



**COLLIN
COLLEGE**
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Student Organizations Procedures Manual

- SOPM -

Updated: November 6, 2023

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STUDENT ENGAGEMENT

We are here to help you!

The Student Organization Procedures Manual (SOPM) is a resource guide. The information provided will assist student organization leaders and advisors in establishing a new student organization and understanding the basic procedures student organizations follow to operate on campus and attend off-campus activities. The SOPM is YOUR document; therefore, if you notice any information that needs clarification or would like additional helpful information added, please contact Student Engagement at studentengagement@collin.edu as soon as possible. Students violating these procedures will face potential sanctions and/or disciplinary action with the Dean of Students' office.

Student Engagement also offers many training opportunities throughout the academic year to help student leaders learn valuable skills, network, gain confidence in leadership roles, and have a more rewarding collegiate experience. Deciding to be a student leader can be both exciting and challenging, and we are here to help.

**Please note that policies, rules, procedures, and even laws can change from year to year. The most up-to-date information can be located on the SOPM website (<https://collin.campuslabs.com/engage/>) inside Cougar Connect.*

MISSION

Student Engagement enhances students' learning and development by engaging them outside the classroom through co-curricular, civic, educational, leadership, and social opportunities.

PURPOSE

We enrich each student's college experience by providing various interactive opportunities, including student organizations; social, cultural, and civic events; entertainment; and educational activities.

Office Locations

FRISCO CAMPUS

Office Location: A-186
Office Phone: 972-377-1529
Hours
8 am – 5 pm Monday, Wednesday, Thursday
8 am – 7 pm Tuesday
9 am – 5 pm Friday

PLANO CAMPUS

Office Location: F-129
Office Phone: 972-881-5788
Hours
8 am – 7 pm Monday
8 am – 5 pm Tuesday-Thursday
9 am – 5 pm Friday

MCKINNEY CAMPUS

Office Location: C-118A
Office Phone: 972-548-6788
Hours
8 am – 5 pm Monday, Tuesday, and Thursday.
8 am – 7 pm Wednesday
9 am – 5 pm Friday

WYLIE CAMPUS

Office Location: SC-105
Office Phone: 972-378-8471
Hours
8 am – 5 pm Monday-Wednesday
8 am – 7 pm Thursday
9 am – 5 pm Friday

CELINA CAMPUS

Office Location: Room 122

FARMERSVILLE CAMPUS

Office Location: Room 124

TECHNICAL CAMPUS

Office Location: A145

COURTYARD CENTER

Office Location: Suite 101

Student Engagement Team

What can we do for you?

We are your student organization support team!

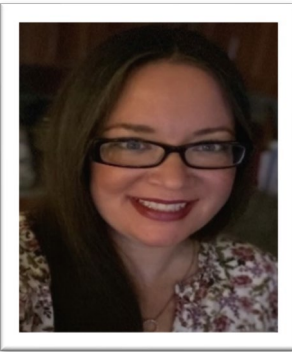
We would love to help you with anything and everything relating to your organization.

Have questions, concerns, or need information?

Contact us via email or stop by your campus Office of Student Engagement.



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Contact us via email or stop by your campus Student Engagement office.

NEW STUDENT ORGANIZATION GUIDE

Student Organizations are a great way for students to develop social, educational, and leadership skills. Involvement in Student Organizations allows students to network, represent Collin College, and become engaged through on-campus and community service activities.

Student Organization leaders and members make a difference through involvement with college committees, campus events, educational forums, cultural events, community service, and outreach programs. Organizational goals and activities vary from group to group. Student Engagement offers assistance to organizations in developing goals and planning events.

Can't find an organization you were hoping to find?

Work with Student Engagement to create a new student organization!

Types of Organizations

To more effectively understand and communicate the relationship that exists between the college and student groups, two (2) types of organizations have been defined: Recognized Student Organizations (RSOs) and College Affiliated Groups (CAGs).

RSO

Recognized Student Organizations

Recognized organizations cover a wide range of student interests. RSOs contribute to the college culture by providing events, activities, education, resources, and support. Often, these groups are civically engaged within the local community. Some organizations are affiliated with local, state, or national organizations. RSOs must have a full-time professional staff/faculty member selected by student officers to serve as its primary advisor. Part-time employees may serve as a secondary advisor or petition the Dean of Student and Enrollment Services to become an approved primary advisor. RSOs may request funding from SAFAC.

Examples include:

Phi Theta Kappa, Baptist Student Ministry, Collin Nursing Student Association, and Student Government Association

CAG

College Affiliated Groups

CAGs are inherently linked to Collin College because of their purpose and relationship to a college department. Instead of an advisor volunteering their time to assist a Student Organization, College Affiliated Groups have full-time employees assigned to work with students as a part of their regular job duties. CAGs are not subject to Student Engagement student organization procedures and do not complete the student organization registration process; however, they must comply with any guidelines established by their respective department. CAGs may request funding from SAFAC.

Examples include:

Student Ambassadors, Athletic Teams, and Cougar Pride Student Section

New Student Organization Process

- Think of an idea for a new student organization.

- Schedule a “Prospective Student Organization” meeting with the Student Engagement campus office, where your meetings will most frequently be held.

- Create your organization’s Constitution (including Bylaws). ([Constitution Template](#))

- Establish at least two (2) officers for the organization and obtain their contact information. Officers must maintain a minimum cumulative 2.0* GPA and maintain a minimum of six (6)* credit hours each Fall and Spring semester.
 - *At a minimum, each organization must maintain a President and a Treasurer as officer positions.*

- Select a full time Collin College faculty or staff member to serve as the Primary Advisor.
Advisors must get approval from their supervisor/dean before beginning their involvement.

- Recruit at least five (5) members who meet the minimum standards listed below (including officers). Collect their names and email addresses.
 - *A “Member” is a student who maintains a minimum standard enrollment of (1)* credit hour at Collin College and maintains a minimum cumulative 2.0* GPA at the time of engagement*

- All student organizations must be represented at Student Government Association (SGA) monthly meetings. This person can be any organization member but can only represent one organization during the SGA monthly meetings.

- Complete the “Register New Organization” Application on Cougar Connect.
(Upload all organization registration materials in this form.)

- Once your organization is approved, you must schedule a “New Student Organization Orientation Meeting” with Student Engagement within two weeks of your approval date.
The following members must attend orientation together: Primary Advisor, President, and Treasurer.
Your organization may not begin operating until after the orientation meeting.

**In accordance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act, students requesting an exception to this policy should contact ACCESS (Accommodations at Collin County for Equal Support Services).*

***If membership requirements listed in the governing documents for academic organizations exceed the basic requirements listed above, the organization will follow the requirements detailed in their governing documents unless they violate Collin College's policies and procedures.*

****The Office of Student Engagement must approve any exceptions to these guidelines in advance.****

Confirmation of Student Organization Recognition

Once approved, the requester will receive notification via Cougar Connect.

Selecting a Faculty or Staff Advisor

- Organizations must establish a full-time Collin College faculty or staff member to serve as the primary advisor. Part-time faculty or staff may petition the Dean of Student and Enrollment Services to become an approved primary advisor.
- Seek out an advisor who supports the purpose and goals of the group. If the group has difficulty finding an advisor, they should contact Student Engagement for suggestions.
- The primary advisor's supervisor must approve their involvement with the organization annually.
- Organizations are encouraged to have a secondary advisor. Secondary advisor(s) may be full-time or part-time faculty or staff.
- Organizations must consult with their advisor(s) before any program/event is undertaken or before changing their governing documents.
- Advisor(s) must know of and approve all organizational expenditures.
- Advisor(s) must know of and approve all organizational activities.
- Advisor(s) are obligated to counsel and advise the organization concerning college policies, procedures, and conduct.

Note: See the "Advisor Resources" section for steps to change an advisor.

Establishing Affiliation with an External Organization

Student Organizations that wish to establish an affiliation with an external local, state, regional, national, or international organization must complete an online intent form (called the "Student Organization External Affiliation Intent Form", which can also be located in Forms on Cougar Connect) which will request information used by Student Engagement when considering the affiliation approval. The approval timeline may vary depending on considerations of the external organization and the nature and scope of the desired affiliation.

Each organization with an affiliation must provide a letter from the external organization stating that the Collin College Student Organization has permission to use the external organization's name and logo.

Once the affiliation is approved by Collin College Student Engagement and the organization, the relationship to the affiliate must be outlined in the Student Organization's constitution and bylaws. Student Engagement will write an approval letter to send to the affiliate organization upon approval.

REGIONAL / STATE / NATIONAL OFFICERS.

For officers or advisors seeking a leadership position with an external affiliate, consultation/approval is required from Student Engagement at least 10 college business days prior to submitting your name for the ballot. Officers must receive written permission from their advisor and the Dean of Student and Enrollment Services. Advisors must receive written permission from the Dean of Student and Enrollment Services and their supervisor.

**As used throughout this SOPM, the term "college business days" is defined as days that the college is open for normal business operations, and may exclude certain holidays or extended breaks such as Spring Break.*

Student Engagement will consider the following upon approving an affiliation:

- History of the external organization
- External organization's charter mandates and requirements
- External organization governing structure
- Amount and method of fee collection
- The benefit of such affiliation to the student organization and larger academic community

Student Organization Renewal

Each organization must renew its recognition status annually
(August 1 – October 1).

**Student Engagement must approve any exceptions to these guidelines in advance*

- Review & update the student organization's Constitution (including Bylaws). ([CONSTITUTION SAMPLE](#))

- Establish at least two (2) officers for the organization and obtain their contact information. Officers must maintain a minimum cumulative 2.0* GPA and maintain a minimum of six (6)* credit hours each Fall and Spring semester.
 - Each organization must maintain a President and a Treasurer as officer positions.

- Obtain contact information for each Collin College faculty or staff member serving as the student organization advisor(s). *Advisor(s) must get approval from their supervisor/dean before beginning their involvement.*

- Complete an updated [Generic Email Request Set-Up Form](#) to ensure the appropriate administrators are able to access the organization's Collin.edu email account.

- Maintain five (5) members that meet the minimum standards (including officers).
 - A "Member" is a student who maintains a minimum standard enrollment of one (1)* credit hour at Collin College and maintains a minimum cumulative 2.0* GPA at the time of engagement.

- All student organizations must be represented at Student Government Association (SGA) monthly meetings. This person can be any organization member, but each person can only represent one (1) organization during the SGA monthly meetings.

- Update and renew the "organization profile" on Cougar Connect.
Upload all organization materials in this site.
 - *Once all renewal materials are uploaded into Cougar Connect, your student organization will hold a "Pending" status. While in pending status, your student organization will only be able to hold general meetings.*Once the renewal materials are submitted on Cougar Connect, the primary advisor will receive an email from Cougar Connect, requesting their organization's approval.

- Student Engagement will host online and in-person Student Organization Officer & Advisor Trainings during renewal. The following officers must attend representing their student organization to gain "Approved" status: President, Treasurer, and Primary Advisor.
 - Organizations will complete the [Agency Account Set-Up form](#) during this training; the organization cannot access funds until this form is completed.

- Reactivating an Organization**
Student organizations that have been dissolved for at least one (1) semester must follow the new organization registration process to reinstate their recognized status. If Agency Account funds still exist from the dissolved organization, the new organization must accept the original constitution for at least one (1) semester before gaining access to the initial funds. Changes to the constitution may be voted on after one (1) semester of recognition.

**In accordance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act, students requesting an exception to this policy should contact ACCESS (Accommodations at Collin County for Equal Support Services).*

***If membership requirements are listed in the governing documents for academic organizations exceed the basic requirements listed above, the organization will follow the requirements detailed in their governing documents, unless they violate Collin policies and procedures.*

REQUIRED TRAINING & MEETINGS

FALL – Student Organization Officer and Advisor Training (AUG-OCT)

- WHO** President, Treasurer, and Advisor must complete this training online.
(Newly established organizations will complete training during their New Student Organization Orientation meeting.)
- WHEN** Officer and Advisor training will be offered online throughout August-October. Training topics will include financial responsibilities, student organization operations, and using Cougar Connect. Must be attended annually before processing any financial transactions.
- HOW** Training will be offered online. After the training, the organization representatives will sign the [Agency Account Set-Up Form](#), which grants access to the organization's finances.

Additional Student Organization Training

Student Engagement may provide additional topic-specific training upon request. Some training that student organizations may request include:

- Renewal Workshop
- Cougar Connect 101
- Managing Members
- Event Request Basics
- How to Run Elections
- Promotion and Publicity Options at Collin
- Managing Tasks and To-Do Lists

If you have a training idea that is not listed, [contact Student Engagement](#), and we will discuss how we can help.

Changing Organization Name

Organizations may choose to change their name as long as they are currently recognized and in good standing. The change must be voted on and approved by the organization members. Once the vote is passed, the organization must email Student Engagement outlining the desired name change. Meeting minutes, which show the results of the vote and an updated Constitution and Bylaws, must be attached to the email. In addition, the organization's officers and advisors must complete and sign an updated [Agency Account Set-Up Form](#) and [Generic Email Request Form](#). These updated documents must be submitted to Student Engagement before approval of the name change.

Officer Transition

Most successful student organizations implement some form of the officer transition program. To be more effective, officer terms should provide at least one month of overlap. Hence, new officers have the opportunity to work closely with outgoing officers to understand the roles and responsibilities of their respective leadership positions. A smooth transition is the responsibility of the organization's outgoing and incoming members. This checklist serves as a guide for training for new officers, closure for outgoing leaders, and helps the organization maintain consistency yearly.

