may be held on the same day of nominations with a show of hands. If a quorum is not present, the members must reschedule the elections for the next meeting. Only regular and honorary members are eligible to vote. No member may run for more than one office.

Section 2: Describe what kind of vote is needed to pass an item.  
Example: A majority vote passes items presented by the officers and members.

Article II: Meetings
Section 1: Describe the organization’s quorum that is needed to make meetings official.  
Example: A quorum must be present at all meetings to conduct business. A quorum is defined as a ¾ of the student organization’s membership.
Section 2: Describe the frequency of meetings and any details regarding who can call meetings and what is required to do so. 
Example: Meetings will be held twice a month. Any officer may call a meeting. The Secretary will be responsible for insuring that all members are notified of the next meeting. 
A more detailed explanation of any kind of meetings may be necessary. Example: 
a) Extra-ordinary meetings can be called at the initiative of the president, the officers, or two-thirds of the membership. 

Section 3: include provisions which state the rules of order that the organization will use in meetings. 
Example: Parliamentary procedure as described in Robert's Rules of Order, Revised Edition shall govern the organization in all cases where applicable. 

Article III: Vacancies 
Section 1: Describe the manner in which an officer is to be replaced should a vacancy occur. For Example: In the event of resignation of the Vice-President, Secretary, Treasurer an election will be held by the student organization members to fill each vacancy. The election will take place at a scheduled meeting as determined by the members of the organization. 

Section 2: what is the manner in which a vacancy of the Presidency is to be filled? For Example: In the event that a vacancy occurs in the office of the President, his/her duties shall fall upon the Vice-President, who shall serve as the President through the current and succeeding months until a new one is elected. The election will follow the procedures listed in Article III, Section 1 and 2 of the Constitution. 

Article IV: Financial Matters 
Section 1: Described who is to prepare and handle the annual budget, the receipt and disbursement of monies, and authorize expenditures. 
For example: The treasurer assists the president in preparing the annual budget and in financial policies and plans. Receipts and disbursements of all monies shall be handled by duty authorized persons after the treasurer has determined that the amounts are correct after the expenditures have been authorized by him/her. 

Section 2: Does the student organization require membership fees? If so, be sure to list the amount of fees needed to join the organization. 
For example: Membership fees for the Dusty Chanters are $5.00 a semester. 

Article V: Fund Raising 
Section 1: Describe who is able to approve fund-raising expenditures. 

Section 2: The sponsors and officers are responsible for ensuring that the expenditures of funds are justified, that accurate record keeping of all accounts in undertaken, and that expenditure are authorized with the minutes of the meetings showing the vote of the membership. 

Article VII: Ethical Code of Conduct 
Section 1: Describe the Ethical Code of Conduct. 
Example: The Code of Conduct is as follows: 
No member shall misrepresent the truth while acting in his/her capacity as a TAMIU Dusty Chanter. 
No member shall bestow favors, cause undue use of influence or power as members, or offer special considerations of any kind in exchange for anything of values. 
No member shall misuse, mismanage, or misappropriate the equipment, facilities, or funds of the Dusty Chanters.
Each member must make a responsible attempt to fulfill his/her responsibilities to the best of his/her abilities.

Each member must discharge his/her duties in good faith.

Each member must conduct himself/her professionally at all official functions, gatherings, and at all meetings. No member shall at any time publicly criticize and/or harass another member.

Section 2: Describe when the Ethical Code of Conduct is read to the members.

For example, the Ethical Code of Conduct is read from the constitution at the beginning of the first regularly scheduled meeting in the Fall and Spring semesters.

Article VIII: Process for the Termination of Membership

Section 1: Describe the reasons why a member may be asked to leave the organization.

Example: Members may be asked to leave the Dusty Chanters for the following reasons. The individual did not follow the Ethical Code of Conduct, has remained inactive, etc.

Section 2: Describe the process for termination of membership.

Example: The issue to terminate a member from the organization must be brought before general membership and discussed at a regularly scheduled meeting. Following the discussion, a meeting will be held with the officers, advisor, and the member in question to discuss the issues brought forth by the membership. After the meetings have taken place, the topic of membership termination must be placed on the agenda of the next regularly scheduled meeting and voted upon by the membership. A member may be terminated from the organization may be sought through the process outlined in the TAMU Student Handbook.

