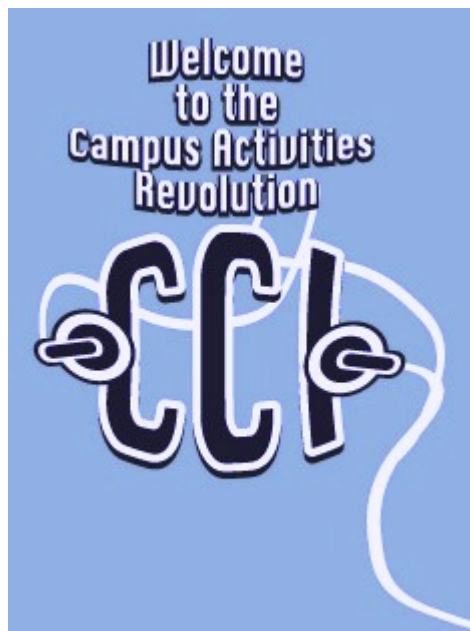


*Student
Organization
Handbook
2008-09*



Campus & Community Involvement

Coates University Center, West Wing – Suite 104

210-999-7547

or

visit us at:

www.trinity.edu/cci

Produced by the Campus & Community Involvement staff, this handbook is designed to quickly answer questions and facilitate effective programming. We have included relevant University policies, as well as the forms student organizations need to make things happen at Trinity. Resources and guidelines are here too.

Please visit the CCI Webpage for updates.

Published August 20, 2008

KEY DATES – FALL 2008

This event information is provided as an aid in planning your organization's events.

August

- 24-30 Welcome Week 2008 (Student Affairs)
- 28 Classes begin
- 29 Student Involvement Fair (CCI)

September

- 1 Labor Day Holiday, no classes, offices closed
- 1 Pool Party, Greek Council
- 8 Extravaganza (TUVAC)
- 9-10 *Mirage* photos
- 12 Last Day to Register Student Organization Officers
- 15-21 Cultural Awareness Week (TMN)

October

- 1 Grad School Day (Career Services)
- 3-4 Fall Family Weekend
- 10-12 Alumni Weekend
- 11 Trinity in Focus (Admissions)
- 14 Trinity Idol (Mu Phi Epsilon)
- 17 Fall Break, no classes, offices open
- 20-24 Volunteer Awareness Week (TUVAC)
- 20-25 TigerFest Week (TTC)
- 22 Distinguished Lecture, former French Prime Minister Dominique de Villepin
- 24 Golf Cart Parade (TTC)
- 25 Tigerfest Gala (TTC)

November

- 15 Trinity in Focus (Admissions)
- 27-28 Thanksgiving Holidays, no classes, offices closed

December

- 7 Vespers (Chapel)
- 10-11 Reading Days – December 10-11
- 11-18 Final Exams
- 20 Commencement

KEY DATES – SPRING 2009

This event information is provided as an aid in planning your organization's events.

January

- 14 Classes begin
- 16 Student Involvement Fair (CCI)
- 19-23 Martin Luther King, Jr. Week
- 19 The City of San Antonio Martin Luther King, Jr. March
- 19 Martin Luther King Jr. Holiday, no classes, offices closed
- 21 L. Douglas Wilder, Martin Luther King, Jr., Commemorative Lecture
- 24 Trinity in Focus (Admissions)
- 27 Extravaganza II (TUVAC)
- 28 Concert for the Cure (Gamma Chi Delta)

February

- 6 Bid day (Greek Council/CCI)
- 11 Career Fair (Career Services)

March

- 7-15 Spring Break
- 21 Trinity 360 (Admissions)
- 27-29 Spring Family Weekend
- 28 San Antonio Volunteer Efforts SAVE Day (TUVAC)
- 28 Spotlight (TTC & CCI)

April

- 10 Good Friday Holiday, no classes, offices closed
- 18 Trinity 360 (Admissions)

May

- 4-5 Reading Days
- 5-12 Final Exams
- 16 Commencement

For additional information, consult the T-SPACE Events Calendar for up-to-date listings of University events.

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Risk management is minimizing the adverse effects of accidental losses. In other words, when accidents happen or people get hurt, the fun stops. And we don't want you to stop having fun! So, this section looks at the rules and regulations that keep accidents from happening page 25

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Trinity University
Division of Student Affairs

Mission Statement

As educators in the spirit of the liberal arts tradition, the members of the division of Student Affairs are committed to serving, supporting, and challenging students in their development as individuals and as responsible global citizens.

Values

Integrated Learning

We value multidimensional learning which equips individuals to make meaning from disparate contexts and perspectives.

Caring

We value a community that acts with a genuine spirit of warmth, acceptance, support, and kindness.

Respect

We value fairness, dignity, and honor, such that individuals respect themselves, others, property, and the community.

Integrity

We value honest and ethical behavior congruent with the values and the responsibilities of living in this University community.

Identity development

We value an individual's reflection on his or her unique life experiences and how they are expressed through beliefs and behaviors.

Wellness

We value a commitment to a balanced and healthy lifestyle.

Social Responsibility

We value the intrinsic worth of each individual, acknowledge inequity in communities around us, and aspire to make the world a better place.

Intercultural Understanding and Diversity

We value our interdependency in an increasingly diverse and global community and seek to promote a deeper understanding and appreciation of similarities and differences between individuals.

CAMPUS & COMMUNITY INVOLVEMENT MISSION

Campus & Community Involvement develops student leaders and facilitates programming that contributes to a vibrant campus life.

Campus & Community Involvement oversees:

- Coates University Center
- Intercultural & Diversity Issues
- Service and Volunteerism
- Student Organizations
- Leadership Development
- Campus Publications
- Greek Life
- Student/Event Programs
- Parent & Family Programs
- New Student Orientation

CCI staff

- ✓ Becky **Spurlock**, Director of Campus & Community Involvement
Advises the Trinity Traditions Council, oversees office
- ✓ Ben **Newhouse**, Assistant Director of Campus & Community Involvement
Coates University Center, New Student Orientation, and Parent & Family Programs
- ✓ Joshua D. **Beebe**, Coordinator for Greek Life & Student Programs
Advises Greek Council and T.I.G.E.R. Council, leads Greek Life and student programming
- ✓ Edwin **Blanton**, Coordinator for Community Service & Engagement
Advises TUVAC, cultivates the volunteer & service programs
- ✓ Margaret **Farris**, Coordinator for Student Organizations
Student Organizations
- ✓ Katharine **Martin**, Coordinator for Student-edited Publications
Advises *Trinitonian* and *Mirage*; produces *Student Handbook*
- ✓ Ankita **Rakhe**, Assistant Director for Intercultural & Diversity Issues
Advises TMN, leads diversity & intercultural programs
- ✓ Amy **Parkhurst**, Office Manager
Manages the office, special events ticket sales, reserves laptop and digital camera
- ✓ Christy **Conway**, Secretary
Supports the CCI staff from the office at Coates University Center

University Center, West Wing – Suite 104

Main level: Staff member offices are in the CCI suite, along with office space for most of the sponsored organizations (TMN, TIGER Council, Greek Council, TUVAC, Student Ambassadors)

Lower level: The Student Organization Resource Center is downstairs. Banner-making supplies and computers are available. Campus Publications (*Mirage* and *Trinitonian*) and the Campus Publications adviser are all downstairs.

East Wing - Suite 122: Houses Assistant Director, department secretary, ASR, and the digital banner printer.

Main doors are open whenever the Coates University Center is open. Student leaders can be given after-hours access through their respective advisor.

STUDENT INVOLVEMENT ON CAMPUS AND IN OUR COMMUNITY

We recognize and affirm the choice of our students to be involved in their campus community and throughout San Antonio and the world community through organizations, volunteering, service, and programs. Co-curricular involvement provides undergraduates an opportunity to apply theory from the classroom, experience mature ways of interacting with others, have fun, and make memories of their time at Trinity University that will last a lifetime.

Purpose of Student Organizations

The purposes and activities of student organizations at Trinity University are to reflect and complement the institution's academic mission and its intent to encourage each student's personal development and achievement. Student organizations help create a challenging and supportive environment in which students can realize the full potential of their abilities and come to understand their responsibility of service to the larger community. Organizations may not be in violation of state or federal law, commit or be committed to acts of violence, endanger the University's tax exempt status, engage in activities hazardous to themselves or others, or be in violation of any of the regulations stated in this handbook or the Student Handbook.

Principles affecting student organization sponsorship and freedom of association.

The classification of student organizations attempts to respect two different rights and balance them so that both are protected.

1. The University has the right to decide what student organizations are related to its official mission and purposes and what type and amount of support it will give to these organizations, which are created as legal parts of the University.
2. Students have the right of free association to join with other students with similar interests to form organizations, which are not legally a part of Trinity University and are not necessarily endorsed by Trinity University but are composed of Trinity students. These student organizations reflect the variety of interests of their members, and students are free to organize and join associations according to the guidelines agreed to by the Association of Student Representatives, faculty and administration, and printed in the "Joint Statement on Rights and Freedoms of Students" in the Student Handbook.
3. Religious, political, and special interest student organizations facilitate learning about faiths, viewpoints, and beliefs. The expression, discussion, and debate created by these student organizations must comply with University policies and cannot disrupt the orderly functioning of the University.

Institutional mission and sponsorship of student organizations

The president of the University and the Board of Trustees hold the authority and responsibility for defining the institutional purpose and mission. Statements of the University's role, goals, and purposes are found in the University's Charter, the "Statement of Institutional Mission," the "Compliance Policy," the "Commitment to Excellence," and any other statements the Board may issue. The leadership of the University decides what student organizations, programs, and activities Trinity University will sponsor and support in fulfilling its mission.

Withdrawal of sponsorship or registration

With registered or sponsored status, student organizations are granted privileges by the University. As the University grants these privileges to groups, it can withdraw them for cause. An organization found responsible for a major infraction of University policies or one that is found responsible for a series of infractions of University policies may be placed on probation, lose privileges, or have its charter revoked by the University.

When a student organization is charged with a violation of University regulations (as opposed to the charging of any individual member(s) of a student organization), the charges will be investigated, at the direction of the vice president for Student Affairs, by a member of the Student Affairs staff. The staff

member charged with the responsibility of investigating the allegations may seek the advice and counsel of the Student Conduct Board, the ASR, Greek Council, other student organizations, and staff colleagues in conducting the investigation. However, responsibility for making a judgment as to the liability of the organization and for determining the sanction rests with the vice president for Student Affairs. Appeals of the decisions may be addressed in writing within 10 days of the decision to the president of the University.

STUDENT ORGANIZATIONS

The following is a list of student organizations active as of August 2008. For contact information regarding any of these organizations, please visit the Campus & Community Involvement office.

Chartered Organizations

These organizations are commissioned by Trinity University to serve specific purposes. These organizations contribute to general goals of the University and benefit or serve relatively large numbers of students. They are eligible to petition the Student Finance Board for funding and are assigned a professional staff member as an advisor.

Association of Student Representatives (ASR) – works for the advancement and development of student interests.

Graduate Student Association (GSA) – works for the advancement and development of graduate student interests.

Greek Council of Trinity University – is the body that oversees the Greek organizations.

TIGER (Trinity Intra-Group Guidance for Event Resources) Council – provides financial and planning support for campus programming.

Trinity Multicultural Network (TMN) – promotes cultural diversity, raises awareness of and supports under-represented minorities on campus.

Trinity University Student Ambassadors – act as spokespeople, tradition-keepers and hosts for the University.

Trinity University Volunteer Action Community (TUVAC) – facilitates students' giving of time, talent and other resources.

Sponsored Organizations

Sponsored organizations are directly related to the purposes and functions of Trinity University and are classified within that category as departmental, honor or professional. In relationship with an academic or administrative department, sponsored student organizations help fulfill the purposes and functions of the related department. Such sponsored student organizations are supervised by faculty or staff of the related department and are subject to the policies of the related departments. Sponsored student organizations are required to have a faculty or staff advisor.

Departmental

American Chemical Society - exposes students to different career options in chemistry, gives to the community through science, fosters student-faculty interaction.

Chinese Culture Club - seeks to educate the community about Chinese history through festivals and other events of cultural importance.

Korean Student Association – shares the Korean culture with the student body.

Mu Phi Epsilon - provides an outlet to music major/minors for musical talents through community service, performance and campus-wide activities.

Society of Physics Students - encourages and assists students in their development essential to the advancement of physics along with their advanced studies and research.

