THE OFFICE OF STUDENT LIFE

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Kingwood, TX 77339

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Dear Advisor,

Thank you for taking the time and energy to serve as a Club Advisor! With the help of this handbook and assistance from the Office of Student Life, you should be able to advise your organization with little stress and lots of good times!

All Registered Student Organizations (RSOs) are required to have an Advisor who is a member of Lone Star College-System Staff or Faculty. It is an honor to be asked by a student organization to serve as their advisor. It indicates that the students respect and trust you. Being a Club Advisor also carries with it some responsibilities to the organization as well as some invaluable experience.

This manual has been prepared to assist you in understanding and fulfilling these commitments. Its purpose is to provide general advisor knowledge as well as information needed to carry out common procedures. You are encouraged to utilize this resource as well as others offered by the Office of Student Life on an ongoing basis.

Lone Star College-Kingwood sees out-of-class involvement as a critical piece of student success, and the Office of Student Life welcomes you!

Office of Student Life
Lone Star College-Kingwood
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OSL Vision
The Lone Star College-Kingwood Office of Student Life gives students the opportunity to develop as leaders, scholars and servants through engagement with peers, college staff and faculty, and community members and leaders outside of the classroom.

Objectives
1. To assist students throughout the campus community with like interest and talents to become better acquainted;
2. To provide an opportunity to extend classroom experiences into the academic life of the campus;
3. To develop social interaction among students;
4. To assist students in developing leadership skills;
5. To provide profitable use of leisure time by creating additional learning opportunities on campus and throughout the surrounding communities.

Role of the Advisor
Generally, as an Advisor, your role is to support the club in its endeavors and provide leadership and guidance to the officers as needed. Your role is to be more of a resource than an instrument for action. Your experience in planning and organizing as well as your broader knowledge of the LSC-Kingwood community gives you an expertise to share with the student leaders in your organization. You cannot be expected to know all LSC-Kingwood policies and procedures; nor can you be expected to have all the answers to all students’ questions; you can, however, provide significant direction to students to help them get to accomplish their goals within the LSC-Kingwood environment.

When you agree to become a Club Advisor, you should:
1. Become familiar with the purpose and structure of the club
2. Review the club’s constitution (or assist in writing one if one does not exist)
3. Attend club meetings
4. Consistently meet with the officers can give you helpful information about the activities of the group and the role(s) you can assume with the group.

Being an effective Club Advisor means devoting time and energy to the student organization. It is essential to maintain open communication with the officers of the organization and to be available to help them when needed.

Specific duties:
- Be well informed about all plans and activities of the group.
- Provide continuity for the group and be familiar with the history.
- Motivate and empower students.
- Encourage members to participate and plan group events.
- Encourage members to accept responsibility for specific parts of the program, thus promoting ownership within the organization.
- Assist Lone Star College-Kingwood in implementing policies for RSOs.
- Attend club meetings and events when possible.
- Attend meetings hosted by the OSL that pertain to clubs and organizations (i.e., Advisor Luncheon).
- Assist the group in setting realistic and attainable goals and objectives each semester.
- Play the primary role in the development of the club’s budget and turn in a proposal to the OSL (if applicable).
- Be accountable for the budget and all money spent out of it (if applicable).
- Reserve spaces on campus for group activities when necessary.
- Complete and submit all necessary Travel documentation in a timely manner if needed.

**Role of the Student**
Students enrolled at LSC-Kingwood are permitted to be members and/or leaders in an RSO. The students are responsible for the planning and execution of leadership and service activities. They must abide by the policies, regulations and other guidelines set forth by Lone Star College-Kingwood and the Lone Star College System. They must be current students at LSC-Kingwood to benefit from club monies.

**Role of the Office of Student Life**
The Office of Student Life assists with the creation and maintenance of student clubs and organizations. This includes assisting with budgets, travel, training, planning and coordinating events while providing support for club and organization advisors and students. The goal of the Office of Student Life is to promote successful campus organizations and promote collaboration between all student organizations and advisors. The Office of Student Life is the primary resource for all issues pertaining to student organizations.

The Office of Student Life is not responsible for making travel arrangements, reservations, designing publicity for club events, or completing facility requests, but is available for assistance on a case-by-case basis. The Office of Student Life is not responsible for initiating payments or reimbursements for organizational bills or purchases. The club or organization advisor is responsible for making sure that these matters are taken care of.
Registered Student Organizations (RSOs)

What is a Registered Student Organization (RSO)?
An RSO at Lone Star College-Kingwood is a student club/organization that is registered with the Office of Student Life. RSOs have benefits, but are also subject to certain requirements.

