

Student Organization Handbook 2017-2018

Student Involvement Trinity University

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CHAPTER ONE: Introduction

How Do I Use This Resource?

Students will find in this handbook the policies, procedures, and forms they need for leading strong organizations. Don't know how to order food from Aramark? Need to know who to contact to create a banner for Coates? Curious about planning an event with alcohol? The Student Organization Handbook is your go-to guide! Questions not addressed here can be directed to Student Involvement (SI) at getinvolved@trinity.edu or (210) 999-7547.

Handbook Review

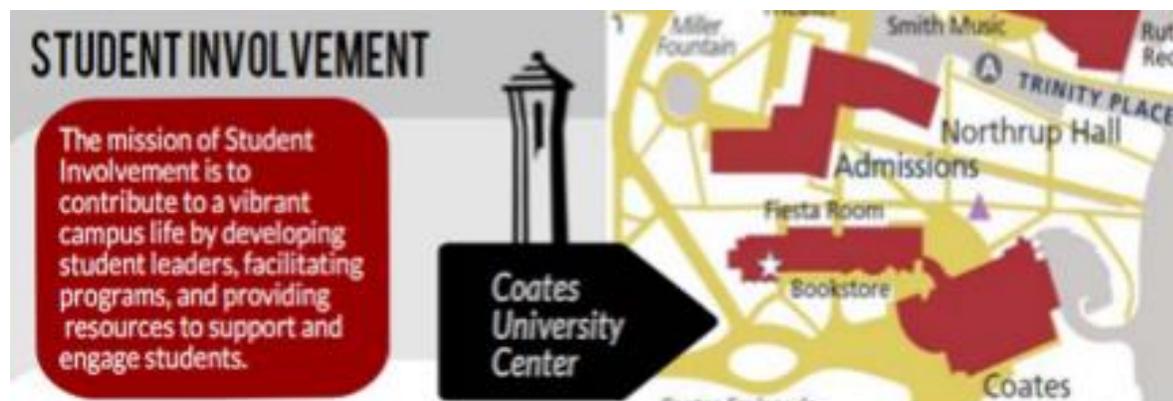
The Student Organization Handbook will be reviewed on an annual basis each summer. The scope of the review shall include procedural and policy modifications or updates, resource clarification, and formatting and/or grammatical modifications.

Review Committee

The Coordinator for Student Programs in Student Involvement will select representatives to serve on the review committee. Membership will include at least two Student Involvement staff, two Trinity University students, and one staff or faculty member outside of Student Involvement.

Student Involvement

Student Involvement is responsible for approving new student organizations, providing organizational resources, and supporting organization events and programs through consultation and program approval.



Location

Coates University Center, West Wing – Suite 104

- Main level: Director of Student Involvement, Assistant Director of Orientation Programs, Assistant Director of Fraternity and Sorority Life and Coates, Coordinator for Student Programs, University Sponsored Organization office spaces (Student Government Association, Trinity Diversity Connection, Student Programming Board, Greek Council), and student activity mentors (SAM).
- Lower level: The Student Organization Resource Center, the digital banner printer, Campus Publications (Mirage and Trinitonian), and the Campus Publications advisor.

Coates University Center, East Wing – Suite 122

- Coordinator for Coates University Center, and Coates University Center student assistance.

CHAPTER TWO: Student Organizations

General Overview

Purpose of Student Organizations

The purposes and activities of student organizations at Trinity University are to reflect and complement the institution's academic mission, and to provide opportunities for students' personal development and achievement. Student organizations help create a challenging and supportive environment in which students can realize the full potential of their abilities and come to understand their responsibility to the larger community. Organizations may not be in violation of state laws or federal laws, commit or be committed to acts of violence, endanger the University's tax exempt status, engage in activities hazardous to themselves or others, or be in violation of any of the regulations stated in this handbook or the [Student Handbook](#). Student organization activities should not disrupt the orderly functioning of the University. Policies of student organizations with outside affiliations must not be in conflict with Trinity University policies.

Principles affecting student organization sponsorship and freedom of association

The University has the right to decide what student organizations are related to its official mission and purposes and the type and breadth of support it will give to these organizations.

According to the guidelines established in the statement on [Student Rights and Responsibilities](#): "As members of the University community, students bring a variety of interests to the campus and have the right of free association to join with other students with similar interests to form organizations according to the guidelines published by Student Life. These organizations, while not legally a part of and not necessarily endorsed by Trinity University, are understood to be valuable components of the educational process. Students should be free, individually and collectively, to express their views and concerns on issues of institutional policy and on matters of general interest to the student body. In order to facilitate this, the presence of a recognized student representative organization is encouraged and expected."

Religious, political, and special interest student organizations facilitate learning about faiths, viewpoints, and beliefs. The expression, discussion, and debate created by these student organizations must comply with University policies and cannot disrupt the orderly functioning of the University.

Institutional mission and sponsorship of student organizations

The President of the University and the Board of Trustees hold the authority and responsibility for defining the institutional purposes and mission. Statements of the University's role, goals, and purposes are found in the University's Charter, the "[Institutional Mission, Vision, and Values](#)," the "[Non-Discrimination and Diversity Policy](#)," and any additional statements the Board may issue.

Membership in a student organization

Campus organizations, including those affiliated with an extramural organization, shall be open to all students without regard to race, color, religion, sex, age, national origin, disability (if otherwise qualified for the job), military/veteran status, sexual orientation, gender identity, gender expression, or any other status protected by federal, state, or local laws.

Individuals and organizations failing to comply with University policies and the policies outlined in this handbook will be subject to the University's judicial processes.

Recognition and Adjudication of Organizations

Student organizations are granted privileges by the University. As the University grants these privileges to groups, it can withdraw them for cause. While the organization judicial process is generally used to determine cause, the institution, at the discretion of the Vice President for Student Life or a designee, may bypass the judicial process given the facts and circumstances and make a decision based upon the best interest of the University. Interim suspension, or interim action, may be employed as an administrative order by the Director of Student Involvement or the Vice President for Student Life. All organizations are to comply with University policies, including those in this handbook and the online Student Handbook, as amended from time to time.

Types of Student Organizations

Trinity University supports the right of students to freely associate in recognized groups by offering logistical, staff, and facility resources provided primarily through the Student Involvement department.

Registered Student Organizations

Registered Student Organizations (RSOs) and Greek-lettered organizations are established by students for the purposes of the students who join these organizations. These groups with common special interests must recruit faculty or staff volunteer advisors. Advisor service need not be part of the advisor's job description. Individual student groups may collect dues and raise additional operating funds in compliance with the University's fundraising policy. They do not share the University's tax-exempt status. Individual student groups may request student activity fee support for one-time events and initiatives.

Fraternity & Sorority Organizations

Fraternities and sororities refer to the 13 social, Greek-lettered organizations on campus. Membership cannot be held in more than one organization at the collegiate level. These organizations are defined as single sex, selective, and fulfill the Greek pillars of leadership, scholarship, camaraderie, and service. Fraternities and sororities are required to have two alumni advisors and are strongly encouraged to have a faculty or staff advisor.

University Sponsored Organizations

University Sponsored Organizations (USOs) at Trinity University are specifically recognized by the University to advance goals aligned with the University's mission and values or with purposes set forth in the University's statement on the Rights and Responsibilities of Students. Additionally, USOs have broad missions that address the needs of large groups of students. Because USOs support the University's mission, the University hires full-time professional staff members to advise the groups and assure their sustainability over time. USO operations are funded with annual student activity fee allocations, and USOs receive tax-exempt status and legal protections based on their close relationship with the University.