Sociology Club, The - encourages relationships among sociology minors and organizes discussions of topics related to sociology.

Trinity Traditions Council – serves as the central organization for annual campus activities that have become cornerstones of the Trinity experience.

Trinity University Economics Society - provides academic and social support to students interested in economics.

Trinity University German Club – encourages interest and understanding of German culture, history,

arts, and fosters friendly relations between peoples.

Trinity University Math Society - brings awareness of mathematics to the common students, encourages service, and provides mathematically minded “mathematical fellowship.”

Trinity University Players (TUPS) - welcomes anyone interested in theatre, drama and fun!

Trinity University Psychology Club - promotes awareness of post-graduate opportunities in psychology, provides a social network for psychology majors and minors, and provides community.

Trinity University Women’s Lacrosse Team - provides an opportunity to any women interested in playing lacrosse.

Urban Studies Society - exposes students to urban issues and educates them about how decisions on these issues may affect their lives.

Venga – establishes an environment for cultural enrichment where speaking Spanish is encouraged.

Honor

Alpha Lambda Delta - recognizes students who have maintained a 3.5 or higher GPA and are in the top 20% of their class during their first year or term of higher education.

Blue Key - recognizes upperclass students for balanced and all-around excellence in scholarship, leadership and service.

Gamma Sigma Alpha - encourages excellence in scholarship among members of the Greek-letter system and promotes intellectual interaction between Greek-letter students and the academic community.

Golden Key National Honor Society - encourages scholarship, career development, leadership and service.

Kappa Delta Pi - provides professional development opportunities as well as service and social opportunities to Education majors.

Mortar Board - recognizes scholastic ability, outstanding leadership, and dedicated service to Trinity and the community.

National Society of Collegiate Scholars - recognizes first and second year students who rank in the top 20th percentile of their class and have a minimum GPA of 3.4.

Omega Tau of Phi Alpha Theta - strives to enhance students’ appreciation of history through both academics and service.

Omicron Delta Epsilon - recognizes students who have performed highly in economics courses.

Professional

Alpha Epsilon Delta - recognizes excellence in premedical scholarship, promotes communication between medical and premedical students and educators, uses its resources to benefit the community.

Alpha Kappa Psi - develops principled business leaders.

American Medical Student Association - provides opportunities for pre-meds to form a community and to participate in activities to aid with med school admission.

Phi Alpha Delta Pre-Law Fraternity - supplements preparation for law school through meaningful and relevant events with PAD alumni and local legal professionals.

Society of Women Engineers – Center of information for women in engineering; encouraging women while providing a support system and enhancing professionalism among its members.

Trinity Engineers – develops professionalism and contact in the academic, professional, and social areas.

Trinity Women in Science & Technology (TWIST)- connects students and faculty in science and technology, creates a network to build and retain women’s participation in these fields.

Registered

Registered organizations are established by and for Trinity University students to experience co-curricular learning while participating in activities that are of interest to the members of each registered organization. Registered organizations are voluntary association of Trinity students wishing to pursue a common special interest or engage in social activities.

Alpha Phi Omega - provides members with opportunities in leadership, fellowship and service.

Amnesty International – works to put an end to human rights abuses.

Anime FLUX - seeks to enlighten the campus to Japanese and other foreign animation films and series.

Asian Sub-Continental Association - tries to encompass the South Asian sub continental region in its group. We have a mixture of Indian and Pakistani events which can also encompass Hindu and Muslim festivals. Our goal is to share traditions, festivals and the culture with the rest of the Trinity community.

Black Student Union - creates a social network for black students and those interested in the culture and to educate the Trinity community about salient historical perspectives and issues that are relevant to black communities.

Catholic Student Group at Trinity University - provides Catholic Mass on Sundays and occasional meetings for people of all faiths to learn about the Catholic Faith.

Chess Club – provides opportunities to socialize and interact with campus community through various types of chess.

Christian Science Organization – Provide prayerful support to the Christian Scientists on campus; providing environment for spiritual growth and understanding to those seeking it.

College Democrats at Trinity University - seeks to raise political awareness and involve the community in politics at all levels.

College Life - provides fellowship and evangelical leadership training to Christian students of Trinity University.

College Republications at Trinity University – provides support for local Republican candidates and awareness of our issues around campus.

Filipino Student Association, The - acquaints students with the Filipino culture and promotes ethnic diversity awareness on campus.

Gaelic Cultural Society - enables students interested in Gaelic culture to enjoy a better understanding of the traditions of Scotland, Ireland, and other Gaelic countries.

Hindu Student Union - educates the Trinity community about the Hindu faith and Indian culture through celebrations of religious festivals and other traditional events.

House to House - seeks to meet the specific needs of Christian students involved in the Greek system by providing support and encouragement through prayer and community.

Houston Sports Fans – Campus network for sharing affinity & passion for Houston-area sports while supporting Trinity sports teams.

Interfaith Council, The - provides opportunities for students of different faiths to learn more about their own beliefs and those of the people who surround them.

International Club - celebrates the diverse groups of students, faculty and staff on our campus and provides international students, study abroad students and students with international interests an environment to share their experiences.

InterVarsity Christian Fellowship - witnesses for Jesus as Savior and Lord.

Jewish Student Association - provides students, faculty and staff and friends of all Jewish denominations with a community to pass holiday and events, expand on Jewish culture, and engage in dynamic, modern, college-style Jewish life.

Latino Exchange - responds to the needs of an individual or a group as a whole, enriching the community with regard to the Latino/Hispanic culture and traditions and ensuring continuous recruitment, and retention of Latino/Hispanic students.

Muslim Student Association - increases awareness of Islam and holds meetings for the discussion of topics of interest.

Reformed University Fellowship - reaches and equips students for Christ through a weekly large group Bible Study, student-led small groups, and various conferences and service opportunities.

Right to Life at Trinity University - increases awareness of pro-life issues on campus through educational information, service activities, campus events and increased dialogue.

Rotaract Club at Trinity University - provides students with opportunities for professional and leadership development as well as addressing community needs through various service projects.

Scriblerus Society - fosters close-knit, well-informed, familiar sector with the underlying intention of increasing the value of our education inside the academic environment by removing ourselves from it so as to make understanding the educational curricula as they fit into a broader social and moral sphere.

Sexual Assault Student Coalition – provides education and promotes awareness around campus in an effort to increase prevention of sexual assault.

Sexual Diversity Alliance - increases awareness of issues regarding sexuality and the societal woes faced by queer people and their allies.

Social Dance Club - provides an opportunity for students of all ability levels to learn, perform and generally enjoy Country Western, Ballroom and Swing dancing.

Student Film Society - studies and enjoys cinema not usually seen in theaters.

Students Creating Awareness of the Sikh Faith - shares the ideology, culture and ethics of the Sikhs through various programs and events.

Vietnamese Student Association at Trinity University – creates a social and educational network for these students interested in Vietnamese culture.

Well, The – endeavors to “Go and make disciples of all nations” (Matthew 28:19) beginning with college-age individuals.

Greek

Greek organizations refer to our social sororities and fraternities. Membership cannot be held in more than one Greek organization at the collegiate level. These organizations single sex, selective and primarily serve a social purpose.

Sororities

Alpha Chi Lambda

Chi Beta Epsilon

Gamma Chi Delta

Phi Delta Kappa

Sigma Theta Tau

Spurs

Zeta Chi

Fraternities

Bengal Lancers

Chi Delta Tau

Iota Chi Rho

Kappa Kappa Delta

Omega Phi

Phi Sigma Chi

Pi Kappa Alpha Interest Group

RESERVATIONS AND SERVICES

Included in this section:

- | | |
|---------------------------|--------------------|
| ▶ Facilities Reservations | ▶ Policies & Forms |
| ▶ Services | ▶ Equipment |

Thousands of student organization events are held each year; they're all special in their own way and we want them all to be successful. **Planning is the key.** Remember, too, that future success sometimes comes from previous failures and we're **here to help you** recognize and make positive changes.

Facilities Reservations

Reservations for university facilities are made through T-SPACE (Trinity-Scheduling, Planning And Calendaring Events), a web-based reservation system for University facilities (indoor and outdoor).

Requirements? You need to be an active student organization to use T-SPACE. What does that mean?

- ✓ A constitution and current officer list is on file with CCI
- ✓ Primary officers are required to sign and return to CCI the Anti-Hazing Statement
- ✓ You must annually complete student organization leader orientation coordinated by CCI

In order to reserve University facilities, every student organization must annually identify its Reservation Administrator whose purpose is to reserve university facilities on behalf of that organization. After attending T-SPACE training, the Reservation Administrator is issued a password that provides access to T-SPACE.

Okay, you're an active organization. Now what?

- For best selections, submit your T-SPACE Room/Event Request the recommended minimum of 10 working days prior to the event (A working day is Monday-Friday and excludes holidays.)
- The T-SPACE 'location' tab lets you review reservable areas and their attributes (furnishings and equipment normally in a facility, classroom, etc.) This should be the first area you review; it tells you which areas have a reservation confirmation.
- Be considerate of others. University space is tight and, unless there's a special need, regularly scheduled executive and organization meetings shouldn't exceed two hours.
- Include what you want and need for your event to be a success (use the Comments section). Review the attributes listed for classrooms, meeting rooms, lounges, and auditoriums. Try to think of the details like trash cans, electrical needs, special set-ups. If you edit your request after confirmation, you may not receive equipment or services.
- Remember, University facilities include outdoor and other little-known spaces. Will a classroom work for regular meetings? Can you host an event in the Tigers' Den? How about a game of volleyball on the sand pit? A barbeque at Meadows Pavilion?

Off-Campus Events

See the Risk Management section for instructions on off-campus events.

Services

Interested to know how we can help you make your events successful? We're available to help with planning – all via your T-SPACE reservation request.

- Arrange for **special set up arrangements** (tables/chairs/trash/recycling receptacles; staging lecterns, electricity, water hoses, special cleaning) when you reserve via T-SPACE. You can also request electronic/audio/visual equipment via T-SPACE.
- Alcohol-Use Permits for Student Organizations
- On-campus Bank Account at TU Business Office
- Student Organization Web Page Application
- Student Organization Resource Center, in the lower level of CCI (Coates University Center, West Wing)

- Computers and printer (using your Tiger Card)
 - T-SPACE access for online reservations
- Paper and paints for banners
 - Tack lines for drying your banners
- Software for making napkin holder advertisements
- Student organization mailboxes for internal use
 - Combination given to student organization's leader
 - CCI staff pitches mail to student organization mailboxes
- Request for Media Coverage available in CCI foyer and Student Organization Resource Center
- East Wing, suite 122: Digital banner making machine for oversize banners
- TU Leader Talk - a listserv has been formed just for you – student leaders at Trinity – TU Leader Talk. Once you subscribe to it, it's basically up to you what you want to make of it. You can advertise programs, ask questions to fellow leaders about programming problems, discuss ideas – basically it's out there to help facilitate communication between leaders. It's a great opportunity to take advantage of. Subscribe by sending an e-mail to: subscribe-tuleadertalk@lyris.its.trinity.edu

Equipment – review facility attributes prior to submitting your T-SPACE event/room request

- Occasionally you may have a need for **staging** for special performances, i.e. band, cultural events, fashion shows, etc. One piece of staging is 4'd x 8'l with adjustable height of 6"-18". We have up to eight pieces available.
- Using an area that needs **additional lighting**? It's possible but there's always a fee involved so plan carefully and consider locations with suitable lighting. TIGER Council can provide lighting for a nominal charge.
- Many areas on campus have **electrical access** in the vicinity.
- Point-of-Sale (POS) machines –
 - For portable use machine - TigerCard Office Loan Agreement available in CCI & TigerCard Office; first-come, first serve via TigerCard Office
 - Coates University Center Information Desk through T-SPACE location reservation. Both on first-come, first-served basis with three consecutive day limit.

Policies & Guidelines –

- CCI student activities calendar
 - For each date, the first three all-school on campus events are eligible for inclusion on the CCI dry erase wall calendar located in Coates University Center.
- Trinity University Copyright Policy
- Student Organization Alcohol-Use Permit
- Authorized Driver Policy (details found in Risk Management section)
 - contact Eva Cuellar, x7336 or ecuellar@trinity.edu
- Lotteries, Gambling and Games of Chance
- Bus type transportation services – contact maria.cassanova@trinity.edu for details
- University vehicle reservations must be cancelled in writing within 24 hours of the event or charges will be applied. Contact maria.cassanova@trinity.edu for details regarding cancellation requirements and possible fees.

