



ALAMO
COLLEGES
DISTRICT

St. Philip's College

2023-2024 Student Organization Handbook

For more information, contact the Department for Student Life at (210) 486-2135.



Join Tiger Nation!



TIGERS SERVE!

INTRODUCTION

The Department for Student Life serves as the liaison between student organizations and the college. Our mission is to promote student engagement, offer experiential learning activities, experience transcript opportunities, and build strong student leaders. The Department for Student Life is committed to fostering the educational experience of students by providing experiential programs and activities (co-curricular, extra-curricular, and community service) that will contribute to their intellectual, oratorical, social, physical, and cultural development. Having a holistic experience that enhances the student's experience and promotes engagement in and outside of the classroom is critical to our student's achieving success within their respective pathways.

A variety of clubs and organizations including academic, social, special interest, and honorary societies are available to students through the Department for Student Life. One of the many functions of the Department for Student Life is to provide assistance, encouragement, and support to each student organization on campus.

This handbook is a resource for student organization advisors, leaders, and members. The information is intended to help new student organizations "get started," as well as help established organizations continue to grow. It is our hope that this handbook will help each organization accomplish its goals more effectively. In addition to college policies, copies of commonly used forms, rules and regulations, the reader will find some suggestions for developing and maintaining a harmonious and effective student organization.

This Student Organization Handbook is a living document. Each year, the Department for Student Life reviews the handbook for accuracy and relevance. The College policies and regulations referred to in this handbook were accurate at the time of printing. In case of a change in College and Department policies or regulations, updates will be made immediately which will take precedence over previously published content included in this handbook. All information included is subject to change without notice or obligation. Student leaders and advisors will be notified of any changes in this handbook during the academic year.

Student organization members and advisors are responsible for becoming familiar with the contents of this handbook and are expected to follow all college policies, rules, and regulations as they pertain to student organizations.

The Department for Student Life is available to serve the needs of students, student organizations, and advisors. We welcome any comments or suggestions that will help us improve our services. If you have any questions or concerns that are not answered in this handbook, please come by the Department for Student Life office located in the Turbon Student Center, Suite 110 on the MLK campus, and Building 1, D-143 on the Southwest campus. You may also reach us at 210-486-2135 to set up an appointment.

We wish you the best and look forward to working with you.

Dr. Angela McPherson Williams/Dr. Mac
Director for Student Success
Department for Student Life
awilliams284@alamo.edu

Mr. Varryron Young
Associate Director for Student Success
Department for Student Life
vyoung25@alamo.edu

The College takes pride in its individual attention to students in a flexible and sensitive environment. As a dynamic and innovative institution, St. Philip's College values the role of creative and critical thought in preparing its students, campus and community to meet the challenges of a rapidly changing world.

Date Established
1898

Accreditation

St. Philip's College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees and certificates. Contact SACSCOC at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of St. Philip's College.

To maintain accreditation with the SACSCOC, St. Philip's College must comply with the standards contained in the Principles of Accreditation: Foundations for Quality Enhancement and with the policies and procedures of the Commission on Colleges. The Commission on Colleges applies the requirements of its Principles to all applicant, candidate, and member institutions, regardless of type of institution (public, private for-profit, private not-for-profit).

Vision

St. Philip's College will be the best in the nation in Student Success and Performance Excellence.

Mission St. Philip's College, a Historically Black College and Hispanic Serving Institution founded in 1898, is a comprehensive public community college offering degrees and certificates, whose mission is to empower our diverse student population through educational achievement and career readiness.

The college fulfills its mission through three core competencies:

1. Quality Instruction for Educational Programs

- a. General courses in arts and sciences leading to an associate degree.
- b. Transfer education for students desiring to attend senior institutions.
- c. Developmental courses that improve the basic skills of students whose academic foundations require strengthening.
- d. Applied Science and technical programs leading to a bachelor degree, associate degree or certificate designed to prepare students for employment and/or to update crucial skills.
- e. Workforce and Career development training programs for business, industry and government.
- f. Continuing education programs for occupational and educational enrichment or certification.
- g. High School Program partnerships to align transfer pathways, enhance learning opportunities and provide career readiness and transfer opportunities.

h. Continuous quality improvement of programmatic offerings based on a culture of assessment.

TABLE OF CONTENTS

	Pg. #
Introduction	3
Contents	5-6
Alamo Colleges District Policy	7
AlamoCARES	7
Quality Enhancement Plan	8
AlamoEXPERIENCE/INSTITUTES	8-13
Keys to a Successful Student Organization	14
Why You Should Get Involved in Student Organizations	14
How to Start a New Organization	15
Registration of Student Organization	16-17
Expectations	17
Guidelines	18
Early College High School (ECHS) Student Membership	18-20
Risk Management	21-22
Behavior At Events	23
Student Organization Categories	24
Advisor/Student Organization Relationship	25
Advisor Criteria and Responsibilities	26
Due Process	27
Training and Resources	27-28
Meeting and Event Services	28
Funding	28-29
Use of Student Service Fees	29
Agency Accounts	29-30
Petty Cash	30-31
Student Organization Activities	31-42
Disabled Services	42

Publicity and Advertising	43
Invited Guests	44
Prizes, Awards and Recognitions	44
Graduation Regalia	44
Fundraisers	45-47
Travel	48-50
Student Government Association	51
St. Philip's College Student Organizations	52
Categories	53
Chartered Student Organization Process Student	53-54
Student Organization Important Dates	55
Compliance Checklist	55-56
Sample Constitution	56-57
Recommended Duties of Officers	57-58
Department for Student Life Forms	59-63

ALAMO COLLEGES DISTRICT POLICY

F.5.1 (Policy) Registered Student Organizations

An organization in which membership is limited to students, staff, and faculty may become a registered student organization by complying with the registration procedures established by the Chief Student Affairs Officer, the Vice President for Student Success (VPSS). It is the responsibility of each College to develop and disseminate guidelines regarding student organizations.

Each chartered and registered student organization has the responsibility to abide by the policies and procedures of the Alamo College District and local, state, and federal laws. Registration does not imply approval by the Alamo College District or its Colleges of the activities of the registered organization. More Alamo Colleges District policies can be found online at: <http://www.alamo.edu/district/policies/>

AlamoCARES



St. Philip's College is committed to providing a supportive learning environment and to fostering, safe, healthy relationships among our students. In this effort, St. Philip's College has initiated AlamoCARES, a prevention, education and support program regarding dating violence, domestic violence, sexual assault, and stalking. It is our sincere hope that AlamoCARES will empower you to make well-informed decisions about life issues that affect your college years and beyond. Within the AlamoCARES site: <http://www.alamo.edu/spc/alamocares>, you will find information on rights granted by Title IX* and resources to help educate and assist you when dealing with harassment and sexual violence.

*
Title IX is a federal law that prohibits discrimination based on sex (gender) of employees and students of educational institutions receiving federal financial assistance. Title IX's prohibition of discrimination includes acts of sexual harassment and relationship violence.

St. Philip's College does not tolerate sex discrimination, sexual harassment, or sexual violence of any kind. To ensure compliance with Title IX, the Alamo Colleges have designated a District Title IX Coordinator and a Deputy Title IX Coordinator at each college.

Alamo Colleges Policy: H.1.2 Civil Rights Discrimination, Harassment, and Retaliation Responsible Department: Title IX/VII/ADA/504 Coordinator.

The Department for Student Life has aligned all of our Experiential Learning activities and events with six Alamo Institutes. Stay tuned for continued opportunities to participate in activities which enhance what you are learning in the classroom.



Want to know what's going on in Student Life? Want to get involved? Get synced with SPC by joining AlamoEXPERIENCE today at <https://alamo.campuslabs.com/engage>.

What is AlamoEXPERIENCE?

AlamoEXPERIENCE is your way to connect to leadership and involvement opportunities.

Explore your Passions

St. Philip's College offers 40+ student organizations and clubs to get involved with including academic, civic and community, recreational sports, leadership development, student governance, and honor societies.

Involvement on the Go

On the move? AlamoEXPERIENCE connects you with leadership and involvement opportunities at the touch of a finger with its mobile-friendly platform. If you would like to use an app to search for opportunities, you can download the third party campus labs app 'Corq' on either iPhone or Android. Again, AlamoEXPERIENCE works perfect from your smart phone. Corq can provide information for those who prefer a phone application.

Events Calendar

Looking for something to do while on campus? Use the calendar feature to search for events specific to your student organization or campus-wide events. You can R.S.V.P. for events and connect with friends to see what others are doing on campus.

Experience Transcript

Unsure about how to present your campus involvement during job interviews? AlamoEXPERIENCE provides you with an Experience Transcript of your involvement. This is an official document provided by your home College. It highlights your professional and leadership development outside the classroom.

Use the Event Check-In App and the Event Pass for Instant Credit

Officers, Advisors, and members can download the 'Campus Lab Check-In App' to their phones to quickly add event attendance to their participant's Experience Transcript by scanning the Event Pass of their attendees. Each student can find their unique QR Event Pass code under their profile once they log into AlamoEXPERIENCE or within the Corq app. These tools provide the most seamless process for assigning and achieving credit.

Remember- the Department for Student Life uses AlamoEXPERIENCE as the official platform to post all events, student organization information, & involvement opportunities.

Please see step-by-step instructions on how to join AlamoEXPERIENCE on the following page and share this information with your organization members and peers to get them connected!

6 INSTITUTES. ENDLESS POSSIBILITIES.

Creative & Communication Arts
The Creative & Communication Arts Institute is designed for students who have a key interest in areas such as the arts, audio/video technology and communications.
[More about a creative path >](#)

Business & Entrepreneurship
The Business & Entrepreneurship Institute is designed for students who have an interest in areas such as business management and administration, finance, hospitality and tourism and marketing.
[Business Programs for you >](#)

Health & Biosciences
The Health and Biosciences Institute is designed for students who have an interest in areas such as health sciences.
[Health Programs for you >](#)

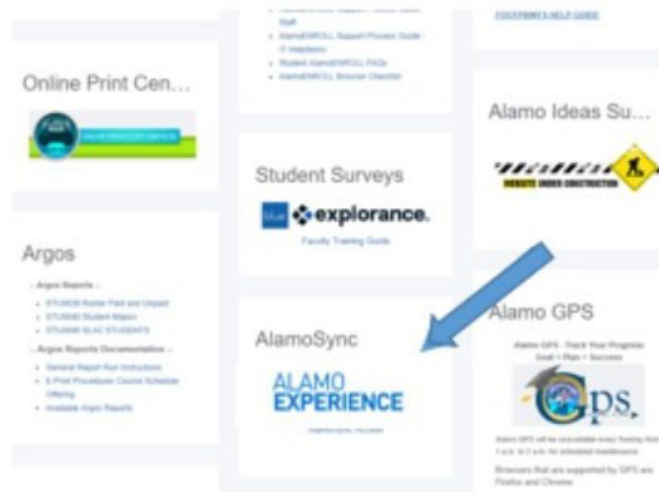
Advanced Manufacturing & Logistics
The Advanced Manufacturing & Logistics Institute is designed for students who have an interest in areas such as architecture, construction, manufacturing, transportation, distribution and logistics.
[More on making & moving >](#)

Public Service
The Public Service Institute is designed for students who have an interest in areas such as education, training, government, public administration, human services, law, public safety, correction and security.
[Learn about ways to serve >](#)

Science & Technology
The Science and Technology Institute is designed for students who have an interest in areas such as agriculture, food and national resources, information technology, science, technology, engineering and mathematics.
[Science and Tech Info >](#)

ALAMO EXPERIENCE

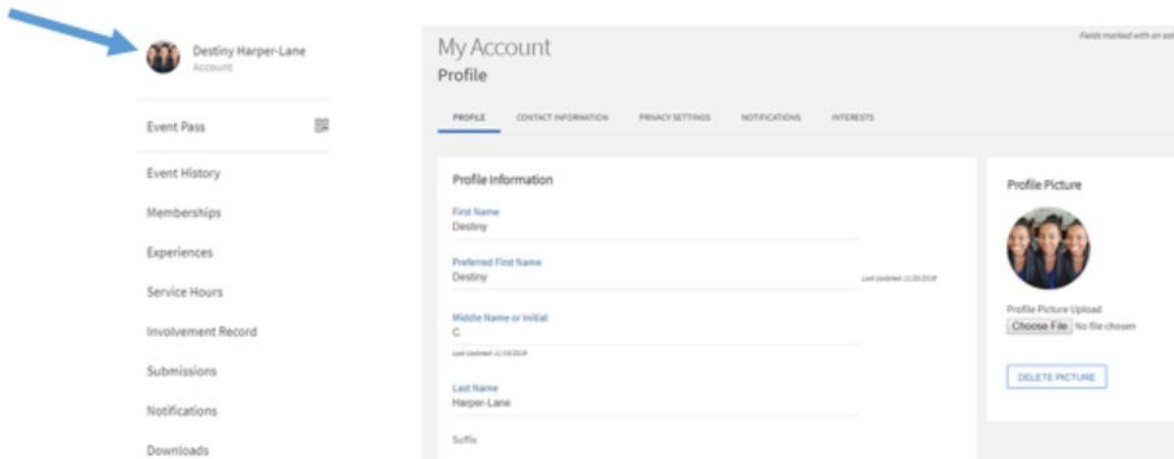
Step 1: Click on the **Student** tab (or **Employee** tab if faculty/staff) in **ACES**, scroll down and click on **AlamoEXPERIENCE** or type in



