**Registered Student Organization (RSO) Important Information**

**Newly Recognized RSOs:**

Congratulations on successfully completing the Emerging RSO process and being recognized by Student Life at Lone Star College-CyFair! The information contained in this document will help to guide you on what you need to do to get things moving properly with your RSO. Newly recognized RSOs have a 1-year probationary period. During that time, advisors and students will need to learn about Student Life processes and begin fulfilling requirements to qualify for funding from Student Life. RSOs are allowed to host events during the probationary period, but need to be cautious to follow procedures. After the probationary period, Student Life will purchase the group’s tablecloth. Student Life is here to support you as you enter this new venture!

**New and Returning RSO’s:**

Successfully leading an RSO involves significant time and effort on the part of advisors and officers. For advisors, we thank you for going above and beyond to serve students, and hope that you have many rewarding experiences mentoring and developing the officers and members involved in your RSO. For student leaders, we hope that you will view this as an opportunity to learn skills that will make you more effective in your future career. Some skills you will likely have the opportunity to enhance include:

- Time Management - Resource Management - Leadership

- Communication - Conflict Resolution - Event Planning and Management

- Teamwork - Budgeting - Delegating

We encourage you to work through the challenges and come out a stronger, well-rounded leader when you’ve completed your service as an officer. Student Life is committed to assisting you through the processes. Please visit us in Student Life (CASE 102) if you have questions, or email dan.mitsven@lonestar.edu.

**Table of Contents**

Staff Directory 3

General Information 3

Lone Star College-CyFair Officers

LSC Policy for RSOs Advisors

What is an RSO? Resources

RSO Web Pages Training

Constitutions Student Excellence Awards

Budgets 5

Budgets for New RSOs Fundraising

Funds Granted from the SAF Reserve Fund Grants

Fund 50- Accounts Dormant RSOs

Requirements for RSOs Receiving SAF Funds 7

RSO Annual Registration RSO Membership Roster Form

Advisors Club Council/General Assembly

RSO Advisor Agreement Form Club Rush

Risk Management Training

Purchasing Processes 8

Purchasing Promotional Items

Tax Exemption Office Supplies

P-Card/T&E Card Books

Reimbursement for Out-of Technology Purchases

Pocket Expenses Printing

Gift Card Purchases Contracts

Food 10

Prepared Food Dining at Local Restaurants

Non-Prepared Food Meals & Tipping

Potlucks

Travel 11

Student Travel Car/Van/Bus Rentals

Hotels Airfare

Event Management 11

Events Use of College Facilities

Tracking Attendance Student Life Equipment

Speakers (paid & unpaid) College Equipment/Set-Up

Publicity Requests

Tablecloths Movies & Copyright Law

Room Reservations Risk Management

This document is intended to help guide RSO advisors and leaders in the effective operation of their organizations. It is NOT a complete detailing of LSC policies and procedures, but rather, it highlights the most commonly needed information for RSOs. It is considered a work in progress, and will be updated regularly as needed. Any input is welcome. Please email [dan.mitsven@lonestar.edu](mailto:dan.mitsven@lonestar.edu) with any suggestions for content that would be helpful to RSO leaders and advisors.

**STAFF DIRECTORY**

Dan Mitsven Director, Student Life [dan.mitsven@lonestar.edu](mailto:dan.mitsven@lonestar.edu) CASE 102A

*oversees department, which includes student activities & events, student center, RSOs, leadership development, and recreational sports; approves new RSOs; advises SGA*

Vacant Assistant II, Student Life TBD CASE 102

*coordinates office operations in Student Life, assists with purchasing processes and budget printouts, assists with arranging*

*rentals for student life travel*

Marla Figueroa Specialist III, Student Life [marla.l.figueroa@lonestar.edu](mailto:marla.l.figueroa@lonestar.edu) CASE 102C

*coordinates logistics for Student Life events; assists RSO leaders and advisors*

Vacant Specialist III, Student Life TBD CASE 102B

*coordinates logistics for Student Life events; assists RSO leaders and advisors*

Tiffany Lane Program Coordinator, Rec Sports [tiffany.n.lane@lonestar.edu](mailto:tiffany.n.lane@lonestar.edu) CASE 102D

*coordinates recreational sports and student wellness programs; advises club sport teams*

**GENERAL INFORMATION**

Lone Star College-CyFair

When referring to Lone Star College-CyFair in this document, we are inclusive of the centers currently associated with LSC-CyFair: Fairbanks Center and Cypress Center.

LSC Policy for RSOs

The LSC policy for RSOs can be found at <http://www.lonestar.edu/student-welfare-rights.htm>.

What is an RSO?

RSO stands for Registered Student Organization. RSOs are recognized at Lone Star College as a means for students with similar interests to join together to share their time and talents with one another. Being involved in an RSO as a member, officer, or advisor is an excellent way to connect with others outside of the classroom. You may want to know what you can get out of your involvement in an RSO. The short answer is that you get out of it what you put into it. Through active involvement, you can learn a great deal about yourself and others around you.

Web Pages

Student Life maintains the RSO web page with all RSO names, brief descriptions, and advisors. Each RSO listing will include a link to the group’s constitution and advisor email(s). This web page is located at <http://www.lonestar.edu/clubs-cyfair.htm>. Student Life has also created an RSO Forms & Information page on our website. You will be able to find nearly any form you need in one convenient location. This web page is located at <http://www.lonestar.edu/forms.htm>.