Special Notes – Let's Talk Details

- **T-SPACE training** is required for student organization Reservation Administrators. Contact mfarris@trinity.edu for details on training sessions and schedule.

- **Facility Attributes** – view T-SPACE locations tab: By clicking on a specific space, you can see a brief description of the venue along with permanent equipment like seating arrangement, capacity, white boards, blackout drapes, and electronic equipment.
- **Underwood Room** is available for evenings and weekends on an “as is” basis.
- AT&T Center for Learning & Technology, aka **CLT**, requires consultation for use of some electronic equipment; schedule an appointment with CLT staff (999-7323).
- **Laurie Auditorium** is available at no cost to student organizations if the event is not for profit. Consult with Kevin Hawkins (khawkins@trinity.edu or 999-8145) for specific contract information.
- Charges may be incurred for **other-than-ordinary services** (night, weekend, early mornings), depending on facility use requirements.
- **Bake sales or food handling** – Licenses or permits for events involving food/beverage with Trinity community-only attendance are considered temporary events. Events not open or advertised to the public do not require a license or permit. For specific information regarding San Antonio Metropolitan Health District requirements, visit: <http://www.sanantonio.gov/health> and view the ‘temporary events’ option. Your on-campus contact is Aramark Chef, Susan Johnson.

Some University events may have priority for facilities and equipment, i.e. the addition of a class or a special lecture.

**Trinity University
Campus & Community Involvement**

STUDENT ORGANIZATION OFFICER LIST

In order to maintain active status, this form must be completed annually and returned to Campus & Community Involvement. Please notify this office of any changes in officers made throughout the year. Mail related to organizations will be returned to the student organization mailbox in the Student Organization Resource Center located in the lower level of Coates University Center, West Wing.

Name of student organization _____

Information for the _____ academic year Today's date: _____

Tell us the principle contact persons and their position within this organization for – (please print)

reservations, including calendaring events: _____

publicity: _____

risk management, including but not limited to: travel, alcohol use permit: _____

Officers- (please print)

name and position

name and position

name and position

name and position

name and position

name and position

name and position

Advisor

By signing below, I agree to advise the above organization and to become knowledgeable of policies and procedures related to student organizations. Further, I agree to follow all University policies and procedures in the advisement of this organization. I understand that I can access policy and procedure information via the Student Organization Handbook which is available on the CCI website or that I can request a printed copy by calling x7547.

Primary Advisor's signature

University Department

Advisor's signature

University Department

Advisor's signature

University Department

CCI Office Use Only

Officer list _____

Mailbox # and combination _____

Orientation/Training _____

Student Organization Account _____

Hazing Policy Acknowledgement _____

Web page _____

Video Cassette, DVD and Copyright Laws/Guidelines

Click the following link to be directed to the **Rules and Policies** section of the ITS at University Web site: <http://iraa.trinity.edu/iraa/x107.xml>.



General Statement

Trinity University endeavors to comply with copyright law and encourages all members of the Trinity community to obey the provisions of the copyright law. Trinity understands that copyright law applies to digital resources and that any unauthorized redistribution of music, movies, text, software or other protected media may be a violation of the law. Various policies relevant to specific issues of copyright are referenced in links noted below. Please refer to them for detailed information on Trinity expectations related to conformance to copyright law.

Additional Copyright Guidelines

Video cassette tapes and DVDs of copyrighted motion pictures are available for purchase or rental from many local vendors. Because they contain copyrighted materials, these guidelines have been developed to state when you are allowed to show copyrighted motion pictures on university property.

Organizations and individuals who wish to publicly exhibit copyrighted motion pictures and audiovisual works must secure license to do so. Purchases and/or rental of pre-recorded video cassettes and video discs do not change their legal obligations.

The copyright owner's right to publicly perform his work, or to license others to do so, is exclusive.

Any willful infringement of this right "for purpose of commercial advantage or private financial gain" is a federal crime. In addition, even innocent or inadvertent infringes are subject to substantial civil penalties. Copyright laws/guidelines also apply to the showing of feature films or movies for recreational or entertainment purposes.

Unless you get written, documented permission, or you get the copyrighted motion picture material from distributors, Campus & Community Involvement staff cannot approve a showing of copyrighted materials or facilitate reservation of university facilities for entertainment purposes.

The University's license (for items checked out through Instructional Media Services) is for exhibiting copyrighted materials exclusively for educational purpose. Permission to show copyrighted materials will be given only for educational value that involves face-to-face instruction and is of value to that particular event.

Viewing of films and movies using Trinity University's educational license must follow these guidelines:

- *There has to be discussion and there should be a faculty member involved.*
- *There should be a syllabus or agenda of items to discuss.*
- *Films should be part of a course although exceptions are made for organizations that have faculty advisors present and plan their discussions ahead of time.*

To purchase a license for viewing, contact www.swank.com/college

Related links among Trinity Web pages

The following are the only Trinity University Web pages in addition to this page which contain the official University policy statements on copyright:

- Information Technology Services Policies - *Acceptable Use Policy*
<http://iraa.trinity.edu/iraa/x473.xml>
- Trinity University. *Trinity University World-Wide Web Policy*.
http://www.trinity.edu/departments/public_relations/WEB_policy.html
- Trinity University. *Faculty and Contract Staff Handbook*, CHAPTER 6, “Intellectual Property Policy” (Revised August 15, 1992).
http://www.trinity.edu/departments/academic_affairs/hb/research/intlprop.htm#TOP
- Trinity University. Library. *Copyright Compliance Policy Statement*.
<http://lib.trinity.edu/servcols/circ/copyright.shtml>

Scheduling Transportation Requests

In an effort to provide the most efficient, safe and professional bus service to the Trinity University community, the Physical Plant Department has conducted an in-depth survey. The leading, greater San Antonio transportation/charter bus services were invited to participate. As a result of that survey coupled with personal interviews of all participating organizations, SATRANS has been selected to be awarded an initial contract to provide all bus type transportation services to all Trinity University departments and organizations.

Founded in 1986 as San Antonio City Tours, SATRANS operates as a local tour operator, Motor Coach Charter Company and as the city’s Airport shuttle provider. SATRANS operates a fleet of luxurious motor coaches and mini-buses to accommodate any transportation need from small to large groups.

The Physical Plant will continue to be the point organization on campus to schedule and address these transportation requests. Under no conditions would individual persons or Trinity University organizations contact SATRANS directly to address Trinity University transportation needs. All transportation requests and questions should be directed to Maria Casanova, or her designate at extension 8411 or Maria.Casanova@Trinity.edu. Ms. Casanova will confirm your trip/trips via e-mail.

It is important that all anticipated or planned bus trips are scheduled as soon as possible. Due to the commitment that is being made to SATRANS on behalf of Trinity University it is also very important that all users of this service understand that once a trip is scheduled, SATRANS will be prepared to carry out that trip at the precise date and time. If for whatever reason a scheduled trip has to be canceled, it is imperative that Maria Casanova or her designate be contacted as soon as possible to activate a cancellation. If a trip is scheduled with less than a 24 hour notice, there will be a 10% charge added to the cost of that trip. If a trip is canceled less than 24 hours from the originally scheduled date, there will be a 10% charge levied to the originating organization for the cancellation. If an organization makes no effort to cancel a scheduled trip and a “**NO SHOW**” results, the organization that originally scheduled the trip will be charged the **FULL ANTICIPATED COST** of that trip. It is understood by both parties that there will be some unique situations where the next scheduled trip is based on the success of a current situation. These situations will be accommodated. It is also very important that an accurate, anticipated head count for any scheduled trip be provided. This ‘head count’ will be used by SATRANS to assign the correct size of bus for that specific trip. This initial contract will start on June 1, 2008 and run through May 31, 2009. If you are aware of any bus service needed during this time period, you can go ahead and schedule all of your trips at one time. Unlike in the past when we were not able to provide bus service to other organizations due to the fact that the single Trinity University bus was already scheduled, this will not be the case with SATRANS. They have a fleet of buses and will meet our demand for bus service. In addition to the items already mentioned as required, it is imperative that an organizational account number also be provided when reservations are made. **No reservation will be booked or confirmed until an account number is provided.** With respect to those groups that are being shuttled to or from the airport, it is also very important that the actual airline being used is noted as part of the request information.

Outdoor Campus Facilities Use Policy

The use of any outdoor space for a meeting, information table, speakers, event, or function by a student organization requires University approval that is initiated through the T-SPACE reservation process.

Upper Campus

The Esplanade, the University Center Plaza, Storch Courtyard, and the Jogging Trail are reservable. However, events that disrupt or have the potential to disrupt classes, other scheduled university events or the orderly functioning of the University (including office operations) will not be approved. All other outdoor areas of the upper campus are considered public use areas and are not available for reservation.

Parker Chapel Courtyard is not a reservable area. When Murchison Tower is used for programming, the Courtyard is considered an auxiliary area but not a programming area.

Lower Campus

Reservable spaces include the Meadows Pavilion, outdoor courts, and playing fields. Those spaces have special requirements and approval for use requires a T-SPACE event/room request.

Miller Fountain

This space may be reserved from time to time for major university-sponsored events. Request for the fountain area must be submitted via T-SPACE a minimum of 15 business days (versus the recommended 10 business days for other spaces) prior to the proposed event. Final approval resides with the vice president for Student Affairs.

Student Organization Web Page Application Campus & Community Involvement

Student organizations may apply for web space on the Campus & Community Involvement web page under the student organization section for the purpose of providing information about the organization, its activities, its members, and its alumni. Trinity University views student organization web pages as a privilege and reserves the right to decide the type and amount of computing support it provides student organizations. For the University World Wide Web Policy, see: http://www.trinity.edu/departments/public_relations/WEB_Policy.html.

Leaders of student organizations obtain approval for an organizational web page from staff in Campus & Community Involvement who are responsible for organizational web pages and the organizations' compliance with University policies and generally accepted community standards regarding good taste. Complaints by web page readers must follow the established student organization web page grievance procedures.

In order to establish a **new** student organization web page the current president or head of the student organization completes an application and prepares a draft version of the web page. In applying for a web page, the student organization agrees to the following:

- The web page will comply with the Trinity University World-Wide Web Policy, all current University policies and procedures as well as those adopted during the current academic year.
- The web page will include the name of the head of the student organization, or the student organization's web master and the date of the last update.
- The web page may include links to other web pages and/or e-mail addresses but such linked sites may not be in violation of University policies, specifically those regarding computing policies, standards of conduct for students, and harassment.
- Specific components of a web page cannot use network bandwidth for which there is not sufficient resources or which unnecessarily consume network bandwidth.
- Web pages approved for student organizations in the "Registered" category must include the following statement: "_____ is a registered student organization."
- Registered student organizations are voluntary associations of Trinity students which exist to pursue special interests or social activities. Status as a registered student organization implies neither approval nor disapproval of the purposes of the organization and is not an endorsement of any such organization's purposes or activities.
- The organization will seek the written approval of persons whose photographic images and/or personal information (address, phone number, etc.) appear on the web page. Such documentation must be kept on file by the student organization and made available to University officials upon request.

In order to **continue** an approved, established web page, in addition to those policies regarding the creation of a new web page, the following must also apply:

- The current president or head of the student organization should submit permission changes for their Trinity server Web page to Margaret Farris, Campus & Community Involvement.
- Unresolved grievances submitted according to the established student organization web page grievance procedure may defer the approval of a continued webpage or may cause the web page to be temporarily suspended from the server.
- Action regarding the removal or change of web page content is the responsibility of the Web Page Grievance Committee and/or the director of Campus & Community Involvement. A student organization whose web page is to be changed or removed from the server for failure to comply with these policies will be given advance, written notice by the Web Page Grievance Committee or the director of Campus & Community Involvement. Such notice will describe the action and the reason for such action. Appeals of decisions by the Committee or the director must be directed to the vice president for Student Affairs within 10 class days of such notice.

Procedure:

1. Prepare a proposed version of the web page on a server (reslife, for example).
2. Submit this signed form and the temporary URL for the web site to the Campus & Community Involvement office, Coates University Center, West Wing, Suite 108.
3. The application will be acted on within 10 class days.

If approved:

4. The student organization web master will be advised on editing privileges and how to install the web page on the University server.

Date _____

Does this organization currently have a web site? _____

If so, what is the site URL? _____

Name of organization: _____

President or head of organization: _____

Phone: _____ E-mail: _____

Student organization web master: _____

Phone: _____ E-mail: _____

Student Organization Web Page Grievance Procedures

Complaint(s) by any reader of a student organization web page must be directed in writing to the director of Campus and Community Involvement. A complaint must state the nature of the complaint, a suggested remedy to the complaint, and the name, address, and phone number of the person submitting the complaint.

