



2021-2022 STUDENT ORGANIZATION HANDBOOK

Office of Student Life
SAC 210

The University of Texas Permian Basin
Odessa, Texas 79762
(432) 552-2651

TABLE OF CONTENTS

Section I

Introduction.....	5.
Student Organization Policies and Procedures	7.
Requirements	7.
Benefits	7.
Registration Procedure	7.
Registration Deadline.....	7.
Organization Name.....	7.
Organization Purpose.....	8.
Membership Requirements	8.
Organization Category	8.
Organization Interests	8.
Organization Roster.....	8.
Officer Contact Information	8.
Advisor Contact Information	8.
By-Laws and Constitution.....	8.
Tax Identification Information.....	9.
The Role of the Advisor	10.
Event Registration	13.
Event Definition	13.
Space Reservation.....	13.
Amplified Sound.....	13.
Food at Events.....	14.
Organizational Standards of Conduct	15.
Financial Guidelines	16.
Location of Funds	16.
Withdrawals & Deposits.....	16.
Debt to the University.....	16.
Recommended Controls	17.
Fund Raising.....	18.
Posting Guidelines	20.
General Guidelines	20.
Advertisement descriptions.....	21.
Approved Bulletin Board Posting Locations	22.
Chalking Policy.....	22.
Window Painting Policy	23.
Advertisement Creation.....	23.

INTRODUCTION

The mission of the Office of Student Life is to create a holistic student experience by complementing classroom learning with opportunities for leadership, civic engagement, and critical thinking. Through these experiences, students learn valuable skills transferable throughout life.

Student organizations play an important role in campus life. Involvement in activities of student organizations provides a means for students to develop and refine leadership skills and to interact and network with peers, faculty, and staff.

To effectively and efficiently plan activities, organization leaders need to be knowledgeable about university policies and procedures, as well as resources available to the organization. The Student Organization Handbook is designed to provide information about organization registration and University policies. There is also supplemental information that will assist student organizations plan and implement programs. In addition to this publication, and the resources found on FalconLink, student organizations are encouraged to work closely with the Office of Student Life staff and their UTPB advisor.

SERVICES OFFERED BY THE OFFICE OF STUDENT LIFE IN SUPPORT OF STUDENT ORGANIZATIONS

- Access to leadership material
- Access to poster-making materials
- Assist clubs in locating speakers
- Assist clubs with program planning
- Fund Raising approval
- Leadership advisement
- Leadership training
- Poster and sign approval
- Student body e-letter marketing
- Assist clubs with Accounting Office procedures
- Assist clubs with space allocation and room reservations

The Office of Student Life is located on the second floor of the Student Activity Center, in SAC 210.

Webpage: <https://www.utpb.edu/life-at-utpb/student-life/index>

SECTION I:

**UT PERMIAN BASIN STUDENT ORGANIZATIONS
POLICIES AND PROCEDURES**

STUDENT ORGANIZATION REGISTRATION

Requirements for a Registered Student Organization (RSO):

- ✓ A minimum of 5 members is **required** to be a registered group.
- ✓ Membership is limited to students, faculty, and staff of The University of Texas of the Permian Basin. (*Regent Rules and Regulations 50202, Section 3*)
- ✓ The organization must have a UTPB advisor who is a member of the University faculty or staff. The advisor must be a faculty member or a full-time staff member of the University.
- ✓ The organization must have a constitution that is used to govern.
- ✓ The organization must agree to abide by all institutional regulations.
- ✓ Completion of Student Organization Orientation/risk management training.

Benefits of Registering as a Student Organization

A registered student organization has the privilege of using University facilities and accounting services, holding fund-raising events on campus, sponsoring events, and receiving assistance from the Office of Student Life regarding organization development and program planning.

Registered student organizations are permitted to have organization mail delivered to the Office of Student Life in the Student Activity Center.

******REGISTRATION MUST BE DONE AT THE BEGINNING OF EACH SEMESTER******

How to Register or Renew a Student Organization:

- ✓ Renewal/registration of an organization must be completed via [FalconLink](#)
- ✓ Prepare to submit information related to:
 1. Organization name
 2. Organization profile, membership requirements, and profile picture
 3. Organization category
 4. Organization interests
 5. Organization roster and officers' contact information
 6. Advisor(s) contact information
 7. Attach Constitution and Bylaws
 8. Tax Identification information (if applicable)
- ✓ Complete the renewal online before the deadline for existing organizations. After the deadline, organizations will be "frozen" and must meet with the Office of Student Life to gain access to re-registration.