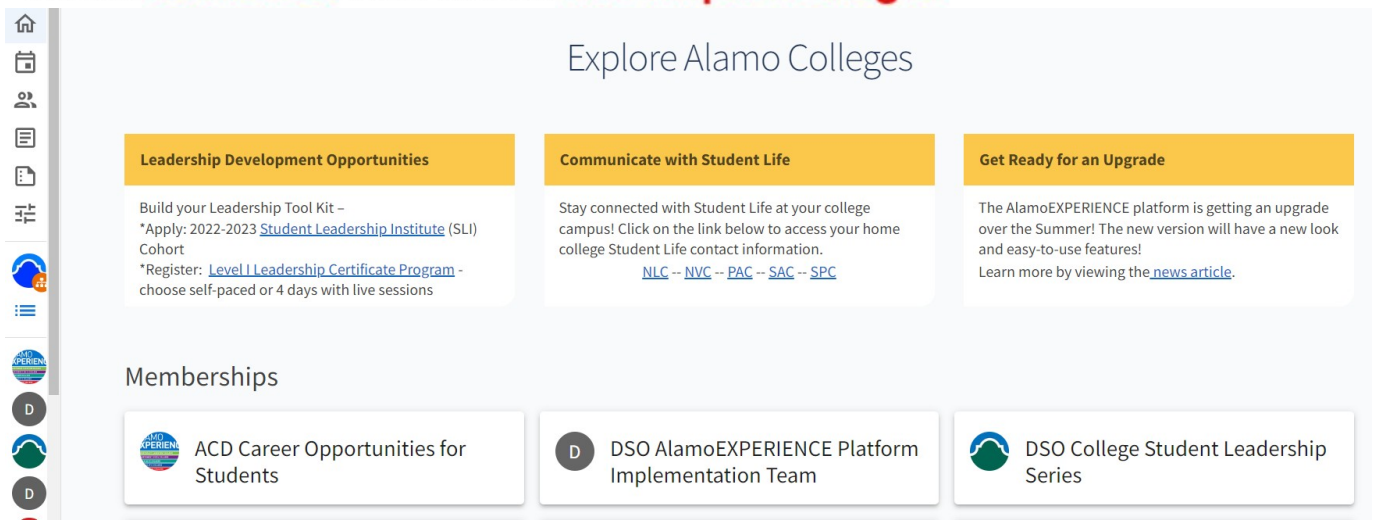
Step 2: Click on the blue **Sign In** button to login to **AlamoEXPERIENCE**



Step 3: Sign in using your **ACES ID** and **Password**, then update your profile information.



Step 4: You will be routed to the **AlamoEXPERIENCE** home page for the Alamo College District. To search for organizations, events, news articles, etc., click on **Events, Organizations, News, or Forms** located at the top of the page. Click on the drop down arrow under **Branches** and select **St. Philip's College**.



You may also type in the topic you are searching for in the text box under **Explore Alamo Colleges** or use the **Memberships, All Events, and Latest News** sections to search within those areas.

Explore Alamo Colleges

Leadership Development Opportunities

Build your Leadership Tool Kit –
*Apply: 2022-2023 [Student Leadership Institute \(SLI\) Cohort](#)
*Register: [Level I Leadership Certificate Program](#) - choose self-paced or 4 days with live sessions

Communicate with Student Life

Stay connected with Student Life at your college campus! Click on the link below to access your home college Student Life contact information.
[NLC](#) -- [NVC](#) -- [PAC](#) -- [SAC](#) -- [SPC](#)

Get Ready for an Upgrade

The AlamoEXPERIENCE platform is getting an upgrade over the Summer! The new version will have a new look and easy-to-use features!
Learn more by viewing the [news article](#).

How to Access Your Event Pass in AlamoEXPERIENCE

1. Log into AlamoEXPERIENCE using your ACES log in & Password
2. Click on your profile picture (or initial if no picture)



4. Your personalized pass will be available to scan or you can save it on your phone!



If your Event Pass is scanned, you will automatically receive credit on your Experience Transcript! The same pass is also available on the CORQ app!

Campus Expression

St. Philip's College recognizes that the freedom of speech and expression and the right to peaceful assembly are fundamental rights and central to their educational mission. This procedure constitutes the "policy" required by Section 51.9315(f) of the Texas Education Code to detail students' rights and responsibilities regarding expressive activities. Consistent with Section 51.9315(f), the common outdoor areas of the Alamo Colleges and other College District buildings are deemed traditional public forums, subject to reasonable restrictions of time, place, and manner of expressive activity.

Please refer to Alamo College District's [Policy F.9.1.](#) and [Procedure F.9.1.1](#) for more information. If you would like to reserve a space for conducting expressive activity on campus, please fill out this [form \(F.9.1.1.A\)](#). Email the form to the Director of Student Success, Dr. Angela McPherson Williams/Dr. Mac at awilliams284@alamo.edu.

If you have a complaint about interference with expressive activity on campus, please fill out this [form \(F.9.1.1.B\)](#). Email the form to the Director of Student Success, Dr. Angela McPherson Williams/Dr. Mac at awilliams284@alamo.edu and someone will contact you within 24 hours.

Questions? Contact the Department for Student Life at 210-486-2135.

KEYS TO A SUCCESSFUL STUDENT ORGANIZATION

Every student organization is founded with a specific purpose in mind. This purpose defines the existence and mission of each student organization and serves as a guide for members when planning activities. The most important step that a student organization must take is goal setting. After specific goals have been established, a student organization should develop a plan for accomplishing each of these goals. Plans for accomplishing goals should address the following points:

- Who will coordinate the efforts to achieve each goal?
- What steps will be followed to accomplish each goal?
- Who will implement each step?
- When will each step be completed?
- Will funding be necessary to accomplish the goal?
- If funds will be needed, how will they be raised?
- What items or resources are needed to accomplish the goal? When will they be collected/purchased?

*Note: Goal setting will give your student organization direction, purpose and meaning while promoting member interest and member commitment.

WHY YOU SHOULD GET INVOLVED IN STUDENT ORGANIZATIONS!

Student organizations offer activities that are beneficial to the personal growth of their membership. Student organizations are unique and designed to serve a specific population/interest within the college community. The Department for Student Life encourages participation in student organizations and activities for all students.

Students that participate in student organizations have the opportunity to achieve the following:

- Gain valuable leadership skills and experience
- Learn to communicate, compromise, and collaborate in a team environment
- Learn to problem solve, resolve conflict, and communicate effectively
- Develop a sense of pride and school spirit
- Persist, be academically successful, graduate, and transfer

HOW TO START A NEW ORGANIZATION

Starting a new student organization is not difficult, but does require planning and organization. The steps students must take in order to establish a student organization are as follows:

Step 1. Define the purpose and goals of the proposed student organization.

Step 2. Select **two full time** faculty and/or staff members as advisors. Advisors and students should agree on the purpose and goals of the proposed student organization. The Advisors must agree to accept the duties and responsibilities of leading the student organization, as well as attend Advisor training (**see information in the Advisor section of this document**).

Step 3. Register your student organization on AlamoEXPERIENCE.

- Log into AlamoEXPERIENCE, click on ‘Organizations’
- Click on ‘Register New Organization’
- Click on ‘Register a New Organization (only select ‘Re-Register Existing’ if already established) • Select ‘St. Philip’s College’
- Complete all sections of the registration form to provide details about your new organization

Step 4. Develop a Constitution and By-laws for the organization.

- Upload Constitution and By-laws into your AlamoEXPERIENCE portal within 7 days of creating your organization.

Step 5. If a new student organization is affiliated with a national organization, a copy of the national constitution and local bylaws must also be submitted to the Director or Associate Director for Student Success via email before the organization is considered active. The student organization must also submit a local constitution and bylaws. This must be completed before advertisement begins and the first meeting is held.

Step 6. Advertise establishment of new student organization and hold first meeting.

- A new organization must have at least 10 members and the President and Vice President identified to be approved. All members of the organization must complete the RSO membership application: <https://alamo.campuslabs.com/engage/submitter/form/start/234924> (*this process should be done annually*)
- Use the *Active Chartered or Registered Student Organization Roster* included in this document and on the Department for Student Life AlamoEXPERIENCE portal (under documents) to gather active member, officer, and advisor information.
- Upload the Active Chartered or Registered Student Organization Roster into your AlamoEXPERIENCE portal within 14 days of creating your organization. A new roster must be submitted each semester (by **September 15** for Fall and **February 15** for Spring) to capture new members, officer/advisor changes, etc. You should also update your membership under the ‘Roster’ section of your portal, carefully selecting your officers and permission levels for each member.

After these steps are completed, the Director or Associate Director for Student Success will then approve the new student organization as a registered student organization.

REGISTRATION OF STUDENT ORGANIZATIONS

To receive and maintain an active status, a prospective student organization must submit the student organization Registration / Renewal Application annually and have a copy of the Constitution and By-laws on file in the Department for Student Life. All registration materials must be submitted on AlamoEXPERIENCE by September 15th (or the next business day) for the Fall semester. Active student organizations during the Spring semester may function through the Summer session (members must be enrolled in Summer classes).

Please note: Student organizations can also request recognition during the Spring semester. The deadline for Spring applications is February 15th or the next business day. **Only organizations who have completed registration in AlamoEXPERIENCE and maintain engagement requirements will be eligible to use Student Services Fee funds in any given academic year.**

A registered student organization must meet the following criteria:

- Have a minimum of ten (10) members. Each member must complete an AlamoEXPERIENCE profile and membership application annually. Only students who meet all eligibility requirements and are registered via online application will count toward organization membership.
- Each member must have a minimum cumulative grade point average of 2.0. First semester students are exempt from this requirement.
- The organization must have a Constitution that includes a Mission Statement/purpose and objectives. The document must outline the organization's leadership structure (officers) and their duties. Have two full-time faculty/staff advisors. Part-time faculty/staff may serve with approval from the Director or Associate Director of Student Success.
- The organization must designate a Student Government Association representative, who must attend all SGA General Assembly meetings as set by the Student Government Association.
- All Advisors, Presidents, Secretaries and Treasurers must complete the annual student organization training and the organization must have representation minimum of two (2) Lunch and Lead sessions a semester.
- Identify one (1) member from your organization to be nominated for each of the following college/ District initiatives: Student District Trustee (SPC Rep), White House HBCU Scholar, and Student Government Association officer positions.

Student organizations may not conduct any business or engage in any activities (other than meetings) until the completed registration/renewal application has been approved by the Department for Student Life. Failure to register will restrict students from conducting any business or activity, participating in fundraising activities, receiving funds, and using College facilities for meetings or events.

Incomplete registration applications will not be accepted. The Director for Student Success or designee will evaluate and approve/disapprove the student organization's application for registration. Notification of approval/disapproval will be provided to the requestor(s). If a student organization's application is not approved, the student group may appeal, in writing, to the Dean for Student Success. Final appeal authority rests with the Vice President for Student Success.

Registered student organizations have the following privileges:

- Access to college facilities
- Access to Student Life resources
- Approval to post organization flyers on Student Life bulletin boards
- Permission to host fundraisers and campus activities

Limitations: Student Organizations are not eligible to use the college's Tax ID, tax exemptions or the College's nonprofit (501-C3) privileges. The College's 501-C3 does not extend to student organizations. This is particularly relevant when making purchases and receiving donations. Make sure all donations are to the organization and not the College. If a business, organization, or other entity would like to give a tax deductible gift to a student organization, they must contact the Institutional Advancement Office (located in the Sutton Learning Center (SLC), Suite 319, 210-486-2887) for the procedure and to complete the appropriate paperwork.

EXPECTATIONS

Student organizations and their members are considered leaders on the campus. As such, you have access to the College in ways many students do not. In addition to the many privileges extended to student organizations and their members, there are expectations.

Attend Training Workshops: The Department for Student Life will host an annual training to provide student leaders (President, Vice-President, Treasurer, and Secretary) with necessary information for managing their organizations. Chartered Student Organizations (CSO) and Registered Student Organizations (RSO) are required to attend this October training session. Valuable leadership development training and resources will also be available on AlamoEXPERIENCE and the DSL CANVAS shell. Monthly Lunch and Lead trainings will also be offered to provide hands on training, leadership development, and just-in-time updates to important Department, Institution, and District practices. All trainings are designed to make the student leader experience both positive and rewarding, while also strengthening the student's Experience Transcript.

Advisor training is also mandatory each academic year. All advisors must attend to learn critical information about their role in the student organization. Both face-to-face and electronic training options will be available for Advisors and student organizations. Student organizations that register after the October training must schedule a one-on-one training with the Director or Associate Director before they can be considered registered and in compliance.