How is an RSO formed?
Find a Club Advisor – Every RSO must have an Advisor who is employed at LSC-Kingwood and supports the club’s overall mission and goals.
Find members – A minimum of three members is required to become an RSO. At least one of these members must be in a leadership position (i.e., President).
Develop a constitution – A constitution governs fundamental club policies and procedures. It needs to be submitted to the OSL. A sample constitution is available on the OSL website.
Submit Registration Forms (See Appendix A) – These forms can be found on the OSL website.
Meet with the Student Activities Coordinator – To gain final RSO approval, the Advisor and several members need to meet with the Student Activities Coordinator to discuss the club.

What are requirements for RSOs?
Attend SGA General Assemblies – Each club must be represented at all SGA meetings by at least one member. Check with SGA to find out when and where meetings are.

DID YOU KNOW?
The Student Government Association (SGA) is the governing body for the students at Lone Star College-Kingwood. Any concerns, suggestions, or problems should be brought before SGA to address the situation such as campus policies or procedures. RSOs are required to have an SGA representative who will attend meetings regularly.

Attend Congress of Clubs Congressional Assembly – This SGA sponsored assembly occurs once a semester. Each club must be represented and must report to the Congress of Clubs on what events his/her club has held.
Attend mandated Student Life events – The OSL hosts two events each semester that allow Clubs to market themselves. Each club must be represented at these events (i.e., Club Rush, Oktoberfest, and Spring Fling).
Submit a constitution and updated Officer Registration Form – The Student Activities Coordinator must receive updates from each club when revisions are made to the constitution and/or there are changes in Student Officer positions. A sample constitution and a downloadable Officer Registration Form are available on the RSO website.
Disclaimer: The OSL or Vice President of Student Success may revoke or deny application to any student organization failing to comply with its own constitution or college regulations. In addition, no organization shall be registered that:

- Discriminates membership on the basis of race, color, creed, gender, religion, disability, age, sexual orientation, veteran status, national origin or ethnicity;
- Has procedures inconsistent with the purposes and policies of the college;
- Conceals any of its purposes and practices from its members or from the academic community or whose actions or activities are in opposition to the educational purposes and value statements of LSC-Kingwood.
- Engages in hazing, with or without the consent of a student. This includes but is not limited to performing an act or subjecting another to a situation or action that causes undue mental or physical discomfort or gender to one’s self or others, is morally degrading or ethnically unsound, causes public humiliation, could cause damage to public or personal property, is contrary to any local, state, or federal laws, interferes with educational activities or is not in keeping with the stated educational mission of the Lone Star College System. (Taken from the University of Tampa Student Organization & Advisor Handbook 2009-2010).

What are the benefits of being an RSO?

- Use of College Resources such as:
  - Publicity services
  - Facilities
  - Designs-In-Print
  - Media
  - Consideration for budget upon receipt of budget proposal
- Reflecting the will of the LSC-Kingwood student body by advocating positive change
- Leadership Development
- Community Service opportunities
- Civic Engagement
- Networking with students and staff
- Opportunities to build relationships with college administration
Most clubs aim to host several club-sponsored events each semester as well as attend several in the community. Planning for club-sponsored events should be student-driven with supervision and coaching by Club Advisor as needed. Occasionally, it may be a good idea for students in a club to form committees to accomplish specific planning goals such as research, marketing, communication, and coordinating reservations.

**Club Meetings**
Club meetings should be held at least once per month and should be planned and conducted by students. As an Advisor, you are encouraged to attend, but not mandated.

**Food**
Policies and procedures regarding ordering food can be found in purchasing.

**Room Reservations**
To reserve a classroom on the LSC-Kingwood campus, contact:

   Michelle Lee, Administrative Assistant to the Vice President of Student Success  
   281.312.1469; Michelle.L.Lee@lonestar.edu

To reserve the SFA Performing Arts Theater or SFA classrooms, contact:

   Jan Schultz, Coordinator, Fine Arts Events  
   281.312.1532; Janet.A.Schultz@lonestar.edu

**Work Orders**
To request tables or chairs, place a work order 3-4 days prior to the event. Go to:

   [http://isd.lonestar.edu/home.html](http://isd.lonestar.edu/home.html)

   1. Click “Submit a request” > Select “Kingwood college” > Select the appropriate location for equipment delivery (Ex. “Library Kingwood”)
   2. Fill in form
      - For “Request” include the number of tables and chairs, date, time, and how you want the tables and chairs arranged.

   Torris Badger, Supervisor, Warehouse & Mail Services  
   281.312.1451; Torris.A.Badger@lonestar.edu

   Lillie Faulkner, Office Coordinator  
   281.312.1694; Lillie.F.Faulkner@lonestar.edu

   Richard Miertschin, Manager, Buildings & Grounds  
   281.312.1512; Richard.Miertschin@lonestar.edu
A club’s marketing should always be student-driven. Flyers, brochures, e-mail communications, website information, and signage often involve creativity and enthusiasm and are critical to maintaining or increasing member involvement. A Club Advisor should be able to direct students to appropriate resources, but should remain hands-off when it comes to carrying out these responsibilities. Visit http://www.lonestar.edu/kingwood-relations for information about College Relations’ services.