Student Organization Procedures

New Student Organizations

Students interested in creating a new student organization are required to complete FIVE steps:

<h3>5 STEPS TO STARTING A New Student Organization</h3>	#1 Schedule a meeting with the Coordinator for Student Programs in Student Involvement.  meeting	#2 Complete the New Organization Registration Form with advisor name and contact information.  registration
	#3 Email a constitution to Student Involvement for review and approval.  constitution	#4 All officers must complete Risk Management Training.  training

[New Organization Registration Form](#)
[Constitution](#)
[Risk Management Training](#)
[Student Involvement Roster Form](#)

Helpful Links



Maintaining Active Status (Annual Registration)

In January of each year, organizations wishing to remain active for the next calendar year are required to complete THREE steps:

<h3>3 STEPS TO MAINTAINING A Student Organization</h3>	#1 Submit the Annual Student Organization Registration Form online with required adviser name and contact  registration	
	NOTE: A new/revised constitution must be emailed to Student Involvement for review and approval.	#2 All officers must complete Risk Management Training.  training

[Annual Registration Form](#)
[Risk Management Training](#)
[Student Involvement Roster Form](#)

Helpful Links



All student organizations are required to operate on a calendar year (January-December) and must comply with the procedure as stated in the constitution. Elections must be completed by November of each calendar year.

Inactive Status

If an organization is inactive for one semester, the organization must submit an Annual Registration Form when registration opens again (January of each year). Organizations that are inactive for one or more semesters are required to complete the new student organization process as outlined above.

If an organization is being investigated for a violation of any policies at the time of annual registration, the organization will not be permitted to register and will be deemed to be inactive until the conclusion of the investigation.

Current Governing Documents Are Required

Organizations that adopt new purposes or practices should update their constitution and submit revised documents to the Coordinator for Student Programs in Student Involvement for review. Similarly, organizations that amend their constitution should submit revised documents to the Coordinator for Student Programs for review and record-keeping purposes.

All organizations are required to submit the most current version of their constitution in January of even-numbered years. Constitutions are due to Student Involvement in 2018, 2020, 2022, etc.

National Organizations on Trinity University's Campus

Organizations that are sponsored by a national organization are required to provide a letter of support to Student Involvement. The letter of support is a mutual understanding and support for the student organization that is being sponsored by a national organization. The letter of support should include language that both parties (Trinity and the national organization) support the local chapter at the university before moving forward with any process. The letter of support will be documented and saved internally for Student Involvement.

Judicial Processes for Organizations

Overview

The organization judicial process ensures that student organizations are afforded a fair process when allegations of misconduct are raised. The following procedures apply to organizations (as opposed to the individual member(s) of a student organization) when a violation of University policy may have occurred:

1. Any member of the University, San Antonio, or broader community may refer allegations of student organization misconduct to Student Involvement.
2. The director of Student Involvement or his/her designee may conduct an informal investigation to determine if a formal investigation is necessary, or is warranted. This may include meeting with individuals, community members, and University officials to determine additional information about the allegation.
3. If the allegations are unsubstantiated, the matter will be closed. If the allegations are based on reasonably reliable information and may involve a violation of University policies, the director will inform the accused organization(s) and schedule a formal investigation.

4. All allegations, policies in question, and investigation details will be sent electronically to the appropriate student leader(s) of the relevant organization(s) and advisors (if applicable).
5. Organization leaders may submit a written response to the allegations and policies in question. If a response is submitted, it should include the names of individuals/witnesses and all event/program/incident in question details (what, where, when, why). The director of Student Involvement must receive the organization's response within five calendar days of receiving notice of a formal investigation.
6. The director will use information gathered in step two (above) and submitted by the organization to determine if additional information is needed. The investigation may include additional interviews with members of the accused organization or other involved parties, as well as a review of all pertinent documentation connected to the organization. During interviews, individuals will be provided the opportunity to present their account of the incident or occurrence.
7. The director may seek the assistance and counsel of the Student Conduct Panel, Student Government Association, Greek Council, other student organizations, University faculty and staff, Trinity University alumni, and University general counsel in conducting the investigation or in determining appropriate sanctions.
8. The director of Student Involvement will make a judgment as to the responsibility of the organization and determine sanctions (if applicable). The director may consider an organization's judicial history when determining sanctions.
9. An appeal may be addressed, in writing, within seven calendar days of the decision to the Vice President for Student Life or his/her designee. An appeal must demonstrate one or more of the following:
 - a. a procedural or substantive error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.);
 - b. new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included; or
 - c. the sanctions imposed are substantially disproportionate to the severity of the violation.
10. The written appeal should be authored and submitted by the organization's student leaders and specifically address one or more of the conditions required to submit an appeal.

Sharing of information and details regarding outcomes of a judicial process and investigation is at the discretion of the director of Student Involvement. The director will attempt to seek a balance between transparency to the community and respect for individual and organizational privacy in making this decision.

Note: Greek Council reserves the right to adjudicate its member organizations (recognized fraternities and sororities) according to separate processes for allegations related to specific, internal fraternity and sorority policies (except in instances of hazing or sexual misconduct). If Greek Council is unable to convene and conduct an investigation, it may forward a case to Student Involvement

Organizational sanctions

The following sanctions may be imposed upon an organization found responsible for a violation of University policy.

1. Probation – This sanction places the organization on probationary status during which further violations may result in suspension or expulsion.

2. Suspension – A sanction of suspension must be approved by the Vice President for Student Life, or his/her designee. A sanction of suspension terminates an organization's status as an active and recognized student organization for either a specific or indefinite period of time. A suspended student organization is restricted from use of University facilities and loses all rights and privileges granted to student organizations. Organizations may be granted the privilege to assume active status upon clearance from appropriate administration.
3. Expulsion – A sanction of expulsion must be approved by the Vice President for Student Life or his/her designee. A sanction of expulsion permanently terminates an organization's status as a recognized student organization.

The following conditions may be imposed, along with sanctions, for an organization found responsible for a violation of University policy:

1. Financial restitution for labor, damage, or other loss;
2. Attending or developing educational/social/service programs;
3. Restriction from specific University buildings, areas, or facilities;
4. Loss of specific, or all, University privileges (including organization promotion, social events, athletic events, and facility-use privileges);
5. Restriction of off-campus activities (social in nature or other), including those stated in the [Off-Campus Alcohol Guidelines](#).

