

# Student Organization



**NORTHEAST TEXAS**  
**COMMUNITY COLLEGE**

# Handbook

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# Office of Student Development and Inclusion

**Welcome**

**Kaymon Farmer**  
Director of Student  
Development and Inclusion  
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903-434-8265

The Office of Student Activities and Inclusion at Northeast Texas Community College provides the resources, guidance, and support to enhance student achievement through quality campus activities. This office, which is student-centered and is dedicated to leadership and social development, plans and implements dynamic co-curricular activities and opportunities designed specifically to encourage the success of all students.

**Student Organizations**

Student Union Building  
P.O. Box 1307  
Mt. Pleasant, TX 75456  
903-434-8265 Voice  
903-572-6712 Fax

Student Organization Members,

It is our hope that your involvement with any student organizations at Northeast Community College will further connect you to this institution.

Involvement in student organizations joins together individuals with similar views and opinions, which creates an opportunity for developing new ideas, discovering hidden talents, cultivating interpersonal skills, and providing a way to accomplish collectively what could not be done individually. Students that are involved in student organizations and participate in campus activities are more likely to stay in school and more satisfied with their collegiate experience.

The Office of Student Development and Inclusion is devoted to creating opportunities for students to engage in educational, multicultural, and social experiences that promote student learning, leadership, teamwork, personal and professional growth and service. Whether you are a member of a new or established student organization or belong to one, or several groups, we hope your organization finds this Student Organization Handbook useful as you operate throughout the academic year. This handbook contains detailed information regarding registration, space requests, equipment, policies, funding, and much-much more! Please know that we are committed to your ultimate success, both as a student and as a contributing force within the campus community.

We are elated you have decided to get involved on campus. If you have any questions, feel free to stop by the Office of Student Development and Inclusion. It is located in the Student Union Building. You may also contact the office via telephone at (903) 434-8265 or email at: [kfarmer@ntcc.edu](mailto:kfarmer@ntcc.edu).

Best of luck to you and your organizations this year!

Sincerely,

Kaymon Farmer

Director of Student Development and Inclusion

## RESPONSIBILITIES OF REGISTERED STUDENT ORGANIZATIONS

Student organizations seeking recognition from **NORTHEAST TEXAS COMMUNITY COLLEGE** must complete the registration process once a year with Office of Student Development and Inclusion. The registration process is not considered complete until all steps have been completed. Until approval, the Office of Student Development and Inclusion prohibits student organizations from reserving space, distributing marketing materials, or accessing allocated funds.

### **Registration Period:**

Student Organizations are only required to register with the Office of Student Development and Inclusion once a year.

Registration is the beginning of the Fall Semester.

### **Student Organization Registration Process:**

- **Step 1** Attend the Student Organization Orientation/Training.
- **Step 2** Complete the Registered Student Organization Application and **email a copy of the Organization's Constitution.**
- **Step 3** Complete the Advisor Agreement and have the Organization's designated Campus Advisor sign it. **Once completed, the Advisor Form must be submitted in-person to Office of Student Development and Inclusion.**
- **Step 4 - Internal** The Organization and the Advisor will receive formal correspondence from the Office of Student Development and Inclusion within 3-10 business days.
- **Step 5 - Internal** If necessary, the Registered Student Organization Application will be returned to the Organization with recommendations or suggestions.

The Registration Application is not considered complete until the Organization has (1) attended the Student Organization Orientation/Training, (2) email a copy of the Organization Constitution and (3) submit a signed copy of the Advisor Agreement in person.

## SAMPLE CONSTITUTION FOR STUDENT ORGANIZATIONS

The following is provided as a set of guidelines to help you write your Constitution. Your Constitution will describe how your organization will operate. Your organization may deviate from this sample, but the listed Articles in the sample are basic elements that should be included in every student organizations' Constitution. Feel free to elaborate on this template or customize this document to fit the needs of your organization. Each year, student organizations must submit a copy of their Constitution during the annual registration process, even if the Constitution and by-laws have remained unchanged.

## Articles:

### I. Name

Give the organization's name. Spell out any acronyms.

### II. Purpose:

A. Include your mission statement or purpose of your organization.

1. Why does your organization exist?
2. What is the purpose does it serve?

B. State if your organization is affiliated with a local, regional, or national organization.

### III. Membership

Indicate who is eligible for membership. In order to receive funding, your organization must be open to all students.

