# Table of Contents

1. **Student Activities Information**
   1.1. Student Activities Staff & Contact Information
   1.2. General Student Activities Office Information
   1.3. Preface
   1.4. Mission Statement
   1.5. Objectives
   1.6. Introduction
   1.7. Role of Student Activities Coordinator

2. **Organizations and Clubs Guidelines**
   2.1. The Purpose of Student Organizations and Clubs
   2.2. Student Organization Sponsor Guidelines
   2.3. Procedures for Establishing a Registered Organization and Club
   2.4. Benefits of being a Registered Organization
   2.5. Mandatory Organization and Club Responsibilities

3. **Planning Activities**
   3.1. Guidelines
   3.2. Reservations
   3.3. On-Campus Posting
   3.4. Fundraising
   3.5. Student Organization Funds

4. **Travel**
   4.1. Guidelines

5. **Student Government Association**
   5.1. Purpose and Mission
   5.2. Required Participation and Meeting Days & Times

6. **Additional Information**
   6.1. Terminology Defined
   6.2. Useful Forms
   6.3. Directory of Useful Numbers
I. STUDENT ACTIVITIES INFORMATION

1.1 Student Activities Staff & Contact Information

Amanda Smithson
Student Activities Coordinator
281-756-3686
asmithson@alvincollege.edu

Monica Grassmuck
Administrative Assistant
281-756-3686
mgrassmuck@alvincollege.edu

JoAn Anderson
Dean of Students
281-756-3517
janderson@alvincollege.edu

In addition to these staff members, Student Activities also has two student workers.

1.2.0 General Student Activities Office Information

The Student Activities Office is located in the Student Center (bldg. E).

Office Hours:
Fall and Spring Semester Hours: Monday – Friday, 8:00 a.m. - 5:00 p.m.
Summer Semester Hours: Monday – Thursday, 7:30 a.m. - 5:00 p.m.; closed Fridays

Special activities in the evening or on the weekend can be planned with advanced notice.

Office of Student Activities
Alvin Community College
3110 Mustang Road
Alvin, TX 77511
281-756-3686 Office
281-756-3872 Fax
studentactivities@alvincollege.edu
1.3 Preface

Involvement in Student Activities programs and on-campus clubs and organizations is exhilarating, refreshing and a rewarding way for ACC students to make new friends, develop leadership skills and make the most of their college experience.

This Student Organization Handbook has been designed to ensure that each organization is familiar with the policies and procedures that have been established by the college for clubs. This handbook provides suggestions and helpful hints for productive activities and club and organization functions.

As your club’s leader or advisor, you are responsible for having a basic understanding of the information presented in this handbook and should familiarize yourself with the policies and procedures that regulate student clubs and organizations. Please feel free to contact the Student Activities Office at any time if you have questions or concerns.

1.4 Mission Statement

The mission of the Alvin Community College Office of Student Activities is to promote student development through activities that focus on positive social interactions; health and wellness; culture and artistic empowerment; in addition to fostering cohesiveness amongst the student body through the endorsement of student organizations and clubs.

Alvin Community College recognizes:

1. The importance of organized student activities as an integral part of the total educational goal of generating successful students.
2. That college learning experiences are enriched by student organizations and activities.
3. The importance of promoting an environment which facilitates and recognizes individual and collective growth amongst the students as well as the organizations and clubs.
1.5 Objectives

Objectives of the Student Activities Office in relation to student organizations and clubs:

1. To provide an opportunity to extend classroom experiences into the academic and social life of the campus.
2. To develop social interaction among students.
3. To assist students in developing leadership qualities by facilitating training workshops to promote growth.
4. To assist in the development of leadership skills

1.6 Introduction

Alvin Community College acknowledges the wide range of groups that exist on a diverse campus and has established a system to define the status and benefits of being an organization. In addition, a system of governance for student organizations has been created to construct unity among the various clubs and to foster a sense of loyalty to Alvin Community College.

