

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-North Harris! 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 earn funds. 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 may involve a significant amount of 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 (SC 202) if you have questions, or email nhstudentlife@lonestar.edu.

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This document is intended to help guide RSO advisors and leaders in the effective operation of their organizations. It is considered a work in progress, and will be updated regularly as needed. Any input is welcome. Please email nhstudentlife@lonestar.edu with any suggestions for content that would be helpful to RSO leaders and advisors.

STAFF DIRECTORY

Dan Mitsven	Program Manager, Student Life	dan.mitsven@lonestar.edu	SC 202A
<i>oversees department, which includes student activities & events, student center, RSOs, leadership development, recreational sports, diversity initiatives, and the Women's Resource Center; approves new RSOs; tracks requirements for funding</i>			
Sharun Cooper	Specialist, Student Life	sharun.p.cooper@lonestar.edu	SC 202C
<i>coordinates office operations in Student Life, assists with purchasing processes and budget printouts, assists with arranging rentals for student life travel</i>			
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<i>creates publicity for Student Life, monitors campus bulletin boards</i>			
Shirley Ennis	Director, Recreational Sports	shirley.a.ennis@lonestar.edu	HPE 106
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Vacant	Coordinator, Recreational Sports	vacant	HPE 100-6
<i>coordinates recreational sports events and facilities, assists with club sports and Student Life events, co-advises A-Team</i>			
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<i>coordinates the Women's Resource Center and diversity initiatives programming</i>			

GENERAL INFORMATION

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.

RSO Web Page – 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). The RSO website is located at <http://www.lonestar.edu/clubs-nharris.htm>. If your RSO sets up a Facebook, Twitter, Instagram, or other social media page, please let Student Life know so that we can include links on this page. A few RSOs have set up their own websites. Any associated fees are the responsibility of the RSO, not Student Life. If you choose to do this, please send Student Life your link so that we can include it on the RSO web page. Student Life reserves the right to review and edit content, if content is deemed to be harmful to the organization, its members, or LSC.

Forms & Information – Student Life has 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/2436.htm>.

Constitutions – Your constitution is your 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 current constitution, and will need approval from Student Life before any amendments become official. Each organization's constitution is posted on the RSO

web page. Student Life also has most RSO constitutions on file in Microsoft Word format. If you would like to receive an electronic copy, please email nhstudentlife@lonestar.edu.

Officers – RSOs are obligated to elect/select/appoint officers using the process laid out in their constitutions. Officers need to be currently enrolled at Lone Star College-North Harris. 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. They 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 advisor 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.” RSO Advisors are selected or appointed, following the process in each RSO’s constitution. Advisors should be well aware of the actions of the RSO. Whenever corresponding with Student Life, RSO leaders should CC their Advisor(s).

Student Center 211 – RSOs have access to Student Center, room 211. This room has 2 computers to be used for RSO purposes only. They are set up to print to the Student Life Office (SC 202). Printing should be picked up from a Student Life staff member. There are shelves, drawers, and bins available in room 211 for RSOs to store their supplies. Perishable foods may not be stored. Storage items must be kept neat and orderly. Student Life stocks plates, cups, napkins, utensils, and paper towels for club use. These items should not be purchased by RSOs and stored individually, as that takes up too much space. Please notify Student Life when supplies run low so that we can replenish them. This room also contains large rolls of colored paper for RSO use. There are also coolers in the room. When used, they must be returned cleaned and dried out so that they don’t develop mold/mildew. Student Life can and will go through the storage area periodically to make sure that the room is orderly and no RSO has adopted a “pack rat” mentality. We reserve the right to remove items that are unnecessarily causing crowding of the shared space.

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 5.

Rising Stars Banquet – Every April Student Life hosts the Rising Stars Banquet, 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 3 special awards for Outstanding Advisor, Outstanding Leader, and Outstanding RSO. We hope that your RSO will be involved in the banquet!

BUDGETS

Newly Recognized RSO Budgets – Newly recognized RSOs are initially granted \$500. When first recognized, no account has yet been created, so officers and/or advisors will need to work with Sharun Cooper in Student Life for any expenditures until the account has been created. Initial funds will be transferred to the RSO’s Fund 14 account.

General Budget Information – RSO budgets 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, email Student Life Specialist, Sharun Cooper, at

sharun.p.cooper@lonestar.edu. Allow at least one business day for her to email it to you. If you have questions about your budget printout, Ms. Cooper can assist you.

