Club Advisor Handbook

Website: www.lonestar.edu/clubs-kingwood

Revised 8/7/2014
The Office of Student Life

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Dear Advisor,

Thank you for saying “yes” to serve as a Club Advisor! The Office of Student Life has put this handbook together to be a reference for you as things come up. Keep it, write on it, take it with you to club meetings and Advisor Luncheons, and pass it on when you pass the torch someday. As revisions need to be made, you will be notified of updates and can advise your organization with little stress and lots of good times!

All Registered Student Organizations (RSOs) are required to have an Advisor who is of Lone Star College-Kingwood 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.

Whether you are Faculty, Support Staff, a Director, or even Administration, your commitment to advising means you’re making a difference in Student Life at Lone Star College-Kingwood! So get your howl on!!

Best of luck,

Office of Student Life
Lone Star College-Kingwood
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Introduction

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 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 (this is not a requirement, but it helps you to stay connected)
4. Consistently meeting 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.

Typical Advisor Responsibilities:
- 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, Student Life Conference, Club Rush).
- 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). This usually happens each April.
- 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 including the Student Code of Conduct. They must be enrolled at LSC-Kingwood to benefit from club monies. Club officers are encouraged by the OSL to attend the Student Life Conference each September to receive training on basic information they will need to know for the upcoming semester. For more information on this conference, see *Events* or contact the OSL.

**Role of the Office of Student Life (OSL)**
The Office of Student Life assists with the creation and development 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 OSL 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 OSL is not responsible for making travel arrangements, reservations, designing publicity for club events, or completing facilities requests. However, the OSL 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 Advisor is responsible for making sure that these matters are taken care of.

[www.lonestar.edu/student-responsibilities.htm](http://www.lonestar.edu/student-responsibilities.htm)
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.
Club & Organization Registration Form: http://www.lonestar.edu/departments/studentactivities/Forms_-_Registration.pdf
New Officers/Representatives Registration: http://www.lonestar.edu/departments/studentactivities/Forms_-_Officer_registration.pdf
Student Leader Biography: http://www.lonestar.edu/departments/studentactivities/Forms_-_Officer_Bio.pdf

Meet with the OSL – To gain final RSO approval, the Advisor and several members need to meet with the Office of Student Life to discuss the club.

What are requirements for RSOs?
Submit a constitution and updated Officer Registration Form – The Clubs & Organizations 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.

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).
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 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.
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 or Student Code of Conduct;
- 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 “Any activity expected of someone joining a group that humiliates, degrades, abuses, or endangers, regardless of the person’s willingness to participate” or “Any action or situation, with or without consent of the participants, which recklessly, intentionally, or unintentionally endangers the mental, physical, academic health, or safety of a person.” (Rankin & Prelow, 2012).

What are the benefits of being an RSO?

- Use of College Resources such as:
  - Publicity services
  - Facilities
  - Designs-In-Print
  - Media services
  - 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
Club Sponsored Events

Most clubs aim to host several club-sponsored events each semester. 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.

Room Reservations
Students can reserve a classroom, but Advisor approval is usually required. To reserve a classroom or space on the LSC-Kingwood campus, please use the following website:
http://r25/kc/weekview.asp?loc=kc

Laura Codner, Administrative Assistant, VP of Administrative Services
281.312.1414; Laura.A.Codner@lonestar.edu

TMA Work Orders
Students cannot submit TMA requests per Facilities policies. Go to:
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.
   ➢ If you are hosting an event that may produce trash, please submit a separate request for extra trashcans.

Torris Badger, Supervisor, Facilities
281.312.1451; Torris.A.Badger@lonestar.edu

Lillie Faulkner, Division Operations Spec.
281.312.1694; Lillie.F.Faulkner@lonestar.edu

Richard Miertschin, Manager, HVAC/Buildings & Grounds
281.312.1512; Richard.Miertschin@lonestar.edu

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

Submit a TMA for:
- Tables or chairs
- Temperature adjustments (necessary on weekend or evening events)
- Closing airwalls in Conference Center
- Trashcans for event disposables
Club Officer Training

Club Officers and other student leaders are highly encouraged to attend the Student Life Conference each September. This one-day conference is free of charge, although advanced registration is required. This conference is organized by the Office of Student Life, and all sessions are led by students who have been involved with clubs and organizations in the past. Presenters for the conference are nominated by other students and Advisors, and the Office of Student Life may ask for presentation proposals to select the best presenters.

Popular topics may include:

- Recruiting 101
- Campus Resources
- Student Government Association: What is it?
- The Value of Networking
- Conquering the World One Committee at a Time
- Organizing Service Projects
- Organizing Campus Events

These sessions are intended to give your Club Officers the knowledge they need to effectively fulfill their role without relying on you for every single thing. Please encourage your students to register and attend. Details are available on a year-by-year basis with the OSL. Advisors are welcome to attend, as well!
Marketing Your Club

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.