1. Organization Name:

- ✓ Only organizations that are **sponsored** by the University may use the name or seal of the University as part of its name. (*Regents' Rules and Regulations 50202, Section 3*)
- ✓ A student, group, or organization that is not sponsored by the University may not use the name of the university or an abbreviation of the name of The University as part of its name.
- ✓ A group not sponsored by the University may use such names as campus, University, Texas chapter, or Odessa as a part of its name. They may also state they are "at" the University of Texas Permian Basin.

2. Organization Purpose and Membership Requirements:

- ✓ This is a statement used to detail to perspective members what the organization's main objectives are and why a student might want to join your group.
- ✓ May only be any combination of students, faculty, or staff currently enrolled or employed by UTPB.
- ✓ A student must maintain a grade point average of at least 2.0 to be eligible for membership in any organization.
- ✓ Other criteria as established by each student organization.

3. Organization Category:

- ✓ Used to better identify the main purpose of your organization for student who are interested in joining.
- ✓ Examples: Academic, Faith-based, Greek, Professional, etc.

4. Organization Roster and Officer Contact Information:

- ✓ A roster of members will be collected, including UTPB email contact information for all members.
- ✓ Name, email, and phone number will be collected for a minimum of the President, Vice (co)-President, Secretary, and Treasurer. Additional officers' information may also be provided.
- ✓ The officers listed will be the members who are authorized to speak for or represent the organization or group in its relations with the institution and who are authorized to receive for the organization or group official notices, directives, or information from the institution. (*Regent Rules and Regulations 50202, Section 6.1*)

5. Advisor(s) Contact Information:

- ✓ Name, email, and phone number for each organization Advisor will be collected. The minimum information must be for the UTPB Faculty/Staff Advisor.

6. Constitution and/or Bylaws:

- ✓ The most current copy of the organization's constitution and/or bylaws will be collected.
- ✓ The document must contain a nondiscrimination clause.
- ✓ The document must contain an explanation of what constitutes membership.

- ✓ The document must contain responsibilities of officers and advisors.
- ✓ The document must contain consequences for member who do not fulfill their responsibilities.

7. Tax Identification Information (if applicable):

- ✓ Provide the Employer Identification Number (EIN) or Tax ID number. One can be obtained at www.irs.gov.
- ✓ Provide proof of tax-exempt status through the IRS.

PLEASE NOTE: Student organizations are not tax-exempt due to their connection with the university. Tax exempt status must be acquired through the IRS. Student organizations are encouraged to investigate acquiring non-profit status by using IRS Form 1023. This is a much more extensive process than Form SS-4. By becoming non-profit, 501(C) 3, contributions made to the student organization are tax deductible for the contributor.

THE ROLE OF THE ADVISOR

University regulations require each student organization to have a faculty/staff advisor. It is in the organization's best interest to have a secondary advisor in case the primary advisor is unavailable at a critical time. The following suggestions listed assist in working with the advisor.

Advisors are NOT expected to be, nor should they ever become the leader of the organization.

ADVISOR RESPONSIBILITIES:

Advisors are current members of UTPB faculty, staff, or administration who agree to mentor student organizations on their purpose and operation throughout the school year. They serve as a liaison between the University and organization interpreting University policy and procedures. In some cases, the advisor may serve as a signatory on official forms, especially on items concerning finances. The advisor aids in the area of program content and purpose by helping the officers use their best judgment in selecting programs. They are also an integral part of ensuring the organization's success and longevity on the UTPB campus.