Complaints which point out erroneous information will be handled by the director of Campus and Community Involvement who will contact the student organization web master and request that the error(s) be corrected within 48 hours.

Complaints of more serious nature will be reviewed by the Student Organization Web Page Grievance Committee which will be convened by the director within 5 class days of receipt of the complaint. Examples of more serious complaints are, but not limited to, libel, harassment, indecency, unauthorized use of information or images, and violations of University policies.

The Committee will review the complaint and decide on the appropriate response. The Committee will communicate a response to the complaint within 5 class days of making a decision. In making a decision, the Committee may consult with the student organization web master, the University web master, and any other persons it deems necessary.

The reader or the student organization web master may appeal the decision of the Committee to the vice president for Student Affairs, but must do so in writing within 10 class days of the decision. If the decision of

the Committee requires a change in the web page, such change must be made within 48 hours of notification by the Committee or a decision of an appeal by the vice president for Student Affairs.

Upon receipt of a complaint, the director of Campus & Community Involvement or the Committee may direct that the web page be temporarily suspended from the server until the complaint is resolved.

The Student Organization Web Page Grievance Committee will be comprised of the director of Campus & Community Involvement, the University web master, and three students nominated by the Association of Student Representatives and appointed by the vice president for Student Affairs.

A student organization may appeal disapproval by the director of Campus & Community Involvement of a proposed or continuing web page change in content, in writing to the vice president for Student Affairs within 10 days of receipt of disapproval. The vice president of Student Affairs will respond to the appeal within 5 class days of receipt of the appeal.

My signature below acknowledges that I have read and understand the policies and procedures which apply to student organizations web pages. Further, I understand that other University policies as published in the Student Handbook may apply to the privilege of my student organization web page being on a University server.

I agree to abide by and support the policies and procedures regarding student organization web pages. I understand that only the authorized student organization web master may install and make updates to the web page.

President or head of student organization

Student organization webmaster

approved

not approved (If not approved, a rationale for such disapproval must be attached.)

Margaret Farris
Coordinator for Student Organizations

Date

PROMOTION AND PUBLICITY

Included in this section:

- ▶ Getting the Word Out (calendars, media, promotion materials)
- ▶ Do More! (publicity tips and ideas)
- ▶ Policy & Form

Getting the Word Out

Student Activities Calendar in Coates University Center is maintained by CCI and events are considered for posting on a first-come, first-served basis, so submitting as soon as possible is important. Student organizations are welcome to post flyers on the tack strips surrounding the calendar.

Student-run campus media. Before the *Trinitonian* newspaper, *Mirage* yearbook, and TigerTV can decide whether to promote or cover your organization's event or program, the editors and managers have to know what you're planning. Request for Coverage form is included in this handbook and available in CCI. Send copies to selected student media following deadlines on form.

Buying advertising in the *Trinitonian* is one way to be sure your message gets to the campus community. Contact trinitonian-adv@trinity.edu or 999-8555 for rates and to reserve ad space.

TigerTV offers free video messaging services to campus organizations. Go to Campus Life> (Student Resources) TigerTV.

Are you a member of TU LeaderTalk? It's quick 'n easy and one of the many opportunities CCI provides for you! This is a voluntary listserv of student leaders and members of student organizations. TU LeaderTalk allows you to communicate questions, plans, and have discussions with other students on whatever topics you choose. It's easy to join and easy to share your information and ideas – send an email to subscribe-tuleadertalk@lyris.its.trinity.edu

Community media. If the general public is invited to an event, consider contacting local television stations, local radio stations, the *Express-News* (whatshap@mysanantonio.com) or the *Current* (sacalendar@sacurrent.com). Be aware Trinity's jazz music station, KRTU, has a large off-campus listening audience. Send only announcements for the general public to KRTU.

LeeRoy is distributed by the Office of University Communications via e-mail Monday through Friday during the school year. *LeeRoy*'s electronic submission form is available at the Trinity Web site (News & Events> Daily News & Events), at Tiger's Lair (Trinity Forms> "Submit an Event to LeeRoy"), and by clicking on the link in any *LeeRoy* issue.

Banners and print promotions. Student organization members are welcome to use the banner-making supplies and computers in the Student Organization Resource Center, beneath the CCI Suite in the Coates University Center, West Wing.

A color banner printer is available in the Coates University Center office to student organizations for promotion and publicity. Documents should be created in standard 8.5x11 format and submitted as a PDF, PowerPoint, or Publisher document and e-mailed to cuoffice@trinity.edu a minimum of three business days prior to the desired pick-up date. Limit two banners per event. So that banner printing remains a free service to student organizations, please be strategic with the use of color in your design.

Also, Digital Print & Press (DPP) located in the Information Commons of the library, provides

- Copies (B&W and Color)
- Cutting
- Oversize B&W / Color Prints
- Signs & Banners
- Mounting / Laminating

Charges to organization accounts will be reflected on the monthly budget report issued by the Trinity University Business Office. While cash, checks, and credit cards are not accepted by DPP, Tiger Bucks is an efficient way to pay for printing services. Organizations are expected to respect copyright laws.

Hang banners. Both Mabee railings and the second-floor railings (near the south entrance) in the Coates University Center are available. Also, groups may hang banners in the main lobby of Coates University Center with magnets that are available at the Information Desk. Student organizations are responsible for removing their outdated banners and for respecting community decency standards.

Campus Mailboxes & US Postal services: The Mail Center staff does not mass distribute flyers to student mailboxes. The staff can help with US Postal Service mailings. Hours during the academic year are 8 a.m.-5 p.m., M-F; 9 a.m.-1 p.m., Sat. With questions, call 999-7220 or go by the front window and ring the bell.

Be on TV. The Coates University Center is able to broadcast announcements on the television above the Information Desk. Design the event announcement as a PowerPoint slide and email it to cuoffice@trinity.edu, and it will be displayed through the date of the event. Information Desk announcements should be submitted three business days prior to the desired post date.

Napkin holders. A design template for promotion pieces that will fit in Dining Services napkin holders is on the computers in the Student Organization Resource Center. Visit with the location manager at Coates or Mabee to before putting pieces into the holders.

Bulletin boards and campus kiosks. See the University Posting and Promotions Policy in this handbook for more about using on-campus bulletin boards and kiosks. The kiosk at the bottom of Cardiac Hill is available to Trinity students for promotion and publicity.

DO MORE!

While never overlooking conventional, predictable forms of publicity and promotion, rely on unexpected and innovative means of making things happen on campus. Want to stick signs in the ground? hang something from trees? what about a banner streaming from the Tower? Check with the director of CCI for special permission. Need ideas? TIGER Council is in the publicity business, and the staff in the CCI office knows a lot about promoting events in unique ways.

A few tips for successful advertising and public relations....

Make the basics clear: **Who** is sponsoring the event? and **Who** is welcome? **What** is the event or program?

Where will it happen? **When** will it happen? **Why** should people attend or participate?

How can people find out more information?

Create **an identity** for your organization by using the same font family, consistent color schemes, buzz words, and similar layouts each time you make a poster, banner, or flyer.

Direct mail is a great way to reach a specific audience. Maintain a good mailing list.

Since recycling bins are usually just steps away from mailboxes, **grab your reader's attention quickly**; expect to hold it briefly.

“A picture is worth a thousand words” is a cliché for a reason.

Request media coverage of the event program by giving editors and producers plenty of info in advance.

Policy for Posting and Promotion on Campus

(Includes the display of flyers, posters, banners, leaflets and similar items in or on any part of the University campus, including but not limited to buildings, trees, parking lots, light posts, railings; also includes words or lettering displayed on campus grounds and facilities.)

The purpose of campus posting policies is to provide for reasonable control over the appearance of the campus while allowing for the advertisement of events and the expression of ideas. The University is committed to providing a campus ambience that supports student efforts in and out of the classroom and to maintaining a campus condition that is neat, safe, orderly, and aesthetically pleasing.

I. Students, student organizations, academic and administrative departments

- A. Posting, including the affixing of flyers, banners, and leaflets, is prohibited
 - on entry doors of all campus buildings
 - on all interior public access ways of academic and administrative buildings
 - on all exterior walls and other surfaces of campus buildings and structures
 - on outward-facing windows of administrative and academic buildings
 - on interior walls and other surfaces of public areas in all campus buildings
 - on fences, railings, light posts, trees, brick walls, works of art (including fountains), and other outdoor features or structures
 - on vehicles parked anywhere on campus or streets adjacent to the campus
- B. Posting of advertising and/or directional signs may be made on the day of an event at the site of an event with appropriate approvals from the director of Campus & Community Involvement or designee.
- C. For bulletin boards in academic and administrative buildings (including the Chapel), the academic or administrative department nearest a bulletin board governs posting policies.
- D. The Residential Life staff facilitates posting on residence halls bulletin boards. Deliver 95 copies to Residential Life in the Witt Center seven or more days in advance of the event. Residential Life will then post the items on the bulletin boards. Materials must advertise events for Trinity organizations or departments. Residential Life reserves the right to refuse posting of any materials.
- E. Chalking on campus pedestrian sidewalks and walkways is permissible on areas of the campus commonly known as the "lower campus" only (including stairs from lower campus to near the Coates University Center). Chalking is not permitted on structures or walls of any kind. Marker lettering and painted lettering, including spray paint, water-base paint, and shoe polish, are not permitted on any campus grounds or facilities.
- F. Students are urged to be considerate of the condition of the campus and the campus staff who are responsible for the condition of the campus. When in doubt, consult with staff in the Campus & Community Involvement office.
- G. Fliers of any size distributed in bulk fashion through campus mail are prohibited.
- H. From time to time, exceptions to campus posting policies may be granted a student organization by the director Campus & Community Involvement or designee.
- I. Event/program leaders are expected to remove advertising and promotion for events at the conclusion of the event.
- J. Students and student organizations that violate posting policies are subject to fines and other sanctions.

II. Commercial enterprises

(Includes companies and firms as well as the activities of student entrepreneurs)

- A. Trinity University does not provide its facilities or locations (indoors or outdoors, including parking lots and vehicles in University parking lots) for the purpose of advertising events, services, programs, or any other aspects of commercial enterprises.
- B. Student organizations may not offer or transfer their advertising and promotion privileges to commercial enterprises.
- C. The exceptions to this policy are those approved arrangements for providers of vending services, Campus Dining Services, and the Bookstore. From time to time, certain other exceptions are approved for intercollegiate athletics and events sponsored by Conferences and Special Programs. The assistant director of Campus & Community Involvement must approve all other exceptions.

✦ *Make Events Happen* ✦

Campus & Community Involvement
Request for Media Coverage

After completing the reservation process via T-SPACE, event planners may seek advance notice for and/or coverage of an event by contacting University publications and broadcast outlets. The more information editors and producers have, the better they can make decisions about what they will cover. The deadline for campus media is generally two weeks prior to an event. Send a copy of this form to TigerTV through campus mail. Send a copy to the *Trinitonian* through campus mail or hand deliver it to the CCI suite in the west wing of Coates University Center during regular business hours. See [trinity.edu>news & events](http://trinity.edu/news&events)> LeeRoy, for LeeRoy submission information.

EVENT: _____

TIME: _____

DAY(S) & DATE(S): _____

LOCATION: _____

SPONSORING ORGANIZATION: _____

CONTACT PERSON & INFORMATION: _____

THIS EVENT IS: New Annual One time

Open to public Open to Trinity community only Open to members only

ADMISSION/COST(S): _____

RESERVATIONS NECESSARY?
HOW? _____

BRIEF DESCRIPTION OF EVENT: _____

Be aware KRTU has a large off-campus listening audience. Send a copy of this form to KRTU through campus mail only if the event has been approved for the general public. For open events, also consider sending information to the *Express-News* (whatshap@mysanantonio.com or www.mysanantonio.com); the *Current* (sacalendar@sacurrent.com or www.sacurrent.com); WOAI radio (www.woai.com); and KISS radio (www.kissrocks.com).

What's to Eat? Food & Aramark

Included in this section:

- ▶What is Aramark?
- ▶Food Service Options
- ▶How to Order Food
- ▶How to Pay
- ▶FAQs

Now that you have planned the time, location and programming logistics of your events, it's time to decide if you want food at the event! It is very easy to plan for and order food at an on campus event.

What is Aramark?

