

**2018-2019**



**Adviser Manual**  
**Student Involvement**  
**Trinity University**

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Faculty, staff, alumni, and community advisers:

To say that we are grateful for your volunteer role in support of student organizations at Trinity University is an understatement. The health and continued success of all student organizations, and the continuance of a vibrant campus life, is in much part due to your relationship(s) with student organization members, student leaders, and student organizations.

Contained in this manual you will find easy access to relevant policies and procedures, tips for advising practices, and expectations of all our volunteer advisers.

Should you ever need anything please contact us directly at our extensions below.  
(Emergencies should be directed to TUPD at 210-999-7000.)

Warm regards,  
Your Student Involvement Team

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Amy Johnson, Office Manager  
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# Meet the Student Involvement Staff



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# Calendar of Events

Student organization Advisers can expect to encounter the following events and deadlines throughout the year. Student Involvement encourages Advisers to check this calendar of events on a frequent basis to ensure you are knowledgeable of particular dates and deadlines, and to support your respective student organizations as needed.

## August

- 21:** Fall Student Involvement Fair
- 17-25:** Attend Welcome Week Events and recruit new members
- Host a retreat
- Schedule Event Consultations
- Complete Earn Your Stripes

## September

- 4:** New Student Organization Petitioning Application opens
- 6:** Milk & Cookies & Conversation
- 13:** Attend Event Planning Training
- 27:** Social Justice Ally Training
- Set short-term & long-term goals
- Schedule Event Consultations
- Complete Earn Your Stripes

## October

- 1** New Student Organization Petitioning Application Closes
- 2** Attend First-Year Student Leadership Information Session
- 8-12** New Student Organization Interviews
- 11** Milk & Cookies & Conversation
- Schedule Event Consultations
- Complete Earn Your Stripes

## November

- 1:** Milk & Cookies & Conversation
- 1-23:** Hold Officer Elections
- 8:** Student Organization Adviser Reception
- 27-28, 30:** Presence Software Training
- 30** Annual Registration opens
- Schedule Event Consultations

## December

- 14:** Annual Registration closes
- 17:** T-SPACE Training & Risk Management Training opens
- Conduct officer transitions
- Register for Spring Student Involvement Fair
- Register for Student Leadershipalooza

## January

- 7:** T-SPACE Training & Risk Management Training closes
- 16:** Spring Student Involvement Fair
- 25:** Student Leadershipalooza & President's Reception
- Submit award nominations for Student Leadership Awards

## February

- 1:** 150<sup>th</sup> Kick-off Celebration
- 4:** New Student Organization Application opens
- 15:** Register for SPB Chocolate Fest
- Set spring semester S.M.A.R.T Goals
- Schedule Event Consultations
- Complete Earn Your Stripes

## March

- 4:** New Student Organization Application opens
- 18-21:** New Student Organization Interviews
- Student Leader Recognition Month
- Submit award nominations for LeeRoys Excellence Awards

## April

- 5:** LeeRoys Excellence Award nomination deadline
- 12:** Earn Your Stripes submission deadline
- 24:** LeeRoys Excellence Awards
- Schedule Event Consultations

## May

- Develop summer communications plans
- Study for finals

## June

- Schedule summer Event Consultations
- Make campus reservations for the following year

## July

- Schedule summer Event Consultations
- Register for Fall Student Involvement Fair

# Advising Student Organizations

## What is a student organization adviser?

A student organization adviser is a Trinity University faculty or staff member that assists, supports, challenges, and guides student leaders within a student organization. The adviser shares advice, gives insight, and is knowledgeable of respective student organization policies and procedures in order to ensure the success and longevity of student organizations at Trinity University.

## Why be a student organization adviser?

Advising a student organization provides many rewards. As an adviser, you are placed in a position to significantly impact the student leaders in which you come in contact with. You are seen as a trusted role-model in which students will converse with and confide in. Additionally, advisers are able to participate in an organization that aligns with a personal area of expertise, a shared identity or where personal passions intersect. Advisers have the unique responsibility of witnessing student leaders grow and develop over the course of time, and will have a significant role in edifying the student leaders of Trinity University.