Constitutions

Your RSO constitution is the organization’s guiding document. Make sure you follow it! Over time, you will likely find that certain topics may not have been included with your constitution and you will need to amend your constitution. When that time comes, you’ll need to follow the amendment process laid out in your current constitution. RSO constitutional amendments require approval from the RSO advisor(s) and the Director of Student Life before any amendments become official. Each organization’s constitution is posted on the RSO web page.

Officers

Each RSO is obligated to elect/select/appoint officers using the process laid out in their constitution. LSC policy also refers to officers as “Student Organization Representatives.” Any RSO that does not identify at least one officer for a period longer than 7 calendar days automatically ceases to be an RSO. Officers need to be currently enrolled at Lone Star College-CyFair. You will need to get the email addresses and student ID numbers from your officers, as they will be required for the RSO Annual Registration Form. Officers must be in good academic standing, meaning that they need to have a minimum cumulative GPA of at least 2.0, which needs to be maintained throughout the term of office. Due to limited staffing, Student Life does not verify eligibility, unless specifically asked by an RSO to do so. Advisors may request officers to submit their grade records for verification purposes.

Advisors

Per LSC policy, a “Student Organization Advisor means a person who (1) serves in an advisory capacity to a student organization and its members, (2) has aged at least 21 years, (3) is not a student at the College, and (4) is the College’s full-time employee or a part-time employee expressly authorized by a college president to serve in the appointed, volunteer capacity.” RSO Advisors are instrumental in assisting student leaders in navigating LSC processes and guiding the RSO toward success. RSO Advisors must be selected or appointed following the process in each RSO’s constitution. Advisors should be well aware of the business, activities, and actions of the RSO. An Advisor must be present for all RSO meetings and events not hosted in CASE. Whenever corresponding with Student Life through email, RSO leaders should CC their Advisor(s). Each RSO is required to have at least one Advisor. If an RSO is not able to secure an advisor, one will be appointed by the Office of Student Life through the RSO Group Advisor Program. RSO Advisors sign an advisor agreement annually, and must understand that advising an RSO is done voluntarily, and is not compensable. Part time employees (including adjunct faculty) must get approval from the LSC-CyFair President to serve as an RSO Advisor.

Resources

RSOs have access to a variety of resources through Student Life. In the Student Life office (CASE 102), there are computers that can be used by RSO officer (for RSO business only). There are locked cabinets on the second floor of CASE for RSOs to store their supplies. The following items may not be stored in these lockers: perishable items, alcohol, weapons, and personal belongings. Items in locked cabinets are subject to inspection. Student Life also has a kitchenette/pantry area where RSOs may access the following:

* Commercial sink for preparing for/cleaning up from events
* Coolers (when used, they must be returned cleaned and dried out so that they don’t develop mold/mildew.)
* Plates/cups/napkins/utensils/paper towels (these items should not be purchased by RSOs and stored individually, as that takes up too much space)
* Popcorn machine
* Refrigerators/Freezers

These resources are available unless otherwise needed for Student Life departmental events for the student body.

Training

Student Life provides annual training for RSO leaders and advisors. Advisor training/meetings are held the week prior to the start of fall semester and spring semester classes. Every fall an RSO Workshop is held to get student leaders trained on risk management and navigating college processes. More detailed information about Risk Management Training can be found on page 7.

Student Excellence Awards Banquet

Every April Student Life hosts a special event to recognize and celebrate student achievements both in and outside of class. Many RSOs choose to participate by selecting their top leaders to recognize at the banquet. Nomination forms are sent out by Student Life in January/February, and advisors are encouraged to nominate students. They frequently work with the officers to select award recipients, but they are not required to do so. Student Life also presents the grade cup for the previous 2 semesters, as well as selected special RSO awards. We hope that your RSO will be involved in the banquet!

**BUDGETS**

Budgets for New RSOs

Newly recognized RSOs are initially granted $500 if recognized in the fall semester or $250 if recognized in the spring semester, to be spent by the annual RSO purchasing deadline (May 15). When first recognized, no account has yet been created, so officers and/or advisors will need to work with the Assistant II, Student Life for any expenditures until the account has been created. Initial funds will be transferred to the RSO’s Fund 14 account once the account has been set up.

Funds Granted from the SAF

Each year, currently active RSOs have an opportunity to apply for Student Activity Fee (SAF) funds so that they will have budgets for the upcoming fiscal year (9/1-8/31). The window for submitting applications is March 15-April 15. Late submissions will not be requested. In order to qualify for funding, the RSO must have completed the following in the current academic year:

•  [RSO Annual Registration Form](https://lsc-cyfair-centerforstudentlife.formstack.com/forms/rso_annual_registration)

•  [RSO Advisor Agreement Form](https://lsc-cyfair-centerforstudentlife.formstack.com/forms/advisor_agreement)

•  [RSO Membership Roster](https://lsc-cyfair-centerforstudentlife.formstack.com/forms/roster_form) for fall and/or spring, with at least 2 active student members

•  RSO Risk Management requirements (see below, under Requirements for Registered Student Organizations)

These forms can be found on the RSO Forms & Information page (<http://www.lonestar.edu/forms.htm)>.