Funds Earned from Student Life – Every fall and spring semester, currently RSOs have opportunities to earn Student Life funds to use for club expenses. The requirements to earn funds can be found on the Student Life website on the RSO Forms & Information page (<http://www.lonestar.edu/2436.htm>). The following requirements must be met for an RSO to earn funds:

- 8 active student members
- Completed [RSO Annual Registration Form](#) for current academic year
- Completed [President Agreement Form](#) for current academic year
- Completed [Advisor Agreement Form](#) for current academic year
- Completed [Risk Management Completion Verification Form](#) for current academic year

Starting with the 2017-2018 academic year, all funds earned from Student Life will be transferred to the club's fund 14- account. Fund 14- accounts do not roll over, 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 departmental expenses. 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](#) by May 1. Extensions will only be approved for specific expenses, not for general usage. RSOs may not use funds received from Student Life for scholarships or to make donations to other entities, including non-profit organizations. Funds earned from Student Life are for regular RSO expenses throughout the year. They should NOT be saved up to spend at the end of the year. As stewards of SAF funds, the Student Life staff will review expenses to ensure that there is no frivolous spending of SAF funds.

Funds Received from Dues/Sales/Fundraisers/etc. – RSOs funds collected through dues, sales, and fundraisers are held in fund 50- accounts. This type of account will roll over from year to year, so RSOs can build up funds over time. 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 an Event Registration Form at least 10 business days in advance and receive approval from Student Life. LSC does not allow RSOs to seek donations from local businesses, except in cases where an RSO member has a personal connection with the business (e.g. a student leader works at a local business and they request a donation). RSOs may not “cold call” businesses, seeking donations. 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. Upon completion of the fundraiser, the RSO should bring money to Student Life so that it can be locked in the safe. If money is being donated to a charity, Student Life recommends purchasing a money order made out to the organization and sending it directly to the charity. This saves time and resources. If the organization has a local office, the RSO may take the money directly to their office and get a receipt. The receipt (form money order or in-person delivery) must be presented to Student Life to go into the RSO file. Alternatively, the RSO may deposit the funds into their Fund 50- account then process a check to the organization. This process does take some time and extra work. If funds are being used for a scholarship or for RSO expenses, the money must be brought to Student Life for deposit into the RSO account. If money brought in from the fundraiser is going to be deposited into the RSO Fund 50- account, any expenses associated with the fundraiser must be paid out from the same Fund 50- account.

Reserve Fund Requests – RSOs occasionally need extra funds above and beyond what they can earn through the normal channels, for events such as conferences or larger-scale programs. Student Life and the Student Activities Fee Allocations Committee set aside reserve funds for these situations. There are 2 deadlines in the fall and 2 in the spring for RSOs to submit Reserve Fund Requests. The form, which lists the deadlines, can be found at https://nhstudentlife.formstack.com/forms/reserve_fund_request.

Dormant RSOs – If RSOs go dormant for 2 years, their accounts are closed, and any remaining funds are 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 STUDENT LIFE FUNDING

Earning Student Life Funds – Clubs can earn up to \$1,200 each academic year by completing certain tasks. The funding model can be found at the RSO Forms & Information web page. It is a good idea to put an officer in charge of making sure that the requirements are met to get full funding. No Student Life funds will be granted to an RSO that has not completed the RSO Registration, President Agreement Form, Advisor Agreement Form. Please review the RSO Student Life Fund Earnings Tracking Sheet for full requirements for funding.

Annual Registration Form – RSOs are required to submit an RSO Annual Registration form each fall. The normal registration period runs from August 1 through September 30. The 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 is completed. The form can be found at https://nhstudentlife.formstack.com/forms/rso_annual_registration. If there is a change in officers mid-year, you may re-submit this form with the updated information, or you may email nhstudentlife@lonestar.edu, noting what has changed. Late submission of the form will result in a reduction of funding.

President & Advisor Agreement Form – The same form is used for both presidents and advisors. The normal time frame for submitting these forms is August 1 through September 30. The form includes an agreement to follow the college's non-discrimination and hazing policies, and also outlines basic expectations for advisors. The form is located at on the Forms & Information page, or can be found directly at https://nhstudentlife.formstack.com/forms/president_advisor_agreement. If there is a mid-year change in president or advisor, this form must be re-submitted. RSOs that have not submitted their President & Advisor Agreement Forms are due by September 30. Late submission of the forms will result in a reduction of funding.

Risk Management Training – The State of Texas requires all colleges to provide annual risk management training for student organizations. Per state code, training consists of 3 parts:

- Advisor Training – This is conducted every fall at advisor training sessions the week before fall classes begin.
- Officer Training – This is conducted every fall at the RSO Workshop, 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. Upon completion of that training, an officer or advisor submits the Risk Management Completion Verification Form, which can be found at https://nhstudentlife.formstack.com/forms/risk_management_completion.