### IV. Requirements for Membership

List any requirements for membership. Although most organizations are open to all, honor societies are only open to certain students who have met particular grade requirements.

### V. Officers

Describe your officer structure, and include the duties of ALL the officers. Give any requirements for officers (e.g. term of general membership, GPA, proof of committee work, etc.).

### VI. Officer Eligibility

Who can run for office?

### VII. Officer Election

Describe your regular officer election process. When are they elected? Who is elected? Who can vote? How will the election be held? When do the old officers leave office and the new officers begin?

### VIII. Officer Replacement

A. Describe the process by which officers will be replaced if they resign.

1. Will the VP move up?
2. Or will a special election be held?
3. Will someone simply be appointed?

B. In the event of leadership turmoil, you should include the circumstances under which an offer can be removed and how that removal will occur. We suggest that you try to always work out your differences!

**IX. Meetings**

State how often meetings will be held, and who has the authority to call meetings. State the circumstances which must be met if you want to call special meetings.

**X. Finances**

If your organization wants to charge annual or semi-annual dues of its members, please indicate so in this section. Again, you might not want to be so specific as to say \$5 per semester for dues. You might want to say "dues will be determined at the first meeting of the semester."

**XI. Advisor**

State whether the advisor is a voting or non-voting and give some specifics about his/her role. We suggest that advisors do not vote. We should also suggest that you put in your Constitution that officers will meet a particular number of times per semester with the advisor. Indicate how a new advisor will be selected if your current one leaves.

**XII. Non-Discrimination Policy**

Include a non-discrimination statement. Here's one you can use: "(name of organization) does not discriminate on the basis of race, sex, age, religion, creed, color, handicap, disability, veteran status, national origin, ancestry, or sexual orientation."

**XIII. Non-Hazing Policy**

State that the organization will not practice any physical or psychological forms of hazing, and that members are free to discontinue their membership without undue pressure or interference.

**XIV. Amendments to By-Laws**

State the procedure for changing your by-laws; for example, who can make the proposal, does it need to be written and presented at one meeting and then voted on the next, etc?

**RESPONSIBILITIES**

1. Exhibit and support the Mission of the College and Office of Student Development and Inclusion
2. Abide by all College policies and procedures as well as all federal, state and local laws.

3. Conduct membership recruitment without regard to race, color, ethnicity, religion, sex, sexual orientation, national origin, age, marital status, disability, and parental status, housing status, source of income or military status.
4. Maintain a minimum of five (5) members; all members must be NTCC students.
5. Maintain a full-time faculty or staff member as the Advisor.
6. Attend the Student Organization Orientation/Training.
7. Update Office of Student Development and Inclusion with student organization changes such as: rosters, contact information, constitutions, etc.
8. Ensure a member attends SGA meetings.
9. The President (or a student designee in his/ her absence) shall represent the student organization in its relationship with the College. Accountability will also be placed on the student organization as deemed necessary and appropriate. Failure to be consistent with the aforementioned responsibilities may lead to a loss of recognition and/ or disciplinary action by the Office of Student Development and Inclusion.

### **ELIGIBILITY FOR MEMBERSHIP AND OFFICES**

1. Office of Student Development and Inclusion shall be responsible for certifying eligibility (if applicable).
2. Student organization membership shall be open to students currently enrolled during the academic year and in good academic and social standing. Good academic standing shall be defined as a student meeting the standards of academic progress as defined in the NTCC Academic Catalog. Good social standing shall be defined as a student not currently undergoing discipline from Student Conduct. There are instances when a student may need to meet additional or higher requirements in order to fill an open vacancy in a specific student organization.
3. Students must be registered for a minimum of three (3) credit hours per semester in order to be recognized as an active member of a student organization.



## **REVIEW AND ENFORCEMENT**

Office of Student Development and Inclusion will periodically review student organization files and/or records in order to assess financial responsibilities, and activity, even and programmatic effectiveness.

The Office of Student Activities may (at any time) review and/or remove the recognition of a student organization in order to protect the best interest of the College. Reinstatement of a student organization's recognition must be executed in the same manner in which all current student organizations are registering.

Complaints against a student organization must be submitted in writing to the Office of Student Activities.

