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Student Life and Activities Office

Student Center Bldg. 106, Room 130
(inside the Student Lounge)
P.O. Box 1800
Killeen, Texas 76540-1800

254-526-1577/1258
800-792-3348, ext. 1577/1258
The purpose of this Student Organization & Sponsor Handbook is to give information to help plan and present quality activities and programs for student organizations.

Central Texas College (CTC) is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associated degrees and certificates of completion.

Central Texas College does not discriminate in admissions or access to, of, or treatment or employment in its programs and activities on the basis of race, color, religion, national origin, gender, disability, age, or veteran’s status.

All information in this booklet is intended for use as a guideline and is subject to change. Should you have any questions or comments, please call the Student Life Activities Office.

**Student Life Activities Office**
Student Center Bldg. 106
254-526-1258/1577

**Student Government Association Office**
Student Center Bldg. 106
254-526-1151
SECTION I: INTRODUCTION

What Is It All About?

Social and Cultural activities play an important part in the life of the college student. The Student Life Activities Office supports and guides student development by providing opportunities for individual and group interaction through student organizations, tournaments, field trips, and other social and seasonal activities.

The Student Government Association and other student clubs including religious, political, social, academic, special interest, and recreational organizations, operate on the CTC campus. All student organizations and activities must conform to the educational objectives and the administrative rules, regulations, and policies of the college as stated in the most current CTC catalog, student handbook, and this publication.

The Roy J. Smith Student Center, Bldg. 106, is the social center of the CTC campus. The Student Life Activities Offices, the Student Government Office, the Student Lounge, and a relaxation area for students are located on the first floor of the building.
Disclaimer

CTC student organizations must comply with federal and state laws and regulations regarding discrimination on the basis of sex, handicap, race, creed, religion, age, national origin, sexual orientation, and veteran’s status. Student organizations are open to any student currently enrolled at CTC, the Vocational Skills Center, or the Fort Hood Campus.

CTC does not sponsor secret organizations of any type. No unofficial student organizations are permitted to hold meetings or events on the CTC campus. Any form of hazing of any type (including but not limited to: forced physical conditions and/or mental attitude adjustments, and/or physical, mental, or verbal cruelty) will not be tolerated. Student organizations and individual students violating this statement are grounds for legal and disciplinary action, including expulsion. All club sponsors and officers have to complete the Club Risk Management Training on an annual basis in order to remain a recognized club on campus. The sponsor and officers in turn are to train club members accordingly. To assist with the training, the Club Risk Management Training Power Point presentation can be found at http://www.ctcd.edu/stu_life/publications.htm. Clubs are to follow all rules pertaining to the training received. Clubs in violation of these requirements may be subject to sanctions.

CTC and the Student Life Activities Office does not permit and does not condone the use and/or possession of alcohol, contraband, controlled substances, explosives, or weapons at any school or student organization function, either official or unofficial, with or without the club sponsor, on or off campus. Any student organization found in violation will be removed from the campus and any individuals violating this rule will be referred to law enforcement agencies for prosecution.
Procedures and Forms for Organizational Approval

Any group of ten or more currently enrolled CTC students may form a student organization by following the steps listed below:

Step 1: Visit the Student Life Activities Office to obtain the necessary forms.

Step 2: When complete, return these forms to the Student Life Activities Office. The Director of Student Life and the President of the Student Government Association will review the organization’s goals and objectives and determine whether they are compatible and consistent with the philosophies and goals of CTC.

Step 3: The organization’s sponsor and club representative will be referred to the next Student Government Association meeting to obtain approval from the General Assembly. If confirmed, the organization will be deemed “officially recognized”, and thus entitled to all rights and privileges of campus organizations and must comply with all rules and regulations set forth by college policies and the Student Life Activities Offices.

Step 4: A signed copy of the completed forms will be returned to the organization’s sponsor to keep on file.

Step 5: Newly formed clubs have to comply with all policies and procedures as outlined in this handbook.
Rights and Responsibilities

Student Organizations
Student organizations are representatives of CTC and must abide by the rules and regulations of the college. Certain rights and privileges are granted to student organizations that are “officially recognized” by the college. However, the members of an organization must also agree to accept certain responsibilities and adhere to the rules as indicated.

Rights:
1. Use of CTC facilities for pre-approved events such as meetings, bake sales, car washes, or other functions free of charge.
2. Use of CTC vehicles by CTC sponsor to provide transportation to approved events free of charge with the exception of gasoline, provided all necessary forms are completed and signed prior to travel and confirmations of vehicle availability has been obtained.
3. Use of the CTC name as part of the organization’s name.
4. Guidance and leadership of a faculty/staff sponsor.
6. Permission to sponsor and hold pre-approved activities on campus to raise money for the organization.
7. Publication of articles regarding meeting times, announcements of events, and other information in the CTC Bell Tower Buzz.
8. Listing of campus organization name and description in various publications such as the Student Handbook, Catalog, and other printed materials.
9. Pre-approved advertisements may be posted on the CTC Events bulletin board in the Student Center, Bldg. 106, and other designated areas around campus.

Responsibilities:
1. Complete all required forms to be “officially recognized.”
2. Notify the Director of Student Life Activities of any changes in status concerning the organization, such as name change, sponsor replacement, constitution/by-laws amendments.
3. Adhere to all CTC rules, regulations, policies, and procedures.
4. Comply with posting procedures as pertains to content, approval stamp of materials, where to post, and removal of items.
5. Submit a complete and up-to-date constitution and by-laws of the organization to the Director of Student Life Activities each fall semester prior to October 15th.
6. Submit a completed officer/membership roster each fall semester prior to October 15th.
7. The sponsor and 4 officers are REQUIRED to attend one of the Club Risk Management Program Workshops offered during the fall semester.
8. Have at least one representative attend all SGA meetings if possible. If absent from three consecutive meetings, “officially recognized” status may be revoked and all privileges may be suspended.
7. Open and maintain an organization account, either on campus with the Business Office or off campus in a local financial institution.
8. Ensure that active membership remains above ten (10). If the roster falls below this number, the organization will be in danger of losing its “officially recognized” status.
9. The organization’s secretary must submit minutes from each meeting to the sponsor no later than one week after each meeting.
10. Open membership to all currently enrolled CTC students; do not discriminate based on race, color, sex, age, religion, national origin, sexual orientation, or veteran’s status.
11. Provide completed activity approval forms 14 days prior to the scheduled event. The form can be found at http://www.ctcd.edu/stu_life/publications.htm.
12. If applicable, complete a Food Event Checklist 14 days prior to the event to the Director of Student Life for approval. The form can be found at http://www.ctcd.edu/stu_life/publications.htm.
13. Comply with Club Risk Management Policy No. 100. Meet all annual training stipulations as required as part of the CTC Club Risk Management Training. Non-compliance may result in club sanctions. The PowerPoint presentation pertaining to the training can be found at http://www.ctcd.edu/stu_life/publications.htm.
14. All participants of an event have to complete an Assumption of Risk Form. Copies of completed forms need to be submitted to the Student Life Office no later than 3 days prior to the event. The club sponsor will keep Assumption of Risk Forms on file for a minimum of 3 years after the event has occurred.
15. In case an event allows for vendor involvement, the club sponsor is required to contact Risk Management, at (254) 526-1347, for appropriate guidelines on insurance requirements and forms.

Student Life Activities Office
The Student Life Activities Office is responsible for coordinating the efforts of all campus organizations to ensure the opportunity for students to participate in activities that will complement their educational pursuits and enhance their social and personal lives.