1.7 The Role of the Student Activities Coordinator

The goal of Student Activities is to promote successful campus organizations and to foster collaboration between all student organizations and sponsors. The Student Activities Office is the primary resource for all matters pertaining to student organizations.

The student activities coordinator assists with the creation, maintenance and oversight of student organizations, including assisting with budgets; organizing travel; training; planning and coordinating events and offering support for organization sponsors and students.

The student activities coordinator is responsible for:

- Ensuring that approved flyers are posted
- Keeping the Student Activities webpage up-to-date
- Maintaining the Student Activities calendar
- Helping clubs to adequately publicized events
The student activities coordinator is NOT responsible for:

- Making travel arrangements or reservations
- Designing publicity for club events
- Completing facility requests for clubs
- Initiating payments for bills or reimbursements
II. STUDENT ORGANIZATIONS AND CLUBS GUIDELINES

2.1 The Purpose of Student Organizations and Clubs

Student organizations and clubs provide an outlet for students with similar interests to explore their interests through meetings; sponsorship of activities that bring awareness to the campus; and the coordination of other activities that help to establish a bond between the group members. Through participation in these organizations, students gain valuable skills that will prepare and sustain them once they have left ACC.

Student organizations help students to develop work and life skills including:

- Networking
- Working in groups
- Communication skills
- Management skills
- Time management skills
- Leadership skills

2.2 Student Organization Sponsor Guidelines

1. As a student club sponsor, you play an integral role in helping ACC student leaders create an organization that is productive, safe, enjoyable and educational.

   This section of the handbook is dedicated to providing you with clear guidance and support regarding the expected role you play as you interface with the organizations.

2. Sponsors of student organizations should be full-time faculty or staff members

3. Sponsors should be familiar with the activities of the organization and have (or be willing to obtain) an appropriate level of experience, resources and knowledge.

4. Sponsors should meet with the officers of the organization to discuss expectations, roles and responsibilities.

5. As a sponsor, you should be aware of the college policies and procedures, as well as other institutional guidelines that establish expectations for student behavior and activities. You are responsible for ensuring that the organization and its officers know where rules and guidelines are published, what the rules are and consequences for choosing to operate outside the parameters of those rules.
6. Club sponsors are required to sign and submit a Student Organization Sponsor Commitment Contract (located in section 6.3 of this handbook), which will be kept on file in the Student Activities Office.

7. Sponsors are ultimately responsible for the management of club funds. While club treasurers should be engaged in assisting with money management, the sponsor is responsible for the oversight of the organization’s on-campus financial account.

8. In the event of club travel, the sponsor is responsible for the management and behavior of the club participants.

The Student Activities Office will continue to be a resource for you, as a sponsor, in a variety of capacities.

2.3 How to Establish a Registered Organization or Club

1. Students who would like to start a new club or would like to reactivate an organization must complete the application procedures with the Student Activities Office.

2. The student group should schedule an appointment with the student activities coordinator to discuss the registration process.

3. Applications can be filed at any time during the fall or spring semesters. Applications will not be accepted during the summer.

4. The coordinator will provide the student representative with the following forms (also located in section 6.3 of this handbook)
   a. New Student Organization Application
   b. Sample Copy of a Constitution
   c. Student Organization Sponsor Commitment Contract
   d. Summary of Texas Hazing Laws

5. A completed registered student organization application will be reviewed by the Student Government Association (SGA) at its next approved meeting, under the guidance of the student activities coordinator. If approved, the new organization will be established. SGA and the student activities coordinator will consider the following criteria for approval of a new organization:
   a. All materials have been submitted and are accurate and complete
   b. The proposed club is not a duplication of other student organizations on campus
c. Positive and/or negative attributes that the new organization will bring to the campus have been discussed by SGA
d. Probability of growth for the new organization
b. The new organization is consistent with ACC policies.