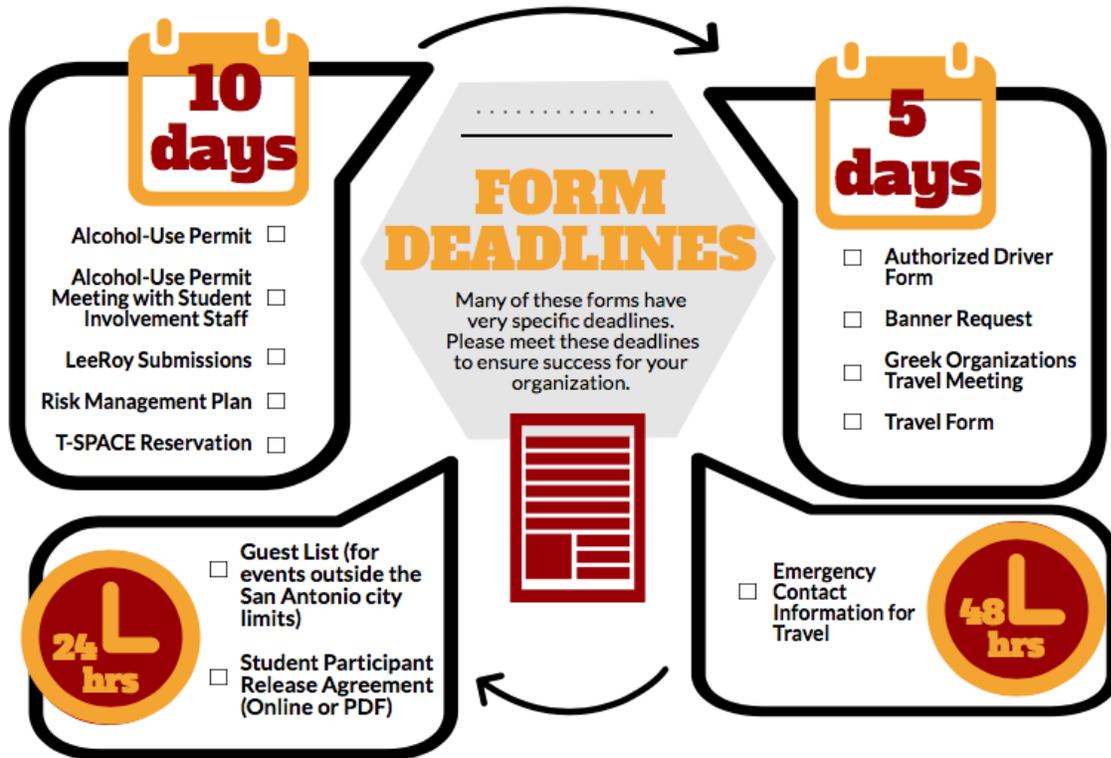
An organization's failure to complete a sanction within the allotted time will result in additional sanctions and/or consideration for further probation, suspension, or expulsion.

CHAPTER THREE: Managing Your Organization

Services & Resources

Glossary of Forms

A glossary containing descriptions of each of the forms above can be found [online](#).



Forms

<ul style="list-style-type: none"> Alcohol Policy Alcohol-Use Permit Annual Registration Form Anti-Hazing Agreement Application for Student Organization Account Approved Bus Companies Authorized Driver Form Banner Request Child Protection Training Child Protection Training Quiz POS Machine Request Form Posting and Promotions Policy 	<ul style="list-style-type: none"> Risk Management Plan Safer Parties Initiative Sample Student Organization Budget Template Sample Student Organization Constitution Student Organization Check Request or Fund Transfer Form Student Participant Release Agreement Student Participant Release Agreement (print version; for travel outside city limits or other risk-related events/programs) T-SPACE Reservation Tips for Promotion Your Organization Travel Request Online Form Van Authorization
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Student Organization Resources

In the West Wing (Student Involvement, Downstairs, Room 002), you can find:

- Paper and paint for banners: The banner paper will be locked in the closet due to theft. Student organizations will need to request banner paper from Student Involvement.
- Digital banner machine: The banner printer is available to advertise one-time events/programs **FOR FREE**. Submit [online request forms](#) at least five class days before banners are needed. Solid color backgrounds are not permitted. Graphics must be no larger than half of the document. Two-banner limit per event. Only PDF documents are accepted.
- Student organization mailboxes: Student organizations may request to have a mailbox by contacting the Coordinator for Student Programs. **Note: All large packages and parcels will be held in the mail center. Each package should include the president's full name, the name of the student organization, and the Trinity University address.**



In the East Wing (Coates University Center, Suite 122) you can find:

CUC TigerBucks machine: When making a table reservation in T-SPACE, indicate a request to use the CUC TigerBucks machine in the “comments” section and include the student organization account number.

TU LeaderTalk Listserv

Advertise programs, pose questions to fellow leaders about programming problems, and discuss ideas. Subscribe by sending a completely blank e-mail (no subject, no text, no signature) to: subscribe-tuleadertalk@lyris.its.trinity.edu. Student organization leaders are required to subscribe to this listserv; anyone can join. Tell your friends!

Facilities & Reservations

General

View details for the permitted uses of Trinity University facilities [here](#).

Facilities Reservations

Reservations for University facilities are made through [T-SPACE](#) (Trinity-Scheduling, Planning and Calendaring Events), a web-based reservation system for University facilities (indoor and outdoor).



T-SPACE training is required in order for student organizations to reserve campus space. T-SPACE training can be found on TLearn and can be completed anytime during the academic year, though it is highly encouraged to complete in January when new officers have transition in the student organization.

Only one representative of each organization may receive reservation privileges. After successfully passing the quiz, the representative is issued a password that provides access to T-SPACE. Outgoing T-SPACE coordinators should continue to make reservations until new officers receive an updated login and password. Contact Student Involvement for more information at getinvolved@trinity.edu.

Using T-SPACE

- Submit your T-SPACE reservation 10 class days prior to the event
- **A detailed description of the event is REQUIRED for all events. Keep this clear and concise in 2-3 sentences.**
- Under “Event Location”, you will be able to see which spaces are currently available, if you want a specific location. You may select more than one location. You can also view the location details (room features, layouts, capacity, and picture) by hovering over the location name.
- If you need any resources for your room (tables, chair, trash cans, electrical needs, special set-up, or etc.), please select them from “Event Resources”. You do not need to request anything that is already in the room (you can see existing resources/features by hovering over the room name).
- Do not count on successfully reserving Athletic spaces. These spaces are very difficult to reserve due to the high demand for these spaces by Athletic teams, courses and instructors, intramurals, etc. The dance studios and racquetball courts are your best option if you are considering reserving an athletic facility.

Special Reservation Procedures

- **Academic Technology** requires organizations to designate one officer to be trained by Academic Technology staff for equipment use, required for T-Space Coordinators. Organizations must pick up equipment for event purposes and be trained by Academic Technology staff at pick up. Student organizations are held responsible for any damages to the equipment.
- **Laurie Auditorium:** Consult with Kevin Hawkins (or 999-8145) **PRIOR** to making a reservation on T-SPACE. Organizations are required to consult with and pay for TUPD officers/security for all events at this venue (exceptions can be made through Kevin Hawkins). Charges include at least one officer per 100 people at \$35/hr for a minimum of two hours. Contact Clint Ratliff at TUPD.

- **The Holt Center and the Chapman Great Hall require a faculty or staff member to be present during events in these facilities.**
- **Skyline/Underwood Rooms:** Catering is required for use of these spaces.
- **Classrooms** may only be reserved after 6:00 p.m. on weekdays.
- **Upper Campus:** The Esplanade, the Coates University Center Plaza, Storch Courtyard, Miller Fountain, and Parker Chapel Courtyard can be reserved. Events that may disrupt, or have the potential to disrupt, classes or other scheduled University events or the orderly functioning of the University (including office operations) cannot be approved. All other outdoor areas of the upper campus are considered public use areas and are not available for reservation.
- **Lower Campus:** Reservable spaces include the Meadows Pavilion, outdoor courts, and playing fields. These spaces have special requirements (for more information view T-SPACE).
- **Miller Fountain:** Occasionally, Miller Fountain may be reserved for major University Sponsored events. Request for the fountain area must be submitted via T-SPACE a minimum of 15 business days prior to the proposed event. Final approval resides with the University President.
- *NOTE: Some University events and departments may have priority for facilities and equipment.*

Reading Days Policy

Student organizations are **strongly discouraged** from scheduling any events, meetings, or parties during Reading Days. This is in accordance with the policy outlined in Trinity's [Faculty and Contract Staff Handbook](#) which states:

"The two days immediately preceding the final examination period, ending at 6:00 p.m. on the second day, are designated as Reading Days. Since Reading Days are for the purpose of providing students with study time prior to final examinations, no classes are held, no graded assignments or projects are due, and no examinations are given on those days. Exceptions to this policy must be granted by the Associate Vice President for Academic Affairs: Curriculum and Faculty Development. During this time, departments, student organizations, and individual faculty members are encouraged to schedule no lectures, projects, parties, or other activities involving students."