Rights:
1. Organizations and sponsors will submit all necessary paperwork to the Director of Student Life Activities who will keep a permanent file for each campus organization for public review.
2. Organizations and sponsors will inform the Director of Student Life of any changes to the organization’s constitution, by-laws, or membership roster, or other modifications within two weeks of the change.
3. The Director of Student Life Activities may revoke “officially recognized” status and suspend any privileges for breach of agreement.
Responsibilities:

1. Provide all necessary forms to be completed by organization members and the sponsor to ensure proper procedures are followed, and that the policies of the group are consistent with the rules and regulations of CTC.
2. Maintain records of organizations, to include the constitution, by-laws, membership roster, and activity requests.
3. Offer Club Risk Management Training on an annual basis.
4. Maintain information on developing leadership skills, conducting effective meetings, holding productive fund-raising events, parliamentary procedure guidelines, and other materials of interest for ensuring the success of the organization.
Role of the Sponsor

Any full-time exempt staff or faculty member is eligible to sponsor a student organization. Any classified staff employee with 10 years employment at CTC may also sponsor a student organization. A sponsor must be older than 21 years of age. The sponsor cannot be a student at Central Texas College. The role of sponsor is an important one and involves a sincere commitment. The sponsor serves in an advisory capacity to a student organization to provide guidance to the organization and its members. Duties include:

1. Ensure that organization members are aware of, and follow, college policies and procedures; Student Code of Conduct; and local, state, and federal laws.

2. Ensure that the constitution, by-laws, and other policies set forth by the organization are followed.

3. Attend and assume responsibility for every organizational activity, both on and off campus. Schedule an individual training through Disability Support Services to be available during an event to assist students with disabilities.

4. Initiate and sign all appropriate forms for activities and events.

5. Travel with students on field trips sponsored by the organization.

6. Monitor and approve all monetary transactions and financial records of the organization.

7. Act as guide and mentor to organizational members. Provide advice, assistance, and guidance when needed.

8. Maintain communication with organization members, Student Government Association, the Director of Student Life Activities, and other student organization sponsors.


10. Attend the annual Club Risk Management Training offered through Student Life and Activities and meet the component deadlines as indicated in section 3.1 of this handbook.

11. Assure that four club officers attend the annual Risk Management Training as indicated in section 3.1 of this handbook.

12. With the assistance of the club officers train all club members by the date as indicated in section 3.1 of this handbook.
Texas Education Code, Section 51.936 and 51.936 and Risk Management Policies and Procedures, Policy No. 100

Based on the Texas Education Code, Section 51.936 all club sponsors and four club officers from each club are required to attend an annual, mandatory Club Risk Management training session offered through the Student Life Office, in order to remain a recognized club on campus. The club sponsor and officers then are required to train all club members on the issues addressed as indicated below:

1. Possession and use of alcoholic beverages and illegal drugs, including penalties that may be imposed for possession or use
2. Hazing
3. Sexual Abuse and Harassment
4. Fire and other safety issues, including the possession and use of a firearm or other weapon or of an explosive devise
5. Travel and event approval.
6. Behavior at parties and other events held by a student organization, to include but not limited to substance abuse and alcohol.
7. Risk Management, Policy No. 100

In conjunction with other departments, sponsor and officer training will be offered by the Student Life and Activities Office on an annual basis during the month of October. Groups which were established after the October training will be required to attend in-person training during the following Spring semester; however will need to complete the on-line training components within one month of forming.

SECTION II: Organization Approval
What are required components and deadlines?

<table>
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<th>Due Dates for newly formed groups after fall training</th>
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<td>1. Complete Sponsor Acknowledgement Statement and Return to Student Life and Activities</td>
<td>September 16</td>
<td>At time of establishing of the new club.</td>
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<td>2. Register for the in-person workshop (sponsor and officers) through the CTC online calendar by using the following link <a href="http://www.ctcd.edu/calendar/index.htm">http://www.ctcd.edu/calendar/index.htm</a></td>
<td>September 16</td>
<td>January 30</td>
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<tr>
<td>3. Attend the in-person workshop, which also includes a section on Disability Services</td>
<td>Date TBA (end September/ beginning October)</td>
<td>Date TBA (beginning October)</td>
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<td>4. Provide a current membership roster to the Student Life and Activities Office</td>
<td>October 15</td>
<td>February 15</td>
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<td>5. Complete the Online Follow up Survey</td>
<td>November 1</td>
<td>March 1</td>
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<tr>
<td>6. Train all Clubs/Organization’s members and keep a sign-in roster</td>
<td>November 1</td>
<td>March 1</td>
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<tr>
<td>7. Submit a copy of the member training sign-in roster to the Student Life Office.</td>
<td>November 10</td>
<td>March 10</td>
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All documentation has to be maintained by club sponsor for a period of three years. Copies of the documentation have to be forwarded to the Student Life Office as well. Please be aware that not meeting the requirements above may result in Club sanctions to include suspension and possible removal of Club status by Central Texas College.
How to Write a Constitution

A constitution contains the basic rules of the organization. It is important to be clear and precise, but not overbearing. This constitution should be broad, while the by-laws should contain specific regulations. The constitution should contain all the elements included in the format shown over the next few pages. However, this is just a model and each organization is free to adjust the contents to meet the needs of the group.

Title

Constitution for the ______________________

Preamble

Article I
Name of the Organization

Article II
Objectives or Purpose of Organization

Article III
Membership

Article IV
Officers

Article V
Meetings

Article VI
Committees

Article VII
Finances

Article VIII
Amendments

Date of Ratification or Revision

Organization President

Organization Sponsor

Director, Student Life Activities

SECTION III: Organization Documents
MODEL CONSTITUTION

Constitution for the ABC Organization

Preamble

We, the members of the ABC Organization, do establish and function with the purpose of furthering the ____________ profession and our educational goals with respect to the rights of all students, enjoying liberties regardless of race, religion, creed, sex, national origin, sexual preference, or veteran’s status, and conforming to the rules and regulations set forth by Central Texas College.

Article I
The name of this organization shall be ____________________________________.

Article II
The purpose of this organization shall be to
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________

Article III
Membership

Section I.
Membership shall be open to any currently enrolled student at CTC. No one shall be denied membership based on sex, handicap, race, creed, religion, age, national origin, sexual orientation, or veteran’s status.

Section II.
Dues.

Article IV
Officers

Section I.
This organization shall have ____ executive officers and non-limited active members.

Section II.
The term of office for all elected officials shall be one calendar year beginning on the second Monday of November and ending the following year on the second Monday of November.

Section III.
The title of the executive officers shall be:
President  Treasurer
Vice President  Parliamentarian
Secretary
Article V
Meetings

Section I. A quorum shall consist of at least one officer and ___ percent of the active membership in good standing.

Section II. Meetings shall be held date/time/place.

Section III. Emergency meetings shall be called when deemed necessary by a majority of the executive officers.

Article VI
Committees

Section I. Names of standing committees, plus authorization for other committees, standing or special, as may be deemed necessary.

Section II. Authority of appointment or commission

Section III. Duties and responsibilities.

Article VII
Finances

Section I. Authorization for withdrawal of funds.

Section II. What to do with funds if club becomes inactive.

Article VIII
Amendments

Section I. Require two-thirds vote of those present and voting at an official meeting.

Section II. All amendments must be ratified by ___ percent of active members.

This constitution was (adopted, revised, passed) on the ____ day of __________, 20___.

_____________________________________________________________________

Organization President  Director, Student Life Activities

Organization Sponsor

SECTION III: Organization Documents  page 3.3
MODEL BY-LAWS

By-laws for the ABC Organization
Adopted the ____ day of ____________________, 200__.