✓ Share Files Related to your Position and Organization

Make sure the incoming officer has a copy of the following items:

- Mission, philosophy, goals, and purpose statement of organization
- Copy of Constitution and By-laws
(an updated document should be housed on your Cougar Connect Profile)
- Financial records
- Member & officer contact list
- Log-In information for online resources/email accounts

- Contact information of important people/offices on campus
- List of basic annual procedures and calendar of annual events
- Meeting minutes and agendas

You can upload these documents on your Cougar Connect portal within the “Files” tool to ease transitions!

✓ **Introduce New Officer to Cougar Connect**

Cougar Connect How-To Guide

- Ensure the new officer is a member of the Cougar Connect portal. Go to your organization’s page. Go to “Roster,” find their name, and edit to select their officer role.

✓ **Discuss Collin College and Student Engagement Policies and Procedures**

Share this procedures manual.

✓ **Introduce New Officer to the Student Organization Advisor**

- Schedule a new officer and advisor meeting to discuss how the advisor will work with the organization in the future
- Use the [Primary/Secondary Advisor Agreement form](#) as a guide

✓ **Review Budgets and Funding**

- Discuss the financial status of the organization
- Share where the organization received money from this year
- Does your organization have an Agency account? If so, ensure the new officers know your account number
- Share any funding requests that were submitted to SAFAC (Student Activity Fee Advisory Committee) and explain the status of the request
- Discuss which fundraisers worked and which didn’t
- Show the monthly budget spreadsheet on your Cougar Connect portal

BUDGETS & FUNDING

WATCH ▶▶



Fundraising

Fundraising Requirements

- Each organization may hold a one-day, tax-free sale each month
- The purpose of the sale must be to raise funds for the organization. The organization’s primary goal may not be to engage in business or perform an activity designed to make a profit.
- All fundraised monies must be deposited in the student organization’s account within one (1) business day of the sale. Organizations must do so by visiting the Collin College Bursar (Cashier).
- Fundraising is prohibited on the day preceding a break listed in the academic calendar.

Policies are in accordance with the November 2012 publication from the State of Texas Comptroller of Public Accounts entitled [Exempt Organizations: Sales and Purchases](#).

Prohibited Fundraisers

- Student Organizations are not permitted to hold ongoing fundraisers, such as selling candy, cookies, or other items per Board policy [FI\(LOCAL\)](#).
- It is not permissible for Student Organizations to invite vendors on campus for any purpose, including fundraisers. Vendors are not allowed to sell any goods, including but not limited to food, candles, art, jewelry, etc.
- Student organizations are not permitted to raise funds using purchases approved and made with SAFAC funds.
- Student organizations are not permitted to raise funds using giveaways or purchases by Student Engagement.

Cash Boxes

Petty cash (up to \$10) or cash boxes are available from the Bursar's (Cashier) Office for Student Organization use during fundraisers with 7-college business days notice and completion of the [Cash Box and Credit Card Scanner Request Form](#). Cash boxes from the Bursar's (Cashier) Office will only be checked out to Advisors and must be returned by 4:30 p.m. each day along with the original \$10. Cash boxes are also available from Student Engagement but will not include any petty cash.

Bake Sales

Bakes sales are a popular fundraising option; however, there are specific guidelines that organizations must follow when hosting this specific fundraiser.

1. Each item must be individually wrapped, listing all the ingredients used.
2. Any items that require refrigeration or heat are discouraged.
3. No on-site cooking is allowed (electric skillets, slow cookers, hot plates, etc.)
4. Any wrappers or trash left due to your bake sale must be appropriately cleaned and disposed of by those who manage the sale.
5. Signage must be displayed near your sale listing for what and to whom the funds are being raised.

Raffles

DEFINITION

A "raffle" is the awarding of one or more prizes by chance on a single occasion among a pool or group of persons who have paid or were promised a thing of value for a ticket that represents a chance to win a prize. [FI \(LEGAL\)](#)

An institution of higher education, including a college district, shall allow a qualified organization that is a student organization recognized by the institution to sell raffle tickets at any facility of the institution, subject to reasonable restrictions on the time, place, and manner of the sale. [FI \(LEGAL\)](#)

Collection Drive

Student Organizations are also encouraged to hold philanthropic collection drives (i.e., clothing, food, books, etc.) to benefit the greater community by completing the Event Request Form on Cougar Connect. Philanthropic drives are not considered fundraisers and are limited to ten (10) college business days. Collection boxes may only be placed in front of the Office of Student Engagement on each campus. The collection box should indicate:

1. The name of the student organization responsible for the collection drive
2. Both the start and end date of the collection drive
3. What specific items are being collected for the collection drive
4. Who to contact regarding any questions about the collection drive

Donations

Organizations may accept monetary or item donations. However, businesses or institutions making financial donations to an organization must make funds payable to the Student Organization name and Collin College instead of an individual. If funds are inadvertently made payable to a student, they must not accept the funds and return the funds immediately to the business or institution. Failure to do so violates procedures and will result in sanctions.

If an external business or organization would like a tax deduction for their donation, a monetary donation must be made to the Collin College Foundation. A donation receipt will not be provided if an organization receives donations of items or monetary donations made out directly to the student organization.

Proof of Non-Profit Status

If necessary, Student Engagement can provide a letter to the company/donor stating that the organization would not be functioning as a for-profit group. The Student Organization would need to provide Student Engagement with the following information at least 15 college business days before the event:

1. The legal name of the company/donor
2. The mailing address of the company/donor
3. Event for which donation is being made
4. List of donated items and their cash value
5. Student organization name

Sample Donation, Sponsorship, and Thank You Letters

Cougar Connect provides the following examples in the “Documents” tab:

- [Sponsorship Request Letter](#)
- [Donation Thank You Letter](#)

Agency Accounts

The College District shall serve as the depository and fiscal agent for all registered student organizations. Collin College procedure requires that all financial transactions must take place through approved Collin College accounts.

Any organization that raises funds, collects fees, or incurs expenses must open and utilize an agency account through the Collin College Business Office. A unique account number will be assigned for each student organization.

The Collin College Business Office will assign each new student organization an account number upon receiving the approved [Agency Account Set-up Form](#) (completed during the renewal period). The Account Set-up Form will include the name, title, and signature of each person authorized to utilize funds from the organization’s account. Updated forms are required annually, and anytime approved signatures change.

Each organization must designate a member to act as “treasurer” or “authorized officer” who is required to:

1. Maintain accurate records of all deposits
2. Maintain accurate records of all expenditures
3. Adhere to Collin College Business Office policies and procedures

Provisions

- Organizations may not keep cash on hand.

- Student Organizations are not permitted to keep organizational funds at a separate bank, credit union, or financial institution.
- Failure to deposit funds into your Agency Account shall make the organization funds taxable income, violate procedure, and the organization will be subject to sanctions.
- When a Student Organization's agency account is inactive for at least 18 months, the remaining funds should be distributed to a non-profit organization as recognized by Section 501 © (3) of the Internal Revenue Code. The funds will automatically be distributed to the Collin College Foundation General Scholarship Fund if no other organization is noted.

Monthly Transaction Reports

The Collin College Business Office has transaction reports available after an initial deposit. Your organization's transaction report will be uploaded monthly to the organization's Cougar Connect portal and available for viewing by the portal's administrators.

Transaction Report Interpretation:

- Beginning Balance
 - Balance as of the last report.
- Fund Additions
 - Lists transactions of deposits made.
- Fund Deductions
 - Lists transactions of expenses incurred.
- Available Balance
 - Balance available in the account as of report date.

Requesting Funds

Student Activity Fee Advisory Committee (SAFAC)

Student Organizations are eligible to request funding from SAFAC (Student Activity Fee Advisory Committee). Funding is available for activities that directly involve and benefit students. SAFAC hears funding requests from Student Organizations and college departments for events and programs with educational value that directly affect and help students. The committee comprises nine (9) members. Five (5) members are appointed by the Student Government Association (SGA), and the President of Collin College selects four members (4).

Examples of previous initiatives funded by SAFAC:

- | | |
|---|----------------------------|
| ▪ organizational travel to educational conference | ▪ guest speakers |
| ▪ organizational programs | ▪ organization banners |
| ▪ cultural events | ▪ organization tablecloths |

Funding Submissions

Student Organizations and college departments requesting financial support from this committee must complete a [SAFAC Funding Request Form](#) (located on the [SAFAC Branch](#) of [Cougar Connect](#)) and provide supporting documentation. For on-campus events, requests must be submitted at least thirty (30) days prior the event. For conference attendance or purchase orders, requests must be submitted at least sixty (60) days prior. Approval of an event does not guarantee approval of funding. Some examples of potential funding requests could include recreational activities, intramural and intercollegiate athletics, artists, lectures, cultural entertainment, and debating activities. Given the significant amount of funding submissions received, Student Organization leaders are encouraged to follow-up on any pending submissions. If follow-up information is not received from the Student organization to SAFAC, the funding submission may be denied.

Funding Eligibility

Recognized Student Organizations are eligible for funding when they:

- Have been recognized and are in good standing for at least one (1) full semester (fall/spring)
- Have a mission statement
- Are registered and all information is up-to-date on Cougar Connect.

Spending Funds

Financial Transactions in Workday and T-Card purchases

The following are essential steps to remember when processing financial paperwork:

- An advisor will use their T-Card (Collin College-issued credit card) to make the purchase.
- To request a T-Card, follow these instructions: [T-Card Request form for Advisors](#).
- Instructions regarding how to use your T-Card can be found here: [T-Card manual for Advisors](#)
- Collin College and your organization are tax-exempt, and you should ensure you are not charged tax for purchases.
- Before purchasing, the president, treasurer, and advisor must verify that adequate funds are in the account to cover the purchase.
- The advisor in Workday should process all financial transactions after the student organization has approved the spending.
- Each request must:
 - Have an attached receipt/memo/invoice showing the amount owed/spent.
 - Have a copy of the organization's meeting minutes where the expense was discussed and approved.
- Student organizations can vote and approve spending their agency account funds if they follow federal, state, and local laws according to Collin College Board Policies. The Business Office needs proper documentation (i.e., meeting minutes and receipts, etc.) when submitting the [Supplier Invoice Request \(Check Request\)](#) or processing T-Card reconciliation.
- Each request will be submitted electronically to an Assistant Director of Student Engagement for approval.
- The Business Office requires at least ten (10) college business days to process financial transactions.

Student organizations granted funds through the General College Account must have all withdrawals approved by the appropriately appointed college designee.

Texas Sales Tax and Use Exemption Certificate

Student Organizations may use the [Texas Sales Tax and Use Exemption Certificate](#) for items purchased to conduct and implement organizational business, events, and activities. This will exempt the purchase from Texas sales tax. A copy of the Texas Sales and Tax Use Exemption Certificate is available on Cougar Connect.

SUPPLIER INVOICE REQUESTS

A [Supplier Invoice Request](#) must be completed online for all reimbursements or to send a check to a company for a product. The [Supplier Invoice Request](#) allows the Collin College Business Office to draft checks from the organization's agency account. The [Supplier Invoice Request](#) must be completed online by an advisor.

NOTE

All expenses related to a conference or workshop should be processed on a [Spend Authorization in Workday \(formerly the Student Field Trip Form\)](#).

Requirements

- Attach original receipts, memos, or invoices to the [Supplier Invoice Request](#) online.
- Attach a copy of the minutes from the meeting where the expense was approved.
- Once the [Supplier Invoice Request](#) has been submitted by an advisor, Student Engagement will approve if monies are available in your student organization's agency account.

Shipping Address

Organizations must have all items for club purposes mailed directly to any Office of Student Engagement at any campus. The name of the organization must also be specified on the packaging. No items should ever be mailed directly to officers, advisors, or members' homes.

Contracts and Contract Labor Forms

Any service rendered by an artist, performer, guest speaker, musician, entertainer, etc., will require a signed [Performer/Speaker/Guest Lecturer Contract](#) and a [Contract Labor form](#). A [Performer/Speaker/Guest Lecturer Contract](#) defines the service rendered; the service's date, time, place, and location; any stipulations or conditions; and the payment due upon completion of the service. *Student Organizations do not have the right or authority to enter into a contractual agreement.*

Any organization considering contracted services must [contact Student Engagement](#) at least 60 days in advance. The Assistant Director of Student Engagement will help develop and negotiate the Performer/Speaker/Guest Lecturer Contract. The contract is not valid until signed by the appropriate Collin College Administrator. The Collin College Business Office uses the Contract Labor Form to process payment for contracted services.

EVENTS AND ACTIVITIES

WATCH ▶▶



All organizational activities hosted by student organizations are called “events” and must be submitted as an Event Request on Cougar Connect.

Organizations may not publicize or hold any activity or event until Student Engagement and final approval is obtained.

The only activities not needing approval are those your organization may participate in, attend, or volunteer.

- If your organization is the primary host of the event, then they must get it approved.
 - If the event collaborates between multiple organizations, one organization must assume responsibility as the “main host” and submit the event for approval.
- *On the event request, you will be able to list co-hosts.

Examples of Events

- Executive Board Meetings
- General Meetings
- Events
- Fundraisers
- Information Stands
- Philanthropic Initiatives
- Service Projects
- Conferences
- Off-Campus Activities

Event/Program Disclaimer

Event programs, announcements, or advertisements must contain a disclaimer as follows:

“The statements and views/opinions expressed during a student organization program are strictly those of the speaker(s). The content and statements presented do not reflect the official policy or position of Collin College or of the student organization as a whole.”

Criteria for Determining Student Organization Sponsorship

The following questions are used to help determine whether or not an activity should be considered an “organization activity” as opposed to the actions of an individual or individuals.