Equipment

(Review facility attributes for the venue you have selected prior to submitting your T-SPACE request)

- Arrange for **special set-up arrangements** (audio/visual equipment from Academic Technology, staging, electricity, water hoses, special cleaning) in the "internal notes" section when you reserve a venue via T-SPACE.
- **Point-of-Sale (POS) TigerBucks machines:** see "Sources of Funding & Fundraising Opportunities" section below

Publicity & Promotion

Effective promotions are essential for successful events and programs.

All promotions at Trinity must comply with the University's [Posting and Promotion Policy](#) and the [Social Media Policy](#). Other factors influence methods of promotion. **Target audience** is the most significant. Do you want to reach just students? the entire Trinity community? or a larger audience? Because people need to hear of an opportunity *three to seven different times* before acting, promotional efforts should include a variety of components.

Deadlines are usually sooner than expected. Plan accordingly. Notifications should include who, what, where, when. Students say one or two sentences of description can be helpful.

If the target audience is the Trinity community, try a combination of the following:

- **LeeRoy** is a daily listing of events and opportunities at Trinity that is emailed to subscribers by Marketing and Communications. A link to a digital submissions form is included in each edition. Submit two weeks in advance of when an item should run.
- **Campus media** commonly includes the Trinitonian and TigerTV, student-run operations. See discussion of KRTU radio below. Email trinitonian@trinity.edu and tigertv@trinity.edu to request editorial coverage, which will depend on space availability and editor/producer discretion. Make clear whether you prefer advance coverage (who/what/when so people can decide to attend) or event coverage (reporting about the event afterwards). Make requests at least two weeks before an item should run.
- **Buying advertising** insures your message will run as you wish. Turn-around time is shorter for advertising. Contact trinitonian-adv@trinity.edu (210-999-8555) by 5 p.m. Tuesday the week of publication.
- **KRTU radio offers public service announcements.** To reach students and a younger demographic, explore Indie Overnight programming at web.krtu.org.
- **Flyers and table tents** can be printed by Digital Print Center or elsewhere on campus. Res Life will post flyers on bulletin boards in residence halls. Request permission from departments to post flyers on bulletin boards elsewhere on campus.
- Student groups can **paint banners** in the basement of Student Involvement or have them printed by SI. Email getinvolved@trinity.edu for directions to an online banner form. Hang banners in Mabee and Coates University Center on a space-available basis. The bridge above Coates Plaza must be reserved through T-space.
- **A whiteboard calendar** in Student Involvement provides monthly overviews to passersby. Deliver calendar items to getinvolved@trinity.edu before the first of the month.
- **Faculty recommendation/encouragement** can motivate students to attend events. Coordinate with academic departments and with individual faculty members to have events included on a syllabus or in a class discussion. Ask to speak briefly at the beginning of a class.
- **Social media** channels such as **Twitter**, **Instagram**, and **Facebook** build interest in an event or program, much the way word-of-mouth increases awareness. Ask individuals and campus groups to post notices on their respective social media channels. Digital space is saturated with messages. Be creative. Be brief. Be engaging.
- **Coordinate with campus organizations** naturally inclined toward a program or event. Personal appeals are the most effective promotional tool.
- **Chalking on lower campus** is a favorite promotional tool for Trinity students. Reinforce chalk messages with messages elsewhere.
- **Innovative, unusual, and original promotions** always attract attention. Request permission from Student Involvement to do day-of or directional signs, hang notices from trees, or otherwise make a show. Support dynamic notification with comprehensive facts “fixed” at a website, in an advertisement, or elsewhere.
- **Seek promotional help from University Marketing and Communications.** Particularly if an event or program may be of interest to off-campus media, contact marketing@trinity.edu for assistance or guidance.
- **Give-away items**--such as cups, pens, T-shirts--can promote upcoming events. Reserve a table in Coates or Mabee through T-space to distribute both items and information. Similarly, the promise of free items at the event can attract an audience.

- **Flat-screen “televisions”** around campus can be used to promote events with cooperation of the department responsible for the screen. Contact individual departments directly: Bell Center lobby, Coates University Center, Career Services, Library, Academic Technology, Richardson Communications Center (TigerTV@trinity.edu); Mabee Dining Hall, and Witt Center.

If the target audience is wider than the Trinity community, you may decide to:

- **Contribute to KRTU radio for on-air mention** of an event. Trinity's station has a large off-campus listening audience, particularly for its jazz programming. Explore options for non-profit discounts and public service announcements at krtu.org.
- **Contact other local media.** Trinity's Marketing and Communications corresponds with local media for all major events on campus, so coordinate your efforts with Marketing and Communications.
- **Deliver flyers to local businesses** with public bulletin boards.
- **Ask relevant organizations and individuals** with social media channels to promote your Trinity event or program.
- **Ask local relevant organizations** with newsletters and websites to include notice of upcoming Trinity events and programs in their outreach.
- For an **event page on the TU website**, submit the event through T-space and identify it as “student activity” in the Internal Notes field.
- **Purchase advertising for trinitonian.com**, which is the online version of the campus newspaper and visited by alumni and parents living in San Antonio. Contact trinitonian-adv@trinity.edu.

For all promotional efforts, be sure the information necessary to act is available in a fixed place such as an advertisement, website, or Facebook page. Augment this notification with other efforts and, when possible, point people to the location of the comprehensive notification.

Managing Organization Finances

On-Campus Bank Accounts

All student organizations can have a campus account. On-campus accounts allow organizations to deposit money, withdraw cash, and request checks for paying bills or vendors without any fees. Cash withdrawals are limited to \$50/day. To establish an account complete the [Application for Student Organization Account](#).

Tips for check requests:

- Student organizations must complete the [Check Request or Fund Transfer Form](#) for check payments to vendors or reimbursements to students/organization members.
- When organizations intend to pick up requested checks in the Business Office, the check request process can take up to two weeks.
- When organizations intend for the University to mail a check to a vendor address, the process may take up to three weeks.
- If the [Check Request or Fund Transfer Form](#) is properly completed and authorized, requests submitted by 1:00 PM on Monday will be available for pickup (or mailing) at noon the following Wednesday.
- If the [Check Request or Fund Transfer Form](#) is properly completed and authorized, requests submitted by 1:00 PM on Wednesday will be available for pickup (or mailing) at noon on the following Friday.

Tips for deposits:

- Deposit money between 8:00 a.m. – 5:00 p.m. on weekdays in the Student Financial Services Office. A deposit slip will be required for depositing cash or check along with your student account number.
- Donation checks should be payable to your student organization.
- Endorse all checks with the name of your student organization.
- Coins should be rolled prior to deposit (wrappers available at the Student Financial Services Office).