The Advisor's major responsibilities are as follows:

- ✓ Completing the Student Organization Risk Management training.
- ✓ To assist the organization in finding optimal ways of implementing its programs.
- ✓ To serve as a role model and mentor to the organization and its individual members.
- ✓ To keep the organization aware of University policy.
- ✓ To periodically meet with the organization to stay informed of its activities.
- ✓ To be aware of all functions sponsored by the organization.
- ✓ Be aware of liability issues (i.e. hazing, alcohol, travel, etc.) and advise the organization to make reasonable and prudent decisions regarding these issues in planning activities.
- ✓ To represent the organization when required by the University or overall best interest.
- ✓ Speak up during discussion when the advisor thinks the group may make a poor decision.
- ✓ Take a consulting role in formulating the goals of the group.
- ✓ Provide historical context for current leaders of the organization.
- ✓ Initiate ideas for discussion when the advisor believes they will be helpful to the group.
- ✓ Attend group activities, meetings and events.
- ✓ To be available for available to attend student trips like conferences and off campus events.
- ✓ Request to see the treasurer's books at the end of each semester.
- ✓ Check official correspondence before it is sent.
- ✓ Receive a copy of all official correspondence.

- ✓ Be a custodian of all group paraphernalia, records, etc. during the summer and between officer transitions.
- ✓ Inform the group of infractions of their bylaws, codes, and standing rules.
- ✓ Veto a decision only if it violates a state laws or University policy.
- ✓ Mediate interpersonal conflicts that may arise.
- ✓ Insist on an evaluation of each activity by those students responsible for planning it.
- ✓ Take the initiative in developing teamwork and cooperation among the officers.
- ✓ Represent the group in any conflicts with members of the University staff.
- ✓ Be familiar with University resources and procedures that affect group activities.
- ✓ Recommend programs, speakers, and trainings given by the Office of Student Life.

Qualities of a Good Advisor:

- ✓ They adhere to the responsibilities above
- ✓ They encourage members to implement their ideas
- ✓ They strongly encourage academic achievement
- ✓ They hold themselves as well as members accountable for the organization's successes and failures.

Resources Available to the Advisor

Student Code of Conduct:

This publication issued by the Office of the Dean of Students is a detailed guide on policies and procedures governing student behavior.

Office of Student Life:

The Director and Assistant Director of Student Life located in the Student Activity Center are available for consultation on organizational matters.

Hints for Selecting an Advisor

Before making a selection, keep the following in mind:

- ✓ Find someone who will have the time to devote to your organization.
- ✓ Find someone who will take the role willingly and seriously.
- ✓ Find an advisor who can help you grow as a student leader.

When approaching a potential advisor, make certain they have a clear understanding of your organization's mission, purpose, and values, as well as what would be required of them in their role, duties, and time involved. Allow the person a reasonable length of time to consider their decision.

If possible, choose someone who shares some of the same interests as your organization, and someone with whom you have contact. A departmental club would most likely select an advisor from that academic department.

How to Work with an Advisor

We recommend your Executive Board meet with your advisor at least one day before each meeting to go over the agenda and topics to be discussed. Be open to suggestions from the advisor. Their knowledge and experience will help with solutions and organizational procedures. If an advisor cannot attend a meeting, meet with them soon after the meeting to brief them on decisions or other pertinent information (perhaps through a copy your minutes).

Organization Responsibilities to Advisor(s):

- ✓ Keep the advisor informed concerning overall program of organizations
- ✓ Notify advisor in advance of the schedule of meetings and events
- ✓ Express opinions on issues that affect the welfare of the organization
- ✓ Notify advisor of changes in policies and procedures
- ✓ Dates of conferences, award ceremonies and application deadlines
- ✓ Inform advisor on award opportunities, training and development conferences, and ideas in which to enrich the personal development of members that will contribute to the overall success of the organization

EVENT REGISTRATION

What's considered an "Event"?

Any instance wherein one or more members of a student organization are established in one or more particular places with the intent to execute business on behalf of the student organization is considered an event. This includes, but is not limited to:

- ✓ General body meetings
- ✓ Executive board meetings
- ✓ Fundraising activities
- ✓ Community service activities
- ✓ Guest speakers or events

Requesting an Event and Space Reservation

- ✓ Before hosting an event, an RSO member must submit an event request via FalconLink. This is done by creating an event in your organization's page.
- ✓ **Event requests should be submitted at least two weeks prior to the event date to ensure there is enough time for:**
 - Student Life staff to review the request,
 - Adjustments that need to be made for a denied request,
 - Reservation of the desired space/venue for the event, and
 - Time for the organization to advertise the event
- ✓ Complete event registration form via FalconLink and include:
 - A full description of the event (details are very important; more information is better than less)
 - Contact information for member responsible for event
 - 1st and 2nd choice for your preferred location for event
 - If the event is a fundraiser (fundraisers must have the approval of the RSO's on campus advisor)
 - If food will be provided during the event
- ✓ Once the Event Request Form is submitted, Student Life staff will review and approve or deny request.
- ✓ Notice of reviews will be emailed to the member who submitted request; information about next steps will be provided.
 - Events are not approved until the event location has been reserved and confirmed.
 - If the event request is denied, the submitter will be informed why, and given instructions to adjust the request.