## Non-Trinity Adviser Responsibilities

All non-Trinity employee advisers (volunteers, alumni, etc.) are required to complete the following steps prior to serving in an official capacity as a student organization adviser.

**Note:** TU employees serving as a faculty/staff adviser are already required to complete these steps.

1. Annually: complete Clery Act compliance steps (view video, complete relevant paperwork). Instructions are sent via email by TUPD in the spring.
2. Annually: Complete Trinity University Risk Management "Title IX and Campus SaVE for Employees" virtual training (approximately 60 minutes in length; videos include brief quizzes that require completion). Instructions and access are provided via email by Risk Management.
3. Once every two years: In compliance with Texas Education Code 51.9361 and House Bill 2639/Senate Bill 1138, complete virtual Student Organization Risk Management Training consisting of several short videos and a quiz. Instructions are shared by Student Involvement.

## How to be a successful student organization adviser

Every student organization will differ and may require a different approach by the adviser. The following information emphasizes the best practices to ensure that you will be a successful student organization adviser.

- Set clear expectations at the beginning of the advising relationships pertaining to the role that the adviser will play throughout the year.

- Be familiar with the student organizations constitution and reoccurring events.
- Be knowledgeable of the University and student organization policies and procedures within the Student Organization Handbook.
- Develop a strong relationship with the president and executive board, as they are your key into the organization.
- Express sincere enthusiasm and interest in the student organization, the events, and the membership.
- Learn when to speak and when not to speak. Remember you are an adviser, not a member.
- Register on the Presence Software, so that you can obtain a regular list of officers and members.
- Plan and encourage leadership retreats, workshops, trainings and conferences.
- Offer praise in public and constructive criticism in private.
- Help the organization see alternatives and bring an outside perspective.
- Be honest and open with all communication.
- Encourage feedback and an evaluation process.
- Know your group limits. Student Involvement encourages students to “do a few things well” and as an adviser, you must help students find a balance between their co-curricular activities and their academics.

## Adviser Expectation Checklist

Listed below are expectations from Student Involvement for student organization advisers.

- Interpret Trinity University regulations and policies and to provide leadership for the adherence to those rules by the organization.
- At the beginning of the year, discuss what your particular roles, responsibilities, and level of involvement will be. Discuss the expectations of the organization and their responsibilities of you.
- Attend general meetings and officer meetings as deemed necessary.
- Be familiar with university facilities, services and procedures that affect the organization.
- Keep abreast of the organization’s activities and events both on and off campus.
- Support students in logistics trainings related to travel and risk management.
- Act as a consultant in the areas of setting goals, problem solving, policy making, and upholding guidelines and purposes.
- Notify Student Involvement if the organization fails to assume any of the responsibilities as outlined in the Student Organization Handbook.
- Provide continuity. Offer the organization a sense of history and direction.
- Help facilitate the transition of officers from year to year. Ensure the organization conducts officer elections, participates in the fall and spring Student Involvement Fairs, and participates in Annual Registration.
- Initiate ideas for discussion that could possibly help the organization, and speak up when the organization is likely to make a poor decision.
- Be prepared to deal with major problems or emergencies within the organization should any arise.
- Provide constructive feedback where appropriate and facilitate creativity and innovation for the organization.

## What role do you play as an adviser?

Sit down with student leaders to determine your role in this student organization. Some student organizations require advisers to be hands-on, while other student leaders desire to have more autonomy. Neither is better, and depending on the student leader, this will always change. Take time within the first month of advising to sit down with the president to complete the form and have an in depth conversation.

**1-Essential Function of the Adviser 2-Adviser Does Often 3-Adviser Does Sometimes  
4-Adviser Does Rarely 5-Absolutely Not a Function of the Adviser**