Remember that you can find the PowerPoint used for the risk management training under the Information heading on the [RSO Forms & Information](#) web page. All parts of Risk Management Training must be completed by October 31. Late submission of the Risk Management Completion Verification Form will result in a reduction of funding.

Roster Form – The RSO Roster Form is due November 15 for the fall semester and March 15 for the spring semester. The form will become active by October 15 annually. Late submission of the form will result in a reduction of funding. 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 and/or birthdays (month & day). The RSO Roster form can be found at https://nhstudentlife.formstack.com/forms/rso_roster. 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 a nice 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 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 Rising Stars Banquet every April to RSOs with an average GPA of 3.0 or greater.

SGA Meetings & Minutes – RSOs can earn up to \$200 per semester on top of base funding by participation with the Student Government Association (SGA). RSOs can earn \$50 for attendance at each meeting. There are 4 SGA meetings per semester. Meetings dates, times, and locations are listed on the SGA web page at <http://www.lonestar.edu/2422.htm>. SGA officers 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 an SGA 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 is a student-led organization, so employees should keep their input to a minimum. Representatives from RSOs located off-site (Greenspoint, Victory, CHI, and HPB) may attend in person or through electronic means. SGA 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.

Involvement Fair – Ongoing recruitment of new members is critical to all RSOs. Student Life assists you in this process by hosting the Involvement Fair at the beginning of every fall and spring semester. RSOs located at LSC-North Harris are able to earn up to \$100 each fall and spring through participating in the Involvement Fair (\$50 for each of 2 days). There is only one day of Involvement Fair for Victory and Greenspoint Centers (See RSO Student Life Fund Earnings Tracking Sheet for details on how to earn the other \$50/semester). 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! RSOs interested in participating in the Involvement Fair must register for it at least 2 business days in advance. The form can be found at https://nhstudentlife.formstack.com/forms/involvement_fair_registration. 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 the Involvement Fair.

Community Service – Once each year, an RSO may earn \$100 on top of base funds by completing a community service project. Generally, community service should be completed off campus, but exceptions can be made. RSOs are encouraged to consider the mission and focus of their organization when selecting a community service project. The more connected it is to your groups mission and goals, the more meaningful it will be for your members. Prior to completing your community service project, you must submit an [RSO Event Registration Form](#) at least 10 business days in advance. To get credit for funding, an [RSO Event Evaluation Form](#) must be submitted no more than 10 business days after completion of the project. Community service projects must be completed by March 31 in order to receive funds from Student Life.

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 us for assistance, as it is often too late.

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). Tax exemption forms (sales tax and hotel tax) are available from Student Life. Advisors can also find the forms on the Employee Intranet. There are special processes for tax exemption at a few frequently utilized businesses:

- WalMart – Requires use of a special tax exemption card. If your RSO would like to get one, you may borrow one temporarily from Student Life, take it to Customer Service at WalMart, and have one made for your RSO. Remember to return the temporary card after you get yours. You will need to present the tax

exemption card to the cashier BEFORE they start ringing up items, or they will have to void out everything and start again.

- Sam's Club – Requires that the membership card is linked to the college, with tax exemption linked to the card. If an RSO advisor frequently purchases from Sam's Club and would like to get on the account with Student Life, please visit with the Program Manager, Dan Mitsven. Membership charges will be billed to the RSO, not Student Life.
- Amazon.com – You can set up your account to allow for tax exemption. To do this, log into your account then go to "Your Account." Under "Settings" there is a link to "Amazon Tax Exemption Program." From there you can follow the steps. You will need to upload the LSC "Texas Sales and Use Tax Exemption Certification."

Please be aware that 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.

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 for 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 Specialist, Sharun Cooper, 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.

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 [Promotional Items Order Form](#). 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, contact Sharun Cooper, Student Life Specialist. 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. 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.

Furniture – Most RSOs will never purchase furniture, but if that is ever necessary, please contact Student Life for instructions on the process.

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 copy request form for printshop jobs (available at the front desk at the printshop), but will need to know the RSO budget number. 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. Student Life also has a poster printer, and can print for RSOs for \$5 per poster. For more information, contact Student Life Assistant, Ilse Favela at ilse.i.favela@lonestar.edu.

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 Specialist, Sharun Cooper, for assistance with this process. For further guidelines on bringing speakers to campus, please see section on page 11.

