

handbook for registered

student organizations

office of student life ::.

2007-2008

University of Texas Medical Branch at Galveston

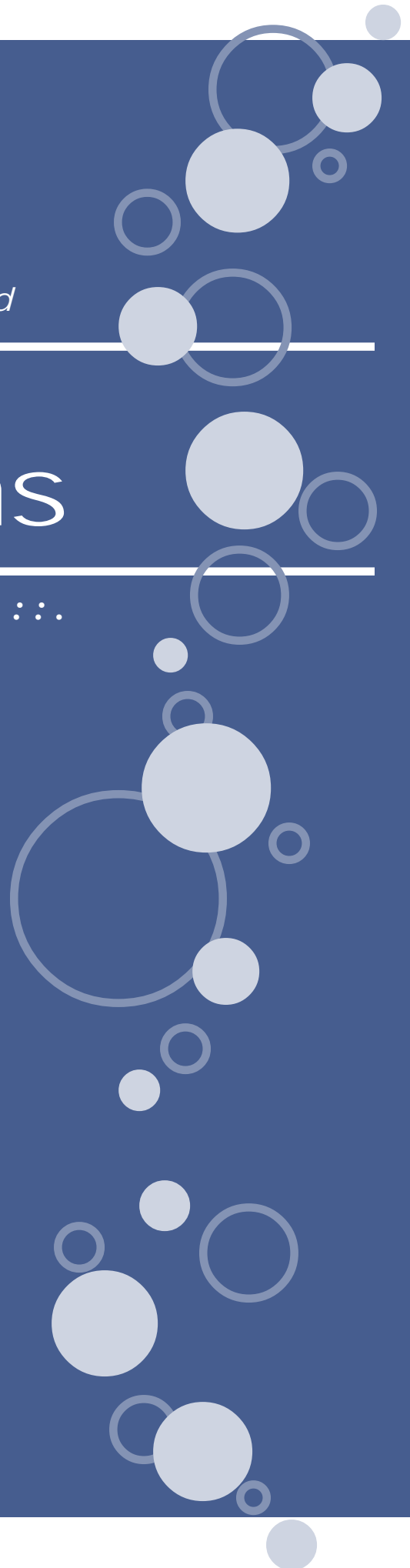


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I Office of Student Life

Each year the Office of Student Life (OSL) leads and facilitates cultural, recreational, and social celebrations, ceremonies, and events for the University community. We collaborate with students and faculty in the implementation of programs and activities that support students' personal and professional development, while expanding their learning experiences.

With over 60 active student organizations UTMB has had a long and strong (100 years plus) tradition of service, activism and cultural opportunities. Campus, organization, and community involvement help develop essential life skills, critical thinking, leadership, lifelong learning, and oral and written communication skills. Multicultural and global perspectives, respect for individuals, civic and individual responsibility, a sense of competence, and the capacity to work well with others are additional outcomes of participation in University related activities.

Student organizations (SOs) each year participate and organize hundreds of projects for the campus and the Galveston community. In the course of planning and implementing organizational activities, the Office of Student Life (OSL) serves as a resource – providing assistance in planning, scheduling, security, facility use and materials related to student activities. The department has computers, printers, telephones, fax machines and other resources available for student leaders.

Support and advice is given to the Student Government Association, class leaders, and registered student organizations. The department also coordinates Quest (New Student Welcome), student publications (*Syndrome*, the yearbook), community service projects, Leadership Movie Series, TGIT's (social events), free legal services, leadership development, Classical Concert Series, intramural program, All Sports Day, and additional student recreational opportunities.

This Handbook for Registered Student Organizations is designed to be an easy to use reference for organizational members. For additional information or guidance, please visit <http://www.utmb.edu/studentlife>.

Leadership, Citizenship, Scholarship, Friendship...

...the many student organizations on the campus of UTMB provide these things and much more! The co-curricular experience found in student organizations is a valuable part of your time here. It provides a laboratory for personal explorations, values clarification, development of leadership skills, and professional development.

On behalf of the Office of Student Life, I would like to congratulate you on your active role and offer our assistance. We can support your organization in planning events, membership development, leadership development, and much more.

If there is anything we can help you with, please come see us in the Jamail Student Center, Suite 2.110!

Jodean Schmiederer, Director of Student Life
jkschmie@utmb.edu

II

Registered Student Organizations

The Office of Student Life (OSL) is required to maintain current information on each registered UTMB student organization, its officers or authorized representatives, advisor, and activities. All groups desiring the benefits of recognition at UTMB are required to complete registration paperwork prior to the start of the Fall term. A registration update is required with any change in officers, and in January with a solicitation disclosure, any officer changes, and the organization agreement.

Benefits of Becoming a Registered Student Organization

A registered student organization has access to a number of services and benefits, including:

- stability of a written constitution and advisor for organizational continuity and support;
- use of University facilities;
- raising funds;
- on-campus mailing and access to mass student e-mails;
- distributing literature or posting notices/flyers;
- web site linked from OSL's Student Organization page;
- pictures in *Syndrome*;
- sponsoring TGIT's and other events;
- applying for travel and other funding (for professional and educational organizations);
- participating as a group in intramural sports and All Sports Day;
- an invitation to join Quest's campus fair at no charge;
- \$15 annually of free copying; and
- calling upon the assistance of staff in the Office of Student Life for program planning and additional support.

Advisors

Advisors are required for all recognized student organizations. Their role is to help provide continuity and serve as a signator on official forms when other authorized representatives are not available. An advisor can also assist in designing and evaluating club goals and activities. (For more information regarding the "Role of an Advisor," please see Appendix D.)

Becoming a Registered Student Organization

A group of currently enrolled students may form a new registered student organization by picking up the application packet from the Office of Student Life, Jamail Student Center 2.110 or online at www.utmb.edu/studentlife. (There is no minimum number for membership, but it is a good idea to have at least 7-10 active members. Without a strong base it may be harder to sustain interest and/or accomplish goals.)

When ready to begin the registration process, follow these simple steps:

1. Meet with the Director of Student Life.
2. Write a memorandum to the Director with rationale for establishment of the new organization.
3. Limit organizational membership to students, faculty, and staff at UTMB Galveston.
4. Not deny membership on any basis prohibited by applicable law, including but not limited to sex, race, color, national origin, religion, age, veteran status, or handicap.
5. Select qualified officers in good academic standing.
6. Complete all parts of the student organization registration packet including:
 - develop a mission (or purpose) statement;
 - present a constitution (see "Sample Constitution" – Appendix C);
 - complete an authorized officers or representatives (of eligible students) form;
 - identify a UTMB faculty/staff advisor and have him or her sign as an authorized officer;
 - sign a registration agreement; and
 - agree to conduct organization affairs in accordance with institutional regulations.
7. Participate in an annual orientation session and risk management seminar.

Registration Renewal Requirements

Every registered student organization must reregister at the beginning of each Fall semester. A "Registration Update" must be completed with any change in officers, and in January with a solicitation disclosure, officer changes, and the organization agreement.

The steps to renew an organization's recognition are as follows:

1. Limit organizational membership to students, faculty, and staff at UTMB Galveston.
2. Not deny membership on any basis prohibited by applicable law, including but not limited to sex, race, color, national origin, religion, age, veteran status, or handicap.
3. Select qualified officers in good academic standing.
4. Obtain the necessary Registration Renewal packet from the Office of Student Life, making sure to include: a mission (or purpose) statement; a constitution; authorized officers or representatives; solicitation and activity report; and the registration agreement. (The authorized officers form must be signed by a previously authorized representative or the organization's advisor.)
5. Participate in an annual orientation session and risk management seminar.
6. Return the completed forms to the Office of Student Life on or before the renewal deadline.
7. Professional Medical Fraternities must also complete required paperwork for the School of Medicine and a copy must be sent to Student Life before registration is complete. That form can be attained through the SOM's Student Affairs Office.

Please Note: Failure to return the forms by the deadline may result in the organization's loss of privileges to use University facilities until the Registration Renewal forms are completed.

Representing a SO in Relations with the University

Only the members listed on the authorized officers or representatives form may speak for or represent the organization in relations with the University. Only these members are permitted to make room reservations, schedule events, and conduct other business for the organization.

Use of UTMB in Organization's Name

A registered student organization MAY NOT use the name of the UTMB institution or the name of The University of Texas System as a part of the organization name. Neither shall it display the seal or logo nor use either as a part of any printed material including t-shirts, letterhead, fliers, web pages, etc., unless written authorization is obtained from the Office of University Advancement. A registered student organization may state that its membership is composed of students of UTMB but it shall not suggest that it is acting with the authority of that institution.

Use of UTMB Tax Exempt Number

A registered student organization may not use the tax-exempt number of UTMB.

tip ::.
 Be open-minded.
 Encourage others' input
 and include your members'
 ideas, thoughts, and opinions
 in the planning of projects
 whenever possible.

We're here to help!

If you have questions about the registration process or paperwork, please come to the Office of Student Life for assistance!

III

Types Of Organizations

The Office of Student Life maintains current information on each registered student organization, its officers or authorized representatives, its purpose, and its advisor. Each year a list of current Student Organizations is published online. Along with the name of each group, you will find its mission statement as well as the names and e-mail addresses for the senior officers. A student wanting to get in touch with an organization can readily find that information in the Office of Student Life or at <http://www.utmb.edu/studentlife/current/studentorganizations/index.html>.

- **Student Governance Organizations**
Address student needs and express student views. Groups in this category include the Student Government Association and school councils.
- **Professional, Educational, or Departmental Organizations**
Provide students with a preview of their anticipated professional careers or particular academic interest. Group activities include speakers, field trips, social events and volunteer or field work.
- **Honorary Organizations**
Recognize high level of academic achievement and generally require a demonstrated interest in a particular career or academic discipline.
- **Cultural Organizations**
Foster cultural diversity and support for their members and the campus community.
- **Professional (Medical) Fraternities**
Provide meeting and living space; bonding, educational, personal, social and professional development opportunities.
- **Recreational Organizations**
Promote sports-oriented programs and/or recreational activities. Membership is based on interests.
- **Religious Organizations**
Serve as support for students of a particular religious persuasion or denomination.
- **Service Organizations**
Provide volunteers for on and off-campus projects. Membership requirements generally include a commitment to work for and/or an interest in a particular cause.
- **Social Organizations**
Foster social networks among members.

tip ::. A good leader will devote time to listen to problems or cheer someone on. Build time into your schedule and let others know how they can reach you.

IV

Sponsored Student Organizations

(see Appendix P for appropriate form)

Sponsorship may be granted only to those organizations whose purpose and activities are in accord with the mission of the sponsoring department or agency. Sponsorship requires support, endorsement, supervision, and the assumption of responsibility for organization actions. Sponsorship may not be extended to groups involved in political or religious activities or projects for private gain.

Sponsored organizations are not registered student organizations and may not access the resources of Student Government Association or the Office of Student Life, meaning they may not petition the Student Government Association for funding of activities.

Only an organization that is officially sponsored by the University may use the name of the University as part of its name. However, student organizations must state in all their printed material that views and activities of the organization are not condoned or endorsed by the University.

A sponsored organization must have any activities or endeavors approved by the dean or executive officer of the department or agency that sponsors the organization.

In order to be sponsored by the University an organization must:

1. secure a sponsorship form available at the Office of Student Life;
2. obtain the endorsement of a department or agency of the University and approval of the appropriate dean or executive officer;
3. submit sponsorship form with appropriate signatures to the Office of Student Life for incorporation into the organization's permanent records, and
4. renew the application annually at the beginning of the fall semester.

Jamail Student Center: it's YOUR building!

The Lee Hage Jamail Student Center, designed for student use, celebrated its grand opening January 24, 1997. The 19,000-square-foot, three-story student center provides 24-hour access to accommodate the work and study schedule of the Medical Branch's 2,500-plus students.

Located amid the classroom buildings, the JSC provides UTMB students with a home on campus. Joe's cafeteria, a large meeting room, and special event space are located on the first floor. The second floor houses the Office of Student Life, the Student Government Association, a computer lab, lockers, and conference rooms. A game room with televisions as well as space for relaxation, additional study or reading areas, can be found on the third floor.



Enjoy it!

V

TITLE IX: Single Sex Student Organization

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in educational programs and activities at the University unless such programs and activities are specifically exempt from the law. The University is required to be in compliance with the provisions of Title IX and compliance with Title IX is also a condition to be a registered organization at UTMB. Since passage of this law and the publication of the implementing regulations, the U.S. Department of Education Office of Civil Rights has evolved a rather clear set of criteria for determining when single sex organizations are exempt from the provisions of Title IX. These criteria are as follows:

1. The organization must have tax-exempt status under Section 501(c) of the Internal Revenue Code;
2. Members must be student, staff, or faculty at the University of Texas Medical Branch;
3. The organization must be a "social fraternity" as defined by the Department of Education.