1. Intention: Is the activity held to promote unity with the organization or group development?

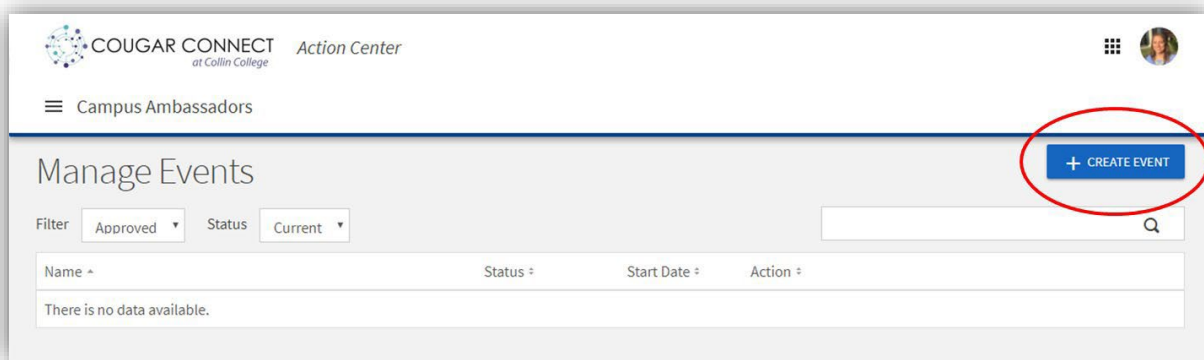
2. **Participants:** Who is attending the activity? Why are they attending? Will a significant number of members attend? Do members perceive the activity to be open to the campus community at large?
3. **Funding:** Will organization funds be used to support the activity?
4. **Responsible Party:** As a leader in your organization, do you believe you are responsible for this activity? If not, who would be held accountable in an accident? Were members involved in the planning of the activity?
5. **Publicity:** Will the organization's name or other identification method be used in the event publicity? Will the organization's communication mechanisms be used to promote the event?
6. **Location:** Where is the activity being held? If off-campus, is it held in the residence of organization members? If held at a third-party vendor location, who made the arrangements? Was the organization's name used when creating the accounts?
7. **Association:** Is the event perceived to be associated with the student organization? Would a reasonable person think this activity is associated with your organization?

Each activity, event, or program may involve a unique set of circumstances that you, as student leaders, should evaluate. Before planning an activity, event, or program, ask yourself these questions and consider what steps can be taken to ensure the safety and security of participants. If you have questions regarding the expectations of student organization leaders and responsibilities in the event of an accident, please visit with a Student Engagement staff member. The Student Engagement staff can help you think through an event and provide ideas for limiting risk to those who will be involved.

Event Request

Steps

1. In the top right corner, click on the square of 9 smaller squares (next to your circle profile), then click "Manage." This takes you to the Action Center.
2. Under My Memberships, select the organization for which you would like to create an event.
3. In the top left corner, click on the hamburger menu (3 horizontal lines), then select Events.
4. In the top right corner, hit the blue button that says "Create Event."
5. You will be asked to answer a series of questions. Be sure you fill them all out to the best of your ability. *The more you answer now, the less you'll have to answer later through email!*
6. Your Advisor will receive an email prompting them to approve your request. The request won't go anywhere until your advisor has approved it.
7. Await all necessary approvals.
8. You will receive a notification on Cougar Connect, and your email indicates that your event is approved. Ensure you read this notification carefully because Student Engagement will include reminders and important notes regarding the reservation.



For assistance in working with events, please refer to the [How to Manage Events Guide](#)

Approvals

The nature and scope of your event will determine the number of approvals necessary for your event request. Most events can be categorized by a tier system, which helps understand the amount of time needed for acceptance.

Remember that some events may need additional approval and processing time based on the event details. Holidays or breaks indicated in the academic calendar will affect processing time.

For the advisors, please refer to the [How to Approve an Event Guide for Advisors](#)

Tracking Event Attendance

All student organizations must track attendance at all virtual and in-person events.

The [How to Manage Events Guide](#) provides directions on how to track attendance.

Attendance for each event should be recorded no later than 24 hours after the event. Failure to track attendance at student organization events could result in the loss of hosting future student organization events. Please contact your campus Office of Student Engagement for questions about tracking attendance.

Student Organization Event Request Process Summary

	Tier 1 Event	Tier 2 Event On-Campus	Tier 2 Event Off-Campus	Tier 3 Event
Event Parameters	Basic meeting or event hosted on campus, typically under 50 participants.	Large, on-campus meetings and events (Ex. Inductions, 50 participants or more, have special circumstances)	Events hosted off-campus within 25 miles of CHEC.	Events hosted overnight or off-campus outside of 25 miles from CHEC.
Types of Event Spaces	Classrooms, small conference rooms	Large classrooms, Conference Center, Outdoors, Atriums, and Tabling Spaces	Off- Campus Location	Off-Campus Location
Minimum Lead Time	10 college business days	15 college business days	15 college business days	20 college business days
Step 1.	Student organization submits an event request through the Cougar Connect Action Center.			
Step 2.	The student organization's faculty/staff advisor APPROVES or DENIES the event.			
Step 3.	<u>APPROVED.</u> Student Engagement reviews request for health and safety concerns. If none, the space request is submitted on organizations behalf in Ad Astra for review by Conference Services within 2 college business days of advisor approval.		<u>APPROVED.</u> the Associate Dean of Student and Enrollment Services will review requests within 2 college business days of advisor approval for health and safety concerns, as well compliance with student travel policy.	
	<u>NOT APPROVED.</u> Notification sent via Cougar Connect within 2 college business days. A rationale will be provided with feedback to assist for future potential event approval.			
Step 4.	<u>APPROVED.</u> Student Engagement approve the event in Cougar Connect.	<u>APPROVED.</u> Request is forwarded to Campus Provost for approval.	<u>APPROVED.</u> Student Engagement Staff will approve the event in Cougar Connect.	
	<u>NOT APPROVED.</u> Notification via Cougar Connect within 2 college business days. A rationale will be provided with feedback to assist for future potential event approval.			
Step 5.	<u>APPROVED.</u> Student organization notified of approval via Cougar Connect. Event publishes to Cougar Connect.	<u>APPROVED.</u> Student Engagement will approve the event in Cougar Connect within 2 college business days of Provost approval.	<u>APPROVED.</u> Student organization notified of approval via Cougar Connect. Event publishes to Cougar Connect.	
	<u>NOT APPROVED.</u> Notification via Cougar Connect within 2 college business days. A rationale will be provided with feedback to assist for future potential event approval.			
Step 6.	N/A	<u>APPROVED.</u> Student organization notified of approval via Cougar Connect. Event publishes to Cougar Connect.	N/A	N/A

Tier 1 Event Requests (10 college business days)

Classroom Requests. Requests must be completed on the Ad-Astra Site by Student Engagement on behalf of student organizations. Those requests will go to the Campus Provost's Administrative Assistant or designee to reserve classrooms on campus. When making these requests, list the organization's preferred room, and any secondary room request listed, and special requests (no tables, no desks, only rectangular tables) in the event request. Please add 10 minutes before and after the desired meeting time when submitting the request. [\[GD \(LOCAL\)\]](#)

Campus Common Space Requests. Requests to use a large, common space (indoor Atrium, conference centers, or outdoors) must be completed on the Ad-Astra Site by Student Engagement on behalf of student organizations. The request form will automatically go to Conference Services. Conference Services will review the request and forward to the Campus Provost's for approval.

Tier 1 Event Notes: Before processing fundraising events, Student Engagement will notify groups of simultaneously occurring activities should the group want to change their date.

Tier 2/3 Event Requests (Tier 2: 15 college business days/Tier 3: 20 college business days)

Large Campus Event or Campus Common Area Request (Tier 2). Large campus events are those with 50 or more attendees and campus common areas are atriums, tabling spaces, conference centers, and outdoors. Event requests should be submitted a minimum of 15 college business days prior to the event date.

- These requests will need to use the Conference Services link:
<https://www.aaiscloud.com/CollinCollege/events/EventReqForm.aspx?id=865c4de5-a420-4a53-a654-dcf345258074&returnURL=#viewmode%3Dedit>
- Requests for approval will be processed through Conference Services' Ad Astra form for the use of large common spaces (indoors and outdoors) and must be in no later than ten college business days in advance.
- If there are events with over 150 attendees, political or guest speakers, potential media coverage, etc. please make sure that the Campus Provost, Vice President of Student and Enrollment Services, and Associate Dean of Student and Enrollment Services (for Student Engagement) are aware.

INDOOR TABLING EVENTS

When hosting indoor tabling events, organizations are reminded to not obstruct or restrain the passage of persons in an exit, entrance, or hallway of a building per [FLB\(LEGAL\)](#). Organizations must request a table and location a minimum of 10 college business days in advance in accordance with Tier 1 Event Requests. Final approvals will come from the Conference Services Department and are subject to space availability.

OUTDOOR TABLING EVENTS

When hosting outdoor tabling events, organizations must follow Board policy [GD LOCAL](#) and ensure that their proposed activity will not disturb the regular academic programs, other planned activities, or other operations of the College District. Organizations must request a table and outdoor location a minimum of 10 college business days in advance in accordance with Tier 1 Event Requests. Final approvals will come from the Conference Services Department and are subject to space availability.

If food will be distributed, organizations must use items are store-packaged or prepared by a licensed food establishment or commercial kitchen for safety-related reasons. Items should be individually wrapped or disposable plastic food gloves need to be used to handle the food when serving. Food items that contain major food allergens (such as wheat, peanuts, tree nuts, and fish) need to be appropriately identified.

OFF-CAMPUS EVENT WITHIN 25 miles of CHEC (Tier 2 with Travel).

Event requests should be submitted a minimum of 15 college business days prior to the event date. The advisor is responsible for communicating with their supervisors for approval to participate in off-campus events. A ratio of nine (9) students to one (1) approved advisor must be maintained. The Vice President of Student and Enrollment Services may approve any exceptions. If the event is less than 25 miles from CHEC, student organizations are allowed to use personal vehicles to attend the event.

OFF-CAMPUS EVENT over 25 miles of CHEC or OVERNIGHT EVENT (Tier 3).

Event requests should be submitted a minimum of 20 college business days prior to the event date. The advisor is responsible for communicating with their supervisors for approval to participate in off-campus events. A ratio of nine (9) students to one (1) advisor must be maintained. The Vice President of SES may approve any exceptions, at their sole discretion. If the event is more than 25 miles from CHEC, student organizations must use a common carrier or leased vehicle. Organizations are also limited to 18 students traveling unless otherwise approved in writing by the Vice President of Student and Enrollment Services. Collin College sponsored student travel is limited to those students representing the college on a class field trip, competing on behalf of Collin College, or representing a recognized student organization (serving as either an officer or member).

Use of Facilities

Recognized student organizations may reserve college facilities and equipment for meetings, programs, fundraisers, and events. Student organizations shall be subject to the College District rules and regulations governing the use of College District Facilities per Board policy [FLA\(LOCAL\)](#) and [GD\(LOCAL\)](#).

- Activities requiring the use of any campus atrium spaces, event common areas (i.e. courtyards, quad, library common space), cafeteria, lecture halls, classroom, or Conference Center require a reservation with the Conference Services department (which will be made by a Student Engagement representative). Detailed information regarding the request must be included on the Event Request Form in Cougar Connect. See the Student Organization Event Request Process Summary on page 19 for a detailed explanation.
- The requesting student organizations shall pay all expenses incurred by using the facilities. Such fees are set by the Conference Services department and may be limited to the cost for required College District custodial, security, and building staff and damages and losses.
- One (1) advisor is required to attend an on-campus student organization event for every 30 people in attendance.

Conference Center Guidelines

1. Conference Center rooms are booked according to the start and end times of the event. The Conference Services Department will allow plenty of time for Plant Operations to ensure the area is set up in advance. The request will be considered on a case-by-case basis if a student organization needs access much earlier than the actual event start time
2. No music louder than soft elevator music will be allowed without prior consent. This approval will depend on the nature and importance of the event, the needs of other groups using the center, classrooms nearby that may be impacted by loud music, and noise generated from the group.
3. If food is provided, it must be procured through Collin Food Services. Prior approval must be granted to bring in food from an external source. Any food provided must be prepared by a licensed food establishment or commercial kitchen. Pot lucks are not permitted in the Conference Center.
4. Organizations must clean the Conference Center before the end time of their event. Place all trash in trash receptacles. All handouts, decorations, etc., must be removed. All tables and chairs must be thoroughly cleaned, and nothing may be left on the carpet. A clean-up cart is available for group use. If the Conference Center is not left in an acceptable condition, the group will receive a warning. Further occurrences may result in denying the group future use of this facility.
5. The Conference Center may not accommodate unique set-ups for small groups. If tables and chairs need to be rearranged, groups are expected to return them to their original position upon departure unless granted prior approval.

Food at Organization Activities

Organizations may use an off-campus food vendor for any organization events and programs using Agency Account Funds. All food using SAFAC or a Collin College department budget funds are required to contact Food Services to give Campus Catering the first right of refusal. If on campus catering is not available, the next food requests must be submitted through America To Go.

Ordering from Off-Campus Vendor

1. Place a food order, including all the details for your event.
2. Use the [Texas Sales and Use Tax Exemption Certificate](#). Any tax not taken off will not be reimbursed.
3. Have Advisor pay with their T-Card or your payment option (individual credit card, check, or cash)
4. Obtain the itemized receipt, which indicates each item you purchased.
5. To be reimbursed, have your Advisor complete the [Supplier Invoice Request \(formerly Check Request\)](#)
 - a. If you need assistance completing the form, click on that link and follow the [Supplier Invoice Request Form Instructions](#).
 - b. You will scan and attach the original, itemized receipt.
 - c. You will scan and attach a copy of the minutes from the meeting where the expense was approved.

Potluck or Community Sharing

Student organizations may choose to host an activity that includes a potluck-style food source. Such community food sharing is allowable in pre-approved locations on each campus under the following guidelines.