At least one of the founding members and the club advisor will be required to present their application to the SGA at the time of voting.

6. The state of Texas now requires that student clubs and organizations undergo risk management training. Alvin Community College is in the process of developing a program for its clubs and will make it available during the 2012 – 2013 academic year.

2.4 Benefits of being a Registered Student Organization (RSO)

1. Registered student organizations will have the privilege of utilizing the college’s facilities for meetings, functions, programs and other appropriate activities, provided that proper reservation forms are completed through the facilities department.

2. Registered student organizations may use the college’s name in all appropriate information, publicity and references in accordance to school policy.

3. Registered student organizations will have the opportunity to utilize the Student Activities Office and all of its resources, including assistance in planning, implementing and evaluating activities and programs.

4. Registered student organizations can recruit new members from the Alvin Community College student body, whether through times established by the Student Activities Office or through events sponsored by the organization.

5. Registered student organizations may raise funds on and off campus in accordance to the guidelines listed in this handbook.

6. Registered student organizations have the authority and privilege of hosting social functions, demonstrations, displays, speakers and other educational or developmental programming on campus.

2.5 Mandatory Organization and Club Responsibilities

1. Each organization is to delegate a SGA representative. This delegate will be required to attend:
   • All SGA meetings that involve requests for funds, assistance and/or change in club status for their organization.
• The President’s Forum, which is held in February every year.  
  Contact the student activities coordinator for any special circumstances.

2. Students who hold leadership positions in a club or organization (i.e. president, vice president, treasure, secretary, etc.) will attend the Spring Leadership Conference; however, all club members are encouraged to attend as well.

3. Each organization will inform the Student Activities Office as to when the organization will meet (to include: day of week, time and location).

4. Each organization will be required to participate in the Club Social, to be held every September, and are strongly encouraged to also participate in the ACC Open House, held every spring.

5. All active organizations will be required to host one activity each semester. The student activities coordinator is available to assist your organization with identifying and planning activities. The Club Social will not count towards this goal, but participation in one or more of the following events will.

   • As a club, represent the college by riding on an ACC float during local parades.
   • Host a club booth at the ACC Open House in the spring.
   • Participate in the Annual ACC Fall Festival by hosting a fundraiser or activity

6. Organizations and clubs will meet consistently to ensure cohesiveness between the members.

7. Each organization or club will have a notebook that will be housed in the Student Activities Office. This notebook should be kept up-to-date at all times with:

   • Meeting agendas/minutes
   • Updated officer and member lists
   • Club constitution
   • Financial paperwork

   It will be the responsibility of the organization to maintain their notebook.

8. All Student Organizations will be responsible for adhering to the rules and regulations set forth by the Student Activities Office.

9. If your club is a satellite or charter member of a state of national organization, you are required to stay in good-standing, both financially and administratively, with your parent organization. These clubs will be required to provide written proof that all dues
have been paid to the Student Activities Office within the first three weeks of the fall semester. If you do not pay these dues, the student activities coordinator will pay them for you with the funds that are in your clubs ACC 71-fund account.

10. All members of the organizations are expected to adhere to the ACC code of conduct, rules and regulations that are outlined in the ACC Student Handbook.

11. Clubs that do not adhere to all of the above responsibilities will not be eligible to receive funding from the Student Activities Office.

2.6 Officer Transitions

Implementing an effective officer transition for your student organization is crucial for on-going leadership.

Reasons to have a transitioning plan:

- Provides new leadership with significant organizational knowledge
- Minimizes confusion during a leadership change
- Gives leader’s a sense of accomplishment and closure
- Increases knowledge and confidence of the new leadership
- Minimizes the loss of momentum and accomplishments of the organization
- Provides a sense of continuity among the membership

It is important to identify potential leaders within the organization and to delegate responsibilities to these students to continue to nourish that leadership spirit.

Below are officer transition tips to keep your organization flowing throughout the life of your organization.

