

CENTRAL TEXAS COLLEGE

STUDENT LIFE AND ACTIVITIES



Student Organization and Sponsor Handbook

Fall 2010



Student Life Activities Office
Student Organization & Sponsor Handbook

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FORMS

Student Life Activities Office
Student Organization & Sponsor Handbook

Title Page

Student Life Activities Office

Student Center Bldg. 106, Room 100
P.O. Box 1800
Killeen, Texas 76540-1800

254-526-1258
800-792-3348, ext. 1258

Student Life Activities Office
Student Organization & Sponsor Handbook

Statement of Purpose

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 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.

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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
Room 100
254-526-1258

Student Government Association Office
Student Center Bldg. 106
Room 202
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 (Building 106 Upstairs) is the social center of the CTC campus. The Student Life Activities Offices is located on the first floor in Room 100 (526-1258). The Upper Student Center houses the Student Government Office in Room 202 (526-1151), a classroom with a 45-person capacity, and a recreational center. This area may be used for meetings and events by campus student organizations with prior approval from the Director of Student Life Activities.

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 preference, 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 (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 will be subject to legal and disciplinary actions.

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 prosecuted to the fullest extent of the law.

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.

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 approved events such as meetings, bake sales, car washes, or other functions free of charge.
2. Use of CTC vehicles to travel 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.
5. Representation in the Student Government Association.
6. Permission to sponsor and hold 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. 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 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. Have at least one representative attend all SGA meetings. 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 preference, or veteran’s status.

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. 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. The role of sponsor is an important one and involves a sincere commitment. The sponsor should encourage the development of the students' personal abilities, leadership potential, and human relations skills. 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.
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.

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

Director, Student Life Activities

Organization Sponsor

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 _____, 200__.

Organization President

Director, Student Life Activities

Organization Sponsor

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)

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SECTION IV: Planning Effective Meetings

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

SECTION V: Finances

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. These 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.

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SECTION VI: Facility and Equipment Usage

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.

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 for through the Physical Plant, 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 audio/visual equipment must be reserved through the Director of Audio/Visuals, located in the Library (526-1537). This includes microphones, overhead projectors, tape recorders, VCRs, televisions, and other such items. Requests should be made at least one week prior to the event.

Occasionally, the Telecommunications Department can assist an organization by supplying music and limited sound equipment. Contact the General Manager (526-1199) for more information.

The Student Life Activities Office has a popcorn machine that may be reserved on a first-come, first-served basis for bake sales, and other special events. Organizations are responsible for supplying their own popcorn, bags, cooking oil, and salt. Members are also responsible for returning the machine in a clean and sanitary condition. The Director of Student Life Activities will inspect the machine when it is returned. If using the machine for more than one day, it must be secured each evening in a locked area. Fees will be assessed to the organization for any damages incurred during usage or theft of the machine.

In addition, a variety of games, decorations, and other supplies are available through the Student Life Activities Office. Call for availability before purchasing these materials.

SECTION VII: Travel

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 **Release 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.
- The RTA and Release Forms must be signed and approved before any off-campus travel is undertaken. This is a policy set forth by Risk Management and documented in Memorandum, 2/18/94 from Don Mikles, Dean, Central Campus, to all Department Chairs.**
- Step 4: There are two 15-passenger vans and two sedans available for student travel use. These can be reserved on a first-come, first-served basis. The driver must be on the approved driver's list. All matters concerning college vehicle use and reservations can be directed to the Transportation Services Coordinator (526-1149). Members who use their own vehicles can be reimbursed through the club account funds.
- Step 5: CTC maintains a Chevron credit card for use to purchase gasoline (for CTC vehicles **only**) during a student organization trip. This card may be procured from the Director of Resource Management (Administration Building 108 526-1331). Members who use their own vehicles can be reimbursed through club account funds.

- Step 6: CTC vehicles must be returned to the Physical Plant on time and with a full tank of gasoline. If it is after normal business hours, contact the CTC Police Department 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 7: Upon return, any funds that were spent for the excursion can be reimbursed by completing a **Travel Expense Voucher (TEV)**, and forwarding it through appropriate channels.

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SECTION VIII: Food Service

Sales

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).

Clubs are required to have their activities approved at a minimum 14 days prior to the event. In case of food sales, the Activity Approval Form needs to be accompanied by a completed Temporary Food Event Check List. (Forms are at the end of the 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, 526-1844.

SECTION IX: Advertising

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 100, 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, 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. The glass enclosed case in the hallway across from the Patio Café will be offered to clubs on a rotating, monthly basis. Contact the Student Life Activities Office (526-1258) for reservations.
6. There is a "CTC Events" bulletin board in the Student Center Building 106 that organizations may hang flyers. 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.