**OSL Website**
The Lone Star College-Kingwood OSL can create a website for each club upon receipt of the Club Registration Form and Officer Registration Form. (See Appendix A) Each club is encouraged give the OSL updates for posting to the OSL website: http://www.lonestar.edu/clubs-kingwood.htm.

**Flyers and other Publications**
Students are encouraged to develop marketing publications themselves. If they do this, flyers that are to be hung on a campus bulletin board must be stamped by the OSL. It is best to stamp the original and make copies.

Designs-In-Print services are available to assist students with the creation of these publications. When these services are utilized, the content satisfies the Lone Star College-Kingwood Communications Styleguide (http://www.lonestar.edu/departments/collegeservices/Branding_ Styleguide.pdf), and no stamping is required. The Media Department will print up to 15 posters free of charge.

Pam Clarke, Manager, Designs-In-Print; ADM 110-D 281.312.1450; Pamela.R.Clarke@lonestar.edu

**Signs**
Yard signs can be created to advertise meetings or major club events. When placing the order, be sure to consider information may be subject to change and avoid including it.

*Example:*

```
HSO Meeting Today
12:30pm-1:20pm
LIB 220
```

Rosemary Cuellar, Supervisor, Library & Media 281.312.1769; Rosemary.Cuellar@lonestar.edu

**Publicity Services**
College Relations has developed a website for anyone who wants to request all publicity services including college promotional materials, press releases, television coverage, promoting events on the LSC-Kingwood website, adding events to the LSC-Kingwood calendar and more. The website is http://www.lonestar.edu/kingwood-relations-forms.htm.

Roycelyn Bastian-Spencer, Media Relations Coordinator 281.312.1558; Roycelyn.J.Bastian-Spencer@lonestar.edu

**LSC-Kingwood TV Station**
The TV station offers services that may help promote your club.

Garrick Joubert, Program Manager, LSC-TV 281.312.1521; Garrick.P.Joubert@lonestar.edu
Bulletin Board Posting Guidelines

1. Postings that do not comply with all listed guidelines will be removed from the bulletin board.
2. All postings must be approved by the Office of Student Life or Admissions.
3. Postings are only allowed in the designated area. Do not post on windows, walls, or doors.
4. Use thumb tacks only. Do not use staples.

General Boards (located in ADM, CLA, CLB, LIB, HSB, FTC & SFA)

<table>
<thead>
<tr>
<th>Students Ads &amp; Notices</th>
<th>Official Announcements LSC System</th>
<th>Students Organizations &amp; Sports Must be approved through the Office of Student Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Exclusively for student postings seeking to buy/sell/trade an item or commodity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Postings will be removed by the Office of Student Life</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• No dollar amounts may be posted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• No student postings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Exclusively for Official LSC System announcements</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Postings will be removed by the Director of College Relations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Exclusively for postings related to Student Life events, Student Clubs &amp; Organizations, or Sports Clubs &amp; Intramurals</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Postings will be removed by the Office of Student Life</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Board locations:

<table>
<thead>
<tr>
<th>Board location</th>
<th>Location details</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADM 1st floor</td>
<td>1st floor on the wall across from the library entrance</td>
</tr>
<tr>
<td>LIB 2nd floor</td>
<td>2nd floor across from stairs and on the wall adjacent to the lounge area</td>
</tr>
<tr>
<td>CLA 1st floor</td>
<td>1st floor on the wall adjacent to the teaching theatre across from the courtyard entrance doors</td>
</tr>
<tr>
<td>HSB 1st floor</td>
<td>On the first floor outside faculty suites</td>
</tr>
<tr>
<td>FTC left wall</td>
<td>On the left wall as you are walking to the “locker rooms”</td>
</tr>
<tr>
<td>CLB left wall</td>
<td>On the wall immediately to the left of the restrooms</td>
</tr>
<tr>
<td>SFA location</td>
<td>Across from Kingwood Café</td>
</tr>
</tbody>
</table>

Business/Community Board in SFA
(located across from Kingwood Café to the left of the general board)

<table>
<thead>
<tr>
<th>Business/Community</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Exclusively for Business and Community postings</td>
</tr>
<tr>
<td>• Postings shall include a disclosure statement stating that LSC-Kingwood does not endorse/support the business or community postings</td>
</tr>
<tr>
<td>• No dollar amounts may be posted</td>
</tr>
</tbody>
</table>
RSOs can apply for a budget by submitting a Budget Proposal (see Appendix B) at the request of the OSL. Eligibility for funding requires RSO status, no record of misuse of funds, fulfillment of RSO requirements, and a demonstrated need for funding. Due to the implementation of the Student Activity fee, fundraising is strongly discouraged; there are exceptions, but approval from the Student Life Program Manager is required. If your club needs funding, you are strongly encouraged to complete and submit a Budget Proposal.