Aramark is the food services contractor at Trinity University. Aramark makes all the food you eat on campus, including the food for Mabee Dining Hall, the Commons, Java City, Tigers' Den and the Skyline Room. They also provide for events that are on campus: formal dinners, receptions, special buffets, meetings – any place that there is food!

Food Service Options

Organizations have three options when ordering food from Aramark:

- Pick-up Events - The organization arranges for someone to pick up the food from Mabee Dining Hall on the day of the event at the time specified on the form (this will be the case most of the time).
- Delivery Events - The food can be delivered and set up at the location of your event for an additional \$25 fee.
- Catered Events - If your organization wants to have a formal meal (with linens, place settings and a wait staff) there will be a service fee (non negotiable, \$15/server/hour, number of servers depends on quantity of food and number of people at event), but no delivery charge. Events in the Skyline or Underwood rooms **MUST** be catered, meaning the extra charge will be added to your invoice.

How to Order Food

Ordering food for an event at Trinity is really easy. The Aramark Catering Department is on the 2nd floor of Mabee Hall. You won't have to hassle with off-campus vendors or put a huge food tab on your credit or debit card. Aramark Catering provides all the food services (including payment options) for student organizations, in a simple and easy manner:

- Menus are available in CCI or <http://www.trinity.edu/departments/aramark/menus.html>

Catering Arrangements can be made by contacting Darlene Rodriguez, Catering Manager, 999-8416 or darlene.rodriguez@trinity.edu. You will need to visit the office 2nd floor Mabee Hall and fill out the form.

Be prepared to provide: your name, ID number, date and time for pick up, number to be served, contact phone number, organization name, total cost.

- **Keep in mind:** To get the FOOD to your program or event, orders will not be taken unless they are placed **BEFORE** 2 p.m. three business days before the event

| | |
|-----------------|----------------------------|
| Place Order on: | For Pick Up on: |
| Monday | Thursday |
| Tuesday | Friday |
| Wednesday | Saturday, Sunday or Monday |
| Thursday | Tuesday |
| Friday | Wednesday |

How To Pay? (hint: Aramark doesn't take cash)

Once you place your order, Darlene will e-mail you to confirm what you ordered. Please verify that the quantity of food is correct and that the cost is correct by replying to the e-mail and giving Darlene the "go ahead." After your event, you will receive an invoice. Don't confuse this with a receipt! An invoice must be paid and there are three options for payment:

- Dine Donations - These are collected from club members and turned in at the beginning of each semester on the Dine Donations form available in Mabee Dining Hall. Individual student signatures are required, as well as student name, student ID #, and amount of donation. At the top of the form, the student organization's name is required. There is a \$50 limit per person/semester for dine donations. Individuals may also e-mail Darlene Huff and let her know pertinent information (student name, ID #, amount of dine money being donated, and name of organization).
- If you have a student organization account with funds in it, then you can cut a check from that account by filling out a Trinity University Student Organization Check Request Voucher form available in the Business Office. Your organization is responsible for making sure that the account has enough money to pay the balance.
- Chartered student organizations may use their Purchasing credit card (see your advisor for details).

FAQs

1. What if I do not want to use Aramark? All food for student organizations must be ordered through Aramark for any and all events on campus (this includes anything from pizza at planned study breaks, food at general meetings, and dinner for banquets). So, basically, yes, for most cases student organizations do have to use Aramark. However, the company does have a policy called "First right of refusal," which mean organizations on campus must ask Aramark if they can provide the food for an event FIRST. Aramark has the option of saying yes (which happens most of the time) or allowing you to find another food service provider.
2. How do I make special requests (ethnic foods, complicated recipes)? Aramark staff members want to serve you! They are very flexible if you want to combine different platters or appetizers. They will also work with you to plan for something that is not on the menu, however, they ask that two weeks' notice is given for items not on the preset menu. Aramark can also make different types of ethnic foods. Again, you need to ask them if they can make it first, provide them with a recipe, ask for taste tests, and plan ahead to be able to do all of this in enough time before your event. At this point, and with your help, Aramark folks will decide whether they will provide the catering or not.
3. Where is food service allowed on campus? It is perfectly fine to have food in several locations on campus: outdoors, The Esplanade, the Fiesta Room, Storch Lobby, the Witt Center, the Bell Center, Skyline Room, Underwood Room, Tigers' Den, Lightner Tea Room, and Prassell Game Room. You may also have limited food service in any room in upstairs Coates, although catered events are limited to the Skyline/Underwood and Fiesta rooms in Coates.

The KEY to Success with ARAMARK is PLANNING!

STUDENT ORGANIZATION FINANCES

Included in this section:

- ▶ Money, Student Organizations, the Student Finance Board
- ▶ TIGER Council Funding
- ▶ Lotteries, Raffles, Gambling
- ▶ Tax Exempt Status – do we have it?
- ▶ Cash Handling
- ▶ Campus Bank Accounts
- ▶ Paying Bills on Campus – Paw Prints and Mail Center
- ▶ Ticket Sales and Admission fees
- ▶ Merchandise Sales
- ▶ Ideas for Raising Money
- ▶ Accepting TigerBucks

Introduction

Fundraising and dealing with finances for student organizations can be hard. We recognize that you have a lot of activities and commitments you want to keep but there aren't a lot of ways you can access money on campus to do that. This section of the handbook is designed to give you useable information and ideas about being a responsible financial manager for your student organization.

Keep in mind that any fundraising activity for your organization has to be approved via Campus & Community Involvement. Approval is facilitated via T-SPACE reservation request. Be sure to include the details in the "comments" section. Need consultation? Visit with Margaret Farris, Coordinator for Student Organizations; she can provide helpful advice and assistance.

Money, Student Organizations, the Student Finance Board

It is important to make some distinctions right up front regarding these policies and the type of student organization you are. Chartered and Sponsored organizations, for example, are subject to the policies and procedures imposed by the University. See the *Student Organization Philosophy & Categories* section in the first few pages of this handbook to understand how organizations are categorized at Trinity.

Let's talk for a minute about the Student Finance Board. Each semester, every student pays a Student Activity Fee, which is administered by the Student Finance Board. SFB is a standing University committee consisting of five undergraduate students nominated by ASR, three faculty members nominated by the Faculty Senate, and two administrators (one from Fiscal Affairs and one from Student Affairs)—all officially appointed by the president of the University. Who can access the funds the SFB administers? Chartered organizations petition the SFB for funds each year (Greek Council, TIGER Council, TMN, TUVAC, and Ambassadors). ASR receives a standard percentage (to avoid conflict of interest, since they nominate students to the Board). Intramurals/Outdoor Recreation, the Outdoor Swimming Pool, Athletics, and Campus Publications (the *Mirage* and *Trinitonian*) also receive funds from the SFB.

TIGER Council Funding

- A sponsored organization with discretionary funds that encourages, facilitates and promotes ideas for all-campus events through an application and presentation process
 - Any student, groups of students or active student organization may apply for funding and support
 - Program Counselor assigned to each proposal
 - CCI professional staff support
- Officed in Campus & Community Involvement suite
 - Call x7546 for office hours or questions
 - Application for sponsorship of your event are available in CCI foyer and TIGER office

- Get Involved! with TIGER Council
 - Apply to become a Program Advisor, work part-time as a Music Tech
 - Become an advocate for student-funded student events

Lotteries, Raffles, Gambling, Giveaways

Warning, warning – lots of student organizations want to raise money using lotteries, raffles or gambling events (Texas Hold ‘Em, anyone?). Gaining approval for these types of events can be difficult because the events often violate state law or University policy. Let’s start with definitions:

Lotteries and Raffles: are generally considered the same thing. If you sell a ticket for a chance to win a prize, then it is a lottery or raffle. As a non-profit institution, we are only allowed two raffles a year for the entire University community. Generally these raffles are managed by the University and thus not available to student organizations. Basically, stay away from this as a fundraising strategy; it is hard to orchestrate and, most of the time, *illegal* in the State of Texas.

Gambling: involves games of chance (not skill) where there is consideration to play (pay to play) and a prize is won. Some argue that playing poker is a skill, but truly it is a game of chance; you are dealt what you are dealt. Compare playing poker to archery or skeet shooting – those are legitimate games of skill. To make a poker game *legal*:

- Don’t use chips/winnings to purchase or bid on auction items if there is a charge for gaming pieces
- Don’t connect your prize for the evening in any way to the play (i.e., make sure everyone has an equal chance to win prizes)
- Do not rent “For entertainment purposes only” casino machines

Giveaways: are similar to a lottery or raffle, but *legal*. **This is the way to go for most organizations.**

- Events must be free and open to the public
- Suggest donations, but be sure everyone who enters the event has an equal chance to win all giveaways
- Be sure suggested donations are just that, *suggested* (meaning: don’t pressure people to give)

When considering an event that will include gambling or giveaways, consult Margaret Farris, Coordinator for Student Organizations, before you publicize or hold your event.

Tax Exempt Status – Do we have it?

Only Chartered and Sponsored organizations have tax exempt status, unless your organization has been granted tax exempt status by the Texas Comptroller of Public Accounts under section 501(c)(3) of the United States Internal Revenue Code. Chartered and Sponsored organizations are considered tax exempt because, by definition, they are part of the institution, and Trinity is tax exempt. Registered and Greek organizations are not considered part of the institution.

For those that are tax exempt, you can print a tax exempt form to show vendors from the Purchasing Department section of the Trinity Web site (Services & Resources> (Campus Services) Purchasing Department> Forms, or www.trinity.edu/departments/purchasing/forms.htm).

Cash Handling

The University has a cash handling policy. Fiscal Affairs Policies and Procedures, or www.trinity.edu/departments/fiscal_affairs/fapolicy/business/cashier/hndlcash.htm#TOP). This policy doesn't apply directly to registered or Greek student organizations; chartered and sponsored organizations should follow it though. Here's what you need to know:

- *Chartered organizations* should talk to their advisor.
- *Sponsored organizations* should talk to their sponsoring department.
- *Registered and Greek organizations* should use common sense.
- *Any organization collecting cash for anything*, should receipt transactions, put the cash in a lockable box, and deposit the case within 24-48 hours. Keep receipt books, in case you are audited.

Campus Bank Accounts

Did you know the Trinity University Business Office offers all student organizations a campus bank account? This is the best-kept secret on campus. An account here on campus works just like an account at any bank. Once you've established an account (form available from the cashier in the Business Office and must be signed by Margaret Farris in CCI), you can deposit money, withdraw cash, and request checks for paying bills. Plus, there are no fees. That's right, no fees. And no traveling to a bank.

At the Cashier's Windows in the Business Office on the first floor of Northrup Hall.

- Deposit money between 8:00 – 5:00 p.m. weekdays
- Fill out a form available at the window to withdraw up to \$50/day in cash
- For checks on the account, complete a check request form, available in CCI or the Business Office. (Check requests turned in by 1:00 p.m. on Tuesday will be available for pick-up on Wednesday at noon and those turned in by 1:00 on Thursday will be available for pick-up on Friday at noon.)

Some helpful tips for deposits:

- Checks should be payable to your student organization
- Endorse all checks with the name of your student organization
- If you have a lot of coins, roll them (wrappers available at the Cashier's window)

Some helpful tips for accounting:

- Regularly reconcile accounts by picking up your monthly statement after the 5th of the month at the window
- Whoever requests a check should also pick up the check and be responsible for distributing it

Paying Bills from On-campus Businesses

Certain vendors on campus, like the Mail Center and Digital Print & Press require student organizations to have bank accounts on campus to do business with them. This is because those vendors charge your expenses directly to your account. So, you need to 1) have an account on campus and 2) be sure there is enough money in your account to cover your charges. Otherwise, you'll get a call from our staff or the Business Office about an overdrawn account – an unpleasant conversation and situation you want to avoid.

Ticket Sales and Admission Fees

Such sales are permitted, but student organizations must account for the total income received from such sales and show that the total income was appropriately managed and deposited.

- Tickets should be preprinted and numbered
- Deadwood should be maintained (this means keep your unsold tickets)
- Prepare a close-out ticket report to disclose how many tickets were sold at each price and how many comps (free tickets) were granted and who was given the comps
- Deposit the cash received from ticket sales within 24 hours (follow the Cash Handling Policy).

Sponsored organizations must get approval from the vice president for Fiscal Affairs before collecting money in the name of Trinity University. How do you do that? Work with Margaret Farris, coordinator for Student Organizations. *Registered and Greek organizations* are not legally a part of Trinity University, so they are not subject to this approval. However, these organizations should be clear with solicitors they are fundraising for their organization and not Trinity University.