- Organizations may not charge a fee for shared food. *Charging a fee would require a food safety permit and your organization to obtain a temporary food permit.* Potluck or community-shared food may not be served in a Conference Center location.
- Potluck or community-shared food may only be offered on an optional basis, in which an individual may decline if desired.
- Organizations are encouraged to use disposable plastic food gloves to handle the food when serving. Food items that contain major food allergens (such as wheat, peanuts, tree nuts, and fish) need to be appropriately identified.

Movie Showings

Anytime a film is shown for entertainment purposes outside of a private residence, public viewing rights are needed. You will still need public performance rights, even in an organization meeting.

Unless a specific license or permission is obtained, electronic media in the classroom, including motion pictures and other audiovisual works, must be used in the course of face-to-face teaching activities as defined by law. See Board policy [CT\(LOCAL\)](#).

Most of the time, you will need to purchase these rights. However, some independent films will provide them to you for free. Information about public performance rights: <http://colleges.swankmp.com/faq>

Collin College also offers a free film series: [View the Auteur Film Series schedule here](#). You may also check with the Collin College libraries to see if a copy is available for your event.

Political Activities

Non-partisan political events (campus tours for candidates, open forums with candidates, debates, etc.) can be sponsored by student organizations. Any organization planning such an event is encouraged to contact Student Engagement to ensure their event falls within Collin College policy as identified in Board policy [GD\(LOCAL\)](#).

Can student organizations urge students to vote?

Yes. Student organizations can encourage students to vote and inform students about upcoming elections. Additionally, they may enable students to vote for a particular party or candidate. However, all organizations must follow guidelines related to political advertising, campaign communication, or electioneering as identified in Board policy [GD\(LOCAL\)](#).

STUDENT ORGANIZATION TRAVEL

Definition of Student Travel

In accordance with [Section 51.950](#) of the [Texas Education Code](#) and Board policy [CJ \(LEGAL\)](#), student travel is defined as travel that is undertaken by one (1) or more students presently enrolled at Collin College to reach an activity or event that is located more than 25 miles from the Collin Higher Education Center that is organized and sponsored by Collin College

Event Request and Steps

Cougar Connect

1. Ensure the Event Request is approved by Student Engagement in Cougar Connect.
2. Complete the [Trip and Participant's Information Form](#)
 - o Provide the original copies to the Dean of Student and Enrollment Services for the advisor's home campus via inter-campus mail.
 - o Carry a copy of all the paperwork with you throughout the trip.
3. All participants, including the advisor, must review the [Mandatory Student Travel Training](#) and complete the Student Travel Training Liability Waiver and Acknowledgement Form.
4. Track that each participant completed the necessary paperwork before travel.

Workday (Finances for Travel)

A completed Spend Authorization (for instructions, click [here](#)) is required to authorize expenses associated with off-campus student travel, either funded by Collin College or an organization's Agency Account. The Spend Authorization must be filled out for travel expenses requiring payment or reimbursement for the travel functions. After the event, the advisor must complete an expense report (for instructions, click [here](#)).

Completing and Submitting Form

To utilize student organization funds, SAFAC, and College Departmental funds to pay all or a portion of student travel, the following appropriate account number(s) and authorized approvals must be recorded on a Spend Authorization.

If using Agency Account Funds, the following is needed:

- Student Organization approval via meeting minutes
- Agency Cost Center
- Assistant Director of Student Engagement approval
- Associate Dean of Student and Enrollment Services approval

If using College Department Funds, the following is needed:

- Cost Center Number
- Assistant Director of Student Engagement approval
- Associate Dean of Student and Enrollment Services approval

If using SAFAC Funds, you will need the following:

Maintain communication with the SAFAC Coordinator in Student Engagement if you are traveling with SAFAC funds.

- SAFAC Cost Center Number
- SAFAC Coordinator or SAFAC Administrative Liaison approval
- Associate Dean of Student and Enrollment Services approval

Advance Per Diem (Meals)

- To get an advance payment for meal per diem, you must complete the [Per Diem Cash Advance Form](#) with the campus Bursar/Cashier's office no later than ten business days (two business weeks) before the trip.
- Student signatures are required upon receiving per diem, and the list needs to be attached to the expense report (Click to download the form [here](#).)
- *Beginning September 1st, 2023: When traveling, the T-Card may no longer be used to purchase meals. Meals will be reimbursed as Per Diem on the expense report after the trip.*

Before Trip/After Spend Authorization approval

- Purchase the airfare, registration, and reserve hotel and car rental on the advisor's T-card.
- Purchase Orders must be completed for bus rentals. The Purchase Order number must be listed on the Expense Report.

Return from Trip - Reimbursement(s)

- Complete the Expense Report in Workday once all credit charges are in Workday.
 - Eligible reimbursements require proof of purchase (receipt) for each expense.
 - Do not add per diem to the expense report since per diem was advanced prior to the trip.
 - All reimbursements will be made to the Advisor.

Important Notice

- Anyone who receives college funds for travel (airfare, conference fees, etc.) and does not attend the event is responsible for reimbursing the College the total amount within 30 College District business days.
- If refunds are available (e.g., conference registration fees, hotel fees, plane tickets, etc.), the student is responsible for contacting the advisor if they cannot attend. The advisor needs to request refunds.

Lodging

- Hotel Tax Exemption Certificate
Student organizations traveling on approved organizational business are exempt from state hotel tax within the state of Texas when their event requires overnight lodging. At check-in, organizations must submit one (1) [Hotel Tax Exemption Certificate](#) for each hotel room. The college will not reimburse organizations or individuals for state tax associated with hotel rooms in Texas. The college will reimburse local and specialty taxes for hotel rooms in Texas and all the taxes related to out-of-state hotel rooms. Individual(s) must pay all incidental room charges (e.g., phone calls, room service, movies, etc.) before processing the final hotel bill.
- Guidelines
 - Students may not share a room with an Advisor, Advisor of Record, Faculty Member, or other responsible parties.
 - Students may only share a room with fellow students of the same gender, and each student must have their own bed.
 - Students may not change their room assignment without prior permission from the Advisor, Advisor of Record, Faculty Member, or other responsible parties.

Transportation Options

- All students and responsible parties participating in a Collin College-related trip shall use the same mode of transportation under any of these conditions:
 - A Collin College-owned or leased vehicle is being utilized for the trip, OR
 - The trip requires an overnight stay, OR
 - The trip is required by a Collin College registered student organization in accordance with [Section 51.950](#) of the [Texas Education Code](#).

- A student who needs to request an exception to the student travel procedures including, but not limited to, leaving a trip early, staying late, traveling in a different manner from the group, etc., must complete the Release of Liability via Alternative Transportation Form (Please click [here](#)).

Personal Vehicles

- The college may elect not to provide transportation for all Students and Responsible Parties to travel together if the trip destination is less than 25 miles one (1) way from the Collin Higher Education Center. In these instances, Students and Travel Advisors may drive their vehicles. Personal vehicles may not be used for an overnight stay.
- The college does not permit students to carpool. Responsible Parties and student organization leaders should not organize carpooling to and from events for liability purposes. Responsible Parties may not transport students in their personal vehicles.

College-Leased Vehicles

- Student organizations may utilize college-leased vehicles (car, van, bus, etc.) for approved off-campus events. The following process and guidelines must be followed:
 - Once Collin Administration approves the activity, the Student Organization Advisor may lease a car or van from a local rental car company that accepts the Collin College T-Card (Enterprise preferred). All Student Organizations must obtain liability insurance and a loss-damage waiver when renting a vehicle (already included if you use Enterprise). Contact the Office of Student Engagement for assistance in leasing a vehicle.
 - A [Motor Vehicle Rental Exemption Certificate](#) must be presented to the vendor when renting vehicles in Texas (as the District will not pay for, or reimburse for, the 6% Texas sales tax and mileage on rental vehicles). Advisors should utilize their T-Cards for fuel and process these as an [Expense Report in Workday](#) after the trip.
 - Ensure that the number of passengers does not exceed the designed capacity of the vehicle and that all passengers are secured by safety belts if provided.
 - Ex: A 12-passenger van can have no more than (12) individuals, including the driver.
 - No 15-passenger vans will be allowed.
 - Organizations must abide by the Collin Transportation Management Policy ([see CJ\(LOCAL\) in the Collin College Board Policy Manual](#)).
 - Only Collin students are permitted to travel in a college-sponsored vehicle.
 - We currently work with Enterprise Rental Cars. [Click here for information about utilizing them.](#)
 - Approved College Vendors for Leased Vehicles
 - Lone Star Coaches: 972.623.1100, <http://lonestarcoaches.com/>
 - AJL International: 469-647-9170, <https://www.ajlinternational.com/home>

Airfare

- When using Agency Funds, traveling members and advisors must pay for their airfare using their T-card. We also have a business account with Southwest Airlines (SWABIZ) to book lower fares. [Access the guide on how to use SWABIZ.](#)
- According to TSA Guidelines, airline tickets must reflect the exact name as it appears on a government-issued ID. For example, if your driver's license has your first, middle, and last name, your airline ticket must reflect precisely the same. Information also required to purchase tickets is your date of birth and gender.

Field Trips

Definition

Field trips are student travel associated with a class traveling as part of the classroom experience. These are day trips and do not include overnight stays.

Mandatory Student Travel Training

Mandatory Student Travel Training and the appropriate *Student Travel Training Liability Waiver and Acknowledgment Form* must be completed by each student and responsible party participating in a field trip and/or day trip that is located

more than 25 miles from the Collin Higher Education Center that is organized and sponsored by Collin College and that is:

1. Funded by Collin College, and the travel is undertaken using a vehicle leased by the institution; or
2. Required by a student organization registered at Collin College regardless of whether the student organization requires its members to attend.

Trip and Participants' Information Form

Every responsible party overseeing a field trip and/or day trip must complete a *Trip and Participants' Information Form* for each trip. The responsible party must keep a copy of each *Trip and Participants' Information Form* in their possession throughout the duration of each trip. A copy of each *Trip and Participants' Information Form* must be on file with the appropriate custodian of records prior to departure.

The *Trip and Participants' Information Form* is available on the Student Travel Training webpage located at www.collin.edu/studentresources/deanofstudents/studenttraveltraining.html.

Field Trip Approval

For field trip approval by the appropriate program director and/or associate academic/workforce dean and academic/workforce dean, the responsible party must follow these steps:

1. Review the [Mandatory Student Travel Training](#) and complete the appropriate *Student Travel Training Liability Waiver and Acknowledgement Form*.
2. Ensure all participants complete [Mandatory Student Travel Training](#) and the appropriate *Student Travel Training Liability Waiver and Acknowledgement Form*. Note: All participants must complete the appropriate *Student Travel Training Liability Waiver and Acknowledgment Form* only one (1) time during the current academic calendar year (i.e., beginning of the Fall semester through the end of the Summer III term).
3. Complete the appropriate Student Field Trip Spend Authorization in Workday for all off-campus trips no later than 30 days before the field trip and include the following:
 - a. Description: Name of Field Trip
 - b. Business Purpose: Student Field Trip (No Cost) or Student Field Trip Travel
 - c. Expense Item:
 - i. Student Field Trip (No Cost)
 1. Per Unit Amount: \$1.00 (Note: This amount will not come from anyone's budget as it is just required for Workday.)
 - ii. Student Field Trip Travel (Note: This will only be used if funds will be disbursed.)
 1. Fill in info here
 - d. Upload the completed *Trip and Participants' Information Form* under Attachments.

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Advertising



Requirements

All advertisements, regardless of the type, must include the following information:

- Organization name
- Title of event or opportunity
- Date(s) and time of the event
- Location of the event
- Contact information

Prohibited

The following may not be displayed in advertisements:

- Words or images portraying profanity
- Language or imagery that is discriminatory in nature
- Promote the use of alcohol or other drugs
- Hateful/Degrading language, speech, or imagery
- Defamatory statements
- Advocating imminent lawless or disruptive action/is likely to incite such action
- Conduct prohibited by Board policy, such as discrimination, harassment, or retaliation
- Constituting non-permissible solicitation
- Materials that infringe upon intellectual property rights of the College District or any third-party

Collin College Communications Department distributes information on behalf of and about the college district. All Student Organization advisors should work through Student Engagement before meeting with the Communications Department.

Posting

Student Organizations may use Campus News Bulletin Boards to promote organizational activities. Bulletin board space is available on a limited, first-come, first-serve basis at Frisco, McKinney, Plano, and Wylie Campuses. Each poster and flyer must receive an approval stamp from Student Engagement before posting (except for assigned student organization bulletin boards), after which Student Engagement will put the poster/flyer on the bulletin board. Promotional material should be clear, readable, and contain the necessary information listed on the left. Postings should not exceed 8.5 x 11 inches. Student Engagement may approve larger posters, pending available space.

Bring the following number of copies to each Office of Student Engagement:

- Celina: 1
- Farmersville: 2
- Frisco Campus: 7
- McKinney Campus: 9
- Plano Campus: 5
- Technical: 13
- Wylie Campus: 5

Unapproved postings or postings without a stamp from the Office of Student Engagement will be removed. Student Engagement will notify organizations that violate general posting guidelines. Continued violations of general posting guidelines could lead to administrative sanctions or disciplinary action.

The College District shall not be responsible for, nor shall the College District endorse, the contents of any non-school literature distributed by registered student organizations. [See [FLA \(LOCAL\)](#)]

Student Organization Bulletin Boards

Student Organizations may request bulletin board space during their fall renewal each academic year on a first-come, first-serve basis. Limited bulletin board space is available at Frisco Campus, Wylie Campus, and Plano Campus. Student Organizations must adhere to the following bulletin board procedures.