The University of Texas System Office of General Counsel has explored further the issue of the meaning of the term "social fraternity and sorority" as used in Title IX. It is their conclusion:

In determining whether a single sex organization is entitled to the exception, the Office of Civil Rights (OCR) distinguishes between social fraternities and sororities and professional, service, or honorary groups that call themselves fraternities and sororities.

In order to make its determination the OCR and the Department of Education define a "social fraternity" as a group that can answer "no" to all of the following questions:

1. Is the organization's membership limited to persons pursuing or having interest in a particular field of study, profession or academic discipline?
2. Is the membership limited to individuals who have a high level of achievement in scholarship or any other endeavor?
3. Are the members permitted to hold membership in other fraternities or sororities at the university?

If a group answers "yes" to any of the questions, it is not a "social fraternity" and therefore is not exempt from the requirements of Title IX and required to accept members of both sexes.

Summary

In summary, if UTMB allows a student organization that does not meet the OCR criteria to continue its registered status, UTMB "risks an enforcement action by OCR that could lead to loss of all federal funds". Groups that are obviously honor or professional societies or those that do not meet the three-factor test of the OCR policy are hereby notified of the need to accept members of both sexes. Groups that refuse to do so cannot be registered with the university.

tip :::

***Share the credit, never the blame.
If something goes wrong, you are responsible -
even if one of your members was at fault.
On the other hand, never solely accept credit
for the success of your organization -
even if you deserve it.
This is a recipe for alienation.***

VI Use of University Facilities

The Office of Student Life promotes student organizations, leadership development, and co-curricular programming. The University establishes policies and procedures regarding University facilities to ensure their equitable and appropriate use.

University Room and Audiovisual Rental or Reservation

Only registered student organizations may request room reservations or audiovisual equipment. This is done through the Office of Student Life. A “List of Rooms on Campus,” rental charges, and facility restrictions is available in the Office of Student Life.

Students have 24-hours/day, 7 days/week access to the Jamail Student Center (JSC). The Senate and Budget Conference rooms (both located on the 2nd floor of the JSC), and Joe’s (on the 1st floor) are available for student organization reservations. In order to reserve the Allied Health/Nursing School Foyer, quad rooms and cafeteria rooms, organizations must obtain approvals from the Deans of those schools. The Office of Student Life will obtain the necessary approvals for all of these rooms given availability.

Activity Registration

Use of University space and facilities is a privilege. Special rules apply to some activities and some locations so that the university can manage the time, place and manner in which events are conducted on campus property.

When planning an event, please complete the “**Activity Registration**” (see Appendix Q). The purpose of this form is to: give authorization for use of University space and facilities; give permission for solicitation; and/or ensure that groups/individuals understand the policies and responsibilities that apply to their activities.

If you have further questions please call the Office of Student Life at (409) 772-1996.

Off-Campus Speakers

Only registered student organizations or University departments/agencies may present off-campus speakers on campus. The sponsoring organization should make clear that the organization itself is extending the invitation and that the views expressed by the speaker are not necessarily the position of the University.

When sponsoring an off-campus speaker an Event Registration form must be completed at the time a room, auditorium or space is reserved. Student Life staff will then be able to advise you regarding appropriate security and crowd control measures.

Co-Sponsorship

A registered student organization may co-sponsor events with other registered organizations or with University departments or agencies. *Student organizations **may not co-sponsor an on-campus program or project with individuals or groups that are not registered with the University of Texas Medical Branch or have not been sanctioned by the University.***

VII Posting Policies

Indoor on Bulletin Boards

Signs may be posted only on approved bulletin boards. A bulletin board is under the jurisdiction of the college, school, department, or administrative office that maintains it and a student group shall apply to the appropriate office for permission. Further, each flier/poster the organization wishes to post must be individually approved.

The *Office of Student Life* (Jamail Student Center, 2.110) approves postings for the Jamail Student Center (2), Old Red (1), Mary Moody Northen (1), Marvin Graves Bldg. (1), CSA (1), and Levin Hall (inside North and South Auditoriums only). AFTER receiving Student Life's stamp, authorization for posting in the SAHS/SON building can be obtained through either the SAHS or the SON Student Affairs Office. Both the bookstore and library also approve postings for their own bulletin boards. Each of the above approvers reserves the right to deny any posting if their individual policies are violated.

Student Organization Posting Requirements

For an event poster or flier to be approved by Student Life, the following conditions must be met:

- **Registered Organization:** Student Organizations must have completed their registration page work for that period and be in compliance with the Student Life's registration requirements. (These requirements can be found in the Handbook for Registered Student Organizations located at <http://www.utmb.edu/studentlife/current/studentorganzations/index/html>.)
- **Contact Person:** Each posting must include the name of the organization (if applicable), a specific contact person, e-mail address, and phone number where that person can be reached.
- **Alcohol:** Regents' Rules prohibit advertising that explicitly states the amount of alcohol provided and drinking contests. Terms such as "keg," "shot," or names of specific drinks are not allowed.
- **Alternative Beverages:** If alcohol will be served and is mentioned on the poster/flier, nonalcoholic beverages must be available and advertised as prominently as alcoholic options.
- **Professional Medical Fraternities:** Prior to any other office or department granting posting approval for fraternity fliers/posters, the SOM Student Affairs Dean must provide written approval (in the form of a signature or initials along with the department's stamp) on each item. Fliers/posters wishing to be approved must be turned in to the SOM's Director of Student Support Services (G.210D Ashbel Smith Bldg) by Friday at 4:30pm. They can then be picked up after 12 o'clock noon on the following Monday and brought to Student Life for our approval.
- **Removal of Signs:** A student or organization shall remove each of its signs not later than 30 days after posting or not later than 24 hours after the event to which it relates has ended, whichever is earlier. At the same time the student or organization shall clean the area around which the sign was posted.
- **Violation of Sign Posting Policy:** All improperly posted signs are subject to removal. Violations of sign posting policy are subject to review, and disciplinary action may be taken against a student organization.

Distribution of Petitions, Handbills, & Literature

A registered student organization may distribute fliers on campus if the literature:

- identifies the name of the student or organization;
- is not a promotion for an off-campus business, organization, agency, national association, or charitable group;
- is not distributed by hawking, shouting or accosting individuals;
- is approved by the event's sponsoring agency; and
- is distributed on University grounds (outside of buildings) and does not unreasonably obstruct pedestrian or vehicular traffic.

VIII

Request for Funding Proposals

The mission of the Student Government Association (SGA) Budget Committee is to fund UTMB student activities sponsored by registered student groups to benefit the students of UTMB. The needs of the students we serve guide the processes described below.

For all event or travel funding currently registered student organizations must complete a Request for Funding Proposal (RFP). That is then submitted and presented to the SGA Budget committee for possible approval prior to the event or trip.

For **EVENTS** these additional requirements must be met:

1. The event must be organized to include all UTMB students;
2. A minimum of \$50 or in kind contribution must be supplied by the organization(s);
4. Events must be held during hours of 5-8 p.m. or as approved by SGA;
5. Events must not conflict with other SGA sponsored or large campus events;
6. If alcohol will be served, advertisement and serving requirements must be observed; and
7. Advertisements must include SGA as a co-sponsor and state, "All UTMB students are invited."

NOTE: The SGA Budget Committee and the Director of Student Life reserve the right to amend all funding guidelines as deemed necessary.

Generating the Written Proposal

Submission guidelines and the formal "Request for Funding Proposal" (see Appendix R or T) are available in the *Office of Student Life*, Jamail Student Center, Suite 2.110. It is to the advantage of the group submitting a proposal to discuss the travel, event and/or planning with the Office of Student Life or Budget Committee member prior to submitting the proposal.

The proposal must be voted upon and passed, in accordance with the bylaws of the respective student organization. Signature of President and telephone number are required. A signature indicating approval from your faculty advisor is also MANDATORY, and must accompany the proposal.

The complete "Request for Funding Proposal" packet must include:

1. a cover letter that explains function in general terms;
2. the expected expenditures with all expenses itemized;
3. an indication of what portion the student organization is providing;
4. a separate financial statement (signed by the treasurer, other officer, or advisor) indicating the organization's total financial holdings and how those funds have been or will be allocated; and
5. sample advertisements must be included or submitted before event approvals are finalized.

EVENT Funding

There are two different types of events that may receive funding from the Student Government Association:

TGIT/F (Thank Goodness It's Thursday/Friday)

A "TGIT" is a large event sponsored by a registered student organization in good standing at UTMB, and financially supported by the Student Government Association. It is intended to be an interdisciplinary social activity with food and drinks for 200-300 and may or may not include alcoholic beverages. These socials usually have themes and are held in the Jamail Student Center, the cafeteria of the SAHS/SON building, or an otherwise approved site (as determined by the SGA Budget Committee). They generally occur between 5:00 and 8:00 pm on a Thursday or Friday. Entertainment or additional activities are expected to be a part of the event.

Special Events

A "Special Event" is typically on a smaller scale than a TGIT/F and often has a cultural, language, ethnic, or educational component. It may be held on or off campus, but is still of interest to or for the benefit of ALL UTMB students.

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Submission and Review of the Written Proposal

The **Budget Committee meets once a week at 12 noon in the Budget Committee Room**, Jamail Student Center, Suite 2.124. They currently meet on Mondays, but the date and time may be subject to change based upon committee members' schedules and the SGA Treasurer's discretion. (It is advised that groups check with the OSL to confirm current schedules and deadlines.)

When the proposal is complete, it is to be **submitted to the Office of Student Life**, Suite 2.110, Jamail Student Center at least **48 hours prior to the Budget Committee meeting** time to assure adequate time for consideration of proposal. It should be addressed to The SGA Budget Committee.

The proposal must be submitted at least **ONE MONTH PRIOR to the event**, as the approval process or generation of checks and contracts can be time consuming. Failure to comply with this deadline may result in inadequate, or no funding for the event or travel.

The Student Organization **representative must be present at the meeting** to answer any questions concerning the RFP. The RFP will not be considered unless a representative is present. If the proposal is approved, the Committee will forward the proposal to Student Life for processing.

Distribution of Funds for Approved EVENT RFPs

Many event expenses are designed to be paid as **REIMBURSEMENTS**. Before an event takes place or expenses are incurred, it is **STRONGLY RECOMMENDED** that organizations read through these procedures very carefully as the University has strict requirements regarding reimbursements.

All **event expenses** must fall within the limits of the RFP as approved by the SGA Budget Committee. (Any anticipated increases in an expense category must be resubmitted and approved **PRIOR** to being incurred.)

All **contracts** must be received in the Office of Student Life a minimum of **THREE (3) WEEKS PRIOR** to the event. Contracts are commonly needed for DJs, bands, or any other performer. This lead-time allows the Legal Affairs Department to review and approve the contract and Financial Management to cut a check for delivery at the event.

If **checks** are needed **PRIOR TO** or by the **DAY OF THE EVENT**, **invoices** must also be submitted three (3) weeks prior to the event in order to have them for the vendor.

Most purchases will be covered by reimbursement to the student making the purchase. An **"Event Award and Request for Reimbursement"** (see Appendix S) must be completed (within three weeks) and submitted to the OSL with original receipts in order to receive reimbursement.

Receipts should be taped to a letter size sheet of paper and should state the name of the student to be reimbursed, event, date, location, and what the items were used for. Taxes cannot be reimbursed. If your event is sponsored by the Student Government Association, speak with Student Life before any purchases are made.

CAUTION!

*There are very specific requirements for receiving any reimbursement. It is strongly suggested that you contact Student Life **PRIOR** to **PURCHASING** anything.*

** Third party vendors (i.e., Travelocity, Orbitz, etc.) **SHOULD NOT** be used to purchase airline tickets. The payment documentation they provide is inadequate for UTMB's accounting department and may affect your ability to receive a repayment.*

TRAVEL Funding

Eligible Groups: All currently registered and professional or educational student organizations are eligible to apply for up to \$800 in SGA funds for members to travel to related conferences or training opportunities.

Allowable Expenses: Transportation (not including ground transportation, i.e. taxi, buses, rental vans, etc.) for up to two persons per trip and housing expenses for up to two nights. (One room may be approved unless male and female students are traveling as representatives and then two rooms may be approved.)

Expenses Not Covered: Funding will not be provided for food allowance, registration fees, or honoraria. Because travel can be expensive, requesting organizations may also be receiving funds from other departments. Groups must indicate what travel costs will be covered by alternate sources (other UTMB departments or organizations) and expenses cannot be reimbursed by SGA if the same expenses are reimbursed by other sources.

