



STUDENT ORGANIZATION HANDBOOK



**STUDENT ENGAGEMENT
& DEVELOPMENT**

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CHAPTER ONE: Introduction

About the Handbook

In this handbook, students and other relevant parties will find the policies, procedures, and forms they need to lead successful student organizations. The Student Organization Handbook will be your go-to guide for how to make your event the best it can. The Student Organization Handbook is reviewed annually. The committee evaluates policy and procedures, modifications and updates, resource clarifications, and grammatical modifications. Questions not addressed in this handbook can be directed to Student Engagement & Development (SED) at getinvolved@trinity.edu or (210) 999-7547.

Student Engagement & Development

The mission of Student Engagement & Development is to contribute to a vibrant campus life by developing student leaders, facilitating programs, and providing resources to support and engage students. Through leadership development and organizational/programming support, Student Engagement & Development helps student organizations thrive on campus.

[Meet the Student Engagement & Development Staff:](#)



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CHAPTER TWO: Student Organizations

General Overview

Purpose of Student Organizations

The purpose of student organizations at Trinity University is to complement the institution's academic mission by providing opportunities for students' personal development and achievement. Student organizations create a fulfilling environment that challenges and supports the Trinity community to work beyond differences, realize the full potential of their abilities and understand their responsibilities to the larger community.

Student organizations and student organization members are expected to act ethically and responsibly and in furtherance of University values, both on and off campus.

Organizations may not be in violation of state laws or federal laws, commit or be committed to acts of violence, endanger the University's tax-exempt status, engage in activities hazardous to themselves or others, or be in violation of any of the regulations stated in the Student Organization Handbook or the Student Handbook. Student organization activities should not disrupt the orderly functioning of the University. The policies of student organizations with outside affiliations must not be in conflict with Trinity University's policies.

Institutional Mission and Sponsorship of Student Organizations

The President of the University and the Board of Trustees have the authority and responsibility for defining the institutional purposes and mission. The University also has the responsibility to decide what student organizations are related to its official mission and purposes and the type and breadth of support it will give to these organizations.

Student organizations do not represent the official voice of the University.

According to the guidelines established in the [Statement on Student Rights and Responsibilities](#): *"As members of the University community, students bring a variety of interests to the campus and have the right of free association to join with other students with similar interests to form organizations according to the guidelines published by Student Affairs. These organizations, while not legally a part of and not necessarily endorsed by Trinity University, are understood to be valuable components of the educational process. Students should be free, individually and collectively, to express their views and concerns on issues of institutional policy and on matters of general interest to the student body. In order to facilitate this, the presence of a recognized student representative organization is encouraged and expected."*

There must be no discrimination in membership based on sex, gender, sexual orientation, gender identity, gender expression, pregnancy (including related conditions), parental status, marital status, family status, religion, race, color, ethnicity, national origin, age, disability, genetic information, veteran status, or citizenship status (collectively, "Protected Status"). See the University's [Trinity University Non-Discrimination Policy](#). (From the [Department of Education and the Office of Civil Rights](#): "Title IX does not apply to the membership practices of a social fraternity or social sorority. [...] Professional fraternities and sororities and service and honor societies are subject to the requirements of Title IX and may not exclude members on the basis of sex.")

In addition, due to their self-governing nature, student organizations have full autonomy to create specific expectations and qualifications for their executive board positions that may differ from membership qualifications. Student organizations have the ability to self-govern, including but not limited to:

- setting officer expectations/eligibility requirements/duties;
- setting officer term limits;

- developing and implementing an internal adjudication process for membership review and/or officer removal.

Student organization internal adjudication processes must include the following key tenants:

1. all involved parties must receive source information and allegation details;
2. the responding party must be given an opportunity to refute the allegations;
3. the option to appeal must be available; and
4. the process should be transparent and fair
5. the organization's faculty/staff advisers will be kept informed throughout the process

The [Student Organization Constitution template](#) includes specific language that organizations are required to include within organizational governing document(s) for self-adjudication purposes.

Religious, political, and special-interest student organizations facilitate learning about beliefs, viewpoints, and culture. The expression, discussion, and debate created by these student organizations must comply with University policies and cannot disrupt the orderly functioning of the University or threaten the safety and security of its citizens.

Student Engagement & Development's Philosophy Regarding Collaboration

In the interest of productive collaboration and continuous learning, Student Engagement & Development encourages student organizations to collaborate with other student organizations, departments, and community partners with ideologies and beliefs different from their own core mission. Student organizations engaging in meaningful, respectful conversations help create a dynamic and inclusive community. Should student organizations need assistance in facilitating these conversations, contact a Student Engagement & Development staff member.

Types of Student Organizations

Trinity University supports the right of students to freely associate in recognized groups by offering logistical, personnel, and facility resources provided primarily through the Student Engagement & Development office.

[Registered Student Organizations](#)

Registered Student Organizations (RSOs), inclusive of social fraternity and sorority organizations, are established by students for the purposes of the students who join these organizations. These groups with common special interests must recruit and secure faculty or staff volunteer advisers. Adviser service need not be part of the adviser's job description. Individual student groups may collect dues and raise additional operating funds in compliance with the University's fundraising policy. They do not share the University's tax-exempt status ([see Chapter 3](#)). Individual student groups may request student activity fee support through the [Student Government Association](#) for one-time events and initiatives.

[Fraternity & Sorority Organizations](#)

Fraternities and sororities refer to the social, Greek-lettered organizations on campus. To ensure value is provided to organizational members and the TU community, fraternities and sororities fulfill the pillars of leadership, scholarship, service, camaraderie, and inclusion. Membership cannot be held in more than one social, Greek-lettered organization while at Trinity. Full membership is extended on Bid Day when potential new members accept membership into a fraternity or sorority. Fraternities and sororities must recruit and secure two alumni advisers, but may have more if they desire. Fraternities and sororities also have a faculty or staff adviser, as well.

[University Sponsored Organizations](#)

University Sponsored Organizations (USOs) at Trinity University are specifically charged by the University to advance goals aligned with the University's mission and values or with purposes set forth in the University's Statement on

Student Rights and Responsibilities. Additionally, USOs have broad missions that address the needs of large groups of students. Because USOs support the University's mission, the University hires full-time professional staff members to advise the groups and ensure their sustainability over time. USO operations are funded with annual student activity fee allocations, and USOs receive tax-exempt status and legal protections based on their close relationship with the University.

Privileges and Adjudication of Organizations

Student organizations are granted privileges (including organization promotion, social events, and facility-use privileges) by the University. As the University grants these privileges to groups, it can withdraw them for cause or when it is in the best interest of the University. While the organization's judicial process is generally used to determine cause, the institution, at the discretion of the Vice President for Student Affairs or a designee, may bypass the judicial process given the facts and circumstances and make a decision based upon the best interest of the University. Interim suspension, or interim action, may be employed as an administrative order by the Director of Student Engagement & Development, Dean of Students, or the Vice President for Student Affairs. All organizations are to comply with University policies, including those in this handbook and the online Student Handbook, as amended from time to time.

Student Organization Procedures

Student Organization Registration Process

If there is an interest in creating or reactivating a student organization, a group of students may apply to register the organization during a designated time-frame dictated by Student Engagement & Development. Refer to the [Student Engagement & Development website](#) for more information. Below are the steps to reactivate or become a registered student organization. **The organization registration process will take a full semester from start to finish.**

Develop or Reestablish Your Idea

1. What is the mission and purpose of the organization?
2. What activities and projects would you participate in?
3. What makes this organization unique?
4. How would your organization differ from any other currently registered organization?
 1. Check our [Student Organization Directory](#) to ensure another organization similar to your new organization idea does not exist.
 1. What if an organization does exist, but I still want to start my own?
 - *We encourage you to first meet with the organization leaders of the existing organization to discuss your shared values and goals and talk about ways you can partner and collaborate with the organization to expand.*
5. How will your organization be sustained over time?
6. What steps will you take to recruit and retain members?

Review the Guidelines and Procedures

Understanding the guidelines and procedures that govern student organizations is important before submitting your application. Review this Student Organization Handbook for more information.