Article I
Duties of the Officers

Section I. President
Section II. Vice President
Section III. Secretary
Section IV. Treasurer

Article II
Nomination of Officers

Section I. Nomination of Individuals
Section II. Qualification of Officers

Article III
Election of Officers

Section I. Date of election
Section II. Manner of election
Section III. Counting of votes
Section IV. Impeachment procedures

Article IV
Meetings

Section I. A quorum shall consist of at least one officer and ___ percent of the active
membership in good standing.
Section II. Meetings shall be held date/time/place.
Section III. Emergency meetings shall be called when deemed necessary by a majority
of the executive officers.

Article V
Committees

Section I. Names of standing committees, plus authorization for other committees,
standing or special, as may be deemed necessary.
Section II. Authority of appointment or commission.
Section III. Duties and responsibilities.
Article VI
Finances

Article VII
Amendments

Section I. Origin
Section II. Voting procedure

Organization President

Director, Student Life Activities

Organization Sponsor
How to Write Amendments

Amendments to the constitution or by-laws may be introduced by an active member of the club.

Amendments to the Constitution:
The amendment must be submitted in writing to the executive officers for review and must be read at three consecutive, regularly scheduled, general membership meetings. It shall then be submitted for approval by a three-fourths vote of members present.

Amendments to the By-laws:
The amendment must be submitted in writing to the executive officers for review and must be read at the next regularly scheduled meeting. It must be voted on and approved by a three-fourths vote of members present.

The approved amendment must then be presented to the Student Life Activities Office to secure final approval by the President of Student Government and the Director of Student Life Activities.

*****

Model Amendment

As (a) member(s) of the ABC Organization, (I/we) submit for approval by the general membership, the following proposal amending the organization’s (constitution/by-laws):

Article ____, Section ________, (Paragraph ______,Sub Paragraph _______), should be amended to read:

{Insert the proposed amendment here}

Respectfully submitted by ___________________________________________________,
(name)

____________________________________ on the ______day of ______, 200__.
(position)
As participants, be prepared so the meeting will run smoothly.

- Know the purpose of the meetings
- Research any background information
- Review the agenda
- Ask questions

Proper etiquette and good manners include:

- Arrive on time
- Do not interrupt
- Stay within time limit

Remember, you are part of a team, so:

- Support the group’s efforts
- Get involved
- Share your ideas
- Be creative
- Take notes
- Be enthusiastic
Model Agenda

Name of Organization
Date
Time
Place

I. Call to Order
II. Roll Call and Establish Quorum
III. Reading and Approval of Minutes
IV. Reports
V. President
VI. Vice President
VII. Secretary
VIII. Treasurer
IX. Advisor
X. Committee Reports
XI. Unfinished Business (from previous minutes)
XII. a.
XIII. b.
XIV. c.
XV. New Business
 XVI. a.
 XVII. b.
 XVIII. c.
 XIX. Announcements
 XX. (give date, time, and place of next meeting)
 XXI. Adjournment
XXII.
XXIII.
How to Write Minutes

The outline of the minutes should follow the same outline as the agenda. Head minutes with the name of the organization, date, time, and place of meeting. Minutes should be written in the third person, should be brief, and should record actions only, not opinions.

Motions should be written completely, should carry the name of the sponsor of the motion, name of person who seconded, the motion, and the action taken, (e.g., motion was tabled until, motion carried, motion failed). Additions and corrections to the minutes should be noted in the left margin. Deletions should be lined through neatly. The official minutes for each meeting should be kept in a notebook or file for easy reference.
Model Minutes

Name of the Organization

Date

Time

Place

I. Call to Order at (time)

II. Roll was called and quorum was/was not established

III. Minutes were read and approved (as read, with corrections)

IV. Reports
   a. President
   b. Vice President
   c. Secretary
   d. Treasurer
   e. Advisor

V. Committee Reports

VI. Unfinished Business (from previous minutes)
   a.
   b.
   c.

VII. New Business
   a.
   b.
   c.

VIII. Announcements (give date, time, and place of next meeting)

IX. Adjournment at (time)

Respectfully submitted by:

________________________________________
Secretary

Approved on:

________________________________________
President
Student organizations may open an on-campus {Agency Fund} account or an account at a local bank, savings and loan, or credit union.

**Agency Fund Account**

Advantages:

- use of the CTC tax exemption number
- ease of depositing/withdrawal
- control to accessing monies

Procedures to establish Agency Fund Account:

1. Contact the Director of Student Life Activities. He/she will contact Budget Management for assignment of an account number and notify the club sponsor of the number.

2. Make deposits directly at the Business Office.

3. The Treasurer should maintain accurate bookkeeping records which should be reviewed periodically by the sponsor.

Procedure for withdrawing funds:

1. The Club authorizes expenditure.

2. The Treasurer takes a handwritten request, along with the Treasurer’s President’s, and Sponsor’s signatures and all supporting paperwork (invoice, bill receipt), to the Director of Student Life Activities.

3. The Director of Student Life Activities enters the requisition number into the DATATEL System.

4. The Director of Student Life Activities notifies the sponsor of the requisition number

5. The requisition number is approved through the chain of authority.

6. The completed request and check will go through the Student Life Activities Office.

**Note:** The Sponsor may enter the requisition number directly, eliminating several steps and saving time.
Off-Campus Account

Advantages:

- shorter processing time
- interest payments
- monthly account statements

Disadvantages:

- distance and travel time to institution
- postage stamps and envelopes
- monthly service charge
- check processing fees
- must apply for separate tax exemption number

If the club decided to use a local financial institution, the sponsor must keep abreast of the monthly account balance. **CTC will not be held responsible** for overdrafts, misappropriate funds, or negative balance accounts.

To protect club funds, it is recommended that the Club President and Sponsor both be required to sign each check. Theses two should place their signature on the signature card of the financial institution. The Club Treasurer may keep the blank checks and fill them out when needed. However, the Club Treasurer should not be able to sign the checks and should not be on the signature card.

**ATM Cards**

It is highly recommended that organizations NOT get an ATM card. This makes it too easy for a single individual to have access to the club funds. The bank may also charge fees for using the machine. If the organization thinks it is absolutely necessary to have a card, then only the club sponsor should know the Personal Identification Number (PIN).

Monies received from fund-raising activities, dues collection, or other means must be deposited within 24 hours.
Facilities

“Officially recognized” student organizations have the privilege of using CTC facilities (classrooms, dining rooms, gazebo, etc.) on the first-come, first-served basis, at no cost for scheduled meetings and activities when the event is not-for-profit.

All facilities must be reserved through the Student Life Office (526-1258) prior to the event. Either an organization member or the sponsor may secure reservations. Please complete the room reservation request form by using the following link http://www.ctcd.edu/forms/roomreservation.html. The Student Life Assistant will contact you to approve or disapprove the use of the space based on availability. The club sponsor is responsible to complete work orders for chairs and tables depending on the location, such as the Campus Center. To complete the work order go to http://www.ctcd.edu/fac_mgmt/fac_mgmt_wo_request.asp and complete the form. Remember to indicate a “pick up” date as well.

The CTC Police Department (526-1200) must be hired for dances and/or large events held on campus. Arrangements should be made directly with the CTC Police Department at least two weeks in advance of the event. The CTC Police Department will determine if its services are required and how many officers are needed. The club will be billed for the cost of such services.

Organizations are responsible for leaving the facility in the same condition it was found. There should be adequate supplies and personnel on hand to clean-up the facility immediately following the activity. Failure to do so will result in cleaning charges assessed to the organization by Custodial Services.