1. Select current members to be officers for the subsequent semester.
2. Clarify job responsibilities.
3. Have notes available for the next officer; be sure to leave all important files that may be useful for the new officers.
4. Be sure to pass all records, files, and ledgers to the new officers or sponsor prior to departure.
5. Be sure to keep your Advisor/Sponsor informed.

*This section was partially adapted and modified from the Texas State University Student Organization Manual.*
III. PLANNING ACTIVITIES

3.1 Guidelines

1. Activities shall be defined as events that are planned and hosted by an organization for the purposes of bringing awareness to the general campus about the club. Fundraising events hosted by an organization are considered activities. Events hosted by the organization for its members only will not be considered an activity (unless the event is open to other students and/or the community).

2. All planned events must be submitted to the Student Activities Office two-weeks prior to promoting the event (no events should be promoted or hosted by an organization without the Student Activities Office prior knowledge).

Event plans should be submitted in writing using the provided form (located in section 6.2 of this handbook) and should include the following information:

   i. Date(s) of event
   ii. Time of event
   iii. Location of event (identify if event will be held on or off campus)
   iv. Description of event (to include any off-campus guest; if there is an entrance fee, type of event and any additional information).
   v. Copy of advertisement

3. Events will be placed on the Student Activities calendar.

4. Established organizations should utilize their own funding for events (especially if charging for participation). In the event that you need assistance with funding a program, please meet with the student activities coordinator to discuss. Additional forms will be available to complete this process. Requests for additional funds may require a vote by the SGA.

   Clubs that have not fulfilled all of the responsibilities outlined in section 2.5 will not be considered for additional funding.

5. If the event is cancelled, inform the student activities coordinator, as well as all necessary personnel (i.e. campus police, maintenance, housekeeping, etc.).

6. The Student Activities calendar will be available the first of August to ensure that event dates and ideas do not overlap.
3.2 Reservations

Room Reservations should be made through the Physical Plant. A room reservation form is included in section 6.2 of this handbook.

IT and equipment reservation should be done through the IT Help Desk Coordinator.

3.3 On-Campus Posting

Any organization seeking to post informational materials should submit the material to the Student Activities Office. Material will be posted and removed in a timely manner. Any materials posted on campus without approval will be removed immediately.

When bringing items for posting, please include seven copies.

3.4 Fundraising

1. Active student organizations will be allowed to conduct fundraising activities; however, the sale of any food items must be approved by the student activities coordinator. If you are unsure, please contact the Student Activities Office for clarification.

2. Organizations must submit an ACC Fundraising Information Form for approval two weeks prior to beginning the fundraiser (form is in this handbook)

3. No student organization should host a fundraiser or solicit products/services without prior approval.

4. Only two fundraisers per week will be permitted on the ACC campus. These events will be calendared on a first-come, first served basis (after all necessary paperwork has been submitted to the Student Activities Office).

3.5 Student Organization Funds

Each ACC Student Organization has been designated an account by the Business Office. Campus organizations are required to use the numbered accounts in the Business Office for the following reasons.

1. Groups that have club accounts have the ability to use the ACC tax exempt number on their purchases.

2. Because of the constant turnover of students in leadership positions and the active/inactive status of clubs and organizations, funds at ACC will remain in that club
account until the club is reactivated. If the organization is dissolved, the student activities coordinator will work with the dean of students to reallocate those funds.

3. In order to receive funds for student travel through Student Activities, clubs must have an account on campus.

To Access Your Club’s Funds

Less than $50.00
A petty cash voucher with the appropriate account number and amount needs to be completed and signed by the club sponsor and the student activities coordinator. Receipts must be provided and forms must be filed in your club’s notebook to access funds.

More than $50.00
A purchase order must be completed with the funds receiver’s complete address, your club’s budget code and club sponsor and the student activities coordinator’s signature. The Student Activities Office will forward paperwork to the dean of students for final approval and signature. The purchase order will then be forwarded to the Business Office for payment. Checks are cut on Mondays, so purchase orders should be submitted to the Student Activities Office the Monday prior to the week that the money is needed.