Participation in College Events and Activities: Having pride in the College is one of the by-products of being involved in a student organization. Participation and supporting College events and activities are critical in building a connection to the institution and serving the student body. *Each Registered Student Organization must participate in 40 hours of service to the college per semester. With a minimum of ten members, each student can work four hours a semester, which may be one hour per month. Students must participate in two (2) College wide activities. Student organizations will be required/encouraged to participate in various events to include: Spirit Days, Welcome Week Tent/Table, Club Rush, Tiger Nation Family Day and Alamo Institutes Expo, Homecoming Week, MLK March, Cesar Chavez March, Juneteenth Parade and Pride Month.* CultureFest is a unique event and will require an additional commitment from each organization. See **Compliance** for more information.

Peer Mentoring/Role Modeling: We expect the members of organizations to be examples for their peers. The student organizations are the bastion of student leadership. Your attitude and behavior should reflect the highest standards of excellence.

GUIDELINES

All student organizations are sanctioned by the Department for Student Life. Recognition of a campus organization does not constitute endorsement of its program or purpose by the College. Recognition is simply an agreement to exist on campus and may be withdrawn by the Director for Student Success if the organization becomes inactive, or violates any federal, state, local, laws or regulations, including those of the College, or Department. Should an organization's status change, the Director for Student Success will notify the organization in writing about the status change. A student group may appeal, in writing, to the Dean for Student Success.

Final appeal authority rests with the Vice President for Student Success.

Student organizations should ensure the application/renewal form is completed and approved before scheduling any activities, meetings, and fundraisers.

All student organizations must maintain an active AlamoEXPERIENCE portal with a minimum of two postings per month. Being active includes creating events for all activities and posting meeting minutes, photos, news, polls, approving involvement hours, or organization updates. All meeting minutes must be posted within 48 hours of your completed meeting. Attendance credit should also be given to attendees of your events and meetings within 48 hours of completion.

Membership in a student organization shall not be based upon gender, race, color, national origin, religion, ability, sexual orientation or age. All organizations, although they may focus on a specific population/interest, must be open to all interested students. St. Philip's College students 17 years old and younger must have written approval from a parent or legal guardian to participate in student organizations, including sports.

Members of a student organization must: **a)** be currently enrolled at St. Philip's College with a minimum of six (6) credit hours; **b)** maintain a cumulative 2.0 grade point average (GPA)*; **c)** be in good standing with the College (not on administrative hold, scholastic/progress probation, under suspension for disciplinary reasons, or sanctions from the Dean for Student Success, or Student Conduct/Title IX; and, **d)** complete all required trainings and orientations.

Alumni, family and friends cannot be "members" of a student organization. They may, however, assist and participate in organization activities as a volunteer. All volunteers must sign a Volunteer Agreement located in AlamoEXPERIENCE under the Department for Student Life portal.

All student organizations, their officers and members, are expressly forbidden to engage in any kind of hazing on or off campus which recklessly or intentionally endangers the mental or physical health or safety of any student for the purpose of initiation or admission into, affiliation with, or participation in the organization. Failure to adhere to these expectations could result in the student organization being suspended while the appropriate parties conduct investigations and determine disciplinary actions as outlined in the [Student Code of Conduct](#). The Director for Student Success will communicate a decision regarding the status of the organization in writing within ten business days. The student organization may appeal this decision with the Dean for Student Success.

Early College High School (ECHS) Student Membership in student organization and club sports is welcomed and encouraged. However, ECHS students must meet the following criteria:

- Pass reading and writing TSI
- Pass End of Course Exams
- Be registered in at least 6 college credit hours or minimum number of hours to participate in organization/sport

St. Philip's College students 17 years old and younger must have written approval from a parent or legal guardian to participate in student organizations. ECHS students can participate in local activities, however, they should provide their own transportation to those activities. Participation in activities outside of Bexar County will require special approval by the SPC ECHS principal.

Student Government Association (SGA) Representative: Each student organization must have a SGA representative. That representative will be a working member of the SGA and is responsible as the liaison for their organization. The representative must attend all SGA General Assemblies, report all SGA updates and events back to their student organization and fulfill the responsibilities of an active member (as defined by SGA). Failure to attend General Assemblies could result in an inactive status for the student organization. The SGA representative must not be one of the student organization's officers, as the responsibilities of the SGA representative may interfere with the duties of an officer.

As part of the participatory leadership at St. Philip's College, the College President meets with the Presidents of each student organization. This monthly meeting is called the Presidents' Panel. The Presidents' Panel is an opportunity for student leaders to engage with the College President and share their experiences. The meeting is convened and led by the SGA President.

The St. Philip's College SGA is aligned with the Public Service Institute, but supports all six Institutes. Experiential Learning activities enrich the student experience and support student success.

- **Must** complete all training and required paperwork by designated deadline.
- **Must** meet and adhere to Compliance requirements.
- **Must** gain pre-approval through the Department for Student Life for all on- and off campus events, volunteer projects, and fundraising activities at least **TWO WEEKS PRIOR** to scheduled events (*some events require additional time- please see student organization activities section below*).
- **Must** participate in the following mandatory events: Spirit Days, Welcome Week Tents/Events, Club Rush, Tiger Nation Family Day and Alamo Institutes Expo, Homecoming Week, MLK March, Cesar Chavez March, CultureFest, Juneteenth Parade, Pride Parade, Recruitment Fairs, and C/RSO Training. Students who have personal or religious reasons for not participating may send a written letter stating their position.
- **Must** have a District approved Agency Fund Account and may not maintain funds in an off-campus bank account. Additionally, organization funds should never be in the possession of an Advisor or officer for liability purposes.
- **Must** have a minimum of one (1) meetings per month. Agendas, minutes, and attendance rosters must be uploaded in the AlamoEXPERIENCE Organization portal no later than 48 hours after the meeting.

- **Must** complete 40 hours of service to the college each semester. The Department for Student Life will offer service credit for various campus service opportunities. *See Compliance Checklist on pg. 43.*
- **May not** enter into agreements/contracts with any person, company or the like without the expressed written consent of the Director for Student Success.
- **May not** enter into a payment agreement with any person, company or the like without the expressed written consent of the Director for Student Success.

Failure to observe the above guidelines and/or the Student Code of Conduct could result in the termination of the organization's recognition for a minimum of one academic year.

**Exceptions: The minimum GPA requirement shall be waived for first time in college students during their first semester.*

Compliance refers to completion of action items required for recognition as a student organization at St. Philip's College. Those activities include:

1. Officer and Advisor training
2. Completion of AlamoEXPERIENCE application and forms
3. College service hours
4. Student Government Association representation
5. Mandatory Event Participation (Ex. CultureFest, Spirit Days, Club Rush, Welcome Week Tents etc.)

Failure to meet the compliance requirements may result in an RSO being suspended from participation or recognition on campus and forfeiture of SSF funding. Please refer to the Compliance Checklist.

CultureFest is an Experiential Learning college activity that is designed to engage students, staff, and faculty in the San Antonio Fiesta celebration. This is the largest student activity the College hosts, and we invite our community partners to share in the experience. All of the proceeds from this event go to the St. Philip's College General Scholarship. Fund.

AS A RESULT, STUDENT ORGANIZATIONS ARE NOT PERMITTED TO RAISE FUNDS DURING THE EVENT FOR THEIR ORGANIZATION- NO EXCEPTIONS.

Chartered and Registered Student Organizations are required to participate in this activity. They may support this event in a variety of ways: host a service area, serve as event staff, or work in the activity areas. Student organizations that do not participate in CultureFest will receive half of their Student Services Fees Allocation.

What is Risk Management?

Risk Management is the process of assessing the potential and perceived risks involved in student activities. Risk Management includes monitoring organization activities and taking both proactive steps and corrective action to minimize accidental injury and/or loss.

Why Risk Management??

It's the law-State law requires student organizations to complete a risk management training in order to be considered a registered student organization.

Legislation

- ▶ HB 2639/SB 1138 –effective September 1, 2007
- ▶ Clay R. Warren Bill
- ▶ 80th Texas Legislature; Texas Education Code 51.9361

Mandates risk management education for members and advisors of student organizations registered at postsecondary education institutions

To Promote a Safe and Positive Experience

Risk Management is the process of considering the potential and perceived risk involved in student activities. It includes monitoring organization activities and taking both corrective action and proactive steps to minimize accidental injury and/or loss.

High Risk Activities

Hazing
Travel & Transportation
Alcohol and Illegal Drugs
Liability & Negligence
Sexual Abuse, Assault, Misconduct and Harassment
Fire and Other Safety Issues
Travel and Transportation
Behavior at Parties and Social Events

Types of Risk

Physical

Bodily injuries that occur from participation in an activity
Obvious risks such as rope climbing
Less obvious risks such as food-borne illnesses from a picnic
Other: injury, illness, death, hazing, sexual assault, high-risk, excessive drinking

Reputation

Incidents that may lead to defamation or portray a bad image of the individual officers and members present, the reputation of the student organization, and the reputation of the College as a

whole to the media, alumni, family, donors, views from other members of the community.

Emotional

Incidents that alienate or harm the feelings of members of the community

Selecting a theme for your event that stereotypes/offends a particular group

Psychological, hazing, sexual assault, eating disorders, alcohol and drug abuse

Financial

Occurrences that negatively impact the fiscal stability of the organization

Paying for damages incurred by a band you booked to play on campus

Theft or misuse of funds due to poor accounting, money handling, fundraising, budgets, or financial oversight

Facilities

Includes both the safety of the facilities used for your members/participants and the maintenance of the facilities used by your members/participants.

Fire safety, property damage, exceeding room capacity, crowd control, driving, weather

Reserving a space that is too small for the number of participants that show up

Risk Management Process

- Identify location, activity, and behavior risks
- Can someone get injured as a result of attending or participating in this event?
- Assess the probability and severity of adverse outcomes
- Identify controls to eliminate or reduce the risk
- How can you have a safe event?
- Implement and communicate
- Re-assess the activity after the risks have been managed

Travel for Organizational Events or Activities

Things to think about:

- Anticipate or prepare for bad weather and emergency expenses associated with travel
- Preventable risk (example: transportation in open beds of trucks should be avoided)
- Length of trip and number of available drivers
- Health/ Medical conditions of students (i.e. medication, asthma, etc.)

Rules Governing Student Travel: The final authority for the rules governing student travel is the Alamo Colleges District Policies and Procedures. These rules are available at <http://www.alamo.edu/district/policies/>

Behavior at Events

Can Our Organization Be Held Responsible for an Individual's Behavior? YES!

It can depend on a variety of factors BUT most importantly...

You assume responsibility if the activity is related to the organization.

Organizations may be held responsible when...

Acts of individual members are directly related to the student organization's activities

A member is violating local, state, or federal law or Alamo College policies and regulations and other members fail to discourage the activity

Remember, in addition to the group being held responsible, members, officers, and even advisors may be held individually responsible for an individual member's actions.

Don't be a Bystander

Awareness – be clear about expectations as an organization, as members, and at events

Weighing pros and cons – people weigh the cost and benefits of getting involved in risky situations. This includes threats to their safety, negative consequences for their relationships with others, and the potential to change the outcome of a risky situation or to help a victim.

Confidence – people who feel more confident in their ability to help are more likely to take action.
Context – bystanders also need safety nets for themselves – resources they can call upon.

REMINDER

As a Leader/Advisor, YOU are responsible for presenting the information in this Risk Management Training to your Organization

Please share this information while discussing Risk Management with your organization, keep meeting minutes and a sign-in sheet of members/advisors present.

STUDENT ORGANIZATION CATEGORIES

Below is a list of categories of student organizations. The categories are as follows:

Academic organizations are centered on the students' classroom experience. The members of the organization meet outside of the classroom to plan, implement and develop co-curricular activities to enhance their learning and share with the students at large.

College Service organizations focus on making an impact on the college campus. Their efforts are intended to improve the college experience and campus life for all students. Student members serve as ambassadors to campus visitors, hosts during campus events and support for SPC community initiatives.

Community Service organizations primary focus is to have a direct impact, through service, on the greater San Antonio Community.

Cultural organizations serve as an outlet for students who wish to share their cultural traditions and values with the College community.

Honor organizations recognize students for their academic achievement. Membership in the organization is usually based on a student's grade point average.

Faith Based organizations provide opportunities for students to commune with others who share their faith identities. The organization must be one of the recognized faiths. When appropriate, the students collaborate with Campus Ministry to share their beliefs and practices with the college community.

Political organizations allow students to engage the college community in public discourse.

Professional organizations are intended to help students prepare for their transition from school to career. The student members host events and activities to prepare for the world of work.

Special Interest organizations are groups of students who share a common interest, usually social in nature. They allow for their members to integrate a hobby, interest or idea into their college experience.

Sports organizations are an outlet for students who wish to compete in sports while attending St. Philip's College.