Funding Limits: A maximum of \$800 per year per organization will be allowed. Given the number of student organizations and in order to maximize travel benefits, a maximum of two trip requests per organization is allowed per funding cycle. This does not mean that travel expenses for two trips per organization will be approved; however, an additional travel project may be funded if the previous travel request was funded under the \$800 cap and/or two thirds funded by an alternate source. (These maximum limits are set so as not to disrupt the normal funding process and help ensure the equitable disbursement of travel funds.)

Travel Reimbursement Process: Expenses are reimbursed from original receipts for actual expenses only. Receipts must be turned into the Office of Student Life upon returning to UTMB so the travel request can be sent to the Department of Accounting to process reimbursement. This may take approximately two weeks. (Please see "TRAVEL REIMBURSEMENT GUIDELINES" for specific reimbursement requirements.)

Travel Reimbursement Guidelines

Once award amounts are approved, SGA does not increase them. Therefore, if your expenses for approved items (airfare or hotel) cost more than you were expecting or were awarded, SGA will not approve a larger award to make up the difference. For that reason we suggest you make sure **all fares, tariffs, taxes, etc. are included** and current at the time of your proposal.

BEFORE the TRIP:

For reimbursement on airline tickets, you must turn in the flight coupon or boarding pass. Make sure you ask for it back when boarding the plane or print two copies if checking in online.

AFTER the trip:

The "Request for Travel Reimbursement" (see Appendix U) form is given to you by the SGA Budget Committee when your funding request is approved. It is to be completed with original receipts and turned into the Office of Student Life **within 3 weeks** of the end of the conference or trip. (All receipts from all individuals having traveled must be submitted at the same time along with the correct forms.)

An SGA Travel Award comes with the expectation that you will:

- **write a brief paragraph** for the SGA web page on the conference you attended, and
- briefly (~5 minutes) and informally talk about the conference at an **SGA Senate meeting**.
Note: award funds will not be released until the article is received by SGA or OSL and the presentation date is scheduled with the SGA Senate Chair.

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Special Resource Fund

The Budget Committee administers the funds of the UTMB Student Government Association. The underlying precept that guides the Budget Committee states that students may solicit funding from the Budget Committee only through Registered Student Organizations. Allocations are distributed with the express purpose of benefiting all students at UTMB.

However, SGA recognizes that occasionally students from a specific component have legitimate needs for funds that could be utilized by only their distinct members. Therefore, the Special Resource Fund (SRF), or \$2 per student, was established for use by each school. The number of full-time students in the individual schools determines the specific allocation for each school.

The funds are set aside for reimbursement (unless otherwise authorized by the Budget Committee) and may be accessed only through the students' registered governing organizations. These are:

- the Student Organization of Allied Health,
- the Student Nurses Organization (including masters nursing),
- the Graduate Student Organization (including doctoral nursing), and
- each of the Class Presidents in the School of Medicine.

The process is similar to the RFP process. A written request to the Budget Committee PRIOR to the activity is necessary. The "Request for Special Resource Fund" (see Appendix V) must have the signatures of the president and faculty advisor (where appropriate) with an explanation of the activity. Receipts are necessary in order to receive reimbursements.



To lead people, walk beside them...

*As for the best leaders,
the people do not notice their existence.
The next best, the people honor and praise;
the next, the people fear;
and the next, the people hate...*

*When the best leader's work is done the people say,
"We did it ourselves!"*

Lao-tsu

IX Alcohol Related Events

On Campus Events

An event where alcohol is served on UTMB property must have prior written approval by the UTMB President. The UTMB Police Department must also be notified by SGA and the co-sponsoring organization of the time, place of event, number of expected guests, how much alcohol will be served and type of event. Upon notification, the UTMB Police Department will determine if officers are needed and will assign officers to be available on an "as needed basis". For events sponsored by the Student Government Association, the Office of Student Life will retain copies of memos and notify the student organization of responses from UTMB departments.

SGA Funding Policy on Alcohol (Adopted 12/1/97)

The Student Government Association (SGA) will provide funding for those beverages containing alcohol only at TGIF functions (held at the Jamail Student Center or at venues that do not readily serve alcoholic beverages) and other campus-located SGA-sponsored events in which the said event is open to all four schools (i.e., All Sports Day).

The Jamail Student Center (JSC) or venues that do not serve alcohol on a regular, day-to-day basis are allowable sites for SGA to fund the purchase of alcoholic beverages. Establishments that do serve alcoholic beverages can be utilized as sites for TGIF functions under the stipulation the SGA will fund other items toward the TGIF expenditure except for the purchase of alcohol. Such establishments should be instructed to restrict the function to a "Private Party" to allow only UTMB students and faculty members admittance. The "Private Party" is to last only from the intended TGIF start-to-end time (i.e., 5-8 pm) to ensure only x amount of alcohol is consumed in y amount of time.

SGA-approved Special Resource Fund (SRF) money may not be used to purchase alcoholic beverages. SRF funds may only be used toward the purchase of food or other items for the student organization function. This does not in any way prohibit the student organization from purchasing its own alcoholic beverages for a function with its own funding sources providing the student organization continues to comply with the established guidelines and/or limitations. See the Office of Student Life for more specific information.

SGA Alcohol Guidelines for TGIF

Guidelines for responsible use of alcohol are provided by UTMB rules (see below) and Regents Rules. In general, intoxicating beverages are prohibited in classroom buildings, laboratories, auditoriums, library buildings, museums, faculty and administrative offices, athletic facilities and all other public campus areas unless the senior administrative officer has waived with respect to any specific affairs.

Student Organizations using SGA funding can petition for alcohol at special events through the Office of Student Life.

1. The sponsor of the event must implement precautionary measures to ensure that alcoholic beverages are not accessible or served to persons under the legal drinking age or to persons who appear intoxicated.
2. The sponsor of the event must limit direct access to alcoholic beverages to the person(s) designated as the server(s).
3. The consumption of alcoholic beverages is to be permitted only within the approved area designated for the event.
4. Nonalcoholic beverages must be available at the same place as the alcoholic beverages and featured as prominently as the alcoholic beverages.
5. A reasonable portion of the budget for the event shall be designated for the purchase of food items.
6. Drinking contests are prohibited at all university activities or functions as well as in the promotion of those activities and functions.
7. Advertisements for any university event where alcoholic beverages are served shall mention the availability of nonalcoholic beverages as prominently as alcohol.
8. Alcohol should not be used as an inducement to participate in a campus event.
9. Promotional materials including advertising for any university event shall not make reference to the amount of alcoholic beverages (such as the number of kegs of beer) available.
10. The University of Texas Medical Branch Police Department must be notified of events when alcohol is served on campus.

X Hazing Statement

The 70th Texas Legislature enacted a law concerning hazing which became effective on September 1, 1987. Under the law, individuals or organizations engaging in hazing could be subject to fines and charged with a criminal offense.

According to the law, a person can commit a hazing offense not only by engaging in a hazing activity, but also by soliciting, directing, encouraging, aiding or attempting to aid another in hazing; by intentionally, knowingly or recklessly allowing hazing to occur; or by failing to report first hand knowledge, in writing to the Dean of Students, that a hazing incident is planned or has occurred. The fact that a person consented to or acquiesced in a hazing activity is not a defense to prosecution for hazing under this law.

Rules and Regulations of the Board of Regents of The University of Texas System, Series 50101, Sec. 2.8 provides that:

Hazing. Any student who, acting singly or in concert with others, engages in hazing is subject to discipline. Hazing in State educational institutions is prohibited by State law (*Texas Education Code* [Section 51.936](#)). Hazing with or without the consent of a student whether on or off campus is prohibited, and a violation of that prohibition renders both the person inflicting the hazing and the person submitting to the hazing subject to discipline. Initiations or activities of organizations may include no feature that is dangerous, harmful, or degrading to the student, and a violation of this prohibition renders both the organization and participating individuals subject to discipline.

The law defines hazing as any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students at an educational institution. Hazing includes but is not limited to:

- any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
- any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
- any activity involving consumption of food, liquid, alcoholic beverage, liquor, drug, or other substance which subjects the student to an unreasonable risk of harm or which adversely affects the mental or physical health of the student;
- any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subsection; and
- any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code.

Activities which under certain conditions constitute acts which are dangerous, harmful, or degrading include but are not limited to:

- calisthenics, such as sit-ups, push-ups, or any other form of physical exercise;
- total or partial nudity at any time;
- eating or ingesting any unwanted substance;
- wearing or carrying any obscene or physically burdensome article;
- paddle swats, including the trading of swats;
- pushing, shoving, tackling, or any other physical contact;
- throwing oil, syrup, flour, or any harmful substance on a person;
- Rat Court, Kangaroo Court, or other individual interrogation;
- forced consumption of alcoholic beverages either by threats or peer pressure;
- lineups intended to demean or intimidate;
- transportation and abandonment (road trips, kidnaps, walks, rides, drops);
- confining individuals in an area that is uncomfortable or dangerous (hot box effect, high temperature, too small);
- any type of personal servitude that is demeaning or of personal benefit to the individual members;
- wearing of embarrassing or uncomfortable clothing;
- assigning pranks such as stealing, painting objects, harassing other organizations;
- intentionally messing up the house or a room for clean up;
- demeaning names;
- yelling and screaming; and
- requiring boxing matches or fights for entertainment.

According to the law, a person can commit a hazing offense not only by engaging in a hazing activity, but also by soliciting, directing, encouraging, aiding or attempting to aid another in hazing; by intentionally, knowingly, or recklessly allowing hazing to occur; or by failing to report in writing to the dean of students firsthand knowledge that a hazing incident is planned or has occurred. (Texas Education Code 51.936 and 37.151 et seq.)

An organization violates a regents' rule, university regulation, or administrative rule when one or more members of an organization fail to report to appropriate university or civil authorities promptly their knowledge or any reasonable information about a violation.

Activities which are dangerous, harmful, or degrading may also be considered hazing under state law (Subchapter B, Chapter 4, Title I, Texas Education Code). **For further information or clarification of probationary member activities, contact the Office of Student Life, Jamail Student Center, Suite 2.110.**

tip :::

*Stress teamwork.
Make it clear that each student
is valued not only in their
individual efforts,
but also in the team structure.*

XI Solicitation/Fundraising

Consultation with the Office of Student Life staff in the early planning stages can save time and effort and will ensure compliance with appropriate institutional regulations. Staff members are available to provide advice on planning strategies and the applicability of University regulations.

The following are common issues that student organizations encounter in fund raising activities:

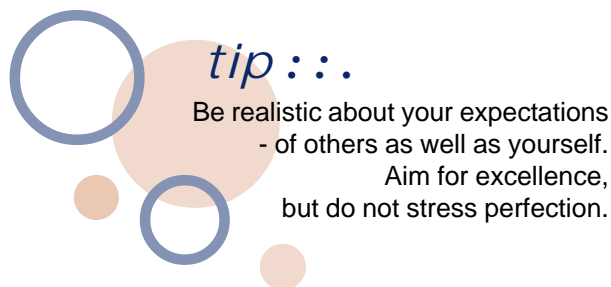
- Fundraisers cannot be conducted outside University buildings by student organizations, unless otherwise authorized.
- Only membership dues may be collected inside academic buildings.
- Student organizations cannot co-sponsor activities on campus with non-university enterprises or organizations. The use of corporate logos is prohibited.
- Only certain tax exempt, nonprofit [under Section 501(c) Internal Revenue Code] organizations are permitted to conduct raffles according to Texas law. They may do so twice in a year.
- Proceeds from fund raising activities (i.e., resale of retail merchandise and ticket sales) may be subject to state sales tax laws.
- Fundraisers may not be conducted for private gain of individuals.

All fund raising activities, and especially planned sales of t-shirts, mugs, caps, or any items that use the name of the University or any of its trademark symbols, must be reviewed to ensure compliance with University regulations. Products that violate trademark or licensing regulations will not be approved for sale or distribution. Early review and advice from the Office of Student Life is highly recommended.

Solicitation Statement

Rules and Regulations of the Board of Regents of the University of Texas System, Series 80103, Sec. 4:

“Disclosure of Solicitation. A students’ association and each registered student organization shall, within 30 days after the beginning of each long session semester, file with the Dean of Students or other appropriate official a statement fully disclosing the sources and amounts of money obtained from solicitations during the preceding semester or summer session and fully disclosing the purposes and amounts of the expenditures made during the preceding semester or summer session. Any organization failing to comply with the provisions of this Series shall be prohibited from solicitation activities until the organization files the required report.”



XII

Raffle and Ticket Sales

Most of the information was taken directly from the brochure “The Texas Charitable Raffle Enabling Act” published by the Office of the Attorney General. As the law is very technical, the Attorney General of Texas suggests that you check the statute to be sure your organization is qualified and is in compliance with the law (Article 179f, Texas Revised Civil Statutes Annotated).