OSL Website
The Lone Star College-Kingwood OSL maintains 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.

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/publicaffairs/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

Printing and Photography
Limited printing services are available to clubs in Media services in the Library. Notify Media for information on these services as well as submitting requests for photographs to be taken of club events.

Send requests all Media requests to: Kingwood.Media@lonestar.edu

Publicity Services
To utilize publicity services through College Relations, submit a request at http://www.lonestar.edu/kingwood-relations-forms.htm. This may include but it not limited to college promotional materials, press releases, television coverage, promoting events on the LSC-Kingwood website, and adding events to the LSC-Kingwood calendar.

For Press Releases & Calendar updates:
Roycelyn Bastian-Spencer, Media Relations Coordinator 281.312.1558; Roycelyn.J.Bastian-Spencer@lonestar.edu

For promotional items contact College Relations.
Bulletin Board Posting Guidelines

1. Postings are only allowed in the designated area. Do not post on windows, walls, or doors.
2. All postings must be approved by the Office of Student Life, Dean of College Relations, or Dean of Student Services (see table below for appropriate approval).
3. Use thumb tacks only. Do not use staples.
4. Postings that do not comply with all listed guidelines will be removed from the bulletin board.

**General Boards** (located in ADM, CLA, CLB, LIB, HSB, FTC & PAC – There are no boards in SCC and MUS)

<table>
<thead>
<tr>
<th>Students</th>
<th>Official</th>
<th>Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ads &amp; Notices</td>
<td>Announcements</td>
<td>Organizations &amp; Sports</td>
</tr>
<tr>
<td><em>Please date your posting. It may remain posted for 30 days.</em></td>
<td><em>Exclusively for Official LSC System announcements (i.e., New courses/programs, campus closings, policies, etc.)</em></td>
<td><em>Exclusively for postings related to Student Life events, Student Clubs &amp; Organizations, or Sports Clubs &amp; Intramurals</em></td>
</tr>
</tbody>
</table>

*Postings must be approved by the Office of Student Life (SCC 240)* | *Postings must be approved by the College Relations (ADM 102)* | *Postings must be approved by the Office of Student Life (SCC 240)*

**Board locations:**

<table>
<thead>
<tr>
<th>ADM</th>
<th>1st floor bottom of staircase</th>
<th>LIB</th>
<th>2nd floor top of staircase</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLA</td>
<td>1st floor between Cosmetology and Department of Education</td>
<td>HSB</td>
<td>1st floor outside faculty suites</td>
</tr>
<tr>
<td></td>
<td>2nd floor across from the Math Lab</td>
<td>FTC</td>
<td>2nd floor outside Geology lab</td>
</tr>
<tr>
<td>CLB</td>
<td>Between two art studio hallways</td>
<td>PAC</td>
<td>1st floor across from YMCA childcare</td>
</tr>
</tbody>
</table>

**Job Opportunities Board in PAC** (located downstairs across from YMCA childcare)

<table>
<thead>
<tr>
<th>Job Opportunities</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Exclusively for Career Opportunity postings</em></td>
</tr>
<tr>
<td><em>Posting limit is 30 days</em></td>
</tr>
</tbody>
</table>

*Postings must be approved by the Office of Student Life (SCC 240)*
RSOs can apply for a budget by submitting a Budget Proposal (see Appendix B) each April. 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 Office of Student Life 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. Always “CC” the OSL on correspondence with vendors.

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:
   (For more information on these purchases, see Appendix C.)
   - 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.
   [https://intranet.lonestar.edu/Forms/Tax/TX%20Sales%20and%20Use%20Tax%20Exempt%20Certificate%205.23.11.pdf](https://intranet.lonestar.edu/Forms/Tax/TX%20Sales%20and%20Use%20Tax%20Exempt%20Certificate%205.23.11.pdf)

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 “RFP-303 - Catering and Local Restaurant Services” 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: Lisa Hill, SCC 241, Kingwood, TX
   • The Office of Student Life will remit payment with a LSCS p-card.

More Detailed (Special Items)
1. Log in to Employee Intranet (Sharepoint)
2. “Forms” > “Purchasing” > “Contracted Vendors” > “RFP-246 - Promo Items Order Guide”
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: Lisa Hill, SCC 241, Kingwood, TX
4. Payment will be made with Lisa Hill’s p-card.

Food

Presto Foods (MINUTI Catering)
Submit your order with Presto Foods at http://tinyurl.com/clyj6kx:

If you have any questions you can email Gabriela Guzman, Catering Director, at Gabriela.Guzman@lonestar.edu or call her at (281) 765-7871. When asked to include your p-card number, (if you are not using your own p-card for payment) please type “Lisa Hill’s p-card” and Gabriela will contact her directly.