ADVISOR/STUDENT ORGANIZATION RELATIONSHIP

An important member of any student organization is the Advisor. Every student organization should have two (2) Full-time faculty or staff advisors to be officially recognized by St. Philip's College. Full-time faculty and staff are charged with being familiar with the Alamo Colleges District's Policies and Procedures; as such, they are entrusted stewards that help maintain the institution's integrity. One of their responsibilities is to ensure members of the organization follow the Colleges' policies, procedures and the Student Code of Conduct.

Advisors serve a very important function to you and your organization and at least one Advisor must be present at every meeting and/or event. Advisors provide a perspective that is generally different from group members. Their experiences and positions with the College help provide the ability to serve as consultants and evaluators. The Advisor's presence makes the event or meeting "official" and all policies, procedures, and code of conduct rules apply.

The ideal relationship between Advisors and the organization involves trust and respect. Advisors must feel that they can depend on the organization to act in a positive manner that will bring credit to the college. The organization needs to feel that Advisors support the goals and endeavors of the organization.

Literature on the advisement of student organizations suggests three major areas of responsibility for advisors. They are: 1) maintenance or custodial functions, i.e. budget maintenance, activity approval forms, national and regional correspondence; 2) group growth and development functions; and 3) program content functions. The advisor may perform certain functions within any of the three categories. The three categories, as described below, provide a classification, a rationale, and a validity of group advising.

Maintenance or custodial functions include those activities that help to maintain the group and to minimize the difficulties it encounters. Advisors interpret College policies and assist in resolving internal disputes and provide a validation signature when necessary. It is recognized that any of these activities may call for careful consideration by Advisors and a great deal of working with officers or members of the organization.

Group growth and development functions are those that are designed to aid the group in improving its effectiveness in operation and to help it progress toward its goals. Activities

that may fall within this category are teaching techniques of leadership, helping the officers understand the principles of the organization and administration.

Program content functions may be seen as an expansion of the group's objectives. Typically, the functions will vary at different times throughout the life of the organization. The advisor's leadership role may fall within any of these categories as the situation dictates. New circumstances and situations may arise prompting advisors to change their approach and/or the organization's activities. Advisors should not allow their groups to become dependent upon them and their decisions, but they should work toward becoming accepted as participants and as a part of the decision-making process of their organizations.

ADVISOR CRITERIA & RESPONSIBILITIES

Advisors of student organizations play a very important role in the development of the organization and its members. Advisors serve as mentors to the members of the student organization and provide valuable support to the student leaders and members. As such, each student organization is required to have **two Advisors**. An Advisor helps the students develop leadership skills such as time management, delegation, decision-making, critical thinking, and prioritization.

Advisors of SPC Student Organizations:

- Will be nominated by the prospective student organization's membership. Prospective advisors must be a full-time St. Philip's College faculty, staff, or administrator. (Part-time advisors will be considered under special circumstances.)
- Must be present at **all** student organization meetings and activities (both on and off campus).
- Lend advice and support, but should let the students determine the course for the organization.
- Should be familiar with the guidelines regarding student organizations.
- Should ensure the activities of the organization conform to Alamo Colleges District policy and the Student Code of Conduct.
- Serve for a term of at least one year.
- Assist students with maintaining registration status.
- Monitor membership eligibility requirements.
- Advise students regarding the Alamo Colleges District's policies and procedures.
- Act as a liaison between the student organization and the College administration.
- Assist with conflict resolution and mediation.
- Monitor all student organization fiscal transactions.
- Help maintain student organization records (member information, meeting minutes, event information, etc.)
- Provide guidance and support on planning and implementation of **all** events. Advisors should approve events prior to the Department for Student Life and should also assist student org leadership with completing tasks such as the Request for Facilities form and Official Functions Form in a timely manner.
- Serve as travel Advisor for all student off-campus activities.
- Maintain appropriate professional decorum with student members.
- Attend Advisor Training each academic year.
- Ensure their student organization follows all expectations to remain compliant.
- Assist officers with providing timely and accurate email correspondence, data, documentation, reports, etc. to the Department for Student Life when requested.

Advisors who fail to meet their responsibilities as outlined above and/or in accordance with the Alamo Colleges District policy D.1.1., Compliance with Policies and Procedures, shall be replaced by a simple majority vote of the membership and/or at the discretion of the Director for Student Success or designee.

DUE PROCESS

The Director for Student Success or designee shall maintain general supervision over all student organizations, which includes but is not limited to the following overall responsibilities:

Granting or denying official recognition

Approving or disapproving fundraising activities and routine/special events

Limiting or granting access to Student Activity Fee (SAF) allocations

Offering assistance to all registered student organizations

Providing periodic review of the operations and activities of all registered student organizations

Financial audits of the agency accounts

According to Alamo Colleges District policy D.1.1., Compliance with Policies and Procedures, student organizations may be established within the College for any legitimate purpose. Registration of organizations will not be denied on the basis of the views expressed by the group. Registration will be denied if a group violates campus rules or guidelines, interrupts classes, substantially interferes with the opportunity of other students to obtain an education, or if it is reasonable to believe the group poses a threat to the College or the welfare of the campus community.

The Department for Student Life may withdraw registration of any student organization that refuses to comply with campus rules and guidelines or does not fulfill all responsibilities of being a Chartered Student Organization (CSO) or Registered Student Organization (RSO). Registration may also be suspended or withdrawn whenever a student organization's membership drops below the minimum requirement of 10 active members. Each registered student organization has the responsibility to abide by the policies and procedures of the Alamo Colleges District and local, state, and federal laws. Registration of the student organization's activities does not imply approval by the Alamo Colleges District.

Campus recognition and sponsorship are privileges granted by St. Philip's College to student organizations. Similarly, the College can withdraw said privileges. An organization found responsible of violating district or College policies, or City/State laws, may be placed on probation, lose privileges, or have its charter/eligibility revoked by the college.

When a student organization is charged with a violation of district or campus policies, the Director for Student Success or designee will investigate the charges. Upon completion of the investigation, the Director or designee will be responsible for making a judgment as to the responsibility of the organization and determining the sanctions. Appeals of the decisions may be addressed, in writing, within 10 days of the decision, to the Dean for Student Success. Final approval authority will rest with the Vice President for Student Success.

TRAINING AND RESOURCES

All organizations must complete the following training workshops in order to be registered and active:

Trainings for Primary Leaders: President and Vice President

Training for Treasurers and Secretaries

Advisor and Risk Management Training

New Member Training

Student Organization Lunch and Lead Sessions

Registered student organizations will have access to resources provided by the Department for Student Life. The resources include: mail for student organizations will be deposited in the Department of Student mailbox, access to Student Life bulletin boards, general office supplies, and a college agency account. Some of these resources are limited, as such, priority is given based on registration date.

MEETING AND EVENT SERVICES

The Department for Student Life provides access to various services for different types of events such as meetings, lectures, conferences, dances, and banquets. Chartered and Registered Student Organizations are welcome to reserve space in the Turbon Student Center (TSC) for meetings and programming. Once classes have been scheduled in the system, Chartered and Registered Student Organizations can reserve classroom spaces. To reserve space, indoor or outdoor, a facilities request should be completed with a member of the Department for Student Life staff. All requests should be submitted at least two weeks in advance. Some events require a minimum of six weeks' notice.

FUNDING

The primary source of funding for student organizations is fundraising (see fundraising guidelines in this document). To support student organization fundraising, Student Life encourages various fundraising opportunities. Among them are campus events and group sales.

Student Activities Fees Allocations

Student Organizations are viewed as “incubators” for student leadership development. Student leaders, through their involvement in organizations, enhance the college experience for all students. They provide support for campus activities such as Tiger Nation Family Day/Alamo Institutes Expo, Welcome Week, SGA General Assemblies, Club Rush, Homecoming and the annual CultureFest celebration. The student leaders also host events and activities that highlight their organizations. A sense of belonging, promote career pathways and provide service to the community. The College, through the Student Services Fee Committee, recognizes their contributions and allocate a limited amount of funds from the Student Activities Fee to help support an organization's programs and leadership development.

Chartered and Registered Student Organizations that meet the criteria will receive a Student Services Fee allocation contingent on budget allowance and student organization involvement. The allocation is to assist the student organizations with their general programming and fundraising efforts and should also support some aspect of Experiential Learning. An allocation may be provided to current student organizations.** Only student organizations who are 100% compliant (see below) may apply for funding. Student organizations will be required to submit an allocation request form located in AlamoEXPERIENCE at least six weeks prior to their event. Funding will be based on the proposed budget and will be voted on by the Student Services Fees committee. The Director for Student Success will inform the Student

Organization point of contact once a decision has been made to finalize paperwork and purchase details.

**New student organizations are typically not eligible for any funding during their first semester (16 weeks) of operation. After successful completion of their first semester and if funds are available, a newly formed RSO can request financial support through the allocation request form. Special consideration may be made if funds are requested for an Experiential Learning opportunity with a high scope and ability to impact a large number of SPC students.

**Student organizations who do not participate in Student Life events may be subject to lose their allocation.

Use of Student Services Fees

Please remember that Student Services Fees are funds contributed by all students. As such, student organizations and the Department for Student Life are responsible for spending funds in alignment with the rules and regulations governing Student Services Fees. Please remember the following limitations:

- Students should **never** purchase items in advance for the purpose of being reimbursed. All expenses must be pre-approved by the Department for Student Life.
- No food, promotional items or supplies can be purchased without a pre-approved Official Functions Event Request form (may be needed with 6-week advance notice for Dean for Student Success, Vice President for Student Success, or President approval).
- Student Services Fees cannot be used to fund deposits on items. All goods must be received prior to payment.
- Gift cards cannot be purchased with Student Services Fees.
- Gift cards and cash cannot be awarded as student prizes.
- Funds received must be used by November 30th for Fall requests and April 30th for Spring requests. Funds may be used for the Summer term for enrolled Summer student-leaders who remain an active organization presence. Ultimately, please plan ahead.
- A SSF funding close out report must be submitted within 48 hours of a completed event by the organization President or Advisor to document event details, learning outcomes, attendance, and process improvement ideas for future events.
<https://alamo.campuslabs.com/engage/submitter/form/start/406667>
- Additional guidelines for SSF funds can be found in the Student Services Activity Fee Process Guide on the [Student Life website](#) and AlamoEXPERIENCE.

Agency Accounts

Students organizations must maintain their funds in a District approved Agency Fund Account and follow Alamo Colleges District's fiscal procedures. As part of the registration process, all student organizations should request an Agency Fund Account through the Department for Student Life. Organizations without an Agency account should still take their funds to the Business Office for holding until an account is made for you.

Deposits

Upon receipt of funds, student organizations will observe the following procedures:

1. Deposits must be made directly to the Business Office within 48 hours following an event. Please visit the Department for Student Life to complete a deposit slip. You

must obtain two copies of the deposit receipt from the Business Office: one for the organization and one for the Department for Student Life. **Checks must be made out to St. Philip's College or Alamo Colleges District.**

2. All receipts will be annotated with the following information:
 - a. Date of deposit
 - b. Person rendering deposit
 - c. Payer
 - d. Reason for deposit
 - e. Amount of deposit
3. Copies of receipts and deposit slips must be maintained as part of the student organization's fiscal records.
4. A DSL Director should also be notified via email that all Business Office tasks have been completed within five (5) working days. A copy of the withdrawal/deposit receipts should be included in the email as well.

St. Philip's College and Alamo Colleges District will not be responsible for any financial obligations incurred by the student organization. The student organization and the advisor are responsible for all financial obligations.

The members of any organizations subjecting the Alamo Colleges District, SPC and/or the Department for Student Life to financial repercussions will forfeit their status as a Chartered or Registered Student Organization for a period of time to be determined by the Director of Student Success.

Audits - All organizations who receive Student Services Fees must account for the use of funds each semester. Organizations may be audited at any time. Organizations failing to turn in audits by the requested time will forfeit funding for their organizations for the remainder of the academic school year.

Withdrawals (Petty Cash)

Student organizations will observe the following procedures when withdrawing funds from agency accounts:

1. **Only designated student officers listed on the Petty Cash Form may withdraw funds from the organization's agency account.**
2. Funds can only be released to the student organization's designated officer. Release of funds will be subject to cash on hand at the Business Office. Contact the Department for Student Life for assistance withdrawing more than \$100.
3. Withdrawal of petty cash requires a non-travel petty cash request form. An authorized student, the advisor and Director for Student Success must sign the request. Money will only be released to the student. The advisor cannot pick up money from an agency account.
4. Funds received must be used by November 30th for Fall requests and April 30th for Spring/Summer requests.
5. Student organizations have five (5) working days to return receipts and/or excess funds to the Business Office.
6. VERY IMPORTANT-Students and Advisors may **NOT** use their P-CARD or personal funds to purchase items for an event- **no exceptions**. Having a P-CARD and knowing the student org account number does not allow you to make purchases. Purchases are made with Petty Cash from Student Organization Agency Accounts, or by the Department for Student Life using Student Services Fees.
7. The DSL Director should also be notified via email that all Business Office tasks have been completed within six (6) working days. A copy of the withdrawal/deposit receipts should be included in the email as well.
8. Funds withdrawn from an agency account may not be used for the purchase of alcoholic beverages, firearms, or for what would generally be considered illegal purposes.