Before your organization may sell tickets on campus, the “Ticket Procedure for Registered Student Organizations” must be followed. For raffles, however, different procedures must be followed to be in compliance with “The Texas Charitable Raffle Enabling Act,” effective January 1, 1990.

Organizations Who May Conduct Raffles

- An association organized for religious purposes that has been in existence in Texas for at least 10 years.
- A nonprofit organization that has existed for at least the three preceding years, during which it has had a governing body duly elected by its members and is exempt from federal income tax under Section 501(c), Internal Revenue Code; does not distribute any of its income to its members, officers or governing body; does not devote a substantial part of its activities to attempting to influence legislation; or does not participate in any political campaign. [A copy of your organization’s IRS Letter of Determination verifying 501 (c) status will be required.]

Prize Restrictions

Money cannot be offered as prizes, and prizes may not be valued over \$50,000. Each prize must be in the possession of the organization or the organization must post a bond for the full amount of the value of the prize(s) with the county clerk of the county where the raffle will be held.

Raffle Tickets

As required by state law, raffle tickets must contain the following information:

- name and address of organization holding the raffle;
- name of an officer in the organization;
- price of the ticket;
- a general description of each prize to be awarded that has a value of over \$10; and
- include the date the drawing is to be held.

University procedures also require that the tickets be pre-numbered, beginning with #1, by machine at the printer.

Other Important Information

- Only two raffles may be held by a qualified organization per year, and only one raffle can be held at a time.
- Only members of the organization may sell tickets.
- No one may be compensated directly or indirectly for organizing or conducting a raffle or for selling raffle tickets.
- Raffle tickets may not be promoted or advertised statewide or through paid advertisements.
- Proceeds must be used only for the charitable purposes of the organization.

“I have read and understand the above.”

Signature **Organization Name**

Officer Title **Date**

XIII Texas State Sales Taxes

All registered student organizations are required to collect and remit state sales tax on taxable items (i.e. dance admissions and merchandise for resale). NOTE: State sales tax exemption is different from federal income tax exemption and organizations with an IRS exemption will NOT necessarily be given a state sales tax exemption. State sales tax is regulated by state law and federal income tax is controlled by federal laws. Registered student organizations are responsible for the collection and payment of sales tax directly to the state comptroller. In order to determine if an organization is sales tax exempt, refer to Comptroller of Public Accounts, State Sales and Use Tax, Rule 3.322 (Texas Tax Code 151.309, 151.310; Texas Civil Statutes, Article 342-908) submit a letter, a copy of your charter/by-laws, and a copy of your 501c letter of determination from the federal government (if applicable) to the following address:

State Comptroller
ATTN: Exempt Organization Section
Capitol Station
Austin, TX 78774

Upon a ruling by the State Comptroller's office you will receive a letter allowing or denying exempt status. If your organization has been granted an exempt status please inform the Office of Student Life and provide a copy of documentation for your organization's permanent file. However, it should be noted that exempt organizations are still expected to collect required sales tax on admissions to entertainment and amusements performed by non-students, and on resale items.

Tax-Free Sales by Registered Student Organizations

Texas law allows a registered student organization to be relieved from state sales tax liability for fundraising sales occurring on one day per month. All proposed sales events are subject to the Regents' Rules and to other institutional policies concerning the time, place and manner of solicitation. The sales must be for the benefit of the registered organization and may not involve another entity not authorized to solicit under the Regents' Rules.

For Sales Tax Information call 1-800-252-5555.

XIV Tax Exempt Status

Student organizations do not have tax exempt status. (The only exception to this is if they are using SGA funds to pay for approved event expenses.)

In order for any organization to have federal or state sales tax exemption status, a student organization must file papers with the Federal Treasury department. A number of forms and booklets are needed:

- IRS publication 557;
- Application for recognition of exemption; and
- Application for Employer Identification #-SSR.

You can obtain copies at your local IRS office or library or you may contact the Office of Student Life for assistance.

XV

Individual Awards from *Student Life*

Outstanding STUDENT LEADER Award

The *Office of Student Life's* Outstanding Student Leader is someone who has made a difference in the lives of his or her fellow students or our community.

The Social Change Model of Leadership believes that why you lead, the good accomplished, and where you take followers is as important as how you lead. It views leadership as a non-hierarchical, values-based process that engages a set of individual values (**consciousness of self, commitment, and congruence**), group values (**common purpose, collaboration, and controversy with civility**), and societal values (**citizenship**) all oriented toward social **change**. (See Appendix B on page 25 for more information on Social Change Leadership.)

This award is given out monthly or as nominations are presented to Student Life. To nominate yourself or a peer, visit the web site (www.utmb.edu/studentlife) or go to the *Office of Student Life* for the nomination form.

Outstanding SERVICE Award

The Office of Student Life and the Student Government Association are pleased to announce a new Outstanding Service Award. Any UTMB student in good standing is encouraged to apply.

The award is intended to honor that student, or students, who exemplify the ideal of service to others, specifically as it relates to civic responsibility, community involvement and/or social justice.

Each applicant must submit an essay (500-1000 words) on the topic, "**A Philosophy of Service**", exploring their philosophy on and experiences with service to others. (Visit the Student Life web site this fall for more information on the award application process for this year.)

The application will be due in February, and the winner of the award will receive a \$500 scholarship award and honored on the plaque displayed in the Office of Student Life.



The following pages contain leadership resources and useful forms.

tip ::.

Do not be afraid to ask for help. Admit when you do not know something and recognize the fact that all leaders have their limitations. Honesty makes for outstanding leaders and devoted members. (See Appendix A)

tip ::.

Criticize sparingly, praise lavishly. Recognize what people do right and they do more of it. Criticize people unnecessarily and they lose their self-confidence, initiative, and drive. (See Appendix A)

tip ::.

Think of conflict as a useful tool. When you encourage people to think for themselves, you are bound to have some clashes. Intelligent debate, however, keeps fresh ideas coming. (See Appendix M)

Leadership Challenge

The Leadership Challenge (Kouzes & Posner, 1995) describes 5 specific principles that can make you an even better leader. If you would like more information or guidance on improving in any of these areas, please come to the *Office of Student Life*.

1 Challenging the Process

Challenge is the opportunity for greatness. Maintaining the status quo breeds mediocrity. Leadership is closely associated with change and innovation; the quest for change is an adventure and the training ground for leaders.

Leaders are experimenters. They find ways to get outside the imaginary boundaries of organizational convention. They take risks – and focus on mistakes as learning opportunities. Leaders seek and find challenging opportunities intrinsically rewarding; testing their abilities and looking for innovative ways to improve the organization.

Most innovations, however, do not spring directly from the leader. Leaders realize that good ideas come through the ears – not the mouth – and listen to the counsel of the people who use their services and products and the people who do the work.

Checklist for Challenging the Process

- ❑ Volunteer for a tough assignment. Be proactive in looking for chances to stretch yourself and learn something new.
- ❑ Identify a process in your group that is not working. Whatever it is, take action to fix it.
- ❑ Eliminate the phrase, “That’s the way we did it last year” from your discussions. Review annual projects and programs to improve, change or confirm how you are proceeding.
- ❑ Identify a couple of successful people on your campus or in your community who excel at taking risks and experimenting. Speak with them about what they think are the ingredients for innovation. Ask them how they get away with “breaking the rules.”

2 Inspiring a Shared Vision

Pioneering leaders rely on a compass and a dream, they look to the future with a sense of what is uniquely possible and passionately believe people working together can make a difference. Visions are the leader’s magnetic north; they find direction and purpose for the organization.

Visions seen only by the leader are insufficient to create organized movement. Leaders must enlist others in a common vision by appealing to their values, interests, hopes and dreams, so that others clearly understand and accept the vision as their own.

Leaders breathe life into their visions with strong appeals and quiet persuasion, generating enthusiasm and excitement for the common vision. They envision a future full of possibilities.

Checklist for Inspiring a Shared Vision

- ❑ Envision yourself one year from now. How have you made a difference? Imagine that your organization has been named the outstanding group on campus. When you stand up at the award ceremony, what will you say about what you have done and why you did it?
- ❑ Meet with the people in your organization and ask them about their hopes and aspirations for what the organization could be accomplishing. Make those common goals visible.
- ❑ Make an intangible tangible. Slogans, theme songs, poetry, symbols, quotations, and humor are powerful tools that you can use to express the values and vision of your organization.
- ❑ Whenever possible, volunteer to stand in front of a group and speak, even if it is just to introduce someone or make an announcement.
- ❑ Use team-building activities to energize people on your team and to build interpersonal trust among participants through shared experiences.

continued on next page ::.

3 Enabling Others to Act

Leaders know that they cannot do it alone. It takes partners to get extraordinary things in an organization. Leaders create an atmosphere of mutual trust and respect. They build teams that feel like a family and make people feel like owners, not like hired hands.

Getting people to work together begins with creating cooperative goals and sustaining trusting relationships. Leaders understand how being trustworthy is the reciprocal of trusting others. They make sure that when they win, everyone wins.

Empowering others is essentially the process of turning followers into leaders themselves. The process of strengthening others is facilitated when people work on tasks that are critical to the organization's success, when they exercise discretion and autonomy in their efforts, when their accomplishments are visible and recognized by others, and when they are well connected to other people of influence and support.

Checklist for Enabling Others to Act

- ❑ Find ways to increase interaction among people in your organization who need to work more efficiently together (i.e., have a potluck dinner). Teamwork and trust can be built only when people can act informally as well as formally.
- ❑ For the next two weeks, commit to replacing the word "I" with "we". Leadership is a team effort, not an individual effort. "We" is an inclusive word that signals a commitment to teamwork and sharing. Use it liberally.
- ❑ Ask for volunteers. Give people choices. You build commitment when people don't feel forced into taking action. You build motivation when people feel like they are in control.
- ❑ Mentor new members in your organization. Pair experienced leaders with merging leaders.
- ❑ Make people visible by connecting them directly with your group's key stakeholders (such as faculty, administrators, alumni, parents, town officials, etc.). This way people know that others see them as playing important roles in the endeavor.

4 Modeling the Way

Being a role model requires clarity about personal values. Leaders have a philosophy – a set of high standards by which the organization is measured, a set of values about how others in the organization should be treated, and a set of principles that make the organization unique and distinctive. Leaders stand up for their beliefs and show by their own example how others ought to behave. Leaders build their credibility by maintaining consistency between their words and deeds.

Leaders get us started by convincing us that the impossible is possible and by taking the first step themselves. Breaking problems into manageable pieces keeps people's capacities from being overwhelmed. Planning small victories moves us off dead center. Small wins breed success and set the stage for building commitment to the new path.

Checklist for Modeling the Way

- ❑ Clarify your personal credo or motto – the values or principles that you believe should guide your leadership behavior. Then talk about your credo with others in your organization. Post this information prominently for everyone to see.
- ❑ Keep track of how you spend your time. Check to see whether your actions are consistent with what you and your colleagues have agreed is important. If you find inconsistencies, figure out what you need to do to align your actions with those values.
- ❑ Keep your daily planner at hand. Write down your promises as you make them. Review them daily and fulfill them on schedule.
- ❑ Develop a list of questions that you can ask at meetings to find out whether your team members are living out the team's values.
- ❑ Admit your mistakes. Say, "I don't know." Show that you're willing to change your mind when someone comes up with a better idea.

continued on next page ::.



Encouraging the Heart

Getting extraordinary things done in organizations is hard work. The climb to the summit is arduous and steep. Leaders encourage others to continue the quest. They give heart by visibly recognizing people’s contributions to the common vision. They express pride in the accomplishments of their teams. They make people feel like heroes by telling the rest of the organization about what individuals and the team have accomplished.

Leaders have high expectations both of themselves and of their constituents. They provide people with clear direction, substantial encouragement, personal attention, and meaningful feedback. Leaders make people feel like winners, and winning people like to continue raising the stakes!

Celebrating team accomplishments adds fun to hard work and reinforces team spirit. Celebrations increase people’s network of connections and promote information sharing. Fostering high quality interpersonal relationships enhances productivity along with both physical and psychological health.

Checklist for Encouraging the Heart

- Don’t wait until the whole project is finished to celebrate – plan a festive celebration for each small milestone your team reaches.
- Tell a public story about a person in your organization who has gone above and beyond.
- Ask your teammates to help design a reward and recognition system for your organization, being sure to include peers recognizing peers.
- Be creative about recognition and rewards. Try photographs, buttons, banners, ribbons, stuffed animals, painted rocks, special t-shirts, hats, etc. It’s usually the thought, not the gift.
- Say “thank you” when you appreciate something that someone has done.
- Create a “Hall of Fame” for your organization – an area (for example, bulletin board) in which you recognize all the people who’ve done extraordinary things.
- Ask people in your organization how and when they like to be recognized. Use this information for both individual-specific appreciation.