The maximum amount awarded through this process for FY19 is $2,500. This maximum amount will be reviewed annually by the SFAC, and the SFAC may recommend that this amount be adjusted for the next fiscal year. The maximum amount will be listed on the annual application for funds. The Student Fee Advisory Committee (SFAC) reviews requests (submitted by the deadline) to ensure that all itemized expenses requested by the RSO are allowable, per LSC policies and procedures. Any non-allowable expenses will be deleted from the request. Once non-allowable expenses are removed, requests will be approved for the amount requested, up to the maximum amount. RSOs may appeal a denial or partial denial of funds by requesting a hearing through the process found in the [Non-Academic Misconduct Procedures (Section 8)](http://www.lonestar.edu/departments/generalcounsel/Section%20VI.G.%20Student%20Discipline%20Procedures_Amended_12.9.16.pdf). Using this procedure does not imply that fund denial is non-academic misconduct; rather, the hearing process ensures that an RSO receives all protections available against arbitrary denials. No budgets funded by the SAF, including RSO budgets, are officially approved until the overall SAF budget has been approved by the college president and the LSC Board of Trustees.

All SAF funds granted to an RSO are posted to the RSO’s fund 14- account, and are available on September 1 (as long as the RSO has submitted the RSO Annual Registration Form and RSO Advisor Form). Fund 14- accounts do not roll over from year to year, and must be spent prior to May 15 each year. After that date, Student Life will pull all funds back to be spent on other Student Life expenses (e.g. Welcome Back events, summer student initiatives, promotional items, etc.). A few RSOs need funds reserved past that date for specific expenses. In these instances, an RSO may submit an [RSO Expenditure Deadline Extension Form](https://lsc-cyfair-centerforstudentlife.formstack.com/forms/rso_expenditure_deadline_extension) by May 15. Extensions will only be approved for specific, itemized expenses.

RSO funds from the SAF can be used only for RSO expenses, and all LSC purchasing guidelines and policies must be followed. RSO budgets are NOT to be used to offset departmental expenses, but rather are intended for student organizational use. Funds are not transferable from one RSO to another. To review an RSO budget balance and account activity, contact the Assistant II, Student Life. Allow at least one business day for the Assistant II to email you the information. If you have questions about your budget printout, Student Life can assist you.

Funds may be used for the following expenses:

• On- and off-campus event expenses. This includes contracted services including rentals, performers, speakers, as well as food and non-alcoholic beverages, advertisements, and other event-related expenses.

•  Student Travel. This includes conference fees, airfare, lodging, meals, and other travel-related expenses including mileage reimbursements.

•  Organizational Fees. These are fees paid to outside organizations (e.g. dues).

•  Promotional Items needed to support recruitment and marketing efforts.

•  Supplies that support the organization and its mission.

Funds may NOT be used for the following:

• Purchasing alcohol, tobacco, or drugs.

• Lending, scholarships, or monetary gifts or awards.

• Using funds for the benefit of an elected official or a candidate for public office.

• Philanthropic endeavors.

• Any activity or item prohibited by law or LSC policy.

RSOs are encouraged to carefully plan for and track expenditures to maximize the dollars granted from the SAF. Remember that this money is essentially a grant from the student body for your RSO to utilize to the best of your ability. As stewards of SAF funds, it is imperative that we maintain the confidence of the student body that supports our endeavors.

Fund 50- Accounts

RSOs funds collected through dues, sales, and fundraisers are held in fund 50- accounts. This type of account does roll over from year to year. RSOs may use revenues from fund 50- accounts for student scholarships or to make donations to other entities, including non-profit organizations. They may not be used to cover expenses for any department. Fund 14- money cannot be used for fundraiser expenses, where funds will be deposited into the Fund 50- account.

Fundraising

Due to sales tax code, RSOs are allowed to do only 1-2 sales per academic year, and each sale must be conducted within a 24-hour period. Money from fundraisers may be used for RSO expenses, scholarships, or donations to charitable organizations. Prior to conducting a fundraiser, the RSO must submit a [Pre-Event Management Form](https://lsc-cyfair-centerforstudentlife.formstack.com/forms/pre_event_management_form) at least 14 days in advance and receive approval from Student Life. When clubs conduct approved fundraisers, they need to be cautious with the funds they collect. When handling money, it is critical that proper procedures are taken to protect the funds and the people handling them. LSC does not authorize RSOs to use devices to capture credit/debit card information (purchases must be made by cash, or check payable to Lone Star College). Upon completion of the fundraiser, the RSO should bring money to Student Life so that it can be locked in the safe until it is deposited into the RSO Fund 50- account. Any expenses associated with the fundraiser must be paid from the same Fund 50- account or out-of-pocket. Whatever the use of the funds raised, it is critical that RSOs be honest and upfront with those contributing to their fundraising efforts. Funds must be used as promised, and good stewardship is a must!

Reserve Fund Grants (for Student Travel)

RSOs occasionally need extra funds above and beyond the $2,500 granted from the SAF. Limited funds ($10,000 for fall semester and $10,000 for spring semester) have been set aside for RSOs to request additional funds to support student travel for professional development and leadership training opportunities. Reserve Fund Grants will not be used for social, recreational, or entertainment related travel. To qualify for a Reserve Fund Grant, an RSO must have: (1) submitted proper funding request paperwork and have been granted the maximum funding for the current year; and (2) completed, for the current academic year, the RSO Annual Registration Form, RSO Advisor Agreement Form, RSO Membership Roster Form, and RSO Risk Management Completion Form. The maximum amount that can be granted per person is $500, and the maximum total amount for a grant is $2,500. The grant will pay for only one advisor to travel with the group. No RSO will receive more than one Reserve Fund Grant in a fiscal year. Club sport teams are not eligible to receive Reserve Fund Grants. RSOs receiving Reserve Fund Grants will “front” the money from their RSO account(s), and will be responsible for submitting receipts for all of the travel expenses to Student Life, which will then transfer the funds to the RSO’s fund 14-account as a reimbursement. The fall window for applying for Reserve Fund Grants is October 15-October 31. The spring window is January 15-January 31. Student Life will review all applications received within the application window to ensure that requirements are met. Once verified, funds will be granted via lottery, until all funds are distributed. If any funds remain after fall Reserve Funds are distributed, the balance will be shifted to spring requests. If any funds remain after spring grants are distributed, the funds will revert to the Student Life core budget. Click [here](https://lsc-cyfair-centerforstudentlife.formstack.com/forms/reserve_fund_grant_form) to link to the form.