Account Termination

If an agency account is inactive (either administratively or financially) for three (3) years, the Director for Student Success or designee will review the student organization's Agency Fund Form (account application) and dispose of the funds as specified in the application.

STUDENT ORGANIZATION ACTIVITIES

Chartered and Registered Student Orgs must adhere to the following guidelines when planning events to ensure events are approved on time. Please review each section below to identify where your event falls. All requests are subject to availability and administrative approval. Student organizations may be responsible for fees related to technical support, security, housekeeping, and grounds staff to facilitate their event.

Event Requests That Should Be Submitted Two (2) Weeks in Advance in AlamoEXPERIENCE via Organization Portal:

This type of event is simple, open only to Organization Members and/or the SPC Community.

This event is not a fundraiser and will not require a Student Service Fee Funding or an Official Functions Event Request form. If funds are required, the Organization is able to use their Agency Account Funds to pay for event items (if funds are available).

- Every event begins with submitting an Event Request for approval with Student Life. Follow the steps below to complete your request:
 1. Go to Your Organization Portal on AlamoEXPERIENCE
 2. From the Organization Toolbox, click on ‘Events’
 3. Click on ‘+Create Event’
 4. Fill out Event Request and Submit
- Be sure to include details about the location of the event, any tables/chairs needed in the space, any AV or media needs, etc.
 1. Your advisor should assist you with requesting the location of your choice by submitting the Request for Facilities (RUF) form. You are expected to provide your desired set up as an attachment on this form as well.
- Events will be reviewed and approved/denied within three (3) working days by a member of the DSL team. An email and conversation correspondence will be sent, however it is your responsibility to check back in AlamoEXPERIENCE often for any status changes.
- If Agency Account funds will be used for the event, please locate the *Authorized Signature Form for Petty Cash* and the *Request for Petty Cash* document on the DSL AlamoEXPERIENCE Portal, then work with the DSL Staff (Director or Associate Director) to complete the request
 1. Go to ‘The St. Philip’s Department for Student Life’ Portal
 2. Click on ‘Documents’
 3. Click on ‘Authorized Signature Form for Petty Cash Form’
 4. Click on ‘Download Form’
 5. Fill out details on Form and Print. Bring form to TSC 110 for a Director’s signature, and then turn into the Business Office (in the Welcome Center).
 - *This form is only required once an academic year to establish authorized sponsors and officers (however, should be completed each time a change in leadership or advisors occurs)*
 6. Click on ‘Request for Petty Cash Form’
 7. Click on ‘Download Form’
 8. Fill out details on Form and Print. Bring form to TSC 110 for a Director’s signature, and then turn into the Business Office (in the Welcome Center).
 9. Once funds are given, the authorized officer is able to make purchases on behalf of the organization.
 10. Student organizations have five (5) working days to return receipts and/or excess funds to the Business Office.

11. The Director or Associate Director should also be notified via email that all Business Office tasks have been completed within six (6) working days. A copy of the withdrawal/deposit receipts should be included in the email as well.

Event Requests That Should Be Submitted Four (4) Weeks in Advance in

AlamoEXPERIENCE via Organization Portal

This type of event is medium sized and open to Organization Members and/or the SPC Community. This event may include a request for larger venues (Heritage Room, Watson Fine Arts Theatre, E.L. Turbon Viewing Room) or a guest speaker. This event may be a fundraiser, which will NOT require a Student Service Fee

Request for Funding or an Official Functions Request. As mentioned above, Agency Account Funds may be used to pay for event items (if funds are available).

- Every event begins with submitting an Event Request for approval with Student Life. Follow the steps below to complete your request:
 1. Go to Your Organization Portal on AlamoEXPERIENCE
 2. From the Organization Toolbox, click on 'Events
 3. Click on '+Create Event
 4. Fill out Event Request and Submit
- Be sure to include details about the location of the event, any tables/chairs needed in the space, any AV or media needs, etc.
 1. Your advisor should assist you with requesting the location of your choice by submitting the Request for Facilities (RUF) form. You are expected to provide your desired set up as an attachment on this form as well.
- Events will be reviewed and approved/denied within three (3) working days by a member of the DSL team. An email and conversation correspondence will be sent; however, it is your responsibility to check back in AlamoEXPERIENCE often for any status changes.
- If Agency Account funds will be used for the event, please locate the *Authorized Signature Form for Petty Cash* and the *Request for Petty Cash* document on the DSL AlamoEXPERIENCE Portal, then work with the DSL Staff (Director or Associate Director) to complete the request
 1. Go to 'The St. Philip's Department for Student Life Portal
 2. Click on 'Documents
 3. Click on 'Authorized Signature Form for Petty Cash Form
 4. Click on 'Download Form'
 5. Fill out details on Form and Print. Bring form to TSC 110 for a Director's signature, and then turn into the Business Office (in the Welcome Center).
 - *This form is only required once an academic year to establish authorized sponsors and officers (however*

should be completed each time a change in leadership or advisors occurs)

6. Click on 'Request for Petty Cash Form
 7. Click on 'Download Form
 8. Fill out details on Form and Print. Bring form to TSC 110 for a Director's signature, and then turn into the Business Office (in the Welcome Center).
 9. Once funds are given, the authorized officer is able to make purchases on behalf of the organization.
 10. Student organizations have five (5) working days to return receipts and/or excess funds to the Business Office.
 11. The Director or Associate Director should also be notified via email that all Business Office tasks have been completed within six (6) working days. A copy of the withdrawal/deposit receipts should be included in the email as well.
- If the event is a fundraiser, you will need to submit a St. Philip's College Application for Fundraising Projects form. Follow the Steps below:
 1. Go to 'The St. Philip's Department for Student Life's Portal
 2. Click on Forms
 3. Click on St. Philip's College Application for Fundraising Projects
 4. Click on form and fill out, then Submit
 - All funds raised by St. Philip's College organizations **MUST** be deposited in the agency account setup and maintained by the St. Philip's College Business Office within **48 hours after event**.
 1. Organizations without an Agency account should still take their funds to the Business Office for holding until an account is made for you.
 - The Director or Associate Director should also be notified via email that all Business Office tasks have been completed within five (5) working days. A copy of the withdrawal/deposit receipts should be included in the email as well.
 - If Agency Account funds will be used for the event, please locate the Authorized Signature Form for Petty Cash and the Request for Petty Cash forms on the DSL AlamoEXPERIENCE Portal, then work with the DSL Director to complete the request
 1. Go to The St. Philip's Department for Student Life' Portal
 2. Click on 'Documents
 3. Click on Authorized Signature Form for Petty Cash Form
 4. Click on Download Form
 5. Fill out details on Form and Print. Bring form to TSC 110 for a Director's signature, and then turn into the Business Office (in the Welcome Center).

This form is only required once an academic year to establish authorized sponsors and officers (however, should be completed each time a change in leadership or advisors occurs)
 6. Click on Request for Petty Cash Form
 7. Click on Download Form

8. Fill out details on Form and Print. Bring form to TSC 110 for a Director's signature, and then turn into the Business Office (in the Welcome Center).
9. Once funds are given, the authorized officer is able to make purchases on behalf of the organization.
10. Student organizations have five (5) working days to return receipts and/or excess funds to the Business Office.
11. The Director or Associate Director should also be notified via email that all Business Office tasks have been completed within six (6) working days. A copy of the withdrawal/deposit receipts should be included in the email as well.

***** If members of the organization plan to donate items or use their Agency Account for the fundraiser, you are NOT required to submit the Student Services Fee Request for Funding or the Refreshment Request. However, if you are seeking funding paid by Student Life-please see steps and timeline below. *****

Event Requests That Should Be Submitted Six (6) Weeks in Advance in AlamoEXPERIENCE via

Organization Portal

This type of event is medium to large sized, open only to Organization Members and/or the SPC Community. This event may include a request for larger venues (Heritage Room, Watson Fine Arts Theatre, E.L. Turbon Viewing Room) or a guest speaker. This event may be a fundraiser, which will require Student Services Fee Funding or an Official Functions Request form. As mentioned above, Agency Account Funds may be used to pay for event items (if funds are available).

- Every event begins with submitting an Event Request for approval with Student Life. Follow the steps below to complete your request:
 5. Go to Your Organization Portal on AlamoEXPERIENCE
 6. From the Organization Toolbox, click on Events
 7. Click on +Create Event
 8. Fill out Event Request and Submit
- Be sure to include details about the location of the event, any tables/chairs needed in the space, any AV or media needs, etc.
 1. Your advisor should assist you with requesting the location of your choice by submitting the Request for Facilities (RUF) form. You are expected to provide your desired set up as an attachment on this form as well.
- Events will be reviewed and approved/denied within three (3) working days by a member of the DSL team. An email and conversation correspondence will be sent; however, it is your responsibility to check back in AlamoEXPERIENCE often for any status changes.
- If Agency Account funds will be used for the event, please locate the *Authorized Signature Form for Petty Cash* and the *Request for Petty Cash* document on the DSL AlamoEXPERIENCE

Portal, then work with the DSL Staff (Director or Associate Director) to complete the request

1. Go to 'The St. Philip's Department for Student Life' Portal
 2. Click on 'Documents'
 3. Click on 'Authorized Signature Form for Petty Cash Form'
 4. Click on 'Download Form'
 5. Fill out details on Form and Print. Bring form to TSC 110 for a Director's signature, and then turn into the Business Office (in the Welcome Center).
 - *This form is only required once an academic year to establish authorized sponsors and officers (however, should be completed each time a change in leadership or advisors occurs)*
 6. Click on 'Request for Petty Cash Form'
 7. Click on 'Download Form'
 8. Fill out details on Form and Print. Bring form to TSC 110 for a Director's signature, and then turn into the Business Office (in the Welcome Center).
 9. Once funds are given, the authorized officer is able to make purchases on behalf of the organization.
 10. Student organizations have five (5) working days to return receipts and/or excess funds to the Business Office.
 11. The Director or Associate Director should also be notified via email that all Business Office tasks have been completed within six (6) working days. A copy of the withdrawal/deposit receipts should be included in the email as well.
- If the event is a fundraiser, you will need to submit a St. Philip's College Application for Fundraising Projects form. Follow the Steps below:
 1. Go to 'The St. Philip's Department for Student Life's Portal
 2. Click on 'Forms'
 3. Click on 'St. Philip's College Application for Fundraising Projects'
 4. Click on form and fill out, then Submit
 - All funds raised by SPC organizations **MUST** be deposited in the agency account setup and maintained by the St. Philip's College Business Office within **48 hours following event**.
 1. Organizations without an Agency account should still take their funds to the Business Office for holding until an account is made for your group.
 - The Director or Associate Director should also be notified via email that all Business Office tasks have been completed within five (5) working days. A copy of the withdrawal/deposit receipts should be included in the email as well.
 - If Agency Account funds will be used for the event, please locate the Authorized Signature Form for Petty Cash and the Request for Petty Cash forms on the DSL AlamoEXPERIENCE Portal, then work with the DSL Director to complete the request
 1. Go to 'The St. Philip's Department for Student Life' Portal
 2. Click on 'Documents'
 3. Click on 'Authorized Signature Form for Petty Cash Form'
 4. Click on 'Download Form'

5. Fill out details on Form and Print. Bring form to TSC 110 for the Director's signature, and then turn into the Business Office (in the Welcome Center).
 - This form is only required once an academic year to establish authorized sponsors and officers (however, should be completed each time a change in leadership or advisors occurs)
6. Click on 'Request for Petty Cash Form'
7. Click on 'Download Form'
8. Fill out details on Form and Print. Bring form to TSC 110 for the Director's signature, and then turn into the Business Office (in the Welcome Center).
9. Once funds are given, the authorized officer is able to make purchases on behalf of the organization.
10. Student organizations have five (5) working days to return receipts and/or excess funds to the Business Office.
11. The Director or Associate Director should also be notified via email that all Business Office tasks have been completed within six (6) working days. A copy of the withdrawal/deposit receipts should be included in the email as well.
- If the Organization is seeking funds from Student Life for a fundraiser or event, you may need to submit a Student Service Fee Request for Funding Request. Follow the Steps below:
 1. Go to 'The St. Philip's Department for Student Life' Portal
 2. Click on 'Forms'
 3. Click on 'Student Service Fee Request for Funding'
 4. Click on 'Go To Form'
 5. Fill out Form and Submit
- If Student Service Fee funding is dispensed, a SSF funding close out report must be submitted within 48 hours of a completed event by the organization President or Advisor to document event details, learning outcomes, attendance, and process improvement ideas for future events.
- If the event will include food, please locate the Official Functions Form and work with your Advisor to complete the request
 1. Go to 'The St. Philip's Department for Student Life' Portal
 2. Click on 'Documents'
 3. Click on 'Official Functions Form'
 4. Click on 'Download Form'
 5. Fill out known details on Form (i.e. event information, purpose, refreshments requested, list of attendees, etc.) and Save. Email awilliams284@alamo.edu and plede@alamo.edu for continued support. **Forms submitted less than 4 weeks before the event will not be accepted.**
 6. After form is correctly filled out, it will be printed and sent up our chain of command for approval. Approval could take **2-3 weeks** depending on circumstances out of the Department for Student Life's control. You will be notified once form has been approved. Any questions on status should be made with the DSL staff only.
 7. Once approval is gained, your organization is responsible for establishing a point of contact to purchase food.
 8. You must secure a time for purchases with a Director for Student Life at least one week before your scheduled event.