* * * *

Remember the constitution is a model, a pattern on which to base a new one. Student organizations are free to modify and/or add to it suit their needs.

______________________________  _______________________
______________________________  _______________________
______________________________  _______________________
______________________________  _______________________
______________________________  _______________________

Officers’ Signatures

______________________________  _____/____/____
Advisor's Signature  Date

______________________________  _____/____/____
Advisor's Signature  Date
A contract addendum is required any time a student organization wishes to bring an external show/act for a special performance or hire someone for contracted services. In order to hire a guest artist/trainer, you will need to do the following:

1. Submit a written formal request to the Office of Student Affairs detailing the services to be provided.
2. Submit an invoice from the guest artist/trainer that details what he/she will be providing on a particular day and time.
3. Submit meeting minutes approving this expense.
4. Submit a signed contract addendum to the Office of Student Affairs.

Addendum
Confirmation of Arrangements for Professional Services
Texas A&M International University

This addendum, duly executed by all parties, is hereby made a part of and incorporated into this agreement between Texas A&M International University, **Student Organization Name**, a part of the Texas A&M University System, an agency of the State of Texas (“TAMIU”), and **Guest Artist/Trainer** (“AGENCY”).

1.01 **Termination without Cause:** Either TAMIU and/or the AGENCY can terminate this Agreement, without cause, by giving the other party at least ten (10) calendar days prior written notice sent pursuant to Section _1.02_ of this Agreement. Neither party will incur any penalty or fee (other than those already outstanding) for termination this Agreement without cause.

1.02 **Notices:** Notices required under this Agreement may be given by United States Postal Service regular surface mail, certified mail, registered mail, or overnight delivery, or hand delivery. Delivery is deemed made when a notice is deposited into a USPS mail receptacle, or deposited with an overnight carrier, or hand delivered. TAMIU and/or AGENCY can change the notice address by sending to the other party a notice of the new address. Notices should be addressed as follows:

**AGENCY:**

<table>
<thead>
<tr>
<th>Guest Artist Name/Company</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Address</td>
</tr>
<tr>
<td>City, State, Zip Code</td>
</tr>
<tr>
<td>Telephone Number</td>
</tr>
<tr>
<td>Fax Number</td>
</tr>
</tbody>
</table>

**TAMIU:**

<table>
<thead>
<tr>
<th>Texas A&amp;M International University</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student Organization Name</strong></td>
</tr>
<tr>
<td>Office of Student Affairs</td>
</tr>
<tr>
<td>5201 University Blvd.</td>
</tr>
<tr>
<td>Laredo, Texas 78041</td>
</tr>
<tr>
<td>Tel: 956-326-2280</td>
</tr>
<tr>
<td>Fax: 956-326-2163</td>
</tr>
</tbody>
</table>

1.03 **Force Majeure:** Neither TAMIU or AGENCY is required to perform any term, condition, or covenant of this Agreement, if performance is prevented or delayed by a natural occurrence, a fire, an act of God, an act of terrorism, or other similar occurrence, the cause of which is not reasonably within the control of either TAMIU or AGENCY, and which by due diligence is unpreventable.
1.04 **Parties Relationship:** Nothing in the Agreement should be construed as creating a partnership, joint venture, agency relationship, or any other relationship other than Contractor and Contractee, between TAMIU and AGENCY.

1.05 **Applicable Law:** This Lease is construed under and in accordance with the laws of the State of Texas, and is performable in Webb County, Texas. By mutual agreement of TAMIU and AGENCY and by statute, mandatory venue for all legal proceeding pertaining to this Agreement is in Webb County, Texas.

1.06 **Cumulative Rights:** All rights, options, and remedies contained in this Agreement and help by TAMIU and AGENCY are cumulative and the exercising of one will not exclude exercising another. TAMIU and AGENCY each have the right to pursue any remedy or relief which may be provided by law, in equity, or by the stipulations of this agreement.