- Represent the organization in any conflicts with members of the University staff
- Attend all general meetings
- Attend all executive leadership meetings
- Advise organization during discussions in order to encourage good decisions and planning
- Remain silent during general meetings unless called upon
- Initiate ideas or purposes for discussion when necessary
- Be a part of the organization, except for voting and holding office
- Recommend programs, speakers, etc.
- Attend all organizational activities, meetings, events, etc.
- Call meetings with the executive leadership when believed to be necessary
- Meet with executive leadership before each meeting
- Assist executive leadership in preparing an agenda before each meeting
- Advise and encourage executive leadership between meetings
- Assist in actively developing outcomes and goals for the organization
- Remind organization of its stated purpose when planning events
- Veto a decision when it violates the organization's purpose, Constitution and By-Laws, or University policy (including the Student Organization Handbook policies)
- Mediate interpersonal conflicts that may arise among members and leadership in organization
- Let the organization work out its problems, allow for mistakes, and do it "the hard way"
- Insist on an evaluation or program outcomes for each activity
- Initiate teamwork development and cooperation
- Review the Treasurer's budget at the conclusion of each semester
- Review the Treasurer's budget proposal at the beginning of each semester
- Review and approve the spending of organizational finances
- Review all official correspondence prior to sending
- Be copied on all official correspondence
- House all group paraphernalia and records during breaks and through transitions of leadership
- Inform the organization of infractions of Constitution, Bylaws, and Policies (both organizational and University)

*Adapted from ACPA Commission for Student Involvement Adviser Manual*

# Student Organization Basics

## 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.

## Types of Student Organizations

### Registered Student Organizations

Registered Student Organizations (RSOs) and fraternities and sororities organizations are established by students for the purposes of the students who join these organizations. These groups with common special interests must recruit and secure faculty or staff volunteer Advisers. Adviser service needs not be part of the Adviser'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 social, Greek-lettered organizations on campus. These organizations are defined as single sex, selective, and fulfill the Greek pillars of leadership, scholarship, camaraderie, and service. Membership cannot be held in more than one organization at the collegiate level. Full membership is extended on Bid Day when potential new members sign and submit a Bid Card to accept membership into a fraternity or sorority. Members who become inactive from an organization, even during the new member orientation process, may not re-enter the recruitment process any year thereafter. Fraternities and sororities are required to have two alumni Advisers (one with five years or greater of alumni standing and one with under five years of alumni standing) and may choose to have a faculty or staff Adviser.

### 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.

## **Maintaining Active Status (Annual Registration)**

*By December of each calendar year, student organizations wishing to remain active for the next calendar year are required to complete the following steps:*

1. President must submit an Annual Registration Form on the [Presence Software](#) (this form includes a mandatory Anti-Hazing Agreement, constitution submission, faculty or staff adviser selection, and verification that the President has subscribed to the student leader email listserv, TULeadertalk);
2. President must complete their student organization roster on the Presence Software. Student Organizations are required to have at least 10 members to maintain active status.
3. Designated officers must view the [Risk Management videos](#) and complete the subsequent quizzes, obtaining a score of 70% or higher. Designated officers include Vice President, Risk Manager, Social Chair, and Orientation Chair.

### **Inactive Status**

If an organization is inactive for one semester, the organization must submit an Annual Registration Form when registration opens again (December 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.

# **Adviser's Responsibilities**

## **Clery Reporting Requirements and Campus Security Authority**

According to federal law, specifically The Student Right to Know and Campus Security Act of 1990 (re-named the Clery Act in 1998), the Trinity University Police Department is required to report "statistics concerning the occurrence of certain criminal offenses reported to the local police agency or any official of the institution who has significant responsibility for student and campus activities." As student organization Advisers, you have significant contact with students and, therefore, may be subject to Clery reporting requirements.

The criminal offenses that Trinity is required to report are murder/non-negligent manslaughter, negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor law violations, drug violations and/or illegal weapons possession.

Trinity is also required to report statistics for hate (bias) related crimes for the following classifications: murder/non-negligent manslaughter, negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny, vandalism, intimidation, simple assault, liquor law violations, drug violations and/or illegal weapons possession. Offenses that

occur on campus, in residence facilities, in off-campus property and on public property are required to be reported.

Once annually, Trinity University will reach out to all Advisers on record to complete the Federally-mandated reporting form. In addition, on an ongoing and immediate basis you must report any crimes listed above of which you are aware that occurred during the current calendar year. If you are reporting, please call 210-999-7070 and ask to speak with the University Policy Administrative Assistant.