Use or special set-up of tables, chairs, podium, or other special equipment must be arranged by the club sponsor, Work Orders Department (526-1196).

Access to buildings after normal working hours must be coordinated with the CTC Police Department. Organizations will not be issued keys for unsupervised access to any building.
Equipment

All equipment, such as microphones, overhead projectors, tape recorders, VCRs, televisions, and other such items, must be requested by the club sponsor. Requests should be made at least one week prior to the event to the appropriate department. Please contact Student Life and Activities at (254) 526-1577/1258 for additional information.
Student organizations may wish to travel to other cities to visit museums, attend workshops, or participate in competitions. There are several important steps to follow to have these trips approved.

**Step 1:** The Club Sponsor must complete an **Activity Approval Form** for any event or activity planned by the student organization. This must be submitted to the Student Life Activities Office for proper approval signature.

**Step 2:** A **Request for Travel Authorization Form (RTA)**, must be completed by the Club Sponsor, signed by the Department Chair or appropriate supervisor, and approved by Budget Management. The RTA should include the name and social security number of each student. All student travel must be approved as a club/organization activity, even if no college vehicle is used or no college or club funds are involved.

**Step 3:** All Students who travel to an off-campus activity must complete and sign a **Assumption of Risk form**. A separate release form must be completed for every student for every event involving travel off-campus as part of an organization’s activity. A copy of the form has to be provided to the Student Life Office at least 7 days prior to traveling. The club sponsor is required to keep the Assumption of Risk forms on file for a minimum of 3 years after the event.

**The RTA and Release Forms must be signed ads approved before any off-campus travel is undertaken.**

**Step 4:** CTC vehicles can be reserved by the sponsor only, on a first-come, first-served basis. The driver must be the club sponsor and must be on the approved driver’s list through the Risk Management department. All matters concerning college vehicle use and reservations can be directed to the Transportation Services Coordinator at (254) 526-1366. Members who use their own vehicles can be reimbursed through the club account funds and must be on the approved driver’s list. For questions regarding the driver’s list please contact Risk Management at (254) 526-3028.
Step 5: CTC vehicles must be returned to Facilities Management on time and with a full tank of gasoline. If it is after normal business hours, contact the CTC Police Department, at (254) 526-1427, upon arrival on campus, and the officer on duty will unlock the doors so the keys may be returned. You must record the time in and mileage on the appropriate form.

Step 6: Upon return, any funds that were spent for the excursion can be reimbursed by completing a Travel Expense Voucher (TEV), and forwarding it through the appropriate channels.
Sales

All club activities need prior approval from the Director of Student Life and Activities. Clubs are required to have their activities approved at a minimum 14 days prior to the event.

Food sales are a great fund-raising idea for campus organizations. Hot dogs, popcorn, baked potatoes, and baked goods are a few top selling items. Registration periods are excellent times to set up a booth as well as dates when computer time is due for developmental classes (Vocational Skills Center, Building 118).

In case of food sales, the Activity Approval Form needs to be accompanied by a completed Temporary Food Event Check List. Forms can be printed using the following link [http://www.ctcd.edu/stu_life/publications.htm](http://www.ctcd.edu/stu_life/publications.htm) and are also located at the end of this handbook.

Catering

Great Western Dining can provide food and beverages for meetings, luncheons, receptions, initiations, fund raisers, and other approved activities.

_Great Western Dining has the first option to handle any catering services that are needed. Requests should be made directly to Great Western Dining, 526-1786. Other catering services are only authorized if Great Western Dining declined to cater an event._
In addition to good planning, advertising is an integral part of any activity. Organizations must include an advertising strategy in their plans to make activities successful.

1. Begin advertising several weeks before the planned event. People need to know early enough so they can make plans and arrangements to participate. Include who, what, when, where, why, and how much on all advertising materials. Flyers have to be approved and stamped by the Student Life office prior to posting. All flyers without appropriate approval will be removed.

2. The campus newsletter, the Bell Tower Buzz, is published weekly and distributed on Mondays. News items and advertisements for club activities must be submitted to the Student Life Activities Office (Building 106, room 13., (254) 526-1258), no later than 2 pm. on Tuesdays for the next week’s edition. There is no charge for club items; however, inclusion is determined on first-come, first-served, basis and on space available. Information submitted must be legible.

3. All press releases must go through the Community Relations & Marketing Office Building 139,(254) 526-1224, and not directly to the newspaper or radio station.

4. Fund-raising events should list the amount to be charged as “donations” instead of “cost.” In addition, the word “drawing” or “sweepstakes” should be used instead of “raffle.”

5. Clubs/organizations may post flyers at the “CTC Events” bulletin board in the Student Center Building 106. Be sure to give a flyer or other information to the Public Information Office, and take copies to the Student Services Building 119, as these are two major traffic areas on campus. The Library, Criminal Justice Building, Academic Building, Nursing/Science Building, Morton Hall, and the Student Center are also good places to display information. At no time will flyers be posted on windows, walls, or doors.

6. Organizations are allowed to publicize their activities with signs, posters, flyers, banners, table tents, etc. All of these items must have an approval stamp, obtained in the Student Life Activities Office (building 106, room 100, 526-1258), prior to posting. It is recommended to have the master copy stamped before making copies. Please remember that all items have to look professional.
7. Posting is not permitted on the following: trash receptacles, trees, flag poles, light poles, windows, walls, doors, or car windshields, etc.

8. Signs and posters may be placed on bulletin boards only. The use of paint, chalk, whitewash, or similar materials on CTC property is not permitted.

9. Information contained in any form of publicity should be in good taste and should reflect the goals, principles, and mission of the college. Signs containing obscene, vulgar, offensive, or libelous information are not allowed. All signage needs to be approved by the sponsor prior to submitting it to Student Life for stamping.

10. Signs may be posted in a foreign language; however, there must be an English translation on the same sign. Both the foreign and the English must be legible and large enough for everyone to read and understand.

11. All advertising materials must be removed by the organization within 24 hours after the event to which it relates has ended.

12. Ask permission in each building to post signs, especially on department bulletin boards.

13. Any publicity posted in violation of these policies will be removed.
Hazing

Hazing or bullying in all forms is prohibited.

**DEFINITIONS:**

1. **HAZING:** "Hazing" means any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization. The term includes:
   a. any type of physical brutality, such as whipping, striking, etc.
   b. physical activity, such as sleep deprivation, exposure to the elements, etc.,
   c. any activity involving consumption of a liquid, alcoholic beverage, liquor, drug, or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
   d. any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution.
   e. any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code.

2. **PLEDGE:** Any person who has been accepted by, is considering an offer of membership from or is in the process of qualifying for membership in an club/organization.

3. **PLEDGING:** Any action or activity related to becoming a member of a club/organization.

4. **ORGANIZATION:** A club, fraternity, sorority, association, corporation, order, society, corps, or service, social, or similar group, whose members are primarily students.
PERSONAL HAZING OFFENSE. (a) A person commits an offense if the person:
   (1) engages in hazing;
   (2) solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing;
   (3) recklessly permits hazing to occur; or
   (4) has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or has firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report that knowledge in writing to the dean of students or other appropriate official of the institution.

Failing to report a hazing offense will be addressed administratively as well as criminally.

CLUBS/ORGANIZATION HAZING OFFENSE. A club/organization commits an offense if the club/organization condones or encourages hazing or if an officer or any combination of members, pledges, or alumni of the organization commits or assists in the commission of hazing.

An offense will be addressed administratively and criminally.