Review Registration Steps and Timelines

Note: *Dates and Timelines are subject to change. Review specific instructions and details shared with you via email as you engage in this process.*

For New and Reactivating Organizations

1. Attend an Organization Consultation with a Student Engagement and Development representative
2. Complete the online Student Organization Registration Process Application. All student groups will be expected to create a [constitution](#) and submit it to Student Engagement & Development as a component of the organization registration process. **Applications submitted after the deadline will not be considered for the current semester.**
 - a. A minimum of five interested students (President, Vice President + three Officers/Members) and one faculty/staff advisor is required to begin the application process; a minimum of 10 members will be required by the end of semester to be fully registered - unless otherwise noted by Student Engagement & Development
3. Respond to feedback and questions from the Student Engagement & Development team. This step may include further consultations with Student Engagement & Development staff.
4. Receive Official Recognition Notification
 - a. Organization will finish the process by completing the Annual Registration Form and all required organizational training
 - b. Organization will run as an official RSO in the following semester

Note: Based on the completed application materials and process steps, Student Engagement & Development will determine which organizations will become a Registered Student Organization. Student Engagement & Development will respond to organization registration applications with approval or denial. Petitioning organizations may appeal to the Vice President for Student Affairs or designee.

Maintaining Active Status

All student organizations are required to operate in an academic year calendar (May-May). Elections must be completed by the end of March. Starting in April of each academic year, student organizations wishing to remain active for the next academic year are required to complete the following steps:

1. **Annual Registration Form**
 - a. The new President must submit an Annual Registration Form through the [Presence](#) platform (this form includes a mandatory Anti-Hazing Agreement, organization constitution submission, faculty or staff adviser selection, and confirmation for the organization's President to be added to the student leader email listserv tuleadertalk@trinity.edu;
 - b. The President must update their student organization roster on the Presence platform once the Annual Registration Form is approved.;
2. **Student Organization Required Training**
 - a. Designated officers, including the President, Vice President, Risk Manager, Social Chair, and Orientation Chair, must view the state-mandated Risk Management videos and complete the subsequent quizzes, obtaining a score of 70% or higher.
 - i. The Risk Management Training highlights six components:
 1. Traveling outside of San Antonio
 2. Events with Alcohol and [Alcohol Policy](#)
 3. [Safer Parties Initiatives](#) (SPIn)
 4. [Hazing](#)
 5. [Sexual Misconduct](#) and [Sexual Assault](#)
 6. [Drugs, Weapons](#), and [Fire Safety](#)
3. **Student Organization Adviser Required Training**
 - a. **Clery Act Compliance Training:** All advisers (TU and non-TU employees) are deemed Campus Security Authorities. The Clery Act Training complies with Trinity University's requirements with the Trinity University Police Department. At the end of the training, all advisers will be expected to denote whether or not a crime had been reported to them by any student(s) in that previous year. Advisers are required to complete this training each calendar year. Information about training will be sent by Student Engagement & Development (getinvolved@trinity.edu) annually in January.
 - b. **State-Mandated Risk Management Training:** Risk Management Training is in compliance with the Texas Education Code 51.9361 and House Bill 1138. All student organization Presidents, Risk Management Chairs, social chairs, new member education chairs, and student organization

advisers are required to complete this training. Advisers are required to complete this training every two years. This training will be sent by Student Engagement & Development (getinvolved@trinity.edu).

- c. **Title IX Training:** Title IX Training is required for all student organizations advisers every year. This training will be delivered by the Title IX Coordinator or their designee. Contact EOS@trinity.edu if you have questions.

Inactive Status

If an organization does not complete the annual registration process by the deadline, the student organization will be deemed inactive. Inactive student organizations have until the end of the following fall semester to submit the Annual Registration Form in order to regain active status. Organizations that do not complete the Annual Registration Form in the fall semester will be required to complete the new student organization process in the following spring semester as outlined above.

If an organization is being investigated for a violation of any policies at the time of annual registration, the organization will not be permitted to register and will be deemed to be inactive until the conclusion of the investigation.

Organizations inactive for one academic year or less with no open investigations or conduct violations will complete the Annual Registration Process to update organizational details, gain access to training and receive approval to become active again.

Organizations inactive for more than one academic year with no open investigations or conduct violations will complete the Student Organization Registration Process Application and participate in all aspects of the registration process. Once complete and the organization is approved to become active, the organization may fully operate in the following semester. Organizations participating in the fall semester will be active in the spring; Organizations participating in the spring will be active in the fall.

Current Governing Documents Are Required

Organizations that amend their constitution or adopt new practices should submit the revised document to the Coordinator for Student Organizations & Leadership for review and record-keeping purposes.

All organizations are required to submit the most updated version of their constitution during the Annual Registration Process each spring.

Student organizations who wish to amend their constitutions must comply and abide by their respective student organization's amendment section of their constitutions. Student organizations should use the [constitution template](#) to ensure content is reflective of current expectations and standards.

National Organizations on Trinity University's Campus

Organizations that are affiliated with a national organization are required to provide a letter of support to Student Engagement & Development annually during the Annual Registration Process. The letter of support should include language that both parties (Trinity and the national organization) support the local chapter at the University before moving forward with any process. The letter of support will be documented and saved internally for Student Engagement & Development.

National Pan-Hellenic Council (NPHC) organizations with city-wide chapters must complete a Memorandum of Understanding (MOU) prior to engaging with Trinity students. Furthermore, an updated roster with all active members must be shared with Student Engagement & Development each semester. Please contact getinvolved@trinity.edu for more information.

University Sponsored Organization Registration Process

This process only takes place during the fall semester, to allow for newly approved USOs to take part in the following spring semester's USO SGA funding process.

Given that USOs are specifically charged by the University to advance goals aligned with the University's mission and values, share the University's tax-exempt status, and require a full-time University staff adviser to operate, the process of establishing a USO must start with a University department or office, working in conjunction with interested student leaders to complete this process.

1. To begin, a department or office, in conjunction with interested students, will draft a proposal for why the University should adopt the new USO, outlining how the USO aligns with the University's mission and values and how it benefits and/or serves a large number of students.
 - a. This proposal should outline the following:
 - i. Draft USO Mission
 - ii. Draft USO Constitution
 - iii. Draft schedule of annual USO events
 - iv. Draft USO budget
 - v. Draft roles and responsibilities list
 - vi. Outline how this organization fills a needs/gap
 - vii. Staff role that will serve as the USO adviser
 - viii. Draft language to add to the staff's job description

Note: The department/office must share the draft job description edits with Human Resources so the potential staff adviser understands how their job duties and salary will be adjusted, as relevant. Human Resources will share this information with the department/office's VP for their budgetary consideration.

2. Next, the department or office in question, along with interested student leaders, will present to their department/office's VP, the Director of the Office of Student Engagement & Development, and the Vice President for Student Affairs for feedback and review. If the organization is approved by the department/office's VP, Director of the Office of Student Engagement & Development, and the Vice President for Student Affairs, the department/office in question, along with interested student leaders, will present to the Student Government Association (SGA) for final review.
3. SGA will approve or deny the request, requiring a two-thirds vote of present Student Senate members, assuming quorum is met, to be approved. If approved, the new USO will take part in SGA's spring USO funding process.
4. If approved, USO leaders and the staff adviser will be required to take mandated training, as outlined by Student Engagement & Development. USOs will follow the same annual registration process outline above.

Social Fraternity and Sorority Registration Process

If there is an interest in creating a social fraternity or sorority, a group of students may apply to register the organization during the spring semester. Below are the steps to charter a social fraternity or sorority. Trinity University allows local social fraternities and sororities and city-wide National Pan-Hellenic fraternities and sororities. **The social fraternity and sorority registration process will take a full semester from start to finish.**

1. Attend a New Sorority/Fraternity Consultation with the Coordinator of Fraternity & Sorority Life
 - a. Prior to submitting your application, 1-3 leaders of the potential organization will meet with the Coordinator for Fraternity and Sorority Life to discuss the process. After this initial discussion with the Coordinator for Fraternity & Sorority Life, the leaders of the potential new FSL organization will pitch their organization to the Greek Council Executive Committee for approval to move forward in

