# Table of Contents

Chapter 1: Introduction
- Letter of Introduction 1
- Our Lady of the Lake University Mission Statement 2
- Statement of Purpose 2
- Types of Student Organizations 2
- Policy for Student Organizations 4

Chapter 2: Student Organization Policies
- Introduction 5
- Rights of Student Organizations 5
- Responsibilities of Student Organizations 5
- Requirements for Student Organizations 6
- Requirements for Student Organizations – Service 8
- Student Organization Conduct Code 9
- Sanctions for Student Organizations 11

Chapter 3: University Policies
- Policy on Alcohol Distribution 12
- Policy on Chalking 13
- Policy on Charitable Collections 14
- Policy on External Communications 14
- Policy on Freedom of Expression and Dissent 14
- Policy on Hazing 15
- Policy on Illegal Gambling 16
- Policy on Posting 17
- Policy on Sales and Solicitation 17
- Procedures for Facility and Room Reservations 17
- Procedures for Vehicle Reservations 19
- Statement on Acceptable Use of University Computing Resources 19
- Statement on Political Speakers 21

Chapter 4: Event Planning
- Steps to Event Planning 22
- Activities and Events Checklist 23
- Co-sponsorship of Events 24
- Event Guidelines for Student Organizations 25
- Planning Accessible Events 27
- Planning Service Projects 28
- Video Copyright Information 28

Chapter 5: Finances
- Restricted Accounts 29
- Budget Allocation Process 29
- Student Organization Reserve Fund 30
- Fundraising Projects 31
- Petty Cash Vouchers 32
- Purchase Orders 32
- Ownership of Real Estate 33
- Duties of the Treasurer 33
Chapter 6: Operations
  Copy Services 34
  E-mail Accounts 34
  Fax Services 34
  Mail Services 34
  Websites 35
  Resource Area 36

Chapter 7: Leadership Resources
  Student Government Association 37
  Extended Membership Recruitment 38
  Conducting Effective Meetings 38
  Meeting Checklist 40
  Leadership Awards 41
  Transition of Officers 42

Chapter 8: Advisors
  Introduction 43
  General Functions of an Advisor 43
  Helpful Tips for Advisors 44
  An Organization’s Obligations to Its Advisor 44
  Liability Issues for Advisors 45
  Evaluation of an Advisor 46
  Tricks of the Trade 46
  Overview and Summary of an Advisor’s Role 46

Chapter 9: Forms
  RSO Registration Renewal Forms
  CSO Registration Renewal Forms
  Restricted Account Authorization Form
  Participation in Student Government Association Form
  RSO Extended Membership Recruitment Forms
  Fundraising Project Authorization Form
  Food Fundraiser Guidelines
  RSO Reserve Fund Petition Form
  RSO Budget Allocation Forms
  Field Trip/Retreat Release Form
  Vehicle Use Agreement
  Freedom of Expression Form
  Maintenance Work Order
  Duplication Order Form
  Deposit Slip
  Petty Cash Voucher
  Purchase Order
  Texas Sales and Use Tax Exemption Certificate
  Request for Payment of Services
  W-9 Form