Management of Club Funds

Club members are encouraged to fundraise and make financial decisions that benefit the organization, but it is the club sponsor who has final responsibility for all monies.

1. The payment of club dues or fees should be made through the Business Office during regular hours. Payments will be processed and deposited into the appropriate organization’s account.

2. Proceeds from fundraisers should be delivered to the student activities coordinator by at least two club members (or one member and a sponsor). The student activities coordinator and the club members will confirm the deposit amount and sign-off on an Internal Deposit Slip. The student activities coordinator will deposit the funds with the Business Office.

3. Your club’s treasurer is encouraged to maintain detailed financial records showing all expenses and revenues by date and vendor. This officer should also have regular meetings with the club’s president and advisor to discuss the status of organization’s account.

4. The student activities coordinator will provide you with a current fund balance for your club’s account upon request.
IV. TRAVEL

4.1 Guidelines

1. Each organization will be allotted $150 per semester (or a total of $300 per year) for travel.

2. Travel funds may be used for the following:
   - Hotel accommodations
   - Fuel
   - Food
   - Toll payments
   - Parking
   - Air fare
   - Taxis or cabs

3. Student Activities travel funds may NOT be used for the following items (organization funds accrued through fundraisers and events should be utilized):
   - Conference registrations
   - Membership fees for national organizations
   - Organization apparel like shirts, hats, etc.

   Student Activities travel funds may NOT be used in any way for a non-student. Non-student members will be required to pay their own way for all travel-related expenses.

4. Each organization will receive a Relinquishment of Travel Funds form (found in section 6.2 of this handbook) to be completed and submitted to the Student Activities Office at least two weeks after your first club meeting of the fall semester.

5. To travel, sponsors must complete a Travel Request Form and submit it to the Student Activities Office three weeks prior to travel. The travel request form must also include the names of all students traveling. This form is available in the Business Office, but should be submitted to Student Activities.

   The Student Activities Office will forward paperwork to the dean of students for approval and signature. The paperwork will then be forwarded to the Business Office for payment. This form should be on file prior to any student travel. Sponsors should also inform their department head and/or division head of their travel plans. Failure to complete this form will negate any financial assistance or reimbursement for the trip.

6. If you choose to pay out of pocket and be reimbursed, please submit receipts to the Student Activities Office no later than five days after returning, and we will complete the
necessary paperwork to provide the refund. *Note: Travel Request will need to be on file with this option as well.

7. For a money advance, please be sure to complete a Travel Request Form a minimum of three weeks prior to the trip. Checks are cut on Mondays of each week and will be made out to the sponsor for distribution. Within five days of returning from travel, receipts and funds remaining must be submitted to the Business Office.

Money will only be advanced to club sponsors and it is the responsibility of the sponsor to account for all travel receipts and remaining funds after the trip.

8. Vans must be requested through Campus Police on a Vehicle Request Form. Requests need to be completed and signed by the club sponsor and the student activities coordinator. Use of campus vehicles is limited to in-state travel only.

9. If the trip requires an overnight stay, club sponsors are required to stay in the same hotel as the students. The club sponsor is responsible for the behavior, safety and security of all club members while traveling.

10. All club members will adhere to the ACC code of conduct, rules and regulations outlined in the Student Handbook. Failure to comply with these guidelines may result in disciplinary actions upon your return to ACC.

11. For a complete list of ACC student travel policies, please see page 55 of the ACC Student Handbook.
V. STUDENT GOVERNMENT ASSOCIATION

5.1 Purpose and Mission

The purpose of the Student Government Association (SGA) is to insure that the student body is officially represented in all college-related issues that affect students financially and academically. SGA is the voice of the students and represent the students of Alvin Community College at all hearings and student-centered events.