Dormant RSOs

If an RSO goes dormant for 2 years, their accounts are closed, and any remaining Fund 50- money is pulled back to Student Life. If an RSO re-groups before that 2-year deadline, they will have access to the balance left in the Fund 50- account (not their Fund 14- account). They will not be allocated another $500 start-up funds.

**REQUIREMENTS FOR RSOs RECEIVING SAF FUNDS**

RSO Annual Registration

RSOs are required to submit an [RSO Annual Registration Form](https://lsc-cyfair-centerforstudentlife.formstack.com/forms/rso_annual_registration) for each academic year when RSO activity resumes. The fall registration period runs from August 15 through October 15. RSOs that do not submit within the fall registration period will cease to be recognized, and must wait until the spring registration period, which runs from January 15 through March 15. RSOs that do not meet the fall deadline will have their budgets reduced by 50%. The RSO Annual Registration Form should not be submitted until the RSO has elected officers. The RSO is not officially active for the current academic year until this form is completed. If there is a change of officers mid-year, an RSO advisor or officer may re-submit this form with the updated information, or may email [dan.mitsven@lonestar.edu](mailto:dan.mitsven@lonestar.edu), noting what has changed.

Advisors

Advisors are critical to the success of RSOs. Advisors bring continuity, help students to navigate college processes, assist student leaders in decision making, and serve as advocates and champions for RSOs. Each RSO must have at least one advisor. Per LSC policy, “…advisor means a person who (1) serves in an advisory capacity to a student organization and its members, (2) has aged at least 21 years, (3) is not a student at the College, and (4) is the College’s full-time employee or a part-time employee expressly authorized by a college president to serve in the appointed, volunteer capacity (LSC Policy Manual VI.13.02(c)). If students in the RSO are not able to find an LSC-CyFair employee willing to serve as an advisor, one will be temporarily appointed through the RSO Group Advisor Program, until a permanent advisor can be found. Serving as an RSO advisor may count toward institutional service for full time faculty; for all other employees, it is a purely voluntary position. Student Life appreciates the passion and dedication shown by so many RSO advisors…it is truly a labor of love!

RSO Advisor Agreement Form

The time frame for submitting the [RSO Advisor Agreement Form](https://lsc-cyfair-centerforstudentlife.formstack.com/forms/advisor_agreement) is August 15 through October 15. The form includes an agreement to follow the college’s non-discrimination and hazing policies, and also outlines basic expectations for RSO advisors. If there is a mid-year change of advisor, this form must be submitted by the new advisor(s).

Risk Management Training

The State of Texas requires all colleges to provide annual risk management training for student organizations. Per state code and LSC policy, training consists of 3 parts:

•  Advisor Training – This is conducted every fall at advisor training sessions the week before fall classes begin. At least one advisor for each RSO must attend annually.

•  Officer Training – This is conducted every fall at the RSO Information & Risk Management Meeting, which requires the following 4 officers (or similar positions) to attend: President, Vice President, Secretary, Treasurer.

•  Member Briefing – After advisors and officers have been trained, they are required to provide briefing for members, discussing the program’s contents and where members can find the training materials. It does not need to be the full training that advisors and officers receive. Upon completion of that briefing, an officer or advisor submits the [RSO Risk Management Training Compliance Form](https://lsc-cyfair-centerforstudentlife.formstack.com/forms/lsc_cyfair_rso_risk_management_compliance_form).

Remember that you can find the PowerPoint used for the risk management training on the [RSO Forms & Resources](http://www.lonestar.edu/forms.htm) web page. All parts of Risk Management Training must be completed by October 31. Late submission of the Risk Management Completion Form will result in the RSO Fund 14- account being frozen until completed. RSOs that register in the spring registration period must complete this requirement no later than March 31, or budgets will be frozen until completed.

RSO Membership Roster Form

The [RSO Membership Roster Form](https://lsc-cyfair-centerforstudentlife.formstack.com/forms/roster_form) is due October 15 for the fall semester and March 15 for the spring semester. The form will become active by September 15 for fall and February 15 for spring. Late submission of the form will result in the RSO Fund 14- account being frozen until the form is completed. In order to complete the form, it is important that someone within your RSO track membership. You will need to know your active members, with their LSC student ID numbers. Student Life is frequently asked how to determine whether or not someone should be included on the RSO roster. There is no hard-set rule, but as a guideline you can use is the rule of 5, meaning, during the semester has the individual:

• Attended 5 meetings

• Attended and participated in 5 events

• Served your RSO for 5 or more hours

The RSO Membership Roster Form is important for Student Life to track student engagement in activities at the college. We also use this information to calculate average GPAs for the annual Grade Cup, which is presented at the Student Excellence Banquet every April to RSOs with an average GPA of 3.0 or greater.