Tips for general accounting:

- Regularly reconcile accounts by reviewing your monthly statements after the 10th of the month. Contact the Coordinator for Student Programs for your organization's monthly budget report.
- Officers that request a check are also responsible for picking up and distributing the check (or the check can be mailed if requested).

Tax-Exempt Status

When considering tax-exempt status there are two organizational designations that are applicable:

- Bona fide chapters of Trinity University: **University Sponsored organizations and Campus Publications are Trinity University's Bona Fide Chapters**
- Qualified student organizations: **Registered and fraternity/sorority organizations are qualified organizations**

Bona Fide Organizations

- Bona fide organizations may use Trinity's tax-exempt status when making purchases. This allows bona fide organizations to purchase any taxable item up to \$5,000 tax-free (regardless of its use).
- Bona fide chapters can host two one-day, tax-free sales events each calendar year (one day equals a consecutive 24 hour period of time). Any taxable item can be sold tax-free as long as the price of the item does not exceed \$5,000. However, a taxable item regardless of the sales price may be sold tax-free if the item is manufactured by the organization or donated to the organization and not sold back to the donor. The two tax-free events can be held back-to-back but cannot exceed a maximum of 48 consecutive hours. (Exception: If two or more bona fide organizations jointly hold a tax-free sale, each organization may hold one additional tax-free sale during the same calendar year.)
- If an item is sold for more than \$5,000 at a tax-free event, bona fide organizations must obtain a sales tax permit, collect sales tax, and remit money to the State of Texas. If an organization uses off-campus banking, the organization is responsible for remitting and reporting the tax to the State on its own. For organizations that utilize an on-campus account, the University will remit the sales tax to the State on behalf of the organization. This does not apply to bona fide organizations.

Qualified student organizations

- Qualified organizations cannot use Trinity's State tax-exempt status when making purchases. However, qualified organizations can purchase items tax-free if they are going to be resold at a one-day tax-free event (the purpose of the tax-free event must be to raise funds for the organization). Tax-free purchases can be made on taxable items up to \$5,000 in a calendar year. Other tax-free items include items manufactured by the student organization and items donated to the organization and not sold back to the donor. When buying taxable items to resell, the qualified organization may supply the vendor with a sales for resale certificate

(form can be obtained from Student Involvement) showing the organization as the purchaser and stating the reason for the exemption as items are being purchased for resale during such a one-day sale.

- Qualified organizations may host a tax-free sales event one day per month up to \$5,000 in sales in a calendar year (one day equals a consecutive 24 hour period of time).
- If sales exceed \$5,000 in a given year, qualified organizations must obtain a sales tax permit, collect sales tax, and remit money to the State of Texas. If an organization uses off-campus banking, the organization is responsible for remitting and reporting the tax to the State on its own. For organizations that utilize an on-campus account, the University will remit the sales tax to the State on behalf of the organization. This does not apply to bona fide organizations.

Review the full [tax policy](#) for details.

Sources of Funding & Fundraising Opportunities

Student Government Association (SGA)

Each semester, students pay a student activity fee administered by SGA. Student organizations may inquire about the funding process by contacting sga@trinity.edu or visiting the [SGA website](#).



Other Opportunities for Fundraising

All fundraising activities for your organization must be indicated in T-SPACE reservation requests. Be sure to include details of the fundraiser including the student organization account number.

Contact the Coordinator for Student Programs or your organization advisor to begin the fundraising process. All organizations must get approval from the Office of Annual Giving before fundraising and collecting money. Once approval is obtained the organization should make clear it is fundraising for the organization and not for Trinity University.

Suggestions for Fundraising:

- Collect dues from organization members
- Sell merchandise. (Organizations and members may not serve as agents for commercial enterprises, such as selling phone cards, cell phones, or credit cards.)
- Sponsor an event at a local restaurant (“Rugby Night at Taco Cabana”) to receive proceeds from diners
- Sell tickets to an event (see below for permitted process)
- Solicit cash donations for club purposes from the campus community, alumni, or parents. Solicitations of persons or firms not affiliated with the University **are prohibited** because of the University’s tax-exempt status

Student Involvement Purchasing Card (P-Card) Policy

Student Involvement permits organizations to use the Student Involvement Purchasing Card. This must be done at least four weeks prior to the event or date when an item is needed. Student organizations wanting to make an online purchase with the Student Involvement Purchasing Card must contact the Coordinator for Student Programs in order to retain Purchasing Card privileges.

Ticket Sales and Admission Fees

Student organizations must account for the total income received from the sales of ticket sale/admission fees and show that the total income was appropriately managed and deposited. Guidelines for ticket sales and admission fees:

- Tickets must be pre-printed and numbered
- All unsold tickets must be maintained
- Prepare a close-out ticket report to disclose how many tickets were sold at each price, how many free tickets were granted (if applicable), and the names of individuals who were given free tickets
- Deposit cash received from ticket sales within 24 hours (see the [Cash Handling Policy](#))

Lotteries, Raffles, Gambling, Giveaways

State law and University policy may limit your options when planning events that involve the following:

Lotteries/Raffles: If you sell a ticket for a chance to win a prize then it is a lottery or raffle.

- **Organizations should not host lotteries or raffles as most of the time they are illegal in the state of Texas.**

Giveaways: Giveaways or drawings are similar to a lottery or raffle, but legal. Giveaway events must be free and open to the public.

- **You may suggest donations but be sure everyone who enters the event has an equal chance to win all giveaways.**

Gambling: Gambling includes games of chance (not skill) where there is consideration to play (pay to play) and a prize is won. **To make a poker game legal:**

- **DO NOT** use chips/winnings to purchase or bid on auction items if there is a charge for gaming pieces
- **DO** ensure everyone has an equal chance to win prizes (do not connect the prize to the play)
- **DO** rent “for entertainment purposes only” casino machines

TigerBucks & POS Machines

Student organizations can utilize Troubadour Point of Sale (POS) devices to swipe TigerBucks at events or programs. Reservations for the device must be made **a minimum of five business days in advance** of the first day it is to be used. All events requiring the use of a POS device must be requested and confirmed on T-SPACE prior to the time that an equipment reservation is made at the Tiger Card Office. POS Loan Agreements are available in Student Involvement and the Tiger Card Office. Organizations have three options for requesting POS devices:

1. Reserve a mobile POS device from the Tiger Card Office. This device records donations at remote locations in an offline mode; information is downloaded into the Tiger Card System at a later date. (Note: There is no way to know if an off line transaction is valid until the download takes place. Insufficient funds, lost, invalid or stolen Tiger Cards will be detected at the time of download and will not be processed.) Individuals checking out equipment are responsible for returning the equipment undamaged and in working order. (Replacement units cost \$4,100. The individual checking out the unit will be responsible for all repairs, replacement, and shipping costs incurred.) This POS device may be reserved for the time specified and approved on T-SPACE.
2. Reserve a POS device at the Tiger Card Office. Tiger Card staff will set the POS device to accept donations for a specific purpose outlined by the requesting organization. Organizations obtain funds by encouraging donors to come to the Tiger Card Office to make a donation from TigerBucks. Transactions will be posted in a real-time mode. The funds will be taken from the donor's account *immediately* at the time of the transaction. Reservations of the device in the Tiger Card Office cannot exceed one week.