Postings

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 .

Posting **is not** permitted on the following: trash receptacles, trees, flag poles, light poles, windows, exterior walls of buildings, or car windshields.

Signs and posters may be placed on bulletin boards only. Tape or adhesives should not be adhered to painted or wooded surfaces. The use of paint, chalk, whitewash, or similar materials on CTC property is not permitted.

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.

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.

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

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

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

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

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SECTION XI: Reference Telephone Numbers

Audio/Visual Equipment	526-1537
Bell Tower Buzz	526-1258
Business Office	526-1217
Campus Police	526-1200
Community Relations & Marketing	526-1224
Desktop Publishing	526-1567
Food Services	526-1844
KNCT-TV/Radio	526-1176
Printing	526-1156
Room Reservations	526-1258
Student Government Association	526-1258
Student Life Activities Office	526-1258
Vehicle Reservations	526-1366
Work Orders/Physical Plant	526-1196

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SECTION XII: Club Listing with Sponsor

<u><i>Club</i></u>	<u><i>Sponsor</i></u>	<u><i>Telephone</i></u>
Air Conditioning Club	John Pendleton	526-1115
Alpha Eta Rho (Pilots)	Aviation Dept.	526-1241
Baptist Student Ministry (BSM)	Barbara Little	526-1830
Byways Literary Journal	Michael Matthews	526-1694
Criminal Justice Club	John Cella	526-1275
Culinary Hospitality Arts Club	Ramona Lezo	526-1534
Delta Epsilon Chi (DECA)	Rick Hindman	526-1539
Epsilon Delta Pi (Computer Science)	Steve Schroeder	526-1164
Future Farmers of America	Zahn Aljoe	526-1288
Gay-Straight Alliance (GSA)	Dawn Green	526-1856
International Student Association (ISA)	Stephanie Legree-Roberts	526-1302
Morton Hall Association	Chris Tait	526-1790
National Federation of Licensed Practical Nurses (NFLPN)	Kim Simmons	526-1689
Phi Beta (Psychology Club)	Joyce Bateman-Jones	526-1540
Spanish Club	Federico Schweizer	526-1757
Speech Team	Brandon Woods	526-1239
Student Government Association (SGA)	Kerstin Brooks	526-1258
Student Nurse Association (SNA)	Brenda Krause	526-1689
Students in Free Enterprise (SIFE)	John Frith	526-1248

**Central Texas College District
Acknowledgement of Notification
Possible Hazards**

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 an 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 an adjunct thereto.

_____ Date: _____
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, 2007, I _____, in full recognition and appreciation 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 an 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 an 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.

CENTRAL TEXAS COLLEGE

Education For The Individual

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 arrangement 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:

CENTRAL TEXAS COLLEGE

Education For The Individual

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

CENTRAL TEXAS COLLEGE

Education For The Individual

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. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

Central Texas College District
Safety Policies and Procedures Manual
Policy No. 175: Temporary Food Events & Potluck Events

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.

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 nonconsumable 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 Sales

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;

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- 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

<u>General Guidelines</u>	<u>Condition Met</u>	<u>Condition Not Met</u>	<u>Comments</u>
Request submitted at least 14 calendar days in advance of the event?			
Home Prepared Foods to be Sold?			
Seafood to be sold or used as an ingredient?			
Lists of all ingredients available for customers?			
<u>Food Preparation Check</u>			
Chilled Foods to be kept at 41 Thermometer available?			
Hot foods Poultry cooked to 165 Ground meats cooked to 155 Pork & other meats cooked to 145 Heated foods kept at 135 or higher Meat thermometer available?			
Single Serving beverages containers?			
Single Serving condiments?			
Consumption ice to be used? Stored separately?			
<u>Equipment</u>			

Serving utensils?			
3 cleaning bins, water, detergent and sanitizer available?			
Paper towels?			
Single service eating utensils?			
Covered Trash containers?			
<u>Food Booth</u>			
Food sales to be on concrete or have mats on grass area?			
Appropriate cover over food booth?			
Liquid run off and dust control?			
Pests controlled?			
<u>Personal Hygiene</u>			
Disposable gloves?			
Hair restraints?			
Ability to wash hands in warm running water with soap?			
Does anyone who will be handling have a contagious disease – cold, flu, pink eye, cough, diarrhea, skin rash etc.?			

TFE has been Approved: _____ Not Approved: _____

 Kerstin Brooks, Director
 Student Life & Activities

Date: _____