9. The Director or Associate Director for Student Life will not make purchases for an event with **less than 3 days remaining** without special explanation from both the organization president and advisor (must be provided in email).

Event Requests That Should Be Submitted Eight (8) Weeks in Advance in

AlamoEXPERIENCE via Organization Portal

This type of event is medium to large sized, open to the public, may require administrator approval, may require student travel, may be held off campus, may include invitations to campus administrators, may include entertainment (DJ, band, dance group, etc.), typically includes high profile guest(s) to campus, and may require completion of marketing materials. This event may be a fundraiser, which will require Student Service Fee Funding or an Official Functions Request. As mentioned above, Agency Account Funds may be used to pay for event items (if funds are available).

- Every event begins with submitting an Event Request for approval with Student Life. Follow the steps below to complete your request:
- Go to Your Organization Portal on AlamoEXPERIENCE
 1. From the Organization Toolbox, click on ‘Events’
 2. Click on ‘+Create Event’
 3. Fill out Event Request and Submit
- Be sure to include details about the location of the event, any tables/chairs needed in the space, any AV or media needs, etc.
 1. Your advisor should assist you with requesting the location of your choice by submitting the Request for Facilities (RUF) form. You are expected to provide your desired set up as an attachment on this form as well.
- Events will be reviewed and approved/denied within three (3) working days by a member of the DSL team. An email and conversation correspondence will be sent; however, it is your responsibility to check back in AlamoEXPERIENCE often for any status changes.
- If Agency Account funds will be used for the event, please locate the *Authorized Signature Form for Petty Cash* and the *Request for Petty Cash* document on the DSL AlamoEXPERIENCE Portal, then work with the DSL Staff (Director or Associate Director) to complete the request
 1. Go to ‘The St. Philip’s Department for Student Life’ Portal
 2. Click on ‘Documents’
 3. Click on ‘Authorized Signature Form for Petty Cash Form’
 4. Click on ‘Download Form’
 5. Fill out details on Form and Print. Bring form to TSC 110 for a Director’s signature, and then turn into the Business Office (in the Welcome Center).
 - *This form is only required once an academic year to establish authorized sponsors and officers (however, should be completed each time a change in leadership or advisors occurs)*

6. Click on 'Request for Petty Cash Form'
 7. Click on 'Download Form'
 8. Fill out details on Form and Print. Bring form to TSC 110 for a Director's signature, and then turn into the Business Office (in the Welcome Center).
 9. Once funds are given, the authorized officer is able to make purchases on behalf of the organization.
 10. Student organizations have five (5) working days to return receipts and/or excess funds to the Business Office.
 11. The Director or Associate Director should also be notified via email that all Business Office tasks have been completed within six (6) working days. A copy of the withdrawal/deposit receipts should be included in the email as well.
- If the event is a fundraiser, you will need to submit a St. Philip's College Application for Fundraising Projects form. Follow the Steps below:
 1. Go to 'The St. Philip's Department for Student Life's Portal'
 2. Click on 'Forms'
 3. Click on 'St. Philip's College Application for Fundraising Projects'
 4. Click on form and fill out, then Submit
 - All funds raised by St. Philip's College organizations **MUST** be deposited in the agency account setup and maintained by the St. Philip's College Business Office within **48 hours following event**.
 1. Organizations without an Agency account should still take their funds to the Business Office for holding until an account is made for you.
 - The Director or Associate Director should also be notified via email that all Business Office tasks have been completed within five (5) working days. A copy of the withdrawal/deposit receipts should be included in the email as well.
 - If Agency Account funds will be used for the event, please locate the Authorized Signature Form for Petty Cash and the Request for Petty Cash forms on the DSL AlamoEXPERIENCE Portal, then work with the DSL Director to complete the request
 1. Go to The St. Philip's Department for Student Life' Portal
 2. Click on Documents
 3. Click on Authorized Signature Form for Petty Cash For
 4. Click on Download Form
 5. Fill out details on Form and Print. Bring form to TSC 110 for a Director's signature, and then turn into the Business Office (in the Welcome Center).
 - This form is only required once an academic year to establish authorized sponsors and officers (however, should be completed each time a change in leadership or advisors occurs)
 6. Click on 'Request for Petty Cash Form'
 7. Click on 'Download Form'
 8. Fill out details on Form and Print. Bring form to TSC 110 for a Director's signature, and then turn into the Business Office (in the Welcome Center).

9. Once funds are given, the authorized officer is able to make purchases on behalf of the organization.
 10. Student organizations have five (5) working days to return receipts and/or excess funds to the Business Office.
 11. The Director or Associate Director should also be notified via email that all Business Office tasks have been completed within six (6) working days. A copy of the withdrawal/deposit receipts should be included in the email as well.
- If the Organization is seeking funds from Student Life for the fundraiser or event, you will need to submit a Student Service Fee Request for Funding Request. Follow the Steps below:
 6. Go to 'The St. Philip's Department for Student Life' Portal
 1. Click on Forms
 2. Click on Student Service Fee Request for Funding
 3. Click on Go To Forms
 4. Fill out Form and Submit
 - If Student Service Fee funding is dispensed, a SSF funding close out report must be submitted within 48 hours of a completed event by the organization President or Advisor to document event details, learning outcomes, attendance, and process improvement ideas for future events.
 - If the event will include food, please locate the Official Functions Form and work with your Advisor to complete the request
 1. Go to The St. Philip's Department for Student Life' Portal
 2. Click on Documents
 3. Click on Official Functions Form
 4. Click on Download Form
 5. Fill out known details on Form (i.e. event information, purpose, refreshments requested, list of attendees, etc.) and Save. Email awilliams284@alamo.edu and vyoung25@alamo.edu for continued support. **Forms submitted less than 4 weeks before the event will not be accepted.**
 6. After form is correctly filled out, it will be printed and sent up our chain of command for approval. Approval could take **2-3 weeks** depending on circumstances out of the Department for Student Life's control. You will be notified once form has been approved. Any questions on status should be made with the DSL staff only.
 7. Once approval is gained, your organization is responsible for establishing a point of contact to purchase food.
 8. You must secure a time for purchases with a Director for Student Life at least one week before your scheduled event.
 9. The Director or Associate Director for Student Life will not make purchases for an event with **less than 3 days remaining** without special explanation from both the organization president and Advisor (must be provided in email).
 1. All off campus activities will require an emergency/liability waiver (regardless of if the event is within 25 miles of campus or out of town). Students will complete the Emergency Information Form and the Waiver for Student Participants Form for each event. Go to The St. Philip's Department for Student Life Portal
 2. Click on Documents
 3. Click on Emergency Information Form and Waiver Student Participants Form

4. Click on Download Form for both forms
 5. Have student fill out known details on Forms and Save. Email awilliams284@alamo.edu and vyoung25@alamo.edu for continued support.
 6. Officers and Advisors are responsible for ensuring all forms have been completed by participating members prior to their event.
- If the event will require travel and participation off campus (local or out of town), the SPC Student Travel Request form, GPA Form, and Student Authorization Form must be completed.
 1. Go to 'The St. Philip's Department for Student Life' Portal
 2. Click on 'Documents'
 3. Click on 'Student Travel Request Form'
 4. Click on 'Download Form'
 5. Click on 'GPA Form'
 6. Click on 'Download Form'
 7. Click on 'Student Authorization Form'
 8. Click on 'Download Form'
 9. Fill out known details on Forms and Save. Email awilliams284@alamo.edu and vyoung25@alamo.edu for continued support.
 10. After form is correctly filled out, it will be printed and sent up our chain of command for approval. Approval could take **2-3 weeks** depending on circumstances out of the Department for Student Life's control. You will be notified once form has been approved
 11. Officers and Advisors are responsible for ensuring all participating members are listed on the form prior to it being submitted to Student Life for approval.

Additional instructions for C/RSOs:

- Events held during the college's operational hours (Monday – Friday, 8 am – 10 pm) will have access to all available facilities (Summer/January hours Monday – Thursday, 8 am – 7 pm).
- In instances of remote learning, all events must take place via Zoom. A Zoom meeting link and password should be included in your all of your event advertisements in AlamoEXPERIENCE and on flyers to gain approval from the Department for Student Life.
- Approved events held after operational hours (up to 12 am) have access to the following facilities: Turbon Student Center, Health and Fitness Center, Heritage Room, Watson Fine Arts Theatre and the Morgan Gallery. These activities require administrator approval and are responsible for fees related to security, housekeeping, facilities and technicians. These activities require a proposal to be submitted at least six (6) weeks in advance. The college facilities are not available to student organizations during holidays, college breaks or other times when the college is closed.
- Student requestors must inform Advisors of all events and should gain approval from their Advisor in AlamoEXPERIENCE prior to Student Life approval. At least one advisor is also expected to be present at the event.
- Your event will not be approved if it does not follow appropriate timelines or include all necessary information.
- You are encouraged to advertise your event with flyers AFTER gaining approval. Create a flyer and email it to the Department for Student Life for approval at least **7 days before your event**. Email flyer to: spc-studentlife@alamo.edu; awilliams284@alamo.edu; plede@alamo.edu; vyoung25@alamo.edu.

- If you would like to advertise your event on the TSC monitor (once approved in AlamoEXPERIENCE), email your flyer to awilliams284@alamo.edu and Student Life can also include your event in the DSL Announcements and put a poster or flyer on one of our bulletin boards for you.
- If your event is in the Turbon Student Center during normal business hours, Student Life can open the door for you. For room access in all other buildings that you have filled out paperwork for and been approved to use, the Advisor will need to contact Campus Police @ 210-485-0099.
- All organizations should track the number of participants attending their event using the Event Check-In App and the Event Pass for all attendees. If a paper form is needed, an Event Participation Roster can be used. This roster should be uploaded to the organization portal (under files) no later than 48 hours after the event.

All sanctioned college activities are governed by the Alamo Colleges District's policies and procedures, the Student Code of Conduct, and St. Philip's College rules and guidelines. Organizations hosting events and activities are expected to make sure their guest(s) and participants are aware of the standards and expectations of the college and the district.

Student Organization requests for all services must come through the Department for Student Life and be approved before their sponsored event. Failure to adhere to this may result in cancellation of your event or future funding and programming consequences. (ex: All room reservations, media requests, Marketing and Strategic Communication department requests, guest invitations including campus administration, etc. must come through Student Life.)

Disability Services

The Disability Services (DS) office is committed to providing all students including our distance education students with equal access to quality education and providing reasonable accommodations to eligible students. In addition to serving as an advocate for students with disabilities, our office also works closely with faculty and staff members in order to monitor students' progress and encourage a positive educational experience.

How to establish Disability Services for New, Online Students:

1. Complete the "[Initial Request for Disability Services](#)" form and submit a copy of your disability documentation through our secure platform, [DocuSign](#).
2. Please call 210-486-2199 or email nglaze@alamo.edu to schedule a phone, Zoom, or other appropriate communication devices for your intake appointment.
3. Once your appointment takes place eligibility is determined and accommodations are discussed.
4. Letter of Accommodations is emailed to your professors.
5. Be advised letter of accommodations are generated a few days before each semester and processed in the order received. In general, a letter of accommodations takes up to 7 business days.

Please contact the Disability Services office for assistance with Interpreters or to address the needs of your members.

Necola Glaze, Senior Coordinator
nglaze@alamo.edu
 210-486-2199
 MLK Sutton Learning Center (SLC)

PUBLICITY & ADVERTISING

The college encourages student organizations to promote their activities and make others aware of the work they are doing. However, we want to ensure that the integrity of the college is maintained. As a result, we have established guidelines for publicity and advertising. The following guidelines apply to promoting your events and activities:

- All banners, posters and flyers must be submitted to the Department for Student Life for approval.
- Any publicity, promo items and advertisement that is being distributed to the on campus and off campus community must also be forwarded to the Marketing and Strategic Communication department for review (organization must allow for delay).
- All publicity must include the organization name, a contact person, and a contact phone number or email address.

Bulletin Boards

The Department for Student Life has bulletin boards for general posting throughout the campus. General posting is limited to those areas. Posters and flyers not approved by the Student Life will

- be removed. No posting in hallways, classrooms or restrooms
- No posting on glass doors, windows; vending machines or pillars.
- Items that are considered rude, lewd and/or obnoxious will not be posted on campus.
- We will not post items that promote the use of alcohol or drugs.

Items posted on bulletin boards hosted by other departments must have their approval and Department for Student Life approval.