3. Reserve the POS device that is permanently installed at the Coates University Center office. The POS device at the office is best used for organizations soliciting funds via a table in the Coates University Center. To reserve a table and the POS device at the office make a reservation request via T-SPACE (include your request for the POS machine in the “Comments” section). The reservation length of a POS device is confirmed through the T-SPACE request.

Food

Food Handling Procedures

Events involving food/beverage that are NOT open or advertised to the public DO NOT require a license or permit (for example, a bake sale fundraiser on the Esplanade for the Trinity community only). For permit purposes, the on-campus contact is Aramark chef.

All events involving food/beverage that are open to the public must follow food handling procedures as determined by the Metropolitan Health District: <http://www.sanantonio.gov/health> and view the ‘food licensing and permits’ option. Individuals must review the [food safety procedures](#) prior to their event.

Note: Deviation and exceptions from the food handling procedure may occur. Please contact and meet with the Coordinator for Student Programs in Student Involvement.

Food Service Options

All food on campus (including food at information meetings, events, and programs) must be provided by Aramark (the food services contractor at Trinity University). Organizations have three options when ordering from Aramark:

1. Pick-up Events: The organization arranges for someone to pick up the food from Mabee Dining Hall on the day of the event at the time specified on the form. (This is the most common procedure.) A student ID must be provided in order to pick up the order. The name on the ID should match the name on the order.
2. Delivery Events: Food can be delivered and set up at the location of your event (additional \$25 fee applies).
3. Catered Events: Formal meals (with linens, place settings, and a wait staff) require a service fee (non-negotiable \$15/server/hour). The number of servers depends on the quantity of food and number of people at the event. There is no delivery charge for this type of event. Events in the Skyline or Underwood rooms **MUST** be catered (extra charges such as additional servers, extra quantity of food, and service fee will automatically be added to your invoice).

How to Order Food

Menus are available [online](#). Catering arrangements can be made by contacting [Darlene Rodriguez](#), Catering Coordinator, at 999-8416. Food orders must be completed by visiting the Catering Department office on the 2nd floor of Mabee Dining Hall. Be prepared to provide your name, ID number, date and time for pick up, number of people to be served, contact phone number, and organization name. NOTE: Orders will not be taken unless they are placed **BEFORE 2:00 PM** three **business days before the event**.

Ordering Timeline:

Place Order on:	For Pick Up on:
Monday	Thursday
Tuesday	Friday
Wednesday	Saturday, Sunday or Monday
Thursday	Tuesday
Friday	Wednesday

How to Pay for Food

After orders are placed, Darlene Rodriguez will email a summary of the order to you. Reply to this email and confirm the order as is or request changes to the order. An invoice (what you owe) is provided to you after the event is complete through campus mail. Aramark does not take cash. Payment options include:

- On-Campus Account Check or Fund Transfer Request: Organizations with on-campus bank accounts can request a check by completing a [Check Request or Fund Transfer Form](#) and attaching an invoice. The form is required to be signed by an authorized student who has access to the student account and a representative from Student Involvement. The form is submitted to the Business Office.
- Purchasing Credit Card (P-Card): Only University Sponsored Organizations may use their purchasing credit card to make payments to Aramark.

Frequently Asked Questions (FAQs)

1. Do I have to use Aramark? Yes, food for student organizations must be ordered through Aramark for all events on campus. Aramark does have a “first right of refusal” policy. Student organizations must ask Aramark if they can provide the food for an event FIRST. Aramark has the option of saying yes (which happens most of the time) or allowing you to find another food service provider if they are unable to meet your needs.
2. How do I make special requests (ethnic foods, complicated recipes)? Aramark wants to serve you! If you want to combine platters or request something that is not on the preset menu, just ask. NOTE: Special orders and requests for ethnic foods must be placed two weeks in advance of the event. Provide Aramark with a recipe and ask for taste tests. If Aramark cannot provide a food that you have requested you may select another vendor.
3. Where is food service allowed on campus? Campus locations include: outdoors, the Esplanade, Fiesta Room, Storch Lobby, Witt Center, Bell Center, Skyline Room, Underwood Room, Tiger’s Den, Lightner Tea Room, and Prassel Game Room. You may also have limited food service in any room in upstairs Coates University Center. Catered events in Coates are limited to the Skyline/Underwood rooms and the Fiesta Room.

CHAPTER FOUR: Risk Management

Overview of Risk Management

Risk management is the process of minimizing the adverse effects of accidental losses. [Risk Management Training](#) is now provided online and is **required** for all student organizations (Texas Education Code 51.9361). Officers that are required to complete Risk Management Training on an annual basis include President or Director (including all co-Presidents), Risk Management Officer, Social Chair, and New Member Educator/Orientation Chairs. Each required officer must complete and pass the online quiz in TLearn in order for the organization to complete the annual recognition process.

Risk Management Plan

Student organizations who host events on- or off-campus that include inherent risk are required to submit a [Risk Management Plan](#). A plan will ensure that the organization has thoroughly and intentionally planned for potential risks and prepared for emergency situations. The plan is developed by the organization, in consultation with Student Involvement, as a proactive means to providing a safe and fun environment for members and guests.

A [Risk Management Plan](#) fill form is provided online. Types of events that contain “inherent risk” and thus require a Risk Management Plan include, but are not limited to: sporting/athletic events, service events that involve machinery or dangerous equipment, camping trips or retreats, events with alcohol, fraternity or sorority formal or “beach weekend” events, etc. For on-campus events, T-SPACE reservations will NOT be approved until a Risk Management Plan is submitted and reviewed by Student Involvement. For off-campus events, organizations should consult with Student Involvement at least two weeks prior to event date or departure. (See travel guidelines below for information.)

Student Participant Release Agreement

The Student Participant Release Agreement (SPRA) is a form that waives the university’s liability if a student is injured during an activity on- or off-campus in association with a student organization or department. Student participating in any event with inherent risk sponsored by a student organization should fill out the form [online](#) prior to the event. If the organization collects SPRAs at the event, these paper copies can be turned into Student Involvement no later than noon the class day following the event. Paper copies can be accessed on the [Student Organization Resources](#) webpage for printing.

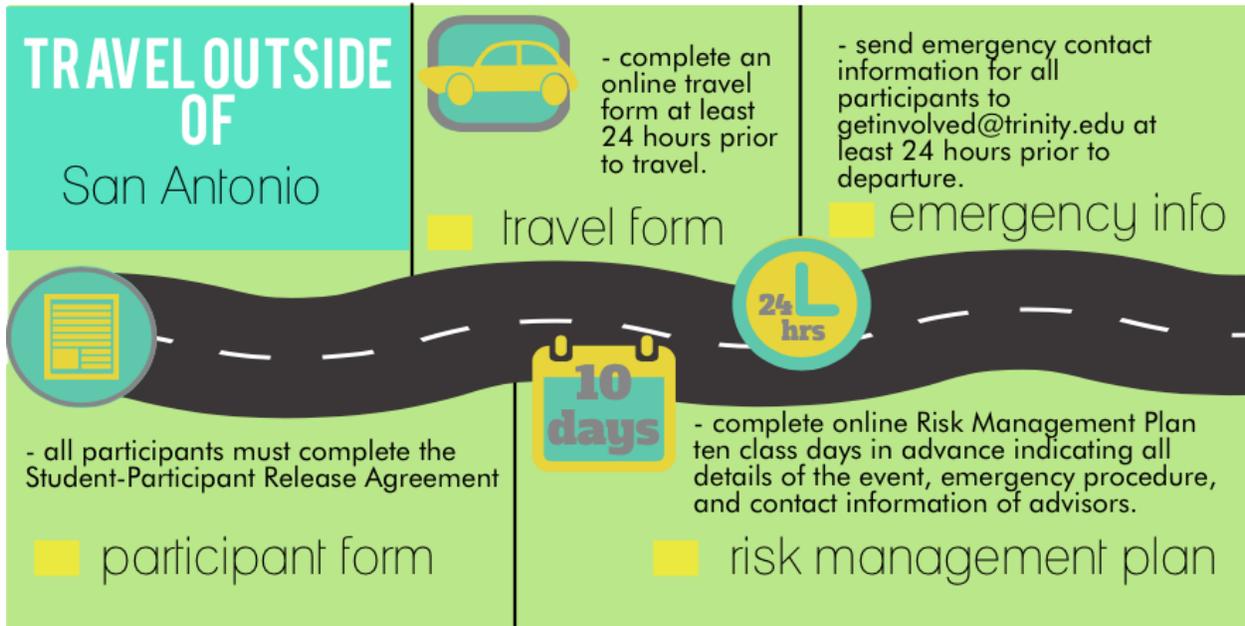
Procedures for Hosting External Speakers