Amplified Sound

RSOs may use amplified sound on campus at designated times and locations, but advance permission is required.

- ✓ Campus officials may prescribe rules concerning scheduling, sound levels, the location of speakers and direction in which they are pointed, and other rules to facilitate the use of weekday amplified sound areas, to mediate any conflict with University functions and other nearby activities, and to manage environmental impact. All such rules shall be reasonable and nondiscriminatory.

Food at Events

- ✓ ALL events held on campus that include food must use Chartwells.
- ✓ RSO's may request approval to not use Chartwells to provide for events that are open only to members or events like bake sales. RSO's wishing to not serve Chartwells food at an event must complete a Food Waiver Form that must be signed by the director of Chartwells.

Food at Fundraising Events

LIST OF FOODS APPROVED FOR SALE WITHOUT A HEALTH PERMIT:

- Cakes (can be made in homes)
- Hot Dogs
- Cookies (can be made in homes)
- Nachos
- Fruit Pies (cherry, apple etc., can be made in homes)
- Pecan Pies (can be made in homes)
- Snow Cones
- Frozen Ice Cream Novelties (commercially made)

LIST OF FOODS *REQUIRING* A HEALTH PERMIT FOR SALE (INCLUDING BUT NOT LIMITED TO):

- Foods prepared in private home kitchens (excluding cookies and cakes)
- Fish or chicken requiring breading before cooking.
- Cream pies - coconut, banana, etc.
- Custard pies - pumpkin, buttermilk, etc.
- Homemade ice cream.
- Tuna, chicken, or egg sandwiches.

HEALTH DEPARTMENT CONTACT INFORMATION

ECTOR COUNTY
HEALTH DEPARTMENT
221 North Texas
Odessa, Texas 79761
Phone – 432.498.4141

ORGANIZATIONAL STANDARDS OF CONDUCT

Student organizations are expected to comply with all University rules and regulations and to conduct all activities within the spirit and mission of the University and the Office of Student Life.

Student organizations, through their activities and actions, are expected to always meet the following:

- ✓ Respect normal University operations (i.e. class schedules, movement of traffic, etc.).
- ✓ Honor and support the rights of its members in their academic pursuits.
- ✓ Not deny or interfere with the rights of others (this includes respecting the dignity of the human person and the full compliance with the anti-hazing requirements of UTPB).
- ✓ Refrain from discrimination in membership.
- ✓ Represent the purpose and intent of the organization accurately and ethically and be aware of and in full compliance with applicable civil laws and University policies and regulations.
- ✓ Display responsible and ethical actions in all exchanges on and off campus as members of the University community.

Disciplinary Action:

Any student organization is subject to disciplinary action or revocation of registration as a student organization for violation of a rule or regulation of the System and/or of the institution at which the organization is registered. (*Regents' Rules and Regulations 50202, Section 5*) A registered student organization whose registered status has been canceled may apply for re-registration not less than six months following the date of such cancellation.

Conflict Resolution:

Any student who has a conflict, disagreement, or other problem with the policies, procedures, or personnel of the Office of Student Life should address these concerns with the Office of Student Life. It is possible that more information or clarification is needed to resolve certain issues and may be documented if necessary. If no solution is reached after confronting the Office of Student Life, students are welcome to voice their concerns to the Office of the Dean of Students.

FINANCIAL & FUNDRAISING GUIDELINES

Location of Funds

Student organizations have the benefit of housing their funds in an on-campus account if they wish. If an organization wants to create an on-campus account, that can be indicated during the registration process or by contacting the Office of Student Life.

There are no service charges for regular services and funds will be carried forward from semester to semester, but student groups must plan.

Organizations utilizing on-campus accounting services should be aware of the procedures therein. A separate account in the organization's name will be established. Please allow ample time for the account to be processed before any transactions can be made.