### **Examples of Student Organizations Sanctions:**

- Oral or written warning
- Restriction of privileges
- Restitution for damages
- Probation of recognized status
- Suspension of recognized status ( Automatic with any drug related offense)
- Withdrawal of recognized status (Automatic with any drug related offense)

## **POLICIES, PROCEDURES, RIGHTS AND RESPONSIBILITIES**

As a recognized student organization, members are expected to abide by all College Mandated policies, procedures, rights and responsibilities. All policies, procedures, rights and responsibilities are issued in order to provide and ensure a safe College community.

### **DAMAGES**

Student organizations are financially responsible for any unwarranted, malicious or negligent damage to College space or equipment. Fines will be issued upon disclosure and a completed investigation.

### **COLLECTIVE RESPONSIBILITY**

Student organizations are responsible for violations of individual student members in conjunction with their activity, event, or program. For additional information, view the **Student Conduct Code** and **Disciplinary Procedures** in the Student Handbook.

### **DISORDERLY ACTIVITIES, EVENTS OR PROGRAMS**

Student organizations are responsible for any activities, events, or programs which initiate and/or lead to a riot, disturbance or disorderly diversion, which interfere with normal College operations. Student organizations have the right to voice concerns. However, in instances where student organizations prohibit reasonable College operations, they may be sanctioned by the College. This section should not be construed so as to deny any student organization the right of peaceful assembly.

## **COMMUNITY STANDARDS**

Students and student organizations are expected to abide by NTCC's conduct standards when executing an activity, event or program on-or-off campus. Student organizations and their members are also expected to exhibit appropriate and responsible behavior with respect to their interactions in the larger community.

Students and/or student organizations that are deemed to have violated the Student Code of Conduct may face disciplinary action through the office of Student Conduct. In addition, violators also may be subject to prosecution under state and local criminal statutes.

## **FINANCIAL RESPONSIBILITY**

The College will serve as the depository and fiscal agent for all student organizations authorized to operate on campus. Organization sponsors will have the responsibility for ensuring that all organization revenue is turned into the College Business Office, which will issue a receipt for the funds. Expenditure of organizations funds will be under the direction of the sponsor and will be subject to procedures established by the Business Office.

Each organization will be responsible for keeping detailed records that provide adequate data for financial operating reports. The College Business Office will keep records on funds received and disbursed and will issue a statement showing income, expenditures and account balances on a monthly basis to the organization.

No fund raising activities will be conducted without the approval of the Vice President for Student and Outreach Services or designee. Any fund raising activity will be for the benefit of the organization as a whole or a charity, and no funds will be distributed to the officers or members of the organization for personal profit or gain.

The College will not be responsible for debts incurred by any student organization. Under no circumstances may any collected monies be deposited in a bank or other agency by a registered student organization or representative, officer or advisor.

## **CAMPUS ADVISOR**

All student organizations are required to maintain a full-time faculty or staff member as their on-campus Advisor. This requirement serves to promote student/faculty interactions outside of the classroom, foster stronger connections with colleagues and increase a sense of school spirit and commitment to the institution.

## SELECTING AN ADVISOR

It is important for student organizations to select advisors that are willing to help the organization meet its goals and provide guidance along the way. The Advisor should possess a working knowledge of the group, ability to relate to college-age individuals and have the time commitment. Student organizations must determine the role they might want their advisors to assume and communicate expectations with their advisor. Similarly, the advisor may have their own expectations for the group or for the role they are willing to play. Thus, both parties need to ensure they understand each other's roles and responsibilities and are a good match for each another. Organizations may select new advisors at any time. If such changes are made, the Office of Student Activities will need to be notified.

### **Here is a list of questions that student organizations should consider before selecting an advisor and that advisors may want to consider before making a commitment to the organization:**

- How much involvement is expected or needed?
- How often does the group meet and do you expect your advisor to be present for these meetings?
- How many major activities does your organization execute each year?
- How experienced are the officers of the organization?
- What are some ways that your organization could use the advice of an advisor? Is there someone at the College who has particular interest or experience in this area?
- What skills would your proposed advisor bring to the organization? How do these skills match those of your organization?
- Are there areas in which you need specific assistance from your advisor and/or are there areas that are hands-off for your advisor?
- If you want your advisor to let you know when they believe you are making a mistake as an organization, how do you want them to express this concern?