Requirements: Each board:

- Must be updated monthly.
- Must include the organization name.
- Must have a background (i.e., paper, fabric, etc.).
- Must have a border.
- Must have current contact information (i.e., officer and advisor e-mail, phone number, generic e-mail address).

Organizations that do not maintain and update their boards shall lose this privilege, and Student Engagement will reassign their bulletin boards. Student Engagement reserves the right to remove any outdated or inappropriate information according to college standards.

Solicitation

"Student solicitation" will mean the sale or offer for sale of any property or service, whether for immediate or future delivery, and the receipt of or request for any gift or contribution by a student or registered student organization. [See FI (LOCAL)]

Student solicitation will be permitted in or on premises owned or controlled by the College District only if the solicitation does not violate a sole-source vendor contract clause and the solicitation is:

1. The sale or offer for sale of any newspaper, magazine, or other publication in an area designated in advance by the Vice President of Student and Enrollment Services or designee for the conduct of such activity;
2. The sale or offer for sale of any merchandise, food, or nonalcoholic beverages in an area designated in advance by the vice president of student and enrollment services or designee for the conduct of such activity;
3. The collection of membership fees or dues by registered student organizations at the organizations' meetings scheduled in accordance with College District policy and procedures on use of facilities; [See FLA]
4. The collection of admission fees for the exhibition of movies, performances, or other programs that are sponsored by a student or registered student organization and scheduled in accordance with College District policy and procedures on the use of facilities; [See FLA]
5. The sale of raffle tickets by a registered student organization that can present to the vice president of student and enrollment services or designee written evidence from the Internal Revenue Service that the organization has been granted an exemption from taxation under 26 U.S.C. 501(c)(3);
6. The collection of donations by a registered student organization;
7. The sale of personal items by students; or
8. The sale of items by a registered student organization to its members.

Any solicitations by a registered student organization must be on behalf of or for the benefit of a registered student organization or an organization granted an exemption from taxation under 26 U.S.C. 501(c)(3).

Student solicitation must comply with law and College District policies and procedures. No solicitation will be conducted on the grounds, sidewalks, or streets of any property either owned or controlled by the College District, except as approved by Board policy or by the vice president of student and enrollment services or designee.

Solicitation made pursuant to the terms of this policy must be conducted according to the following:

1. The solicitation will not disrupt or disturb the regular academic or institutional programs being conducted in buildings or on property owned or controlled by the College District.
2. The solicitation will not interfere with the free or unimpeded flow of pedestrian and vehicular traffic on sidewalks and streets and at places of ingress and egress to and from buildings owned or controlled by the College District.
3. The solicitation will not harass, threaten, or intimidate the person or persons being solicited.

Petitions, Handbills, and Literature

Student organizations must complete an Event Request Form and have it approved by Student Engagement and Collin Campus Administration to reserve a space for distribution of literature. Once approved, organizations can host their table during reserved times. In accordance with the *Student Handbook*, distribution of materials should be conducted in a manner that is not disruptive; does not impede reasonable access to Collin College classrooms, facilities, or programs; does not result in disruption of Collin College classes or activities; does not result in damage to Collin College property; does not harass or intimidate a person; does not interfere with the rights of others; and does not violate local, state, or federal laws or Collin College policies and procedures. Solicitors shall not continue repeated soliciting after a person has communicated their lack of interest in the literature or items being distributed.

Once the event is over, the organization must clean the area around which the literature was distributed.

Email

Obtain a Generic College Email Address

Once recognized by the college, a Student Organization may request a Collin.edu email address by submitting a [Generic Email Request form](#) to Student Engagement.

To access Office 365, visit <https://portal.office.com/>.

For new accounts, allow up to 2 weeks for account creation. The helpdesk will notify the Advisor that the account has been created and provide a temporary password. The password should be changed upon initial log-in and the student organization member responsible for maintaining the account should be notified. If a password needs to be reset, the Advisor must contact helpdesk@collin.edu. The password will remain unchanged for existing accounts until a password reset is requested.

Mass Email to Collin College Community

- Faculty/staff advisors can announce high profile/special events via Office 365 only after approval from Student Engagement (i.e., speakers, cultural events).
- Not to be used for fundraisers
- The event must be open to all faculty and staff to attend
- Campus distribution lists available in Office 365 should not be used by students who are members of student organizations.
- The information must be of general interest to the entire Collin College community to whom it is addressed (e.g., if it affects Frisco Campus faculty, only send it to the Frisco Campus distribution list)
- It must be related to students, faculty, or staff
- It cannot promote the use of Collin College resources to support a private purpose (non- College purpose)

Collin Email Account

Student Engagement will use only @collin.edu email account addresses to communicate with officers, members, and advisors. If you do not have your username and password, you may email StudentHelpDesk@collin.edu. Requests must include the student's full legal name and date of birth.

CougarNews

- Cougar News is published the first week of each month.
- Students and advisors can submit news and calendar items to Student Engagement to approve the news or calendar item. Articles must be submitted at least three weeks in advance of the event.
- Once approved, Student Engagement will email the [Cougar News editor](#) the approved news or calendar item for inclusion in the college publication.

CougarVision – Campus TV Promotion

Student organizations use a [Digital Template](#) provided by the Communications Department to promote upcoming events only. Student Organization meetings are not permitted for promotion on CougarVision. Following are guidelines as determined by the Communications Department and Student Engagement Representatives.

Template Mechanics

- Templates will be PowerPoint slides aligned horizontally
- All slides should be saved as a high-resolution jpeg file. This is key because CougarVision accepts only JPGs (not .ppt, .docs, etc.).
- JPGs should be sized at 1920 x 1080.
- The slides will appear district-wide at all locations where digital signage is available

Slide Content

One event will be featured per slide. Slides should include:

- Headline
- Time (has a start time and end time)
- Day/Date
- Place (includes campus and room number or other location. Campus address is not required)
- Description (10 words or less)
- A web address, if applicable

unless a student organization requests otherwise.

- Contact information

Content/Graphic Approval Process

1. Student Engagement has templates available to student organization representatives. Student organizations can input the text and graphics onto the slide(s).
2. The slides must be submitted to Michael Gregorash in Student Engagement via email for approval.
3. Michael Gregorash will be the point of contact in forwarding the approved slides to Communications to schedule and post the digital promotions.
4. Timing: Please allow at least one (1) week from submission of the CougarVision slide for the Communications Department to review the slide, note any suggested edits, and then add it to the scheduling queue.
 - Student organization event promotions can be posted for up to two (2) weeks prior to the event.

Social Media

Facebook can be utilized to advertise events after they have been through the approval process.

Before inviting friends to the page and advertising events:

1. "Friend" Michael Gregorash and add him as a "Page Administrator."
2. "Like" Collin Student Engagement
3. "Like" Collin College

*X (Twitter) and Instagram can also be utilized to advertise events. If the event is approved, mention or tag @collincollege or #collin college

**TikTok cannot be accessed on any Collin College devices.

Promotion and Advertising Off-Campus (Newspapers, TV, etc.)

Before verbal or written communication with outside community entities where the Collin College name or logo is used, the Student Organization must consult with Student Engagement and the Communications Department.

Communications will send news releases to academic student organizations regional or national offices (such as Phi Theta Kappa or Psi Beta) to announce special awards and honors.

Student organizations can submit event information to community calendars:

- Star Local Media (Covers Collin County)
 - Post your event: http://starlocalmedia.com/calendar/things_to_do/
- NeighborsGo (Powered by The Dallas Morning News)
 - Post your event: <http://www.dallasnews.com/news/community-news/>

If applicable:

- The Dallas Morning News GuideLive for Concerts and other arts/entertainment events
 - <http://go.dallasnews.com/accounts/login/?next=/events/submit/>

BRANDING AND IDENTITY

Design Approval

1. An organization must submit collateral (i.e., logos, flyers, posters, etc.) to Student Engagement for approval.
2. Student Engagement staff will review the collateral to ensure it aligns with the Core Values and GD(LOCAL) Distribution of Literature guidelines. Additionally, Student Engagement will ascertain if the College's name, logo, and likeness are used on the given collateral piece.
 - a. Any questionable literature will be forwarded to the Dean of Student and Enrollment Services for further review.
 - b. Student Engagement will communicate concerns to the organization and provide them the opportunity to edit their design accordingly.
3. Once there are no concerns, but Collin College's name, logo, and likeness are used, Student Engagement will submit the collateral to the Communications Department. for approval. The Communications Department. will solely approve using College's name, logo, and images.
4. Student Engagement will notify the organization of the final approval.

Organization Logo

When designing a student organization logo, keep in mind that the logo should represent your organization's mission and purpose. The logo cannot use any copyrighted material and must be original artwork. Each logo must include the student organization's name. ** Student Engagement must approve all organization logos. Completed artwork requires 3-6 weeks for approval.*

Use of Collin Logo

The College District protects all Collin College and campus trademarks from unauthorized use, including names, logos, mascots, and symbols.

The Communications Department must approve artwork whenever a student organization wants to purchase a printed item that includes any variation of the word "Collin College," the Collin College logo, or mascot. Artwork must be approved before an order can be placed. Submit artwork to Student Engagement for assistance and approval. Student Engagement will communicate with the Communications Department.

Completed artwork requires 3-6 weeks for approval. If assistance is needed in creating new artwork, contact Student Engagement as soon as possible. Refer to the Collin College Graphic Standards Manual when using the Collin College brand.

Printed Promotional Products

At times, student organizations may want to purchase promotional items. The college contracts with certain vendors who provide a percentage discount. Each vendor offers a large variety of promotional items.

If your organization is using Agency Account funds, you may choose to use any vendor. However, if SAFAC or Collin College funds are being utilized, you must use one of the following approved vendors and get SES Administrative approval. The college reserves the right to limit the purchasing of apparel and promotional items in accordance with purchasing contract limitations and requirements.

Approved Vendors as of November 1, 2023:

- Authentic Promotions: www.authenticpromotions.com; amy@authenticpromotions.com
- Big Hit Creative: www.bighitcreative.com; info@bighitcreative.com
- Buffalo Specialties: <https://www.buffspec.com/>; elizabethn@buffspec.com
- Joy Promotions: <https://www.joypromotionsinc.com/>; contact7@joypromotionsinc.com
- Logotology: www.logotology.com; monica@logotology.com
- 4imprint: <https://www.4imprint.com> ; bids@4imprint.com
- Bay Promo: <https://www.baypromo.net/> ; bids@baypromo.net
- Bernstein Lash Marketing: <https://www.bernsteinlash.com/> ; sdeantonio@bernsteinlash.com
- Empire Marketing: <https://www.empiremktg.com/> ; dawn@empiremktg.com
- Exalt Printing Solutions, LLC: <https://www.exaltprinting.com/>; kyle.marta@exaltprinting.com
- Facility Management International Consult: <https://www.fmiconsulting.com/>; pvercher@fmiconsulting.com
- Speedpro: <https://www.speedpro.com/> ; dbertoncini@speedpro.com
- The Urban Circle: <https://www.tuclcpromo.us/> ; info@tucllc.us

Steps to Order Printed Products

Below are the initial steps in ordering apparel and printed items. These steps serve as a guide and are subject to change.

1. Artwork - contact Student Engagement for artwork assistance and approval.
 - a. Artwork must be in EPS (vector format).
 - b. Student Engagement and the Communications Department must approve artwork.
 - c. Artwork can take up to 10 weeks for creation and 3-6 weeks for approval.
 - d. Student Organizations can work within their groups (or outside groups) to create their artwork but must still be approved by Student Engagement and the Communications Department.
2. Quotes - contact college-approved vendors directly for your quotes
 - a. Information needed for a quote: requested item, quantity, artwork to be printed, date required by (please plan accordingly).

3. Advisors of Student organizations will place all orders. Once artwork has been created and approved and quotes have been received, you may work with the vendor directly for the order.
 - a. The utilization of any funds must be approved by the organization and advisor and recorded in meeting minutes.
 - b. Communicate with the vendor if the organization will pay the purchase or if a check will be mailed to the vendor.
 - c. You can pay with your T-Card, process a purchase order, or create a [Supplier Invoice Request \(formerly check request\)](#)

Apparel-T-Shirts & Polos

The Collin College logo on t-shirts and polos is preferred. If t-shirts or polos don't have the logo, they must at least have the name of the college visible (see "Use of Collin Logo" above). The Communications Department requests for printed materials' review must come through Student Engagement.

The college currently works with Ad Wear & Specialty of Texas and Buffalo Specialties for all t-shirts and polos. You can view the apparel offered at <https://www.adweartex.com/> and <https://www.buffspect.com/>.

Other Important Notes

Pricing is based on multiple factors: the color of the t-shirt or polo, the number of colors being printed, and the number of stitches needed for embroidery (on polos).

Generally, turnaround time is 7-10 college business days from the time artwork is completed and approved by the customer.

All artwork must be in EPS (or another vector format). If you need assistance with creating vector artwork, please contact Student Engagement.

Business Cards

Student Engagement will purchase one (1) box of standard Collin business cards per organization per academic year. [Contact Student Engagement](#) to order business cards. Please allow 6-8 weeks for delivery. The cards will include the organization's name and generic email address.

Banners

Collin College has designated atrium areas on the Frisco, McKinney, Plano, and Wylie campuses to post banners by Student Organizations. Student Engagement serves as the approval center for the banners. Only Student Organizations can request banner space. Banners may sometimes hang in other areas due to special events or construction projects. Any group(s) asking to display banners in other areas should [contact Student Engagement](#), who will work with the Campus Provost, to consider the request.

- Banners will be removed in August each year and re-hung after the student organization renews their organization for the next academic years
- One (1) banner per student organization may be hung at a specific campus.
- Student Engagement staff hangs and removes banners. New banner images must be approved before being created.
- Student Engagement staff removes and re-hangs banners as necessary. There will be times that the Atrium areas are used for special events (International Day, Winter Holiday, guest speakers, etc.) that may require the removal of banners. The Student Engagement staff will re-hang banners promptly.