1.07 **Non-Waiver:** A waiver by either TAMIU or AGENCY, or both, of any obligation, duty, or covenant of this Agreement will not constitute a waiver of any other breach of any obligation, duty, or covenant of this Agreement.

1.08 **Counterparts:** This Agreement can be executed in multiple counterparts, each of which is declared an original.

1.09 **Severability:** If any clause of provision of this Agreement is illegal, invalid or unenforceable under present or future laws effective during the Term of this Agreement, it is the intention of TAMIU and AGENCY that the remaining clauses or provisions of this Agreement will not be affected and will remain in full force and effect.

1.10 **Entire Agreement:** This Agreement, together with any exhibits attached, contains the final and entire agreement between TAMIU and AGENCY. This Agreement, and mutually agreed upon future amendments, contain all the obligations, duties, and terms agreed upon, and no other outside agreement regarding the property will bind the parties.

1.11 **Amendment:** Any amendment, modification, or alteration to this Agreement must be in writing, dated subsequent to this Agreement, and be mutually agreed to by TAMIU and AGENCY.

1.12 **Successors and Assigns:** All the obligations, duties, covenants, and rights contained in this Agreement and performable by TAMIU or AGENCY will be applicable and binding upon respective successors and assigns, including any successor by merger or consolidation; however, nothing in this provision shall be construed to be consent of Assignment.

1.13 **Dispute Resolution:** [Format mandated by Texas Attorney General's Office]

(1) To the extent Chapter 2260, Government Code, as it may be amended from time to time (“Chapter 2260”), is applicable to this Agreement and is not preempted by other applicable law, the dispute resolution process provided for in Chapter 2260 of the Government Code shall be used, as further described herein, by TAMIU and AGENCY in attempts to resolve any claim for breach of contract made by AGENCY:

A. AGENCY’s claim for breach of this Agreement that the parties cannot resolve pursuant to other provisions of this Agreement or in the ordinary course of business shall be submitted to the negotiation process provided in subchapter B of Chapter 2260. To initiate the process, AGENCY must submit written notice, as required by subchapter B of Chapter 2260, to TAMIU in accordance with the notice provisions in this Agreement. AGENCY’s notice shall specifically state that the provisions of subchapter B of Chapter 2260 are being invoked, the date and nature of the event giving rise
to the claim, the specific contract provision that TAMIU allegedly breached, the amount of damages AGENCY seeks, and the method used to calculate the damages. Compliance by AGENCY with subchapter B of Chapter 2260 is a required prerequisite to AGENCY’s filing of a contested case proceeding under subchapter C of Chapter 2260. The president, Texas A&M International University, or such other officer of TAMIU as may be designated from time to time by TAMIU by written notice thereof to AGENCY in accordance with the notice provisions in this Agreement, shall examine AGENCY’s claim and any counterclaim and negotiate with AGENCY in an effort to resolve such claims.

B. If the parties are unable to resolve their disputes under subparagraph (A) of this Section, the contested case process provided in subchapter C of Chapter 2260 is AGENCY’s sole and exclusive process for seeking a remedy for any and all of AGENCY’s claims for breach of this Agreement by TAMIU.

C. Compliance with the contested case process provided in subchapter C of Chapter 2260 is a required prerequisite to seeking consent to sue from the Legislature under Chapter 107 of Civil Practices and Remedies Code. The parties specifically agree (i) neither the execution of this Agreement by TAMIU nor any other conduct, action or inaction of any representative of TAMIU relating to this Agreement constitutes or is intended to constitute a waiver of TAMIU’s or the State of Texas’ sovereign immunity to suit, and (ii) TAMIU has not waived its right to seek redress in the courts.

(2) The submission, processing and resolution of AGENCY’s claim is governed by the published rules adopted by the Texas Attorney General pursuant to Chapter 2260, as currently effective, hereafter enacted or subsequently amended.

(3) Neither the occurrence of an event giving rise to a breach of contract claim nor the pendency of a claim constituted grounds for the suspension of performance by AGENCY, in whole or in part. TAMIU and AGENCY agree that any periods set forth in this Agreement for notice and cure of defaults are not waived.