Merchandise Sales

Student organizations may sell items, such as t-shirts designed by members to raise funds. Organizations and members of organizations may not serve as agents for commercial enterprises (e.g. phone cards, cell phones, credit cards).

How can you raise money?

After reading all this, you may be wondering, well, how can our organization raise money? Here are some ideas to get you started. And visit with staff in the CCI office to explore new ideas!

- Charge dues to organization members
- Sell merchandise (like t-shirts or recycled notebooks)
- Work the concession stand at athletic events (call Aramark at 999-8415 for details)
- Sponsor an event like “Rugby Night at Taco Cabana” to receive proceeds from students who dine at TC on a designated evening
- Sell tickets to an event
- Solicit cash donations for club purposes from the campus community, including alumni and parents. However, solicitations of persons or firms not affiliated with the University **are prohibited** because of statutes governing the University’s tax-exempt status
- Petition TIGER Council for funding for events or programs that are open to all students on campus. Go to www.trinity.edu/student_org/tigercouncil/ and click on “forms”

Accepting TigerBucks

Most students prefer to use their TigerBucks for purchases or donations, if possible. In order to accept TigerBucks, you need to have a Lyric Point of Sale (P.O.S.) machine to swipe cards. Guess what? There are two ways to utilize a P.O.S. First, you can work with the TigerCard Office to check out (via their Loan Agreement) and use the mobile machine. You can also use a P.O.S. that is permanently installed at the Coates University Center Information Desk for use by student organizations. (Online status verifies if funds are available in the account. Batch transactions are completed approximately every two weeks.) Either way, using a P.O.S. device is a significant benefit to student organizations since the purchase of a P.O.S. Device is about \$4,000.

The P.O.S. machine at the Coates University Center Information Desk is best used for organizations soliciting funds via Information desk or tables in the CUC through T-SPACE. Be sure to include request for the P.O.S. machine in the “Comments” section. This machine is permanently located at the Information Desk and cannot be moved around from location to location. For details on use of the P.O.S. machine contact Ben Newhouse at ben.newhouse@trinity.edu.

If you want to use the P.O.S. machine made available from the TigerCard office, follow the procedure below. There are two approved procedures that student groups use to reserve the Lyric point of sale equipment via the TigerCard Office. In both cases, *to allow adequate programming time, reservations for the P.O.S. machine must be made **a minimum of five business days in advance** of the first day the Lyric point of sale machine is to be used.* The P.O.S. may only be reserved for a maximum of three days with an extension possible if no other reservations exist. Please note that all events requiring the use of the Lyric point of sale device must be calendared on T-SPACE prior to the time that an equipment reservation is made at the Tiger Card Office. P.O.S. Loan Agreements are available in the CCI and TigerCard offices.

Option 1: Post contributions in Real Time on line at the Tiger Card Office

Student groups can reserve the point of sale equipment for a specific period of time, not to exceed one week. The Tiger Card staff will program the Lyric point of sale device to accept donations for the specific purpose outlined by the student group. It is preferred and highly recommended (although not required) that the organizing group will encourage donors to come to the Tiger Card Office (Monday-Friday, 8:00 a.m.- 5:00 p.m.) so that the Tiger Card staff can post the donations by swiping the donors Tiger Card, on behalf of the requesting student group. Donations will only be accepted when accompanied by a valid Tiger Card. Due to System Security concerns, donations (via student ID numbers) will not be manually keyed into the Tiger Card system. **Things to consider in choosing Option 1:**

- As the equipment will remain in the Tiger Card Office, students will not be held responsible for loss or damage to the point of sale machine being used to post the donations.
- Transactions will be posted in a real-time mode. The funds will be taken from the donor's account *immediately* at the time of the transaction, thus avoiding any possibility of an insufficient funds scenario when posted in an offline mode and uploaded to the system at a later date.
- Invalid accounts, lost card status and insufficient funds will be identified/corrected at the time of the transaction.
- Transactions will be processed by operators trained and familiar in the use of the machine.

Option 2: Offline operation

The Lyric point-of-sale device records donations at remote locations in an offline mode and is downloaded into the Tiger Card System after the event at a later date. **Things to consider in choosing Option 2:**

- Student groups can check out and take the point-of-sale machine to remote campus locations to record donations in an offline mode.
- This method is convenient and encourages impulse donations.
- The person checking the equipment out is responsible for the equipment being returned undamaged and in working order. (Replacement units cost \$4,100; service requires shipment to Ithaca, New York. The individual checking out the unit will be responsible for all repairs, replacement, and shipping costs incurred.)
- There is no way to know if an off line transaction is valid until the download takes place. (Insufficient funds, lost, invalid or stolen Tiger Cards will be detected at the time of download and will not be processed).
- Inexperienced operators risk the chance of losing transactions not posted properly, creating duplicate postings of transactions, or in a worst case scenario losing the entire data base of stored transactions/donations.
- Damaged equipment that has to be repaired will result in the equipment being taken out of service for the period of the repair, depriving others who have reserved the equipment from its use.

Campus & Community Involvement Application for Student Organization Account

This form is used to apply for a student organization bank account or to change authorized access to a current student organization bank account on campus. Authorizations for access should be completed annually or when there are any changes relating to access. Only student members of active student organizations should have access to an organization's funds. Consult www.trinity.edu/cci to identify requirements for active status.

Select the semester(s) for which this agreement applies: Fall Spring Academic Year

Name of Student Organization: _____
Full Name as Registered with Trinity University

Which category applies to your student organization? Chartered _____
 Sponsored _____
 Registered _____
 Greek _____

By signature, only the people listed below are authorized access to this account. Authorization allows access to the account including, but not limited to check writing, cash withdrawals, and deposit of funds.

| | | |
|--------------|-----------|----------|
| Printed Name | Signature | Position |
| Printed Name | Signature | Position |
| Printed Name | Signature | Position |
| Printed Name | Signature | Position |

Signature(s) Required for Approval:

| | |
|---|------|
| Primary Advisor Signature (Signature is required for organization with an advisor) | Date |
|---|------|

| | |
|--|------|
| Margaret Farris, Coordinator for Student Organizations | Date |
|--|------|

Student Organization Check Request Form

Student organizations use this form to request a check to be printed from their on campus organizational account. It can also be used to initiate a journal entry to pay a department on campus. **Please type or print legibly**

Funding Source

Student Organization Name: _____

Account Number: _____

Payee Information

Check Payable To: _____

Vendor Address: _____

City: _____ State: _____ Zip: _____

SSN/TU Student ID _____ or Federal Taxpayer ID _____

Justification

Reason for Expenditure: _____

Approvals

Name of Authorized Person: _____
(Please Print)

Signature: _____ Date: _____

Phone number or email address: _____

Organization Advisor: _____
(Please Print – required for Chartered and Sponsored organizations only)

Signature: _____ Date: _____

Guidelines for Completing a Check Request

Payee Information

Trinity University may be required to report to the IRS certain payments to individuals for services performed. Examples include payments to a band, comedian, or Trinity student for their services.

1. Enter the payee information as it should appear on the check including complete mailing address
2. Please provide the social security number or federal taxpayer ID for payments to individuals
3. Please provide a Trinity ID number for payments to students

Justification and Required Documentation

Please explain the reason for the payment.

- *Reimbursements* require credit card receipt or cash register receipt (no restaurant tear tabs) that includes the name of vendor, location, date, and dollar amount. For meals and entertainment a list of attendees is also required.
- Payments to Vendors for *General Expenditures* – include an original invoice from the vendor

Reimbursements are issued in accordance with IRS regulations governing an accountable plan.

Checks are issued on Wednesday & Friday. Please submit this form to the Business Office Cashier located at Northrup Hall 142. Requests submitted prior to 1:00 p.m. on Tuesday & Thursday will be available after 12:00 noon on the days checks are generated.

Questions regarding required documentation can be directed to Accounts Payable at x7393 or 7340.

RISK MANAGEMENT

Included in this section:

- ▶ Is this an organization activity?
- ▶ Hazing
- ▶ Contracts
- ▶ Travel (authorized drivers)
- ▶ Off-Campus Visitors/Tournaments
 - Or Inviting Guests under 18 to Campus
 - Or Risk Management Best Practices for Alcohol Use

What is risk management? Well, it is the process of minimizing the adverse effects of accidental losses. Why does this matter to you? When accidents happen or people get hurt, the fun stops. We don't want you to stop having fun!

Is this an organization activity?

This is the most important question for you to ask when it comes to risk management and your student organization. Often, you assume something is not an organization activity when it is – and vice versa. Knowing the answer to these questions will guide you in taking next steps.

- What is the purpose of the activity?
- Who is attending the activity? (Why are they attending? Is it mandatory for members?)
- What resources are funding the event?
- How is this event being publicized or communicated?
- Would a reasonable person think this activity is associated with your organization?
- Has your advisor helped in coordinating this activity or is he/she participating?

The intent of asking these questions is not so that you can work around these issues and find loopholes to have risky events that are not considered an organization activity. Rather, they are intended to get you thinking about your responsibility and the decisions you need to make regarding planning and execution of your event. When in doubt, ask a staff member in CCI for guidance.

Hazing

Sometimes people think that the hazing policy or knowing about hazing is just for members of Greek organizations. That's not true. The potential for hazing to occur is present in any group or team situation, whether you are talking student organizations, athletic teams or Greek groups. So it is important to know be familiar with our policy, state law, and the resources available on campus to help you understand this issue. The University Hazing Policy can be found in the Student Handbook as well as in the back section of this handbook. Any staff member in Campus & Community Involvement can advise you on the policy, what is or isn't considered hazing, listen to concerns or assist your organization in planning events that are free from hazing.

Contracts

Most student organizations don't need to sign contracts very often, but it does come up. You may be asked to sign a contract with a hotel or venue for your annual banquet, or a bus company to provide transportation to an event or maybe even with a band or comedian you are sponsoring on campus. It is important that you know some basics about contracts before you get involved with them. Take note, the rules are different here depending on your student organization classification.

The most important thing for you to know is that you must be at least 18 years old to enter into a contract.

Chartered and Sponsored Organizations:

Because your organization is a legal part of Trinity University, your contracts should be reviewed by the director of Campus & Community Involvement before you execute them. Depending on the circumstances of

the contract, the University may sign on your behalf. The associate vice president for Fiscal Affairs reviews contracts submitted for the signature of the vice president for Fiscal Affairs, for the purpose of identifying risks and administering insurance requirements, but only after a review by the director of Campus & Community Involvement. Contracts commonly include insurance requirements to cover liability and property loss exposures of the parties. A Certificate of Insurance can be provided by the Office of Fiscal Affairs. Any contract that requires the University to agree to an indemnification or "hold harmless" clause must be reviewed by the Office of Fiscal Affairs prior to executing the contract.

Registered and Greek Organizations:

You may not enter into any contract that identifies Trinity University or any office or department that is part of Trinity University without prior written approval from the director of Campus & Community Involvement.

Things to know about contracts

- They can be simple or complex and legalistic. Try to avoid language that is overly complex or confusing when writing contracts.
- Remember that every contract can be negotiated prior to signing.
- Contracts are usually written to benefit the party that is writing it.
- Both parties should agree to the terms before the contract is signed.
- In Texas, verbal contracts can be binding.

Travel –

Trips (excursions, meetings, conferences, retreats) outside of San Antonio city limits sponsored by any student organization The organization must furnish in writing (e-mail okay) to Margaret Farris, Coordinator of Student Organizations, the following information, at least 24 hours before the travel is to occur:

- ✓ Names of persons attending
- ✓ Purpose of trip and destination
- ✓ Address of housing or accommodations
- ✓ Phone number at which members may be contacted in an emergency
- ✓ Expected times of actual travel to and from the site
- ✓ Means of transportation

Additionally, if sponsored student organizations hold events for which travel is required and is paid for with University funds and/or the students are representing the University, then the drivers must be approved as authorized drivers by the University. An Authorized Driver Request should be submitted to the Associate Vice President for Fiscal Affairs at least five (5) working days *before* the trip. The form should be signed by the individual and Margaret Farris in CCI. The information contained in this form will be used to request a Motor Vehicle Record (MVR). If the MVR reflects three or more moving violations, regardless of fault, the request will be denied. The request will also be denied if the MVR reflects a DWI or a DUI. To avoid delays and ensure that the request is processed in time, you may submit the form at the beginning of each academic year, if possible. For more information regarding the full policy and the necessary forms, go to:

http://www.trinity.edu/departments/fiscal_affairs/fapolicy/general/forms/download/relwaivr18.pdf

For Registered and Greek organizations, when student organization travel is by students' personal vehicles, vehicle owners are not covered by University insurance. Vehicle owners' personal accident and liability insurance is the only insurance in force during the period of travel.