If your club has a budget, you will be the purchasing agent. **Please read the following before purchasing anything.**

### Policies

1. **Student Life approval**
   - All purchases made with club monies require the approval of the Office of Student Life.

2. **Punctual and timely transactions**
   - RSOs should carry on business transactions and contractual relations in a timely manner and maintain prudent use of funds.
   - Examples of acceptable purchases include:
     - Supplies (general office supplies, poster board, paint, paper, etc.)
     - Speakers/lecturers
     - Conference/Competition Travel
     - Service Projects
     - Food for meetings
     - T-shirts for club members
   - Examples of unacceptable purchases include:
     - Supplies for personal use
     - Gasoline or other personal vehicle related expenses
     - Alcohol or tobacco
     - Food not for club-related function
     - Purchases valued at an amount not deemed reasonable for student fee expenditure

   **When in doubt, check with the OSL.**

3. **Tax Exempt**
   - Always attempt to ensure that your purchases are Tax Exempt. A certificate is available on the Employee Intranet (SharePoint).

As the Advisor, it is your responsibility to make sure there are sufficient funds in your club’s account before spending. The best way to do this is to keep a log, beginning with your club’s initial allocation.

### LSCS Food Purchasing Policy

1. **Important:** We are contractually mandated to use Presto foods for all catering. If another food establishment can beat Presto’s price by at least 15%, it is okay to use the alternate vendor. Always give Presto the opportunity to match the competitor’s price, and make sure that this is documented.

2. Only the vendors on the “Approved RestSvcsVendors’09-Rev” list can deliver food (deliveries are considered Catering). Food from all other vendors must be picked up.
Procedures

Promotional Items

Quick & Easy (Basic)
1. Choose item(s) from “Promotional Products Guide” (see Appendix C).
2. E-mail vendor (copying the OSL) with the following information:
   - Product ID/Product # (i.e., Gilden G800)
   - Color
   - Sizes & Quantities
   - .jpg images of graphic(s)/logo(s) & where you want them
   - “Deliver by” date (you may want to check with the vendor on timeline)
   - Delivery location: 20000 Kingwood Drive, Attn: Tracie Ring, COT 102, Kingwood, TX
   - Payment will be made with Tracie Ring’s p-card.

More Detailed (Special Items)
1. Log in to Employee Intranet (Sharepoint)
2. “Forms” > “Purchasing” > “Contracted Vendors” > “08-239 Promotional Items List with Pictures”
3. Choose item(s)
4. E-mail vendor (copying the OSL) with the following information:
   - Product ID/Product # (i.e., Gilden G800)
   - Color
   - Sizes & Quantities
   - .jpg images of graphic(s)/logo(s) & where you want them
   - “Deliver by” date (you may want to check with the vendor on timeline)
   - Delivery location: 20000 Kingwood Drive, Attn: Tracie Ring, COT 102, Kingwood, TX
   - Payment will be made with Tracie Ring’s p-card.

Food

Quick & Easy (Presto foods)
1. E-mail Jeannine Dechiro at kingwood-caterings@att.net to request a menu (if necessary).
2. E-mail Jeannine (and copy the OSL) with the following information:
   - Food you want
   - Quantity
   - # of people (best estimate)
   - Club name
   - Function (i.e., Meeting, Induction Ceremony)
   - Delivery location
   - Time & date
   - No budget code necessary

More Detailed
1. Log in to Employee Intranet (Sharepoint)
2. “Forms” > “Purchasing” > “Contracted Vendors” > “Approved RestSvcsVendors'09-Rev”
3. Select vendor
4. Place order & let them know that credit card information will be called in. Be sure to specify the delivery location (you may need to supply detailed campus directions).
5. E-mail the OSL with order information & vendor phone or e-mail.
Petty Cash Reimbursements (for purchases up to $75)

Policies
1. Original receipts required.
2. Advisors must use their information on form; however, a student can pick it up.
3. Transactions may not be split over multiple Petty Cash Vouchers to avoid the $75.00 threshold.
4. Purchases should be Tax Exempt. A certificate is available on the Employee Intranet (Sharepoint).

Procedure
1. Log in to Employee Intranet (Sharepoint)
3. Complete a completed Petty Cash Reimbursement Voucher (see Appendix D).
4. Tape original receipt(s) to an 8 ½ x 11 sheet of paper.
5. Submit form and receipt(s) to the Student Activities Coordinator.
6. Student Activities Coordinator gets signature and submits to Business Office.
7. Business Office calls Advisor when cash is ready to be picked up.