* Events must be planned and booked at least five (5) days in advance.
* Requests made 24 hours in advance or same day will only be available for PICK UP.
* All cancellations or changes to order must be made 48 hours in advance of the catered event.

Non-Presto Orders
1. Choose a food vendor from the contracted vendor list: Employee Intranet > “Forms and Other Resources” > “Administration and Finance” > “Purchasing” > “Contracted Vendors” > “RFP 303 - Catering and Local Restaurant Services”
2. 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).
3. E-mail the OSL with order information & vendor phone or e-mail.
4. *Don't forget to give Presto a bid before confirming the order with another vendor!*

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**Reimbursements**

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**Petty Cash Reimbursements (for purchases up to $75)**

**Policies**

1. Original receipts required.
2. “Requestor” must be a LSCS Employee. If the reimbursement is for a student, the Employee will need to let the Business Office know who will be picking the cash up. (Downstairs SCC)
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 OSL.
6. OSL approves and submits to Business Office.
7. Business Office e-mails 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. Questions about Expense Reports can be directed to your Division Operations Manager, Division Coordinator or the Business Office. Contact Lisa Hill if you have any questions.
**Travel packets with all necessary forms are available in the Office of Student Life.**

**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 can be accessed here: [http://www.lonestar.edu/2416.htm](http://www.lonestar.edu/2416.htm)

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

**Procedures**
1. Forward your approved Travel Authorization to the OSL if necessary. Questions about Travel Authorizations can be directed to your Division Operations Manager, Division Coordinator or the Business Office.
2. Submit Travel packet to the OSL. Items in the packet are outlined below. These forms can be found at: [http://www.lonestar.edu/risk-management-forms.htm](http://www.lonestar.edu/risk-management-forms.htm)
3. The following forms are necessary:
   - Approval of College Sponsored Student Travel
   - Trip Plan and Trip Roster combined
   - Authorization for Medical Treatment
   - Participant Release Agreement
4. 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>
<tbody>
<tr>
<td>TR1</td>
<td>Advisor</td>
<td>At least one week before trip, and after Travel Authorization has been approved by Supervisor</td>
<td>Office of Student Life (electronic copies are preferred)</td>
</tr>
<tr>
<td>TR2</td>
<td>Advisor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TR3</td>
<td>Advisor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TR4</td>
<td>Student</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TR5</td>
<td>Student</td>
<td>Sometime before the trip</td>
<td>Keep until trip is over. Then, return it to student.</td>
</tr>
<tr>
<td>TR6</td>
<td>Advisor</td>
<td>If/when an incident occurs</td>
<td>Office of Student Life</td>
</tr>
</tbody>
</table>

**Tip from the OSL!!**
To eliminate unnecessary footwork, collect signed Travel Releases (TR 4) from students who intend to travel throughout the year. Keep them on hand and make copies to fill in trip information as the trips approach.

**Did you know??**
Once submitted travel paperwork is approved in the Office of Student Life, it is sent to the Vice President of Student Success where it is then scanned into Sharepoint for general access.
# Appendix A

## RSO Registration Forms – Page 1 of 4

### Office of Student Life

**Clubs & Organizations Registration Form**

***Please complete and return to the Office of Student Life.***

### Student Activities Website Information

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

**Name of Club/Organization:**

**Brief Description:**

<table>
<thead>
<tr>
<th>Is there an external (non-LSCS) website?</th>
<th>Yes</th>
<th>No</th>
<th>If yes, what is the URL?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is there a Facebook page?</td>
<td>Yes</td>
<td>No</td>
<td>If yes, what is the URL? (if you know it)</td>
</tr>
<tr>
<td>Does membership require a fee?</td>
<td>Yes</td>
<td>No</td>
<td>If yes, how much is it?</td>
</tr>
<tr>
<td>Member requirements?</td>
<td>Invitation</td>
<td>GPA minimum</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Everyone welcome</td>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

### Primary Advisor Information

**Name:**

**Department(s):**

**E-mail (given to interested students):**

**Phone:**

**Alternate phone (optional):**

### Secondary Advisor Information (If applicable)

**Name:**

**Department(s):**

**E-mail (given to interested students):**

**Phone:**

**Alternate phone (optional):**

### Office of Student Life Use Only:

**Date received:**

**Account number:**

Revised 12/8/10

To download this form, go to [http://www.lonestar.edu/15843](http://www.lonestar.edu/15843).
Appendix A

RSO Registration Forms – Page 2 of 4

New Officers/Representatives Registration

***Please complete and return to Lsa Hill (SCC 241)***

Name of Club/Organization: ________________________________

Primary Officer/Representative Information

Name: __________________________________ Position: ___________________________
LSCS Student ID #: ____________________ Phone: ___________________________
E-Mail Address: __________________________________________

