Student Organization Handbook
2015-2016

Student Involvement
Trinity University

Coates University Center (West Wing), Suite 104
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getinvolved@trinity.edu
gotu.us/getinvolved
CHAPTER ONE: Introduction
How Do I Use This Resource?
Student Involvement

CHAPTER TWO: Student Organizations
General Overview
Types of Student Organizations
Student Organization Procedures
Judicial Process for Organizations

CHAPTER THREE: Managing Your Organization
Services & Resources
Facilities & Reservations
Publicity & Promotion
Managing Organization Finances
Sources of Funding & Fundraising Opportunities
Food

CHAPTER FOUR: Risk Management
Overview of Risk Management
Risk Management Plan
Student Participant Release Agreement
Travel
Hazing
Alcohol Use
Contracts
Off-Campus Visitors/Tournaments
Use of Fire & Fire Pits
Copyright Law and Infringement

CHAPTER FIVE: Selected University Policies
Alcohol Use Policy for Student Organizations
Anti-Hazing Agreement
Cash Handling Policy
Copyright Policy
Policy for Posting & Promotion on Campus
Tax Policy
CHAPTER ONE: Introduction

How Do I Use This Resource?
Student leaders can use the handbook to reference policies, procedures, and forms related to student 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.

Student Involvement

Mission
The mission of Student Involvement is to develop student leaders and facilitate programs that contribute to a vibrant campus life.

Coates University Center, West Wing – Suite 104
- Main level: Staff member offices and University Sponsored Organization office spaces (Student Government Association, Trinity Diversity Connection, Student Programming Board, Greek Council)
- 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
- Coates building manager, department administrative assistance, Trinity University Student Ambassadors, and Trinity University Volunteer Action Committee
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 its intent is to encourage each student’s 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 what type and amount of support it will give to these organizations.

As stated 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 found within this document. These organizations, while not legally a part of and are 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 purpose and mission. Statements of the University’s role, goals, and purposes are found in the University’s Charter, the “Statement of Institutional Mission,” the “Non-Discrimination and Diversity Policy,” the “Commitment to Excellence,” 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, gender identity, sexual orientation, age, marital status, national origin, condition of handicap, veteran, or disabled veteran status.

Individuals and organization failing to comply with University policies and the policies outlined in this handbook will be subject to the University’s judicial processes.
Organizational privileges to exist
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 Faculty & Student Affairs, or his/her 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 Faculty & Student Affairs. 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

University-Sponsored Organizations
University-Sponsored Organizations (USOs) contribute to the general goals of the University and benefit or serve relatively large numbers of students. University Sponsored Organizations are strongly encouraged to have a faculty or staff advisor (and in most cases are assigned a full-time professional staff member as an advisor).

Registered Student Organizations
Registered Student Organizations (RSOs) are established by and for students to experience co-curricular learning while participating in activities that are of interest to each organization. RSOs are voluntary associations of students wishing to pursue a common special interest or engage in social activities. RSOs are encouraged to have a faculty or staff advisor, but are not required to do so in order to exist.

Fraternity & Sorority Organizations
Fraternities and sororities refer to the 14 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 strongly encouraged to have a faculty or staff advisor, as well as an alumni advisor.

Student Organization Procedures

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

1. Contact the Coordinator for Student Programs in Student Involvement to schedule an appointment
2. Complete the New Organization Registration Form
3. Email constitution to Student Involvement
4. Complete Risk Management Training online
5. Have at least 10 members complete this form (organizations are required to have at least a 10-member roster).

Student Involvement will review with approval or disapproval within 30 days of completion of all required steps. If approval is denied, an organization may appeal to the vice president for faculty and Student Affairs, or his/her designee.
Maintaining Active Status (Annual Registration)

In January of each year, organizations wishing to remain active for the next calendar year are required to complete TWO steps:
1. Submit an Annual Registration Form online (this form includes a mandatory anti-hazing agreement and an indication that the organization’s president/director has subscribed to the student leader email listserv, TULeadertalk);

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

Beginning spring 2014, organizations will be required to submit a revised version of their constitution biannually. Submissions will be due in 2014, 2016, 2018, 2020, etc.