- the chartering process. If approved by a majority vote of the Greek Council Executive Committee, the potential new FSL organization will move to Step 2.
2. Complete the New Sorority/Fraternity Application. This process only takes place during spring semesters. Application questions include, but are not limited to:
 - a. Organization name, mission statement, and how the mission aligns with the five pillars of Fraternity and Sorority Life (Camaraderie, Leadership, Service, Academics, Inclusion)
 - b. What makes your fraternity/sorority unique and what gaps/needs does the organization fill?
 - c. What are your top 3 goals for this organization?
 - d. How will your organization impact the Trinity community?
 - e. How do you plan on recruiting and sustaining members?
 - f. What type of events/services will your organization provide? Identify your philanthropy.
 - g. President and VP Contact Information
 - h. Trinity University Faculty/Staff Adviser Contact Information
 - i. Constitution upload
 - j. Upload Crest/Logo
 - k. Upload new account form for Student Financial Services
 - l. Upload Roster: 15 interested students and one adviser
 3. Greek Council General (Greek Council Exec + FSL Presidents + FSL Organizational Delegates) reviews the application of the potential new FSL organization, and the potential new FSL organization presents to the entirety of Greek Council General. To be approved, the organization must receive 2/3 approval from Greek Council General.
 4. If approved by Greek Council General, Student Engagement & Development staff review the new sorority/fraternity application for final consideration.
 5. Once approved, new social fraternities and sororities receive an Official Recognition Notification
 - a. Organizations will finish the chartering process by completing the following workshops and action items:
 - i. Finance Training, RSO Risk Management Training, T-Space Training, and FSL Risk Management Training provided by Student Engagement & Development
 - ii. Alcohol Training, Communicating Consent Training, and Bystander Intervention Training provided by Wellness Services
 - iii. All founding members sign the Anti-Hazing Agreement
 - b. Organization will recruit as an official fraternity/sorority the following fall semester
 - c. Social fraternities and sororities follow the same annual registration process outlined above

Judicial Processes for Organizations

Overview

The organization judicial process provides student organizations a fair process when allegations of misconduct are raised. This process reflects the judicial process for organizations outlined in this Student Organization Handbook and could also result in a referral for individual administrative judicial process, as outlined in the Student Handbook. Student requesting accommodations for their involvement with the judicial process must connect with Student Accessibility Services who will share relevant accommodations with Student Engagement & Development.

1. Any member of the University, San Antonio, or broader community may refer allegations of student organization misconduct to Student Engagement & Development. Allegations of organizational misconduct must be submitted through the University's Incident Reporting Form [here](#).
2. The Director of Student Engagement & Development or their designee may conduct an informal review to determine if a formal review is necessary. This may include meeting with individuals, community members, and University officials to learn additional information about the allegation. It should be noted that a formal review is not open until an organization receives a written notice of allegation(s). All meetings held beforehand, which are part of the informal review process, are utilized to substantiate an allegation; information gathered during the informal review may be used during a formal review.

3. If the allegations are unsubstantiated, the matter will be closed. If the allegations are based on reasonably reliable information and may involve a violation of a University policy, the Director of Student Engagement & Development or their designee will inform the involved organization(s) and initiate a formal review.
4. To initiate a formal review, a summary of allegations and policies in question will be sent electronically to the appropriate student leader(s) of the relevant organization(s) and advisers. A formal review of the allegations may include, but is not limited to, further interviews and/or meetings with organizational members and others knowledgeable of the allegation(s). During this process, individuals will be provided the opportunity to present their account of the incident or occurrence.
5. Organization leaders may submit a written response to the notice of allegation(s), although, this is not required. If a response is submitted, it should include relevant details (who, what, where, when, why) of the event/program/incident being reviewed. The Director of Student Engagement & Development or designee must receive the organization's response within five calendar days of receiving notice of a formal review. Student Engagement & Development will continue the formal review process until the organization receives an official decision letter.
6. The Director of Student Engagement & Development or designee will use information gathered in the steps above) and provided in the organization's response, if submitted, to determine if additional information is needed. If additional information is needed, further interviews or meetings may take place.
7. The Director of Student Engagement & Development or designee may seek the assistance and counsel of the Student Conduct Panel, Student Government Association, Greek Council, other student organizations, University faculty and staff, Trinity University alumni, and University general counsel in conducting the review or in determining appropriate sanctions.
8. The Director of Student Engagement & Development or designee will make a judgment as to the responsibility of the organization and determine sanctions (if applicable). The Director of Student Engagement & Development or designee may consider an organization's judicial history when determining sanctions. Responsibility and sanctions, as relevant, will be outlined in the decision letter shared with organizational leaders and advisers.
9. An appeal may be addressed, in writing within seven calendar days of the decision letter, to the Vice President for Student Affairs or designee. The written appeal should be authored and submitted by the organization's student leaders and specifically address one or more of the conditions required to submit an appeal. An appeal must demonstrate one or more of the following:
 - a. A procedural or substantive error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.);
 - b. New evidence, unavailable during the original review that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included;
 - c. The sanctions imposed are substantially disproportionate to the severity of the violation.
10. The submitted appeal will be reviewed by the Vice President for Student Affairs or their designee and a final determination will be made by this individual. All decisions will be communicated to the organization in a timely manner.

Sharing of information and details regarding outcomes of a judicial process and review is at the discretion of the Director of Student Engagement & Development. The Director of Student Engagement & Development will attempt to seek a balance between transparency to the community and respect for the privacy of individuals and organizations in making this decision.

Note: Greek Council reserves the right to adjudicate its member organizations (recognized social fraternities and sororities) according to separate processes (as outlined in the [Greek Council Constitution and Bylaws](#)) for allegations related to fraternity and sorority policies (except for allegations of hazing or sexual misconduct). If the Greek Council is unable to convene and conduct an investigation for any particular reason, the Greek Council may forward a case to Student Engagement & Development for consideration.

Potential Sanctions for Organizations

The following sanctions may be imposed upon an organization found responsible for a violation of University policy.

1. **Probation** – A sanction of probation must be approved by the Director of Student Engagement & Development or designee. This sanction places the organization on probationary status during which further violations may result in suspension or expulsion.
2. **Suspension** – A sanction of suspension must be approved by the Associate Vice President for Student Affairs and Dean of Students or designee. A sanction of suspension terminates an organization's status as active for either a specific or indefinite period of time. A suspended student organization is restricted from use of University facilities and loses all rights and privileges granted to student organizations. Organizations may be granted the privilege to assume active status upon clearance from the Associate Vice President for Student Affairs and Dean of Students or designee.
3. **Expulsion** – A sanction of expulsion must be approved by the Associate Vice President for Student Affairs and Dean of Students or designee. A sanction of expulsion permanently terminates an organization's status as a recognized student organization.

The following conditions may be imposed, along with sanctions, for an organization found responsible for a violation of University policy. Those conditions include, but are not limited to:

1. Financial restitution for labor, damage, and other loss;
2. Attending or developing educational/social/service programs;
3. Restriction from specific University buildings, areas, or facilities;
4. Loss of specific, or all, University privileges (including organization promotion, social events, and facility-use privileges); and
5. Restriction of off-campus activities (social in nature or other).

An organization's failure to complete a sanction and/or condition within the allotted time will result in additional sanctions and/or consideration for further probation, suspension, or expulsion.

CHAPTER THREE: Managing Your Organizations

Frequently-used Forms

In order to ensure the success of an organization, it is imperative that student organizations submit paperwork to Student Engagement & Development staff prior to the deadline. Below are the descriptions of important forms and their respective deadlines.

Event Information Form

1. *Submission Deadlines:*
 - a. For non-routine events (elevated-risk events), at least **six to eight weeks** prior to event date ([see Event Review Guidelines](#) from the Trinity University Events Review Committee to determine if the event is elevated risk);
 - b. For routine events (low-risk events), at least **two weeks** prior to the event date (see [Event Review Guidelines](#) from the Trinity University Events Review Committee to ensure the event does not include an elevated-risk component).
2. *Description:* The event organizer fills out the Event Information Form in order to inform Student Engagement & Development of specific event details regarding their upcoming event. This form is filled out for all events with the exception of general body meetings. This form is submitted online through the Presence platform.
3. *Purpose:* To encourage student organizations to plan ahead and ensure that student organizations have safe and successful events.

Trinity Scheduling, Planning, and Calendaring Events (T-SPACE Reservations)

1. *Submission Deadline:*

- a. For non-routine (elevated-risk events), at least **six to eight weeks** prior to the non-routine event date;
 - b. For low-risk events (general body meetings), **two weeks** prior to the event date.
2. *Description:* In order for student organizations to reserve a space on campus for programs and events, the T-SPACE Coordinator completes a T-SPACE reservation which is reviewed by Student Engagement & Development representatives and relevant campus schedulers prior to approval. T-SPACE reservations are made online.
3. *Purpose:* To allow student organizations to reserve spaces that best fit their event's needs, goals, and audience.