As the voice of the ACC student, SGA plays an integral role in the disbursement of student service fees. If your club or organization makes a request for funding from Student Activities, it may be required to make a presentation to SGA, who will vote on the request. The need to seek SGA approval will be determined by the student activities coordinator and the dean of students.

5.2 Required Participation/Meeting Days & Times

Each organization is to nominate a SGA representative. This delegate will be required to attend:

- All SGA meetings that involve requests for funds, assistance and/or change in club status for their organization.

- The President’s Forum, which is held in February every year. Contact the student activities coordinator for any special circumstances.

SGA delegates are required to register with the student activities coordinator at the beginning of each month. At this time, delegates will share contact information and will receive information about the SGA meeting schedule.
VI. ADDITIONAL INFORMATION

6.1 Glossary of Terms

**Open Organization** - organizations open to all current ACC students that are interested in joining

**Closed Organization** - organizations only open to current ACC students studying in a particular field (i.e. Nursing, Court Reporting, Respiratory Care, Paralegal and Phi Theta Kappa)

**Recognized Student Organization** - organizations that have an application on file and have been approved by the student activities coordinator and SGA.
6.2 Forms

1. New Student Organization Application
2. Student Organization Sample Constitution
3. Summary of Texas Hazing Laws
4. Student Organization and Club Activity Form
5. ACC Facilities Request
6. Fundraising Information Form
7. Student Organization and Club Relinquishment of Travel Funds Form
Alvin Community College
Student Organization Sponsor Commitment Contract

I, ________________________________, have read and understand the policies and procedures of the Student Activities Office, which are listed in the Student Organizations and Clubs Handbook, as it relates to my commitment to being a sponsor of the _______________________________ student organization. I understand my obligations and those of the organization that I will be sponsoring. I hereby commit to _______________________________ student organization, and pledge to uphold all policies and procedures outline by the Student Activities Office and Alvin Community College.

The organization sponsor(s) signature indicates knowledge and understanding that they must provide leadership and supervision at any and all activities of the club when it is operating at Alvin Community College and/or in the name of Alvin Community College.

________________________________ __________________ ____________________
Sponsor’s Printed Name  Sponsor’s Signature

________________________________ __________________ ____________________
Student Activities Coordinator  Date
ALVIN COMMUNITY COLLEGE
NEW STUDENT ORGANIZATION APPLICATION

Name of Organization/Club:

___________________________________________________

Mission/Purpose:

___________________________________________________

___________________________________________________

___________________________________________________

___________________________________________________

Goals:

___________________________________________________

___________________________________________________

___________________________________________________

Proposed Officers (i.e. President, Vice President, Secretary, Treasurer and Parliamentarian):

___________________________________________________

___________________________________________________

___________________________________________________

Submitted by: ___________________________ Date:__________________________
PREAMBLE
States the purpose and goals of the group.

ARTICLE I --- NAME
States the official name of the organization

ARTICLE II --- MEMBERSHIP
States the requirements for membership. There should also be a provision regarding advisors.

ARTICLE III --- OFFICERS
Contains the list of officers, their term of office and the qualifications and duties for its officers. Appropriate procedures should be outlines for the impeachment and removal of officers.

ARTICLE IV --- EXECUTIVE COMMITTEE
Outlines the structure of the executive committee (board or council), the method of selection and their term of office. Provisions for vacancies of officers or executive members should be specific in this article or in the by-laws.

ARTICLE V --- MEETINGS
Designates the regular meeting dates and times and provisions for calling special meetings. Each organization should cite the source used in resolving questions relating to procedural matters such as Robert’s Rules of Order. (Usually stated in the by-laws).
Hazing is defined as 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 any organization whose members are or include students at an educational institution. The term includes but is not limited to:

(A) Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
(B) Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
(C) Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance which subjects the student to an unreasonable risk of harm or which 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, or 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 rather than submit to acts described in this subsection;
(E) Any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code.