Banners may have a maximum dimension of 4' (wide) x 6' (tall)

Before developing and purchasing a professionally made banner, student organizations must have the banner artwork and layout approved by the Communications Department. Student Engagement will help facilitate all requests.

Artwork Guidelines

Completed artwork requires 3-6 weeks for approval. If assistance is needed, [contact Student Engagement](#).

- Each banner must be legible, without errors, and neat in appearance. The sponsoring department or Student Organization must have their name or logo on the banner. Once an organization has been approved, they may purchase their banner with organization funds or request SAFAC funds.
- Banner space may be reserved no earlier than 14 calendar days before the first date the banner will be hung. Student Engagement will accept reservations in person, by phone, or by email.
- Contact Student Engagement for assistance with obtaining banner quotes and pricing.

STUDENT ENGAGEMENT OFFICE RESOURCES

Student Organization Resource Room

Student Organization Offices at the Frisco and Plano Campuses have a workroom and limited storage space available. This area is available for student groups to manage student organization business and complete organization projects.

Storage

The Plano Campus Student Organization Resource Room provides small storage cabinets for student organization storage. Student Organizations may request storage space annually during their fall renewal each academic year on a first-come, first-serve basis. Organizations must clean out their storage space annually, during the summer, before August 1. Student Engagement reserves the right to clear out any storage space that is not given proper attention. Storage is not available at the Celina, Farmersville, Frisco, McKinney, Tech or Wylie Campuses.

Mailboxes

The Student Engagement Office at the Plano Campus has a mailbox location that holds student organization mail. If you want organization mail sent to this mailbox, use the mailing address to the right.

Organization Name
Student Engagement F-129
Plano Campus
2800 E. Springcreek Parkway
Plano, TX 75074

Printing and Copying

Student Organizations may copy and print for organizational business at each campus. Photocopiers, color printers, and scanners are located in the Student Engagement Offices at Frisco, McKinney, Plano, and Wylie Campuses. The following allocation is district-wide.

Printing Express services should not be used with Agency Account funds.

Annual Print Allocation

- Black and White: Four hundred (400), single-sided, 8.5x11
- Color: Two hundred (200), single-sided, 8.5x11

**Student Engagement will consider requests for additional supplies on a case-by-case basis.*

Preferred Format

Save your files in a PDF format, scaled to size 8.5x11in. Save your file on a USB drive and bring it to Student Engagement.

Supplies

The following office supplies are available to student organizations from the Office of Student Engagement:

- | | | |
|---------------------------------|---------------------|----------------|
| ▪ Paper | ▪ Tape | ▪ Poster Board |
| ▪ Scissors | ▪ Staples | ▪ Color Paper |
| ▪ Glue | ▪ Rubber Bands | ▪ Markers |
| ▪ Die Cuts (letters and shapes) | ▪ Large color paper | ▪ Pencils |

Student Engagement also provides disposable tablecloths for student organization activities. The tablecloths must be requested the week of the event (unless specific sizes and colors are needed.) A maximum of 5 tablecloths may be requested per event.

**Other materials may be available upon request*

***Paper goods & utensils will not be provided for student organization events.*

COUGAR CONNECT

Cougar Connect is your organization's online office!

Cougar Connect has a comprehensive list of clubs' tools that help with communication, advertising, and membership. Cougar Connect allows each club to maintain a calendar of events and meetings, view and invite members, create to-do lists, keep track of their budget, organize contacts, create polls and discussion boards, and fill out forms from Student Engagement.

Create a Sustainable Organization

- Create an organizational knowledge base to ease officer turnover.
- Store contact information to create lasting relationships with other organizations and partners.
- Archive an unlimited number of organizational files, forms, pictures, and videos.
- Create to-do lists for annual events that can be cloned for future years.

Plan and Schedule Events

- Publish event details and involvement opportunities on the organization calendar.
- Send invitations and track RSVPs to prepare for upcoming events.
- Track involvement hours and attendance for events and meetings.
- Allow members to share events within their Facebook news feeds.

Manage Organization and Members

- Maintain a web-based portal to centralize organization data and member records.
- Delegate officer responsibilities and provide members with privilege-based access.
- Maintain accurate, up-to-date member rosters and profile directories.
- Market your organization online to increase awareness and participation.

Communicate with Members

- Streamline communication between officers, members, alumni, and committees.
- Send mass text messages for last-minute reminders or changes to events.
- Target information to members with messages, emails, and news posts.
- Survey members to collect feedback via polls and discussion boards.

--- Cougar Connect Help Desk ---
Training, Tutorials, and Q&A!

<https://engagesupport.campuslabs.com/hc/en-us>

GUEST POLICIES

WATCH



Minors

Unattended children will not be allowed in College District facilities at any time. Children are defined as minors who are not currently enrolled in College District classes, meeting with College District personnel, or participating in approved programs with the College District. [GD\(LOCAL\)](#)

An organization must speak with Student Engagement immediately if they are hosting an event or activity that includes non-Collin College student minors whose parent/guardian will not accompany them. In this case, we must ensure that an adult has permission to assume responsibility for the minors and will be attending with the minors at all times.

Animals

Collin College allows the use of service animals as defined by the Americans with Disabilities Act (ADA), as amended, or state law. For more information, please view the Student Handbook or board policy [\[FAA \(LOCAL\)\]](#)

RISK MANAGEMENT

WATCH



Approved student organizations shall abide by the Student Code of Conduct, Board policies, laws, and Collin College regulations, procedures, or administrative rules, including but not limited to those regarding discrimination and harassment. Although Collin College may approve student organizations, this shall not imply that Collin College endorses student organization opinions and activities. Student organizations do not speak for Collin College.

Behavior

Student organization members serve as ambassadors of Collin College and are inherently a reflection of the institution.

- Collin College expects student organization members to represent themselves and the college courteously and professionally at all times.
- Collin College expects students to treat others with dignity and respect.
- Collin College expects students to behave in a manner that will not bring indignity or shame to the students or Collin College.
- Collin College expects students to comply with all college policies and procedures while engaging with a student organization.

Student organizations and members will be accountable to all Collin College policies and procedures. See the [“Student Organization Accountability”](#) section for information on the conduct and sanctions.

WATCH ▶▶



Alcohol, Drugs, Smoking, Tobacco, and Electronic Smoking Devices

Refer to Chapter 2 of the [Student Code of Conduct](#) for details regarding the Collin College policy on Alcohol, Drugs, Smoking, Tobacco, and Electronic Smoking Devices.

Hazing

An organization commits an offense if the organization condones or encourages hazing or if an officer or any combination of members, pledges, or alumni commits or assists in the commission of hazing. [FLBC \(LEGAL\)](#)

Refer to Chapter 6 of the [Student Code of Conduct](#) for details regarding the Collin College hazing policy.

Sexual Abuse and Harassment

Refer to Chapter 4 of the [Student Code of Conduct](#) for details regarding the Collin College harassment policy.

Firearms/Weapons/Explosive Devices

Review the [Student Code of Conduct](#) for Collin College policies regarding firearms, weapons, and explosive devices.

Emergency Procedures

Review the [Student Handbook](#) for details regarding the Collin College emergency procedures.

If there is an on-campus emergency, contact the Collin College Police Department at 972.578.5555 or ext. 5555 from any campus phone to reach the officer on duty.

If it is a life-threatening medical emergency, go to the nearest phone and dial 911, then contact the Collin College Police Department at 972.578.5555 or ext. 5555 from any campus phone.

For more detailed information on emergency procedures and preparedness, please visit the Collin College Police Department website www.collin.edu/campuspolice/ or the Collin College Office of Emergency Management

<https://www.collin.edu/campuspolice/OEM/Preparedness.html>

Events and Activity Risk

WATCH



Student Organization Risk Assessment Matrix

This form has been provided as an educational tool to help student leaders to develop a process for identifying and discussing potential risk issues. This form is intended for use as part of a larger event planning discussion on risk management. It is not designed to take the place of a careful review of applicable rules, policies, and laws, or discussion with an advisor. Completion of this form does not imply approval or authorization of your event by Student Life and/or Collin College.

- STEP 1** List all components of your event activities on the following "Managing Risk Worksheet."
- STEP 2** Identify risk associated with each activity. Be sure to think broadly about potential risk!
- STEP 3** Use the matrix to determine the level of risk associated with each activity prior to applying any risk management strategies.
- STEP 4** Brainstorm methods to manage risks. Find strategies you can apply to reduce the severity of the risk and the probability that something will go wrong.
- STEP 5** Use the matrix to re-assess the activities, now that you have applied risk management strategies.
- STEP 6** Determine if you have reached an acceptable level of risk by applying risk management strategies. Consider modifying or eliminating activities that have unreasonable risk associated with them. Remember to consider how the activity relates to the mission & purpose of your organization.

Category	PROBABILITY THAT SOMETHING WILL GO WRONG				
	FREQUENT Likely to occur immediately or in a short period of time, expected to occur frequently	LIKELY Quite likely to occur in time	OCCASIONAL May occur in time	SELDOM Not likely to occur but possible	UNLIKELY Unlikely to occur
CATASTROPHIC May result in death	E	E	H	H	M
CRITICAL May cause severe injury, major property damage, significant financial loss, and/or result in negative publicity for the organization and/or institution	E	H	H	M	L
MARGINAL May cause minor injury, illness, property damage, financial loss and/or result in negative publicity for the organization and/or institution	H	M	M	L	L
NEGLECTIBLE Presents a minimal threat to safety, health and well-being of participants, trivial	M	L	L	L	L

RISK DEFINITIONS		Many events, without proper planning, can have unreasonable levels of risk. However, by applying risk management strategies, you can reduce the risk to an acceptable level.
E	Extremely High Risk	Activities in this category contain unacceptable levels of risk, including catastrophic and critical injuries that are highly likely to occur. Organizations should consider whether they should eliminate or modify activities that still have an "E" rating after applying all reasonable risk management strategies.
H	High Risk	Activities in this category contain potentially serious risks that are likely to occur. Application of proactive risk management strategies to reduce the risk is advised. Organizations should consider ways to modify or eliminate unacceptable risks.
M	Moderate Risk	Activities in this category contain some level of risk that is unlikely to occur. Organizations should consider what can be done to manage the risk to prevent any negative outcomes.
L	Low Risk	Activities in this category contain minimal risk and are unlikely to occur. Organizations can proceed with these activities as planned.

Risk Assessment Matrix

Click [here to download](#) or locate it in [Cougar Connect](#) (under "Event Files" within "Documents for Student Organizations")

The Risk Assessment Matrix has been provided as an educational tool to help student leaders and advisors to develop a process for identifying and discussing potential risk issues. This form is intended to be a part of a more extensive event planning discussion on risk management. It is not designed to take the place of a careful review of applicable rules, policies, and laws or a meeting with an advisor. Completing this form does not imply approval or authorization of your event by Student Engagement and Collin College.

STUDENT ORGANIZATION ACCOUNTABILITY PROCESS

WATCH



All registered student organizations, including Recognized Student Organizations (RSOs) and College Affiliated Groups (CAGS), at Collin College, are advisor and student-led entities with autonomy to create organizational guidelines and practices that govern the involvement of students in the organization. In addition to the rights student organizations are given to make decisions about organization processes, they are accountable to specific recognition responsibilities posed by Student Engagement. These responsibilities include compliance with all applicable federal, state, and local laws, College Core Values, policies, and procedures. Organizations that maintain affiliation with an external organization must comply with any policies, procedures, and expectations established by the affiliated organization. If there is a discrepancy between the policies, procedures, and expectations of Collin and the chartering organization, those of the college will prevail. Individuals representing a registered student organization at Collin College must follow these laws, policies, and procedures.

Any organization found in violation of these laws, policies, and procedures may be subject to disciplinary action as outlined in this manual. This manual outlines organization-level misconduct and potential sanction. Individual organization members violating these or other policies may also face individual sanctions if found in violation of the Student Code of Conduct. The Dean of Students' office will adjudicate individual student misconduct.

Student organization recognition may be denied, sanctioned, or terminated due to the following:

1. The inability to complete organizational registration requirements by stated deadlines.
2. Failure to comply with college and Student Engagement policies and procedures.
3. Request by the local, state, or national chartering organization for termination.
4. Failure to have two (2) members of the executive board (President and Treasurer) and the Advisor(s) complete an entire Officer/Advisor training session.
5. Failure to follow the organization's maintenance requirements.
6. Dishonesty.
7. Collin College Administration imposes sanctions on the organization.

Process of Discovery

The Assistant Director of Student Engagement will determine if an investigation into a complaint is warranted. If an investigation is initiated, a meeting will be arranged with representatives of the student organization named in the complaint and the Assistant Director of Student Engagement. The purpose of this meeting will be to review the complaint with the student organization representatives and to allow the organization representatives an opportunity to respond. The Assistant Director of Student Engagement may also arrange meetings with potential witnesses. If representatives from the student organizations do not respond to the offer of a meeting with the Assistant Director of Student Engagement within a specific period, a determination will be made concerning any responsibility for policy violation using the information available.

Should a determination be reached that misconduct did not occur or that no disciplinary sanction is warranted under the circumstances, the matter will be considered resolved without further action.

If a determination is made based on available information and discussion with student organization members that misconduct does occur, the Assistant Director of Student Engagement will select one or more disciplinary sanctions listed in this document. The disciplinary sanctions will be selected based on the criteria of what is most appropriate for the circumstances surrounding the case. The Assistant Director of Student Engagement will justify the selection of certain sanctions in a written report.