Expense Reports (for purchases over $75)

Procedure
Advisors must follow the Employee Expense Report process in order to be reimbursed for purchases over $75. Contact your Division Operations Manager or Division Coordinator for questions about this process.
Policies
Before initiating student travel for your club, familiarize yourself with the student travel business process. An abbreviated version can be found in Appendix E. The full version is available on the Employee Intranet (Sharepoint).

- Click "Forms" > “Travel” > “BUSINESS PROCESS-Student Organization Travel 11-17-10”

In addition to the business process, it is also helpful to reference Guidelines for Travel.

- Click “Forms” > “Travel” > “GUIDELINES FOR TRAVEL 11-17-10”

**OSL must receive your approved Travel Authorization before the trip if club monies are to be used.**

Procedures
1. Once Travel Authorization in iStar has been approved by your Supervisor, forward the approval to the Student Activities Coordinator.
2. Log in to Employee Intranet (Sharepoint).
3. Click “Forms” > “Travel” > “Travel - Domestic Trips (Student Related)”.
4. Download the following forms:
   - TR1 - Faculty - Stdt Travel - Campus Approval Rev 6-3-10
   - TR2 - Faculty - Trip Plan rev 9-1-10
   - TR3 - Faculty - Trip Roster Rev 4-6-10 DRAFT for Process Change
   - TR4-I- OGC-S-2009-10 Participant Release and Indemnification Agreement
   - TR5 - Student-Faculty - Medical Treatment Auth Repl A10-D10 2-12-09
   - TR6 - Incident Report- 6-3-10

Note: These forms change frequently, so pull them from the Intranet when you need them rather than keeping printed copies on hand.

5. Complete and submit each form as indicated by the following table.

<table>
<thead>
<tr>
<th>Form</th>
<th>Completed by</th>
<th>When?</th>
<th>Send to</th>
</tr>
</thead>
</table>
| TR1  | Advisor      | At least one week before trip, and after Travel Authorization has been approved by Supervisor | • Michelle Lee (Asst. to VPSS)  
      |               |       | • OSL (electronic copies are preferred) |
| TR2  | Advisor      |       | Keep until trip is over. Then, return it to student. |
| TR3  | Advisor      |       |         |
| TR4  | Student      |       |         |
| TR5  | Student      |       |         |
| TR6  | Advisor      | If/when an incident occurs | Michelle Lee and OSL |
APPENDIX A

RSO Registration Forms – Page 1 of 4

### Student Activities Website Information

*This information will be posted to the website, so be sure to check grammar, spelling and accuracy of information.*

<table>
<thead>
<tr>
<th>Name of Club/Organization:</th>
<th>Brief Description:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Is there an external (non-LSCS) website?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>If yes, what is the URL?</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>http://</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Is there a Facebook page?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>If yes, what is the URL?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(If you know it)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="http://www.facebook.com/">http://www.facebook.com/</a></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Does membership require a fee?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>If yes, how much is it?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>When is it due?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Member requirements?</th>
<th>Everyone welcome</th>
<th>Invitation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Enrollment in</td>
<td>GPA minimum</td>
</tr>
<tr>
<td></td>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

### Primary Advisor Information

Name: ___________________________  Faculty □  Adjunct Faculty □  Staff
Department(s): ___________________________  Office: ___________________________
E-mail (given to interested students): ___________________________
Phone: ___________________________  Alternate phone (optional): ___________________________

### Secondary Advisor Information (If applicable)

Name: ___________________________  Faculty □  Adjunct Faculty □  Staff
Department(s): ___________________________  Office: ___________________________
E-mail (given to interested students): ___________________________
Phone: ___________________________  Alternate phone (optional): ___________________________

**Office of Student Life Use Only:**

Date received: ___________________________
Account number: ___________________________

Revised 12/8/10
APPENDIX A

RSO Registration Forms – Page 2 of 4

New Officers/Representatives Registration

***Please complete and return to the Student Activities office.***

Primary Officer/Representative Information

Name: ___________________________ Position: ___________________________
Address: ___________________________ Street Address: ___________________________ City: ___________________________ Zip: ___________________________
Phone: ___________________________ E-Mail Address: ___________________________

Officer/Representative Information

Name: ___________________________ Position: ___________________________
Address: ___________________________ Street Address: ___________________________ City: ___________________________ Zip: ___________________________
Phone: ___________________________ E-Mail Address: ___________________________

Officer/Representative Information

Name: ___________________________ Position: ___________________________
Address: ___________________________ Street Address: ___________________________ City: ___________________________ Zip: ___________________________
Phone: ___________________________ E-Mail Address: ___________________________

Officer/Representative Information

Name: ___________________________ Position: ___________________________
Address: ___________________________ Street Address: ___________________________ City: ___________________________ Zip: ___________________________
Phone: ___________________________ E-Mail Address: ___________________________

Officer/Representative Information

Name: ___________________________ Position: ___________________________
Address: ___________________________ Street Address: ___________________________ City: ___________________________ Zip: ___________________________
Phone: ___________________________ E-Mail Address: ___________________________

Student Activities Office Use Only: Date received: ___________________________

See backside.