Action-Plan Worksheet

Review the checklists. Select one specific action you might add in order to become a more effective leader. Answer these questions, applying the five principles of the Leadership Challenge:

What would you like to do better? _____

What specific actions will you take? _____

What is the first action you will take? Who will be involved? When (target date) will you begin?

Complete this sentence: “I will know I have improved in this leadership skill when...” _____

When will you review your progress? _____

Source: Kouzes, J.M. & Posner, B.Z. (1995). *The leadership challenge: How to keep getting extraordinary things done in organizations* (2nd ed.). San Francisco: Jossey-Bass/Pfeiffer.

The Seven Cs of Social Change Leadership

The philosophy surrounding WHY you lead and where you take followers is arguably considered as *important as how* you lead. The following principles describe key elements in making a difference.

Consciousness of Self

Consciousness of self and others through self reflection means being aware of the values, emotions, attitudes, and beliefs that motivate one to take action, including how one understands others.

One who knows others is wise. One who knows oneself is enlightened.
- Lao-Tzu

Congruence

Congruency means thinking, feeling, and behaving with consistency, genuineness, authenticity, and honesty toward others.

What I am is good enough if I can just be it.
- Carl Rogers

Commitment

Commitment implies intensity and duration. It requires a significant involvement and investment of one's self in the activity and its intended outcomes. It is the energy that drives the collective effort.

One can never consent to creep when one feels an impulse to soar.
- Helen Keller

Collaboration

Collaboration is the primary means of empowering others and self through trust. Collaboration can occur when one has trust in the diversity of multiple talents and perspectives of the group members and the power of that diversity to generate creative solutions and actions.

All of life is a collaboration. The destiny of men and women is to create a new world, to reveal a new life, to remember that there exists a frontier for everything except dreams. In history, there are not solitary dreamers - one dreamer breathes life into the next.
- Sebastiao Salgado

Common Purpose

Common purpose is to work with shared aims and values. It implies the ability to engage in the collective analysis of the issues at hand and the tasks to be undertaken. It requires that all members of the group participate actively in articulating the purpose and goals of the leadership development activity.

Tell me I'll forget; show me and I may remember; involve me and I'll understand.
- Chinese Proverb

Controversy with Civility

Controversy with civility recognizes two fundamental realities of any group effort: that differences in the viewpoint are inevitable and valuable, and that such differences must be aired openly but with civility.

Be calm in arguing: for fierceness makes error a fault, and truth discourtesy.
- George Herbert

Citizenship

Citizenship describes the process whereby the self is responsibly connected to the environment and the community. It acknowledges the interdependence of all involved in the leadership effort. Citizenship thus recognizes that effective democracy involves individual responsibility as well as individual rights.

Never doubt that a small group of thoughtful committed citizens can change the world; indeed, it's the only thing that ever has.
- Margaret Mead

The seven values of the Social Change Model of Leadership development. (1995). In "A call for student leadership: Collaborative approaches for responsible change." Los Angeles: Higher Education Research Institute, University of California at Los Angeles.

Sample Constitution

This information is offered only as a suggestion to guide the organization's thought processes. Based on the purpose and activities of the organization, the desired level of details will vary considerably. If you would like assistance in creating or amending your constitution, please come to the Office of Student Life.

Constitution of (name of organization)

Date: _____

- Article I. Name of Organization:
- Article II. Affiliations with Other Groups: (UTMB departments; local, state, or national organizations; etc.)
- Article III. Statement of Purpose: (Should include phrasing stating that the organization is educational and non-profit.)
- Article IV. Membership:
 - Section 1. Membership shall be open to students of the University of Texas Medical Branch regardless of race, national origin, creed or political affiliation, sex (in accordance with Title IX), sexual orientation, religion, age handicap, or veteran's status.
 - Section 2. Membership must be limited to students and/or faculty and staff of UTMB.
 - Section 3. Categories of members (i.e., "active" or "associate")
 - Section 4. Provisions for application, acceptance, and termination
 - Section 5. Membership dues or fees and collection procedures
- Article V. Officers:
 - Section 1. Titles of elected officers (i.e., president, vice president) and appointed officers (i.e., chairperson, parliamentarian)
 - Section 2. Terms of office
 - Section 3. How and when officers are elected
 - Section 4. Responsibilities and authority of officers
 - Section 5. Recall of officers (when applicable)
 - Section 6. Filling officer vacancies
- Article VI. Executive Board: (when applicable)
 - Section 1. Voting members (i.e., elected and appointed officers)
 - Section 2. Ex-officio members (i.e., faculty advisor); indicate if voting or non-voting.
- Article VII. Meetings:
 - Section 1. Regular meetings (frequency, time, and order of business)
 - Section 2. Special meetings (indicate who has authority to call) and required notice
 - Section 3. Quorum
 - Section 4. Disposition of minutes
- Article VIII. Method to Amend the Constitution: (Should include means of proposal, advance notification, number of readings, and required vote for adoption.)
- Article IX. Dissolution Clause:
 - Section 1. Provide for the succession of elected officer in the event of permanent incapacitation, resignation or removal.
 - Section 2. Provide for disbursement of funds should organization dissolve.



*Don't be afraid to take a big step when one is indicated.
You can't cross a chasm in two small steps.*

David Lloyd George, British Prime Minister during WWI

Role of an Advisor

Each organization will require different kinds of advising styles depending on the mission of the organization, its stage of development, and its leadership. The list below gives some indication of the range and amount of responsibility that is traditionally placed on the advisor.

- When a member of the faculty or staff is asked to serve as an advisor, make sure she understands the organization, its purpose and goals.
- The faculty or staff member should agree to serve as advisor only if he is willing to participate in the work of the organization.
- The new advisor should be given an orientation relating to all the activities of the organization.
- Notices of the meetings should be given to the advisor. Depending on the organization, the meeting time may want to be set at a time that is convenient for the advisor as well as the membership. If the advisor is unable to attend, he should be informed about what is to be discussed and requested to submit additional items.
- Advisors should try to develop a close working relationship with the officers and as many members as possible. Meeting in social situations can help establish these better relationships.
- Organizations should always discuss activity ideas with the advisor, allowing her to react to the proposed event/activity. Advisors should then be invited to all events.
- An advisor should explain his thoughts or concerns regarding anything the group may be doing or planning. This may be done through meetings with the officers, or it may be necessary to react during a meeting at the time a proposal is made.
- If situations arise that may cause problems for the organization or any member of the organization, the advisor should be informed immediately.
- Organizations should update the advisor with the financial condition of the organization. This is important for all organizations, but especially important for those receiving funding from SGA.
- Minutes of meetings as well as other materials from the organization should be submitted to the advisor as these materials are made available to the members.
- Of importance to the advisor is accepting the opportunity to learn from the organization. Recognize that the individual resources and potential of a group are extremely valuable.
- An advisor can help identify resources outside the group. He should be sensitive to opportunities that may help the organization become more productive, effective, or successful.
- Advisors should be aware of University policies, attitudes of the faculty and administration, and help the organization to understand limits, restrictions, and avenues for achieving its objectives.
- Advisors who have had long associations with organizations can provide continuity as they may have been with a group longer than any of the members. They can explain the organization's history and provide a perspective that would otherwise be lacking.
- Advisors should be aware of officers' academic progress and intervene when necessary.
- The organization should confirm the appointment of the advisor each year and be certain the advisor is still interested in serving.

Source: "Student Organization Advisors: Facilitators of Student Learning" presented by Stansberry, D., Hall, T., & Broeck, N.T., 1999.

How to Run a Meeting

Much of the work as a leader of an organization will be accomplished in meetings, both large and small. Some leaders live for them, while others loathe them. Whatever your feelings about meetings, the leader cannot ignore the importance of meetings in achieving the organization's goals and objectives. These pages will help your time be spent in an efficient and effective manner.

Belonging

- Members want to feel like they are welcome and their time means something.
- Call everyone by name.
- Call those who missed the meeting to tell them you missed their input.
- Call on the quiet ones. Ask them to participate and contribute to the group.
- Try to limit "discussion dominators." Direct your remarks to the group as a whole and ask others questions so everyone participates.

Agendas

- HAVE ONE!! (See neighboring page for sample agenda)
- Send it in advance so people can prepare.
- Use a checklist format so people can see there is a lot to cover (and are therefore less likely to ramble). It also helps people see that progress IS being made.
- The agenda plots out your course, but it's your job to stay on it:
 - curtail rambling discussions;
 - summarize points;
 - ask if there is any NEW information; and
 - take "straw polls" to get a sense of how the group is feeling.

Random Tips

- Don't forget to reserve a room and notify members in advance of the time and location.
- Add variety to the meetings. Occasionally have guest speakers, other people conduct ice breakers or team builders, or meetings in different locations.
- SHOW ENTHUSIASM! It's contagious!
- Be a good participant, too. Confine your discussion to the topic and LISTEN to others.
- Evaluate the meeting immediately following its conclusion.
 - Look at attendance – if it was low, ask "why". If it was high, ask "why".
 - Were the goals of the meeting met?
 - What were members' attitudes toward the issues discussed?
 - Now what needs to be done?

At Your First Meeting

- Sit in a circle or around a table if possible.
- Do ice breakers so everyone gets to know everyone else. If ice breakers aren't your thing, at least have each person introduce him/herself and tell a little about themselves. This increases interest towards friendship and also helps to learn each other's name.
- Serve refreshments if possible to help lighten the mood. New members are often nervous.
- Explain and discuss your organization's mission.
- Set goals for your next meeting as well as goals for the entire year. Involve members in setting those goals, choosing projects, and discussing issues.
- Get your group organized so that you are ready to operate. Circulate a list of group members' names and contact information so they can get in touch with each other.
- Make sure your members feel appreciated - you are honored to have them as part of this group.

Steps in Running a Meeting

1 Before the Meeting:

1. Start on time. Don't wait for latecomers or establish a pattern for starting late.
2. Introduce participants, guests, and key individuals.
3. Clarify the roles of individuals and parameters of the group.
4. Explain time limits.
5. Take nothing for granted; don't assume.

2 During the Meeting:

1. Take one item at a time.
2. Establish who is accountable for an action before moving on.
3. Keep the level of involvement consistent with the participant's expectations.
4. Be straight forward.
5. Talk a little and listen a lot.

3 At the end of the Meeting:

1. Summarize the decisions and recommendations made by the group.
2. Summarize the action items determined by the group.
3. Establish other action items and assign tasks: who, what, when?
4. Announce the date and place of the next meeting.
5. End the meeting with positive remarks.

4 After the Meeting:

1. Prepare and distribute minutes.
2. Start on the action items immediately.
3. Plan the next meeting's agenda.

Sample Agenda

Organization Name	(This sample looks rather boring... can you think
Date and Time of meeting	of anything to make it more fun?)
Location	
<ol style="list-style-type: none"> 1. Call To Order and Roll Call 2. Read and approve last meeting's minutes (encourages members to read them!) 3. Announcement and Introduction of guest(s) <ul style="list-style-type: none"> • Speaker's name (topic s/he will address) 4. Committee Reports <ul style="list-style-type: none"> • List each committee or chair of each committee • (add detail if necessary) 5. Old Business (be specific) <ul style="list-style-type: none"> • (be specific) 6. New Business <ul style="list-style-type: none"> • (be specific) • (encourage members to give you agenda items ahead of time) 7. Announcements 8. (Fun or developmental item that members can take turns presenting) 9. Adjourn 	

Parliamentary Procedure

Parliamentary procedure, also known as “Robert’s Rules of Order”, is simply a set of tools to make meetings more effective and less confusing. The concept of using such rules dates back to ancient Greece, although the systems we use today evolved out of British democratic tradition. Rules of order are designed for deliberative assemblies – groups of people meeting to discuss and decide on common actions. Many student organizations do not adhere strictly to the guidelines, but they do incorporate the basic structure and proceedings to allow their meetings to run smoothly.

Here are the parliamentary procedures you are most likely to need. This process can be used to make any and all decisions in your organization.

The process an organization must go through to formally make a decision is as follows:

- One of the members will move that a decision can be made, proposing that the group go on record in favor of a certain action.
- Another member of the group will second the motion, which means, “support for the action proposed”. The second is necessary to be certain that the issue is of interest to more than one person.
- Once the motion has been seconded, there is discussion, clarification and an orderly debate.
- When the subject has been covered fully, there is a vote.
- Prior to both discussion and vote, the chairperson should restate the motion to be certain everyone knows what is being discussed and decided.
- A vote must pass by the stipulations outlined in your organization’s constitution.

Rules of order will help you: (1) get more done in less time by following orderly procedures; (2) encourage greater participation by all members; (3) ensure fair decision-making; (4) protect the rights of all members, including those present at the meeting, those absent, the majority, the minority, and the entire organization; (5) develop more effective leaders; and, (6) ensure the legal status of your meeting according to the laws of society and your own organization.