**To maintain a stable and good working relationship, student organizations and advisors should consider engaging in some of the following practices:**

- Give notices of meetings-Student organizations should always give notice of meetings to advisors and try to include and invite their participation on a mutually agreed upon level of involvement.
- Provide copies of minutes- Advisors and student organizations should keep a copy of all documents and correspondences that are distributed on behalf of the group.
- Be responsible-Each party should follow through on commitments.
- Develop relationship-Get to know each other as people and spend some quality time together.
- Communicate-Maintain constant communication to insure good, open, and supportive relationship.
- Consult before making major decision-Each party should be notified before making major decisions (e.g. purchases, removing an executive board member, etc.).
- Discuss conflicts- Advisors should be informed of problems. Their experience and knowledge could be invaluable in helping you solve the issues productively and quickly.

## **ADVISOR FUNCTION AND RESPONSIBILITIES**

Student Organization Advisors are one of the most important components of a group. Advisors help student organizations achieve and maintain efficiency. In addition to serving as a resource, Advisors help facilitate discussions and offer feedback and establish stability and continuity in organizational operations and activities. Furthermore, Advisors should not spend student organization funds without the consent of the group.

**Student Organization Advisors are expected to agree to the following as part of the Registration application:**

1. Have a firm understanding of the rules, regulations, and procedures of the college.
2. Have a firm understanding of the rules, regulations, and procedures of the student organization.
3. Act as a liaison for the group.
4. Provide advice and guidance. Serve as a resource and mentor for the students.
5. Help the students develop and learn how to function as a team!
6. When possible, attend meetings and activities, events, and programs.
7. Maintain consistent contact with the officers. Encourage members to share in the leadership responsibilities.
8. Help with transition in leadership.

**Important Note:**

Campus Advisors are 'required' to attend late-night and weekend campus activities, events and programs; excludes meetings. Advisors failure to attend a late-night or weekend activity, event or program may result in cancellation.

Late-night activities, events and programs shall be defined as any activity, event or program that starts or ends after 11:00 pm. Weekend activities, events or programs shall be defined as any activity, event or program that takes place on Saturday or Sunday.

## **COLLEGE SPACE REQUEST PROCESS**

All student organization requests for College Space must go through the Executive Vice President of Instruction Administrative Assistant (434-8126).

Space Requests that require a room set-up must be submitted a minimum of 10 business days before the scheduled date to Plant Services; this includes Space Request where tables and chairs are needed.

Space Requests that require equipment set-up must be submitted a minimum of 5 business days before the scheduled date. All events, programs and meetings involving set-up require a schematic and a scheduled walk-through with the Director of Student Activities. For additional information, contact Office of Student Activities.

## **COLLEGE POSTING POLICY AND ANNOUNCEMENT POSTING**

The Office of Student Activities must approve all campus posters, signs and flyers before being posted. Student organizations are only permitted to post twenty-five (25) flyers, posters or signs per activity, even or program.

All posting (flyers/posters) are required to contain the following information:

- The sponsoring student organization/campus department
- Northeast Texas Community College is an equal opportunity, affirmative action, ADA institution
- The date which the flyer is put up.

Flyers posted on bulletin boards may stay up for two weeks maximum from their original date of posting and must be removed within 24 hours after the event. One flyer per event is permitted on approved posting locations. Do not post flyers on glass panels of the buildings. In addition, there is a maximum posting limitations of 25 flyers/postings per event on bulletin boards. Any posting larger than 1 IXI 7 must receive the approval of the Director of Student Activities.

## **COLLEGE WEBSITES**

Northeast Texas Community College provides free web space (calendars) for all recognized student organizations. To have events posted on the College website, information must be submitted to Director of Student Activities a minimum of 10 business days before the scheduled date.

## **CAMPUS ANNOUNCEMENTS**

The Office of Student Activities provides free advertising for campus announcements for student organizations. All registered student organization can have information posted on the TV announcements. Requesting TV announcements require a minimum of 10 business days before the scheduled date.

## **EMAIL ANNOUNCEMENTS**

Student organizations may send campus-wide emails through the College listserv. The Office of Student Activities reserves the right to edit messages for content, clarity and completeness.

Student organizations are limited to (1) email announcement per week. Email reminders are counted towards the one (1) request per week. Corrective email messages will be sent case by case; every effort should be made to ensure email announcements are correct and complete before submitting to the Office of Student Activities.