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) Intentionally, knowingly, or 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 firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report said knowledge in writing to the dean of students or other appropriate official of the institution.

An organization commits an offense if the 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.
It is not a defense to prosecution of an offense under this subchapter that the person against whom the hazing was directed consented to or acquiesced in hazing activity.

In the prosecution of an offense under this subchapter, 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 liability, civil or criminal, 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.

By signing below, I certify that I have read the above information regarding hazing to my organization and that my organization does comply with the Texas Hazing Laws.

______________________________
Name of Organization

______________________________
Signature of Org. President

______________________________
Signature of Org. Advisor

______________________________
Date

Adapted from Texas State University’s Clubs and Organizations Handbook
Alvin Community College
Student Organization and Club Activity Form

Today’s Date: ____________________________

Name of Organization/Club: _______________________

Name of Activity: _______________________________

Date & Time of Activity: __________________________

Location of Event*: ______________________________

*Indicate if event is off-campus (include name and address of off-campus site); on-campus events should be scheduled through the physical plant office 281-756-3583.

Person in charge of Event & Phone#: ________________________________

Description of Event:

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

Organization /Club Officer/Date __________________________ Approved by Sponsor/Date __________________________

Date Received by Office of Student Activities: __________________________

Attach copies of all advertisement
### FACILITIES REQUEST

**FACILITY**
- Facility Requested: ___________________________ (building & room)
- Date / Day of Function: ___________________________ (if recurring attach a list)
- Name of Organization: ___________________________
- Time of Event: Start ___________ am/pm End ___________ am/pm
- Total Time Reserved: Start ___________ am/pm End ___________ am/pm (including set up time)
- Nature of Event: ___________________________
- Number Attending: ___________________________

**REQUESTOR**
- Name: ___________________________  Cell #: ___________________________
- Company/Title: ___________________________  Home #: ___________________________
- Address: ___________________________  Office #: ___________________________
- City/State/Zip: ___________________________  Fax #: ___________________________
- Email Address: ___________________________

**ITEMS NEEDED**
- College Sponsored Function? ______
- Open to Public? ______
- Closed Event-Members Only? ______
- Admission Fee Collected? ______
- Kitchen Facilities ______
- General Clean Up ______
- Screen ______
- Computer ______
- PA System ______
- Microphone ______
- ELMO (Requires LCD projector) ______
- LCD Projector (computer connected) ______
- Special Needs [DIAGRAM attached] ______

**SIGNATURES of APPROVAL**
- Requestor: ___________________________  Date: ___________________________
- Coordinated with and Approved by: ___________________________  Date: ___________________________
- Dean of Financial & Administrative Services: ___________________________  Date: ___________________________

**OFFICE USE ONLY**
- ENTERED: ___________________________  Facility Fee $________
- ROUTED: ___________________________  Security Fee $________
- QUARTERLY SUMMARY: ___________________________  Media Equipment Fee/s $________
- SETUP TIME BY PHYSICAL PLANT STAFF: ___________________________  Kitchen Fee $________
- Start Time: ___________ am/pm  Cleaning Fee $________
- End Time: ___________ am/pm  Deposit $________
- ___________________________  Tax $________
Alvin Community College
Facilities Request
Work Order

Requestor
__________________________________________

Facility Requested
__________________________________________

Date / Day of Function
__________________________________________

Alvin Community College
FACILITIES REQUEST
WORK ORDER

FACILITY

SEATING

____ Banquet
____ Theatre Seating (Chairs only)
____ Classroom (Tables and chairs)
____ Horseshoe
____ Other (Describe)
__________________________________________

MISCELLANEOUS

List number of additional tables and chairs required (for food, registration, display, etc.):
__________________________________________

List any additional furniture/equipment needed that is not listed on Facilities Request:
__________________________________________

DRAW SETUP DIAGRAM BELOW:
ALVIN COMMUNITY COLLEGE
INDEMNIFICATION AND WAIVER OF LIABILITY
The undersigned hereby releases and agrees to defend fully, protect, indemnify, and hold
harmless the Alvin Community College, its trustees, administration, faculty, agents, and
employees from and against each and every claim, demand or cause of action, and any liability,
cost, expense (including, but not limited to, reasonable attorney's fees and expenses incurred in
defense of the College), damage or loss in connection therewith, which may be made or asserted
by any person/s on account of any injury or damage caused by, arising out of, or in any way
incidental to the undersigned's use of College facilities for which application is herein made.