For detailed information regarding Parliamentary Procedure, visit the University of Texas - Austin's site at http://www.utexas.edu/depts/dos/cci/rsrc_pp.html.

Minutes of a Meeting

One of the most important administrative tasks of an organization is that of keeping official records of the group’s business...concise, readable, and accurate minutes of each meeting. During meetings, the secretary is usually so involved with keeping track of what is going on that it is seldom possible for him or her to get involved in the discussions. The secretary works as a team with the president, following the agenda, and taking complete notes. Although not necessarily an authority on parliamentary procedure, the secretary should know the basic principles so that the minutes are absolutely correct.

Minutes: (1) are the official and legal records of the organization, informing members who could not attend what happened at the meeting; (2) help in following up on assignments and decisions; (3) help in formulating the agenda for the next meeting; (4) give continuity to the procedures and traditional activities of the organization; (5) are a valuable review of the activities of the past and aid in report writing and formulating future activities and programs; and, (6) are a valuable resource in selecting members for honors, awards, and nominations.

Source: *Student Organizations and Campus Activities - Student Organization Resources, Louisiana State University, 122 Johnston Hall, Baton Rouge, LA 70803.*

Available: [http://appl003.lsu.edu/slas/soca.nsf/\\$Content/Organizational+Resources?OpenDocument](http://appl003.lsu.edu/slas/soca.nsf/$Content/Organizational+Resources?OpenDocument)

Delegating Tasks

The effective leader knows how to delegate tasks to committees, chairpersons, and individual members. Delegation of tasks is important for several reasons: (1) members who have specific tasks to accomplish tend to become more involved in the organization; and (2) leaders are free to spend more time in coordinating and long-range planning.

While the benefits of delegating responsibility appear obvious, delegating is a skill that may take some practice. Especially if you have not met with success in delegating tasks before, it may often seem easier to just do it yourself. Some guidelines to help you include:

- 1 **Be specific.** Too often, we may be tempted simply to ask someone to “take care of publicity”. We may know all the details that task implies, but many organization members may be uncomfortable with such open-ended instructions.
- 2 **Be straightforward.** If assuming some responsibility is expected of every member, you may wish to simply assign tasks. On the other hand, the situation may dictate That you solicit volunteers. In either case, it is important to be straightforward as to whether you are asking or telling.
- 3 **Assess the members’ strengths.** The more closely you can match delegated tasks to members’ interests and strengths, the more likely the tasks are to be completed. Know your members’ strengths and that knowledge when delegating responsibility. However, be wary of ‘over-assigning’ the same tasks to the same members. Variety in delegated responsibility can help develop new strengths in members and prevent burnout.
- 4 **Assess time constraints.** Take your own and your members’ time limitations into account when delegating responsibilities. Not allowing reasonable time for task completion can result in frustration on your part and resentment on the part of your members.
- 5 **Follow up on delegated responsibility.** It is important to set a specific time to follow up on the delegated task. By following up on the members, you are ensuring that the task is being done and that you are available to lend any assistance or advice to the members.

Delegate.

Ask yourself these questions every day:

Do all these tasks need my attention?

Can anyone else handle some of them?

If not, can you train someone?

tip ::.

Source: *Student Organizations and Campus Activities - Student Organization Resources, Louisiana State University, 122 Johnston Hall, Baton Rouge, LA 70803.*

Available: [http://appl003.lsu.edu/slas/soca.nsf/\\$Content/Organizational+Resources?OpenDocument](http://appl003.lsu.edu/slas/soca.nsf/$Content/Organizational+Resources?OpenDocument)

Stages of Group Development

What is a "group"?

Two or more people who:

ONE - 1 - ONE join together to achieve mutual goals

TWO - 2 - TWO are aware of their positive interdependence

THREE - 3 - THREE have specific roles or functions to perform

FOUR - 4 - FOUR interact while they perform their role

FIVE - 5 - FIVE follow a set of roles and norms

SIX - 6 - SIX influence each other

SEVEN - 7 - SEVEN satisfy a personal need by being a member

By this definition, what groups are you a member of? ...your School? ...your year? ...other organizations? ...your church? (A personal relationship is also considered a group...)

Regardless of their purpose, ALL groups go through

5 Stages of Group Development...

1. Forming
 - Members get acquainted
 - Understand the group norms/expectations
 - Find their places or roles within the group
 - Recognize their interdependence – sink or swim together
 - Build trust
 - Establish goals
2. Storming
 - Conflicts arise – members bicker with one another
 - Members resist the influence of others
 - Differentiate self from others through disagreements and conflicts
 - Can rebel against mutual goals
3. Norming
 - Conflicts or bickering resolved
 - Discover new ways of working together
 - Personal commitment to the group – do it because they want to
 - Become concerned about others' welfare, providing support and assistance – truly friends
4. Performing
 - Clearly collaborate to achieve team goals
 - Ensure relationships with each other are kept at a high quality level
 - Sense of pride in group's accomplishments
 - Sense of gratitude to others for their contributions
5. Adjourning
 - Group of team comes to an end
 - Members often personally upset by the ending
 - Say goodbye
 - Prepare self for next opportunity



Source: Tuckman, B. (1965). Developmental sequence in small groups. *Psychological Bulletin*, 63, 384-399.

**What groups did you identify membership in? What stages are they in right now?
What can you do to help them move toward the goal of "Performing"?**

Team Building

Icebreakers

Everybody hates them. We groan in agony whenever someone asks us to participate in one. They are embarrassing and we always have to do dumb things. No thank you. We would rather go about our lives and not be bothered by such foolishness.

Then why bother with icebreakers at all? *ICEBREAKERS WORK*. They “break the ice,” making it easier for a group to work together and reach a high level of performance. (See “Stages of Group Development,” Appendix H.) The trick is matching your audience and purpose with the right activity.

- First, identify your audience. Who are they? What is the role of the group – what do you do? Where will you be meeting? What kind of activity does the site lend itself to? How well do participants already know each other?
- Second, decide what you hope to accomplish with the activity. Are you using it to introduce members of a newly formed group or are you helping them learn something more about each other? Should it be a “low risk” activity – one designed to break the ice, but not require anything too personal? Or is it a familiar group – one in which an activity requiring more personal risk would help build trust and a sense of community.
- Third, be creative or at least resourceful! Do a little research and find activities that truly suit your purpose. Putting a group through the motions of an exercise with no purpose or relation to anything they are doing will only alienate them. When your audience, purpose, and activity complement one another, you have a winning combination.

What is a Team?

A team is a group of individuals who have an explicit reason for working together and are in need of each other’s skills and abilities. This group is energetic, works well together, enjoys working together, and produces quality results.

Team Builders

Team builders are activities intentionally designed to help members interact and get to know each other. They move beyond icebreakers – improving the problem solving ability among members and give individuals the chance to develop:

- a better understanding of each team member and their role in the group;
- a better understanding of the team’s character – its purpose and role in the total functioning of the larger community;
- increased communication about issues that affect the efficiency of the group;
- a clearer understanding of group process (the behavior and dynamics of any group that works closely together);
- greater support among members of the group;
- more effective ways of working through problems inherent to the team, at both task and interpersonal levels;
- the ability to use conflict in a positive rather than a destructive way;
- an increased ability to work with other groups;
- greater collaboration among team members and the reduction of competition that is costly to the individual, group, and organization; and
- a sense of interdependence among group members.

Final Goal

The final goal of team building is a more cohesive, mutually supportive, and trusting group that will have high expectations for task accomplishment and will, at the same time, respect individual differences in values, personalities, skills, and behavior. They will successfully navigate through the difficult stages of group development to become productive, performing teams.

Motivation

Set Goals and Objectives

Everyone needs something to work toward. The key is in setting concrete goals with specific behavioral objectives – and in giving people the opportunity to help create them. Involve members in setting those goals, choosing projects, and discussing issues. Remember: people support what they help to create.

Set Clear and Realistic Standards and Expectations

People need to know exactly what is expected of them and the standard or level of performance at which they are to work.

Support and Encourage Those with Less Experience

Provide low-threat situations that make it easy for new or shy members to speak up, and really listen to what they say. Find less complicated roles for them at first or include them in a small-group effort with friendly and experienced members.

Be Responsive

Look for the behavioral signals (facial expressions, eye contact, posture, tone of voice) members are giving you and be responsive to what you see.

Be Involving – Not Dictating

Make your wishes known by suggestions or requests. When you make a suggestion or request, be sure to tell the reasons for it.

Give Attention to Work and Follow Up

Give serious attention to the work which needs to be done and then follow up to make sure that the work is getting done. Be careful not to leave the impression that you don't trust others to do the work, but remember that your interest in the work will increase others' interest in it.

Establish Appropriate Rewards

Rewards are important. Whether it is a public acknowledgment, a prize, or a gift, people tend to work harder when rewarded. (Alternatively, if criticism is necessary, make sure it is done in private and with constructive suggestions.)

Use the Words "I Need You"

It is a very simple concept. People who feel needed, act needed and perform. Don't use "I need you" unless you mean it though – insincerity will breed apathy and distrust. Do need people for their energy, skills, talents, or time.

Be a Good Role Model

Others will follow your example. Model the best behavioral standards and expectations you want of others. These behaviors include, but are certainly not limited to being: considerate, positive, a good listener, consistent, trusting, trustworthy, and honest (especially regarding your mistakes)

The best you can do is to get to know the organization's members then manage the structure, atmosphere, and activities of the group in ways that will give each individual both the will and the opportunity to get involved.

Goal Setting

Goals are statements describing what your organization wishes to accomplish. Remember to review your goals from semester to semester or year to year, depending on your organization.

Why Set Goals?

There are many reasons to set goals. When created as a group, goals can:

- give direction and help avoid chaos;
- motivate members and increase commitment (people support what they help create);
- clarify and communicate what you are striving to accomplish;
- define your organization;
- act as a basis for recognition and measuring accomplishments; and
- save time (you will be more aware of problems and better able to prepare solutions).

Steps for Setting and Achieving Goals

- ❶ Brainstorm goals as a group.
- ❷ Choose from the brainstormed list those you want to accomplish.
- ❸ Prioritize the goals as a group.
- ❹ Determine objectives for each goal. (Objectives are descriptions of exactly how you will reach your goals. They are short-term, have deadlines, and are intended as steps toward reaching the goals.)
- ❺ Determine a plan of action for each objective:
 - What is to be done (your objective)?
 - How will it be accomplished?
 - What are the resources (people, money, material)?
 - Who will carry it through?
 - When will it be accomplished?
 - What are the expected results and how will they be measured?
- ❻ Move into action and follow through. (Don't fail to reach your goals by stopping at step #3.)
- ❼ Continually evaluate your progress.
- ❽ Be flexible; allow your objectives to change to meet new circumstances.

Guidelines for Goals

Learning how to establish goals is at the root of our system of motivation. Remember when establishing one that a goal should be:

- **Conceivable** – Conceptualize the goal so that it is understandable and then be able to identify clearly what the first step or two should be.
- **Believable** – Believe you can reach the goal. Bear in mind that few people can believe a goal that they have never seen achieved by someone else.
- **Achievable** – You must be able to accomplish goals with your given strengths and abilities.
- **Controllable** – If your goal includes the involvement of anyone else, first obtain his/her permission; or state the goal as an invitation.
- **Desirable** – Your goal should be something you really want to do.
- **State with No Alternative** – A person who says they want to do one thing or another (giving an alternative) seldom gets beyond the “or.” They do neither.

Source: “Setting Goals,” St. Norbert College, Department of Leadership, Service & Involvement, CC Suite 330, 100 Grant Street, DePere, WI 54115-2099.
Available: <http://www.snc.edu/lsi/resources/series.htm>

Effective Decision Making

Have you ever been in a position of having to choose between two items for your organization? You try to look at each item equally, but you just can't seem to make a decision... If that's the case, then these steps for decision making may be useful.

Clarify the Problem

The problem or need for a decision should be clear. For example, the problem of trying to get better food in a cafeteria might be clarified as the problem of obtaining more fresh fruit, larger entrée portions, and more salad varieties.

Collect Information

Identify information to be gathered and the sources available to obtain the information. Ask questions like: How much? What will others think? Where? What restrictions are there? These should be answered at this stage.

List Alternatives

Brainstorm possible solutions and then narrow the list down to the workable suggestions and those you would like to consider further.

Weigh Alternatives

Consider what would occur if each particular alternative was selected. Identify the criteria being applied to evaluate each possible solution and be explicit. Resources like time, money, interest, and skills may all be criteria in making a decision.

Make a Tentative Decision

The alternative that best meets the evaluation criteria is usually the solution to implement. Be sure to present this decision to those who may be affected by it or possibly to a larger group for feedback.