Student organizations that sponsor trips assume a burden of liability for the care of members and others who participate. The student organization must take all reasonable precautions for the safety and well-being of all participants. Prior to departure, the trip leader is responsible for preparing waiver forms specific to the trip for all trip participants and for obtaining each participant's understanding and signature. Sponsored organizations should use the Trinity University Informed Consent and Assumption of Risk, found at:

(Services & Resources> (University Policies) Fiscal Affairs Policies and Procedures> Release and Waiver of Liability, or

http://www.trinity.edu/departments/fiscal_affairs/fapolicy/general/forms/download/relwaivr18.pdf

The form identifies the nature of the trip and any risks associated with travel and serves to carry out the organization's legal obligation to inform participants of potential risk. Signed waiver forms should be obtained from all participants and turned into CCI so they can be retained long-term.

For Registered and Greek organizations, our staff still recommends the use of waiver, but each organization is responsible for drafting their own document. Upon request, the CCI staff will assist organizations needing a waiver specific to an event. Check here to access the forms:

http://www.trinity.edu/departments/fiscal_affairs/fapolicy/general/forms/download/relwaivr18.pdf

Remember, waiver forms can only be signed by students of legal age and, if not of legal age, the parent must sign off on the form.

Off-Campus Visitors/Tournaments

Sometimes our student organizations want to host off campus visitors for events they host. Off-campus users of campus facilities must provide insurance covering Trinity University by naming Trinity University as insured on their policy. This policy must provide general liability insurance (including coverage for personal injury and property damage) with a limit of liability not less than \$1,000,000 for each occurrence.

Off-campus users who are unable to provide the above insurance are obliged to purchase a short-term policy through the Office of Fiscal Affairs. Fiscal Affairs requires seven to ten business days for processing applications for short-term insurance.

This insurance covers Trinity University and the user of Trinity University facilities, and the insurance relates to "non-recreational use" of the facilities (e.g., community service events, graduations, lectures, meetings, recitals, rehearsals, science programs, swearing-in ceremonies, symphony rehearsals and concerts, music concerts). Any recreational event may require additional insurance limits.

The best way to handle planning an event of this kind is to schedule an appointment for consultation with Margaret Farris, coordinator for Student Organizations.

Inviting Guests under 18 to Campus

If your student organization is inviting guests to campus that are under 18 years of age for a campus event (i.e. Jackson Keller Field Day), then it is important to use the Student/Participant Release and Indemnity Agreement. Check here to access the form:

http://www.trinity.edu/departments/fiscal_affairs/fapolicy/general/forms/download/relwaivr18.pdf

Also, when dealing with minors, the Texas Department of Health requires that background checks must be obtained on all supervising adults.

Risk Management Best Practices for Student Organizations and Alcohol Use

When student organizations wish to sponsor events where alcohol is served, there are some important considerations in planning. Information regarding how to determine if an event is a student organization event is in the Risk Management section of this handbook.

Generally the primary location where alcohol (beer and wine) may be served on campus is in the Tigers' Den. While the Tigers' Den is open to everyone in the University community and their guests, only people of legal age are permitted to purchase and consume alcohol.

Requests to serve beer and wine at on- or off-campus locations may be submitted through the Alcohol-Use Permit available in Campus & Community Involvement. The Alcohol-Use Permit must be completed and approved by CCI staff a minimum of 5 business days before the event.

Note: Intercollegiate teams, spirit teams, and club sport teams follow a similar risk management policy under the direction and administration of the Department of Athletics.

Organizational events that do not have approval via the Alcohol-Use Permit process or violate the standards may be referred to the organizational judicial process found in this Handbook.

Standards for Events

As part of our approach to alcohol and student organizations, we have adopted the following standards in accord with the national standards of practice regarding risk management.

Responsible Hosts

Trinity University believes that all members of the community should be treated with respect and dignity. It is natural to expect that student groups sponsoring organized social events care about the health and safety of their guests and strive to create an environment that is controlled and monitored. To reflect that care, the following best practices should be observed.

- No unrestricted access to alcoholic beverages.
- Because kegs, trash can punch or drinks served from other common source containers are often consumed quickly and in large quantities, drinks may only be served in single source containers.
- Because drinking games often lead to over consumption of alcohol in short periods of time they can pose a health risk to participants. In hosting events, sponsors should prohibit participation in drinking games.
- Provide an adequate amount of food and alternative beverages supplied at social functions in which alcohol is also provided or allowed.
- Student organization members should be available during the entire event to assist the establishment with enforcement of law and its policies.
- Provide safe transportation back to campus for those deemed unfit to drive by security, local managers or designated student organization members as well as upon request of a student. Organizations should be aware of low cost options that minimize personal liability such as chartered transportation or the Tiger Ride system. Tiger Ride provides safe transportation at no cost to the organization. Information on the system is available in the Association of Student Representatives (ASR) cubicle, located in the Coates University Center, behind the Information Desk.

Risk Reduction

Taking basic risk reduction measures protects your organization from moral and legal liability. Using these common sense practices also means your organization is less likely to have an emergency situation at your event.

- All events should be held in accordance with Third Party Vendor or BYOB guidelines (see below). This means that your event must be at an establishment that possesses a permanent license to serve alcohol.
- The practice of open parties is prohibited. Open parties are defined as those social functions with unrestricted access by nonmembers of the student organization. Methods of managing guests for parties include invitations (printed or e-mailed), or use of a sign-in sheet at the event.
- If security is not already provided at the location of the event, student organizations must hire a licensed security guard or off-duty police officer to assist with risk management.
- No student organization members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any person under the legal drinking age.

- Student organizations may not purchase alcoholic beverages with organization funds, nor may they organize the collection of funds for the purchase of alcohol. Organizations may not co-sponsor or co-finance an event in which alcohol is purchased by any of the host organizations or groups. Exceptions to this policy include organizational events in the Tigers' Den and limited quantities of alcohol used for celebratory purposes including religious holidays and special occasions. Exceptions are granted via the Alcohol Permit process.
- No student organization may co-sponsor an event with an alcohol distributor, charitable organization or tavern where alcohol is given away, sold or otherwise provided to those present.
- No alcohol shall be present at any pledge/associate/new member education program.
- All rush activities will be dry (i.e. no alcoholic beverages). Annually, each Greek organization may petition for one exception to this rule for an event held at a third party vendor where rushees may be invited.

Lawfulness

Good risk management encourages students to obey the laws of Texas regarding the use, possession, and consumption of alcohol and drugs.

- The possession, sale, use or consumption of illegal drugs or controlled substances at any student organization sponsored event is strictly prohibited.
- The sale of alcoholic beverages by the organization directly is strictly forbidden.

Procedures for Events On Campus with Alcohol

Student organizations are allowed to host events on campus, outside of the Tigers' Den, using either of the existing methods for hosting (BYOB or Third Party Vendor) allowed under our Risk Management Policy for Student Organizations, provided Aramark is serving or selling. The following is a list of locations that would be approved for these types of events, pending availability and appropriateness of the event. Events in locations not defined below could be considered on a case by case basis.

Indoor Spaces

Fiesta Room
 Mabee Hall
 Heidi Lounge
 Lightner Tea Room
 Holt Center
 Skyline Room
 Underwood Room
 Tigers' Den

Outdoor Spaces

Storch Courtyard
 Heidi Lawn
 Prassel Lawn

Regarding outdoor events, TABC requires that an outdoor area for beverage service is defined just like an indoor one and ensure that no alcohol is taken in or out of the defined area. To help manage outdoor events we recommend the use of a one-time entrance approach. Additionally, student organizations must establish and secure a boundary for an outdoor venue with staff or security officers in order to maintain the integrity of the area.

Aramark will charge students organizations for the use of a bartender in BYOB situations but there would be no charge for the bartender when utilizing the Third Party Vendor (cash bar) option. As in the Tigers' Den, TigerBucks, but not meal-plan money, may be used at cash bar events.

The Department of Campus Security will provide security for all campus events with alcohol. Student organizations will be responsible for the cost of security. In the unlikely event that DCS is unable to provide security coverage, DCS will establish a list of qualified police officers from other agencies who will be hired to work the event on campus. The rate for security at an event with alcohol is typically \$25 an

hour/per officer, depending on the size of the event and number of participants. The number of officers required will be made in consultation with DCS.

At the entrance, ID's will be checked by either a Campus Security officer, Aramark staff member or licensed TABC bartender.

Student organizations interested in hosting events with alcohol on-campus should follow this process:

- Submit a reservation request via T-SPACE. When your event and location is confirmed, you should immediately fill out an Alcohol-Use Permit and schedule an appointment with the designated CCI staff member via Amy Parkhurst. This appointment must be scheduled at least 7 business days prior to the event.
- During the meeting with a CCI staff member, the student organization will receive assistance in developing a plan for management of the event, including security needs.
- Initial approval will be granted from CCI. Next CCI staff will work in conjunction with the student organization to meet with Aramark and DCS to finalize the plan. Student organizations should not independently meet with either Aramark or DCS.
- Once the reservation has been confirmed and the Alcohol-Use Permit signed, the event will have official approval and can proceed.

Methods for Hosting Events with Alcohol, On or Off Campus

Third Party Vendor Guidelines

- The appropriate local and state authority must properly license the vendor. This might involve both a liquor license and/or a temporary license to sell on the premises where the function is held (if applicable).
- The vendor must assume all the responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to: checking for proper identification upon entry, not serving to minors, not serving to individuals who appear to be intoxicated, maintaining absolute control of all alcoholic containers present, collecting all remaining alcohol at the end of the function.

BYOB Guidelines & Procedures

- Alcohol may only be brought to the event by guests or members of legal drinking age.
- Only persons of legal drinking age may consume or possess alcohol.
- The maximum amount of alcohol allowed at the event is limited to one six-pack of beer (or equivalent number of wine coolers) or one 32-ounce bottle of wine per person of legal drinking age.
- No hard alcohol, liquor, and spirits.
- No glass containers with the exception of one 32-ounce bottle of wine. Wine bottle should be turned into bartender and served back to student or guest in a plastic cup.
- Wristbands should be distributed to a person of legal drinking age upon confirmation of age. ID's may be checked only by TABC certified bartenders or hired security personnel.
- An appointed party monitor should immediately take the person's alcohol to the bar and exchange it for a ticket stating the brand of alcohol and the number of containers.
- The ticket should then be given to the event participant who brought the alcohol.
- Each time the attendee receives a drink from the licensed bartender, his or her ticket must be punched or marked appropriately. Remember, only one drink per visit to the bar and only those who have a ticket AND a wristband may receive a drink.
- If a person appears intoxicated or is known to be intoxicated, neither a wristband nor an alcoholic beverage can be given to that person.

- Service of alcohol must stop at least 30 minutes before the scheduled ending time. No one should be allowed to leave the event with alcohol, whether it is in an opened or unopened container.

For more information regarding the university alcohol policy, please visit:

http://www.trinity.edu/departments/student_affairs/alcohol/alcohol_policy.htm.

(INSERT NAME OF STUDENT CLUB/ACTIVITY)
**RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK
AND INDEMNITY AGREEMENT**

I, _____ ("Participant"), hereby acknowledge that I have voluntarily elected to participate in the _____ (Insert name of Activity) ("Activity"), to be held in and around _____ (insert location) _____, from _____ (insert date(s)) _____. **In consideration for being permitted by the ("STUDENT ORGANIZATION NAME") to participate in the Activity, I hereby acknowledge and agree to the following:**

ELECTIVE PARTICIPATION: I acknowledge that my participation is elective and voluntary and that my participation is not required by the STUDENT ORGANIZATION.

RULES AND REQUIREMENTS: I agree to conduct myself in accordance with the STUDENT ORGANIZATION NAME policies and procedures, including the [SPECIFY applicable policies and procedures]. I further agree to abide by all the rules and requirements of the Activity. I acknowledge that the STUDENT ORGANIZATION NAME has the right to terminate my participation in the Activity if it is determined that my conduct is detrimental to the best interests of the group, my conduct violates any rule of the Activity, or for any other reason in the STUDENT ORGANIZATION'S discretion.