# RESOURCES

NORTHEAST TEXAS COMMUNITY COLLEGE  
EVENT EVALUATION FORM  
Student Activities Office

Sponsored by Club/Organization \_\_\_\_\_

Event Title \_\_\_\_\_

Type of Event \_\_\_\_\_

Day of Week. \_\_\_\_\_ Month \_\_\_\_\_ Date \_\_\_\_\_

Location \_\_\_\_\_

Time: Actual Start Time \_\_\_\_ am/pm End Time \_\_\_\_ am/pm

Club/Organization Workers \_\_\_\_\_  
\_\_\_\_\_

Number in Attendance \_\_\_ NTCC attend. \_\_\_\_\_ Public attend. \_\_\_\_\_

What went well?

\_\_\_\_\_  
\_\_\_\_\_

Were program goals met? \_\_\_ Yes \_\_\_ No Problems/Concerns \_\_\_ Yes \_\_\_ No

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What should be done differently next time?

\_\_\_\_\_  
\_\_\_\_\_

How was the program received? \_Poor \_Fair \_Good \_Very Good \_Excellent

Should an event of this type be offered again? \_Yes \_No

Please use back of sheet for additional comments/recommendations.

Please return this form to the Student Activities Office 24 hours after program completion.

# Student Organization Advisor Form

All registered student organizations at Northeast Texas Community College are required to have an advisor who is a member of the campus faculty or staff. Advisors play an important role in the function of student organizations.

**An Advisor's responsibilities include, but are not limited to:**

1. Assisting the organization in developing goals and objectives consistent with their mission and the mission of Northeast Texas Community College. Be informed of the purpose and programs of the organization. Review a copy of the group's constitution.
2. Be informed of College policies and procedures governing student organizations, the student body, the campus and the College as a whole.
3. Maintaining regular contact with the officers and general members of the organization, which may involve attending meetings and activities conducted by the organization.
4. Serving as resource to the organization and its member as needed. Be available to the officers and members of the organization on a regular basis for consultation.
5. Providing continuity during periods of student leadership transition.
6. Challenging/motivating officers and members to develop programs which will strengthen the organization and help it fulfill its goals.
7. Serving as a role model to the organization's leaders and members, emulating those characteristics and behaviors they need to develop.
8. Remaining knowledgeable about the organization's activities.
9. Maintaining regular contact with the Office of Student Activities.
10. Serving as chaperone for some organizational events as a pre-requisite to the event being approved.
11. Discuss and clarify your role as the advisor with group members to avoid problems due to misunderstandings regarding roles and responsibilities. Promote involvement and discussion amongst group members.
12. Encourage the organization's members to assume responsibility for its program and its effectiveness.
13. Must attend all meetings, practices, events conferences, trips, and outings of the student organization and help provide continuity for the organization. Supervise and attend organization events sponsored both on and off campus. A room or building will not be unlocked for students to gain access without the visibility of the advisor. The advisor is responsible for overseeing the event overall.
14. Must approve all expenditures for the student organization.
15. Must sign off on all room requests and room setup requests sent to the facilities office.
16. Must be the only contact for all press releases and publicity materials sent off campus.

Office of Student Development and Inclusion will provide resources to Faculty/Staff Advisors including student organization information and will work with a Faculty/Staff Advisor as needed to assist the organization.

Your signature on this form indicates that you have agreed to serve as an advisor for \_\_\_\_\_ and that you have agreed to the responsibilities entailed.

Full Name: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Campus Address: \_\_\_\_\_ Campus Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Event Registration Form for Student Organizations

Forms must be submitted and reviewed at least 2 weeks prior to the event date to the Student Activities and Multicultural Affairs Office in the Student Union Building.