Please be prepared to provide the date or timeframe the information was reported to you, as well as the location, individuals involved and any other information you have about the crime. If a serious crime that may cause an ongoing threat to the Trinity University community is reported to anyone who is defined as a Campus Security Authority, this information must be immediately reported. The institution has a responsibility to notify the campus community about any crimes that pose an ongoing threat to the community, and as such, Campus Security Authorities are obligated by law to report crimes immediately to the Trinity University Police Department. If there is any question about whether an ongoing threat exists, immediately contact TUPD at 210-999-7070.

## **Title IX Reporting Requirements**

Title IX promotes equal opportunity by providing that no person may be subjected to discrimination on the basis of sex under any educational program or activity receiving federal financial assistance. A school must respond promptly and effectively to discrimination based upon sex, including sexual harassment, including sexual violence.

It is important for students to feel comfortable reaching out to campus personnel for support, guidance, and advice. Under Title IX, when “responsible employees” know or should know about possible sexual harassment or sexual violence they must report it to the Title IX coordinator or other school designee. Most staff and other University officials, including external Advisers, are NOT designated as “responsible employees,” though, and can generally maintain student confidentiality and privacy. Even without this “responsible employee” designation, external Advisers still do possess certain reporting requirements. Reporting need only include general information of the incident, and the Adviser need not share personally identifiable information about the report unless: 1) The reporting person gives permission, or 2) in the rare event that the incident reveals a need to protect the student or other members of the community.

If an external Adviser has any concern that he or she may be aware of a Title IX violation, the External Adviser should immediately report that information to Trinity University’s Title IX Coordinator Pamela Johnston, who can be reached at 210-999-7507, or via email at [pjohnst2@trinity.edu](mailto:pjohnst2@trinity.edu). For a comprehensive review of Title IX, sexual misconduct, and reporting requirements, please consult Trinity University’s brochure of official policies and procedures.

# Student Leadership Experience

## Purpose

The purpose of the Student Leadership Experience is to allow students to self-identify into the stage of leadership they most associate with and provide steps to elevate student leadership to the next stage, according to the College Impact Model and Social Change Model.

## Why Use It

As an adviser of a student organization, you often times work with students at various leadership stages. You may work with a student that is freshly exploring Trinity, while simultaneously working with students who are on the verge of leaving their legacy on the University. This tool serves as a guide to assist students to further develop their leadership skills, despite where they are on the leadership spectrum. Student Involvement encourages advisers to use the Student Leadership Experience in informal or formal conversations to ensure that you are assisting in shaping our current and future student leaders.

## How to Use It

There are four student leader profiles that exist within the Student Leadership Experience – Exploring Trinity, Evolving Leader, Experienced Leader, and Legacy Leader. During your informal or formal conversations with student leaders, take out the four student leader profiles, and have your student(s) select the one (or two) profiles they identify with most. On the front of each card, there will be commonly asked questions for each specific profile. Give the students time to read each profile and have them select the one (or two) cards they identify with most. The back of each card gives students tangible action items on how to maintain and elevate their current student leadership stage. Your role is to have conversations with students to further enhance their leadership skills. Below you will find examples on how to approach each student leadership profile.

**Exploring Trinity:** These students can either be a first-year student, a transfer student, or a sophomore who has yet to make Trinity feel like home. Your goal is to encourage students to explore their interests through joining organizations that both align and challenge their interests. Through working within this profile, students will ultimately be a faithful member of their student organizations, while actively seeking ways they can best contribute to that student organization as a faithful and accountable member.

- **Question Prompts:** Once students have selected this profile, the back of the card will allow you to begin having a conversation with them. Possible prompting questions include:
  - “What gets you excited?”
  - “What have you been interested in prior to Trinity?”
  - “Have you attended the Student Involvement Fair?”
  - “Have you visited Student Involvement to determine what organizations align with and challenge your interests?”
  - “Have you began to attend meetings for the organizations you have selected?”
  - “Have you learned about that organization’s mission and goals?”
  - “Do the mission and goals align with or challenge your interests?”
  - “Have any organizations challenged your interests?” Talk about how challenge allows you to grow, and encourage them to embrace the challenge.

- “How are you ensuring that you are a faithful member of your student organization?”
- “How do you plan on contributing to your organization?”
- “How can you lead from where you at?”
- “Have you sought out additional opportunities to get involved as a member of your organization(s)?” If not, encourage students to speak with current student organization leaders.