FOOD

Prepared Food - Most of the time when prepared food is needed for an event on campus paid by the college (including RSOs), it will need to be purchased through Presto, the college's food service provider. Payment for RSO catering from Presto will be made by a Student Life credit card, with funds taken out of the RSO account once the transaction is reconciled. The Catering Request Form and Catering Menu can be found at <http://www.lonestar.edu/cafe-nharris.htm>. If you don't see something that you want on the catering menu, please contact their catering department, as they can make most anything and offer you a quote. RSOs, like campus departments, are required to give first right of refusal to Presto for campus catering. Occasionally we use external vendors (from our approved catering/restaurant vendor list), but only if Presto cannot meet your price or cannot make the food that you are requesting. You will need to keep a copy of communication with Presto if they are not able to provide food for your event, and must include it with receipts for food purchased elsewhere. If Presto cannot provide the food, you will need to use a vendor from the restaurant/catering vendor list, which can be found on the forms page at <http://www.lonestar.edu/2436.htm>. Occasionally, an RSO needs a prepared food that cannot be reasonably made by Presto, or from one of our approved vendors. For those situations, advance permission is required prior to purchasing the food. If you have any questions, please visit with the Student Life.

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. 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.

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 & Information](#) page, under Event Forms. 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 – Although LSC does not allow per diem, employees are expected to be reasonable in purchasing meals at restaurants. This website can be used as a guide: www.gsa.gov/travel/plan-book/per-diem-rates/meals-and-incidentals-expenses-mie-breakdown. Please follow the following guidelines for tipping. No tipping required for on-campus catering provided by Presto.

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 Event Registration 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 & Information web page has a link to the Student Travel Guidelines & Checklist to help guide you in the process. Please visit with Sharun Cooper or Dan Mitsven in Student Life 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.

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 year. 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 Specialist, Sharun Cooper, 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 Program Manager, Dan Mitsven, or with Jennifer Ouzenne in the Business Office. “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 [Event Registration 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 [Event Evaluation 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 an app called Barcode-X. This app uses the device's camera 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, the app allows you to email the list. You'll email it to nhstudentlife@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 the Involvement Fair, 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 or Gillian Marasigan 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 Event Registration 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 Darlene.C.Luce@LoneStar.edu with the following information:

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

Publicity – RSOs frequently publicize their events on campus. LSC-North Harris does not allow posting of any RSO information on bulletin boards (except community posting 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 Involvement Fair, 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 Event Registration 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 RSO's 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 at <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 Center. When submitting an Event Registration Form, the requestor may ask Student Life to reserve Student 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 should 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. If an RSO is co-sponsoring an event with an external organization, it must be reported on an Event Registration 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-North Harris 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 Event Registration Form](#). The following equipment is available:

- Large Tent (30' x 40') - \$615 cost to set up (by external contractor). Requires 2-week advance notice.
- Small Pop-Up Tents (10' x 10')
- Large Pop-Up Tents (10' x 20')
- Indoor stage (8" high riser – can be 8' x 8', 8' x 12' or 8' x 16')
- Small PA
- Small Wireless Speakers (produce a good sound)
- Movie Screen
- Popcorn Machine
- Cotton Candy Machine
- Sno Cone Machine
- Coolers
- Coffee Maker
- Slushie Machines (2)
- 18-Quart Roaster Ovens (2)

Crock Pot (2)
Griddles (4)
Waffle Makers (4)
Blenders (4)
Prize Wheel (tall)
Prize Wheel (table top)
55" TV on Cart w/DVD Player
32" TV
Megaphone

Equipment (except large tent) 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 Program Manager, 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 speakers.

College Equipment/Set-Up Requests –When set-ups are needed (tables, chairs, tablecloths, podium, pipe & drape, stage, etc.), they must be listed on an Event Registration Form. An RSO cannot reserve equipment until an event has been approved. Once approved by the Program Manager, Student Life Specialist, Sharun Cooper, will submit requests for equipment, so it's important that Event Registration 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).

Outdoor Stage - LSC-North Harris also has an outdoor stage that can be set up for large-scale events. The staging is heavy and difficult to set up, so it will only be approved for use if the event is very large. The Facilities Department will not set up the stage outdoors if there is a chance of rain, unless the organization has arranged for the large tent to be set up over the stage (\$615 cost...see above). Staging can be configured for:

24' x 28'
20', x 24'
16' x 20'

Steps are available, and should be requested along with the stage.

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. Most RSOs that show movies will work through Deidre Taylor in the Library to secure movies that are already available on DVD. As the college's media specialist, she is able to purchase movies with public performance rights attached. Her email is deidre.c.taylor@lonestar.edu.

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 10/06/17