INFORMED CONSENT: I have been informed of and I understand the various aspects of the Activity. I understand that that there are risks involved in participation in the Activity which include, but are not limited to: [SPECIFY risks related to Activity], travel to and from Activity site via private vehicle, common carrier, and/or STUDENT ORGANIZATION NAME owned vehicle, conditions of facilities, injuries due to condition of equipment, weather conditions, facility conditions, wildlife, negligent first aid operations and there may be other risks not known to me or not reasonably foreseeable to me at this time. In addition, I understand that as a Participant in the Activity, I will engage in physical activities, including [SPECIFY PHYSICAL ACTIVITY] during which I could sustain serious personal injuries, illness, property damage, or even death. I understand that as a Participant in the Activity I could sustain serious personal injuries, illness, property damage, or even death as a consequence of not only the STUDENT ORGANIZATION'S actions or inactions, but also the actions, inactions, negligence or fault of others, and that there may be other risks not known to me or not reasonably foreseeable at this time. I further understand and agree that any injury, illness, property damage, disability, or death that I may sustain by any means is my sole responsibility, except for those occurrences due to the STUDENT ORGANIZATION'S negligence or intentional acts.

RELEASE AND WAIVER OF LIABILITY: I, on behalf of myself, my personal representatives, heirs, executors, administrators, agents, and assigns, **HEREBY RELEASE, WAIVE, DISCHARGE, AND COVENANT NOT TO SUE** the STUDENT ORGANIZATION, its governing board, directors, officers, employees, agents, volunteers, and any students (hereinafter referred to as "Releasees") for any and all liability, including any and all claims, demands, causes of action (known or unknown), suits, or judgments of any and every kind (including attorneys' fees), arising from any injury, property damage or death that I may suffer as a result of my participation in the Activity, **REGARDLESS OF WHETHER THE INJURY, DAMAGE OR DEATH IS CAUSED BY THE RELEASEES, UNLESS THE INJURY DAMAGE OR DEATH IS CAUSED BY THE RELEASEES' NEGLIGENCE OR INTENTIONAL ACTS, AND REGARDLESS OF WHETHER THE INJURY DAMAGE OR DEATH OCCURS WHILE IN, ON, UPON, OR IN TRANSIT TO OR FROM THE PREMISES WHERE THE ACTIVITY, OR ANY ADJUNCT TO THE ACTIVITY, OCCURS OR IS BEING CONDUCTED.** I further agree that the Releasees are not in any way responsible for any injury or damage that I sustain as a result of my own negligent acts.

ASSUMPTION OF RISK: I understand that there are potential dangers incidental to my participation in the Activity, some of which may be dangerous and which may expose me to the risk of personal injuries, property damage, or even death. I understand that these potential risks include, but are not limited to: [SPECIFY risks related to Activity], travel to and from Activity site via private vehicle, common carrier, and/or STUDENT ORGANIZATION NAME owned vehicle, injuries due to condition of equipment,

weather conditions, facility conditions, wildlife, negligent first aid operations of Releasees, and other risks that are unknown at this time. In addition, I understand that as a Participant in the Program, I will engage in physical activities, including [SPECIFY PHYSICAL ACTIVITY] during which I could sustain serious personal injuries, illness, property damage, or even death. **I KNOWINGLY AND VOLUNTARILY ASSUME ALL SUCH RISKS, BOTH KNOWN AND UNKNOWN, EVEN IF ARISING FROM THE ACTS IF THE RELEASEES, UNLESS THEY ARISE FROM THE RELEASEES' INTENTIONAL OR NEGLIGENT ACTS,** and assume full responsibility for my participation in the Program.

INDEMNITY: I, on behalf of myself, my personal representatives, heirs, executors, administrators, agents, and assigns, agree to hold harmless, defend and indemnify the Releasees from any and all liability, including any and all claims, demands, causes of action (known or unknown), suits, or judgments of any and every kind (including attorneys' fees), arising from any injury, property damage or death that I may suffer as a result of my participation in the Activity, **REGARDLESS OF WHETHER THE INJURY, DAMAGE OR DEATH IS CAUSED BY THE RELEASEES OR OTHERWISE, UNLESS THE INJURY DAMAGE OR DEATH IS CAUSED BY THE RELEASEES' NEGLIGENCE OR INTENTIONAL ACTS.**

PERSONAL MEDICAL INSURANCE. I agree to purchase and maintain during the term of the Activity personal medical insurance. I further acknowledge that I am responsible for the cost of any and all medical and health services I may require as a result of participating in the Activity.

CERTIFICATION OF FITNESS TO PARTICIPATE: I attest that I am physically and mentally fit to participate in the Activity and that I do not have any medical record of history that could be aggravated by my participation in this particular Activity.

MEDICAL CONSENT: I understand and agree that Releasees may not have medical personnel available at the location of the Activity. In the event of any medical emergency, I (initial one) do ___do not ___ authorize and consent to any x-ray examination, anesthetic, medical, dental or surgical diagnosis or treatment, and hospital care that the STUDENT ORGANIZATION NAME personnel deem necessary for my safety and protection. I understand and agree that Releasees assume no responsibility for any injury or damage which might arise out of or in connection with such authorized emergency medical treatment.

CHOICE OF LAW: I hereby agree that this Agreement shall be construed in accordance with the laws of the State of _____.

[OPTIONAL: I understand that I may seek legal counsel of my own choosing to fully explain any terms of this Agreement to me before I sign it.]

SEVERABILITY: If any term or provision of this Agreement shall be held illegal, unenforceable, or in conflict with any law governing this Agreement the validity of the remaining portions shall not be affected thereby.

I HAVE READ THIS AGREEMENT AND FULLY UNDERSTAND ITS TERMS. I AM AWARE THAT THIS AGREEMENT INCLUDES A RELEASE AND WAIVER OF LIABILITY, AN ASSUMPTION OF RISK, AND AN AGREEMENT TO INDEMNIFY THE RELEASEES. I UNDERSTAND I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING THIS AGREEMENT, AND SIGN IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT. BY MY SIGNATURE I REPRESENT THAT I AM AT LEAST EIGHTEEN YEARS OF AGE OR, IF NOT, THAT I HAVE SECURED BELOW THE SIGNATURE OF MY PARENT OR GUARDIAN AS WELL AS MY OWN.

Signature of Participant

Date

Signature of Parent/Guardian for Participants under eighteen (18) years of age:

I certify that I have custody of Participant or am the legal guardian of Participant by court order. I HAVE READ THIS AGREEMENT AND FULLY UNDERSTAND ITS TERMS. **I AM AWARE THAT THIS AGREEMENT INCLUDES A RELEASE AND WAIVER OF LIABILITY, AN ASSUMPTION OF RISK, AND AN AGREEMENT TO INDEMNIFY THE RELEASEES.** I join with Participant in granting a release to Releasees as set forth in detail above.

Signature of Parent or Guardian

Date

SAMPLE

Hazing Policy

Trinity University is concerned about the emotional, psychological, and physical health and well-being of its students. Any form of hazing is unacceptable and is in direct conflict with institutional values related to the rights and dignity of students, all of whom have the right to belong to groups without risk of danger or humiliation. Consent to hazing is never a defense to a violation of this policy.

New members of groups and teams can expect to participate in educational and fun activities that build teamwork and camaraderie among all members of the group. Such activities are intended to create a sense of identity and commitment within a group and are generally acceptable and encouraged. Students should check with Campus & Community Involvement staff, advisors, sponsors, and coaches if there is any question about an activity constituting hazing.

There are two primary conditions that create a hazing dynamic.

New members often wish to be accepted, either formally or informally, into any group, and will submit to hazing in order to be included. Because of this, consent to be hazed does not excuse hazing. Students have died or been seriously injured as a result of participating in activities to which they have “consented.” The psychological pull to be accepted is so strong that hazing victims cannot be expected to resist hazing, even if the hazing is presented as optional. That this pull can be so coercive should make this need to prohibit this conduct, to any degree, undeniably clear.

Any activity that places new members in a subservient position to experienced members creates an unhealthy and unsafe power dynamic in which control has been yielded to the experienced member. New members in any organization may expect to be trained, oriented, or indoctrinated, but membership in any group that puts a new member in a lesser role, unrelated to the original conditions for membership or mission of the group, is inappropriate and unfair to the new members. Any activities of membership should be equally shared among experienced and new members.

The University prohibits hazing by individuals or groups and defines it as follows:

Hazing is any reckless or intentional act, occurring on or off campus, that produces physical, mental, or emotional pain, discomfort, humiliation, embarrassment, or ridicule directed toward other students or groups (regardless of their willingness to participate), that is required or expected of new members and which is not related to the mission of the team, group, or organization. This includes any activity, whether it is presented as optional or required, that places a new member in a position of servitude as a condition of membership. Prohibited acts of hazing include those covered under Texas State law.

Though it would be impossible to list all behavior that could be deemed to be hazing, the following are some typical examples of hazing and are prohibited:

- *any physical act of violence expected of, or inflicted upon, another*
- *any physical activity expected of, or inflicted upon, another, including calisthenics*
- *pressure or coercion of another to consume any legal or illegal substance*
- *making available unlawful substances*
- *excessive fatigue or sleep deprivation as a result of any activities*
- *forced exposure to the weather*
- *kidnapping, forced road trips, and abandonment*
- *required carrying of or possessing of a specific item or items*
- *servitude (expecting a new member to do the tasks of an experienced member)*
- *costuming and alteration of appearance*
- *line-ups and berating*
- *coerced lewd conduct*
- *degrading games, activities, or public stunts*
- *interference with academic pursuits*
- *violation of University policy*
- *assignment of illegal and unlawful activities*

Alleged violations of this policy will result in campus judicial action and may be subject to criminal prosecution. Any retaliation against any person who reports, is a witness to, or is involved with or cooperates with the adjudication of hazing is strictly prohibited.

Texas State Law on Hazing

Students should be acquainted with the law on hazing. The following excerpts are from the law that makes hazing at or in connection with an educational institution a crime.

Hazing includes but is not limited to:

- *any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;*
- *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 or harm or that adversely affects the mental or physical health or safety of the student;*
- *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;*
- *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 student's 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;*
- *any activity that induces, causes, or requires the student to perform a duty or task which involves a violation of the Penal Code. Sec. 4.52.*

A person commits an offense if the person:

- *engages in hazing;*
- *solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing;*
- *intentionally, knowingly, or recklessly permits hazing to occur; or*
- *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 officials 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.

Consent Not a Defense

It is not a defense to prosecution for the offense under this subchapter that the person against whom the hazing was directed consented to or acquiesced in the hazing activity.

Immunity from Prosecution Available

In the prosecution of an offense 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 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.

Student Organization Alcohol-Use Permit Campus & Community Involvement

Student organizations wishing to host an on- or off-campus event at which alcohol is served must complete this form and then speak with the Office Manager who will schedule a 15-minute appointment for you to meet with a designated staff member to review your request.

Name of Student Organization: _____

Name of Petitioner: _____ Position within organization: _____

Phone Number of Petitioner: _____ E-mail: _____

Title of event: _____

Type of event: _____ Formal/Informal _____ Dinner/Banquet _____ Mixer _____ Other: _____

Date of event: _____ Time of the event: _____ Serving time: _____

The event will be attended by: (check all that apply):

Student organization members Students Guests of the student members
 Alumni Faculty/staff General Public

Admission charge (circle): Yes No If yes, how much? _____

If your event is **BYOB**, fill in the information below: If you are using a **Third Party** vendor, fill in the information below:

| | |
|--|--|
| Name of Bartender/s: _____ Phone # of bartender/s: _____ Is this person TABC certified (circle): Yes No Location of event: _____ _____ | Name of vendor: _____ Vendor contact name: _____ Phone # and address of vendor: _____ _____ The event will include the sale of (check all that apply): Beer _____ Wine _____ Liquor _____ |
|--|--|

My signature below, on behalf of my student organization, indicates that the membership understands and will abide by University policies and state law regarding the sale and consumption of alcoholic beverages; that I will provide all reasonable assistance to the establishment to help it abide by state law. I understand and have reviewed the Risk Management Best Practices for Student Organizations found in the Student Organization Handbook with the members in my organization and the Third Party Vendor or Bartender/s. I understand my organization will be referred for judicial action if these policies are not followed.

Petitioner: _____ Date: _____

For Office Use Only:

| | |
|--|---------------|
| <input type="checkbox"/> Approved <input type="checkbox"/> Approved with the conditions as note: _____ | |
| _____ Signature for Trinity University | _____ Date |
| Comments: _____ _____ | |