Organizations welcoming speakers from off campus will follow the procedures for reserving and using University facilities detailed in this handbook. Before making a T-SPACE request, organizations welcoming speakers from off campus must contact the Coordinator for Student Programs in Student Involvement. The coordinator will advise the hosting organization regarding facility and other resource needs, check for scheduling conflicts, and review expectations of the hosting organization. When TUPD is required, the hosting organization will bear the cost of the services. This step is taken at the discretion and recommendation of Student Involvement and TUPD for the safety of University members and guests.

Travel

General

Student organizations that sponsor trips assume a burden of liability for the care of members and others who participate. Student organizations must take reasonable precautions for the safety and well-being of all participants.



[Travel Online Form](#)
[Student Participant Release Agreement](#)
[Risk Management Plan](#)
[Student Organization Resources](#)
[Van Authorization](#)

Helpful Links



Approved Bus Carriers

Trinity requires all faculty, staff, and students to use TSX (Transportation Safety Exchange) - approved bus carriers for off campus travel. The list of approved vendors can be found [online](#).

Authorized Drivers

Events for which travel is required, paid for with University funds, or students are representing the University, require all drivers to be **Authorized Drivers** by the University. An [Authorized Driver Request form](#) (along with copies of a valid driver's license and vehicle insurance) must be submitted to Risk Management at least five class days prior to the trip. **Please ensure that a Student Involvement staff member has signed as the Supervisor prior to submitting the form to Risk Management.** The information contained in the form will be used to request a Motor Vehicle Record (MVR). If the MVR reflects three or more moving violations in a 3 year period, regardless of fault, the request will be denied. The request will also be denied if the MVR reflects a DWI or a DUI. Approval as an authorized driver means that the University approves an individual to drive in this capacity. The vehicle owner's personal accident and liability insurance is in effect during the period of travel. If you are not sure if you are an authorized driver, review the [list of authorized drivers](#).

Hazing

The potential for hazing to occur is present in any group or team situation, whether you are a student organization, athletic team, or fraternity or sorority. The University Hazing Policy can be found [here](#). Organizations are also encouraged to be familiar with state laws. The [Anti-Hazing Agreement](#) are required from all organization annually and are embedded within the annual registration form. In addition, all organizations that implement a new member orientation/education program are required to **submit a calendar of events to Student Involvement at least 30 days prior to beginning the program**. Calendars will be reviewed and approved by a Student Involvement staff member.

Student Involvement staff members are available to listen to your concerns or to assist your organization in planning events that are free from hazing. Reports of hazing (anonymous or otherwise) can be directed to getinvolved@trinity.edu or (210) 999-7547 or to the Dean of Students Office at (210) 999-8843.

Alcohol Use

General

The University Alcohol Policy can be found in the [here](#). Off-campus events with alcohol should adhere to the [Safer Parties Initiative guidelines](#).

Standards for Events

Organizations sponsoring events with alcohol have a responsibility to care about the health and safety of their guests and to create an environment that is well-controlled and monitored. To reflect this care, the following practices must be followed (including the following sections: Applicable State of Texas Laws, Risk Reduction & Responsible Hosts, Off-Campus Event Recommendations, and On-Campus Events with Alcohol). Any organization that fails to appropriately follow these guidelines and recommendations may be subject to, within the discretion of Student Involvement and/or all relevant governing bodies, the organizational judicial process found in chapter one of this handbook.

Applicable State of Texas Laws

- The sale of alcoholic beverages by the organization directly is prohibited.
- Organization members, collectively or individually, shall not purchase for, serve to, or sell alcoholic beverages to any person under the legal drinking age.

Risk Reduction & Responsible Hosts

- The possession, sale, use or consumption of illegal drugs or controlled substances at any student organization sponsored event is prohibited.
- Host organization(s) must provide food and alternative beverages.
- Organizations may not purchase alcoholic beverages with organization funds, nor may they organize the collection of funds for the purchase of alcohol. Organizations may not co-sponsor or co-finance an event in which alcohol is purchased by any of the host organizations. Exceptions to this policy include organizational events in Skyline and limited quantities of alcohol used for celebratory purposes (including religious holidays and special occasions). Exceptions are granted via the Alcohol-Use Permit process.

- No student organization may co-sponsor an event with an alcohol distributor, charitable organization, or tavern where alcohol is given away, sold or otherwise provided to those present. This is different than hosting an event at an establishment that sells alcohol.
- No alcohol shall be present at any new member education program or event.
- All official recruitment activities will be dry (no alcoholic beverages).

Off-Campus Event Recommendations

When organizations host an off-campus event involving the presence of alcohol, or cases in which a reasonable person would associate the event with a given organization, members are highly encouraged to abide by the following recommendations (which can also be found [online within the Safer Parties Initiative webpage](#)) to promote a safe event:

1. Serve all alcohol only in specific and restricted areas, and responsibly monitor service throughout the event.
2. Have certified bartenders monitor alcohol and serve drinks.
3. Have a *reasonable number* of sober monitors at all times.
4. Attend TABC and/or other alcohol education awareness provided by Trinity University.
5. Ensure safe transportation (this can include providing sober-monitor drivers, calling taxicab or ride-sharing services as necessary, and any other reasonable and appropriate measures).
6. Prevent congregation in outside areas; ensure guests mostly stay inside the venue.
7. Limit guests to current Trinity students.
8. List alcoholic ingredients and amount used for mixed drinks.
9. Post phone numbers for sober monitors throughout the venue, and encourage sober monitors to clearly distinguish themselves in a visible manner.

On-Campus Events with Alcohol

Student organizations are allowed to host events with alcohol on campus. The [Risk Management Plan](#) must be completed with event information and approved by Student Involvement staff a minimum of ten class days prior to an on-campus event. On-campus events require TUPD presence (see requirements below). Additionally, Aramark must serve and/or sell the alcohol per TABC requirements (organizations are charged a fee from Aramark for the use of a bartender).

The following is a list of locations that are available for these events, pending availability.

Indoor Locations*

Fiesta Room
 Mabee Hall
 Heidi Lounge
 Lightner Tea Room
 Holt Center
 Skyline Room
 Underwood Room
 Tigers' Den

Outdoor Locations*

Storch Courtyard
 Heidi Lawn
 Prassel Lawn

*TABC requires that an area for beverage service be defined to ensure that no alcohol is taken in or out of the specified area. The use of a one-time entrance approach is recommended. Additionally, student organizations must establish and secure a boundary for a venue with staff or security officers in order to maintain the integrity of the area. An exception to this policy is Skyline.