Judicial Processes for Organizations

Overview
The organizational 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 potential violation of University policy is present:

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 should be conducted. 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. Organizational 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). Responses are required to be received by the director within five calendar days of the initial request for information.
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 Board, Student Government
Association, Greek Council, other student organizations, faculty and staff colleagues, Trinity University
alumni, and University general counsel in conducting the investigation or in determining appropriate
sanctions.
8. The director of Student Involvement will make 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 7 calendar days of the decision to the Vice President for
Faculty and Student Affairs or his/her designee. An appeal must demonstrate one or more of the
following: 1) a procedural or substantive error occurred that significantly impacted the outcome of the
hearing (e.g. substantiated bias, material deviation from established procedures, etc.); 2) to consider
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 3) 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 holds the right to adjudicate its member organizations (recognized fraternities and
sororities) 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 Associate Vice President for Faculty
and Student Affairs and Dean of Students, or 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 recognized student organizations. Organizations may be granted the
privilege to assume active status upon clearance from appropriate administration.
3. Expulsion – 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. Attendance at, or development of, an educational program(s);
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.
Failure to complete a sanction within the allotted time will result in additional sanctions and/or consideration for further organizational probation, suspension, or expulsion.
CHAPTER THREE: Managing Your Organization

Services & Resources

Forms Available Online
- Alcohol Policy (on-campus)
- Alcohol Policy (off-campus)
- Alcohol Use Permit
- Anti-Hazing Agreement
- Application for Student Organization Account
- Authorized Driver Form
- CLT Equipment Request (for audio/visual needs)
- TigerCard Point-of-Sale Mobile Device (for collecting money via TigerBucks)
- Risk Management Plan (template)
- Sample Constitution
- Sound Equipment Rental Form
- Student-Participant Release Agreement
- Student Organization Web Page Application

Glossary of Forms
A glossary containing descriptions of each of the forms above can be found online.

Form Deadlines
Many of the forms above have very specific deadlines. Please meet these deadlines to ensure success for your organization. Submission deadlines also available online.

Due at least 10 class days prior to the event:
- Alcohol Use Permit (on-campus events)
- Alcohol Use Permit Meeting with Student Involvement Staff (on-campus events)
- Sound Equipment Rental Form
- LeeRoy Submissions
- Risk Management Plan
- T-SPACE Reservation

Due at least 5 class days prior to the event:
- Alcohol Use Permit (off-campus events)
- Alcohol use Permit Meeting with Student Involvement Staff (off-campus events)
- Authorized Driver Forms
- Banner Request (5 class days before you want the banners hung)
- Greek Organizations Travel Meeting
- Travel Form

Due at least 48 hours prior to the event:
- Emergency Contact Information for Travel

Due at least 24 hours prior to the event:
- Guest List (for events with alcohol)
- Sober Monitor List (for events with alcohol)
● **Student Participant Release Agreement** (online form: please select Student Involvement as the department) or, **Student Participant Release Agreement** (PDF print version; for travel outside city limits or other risk-related events/programs)

**Student Organization Resources**
In the West Wing (Student Involvement, Downstairs, Room 002), you can find:
- **Paper and paint for banners**
- **Student organization mailboxes**
- **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.

In the East Wing (Coates University Center, Suite 122) you can find:
- **Info Desk P.O.S. device:** When making a facility reservation on T-SPACE, indicate a request to use the Info Desk P.O.S. device in the “comments” section. Include the student organization account number.

**TU LeaderTalk Listserv**
Advertise programs, ask 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 use 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 completed by attending the annual Student Organization Training in January of each year. 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. Contact Student Involvement for more information.*

**Using T-SPACE**
- Submit your T-SPACE Room/Event Request **10 class days** prior to the event
- A **detailed description of the event** is **REQUIRED for all events.**
- Under ‘Event Location’, you will be able to see if your space is 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 large 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.

Reservation TIPS

- **CLT** (AT&T Center for Learning & Technology) requires organizations to pick up equipment for use after-hours.
- **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 Great Hall require a faculty or staff member to be present during events in these facilities.**
- **Skyline Room**: Organizations are required to put an a food order request with Aramark for all events in this venue.
- **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 concordance 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 Student Issues. During this time, departments, student organizations, and individual faculty members are encouraged to schedule no lectures, projects, parties, or other activities involving students.”

Outdoor Campus Facilities

The use of any outdoor space for a meeting, information table, speakers, or event requires University approval (receive approval for and reserve these facilities through T-SPACE).

- **Upper Campus**
  The Esplanade, the University Center Plaza, Storch Courtyard, and the jogging trail 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. Parker Chapel Courtyard is not a reservable area. When Murchison Tower is used for programming, the Courtyard is considered an auxiliary area, but not a programming area.