CONSENT NOT A DEFENSE. It is not a defense to prosecution of an offense that the person against whom the hazing was directed consented to or acquiesced in the hazing activity.

IMMUNITY FROM PROSECUTION AVAILABLE. In the prosecution of an offense the court may grant immunity from prosecution for the offense to each person who is subpoenaed to testify for the prosecution and who does testify for the prosecution. Any person reporting a specific hazing incident involving a student in an educational institution to the dean of students or other appropriate official of the institution is immune from civil or criminal liability that might otherwise be incurred or imposed as a result of the report. Immunity extends to participation in any judicial proceeding resulting from the report. A person reporting in bad faith or with malice is not protected by this section.

Bullying
Bullying is the intentional causing of harm to another person. Bullying may include but is not limited to verbal or non-verbal threats, physical assault, and intimidation. The intent is to threaten, frighten, or even harm the other person. Any form of bullying is strictly prohibited.
Alcohol

Students are admitted to CTC for the purpose of educational, social, and personal enhancement. As members and/or sponsor of an organization, certain rights and privileges are granted, as well as certain duties and responsibilities essential for creating an environment where all students can learn how to live productive, fulfilling lives. Substance and alcohol abuse disrupts this environment and threatens not only the lives and well-being of our students, faculty, and staff, but also potential educational, social, and personal enhancement.

The College District, consistent with local, state, or federal law, will impose sanctions against any student or employee who violates the standards of conduct. These might include completion of an appropriate rehabilitation program, suspension or expulsion from school, termination of employment, or referral to authorities for prosecution.

The following documents reflect the school’s policy on alcohol usage while on college property or at college-sponsored activities. It is the responsibility of both club members and the sponsor to see that these rules are strictly enforced.

Board Document #227

Standards of conduct that prohibit the unlawful possession, use, and distribution of illicit drugs and alcohol by students and employees on college property or as part of any college activity.

CTC Drug and Alcohol Abuse Policy

Faculty, staff, and students of CTC are expected to abide by local, state, and federal laws pertaining to controlled substances and illegal drugs. More specifically, the Institution prohibits “manufacturing, possessing, having under control, selling, transmitting, using, or being party there to any illegal drug, controlled substance, or drug paraphernalia on college premises or at college sponsored activities.”

Student Handbook

Each student is expected to act in a manner consistent with the college’s functions and goals as an institution of higher learning. The following behavior may be viewed as prohibited and subject to disciplinary action due to the interference with the lawful and orderly use of a college premises, facilities, and activities in which students are involved (Non-Academic Misconduct, page 29, subsection E):

“Possessing, using, selling, or being under the influence of alcoholic beverages or having alcoholic beverages containers in any College owned facility or at any College sponsored event...”
Solicitation of Gifts and Donations

Often organizations approach outside vendors for donations of gift certificates, door prizes, or food items for fund-raising activities or other events. The Chancellor has published a policy for such solicitation which should be followed: (Memorandum dated 10/19/92)

“...public or private fund raising activity on behalf of CTC, or the faculty or our students is not authorized without the coordination and concurrence of the Executive Director of the CTC Foundation.

Coordination will ensure that there are no redundant fund raising efforts in which the public at large, or community businesses, industries, or civic clubs, are repeatedly asked to contribute to support some activity of the college. This destroys CTC’s credibility in obtaining complete community support for the major fund raising activities of the college and reflects a perceived lack of sensitivity when viewed by the prospective donor.”

Any deliberate disregard of this policy will be handled through the CTC Foundation and the Chancellor’s office
Audio/Visual Equipment                  526-1537
Bell Tower Buzz                         526-1258
Business Office                         526-1217
Campus Police                           526-1427
Community Relations & Marketing         526-1224
Desktop Publishing                      526-1567
Food Services                           526-1786
KNCT-TV/Radio                           526-1176
Printing                                526-1156
Room Reservations                       526-1258
Student Government Association          526-1151
Student Life Activities Office          526-1577/1258
Vehicle Reservations                    526-1366
Work Orders/Physical Plant              526-1196
<table>
<thead>
<tr>
<th>Clubs</th>
<th>Sponsors</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baptist Student Ministry (BSM)</td>
<td>Barbara Little</td>
<td>526-1830</td>
</tr>
<tr>
<td><em>Byways</em> Literary Journal</td>
<td>Michael Matthews</td>
<td>526-1694</td>
</tr>
<tr>
<td>Central Texas College Golden Eagles Academic Club</td>
<td>Jane Gibson</td>
<td>526-1525</td>
</tr>
<tr>
<td>Criminal Justice Club</td>
<td>John Cella</td>
<td>526-1275</td>
</tr>
<tr>
<td>Culinary Hospitality Arts Club</td>
<td>Ramona Lezo</td>
<td>526-1534</td>
</tr>
<tr>
<td>CTC College Conservatives</td>
<td>Dr. Joyce Bateman Jones</td>
<td>526-1540</td>
</tr>
<tr>
<td>Delta Epsilon Chi (DECA)</td>
<td>Rick Hindman</td>
<td>526-1539</td>
</tr>
<tr>
<td>ENACTUS</td>
<td>John Frith</td>
<td>526-1248</td>
</tr>
<tr>
<td>Epsilon Delta Pi (Computer Science)</td>
<td>Steve Schroeder</td>
<td>526-1164</td>
</tr>
<tr>
<td>Flight Team</td>
<td>Michael Hutyra</td>
<td>526-1241</td>
</tr>
<tr>
<td>Gay Straight Alliance (GSA)</td>
<td>Bertha Kondrak</td>
<td>526-1273</td>
</tr>
<tr>
<td>Gamma Epsilon Omega (GEO)</td>
<td>Kenneth Bass</td>
<td>526-1612</td>
</tr>
<tr>
<td>Inspirational Voices</td>
<td>Diane Dudley</td>
<td>526-1900</td>
</tr>
<tr>
<td>International Student Association (ISA)</td>
<td>Marta Grant</td>
<td>526-1107</td>
</tr>
<tr>
<td>Mental Health Services Association</td>
<td>Dawn Green</td>
<td>526-1856</td>
</tr>
<tr>
<td>Muse Association</td>
<td>Celinda Hallbauer</td>
<td>526-1800</td>
</tr>
<tr>
<td>National Federation of Licensed Practical Nurses</td>
<td>Lela Coleman</td>
<td>526-1898</td>
</tr>
<tr>
<td>Phi Theta Kappa</td>
<td>Jane Gibson</td>
<td>526-1525</td>
</tr>
<tr>
<td>Psi Beta Psychology National Honor Society</td>
<td>Joyce Bateman-Jones</td>
<td>526-1540</td>
</tr>
<tr>
<td>Rotaract</td>
<td>Barbara Merlo</td>
<td>526-1999</td>
</tr>
<tr>
<td>Sigma Kappa Delta</td>
<td>Dr. Will Heath and Dr. Cornell</td>
<td>526-1239</td>
</tr>
<tr>
<td>Speech Team</td>
<td>Brandon Wood</td>
<td>526-1239</td>
</tr>
<tr>
<td>Student Government Association (SGA)</td>
<td>Kerstin Brooks</td>
<td>526-1258</td>
</tr>
<tr>
<td>Student Nurse Association (SNA)</td>
<td>Susan Ramnarine-Singh</td>
<td>526-1986</td>
</tr>
<tr>
<td>Student Veterans Organization (SVO)</td>
<td>Annabelle Smith</td>
<td>526-1205</td>
</tr>
<tr>
<td>Writer's Club</td>
<td>Michael Matthews</td>
<td>526-1695</td>
</tr>
</tbody>
</table>
The various club forms follow in this section. Clubs may copy these form as needed. Forms are also available online by using the following link:

http://www.ctcd.edu/stu_life/clubs.htm

Forms included are:

1. ACKNOWLEDGEMENT OF NOTIFICATION POSSIBLE HAZARDS

2. RELEASE AND ACKNOWLEDGEMENT of ASSUMPTION OF RISK FOR OFF – CAMPUS ACTIVITIES

3. RELEASE AND ACKNOWLEDGEMENT of ASSUMPTION OF RISK FOR CTC SPONSORED CLUB ACTIVITIES

4. ACTIVITY APPROVAL FORM

5. APPLICATION FOR RECOGNITION

6. OFFICIAL RECOGNITION FORM – YEARLY

7. MEMBERSHIP ROSTER

8. MISSION STATEMENT

9. POLICY NO. 175: TEMPORARY FOOD EVENTS & POTLUCK EVENTS

10. TEMPORARY FOOD EVENT CHECK LIST

11. SPONSOR ACKNOLEDGEMENT STATEMENT

12. POLICY NO. 100: RISK MANAGEMENT POLICIES AND PROCEDURES

Please contact the Director of Student Life and Activities in case of questions.
This is to notify student of the possible hazards involved in ____________________________
Club, program/activity/field trip [hereinafter “Activity”].

1. Central Texas College District [hereinafter “CTCD”] does not provide insurance coverage for students for any loss including, but not limited to, general liability, automobile, or health care insurance in the event of an accident or injury arising from the Activity and transportation associated with the Activity. Students are encouraged to ensure they have their own sufficient health care and other insurance coverage prior to engaging in the Activity.

2. Participation in the Activity may expose student to hazards that could pose a bodily threat such as allergic reactions, skin or body tissue irritation, or poison due to insect bites, stings, or exposure to snakes, including possible venomous snakes, or other wildlife, or plants such as poison ivy.

3. Participation in Activity may take student to an area where there is no readily available hospital or other health care provider.

4. Student is informed that the CTCD instructor[s] conducting this Activity will maintain and carry basic first aid supplies only, not including aspirin, Tylenol or other pain medication.

5. Student is advised to bring sufficient quantities of any medication needed with them for the Activity and longer in the event there is a delay in their return from the Activity. Likewise, if student knows [s]he is allergic to any plant, insect, animal or other matter [s]he is advised to bring allergy medication along on the Activity in the event of exposure.

6. Student may voluntarily give permission to instructor to administer medication in case of an emergency. To do so, student must sign a waiver of liability for CTCD and instructors and provide all such medication in its original container with the original prescription label. Prior to Activity, student must provide instructor with written information about last dosage taken and any side effects possibly encountered with this medication and any other medications student is taking.

Student is requested to VOLUNTARILY list all allergies [including food, plants, insects, drug allergies and other matter] and medical conditions you are aware of:

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Student is requested to VOLUNTARILY list all medications you are taking along with dosage and dosing information:

____________________________________________________________________________
____________________________________________________________________________
I hereby acknowledge that I have read and understand and have been given a copy of the information provided to me in this Notification.

_________________________________________ Date: _______________________
Student Signature (if at least 18 years of age)

_________________________________________
Print Student’s Name

_________________________________________ and ___________________________
Both Parent[s] Signatures[s] as applicable (if student is a minor)

_________________________________________ and ___________________________
Print Parents’ Names

Date: ______________________
Central Texas College District
RELEASE AND ACKNOWLEDGEMENT of ASSUMPTION OF RISK
FOR OFF – CAMPUS ACTIVITIES

In consideration for participating in the Central Texas College District program/trip ________________ to be held on ________________ through the __________ Department [hereinafter "Activity"], I ______________________, in full recognition and appreciation of the possible dangers and hazards inherent in the Activity, including, but specifically not limited to, any transportation whether provided by Central Texas College District, myself or another, or administration of medication associated with, during, or as a result of the Activity, which I have had a full opportunity to investigate and ask questions about, hereby agree to and do assume all of the risks and responsibilities arising out of my participation in the Activity, and any other activities undertaken as adjunct thereto, including but not limited to medical care.

I hereby expressly do for myself, my heirs, assigns, and personal representatives waive, release, and discharge Central Texas College District and all of its Officers, Directors, employees and agents from and against any and all claims, demands, actions, or causes of actions that may arise as a result of any acts causing property damage or personal injury or death as a result of my participation in the Activity. I also hereby expressly agree to hold harmless, and indemnify Central Texas College District and all of its Officers, Directors, employees and agents from and against any and all claims, demands, actions, or causes of actions that may arise resulting in property damage or personal injury or death as a result of my participation in the Activity or any activities undertaken as adjunct thereto.

_______________________________  
Student Signature (if at least 18 years of age)

_____________________________ and ________________
Both Parent[s] Signatures[s] (as applicable and if student is a minor)

_____________________________ and ________________
Print Parent[s] Name[s]

Date: __________________________

Central Texas College District
RELEASE AND ACKNOWLEDGEMENT of ASSUMPTION OF RISK
FOR CTC SPONSORED CLUB ACTIVITIES

In consideration for participating in the Central Texas College District sponsored Club: ______________ ______________ for the _______ semester, year, I ______________, in full recognition and appreciatio

n of the possible dangers and hazards inherent in the various Club activities, including, but specifically not limited to, the activities listed below [herein after “Club Activities”], and any transportation whether provided by Central Texas College District, myself or another, or administration of medication associated with, during, or as a result of Club Activities, which I have had and will continue to have full opportunity to investigate and ask questions about, hereby agree to and do assume all of the risks and responsibilities arising out of my participation in all Club Activities, and any other activities undertaken as adjunct thereto, including but not limited to medical care.

I hereby expressly do for myself, my heirs, assigns, and personal representatives waive, release, and discharge Central Texas College District and all of its Officers, Directors, employees and agents from and against any and all claims, demands, actions, or causes of actions that may arise as a result of any acts causing property damage or personal injury or death as a result of my participation in the Club Activities. I also hereby expressly agree to hold harmless, and indemnify Central Texas College District and all of its Officers, Directors, employees and agents from and against any and all claims, demands, actions, or causes of actions that may arise as a result of property damage, personal injury or death as a result of my participation in Club Activities or any activities undertaken as adjunct thereto, including but not limited to transportation and medical care or administration of medication.

_______________________________       Date: ___________________
Student Signature (if at least 18 years of age)

_______________________________ and ___________________________
Both Parent[s] Signatures[s] (as applicable and if student is a minor)

_______________________________       Date: ___________________
Print Parent[s] Name[s]

Club Activities may include, but are not limited to the following:

LIST ANTICIPATED ACTIVITIES SUCH - Example: meetings [on or off campus],
haunted house, travel off campus, and be sure and include club specific events that you know about.
CAMPUS STUDENT ORGANIZATION
Activity Approval Form

Complete the following form and submit it to the Director of Student Life and Activities at least FIVE (5) working days prior to the planned activity.

Organization: ____________________________ Today’s Date: ____________________

Activity: ____________________________________________________________________

Date: ____________________ Function is: (Check one) ___ On Campus

Time: ____________________ ___ Off Campus

Place: ____________________ ___ Invitation-only

Charge: ____________________ ___ All Students

Please read carefully:
As organization Sponsor, I understand that by signing this request I have agreed to be responsible for ensuring all necessary arrangements are made far enough in advance, and all activities conform to the policies, rules, and regulations of Central Texas College and this student organization.