The written report from the Assistant Director of Student Engagement will be e-mailed to the student organization's president. A copy of the report will also be e-mailed to the primary advisor of the student organization. The report will include a description of the misconduct, the specified sanction, and a justification for why a specific sanction was selected.

Possible Sanctions

Sanctions given to student organizations as a result of misconduct are designed to encourage adherence to all applicable federal, state, and local laws and Collin College Core Values, policies, and procedures. Sanctions also encourage student organizations to consider why misconduct occurred and how student organization leaders can take responsibility for compliance. The range of possible sanctions the Assistant Director of Student Engagement may impose on a student organization on behalf of Collin College include, but are not limited to:

Level One

Disciplinary Warning – A written warning outlining why the student organization's conduct was inappropriate and warns against additional sanctions if the conduct continues.

Educational Programming – The student organization will be required to attend educational events held on campus to receive information for the betterment of the student organization. Student organizations may also be required to plan or sponsor an educational program for members and the larger campus community.

Restitution – The student organization will be responsible for the cost associated with replacing or maintaining an item that was damaged due to misconduct.

Disciplinary Probation – The student organization will remain registered, provided it abides by all applicable laws and policies. Probation will allow the use of Collin College facilities and resources available to all student organizations. Probation signifies a warning status that any further violation of policy may result in Disciplinary Suspension or loss of College Recognition. Disciplinary Probation will be given for a specific period, and then the student organization will return to good standing once the period has expired.

Level Two

Loss of Specific College Privileges – Student organizations will be prohibited from using specific resources if found in violation of abuse of such resources. Loss of College Privileges will be sanctioned for a specified period, after which the privileges will be reinstated.

Retraction of SAFAC Funds – Student Activity Fee Advisory Committee funds awarded to the student organization will be rescinded and will not be available to the student organization. The student organization will not be eligible to request SAFAC funding for a specified time period, after which the privileges will be reinstated. In addition, at any time, SAFAC reserves the right to rescind awards if they are used in violation of Collin College procedures, policies, and Core Values.

Disciplinary Suspension – Resources available to student organizations and the use of Collin College facilities will be suspended. Student organizations on suspension will not be allowed to meet or conduct organizational business and will be held accountable for any continued misconduct of the student organization. Any further violation of policy when the suspension has been invoked will result in immediate loss of College Recognition. Disciplinary Suspension will be given for a specific period after which the student organization must re-apply for College Recognition. The reapplication must include a plan for the student organization's steps to eliminate the risk of future policy violations.

Level Three

Member, Officer, or Advisor Removal – Student Engagement reserves the right to supersede all student organization governing documents to remove a member, officer, or advisor's affiliation with a student organization. This decision will be based on an investigation determining significant violations of federal, state, and local laws and/or Collin College Core Values, policies, and procedures.

Revocation of College Recognition – The student organization will officially lose recognition by Collin College. All resources and rights enjoyed by registered student organizations will be permanently lost. Revocation of College Recognition will occur based upon the type and severity of the misconduct. In addition, College Recognition may be revoked when a student organization on Disciplinary Suspension or Disciplinary Probation violates Collin College and/or Student Engagement policy and federal, state, or local law.

Emergency Suspension – Registered student organizations may be immediately suspended if the Dean of Student and Enrollment Services has reason to believe the safety of individuals or the community may be in jeopardy or pose any other threats. Any Emergency Suspension will be followed by an investigation as outlined in this document. Emergency Suspension should be used in extraordinary circumstances and is not intended to be a longstanding condition for student organizations.

Individual Investigation – Student organization members may be referred to the Dean of Students Office for individual student misconduct concerns. Individual student organization advisors may be referred to Human Resources for individual faculty or staff misconduct concerns. It is important to note that this document's policies and processes outline organizational-level misconduct. Personal conduct is another matter subject to the Dean of Students Office and Human Resources policies and procedures.

Reapplication for College Recognition

After completing the terms of Disciplinary Suspension, the student organization must re-apply to receive the full benefits of College Recognition during the established student organization renewal and registration periods. A request for reapplication consists of completing all imposed sanctions and a statement outlining how the student organization will avoid misconduct in the future. Upon receipt of the reapplication, Student Engagement staff will conduct an administrative review to ensure all sanctions have been completed within the time frame specified. Student organization leaders may also be required to meet with Student Engagement staff to review and discuss the expectations of student organizations.

Appeal Process

Student organization leaders may appeal to the Associate Dean of Student and Enrollment Services over Student Engagement within one week after receiving the written report from the Assistant Director of Student Engagement.

Reasons to appeal a decision may include:

- An error in the process outlined in this document occurred.
- Significant new evidence has become known after the sanctioning decision was made.
- Sanctions given are too severe in the opinion of the student organization leaders.

Should the Associate Dean of Student and Enrollment Services over Student Engagement find the record supports the grounds for the appeal, they may invoke an appropriate remedy to settle the complaint against the student organization.

Settlement

The process outlined in this document does not preclude a student organization from agreeing that misconduct did occur and to the imposition of a mutually agreed-upon sanction. Any such agreement will be made with the Assistant Director of Student Engagement and documented in writing. The signed written agreement will bind the organization to complete the mutually agreed upon sanction and conclude the case.

DISSOLVING AN ORGANIZATION

Organizations may choose to dissolve by their constitution. When doing so, [contact Student Engagement](#) to ensure appropriate steps are taken. Organizations that do not renew annually during the renewal and registration period will be considered dissolved, and Student Engagement will take the following action:

- The organization's Cougar Connect portal will be disabled.
- Access to the organization's Agency Account will be immediately removed.
 - The remaining funds will be held in the account until 18 months of inactivity. The funds will then be donated to the organization indicated on the most up-to-date Agency Account Set-Up Form.
- All previously submitted and approved event requests and forms will be deferred and no longer valid.
- All Collin College student organization privileges will be revoked.

ADVISOR RESOURCES

Definition

“Advisor” means a person who serves in an advisory capacity to a student organization to guide the organization and its members; is older than 21 years of age, and is not a student of the postsecondary educational institution at which the student organization is registered. [FKC](#)
[\(LEGAL\)](#)

Role and Responsibilities

Students may approach full time Collin College faculty or staff to serve as a student organization advisor during the year. Becoming an advisor requires voluntary time outside of contractual and daily work obligations. Serving as an advisor is a rewarding and fulfilling experience. Advisors are expected to mentor students, support their leadership development, and advise them on fostering their educational growth.

Before accepting the role of a student organization advisor, the faculty or staff member must obtain their supervisor's written approval to serve. Next, they should meet with the organization leaders to discuss the time and level of commitment needed by the advisor to ensure the successful functioning of the organization. Should an individual not be able to devote the time required to be a primary advisor, they may consider sharing this role with a colleague or becoming a secondary advisor.

Once the faculty or staff member agrees to serve as a student organization advisor, that faculty/staff member should obtain the electronic signature of their supervisor on the [Advisor's Supervisor Approval Form](#) located in [Cougar Connect](#) (under "Student Organization Files" within "Documents for Student Organizations").

Expectations

1. Advisors must obtain approval from their supervisors before organization recognition.
2. Collin advisors and officers of student organizations are required to complete the entirety of the mandatory training. Failure to attend the training shall result in the organization being denied recognition.
3. To guide the organization's leadership and serve as a mentor. To assist the leadership in planning and implementing meetings, events, and activities. [How to Approve an Event Guide for Advisors](#)
4. Organization advisors should not mandate events.
5. To be professional at all times.
6. To know of and approve all organizational activities and expenditures. Approval should be based on the feasibility of the event.
7. Ensure that plans for any activity conform to college policies and procedures.
8. To discourage students from undertaking projects that will consume an undue amount of their time. Scholarship standards, academic workloads, and the health and wellness of students should take precedence over any student activity.
9. Advisor travel may be required: attend all off-campus organizational functions. If the advisor cannot travel, they are responsible for making alternative arrangements.
10. To require at least one (1) advisor for every 30 individuals anticipated at an on-campus student organization event. If the organization does not have enough advisor(s) to support a large activity, it is the advisor's responsibility to secure the necessary staffing.
11. To require at least one (1) advisor per every nine students to accompany students on activities that involve travel, unless Student Engagement and the Vice-President of Student and Enrollment Services (or designee) approve other arrangements before the event.
12. To be a primary advisor to one student organization at a time.
13. Maintain continuity of generic student organization email accounts.
14. Required to have a Collin College T-Card for student organization purchases and travel.

Student Organization Advisor Checklist

OBTAIN YOUR SUPERVISOR'S APPROVAL



Once the faculty or staff member agrees to serve as a Student Organization advisor, that faculty/staff member should obtain written approval from their supervisor ([Advisor's Supervisor Approval Form](#)). They must keep this approval on file if asked to present it.



REVIEW THE ADVISOR TRAINING SECTION OF THE SOPM

Become familiar with the Advisor portion of the Student Organization Procedures Manual. The SOPM will guide you in providing appropriate support for the organization you advise.

JOIN YOUR ORGANIZATION'S COUGAR CONNECT PORTAL & COMPLETE ADVISOR AGREEMENT



To ensure longevity within the organization, each advisor must be an administrator of their organization's Cougar Connect portal. You are not expected to maintain the organization's Cougar Connect account but rather help transition new officers into administrators. Ask a current leader in the organization to give you Administrator access. You will also be asked to complete the [Advisor Agreement form](#) each academic year (August 1-July 31)

ENSURE YOU ARE FAMILIAR WITH THE ORGANIZATION'S FUNDS



An organization may have an Agency fund account at Collin College. If so, a monthly report of the organization's balance is uploaded to the organization's "Documents" tool on Cougar Connect. If the student organization has been allocated funding from the Student Activity Fee Advisory Committee (SAFAC), you can communicate with the organization's officers to discuss the amount awarded. You are welcome to review the budgets and funding information in the [Student Organization Procedures Manual](#) to become acquainted with the funding and spending process.



DISCUSS YOUR ROLE AND EXPECTATIONS WITH THE ORGANIZATION LEADERS

Take time to meet with student leaders and have this conversation.

COMPLETE ADVISOR TRAINING



The primary advisor must also complete Student Organization Office & Advisor Training with the Office of Student Engagement each academic year (August 1-July 31). This link can also be found on [Cougar Connect](#) under the "Campus Links" section. All advisors must complete the training during the organization's renewal period.



GET A T-CARD

All advisors must have a Collin College T-card for student organization purchases and travel. To request a T-Card, complete the [T-Card request form in Workday](#). After you make the request, you will need to review the [T-Card User Agreement](#).

Resigning as a Student Organization Advisor

If a student organization advisor needs to resign, the "Roster" portal form must be updated through Cougar Connect with the new advisor information. If the resignation is from the organization's Primary Advisor, the group has one month from the time of resignation to obtain a new Primary Advisor. Student Engagement will assign a departmental staff member to serve as a Temporary Advisor during this time. Once the organization selects a new advisor, they must submit their name to Student Engagement for approval by Collin Administration.

Establishing a New Student Organization Advisor

1. Confirm your primary advisory role. Ensure you know the responsibilities of advising a student organization (listed above), notify your supervisor/dean of the commitment, and complete the [Advisor's Supervisor Approval Form](#).
 - a. After confirming this, a student organization administrator must update the organization's Cougar Connect Roster to reflect the changes. Click "Manage Organization," Click the "Roster," Invite the new advisor to join the portal and invite them as an advisor or find the advisor's name, click the "Edit pencil" and click "Primary Advisor" position and click "SAVE."
2. Accordingly, decide if you would like a secondary advisor and follow the guidelines above.
3. Complete a new [Generic Email Request Form](#) with the updated advisor information and return it to the Student Engagement office on the campus where the Advisor resides. The "Responsible Party" listed on the Generic Email Request Form must be the primary advisor.

4. The new advisor must attend a Student Organization Officer & Advisor Training. This link can also be found on Cougar Connect under the “Campus Links’ section. All advisors must complete the training to serve as an advisor of a student organization

Student Organization Conduct

The primary student organization advisor serves as the organizational risk manager. It is the Advisor's responsibility to be knowledgeable of and enforce the following:

- Student Code of Conduct within the Student Handbook
- Board Policies Regarding Student Organizations
- State and Local Policies

There are times that student organizations may violate some policies. Most of them are relatively minor and can be corrected by an informal conversation between the student organization leader(s) and an Assistant Director in Student Engagement.

However, there are times when significant policy violations may occur related to risk management, substance use, and state or local laws that have to be handled through a more formal process. Student Engagement will determine next steps if a student organization has breached conduct, from investigating the violation to mandating sanctions. We will then inform you, as their advisor, of the process. See “[Student Organization Accountability Process](#)” for additional information. If a conduct violation occurs and an individual student is responsible, the student will follow the conduct procedure within the Dean of Students’ office.

Risk Management

When you agree to be a student organization advisor, you assume the role of the Organizational

Definition: Assessing, minimizing, and preventing accidental loss through the use of safety measures.

Risk Manager. Minimize risk by being familiar with Collin College policies, staying informed of organization activities, and using good judgment

Types of Risk

- Liability
- Safety
- Reputation

Your Responsibility

1. Be aware of and interpret Collin College policies and regulations as they affect student organizations.
2. Anticipate risks from any decisions or situations.
3. Discuss opportunities to minimize risk with organization officers or members.
4. Prevent accidental loss through the use of safety measures.

WATCH ▶▶



**APPENDIX B -
SAMPLE OF
PROGRAM
FLYERS**

END OF THE Year CELEBRATION



EAT. DRINK. PLAY. WATCH.®

WEDNESDAY, DEC. 1
6 P.M.

DAVE & BUSTER'S - FRISCO

2601 PRESTON RD. - FRISCO, TX 75034

**Join us to
celebrate your success at an
End of the Year Celebration!**

Limited to 100 students

RSVP through CougarConnect - search "End of the Year Celebration"

Contact Student Engagement for more information.