- **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, the 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 president.
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 CLT, tables, trash, staging, lecterns, electricity, water hoses, special cleaning) in the “comments” section when you reserve a venue via T-SPACE.
- **Sound equipment & music coordinator**: Complete the Sound Equipment Rental Form and contact Student Involvement. A $10/hour fee applies to the rental of specific equipment.
- **Staging**: Make your request for stage equipment through T-SPACE in the “comments” section.
- **Point-of-Sale (POS) TigerBucks machines**: see “Sources of Funding & Fundraising Opportunities” section below

Publicity & Promotion

All promotions at Trinity must comply with the University’s Posting and Promotion Policy found on the Student Handbook page of the University website. 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 some combination of the following:

- **LeeRoy** is a daily listing of events and opportunities at Trinity that is emailed to subscribers and available at trinity.edu/leeroy. 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 be dependent 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 noon 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 in residence halls. Request permission from departments to post flyers on bulletin boards.
- **Student groups can paint banners** in the basement of Student Involvement or have them printed by Student Involvement. A form is available on Student Involvement pages of the TU website. Hang banners in Mabee and Coates University Center on a space-available basis. The bridge above Coates Plaza must be reserved through T-space.
- **Whiteboard calendars** in Coates University Center and Student Involvement provide 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 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.
• **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 chalking 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 Communications.** Particularly if an event or program may be of interest to off-campus media, contact University Communications for 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 (Seth Asbury or James Hill); Coates University Center, downstairs (Jamie Ward); Library (Pat Ullmann or Meredith Elsk); Richardson Communications Center (TigerTV@trinity.edu); Mabee Dining Hall (Darlene Rodriguez); residence halls (Cecily Cassidy).

If the target audience is wider than the Trinity community, promoters may:

• **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 web.krtu.org.

• **Contact other local media.** Trinity's University Communications corresponds with local media for all major events on campus, so coordinate your efforts with University 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,** contact University Communications. Two weeks’ notice is recommended.

• **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 without any fees. (The Mail Center requires student organizations to have on-campus accounts in order to conduct business with them.) Cash withdrawals are limited to $50/day. To establish an account complete the Application for Student Organization Account.

**Tips for check requests:**

• If the check request is properly completed and authorized, requests submitted by 1:00 PM on Monday will be available for pickup (or mailing) at noon on Wednesday.
If the check request is properly completed and authorized, requests submitted by 1:00 PM on Wednesday will be available for pickup (or mailing) at noon on Friday.

Tips for deposits:
- Deposit money between 8:00 a.m. – 5:00 p.m. weekday in the Student Financial Services Office.
- 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 picking up monthly statements after the 5th of the month.
- 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 are 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 greater than $5,000 is sold in 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/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.*

All organizations must get approval from the Alumni Relations Office before fundraising and collecting money. Contact the Coordinator for Student Programs or your organization advisor to begin this process. Once approval is obtained the organization should make clear it is fundraising for itself 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
- Seek funding from SGA through a formal proposal

**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 in chapter five)

**Lotteries, Raffles, Gambling, Giveaways**
These events often violate state law or University policy. Recommendations:
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.**

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

Giveaways: Giveaways are similar to a lottery or raffle, but **legal.**
- Events must be free and open to the public
- Suggest donations, but be sure everyone who enters the event has an equal chance to win all giveaways
- Be sure donations are suggested (not required)

**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 TigerCard Office. Organizations have three options for requesting POS devices:

1. **Reserve a mobile POS device from the TigerCard 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 TSPACE.

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, Anthony Ramirez.

All events involving food/beverage must follow food handling procedures with 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 Esther Kim, Coordinator for Student Programs.

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 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 3 business days before the event.

<table>
<thead>
<tr>
<th>Place Order on:</th>
<th>For Pick Up on:</th>
</tr>
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<tbody>
<tr>
<td>Monday</td>
<td>Thursday</td>
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<td>Tuesday</td>
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<td>Wednesday</td>
<td>Saturday, Sunday or Monday</td>
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<td>Thursday</td>
<td>Tuesday</td>
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<tr>
<td>Friday</td>
<td>Wednesday</td>
</tr>
</tbody>
</table>
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. Aramark does not take cash. Payment options include:

- **Dine Donations**: These are collected from club members and turned in at the beginning of each semester on the Dine Donations form available in Mabee Dining Hall. Individual student signatures are required, as well as student name, student ID #, and amount of donation. There is a $50 limit per person/semester for dine donations. Individuals may also email Darlene Rodriguez with the same information.
- **On-Campus Account Check Request**: Organizations with on-campus bank accounts can cut a check by completing a Check Request Voucher form (available in the Business Office).
- **Purchasing Credit Card (P-Card)**: Only University-sponsored organizations may use their purchasing credit card.