Club Council/General Assembly Meetings

RSOs are expected to attend the Club Council/General Assembly meetings, which are hosted by the Student Government Association (SGA). Failure to attend a meeting will result in a $50 reduction of funds. There is one meeting per month, in September, October, November, February, March, and April. Meetings dates, times, and locations are listed on the SGA web page at <http://www.lonestar.edu/student-government.htm>. SGA officers will conduct an RSO roll call at the beginning and end of each meeting. A representative must be present at both roll call in and roll call out to be counted as fully present. A student may represent up to 2 RSOs at a Club Council/General Assembly meeting, but that individual will only carry one vote. RSO advisors may occasionally attend, but not as a student representative. Advisors should remember that SGA/Club Council is a student-led organization, so employees should keep their input to a minimum. SGA and Club Council/General Assembly meeting minutes are posted on the SGA website. Scroll over the meeting dates on the SGA web page to see links to minutes for past meetings.

Club Rush

Ongoing recruitment of new members is critical to all RSOs. Student Life assists in this process by hosting Club Rush at the beginning of every fall and spring semester, for 2 days each semester. RSOs are required to attend. RSOs that do not participate in Club Rush will have $50/day deducted from their fund 14 account. Student leaders should consider the best way to recruit new students by making their RSO exciting and interesting for other students. Sitting behind a table waiting for other students to approach you is not a good way to recruit. Get up and talk to people, and consider creating a fun and interactive activity at your table! A representative from the RSO must check out the RSO tablecloth and any other requested equipment from the Student Life office (SC 202) and return it each day of Club Rush.

**PURCHASING PROCESSES**

Purchasing

Purchasing items for RSOs can be a challenge. Advisors - If purchasing is not a regular part of your job at the college, you should consult with Student Life prior to making any purchases. There are special requirements and/or procedures for some typical RSO expenditures, including: food purchases, promotional items, travel-related expenses, printing, and other purchasing types. After-the-fact is not the time to contact Student Life for assistance, as it is often too late. RSOs may submit an [RSO Purchasing Request Form](https://lsc-cyfair-centerforstudentlife.formstack.com/forms/purchasing_request_guidelines) for certain purchases. Please note that the RSO Purchasing Request Form must be submitted at least 10 business days in advance.

Tax Exemption

As a non-profit organization, LSC is exempt from paying Texas state sales tax. Every effort must be made to ensure that Texas state sales taxes are not paid when making purchases for RSOs (and departments). LSC tax exemption may only be used for LSC purchases. Any use of the tax exemption for personal use or for another organization or individual is a violation of the law, and would be dealt with seriously. The tax exemption form can be found at <http://www.lonestar.edu/departments/studentactivities/TX_Sales_and_Use_Tax_Exempt_Certificate_5.23.11.pdf> . When paying for hotel rooms in the state of Texas, you will need to use the hotel tax exemption form

P-Card/T&E Card

Some RSO advisors choose to keep a P-card or T&E card for group expenses. Please see Student Life if you are interested in doing this. Cards can be used for both club and departmental/travel expenses (when approved by the cardholder’s supervisor). LSC strongly prefers that advisors utilize a college P-card or T&E card if they make more than 2-3 purchases per semester. If your RSO advisor does not have a P-card or T&E card, Student Life may be able to make your purchase, if items can be ordered online or paid over the phone. Student Life staff will not travel off college grounds to make purchases on behalf of RSOs.

Reimbursement for Out-of-Pocket Expenses

Whenever possible, an LSC P-Card or T&E Card should be used by a college employee to make purchases. However, given the nature of RSOs, we realize that this is not always possible or practical. Student leaders who make out-of-pocket purchases will need to bring their receipt(s) to Student Life Assistant II, who will process it for reimbursement. Every effort should be made by the student to secure tax exemption when making the purchase, as tax will not be reimbursed. Be mindful that if purchasing processes are not followed, reimbursement may not be possible (e.g. if you purchase an office supply at a store other than Staples, you may not be reimbursed, as it does not comply with purchasing processes).

Gift Card Purchases

Purchasing gift cards is not generally recommended, but if the occasion arises where purchasing gift cards is appropriate, the RSO must follow established Gift Card Purchase Guidelines. The RSO Advisor can find this process in the Employee Intranet under “Forms and Other Resources.” After-the-fact approvals for gift card purchases will not be approved, and the advisor would be responsible for repayment of the funds to the college account. No gift cards may be given to Lone Star College employees.

Promotional Items

LSC uses an approved vendor list for all promotional items purchasing (t-shirts, pens, trophies, or anything that has the college name and/or log imprinted). RSOs should meet with Student Life to coordinate purchases of promotional items, unless their advisor regularly makes similar purchases. RSOs also have the option to complete the [RSO Purchasing Request Form](https://lsc-cyfair-centerforstudentlife.formstack.com/forms/purchasing_request_guidelines). Student Life does not have personnel to create designs/artwork for promotional items. If an RSO does not happen to have a graphic artist in their midst, they will have to pay artwork fees when ordering promotional items. Due to copyright infringement and graphics quality, it is not acceptable to download images from the internet for use in promotional items designs. This work is best left to professionals.

Office Supplies

All office supplies must be purchased through our approved vendor, Staples Advantage. To place orders online, submit the [RSO Purchasing Request Form](https://lsc-cyfair-centerforstudentlife.formstack.com/forms/purchasing_request_guidelines). If you choose to purchase from a Staples store, be sure to use the tax exemption form, as that will not be reimbursed (or if paid by Pcard, the employee is responsible for paying it back).

Books

Purchases of books (all books…not just textbooks) must go through Follett until September 26, and then Barnes & Noble starting on October 8. If they cannot obtain the book, they will let you know and you can purchase it elsewhere. Documentation (email from the bookstore) must be attached to the purchase.