Please fill out and return.

Organization’s Name: ________________________________________________
Facility & Date Requested: __________________________________________
_______________________________________________________________
Signature: _________________________________________________________
Date: ____________________________________________________________

Please mail check with form to:
Alvin Community College
Dean/Financial & Administrative Services
3110 Mustang Road
Alvin, Texas 77511-4898
Make check payable to: Alvin Community College
(281) 756-3583 / FAX (281) 756-3854
Fundraising Information Form

This form must be turned in to the Coordinator of Student Activities two weeks prior to solicitation/fundraising.

Name of Student Organization/Club:

Name of Contact Person & Phone Number:

Type of Event: Solicitation _______ Fundraiser _______
*Solicitation means to ask for donations of money or other items. Fundraisers provide a product or service.

Date of Event: _______________ Time of Event: _______________

Location: ________________________________________________

Description of Fundraiser or Solicitation:

________________________________________________________________________

________________________________________________________________________

Purpose of the Fundraiser or Solicitation:

________________________________________________________________________

Will donations be solicited from persons, organizations or corporations off campus?

_________ Yes*  _________ No

*If yes, please list names or persons/organizations and items being solicited:

________________________________________________________________________

(Continue list on back or another sheet of paper if necessary)

Other Information/Notes:

________________________________________________________________________

________________________________________________________________________

_______________________________________ / __________
Student Organization/Club Sponsor Date

Approved ____________________________________ / __________
Alvin Community College
Student Organization and Club Relinquishment of Travel Funds

Date Submitted: _____________________________

Organization Name: ________________________________________________________________

_______ This Organization has no plans to travel this year and therefore relinquishes all allotted travel funds.

_______ This Organization would like to place travel money on reserve in case of future travel plans.

_______ This Organization/Club plans to travel and will follow the procedures provided in the Student Organization Manual to access these funds.

_________________________________  _________________________
Sponsor Name/Date

_________________________________  _________________________
Coordinator of Student Activities/Date
## Directory of Useful Numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Activities Office</td>
<td>281-756-3686</td>
</tr>
<tr>
<td>Dean of Students</td>
<td>281-756-3517</td>
</tr>
<tr>
<td>IT Services</td>
<td>281-756-3544</td>
</tr>
<tr>
<td>Media Center</td>
<td>281-756-3567</td>
</tr>
<tr>
<td>Campus Police</td>
<td>281-756-3700</td>
</tr>
<tr>
<td>Business Office</td>
<td>281-756-3509</td>
</tr>
<tr>
<td>College Store</td>
<td>281-756-3681</td>
</tr>
<tr>
<td>Marketing Services</td>
<td>281-756-3550</td>
</tr>
<tr>
<td>Library</td>
<td>281-756-3559</td>
</tr>
<tr>
<td>Physical Plant Administrator</td>
<td>281-756-3583</td>
</tr>
<tr>
<td>Food Services</td>
<td>281-756-3679</td>
</tr>
<tr>
<td>KACC</td>
<td>281-756-3767</td>
</tr>
<tr>
<td>Fitness Center</td>
<td>281-756-3691</td>
</tr>
</tbody>
</table>
REFERENCE PAGE:

Partial abstractions taken from the following:

Texas State University Student Organization Handbook 05-06
Galveston Community College Student Organization Handbook
College of the Mainland Student Organization Handbook