Process for Holding Events with Alcohol on Campus

- Submit a reservation request via T-SPACE.
- Reservation requests will not be approved until a Risk Management Plan is completed and the organization schedules an appointment to meet with a Student Involvement staff member. The appointment should be scheduled at least ten days prior to the event to allow for registration with TABC.
- Student Involvement staff will work in conjunction with the student organization to meet with Aramark and TUPD to finalize the plan. Student organizations should not independently meet with either Aramark or TUPD.
- Once the reservation has been confirmed **and** the Risk Management Plan is signed and approved by Student Involvement and Risk Management, the event can proceed.
- Organizations are responsible for the cost of a temporary TABC license, if necessary.
- TABC license permanently resides in Skyline and therefore is an approved space (an easy location) to host on-campus events with alcohol.

Trinity University Police Department (TUPD)

TUPD provides security for all on-campus events with alcohol. Student organizations are responsible for the cost of security. In the unlikely event that TUPD is unable to provide security coverage, TUPD will establish a list of qualified police officers from other agencies who will be hired to work the event on campus. The rate for one security officer at an event with alcohol is \$45/hour/officer for a minimum of two hours, depending on the size of the event and number of participants. IDs will be checked by either a TUPD officer, Aramark staff member, or licensed TABC bartender. TUPD needs will be determined in consultation with [Officer Clint Ratliff](#).

Contracts

NOTE: You must be at least 18 years of age to enter into a contract.

Contract templates are available on the [Risk Management Contract Policy and Procedures web page](#). All third party contracts should be reviewed by Student Involvement prior to submission to Risk Management. In all circumstances, the Office of Risk Management is required to review the contract and sign on behalf of the University/organization. Any contract that requires the University/organization to agree to an indemnification or to a "hold harmless" clause must be reviewed by the Office of Risk Management prior to executing the contract. As this process can take several days to complete, organizations should plan in advance and contact Student Involvement as soon as possible. Contracts commonly include insurance requirements to cover liability and property loss exposures of the parties. A Certificate of Insurance can be provided to your organization by the Office of Risk Management. Third parties coming to campus will be required to submit a Certificate of Insurance that endorses Trinity University as an Additional Insured.

NOTE: Organizations may NOT enter into any contract that identifies Trinity University or any office/department that is a part of Trinity University without prior written approval from the Director of Student Involvement, the Director of Risk Management, or the Risk Management Coordinator.

Off-Campus Visitors/Tournaments

General

Off-campus users of campus facilities must provide insurance that names Trinity University as an additional insured on the policy. The policy must provide general liability insurance (including coverage for personal injury and property damage) with a limit of liability not less than \$1,000,000 for each occurrence. Off-campus users who are unable to provide the required insurance are obliged to purchase a short-term policy through the Office of Risk Management. Risk Management requires 7 to 10 business days for processing applications for short-term insurance. This insurance covers Trinity University and the user of Trinity University facilities. This insurance only relates to “non-recreational use” of the facilities (i.e. community service events, graduations, lectures, meetings, rehearsals, science programs, music concerts, etc.). *NOTE: Recreational events may require additional insurance limits. It is strongly recommended that organizations wishing to host events with off-campus visitors meet with Student Involvement staff during the planning process.*

Working with Minors

Per Senate Bill 1414 and per guidelines set forth by the Texas Department of Health, the following must be completed for all students working with guests under 18 years of age **on or off-campus** (“off-campus” EXCLUDES serving or working at third party agencies who may already have their own child protection processes (i.e. schools, afterschool programs, etc.)):

1. *Complete a criminal background check.* Please contact Human Resources as early as possible to begin background checks. Applicable fees will be passed on to the student organization.
2. *Complete child protection training.* Review this [Child Protection Training document](#) and take and successfully pass this [quiz](#).
3. *Acquire Student Participant Release Agreements for all minor participants.* Organizations working with minors for special events on- or off-campus (for example, Overnight Hosting with Admissions) must ask legal guardians of all participants to sign and submit a [Student Participant Release Agreement](#). Please submit these signed documents to Student Involvement no later than 12:00 p.m. the day after the event (or by 12:00 p.m. on Monday in the case of weekend events).

Use of Fire & Fire Pits

Indicate the use of fire in the “internal notes” section when making a reservation on T-SPACE. Student organizations must complete the [Risk Management Plan](#) template for use of a fire pit on campus and send to Student Involvement and the [Environmental Health and Safety Department](#) for approval and notification purposes. Other procedures:

- If an EXTREME FIRE DANGER exists, the San Antonio Fire Marshall will be required to approve the event. Notify the Department of Environment Health and Safety (EHS) in advance so they may contact the Fire Marshall.
- The pit must be placed on concrete, not on grass.
- A dry chemical fire extinguisher needs to be near the pit in case the pit is tipped over. Contact EHS at ehs@trinity.edu to check out a fire extinguisher.
- Mounted fire extinguishers should not be removed for use during the event (you may be fined). Contact EHS at ehs@trinity.edu to check out a fire extinguisher.
- A water hose should be requested through Physical Plant and kept onsite during event.

- Fuel for the pit must be fireplace logs (not real wood or coal).
- One member should be designated to be on “fire watch” (responsibilities include looking for flying embers and remaining cognizant of dry leaves and nearby grass/plants).
- Utensils used for cooking or roasting may not be flammable or painted.
- Develop a plan for keeping food utensils clean and hygienic. Have hand sanitizer and gloves available for on-site use.
- At the conclusion of the event, all members must be thoroughly soaked and cold to the touch. Ashes should not be emptied into a trash receptacle. Contact Facilities Services if a hot ash receptacle will be required prior to the event. EHS may be able to provide one for you.

Copyright Law and Infringement

Films and Movies On-Campus

Any film, movie, television episode, or other visual media protected by copyright CANNOT be shown on campus by an organization unless:

1. You or your organization must purchase the licensing to show the media. For movies, this can be done through companies such as [Swank Motion Pictures, Inc.](#) or [Criterion Pictures](#). Purchase price can range from \$100-\$900 depending on the movie, its popularity, and the year in which it was made. If your organization would like to go this route, we recommend going through the Student Activity Fee allocation process through the Student Government Association.
2. Trinity University has yet to find a company that sells licensing for television shows. Live television broadcasts are acceptable for organizational activity, but any television episodes on Netflix, Amazon, DVD, etc. are NOT permitted without express consent from the appropriate television network.
3. If you find another way to purchase movie licensing or find a way to purchase television episode licensing, please provide Student Involvement with the written agreement between you/your organization and the film distribution company, a third party licensor, etc.
4. Show a movie from Coates Library. The organization may show a film or television episodes from the Coates Library, for which the university already has a license. Not all movies at the library or all movies that you can check out are covered by licenses. The university now has access to [Kanopy Streaming, streaming over 26,000 movie titles covering various educational topics and feature films. All videos work on PCs with Flash, iPads, iPhones, and mobile devices.](#) The films can be watched from anywhere by all students, faculty, and staff. The films have full public performance rights (as long as groups do not charge admission for showing the film) and have unlimited simultaneous use, so they may be linked through T-Learn or E-Reserves and shown in class via the web. Users can also create [playlists and make clips.](#)