List the Steps

Determine what needs to be done and in what sequence to meet the goal of the decision. This may be the implementation of the final decision rather than the tentative one.

Evaluate the Decision

Evaluating the experience determines if the decision is a good one, if it is worth it, or if it has value. Ask questions like: What good things have happened? What has gone wrong? What has been the reaction of others? What changes will make it better? These can help identify possible weaknesses in the original decision and clarify steps to remedy the problem(s).

Take Action

As in weighing the remaining alternatives, consider the alternatives and then implement an action. The solution may be a modified version of the original decision or an entirely different decision. Keep in mind the policy and steps to be followed.

Review

Finally, be sure to review the plan periodically. All good decisions need follow through!

Source: "Effective Decision Making," St. Norbert College, Department of Leadership, Service & Involvement, CC Suite 330, 100 Grant Street, DePere, WI 54115-2099.
Available: <http://www.snc.edu/lsi/resources/series.htm>

Conflict Management

If some members of a group behave in ways that are disruptive, participation becomes difficult for others. The leaders may need to learn to deal with the following behaviors:

- Talking for the sake of being heard;
- Conducting side conversations;
- Challenging attempts to move the group toward decisions;
- Joking about everything that happens;
- Interpreting criticism of ideas as a personal attack;
- Waving off or negating all suggestions or new ideas from others;
- Urging the group to take action before a problem is clearly identified; or
- Insisting on a precise, clear definition of each idea to the point that the group becomes bogged down.

Such disruptive behaviors may occur because preparation for the meeting has been inadequate. Knowing exactly what you need to accomplish and having a clear agenda will keep the group focused on tasks and reduce disruptive behaviors. The ideas listed in the shaded box below may help you deal with difficult members:

1. Listen, but do not debate. Although it is difficult, it is best to work at bringing troublesome members into the mainstream of the discussion. When they feel that their views are respected, such members often begin to accept responsibility for controlling their own behaviors.
2. Talk privately with members who continually exhibit disruptive behaviors. Publicly chastising difficult members can have detrimental effects. They may increase their negative behaviors or withdraw entirely. Public confrontations are best reserved as a last resort. Private conferences in which the leader's concerns are presented and the disruptive member's view are solicited, provide confidential opportunities for members as well as leaders to explain their feelings and needs. This promotes potential for agreements to be reached. This strategy preserves the members' sense of dignity, spares the rest of the group from witnessing embarrassing confrontations, and conserves precious meeting time. It is important to remember, during such confrontations, that the focus is to be on the members' disruptive behaviors, not on the members' overall personality or past history.
3. Turn negative behaviors into positive contributions. It should not be assumed that all difficult members want to disrupt meetings. Some may want to make positive contributions, but have not found a proper way to do so. Leaders can help disruptive members find more productive ways of harnessing their energies to the group's needs. For example, leaders can encourage disruptive members to participate in planning sessions, ask for their suggestions during meetings, and give them the responsibility to perform tasks that result from decisions made in the meetings. Although some may not respond to such tactics, many disruptive individuals, when so approached, become active and productive members.
4. Encourage the group to share the responsibility of handling difficult members. If the group members share responsibility with the leaders, it is more likely that negative behaviors will decrease. Group censure puts pressure on disruptive members to modify their behaviors. It is one thing to risk the wrath of the leader and quite another to risk censure by the entire group.

Source: "Student Organization Resource Manual," *Student Activities, Iowa State University, Ames, IA.*
Available: <http://www.sac.iastate.edu>

Program Planning

short paragraph on the importance of being organized in order to have a successful event...

1. Identifying Interests

Before any program is planned or decisions are made, one must first ask a few questions...

- Who is the audience?
- What do they need? What do they want?
- What do we, the ones putting on the program, want to get out of it?

Possible ways of developing ideas are: questionnaires, brainstorming, get acquainted interviews, and informal discussions with others for reactions and to solicit participation.

2. Organizing Program Plans

Once preliminary ideas are identified, a number of things need to be considered, including:

Scheduling

- When do we want to do the program?
- When will most people be able to come to the program?
- What else is going on then? (Check the calendar at <http://studentlife.utmb.edu/>)
- Do we have time to make all the arrangements?
- Do we personally have enough time to do the program and fulfill our personal and academic commitments?

Facilities

- Where do we want to do the program?
- How big is the audience?
- What kind of setting do we want?
- What room or hall is available when we want to do the program?

Budget

- How much money do we have to work with?
- How much will facilities, refreshments, publicity, speakers, entertainment, equipment, etc. cost?
- How can we get more money if we need it?
- Is there time to propose and receive approval for additional funds?

Methods and Resources

- What method will best help us achieve our goals? (lecture, social, discussion group, etc.)
- What method will best be accepted by the audience?
- Are there contracts to be signed or arrangements to be made for resources?
- What will need to be done before, during, and after the event?
- Who will do what tasks?

Publicity

- What information do people need to know about the program?
- How can we best get that information to our audience?
- What can we do to attract people's attention?
- Do we need help in developing our publicity?

3. Implementing Plans

At this point, it is highly advised that you bring the answers to the above questions, along with any additional questions you may have, and meet with the Office of Student Life (OSL). An “Activity Authorization Form” (Appendix Q) must be completed and approved before an event can take place on campus.

Additional things to discuss with the OSL

- How do you put your plans into effect?
- Who else might be interested in co-sponsoring the event?
- Is there anything you’ve overlooked or simply didn’t know to expect?
- What is the required timetable for getting different steps done?

4. The Program

On the day of the program, a number of things need to be done and that list may continue to get longer as the day approaches. It is suggested that you keep good notes to make the event occur with the least number of complications as possible.

Final Day-Of Thoughts

- Are refreshments arranged for and confirmed?
- Are final details for the entertainment or speaker confirmed?
- If an introduction is required, is it written and rehearsed? Are there any special announcements to be made?
- If payment is required, are checks or arrangements ready?
- If evaluations are going to be given out, are they ready?

Location

- Are the room arrangements appropriate? (chairs, tables, garbage cans, outlets, etc.)
- Are the supporting materials in place? (power cords, AV, handouts, white-boards, markers, etc.)
- Is the temperature okay?

5. Following-Up

While not the most exciting part of putting on a program, it still must be done.

Immediately Afterward

- Is the facility clean?
- Have all resources and equipment been returned?

Within the Next Week

- Have you completed the Activity Evaluation (to be returned to the OSL)?
- If you did event evaluations, have you tallied those results for distribution to your group?
- Thank you’s written to those who were helpful?
- Do you have all receipts necessary for any approved reimbursements? Are they ready to be turned in?
- If you received financial support from SGA, have you completed the “Request for Reimbursement” (Appendix S)?

Congratulations on a successful event!

SO registration UPDATE

Organizations are required to complete this form each January or with any change in officers.

Name of Organization: _____ Date: _____

Solicitation Disclosure: Please record any type of solicitation, fundraising contribution, or sales conducted. This does not include dues or rent. **The time period should include all solicitation since July 2006.** If you had no solicitation write NONE.

Term	Sources of Income	Beneficiaries & Expenditures	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Authorized Officers or Representatives

Please provide a current list of officers and their contact information. Only the members listed below may speak for or represent the organization in relations with the University, including making room reservations, scheduling events, or conducting business for the organization.

"I agree to abide by the policies and procedures outlined in the OSL Handbook for Registered Student Organizations."

Name: _____	Title: _____	E-Mail Address: _____
Signature: _____	Phone: _____	Pager/Cell: _____
Name: _____	Title: _____	E-Mail Address: _____
Signature: _____	Phone: _____	Pager/Cell: _____
Name: _____	Title: _____	E-Mail Address: _____
Signature: _____	Phone: _____	Pager/Cell: _____
Name: _____	Title: _____	E-Mail Address: _____
Signature: _____	Phone: _____	Pager/Cell: _____

Do you give the OSL permission to publish the above officer information in the Registered Student Organization directory and/or on the web site? **please circle: YES or NO** If NO, please note exceptions: _____

"As a previously authorized representative or as the advisor for this organization, I certify that the above individuals are authorized representatives."

Signature: _____ Title (or Former Title): _____ Date: _____

registration agreement

Student Organization Registration Agreement

(Please read the below statements very CAREFULLY.)

I, (print name) _____, as an authorized representative and acting as (title) _____ of (name of student organization) _____,

have read the Rules of the Board of Regents set out in the statements below and agree as follows:

1. The above-named organization does not and will not during the semester have as a member any person who is neither a student nor a member of the faculty or staff of the institution.
2. The above-named organization does not and will not deny membership on any basis prohibited by applicable law, including but not limited to sex, race, color, national origin, religion, age, veteran status, or handicap.
3. A financial statement will be provided to the Office of Student Life each year, fully and fairly disclosing the sources and amount of money which the above-named organization obtained from solicitations (sales, contributions, and/or other revenues) on campus during the immediate prior semester and fully and fairly disclosing the beneficiaries and amounts of expenditures which it made during that semester or session.
4. The above-named organization or any individual member does not and will not engage in hazing (activities that subject a probationary member to dangerous, harmful, or degrading acts, endangering the mental and/or physical health or safety of any member).
5. The organization will identify the officers/representatives who will attend the Risk Management Seminar.
6. The organization will complete a "Registration Renewal" form each semester and a "Registration Update" with any officer or organizational changes.

As president or primary representative of this organization, I have read the most recent edition of the "Handbook for Registered Student Organizations" and agree to abide by all additional policies and procedures governing student organizations set forth in that document.

I assume responsibility to see that all members, especially officers, are aware of and abide by regulations pertaining to student organizations and to see that this organization functions according to its approved constitution.

If a professional fraternity, we have identified at least one representative to be a part of the Interfraternity Council.

In addition, I recognize my obligation to be this organization's representative to the UTMB community, to receive official communications, and make the contents known to the entire organization.

My signature below indicates agreement to all above statements included on this document.

Student Signature: _____

Date: _____

o f f i c e o f s t u d e n t l i f e . . .

<http://www.utmb.edu/studentlife>

sponsored organization

Sponsored Student Organization

Sponsorship may be granted only to those organizations whose purpose and activities are in accord with the mission of the sponsoring department or agency. Sponsorship requires support, endorsement, supervision, and the assumption of responsibility for organization actions. Sponsorship may not be extended to groups involved in political or religious activities or projects for private gain. A sponsored organization must have any activities or endeavors approved by the dean or executive officer of the sponsoring department/agency.

Sponsored organizations that are not registered student organizations may not access the resources of Student Government Association or the Office of Student Life, meaning they may not petition the Student Government Association for funding of activities.

On an organization that is officially sponsored by the University may use the name of the University as part of its name. However, student organizations must state in all their printed material that views and activities of the organization are not condoned or endorsed by the University.

In order to be sponsored by the University an organization must:

1. Obtain the endorsement of a department or agency of the University and approval of the appropriate dean or executive officer;
2. Complete and submit this form to the Office of Student Life for incorporation into the organization's permanent records; and
3. Renew the application annually.

Name of Organization: _____ Sponsoring Department/Agency: _____

Sponsoring Faculty or Departmental Advisor Name: _____ Signature: _____ Phone: _____ Date: _____	Department Chair or Director Name: _____ Signature: _____ Phone: _____ Date: _____
---	---

Officers or Representatives

Name: _____	Title: _____	E-Mail Address: _____
Signature: _____	Phone: _____	Pager/Cell: _____
Name: _____	Title: _____	E-Mail Address: _____
Signature: _____	Phone: _____	Pager/Cell: _____
Name: _____	Title: _____	E-Mail Address: _____
Signature: _____	Phone: _____	Pager/Cell: _____
Name: _____	Title: _____	E-Mail Address: _____
Signature: _____	Phone: _____	Pager/Cell: _____

office of student life ::::

Activity Registration

Use of University Space

Use of University space and facilities is a privilege. Special rules apply to some activities and some locations so that the university can appropriately manage the time, place and manner in which events are conducted on campus property.

Purpose of Form

1. to register use of University space and facilities;
2. to ensure requirements are met for solicitation activities; and
3. to ensure that groups/individuals understand the policies and responsibilities that apply to their activities.

Form Instructions

1. Fill out **STEP ONE**. Be sure to **PRINT** legibly.
2. Read and make sure you understand the **Statement of Responsibility**.
3. Discuss your plans with your organization's advisor. Fill out **STEP TWO** and obtain his/her signature.
4. A person knowledgeable about the proposed activity should return the form to the **Office of Student Life (Jamail Student Center, Suite 2.110)** for instructions and event registration.
5. Remember that this activity is not considered registered until all affected offices/departments have reviewed paperwork.