Authorized Driver Request Forms

1. *Submission Deadline:* **Five class days** prior to travel
2. *Description:* An [Authorized Driver Request Form](#) should be completed along with a copy of the student's driver's license and auto liability insurance. RSO staff or faculty adviser signatures are required under supervisor's signature on the Authorized Driver Request Form. Completed forms can be delivered to Risk Management for approval. This form must be submitted once every three years. Please note that becoming an Authorized Driver does not mean members are subsequently van certified. Van certification includes van safety training. Please contact Risk Management for more information.
3. *Purpose:* To ensure that student drivers are trained and registered with the University. Authorized Drivers are authorized to use their personal vehicles to drive themselves and others to/from organization events. For more information about what it means to be an authorized driver, please visit the [Risk Management web page](#). (Please see the "Taking Off-campus Trips" section for instances when the authorized driver form is required.)

Student-Participant Release Agreements

1. *Submission Deadline:* **24 hours** prior to event
2. *Description:* When a student organization is hosting an event with elevated risk, the completion of SPRAs may be required. All agreements are submitted to Risk Management. Forms can only be signed by students of legal age (18 years and older). For students not of legal age, a parent/guardian must also sign the form. This form can either be submitted [online](#) or can be printed and completed.
3. *Purpose:* To create awareness of participant liability and risk exposure.

Annual Registration Form

1. *Submission Deadline:* Every April/May
2. *Description:* The Annual registration Form, sent via email to student organization Presidents, collects officer information and more, indicates selection of faculty/staff adviser, and provides an opportunity for student leaders to sign the Anti-Hazing Agreement. The Annual Registration Form is accessible through the Presence platform.
3. *Purpose:* To collect pertinent organizational information and ensure student organizations are active for the following academic year.

Student Organization Account Request Form

1. *Submission Deadline:* Varies; recommended during annual registration period
2. *Description:* Student organizations complete the Student Organization Account Request Form in order to gain access to their on-campus bank account. Student organizations are allowed up to four members to sign the form, appointing them as "authorized users" of their account. Authorized users are able to submit Payment Request Forms to Student Engagement & Development and withdraw cash from Student Financial Services in Northrup 108. **Note:** this form is also used to create on-campus bank accounts for student organizations who do not have one.
3. *Purpose:* To easily access student organization funds within on-campus bank accounts and transfer funds to various departments on campus.

Payment Request Form

1. *Submission Deadline:* At least **3 weeks** prior to when the payment is needed
2. *Description:* The Payment Request Form is used to create University checks for external vendors. Please send an invoice to getinvolved@trinity.edu to initiate the process.
3. *Purpose:* To pay for vendors with checks.

Contracts/Agreements

1. *Submission Deadline:* Varies depending on type of event and vendor
2. *Description:* Contracts and agreements may be required for off-campus vendors, speakers, etc. Necessary contracts/agreements will be dictated by Student Engagement & Development and/of the Risk Management Office during the event review process
3. *Purpose:* To formalize agreements and manage risks.

Procedures for Event Planning

Prior to hosting an event, student organizations should consider their responsibility to the University community and Trinity University's institutional values.

Student organizations hosting on-campus events and/or events utilizing University resources must follow these steps:

1. Submit a [T-SPACE](#) reservation as detailed in this handbook.
2. Complete the Event Information Form (EIF) through the [Presence](#) platform (to ensure all relevant forms are signed, organizations should submit their EIF for non-routine events **at least six to eight weeks** in advance of their event. Routine events must be submitted **at least two weeks** in advance of the event)
3. Meet with the Coordinator for Student Organizations and Leadership or other Student Engagement & Development representatives, as relevant, to begin the event planning process and discuss the completed EIF. The Coordinator will advise the hosting organization regarding the facility and other resource needs, check for scheduling conflicts, and review the expectations of the hosting organization.
4. The Coordinator may forward non-routine, elevated-risk events to the University Event Review Committee. In order to lower the risk level, maximize safety, and reduce risk conditions, the Event Review Committee may make recommendations for additional event planning steps. Review the [Event Planning Guidelines document](#) for additional guidance and insight into the specific risk management steps that may be requested.
Note: When TUPD presence is required, the hosting organization will bear the cost of the services.
5. Event promotions and the event itself may proceed **only** upon notification from Student Engagement & Development that the logistical items stated in the aforementioned steps meet University requirements for the specific event.
6. Student Engagement & Development is the Approving Authority for student organization events and will determine if an event is approved and when campus space can be formally reserved and confirmed.

Speakers

[License agreements](#) are required for external speakers appearing at the request of a Registered Student Organization; however, Certificates of Insurance are not required.

Tabling

Tabling is defined as an informal, passive event at which student organization representatives share information, resources, or supplies with members of the Trinity University community or table for the purposes of member recruitment. Tabling may occur in multiple locations on campus as identified in the T-SPACE reservation system (e.g., Coates Student Center, Esplanade, Magic Stones, etc.), and must be approved by Student Engagement & Development prior to the start of the event. Student organizations who desire to host a tabling event will submit a T-SPACE reservation and receive confirmation of the reserved location, complete an Event Information Form (EIF), and participate in the event review process.

Tabling Guidelines

- Organizations must have at least one member present at the table at all times. If guests are present, the member-to-guest ratio should be 1:1.
- Displays and activities associated with the table reservation cannot block the free flow of traffic or encroach on another table or event.
- Activities and/or amplified sound (if relevant) must not disrupt the regular operations of the University, per the public expression section of the [Statement on Student Rights and Responsibilities](#).
- Third-party entities partnering with a student organization for a tabling event are not required to complete a Student Organization License Agreement or Master Services Agreement/Statement of Work to participate unless a form of compensation is an element of the partnership or there is elevated risk. In this situation, the student organization serves as the sponsor for this third-party entity, assumes all responsibility for the event, and may need to complete additional documentation for event approval.
- Depending on the nature of the event, security and/or other risk management protocols may be required. The student organization bears the security expenses
- All tabling events must adhere to the [Commercial Enterprises Policy](#), [Solicitation and Promotion Policy](#), [Student Group Political Activity on Campus Policy](#), and other relevant student organization event processes and procedures.

General Event Planning Expectations

In order to maintain the safety and security of the campus community and student organization events, student organizations must adhere to the following event planning expectations:

1. External groups affiliated with or connected to student organizations and/or involved in sponsoring or financially supporting an event in any way must comply with [University](#) and student organization policies and procedures.
2. Once the event is approved, existing logistical plans and arrangements may **not** be changed within **five days** of the event.
3. Event promotion **may not proceed** until the event is approved by Student Engagement & Development through Presence. Event promotion must comply with both the [Commercial Enterprise Policy](#) and the [Solicitation and Promotion Policy](#).
4. Failure to comply with reasonable and timely requests and/or stated deadlines may result in the cancellation or rescheduling of an event.
5. All decisions of the University are final.

For specific procedures for off-campus events with alcohol or events with alcohol at third-party venues, please review the [Safer Parties Initiative](#) guidelines.

Accessibility Considerations at Events

When planning in-person and/or virtual events, please consider procedures and protocols that create an inclusive environment for all members and guests. For example, this might include turning on closed captioning on Zoom and preparing campus signage for elevator access in lieu of stairs. For more guidance, please seek out resources from [Student Accessibility Services](#).

[Programs on Observed Religious Holidays](#)

Whenever possible, Student Engagement & Development discourages the scheduling of events and programs during observed religious holidays. Student Engagement & Development acknowledges conflicts will arise and commits itself to recognizing when the date for a particular event or program inconveniences or excludes members of the Trinity community.

Student Organization Marketing Resources

In the Student Engagement & Development Office, you can find:

1. Digital banner printer: Available to advertise one-time events/programs **FOR FREE**. Submit [online request forms](#) at least **five class days** before banners are needed. Solid color backgrounds are not permitted. Graphics must be no larger than half of the document. Two-banner limit per event. Only PDF documents are accepted.
2. Small wireless speakers for student events. To reserve a speaker, fill out the ["Equipment Check-Out Form"](#) and a Student Activity Mentor will reach out to you.
3. [Digital Signage Service Request](#): Advertise on Trinity University TVs in Coates (note: this form is owned by ITS, if you have any questions please contact ITS)

TULeaderTalk Email

TULeaderTalk is a way for students to send emails to their peers to advertise programs. Student leaders can email tuleadertalk@trinity.edu, and all emails will go to all student leaders who are included in the email list. To be included in the TULeaderTalk email list, email getinvolved@trinity.edu.