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 2 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, Tigers’ Den, Lightner Tea Room, and Prassel Game Room. You may also have limited food service in any room in upstairs Coates. Catered events in Coates are limited to the Skyline/Underwood rooms and the Fiesta Room.
Overview of Risk Management

Risk management is the process of minimizing the adverse effects of accidental losses. Risk Management Training is provided at Student Organization Training in January each year and is required for all student organizations (Texas Education Code 51.9361). Officers that are required to attend include president or director (including all co-presidents), risk management officer, social chair, and new member educator/orientation chairs.

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 template is provided online. Types of events that require a Risk Management Plan include sporting/athletic events, service events that involve machinery or dangerous equipment, camping trips or retreats, 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 2 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 Organization Resources webpage for printing.

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 Outside City Limits
1. Trips (excursions, meetings, conferences, retreats) outside of San Antonio city limits sponsored by a student organization require the organization representative to complete a travel online form at least 24 hours prior to travel.
2. All participants complete the Student-Participant Release Agreement. This form can be completed online for convenience. However, a paper/print version may be accessed on the Organization Resources page on the Trinity website. The form identifies the nature of the trip and any risks associated with travel and serves to carry out the organization’s legal obligation to inform participants of potential risk. Signed forms should be obtained from all participants and submitted to Student Involvement at least 24 hours prior to the trip in order to be retained long-term. Forms can only be signed by students of legal age. For students not of legal age, a parent/guardian must also sign the form.

3. Send emergency contact information for all participants to getinvolved@trinity.edu at least 24 hours prior to departure. Contact information should appear in an excel spreadsheet or Google doc with name and date of the event, name of participants, and contact information.

Approved Bus Carriers
As of fall 2013, 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 form (along with copies of a valid driver's license and vehicle insurance) must be submitted to Human Resources at least 5 class days prior the trip. 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, 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 can be found in chapter five of this handbook. Completed Anti-Hazing Agreements are required from all organizations annually. 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 following guidelines.

Alcohol-Use Permit
Requests to serve beer and wine at on- or off-campus locations must be submitted through the Alcohol-Use Permit. The Alcohol-Use Permit must be completed and approved by Student Involvement staff a minimum of 5 class days prior to an off campus event and 10 class days prior to an on campus event. On-campus events require TUPD presence. Fees ($45/hour/officer for a minimum of two hours; *note, price is subject to change) will be incurred by the organization. TUPD needs will be determined in consultation with Officer Clint Ratliff. Organizational events that do not have approval via the Alcohol-Use Permit process may be referred to the organizational judicial process found in chapter one of this handbook.

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, Third-Party Vendor Guidelines, BYOB Guidelines & Procedures, and On-Campus Events with Alcohol):

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.
- Organizations may only provide beer and wine; no hard liquor is permitted.
  - Host organization(s) must provide food and alternative beverages.
  - Sober organization members must be available during the event to assist with event management.
  - Plan safe transportation (in advance) for those deemed unfit to drive.
  - Drinking games are not allowed at events with alcohol.
- Open parties are prohibited. Open parties are defined as functions with unrestricted access by non-members of the organization. Manage guests through invitations (printed or emailed). Organizations must submit a guest list to Student Involvement at least 48 hours prior to the event.
- 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 pledge/associate/new member education program or event.
- All rush/recruitment activities will be dry (no alcoholic beverages). Annually, fraternities and sororities may petition for one exception to this rule for an event held at a third party vendor where potential new members may be invited. This is limited to the 2nd round recruitment parties as defined by Greek Council.

**Third-Party Vendor Guidelines**

- The vendor must be properly licensed by the appropriate local and state authorities. This might involve both a liquor license and/or a temporary license to sell on the premises where the function is held (if applicable).
- The vendor must assume all responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to: checking for proper identification upon entry, not serving to minors, not serving to individuals who appear to be intoxicated, maintaining absolute control of all alcoholic containers present, and collecting all remaining alcohol at the end of the function.