**Evolving Student Leader:** These students have been faithful members of their organizations, desire to take on a role as a student leader, or are about to manage team dynamics for the first time. Your goal is to assist students in owning their own strengths and learning how and when to use their voice to contribute to the team. Through working within this profile, students will ultimately be able to refine their skills as a student leader and serve as a role model to members of their organization.

- **Question Prompts:** Once students have selected this profile, the back of the card will allow you to begin having a conversation with them. Possible prompting questions include:
  - “Have you taken the online CliftonStrengths assessment?”
    - If yes, “let’s talk about your top five strengths and how you have seen them play out thus far in your organization.”
    - If no, “contact the Trinity University Strengths Team to schedule individual coaching.”
  - “How have your talent themes benefited your organization?”
  - “When working within your organization, when have you used an active voice to speak up?” “When have you felt the need to step back?”
    - Emphasis the importance of **both** stepping up to the plate **and** letting other people’s voices be heard
  - “In what ways have you been an accountable member of the organization?”
  - “What does it look like to place the needs of your organization above your own?” “Why is that important at times?”
  - “How often does your organization revise their common purpose?”
    - If often, encourage students to then create tangible action items with their organization to achieve their goals
    - If not often, encourage students to step up and model the way with their organization. Empower students to start the process of creating a common purpose, and creating action items to achieve that.
  - “When is the last time you said ‘yes’ to a new opportunity or initiative?”
    - Explain how in order to refine their skills, they must learn to say yes while also recognizing when their plate is too full to say “yes”
  - “What are some tangible ways you can begin inspiring excitement in your fellow members of your organization?”
  - “What are some tangible ways in which you can encourage full participation and engagement from members of your organization?”
  - “What does consistent accountability mean to you?” “How do you uphold that in your organization?”

**Experienced Student Leader:** These students have served in a leadership role before and desire to continuously enhance their leadership skill set. Your goal is to encourage these student leaders to not be satisfied with the status quo, but instead, challenge themselves to continue to grow and develop as a leader. It is in this stage where students can have the mindset of “been there, done that”, but encourage them to think beyond that mindset and continue to seek ways to become a stronger, well-rounded leader. Through working within this profile, students will ultimately be able to work across different beliefs and ideologies, seek out additional leadership opportunities and start thinking long-term of how to effectively sustain their student organizations.

- **Question Prompts:** Once students have selected this profile, the back of the card will allow you to begin having a conversation with them. Possible prompting questions include:
  - “Can you name at least 1-3 organizations that are completely different than your own?”
  - “What would that look like to collaborate with that organization on an event/initiative?”
  - “How is your organization actively embracing diversity and inclusion?”
  - “How can your organization continue to embrace opportunities to expand diversity and inclusion within your organization?”
  - “How have you served as a mentor to the new executive members of your organization?”
    - Work with them to brainstorm ways in which they can serve as a mentor. Ultimately, you want to empower these students to see themselves as a valuable resource to the team, due to their amount of time served as a student leader.
  - “Have you ever considered presenting during a student leader training?”
    - Brainstorm areas in which these students would enjoy presenting on. Encourage them to be proactive and seek opportunities to present.
  - “What is the importance of short-term goals for your organization?”
  - “What is the importance of long-term goals for your organization?”
  - “When is the last time your organization set short and long term goals?” “When will be the next time your organization sets short and long term goals?”
    - Retreats at the beginning of both the fall and spring semesters are a great time to start this process
  - “Have you given thought to the next generation of your student leaders within your organization? Have conversations with these students, and determine their long-term interest within the organization. Encourage them to apply for upcoming positions.”
  - “What skills do you want to obtain, that you have not yet? What are some tangible ways you can obtain opportunities to add to your skill set?”

**Legacy Student Leader:** These students are interested in articulating their student leadership experiences, sustaining their student organizations year after year, and leaving a lasting impact on Trinity University and beyond. Your goal is to empower students to make a difference at Trinity and beyond, better articulate their student leadership experience, and reflect on their experience while at Trinity. Through working through this profile, students will ultimately be able to create ways for their organization to have a lasting impact, and reflect on all they have accomplished while here at Trinity.