Name of Organization: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
Officer Name/Title: \_\_\_\_\_ E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_  
Organization Advisor Name: \_\_\_\_\_ E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_  
Name of Event: \_\_\_\_\_ Event Date(s): \_\_\_\_\_  
Event Description:  
\_\_\_\_\_  
\_\_\_\_\_

Facility Reserved Yes \_\_\_ No \_\_\_ Facility Requesting: \_\_\_\_\_

All facility requests should go through the Executive Vice President of Instruction's Administrative Assistant

### Logistics:

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_  
Event is open to: Members and quests only \_\_\_ Campus only \_\_\_ Public \_\_\_  
Do you want this event posted on the Student Activity Event Calendar (on-line)? Yes \_\_\_ No \_\_\_  
Will the event have an admission charge? Yes \_\_\_ No \_\_\_  
Will the event require ticketing? Yes \_\_\_ No \_\_\_  
Is the event a fundraiser? Yes \_\_\_ No \_\_\_ For: \_\_\_\_\_  
Are you selling anything? Yes \_\_\_ No \_\_\_ What? \_\_\_\_\_  
Cost per ticket or item selling? \_\_\_\_\_  
Are you using outdoor amplified sound? Yes \_\_\_ No \_\_\_  
Is the event being co-sponsored by another on-campus organization? Yes \_\_\_ No \_\_\_

### **Explain:**-----

Is the event sponsored or promoted by a non-college organization? Yes \_\_\_ No \_\_\_

### **Explain:**-----

Is a physical activity (dancing, trampolines, etc.) involved in this event? Yes \_\_\_ No \_\_\_

Could this event be perceived as controversial? Yes \_\_\_ No \_\_\_

### **Explain:**-----

Is alcohol going to be served or present at this event? Yes \_\_\_ No \_\_\_

Food:

Will food or beverages be served or sold at this event? Yes \_\_\_ No \_\_\_

If yes, what? \_\_\_\_\_

Indicate if you are using (Commercial Product - Outside Vendor) and from where:

---

---

Will food or beverages be prepared and/or cooked on site (Ex. BBQ)? Yes \_\_\_ No \_\_\_

*I, as an authorized officer of the above-mentioned group, agree to abide by the policies and all College regulations and city, state, and federal laws. I understand that both my organization and myself may be held responsible for violations of any College policies and city, state, and local laws related to this event. I understand that I am responsible for any damages & clean-up, and will be expected to pay for any repairs to any facility damage incurred while in use by my organization.*

Signatures:

Contact signature: \_\_\_\_\_ Print Name \_\_\_\_\_ Date: \_\_\_\_\_

Advisor's signature: \_\_\_\_\_ Print **Name** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Student Event Checklist

Name of Event: \_\_\_\_\_

Location of **Event**: -----

Date of Performance: \_\_\_\_\_ Time: \_\_\_\_\_

Date Done:	Activity:
	Location reserved through the Executive Vice President of Instruction's Administrative Assistant
	Event Registration Form Submitted
	Event Consultation Scheduled and Completed
	Plant Services Request Form Submitted
	Funding Sources Identified
	Contracts received from artist/agent*
	Signed contracts (and rides) sent to artist/agent*
	Fully executed contracts received from artist/agent*
	Purchase Order Request turned in to the Business Office via your Organization Advisor
	<b>NOTE: It takes two (2) weeks for checks to be processed.</b>
	Hotel Reservation Made at:
	Hotel Phone:
	Confirmation Number:
	Posters Created and Publicity Plan Created for Both On and Off Campus
	Technical requirements for performance reserved (sound, lights, etc.) DESCRIBE:
	Travel arrangements made DESCRIBE:
	Catering arrangements made DESCRIBE:
	Tickets, flyers, posters printed
	Payment made to artist/agent after performance.
	Evaluation Complete

## Student Organization Fund Management Form

Fiscal Year: \_\_\_\_\_

Event Planning Number: \_\_\_\_\_

Account Number: \_\_\_\_\_ Organization Name \_\_\_\_\_

**(Please make additional copies - one for each event planned)**

Please check one box below

**New Program O**

**Continuing Program O**

Title: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Description of Event/Program:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Program Attendance:

- Who will benefit from the program?

Number of students participating: \_\_\_\_\_

Other internal/external participants: (Please specify; Ex: Community leaders)

**Expenditures for Program:**

**Revenue from Program:**

Item	Amount	Item	Amount
Guest Speaker		(Ex: Tickets, sales, fundraiser	
Travel			
Postage & Publicity			
Copy Expense			
Supplies & Materials			
Food			
Equipment			
Other			
<b>Expenditures Total:</b>		<b>Revenue Total:</b>	

Net Total (Expenditures - Revenue)

NET TOTAL AMOUNT FOR EVENT \_\_\_\_\_