Organizations not sponsored by the University will NOT use University purchasing procedures. Organizations can only make deposits and withdrawal funds (for example, an organization cannot request a Purchase Order or check be cut directly to a vendor through the University).

If an organization with an on-campus account becomes inactive, the funds will remain in their account for three years. After that point, the funds are deposited into a general organization account managed by the Office of Student Life.

Withdrawals & Deposits

All account withdrawals and deposits require the approval of the Director of the Office of Student Life.

For a withdrawal, a check will be cut to a designated member of the organization. That person must be set up as a vendor with the University prior to receiving payment. They require the signature of the member receiving the funds, an officer of the organization (not receiving the funds), the organization advisor, and the Director of Student Life. The Office of Accounting will NOT issue cash to an organization, so the organization should plan accordingly.

Deposits can be made at any time with the assistance of the Office of Student Life. They do not require officer or advisor signature, only that of the member making the deposit.

Debt to The University

Organizations or groups, whether registered or not, are not entitled to use the facilities of the University if it owes a monetary debt to the institution and the debt is considered delinquent by the university. (*Regents' Rules and Regulations*, Rule 50202, Section 6.4)

Recommended Controls

As an aid to the organizations, the Office of Student Life recommends the adoption of the following measures to ensure that standards of good business management and practice are achieved. These guidelines are presented as suggestions toward assuring the financial integrity of each organization. There are great variations in the amount of money handled by each organization; indeed, some organizations handle no money at all. Following these guidelines and keeping good records will assist with better financial management.

1. An officer (i.e. treasurer) should be delegated the exclusive responsibility for depositing organization funds directly into the organization's University account. This same officer should be delegated the responsibility of overseeing the overall financial conduct of the organization including the monthly verification of all statements.

2. Any off campus accounts should have no less than three people listed on the account at any given time. These three people should be the above officer, one other officer, and an advisor.

3. Any monies withdrawn from an off campus account should require at least two signatures of those listed on the account.

3. All moneys collected, regardless of the source, should be deposited into the organization account in a timely fashion. As a reference, state law requires the university to deposit funds within 7 days of receipt.

4. All individuals who turn money in to the treasurer for deposit into the organization's account should be given a numbered receipt for the money received. The treasurer should issue this receipt in duplicate and maintain a chronological file of all receipts issued. Receipts that are made in error should be voided and maintained in the chronological file (do not throw away voided receipts; keep them!).

5. Fundraising projects that involve the purchase of items for resale to the public should be planned and coordinated with great care to ensure that all items contracted for purchase can be accounted for at the conclusion of the sale. While the project may be coordinated by a group of members, all funds to be deposited as a result of the sale should be given directly to the treasurer and receipts issued.

6. Disbursement of organizational money for any authorized expenses incurred should be paid only through issuance of a check (not cash) upon presentation of a receipt itemizing the incurred expenses. Organizations should go to great lengths to avoid the situation where members reimburse themselves for expenses from moneys generated during fund raising (i.e. member reimbursing him/herself for cost of coffee directly from the change fund established for donut sale). In short, income and expense items should

be treated in a totally separate manner, with the organization insisting upon receipt prior to the reimbursement being made.

7. The treasurer should make monthly written financial reports to the membership detailing all income and expense items incurred during the month's activity. The monthly report should also include beginning and ending bank balances.

8. Finally, organizations, particularly those that handle relatively large amounts of money, should establish some method whereby an audit committee of the organization verifies the accuracy of the treasurer's records at least annually.

While these suggestions may not all be applicable to each organization, they do cover the financial activities that are most often encountered. The leadership of each organization is encouraged to work directly with the Office of Student Life as they review their organization's financial system and particularly to consult with this office as major fund-raising activities are planned.

Fundraising

Each organization is encouraged to collect dues and make an effort to earn funds.

Texas law allows registered student organizations to be relieved from state sales tax liability for fundraising sales occurring one day each month. All proposed sales events are subject to *Regents' Rules and Regulations 80103* and university policies concerning solicitation. The sales must be for the registered organization and may not involve another entity not authorized to solicit under *Regents' Rules and Regulations 80103*.

A student organization that exceeds the one-day per month limit will be treated basically as a flea market and must have a sales tax permit, provide a bond to ensure payment of tax, and file tax returns either monthly, quarterly, or yearly, depending on the amount of tax collected. Sales tax issues should be addressed with the Office of the Comptroller of Public Accounts.