Technology Purchases

Technology purchases must be made through the Office of Technology Services (OTS). This includes everything from computers, to iPad covers, to software. An advisor can submit a ticket through OTS to make technology purchases.

Printing

Most printing for RSOs is done at the printshop on campus. RSO leaders and/or advisors can fill out a [Print Request Form](https://lsc-cyfair-centerforstudentlife.formstack.com/forms/print_request) for printshop jobs or jobs that will be sent off-site to print. For smaller jobs printing black/white copies, RSOs may print in the Office of Student Life (SC 202). The Student Life staff can log them in so that copies are charged to the RSO account.

Contracts

Whenever speakers, contractors, or other vendors are brought to campus for an event and they are being paid, a contract is required. In certain circumstances, it is advisable to get a contract even when the speaker/contractor is not going to be paid (e.g. you expect a large turnout for an event, and the speaker is the focus of the event). RSOs are encouraged to work through Student Life to navigate the process of getting a contract created and executed using the process established by the LSC Office of General Counsel (OGC). An RSO may not bind the college to any agreement on its own. If Student Life is not involved in the contracting process, an RSO may not utilize an OGC contract and the RSO advisor is responsible for execution of the contract. When working through Student Life using OGC contracts, all paperwork will need to be completed and signed weeks in advance. If the speaker/vendor is not already set up in the system, it will take some time to get them ready for payment. Please visit with Student Life personnel for assistance with this process. For further guidelines on bringing speakers to campus, please see section on page 12.

**FOOD**

Prepared Food

When buying prepared food for meetings and events, purchases must generally be made from the approved restaurant vendor list. Exceptions can be made if the vendors on the list do not offer the food you wish to purchase (e.g. if ASA wants to purchase African foods, they may need to go off the list). If the RSO advisor has a P-card or T&E card, s/he may order the food and pay for it. If not, the RSO will need to submit the [RSO Catering Request Form](https://lsc-cyfair-centerforstudentlife.formstack.com/forms/catering_request) at least 10 business days in advance.

Non-Prepared Food

Occasionally, RSOs will host events where they purchase ingredients to make food for events. It is acceptable to do this, but be cautious about what you’re purchasing and make sure that you are using safe and clean practices when handling food.

Potlucks

RSOs are allowed to host potlucks on or off campus, but should do so cautiously. When you host a potluck, you have no control over how food is prepared or handled. Sometimes food needs to remain hot or cold, and the participants may not have a safe place to keep the food for your event. You wouldn’t want a situation where one of your guests gets food poisoning after your event because of poor food handling. If your RSO chooses to host a potluck, it is strongly recommended that you remind participants to handle food carefully and safely to prevent illness. If refrigeration is needed, Student Life MAY have space available, but this is dependent on departmental needs/availability.

Dining at Local Restaurants

Occasionally RSOs will go to off-campus restaurants for a meal. When this happens, we are obligated to choose one of the restaurants on the approved restaurant vendor list. This list can be found on the [RSO Forms & Resources](http://www.lonestar.edu/forms.htm) page. Exceptions can be made if there is not a restaurant on our approved vendor list that can reasonably provide the food needed for your event. Advance permission is required prior to purchasing meals from a vendor not on our list, so please plan ahead.

Meals & Tipping

LSC does not allow per diem. Employees and student leaders purchasing on behalf of the college are expected to be reasonable in purchasing meals at restaurants. The website linked [HERE](https://www.gsa.gov/travel/plan-book/per-diem-rates/fy2018-mie-breakdown) can be used as a guide. Please follow the following guidelines for tipping. No tipping required for on-campus catering.

Restaurant Dining - 15-18% of overall bill Pick up - No Tip

Food Delivery - $10-20

Catering Service - 10-15% of bill, max. $100 (catering employees deliver and set up service, clean up after)

Full Service Event Catering - 15-20% (catering employees dress/set tables, serve food/drinks, clean up)

**TRAVEL**

Student Travel

Traveling with students can be complicated. Whenever you plan to leave campus with your student group you should check with Student Life to see if any paperwork will need to be completed. Generally speaking, you will NOT need travel paperwork when:

• Travel is less than 25 miles from the RSOs home location

• Travel is not required

• No college funds are being spent

• No transportation is being provided by the college

Most other travel will require travel paperwork, so be prepared and start planning weeks in advance. The first step of the process is to submit an [RSO Pre-Event Management Form](https://lsc-cyfair-centerforstudentlife.formstack.com/forms/pre_event_management_form) so that Student Life can determine whether or not travel paperwork will be required. All student travel must be approved by the Vice President for Enrollment Management, and may also need authorization from the Vice President for Administration (when college is arranging for transportation). No funds should be spent or committed for the travel until the travel has been authorized by the appropriate vice president(s). The [RSO Forms & Resources](http://www.lonestar.edu/forms.htm) web page has links to necessary travel forms. Please visit with Student Life personnel for assistance.

Hotels

If your travel includes a stay at a hotel in Texas, you should first call the hotel to find out if there are any rooms available at the state employee rate (for advisor rooms). These rates are frequently lower than conference rates. LSC is also tax exempt for state hotel taxes, so you will need to take a Texas hotel tax form with you when traveling. Advisors can find this form on the Employee Intranet, or can get one from Student Life. Allowable charges to the hotel bill include the cost of the room, local taxes, parking, telephone, meals, and hotel business services (fax/copying/internet). Expenses that are not reimbursable include fitness, spa or treatment fees, room service, sundry purchases from hotel gift shop, and movies or other forms of entertainment.