Off-Campus Activity

Off-campus activities that do not receive funding from University sources are considered to be independent of the University and solely the responsibility of participants. The University has no responsibility for off-campus activity, including any injury or damage that may occur as a result of said activity. Student organizations should take reasonable precautions for the safety and well-being of all participants. In the event of an emergency, students should contact emergency personnel and are encouraged to notify University officials.

For off-campus activities using any student activity fee funds or other University funds, an organization representative must complete the [Event Information Form](#) a minimum of **six to eight weeks** before the scheduled event. See event planning procedures in [Chapter 3](#) for more information. *All Fraternity and Sorority Life Formal Recruitment Events, regardless of if they're on or off campus, require an [Event Information Form](#).*

Facilities Reservations

General

For general facility use guidelines consult the [Facility Use Policy](#).

Facilities Reservations

Reservations for University facilities are made through [T-SPACE](#).

T-SPACE training is required in order for student organizations to reserve campus space. T-SPACE training will be disseminated via email by the Coordinator for Student Organizations & Leadership to designated T-SPACE Coordinators in the summer of each academic year. T-SPACE Coordinators are required to watch the T-SPACE videos and complete the subsequent quizzes, obtaining a score of 100% in order to have access to a student organization T-SPACE account.

Only one representative of each organization may receive reservation privileges. After successfully passing the quizzes, the T-SPACE Coordinator is issued a password that provides access to their organization's T-SPACE account. The outgoing T-SPACE Coordinator should continue to make reservations until new officers receive an

updated login and password. If the training is not completed by June, the T-SPACE account will be suspended until training is complete.

Using T-SPACE

Note: Some University events and departments may have priority for facilities and equipment.

1. Submit your T-SPACE reservation **two weeks** prior to the event for routine (low-risk events) and **at least six to eight weeks prior** for non-routine (elevated-risk events).
2. A detailed description of the event is REQUIRED for all events. Keep this clear and concise in 2-3 sentences.
3. Under "Event Location," you will be able to see which spaces are currently available, if you want a specific location. You may select more than one location. You can also view the location details (room features, layouts, capacity, and picture) by hovering over the location name.
4. If you need any resources for your room (tables, chairs, trash cans, electrical needs, special set-up, etc.), please select them from "Event Resources." You do not need to request anything that is already in the room (you can see existing resources/features by hovering over the room name).
5. Do not count on successfully reserving Athletics spaces. These spaces are very difficult to reserve due to the high demand and priority by sports teams, courses, instructors, intramurals, etc. The dance studios and racquetball courts are your best options if you are considering reserving an Athletics facility.

Special Reservation Procedures

1. **Information Technology Services:** Organizations must pick up equipment for events from the first floor of the Coates Library (101A). Please review the RSO ITS equipment pick-up process [here](#). At the time of pick-up, students will be trained by Information Technology Services staff. Student organizations are held responsible for any fees associated with damages or loss of equipment.
2. **Laurie Auditorium:** Please contact Kevin Hawkins, Director of Laurie Auditorium, at khawkins@trinity.edu or 210-999-8110 PRIOR to making a reservation on T-SPACE. Laurie Auditorium requires technical staff so there may be additional expenses associated with the use of the Auditorium.
3. **TUPD Presence:** Organizations are required to consult with and pay for TUPD officers/security for events with large attendance or with alcohol present as determined in the event consultation process or by the Event Review Committee. The charge per officer is \$75 per hour. Final security needs will be determined by TUPD.
4. **The Holt Center** requires faculty, staff, or alumni to be present during events in these facilities.
5. **The Great Hall** Beginning January 1, 2024 requests that involve furniture rearranging will incur a fee of \$1356.00. This fee will offset the labor for professional movers to remove, store and reset existing furniture. Due to scheduling, all reservations, along with a Cost Center, will need to be entered in T-SPACE no later than four weeks prior to the event date. Student organizations are required to have a faculty member present for the duration of the event and provide that faculty member's name as the Day of Contact on the event request form.
6. **Skyline/Underwood Rooms** require catering for the use of these spaces. The default layout for the space(s) cannot be rearranged.
7. **Upper Campus:** The Coates Student Center Esplanade, the Coates Student Center Plaza, Storch Courtyard, and Parker Chapel Courtyard can be reserved. Events that may disrupt, or have the potential to disrupt, classes or other scheduled University events or the orderly functioning of the University (including office operations) cannot be approved. All other outdoor areas of the upper campus are considered public-use areas and are not available for reservation.
8. **Lower Campus:** Reservable spaces include the Meadows Pavilion, outdoor courts, residence hall common areas, and playing fields. These spaces have special requirements (for more information, view [T-SPACE](#)).

Managing Organization Finances

On-Campus Bank Accounts

Every student organization can have a campus account. On-campus accounts allow organizations to deposit money, withdraw cash, and request checks for paying bills or vendors. Money held by the University in student organization on-campus accounts is held on behalf of student organizations. How student organizations utilize these funds is not interpreted as an endorsement by the University.

After two years of an organization's inactive status, Student Engagement & Development will submit money left in an on-campus student organization account to the Student Activity Fee.

Cash withdrawals are limited to \$100 per day. To establish an account, complete the [Application for Student Organization Account](#).

Tips for check requests and fund transfers

1. To pay a vendor by check through an on-campus bank account, student organizations must send an invoice to getinvolved@trinity.edu to initiate the process through Workday.
2. To reimburse students/organization members, you must complete the Payment Request Form.
 - a. To initiate this process, please email getinvolved@trinity.edu. *Please note: only authorized users to your organization's on-campus bank account may receive reimbursements.*
 - b. Student reimbursements will be distributed via E-Check. You can sign up for the e-check process [here](#).
3. When organizations intend for the University to mail a check to a vendor address, assuming all relevant documents have been submitted (W-9 Forms, original receipts, etc.), the process may take up to five to ten business days.
4. The Business Office does not overnight checks or provide tracking numbers for checks. If needed, this is the responsibility of the student organization. Requesting a tracking number will include a fee for the student organization.
5. Student organizations can make payments to University departments and other student organizations by asking Student Engagement & Development to initiate a fund transfer. Submit an invoice, receipt, or other documentation to begin the process. Examples of fund transfers include:
 - a. Payment to Trinity University Police Department
 - b. Payment from one student organization to another student organization
 - c. Payment from a student organization to a Trinity University department

Note: If a Payment Request Form or invoice exceeds \$5,000, it will need the approval of the Vice President for Student Affairs. Student Engagement & Development will facilitate this additional step.

Instructions for deposits:

Student organizations can deposit money in the Student Financial Services Office. A deposit slip will be required for depositing cash or checks along with your student organization worktag.

1. Donation checks should be made payable to your student organization.
2. Endorse all checks with the name of your student organization and student organization worktag.
3. Coins should be rolled **and counted** prior to deposit (wrappers available at the Student Financial Services Office).

Tips for general accounting

Regularly reconcile accounts by reviewing your monthly budget report after the 10th of the month. Fill out the following [form](#) to receive information about your organization's account balance.

Tax-Exempt Status

University-sponsored Organizations (USOs)	Registered Student Organizations (RSOs)
<p>Specifically charged by the University to advance goals aligned with the University's mission and values or with purposes set forth in the University's statement on the Rights and Responsibilities of Students. Additionally, USOs have broad missions that address the needs of large groups of students.</p> <p>USOs receive tax-exempt status and legal protections based on their close relationship with the University.</p>	<p>Established by students for the purposes of the students who join these organizations. These groups with common special interests must recruit and secure faculty or staff volunteer advisers.</p> <p>RSOs, including social fraternities and sororities, do not share the University's tax-exempt status. If RSOs wish to obtain tax-exempt status, they must seek their own tax-exempt status and file the pertinent tax forms each year.</p>

When considering tax-exempt status, there are two organizational designations that are applicable:

- **All** student organizations (both USOs and RSOs) can host a one-day, tax-free sales event each calendar month (one day equals 24 consecutive hours). Raising funds for the organization must be the primary purpose of the sale.
- For the USOs, any taxable item can be sold tax-free as long as the price of the item does not exceed \$5,000. However, a taxable item can be sold tax-free for more than \$5,000 if the item is manufactured by the organization or donated to the organization and not sold back to the donor.
- If two or more groups join together to hold a one-day tax-free sale, it counts as one tax-free sale for each organization that participates. Note that USOs and RSOs must follow different due diligence if they join together.
- If an item is sold for more than \$5,000 at a tax-free event, the organization must obtain a sales tax permit, collect sales tax, and remit money directly to the State of Texas. If an organization uses off-campus banking, the organization is responsible for remitting and reporting the tax to the State on its own. For USO organizations that utilize an on-campus account, the University will remit the sales tax to the State on behalf of the organization.