Officer/Representative Information

Name: __________________________________ Position: ___________________________
LSCS Student ID #: ____________________ Phone: ___________________________
E-Mail Address: __________________________________________

Officer/Representative Information

Name: __________________________________ Position: ___________________________
LSCS Student ID #: ____________________ Phone: ___________________________
E-Mail Address: __________________________________________

Officer/Representative Information

Name: __________________________________ Position: ___________________________
LSCS Student ID #: ____________________ Phone: ___________________________
E-Mail Address: __________________________________________

Officer/Representative Information

Name: __________________________________ Position: ___________________________
LSCS Student ID #: ____________________ Phone: ___________________________
E-Mail Address: __________________________________________

Student Life Office Use Only: Date received: ____________________________

See backside.

Revised 1/10/14

To download this form, go to http://www.lonestar.edu/15843.
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, sexual orientation, 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.

<table>
<thead>
<tr>
<th>Printed Officer/Representative Name</th>
<th>Officer/Representative Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

Revised 1/10/14

To download this form, go to http://www.lonestar.edu/15843.
Appendix A

RSO Registration Forms – Page 4 of 4

Student Leader Biography for Student Activities Website

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

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 ___________________________________________
Officer/Representative Signature ___________________________ Date: _______________

Revised 8/10/10

Electronically submit information at: http://www.lonestar.edu/15843.
Appendix B

Example Budget Proposal – Page 1 of 3

Student Activity Fee Budget Proposal
Academic Year 2014 - 2015

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 Tracie Ring, Program Manager for Student Life by 4:30 PM on Friday, May 2, 2014 via email. Send your request, as an attachment, to Tracie.Ring@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 will receive funding this 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.

1. Which of the following mandatory events did you have active participation in during 2013-2014?

<table>
<thead>
<tr>
<th>Present</th>
<th>Absent</th>
<th>I Don't Know</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Fa Club Rush</td>
</tr>
<tr>
<td></td>
<td>Fa Congress of Clubs</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fa OktoberFest</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sp Club Rush</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sp Congress of Clubs</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Spring Fling</td>
<td></td>
</tr>
</tbody>
</table>

2. Does your proposal support the mission of the college or any of its primary goals?

3. What financial support for your project/activity is provided by your academic division? (e.g., A Sociology Club may receive half their budget from the BTSS Division)

To download this form, go to http://www.lonestar.edu/15843.
Appendix B

Example Budget Proposal – Page 2 of 3

Student Activity Fee Budget Proposal
Academic Year 2014 - 2015

4. How many active members do you expect to have in the upcoming year? How many have you had over the last two years (where applicable)? Give your best approximation or a range if you don't know exact numbers.

5. What measures are in place to ensure that active student membership continues from one semester to the next?

6. What unique contribution does your proposal offer to students that they would not experience without Student Activity Fee support?

7. List any community service projects and/or affiliations your organization participated in the past academic year.

To download this form, go to [http://www.lonestar.edu/15843](http://www.lonestar.edu/15843).
### Appendix B

**Example Budget Proposal – Page 3 of 3**

**Student Activity Fee Budget Proposal**  
**Academic Year 2014 - 2015**

Delineate your proposed 2014-2015 budget on an item by item basis.

<table>
<thead>
<tr>
<th>Items/Events</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplies for events</td>
<td>(candy, flyers, etc.)</td>
<td>$150.00</td>
</tr>
<tr>
<td>Food for meetings</td>
<td>(10 meetings @ $15.00 per meeting)</td>
<td>$150.00</td>
</tr>
<tr>
<td>Club T-Shirts</td>
<td>(15 members @ $4.00 per shirt)</td>
<td>$60.00</td>
</tr>
<tr>
<td>Spring 2012 Conference</td>
<td>(5 attendees @ $30.00 per registration)</td>
<td>$150.00</td>
</tr>
<tr>
<td></td>
<td><strong>Total Requested</strong></td>
<td><strong>$410.00</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Items/Events</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Total Requested</strong></td>
<td><strong>$0.00</strong></td>
</tr>
</tbody>
</table>

Delineate any anticipated expenses after today. Please note that any expenses incurred after April 30 are subject to come from FY 2015 budget if not reported here.