The Office of Student Life must approve all fundraising events.

Student organizations submit fundraising event requests via the event form in FalconLink. Student organizations may only co-sponsor activities with non-university enterprises or organizations that meet the requirements of *Regents' Rules and Regulations 80106 Section 2.9*.

Texas law prohibits lotteries. Only certain tax exempt, non-profit (under Section 501(c) 3, Internal Revenue Code) organizations are permitted to conduct raffles according to Texas law. They may do so two times a year.

Fundraisers may not be conducted for private gain.

All fundraising activities, and especially planned sales of T-shirts, mugs, caps, or any items that use the name, logo, or seal of the University, must be reviewed and approved by the Office of Student Life to ensure compliance with university regulations. Early review and advice is highly recommended.

When a student organization is given permission to use the logo on items to be sold for profit, the items must be purchased through the Office of Student Life to ensure logo-use procedures are followed.

POSTING GUIDELINES

All registered student organizations, departments, and students are encouraged to utilize the approved advertising opportunities. All advertising is expected to be appropriate and inclusive, and should positively reflect on the UT Permian Basin student body.

General Guidelines:

1. All advertisements must be brought to The Office of Student Life (OSL) for approval. Any unapproved events, misspellings, or inaccurate information is reason for denial. Organizations may bring their advertisements to OSL for review prior to printing multiple copies.
 - a. Advertisements must include:
 - i. Contact information (email and/or campus phone number)
 - ii. Room for approval stamp (must be clearly visible)
2. Once an advertisement is approved it will be stamped by the OSL. The max number stamped is 30 to accommodate all approved posting locations on campus.
3. The OSL requires one copy of the advertisement to be kept on file in the office. Please bring an extra copy with contact information when submitting for approval.
4. Student organizations may only post advertisements 14 days in advance of an event, with the exception of chalking and window painting, which is allowed seven days in advance of an event.
5. Organizations are responsible for removing their advertisements within 48 hours of their event. *Any organizations who continue to leave their materials past the removal date will lose their posting privileges for up to one semester.*
6. Organizations wishing to reserve table tents, poster frames, a-frames, banner space, chalking space, or window space must submit a request to studentlife@utpb.edu.
7. Acceptable reasons for posting:
 - a. Registered student organization approved event/fundraiser
 - b. Individual student use, such as roommate requests, lost or found, etc.
 - c. Department event/activity, course or degree information, general notifications, etc.
8. Posting Rights
 - a. The following individuals/groups are allowed to post on campus:
 - i. A registered faculty, staff, or student organization
 1. Registered organizations must have submitted an Event Form that has to be approved by the OSL prior to submitting signs, flyers, or posters for approval. *Any materials submitted prior to having an event approved will be denied.*
 2. Registered organizations that are not University-sponsored cannot use the university logo or name in their advertising materials.

- ii. An individual student may post for personal use
 - 1. Individuals may only post on bulletin boards.
- iii. An administrative or academic department
- b. The following individuals/groups are NOT allowed to post on campus:
 - i. Non-campus community members

Advertisement descriptions:

1. Does not require a request to Student Life
 - a. **Flyer:** An 8.5"x11" advertisement to be posted on approved bulletin boards. Please note advertisements smaller than 8.5"x11" can also be posted on bulletin boards.
 - b. **Tabloid:** An 11"x17" poster to be posted on approved bulletin boards.
2. Requires a request to Student Life
 - a. **Table Tent:** A 5"x7" advertisement located on SAC dining tables. Requires 45 copies to cover all tables. Organizations will leave the approved advertisements with the OSL, who will be responsible for placing the ads. Table tents are renewed/changed on Mondays.
 - b. **Poster Frames:** Large stands that hold two 21"x28" posters. Poster frames may be placed in any building lobby and on the SAC patio. Organizations will check out poster frames and return them on the dates listed on the approved advertisement space request form. Poster frames must be returned by 5pm. Student organizations may reserve a max of one poster frame at a time. *There is a \$350 replacement fee for any damaged or lost poster frames.*
 - c. **A-Frames:** Large stands that hold two 24"x36" posters. A-frames may be placed in any building lobby and on the SAC patio. Organizations will check out the A-frames and return them on the dates listed on the approved advertisement space request form. A-frames must be returned by 5pm. Student organizations may reserve a max of two A-frames at a time. *There is a \$250 replacement fee for any damaged or lost A-frames.*
 - d. **Banner Space:** Locations are available in the SAC. Banners must be no larger than 4' tall by 11' wide. Banners must be approved by the OSL and the OSL will be responsible for hanging the banners. Student organizations may reserve a max of two banner spaces at a time.
 - e. **Chalking:** Registered student organizations may chalk messages on sidewalks and the SAC Patio. Organizations may chalk up to two areas at one time. Please see the Chalking Policy for additional information.
 - f. **Window Painting:** Registered student organizations may paint the outside lower SAC Patio windows. Organizations may take up to 2 window sections at one time. Please see the Window Painting policy for additional information.