If student organizations wish to obtain tax-exempt status, they can apply with the Internal Revenue Service by submitting IRS forms 8718 and 1023. If a tax exempt status is granted, it is the responsibility of that student organization to file a tax return annually. Student Engagement & Development staff can not help your organization with this process. All IRS publications and forms are available at <http://www.irs.gov>.

Sources of Funding and Fundraising Activities

[Student Government Association \(SGA\)](#)

On a semester basis, the University collects \$162 per undergraduate student for the Student Activity Fee. SGA allocates the fee per the guidelines found in its governing documents. At the discretion of the Vice President for Student Affairs or their designee, the University may withdraw delegation of the fee based upon the best interest of the University. Student organizations may inquire about the funding process by contacting sga@trinity.edu or visiting the [SGA website](#).

Other Opportunities for Fundraising

All fundraising activities for your organization must be indicated in the event request. In the reservation make sure to include details of the fundraiser.

Registered Student Organizations are only permitted to host one fundraiser per calendar month following all Texas State laws. University Sponsored Organizations may only host fundraisers for their own organization and may not co-host any fundraisers with Registered Student Organizations. Although co-hosting is not allowed by SGA, funding is permitted provided funds are not used for restricted items.

Restricted Items include, but are not limited to:

- Purchase items to resale
- Support a candidate for public office
- Gift cards
- Legal/ Insurance costs
- Personal items
- Charities, scholarships, or awards

All organizations must get approval from the Office of Annual Giving before fundraising and collecting money. If a Registered Student Organization is requesting SGA funding for their fundraiser and is fundraising for a third-party, the third-party's information will first be shared with the Senior Tax Accountant for review. Contact the Coordinator for Student Organizations and Leadership or your organization adviser to begin this process. Include that your event is a Fundraiser in your Event Information Form and the Coordinator for Student Organizations and Leadership will reach out for approval from the Alumni Relations office. Once approval is obtained the organization should make clear it is fundraising for the organization and not for Trinity University.

Suggestions for Fundraising:

1. Collect dues from organization members.
2. Sell merchandise. (Organizations and members may not serve as agents for commercial enterprises, such as selling phone cards, cell phones, or credit cards.)
3. Sponsor an event at a local restaurant ("Club Night at Taco Cabana") to receive proceeds from diners.
4. Sell tickets to an event (see below for permitted process).
5. Solicit cash donations for club purposes from the campus community, alumni, or parents.

Student Organization Purchasing Card (P-Card) Policy

Student Engagement & Development permits organizations to use the Student Organization Purchasing Card. Only authorized users listed on the Authorized User Account Form are eligible to use the P-Card.

Online Purchases: Student organizations wanting to make an online purchase should [schedule an appointment](#) to make the purchase. Online purchases can be made during 30 minute time slots that must be requested in advance. Receipts must be sent to getinvolved@trinity.edu immediately following the transaction completion.

Local Vendor Purchases: Student organizations wanting to make a local purchase should [schedule an appointment](#) to request the P-Card. The P-Card can be checked out for a maximum of two (2) hours. Same-day requests for P-Card checkout are not guaranteed.

- An original receipt is required for proof of all purchases upon return.
- A TU ID card is required in order to check out the P-Card.
- **Evening and Weekend purchases should be made in advance.** For example: An event being hosted at 7:00 pm on Friday serving Pizza Classics would require P-Card check out earlier in the day or the day before to complete the transaction. P-Card checkouts are available Monday-Friday 8:00 a.m. - 4:45 p.m.
- Registered Student Organizations are **not** tax-exempt.
- **Tips and Gratuity:** Tips should not exceed 20%

Failure to comply with Purchasing Card procedures, including submission of original receipts, may result in Purchasing Card privileges being revoked.

Ticket Sales and Admission Fees

Student organizations may ONLY charge admission fees for philanthropic activities (as reviewed and approved by Student Engagement & Development). Ticket sales for events in Laurie Auditorium are not permitted unless sold through the Ticketmaster system. Organizations must account for the total income received from the sales of ticket sale/admission fees and show that the total income was appropriately managed and deposited. Guidelines for ticket sales and admission fees:

1. Tickets must be pre-printed and numbered.
2. All unsold tickets must be maintained.
3. Prepare a close-out ticket report to disclose how many tickets were sold at each price, how many free tickets were granted (if applicable), and the names of individuals who were given free tickets.
4. Deposit cash received from ticket sales **within 24 hours** (see the [Handling an Accounting for Cash Policy](#) in Appendix A).

Lotteries, Raffles, Gambling, Giveaways

State law and University policy may limit your options when planning events that involve the following:

Lotteries/Raffles: If you sell a ticket for a chance to win a prize then it is a lottery or raffle.

- **Organizations may not host lotteries or raffles as most of the time they are illegal in the state of Texas.**

Giveaways: Giveaways or drawings are similar to a lottery or raffle, but legal. Giveaway events must be free and open to the public.

- **You may suggest donations but be sure everyone who enters the event has an equal chance to win all giveaways.**

Gambling: Gambling includes games of chance (not skill) where there is consideration to play (pay to play) and a prize is won. **To make a poker game legal:**

- **DO NOT** use chips/winnings to purchase or bid on auction items if there is a charge for gaming pieces.
- **DO** ensure everyone has an equal chance to win prizes (do not connect the prize to the play).
- **DO** rent "for entertainment purposes only" casino machines.

Tiger Bucks Devices and Credit Card Terminals

Student organizations can utilize Tiger Bucks devices and/or credit card terminals to swipe Tiger Cards and/or debit/credit cards at Student Engagement & Development-approved events. Reservations for these devices must be made **a minimum of ten class days** in advance prior to the first day it is to be used. All events requiring these devices must be requested and confirmed on T-SPACE prior to the time that an equipment reservation is made at the Tiger Card Office. Device Loan Agreements are available on the [Student Engagement & Development website](#) and in the [Tiger Card Office](#). It is required that each group keep a log of their transactions to assure accuracy. Please contact the Tiger Card Office for a log template. Organizations have two device options:

1. **Reserve a mobile Credit Card terminal from the Tiger Card Office.** The Tiger Card office offers an iPad with an associated reader which only accepts credit card transactions. You must reserve the credit card terminal the same way that you would a Tiger Bucks device.
2. **Reserve a mobile Tigerbucks device at the Tiger Card Office.** Complete the reservation [paperwork](#) and bring it to Student Engagement & Development for an approval signature prior to submitting the completed form to the TigerCard Office. The Tiger Card Office staff will configure the Tiger Bucks card swipe to accept donations for a specific purpose outlined by the requesting organization. Reservations of the device in the Tiger Card Office cannot exceed one week.

Individuals checking out equipment are responsible for returning the equipment undamaged and in working order. (The individual checking out the unit will be responsible for all repairs, replacement, and shipping costs incurred).

Bake Sale Policy:

To comply with safety procedures outlined by the [Metropolitan Health District](#), baked goods for fundraising events must be shelf stable products (i.e., cookies, brownies, popcorn), cannot be items that need to be refrigerated or served hot, must be served per the food handling guidelines outlined above, and must be approved by Student Engagement & Development and Chartwells through the Event Review process. Bake sales may only be open to the TU community, it must be made clear at the table if the items are homemade, and the ingredients for the baked items must be listed.

Food

Chartwells is the University's food service contractor. Please see their policies [here](#).