____________________________________  __________________________________
Organization Sponsor  Signature of Faculty/Staff member who will be present at event (REQUIRED)

____________________________________  __________________________________
Organization President  Director of Student Life and Activities

____________________________________  __________________________________
Point of Contact  Daytime Phone Number

Activity Approved:  □ YES  □ NO

Activity Denied for the following reasons:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
CAMPUS STUDENT ORGANIZATION
Application for Recognition

Organization:_____________________________ Date:_________________________

The following steps must be completed BEFORE submitting this Application for Recognition:

- The club has obtained at least 10 members.
- There is a full-time CTC faculty/staff member designated as Sponsor.
- A Constitution and a complete list of Bylaws have been filed with the Director of Student Life and Activities.

******************************************************************************

I do hereby certify that the conditions for “official recognition” have been completed and agree to abide by the rules and regulations of this organization and of Central Texas College.

_________________________________ ________________________________
Organization President Date

I have read the Constitution and Bylaws for the above-mentioned student organization and give my approval for its recognition as an officially recognized student organization.

_________________________________ ________________________________
Director of Student Life and Activities Date

As President of the CTC Student Government Association, I do hereby certify that the above-mentioned student organization has been voted on and approved by the General Assembly to an “officially recognized” student organization with all the rights and privileges thereto appertaining.

_________________________________ ________________________________
President, Student Government Assn. Date
CAMPUS STUDENT ORGANIZATION
Official Recognition Form - Yearly

The ______________________________________ (Student Organization Name) requests recognition from Central Texas College for the 20__ - 20__ school year. The organization sponsor and members agree to comply with all the rules and regulations of CTC. The organization does not discriminate against, nor exclude from participation in any of its programs or activities, any person on the basis of sex, race, color, religion, national origin, handicap, sexual preference, or veterans status. The sponsor, by signing below, indicates knowledge and understanding of the requirements and responsibilities and agrees to sponsor this organization under these conditions. Organizations seeking yearly recognition must submit this form AND an Application for Recognition to the Student Activities Office no later than October 15, 20__.

<table>
<thead>
<tr>
<th>Officers</th>
<th>Name (type or print)</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>_____________________</td>
<td>__________</td>
</tr>
<tr>
<td>Vice President</td>
<td>_____________________</td>
<td>__________</td>
</tr>
<tr>
<td>Secretary</td>
<td>_____________________</td>
<td>__________</td>
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<tr>
<td>Treasurer</td>
<td>_____________________</td>
<td>__________</td>
</tr>
<tr>
<td>SGA Representative</td>
<td>__________</td>
<td>__________</td>
</tr>
</tbody>
</table>

Organization Sponsor

________________________________________

Date

Director of Student Life and Activities

________________________________________

Date
CAMPUS STUDENT ORGANIZATION
Membership Roster

Organization: ___________________________  Date: ___________________________
Sponsor: ___________________________  Co-Sponsor: ___________________________

Officers

President: ___________________________  Vice President: ___________________________
Address: ___________________________  Address: ___________________________
City/Zip: ___________________________  City/Zip: ___________________________
Phone: ___________________________  Phone: ___________________________

Secretary: ___________________________  Treasurer: ___________________________
Address: ___________________________  Address: ___________________________
City/Zip: ___________________________  City/Zip: ___________________________
Phone: ___________________________  Phone: ___________________________

SGA Rep: ___________________________
Address: ___________________________
City/Zip: ___________________________
Phone: ___________________________

Active Members

1. ___________________________  6. ___________________________
2. ___________________________  7. ___________________________
3. ___________________________  8. ___________________________
4. ___________________________  9. ___________________________
5. ___________________________  10. ___________________________
CAMPUS STUDENT ORGANIZATION
Mission Statement

The purpose of the _______________________________________________________________ is
____________________________________________________________________________
____________________________________________________________________________
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_________________________________________________________________________
_______
I. PURPOSE

To ensure compliance by CTCD employees, faculty, and students with the requirements and responsibilities for temporary food sales and events [See e.g. Texas Health and Safety Code § 437.001 et. seq.] and to aid in the prevention of food borne illness.

II. SCOPE

This policy applies to all CTCD employees and students at all locations.

III. POLICY

Temporary Food Events [“TFE”] are defined as all food sales or distribution, including bake sales and food sold by third party vendors that are held or sponsored by any employee or student group, or other approved group at CTCD, including pot luck events. This policy does not apply to food prepared by food service vendors contracted with CTCD for full time food service.

A. General Guidelines

All students or student groups wishing to hold or sponsor a TFE where food will be sold must submit to Student Life the TFE form for approval at least 14 days in advance of the event. See Section 5 of this Manual.

Food Sales

All employees or employee groups wishing to hold or sponsor a TFE where food will be sold must submit to Risk Management the TFE form for approval at least 14 days in advance of the event. See Section 5 of this Manual.

Failure to submit the form in a timely manner may result in denial of the event.

All TFEs are encouraged to utilize CTCD’s contracted food service vendor available on their campus to prepare the food for their function.

Food shall be prepared only in a licensed or permitted establishment; No home prepared foods of any kind, including ice, may be sold at any TFE.

No seafood in any form may be served.

A list of ingredients for each item being sold is required;

All food preparers and servers will wear and utilize appropriate sanitary equipment and procedures to include:
Food Preparation

• All food shall be obtained from approved sources and be in sound condition;
• Chilled foods [milk, approved foods containing milk products, eggs, etc] are to be maintained at 41° F or lower;
• Cooked meats are to be cooked to the required minimum internal temperature [A properly scaled, metal stem-type thermometer is required to determine proper internal cooking temperature]:
  o Poultry 165° F
  o Ground meats 155° F
  o Pork 145° F
  o Other meats 145° F
• Heated foods are to be maintained at 135° F or higher. [A properly scaled, metal stem-type thermometer is required to determine proper holding temperature];
• All condiments including onions, relish, sauces, peppers, catsup, mustard, etc., must be provided in single serving containers or packets;
• Ice for human consumption must be stored separately from ice used to refrigerate drinks or other food items. Ice storage units must be constructed to drain as the ice melts. This is also important for non-consumable ice in order to prevent the drink or food containers from coming into contact with melted ice.
• All beverages, except hot coffee or hot tea, shall be served in prepackaged single serving containers.
• Keep all foods tightly covered.

Equipment

• Food serving utensils are required – i.e. ice scoops, tongs, forks, spoons, etc.
• Food, utensils and single service articles shall be protected from contamination during storage, preparation, display, and service;
• Food contact surfaces shall be easily cleanable;
• Three suitably sized basins, detergent and sanitizer shall be provided for cleaning equipment and utensils [to wash, rinse and sanitize];
• Utensils and work surfaces should be sanitized prior to use, and as frequently during use as necessary, by using a 1 capful of liquid bleach to one gallon of cool water. Do not add soap to the sanitizing solution;
• Disposable paper towels;
• Disposable eating utensils;
• Appropriate thermometers are required to determine cooking, serving and chilled temperatures;
• Appropriate sized covered trash containers;
• All food, food containers, utensils, napkins, straws, and single service articles must be stored well above floor level and adequately protected from risk of splashes, dust, insects, weather, or other contamination.