Revised 8/20/10
APPENDIX A

RSO Registration Forms – Page 3 of 4

New Officers/Representatives Registration

Student Life Mission Statement

- Serve as a resource for leaders and members of Student Clubs and Organizations.
- Incorporate diverse perspectives through program planning, implementation and assessment.
- Celebrate achievement gained as a result of student leadership.
- Organize/announce programs that encourage student leadership development.
- Support the efforts of Student Clubs and Organization Advisors.

Officer/Representative Agreement

We, the officers/representatives of __________________________, certify that:

- We are aware that all Student Clubs/Organizations are responsible for reading and abiding by policies, regulations and other guidelines set forth by Lone Star College – Kingwood and the Lone Star College System.
- We are currently enrolled students at Lone Star College–Kingwood.
- Lone Star College–Kingwood only allows club/organization members to participate who are current students or Alumni of Lone Star College–Kingwood.
- We will act as the liaison between the above listed club/organization and Student Activities.
- Although we have freedom of choice in the selection of members, we will not discriminate on the basis of race, color, gender, religion, disability, age, veteran status, national origin, or ethnicity.
- Hazing is a crime under the Penal Code of the State of Texas, and we will not engage in hazing practices.

Our signatures signify that we have read and understand the agreement above. A minimum of 2 officer/representative signatures are required to process this form.

__________  ___________________________  ___________________________  ____________
Printed Officer/Representative Name  Officer/Representative Signature  Date

__________  ___________________________  ___________________________  ____________
Printed Officer/Representative Name  Officer/Representative Signature  Date

__________  ___________________________  ___________________________  ____________
Printed Officer/Representative Name  Officer/Representative Signature  Date

__________  ___________________________  ___________________________  ____________
Printed Officer/Representative Name  Officer/Representative Signature  Date

__________  ___________________________  ___________________________  ____________
Printed Officer/Representative Name  Officer/Representative Signature  Date

Revised 8/20/10

Revised 1/13/11
### Officer/Representative Information

Name: __________________________ Phone: (for S.A. office use) __________________
Major(s): ______________________ Hometown: __________________________

What organization do you represent? __________________________
What is your position? __________________________
Why did you join this organization? __________________________
What are your personal goals for the semester? __________________________
What are your goals for the organization? __________________________
What are your career interests? __________________________
What are your hobbies outside of school? __________________________

Brief Biography:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

A few words for interested students: __________________________

---

### Disclosure of Personal Information Agreement

_______ I give Student Activities permission to share this information with the public on the Club/Organization website.
_______ I give Student Activities permission to display pictures of me on the club/organization website.
_______ I give Student Activities permission to display pictures of me on the Student Activities Facebook page.

Printed Officer/Representative Name __________________________ Office/Representative Signature __________________________ Date __________________________

Revised 8/10/10
APPENDIX B

Example Budget Proposal – Page 1 of 2

Student Organizations and Activities Budget Proposals
Academic Year 2010 - 2011

Name of Organization: ________________________________

If you are a group who wishes to apply for funding, please answer the following questions and submit them along with your budget requests to John Turner, Program Manager for Student Activities by 5:00 PM on Monday, April 9, 2010 via e-mail. Send your request, as an attachment, to jturner@lonestar.edu by the due date and time. Late submissions cannot be accepted. Every organization is required to re-apply for funding each year. Do not assume that because you received funding last year that you automatically receive funding every year.

The Student Fee Advisory Committee will review each proposal and if necessary, will assign presentation dates to each group. Presentations should be five minutes in length and summarize the information that you will provide below. Please read all instructions carefully and follow the directions.

Check or circle your answer as appropriate.

1. Which of the following mandatory events did you have active participation in during 2009/2010?
   ___ Club Rush 2009  ___ OktoberFest 2009  ___ Club Rush 2010  ___ Spring Fling 2010

2. Did your organization present a report at the 2010 Congress of Club Congressional Assembly?
   Circle One: Yes  No

On a separate sheet of paper, answer the following questions.

1. How does your proposal support the mission of the college or any of its primary goals?

2. What support for your project/activity is provided by your academic division?
   (This may not apply to all proposals, but it will apply to many. Division support often helps build cases for certain activities if they claim to support academic goals, instructional importance, etc.)