Food Service Options

All food in Skyline/Underwood Rooms and Mabee Dining Hall (including food at information meetings, events, and programs) must be provided by Chartwells (the food services contractor at Trinity University). Organizations have three options when ordering from Chartwells:

1. Pick-up Events: The organization arranges for someone to pick up the food from Mabee Dining Hall on the day of the event at the time specified. A student ID must be provided in order to pick up the order. The name on the ID should match the name on the order.
2. Delivery Events: Food can be delivered and set up at the location of your event (additional \$25 fee applies).
3. Catered Events: There is a \$25 service charge for catered events. Catering Attendants and Event Servers are \$100 with a minimum of three hours, each additional hour is \$45 per attendant. Station Chefs are \$100 with a minimum of four hours; each additional hour is \$25 per chef. Any event that requires a set up and clean up are subject to a \$25 service fee. The number of servers depends on the quantity of food and number of people at the event. **Events in the Skyline or Underwood Rooms MUST be catered.**

How to Order Food

Menus are available [online](#). Catering arrangements can be made by contacting Sam Castilla, Catering Director, at 210-999-8416.

Note: Chartwells asks that all orders be placed at least 5 business days in advance. Orders placed 3 days or less prior to an event will be charged a \$50 pop up fee. All orders placed past the 5-day cutoff will need approval from Chartwells.

How to Pay for Food

After orders are placed, you will receive an email from Trinity University Dining Services via CaterTrax (orders@catertrax.com) with a summary of the order. Follow the instructions in the email to confirm or request changes to the order. An invoice (what you owe) is provided to you after the event is completed. Payment options include:

- **Purchasing Credit Card (P-Card):**
 - University Sponsored Organizations may use their purchasing credit card to make payments to Chartwells.
 - Registered Student Organizations (RSOs): When an invoice is received from Chartwells, RSOs will forward the invoice to getinvolved@trinity.edu with the message "Invoice needs approval to be paid by P-Card for 'Organization Name', 'Event Name' on 'Event Date' in the amount of 'Dollar Amount'
 - Example email to getinvolved@trinity.edu: Invoice needs approval to be paid by P-Card for Smile Club's Induction Banquet on July 1, 2024 in the amount of \$345.23

- **Credit Card:** If paying with a credit card, please provide the card information at the time the catering order is submitted.

Frequently Asked Questions (FAQs)

1. **Do I have to use Chartwells?** Student organization events that are members-only are not required to use Chartwells as a food vendor. Events that are open to the Trinity community or broader community must use Chartwells as a food vendor. Student organizations who desire to use an off-campus vendor must seek an exception to the Chartwells “right of first refusal” catering policy. This can be done by completing the Event Information Form (EIF) and filling out the following [exemption request form](#). Exemptions are not guaranteed.
2. **How do I make special requests?** Chartwells wants to serve you! If you want to combine platters or request something that is not on the preset menu, just ask. **Note:** Special orders and requests must be placed **two weeks in advance** of the event. If Chartwells cannot provide the food/dish that you have requested, you may select another vendor.

Off-Campus Food and Food Handling Procedures

Food at student organization events must be provided by Chartwells, unless an exception has been granted. If an exception is granted, the student organization planning the event must provide food from a health-inspected location (a restaurant or grocery store) and provide a copy of the restaurant or grocery store’s license where food is being handled. If the student organization is unable to obtain a copy of the restaurant or grocery store’s license, the student organization must list the name of the establishment where the food is from at the table where food is being handled. Please see the bake sale rules above for policies re: student org bake sales.

All events involving food/beverage must follow food handling procedures as determined by the Metropolitan Health District. Furthermore, risk managers for each student organization are required to take food-handling training once per academic year. Individuals must review the food safety procedures prior to their event.

CHAPTER FOUR: Risk Management

Overview of Risk Management

Risk management is the process of forecasting and evaluating potential risks to minimize their impact. Risk Management Training is sent out via email by the Student Engagement & Development Office annually and is **required** for all student organizations ([Texas Education Code 51.9361](#) and [House Bill 2639/Senate Bill 1138](#)). Officers who are required to complete Risk Management Training on an annual basis include President or Director (including all co-Presidents), Risk Management Officer, Social Chair, and New Member Educator/Orientation Chairs. Each required officer must complete and pass the subsequent quizzes with a score of 70% or higher. All Presidents of student organizations must share the risk management information with the organization’s full membership at the beginning of each academic year. Risk Management Training highlights six components:

1. Traveling outside of San Antonio
2. Events with Alcohol and [Alcohol Policy](#)
3. [Safer Parties Initiatives](#) (SPIn)
4. [Hazing](#)
5. [Sexual Misconduct](#)
6. [Drugs](#), [Weapons](#), and [Fire Safety](#)

Off-Campus Activity

Off-campus activities that do not receive funding or resources from University sources are considered to be independent of the University and solely the responsibility of participants. The University has no responsibility for off-campus activity, including any injury or damage that may occur as a result of said activity. Student organizations should take reasonable precautions for the safety and well-being of all participants. In the event of an emergency, students should contact emergency personnel and are encouraged to notify University officials. For off-campus activities using any student activity fee funds or other University funds, an organization representative must complete the [Event Information Form](#) a minimum of **six to eight weeks** before the scheduled event. See event planning procedures in [Chapter 3](#) for more information.

Off-Campus Travel

General

Off-campus travel that does not receive funding or resources from University sources is considered to be independent of the University and solely the responsibility of participants. The University has no responsibility for off-campus travel, including any injury or damage that may occur as a result of travel. Student organizations should take reasonable precautions for the safety and well-being of all participants.

1. It is recommended that the student leaders of those trips collect a roster of participants and emergency contact information in advance of the trip and share that information with relevant student organization officers. In the event of an emergency, students should contact emergency personnel and are encouraged to notify University officials

For off-campus travel or activities using any student activity fee funds or other University funds, an organization representative must complete the [Event Information Form](#) a minimum of **six to eight weeks** before the scheduled event. Please see the [Travel Information Checklist](#) for more information. See event planning procedures in [Chapter 3](#) for more information. When students are participating in off-campus travel, they shall abide by University drug and alcohol policies just as if they were on campus, regardless of the laws of the location or jurisdiction.

Approved Bus Carriers

Trinity University departments and recognized organizations may have a need to utilize charter bus services for university-sponsored local trips, out of town trips, or extended multi-day trips. To meet this need, Trinity has approved a list of carriers that have satisfactory ratings with the Federal Motor Carrier Safety Administration. The list of approved carriers can be found [online](#).

Authorized Drivers

Events that include vehicular travel, are paid for with University funds, or include students representing the University require all drivers to be **authorized drivers**. An [Authorized Driver Form](#) (along with copies of a valid driver's license and vehicle insurance) must be submitted to Student Engagement & Development and Risk Management **at least five class days** prior to the trip. **See Chapter 3 for more information.**

Hazing

Hazing is prohibited. The University Hazing Policy can be found [here](#). The signed Anti-Hazing Agreement is required from all student organizations annually. In addition, all organizations that implement a new member orientation/education program are required to submit a calendar of events to Student Engagement & Development by the predetermined date set by Student Engagement & Development. Calendars will be reviewed and approved by a Student Engagement & Development staff member.

Student Engagement & Development staff members are available to listen to your concerns or to assist your organization in planning events that are free of hazing. Reports of hazing (anonymous or otherwise) can be directed to Student Engagement & Development at getinvolved@trinity.edu or (210) 999-7547 or to the Dean of Students Office at (210) 999-8843.

Alcohol Use

General

The University Alcohol Policy can be found [here](#). Events with alcohol at off-campus residences should adhere to the [Safer Parties Initiative \(SPIn\)](#).

Standards for Events

Organizations sponsoring events with alcohol have a responsibility to care about the health and safety of their guests and to create an environment that is well-controlled and monitored. Any organization that fails to appropriately follow these guidelines and recommendations may be subject to, with the discretion of Student Engagement & Development and/or all relevant governing bodies, the organization's judicial process found in [chapter one](#) of this handbook. To ensure this care, these practices must be followed:

Applicable State of Texas Laws

1. The sale of alcoholic beverages by the organization directly is prohibited.
2. Organization members, collectively or individually, shall not purchase for, serve, or sell alcoholic beverages to any person under the legal drinking age.

Risk Reduction & Responsible Hosts

1. The possession, sale, use or consumption of illegal drugs or controlled substances at any student organization-sponsored event is prohibited.
2. Organizations may not purchase alcoholic beverages with organization funds or Student Activity Fee funds, nor may they organize the collection of funds for the purchase of alcohol. Organizations may not co-sponsor or co-finance an event in which alcohol is purchased by any of the host organizations. Exceptions to this policy include organizational events in Skyline and limited quantities of alcohol used for celebratory purposes (including religious holidays and special occasions).
3. No student organizations may co-sponsor an event with an alcohol distributor, charitable organization, or third-party venue where alcohol is given away, sold, or otherwise provided to those present. This is different from hosting an event at an establishment that sells alcohol.
 - a. No alcohol shall be present at any new member education program or event.
 - b. All formal recruitment activities will be dry (no alcoholic beverages).