StudentEngagement@collin.edu

corq

Discover amazing events and groups around campus from your favorite mobile device



**COLLIN
COLLEGE**
collin.edu



FREE Food from the **North Texas Food Bank**

The NTFB mobile pantry will be open for all Collin students, employees and the community. This event will be a drive-through distribution.

For more information, contact Student Engagement at studentengagement@collin.edu.

Thursday, September 23rd

9:00 a.m. - 11:00 a.m.

**Plano Campus - Parking Lot 7
Use Entrance off Jupiter Rd**



Office of Student
Engagement



Grab n' Go

Evening Welcome

**Taking night classes?
Stop by for a quick break!**
*Free pizza for students
While supplies last*

4:30-6:30 p.m.

Tuesday, Jan. 19
Frisco Campus
Founders Hall

Wednesday, Jan. 20
McKinney Campus
Student Center

Thursday, Jan. 21
Plano & Wylie Campuses
Student Center

Contact Student Engagement for more information.
StudentEngagement@collin.edu

corq
Discover events around campus

Download on the
App Store

GET IT ON
Google play



Office of Student
Engagement

welcome WEEKEND COLLEGE

McKinney Campus (CPC)
Student Center

Plano Campus (SCC)
Student Center

Frisco Campus (PRC)
Jan 16 Founders Hall
Jan 23 Lawler Hall

Wylie Campus
Student Center

JAN
16 & 23

9:00 - a.m.
12 p.m.

We would like to welcome our
weekend students to Collin.
Stop by for a visit and grab
a special giveaway, just for you.
**while supplies last*



COUGAR CONNECT
at Collin College

discover events with **corq**



APPENDIX C - ADDITIONAL PARTNERSHIPS

APPENDIX – Partnership Resources Table additional

Partner/Organization	Description	Formal Agreement	Briefly explain the Partnership's Value to Service Unit
Communications Department	Internal department	n/a	Reviews digital and print material for consistency and brand awareness/integrity
Business Office	Internal department	n/a	Collaborate on student travel and oversight of SAFAC fund disbursement
Pandora	Music subscription	annual	Company used to secure music licensing rights to play music at on campus events
Swank	Movie viewing rights subscription	Per movie	Company used to secure movie licensing rights to show during LEAD events on campus
NODA	Association for Orientation, Transition and Retention in Higher Education	Institutional membership	Professional development organization that helps cultivate the professional development and education of undergraduate student leaders, graduate students, practitioners, and scholars
APCA	Association for the Promotion of Campus Activities	Institutional membership	Professional development organization that promotes campus activities planning conferences and leadership institutes.
NACA	National Association for Campus Activities	Institutional membership	Professional development organization that promotes campus activities planning conferences and leadership institutes.

Douglass Visions Committee	Community partner organization	Annual – payment for transportation of artifacts	This committee is the proprietor of the African American campus museum artifacts
CUTX	Community partner organization	Annual	Collaborator to bring the African American museum artifacts to campus
Prothro Camp and Conference Center	Community partner organization	Annual	Host site for LEAD camp
Heard Museum	Community partner organization	Per event	Host site for ropes course used for student organizations and leadership development
North Texas Escape room	Community partner organization	Per event	Host site student organizations and leadership development
Dave & Busters	Community partner organization	Per event	Student organization team building and end of year celebration
Pin Stack	Community partner organization	Per event	Student organization team building and end of year celebration
Campus Police	Internal department	n/a	Collaborator during drive-in movie events
Registrar's Office	Internal department	n/a	Collaborator for Grad Fest event
Collin College Foundation	Internal department	n/a	Collaborator for Grad Fest and other school spirit events
Barnes and Noble Bookstore	Internal department	n/a	Collaborator for Grad Fest event
Athletics	Internal department	n/a	Collaborator for school spirit events

Mesa Community College

* *What is the Staffing for their offices (all student and professional)?*

4 full-time staff, 2 part-time staff, 11 student workers (2 campuses)

* *Number of students at their college/number of campuses they serve / Number of offices?*

15000 students, two campuses, 2 offices (we have a main campus and satellite campus that both have Student Life offices)

* *How many programs does their office do a year approximately?*

5 leadership programs, 40+ events

* *What are the differences between student services and student programming?*

Services are more to assist students with basic needs and academics. Programming enhances the college experience and learning in the classroom while promoting engagement and leadership.

* *What collaborations do you do (with other offices)? **

We have a heritage month committee made up of different departments around campus. We collaborate with the Civic Engagement Center and other Student Support Services on events and marketing. We also have a group of faculty who help with coordinating co-curricular events and programming.

* *Do you deal with any discipline (student orgs / students as a whole)?*

We might do some conflict resolution with our clubs but any bigger issues would be escalated to the Manager of Conduct or Dean of Student Development

* *Hierarchy (how are you structured)?*

We are part of the Student Affairs Division, Student Development. We report to a Dean of Student Development who reports to VP of Student Affairs.

Student Life Manager---Dean of Student Development---VP Student Affairs

* *Budget available for your office for the year (typical breakdown)?*

We typically have our budget broken down into general office supplies, professional services, official functions-food, official functions-supplies, and employee wages.

** Deadline for student organizations to submit registration paperwork?*

We have a soft deadline for club paperwork at the start of the semester, but we will allow a club to register anytime they are ready to get started or be reactivated.

** Do you use an automated process for your registration paperwork? If so, what program do you use, and what was its cost?*

We mostly use Google Forms.

San Jacinto College

* What is the Staffing for their offices?

Central: Coordinator, Specialist, Admin Assistant plus 5 part-timers

North Coordinator, Specialist, Admin Assistant plus, part-timers (fluctuates, currently 3)

South Coordinator, Specialist, Admin Assistant plus, part-timers (fluctuates, currently 2)

No SE staff at Maritime and Generation Park

* Number of students at their college/number of campuses they serve / Number of offices?

Approx. 10,000 at each of the 3 main campuses

Maritime 200 – specific to that training program

Generation park – mainly dual credit – online courses “housed” there, wasn’t sure of number of students actually there

* How many programs does their office do a year approximately?

Struggled to give a number. All 3 do consistent programming. They don’t have a number they try to hit, looking more for quality. They make sure to do the usual welcome weeks, cultural months, etc.

* What are the differences between student services and student programming?

They are under student services, but do strictly programming, leadership, and clubs. No orientation,

* What collaborations do you do (with other offices)?

Fall fest

Spring Fling

Revamping Leadership programs to have workshops with campus partners

* Do they deal with any discipline (student orgs / students as a whole)?

No – offices of Student Rights and Responsibilities handles that

* Budget available for your office for the year (typical breakdown)?

Declined to answer. They do get student activity fees, but wasn’t sure how much per credit hour they were.

*** Deadline for student organizations to submit in registration paperwork?**

No deadline for both (recent change). They average 50-60 clubs across the district

*** Do you use an automated process for your registration paperwork? If so, what program do you use, and what was the cost for it?**

SmartSheet – Then reviewed by admin and him.

Comevo – For online training for students and advisors.

They end them approval email to wrap up the process.

APPENDIX D - PREVIOUS CIP

Continuous Improvement Plan

Outcomes might not change from year to year. For example, if you have not met previous targets, you may wish to retain the same outcomes. *If this is an academic, workforce, or continuing education program, you must have at least one student learning outcome.* You may also add short-term administrative, technological, assessment, resource or professional development goals, as needed.

Date: 03/23/21 **Name of Program/Unit:** Student Engagement

Contact name: Torrey West **Contact email:** twest@collin.edu **Contact phone:** 972.377.1618

Table 1: CIP Outcomes, Measures & Targets Table (focus on at least one for the next two years)

A. Expected Outcome(s) Results expected in this unit (e.g. Authorization requests will be completed more quickly; Increase client satisfaction with our services)	B. Measure(s) Instrument(s)/process(es) used to measure results (e.g. survey results, exam questions, etc.)	C. Target(s) Level of success expected (e.g. 80% approval rating, 10 day faster request turn-around time, etc.)
Increase student satisfaction with Office of Student Engagement staff.	Institutional Effectiveness (IE) Student Survey of Service Units - Courteousness of staff item.	4.60 rating on a 5-point scale
Increase student participation in Office of Student Engagement activities.	Institutional Effectiveness (IE) Student Survey of Service Units- Knowledge of staff item.	4.60 rating on a 5-point scale
Increase faculty and staff overall satisfaction with Office of Student Engagement services.	Institutional Effectiveness (IE) Faculty and Staff Survey of Service Units – Overall satisfaction with Office of Student Engagement services.	4.5 rating on a 5-point scale [2018 = 4.45]

Description of Fields in the Following CIP Tables:

A. Outcome(s) - Results expected in this program (e.g. Students will learn how to compare/contrast conflict and structural functional theories; increase student retention in Nursing Program).

B. Measure(s) - Instrument(s)/process(es) used to measure results (e.g. results of surveys, test item questions 6 & 7 from final exam, end of term retention rates, etc.)

C. Target(s) - Degree of success expected (e.g. 80% approval rating, 25 graduates per year, increase retention by 2% etc.).

D. Action Plan - Based on analysis, identify actions to be taken to accomplish outcome. What will you do?

E. Results Summary - Summarize the information and data collected in year 1.

F. Findings - Explain how the information and data has impacted the expected outcome and program success.

G. Implementation of Findings – Describe how you have used or will use your findings and analysis of the data to make improvements.

Table 2. CIP Outcomes 1 & 2 (FOCUS ON AT LEAST 1)

<p>A. Outcome #1 Increase student satisfaction with Office of Student Engagement staff.</p>	
<p>B. Measure (Outcome #1) a) IE Student Survey of Service Units - Courteousness of staff item b) Participant rating of events</p>	<p>C. Target (Outcome #1) a) 4.60 rating on a 5 point scale b) 4.0 rating on 5 point scale in Cougar Connect</p>
<p>D. Action Plan (Outcome #1) Survey student organization officers on the courteousness of Student Engagement staff and work with staff on identified areas of needed improvement. (The student organization officers were specifically targeted since they have the most direct contact with the Student Engagement staff and have mandatory training sessions with the department.)</p>	
<p>E. Results Summary (Outcome #1) Due to COVID-19 the Office of Student Engagement did not have an opportunity to survey its student organization officers in Spring 2020. The action plan was narrow in focus as a means to increase overall student satisfaction. Cougar Connect was updated and the software was not used to rate events.</p>	
<p>F. Findings (Outcome #1) From the office of Institutional Effectiveness, the overall rating for Courteousness of staff was 4.65 during Spring 2019. The target rating was met. Since the Student Engagement events were not rated, no scores were available to report.</p>	
<p>G. Implementation of Findings The Office of Student Engagement will be administering program satisfaction surveys after each event. Due to the re-design of Cougar Connect, the department will be utilizing Caspio to administer an independent satisfaction survey to participants. The department will continue to collaborate with other departments to increase awareness of and satisfaction with Student Engagement.</p>	
<p>A. Outcome #2 Increase student participation in Office of Student Engagement activities.</p>	

B. Measure (Outcome #2) IE Student Survey of Service Units, knowledge of staff item	C. Target (Outcome #2) 4.65 rating on a 5-point scale
D. Action Plan (Outcome #2) The office of student engagement held a joint meeting with Public Relations and the Dean of Strategic Initiatives. An initial marketing plan was developed targeting social media outlets but not implemented due to the COVID-19 pandemic. The Dean of Strategic Initiatives was evaluating event push notifications for the Collin College app.	
E. Results Summary (Outcome #2) There is a misalignment of the measurement to the outcome. The items can be correlated but the survey is not a direct measurement of student participation. Baseline data needs to be gathered from previous events.	
F. Findings (Outcome #2) COVID is significantly limiting the number and type of events being offered. There will also need to be a standardization of how student participation is gathered. Previously, some events were co-hosted and participation numbers could potentially be duplicated. This too needs to be addressed.	
G. Implementation of Findings All events hosted by the Office of Student Engagement will collect student participation in a standard form and participants will be sent an evaluation survey. For co-hosted events, there will need to be collaboration in reporting to ensure duplication of participation does not occur.	
A. Outcome #3 Increase faculty and staff overall satisfaction with Office of Student Engagement services.	
B. Measure (Outcome #3) IE Faculty and Staff Survey of Service Unit -Overall satisfaction with Office of Student Engagement services.	C. Target (Outcome #3) IE Student Survey of Service Units - Knowledge of staff Target: 4.5 rating on a 5-point scale
D. Action Plan (Outcome #3) Increase collaboration with faculty and staff, especially related to co-hosting events. The Leadership Empowerment and Development (LEAD) initiative transitioned from Center for Civic and Scholarly Engagement to Student Engagement and expanded opportunities for collaboration throughout the district. Spring Fest to be held at the Plano Campus (Spring 2020)	
H. Results Summary (Outcome #3) As a result of Student Engagement providing oversight of the LEAD initiative, opportunities for collaboration expanded to Academic Affairs, Intramurals, Fitness Centers, and the Honors Program. Additionally, Spring Fest would have providing significant exposure to the services of Student Engagement. However, the event was cancelled due to campus closure during COVID.	

I. Findings (Outcome #3)

Per the 2020 IE Faculty/Staff Survey of Satisfaction with Units, the overall satisfaction rating was 4.3 (decrease of 0.15). There were only 52 surveys submitted.

J. Implementation of Findings

While the results were reported during Spring 2020 show a decrease, the impact of COVID cannot be overstated. Events were canceled and survey responses were limited. There is some discussion on how items are presented in the survey as well as working to ensure greater participation. Additionally, the Office of Student Engagement will be enhancing departmental surveys to be distributed after each event and promoting student participation.