Approved Bulletin Board Posting Locations

1. There are 26 approved posting locations on campus. Each approved bulletin board has a laminated Office of Student Life sign at the top. *Any signs, flyers, or posters found elsewhere are subject to immediate removal.*
 - a. Mesa Building (fifteen locations)
 - i. 1st Floor: Two bulletin boards by the elevators
 - ii. 2nd Floor: One bulletin board in the lobby, one bulletin board by stairwell one, one bulletin board by MB 2218, and two bulletin boards by MB 2101.
 - iii. 3rd Floor: Two bulletin boards in the lobby, one poster hanging rail in the lobby, one bulletin board by stairwell one, and one bulletin board by MB 3265.
 - iv. 4th Floor: Two bulletin boards in the lobby and one bulletin board by stairwell one.
 - b. Student Activity Center (three locations)
 - i. 1st Floor: Two large bulletin boards by the restrooms and three small bulletin boards on columns (organizations may only use one of the small bulletin boards)
 - c. Library (one location)
 - i. 1st Floor: Four small bulletin boards on the main lobby columns (organizations may only use one of the small bulletin boards).
 - d. Science & Technology (two locations)
 - i. 1st Floor: One bulletin board by the restrooms
 - ii. 2nd Floor: One bulletin board by the stairs
 - e. Gym (one location)
 - i. 1st Floor: One bulletin board in the main hallway
 - f. Other Locations
 - i. The following locations require approval from their department to be posted. The appropriate stamps are still required.
 1. C.E.E.D (1 board)
 2. Charles A. Sorber Visual Arts Studies (1 board)
 3. Parker Ranch House (2 locations)

Approved advertisements must be posted on bulletin boards ONLY. Advertisements found in unauthorized locations are subject to immediate removal. Organizations who continue to post their advertisements in non-approved locations will lose their posting privileges for up to one semester.

Chalking Policy

1. Chalking is only allowed on sidewalks and the SAC Patio. Chalking is not permitted where rain cannot reach (such as the covered Mesa Courtyard). Chalking is also not permitted on any vertical surfaces or parking lots.

2. The chalked message must include the name of the sponsoring organization(s).
3. No threatening messages or inappropriate language is permitted.
4. Only water-soluble sidewalk chalk may be used. No spray chalk, paint, or permanent markers.
5. Organizations who chalk are responsible for cleaning the chalked area with 48 hours of their event. *Failure to clean up will result in an organization losing their chalking privileges for up to one semester.*

Window Painting Policy

1. Window painting is only allowed on SAC Patio lower windows. Window painting is not permitted on any other building or on the upper windows of the SAC. Painting is not permitted on the SAC doors.
2. The painted message must include the name of the sponsoring organization(s).
3. No threatening messages or inappropriate language is permitted.
4. Only water-based paint may be used. Drop cloths must be used to protect the SAC Patio.
5. Organizations who paint windows are responsible for cleaning the painted area with 48 hours of their event. *Failure to clean the windows will result in the organization losing their window painting privileges for up to one semester. If the university has to clean the windows or spilled paint, the costs associated with that clean-up will be passed on to the organization responsible.*

Advertisement Creation

1. Banners and posters can be made in The Office of Student Life (SAC 201) at no charge. Paper, markers, paint, stencils, etc. are available to registered student organizations. OSL materials are not available to individual students or campus departments.
2. Registered student organizations and campus departments may print posters (21"x28" or 24"x36") in The Office of Student Life (SAC 212) at a rate of \$5.00 per poster.