Personal Hygiene

• Disposable plastic gloves;
• Hair nets or other suitable hair restraints;
• Eating, drinking or tobacco use in any form is prohibited at the preparation and service sites;
• Food handlers are to wash their hands as frequently as needed to maintain sanitary conditions even though disposable gloves will be used. Hands shall be washed in warm running water with soap and dried on a disposable paper towel. Hands will be washed after using the restroom, eating, sneezing or coughing, handling raw meat, handling garbage etc.
• People with a contagious disease (fever, colds, flu, diarrhea, pink eye or other eye infections, etc.) or skin conditions such as boils, infected wounds, or rashes, that may come in contact with or spread through food, food handling, or person-to-person contact, are prohibited from preparing or serving food at a TFE or Potluck;
• Conveniently located restroom facilities are required for food preparers and servers.

Food Booth Construction

• Floor shall be concrete, asphalt, dirt or gravel if covered with mats, removable platforms or other suitable material;
• Liquid drainage and dust shall be controlled;
• Ceilings over food preparation areas shall be constructed of wood, canvas, or other materials to protect against the weather;
• Pests [flies, roaches, rodents etc.] shall be controlled.

Central Campus: It is encouraged that at least one member of the TFE group who will be serving food, attend the Bell County Health District’s Food Workers Class.

B. Bake Sale

In addition to the above requirements, Bake Sales may be authorized under the following conditions:

• Only prepackaged, store bought items or items prepared by the contracted campus food service vendor are allowed; Safety Policies and Procedures Manual 2008 49
• All baked goods from authorized food establishments are to be portioned out and wrapped for single servings prior to display for sales to eliminate food handling at the sale site;
• No cream filled/custard/pudding type desserts or other foods that need refrigeration (properly chilled and stored beverages and ice cream are allowed);
• People preparing or selling popcorn must wear disposable gloves use a scoop to fill containers.

C. Vendors

General Liability Insurance coverage is required for all third party vendor sales of food on CTCD campus. A certificate of insurance from the vendor in which CTCD is named as an additional insured with appropriate liability limits must be obtained prior to the selling of vendor provided food at an approved TFE on campus.

Contact Risk Management for further information regarding insurance requirements.
D. Potlucks

A potluck is a food event in which the members of a defined group bring in food to be consumed only by other members of the group. Potlucks are allowed only for appropriately limited and defined groups where food is not sold, such as a departmental or employee/staff function. No open potlucks that include community, family, parents, or other guests beyond the defined group will be allowed. Approved home prepared foods are permissible for potlucks. Ingredient lists should still be provided to protect group members with food allergies.

The above food preparation, service and hygiene guidelines apply.
### Central Texas College District
#### Safety Policies and Procedures

#### Temporary Food Event Check List

Event Holder/Sponsor: ____________________________________________________
Contact name: ________________________________________________________
Phone number: _________________________________________________________
Dates of event: _________________________________________________________

Complete menu to be attached

<table>
<thead>
<tr>
<th>General Guidelines</th>
<th>Condition Met</th>
<th>Condition Not Met</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request submitted at least 14 calendar days in advance of the event?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Home Prepared Foods to be Sold?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Seafood to be sold or used as an ingredient?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lists of all ingredients available for customers?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Food Preparation Check

<table>
<thead>
<tr>
<th>Hot foods</th>
</tr>
</thead>
<tbody>
<tr>
<td>Poultry cooked to 165</td>
</tr>
<tr>
<td>Ground meats cooked to 155</td>
</tr>
<tr>
<td>Pork &amp; other meats cooked to 145</td>
</tr>
<tr>
<td>Heated foods kept at 135 or higher</td>
</tr>
<tr>
<td>Meat thermometer available?</td>
</tr>
<tr>
<td>Single Serving beverages containers?</td>
</tr>
<tr>
<td>Single Serving condiments?</td>
</tr>
<tr>
<td>Consumption ice to be used?</td>
</tr>
<tr>
<td>Stored separately?</td>
</tr>
</tbody>
</table>

### Equipment
<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Serving utensils?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 cleaning bins, water, detergent and sanitizer available?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paper towels?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Single service eating utensils?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Covered Trash containers?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Food Booth**

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food sales to be on concrete or have mats on grass area?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appropriate cover over food booth?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Liquid run off and dust control?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pests controlled?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Personal Hygiene**

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disposable gloves?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hair restraints?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to wash hands in warm running water with soap?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does anyone who will be handling have a contagious disease – cold, flu, pink eye, cough, diarrhea, skin rash etc.?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TFE has been Approved: ____________________  Not Approved: ____________________

_____________________________  Date: ____________________

Director, Student Life & Activities
I, ____________________________________________________, sponsor of the
(name of club/organization)

______________________________________, am aware that I and four of my club

officers are required to attend the annual Club Risk Management Training offered through
Student Life and Activities as indicated in section 3.1 of the Student Organization and Sponsor
Handbook. I understand that I am required to train all club members as indicated in the same
section. I acknowledge that non-compliance may result in club sanctions to include
suspension and possible removal of Club status by college.

___________________________________________  ___________________________
Signature of sponsor  Date

__________________________________________
Date received by Student Life and Activities

__________________________________________
By
Central Texas College District  
_________ Club  
Club Risk Management Policies and Procedures  
Policy No. 100

I. PURPOSE  
____________________________________________________  
Student Club of Central Texas College (hereinafter “Club”) desires to create a safe environment for all through risk management training and Club member responsibility.

II. SCOPE  
This policy applies to all Club members.

III. POLICY  
A. Club Sponsor  

Is defined as a full time faculty, exempt employee, or part time employee/adjunct faculty with ten or more years of service. Club sponsors must be older than 21 years of age and cannot be students at Central Texas College.

Club Sponsor is responsible for ensuring all safety measures taken during all Club meetings and activities by providing:

1. Resources for proper administration of a safety program.
2. Full support of all safety procedures.
3. Participation in CTCD’s Club Risk management training.
4. Club safety training and hazard elimination practices.
5. Knowing and enforcing applicable state or federal safety regulations applicable to college and to its Clubs.

Club Sponsor shall attend the annual college risk management training for Clubs and will keep abreast of health and safety issues and concerns that may have an impact on Club and perform annual reviews of the effectiveness of their Club’s current safety programs.
B. Club Officers

Club officers are responsible for safety oversight for themselves and their members, to include:

1. Providing full support for all safety procedures.

2. Actively participating in college risk management safety training for Clubs and practicing hazard elimination.

C. Club Members

Club members are responsible for their safety and for promoting safety practices within the Club.

Club members are invited to attend the annual college risk management training for Clubs.

D. Risk Management Training

1. Annually the college shall provide risk management training for which attendance is mandatory for all Club sponsors and all Club officers, and open to all Club members.

2. At least annually, Club sponsor and officers shall provide general risk management training to all Club members in the following areas:

   a. Prohibition of alcohol and illegal use of drugs at all Club meetings and activities either on or off campus.
   b. Anti-hazing policies and reporting or inappropriate behavior.
   c. Prohibition on harassment, sexual harassment and sexual abuse and reporting of inappropriate behavior.
   d. Prohibition of weapons at all Club meetings and activities.
   e. Fire safety and evacuation and lockdown procedures.
   f. Requirements for travel for Club meetings and activities.
   g. Appropriate behavior at Club activities.

3. At least annually, Club shall provide risk management training in the following areas specific to Club activities:

   a. Possession and use of alcoholic beverages and illegal drugs
   b. Hazing
   c. Sexual abuse and Harassment
   d. Fire and other safety issues
   e. Travel
   f. Behavior at parties and other events.
   g. Adoption of the risk management policy, Policy No. 100
E. No later than October 15th the Club shall provide college through Student Life, with a copy of the training agenda and current roster of all members. Student Life shall maintain this information.

F. Failure of the Club to attend or hold the mandatory risk management training will result in Club sanctions to include suspension and possible removal of Club status by college.