- **Question Prompts:** Once students have selected this profile, the back of the card will allow you to begin having a conversation with them. Possible prompting questions include:
  - “What have been some challenges of your student leader experience? What have been some successes of your student leadership experience?”

- “Have you looked at how your student leadership experience can transfer over to your field of work?”
  - Point out skills such as leading meetings, managing a budget, planning events, creating initiatives, etc. are all things employers look for. Their student leadership experience has provided students with skills that employers want.
- “If you want to further learn how to articulate your student leadership experience, I encourage you to speak with Student Involvement on how you can access the ‘Student Leader Interview.’”
  - This interview allows students to learn how to further articulate their student leader experience
- “Does your resume reflect your student leadership experiences? If not, update it.”
- “In what ways are you serving as a role model to student leaders within your organization?”
- “What are some tangible things you can do now to ensure that your student organization is still on campus years from now?”
- “How can you make an impact on the community? Have you collaborated with a community partner on an event?”
- “Let’s talk about all that you have done as a student leader on campus”
  - This is a time to encourage them to reflect and articulate their student leadership experiences to you. See the last box on the back of the card for possible reflection points.

## Event Planning Procedures

### Procedures for Event Planning, including Hosting External Speakers

Prior to hosting an event, student organizations should consider their responsibility to the University community and event [alignment](#) with Trinity University institutional values and alignment with Trinity University’s [Values-based policies](#).

#### Organizations must follow these steps.

1. Submit a T-SPACE reservation as detailed in this handbook.
2. Complete the [Event Information Form](#) through Presence software ([trinity.presence.io](http://trinity.presence.io)) (elevated risk events require submission 1-2 months in advance of event date; low risk events required submission 1-2 weeks in advance of event date).
3. Meet with the Coordinator for Student Programs, or other Student Involvement representatives as relevant, to begin the event planning process and discuss the completed Event Information Form previously submitted. The Coordinator will advise the hosting organization regarding facility and other resource needs, check for scheduling conflicts, and review expectations of the hosting organization.
4. The Coordinator for Student Programs will forward non-routine, elevated-risk events to the University Event Review Committee. In order to lower the risk level, maximize safety, and reduce risk conditions, the Event Review Committee may make recommendations for additional event planning steps (including, but not limited to: requirement for a contract, liability insurance, security personnel, etc.).

**Note:** When TUPD presence is required, the hosting organization will bear the cost of the services.

5. Event promotions and the event itself may proceed only upon notification from Student Involvement (the Director, Assistant Director, or Coordinator for Student Programs) that the logistical items stated in the aforementioned steps meet University requirements for the specific event.
6. Student Involvement is the Approving Authority for student organization events and will determine if an event is approved and when campus space can be formally reserved and confirmed.

### **Event Planning Expectations**

In order to maintain the safety and security of the campus community and student organization events, student organizations must adhere to the following event planning expectations:

1. External groups affiliated with or connected to student organizations for the purposes of affiliated with or coordinating with umbrella groups and/or involved in sponsoring or financially supporting an event in any way must comply with University and student organization policies and procedures.
2. Once the event is approved, existing logistical plans and arrangements may not be changed within five days of the event.
3. Event promotion may not proceed until the event is approved. Event promotion must comply with both the Commercial Enterprise Policy and the Solicitation and Promotion Policy. Please see the [Student Handbook](#) for details.
4. Failure to comply with reasonable and timely requests and/or stated deadlines may result in the cancellation or rescheduling of an event.
5. All decisions of the University are final.

# Glossary

[Alcohol Policy](#)

[Annual Registration Process](#)

[Anti-Hazing Agreement](#)

[Approved Bus Companies](#)

[Authorized Driver Request Form](#)

[Authorized Driver List](#)

[Banner Request Form](#)

[Cash Handling Policy](#)

[Event Information Form](#)

[Event Planning Process](#)

[Safer Parties Initiative \(SPIn\)](#)

[Student Handbook](#)

[Student Involvement Office](#)

[Student Rights and Responsibilities](#)

[Student Organization Account Request Form](#)

[Student Organization Check Request or Fund Transfer Form](#)

[Student Participant Release Agreement](#)

[Van Authorization](#)