3. How many active participants do you expect to have? How many have you had over the last two years (where applicable)?

4. Who is your audience and how big is it?

5. What unique contribution does your proposal offer to students that they would not experience without SFAC support?

6. List any community service projects and/or affiliations your organization participated in this past academic year.
Delineate your budget on an item by item basis. You may do this along with the separate sheet of answers above, or you may attach a spreadsheet.

<table>
<thead>
<tr>
<th>Example</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplies for events (candy, flyers, etc.)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Food for meetings (10 meetings @ $15.00 per meeting)</td>
<td>$150.00</td>
</tr>
<tr>
<td>Club T-shirt (15 members @ $4.00 per shirt)</td>
<td>$60.00</td>
</tr>
<tr>
<td>Spring 2011 Association Meeting (5 attendees @ $30.00 per registration)</td>
<td>$150.00</td>
</tr>
</tbody>
</table>

Total Budget Requested $410.00

Proposals must be returned by Friday, April 9, 2010. After all necessary presentations are completed, the Student Fee Advisory Committee will determine the allocations. Sponsors will be notified on or around the first day of the new academic year.
APPENDIX C

Promotional Products Guide – Page 1 of 2
(Abbreviated – Full Version Available on Employee Intranet (Sharepoint)

<table>
<thead>
<tr>
<th>Authentic Promotions</th>
<th>Authentic Promotions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gildan G800 - T-Shirts Adult: 50/50 Blend 5.6 oz., white, S-5XL, $2.52/ea. (Color Ts + 20%)</td>
<td>Gildan G200 - T-Shirts Adult: 100% Cotton 6.1 oz., white, S-5XL, $2.73/ea. (Color Ts + 20%)</td>
</tr>
<tr>
<td>Gildan G800B - T-Shirts Youth: 50/50 Blend 5.6 oz., white, XS-L, $2.21/ea. (Color ts + 20%)</td>
<td>Gildan G200B - T-Shirts Youth: 100% Cotton 6.1 oz., white, XS-L, $2.27/ea. (Color ts + 20%)</td>
</tr>
<tr>
<td>1st color setup $20; 2nd color setup $20; $1.95/unit for embroidery; 2nd Color .50 per shirt</td>
<td>1st color setup $20; 2nd color setup $20; $1.95/unit for embroidery; 2nd Color .50 per shirt</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>K &amp; S Sportswear</th>
<th>Calfee Specialties</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blue Gen. BG2201 (Mens) &amp; BG6201 (Ladies) - Golf Shirt 100% Egyptian cotton pique; 6.7 oz, short sleeve, solid body w/flat knit collar, S-XL $10.35 (add $1/unit for X over XL) Add $2.65/unit for embroidery</td>
<td>Blue Gen. BG8213-Sport Shirt:100% Cotton Twill Buttondown, long sleeve, S-XL, Men or Women $13.50 (S-XL); $14.50 (2X); $15.60 (3X) $4.50/unit for embroidery; $5 edit logo charge</td>
</tr>
</tbody>
</table>

Authentic Promotions – Amy Warner (800-497-7765 x 211) – amy@authenticpromotions.com
K & S Sportswear – Steve & Katy Weirich (281-852-2918) – steve@ks-sportswear.com
Calfee Specialties – Patty Calfee (936-539-5541) – pcalfee@calfeespecialties.com
# Promotional Products Guide – Page 1 of 2

( Abbreviated – Full Version Available on Employee Intranet (Sharepoint) )

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Vendor</th>
<th>Details</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bic RS - BIC Stic pen</td>
<td>Authentic Promotions</td>
<td>Pen</td>
<td>$0.22</td>
</tr>
<tr>
<td>Bic Graphic USA BLG - Highlighter</td>
<td>Authentic Promotions</td>
<td>Plastic, removable cap, chisel tip</td>
<td>$0.49</td>
</tr>
<tr>
<td>Bic P4A3A25 - Post-it Notepads</td>
<td>Calfee Specialties</td>
<td>3” x 4”, 25 sheet, $0.36/ea.</td>
<td>$0.36/ea. + $10 artwork one time charge</td>
</tr>
<tr>
<td>Ad-Tek PO700 - Translucent Cover Notebook</td>
<td>Authentic Promotions</td>
<td>5” x 7”, blue, 82 lined pages, $1.75/ea.</td>
<td>$1.75/ea. All setups included</td>
</tr>
</tbody>
</table>

Note: These items must be ordered from the above listed vendors per contract. Other items that LSC-Kingwood is contractually bound to purchase from certain vendors include the following items. See Employee Intranet for more information.