The Department for Student Life reserves the right to limit the amount and content of materials posted on campus bulletin boards. To review the current Posting Guidelines, please visit:

<http://www.alamo.edu/spc/student-life/>

Tiger Press, Digital Signage, Web banners and SPCALL

This service is limited and reserved for special events and activities. If the event meets the criteria (medium to large sized activity, open to the public, venue can accommodate 200+ attendees, and all event plans are final and approved), the student organization must submit a Marketing and Strategic Communication Request through the Department for Student Life. A minimum of four weeks is required for the request.

Social Media

Student organizations that want to promote their activities via the St. Philip's College Facebook, Twitter, or other social media must request access through the Department for Student Life and the Marketing and Strategic Communication Department. Student organizations that have a social media presence must register their accounts with the Department for Student Life and allow the Marketing and Strategic Communication department to have joint access.

INVITED GUESTS

On occasion, a student organization may have an opportunity to host a guest speaker, special presentation, a public official, or newsworthy event. Before confirming, these events/activities must be registered and approved by the Department for Student Life and possibly the Marketing and Strategic Communication Department. Registered events will have the following support:

- Invitations sent to the College's executive team. Organizations can request help with introductions, welcomes or greeting invited guest(s).
- Press Passes will be arranged for media outlets (must be specified). Any outlet not invited will be asked to leave by Alamo Colleges District Police Department.
- College photographer will be requested for the occasion.

PRIZES, AWARDS & RECOGNITIONS

The Department for Student Life understands that student leaders invest a lot of time, energy and resources into helping the C/RSO achieve its mission. Often, the group will decide to award or recognize its outstanding members for their dedicated work. However, there are guidelines for such recognitions:

- The organization must provide a copy of the agenda, minutes and attendance roster for the meeting, during which, it was voted to use organizational funds for the awards, prize or recognition.
- No cash awards are permitted.
- Gift cards (which can only be procured through donation or with funds raised by the organization, not Student Services Fees) cannot exceed \$50 per person.
- Purchases and services can only be made from vendors registered with the Alamo Colleges or from national retail chains who accept our **tax exempt certificate. Individuals can become a vendor by completing the vendor application located here: www.alamo.diversitycompliance.com**
- Customized items must follow approved St. Philip's College brand guidelines at all times. Approval from Student Life and the Director of Marketing and Strategic Communications is required before all purchases

Graduation Regalia

All regalia worn during the St. Philip's College graduation ceremony must be approved in advance by the Vice President for Student Success. There is a 90-day process for approval.

Officers of CSOs may wear stoles, while members of RSOs may wear graduation cords. SGA wears white cords with royal blue writing. C100 wears black stoles with gold writing. Future Latino Leaders for Change (FULLC) wears royal blue stoles with white writing, Phi Theta Kappa (PTK) wears gold stoles with blue writing, and National Association of Home Builders (NAHB) wears white stoles with red, white and blue writing. The Department for Student Life purchases stoles for SGA, C100, NAHB and FULLC and gives blue and white cords to student leaders. Other regalia designs and colors must be approved eight weeks in advance by the Department for Student Life. The other student organization approved to wear regalia is the National Society of Leadership and Success (NSLS). They wear silver stoles, silver and black cords and a red, black and silver medallion.

FUNDRAISERS

Fundraisers are a valuable tool to learn planning, budgeting, organizing, and implementing a strategy. Student organizations are encouraged to fundraise to gain these skills, off-set their expenses, and fund their various projects and activities. Fundraising dates must be approved by the Department for Student Life.

General provisions

- Only registered student organizations (who are in compliance) may hold fundraisers.
- The organization must complete and submit the online Event Request Form in AlamoEXPERIENCE. If the student organization is using donated items, they must also complete and submit the SPC Application for Fundraising Projects in AlamoEXPERIENCE. If the student organization needs funding from the Student Services Fee, they must complete and submit the Request for Funding form in AlamoEXPERIENCE.
- The organization must complete and submit the online St. Philip's College Application for Fundraising Projects Form in AlamoEXPERIENCE. The application must be submitted on AlamoEXPERIENCE a minimum of **four weeks** prior to the requested date of the event.
- An advisor must be present during all fundraising activities.
- **All funds raised by St. Philip's College organizations MUST be deposited in the agency account setup and maintained by the St. Philip's College Business Office within 48 hours following event.**
- Organizations without an agency account should still take their funds to the Business Office for holding until an account is created for you.
- The use of platforms such as EventBrite, PayPal and Cash App to collect funds is not permitted.
- The Director or Associate Director should also be notified via email that all Business Office tasks have been completed within five (5) working days. A copy of the withdrawal/deposit receipts should be included in the email as well.
- The same restraints are imposed for off campus fundraisers as for those held on campus; they cannot involve the use of alcohol/drugs or any other activities that violate college or Alamo College District's policies and any state or municipal ordinances or laws.
- Student organizations should be careful to avoid competition with other organizations having fundraisers. Only one fundraiser is allowed per day, unless all organizations agree to multiple sales. Requests for fundraising will be accepted on a first come, first served basis.
- Student organizations are responsible for the cleanliness for both the SPC property and areas (on and off-campus) used for their fundraisers.
- The Department for Student Life periodically receives requests from off-campus entities for a listing of student organizations and/or their sponsors, for fund-raising activities. It is our policy to not provide such information directly to an off-campus entity. We will accept the information and distribute it to the organizations.
- Any organization wanting to sell items tax-free for fundraising purposes must adhere to the follow code:

ENACTED BY THE LEGISLATURE OF THE STATE OF TEXAS:

SECTION 1. Section 51.321, Tax Code, is amended to read as follows:

Sec. 51.321. UNIVERSITY AND COLLEGE STUDENT ORGANIZATIONS.

(a) A taxable item sold by a qualified student organization and for which the sales price is \$5,000 or less, is exempted from the taxes imposed by Subchapter C, except that a taxable item manufactured by or donated to the organization is exempt from the taxes imposed by Subchapter C regardless of sales price unless sold to the donor, if the student organization:

- (1) sells the item at a sale that may last for one day only and the primary purpose of which is to raise funds for the organization; and
- (2) holds not more than one sale described by Subdivision (1) each month for which an exemption is claimed for an item sold.

(b) In each calendar year, the first \$5,000 of a qualified student organization's total receipts from sales of taxable items not otherwise exempt under Subsection (a) is exempt from the taxes imposed by Subchapter C.

(c) A student organization qualifies for the exemptions under Subsections (a) and (b) if the student organization:

- (1) is affiliated with an institution of higher education as defined by Section 61.003, Education Code, or a private or independent college or university that is located in this state and that is accredited by a recognized accrediting agency under Section 61.003, Education Code;
- (2) has as its primary purpose a purpose other than engaging in business or performing an activity designed to make a profit; and
- (3) files a certification with the comptroller as required by Subsection (d).

(d) A student organization must file with the comptroller a certification issued by the institution, college, or university described in Subsection (c)(1) showing that the organization is affiliated with the institution, college, or university.

(e) The storage, use, or consumption of a taxable item acquired tax-free under this section is exempted from the use tax imposed by Subchapter D until the item is resold or subsequently transferred.

SECTION 2. (a) This Act takes effect October 1, 2001.

(b) The change in law made by this Act does not affect taxes imposed before the effective date of this Act, and the law in effect before the effective date of this Act is continued in effect for purposes of liability for and collection of those taxes.

(c) For purposes of application of Section 151.321(b), Tax Code, as added by this Act, to the 2001 calendar year, the period beginning October 1, 2001, and ending December 31, 2001, is treated as a calendar year.

Organizations that do not wish to obtain the tax-free status may sell items and include sales tax. For more information regarding procedures, please contact the Director of Student Success.

On-Campus Fundraisers

A Request for Use of Facilities (located on the Event Request Form in AlamoEXPERIENCE) must be submitted in order to request the space, area or location for the fundraiser. Included on that form are

spaces to show the number of chairs & tables that may be required, along with the need for electric hook up support such as outlets and extension cords. Organizations using extension cords/outlets are responsible for their return to the Department after the event.

Food Sales

All food sales must follow the Health Department guidelines and must be pre-packaged from an authorized vendor or store.

Location of Sales - Food sales are permitted in designated outdoor areas: Applied Science Building, Courtyard, Heritage Pavilion, Sombrilla (between the SLC and NTB), Center for Health Professions Atrium, Center for Learning Resources (CLR) Breezeway, the Turbon Student Center, and the Southwest Campus. Contact the Department for Student Life for reservations support or more information.

Raffles

The following are the guidelines for hosting a raffle or selling raffle tickets on campus:

- The raffle drawing must be a public event and a non-member of the club must complete the actual selection of the winning ticket.
- Raffles cannot extend beyond a 30-day period.
- The tickets must be numbered and the prizes must be listed on the tickets.
- In addition to the above guidelines, the item(s) being raffled must be in the organization's possession prior to tickets being sold. The Department for Student Life will validate possession as needed.
- The date/time of the drawing **must** be on the raffle ticket. A copy **must** be on file with the Department for Student Life.
- Raffle drawings cannot be extended for any reason beyond a natural disaster. In the event of a natural disaster, the drawing will be rescheduled for the first available business day following said disaster.
- Omission of any of the above guidelines will result in cancellation of the raffle, at which time all moneys must be returned to ticket holders. Failure to comply with these guidelines may result in termination of student club registration and all benefits associated with registered student organizations.

Outside Vendors

A student organization may invite an outside vendor to assist in a fundraising activity. Food vendors are not allowed. This information must be included when submitting the Event Request Form.

Off-Campus Fundraisers

A St. Philip's College Application for Fundraising Projects Form, Event Request Form, Request for Student Travel Form, and Emergency Waivers must be submitted in AlamoEXPERIENCE at least *eight (8) weeks* prior to the event. **Failure to submit paperwork in a timely fashion may result in denial of request.**

TRAVEL

(This policy is in the process of being updated by Alamo Colleges District Administration. The guidelines below will be followed until an update is received.)

Some student organizations find it necessary to participate in programs that require out of town/overnight travel. Recognizing that some trips may be necessary, the Department for Student Life desires the trip to be a worthwhile endeavor and a learning experience. However, certain guidelines must be adhered to and the student organization's advisors will be held responsible for the overall conduct of the members to ensure maximum safety.

Students must be members of a recognized student organization to travel. They must have a 2.0 minimum GPA. (Academic class-travel falls under the category of field trips and is processed in a different manner.)

A Request for Authorization for Travel and Reimbursement (available in the Department for Student Life) for the advisor, a *Request for Leave for Student Organizations* and *emergency/liability waivers (for travel within or beyond 25 miles)* must be submitted **eight (8) weeks** in advance for approval.

Advisor/Sponsor(s) must accompany the students on the trip. One advisor per ten students.

All students going on a trip must be listed on the Request for Leave for Student Organizations and must be approved members of the organization. Their grade point averages must be listed.

Behavior expectations - Student organization members should always realize that they are official representatives of the college and should act in a manner that upholds the integrity and character of the college. The Director for Student Success or designee will take appropriate disciplinary action, if necessary, regarding irresponsible behavior.

Alcohol/Drugs – Consumption of alcohol/drugs during any college sponsored/funded activity is prohibited in accordance to the Student Code of Conduct. A drug incident, arrest, or involvement during a college sponsored/funded activity will result in immediate termination of organization's active status at St. Philip's College and all appropriate disciplinary action will apply to parties involved.

Travel Advance Agreement (Advisor's responsibility when issued college funds): If funds are needed, a **Request for Funds** (petty cash) along with appropriate documents must be submitted to the Department for Student Life **at least 8 weeks** prior to the trip.

The organization's Treasurer is the person responsible for the withdrawal of trip funds that will be disbursed through the Bursar's Office. The Treasurer and the Advisor are responsible for monitoring the expenditure of funds, to obtain receipts, and to file the appropriate paperwork.

Requester's Certification for Advisors and Staff members: Advisors and Staff traveling will be expected to agree to the following: I understand if I request a travel advance, a check, direct pay, or cash (up to \$300) it will be generated in my name. A credit memo for the amount of the travel advance will be entered in the accounting system. I understand I must submit the approved Travel Expense Statement within 10 working days from the date I return from the trip. After the 10 days, any and all Accounts Payable

payments processed will be applied to the credit memo until the amount of the travel advance is settled. I authorize the District to deduct all travel advances owed from my paycheck to settle any outstanding balance not repaid within 30 days of the date I return.

Conclusion of Travel

The Treasurer and Advisor are responsible for returning any unexpended funds to the Bursar's Office for credit. This should be accomplished no later than the end of the first workday after return. All documentation to account for the expenditure of funds, travel, and the trip in general, must be submitted to the Department for Student Life for reconciliation.

An Out-of-town Travel and Expense Statement (available in Student Life Office) and the Travel Narrative must be submitted to the Department for Student Life with all documentation within 10 working days from the date you return from the trip.

All travel paperwork must be approved before any purchases are made for the trip, such as registration fees, airline tickets, etc.

All receipts must clearly reflect the name of the establishment, its location, the date of purchase, the total cost and the number of persons served.

Funds allocated for the advisor's use cannot be used to offset student expenses.

Funds authorized for one day cannot be exceeded whether or not the total authorized amount is spent or not.