**BYOB Guidelines & Procedures**

### General

- Only persons of legal drinking age may consume or possess alcohol.
- Two (2) TABC-certified persons (21 years of age or older) must be present to assist with safety, security, and risk management at events. One TABC-certified personnel will be responsible for security and one TABC-certified personnel will be responsible for dispensing alcohol. TABC permits must be on file with Student Involvement at least 24 hours prior to the event.
- Alcohol may only be brought to the event by guests or members of legal drinking age.
- Access to alcoholic beverages must be restricted so that consumption can be monitored.
- Drinks must be served in single source containers (no kegs, trash can punch, etc.).
- The maximum amount of alcohol allowed at the event is limited to one six-pack of beer (or equivalent number of wine coolers) or one 32-ounce bottle of wine per person of legal drinking age.
- Hard alcohol, liquor, and spirits are prohibited.
- Glass containers are prohibited (with the exception of a bottle of wine). Wine bottle should be given to the bartender and served back to the individual in a plastic cup.
- Wristbands must be distributed to a person of legal drinking age upon confirmation of age. IDs may be checked only by TABC-certified personnel. The use of sharpies is discouraged as guests may remove or add sharpie markings on their own.
- Wristbands or alcoholic beverages cannot be given to individuals that appear to be or are known to be intoxicated.
- Service of alcohol must stop one hour before the scheduled ending time. Individuals cannot leave the event with alcohol (regardless of whether it is an opened or unopened container).
Distribution of Alcohol

- After an individual's ID has been checked, an appointed event monitor must immediately take the alcohol to the bar and exchange it for a ticket. Tickets must state the brand of alcohol and the number of containers.
- Issue the ticket to the individual who brought the alcohol.
- Each time the individual receives a drink from the bartender the ticket must be punched or marked appropriately. Individuals may receive only one drink per visit to the bar.
- Individuals must have a ticket AND a wristband indicating 21 years or older in order to receive a drink.

On-Campus Events with Alcohol

Student organizations are allowed to host events with alcohol on campus. Aramark must be serving or selling 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 request will not be approved until an Alcohol-Use Permit is completed and the organization schedules an appointment to meet with a Student Involvement staff member. The appointment should be scheduled at least 30 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 Alcohol-Use Permit is signed the event can proceed.
- Organizations are responsible for the cost of a temporary TABC license.

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
two TUPD officer, Aramark staff member, or licensed TABD bartender.

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

All contracts should be reviewed by Student Involvement prior to signing. In some circumstances, the vice
president for Finance and Administration 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 Finance and Administration 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 Finance and Administration.

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 or the
vice president for Finance and Administration.

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 Finance and Administration. Finance and Administration 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
competed 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, Jackson Keller Field Day) 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 noon the day after the event (or by 12 noon on Monday in the case of weekend events).

### Use of Fire & Fire Pits

Indicate the use of fire in the “comments” 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 Environmental Health and Safety Department 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 (the Environmental Health and Safety Department has dry chemical fire extinguishers available for checkout).
- Mounted fire extinguishers should not be removed for use during the event (you may be fined).
- A water hose should be requested through Physical Plant and kept on-site 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 utensils clean and hygienic (if food is being served using these utensils). 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.

### 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 purchases 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. We have 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.
CHAPTER FIVE: Selected University Policies

Alcohol Use Policy for Student Organizations
The Alcohol Policy for Student Organizations includes steps to take when planning an event with alcohol on or off campus.

Anti-Hazing Agreement
The Anti-Hazing Agreement outlines University expectations and Texas state law regarding hazing. All student organizations are required to review and sign an Anti-Hazing Agreement each academic year.

Cash Handling Policy
University-sponsored and registered student organizations are required to follow the Cash Handling Policy when collecting money at events or fundraisers.

Copyright Policy
The Copyright Policy applies to digital material, as well as redistribution of music, movies, text, software or other protected media. Student organizations that show films/movies (as an event or fundraiser) should review this policy and document.

Policy for Posting & Promotion on Campus
The Policy for Posting and Promotion on Campus includes the display of flyers, posters, banners, leaflets and similar items in or on any part of the University campus.

Tax Policy
The Tax Policy assists student organizations in adherence to state and federal tax laws, including tax-free sales and tax-exempt status. This is only relevant to the 6 University-sponsored organizations.