<table>
<thead>
<tr>
<th>Items/Events</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Total Funds</strong></td>
<td><strong>$0.00</strong></td>
</tr>
</tbody>
</table>

To download this form, go to [http://www.lonestar.edu/15843](http://www.lonestar.edu/15843).
<table>
<thead>
<tr>
<th><strong>Authentic Promotions</strong></th>
<th><strong>Authentic Promotions</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Gildan G800 - T-Shirts Adult: 50/50 Blend 5.6 oz., white, S-5XL, $2.29/ea. (Color Ts + 20%)</td>
<td>Gildan G200 - T-Shirts Adult: 100% Cotton 6.1 oz., white, S-5XL, $2.39/ea. (Color Ts + 20%)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Corporate Incentives</strong></th>
<th><strong>Mpressa</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>50/50 Dry Blend Polo Shirt (Golf), 5.6 oz $4.91</td>
<td>Polo Shirts: 100% Cotton, 5.5 oz Short Sleeve Adult sizes S to XL $5.00</td>
</tr>
</tbody>
</table>

Authentic Promotions – Amy Warner (800-497-7765 x 211) – amy@authenticpromotions.com
Mpressa-Chris Woods (713-939-9252 x137)
Corporate Incentives-Lori Foster (281.362.0532)
Appendix C

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

<table>
<thead>
<tr>
<th>Mpressa</th>
<th>Authentic Promotions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bic RS - BIC Stic pen Pen</td>
<td>Bic Graphic USA BLG - Highlighter Plastic, removable cap, chisel tip</td>
</tr>
<tr>
<td>$0.26</td>
<td>$0.49</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Mpressa</th>
<th>Authentic Promotions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tote Bag</td>
<td>Spiral Note Book</td>
</tr>
<tr>
<td>Polyester, 17.5&quot;w x 14&quot;h x 3&quot;d, $4.50</td>
<td>5x7 Terra Notebook Combo, $1.81</td>
</tr>
</tbody>
</table>

Note: These items must be ordered from the above listed vendors per contract. This is not an exhaustive list. Lone Star College-Kingwood is obligated by contract to buy certain items from other vendors. Before you contact an outside vendor, please see Employee Intranet for more information.
Appendix D

Example Petty Cash Reimbursement

<table>
<thead>
<tr>
<th>PETTY CASH REIMBURSEMENT VOUCHER</th>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>($75.00 LIMIT – ORIGINAL RECEIPTS REQUIRED)</strong></td>
<td></td>
</tr>
<tr>
<td>Date: 10/13/2010</td>
<td>Budget Code: 50-0200002000-2010</td>
</tr>
<tr>
<td>Requested By: John Smith x 312-0000</td>
<td>Department: Student Activities</td>
</tr>
</tbody>
</table>

<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
Appendix E
Student Travel Packet

So you want to take your students on a trip?

- The Club Advisor needs to do the following:
  - Ensure that the cost of the trip will fit into club budget
  - Submit an approved Travel Authorization to L.Hill@lonestar.edu
  - Payment
    - T & E Card
    - Declining balance card
    - Personal reimbursement
  - Submit Travel Documents to OSL at least one week before the trip accompanied with this completed form.

What you need your students to help you with...

- Send you:
  - Emergency Contact Information
  - Home Address

- Sign the travel release – Each student must sign their own release

Pointers...

1) Never drive students in your own vehicle.
2) Students cannot be reimbursed for mileage, although you can.
3) Rule of thumb for meals – 3 per day, 1 per student, no alcohol.
4) Save a copy of travel documentation to duplicate for future trips (i.e., student emergency contact information).
5) Retain a copy of travel documentation on the trip.
6) Scanned copies of documentation for the OSL are fine.

STOP!
COMPLETE BACKSIDE AND ATTACH TO COMPLETED DOCUMENTATION.
Appendix E
Student Travel Packet

Student IDs... *gotta* have them!

We have to make sure each student that attends the trip is enrolled before travel can be approved.

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Student ID</th>
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<tbody>
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<td>17.</td>
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<td>18.</td>
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</tr>
</tbody>
</table>

For questions regarding Student Life at Lone Star College-Kingwood, contact:

**Lisa Hill**  Clubs & Organizations Coordinator, Office of Student Life
Lisa.L.Hill@lonestar.edu  | 281.312.1799

Revised 8/3/2014
Appendix E
Student Travel Packet

REQUEST FOR APPROVAL OF LSCS SPONSORED STUDENT TRAVEL

<table>
<thead>
<tr>
<th>Program Name:</th>
<th>[Blank]</th>
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<tbody>
<tr>
<td>Destination:</td>
<td>[Blank]</td>
</tr>
<tr>
<td>Name(s) of LSCS Employee Traveling with Group:</td>
<td>[Blank]</td>
</tr>
<tr>
<td>LSCS Employee(s) phone contact:</td>
<td>[Blank] and [Blank]</td>
</tr>
<tr>
<td>Budget Account Number(s) to Charge:</td>
<td>[Blank] Amount: $ [Blank]</td>
</tr>
<tr>
<td>[Blank] Amount: $ [Blank]</td>
<td></td>
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</tbody>
</table>

Explanation and Justification of Trip and Expenses:

<table>
<thead>
<tr>
<th>Destination:</th>
<th>[Blank]</th>
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</thead>
<tbody>
<tr>
<td>Date of Departure:</td>
<td>[Blank]</td>
</tr>
<tr>
<td>Date of Return:</td>
<td>[Blank]</td>
</tr>
<tr>
<td>Activity Attending:</td>
<td>[Blank]</td>
</tr>
<tr>
<td>Number of Persons Attending:</td>
<td>[Blank]</td>
</tr>
<tr>
<td>Type of Transportation (vehicle(s), bus, airline, etc.):</td>
<td>[Blank]</td>
</tr>
<tr>
<td>Hotel Accommodation:</td>
<td>[Blank] Number of Rooms: [Blank]</td>
</tr>
<tr>
<td>Meals (estimated):</td>
<td>[Blank]</td>
</tr>
<tr>
<td>Registration Fees:</td>
<td>[Blank] persons @ $ [Blank] per person.</td>
</tr>
<tr>
<td>Miscellaneous expenses (estimated):</td>
<td>$ [Blank] $ [Blank] $ [Blank]</td>
</tr>
<tr>
<td>LSCS Approved/Authorized Driver?</td>
<td>YES [Black] NO [Black] (Must be listed on LSCS Approved Drivers List)</td>
</tr>
</tbody>
</table>

Requested By: [Signature of LSCS Employee] Date [Blank]

Approved By: [Signature of Associate Dean or Dean of Instruction**]

Approved By: [Signature of Vice President of Administrative Services/LEO (Required for Vehicle Rentals)] Date [Blank]

*File Name YYYYMMDDxC-Group-Country-Employee Last Name, First Initial*
Appendix E
Student Travel Packet

TRIP PLAN and TRIP ROSTER

<table>
<thead>
<tr>
<th>Campus:</th>
<th>Program:</th>
<th>Destination:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purpose of Trip:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Departure Date:</td>
<td>Return Date:</td>
<td></td>
</tr>
<tr>
<td>Point of Departure:</td>
<td>Point of Return:</td>
<td></td>
</tr>
<tr>
<td>Name of Sponsor/Club/Class:</td>
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<tr>
<td>Mode of Transportation:</td>
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<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
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Proposed Travel Date and Itinerary
(Include Flight Number if applicable and attach any detailed itineraries)

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
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<tbody>
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</table>

Vehicle Description:

<table>
<thead>
<tr>
<th>Make</th>
<th>Model</th>
<th>Color</th>
<th>Owner</th>
<th>Driver’s License Number (Attach Photocopy of License)</th>
</tr>
</thead>
<tbody>
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</table>

In case of an emergency retain a copy of the Trip Plan while traveling.
Appendix E
Student Travel Packet

<table>
<thead>
<tr>
<th>LSCS EMPLOYEE PARTICIPANTS (Faculty &amp; Staff)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>FACULTY AND STAFF</td>
<td>EMERGENCY CONTACT</td>
</tr>
<tr>
<td>NAME</td>
<td>E-MAIL</td>
</tr>
<tr>
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</table>

<table>
<thead>
<tr>
<th>TRIP PARTICIPANTS:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>STUDENTS</td>
<td>EMERGENCY CONTACT</td>
</tr>
<tr>
<td>NAME</td>
<td>E-MAIL</td>
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<td></td>
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<tr>
<td>14</td>
<td></td>
</tr>
</tbody>
</table>
PARTICIPANT RELEASE AND INDEMNIFICATION AGREEMENT

PARTICIPANT: (Name and Address)

______________________________________________________________

______________________________________________________________

______________________________________________________________

______________________________________________________________

COLLEGE

Lone Star College System

College or Dept.

______________________________________________________________

______________________________________________________________

DESCRIPTION OF ACTIVITY OR TRIP:

______________________________________________________________

______________________________________________________________

LOCATION:

______________________________________________________________

DATE(s):

______________________________________________________________

I, the above-named Participant, am eighteen years of age or older, or if a minor, I have obtained the written approval below of my parent or legal guardian, and I have voluntarily applied to participate in the above Activity or Trip. I acknowledge that the nature of the Activity or Trip may expose me to hazards or risks that may result in my illness, personal injury, death, and I hereby and I understand and appreciate the nature of such hazards and risks. I represent that I am physically able, without accommodation, to participate in the above-referenced Activity or Trip. I am able to use the equipment and supplies associated with the Activity or Trip, and have obtained all required immunizations.

In consideration of my participation in the Activity or Trip, on behalf of myself, my family, heirs, and personal representatives, I hereby accept all risk to my health and of my injury or death that may result from such participation and I hereby release the above-named College, its governing board, officers, employees, and representatives (collectively, the "Releasees") from any and all liability to me, my personal representatives, estate, heirs, or any and all injury to my person, including my death, that may result from or occur during my participation in this Activity or Trip, whether caused by negligence of the Releasees, or otherwise. I further agree to indemnify and hold harmless the College and its governing board, officers, employees, and representatives from liability for the injury or death of any person(s) and damage to property that may result from my negligent or intentional act or omission while participating in the described Activity or Trip.