Rules Governing Student Travel

TRAVEL GUIDE

Student Code of Conduct

- All Alamo Colleges District's rules, policies and guidelines apply during all Alamo Colleges District's funded activities.
- Consumption or possession of alcoholic beverages is prohibited during college funded travel or activities.

Petty Cash/Travel Disbursement

- Allow 8 weeks for a travel advance to be processed.
- All disbursements are distributed to the Travel Advisor. The advisor will receive the advance through Direct Deposit, unless otherwise arranged.
- Make sure you can account for every penny of the money you are advanced.
- Get receipts for everything! Items that may require receipts: luggage fees, parking/valet fees, gas for the rental car, Uber and on-site event registration.
- Avoid mixing travel money with personal money.

Registration

- Must be paid by a Department for Student Life P-card holder or by check from Accounts Payable if using College funds at least three weeks in advance.

Lodging

- Hotel reservations usually require a credit card. The group traveling will manage this responsibility. If you are funded by the college, the lodging will be covered in the travel advance. Two (2) students per room (minimum) and Advisor has his/her own room - no assigning co-ed rooms.
- You must submit a Tax-exempt form for your lodging, or you will be held responsible for the uncovered taxes. Pick up a copy at the Department for Student Life.
- Make sure your hotel/motel receipts show a \$0.00 balance.

Items Paid in Advance

- Event registration, air and ground transportation and most meals.

Meals

- Each participant must sign a per diem receipt to receive cash. Students are not required to submit receipts for per diems.
 - No per diems for day trips.

Transportation

- Transportation will be provided for travel beyond 25 miles of San Antonio.
- Van reservations are secured through the Department for Student Life when using College funds.
- Gas is provided for District owned, leased or rented vehicles. The expenses for gas are reimbursed.
- Air travel is reserved using an Alamo Colleges District's p-card by a Department for Student Life staff member. An advisor must travel with students. All participants must travel together

Return

- **Within 10 working days** of completing your trip, return any remaining cash to the Business office.
- Make copies of all receipts from the trip.

Submit the original receipts (business office, hotel receipts, parking, etc.) to the Department for Student Life for reconciliation.

- Schedule your presentation. Your audience might be the Student Body, College Leadership Team, or another group from the College

ST. PHILIP'S COLLEGE

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) is made up of elected officers and representatives of all student organizations. The Student Government Association is the premier student leader advocacy group at St. Philip's College. Their purpose is to represent the interests of the student body to the Administration, Faculty, and Staff. They fulfill this purpose by participating in the College Leadership Team Meeting, College retreats, and serving on College committees. The SGA conducts surveys and hosts forums to gather input and feedback from students. That information is used to help inform the administration of the student body's position, opinions or ideas. Finally, the SGA serves the student body through various programs, events and activities.

For more information or to get involved in the Student Government Association visit the SGA office in the Turbon Student Center Room 209 or call (210) 486-2249.

2023 – 2024 SGA LEADERSHIP

EXECUTIVES

President	Alayna Morgado
Vice President (MLK)	Bridgette Ellis
Vice President (SWC)	Vacant
Secretary	Yulissa Santana
Historian	Vacant
Parliamentarian	Bridgette Ellis
Treasurer	Jake Criolla
Commissioner Jabrasia Doss (former SWC VP)	

ST. PHILIP'S COLLEGE STUDENT ORGANIZATIONS

20/20 Vision Club
Active Minds
Basketball (Men/Women) Cardiovascular
Blue Blazer Society
Call 2 Care Club
Campus Ministry - Young Life
Collegiate 100 (C100)**
Culinary, Hospitality, and Tourism
(C.H.A.T.)
Cyber Tigers
Diesel Club
Engineering World Health (EWH)
Eureka Science Club
Future Latino Leaders for Change
(FULLC)**
Garden Club
Histology Technician Club
I Am Woman
Lambda Nu Honor Society- Sigma Phi Chi
Chapter (for Radiologic and
Imaging Science programs)
LVN to AND Mobility Program
Student Nursing Organization
(LAMPSNO)
Math and Engineering Club
Med Lab Tech Club
Music and Art Club (MAC)
National Association of Home Builders
(NAHB)**
National Society of Leadership and Success
National Society of Minorities in Hospitality
Occupational Therapy Asst. Student Club
Organization (OTA)
Phi Sigma Tau
Phi Theta Kappa**
Philosophy Club
Respiratory Care Club
Spirit and Pride Crew
Student Alliance for Military and Veteran
Advocacy
Student Government Association **
Surgical Technology Club
T.I.G.E.R. Club
The Rad Club
Tiger 1 Electric Car Club
Tiger Lanes Bowling League
Tiger Paws
Tiger Spirit Squad
Tiger Techs Automotive Club Vocational
Nursing Student Association – New Braunfels
(VNSA-NB)
Vocational Nursing Student Association
(VNSA)
Welding Club

Categories of Student Organizations

****Chartered Student Organizations** are organizations that are established by a College Office or Department to support the ongoing interest of St. Philip's College. Membership is limited to students who have displayed a level of success as a student and who personify the character and integrity of St. Philip's College. Members of Chartered Student Organizations must participate in College wide activities to include: Tiger Nation Family Day, Welcome Week, Club Rush, Homecoming, Martin Luther King March, Annual Golf Tournament, Culture Fest, Juneteenth Parade, Pride Parade and the Caesar Chavez March. If students do not want to attend one of these events for religious or personal reasons, another organization member or student may do so on their behalf. In addition, each organization is responsible for serving on College committees related to their charter and purpose.

Chartered Student Organizations have the same Rights and Responsibilities of Registered Student Organization. However, because of the nature of their relationship to the college, Chartered Student Organizations are allowed additional benefits:

- Special Renewal and Reapplication Processes
- Resources and privileges of the sponsoring Office/Department
- Additional funding allocations (if available) from Student Services Fees to support college-wide and community initiatives
- Special invitation to participate in VIP SPC events

Registered Student Organizations are organizations that are established by a group of students who share a common interest.

Interest Groups are organizations that have fewer than the required number of members to be a Registered Student Organization or did not meet the registration deadline; but are allowed to function in a limited capacity to bolster interest, recruit members or await approval for the next semester.

This level does not require an Advisor, but should be asking faculty and staff to serve. They do not get a SSF allocation, nor can they have fundraisers. They are allowed to assemble on campus and reserve space.

Chartered Student Organization Process

This is an organized procedure whereby a recognized St. Philip's College student organization may apply for chartered student organization status. The following are requirements for all chartered organizations:

Step 1: Secure Department Sponsorship. An Academic or Student Services Department must accept the responsibility for assisting students in organizing and maintaining a chartered student organization by agreeing to support, supervise, and advise their activities. Submit a letter of support for Charter from each of the following:

- Department Chair
- Dean
- Vice President for Division

Step 2: Develop Organization Mission: The mission of the student organization must align with and support the mission of the Department and the mission of the college as a whole.

- Describe how the student organization aligns its mission to that of the sponsoring department and the college.

Step 3: Establish GPA Requirements for Members. Chartered Student Organizations (CSOs) are held to a higher

standard than other student organizations. Included in those higher expectations are minimum grade point averages for members and officers. It is the expectation that the chartered organizations, in consultation with the sponsoring department, determine the minimum GPA for officers. The Department for Student Life typically requires a minimum of 2.25 GPA for officers. All minimum requirements should become part of the Constitution for that Chartered Student Organization. Other higher expectations may include exemplary conduct and civic responsibility involvement.

Step 4: Establish Functions and Constitution. To qualify as a Chartered Student Organization, the functions of the student organization would generally be performed by the College if the group did not exist.

- Describe what functions the organization will carry out on behalf of the college.
- Letter of support from sponsoring department that describes access to resources to include: office space, supplies, advisory support from 2 FT employees (faculty or staff) and commitment to ensuring continuity and sustainability of student organization.
- Refer to the CSO/RSO Handbook for information on organizations that do not fulfill their responsibilities of being a CSO/RSO.
- Submit a copy of the organization's constitution reflecting minimum standards, functions, expectations of Chartered Student Organizations.

Step 5: Submit Required Documents to the Department for Student Life. The recognized student organization requesting chartered status must be a registered student organization in good standing for a minimum of five consecutive years. *DSL will then forward the completed packet to the Dean for Student Success for review and final approval.*

- Department for Student Life Registration
- The student organization must submit meeting agendas and minutes demonstrating continuous activity for five consecutive years.
- A sustainability plan to include: recruitment of new members, retaining of returning members, and succession plan for officers.
- Provide evidence (photos, letters of support, etc.) of participation in college wide activities (see below) during the three consecutive years.

Student Organization Important Dates

Renewal/Registration	Important Dates
Academic Year Registration Begins	First Day of Class
Academic Year Registration Deadline	September 15 – Fall
	February 15 – Spring
Training & Workshops	
Student Organization Training (<i>Mandatory for Presidents, Vice-Presidents, Treasurers, & Secretary. Additional officers are also encouraged to attend.</i>)	October & Online
New/ General Member Training	October
Student Services Fee Allocation Meetings	Monthly
Mandatory Advisor Training	September & Online
Monthly Lunch & Learn Sessions (for Officers, Members & Advisors)	Monthly (subject to change based on SPC/DSL calendar of events)
Fundraising (<i>not allowed during remote learning</i>)	
Fall Window	September 15 - November 30
Spring Window	January 25 – April 30

Compliance Checklist & Helpful Documents

Checklist	Date Completed
Paperwork <ul style="list-style-type: none"> • AlamoEXPERIENCE Portal/Membership • Registration • Current Roster with members & officers • Constitution • Advisors (2) • Agenda/Meeting Minutes Uploaded (Monthly) • Event Requests 	

Members (Submit Roster with application) <ul style="list-style-type: none"> • Executive General • 2.0 Minimum GPA 	
Organization Meetings (at least 1 per month) <ul style="list-style-type: none"> • Track Attendance and Assign Event Credit • Develop Agenda • Document and Share Minutes 	
SGA Representative (must attend SGA General Assemblies each semester)	
40 hours of service to the college per semester: <ul style="list-style-type: none"> • Tiger Nation Family Day and Alamo Institute Expo (August/January) • Welcome Week (August/January) • Club Rush (August/January) • Homecoming (October) • (Game Night, Pep-Rally, Blue & White Dance) • MLK March (Jan.) • Caesar Chavez March (March) • Community Garden (Second & Fourth Saturday) 	
CultureFest (April)	
Department for Student Life Approval	

SAMPLE CONSTITUTION

PREAMBLE

States the purpose and goals of the group.

ARTICLE I---NAME

States the official name of the organization.

ARTICLE II---MEMBERSHIP

States the requirements for membership and size limitation (a minimum of ten (10) members).

ARTICLE III---OFFICERS

Contains the list of officers, their term of office and the qualifications and duties for its officers.

ARTICLE IV---EXECUTIVE COMMITTEE

Outlines the structure of the executive committee (board or council), the method of selection and their term of office. Provisions for vacancies of officers or executive members should be specified in this article or in the by-laws.

ARTICLE V---ADVISORS

Students will submit their recommendations for advisors. However, all recommendations must be approved by the Director of Student Life.

ARTICLE VI---MEETINGS

Designates the regular meeting dates and times and provisions for calling special meetings.

Each organization should cite the source used in resolving questions relating to procedural matters such as Robert's Rules of Order. (Usually stated in the by-laws).

After an amendment, insert the date that it was passed in parenthesis.

Provisions for the disbursement of funds in case the organization becomes defunct (ie. all remaining monies are to be given to some specific charitable organization or scholarship fund at St. Philip's College).

RECOMMENDED DUTIES OF OFFICERS

Any organization has the right to specify the duties and responsibilities of its officers. Yet certain duties are almost always given to key officers, normally including the following, which are not all inclusive:

President

- To call meetings.
- To preside over meetings.
- To appoint committees and individuals for special assignments.
- To represent the club in dealing with outsiders.

Vice President

- Presides over meetings in President's absence.
- Certain assigned duties (social chair, membership campaigns).

Secretary

- Keeps written account (minutes) of each business meeting,
- Reads minutes at meetings.
- Official club correspondence.
 - a. checks roll
 - b. writes announcements and invitations

Treasurer

- Handles all money
 - a. dues
 - b. fund-raising
- With proper documentation, deposits funds at the Bursar's Office.
- Gives Treasurer's report.

Student Government Representative

- Attend All SGA meetings.
- Serve on SGA committees.
- Report back to organization updates and information.

Other officers and duties should be spelled out in the club's constitution.



STUDENT REQUEST FOR LEAVE

Organization: _____

Purpose of Trip: _____

Destination: _____

Date and Time of Departure: _____

Date and Time of Return: _____

Names of Student(s) attending the Conference or Field Trip:

Name	Banner ID#	GPA

APPROVALS

Advisor Traveling _____ Date

Dr. Angela McPherson Williams, Director for Student Life' _____ Date

Name, Interim Dean for Student Success _____ Date

Name, Interim Vice President for Student Success _____ Date

OUT OF STATE TRAVEL

Dr. Adena Williams Loston, College President _____ Date

*****Attach any supporting materials in regard to the conference or trip.*****