Using LSC-CyFair Vans

LSC-CyFair has 3 vans that can be reserved for RSOs. Vans are administered through the Facilities Department. Requests begin with completion of the [Request to Use College Vehicle](http://www.lonestar.edu/departments/studentactivities/Request_to_Use_College_Vehicle_Rev_10_5_16_Ready_to_Fill.pdf) form. For details on using college vans, read the Motor Pool Policy, which has a link on the [RSO Forms & Resources](http://www.lonestar.edu/forms.htm) web page.

Car/Van/Bus Rentals

College employees can drive rental vehicles on behalf of the college, but need to be authorized by the college to drive within the past 6 months. This process includes a check of your driving record, so it is important to plan ahead. If the advisor is driving students, the driving record check must have been completed within the past 6 months. Only college employees (no including student workers) are authorized to drive rental vehicles, with a maximum of 12 passengers. LSC does not allow rental or usage of 15-passenger vans, regardless of how many passengers are riding. When a car, van, or charter bus is required for an event, approval must be granted by the Vice President of Administration. Student Life can assist with managing bus reservations.

Airfare

If your RSO is flying to an event, approval must be granted by the Vice President of Administration. Advisors may not book airfare on behalf of the college. This must be done through the Director of Student Life. “Early Bird” or “Priority Boarding” options are personal expenses. No airfare may be booked before the Authorization of Student Sponsored Travel has been signed by all parties.

**EVENT MANAGEMENT**

Events

Most RSOs have a number of events scheduled during the academic year. It is important that Student Life be aware of the RSO events that are happening. RSOs are required to complete an [RSO Pre-Event Management Form](https://lsc-cyfair-centerforstudentlife.formstack.com/forms/pre_event_management_form) at least 10 business days in advance for each event to be held, whether the event is on or off campus. The RSO must also submit an [RSO Post-Event Management Form](https://lsc-cyfair-centerforstudentlife.formstack.com/forms/rso_post_event_management_form) within 10 days of completing the event. This does not include meetings. Proper planning is necessary when coordinating events. Last-minute events are a bad idea and a sign of poor planning on the group’s part. You’ll find that planning events on campus requires jumping through a number of hoops, so planning should start weeks, if not months, in advance. The individual submitting the form, as well as the advisor(s) will be notified if there are any questions or comments about the event. RSOs are encouraged to hold a retreat or planning meeting early in the academic year to plan out events for the year and submit paperwork as early as possible.

Tracking Attendance

RSOs are encouraged to track attendance using student IDs, and Student Life can help in this process. To do this, the RSO will need to utilize an iPad or iPhone and handheld scanners. This allows us to scan and record the barcode of each participant. You’ll want to make sure to collect only the 7-digit code, which is the student ID number (the longer one is a library code). Upon completion of the event, you may email the list of student IDs to [dan.mitsven@lonestar.edu](mailto:dan.mitsven@lonestar.edu). In the body of the message, include the following information:

* Name of the Organization
* Name of the Event
* Date of the Event
* Start & End Times of the Event
* Location of the Event
* Email address of the person to send results

If you use this process at Club Rush, you can scan IDs to create a contact list of students interested in your organization. You can also use it to track attendance at events and/or meetings, or to create contact lists of those who attended. It takes 24-28 hours to generate a contact list after the information has been received by Student Life. Please visit with Dan Mitsven in Student Life for more information or a demonstration.

Speakers (paid & unpaid)

RSOs frequently invite guest speakers for meetings and events. Any time a speaker is invited to campus, even for an RSO meeting, the RSO must submit an [RSO Pre-Event Management Form](https://lsc-cyfair-centerforstudentlife.formstack.com/forms/pre_event_management_form) at least 10 business days prior to the event. An RSO may not obligate the college to pay any speaker expense independently. If there is a paid speaker, it is recommended that RSO leadership work with Student Life personnel to set up an official OGC contract and set up the vendor (speaker) for payment. The RSO is responsible for the speaker and the content of their message. If the RSO does not work through Student Life when arranging for a speaker the RSO is not authorized to utilize an OGC contract and the college will not guarantee payment to the speaker. An unpaid speaker would be considered a volunteer on campus, which may require completion of a background check. The RSO Advisor initiates that process through the Office of Human Resources. Sometimes RSOs will give the speaker a gift for their services. The RSO is responsible for documenting any purchase and distribution of gifts for a speaker. If a gift card is purchased, the RSO must follow the established guidelines for gift card purchases. Any time a guest speaker is scheduled to come to campus for an RSO event, the RSO is required to notify the President’s Office of the proposed speaking engagement. To properly notify the President’s Office, the Advisor must email [Laura.J.Carrion@LoneStar.edu](mailto:Laura.J.Carrion@LoneStar.edu) with the following information:

* + Sponsoring RSO
  + Advisor(s) for the RSO
  + Date, time, and location of the event
  + Full name of the speaker
  + Agency/company/organization the speaker represents
  + Topic the speaker will be discussing

If you have any questions about this process, please visit with the Center for Student Life staff.

Publicity

RSOs frequently publicize their events on campus. LSC-CyFair does not allow posting of any RSO information on bulletin boards without approval from Student Life. Publicity must include the name of the sponsoring organization and the name of the college, and must comply with the LSC styleguide. LSC logos may not be manipulated in any way, other than resized (proportionally). Publicity may only be placed on bulletin boards throughout campus, not on walls or windows. Please do not post on bulletin boards which have been designated for specific programs. If more than one copy of a flier is placed on a bulletin board, they must be stacked, not spread out, so that there is room for other groups to publicize. Do not cover another group’s publicity when posting yours.