Activity Registration Notes

1. **NOTIFICATION:** The Office of Student Life will notify affected departments and follow up with the organization representative as needed. Some activities may require the organization to contact the appropriate departments.
2. Special rules apply for events with **FOOD**. Ask for clarification and/or the policy at the Office of Student Life.
3. **FUNDRAISING:** Raffles have strict guidelines and requirements in the State of Texas and at UTMB. Ask for clarification, policy information, and necessary paperwork in Student Life.
4. **CLEAN UP:** The sponsoring group is responsible for clean up of the area they have reserved. Sponsors of activities that include distribution of leaflets or literature must make sure the items are not littering the area. If materials are not cleaned up, the organization will be charged for clean-up costs.
5. **SPECIAL EVENTS or TGITs:** If this event is a Special Event or TGIT, the Student Government Association must give formal approval before the event will be registered by Student Life.

Office Only (Please initial when registration completed and add comments if necessary.)

(if applicable) Student Government Association: approved for TGIT _____

Director of Student Life: _____

Other Office/Department: _____ Representative: _____

Room/Location Reserved: _____ by: _____ Date: _____

Comments:

Activity (Special Event) Registration

(Please make sure all information is PRINTED and LEGIBLE.)

STEP ONE: Event Information

Name of Organization: _____ Today's Date: _____

Activity or Event: _____

Guest Speaker: _____ Affiliation: _____

Date of event: _____ Attendance expected: _____

Start Time: _____ am/pm (including set-up) • End Time: _____ am/pm (including tear-down)

Location Requested: _____

Levin Hall Auditoriums DO NOT allow food. The Clinical Sciences Auditorium (CSA), Old Red Amphitheater, and rooms in the Jamail Student Center allow food. For additional room information, see the Office of Student Life.

Will you serve food? YES or NO
 If YES... What will be served? _____
 Who is providing or cooking the food? _____

Event is open to: (please check all that apply)

the public all UTMB School of _____ Only our organization

invited guests from outside UTMB invited guests from within UTMB

other: _____

Will you sell anything? YES or NO
 If YES... What will be sold? _____

STEP TWO: Statement of Responsibility

Your signature indicates that you have read and will comply with the Activity Registration Notes on the reverse side of this form. The sponsors of this activity will abide by University policies and procedures that apply to this activity. They assume responsibility and guarantee payment for any damage to University facilities.

Student Name: _____ Title: _____

Signature: _____ Date: _____

Phone: _____ Pager/Cell: _____

e-mail: _____

The event is NOT considered registered until all appropriate departments have signed the other side of this form or reviewed the paperwork.

EVENT Request for Funding Proposal

(All information **MUST** be **PRINTED** and **LEGIBLE**.)

It is recommended that you discuss the event or planning procedures with an SGA Budget Committee member or the Office of Student Life prior to submitting this paperwork.

Organization: _____ Today's Date: _____

Has your organization been in existence for more than a year? YES -or- NO.

If NO, how long has it been a recognized student organization? _____

Individual Responsible for Planning Event: _____

Phone: _____ e-mail address: _____

Title of Event/Activity: _____

Date, Time and Location of Event/Activity: _____

Make sure you complete all 6 steps as the SGA Budget Committee will not be able to render a decision without a complete proposal.

1

Attach:

- a cover letter that explains function in general terms; and
- a separate financial statement (signed by the organization treasurer, other officer, or advisor) indicating the organization's total financial holdings and how those funds have been or will be allocated.

2

Additional Sources of Funding:

Organization Contribution (must be a minimum of \$50.) \$ _____

Other Sources : _____ \$ _____

3

"This proposal was voted upon and passed in accordance with the bylaws of our organization."

signatures President of SO: _____ Phone: _____

Faculty Sponsor: _____ Phone: _____

4

Expenses: (Please see reverse side for detailed proposal guide.)

PLEASE NOTE:
 If approved, original detailed receipts will be required for reimbursement. Complete a "Request for Reimbursement" and bring all materials to the Office of Student Life, JSC Suite 2.110.

4

Expenses:

Use an additional sheet of paper if you have more detailed information than will fit in this space.

Food: (Request plates, napkins and utensils come with food if possible.)

Vendor _____
 Menu _____

 Price per plate _____ @ _____ plates = _____
 Delivery charge _____
 Food Subtotal: _____

Beverages:

Vendor _____
 Item(s) _____
 Vendor _____
 Item(s) _____
 Vendor _____
 Item(s) _____
 Beverages Subtotal: _____

Materials: (decorations, publicity supplies, etc.)

Vendor _____
 Item(s) _____
 Vendor _____
 Item(s) _____
 Vendor _____
 Item(s) _____
 Materials Subtotal: _____

Entertainment:

Vendor _____
 Item(s) _____
 Vendor _____
 Item(s) _____
 Entertainment Subtotal: _____

Other: (event specific items)

Vendor _____
 Item(s) _____
 Vendor _____
 Item(s) _____
 Vendor _____
 Item(s) _____
 Other Subtotal: _____

TOTAL REQUESTED: _____

5

File Proposal:

Turn proposal in to the Office of Student Life before 5pm on Friday.

6

Present Proposal:

A knowledgeable representative MUST be present at the hearing. The SGA Budget Committee will hear your proposal the following Monday at noon in JSC 2.124.

SGA Budget Chair: _____ Amount Approved: \$ _____

Event Award

Congratulations! The Student Government Association has awarded you \$ _____
 for _____. Your RFP Approval Number is _____.

There are strict University and SGA requirements for reimbursement. Be sure to review the guidelines in the Handbook for Registered Student Organizations available in the *Office of Student Life* or at www.utmb.edu/studentlife.

Special Instructions:

Communicating the date, time and nature of an event is vital to the success of any event. Advertisements for your event must at least include flyers, banners and an e-mail announcement.

All flyers must:

- clearly state that “**All UTMB students are welcome and encouraged to attend**”;
- include “**Co-Sponsored by _____ (your organization) and SGA**”;
- (if alcohol will be served) mention the availability of nonalcoholic beverages as prominently as alcoholic options;
- be approved by the Office of Student Life before being posted; and
- be displayed on all floors at the following locations: SAHS/SON Bldg, BSB Bldg, MRB Bldg, Moody Medical Library, Levin Hall, and the Jamail Student Center.

A **banner** must be placed on the 2nd floor balcony of the Jamail Student Center a minimum of five days before the event. A second banner may also be placed in the main lobby of the SAHS/SON bldg. (These banners must first be approved by the Office of Student Life.)

E-mail announcements go out each Monday and Thursday morning – please send the exact wording of the requested e-mail announcement to Mike Cromie (mcromie@utmb.edu) no later than the day before you would like it posted and at least 5 business days before the event.

Request for Reimbursement

Please be aware - you have three(3) weeks after the above SGA approved activity or event to complete this form and bring it to the *Office of Student Life* for reimbursement of expenses.

I have (fill out the following):

- completed and attached a W-9 or already have one on file with Acquisitions;
- attached ALL ORIGINAL receipts (receipts must be taped to an 8½ x 11” sheet of white paper and state the name of the student to be reimbursed, event, date, location, and what the items were used for);
- submitted original receipts for reimbursement of SGA approved expenses and am not receiving reimbursements for these specific expenses from any other source; and
- provided the following necessary information:

Print Name: _____ Date: _____

Signature: _____ Student ID Number: _____

Student Organization: _____

Address: _____

City, State Zip: _____

Phone: _____ E-Mail: _____



TRAVEL Request for Funding Proposal (RFP)

Organization: _____

Student Name(s): _____ Phone: _____ e-mail: _____

_____ Phone: _____ e-mail: _____

Meeting/Event Title : _____

Location: _____ Date: _____

Purpose of travel – AND – benefit to UTMB: _____

Has your organization been in existence for more than a year? YES -or- NO.

If NO, how long has it been a recognized student organization? _____

Expenses

				Amount Approved
I	SGA Sponsored Expenses	Cost		
	A. Transportation			
	Vehicle (\$0.445 per mile*)	\$ _____	x _____ = _____	TOTAL
	<small>*as of January 2006</small>		# of cars	
	- OR -			
	Commercial Carrier (air, train, etc.)	\$ _____	x _____ = _____	TOTAL
			# of people	
	B. Lodging			
	Hotel	\$ _____	x _____ x _____ = _____	
		room cost	# of rooms # of nights	TOTAL
II	Non-SGA Sponsored Expenses			TOTAL REQUEST
	A. Meals	_____		TOTAL APPROVED
	B. Registration/Other	_____		
	C. Transportation during meeting (taxi, rental, etc.)	_____		

Additional Sources of Funding

Organization Contribution _____

Other Sources : _____

Attach:

- meeting brochure
- all explanatory documentation regarding the travel
- a separate financial statement (signed by the organization treasurer, other officer, or advisor) indicating the organization's total financial holdings and how those funds have been or will be allocated.

Submitted by: (both signatures required)

Organization President

Faculty Sponsor

PLEASE NOTE: Specific guidelines govern the reimbursement of approved expenses. See that section of the Handbook for Registered Student Organizations for more information.

Travel Award & Request for Reimbursement

Congratulations! The Student Government Association has awarded your organization \$ _____

for travel to _____.

Your RFP Approval Number is _____.

Allowed expenses for reimbursement include:

SGA Sponsored Expenses	Cost			Amount Approved
A. Transportation				
Vehicle (\$0.445 per mile*)	\$ _____	x _____	= _____	_____
	<small>*as of January 2006</small>	# of cars		TOTAL
- OR -				
Commercial Carrier (air, train, etc.)	\$ _____	x _____	= _____	_____
		# of people		TOTAL
B. Lodging				
Hotel	\$ _____	x _____	x _____	= _____
	room cost	# of rooms	# of nights	TOTAL

				TOTAL APPROVED

CAUTION! There are very specific requirements for receiving a reimbursement for incurred expenses. Specifically, original receipts will be required and if SGA is refunding your airfare expenses you **must turn in the boarding pass.**

** Third party vendors (i.e., Travelocity, Orbitz, etc.) SHOULD NOT be used to purchase airline tickets. The payment documentation they provide is inadequate for UTMB's accounting department and may affect your ability to receive a repayment.*

Be sure to review the guidelines in the Handbook for Registered Organizations available at <http://www.utmb.edu/studentlife>. Please be aware - you have three(3) weeks after the above SGA approved travel to complete this form and bring it to the OSL for reimbursement of expenses.

I have: In accordance with SGA travel reimbursement guidelines, I have:

- ① prepared and submitted an article for the SGA Sponsored Travel web page, -- and --
- ② am prepared to present a report on the travel experience at an SGA Senate meeting on _____.
(Meeting can be arranged by sending an e-mail request to: _____.
Please attach a copy of the e-mail showing confirmation of the date.)

When completed, please bring this sheet and all necessary materials to the Office of Student Life, Jamail Student Center, Suite 2.110.

Office of Student Life
Date Received: _____ Received by: _____

For REIMBURSEMENT purposes, I have:

- completed and attached a W-9 or already have one on file with Acquisitions;
- attached ALL ORIGINAL receipts (all receipts must be taped to an 8½ x 11" sheet of white paper and state the name of the student to be reimbursed, event, date, location, and what the items were used for);
- attached boarding passes for any flight in which you are requesting reimbursement; and
- provided the following necessary information:

Student Organization: _____

Print Name: _____ Date: _____

Student ID Number: _____

Are you considered an employee or work study student at UTMB? Yes No

If yes, your employing department is _____

Are you being reimbursed from any other student organization or Department? Yes No

If yes, please list organization, Department or contact _____

Address: _____

City, State Zip: _____

Phone: _____ E-Mail: _____

***I am submitting original receipts for reimbursement of travel expenses related to SGA approved conference attendance.
I am not receiving reimbursements for these specific expenses from any other source.***

Signature ***Date***

Request for Special Resource Fund (SRF)

The Student Government Association budget committee established the Special Resource Fund for UTMB School's major representing student organizations (SAHS, SON, GSBS, and each SOM class). This fund (with necessary approvals) allows each group to plan for school specific activities.

School/Class: _____ Today's Date: _____

Name of Organization: _____

Individual Responsible for Planning Event: _____

"This Event/Activity (_____)
has been approved for SRF funding by the school's governing student committee."

Date and Time of Event/Activity: _____

(Please list the items needed as well as expected costs in the area below.)

Food: _____

Beverages: _____
(Alcohol CANNOT be paid for out of the Special Resource Fund.)

Materials: _____

Publicity: _____

Entertainment: _____

Other: _____

TOTAL REQUESTED: _____ Monies spent to date from this account: _____

<i>signatures</i>	President of SO: _____
	Treasurer of SO: _____
	Faculty Sponsor: _____
	SGA Budget Chair: _____
	or Director of Student Life: _____

New Balance: _____

PLEASE NOTE: If approved, original detailed receipts will be required for reimbursement. Complete a "Request for Reimbursement" and bring all materials to the Office of Student Life, JSC Suite 2.110.