I HAVE CAREFULLY READ THIS AGREEMENT AND UNDERSTAND IT TO BE A RELEASE OF ALL CLAIMS AND CAUSES OF ACTION FOR MY INJURY OR DEATH OR DAMAGE TO MY PROPERTY THAT OCCURS WHILE PARTICIPATING IN THE DESCRIBED ACTIVITY OR TRIP AND IT OBLIGATES ME TO INDEMNIFY THE PARTIES NAMED FOR ANY LIABILITY FOR INJURY OR DEATH OF ANY PERSON AND DAMAGE TO PROPERTY CAUSED BY MY NEGLIGENT OR INTENTIONAL ACT OR OMISSION.

I understand and agree that Releasees do not have medical personnel available at the location of the Activity or on the campus. I understand and agree that Releasees are granted permission to authorize emergency medical treatment, if necessary, and that such action by Releasees shall be subject to the terms of this Agreement. I understand and agree that Releasees assume no responsibility for any injury or damage which might arise out of or in connection with such authorized emergency medical treatment.
Appendix E
Student Travel Packet

OGC-S-2009-10

It is my express intent that this Release and hold harmless Agreement shall bind the members of my family and spouse, if I am alive, and my estate, family, heirs, administrators, personal representatives, or assigns, if I am deceased, and shall be deemed as a "Release, Waiver, Discharge and Covenant" not to sue the above-named Releasees. I further agree to save and hold harmless, indemnify, and defend Releasees from any claim by me or my family, arising out of my participation in the Activity or Trip.

In signing this Release, I acknowledge and represent that I have fully informed myself of the content of the foregoing waiver of liability and hold harmless Agreement by reading it before I sign it, and I understand that I sign this document as my own free act and deed; no oral representations, statements, or inducements, apart from the foregoing written statement, have been made. I understand that the College does not require me to participate in this Activity, but I want to do so, despite the possible dangers and risks and despite this Release. I further state that I am at least eighteen (18) years of age, or have obtained the written approval below of my parent or legal guardian, and am fully competent to sign this Agreement, and that I execute this Release for full, adequate, and complete consideration fully intending to be bound by the same. I further state that there are no health-related reasons or problems which preclude or restrict my participation in the Activity or Trip.

Should I require emergency medical treatment as a result of accident or illness arising during the Activity or Trip, I consent to such treatment. I acknowledge that the College does not provide health and accident insurance for participants in the Activity or Trip and I agree to be financially responsible for any medical bills incurred as a result of emergency medical treatment. I will notify College representatives in writing if I have medical conditions about which emergency medical personnel should be informed.

I authorize the College to use or show any photos of the event which include me or my likeness.

I further agree that this Release shall be construed in accordance with the laws of the State of Texas. If any term or provision of this Release shall be held invalid, unenforceable, or in conflict with any law governing this Release the validity of the remaining portions shall not be affected thereby.

__________________________  __________________________
Signature of Participant  Signature of Witness

__________________________  __________________________
Date Signed  Date Signed

Parent/Guardian Consent (Must be completed for students under the age of 18)

I hereby certify that I am the parent or legal guardian of the above named participant and I have read and understand the statements and agree to the terms and stipulations.

__________________________  __________________________
Signature of Parent/Guardian  Signature of Witness

__________________________  __________________________
Date Signed  Date Signed

Note: Modification of This Form Requires Approval of the LSCS OGC.
Appendix E
Student Travel Packet

PARTICIPANT'S MEDICAL INFORMATION
AND
AUTHORIZATION FOR MEDICAL TREATMENT

SECTION ONE: Participant's Information

Name of Program: 
Participant Name: 
Participant ID #: 
Phone # (Daytime): 
Phone # (Evening):

** Use of drugs or alcohol on a College-sponsored trip will not be tolerated under any circumstances and may result in Participant’s dismissal from the Program.

SECTION TWO: Declination of Medical Information and Medical Authorization (Only Section One and Section Two are to be completed if Participant elects to decline medical authorization)

I, _____________________________ (Participant, please print name) consider myself adequately, physically and mentally healthy to take full responsibility in case of illness or disability and prefer not to supply any of the following medical information or authorization for medical treatment.