Tablecloths

Each RSO has a tablecloth to use for events such as Club Rush, fundraisers, Open House, or other group events. Student Life purchases a tablecloth for the RSO after the 1-year probationary period has passed. Tablecloths are kept in the Student Life storage room, except for groups at centers/off-site locations. RSO officers or advisors may check out the tablecloths from Student Life for events. If an RSO Pre-Event Management Form hasn’t been submitted, it will generally be assumed that there is no need for the tablecloth. These tablecloths are expensive ($200-225 each), so it is important to take care of them. When needed, Student Life will take tablecloths to the cleaners, with the expense being charged to the RSO budget. Use good sense, and cover the cloth with plastic (or don’t use it at all) for messier events where it could be damaged/stained (e.g. sno cone machine). If Student Life determines that an RSOs tablecloth needs to be replaced, the cost will be charged to the RSO budget.

Room Reservations

For RSO events, there is often a need to reserve locations and prepare for set-ups. It is the responsibility of the RSO Advisor to reserve rooms. Rooms can be reserved through the [R25 Room Scheduler](http://r25/webcalendar/weekview.asp?mm=7&yy=2014&dd=10&loc=nhc&f=0). An exception to this guideline may occur when an RSO is requesting a room/space in the Student Life Center (CASE). When submitting an RSO Pre-Event Management Form, the requestor may ask Student Life to reserve Student Life Center space.

Use of College Facilities

When utilizing college facilities, it is the responsibility of the RSO to treat the facilities and furnishings with respect. Furniture should not be moved without permission. If permission is granted, it must be moved back to its original position. Trash must be collected prior to vacating the room, and the room should be restored to the condition it was in when the RSO entered the space. No items should be taped to painted walls unless permission has been received from Student Life. Staples, tacks, and nails should NEVER be used to post signage or decorations on walls or any other surfaces. When an RSO utilizes a meeting or event space outside of CASE, an advisor must be present. If an RSO is co-sponsoring an event with an external organization, it must be reported on a Pre-Event Management Form. No fee will be charged for utilizing campus facilities, when the event is hosted by an RSO. The RSO Advisor assumes responsibility for the external group being invited to campus. LSC-CyFair is not a 24-7 operation. Generally speaking, college facilities may only be reserved by an RSO during normal operating hours of the college (when classes are in session). Most times, events proposed to occur outside of normal operating hours or over holidays will not be approved. Exceptions require the approval of the Vice President of Administrative Services. If an event were to be approved outside of normal hours, the RSO Advisor must notify the campus police department in advance, and must be present at all times from the beginning of the event until the last person leaves.

Student Life Equipment

Student Life has equipment that can be used by RSOs to support their events. Equipment can be requested within the [RSO Pre-Event Management Form](https://lsc-cyfair-centerforstudentlife.formstack.com/forms/pre_event_management_form). The following equipment is available:

Pop-Up Tents (10’ x 10’)

Large P.A.

Portable Wireless Speakers (produce a good sound)

Popcorn Machine

Coolers

Coffee Maker

Slushie Machines (2)

Prize Wheel

Megaphone

Camera

Walkie Talkies

Tablecloths

Tables/chairs

Equipment must be picked up from Student Life by the RSO, set up and secured by the RSO, and returned to Student Life by the RSO after the event in the same condition. Damaged equipment or items needing cleaning will be charged to the RSO account. The Director of Student Life reserves the right to review the event and determine if equipment requested is truly needed for the event. For example, if an RSO requests a small PA for a tabling event, the manager may only approve the small wireless speaker.

College Equipment/Set-Up Requests

When set-ups are needed (tables, chairs, tablecloths, podium, pipe & drape, stage, etc.), they must be listed on an RSO Pre-Event Management Form. An RSO cannot reserve equipment until an event has been approved. Once approved by the Director of Student Life, Student Life will submit requests for equipment, so it’s important that RSO Pre-Event Management Forms be accurate and thorough. If a work request is needed for a meeting (non-event), the RSO advisor may submit a work request, which can be found at <http://clvmwisd1/>. Advisors may also submit audio/visual requests through an OTS request in MyLoneStar (under Request Services, there is a link for Audio/Visual Services).

Movies & Copyright Law

It is illegal to show most movies on campus without receiving permission from the copyright owner or paying for public performance rights. It does not matter if an advisor or RSO member owns the movie. Pre-home release movies can be reserved through Student Life, but generally cost $800-1200 for public performance rights for a day.

Risk Management

Risk management should not be an afterthought in your event planning. Whenever your RSO is planning an event, you should develop a plan to avoid or minimize your group’s exposure to risks. Remember the types of risk to consider:

• Physical – can include things such as food poisoning, injuries that may result from physical activities,

injuries that may result from travel related accidents

• Reputation – those things that may result in negative publicity for your organization, LSC, your advisor,

and/or a venue where you are holding an event

• Emotional – those things that can cause a participant at your event to feel alienated or negatively impact

the feelings of a member or members of the LSC community

• Financial – those things that can negatively impact the fiscal stability of your organization and/or any

organizations financially supporting your event

• Facilities – those things which may cause property damage, prevent your event from being held (bad

weather, not enough space for the number of participants, lack of equipment or materials needed for the

event, etc)

Consideration of risks when planning events has been built into the RSO Event Registration Form, and should be taken seriously when planning events. Student Life suggests that each RSO develop and adopt a risk management plan for their organization.

Last updated 08/28/18