- Tote Bags
- Cooler Bags
- Plastic Presentation Bags
- Sling Packs
- Pens & Pencils
- Highlighters
- Baseball Caps
- Water Bottles
- Insulated Beverage Holders
- Stress Balls
- Keychain Lights
- Coffee Mugs
- Coasters
- Cups
- Luggage Tags
- Padfolios
- Auto Mugs
- Umbrellas
- Lanyards
- Key Rings
- Mouse Pads
- Frisbees
- Buttons
- Keyboard Dusters
- Books Lights
- Note Pads
- Rubik’s Cubes
- Flashlights
APPENDIX D

Example Petty Cash Reimbursement

PETTY CASH REIMBURSEMENT VOUCHER

($75.00 LIMIT – ORIGINAL RECEIPTS REQUIRED)

Date: 10/13/2010   Budget Code: 50-0200002000-2010
Requested By: John Smith x 312-0000   Department: Student Activities

<table>
<thead>
<tr>
<th>REASON FOR PURCHASE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplies for Oktoberfest (candy, folders, posterboard, markers)</td>
<td>$42.19</td>
</tr>
</tbody>
</table>

TOTAL $42.19

APPROVED BY: (SUPERVISOR OF REQUESTER)

Signature: John Turner
Printed Name:

RECEIVED BY: DISBURSED BY:

Policy: The Petty Cash Fund is set up to take care of “out of pocket” expenditures by System employees. There is a limit of $75.00 for any one transaction. Transactions may not be split over multiple Petty Cash Vouchers to avoid the $75.00 threshold. Reimbursements of expenditures over $75.00 should be processed through the A/P process.

Procedures:
1. Authorized employee receives approval from supervisor to make a purchase.
2. Authorized employee presents Tax Exemption form when making the purchase and obtains a receipt.
3. Authorized employee:
   - completes Petty Cash Voucher
   - obtains Supervisor’s signature of approval on voucher
   - tapes original receipt to an 81/2 x 11 sheet of paper
   - submits the voucher and receipt page to the Business Office for reimbursement.

Notes:
1. The Petty Cash Fund is not meant to replace the regular purchasing procedure.
2. Please use P-Card when appropriate.
3. LSCS is a tax exempt entity. A Tax Exemption Certificate should be presented when a purchase is made to avoid being charged sales tax. The certificate is available on the LSCS website on the Forms page (http://www.lonestar.edu/2592/).

Revised 5-2008

Revised 1/13/11
Appendix E

Student Travel Process

Travel Business Process: Student Organizations

Complete TR1 → Obtain Required Approvals → Approved Forms are Returned to VPSS

Approved?

Yes → Enter Travel Authorization (TR1) in iStar, Complete Travel Plan (TR2) and Travel Roster (TR3)

No → RSO Advisor Notified

RSO Advisor → TR5 should be placed in a sealed envelope, if the student requests that their medical information be kept private.

Complete Other Student Related Paperwork: Waiver (TR4 or SA4), and Authorization for Medical Treatment (TR5)

Enter Travel Authorization (TR1) in iStar, Complete Travel Plan (TR2) and Travel Roster (TR3)

Approved?

Yes → Travel Authorization Approved in iStar

RSO Advisor Notified

Approved Forms are Returned to VPSS

RSO Advisor → TR5 should be placed in a sealed envelope, if the student requests that their medical information be kept private.

Travel Authorization Approved in iStar

RSO Advisor → TR5 should be placed in a sealed envelope, if the student requests that their medical information be kept private.

All Paperwork Returned to VPSS

Travel Authorization Approved in iStar

HR Supervisor

Travel

TR5 (medical history) is carried by the trip leader during travel, and is returned afterward to participants

Scan to Sharepoint and Store in Centralized Location

TR1, TR2, TR3, TR4 or SA4

DO NOT SCAN TR5

All Paperwork Returned to VPSS

Complete TR6 (Incident Report) is filled out, if applicable

Complete Expense Report once all charges are posted to My Wallet; Need to associate Expense Report to TA

Note: Paper forms must be kept until after the trip has been completed and everything has been scanned to Sharepoint.

TR6 (Incident Report) is filled out, if applicable

Complete Expense Report once all charges are posted to My Wallet; Need to associate Expense Report to TA

Note: Paper forms must be kept until after the trip has been completed and everything has been scanned to Sharepoint.

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Complete Expense Report once all charges are posted to My Wallet; Need to associate Expense Report to TA

Note: Paper forms must be kept until after the trip has been completed and everything has been scanned to Sharepoint.
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<tr>
<th>Keyword</th>
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<td>Authentic Promotions</td>
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<td>Budget Proposals</td>
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<td>Bulletin Boards</td>
<td>8</td>
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<td>Caffee Specialties</td>
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<td>College Relations</td>
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<td>Constitution</td>
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<td>Reimbursements</td>
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<td>T-Shirts</td>
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<td>Work Orders</td>
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