(4) The designated individual responsible on behalf of TAMIU for examining any claim or counterclaim and conducting any negotiations related thereto as required under §2260.052 shall be Mr. Gerardo Alva, Director of Student Affairs at TAMIU, or his designee.

Approved:

TAMIU

AGENCY

______________________________
Student Organization President    Date

______________________________
Student Organization Advisor      Date

______________________________
Office of Student Affairs         Date

______________________________
Name (please print/type)

______________________________
Title (please print/type)

______________________________
Signature                      Date

Payee SSN / EIN
# Program Planning Checklist

Name of Program: ___________________________ Date of Program: ___________________________

Location of Program: ______________________ Time of Program: __________________________

## Four Weeks or More Prior to Program

<table>
<thead>
<tr>
<th>Task</th>
<th>Date</th>
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<tbody>
<tr>
<td>Approved by Board</td>
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<tr>
<td>Event Form Completed</td>
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<tr>
<td>Copy of Contract in File</td>
<td></td>
</tr>
<tr>
<td>Map of Set Up to Facility Personnel</td>
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<tr>
<td>Technical Requirements Confirmed</td>
<td></td>
</tr>
<tr>
<td>Ticket Prices Set (if needed)</td>
<td></td>
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<tr>
<td>Hotel Reservation(s) Made (if needed)</td>
<td></td>
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<tr>
<td>Decorations Designed</td>
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<tr>
<td>Decorations Ordered (if needed)</td>
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<tr>
<td>Supply List Made</td>
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<tr>
<td>Supplies Ordered (if needed)</td>
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<tr>
<td>Police Notified (if needed)</td>
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<tr>
<td>Memo/E-Mail List Made</td>
<td></td>
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<tr>
<td>Invitations List Made</td>
<td></td>
</tr>
<tr>
<td>Dressing Room Location Confirmed</td>
<td></td>
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<tr>
<td>Co-Sponsor Memo Sent (if needed)</td>
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</tr>
<tr>
<td>Props List Made (if needed)</td>
<td></td>
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<tr>
<td>Costume List Made (if needed)</td>
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</tbody>
</table>

## Three Weeks Prior to Program

<table>
<thead>
<tr>
<th>Task</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Worker Assignment Sheet(s) Made</td>
<td></td>
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<tr>
<td>Tickets Printed (if needed)</td>
<td></td>
</tr>
<tr>
<td>Reserved Seating Decided (if needed)</td>
<td></td>
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<tr>
<td>Memo’s Sent</td>
<td></td>
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<tr>
<td>Invitations Sent</td>
<td></td>
</tr>
<tr>
<td>Flyers Go Up</td>
<td></td>
</tr>
<tr>
<td>Posters Go Up</td>
<td></td>
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<tr>
<td>Ads to Bridge</td>
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<tr>
<td>Notice to Public Information Office</td>
<td></td>
</tr>
<tr>
<td>PSA’s Sent to Radio Stations (if needed)</td>
<td></td>
</tr>
<tr>
<td>Sign List Made</td>
<td></td>
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<tr>
<td>Additional PR</td>
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</tr>
<tr>
<td>List</td>
<td></td>
</tr>
</tbody>
</table>
Two Weeks Prior to Program

- Place of Program Confirmed .......................................................... Date: 
- Personnel Who Confirmed Reservation: ........................................... Date: 
- Rainsite (if needed) Confirmed ....................................................... Date: 
- Personnel Who Confirmed Reservation: ........................................... Date: 
- Worker Assignment Sheet Filled Out ............................................. Date: 
- Decorations Made ........................................................................... Date: 
- Decorating Time Set Up .................................................................. Date: 
- Signs Made .................................................................................... Date: 
- Attire Decided for Board Members ............................................... Date: 
- Who is Hosting Performer (if needed) .......................................... Date: 
- Confirm Strike Requirements with Facility .................................. Date: 

Seven Days Prior to Program

- Photographer Decided ................................................................. Date: 
- Board Arrival Time ....................................................................... Date: 
- Greeters Confirmed ..................................................................... Date: 
- Table Tents Out ............................................................................ Date: 
- Marquee Signs Out ....................................................................... Date: 
- Additional PR List: ....................................................................... Date: 