On-Campus Events with Alcohol

If a student organization wants to host an event with alcohol on campus, the organization must follow these five steps:

1. Submit a [T-SPACE](#) reservation request.
2. Complete and submit the [Event Information Form](#).
3. Set up a consultation meeting with a Student Engagement & Development representative.
4. Contact Chartwells for bartenders.
 - a. All events with alcohol on campus must go through Chartwells for bartender staffing. Chartwells bartenders are Texas Alcoholic Beverage Commission (TABC) certified. Please note, though, that there is a required minimum fee to utilize Chartwells bartenders. It is the student organization's responsibility to pay for Chartwells services.

- b. The only space on campus that has a permanent permit to sell alcohol is the Skyline Room. This permit allows student organizations to host an event where alcohol is sold or served. For all other locations on campus, a cash bar is not permitted. If a student organization wishes to have a cash bar and sell alcohol at an event, the organization is required to purchase a temporary TABC permit for that campus location. Student organizations must contact Chartwells to initiate this process.
Please note: It may take 30 days or more to obtain approval for a TABC permit.
- 5. Contact TUPD to provide security coverage.
 - a. TUPD presence is required for all on-campus student organization events with alcohol. Student organizations are responsible for the associated security costs. TUPD will determine how many officers are required for presence based on the estimated attendance of the event. IDs will be checked by either a TUPD officer, Chartwells staff member, or a licensed TABC bartender.

Events with Alcohol off Campus and/or at Third Party Venues:

1. See [Safer Parties Initiative](#) for recommendations and best practices that may be relevant at third-party venues.
2. Encourage safe transportation: When coordinating bus rentals for members and guests, pickup and drop-off must occur at the Bell Center. [Trinity University-approved bus carriers](#) must be utilized. TUPD must be hired for the entirety of the pickup/drop-off timeframe. TUPD presence **must be** coordinated at least **two weeks** in advance of the event. Trinity University covers the cost of TUPD presence for all student organizations that have financial hardship up to a specified, capped amount. Once the cap is reached, TUPD security fees are the responsibility of the student organization.
3. Per the [Commercial Enterprises policy](#), entities without a contract with the University that provide transportation to/from third-party venues are not permitted on campus property.

Contracts/Agreements

Organizations may not enter into any contract that identifies Trinity University or any office/department that is a part of Trinity University without prior written approval from Risk Management personnel. Before a student organization enters into a contract, said student organization is required to complete the [Event Information Form](#) and schedule an event consultation with a Student Engagement & Development representative at least **six to eight weeks** prior to the scheduled event. All student organization events that require a contract and/or insurance will be determined by Student Engagement & Development and/or the University Event Review Committee.

Contract templates are available on the [Risk Management Contract Policy and Procedures web page](#). All third party contracts should be reviewed by Student Engagement & Development in the event consultation process prior to submission to Risk Management.

In all circumstances, the [Office of Risk Management](#) is required to review all contracts, whether internal or third party, and sign on behalf of the University/organization. Depending on the risk associated with an event, external parties/vendors will be required to provide a Certificate of Insurance with Trinity University listed as an additional insured for elevated-risk events. In the case that an external party/vendor cannot provide a Certificate of Insurance, the student organization will need to purchase the insurance on the external parties/vendor's behalf. For more information, review the [Event Review Guidelines for student organizations](#).

Off-Campus Visitors/Tournaments

General

Off-campus users of campus facilities must provide insurance that names Trinity University as an additional insured on the policy. The policy must provide general liability insurance (including coverage for personal injury and property damage) with a limit of liability not less than \$1,000,000 for each occurrence. Off-campus users who are unable to provide the required insurance may purchase a short-term policy through a third party vendor, such as [Francis L. Dean](#). The Office of Risk Management can assist the student organization or third-party with this process. Risk Management requires 7 to 10 business days for processing applications for short-term insurance. This insurance covers Trinity University and the users of Trinity University facilities.

Events with Minors

In accordance with the [Minors on Campus Policy](#) and per Texas Education code 51.976 and guidelines set forth by the Texas Department of Health, the following must be completed for all students working with guests under 18 years of age at **on or off-campus student organization sponsored events** (“off campus” EXCLUDES serving or working at third-party agencies who already have their own child protection processes (i.e. schools, afterschool programs, etc.):

1. Complete a criminal background check. Post event consultation, a Student Engagement & Development representative will get the organization in contact with Human Resources to begin background checks. The cost of these background checks will be covered by the student organization.
2. Complete required risk management training. Post event consultation, a Student Engagement & Development representative will get the organization in contact with the Risk Management Office and they will assign the required risk management training to your organization.
3. Acquire [Participant Release Agreements](#) for all participants who are minors. Organizations working with minors for special events on or off campus (for example, overnight hosting with Admissions) must ask legal guardians of all participants to sign and submit a Student-Participant Release Agreement. **See guidance in Chapter 3.**

Copyright Law and Infringement

Films and Movies On-Campus

The federal Copyright Act of 1976 (17 USC), along with subsequent amendments, specifies that copyrighted materials like movies can be used publicly only if properly licensed. However, neither the rental nor purchase of a movie automatically carries the right to exhibit it outside of one's home. Therefore, if a student organization wants to show a movie in a public setting, that student organization must obtain the licensing to show that movie. Violating copyright law through unauthorized public screening of a movie can result in lawsuits and, in some cases, even criminal charges, as well as prevent those who worked hard on a film from receiving their just compensation. For more information on copyright law, visit the Swank Motion Pictures [copyright page](#).

1. You or your organization must purchase the licensing to show the media. For movies, this can be done through companies such as [Swank Motion Pictures](#), Inc. or [Criterion Pictures](#). Purchase prices can vary depending on the movie, its popularity, and the year in which it was made. If your organization would like to go this route, we recommend going through the Student Activity Fee allocation process through the Student Government Association.
2. Trinity University has yet to find a company that sells licensing for television shows. Television episodes on Netflix, Amazon, DVD, etc., are NOT permitted without express consent from the appropriate television network. Live television broadcasts are permissible for public viewing with the following requirements:
 - a. Admission cannot be charged.

- b. The public space (excluding office space) has to be less than 3,750' sq.
 - c. Monitors are limited to no more than four (4) and do not exceed 55".
 - d. The displayed content has to be over-the-air, broadcast TV; NO cable or satellite content.
3. If you find another way to purchase movie licensing or find a way to purchase television episode licensing, please provide Student Engagement & Development with the written agreement between you/your organization and the film distribution company, a third-party licensor, etc.
4. Show a movie from Coates Library. The organization may show a film or television episode from the Coates Library, for which the University already has a license to do so. Not all movies owned by the library are covered by a license that includes these "public performance rights". You can ascertain whether or not public performance rights are included on any particular library film by looking at the "Terms of Use" field in the item's catalog record [Here is an example of such a film](#). Coates Library also offers [Films on Demand](#), a streaming film database with thousands of titles featuring public performance rights. The University also has access to [Academic Video Online \(AVON\)](#), an equally large collection of licensed documentary films.

Appendix A: Glossary

[Alcohol Policy](#)

[Approved Bus Companies](#)

[Authorized Driver Request Form](#)

[Authorized Driver List](#)

[Banner Request Form](#)

[Commercial Enterprise Policy](#)

[Contracts/Agreements](#)

[Copyright Law and Infringement](#)

[Event Information Form](#)

[Event Planning Process](#)

[Food](#)

[Fraternity and Sorority Organizations](#)

[Fundraising](#)

[Handling and Accounting for Cash Policy](#)

[Hazing Policy](#)

[Judicial Processes](#)

[Minor Policy](#)

[New Student Organization Petitioning Process](#)

[Purchasing Card Policy](#)

[Reading Days Policy](#)

[Registered Student Organizations](#)

[Safer Parties Initiative \(SPIn\)](#)

[Solicitation and Promotion Policy](#)

[Student Group Political Activity on Campus](#)

[Student Handbook](#)

[Student Engagement & Development Office](#)

[Student-Participant Release Agreement](#)

[Statement on Student Rights and Responsibilities](#)

[Ticket Sales](#)

[Tiger Bucks Devices](#)

[University Sponsored Organizations](#)