Signature of Participant: 
Date: 
If Applicant is under 18 years of age:

Parent or Legal Guardian Signature: 
Date: 

SECTION THREE: Participant’s Medical Information

A. Medical Information:

1. Please list any allergies or allergic reactions to antibiotics or other medications of the above Participant:

2. Please list any medications the above Participant is now taking:

3. Date of Participant’s most recent tetanus shot:

4. Other pertinent medical information:
Appendix E
Student Travel Packet

B. Health Insurance:
1. Medical Insurance Company: ________________________________
2. Insurance Company Policy #: ______________________________

C. Immunizations:
Please list any immunizations Participant has received and list the date:

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<thead>
<tr>
<th>Immunizations</th>
<th>Dates</th>
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SECTION FOUR: Emergency Contact Information

D. Emergency Contacts: Please print legibly

Parent(s)/Guardian(s):
Name (1): ____________________________________________________
Phone Number (Daytime): ___________________ ___________________
Phone Number (Evening): ___________________ ___________________

Name (2):
Phone Number (Daytime): ___________________ ___________________
Phone Number (Evening): ___________________ ___________________

Other Contact:
Name: ______________________________________________________
Phone Number (Daytime): ___________________ ___________________
Phone Number (Evening): ___________________ ___________________
Relationship: ________________________________________________

Participant’s Primary Physician:
Name: ______________________________________________________
Phone Number (Daytime): ___________________ ___________________
Phone Number (Evening): ___________________ ___________________
Appendix E

Student Travel Packet

SECTION FIVE: Medical Authorization

D. Emergency Medical Authorization

I, the undersigned, in the event of an emergency whereby Participant sustains an injury or illness, do hereby authorize the Lone Star College System, its agents or representatives, to consent, on my behalf, to any necessary medical/hospital care or treatment (including locations outside the U.S.) to be rendered upon the advice of any licensed physician. I agree to be responsible for all necessary charges incurred by any hospitalization or treatment rendered pursuant to this authorization.

I, individually, and on behalf of my heirs, successors, assigns and personal representatives, hereby agree to indemnify, defend and hold harmless the LSCS and its employees, agents, officers, trustees and representatives (in their official and individual capacities) from any and all liabilities, loss, damage, or expense, including attorney’s fees, that may result from my negligent or intentional act or omission, whether or not occurring, or are in any way connected with my participation in the Program or any related or independent travel, any activities or field trips, irrespective of whether they are sponsored, supervised or controlled by the LSCS.

MY SIGNATURE INDICATES THAT I HAVE READ AND UNDERSTOOD THIS MEDICAL INFORMATION AND AUTHORIZATION FOR MEDICAL TREATMENT FORM AND THAT I AGREE TO EVERYTHING STATED IN IT. FURTHER, NO REPRESENTATIONS, STATEMENTS, OR INDUCEMENTS, ORAL OR WRITTEN, APART FROM THE FOREGOING WRITTEN STATEMENT, HAVE BEEN MADE. MY SIGNATURE ALSO INDICATES THAT I AM AWARE OF ANY SPECIAL RISKS, DANGERS, AND HAZARDS INVOLVED IN THE PROGRAM.

Participant’s Name (print name) ________________________________ Date __________
Participant’s Name (signature) ________________________________ Date __________

If Applicant is under 18 years of age:

I, ________________________________, (please print name) am the parent or legal guardian of the above Participant. I have read and understand the foregoing Medical Information and Medical Authorization Treatment Form.

Parent or Legal Guardian Name (print name) ________________________________ Date __________
Parent/Guardian’s Name (signature) ________________________________ Date __________
Appendix F
Congress of Clubs Congressional Assembly Report

Registered Student Organization Report

Office of Student Life

INSTRUCTIONS:
Bring this completed report to Congress of Clubs Congressional Assembly to present and turn in to the Student Government Association. Along with this report, you must attach a list of all club members (active and non-active) that includes first and last name and student ID (or Date of Birth). Please type information into the excel sheet previously sent to you.

Congress of Clubs Congressional Assembly will be:
Friday, October 24th
2:00pm-5:00pm
CLA 114 (Teaching Theater)

Club Name: ________________________________
Club Delegate: ________________________________
Total # of Members: __________

Club Officers and Positions: (All fields are required – may use DOB if Student ID is not known)

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<thead>
<tr>
<th>Name</th>
<th>Position</th>
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Mission statement: ______________________________________________________
_____________________________________________________________________
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# Appendix F

## Congress of Clubs Congressional Assembly Report

### Registered Student Organization Report

**Fall 2014**

<table>
<thead>
<tr>
<th>Total Number of Meetings</th>
<th>Avg. Attendance at Each</th>
<th>Location</th>
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#### Recreational Events Held:

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<th>Description</th>
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#### Service Learning/Community Service Projects:

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## Appendix F
### Congress of Clubs Congressional Assembly Report

**Registered Student Organization Report**

**Fall 2014**

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<th>Location</th>
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**Spring Semester Goals:**

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**Recreational Events Planned:**

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Appendix F
Congress of Clubs Congressional Assembly Report

Registered Student Organization Report

Service Learning/Community Service Projects Planned:

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Any other comments or announcements: ________________________________

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