Six Days Prior to Program

- Supplies Gathered ......................................................................... Date: 
- Additional PR List: ....................................................................... Date: 

Five Days Prior to Program

- Performer Supplies Gathered ....................................................... Date: 
- Additional PR List: ....................................................................... Date: 
Program Planning Checklist

Four Days Prior to Program
Worker Assignments Confirmed with Workers.............................................. Date:____________________
Additional PR .................................................................................................. Date:____________________
List: ___________________________________________________________________

Three Days Prior to Program
Confirm Check for Performer ......................................................................... Date:____________________
Background Music Selected for Pre and Post Program .................................. Date:____________________
Additional PR .................................................................................................. Date:____________________
List: ___________________________________________________________________

Two Days Prior to Program
Change Fund Collected (if needed) ................................................................. Date:____________________
Performer Arrival Time Confirmed ................................................................. Date:____________________
Hospitality Supplies Bought ........................................................................... Date:____________________
Additional PR .................................................................................................. Date:____________________
List: ___________________________________________________________________

One Day Prior to Program
Welcome Packet Delivered to Performer(s) Room(s)..................................... Date:____________________
Additional PR .................................................................................................. Date:____________________
List: ___________________________________________________________________

Day of Program
Tonight Notices Up .......................................................................................... Date:____________________
Residence Hall Raid Done ............................................................................... Date:____________________
Time: ___________________________________________________________________
Who: ___________________________________________________________________
Where: __________________________________________________________________
Food Court Teaser ............................................................................................ Date:____________________
This is a tool for the student organizations. Feel free to adjust this event checklist as it pertains to the policies and procedures of your student organization. If you need any assistance or have questions contact the Office of Student Affairs.

### After Program

<table>
<thead>
<tr>
<th>Task</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Return Supplies to Office</td>
<td></td>
</tr>
<tr>
<td>Take Down Decorations</td>
<td></td>
</tr>
<tr>
<td>Clean Up Dressing Room</td>
<td></td>
</tr>
<tr>
<td>Clean Up Trash</td>
<td></td>
</tr>
</tbody>
</table>

### Day After Program

<table>
<thead>
<tr>
<th>Task</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Put away Props, Costumes, Decorations</td>
<td></td>
</tr>
<tr>
<td>Thank You Notes Sent</td>
<td></td>
</tr>
<tr>
<td>Take Down PR</td>
<td></td>
</tr>
</tbody>
</table>

### One Week After Program

<table>
<thead>
<tr>
<th>Task</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evaluation Completed with Copies to Dennis, Stan, and File</td>
<td></td>
</tr>
<tr>
<td>Photos Printed</td>
<td></td>
</tr>
<tr>
<td>File Completed and Filed</td>
<td></td>
</tr>
</tbody>
</table>
Program Evaluation Form

Program Title: __________________________ Type: __________________________

Date and Time: __________________________ Location: __________________________

Cost: Budgeted __________________________ Actual __________________________

Explain the difference between actual and budgeted: __________________________

Admission Cost: __________________________

Attendance: Projected-Student __________ Non-Student __________

Actual-Student __________ Non-Student __________

Explain the difference between actual and projected attendance: __________________________

Number of SPB members involved in program: __________________________

Describe set up of location (include map if necessary): __________________________

Positive comments about the program (what worked): __________________________

Improvements that could be made: __________________________

Would you do this program/artist again: _____ yes  no _____

_____ under other circumstances (explain) __________________________
The Office of Student Affairs prepared this guide in an effort to assist, inform, and encourage participation in student organizations at Texas A&M International University. The office is responsible for the registering student organizations, cultivating student leadership skills, and serving as a resource center for program planning. All student organizations are invited to contact the Office of Student Affairs at (956) 326-2280 for any type of assistance your organization may need.

Texas A&M International University
Office of Student Affairs
Student Center Room 226
5201 University Boulevard
Laredo, Texas 78041-1900

Telephone: (956) 326-2280
Fax: (956) 326-2279

http://www.tamiu.edu/studentaffairs/